



Cyngor Tref
Towyn and Kinmel Bay
Town Council

Summons to Attend the Annual Meeting of the Full Council

To All Members of Towyn & Kinmel Bay Town Council

Cllrs: A Bibby, G Corry, T Curran, B Griffiths, A Hodgson, D Johnson, M Jones (Deputy Mayor)
L Knightly (Mayor), D Luke, J McKenna, B McLoughlin, P Miller, K Redhead, M Smith, and N Smith

Clerk: Dylan Thomas

Date and Time: Wednesday 15^h May 2019 at 7:00pm

Venue: The Community Resource Centre

AGENDA

1. **Election of Mayor for 2019-20**
2. **Declaration of Acceptance of Office**
3. **Election of Deputy Mayor 2019 -20**
4. **Declaration of Acceptance of Office**
5. **Apologies**
To receive any apologies for absence.
6. **Minutes**
To approve the minutes of the Full Council meeting held on 27th March, 2019
7. **Blanket Payment Authority List**
To review/approve blanket payment list.
8. **Direct Debits & Regular Payments**
To review/approve payments made by direct debit and regular payments.
To approve the use of direct debit payments and regular payments.
9. **Committees**
To approve:
 - a) The Committee Structure
 - b) Committee Terms of Reference
 - c) Delegations
10. **Nominations to the Standing Committees**
To appoint members to the standing committees.
 - a) HR Committee

- b) Environment Improvements Committee
- c) Policy, Finance and Resources Committee
- d) Day Time Music Event

11. Schedule of Meetings

To approve the schedule of meetings for 2019 -20

12. Standing Orders and Financial Regulations

To approve the Standing Orders and Financial Regulations

13. Authorised Signatories

To approve the signatories for cheques and authorisation for electronic banking.

14. Outside Bodies

To agree the Council nominations to Outside Bodies.

15. Policies

To approve/review the following Policies and Notices: -

Mayors Handbook

Civic Policy

Subject Access Policy & Template Response Letters

Complaints Policy

Data Breach Notification Policy

Data Protection Policy

Website Privacy Policy

General Privacy Notice – Internal

General Privacy Notice – External

Information Security Policy

Retention and Disposal Policy & Schedule

Communication & Social Media Policy

CCTV Policy & Code of Practice

Employee Handbook Policies & Procedures

Freedom of Information Policy

Code of Conduct

(Draft) – Code of Conduct – Qualifying Local Government Employees

(Draft) – Training & Development Policy for Employees & Councillors

16. Attendance Register

To review Members Attendance for 2018-19.

17. Retention & Disposal Policy & Schedule

To discuss/remind Councillors of their responsibility to comply with the Town Council's Retention & Disposal Policy & Schedule.

18. Section 137 & Power of Well Being (LGA 2000-S2) Expenditure for 2018-19

- To receive a report from the Clerk regarding Section 137 and Power of Well Being (LGA 2000 S2) Expenditure for 2018-19.

19. Internal Auditor

To discuss/confirm the re-appointment of the Internal Auditor for 2019-20.

20. Asset Register 2018-19

To discuss/approve the Asset Register for 2018-19 as at 31/03/19.

21. Insurance

To discuss/confirm arrangements for Insurance Cover in respect of all insurance risks for 2019-20.

22. Freedom of Information and Subject Access Requests received in 2018-19

To receive a report from the Clerk regarding the number of requests received by the Council in 2018-19.

23. Complaints Received in 2018-19

To receive a report from the Clerk regarding the number of complaints received by the Council in 2018-19.

24. Payments from 01/03/19 to 31/03/19

To receive and approve payments made between 01/03/19 and 31/03/19.

25. Bank Reconciliation as at 31/03/19

To review and approve the Bank Reconciliation as at 31/03/19 (2018-19 year end).

26. Budget Monitoring Reports 2018-19

To review and approve the 2 x year end budget monitoring reports as at 31/03/19 (2018-19 year end).

27. 2018-19 Internal Audit & Action Plan

To discuss and approve the 2018-19 Internal Audit Report and completed Action Plan.

28. Annual Return 2018-19

- a) To approve the Annual Governance Statement.
- b) To approve the Statement of Audit.
- c) To approve the signing of the Annual Return for 2018-19.

29. The Mayor Elect

To present the outgoing Mayor with a Past Mayor Medal.

The conclusion of the meeting is to be followed by light refreshments.

Dylan Thomas
Town Clerk & R.F.O