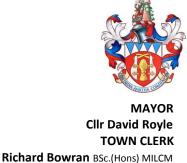
Sawbridgeworth Town Council

Sayesbury Manor, Bell Street, Sawbridgeworth Hertfordshire CM21 9AN

Tel: 01279 724537

e-mail: info@sawbridgeworth-tc.gov.uk web: www.sawbridgeworth-tc.gov.uk



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.

Town Clerk 16 May 2017

liched burse

AGENDA

Welcome by the Town Mayor followed by Prayers

17/01 [ᄬ]	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]

with elsewhere on this Agenda.

To attend to any matters arising from these Minutes and not dealt

[1] [4]

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.

[1] [1] [proposed structure attached as Appendix I]

DELEGATION OF AUTHORITY 17/19

To agree the delegation of authority to the Chairman and Deputy Chairman of the Planning Committee for the months of August and

[🔊] December.

[』] [學]

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
[1][3]	[proposed structure attached as Appendix K]
17/22	SUBSCRIPTIONS To consider the payment of the Subscriptions for the year 2017/19
[∰]	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.