

**Annual Meeting of Bourne Town Council to be held on Tuesday  
24th May 2022 at Bourne Town Hall 7.00pm**

# **A G E N D A**

**1. To Elect the Chair/Town Mayor for the year 2022/23 and to work through the following:**

- a) Retiring Chair's remarks
- b) The new Chairman will take the chair, sign the declaration of acceptance of office and be presented with the Chain of Office.

**2. To Elect the Vice-Chair**

To discuss/elect the new vice –chair.

The new Vice-Chair will be presented with the Vice-Chairman's Insignia of Office

**3. To receive/approve reasons of Apologies for absence**

**4. To receive Declarations of Interest in accordance with the LGA 2000**

**5. To ask if members of the public, resident or employed within the Parish, have any intention to speak under any Agenda Items of this meeting (this will be to a maximum of 3 minutes)**

**6. To adopt the Notes of the Meeting held on 26<sup>th</sup> April 2022 as a true record and for the Chairman to sign them**

**7. To appoint the Chair's for the Standing Committees for 2022/2023**

Amenities – Highways and Planning – Finance & General Purposes

**8. To appoint the members for the Human Resources & Governance Committee for 2022/23**

(5 members - structure is Chair of F&GP plus 4 others; both genders to be represented) (Chair & Vice Chair to be appointed by the committee at its first meeting as per its Terms of Reference)

**9. To receive and adopt diary dates for the year 2022/23.**

**10. ANNUAL AUDIT FOR THE YEAR ENDING 31 MARCH 2022 (copies of relevant documents to follow)**

- a) To complete Section 1 of the Annual Return – The Annual Governance Statement
- b) To approve the Statement of Accounts (Section 2) and accompanying explanation and supporting documents as presented (including Bank Reconciliation)
- c) To approve the Internal Auditor's Report in Section 4 and separate statement
- d) To approve the payment of the Internal Auditor's fee for the work carried out in accordance with the council's guidelines and contract

**11. To receive notice of the retirement of the Town Council's internal auditor.**

**12. To receive and approve the insurance quotation for the year 2022/23**

**13. To discuss any information which the Chairman may legally bring to the council's attention.**