



BLANDFORD FORUM TOWN COUNCIL

To: All Town Councillors
Dorset Council Councillors

Members of the Public & Press

**PLEASE NOTE THAT ALL MEMBERS WILL BE REQUIRED TO MAKE
THEIR DECLARATION OF ACCEPTANCE OF OFFICE FROM 6:30PM TO
7:00PM BEFORE THE MEETING OFFICIALLY STARTS AT 7:00PM**

Dear Member

ANNUAL MEETING OF THE TOWN COUNCIL

You are summoned to attend the Annual Meeting of the Town Council which will be held in the **Corn Exchange**, Market Place, Blandford Forum on **Monday 13th May 2019** at **7.00 pm** to consider the following items.

Linda Scott-Giles
Town Clerk
29th April 2019

A G E N D A

Prior to consideration of the following Agenda, there will be a democratic quarter of an hour, which may be extended at the discretion of the Council, during which time members of the public may speak. During the course of the meeting, members of the public and our elected representatives from the County and District Councils may indicate they wish to speak, and, at the discretion of the Chairman, and with the approval of the Members, they may be allowed to do so on points of information only. The Council may on occasion invite members of the public to comment on specific issues where points of information or their particular knowledge on a subject might prove of benefit to the Council. Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status, religion, belief or disability), Crime & Disorder, Health and Safety and Human Rights. Disabled access is available.

1. Election of the Chairman of Council/Town Mayor (the Chairman will sign his/her Declaration of Office)
 - 1.1 To confirm the Mayor's Charities for 2019/20
 - 1.2 To confirm the Mayor's Chaplain for 2019/20
2. Election of the Vice Chairman of Council/Deputy Town Mayor
3. Apologies
4. To receive any Declarations of Interest and Requests for Dispensations
5. Confirm the accuracy of the Minutes of the Town Council meeting held on 29th April 2019
6. Receive and note minutes of and/or to determine recommendations made by committees (None)
7. Review of delegation arrangements to committees, sub-committees, employees and other local authorities (paper attached)
8. Review of the terms of references for committees (paper attached)

9. Appointment of members to existing committees
Members have already indicated their preference, which will be finalised by Councillors at the meeting.
 - 9.1 Town Council Planning (All Members)
 - 9.1.1 Election of Chairman
 - 9.1.2 Election of Vice Chairman
 - 9.2 Recreation & Amenities
 - 9.2.1 Nine Members including the Chairman and Vice Chairman of Council
 - 9.2.2 Election of Chairman
 - 9.2.3 Election of Vice Chairman
 - 9.3 Town & General Purposes
 - 9.3.1 Nine Members including the Chairman and Vice Chairman of Council
 - 9.3.2 Election of Chairman
 - 9.3.3 Election of Vice Chairman
 - 9.4 Finance & Staffing
 - 9.4.1 Nine Members including the Chairman and Vice Chairman of Council and the Chairmen of Recreation & Amenities and Town & General Purposes Committees
 - 9.4.2 Election of Chairman
 - 9.4.3 Election of Vice Chairman
10. Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them (paper attached)
11. Review and adoption of appropriate standing orders and financial regulations (paper attached)
12. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses (paper attached)
13. Reports from representatives of community and local organisations (written reports to be tabled at the meeting)
14. Review of representation and subsequent appointment on external bodies and arrangements for reporting back (paper to be tabled at the meeting)
15. Review the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the General Power of Competence and confirm that the Town Council still meets the criteria of The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 (paper attached)
16. Review of inventory of land and assets including buildings and office equipment including the formation of a Working Group to inspect the Town Council's Deeds and Trusts (paper attached)
17. Review and confirmation of arrangements for insurance cover in respect of all insured risks (paper attached)
18. Review of the Council's and/or employees' memberships of other bodies (paper attached)
19. Review the Council's complaints procedure (paper attached)
20. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (paper attached)

21. Review of the Council's policy for communicating with the press/media (paper attached)
22. Review of the Council's employment policies and procedures (paper attached)
23. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council (paper attached)
24. Review of the Council's Risk Assessment Management Policy Arrangements (including Financial) (paper attached)
25. Review of the Council's Business Continuity Plan (paper attached)

DATES OF FUTURE MEETINGS

20 th May	Planning Meeting
24 th May	Mayor Making Ceremony
27 th May	Bank Holiday

Minutes of the Town Council and Committee meetings are available from Blandford Library, the Town Clerk's Office and at www.blandfordforum-tc.gov.uk

Twinned with Preetz, Germany



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