

THE STATUTORY ANNUAL MEETING OF BIDDULPH TOWN COUNCIL WILL BE HELD IN THE COUNCIL CHAMBER OF BIDDULPH TOWN HALL AT 7 PM ON TUESDAY 12 MAY 2015

A G E N D A

1 APOLOGIES

2 DECLARATIONS OF INTEREST

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

3 STATUTORY ANNUAL MEETING ~ 13 MAY 2014

Confirmation of the Minutes of the Meeting of 13 May 2014

4 ELECTION OF TOWN MAYOR & MAYOR MAKING CEREMONY

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

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 APPROVAL OF STANDING ORDERS

To approve Standing Orders (herewith)

7 APPROVAL OF CONSTITUTION OF STANDING COMMITTEES

- a) **General Purposes** – Mayor, Deputy Mayor plus seventeen members, to meet on 3rd Tuesday of the month, to follow on from Town Council.
- b) **Finance Committee** – Mayor, Deputy Mayor plus thirteen members; to meet at 6.30 pm on 2nd Tuesday in June and January.
- c) **Human Resources Committee** – Mayor, Deputy Mayor plus seven members; to meet at 5.30 pm on 2nd Tuesday in June and January.
- d) **Civic Committee** - Mayor, Deputy Mayor plus seventeen members; to meet at 7.00 pm on 2nd Tuesday of each month, except June and January which shall be the 2nd Monday.
- g) **Planning Committee** – Mayor, Deputy Mayor plus thirteen members; to meet at 6.15 pm on 2nd Tuesday of each month, except June and January which shall be the 2nd Monday.

8 ELECTION OF MEMBERSHIP OF STANDING COMMITTEES

- a) **General Purposes** – *17 members (plus Mayor & Deputy Mayor)*
- b) **Finance Committee** – *13 members (plus Mayor & Deputy Mayor)*
- c) **Human Resources Committee** - *7 members (plus Mayor & Deputy Mayor)*
- f) **Civic Committee** - *17 members (plus Mayor & Deputy Mayor)*
- g) **Planning Committee** – *13 members (plus Mayor & Deputy Mayor)*

9 ELECTION OF MEMBERSHIP OF SUB-COMMITTEES

See Appendix A

10 FINANCIAL REGULATIONS

To approve the Town Council's Financial Regulations (herewith)

11 FINANCIAL MANDATE

a) Signatories: Current signatories for the current account being: the Mayor, Deputy Mayor, Chair of the Finance Committee, Vice Chair of the Finance Committee, plus the Chief Officer or Officer. (Two members plus one officer.)

b) 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

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.

12 INTERNAL AUDITOR & MONITORING COUNCILLOR

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

Signed  **Date** 29 April 2005

Light refreshments will be served after the meeting