
BURTON LATIMER
TOWN COUNCIL
www.burtonlatimer.org

Clerk: Mr George Sneddon M.A., D.M.S
14 Skeffington Close
Geddington
Kettering
Northamptonshire
NN14 1BA
Tel: Mobile: 07732331946
Email: georgesneddon@talktalk.net

Members of the Public & Press
Burton Latimer

Our Ref: Agenda May 2018
Your Ref:
Date: 24 April 2018

Dear Member of the Public/Press,

You are invited to the **Annual Meeting of Burton Latimer Town Council** to be held on the **01 May 2018** commencing after the closure of the Annual Parish Meeting which commences at **7.00 p.m.** at the **Civic Centre, High Street, Burton Latimer** for the purposes of transacting the business listed hereunder.

A Public Forum will take place during the 15 minutes prior to the start of the Annual Meeting to give members of the public and the press the opportunity to address the Town Council on any matters they wish to raise.

Yours sincerely

George Sneddon

Clerk to the Council.

ANNUAL MEETING OF BURTON LATIMER TOWN COUNCIL
AGENDA

1. Appointment of Town Mayor (Chair) 2018/2019.
2. Declaration of Acceptance of Office
3. Appointment of Deputy Town Mayor (Deputy Chair) 2018/2019
4. Declaration of Acceptance of Office
5. Apologies
6. Declarations of Interests
7. Minutes of the Annual Meeting held on 03 May 2017 were approved 06 June 2017
8. **Resolution:** Approval of BLTC Minutes of 03 April 2018 & Action Points
9. Police Matters

10. Appointment of Representatives on Internal Committees/Groups & Outside Bodies
11. Town Mayor's Allowance (including reporting back on expenditure incurred)
12. Financial Authority
13. Matters Referred from Annual Parish Meeting
14. **Resolution:** Approval of Civic Centre Management Board's Report
15. **Resolution:** Approval of Pocket Park Management Board's Report
16. **Resolution:** Approval of Planning Committee Minutes 26 April 2018
17. **Resolution:** Adoption of Financial Regulations 2018
18. **Resolution:** Adoption of Standing Orders 2018
19. **Resolution:** Approval of Asset Register 31 March 2018
20. **Resolution:** Approval of Insurance Cover & Provider.
21. **Resolution:** Approval of Council's/Employee's Membership of Other Bodies
22. **Resolution:** Setting the Dates/Times/Place of Council Meetings for 2018/2019
23. **Resolution:** To appoint the NCALC' DPO service as the Council's Data Protection Officer
24. **Resolution:** To adopt the Data Protection Data Map
25. **Resolution:** To adopt the Data Protection Policy, Subject Access Request Procedure, Data Breach Policy and Records Retention Policy
26. **Resolution:** To adopt the Data Protection Privacy Notices
27. **Resolution:** To receive completed Data Security Compliance Checklists from Town Councillors
28. To note that the Town Council is already registered as a Data Controller with the Information Commissioners Office
29. **Resolution:** Approval of Accounts for Payment

			£
Cheque No	102631	G. Sneddon (Clerk's salary May 2018)	994.60
Cheque No	102632	HMRC (Tax & NI May 2018)	326.32
Cheque No	102633	NCALC (Memb. subscription 2018/19)	2254.03
Cheque No	102634	Zurich Insurance (Annual premium 2018/19)	908.46
Cheque No	102635	I. Partridge (CC window cleaning)	50.00
Cheque No	102636	W. Hunt (website - fees £51.19, mgt. £326.25)	377.44
Cheque No	102637	S.E. Gunn (cleaning CC April 2018)	149.00
Cheque No	102638	SLCC (membership renewal 2018/19)	147.00
Cheque No	102639	KBC (printing services)	19.87
Cheque No	102640	A Baillie (Hygiene) & Co (cleaning materials)	15.57

(Expenditure Powers: LGA 1972 s.111/133/LG (Misc. Provisions) Act 1976)

30. **Resolution:** Approval of Appointment of Internal Auditor for 2018/2019
31. Highways Report
32. Borough Council Matters of Interest
33. County Council Matters of Interest
34. Town Councillors' Reports Submitted to BLTC
35. **Correspondence**
- 35.1 Parking On Verges Station Road Update
36. Civic Centre Keyholders' Record
37. BL Library
38. Urgent Matters (with prior approval of Town Mayor)
39. Media Releases - Press/Website/Twitter/Facebook
40. **Private & Confidential Items** - None

Members of the public can address the Council on any items on the Agenda for not more than 3 minutes when the item is discussed, provided that at least 3 working days notice is given to the Clerk.

DATES OF BLTC MEETINGS:

Full Council: Tuesdays 7.00 pm: 05/06/18; 03/07/18; 07/08/18; 04/09/18; 02/10/18; 06/11/18; 04/12/18; 02/01/19 (Wed); 05/02/19; 05/03/19

Planning Committee: 4th Thursday each month 7.00 pm: 24/05/18; 28/06/18; 26/07/18; 23/08/18; 27/09/18; 25/10/18; 22/11/18; 27/12/18; 24/12/19; 28/02/19; 28/03/19

Reporting on Meetings of the Council

Members of the press and public are entitled to report on meetings of the Council, Finance & General Purposes Committee and Planning Committee, except in circumstances where they have been excluded in accordance with national rules.

If you wish to report on this meeting, please telephone 07732331946 or email georgesneddon@talktalk.net at least two days before the meeting to enable the Council to provide reasonable facilities for you to do so. Failure to advise the Council of your intention may mean the necessary facilities will not be available.

If you are planning to attend, and do not wish to be recorded or photographed, please inform the Chair at the start of the meeting.