

Biddulph Town Council



Date: Tuesday 1 May 2018

To: All Members of the Town Council

Dear Councillor,

You are hereby summoned to attend the **Annual Meeting of the Town Council** to be held in the Council Chamber at Biddulph Town Hall, High Street, Biddulph ST8 6AR, on **Tuesday 8 May 2018 at 7pm** at which the business set out below will be transacted.

Any Councillor unable to attend should forward their apologies either to the Chief Officer or the Mayor.

Sarah Haydon

Chief Officer

A G E N D A

1. ELECTION OF TOWN MAYOR & MAYOR MAKING CEREMONY

- a) Nomination, election and signature of Declaration of Acceptance of Office
- b) Presentation of Chains of Office to Mayor and Mayoress/ Consort
- c) Speech of Acceptance by Mayor
- d) Speech by outgoing Mayor
- e) Vote of thanks
- f) Presentations to outgoing Mayor

2. APOLOGIES

3. DECLARATIONS OF INTEREST

- a) To declare any Disclosable Pecuniary Interests & Dispensations
- b) To declare any Other Disclosable Interests



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4. ANNUAL MEETING OF THE TOWN COUNCIL ~ 9 MAY 2017

Confirmation of the Minutes of the Meeting of 9 May 2017 (signed at the Ordinary Town Council meeting on 16 May 2017)

5. ELECTION OF DEPUTY MAYOR

- a) Nomination, election and signature of Declaration of Acceptance of Office
- b) Presentation of Chains of Office to Deputy Mayor and Mayoress/ Consort

6. CONSTITUTION

i. APPROVAL OF STANDING ORDERS

- ~ To approve Standing Orders containing updated advice from NALC (enclosed).
- ~ To receive the draft proforma Terms of Reference document (enclosed); to be developed and approved by each Committee, Sub-Committee and Working Group at the first meeting hereafter.

ii. APPROVAL OF MEMBERSHIP OF STANDING COMMITTEES

- ~ 2018/19 meeting dates and times approved at the Town Council meeting 20 March 2018.
 - ~ Committee membership to be tabled; to approve membership for 2018/19.
- a) **General Purposes** – Mayor, Deputy Mayor plus sixteen members.
 - b) **Finance Committee** – Mayor, Deputy Mayor plus sixteen members.
 - c) **Human Resources Committee** – Mayor, Deputy Mayor plus eight members.
 - d) **Civic Committee** - Mayor, Deputy Mayor plus sixteen members.
 - e) **Planning Committee** – Mayor, Deputy Mayor plus sixteen members.

iii. APPROVAL OF MEMBERSHIP OF SUB-COMMITTEES

- ~ Sub-Committee membership to be tabled; to approve membership for 2018/19.



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iv. FINANCIAL REGULATIONS

To receive the Town Council's Financial Regulations, which were approved at the Town Council meeting on 16 January 2018; no changes have been made.

v. CODE OF CONDUCT

To approve the Code of Conduct (copies enclosed).

7. FINANCIAL MANDATE

- a) **Signatories:** Current signatories for the current account being: The Mayor, Deputy Mayor, Chair and Vice Chair of the Finance Committee plus the Chief Officer and Officer. **(Two members plus one officer to sign)**
- b) **Mayor's Charity Account & Civic Ball Account:** To close the 'Civic Ball Account' enabling all funds to be managed within one account. To give authority to the Chief Officer and Officer of the Council to be the two signatories for the Mayor's Charity Account.
- c) **Bank Mandate:**

To **Resolve** that a banking relationship will be maintained with National Westminster Bank Plc (the Bank), in accordance with the Mandate and that:

- ✓ The individuals identified as Authorised Signatories may, in accordance with the Signing Rules, sign cheques and give instructions for Standing Orders, Direct Debits, electronic payments, banker's drafts and other payments on the Accounts even if it causes an Account to be overdrawn or exceed any limit;
- ✓ Any authorised Signatory may give other instructions or requests for information to the Bank in relation to the Accounts; opening accounts with the same Signing Rules and Authorised Signatories; closing accounts; or other banking services or products;
- ✓ The Bank may accept instructions that do not have an original written signature provided the Bank is satisfied that the instruction is genuine and subject to any other agreement the Bank may require for those instructions;
- ✓ The Customer will provide to the Bank a copy of its constitution and any amendment to the constitution, certified as correct by the Secretary.

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This Mandate will continue until the Organisation gives the Bank a replacement mandate or the Organisation passes a resolution changing the Signing Rules and/or adding or removing an Authorised Signatory by completing and returning the Change of Signing Authority form in which case this Mandate will continue as amended.

i) INTERNAL AUDITOR & MONITORING COUNCILLOR

Appointment of independent Internal Auditor (currently Elizabeth Thompson) plus one councillor (currently Councillor D Hawley), to fulfil audit requirements.

Light refreshments will be served after the meeting



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