



Ilkley Town Council

Date: 3rd May 2019

To: All Members of Ilkley Parish Council

Dear Councillors,

You are hereby summoned to attend the **ANNUAL MEETING OF ILKLEY TOWN COUNCIL** which will be held in the Council Chamber of Ilkley Town Hall on **Monday 13th May 2019 at 7:30pm.**

Yours sincerely,

Mrs Louise Close
Clerk to the Council
Ilkley Town Hall, Station Road, Ilkley, LS29 8HB Tel:

01943 436212

clerk@towncouncil.ilkley.org

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Note: Members of the public and press are invited to attend the meeting as observers. Only Councillors are entitled to vote at the meetings. A list of Councillors is available on the Council's website and notice board at Ilkley Town Hall. The Agenda papers may be examined and purchased at the Clerk's office, Ilkley Town Hall, Station Road, Ilkley (Monday – Thursday 10.00am – 1.00pm).

Please contact the Clerk's office during office hours (Monday –Thursday 10.00am – 1.00pm) if you have any queries or need further information on this Agenda.

Emergency Procedures for Meetings – Fire

All visitors are requested to sign in at Ilkley Town Hall reception on the ground floor.

A copy of the agenda is available in larger print upon request.

ILKLEY TOWN COUNCIL
Annual Meeting - Monday 13th May 2019

AGENDA

The Mayor will address the meeting and make presentations

1. Election of Mayor for the 2019/2020 Civic Year

The civic party will leave the Chamber to exchange the Mayors Chain

2. Mayor's Declaration of Acceptance of Office

3. Appointment of Mayoress or Mayor's Consort for the Civic Year 2019/2020

4. Election of Deputy Mayor for the Civic Year 2019/2020

5. Accept Reasons of Absence

6. To resolve to give permission to any absent councillors to sign their Declaration of Office before or at the next full meeting of the Town Council on 3rd June 2019.

7. Disclosure of Interest

To receive disclosures of pecuniary or non-pecuniary interest from members on matters to be considered at the meeting. The disclosure should include the nature of the interest.

8. Dispensations

To decide upon any dispensations requests from members received by the Clerk in respect of this meeting.

9. Delegation Arrangements under Local Government Act 1972 s101

10. Terms of Reference

To confirm the Terms of Reference for the Plans Committee, Management & Staffing Committee, Awards & Projects Committee, the Community Fund Committee, the Public Toilets Committee, the Tourism Committee and Councillor Project Managers (*Members handbook*)

11. Appointment of Standing Committees

To approve the membership of the Council's Committees (*Members handbook*)

12. Confirmation of Standing Orders

To adopt and approve the Council's Standing Orders (*Members Handbook*).

13. To approve the appointment of the Internal Auditor

14. Appointment of Project Managers

15. Approval of Representatives on Outside Bodies

16. Approval of Councillors with Special Responsibilities

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17. Confirmation of Financial Regulations

To adopt and approve the Council's Financial Regulations (*Members handbook*)
To confirm Councillors that are signatories on Town Council Bank Accounts

18. To approve the Council's Policies and Procedures (*Member Handbook*)

- 18.1 Complaints Procedure**
- 18.2 Health and Safety Policy Statement**
- 18.3 General Data Protection Regulations (GDPR)**
- 18.4 Equal Opportunities Policy**
- 18.5 Rules for the Management at Council Meetings**

19. To approve the Council's Risk Assessment and Asset Register (*ca*)

20. To approve the Co – option of representatives to the Wharfedale Greenway, Neighbourhood Plan and Darwin Gardens, to support and advise new members of Council in their roles on these projects.

21. To Accept the Meeting Dates for Full Council and Committees 2019/2020 (*ca*).

22. Public Participation

