



AYLESBURY TOWN COUNCIL

Town Hall, 5 Church Street, Aylesbury, Bucks, HP20 2QP
Town Clerk/CEO: Keith Gray JP, FSLCC

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30 April 2024

To: Residents of the Parish of Aylesbury Town

Annual Meeting of Aylesbury Town Council

You are invited to attend the Annual Meeting of Aylesbury Town Council, which will be held on **Thursday 9 May 2024 at 7pm** in the Council Chamber, Town Hall, 5 Church Street Aylesbury.

A maximum of fifteen minutes will be allocated at the beginning of the meeting when members of the public will be invited to address the Council.

Keith Gray

Keith Gray, JP
Town Clerk



AYLESBURY
TOWN COUNCIL

Agenda - Annual Meeting of the Town Council 9 May 2024

Guest Speaker: Buckinghamshire Council's Regeneration Team

1. Election of Town Mayor (Chairman of the Council)

To elect the Town Mayor for 2024/2025.

The Mayor to sign Declaration of Acceptance of Office.

2. Apologies

To receive and accept apologies of absence from Town Councillors.

3. Declarations of Interest

- a) To receive any pecuniary or non-pecuniary declarations of interest
- b) Proposal that Council delegate to the Town Clerk the power to grant dispensations (under s.101 of the Local Government Act 1972).
- c) To receive and grant any applications for dispensation

4. Election of Deputy Mayor

To elect the Deputy Town Mayor for 2024/25.

The Deputy Mayor to sign the Declaration of Acceptance of Office

5. Minutes

To agree as correct record the Minutes of the Meeting of the Town Council held on 11 April 2024.

6. Committee Minutes and Reports

To take Minutes "as read" and to note/accept Minutes accordingly

Planning & Licensing Committee - Cllr M Willis

- a) To receive the draft minutes of the meeting held on 22 April 2024
- b) To receive any important updates from the chairman following the meeting held on Tuesday 7 May 2024.

7. Appointment of Leader of the Council (Political Appointment)

To elect the Leader of the Council.

Nominations will be taken, and Council will be required to vote.

8. Committee Structure

a) To agree the Committee Structure for 2024/25

The following committees shall be the Standing Committees of the Town Council and agree Terms of Reference.

i.	Policy Committee	13 Members
ii.	Finance Committee	7 Members
iii.	Planning and Licensing Committee	9 Members
iv.	Direct Services Committee	9 Members
v.	Communities Committee	9 Members
vi.	Grants Committee	7 Members

b) To agree the membership of each committee according to Council's Standing Orders.

9. Appointment of Committee Chairs

Proposal: that the Council appoints Chairman of their Standing Committees.

Proposals will be made at the meeting:

- a) Chairman of the Policy Committee
- b) Chairman of the Finance Committee
- c) Chairman of the Planning and Licensing Committee
- d) Chairman of the Direct Services Committee
- e) Chairman of the Communities Committee
- f) Chairman of the Grants Committee

10. Signatories for Cheques

To agree the signatories for 2024/24 to sign cheques on behalf of the Council.

Proposals will be made at the meeting.

11. Appointment of Internal Auditors

Proposal that the Council continues with, and appoints, the firm of Auditing Solutions Ltd as Internal Auditors to the Town Council for 2024/25.

12. General Power of Competence

To resolve to take the powers of General Power of Competence and to agree that the Town Council meets the criteria for eligibility, relating to its Electoral Mandate and qualified Clerk.

13. Councillor Representatives on Outside Bodies

Proposal: to nominate and agree Councillor representatives of the Town Council on Outside Bodies.

- a) Arla Liaison Group - *currently Cllr T Hunter-Watts*
- b) Armed Forces Covenant - *currently Cllr D Summers*
- c) Aylesbury Community Board - *currently Cllr A Sherwell*
- d) Aylesbury Garden Town Board - *currently Cllr R Lloyd*

- e) Aylesbury Multi-Cultural Community Centre - *currently Cllr D Summers*
- f) The Emans Trust - *currently Cllr N Mehta*
- g) William Harding Charity Trust - *currently Cllr S Bateman*
- h) Any other Groups/Outside Bodies

14. Reports from Representatives to Outside Bodies

To receive any reports from current Town Council representatives Outside Bodies/Groups.

15. Council Meetings Schedule 2024/25

To agree the dates for meetings for the Town Council and its committees.

16. Councillor Allowances

To formally approve councillor allowances and Town Mayor allowance as detailed in the Council's budget/precept for 2024/25.

£1,023 per annum - Councillor allowance

£3,100 per annum - Town Mayor allowance

17. Review of Council Policies and Procedures

Proposal that the Council accepts its current policies and procedures but delegates to the Policy Committee to review these in depth and bring to full council any amendments or policy proposal changes for ratification.

18. Review of Standing Orders and Financial Regulations

Proposal that the Council agrees to continue with the current Town Council Standing Orders and Financial Regulations without any amendments or changes until such time as the Town Clerk or Council wishes to make changes.

All councillors are issued with Standing Orders at the time of election and when changes have been made.

19. Devolved Assets from Buckinghamshire Council

Proposal that the Council reaffirms its commitment to taking on devolved assets and continues to engage with Buckinghamshire Council regarding devolving assets such as community centres, recreation grounds, parks, open spaces and the Market to the Town Council.