

# SILLOTH-ON-SOLWAY TOWN COUNCIL

**Town Clerk:** Wendy Jameson FMAAT  
5 Burnswark Terrace, Solway Street, Silloth, Cumbria, CA7 4EF  
**Tel:** 016973 31128 **Mob:** 0777 5686857  
**Email:** townclerk@silloth-on-solway.co.uk  
**Web:** www.silloth-on-solway-tc.gov.uk

30 April 2021

**Please note:** due to the current Covid-19 Coronavirus situation, the Town Council will meet virtually via Zoom (<https://zoom.us/>) Meeting ID: 882 8393 0532 as permitted in *The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020* ("the 2020 Regulations")

**Councillors:** You are hereby summoned to attend the Annual meeting of the Town Council to be held online at <https://us06web.zoom.us/j/88283930532> on Thursday 6 May 2021 at 7.00 pm, for the purpose of transacting the following business.

**Members of the Public:** Informal public participation will be held from approx. 7:30 pm. Members of the public wishing to address the Council during the public participation section must send their request to the Town Clerk prior to the meeting.

1. **Minutes silence**
2. **Apologies**  
To receive and record with a reason, any apologies for absence.
3. **To elect a Chairman of the Council.**
4. **Chairman's Declaration of Acceptance of Office**  
To receive the Chairman's Declaration of Acceptance of Office or if not then received, to decide when it shall be received.
5. **To elect a Deputy Chairman of the Council.**
6. **Declarations of Interest**  
To receive declarations of members' interests in respect of items on this agenda.
7. **Exclusion of Press and Public**  
To consider whether the press and public should be excluded from the Meeting during consideration of any item of business on the Agenda.
8. **Minutes**  
To approve the minutes of the meetings held on the 19 April and 26 April 2021, as a true record.
9. **Committees**
  - a) Appointment of any new Committees
  - b) Review of the terms of reference for Committees
  - c) Appointment of members to existing Committees
  - d) To set dates for committee meetings

**10. Representatives on Outside bodies**

Review of representation on outside bodies

**11. Standing Orders & Financial regulations**

Review of standing orders and financial regulations (*copies are available on the Council's website*).

**12. Review of Council's Policies and Procedures**

To review and approve the Council policies (*copies are available on the Council's website or can be provided on request*).

- Annual Leave Policy
- Complaints Procedure
- Data Protection Policy
- Environmental Policy
- Equality & Diversity Policy
- General Privacy Notice
- Grants Policy
- Grievance Procedure
- Health & Safety Policy
- Litter Vandalism Maintenance Policy
- Memorial Bench Policy
- Mobile Phone Policy
- Persistent & Vexatious Complaints and Correspondence Policy
- Policy Use of Electricity on the Green
- Press and Media policy
- Protocol on Marking the Death of a Senior National Figure
- Protocol on the recording and filming of Council and Committee Meetings
- Public Participation Policy
- Retention of Documents Policy
- Risk Management Policy
- Scattering of Ashes Policy
- Sickness Absence Policy
- Statement on Staff Management
- Town Councillor Complaints Procedure
- Virtual Meeting Procedures

**13. Risk Management Review**

Review of Town Council's Risk Management and consider any action required as a result.

**14. Insurance**

Confirmation of arrangements for insurance cover in respect of all insured risks.

**15. Banking arrangements**

To agree the 'banking arrangements' for the year and to agree any changes to the nominated signatories.

**16. Asset Register**

To note the Asset Register dated 31 March 2021.

**17. Accounts for the year ended 31 March 2021**

To approve the Accounts for the Year Ended 31 March 2021 and authorise the Chairman to sign the Annual Governance & Accountability Return (AGAR) for the Year Ended 31 March 2021.

**18. Appointment of Internal Auditor**

- a) To appoint an Internal Auditor for the year.
- b) To consider the effectiveness of the Internal Audit.

**19. Budget Details for Financial Year 2021/2022**

To note the agreed Budget for the year.

**20. Annual Subscriptions**

To consider the payment of annual subscriptions

- a) CALC Annual subscription 2021/22
- b) Local Council Review Magazine subscription

**21. Calendar of Meetings**

To agree the dates of the Full Council meetings for the next 12 months.

**22. Quotations**

To consider quotations received for a replacement electric cabinet for the Splash Pad electricity controls.

