

05 May 2023

Dear Councillor,

### **ANNUAL STAMFORD TOWN COUNCIL – NOTICE OF MEETING**

You are summoned to attend the **Annual Meeting of Stamford Town Council** at the Town Hall, in the Council Chamber on **THURSDAY 11 MAY 2023 at 12 noon**, herewith is attached the agenda for the purpose of transacting the following business.

### **A G E N D A**

For ease press & public are invited to join the meeting virtually by [HERE](#)

1. To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office<sup>1</sup>
2. To elect the Vice Chairman and to receive the Vice Chairman's Declaration of Acceptance of Office
3. Apologies for absence
4. To receive any declarations of interest from Members<sup>2</sup> (*Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required the Localism Act 2011*)
5. To approve the minutes of the meeting held on 25 April 2023
6. To approve and adopt the Standing Orders for Stamford Town Council
7. To approve and adopt the Financial Regulations for Stamford Town Council
8. To appoint an Internal Auditor for the term of the Town Council
9. To review Committee Structures, Terms of Reference and to appoint members to serve on the under mentioned Committees:
  - (a) *Finance, Assets and Personnel (9)*
  - (b) *Planning (7)*
  - (c) *Amenities (7)*
  - (d) *Events (7)*
  - (e) *Museum (7)*
  - (f) *Climate Action Working Group (4)*
10. To appoint members, to serve on the under-mentioned Working Groups and Outside Bodies as required.
  - (a) *Browne's Hospital (2)*
  - (b) *Stamford United Municipal Almshouse Charities (1) & The Winifrede Browne Charity (1)*
  - (c) *Stamford & District Citizens Advice Bureau (1)*
  - (d) *Sir Malcolm Sargent Birthday Concert Committee (1)*
  - (e) *Stamford Hospital Development Advisory Committee (2)*
  - (f) *Twinning Association (1)*
  - (g) *LALC Representative (1)*
  - (h) *Newsletter Editorial Working Group (2)*

<sup>1</sup> The Local Government Act 1972 and standing orders state that the election of Chair and Vice Chair should be first items on agenda. (Each councillor must also make his or her declaration of acceptance of office at or before the first meeting after he or she is elected unless – and this applies also to the declaration of acceptance of office by the chair or vice chair - the council permits it to be made at or before a later meeting.)

<sup>2</sup> Councils in England may wish to include an item "to receive written requests for new DPI dispensations".

11. To receive feedback arrangements legal and agency agreements in place with other local authorities, not-for-profit bodies and businesses and review contributions made to expenditure by other local authorities
12. To consider whether Stamford Town Council wishes to exercise the General Power of Competence in the future
13. To review the Council Asset Register, Deeds and Trust Instruments in the custody of the Town Council
14. Confirmation of arrangements for insurance cover in respect of all insured risks
15. To consider payment Council's annual subscription to other bodies
16. To review all Council's policies, procedures and practices in respect of its obligations under Freedom of Information and Data Protection.
17. To fix the dates and times of ordinary meetings of the Council and Committees for the ensuing year
18. Next Council meeting – Tuesday 16 May 2023



Patricia Stuart-Mogg  
Town Clerk  
05 May 2023

ANNUAL TOWN COUNCIL MEETING – 12 May 2022

At 12.00 noon

Chairman of the Town Council takes the Chair.

1. Elect from councillors present a person to be Chairman of the Council and Mayor of Stamford for one year and until their successor has accepted office and subscribed the required Declaration.

The Chairman calls upon nominations. Resolution passed following nomination.

- Outgoing Chairman, together with the newly appointed Chairman/Mayor leaves the Council Chamber preceded by the Mace, to the Mayor Parlour accompanied by the Town Clerk.
  - The newly elected Chairman /Town Mayor returns to the Council Chamber without the Chain of Office, preceded by the Mace, Outgoing Chairman and accompanied by the Town Clerk.
  - Chairman /Town Mayor takes Chairman's seat.
  - Chairman /Town Mayor makes his Declaration of Acceptance of Office.
  - The Town Clerk invests the newly elected Chairman/Town Mayor with the Chain of Office.
  - The Chairman/Town Mayor informs the meeting of the appointed Mayor's Chaplain and confirms the Charities he wishes to support during his term of office.
2. To elect a Vice Chairman / Deputy Town Mayor.  
The Chairman will call for nominations. Resolution passed following nomination.  
Vice Chairman /Deputy Town Mayor accepts the nomination.
  3. Apologies for absence
  4. To receive any declarations of interest from Members of the Council
  5. The Town Mayor (DT) proposes items 5 to 19 are deferred to an adjourned Town Council meeting scheduled on Tuesday 17 May 2022 at 7pm.
  6. The Town Mayor closes meeting.

Chairman leaves the Court Room accompanied by the Town Clerk, preceded by the Mace to the Phillips Room.

Annual Town Council Meeting, 12 May 2022