

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 02 MAY 2024 at 7pm**, 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 Office¹
2. To elect the Vice Chairman and to receive the Vice Chairman's Declaration of Acceptance of Office
3. Public Forum
To resolve to suspend the meeting for a maximum of 10 minutes to allow members of the public to ask questions or make short statements to the Council and a further maximum of 10 minutes to receive reports of the Police and elected members of Lincolnshire County Council and South Kesteven = District Council.
4. To receive apologies for absence²
5. To receive any declarations of interest from Members³
Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by Stamford Town Council Code of Conduct for Members and by the Localism Act 2011.
6. To approve the minutes of the meeting held on (date of last Council meeting) LGA 1972 Sch 12 para 41(1).
7. Minutes of Committee Meetings To receive and adopt the Minutes of the following meetings:
8. Asset Register 2023/24
To approve the Council's Asset Register for the year ending 31 March 2024
9. General Power of Competence
To resolve the Council's eligibility to use the General Power of Competence.
10. Council Governance and Policy 2024-25
To adopt the following governance and policy documents for 2024-25:
 - a) Terms of Reference
 - b) Standing Orders
 - c) Financial Regulations

¹ 1 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.)

² Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are accepted.

³ Councils in England may wish to include an item "to receive written requests for new DPI dispensations".

- d) Risk Management Policy & Risk Register
 - e) Complaints Procedure
 - f) Freedom of Information Publication Scheme
11. To note the Mayoral allowance for Civic Year 2024/25 as previously resolved and contained within the 2024/25 budget.
12. To appoint an Internal Auditor for the term of the Town Council
13. Appointments to Committees
To appoint Chairmen, Vice-Chairmen and Members to serve on the following standing Committees for 2024-25:
- a) Finance & Governance Committee (9 Members)
 - b) Assets & Services Committee (7 Members)
 - c) Civic & Community Committee (7 Members)
 - d) Planning Committee (7 Members)
 - e) Heritage & Collections Committee (7 Members)
 - f) Climate and Environment Committee (7 Members)
14. Appointments to Working Groups
To appoint Chairmen, Vice-Chairmen and Members to serve on the following Working Groups, for 2024-25:
- a) HR Working Group
 - b) Scrutiny Working Group
 - c) Tourism Working Group
15. Appointments to Outside Bodies
To appoint Members to represent the Town Council on Outside Bodies for 2024-25
- (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)*
16. To fix the dates and times of ordinary meetings of the Council and Committees for the ensuing year.
17. 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.
18. To consider payment Council's annual subscription to other bodies
19. Accounts Paid and to be Paid (including Bank Reconciliation)
To receive a schedule of accounts paid and to be paid; to endorse those accounts paid, and agree those to be paid, since
20. Bank Balances
To note bank balances as at
21. Next Council meeting – 28th May 2024



Sarah Dorson -Acting Town Clerk 26/04/24