



Shaftesbury Town Council

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ANNUAL GENERAL MEETING, Part II

To: All members of Shaftesbury Town Council

You are hereby summoned to attend the **Annual General Meeting, part II** of **Shaftesbury Town Council** to be held **at 7.00pm on Tuesday 31st May 2016 in the Council Chamber, Shaftesbury Town Hall** for the transaction of the business shown on the agenda below.

Stephen Holley

Town Clerk

Members are reminded of their duty under the Code of Conduct

Public Participation

The Chairman will invite members of the public to present their questions, statements or petitions submitted under the Council's Public Participation Procedure.

Members of the public and Councillors are entitled to make audio or visual recordings of the meeting provided it does not cause disruption or impede the transaction of business. Out of courtesy to those present, the Council requests that intention to record proceedings is brought to the Chairman's attention prior to the start of the meeting.

Agenda Item
05. Apologies To receive and note apologies for absence
06. Declarations of Interest and Dispensations Members and Officers are reminded of their obligations to declare interests in accordance with the Code of Conduct 2012. The Clerk will report any dispensation requests received.
07. Minutes To confirm as a correct record, the minutes of the Council meetings of the 15 th March and the 5 th April 2016

Agenda Item	
08. Accounts Year Ending 31st March 2016	
<ol style="list-style-type: none"> 1. To receive and adopt the Internal Auditor's report for the year ending 31st March 2016. 2. To approve the Annual Governance Statement for the year ending 31st March 2016 for signature. 3. To approve the Statement of Accounts for the year ending 31st March 2016 for signature. 	
	Report 0516AM08 to follow
09. Tourism Grant	
To consider a grant request from the Shaftesbury & District Tourism Association.	
	Report 0516AM09 to follow
10. Insurance	
To consider appointing a new insurance provider.	
	Report 0516AM10 to follow
11. Standing Orders	
To review the Town Council's Standing Orders	
	Report 0516AM11 to follow
12. Financial Regulations	
To review the Town Council's Financial Regulations	
	Report 0516AM12 to follow
13. Terms of Reference	
To review Terms of Reference for Standing Committees for the municipal year 2016/17	
	Report 0516AM13 to follow
14. Standing Committees	
To appoint standing committees for the municipal year 2016/2017	
	Report 0516AM14 to follow
15. Local Organisations	
To appoint representatives to local organisations for the municipal year 2016/2017	
	Report 0516AM15 to follow
16. Asset Register and Inspection of Deeds	
<ol style="list-style-type: none"> 1. To receive inventory of land and assets including buildings and office equipment 2. To confirm that the Mayor and Deputy Mayor 2016/2017 have inspected the Town Council's Deeds 	
	Report 0516AM16 to follow
17. Annual Subscriptions	
To resolve the annual subscriptions for the municipal year 2016/2017	
	Report 0516AM17 to follow

Agenda Item	
18. Bank Signatures	
To confirm the Town Council's Bank Signatories for the municipal year 2016/2017	Report 0516AM18 to follow
19. Members Allowances / Expenses and Attendance	
1. To receive a report on members' allowances and expenses claimed in the year ending 31st March 2016.	
2. To receive a report on members attendance at Council and Committee meetings for the municipal year ending 16 th May 2016	
	Report 0516AM19 to follow
20. Town Hall Keyholders	
To appoint keyholders for 2016/2017	Report 0516AM20 to follow
21. Officer's Report	
If relevant, to receive any correspondence and updates relating to the work of the Council.	
22. Confidential Information	
The following items are expected to include the consideration of exempt information and the Council is, therefore, recommended to resolve "That, in accordance with Section 2 of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded during the discussion of the matters referred to in items (23) and (24) listed below, on the grounds that they involve the likely disclosure of confidential information, (as defined in the respective paragraph of Part 1 of Schedule 12a of Section 100a(4) of the Local Government Act 1972), and the public interest in maintaining the exemption outweighs the public interest in disclosing the information".	
23. Access over Council Land	
	Confidential Report 0516AM23 to follow
24. Staffing Matters	
1. Clerk's Appraisal by the Human Resources Committee and Objectives for 2016/17	
2. Clerks Salary Increment	
3. Update on the Staffing Review	
	Confidential Report 0516AM24 to follow