

# NORMANTON TOWN COUNCIL

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Town Clerk & RFO

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## PUBLIC NOTICE OF MEETING

The **ANNUAL MEETING OF NORMANTON TOWN COUNCIL** is to be held on **Tuesday 4<sup>th</sup> May 2021 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/95846641134?pwd=ZzY0T3MvcVVOTkR5QXp4ZFgydjV1UT09&from=addon>

Or log in to the Zoom App:

Meeting ID: 958 4664 1134

Password: 300324

You can telephone into the meeting on the following number and the log in details above:

0131 460 1196 (call charges may apply – you should check with your provider)

Yours sincerely

Mrs Donna Johnston FdA, FSLCC  
Town Clerk & RFO.

## **AGENDA**

### **1. Election of Mayor**

To appoint the Mayor for the 2021/22 municipal year.

Upon confirmation of the appointment, the Mayor will sign the declaration of acceptance of office.

### **2. Election of Deputy Mayor**

To appoint the Deputy Mayor for the 2021/22 municipal year.

Upon confirmation of the appointment, the Deputy Mayor will sign the declaration of acceptance of office.

### **3. Apologies**

To receive apologies and approve reasons for absence.

### **4. Mayors Announcements**

To receive announcements from the Mayor.

The Mayors Chaplain will lead the Council in prayer.

### **5. Members Declarations of Interest**

Members are reminded of the requirement to make an appropriate declaration at the meeting on any item(s) in which they have an interest in accordance with the code of conduct.

### **6. Requests for Dispensation**

To consider any requests for dispensation to participate in the consideration of an item in which members may have an interest.

### **7. Minutes – Council**

**ENC 1**

To receive and sign the minutes of a meeting of Normanton Town Council held on Tuesday 9<sup>th</sup> March 2021 (Minute Numbers 130 - 150; Pages 66 - 76) and approve the contents contained therein.

### **8. Minutes – Property Committee**

**ENC 2**

To receive the minutes of the Property Committee held on Thursday 11<sup>th</sup> March 2021 (Minute Numbers 15-20; Pages 6-8).

### **9. Minutes – Special Projects Committee**

**ENC 3**

To receive the minutes of the Special Projects Committee held on Wednesday 17<sup>th</sup> March 2021 (Minute Numbers 7-10; Pages 6-8).

**10. Minutes – Property Committee** **ENC 4**

To receive the minutes of the Property Committee held on Thursday 25<sup>th</sup> March 2021 (Minute Numbers 21-24; Pages 9-10).

**11. Expenditure Requiring Approval by Council**

To consider the approval of expenditure above £5,000 in accordance with Financial Regulation 4.1.

At a meeting of the Property Committee held on Thursday 25<sup>th</sup> March 2021 at Minute Number 24, it was resolved that Tim Shearstone be appointed as the Mechanical and Electrical Consultant for the Town Hall Refurbishment Project at a cost of £5,950.00. This expenditure is affordable within the project budget.

Recommendation: That the Council approves this expenditure.

**12. Review of Committees and Working Groups** **ENC 5**

To consider a report on the Town Council's Committees and Working Groups.

**13. Scheme of Delegation** **ENC 6**

To review the delegation arrangements detailed in the enclosed report.

**14. Terms of Reference for Committees and Working Groups** **ENC 7**

To review the Terms of Reference detailed in the enclosed report.

**15. Nominations to Committees** **ENC 8**

To consider nominations to the Committees.

**16. Appointments to Outside Bodies** **ENC 9**

To consider nominations to outside bodies.

**17. Review of Standing Orders** **ENC 10**

To review the Town Council's Standing Orders.

**18. Review of Financial Regulations** **ENC 11**

To review the Town Council's Financial Regulations.

**19. Councillors with Special Responsibilities** **ENC 12**

To review the appointment of Councillors with special responsibilities as set out in the Financial Regulations.

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| <b>20. Complaints Procedure</b>   | <b>ENC 13</b> |
| To undertake the annual review of the Town Council's Complaints Procedure.                              |               |
| <b>21. Freedom of Information</b>   | <b>ENC 14</b> |
| To review the Town Council's procedure for handling requests made under the Freedom of Information Act. |               |
| <b>22. Information &amp; Data Protection</b>  | <b>ENC 15</b> |
| To review the Town Council's procedure for handling requests made under the Data Protection Act.        |               |
| <b>23. Recording at Town Council Meetings</b>   | <b>ENC 16</b> |
| To review the rules for effective management of recording at Town Council meetings.                     |               |
| <b>24. Press &amp; Publicity and Social Media Policy</b>  | <b>ENC 17</b> |
| To review the enclosed Press & Publicity Policy and Social Media Policy.                                |               |
| <b>25. Proposed Council Meeting Dates 2021/22</b>   | <b>ENC 18</b> |
| To approve the list of Council meeting dates for 2021/22 as detailed in the enclosed schedule.          |               |
| <b>26. Annual Governance Statement</b>  | <b>ENC 19</b> |
| To approve and sign the Annual Governance Statement for the 2020/21 financial year.                     |               |
| <b>27. Accounting Statements</b>  | <b>ENC 20</b> |
| To approve and sign the Accounting Statements for the 2020/21 financial year.                           |               |
| <b>28. Internal Audit Review</b>  | <b>ENC 21</b> |
| To review the effectiveness of the Internal Audit.  |               |
| <b>29. Internal Audit Plan</b>  | <b>ENC 22</b> |
| To review the Internal Audit Plan and Terms of Reference for the Internal Auditor.                      |               |
| <b>30. Appointment of Internal Auditor</b>  |               |
| To confirm the appointment of the Internal Auditor for the 2021/22 financial year.                      |               |
| <b>31. Risk Management Review</b>   | <b>ENC 23</b> |
| To undertake a review of the Risk Management Policy.  |               |

- 32. Delegated Decision Making** **ENC 24**  
To receive a report on any decisions made under Delegated Authority.
- 33. Freedom of Information Request**  
To receive an update on a recent Freedom of Information request and the actions taken by the Town Clerk.
- 34. Invoices for Payment** **ENC 25**  
To consider the list of invoices paid in April 2021 and due for payment in May 2021.
- 35. Payments made under Clerks Authority** **ENC 26**  
To receive the list of payments made under the Clerks Authority in March and April 2021.
- 36. Payments made by Card** **ENC 27**  
To receive the list of payments made by card in March and April 2021 under Delegated Authority.
- 37. Planning** **ENC 28**  
To consider the planning applications in the enclosed schedule.