



# AYLESBURY TOWN COUNCIL

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5 May 2022

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 12 May 2022 at 6:30pm** in the Council Chamber, Town Hall, 5 Church Street Aylesbury.

The Annual Meeting of Aylesbury Town Council will commence immediately after the Annual Town (Parish) Meeting, which starts at 6:30pm.

### Public Participation

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 12 May 2022**

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

To elect the Town Mayor for 2022/23.

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**

To receive any pecuniary or non-pecuniary declarations of interest

Proposal that Council delegate to the Town Clerk the power to grant dispensations (under s101 of the Local Government Act 1972).

To receive and grant any applications for dispensation

**4. Election of Deputy Mayor**

To elect the Deputy Town Mayor for 2022/23

The Deputy Mayor to sign the Declaration of Acceptance of Office

**5. Minutes**

To receive and accept the minutes of:

- a) Planning and Licencing on 11 April 2022
- b) Planning and Licensing on 25 April 2022
- c) Policy Committee on 13 April 2022
- d) Town Council on 14 April 2022

**6. 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.

**7. Committee Structure**

To agree the following Committee Structure for 2022/23

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

11 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

## 8. 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

## 9. Signatories for Cheques

To agree the signatories for 2022/23 to sign cheques on behalf of the Council.  
Proposals will be made at the meeting.

## 10. 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 2022/23.

## 11. General Power of Competence

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

## 12. Councillor Representatives on Outside Bodies

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

- a) Arla Liaison Group
- b) Armed Forces Covenant
- c) Aylesbury Community Board
- d) Aylesbury Garden Town Board
- e) Aylesbury Town Twinning Association
- f) Aylesbury Multi-Cultural Community Centre
- g) Buckinghamshire Council Freight Strategy Group
- h) The Emans Trust
- i) William Harding Charity Trust
- j) Any other Groups/Outside Bodies

## 13. Reports from Representatives to Outside Bodies

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

**14. Councillor Allowances**

To formally approve Councillor Allowances and Town Mayor allowance as detailed in the Council's budget/precept for 2022/23.

£1,023 per annum - Councillor allowance

£3,100 per annum - Town Mayor allowance

**15. 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.

**16. Review of Standing Orders and Financial Regulations**

Proposal that the Council agrees to continue with the current Town Council Standing Orders but with changes made to point 42.2.4 and 42.2.5 in Part II - Standing Orders of Chairmanship Standing Order Financial Regulations.

**17. Floods and Event Trailer Funding**

To agree to contribute funding of £5,000 towards the purchase of a wellbeing trailer, which will be utilized at Town Council Community Events and during any deployment of the Willow Flood Defences, if Aylesbury Community Board agrees to grant Aylesbury Town Council the remaining funding of £18,500.

**18. Reserved Item**

To pass a motion that under the Public Bodies (Admissions to Meetings) Act 1960 (section 2) (and as extended by section 100 of the Local Government Act 1972), the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

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**19. Land gifting**

To consider land gift.