



mirfield
town council

To: All Councillors
Press
Notice Board (members of the public are welcome to attend)

Lisa Staggs – Clerk.....

Dear Councillor,
You are hereby summoned to attend a meeting of:

ANNUAL TOWN COUNCIL MEETING

To be held on: **Wednesday 1st May at 7.30pm or at the rising of the previous meeting**

To be held at: **Trinity Methodist Church, Trinity Street, Mirfield.**

A period of 15 minutes will be allowed during the meeting for questions and comments from members of the public on matters relevant to the Town council. There should only be one speaker per topic, each member is allowed three minutes in which to speak (approximately). Questions **MUST** be received 7 days prior by email or post to the Clerk to mirfieldtowncouncil@gmail.com, with details of what they wish to speak about including the wording.

Recordings may be made at the meeting by attendees. Anyone intending to record proceedings should inform the Chairman or Clerk of the meeting of their intentions to record prior to commencement of the meeting. Anyone intending to record a meeting or part thereof, will be asked by the Chairman to identify themselves. All recordings must be made in accordance with any regulations relating to such matters and in accordance with Mirfield Town Council Recording Policy.

AGENDA

MTC1/2024	<u>CHAIRMAN'S WELCOME</u>
MTC2/2024	<u>ELECTION OF NEW CHAIRMAN:</u> 1. Election 2. To read and sign the Declaration of Acceptance of Office of Chairman. 3. To nominate their charity / charities for the year.
MTC3/2024	<u>COMMITTEE TO GIVE THANKS TO THE DISCHARGING MAYOR</u>
MTC4/2024	<u>ELECTION OF THE DEPUTY CHAIRMAN:</u> 1. Election
MTC5/2024	<u>APOLOGIES FOR ABSENCE:</u> 1. To receive apologies 2. To approve reasons for absence. (Members are reminded that apologies MUST be sent to the Clerk or Chairman if they are unable to attend.)

MTC6/2024	<p><u>DECLARATION OF INTEREST:</u> To receive any declarations of interest to any item on the agenda including any pecuniary interests whether they have been declared under the Council's Code of Conduct or Members Register of Pecuniary Interests</p> <p>For members to declare if they have been lobbied on any matters on the agenda</p>
MTC7/2024	<p><u>MEETINGS 2024:2025</u> Set the dates, times and place of all meetings of the council for the year including the Annual Town Meeting.</p>
MTC8/2024	<u>OUTSIDE BODIES</u> – To appoint members.
MTC9/2024	<p><u>ADOPTION OF APPROPRIATE POLICIES:</u> The policies were circulated prior to the meeting To agree any amendments and adopt the following policies:</p> <ol style="list-style-type: none"> 1. Effectiveness of system of the internal auditor (Amendments 2024) 2. Complaints Procedure (Retain Existing) 3. Internal Audit Annual Review: <ol style="list-style-type: none"> i. System of Internal Control (Amendments 2024) ii. Risk Management (Amendments 2024) 4. Code of Conduct (Retain Existing) 5. Standing Orders (Retain Existing) 6. Financial Regulations (Retain Existing) 7. Complaints Policy (Retain Existing) 8. Recording Policy (Retain Existing) 9. Role of Town Councillor (Retain Existing) 10. Safeguarding Policy (Retain Existing) 11. Grant Criteria Policy (Retain Existing) 12. Civic Protocols & Role of Chairman/Town Mayor (Retain Existing) 13. Data Protection Policy (Retain Existing) 14. Privacy Policy Public & Staff (Retain Existing) 15. Security Incident Policy (Retain Existing) 16. Flag Policy (Retain Existing) 17. Biodiversity Policy (New 2024)
MTC10/2024	<p><u>CONFIRMATION OF THE MINUTES:</u> 1. To approve the minutes of the ordinary town council meeting of 17th April 2024 as a true and correct record including payments of £6949.04 plus Clerk Salary, Pension & HMRC</p>
MTC11/2024	<p><u>MATTERS ARISING FROM THE MINUTES:</u> To receive information on the following ongoing issues and decide further action where necessary</p> <ol style="list-style-type: none"> 1. To receive an update on Mirfield Library and agree any action necessary 2. To receive an update on D-Day 80 celebrations and agree any further action necessary 3. To receive an update on Planning Consultant appointment and agree any action necessary 4. To receive an update on Kirklees proposal to implement Parking Charges and agree any action necessary
MTC12/2024	<p><u>GRANT APPLICATIONS:</u> 1. To consider grant applications submitted – Friends of Mirfield Library 75th Anniversary £1000 (Documents circulated prior to the meeting)</p>
MTC13/2024	<p><u>INTERNAL MATTERS:</u> To receive information on the following items and decide any action where necessary.</p>

	<ol style="list-style-type: none"> 1. To approve appointment of Northern Internal Audit Services for 2nd and final audit 2023/2024. 2. To agree and approve bank signatories including adding the Clerk as recommended by the Internal Auditor in the 1st audit of 2023/2024. 3. To discuss Ambassador Award Scheme and decide a course of action
MTC14/2024	<u>COMMUNITY:</u> To receive an update/discuss/note on the following items: <ol style="list-style-type: none"> 1. To receive an update from Mirfield Rotary Club on litter picking two areas of Mirfield and decide a course of action 2. To receive an update from Mirfield Allotment & Garden Society regarding the 3 allotment sites in Mirfield
MTC14/2024	<u>PUBLIC QUESTION TIME:</u> None
MTC15/2024	THE DATE OF THE NEXT FULL COUNCIL MEETING To confirm the date of the next meeting as Wednesday 15 th May 2024 Time Meeting Closed:.....

Signed Lisa Staggs
 Clerk
www.mirfieldtowncouncil.com