



Notice is hereby given that a meeting of **Earl Shilton Town Council (Full Council)** will be held on **Tuesday 10 May 2016** at **The Stute**, Station Road, Earl Shilton, LE9 7GA, starting at **7.30pm** for the transaction of the business detailed on the agenda below. Members of the Full Council are summoned to attend please. The public and media are cordially invited to attend but will be excluded from any items declared as *confidential* within the meaning of the Public Bodies (admissions to meetings) Act 1960.

ME Jackson  
Locum Town Clerk  
21, Wood Street  
Earl Shilton LE9 7NE  
01455 843386

Dated: 04 May 2016

### **AGENDA**

- 16/001** Chairman's welcome and opening remarks followed by the election of the Town Council Mayor (Chairman) for 2016/17 and declaration of acceptance of office.
- 16/002** Election of a Deputy Town Council Mayor (Deputy Chairman) for 2016/17 and signing of acceptance of office.
- 16/003** To receive apologies for member absence.
- 16/004** Declarations of interests. To receive disclosures of member's interests, i.e. the existence and the nature of those interests in respect of items on this agenda.

**Confidential Items – in accordance with the Public Bodies (Admissions to Meetings) Act 1960, the press and public will be excluded from the agenda items below by reason of the confidential nature of the business to be discussed and will be requested to withdraw. Members will resolve to go into Private Session.**

- 16/005** To receive and approve as a true record the minutes of Full Council meeting held on 05 April 2016.
- 16/006** To discuss the terms and conditions of service (TACOS) of indoor staff employees, in particular, legally required severance terms and *open* recruitment of a Town Clerk.

#### **End of Private Session & Confidential Items.**

- 16/007** Finance:
- a. the formal *Annual Return* for the financial year (FY) ending 31 March 2016 requiring resolutions from Council:

1. Approve (by resolution) Section 1 (*Governance* Statements) of the Annual Return.

2. Approve (by resolution) Section 2 (*Accounting* Statements) of the Annual Return. Note Section 1 must be approved before Section 2 may be resolved upon.

b. Locum Town Clerk's general finance report including matters regarding schedules of receipts/payments, bank reconciliations and monthly/cumulative spends against budget lines.

**16/008** To note and receive any Neighbourhood Policing Area (NPA) Report.

**16/009** Public Participation:

a. Public speaking protocol – requests received by the protocol deadline to be submitted to the Clerk with details of the agenda item they wish to address/relate.

b. That the meeting be adjourned to allow members of the public to make representation about items that are not on the agenda (*Electors' Time*).

**16/010** To note and receive any reports from County and Borough Cllrs.

**16/011** To note and receive any reports from member representatives to recent outside bodies, meetings or working parties (*Growth Workshop 04 May 16*).

**16/012** To suggest Council member representatives to recent outside meetings, organisations or events.

**16/013** To appoint members to Committees and Working Parties of Council for the forthcoming year:

- Staffing.
- LPCOS
- Finance (incorporating the Community Fund)
- Planning
- Standing Orders/Financial Regulations Review
- Public Events
- Town Plan
- S.U.E.
- Annual Risk Assessment

**16/014** To appoint members of Council to external organisations for the forthcoming year:

- Earl Shilton Town Team
- HBBC Community Forum
- Earl Shilton Business Forum

- 16/015** To confirm banking signatories for the forthcoming year.
- 16/016** To discuss the appointment of an official Internal Auditor for the FY 2016/17.
- 16/017** To put forward a Council meeting dates calendar for the year 2016/17.
- 16/018** To consider proposals for a Council Office IT/IS hardware (and software) upgrade.
- 16/019** Planning Applications to note, receive and observe on as necessary:
- a. 16/00339/FUL dated 21 Apr 16.
  - b. 16/00244/FUL dated 28 Apr 16. (re-consultation)
  - c. 16/00199/OUT dated 28 Apr 16 – Land North of Palma Nova High Tor – Residential Development.
- 16/020** Correspondence received:
- a. Neighbourhood Watch Development Worker – 6 monthly report.
  - b. ESiB request to install pole planters in QE2 Hall Field Park.
  - c. HBBC – Cottage Gardens: applied for road closure Sat 11 Jun 16.
  - d. Contact form re bike track Wood St Park –actions-on?
  - e. Late correspondence to be tabled on the night.
- 16/021** Locum Town Clerk's general report including dog waste bin emptying contract.