



WIRKSWORTH TOWN COUNCIL

TOWN HALL, WIRKSWORTH, DERBYSHIRE DE4 4EU

Email: enquiries@wirksworth.gov.uk

Website: www.wirksworthtowncouncil.gov.uk

Clerk to the Town Council & Responsible Financial Officer:

Paul Jennings

Office hours: 8:30am-12:30pm Mon-Thurs

27 April 2021

Dear Councillor,

You are hereby summonsed to the Annual Meeting of Wirksworth Town Council on Tuesday 4 May 2021 at 6.30 p.m. on Zoom platform, meeting ID: 834 6150 9710

Admission of public: If you wish to join the meeting please contact the Town Clerk for full meeting details.

AGENDA

1. Election of Chair (Town Mayor) for 2021/22

(the elected Mayor will then make the statutory declaration of acceptance of office – to be signed at the meeting, with Clerk to sign after meeting)

2. Apologies for Absence

3. Members' Interests in Agenda Items

To enable Members to declare the existence and nature of any Disclosable Pecuniary Interests they have in subsequent agenda items, in accordance with the Town Council's Code of Conduct.

4. Open Forum

Time for this session is limited to 15 minutes ; 3 minutes per person

- *Public Forum (At the start of the meeting, a period is available for members of the public to address the Council)*
- *Police Matters (A police representative may be in attendance to offer information or respond to questions from Councillors on Police matters)*
- *Cllrs with a pecuniary interest making representations, answering questions or giving evidence relating to the business to be transacted*
- *District & County Councillor Reports*

5. Election of the Vice-Chair (Deputy Mayor) for 2021/22

(the elected deputy Mayor will then make the statutory declaration of acceptance of office, to be signed at the meeting, with Clerk to sign after meeting)

6. To confirm the accuracy of the Minutes of the Meeting of the Wirksworth Town Council held on 26 April 2021 (attached)

7. To approve and adopt the Standing Orders for Wirksworth Town Council

8. To approve and adopt the Financial Regulations for Wirksworth Town Council

9. To receive the Internal Audit Report and consider any recommendations (Appendix 1 – page 3 & Appendix 3)

10. Appointment of Internal Auditor for 2021/22

11. To approve the Annual Financial Report (Balance Sheet, Income and Expenditure) for Year ending 31st March 2021 (Appendix 2)

12. To approve the Annual Governance Statement (Section 1 of the Annual Return) for Year ending 31st March 2021 (Appendix 1 page 4)

13. To appoint signatories for the Town Council Bank Accounts

- 14. To approve the Statement of Accounts (Section 2 of the Annual Return) for the year ending 31st March 2021 (Appendix 1 page 5)**
- 15. Review of Committee Structures, Terms of Reference (Appendix 4) and to appoint members to serve on the under mentioned Committees* and confirm when committee(s) should recommence meeting:**

- *Environment and Town*
- *Finance, Buildings and Personnel*

**Resolution C20/189 - That until face to face meetings can (safely) resume or unless remote meetings are permissible, that the council create working parties to replace the two committees (Environment and Town Committee and Finance, Buildings and Personnel Committee) recommendations for the working parties will then be forwarded to inform the delegated decisions of the council.*

- 16. Review of other Working Parties, Terms of Reference (Appendix 4) and to appoint members to serve on the under mentioned Working Parties:**

- *Neighbourhood Plan*
- *Climate Change*

- 17. To consider appointment of Representatives to Outside Bodies (Appendix 5)**

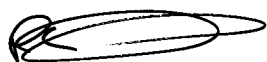
- 18. Process for Agenda and Meetings**

To confirm councillors' election to receive summons - previously this was either electronic (email) or paper (cldr cabinet), but councillors are not able to access the Town Hall at present.

- 19. To review and decide on amendments to Council Policies & Procedures**

These can be viewed at <http://www.wirksworthtowncouncil.gov.uk/policies.html>

- *Absence Management Policy*
- *Asbestos Policy*
- *Bullying and Harassment*
- *Code of Conduct*
- *Communications Policy*
- *Complaints Procedure*
- *Data Retention*
- *Debit Card*
- *Delegated Planning (Updated 27/04/21)*
- *Disciplinary Grievance & Whistle-blowing*
- *Equal Opportunities*
- *Financial Regulations: Procedures for payment authorisation & reporting*
- *H & S Policy*
- *Internal Controls*
- *Letting Policy*
- *Memorial Bench Policy*
- *Pension Discretion Policy*
- *Privacy Policy*
- *Protocol on Recording of Meetings*
- *Staff Privacy Policy*
- *Storage Policy*
- *Unreasonably Persistent Complaints or Behaviour Policy*



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