



Saxmundham Town Council

All Members of Saxmundham Town Council are summoned to attend the
ANNUAL GENERAL MEETING

Monday 1st June at 6.30pm using ZOOM –

(If a member of the public, please contact the Clerk if you wish to attend)

AGENDA

1. **Election of the Chair:** Invite nominations and elect a Chair for the ensuing municipal year (2020/2021) and to receive the Declaration of Acceptance of Office.
2. **Election of the Vice-Chair:** Invite nominations and elect a Vice-Chair for the ensuing municipal year.
3. **Apologies for Absence:** To receive any apologies for absence.
4. **Appointment of the Responsible Finance Officer:** To confirm the appointment of the RFO.
5. **Committee Structure:**
 - a) To agree the new committee, sub-committee & working group structure (previously circulated)
 - b) To agree the terms of reference, the members and appoint a Chair for each committee.
6. **Appointment of Representatives:**

To appoint representatives for the following bodies:

 - a. SALC
 - b. Citizens Advice
 - c. East Suffolk Travel Assoc
 - d. Sizewell A and B stakeholder group
 - e. Saxmundham in Bloom
 - f. Footpath Warden
 - g. Tree Warden
 - h. Neighbourhood plan steering group
 - i. Patients Consultative Committee
 - j. Community Partnership
 - k. Any other relevant bodies
7. **Policies**
 - a. Review and Adoption of Standing Orders, Financial Regulations.
 - b. To defer re-adoption of Asset Register, Publications, FOI, Council complaints & press/media policies until future meetings this municipal year.
8. **Review and Approval of Subscriptions to:**
 - a. SALC (Paid £ 1025)
 - b. OS Maps (LY £25)
 - c. East Suffolk Travelling association (Paid LY for 4 years)
 - d. Data Protection Office (LY £35)
 - e. Society of Local Council Clerks (LY £220)
 - f. Rural Services Partnership (Invoiced £110)
 - g. Sky Guard (Paid £129)
9. **Insurance:** Confirmation of arrangements for insurance cover in respect of all insured risks.
10. **Bank Signatories:** To confirm the current arrangements of Bank Signatories.
11. **Internal Auditor:** To appoint the internal auditor for the audit 20/21.
12. **Meeting Dates:** To agree the meeting date schedule (previously circulated).

K. Forster

Clerk to Saxmundham Town Council

Date: 21/5/2020

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