

Brandon Town Council
Annual General Meeting
Monday 15th May 2023

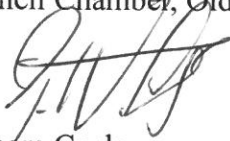
Note: In the case of non-members, this Agenda is for information only

BRANDON TOWN COUNCIL
Old School House, Market Hill, Brandon, Suffolk, IP27 0AA
Telephone 01842 811844

10th May 2023

TO ALL MEMBERS OF THE FULL COUNCIL

You are hereby summoned to attend the **ANNUAL GENERAL MEETING** to be held in the Council Chamber, Old School House, Market Hill, Brandon on Monday 15th May 2023 at 7pm.



Graham Cock
Town Clerk

Members requiring further information, or with specific questions are asked to raise these with the Clerk at least 2 working days before the meeting. If the information requested is available, this will be provided and reported to the Council

AGENDA

- 1 ELECTION OF CHAIRMAN AND ACCEPTANCE OF OFFICE**
- 2 ELECTION OF VICE CHAIRMAN AND ACCEPTANCE OF OFFICE**
- 3 APOLOGIES** for absence and approval of reasons tendered.
- 4 DECLARATION OF INTEREST** and additions to Members Register of Interest.
- 5 TO RECEIVE A REPORT FROM SQN LDR GEARY - RAF LAKENHEATH**
- 6 TO RECEIVE, CONFIRM AND SIGN MINUTES**
- Of the Brandon Town Council Meeting of Tuesday 11th April 2023.
- 7 MATTERS ARISING** for information exchange only of the Full Council meeting of 11th April 2023.
- 8 URGENT BUSINESS** and any items the Chairman considers a matter of urgent business – to be submitted no less than 48hrs prior to the meeting or by discussion with the Chairman.
- 9 TO RECEIVE WRITTEN REPORT** from the Town Clerk.
- 10 PUBLIC FORUM** monthly event limited to 3 minutes duration maximum per resident, this will include reports from County, District and Town Councillors also Community Group Representatives.

- 11 CORRESPONDENCE**
- 12 ACCOUNTS** to approve the payments for April 2023 (see attached.)
- 13 TO RECEIVE INCOME AND EXPENDITURE STATEMENT AGAINST BUDGET FOR MARCH 2023**
- 14 TO NOTE MINUTES OF EVENTS COMMITTEE MEETING** of 19th April 2023.
- 15 TO NOTE MINUTES OF PLANNING COMMITTEE MEETING** of 27th April 2023.
- 16 REVIEW OF DELEGATION ARRANGMENTS TO COMMITTEES, SUB-COMMITTEES, STAFF AND OTHER LOCAL AUTHORITIES**
- 17 TO REVIEW THE TERMS OF REFERENCE FOR COMMITTEES**
- 18 APPOINTMENT OF COUNCILLORS TO COMMUNITY GROUPS 2023/24**
 - Brandon Remembrance Playing Fields
 - SALC
- 19 APPOINT MEMBERS FOR BRANDON TOWN COUNCIL COMMITTEES AND WORKING PARTIES 2023/24**
 - East Ward Lighting Working Party
 - West Ward Lighting Working Party
 - Planning Panel
 - Cemetery Committee - **The Full Council**
 - Emergency Panel
 - New Cemetery Working Party
 - Christmas and Events Working Party
- 20 APPOINTMENT OF ANY NEW COMMITTEES**
- 21 REVIEW AND ADOPTION OF SUFFOLK CODE OF CONDUCT**
- 22 REVIEW AND ADOPTION OF APPROPRIATE STANDING ORDERS - as amended 01/03/2018 AND FINANCIAL REGULATIONS - updated July 2019**
- 23 REVIEW OF REPRESENTATION ON OR WORK WITH EXTERNAL BODIES AND ARRANGEMENTS FOR REPORTING BACK**
- 24 REVIEW OF INVENTORY OF LAND AND ASSETS**
- 25 CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER** in respect of all insured risks.
- 26 REVIEW OF THE COUNCIL'S AND/OR STAFF SUBSCRIPTIONS TO OTHER BODIES**

- 27 REVIEW OF THE COUNCIL'S COMPLAINTS PROCEDURE**
- 28 REVIEW OF THE COUNCIL'S PROCEDURES FOR HANDLING REQUESTS MADE UNDER THE FREEDOM OF INFORMATION ACT 2000 AND THE DATA PROTECTION ACT 1998**
- 29 REVIEW OF THE COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA**
- 30 TO DETERMINE** the time and place of Ordinary Meetings of the Full Council up to and including the next Annual Meeting of the Full Council.
- 31 TO CONFIRM THE LEAD PERSON FOR SAFEGUARDING** in the Town Council.
- 32 RESOLUTION TO EXCLUDE THE PUBLIC AND PRESS**
That pursuant to the Public Bodies (Admission to Meetings) Act 1960, the Public and Press be excluded from the Meeting temporarily due to the confidential nature of the business to be discussed concerning QUOTES: LAND: STAFF: CONTRACT.
- 33 TO RECEIVE, CONFIRM AND SIGN CONFIDENTIAL MINUTES**
- Of the Brandon Town Council Full Council Meeting of Thursday 11th April 2023.
- 34 MATTERS ARISING**