



AYLESBURY TOWN COUNCIL

Town Hall, 5 Church Street, Aylesbury, Buckinghamshire, HP20 2QP

Town Clerk: Keith Gray JP, CiLCA, FILCM, MILM

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TO: Residents of Aylesbury

11th May 2021

ANNUAL MEETING OF AYLESBURY TOWN COUNCIL

You are invited to attend the Annual Meeting of Aylesbury Town Council, which will be held on **Thursday 20th May 2021 at 7.00 p.m.** at the Quarrendon & Meadowcroft Community Centre, 147 Meadowcroft, Aylesbury, HP19 9HH.

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, JP
Town Clerk

AGENDA

- 1 **Election of Town Mayor (Chairman of the Council)**
To elect the Town Mayor for 2021/22.

The Mayor to sign the 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 2021/22

The Deputy Mayor to sign the Declaration of Acceptance of Office
- 5 **Minutes**
To receive and accept the minutes of:
 - a) Planning & Licensing on 6th April 2021
 - b) Town Council on 8th April 2021
 - c) Communities Committee on 13th April 2021
 - d) Policy Committee on 14th April 2021
 - e) Planning & Licensing on 19th April 2021
 - f) Planning & Licensing on 4th May 2021
- 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 2021/22
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

1. Policy Committee	11 Members
2. Finance Committee	7 Members
3. Planning and Licensing Committee	9 Members
4. Direct Services Committee	9 Members
5. Communities Committee	9 Members
6. 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:

- 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

9 Signatories for Cheques

To agree the signatories for 2021/22 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 2021/22.

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 the following Councillors as representatives of the Town Council on Outside Bodies:

- 1. Aylesbury Town Twinning Association
- 2. Aylesbury Multi-Cultural Community Centre
- 3. Town Centre Partnership
- 4. Elizabeth Eman Trust
- 5. William Harding's Charity Trust
- 6. Arla Liaison Group
- 7. Aylesbury Garden Town Board
- 8. Aylesbury Community Board
- 9. Buckinghamshire Council Freight Strategy Group

10. Any other Groups/Outside Bodies
- 13 **Council Meetings Schedule 2021/2022**
To agree the dates for meetings of the Town Council and its Committees
- 14 **Reports from Representatives to Outside Bodies**
To receive a report from those Councillors who were nominated as Town Council representatives to Outside Bodies/Groups
- 15 **Councillor Allowances**
To formally approve Councillor Allowances as detailed in the Council's budget/precept for 2021/22
- 16 **Review of Council Policies & 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.
- 17 **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.
- 18 **Review of Council Contracts and Professional Advisors**
Proposal that the Council continues with its current contracts for maintenance, utilities and all other business areas until such time as the Council or Town Clerk wishes to change in accordance with the Town Council's Standing Orders and Financial Regulations