



# Sawbridgeworth Town Council



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**MAYOR**  
Cllr Dr John Stefan Burmicz  
**TOWN CLERK**  
Richard Bowran BSc.(Hons) PSLCC

Cllrs Alder; E Buckmaster; R Buckmaster; Burmicz; Chester;  
Coysten; Furnace; Gray; Patel; Rattey; Richards and Royle

## ANNUAL MEETING OF THE TOWN COUNCIL

You are summoned to attend the Annual Meeting of the Town Council which will take place by Zoom conferencing on **Monday 18 May 2020** at 4.00pm for the transaction of the following business.

Town Clerk  
12 May 2020

## AGENDA

Welcome by the Town Mayor followed by Prayers

- 20/01**      **ELECTION OF TOWN MAYOR**  
[👏]                      To elect a Town Mayor for the civic year 2020/21
- 20/02**      **DECLARATION OF ACCEPTANCE OF OFFICE**  
The Town Mayor to sign the Declaration of Acceptance of Office  
Town Mayor's Address
- 20/03**      **APOLOGIES FOR ABSENCE**  
To receive any apologies for absence
- 20/04**      **THE RETIRING MAYOR**  
To receive a valedictory address from the retiring Mayor, Cllr Dr John Stefan Burmicz.
- 20/05**      **DECLARATIONS OF PECUNIARY INTEREST**  
To receive any Declarations of Pecuniary Interest by Members
- 20/06**      **ELECTION OF DEPUTY TOWN MAYOR**  
[👏]                      To elect a Deputy Town Mayor for the civic year 2020/21
- 20/07**      **PUBLIC FORUM**  
To receive and respond to questions from members of the public, submitted to the Clerk prior to the meeting, on matters within the remit of the Town Council

- 20/08 MINUTES**  
[📄] [👉] To approve as a correct record the minutes of the Council Meeting held on 27 April 2020 (2019 M09) *[Attached]*
- To attend to any matters arising from these Minutes and not dealt with elsewhere on this Agenda.
- 20/09 MAYOR'S CORRESPONDENCE/COMMUNICATIONS**  
To receive new Mayor's appointments and communications
- 20/10 REPRESENTATIVES REPORTS**  
To receive representatives reports from:
- County Councillor *[Forwarded separately]*
  - District Councillors *[Forwarded separately]*
  - Hertfordshire Police
  - Other Representatives
    - Cllr Royle *[Forwarded separately]*
    - Cllr R Buckmaster *[Forwarded separately]*
- 20/11 OFFICERS REPORTS**  
[📄] To receive Officers' reports for the month of May 2020 *[Attached]*
- 20/12 COMMITTEE STRUCTURE**  
[📄] [👉] To agree a Committee structure for the year 2020/21  
*[a proposed structure attached]*
- 20/13 COMMITTEES**  
[📄] [👉] To appoint Members to Committees, sub-Committees, Working Parties and Task and Finish Groups for the year 2020/21.  
*[2019/20 committee membership and 2020/21 proposed membership attached]*
- 20/14 DELEGATION OF AUTHORITY**  
[👉] To confirm the delegation of authority to the Clerk of the Planning Committee for the time being.
- 20/15 CHAMPIONS AND REPRESENTATIVES**  
[📄] [👉] To appoint Members as Champions and Representatives for areas of Council responsibility.  
*[2019/20 Champions and representatives and proposals for 2020/21 attached]*
- 20/16 SUBSCRIPTIONS**  
[📄] [👉] To consider the payment of the Subscriptions for the year 2020/21  
*[proposed schedule of subscriptions attached]*
- 20/17 CALENDAR OF MEETINGS**  
[📄] [👉] To consider and approve the Calendar of Council and Committee meetings for the year to June 2021  
*[proposed schedule attached]*
- 20/18 STANDING ORDERS**  
[👉] To approve the continuation of current Standing Orders

- 20/19**      **FINANCIAL REGULATIONS**  
[👏]              To approve the continuation of current Financial Regulations.
- 20/20**      **DEPOSIT & CONSULTATION DOCUMENTS**  
                    To note receipt of any Documents for Noting and Consultation
- 20/21**      **FINANCIAL REPORT**  
                    To note the current Financial Report
- 20/22**      **ACCOUNTS FOR PAYMENT**  
                    To note and approve accounts for payment
- 20/23**      **ITEMS FOR FUTURE AGENDAS**  
                    To note any items for future agendas

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