

Dear Councillor

18 June 2020

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You are required to attend the **Annual Meeting of the Town Council** which will take place on **Tuesday, 23 June 2020, commencing at 7.30 p.m.**

Join Zoom Meeting

<https://us02web.zoom.us/j/81204950910?pwd=aWVhM0Q1VkpqV2Q4Zz09>

Meeting ID: 812 0495 0910

Password: 471064

Dial in:

0203 051 2874

0203 481 5240

0203 481 5237

0131 460 1196

If you are unable to attend or will be late in arriving please could you notify the office **prior to the meeting.** The agenda is set out below.

Catherine Voyce

Town Manager

A G E N D A

The meeting will commence with a fifteen-minute adjournment for matters to be raised, if any, by the public.

1. Election of Chairman and signing of Declaration of Acceptance of Office * * * * *
2. Reflection
3. Election of Vice Chairman and signing of Declaration of Acceptance of Office * * * * *
4. Apologies for Absence
5. To Accept Declarations of Interest whether Personal and/or Prejudicial
6. Announcements and Communications
- For Approval**
7. Co-option of New Councillor(s) **Item 7**
8. To appoint Committee/Panel Membership **Item 8**
9. Christmas Event 2020 - decision **Item 9**

10. The listing of planning applications on Development & GP Agenda	Item 10
11. Agree Minutes of Meeting held on 26 May 2020	Item 11
12. To Approve the Internal Audit for 2019/20	Item 12
13. To Approve and sign off Governance Statement for 2019/20	Item 13
14. To approve and sign off Accounting Statements for 2019/20	Item 14
15. To agree Meeting Dates for 2020/21	Item 15
16. Annual Schedule of Business for FC & Committees 2020/21	Item 16
17. Actions from Previous Meeting	Item 17
For Information	
18. To Receive the Police Report	Item 18
19. To receive County/Borough Councillors' Reports	Item 19
20. Agree Minutes of Development Meeting held on 2 June 2020	Item 20
21. Agree Minutes of Amenities Meeting held on 9 June 2020	Item 21
22. Agree Minutes of Resources Meeting held on 16 June 2020	Item 22
23. Town Manager's Report	Item 23
24. Members Questions Received to the Chairman	
25. Councillor Attendance Year End Report 2019/20	Item 25
26. Date of Next Meeting 28 July 2020	
Confidential Minutes for Approval	
27. Confidential Minutes of the Full Council Meeting held on 26 May 2020	Item 27

**nominations and self-nominations to be received by the Town Manager by no later than 5 pm on Monday, 22 June 2020.*

*** Presentations for either of these positions is optional, but will only be accepted by pre-seen video to be sent to the Town Manger by no later than 5 pm on Monday, 22 June 2020. (for circulation to Councillors). This is to allow for a confidential vote to take place remotely.*

**** voting for both positions to be emailed to Town Manager and cc to Deputy Town Manager by no later than 7 pm on Tuesday, 23 June 2020.*