



WIRKSWORTH TOWN COUNCIL

TOWN HALL, WIRKSWORTH, DERBYSHIRE DE4 4EU

Email: townclerk@wirksworth.gov.uk

Website: www.wirksworthtowncouncil.gov.uk

Clerk to the Town Council & Responsible Financial Officer:

Paul Jennings BEng (Hons), Cert ICM

Office hours: 8:30am-12:30pm Mon-Thurs

16 May 2017

Dear Councillor,

You are hereby summonsed to the Annual Meeting of Wirksworth Town Council on MONDAY 22 May 2017 at 6.30 p.m. in the Town Hall, Wirksworth.

AGENDA

1. **Election of Chair (Town Mayor) for 2017/18**
(the elected Mayor will then make the statutory declaration of acceptance of office)
2. **Apologies for Absence**
3. **Members' Interests in Agenda Items** *To enable Members to declare the existence and nature of any Disclosable Pecuniary Interests they have in subsequent agenda items, in accordance with the Town Council's Code of Conduct.*
4. **Open Forum** (time for this session is limited to 15 Minutes ; 3 minutes per person):
 - *Public Forum (At the start of the meeting, a period is available for members of the public to address the Council)*
 - *Police Matters (A police representative may be in attendance to offer information or respond to questions from Councillors on Police matters)*
 - *Cllrs with a pecuniary interest making representations, answering questions or giving evidence relating to the business to be transacted*
 - *District & County Councillor Reports*
5. **Election of the Vice-Chair (Deputy Mayor) for 2017/18**
6. **To confirm the accuracy of the Minutes of the Meeting of the Wirksworth Town Council held on 24 April 2017** (attached)
7. **To receive the recommendations contained in Minutes of Committees:-**
 - Environment & Town Committee dated 8 May 2017
 - Finance, Buildings & Personnel Committee dated 15 May 2017 (Attached)
8. **Accounts Paid** – April 2016, in the sum of £ 16576.17 (Attached)
9. **Acquisition of Land at Griggs Gardens** (Cllr Pollock & Cllr Gratton)
10. **Meeting with Police and Crime Commissioner** (Cllr Pollock)
11. **To approve and adopt the Standing Orders for Wirksworth Town Council**
12. **To approve and adopt the Financial Regulations for Wirksworth Town Council**
13. **To receive the Internal Audit Report and consider any recommendations**
(Appendix 1 – page 5 & Appendix 1a)
14. **To approve the Annual Financial Report for Year ending 31st March 2017**
(Appendix 2)
15. **To approve the Annual Report for Year ending 31st March 2017** (Appendix 3)
Draft & format prepared for comment / approval prior to publishing on website.
16. **To approve the Annual Governance Statement** (Section 1 of the Annual Return) **for Year ending 31st March 2017** (Appendix 1 page 2)
17. **To appoint signatories for the Town Council Bank Accounts**
18. **To approve the Statement of Accounts** (Section 2 of the Annual Return) **for the year ending 31st March 2017** (Appendix 1 page 3)
19. **Review of Committee Structures, Terms of Reference** (Appendix 4) **and to appoint members to serve on the under mentioned Committees:**
 - A: *Environment and Town*
 - B: *Finance, Buildings and Personnel*

20. Review of Working Parties, Terms of Reference (Appendix 4) and to appoint members to serve on the under mentioned Working Parties:

- *Communication*
- *Neighbourhood Plan*
- *Main Hall Review*
- *Memorial Hall Review*

21. To consider appointment of Representatives to Outside Bodies (Appendix 5)

22. To review and decide on amendments to Council Policies

<http://www.wirksworthtowncouncil.gov.uk/policies.html>

- *Code of Conduct*
- *Delegated Planning*
- *Health and Safety Policy*
- *Communication Policy*
- *Town and Memorial Hall Letting Policy*
- *Town Hall & Memorial Hall Storage Policy*
- *Equal Opportunities*
- *Bullying and Harassment*



Paul Jennings

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