

BROUGHTON TOWN COUNCIL



The Phil Grundy
Community & Sports Centre
Scawby Road
Broughton
North Lincolnshire
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Dear Councillors

You are summoned to attend a meeting of Broughton Town Council to be held on **Monday 20th May 2024 at 7pm in the Pavilion Room** at the **Phil Grundy Community & Sports Centre, Scawby Road, Broughton.**

In accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 as amended by Section 100A of the Local Government Act 1972, Schedule 12A the Public and press may attend the meeting.

The recording at Council Meetings is allowed with the full knowledge of the Chairman of the meeting and must be conducted openly.

Deb Hotson - Town Clerk - *D Hotson*

Date of issue – 15th May 2024

Agenda

To Elect Committee / Working Group Representatives

1. To elect a chairman and to sign the Declaration of Acceptance of Office.
2. To elect a Vice Chairman.
3. To elect a representative for Neighbourhood Action Teams (NATs).
4. To elect a representative for Village Hall Committee.
5. To elect a representative for the Broughton Community & Sports Association.
6. To elect a representative for the Broughton Allotment Association & Leisure Gardeners.
7. To elect two Councillors to represent this Council at ERNLLCA District Committee meetings.
8. To elect a representative for the Wressle Wellside Community Liaison Group.
9. To elect members to the General Purposes Committee.
10. To elect members to the Finance & Audit Committee.
11. To elect members to the Personnel Committee.
12. To elect members to the Communications Working Group.
13. To elect members as Snow & Flood Wardens.
14. To elect a Town Crier for 2024/25.

To review Procedures and Policies

15. To review and approve Standing Orders.
16. To review and approve Financial Regulations.
17. To review and approve the Community Emergency Plan.
18. To review and approve the Asset Register.
19. To review and approve the Health & Safety Policies & Risk Assessments.
20. To review and approve the Terms of Reference (TORs) for Committees / Working Parties.
21. To review and approve an Equal Opportunity Policy.
22. To review and approve a Child Protection Policy.
23. To review and approve the Safeguarding of Vulnerable Adults Policy.
24. To review and approve a Disciplinary and Grievance Procedure/Policy.

BROUGHTON TOWN COUNCIL

25. To review and approve a Members and Officers Protocol.
26. To review and approve the CCTV Policy.
27. To review and approve the Clerks A-Z Guide.
28. To review and approve the Environmental Sustainability and Biodiversity Policy.
29. To review and approve the NLC Code of Conduct Policy.
30. To review and approve the Reserves Policy.
31. To review and approve a Scheme of Publication Policy.
32. To review and approve the Freedom of Information Right of Access Policy.
33. To review and approve the Tender Policy.
34. To review and approve the Town Crier Policy.
35. To review and approve the use of the General Power of Competence.
36. To set the dates of the ordinary Parish Council Meetings 2024/25.
37. To review and approve the scales of charges.
38. To confirm that all members have reviewed their Register of Interests.
39. To resolve that this Council utilizes its powers under the Local Government Act 1972, section 101, to devolve to the Clerk the authority to make decisions on planning applications where:
 - a. The application falls between meetings, and it is not possible to obtain from the Planning Authority an extension of time to consider the matter; and
 - b. The Chairman is unavailable to convene an extra-ordinary meeting or circumstances are such that the convening of an extra-ordinary meeting is impractical.

In both circumstances the Clerk shall have authority to respond on the Council's behalf, considering the Local Plan; the content of any planning policies; community plan or Neighbourhood Plan adopted by the council; and precedent. Moreover, where it is practicable, the Clerk is to contact ALL Councillors to confirm they are content with the response to the specific Planning Application requiring this action.

This authority will not apply to applications where there are known objections by neighbours; multiple housing development; and new land allocations.