



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

17 May 2022

Dear Councillor,

You are hereby summonsed to the Annual Meeting of Wirksworth Town Council on Tuesday 23 May 2022 at 6.30 p.m. in the Town Hall, Wirksworth.

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

AGENDA

1. Election of Chair (Town Mayor) for 2022/23

(the elected Mayor will then make the statutory declaration of acceptance of office)

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 2022/23

(the elected deputy Mayor will then make the statutory declaration of acceptance office)

6. To confirm the accuracy of the Minutes of the Meeting of the Wirksworth Town Council held on 25 April 2022 (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 & Appendix 3 page 3)

10. Appointment of Internal Auditor for 2022/23

11. To approve the Annual Financial Report (Balance Sheet, Income and Expenditure) for Year ending 31st March 2022 (Appendix 2)

12. To approve the Annual Governance Statement (Section 1 of the Annual Return) for Year ending 31st March 2022 (Appendix 3 page 4)

13. To appoint signatories for the Town Council Bank Accounts

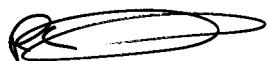
14. **To approve the Statement of Accounts (Section 2 of the Annual Return) for the year ending 31st March 2022 (Appendix 3 page 5)**
15. **Review of Committee Structures, Terms of Reference (Appendix 4) and to appoint members to serve on the under mentioned Committees* and confirm when committee(s) should recommence meeting:**
 - *Environment and Town*
 - *Finance, Buildings and Personnel*
16. **Working Parties, Terms of Reference (Appendix 4) and to appoint members to serve on the under mentioned Working Parties:**
 - *Neighbourhood Plan*
 - *Meadows*
 - *Rains, Drains and Climate Change*
 - *Climate Change*
17. **To consider appointment of Representatives to Outside Bodies (Appendix 5)**
18. **Continuity & Succession Planning**

To consider what action(s) should be taken to ensure continuity of council services in the event of prolonged absence of office staff.
19. **Process for Agenda and Meetings**

To confirm councillors' election to receive summons either electronic (email) or paper (cllr cabinet)
20. **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*
 - *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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