

## MORETON IN MARSH TOWN COUNCIL

### Annual Meeting - Agenda 23<sup>rd</sup> May 2018



Council Offices: Old Town, Moreton in Marsh, Gloucestershire,  
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#### **Notice of the Annual Meeting of Moreton Town Council**

To: (Councillors) M Berry, T Fawcett, C Hancox, E Hamilton, C Kenney- Herbert, M Lucas, R Mason,  
C Ridgers, E Viviani, C Webster

You are hereby summoned to attend a meeting of the above named Council, to be held in the Council Offices, on **Wednesday 23<sup>rd</sup> May 2018 at 7pm** for the purpose of transacting the following business:

Caroline Doran, Clerk of the Council, 17<sup>th</sup> May 2018

All Council & Committee Meetings are open to the public & press to attend, unless members vote to make a meeting private for specific confidential personnel, legal or financial reasons.

#### **Agenda for the General Meeting of Moreton in Marsh Town Council**

1. **Election of the Chair**
2. **Election of a Vice Chair**
3. **Apologies for Absence** To note accepted apologies for absence
4. **Public Participation** At the Chairman's discretion any public present will be given the opportunity to speak.
5. **Co-option** To co-opt a new member onto the Council
6. **Register of Interests** To remind to all councillors to review their register of interests and if necessary submit any Changes to Register of Members' Interests Form to CDC.
7. **Minutes** of meeting 14<sup>th</sup> May 2018 to be deferred.
8. **Standing Orders** Proposed: To adopt the NALC Model Standing Orders 2018, as amended and described in the accompanying document.
9. **Financial Regulations** Proposed: To adopt the Council's Financial Regulations as amended.
10. **Code of Conduct** Proposed: To adopt the Council's Code of Conduct
11. **To Appoint any New Committee(s)** Proposed: Personnel Sub Committee becomes a committee of the Council.
12. **Committee Terms of Reference**  
To agree the Terms of Reference for committees and delegation arrangements.
13. **To Appoint Members onto Committees**
14. **To Review the Appointment of Representatives & Advisors** (subject to agreement of the committees Terms of Reference)

- 15. Council Representatives** Review of representation on or work with external bodies
  - Redesdale Hall: To confirm the appointment of councillor representatives
  - Flood Board: To confirm the appointment of a councillor
  - Moreton Charity: To confirm the appointment of a councillor
- 16. Asset Register & Earmarked Reserves** To review of inventory of land and assets, including buildings, office equipment and reserves.
- 17. Insurance** To confirmation the arrangements for insurance cover in respect of all insured risks
- 18. Subscriptions & Direct Debits** To review the council's and/or staff subscriptions to other bodies
- 19. S137** Review of the Council's expenditure incurred under S137.
- 20. Contracts & Agreements** To review contracts or agreements.
- 21. Policies** Proposed: To retain the current policies subject to agreement of the committees Terms of Reference.
- 22. Data Protection** To adopt the following model Privacy Notices  
Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation.  
  
Proposed: To adopt
  - i. General Privacy Notice
  - ii. Privacy Notice for Staff, Councillors and Role Holders
- 23. Meeting Dates** To determine the time and place of ordinary meetings of the full Council up to and including the next annual meeting of the Council.
- 24. European ESIF Grant - Wild Towns Project (CKH)**  
Proposed: To approve to transfer the funds and to enter a Service Level Agreement with Gloucestershire Wildlife Trust.
- 25. Parking (CR)** Proposed: To agree a statement.
- 26. Green House.** (CKH) Proposed: To send a letter to Men in Sheds granting permission to use the greenhouse.
- 27. Music Festival.** (EH) Proposed: to provide an additional £500 for use as a contingency.
- 28. Litter.** (EH/CR) Proposed: To agree to write to Greggs and Esso Service Station regarding the volume of litter in the vicinity of their premises.
- 29. Close of meeting.**