

NORTH TAWTON TOWN COUNCIL

Town Clerk:
Mrs R Rice

14a The Square North Tawton
EX20 2EP
Tel 01837 880121

You are hereby summoned to the Annual Meeting of North Tawton Town Council to be held at the Council Offices on **Tuesday 7th May 2013 at 7.30 pm.**

Dated this 30th April 2013



Clerk of the Council

AGENDA

Open Forum – An opportunity for the Electors and others to address the Town Council.

The Council encourages the use of an Open forum. This will allow Members of the Public to address the Town Council. Time will be limited to two minutes per person unless the Chairman rules otherwise. If research is needed members of the public are asked to indicate what is needed in advance to the clerk otherwise – if appropriate - an item will be placed on a future agenda. A brief note will be made of any discussion at this point. Please note that Councillors are not obliged to give their opinion or answer questions.

1. **Apologies for Absence** - To receive apologies from Councillors unable to attend.
2. **Declarations of Interest** - Councillors are invited to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests they may have in any items to be considered at this meeting.

If Councillors have any questions relating to predetermination, bias or interests in items on this Agenda, then please contact the Clerk in the first instance.

3. To elect a Chairman and Vice-Chairman of the Council.
4. **In Accordance with Standing Order 2 j:** - Standing Orders attached.
 - Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them.
 - Review of delegation arrangements to committees, sub-committees, employees and other local authorities.
 - Review of the terms of references for committees.
 - Receipt of nominations to existing committees.
 - Review and adoption of appropriate Standing Orders and Financial

Regulations. (In accordance with Standing Order 30 Responsible Financial Officers Financial Regulations attached).

- Review of representation on or work with external bodies and arrangements for reporting back.
- Review of inventory of land and assets including buildings and office equipment. – (Note: This is part of the Audit procedure)
- Review and confirmation of arrangements for insurance cover in respect of all insured risks – Clerk to update
- Review of the Council's and/or employees' memberships of other bodies.
- Establishing or reviewing the Council's complaints procedure. Report attached.
- Establishing or reviewing the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998. (Standing Order 27)
- Establishing or reviewing the Council's policy for dealing with the press/media. (Standing Order 28)
- Setting the dates, times and place of ordinary meetings of the full Council for the year ahead. – schedule previously circulated
- Cllr N Morgan wishes Council to consider amended the Standing Order to include

“The suspension of Council Meetings to allow members of the public to ask a **Question [ONE ONLY] on item being considered answer will be given if it requires research it will be sent in writing.**”

5. **Minutes of the Previous Meetings**

- 5.1 To approve and sign the minutes of the Ordinary Meeting of North Tawton Town Council held at the Council Offices on Tuesday 2nd April 2013. (Copy attached).
- 5.2 To approve and sign the minutes of the Planning and Estates Committee meeting held at the Council Offices on Monday 16th April 2013. (Copy attached).
- 5.3 For clarity and openness to note that the Cemetery Charges schedule, attached to the minutes of the Finance Committee meeting held on 18th March 2013, should have read “From 01.05.2013” and not “01.05.2010”.

6. **FINANCE**

- 6.1 **Invoices.** To approve payments listed at Annex A (to follow) in accordance with bank mandate.

6.2 Monthly statement – to receive the monthly statement and to consider adoption. To make appropriate transfer from reserve accounts to current account to allow payments to be made.

7. Any other business

No decision may lawfully be made under this item but matters may be discussed which involve no more than an exchange of information.

8. Date of next meeting

The next meeting of the Council shall be 4th June 2013. The Annual Town Meeting will be held on Monday 13th May 2013 in the Town Hall.