

NORMANTON TOWN COUNCIL

Mrs Donna Johnston FdA, FSLCC
Town Clerk & RFO

T: 01924 893794
F: 01924 897515



The Town Hall
High Street
Normanton
West Yorkshire
WF6 2DZ

E: enquiries@normantontowncouncil.co.uk

W: normantontowncouncil.co.uk

Our ref: DJ/hs
Date: 30th July 2020
Please Reply to: Town Clerk

NOTICE OF MEETING

Tuesday 4th August 2020 at 6.30pm

In accordance with the Local Authority and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Crime Panel Meetings) (England and Wales) Regulations 2020, this meeting is being conducted remotely via the Zoom video conferencing platform.

To join the meeting please use this link:

<https://zoom.us/j/91906607057?pwd=eHVhVWVhLzZjS1k1OC9mOWZZNlFndz09>

Or log in to the Zoom App:
Meeting ID: 919 0660 7057

Password: 5MPQAZ

Yours sincerely

A handwritten signature in black ink, appearing to be 'D Johnston', written over a horizontal line.

Mrs Donna Johnston FdA, FSLCC
Town Clerk & RFO.

AGENDA

1. **Mayors Welcome and Announcements**

To receive a welcome from the Mayor of Normanton.

The Mayors Chaplain will lead the Council in prayers.

To receive any announcements that the Mayor may wish to make.

2. **Virtual Meeting Policy**

To review and approve the Virtual Meeting Policy.

3. **Apologies for Absence**

To receive apologies and approve reasons for absence.

4. **Declarations of Interest**

To receive any declarations of interest not already declared under the Council's Code of Conduct or members Register of Disclosable Pecuniary Interests.

5. **Members of the Public**

To receive questions and comments from members of the public.

*Note: An answer to questions raised may not necessarily be available at the meeting. Issues may need further investigation or discussion. Such responses will be communicated in writing to the resident at a later stage.

6. **Minutes – Council**

To receive and sign the minutes of a meeting of Normanton Town Council held on Tuesday 10th March 2020 (Minute Numbers 151 – 166; Pages 60 – 70) and approve the contents contained therein.

7. **Minutes – Special Projects**

To receive the minutes of a meeting of the Special Projects Committee held on Wednesday 11th March 2020 (Minute Numbers 35 – 38; Pages 34 – 37) and approve the contents contained therein.

8. **Minutes – Extra Ordinary meeting of Council**

To receive and sign the minutes of an extra ordinary meeting of Normanton Town Council held on Friday 20th March 2020 (Minute Numbers 167 – 171; Pages 71 – 72) and approve the contents contained therein.

9. **Annual Governance Statement**

To approve and sign the Annual Governance Statement for the 2019/20 financial year.

- 10. Accounting Statements**
To approve and sign the Accounting Statements for the 2019/20 financial year.
- 11. Internal Audit Review**
To review the effectiveness of the Internal Audit.
- 12. Internal Audit Plan**
To review the Internal Audit Plan and Terms of Reference for the Internal Auditor.
- 13. Appointment of Internal Auditor**
To confirm the appointment of the Internal Auditor for the 2020/21 financial year.
- 14. Risk Management Review**
To undertake a review of the Risk Management Policy.
- 15. Review of Direct Debits and Standing Orders**
To undertake the annual review of Direct Debits and Standing Orders.
- 16. Delegated Decision Making**
To receive the record of decisions made using Delegated Authority.
- 17. Invoices Paid**
To receive the list of invoices paid from March to July 2020 under Delegated Authority.
- 18. Payments by Card**
To receive the list of payments made by card from March to July 2020 under Delegated Authority.
- 19. Casual Vacancies**
To receive an update on the three casual vacancies in the Normanton Ward.
- 20. Co-Option Policy**
To review and adopt the draft co-option policy.
- 21. Planning**
To consider the planning applications in the enclosed schedules.