

Sawbridgeworth Town Council

Sayesbury Manor, Bell Street, Sawbridgeworth
Hertfordshire CM21 9AN
Tel: 01279 724537



MAYOR
Cllr David Royle
TOWN CLERK

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Richard Bowran BSc.(Hons) MILCM

ANNUAL MEETING OF THE TOWN COUNCIL

You are summoned to attend the Annual Meeting of the Town Council which will take place on **Monday 22 May 2017** at 7.30pm at The Council Office, Sayesbury Manor, Bell Street, Sawbridgeworth for the transaction of the following business.

A handwritten signature in black ink, appearing to read 'Richard Bowran', written over a horizontal line.

Town Clerk
16 May 2017

AGENDA

Welcome by the Town Mayor followed by Prayers

- 17/01** **ELECTION OF TOWN MAYOR**
[👏] To elect a Town Mayor for the civic year 2017/18
- 17/02** **DECLARATION OF ACCEPTANCE OF OFFICE**
The Town Mayor to sign the Declaration of Acceptance of Office
Town Mayor's Address
- 17/03** **APOLOGIES FOR ABSENCE**
To receive any apologies for absence
- 17/04** **THE RETIRING MAYOR**
To receive an address from the retiring Mayor, Cllr David Royle.
- 17/05** **DECLARATIONS OF PECUNIARY INTEREST**
To receive any Declarations of Interest by Members
- 17/06** **ELECTION OF DEPUTY TOWN MAYOR**
[👏] To elect a Deputy Town Mayor for the civic year 2017/18
- 17/07** **PUBLIC FORUM**
To receive other representations from members of the public on matters within the remit of the Town Council
- 17/08** **MINUTES**
[📄] [👏] To approve as a correct record the minutes of the Council Meeting held on 24 April 2017 (M12) [Appendix A]

To attend to any matters arising from these Minutes and not dealt with elsewhere on this Agenda.

- 17/09 PLANNING COMMITTEE**
To receive and note the minutes of the Planning Committee Meetings held on:
- 24 April 2017 (P18) *[Appendix B]*
 - 08 May 2017 (P19) *[Appendix C]*
- 17/10 COUNCILLOR VACANCY**
To note that due to the disqualification of William Mortimer under section s85(1) LGA (1972) there is a vacancy on the town council. Notices of the vacancy have been published and local electors have until 30 May 2017 to request an election. If no election is requested then the town council may co-opt to fill the vacancy.
- 17/11 MAYOR'S CORRESPONDENCE/COMMUNICATIONS**
To receive Mayor's appointments and communications
- 17/12 REPRESENTATIVES REPORTS**
To receive representatives reports from:
- County Councillor
 - District Councillors
 - Hertfordshire Police
 - Other Representatives
- 17/13 TOWN CLERK'S REPORT**
To receive and note the Town Clerk's report for the month of May 2017
- [Attached as Appendix D]*
- 17/14 TOWN PROJECT MANAGER'S REPORT**
To receive and note the Town Project Manager's report for the month of May 2017
- [Attached as Appendix E]*
- 17/15 THE HAILEY CENTRE REPORT**
To receive the Hailey Centre Executive Committee Chairman's Report for 2016
- [attached as Appendix F]*
- 17/16 YOUNG PEOPLE'S RECREATION CENTRE REPORT**
To receive the Hailey Centre Executive Committee Chairman's Report for 2017
- [attached as Appendix G]*
- 17/17 COMMITTEE STRUCTURE**
To agree a Committee structure for the year 2017/18
- [proposed structure attached as Appendix H]*
- 17/18 COMMITTEES**
To appoint Members to Committees, sub-Committees, Working Parties and Task and Finish Groups for the year 2017/18.
- [proposed structure attached as Appendix I]*
- 17/19 DELEGATION OF AUTHORITY**
To agree the delegation of authority to the Chairman and Deputy Chairman of the Planning Committee for the months of August and December.

- 17/20 CHAMPIONS**
To appoint Members as Champions for areas of Council responsibility.
[📄] [👉] *[proposed structure attached as Appendix J]*
- 17/21 REPRESENTATIVES**
To appoint Members as representatives to serve on other organisation.
[📄] [👉] *[proposed structure attached as Appendix K]*
- 17/22 SUBSCRIPTIONS**
To consider the payment of the Subscriptions for the year 2017/18
[📄] [👉] *[schedule of subscriptions attached as Appendix L]*
- 17/23 CALENDAR OF MEETINGS**
To consider and approve the Calendar of Council and Committee meetings for the year to June 2018
[📄] [👉] *[proposed schedule attached as Appendix M]*
- 17/24 REPLACEMENT OF TOWN RANGER'S VEHICLE**
To consider the proposal to replace the Town Ranger's vehicle with a utility vehicle to be obtained on a 3-year contract hire agreement.
[📄] [👉] *[proposal attached as Appendix N]*
- 17/25 DEPOSIT & CONSULTATION DOCUMENTS**
To note receipt of any Documents for Noting and Consultation
- 17/26 FINANCIAL REPORT**
To note the current Financial Report
- 17/27 ACCOUNTS FOR PAYMENT**
To note accounts for payment

Members of the Public and the Press are cordially invited to attend all meetings of the Council and its Committees.

Members and their partners are invited to take wine with the new Mayor at the conclusion of the evening's proceedings.