

# NEEDHAM MARKET TOWN COUNCIL

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12<sup>th</sup> May 2022

YOU ARE HEREBY SUMMONED to the **ANNUAL** Meeting of **NEEDHAM MARKET TOWN COUNCIL** which will be held at Needham Market Community Centre, School Street on Wednesday 18<sup>th</sup> May 2022 at 7.30pm to consider items specified on the agenda below.



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## AGENDA

1. To elect the Town Mayor/Chairperson of Council for 2022/2023.
2. To witness the Town Mayor/Chairperson's Declaration of Acceptance of Office.
3. To receive Councillors Apologies for Absence.
4. To elect the Deputy Town Mayor/Deputy Chairperson of Council for 2022/2023.
5. To witness the Deputy Town Mayor/ Chairperson's Declaration of Acceptance of Office.
6. To receive and confirm the minutes of the Town Council meeting held 16<sup>th</sup> March 2022.
7. To receive Councillors' Declarations of Interest for matters on the Agenda.
8. To receive reports if any from The County Councillor, District Councillors and questions from any members of the public present.
9. To receive a report of the activities of the Mayor and Deputy Mayor on behalf of the Town and, if applicable, the final report from the outgoing Mayor.
10. To adopt the Council's new Committees and appoint Chairpersons of the Committees for 2022/2023.
11. To agree members of the Employment Committee for 2022/2023.
12. To appoint SALC representatives for 2022/2023.
13. To confirm the appointment of the Internal Auditor.
14. To appoint representatives on the Community Centre Management Committee for 2022/23.
15. To appoint representatives on the Neighbourhood Watch Committee for 2022/23.
16. To appoint Emergency Contacts for 2022/23.

17. To appoint to the Civic Events Management Group 2022/23.
18. To confirm arrangements for Council's insurance cover for all insurable risks.
19. To review Council's subscriptions to other bodies.
20. To review Council's expenditure incurred under s.137 of the Local Government Act 1972.
21. To determine the time and place of Council and Council Committee Meetings up to and including the next annual meeting of the Council.
22. Clerk's Report.
23. Committees:
  - a) Governance and Finance:
    - i. Accounts for Payment and Confirmation.
    - ii. To adopt the accounts for the year ending 31<sup>st</sup> March 2022.
    - iii. Confirmation and signing of the Annual Governance Statement (Section 1) for year ending 31<sup>st</sup> March 2022.
    - iv. Confirmation and signing of the Annual Accounting Statements (Section 2) for Year Ending 31<sup>st</sup> March 2022.
    - v. To adopt the Town Council Asset Register (31<sup>st</sup> March 2022).
    - vi. To adopt an Internal Control Statement for the period to 31<sup>st</sup> March 2023.
    - vii. To receive Minutes from the Governance and Finance Committee meeting held 10<sup>th</sup> May 2022.
    - viii. To confirm arrangements for the first meeting of the Governance & Finance Committee.
  - b) Community & Assets Committee
    - i. To confirm arrangements for the first meeting of the Committee
  - c) Planning Committee
    - i. To confirm arrangements for the first meeting of the Committee
24. To consider whether, pursuant to Part 1 of Schedule 12A of the Local Government Act 1972, the public should be excluded from the meeting for the business specified below on the grounds that if the public were present during this item, it is likely that there would be the disclosure to them of exempt information. The presenters of the reports proposed to be considered are satisfied that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.
  - i. To consider Crowley Park Pavilion Improvement Project tenders.

**Members of Public are welcome to attend the meeting**