



AYLESBURY TOWN COUNCIL

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

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4 May 2023

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 11 May 2023 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 11 May 2023

- 1. Election of Town Mayor (Chairman of the Council)**
To elect the Town Mayor for 2023/2024.
- 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 s101 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 2023/24.
- 5. Coronation of King Charles III**
To agree to send a letter from the Town Mayor on behalf of the Town Council to HM King Charles III congratulating him on his coronation on 6 May 2023.
- 6. Minutes**
To agree as correct record the Minutes of the Meeting of the Town Council held on 13 April 2023.
- 7. 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 Minutes of the meeting held on 11 April 2023
 - b) To receive the draft Minutes of the meeting held on 24 April 2023
 - c) To receive any important updates from the chairman following the meeting held on 9 May 2023.
- 8. 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.

9. Committee Structure

To agree the following Committee Structure for 2023/24

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

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

- | | |
|-------------------------------------|------------|
| a) Policy Committee | 13 Members |
| b) Finance Committee | 7 Members |
| c) Planning and Licensing Committee | 9 Members |
| d) Direct Services Committee | 9 Members |
| e) Communities Committee | 9 Members |
| f) Grants Committee | 7 Members |

10. Appointment of Committee Chairs

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

- Chairman of the Policy Committee
- Chairman of the Finance Committee
- Chairman of the Planning and Licensing Committee
- Chairman of the Direct Services Committee
- Chairman of the Communities Committee
- Chairman of the Grants Committee

11. Signatories for Cheques

To agree the signatories for 2023/24 to sign cheques on behalf of the Council. Proposals will be made at the meeting.

12. 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 2023/24.

13. 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.

14. Councillor Representatives on Outside Bodies

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

- Arla Liaison Group - *currently Cllr T Hunter-Watts*
- Armed Forces Covenant - *currently Cllr D Summers*
- Aylesbury Community Board - *currently Cllr A Sherwell*
- Aylesbury Garden Town Board - *currently Cllr R Lloyd*
- Aylesbury Town Twinning Association - *currently Cllr C Hendren, Cllr G Wadhwa*
- Aylesbury Multi-Cultural Community Centre - *currently Cllr D Summers*
- The Emans Trust - *currently Cllr N Mehta*
- William Harding Charity Trust - *currently Cllr S Bateman*
- Any other Groups/Outside Bodies

- 15. Reports from Representatives to Outside Bodies**
To receive any reports from current Town Council representatives Outside Bodies/Groups.
- 16. Council Meetings Schedule 2023/24**
To agree the dates for meetings for the Town Council and its committees.
- 17. Councillor Allowances**
To formally approve councillor allowances and Town Mayor allowance as detailed in the Council's budget/precept for 2023/24.
£1,023 per annum - Councillor allowance
£3,100 per annum - Town Mayor allowance
- 18. 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.
- 19. Review of Standing Orders and Financial Regulations**
Proposal that the Council agrees to continue with the current Town Council Standing Orders without any amendments or changes until such time as the Town Clerk or Council wishes to make changes.
- 20. 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.