

There will be an Annual Meeting of the Town Council to be held on **Tuesday 24 May 2022** at **The Council Offices, 1 Moorland Parade, Moorland Way, Upton, BH16 5JS, Upton at 7 pm.**

Karen Cane

Signed: Karen Cane, Town Clerk
18 May 2022

There will be a **DEMOCRATIC SESSION** at approximately 7.45 pm for a period not exceeding 15 minutes, to allow any electors of the Civil Parish a maximum of three minutes, to address the Council on a relevant matter or ask a question.

AGENDA

1. To elect a Mayor for 2022/23 and to receive their Acceptance of Office form.
2. To receive Declarations of Interest and to approve apologies for absence.
3. To elect a Deputy Mayor for 2022/23 and to receive their Acceptance of Office form.
4. To elect a Chairman of Finance & Administration Committee.
5. To elect the Chairmen of Committees:
i) Planning ii) Amenities iii) Environment
6. Appointment of Committees:
i) Planning ii) Amenities iii) Environment
7. To confirm as a true record the Minutes of the Town Council meeting held on the 19 April 2022.
8. Clerk's Report
9. Correspondence: A: Dorset Council CIL Notification Payment. B: CAB Quarterly Report
10. To co-opt to a Town Councillor vacancy.

11. Reports of Committees:
None
12. Representatives reports (including LUBCA/Upton in Bloom/Upton Together)/Dorset County Council matters.
13. To establish a working party to undertake a review of council governance structure, committees and associated terms of reference.
14. To receive and approve:
 - a) Zurich Insurance Policy YLL-272006-5263
 - b) Health and Safety Policy
 - c) Standing Orders
 - d) Financial Regulations
 - e) Financial Risk Assessment
 - f) Review of Effectiveness of Internal Audit
 - g) Risk Assessments
 - h) Asset Register
 - i) Code of Conduct
 - j) Complaints Procedure
 - k) Review of Data Protection/GDPR Policies/Freedom of Information Procedures
 - l) Press/Media Policy
15. To approve the Annual Governance Statement for 2021/22
16. To approve the Accounting Statements for 2021/22
17. To receive the Internal Auditors Report Year to 31 March 2022
18. To appoint a DAPTC representative to serve on Area Committees once a quarter.
19. To approve for the period of 2022-23
 - a) the use of variable direct debit for payment of utilities; and
 - b) the use of BACS payments for the payment of invoices and salaries
20. To receive the latest financial summary of accounts.
21. To approve accounts for payment for May 22 up to day of meeting, and a full April 22 payment list.
22. Items of Report (including publicity opportunities) and matters for future agendas.

The next full Town Council meeting will be held on 21 June 2022 at 1 Moorland Parade, Upton.