

Elloughton cum Brough Town Council

60 Welton Road, Brough, HU15 1BH

Write to: PO Box 124, Brough, HU15 1YH

Telephone: 01482 665600



10th May 2023,

Dear Councillor,

ANNUAL MEETING OF THE TOWN COUNCIL

You are hereby summoned to attend the Annual Meeting of Elloughton cum Brough Town Council to be held in Methodist Church Hall, Welton Road, Brough, HU15 1DL on **Monday 15th May 2023 to commence at 6.30pm.**

A handwritten signature in cursive script, appearing to read "Philippa Beverley".

Philippa Beverley
Town Clerk

AGENDA

- 1. Council to elect a Chairman of the Council for the May 2023 to May 2024 municipal year.**
- 2. Council to elect a Vice-Chairman of the Council for the May 2023 to 2024 municipal year.**
- 3. To deliver declaration of acceptance of office** – Delivery by the Chairman and Vice-Chairman of their acceptance of office forms, unless it is resolved for this to be done at a later date.
- 4. To accept apologies**
- 5. To accept Declarations of Interests relating to items on the agenda**
- 6. To note Section 137 expenditure** – Council to note that Department for Levelling Up, Housing and Communities (DLUHC) has advised that the appropriate sum for the purpose of Section 137 (4) (a) of the Local Government Act 1972 for local Parish and Town Councils in England for 2023/24 is £9.93, providing an allowance of approximately £79,688 for the 2023/24 financial year, based on an electoral register of 8025 for the Town Council area.
- 7. To note the Council does not currently satisfy the eligibility criteria for General Power of Competency as the Town Clerk does not currently hold the CiLCA.**
- 8. To review Delegated Arrangements to committees, sub-committees, staff and other local authorities and to consider adoption of Scheme of Delegation, including the terms of reference for**

the Environment, Events and Publicity, Planning, Finance and Strategic Planning and Personnel Committees.

9. To appoint members to the Environment, Events and Publicity, Planning, Finance and Strategic Planning and Personnel Committees.

10. To appoint representation to outside bodies.

11. To review arrangements (including legal agreements) with other local authorities, not for profit bodies and businesses.

Council to note that it currently only contributes grants towards the expenditure incurred by other bodies. There are two schemes in operation, the first providing grants on an annual basis and the second providing ad hoc grants throughout the year. Council to note that it has several arrangements in place as follows:

- Allotments (Buccaneer Way) - ERYC and sub-lease to Society
- Community Centre Lease – ERYC
- Community Centre Sub Lease - Management Committee
- Play Area Lease – Atkinson Foundation
- Rent/Lease 60 Welton Road

12. To note Council currently has one subscription with East Riding and North Lincolnshire Local Council Association (ERNLLCA) which has been renewed for 2023/24.

13. To review and adopt Standing Orders and Financial Regulations which includes as appendices: Grant Policy, Internal Controls, Investment Strategy and Petty Cash Procedure.

14. To review the following policies, procedures and regulations:

Code of Conduct, Co-option policy, Social Media Policy, Death of a Senior Monarch Policy, Vexatious Behavior Policy, Civic Protocol, Document Retention Policy, GDPR Policy Pack (includes: Bring Your Own Device Policy, Consent Form, Data Protection Policy, General Privacy Notice, Internal Privacy Notice, Privacy Policy and Subject Access Request Policy), Freedom of Information Policy (includes: Publication Scheme and Guide of Information), Risk Management Policy, Staff and Office Handbook (includes: Equalities Policy, Bullying & Harassment Policy, Disciplinary & Grievance Policies, Sickness Policy, Leave Policy, Staff Appraisal Policy, Media, Social Media & Communications Policy, Training Policy, Health & Safety Policy, Complaints Policy, Councillor & Officer Protocol and Expenses Policy)

15. To consider future times and places of ordinary meetings of the Council and Committees up to and including the next Annual Meeting of the Council (May 2024).