

# OLNEY TOWN COUNCIL



Olney Town Council, The Olney Centre, High Street, Olney MK46 4EF  
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## To all members of Olney Town Council

You are hereby summoned to attend a meeting of the **Olney Town Council**, to be held at the Olney Centre on **Monday 15<sup>th</sup> May 2023 at 7:00 pm** for the purpose of transacting the following business.

There will be a 15-minute open forum at the beginning of the meeting when members of the public resident in Olney are invited to address the Council. Each individual will be limited to speak for no more than 3 minutes.

## AGENDA

1. **Election of the Mayor** and to receive the Mayor's declaration of acceptance of office.

2. **Election of the Deputy Mayor** and to receive the Deputy Mayor's declaration of acceptance of office.

3. **Apologies for absence**

4. **Declarations of interests on items on the agenda**

*NB During the meeting if it becomes apparent that you have an interest in an item being discussed this must be declared immediately.*

5. **To approve the minutes of the last meeting** of the Council on 3<sup>rd</sup> April 2023.

6. **Annual Business:**

a. **To receive of the minutes of the last meeting of a committee.**

- |             |                             |
|-------------|-----------------------------|
| a. Finance  | 17 <sup>th</sup> April 2023 |
| b. HR       | 13 <sup>th</sup> Feb 2023   |
| c. ODG      | 24 <sup>th</sup> April 2023 |
| d. Planning | 24 <sup>th</sup> April 2023 |
| e. OCM      | 13 <sup>th</sup> March 2023 |
| f. R&S      | 20 <sup>th</sup> March 2023 |

b. **Consideration of the recommendations made by a committee.**

c. **Review of delegation arrangements to committees, staff and other local authorities.**

d. **To review the Scheme of Delegation and Terms of Reference**

e. **Appointment of Members to Committees**

f. **To review and adopt the Standing Orders**

g. **To review and adopt the Financial Regulations**

h. **Review of inventory of land and other assets including buildings and office equipment.**

- i. Confirmation of arrangements for insurance cover in respect of all insurable risks.**
- j. Review of the Council's and/or staff subscriptions to other bodies.**
- k. Review of the Council's complaints procedures.**
- l. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation.**
- m. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.**

**7. To Receive the schedule of payments**

**8. To Approve the AGAR for submission**

**9. To Approve bank signatories**

**10.** To consider exclusion of Public and Press Representatives pursuant to the Public Bodies (admission to meetings) Act 1960 on the basis that publicity would be prejudicial to the public interest by the confidential nature of the business to be contracted

**11.** To discuss property issues

**Town Clerk:** Jane Brushwood

10<sup>th</sup> May 2023