

Bakewell Town Council

Town Hall, Bakewell, Derbyshire DE45 1BT
Tel: 01629 813525
email:townclerk@bakewelltowncouncil.gov.uk



5th May 2016

Dear Councillor,

You are hereby summoned to attend the **Annual Meeting of the Town Council** to be held on **Monday 16^h May 2016** in the Council Chamber, Town Hall commencing at 7.00pm, in order to transact the under mentioned business.

Yours sincerely,

A handwritten signature in black ink, appearing to read "John Rowe".

John Rowe
Town Clerk & RFO

Distribution:

Cllr Steve Edwards, Cllr Helen Froggatt, Cllr Alyson Hill, Cllr Paul Morgans, Cllr Vivienne Parnham, Cllr John Riley, Cllr Bill Storey, Cllr Philippa Tilbrook, Cllr Hilary Young

CCllr Judith Twigg, Kath Potter (PDNPA member), PCSO Hayley Grundy

Town Hall Notice Board, Library

Notices

Planning documents and items of correspondence are available from the Clerk's Office. Plans will be displayed in the Council Chamber prior to the meeting.

**= Further information in Clerk's Report
§ = Enclosed in Agenda Pack*



The Annual Meeting of the Town Council to be held in the Council Chamber, Town Hall on Monday 16th May 2016 at 7.00pm

Agenda

Non Confidential items

1. Election of Mayor and to receive Declaration of Acceptance of Office
2. To receive and accept apologies for absence
3. Election of Deputy Mayor
4. Mayor's announcements
5. Declaration of Members Interests
 - (a) To enable members to declare the existence and nature of any Disclosable Pecuniary Interests they have in subsequent agenda items, in accordance with the Town Council's Code of Conduct. Interests that become apparent at a later stage in the proceedings may be declared at that time.
 - (b) To receive and approve requests for dispensation from members in which they have a Disclosable Pecuniary Interest.
6. Items in Exclusion
To consider whether any items should be discussed in exclusion of the public and press.
7. Public Speaking
 - (a) A period of not more than 30 minutes will be made available for members of the public and members of the Council to comment on any matter (Representations are limited to a maximum of 3 minutes per person).
 - (b) If the Police Liaison Officer, a County Councillor or District Councillor is in attendance they will be given the opportunity to raise any relevant matter.
8. To approve the minutes
 - (a) Ordinary Meeting held Monday 18th April 2016[§]
 - (b) Planning Committee Tuesday 3rd May 2016[§]
9. To review and approve Committee structure, terms of reference and to appoint members*
10. To review and approve Working Party structure, terms of reference and to appoint members*
11. Bakewell Partnership
 - (a) To approve continued leadership role of the Town Council within the Partnership
 - (b) To approve appointment of members to the Neighbourhood Plan Sub-Groups*
12. To review representation to outside bodies and approve appointment of representatives*

13. Training of members – to approve attendance at DALC training courses*
 14. To review Standing Orders, Financial Regulations and Local Procedures and to approve them for use[§]
 15. To review bank mandate; to approve signatories
 16. To review and approve on-going contracts*
 17. To approve a list of regular payments*
 18. To review Town Council land, leases tenancies and assets*
 19. To review Risk Assessment[§]
 20. To approve a calendar of meetings for the Town Council 2016-17*
 21. To review Mayors Allowance and to approve payment*
 22. To approve Clerk's request for annual leave 2016-17 and to approve carry forward of unused days from previous leave year*
 23. Clerk's Report
To approve Clerks Report on action taken following Ordinary Meeting held 18th April 2016*
 24. Correspondence
To note receipt of items for information*
 25. Planning Applications
To approve the Town Council's response to the Planning Authority on the following:
 - (a) NP/DDD/0416/0357 Peppercorn House, King Street, Bakewell. Change of use of existing retail shop to self-catering holiday accommodation and associated external alterations. Applicants: Mr & Mrs Pembery. <http://pam.peakdistrict.gov.uk/04160357>
 - (b) NP/DDD/0416/0345 Bakewell Golf Club, Station Road, Bakewell. Construction of green keeping workshop and storage building. Applicant: Mr Doug Cousin. <http://pam.peakdistrict.gov.uk/04160345>
 26. Matters for decision
 - (a) Annual Return 2016; to approve audit timetable and appointment of internal auditor*
 - (b) Use of Market Place for up to four Community Events a year; report on meeting with DDDC Head of Community Development, Ashley Watts and District Councillors
 - (c) To approve request from BT&CT to erect banners on the front elevation Town Hall*
 - (d) To approve arrangements for flying of flags, summer 2016*
 - (e) PDNPA Enforcement & Planning Training – to approve attendance*
 27. Finance
 - (a) Statement of account*
 - (b) To consider Risk Assessment and Insurance issues for decisions made above
 28. Time, date and place of next meetings
If the above calendar of meetings is approved the next meetings of the Town Council will be as follows:
 - Planning Committee 7.00pm Monday 6th June 2016 in the Council Chamber
The agenda closes midday Thursday 26th May 2016.
 - Ordinary Meeting 7.00pm Monday 20th June 2016 in the Council Chamber
The agenda closes midday Thursday 9th June 2016.
- *see Supporting Documents [§] enclosed/attached.