

NEWQUAY COUNCIL



Newquay Town Council, Municipal Offices, Marcus Hill, Newquay TR7 1AF

Tel: (01637) 878388 Email: Office@newquay.town Web: www.newquaycouncil.co.uk

Town Clerk of Newquay: Andrew Curtis

Friday 27 April 2018

You are hereby invited to attend an ordinary meeting of the **Full Council** which is to be held on **Wednesday 02 May 2018 at 7pm** in the **Council Chamber, Municipal Offices, Marcus Hill, Newquay** for the purpose of transacting the business on the below agenda.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'A Curtis'.

Andrew Curtis BA (Hons) FIAB FCMI FSLCC MAAT MIoD

Town Clerk and Responsible Finance Officer

AGENDA

Prior to the formal commencement of the meeting there will be prayers by the Mayor's Chaplain.

- 1. Election of Mayor for the 2018-19 Civic Year**
To receive and decide on the nomination for Cllr Hannan to be elected as Mayor for 2018-19
- 2. Election of Deputy Mayor for the 2018-19 Civic Year**
To receive and decide on nomination for Cllr Mrs Craze to be elected as Deputy Mayor for 2018-19
- 3. Apologies**
To receive and accept apologies for absence
- 4. Interests**
To receive **Declarations of Interest** and **Dispensations** awarded in respect of items on the agenda.
- 5. Minutes**
To take as read and confirm as accurate the minutes of the meetings held on:
 - A.** 04 April 2018
- 6. Matters Arising** (for information only)
To discuss or note any matters arising from the minutes under item 5.
- 7. Public Questions** (15 minutes allowed)
To receive previously notified public questions, followed by verbal questions from attending public
- 8. Committee Minutes and Reports**
To receive and note the following committee minutes/reports and to **consider and make decisions** on any **recommendations and proposals** to Full Council contained therein:
 - A.** Minutes of the Finance and Policy Committee held on 26 March 2018
 - 1. Internal Controls Check**
Recommendation for Full Council to note the Internal Control Check and auditor's reports
 - B.** Minutes of the extraordinary meeting of the Footpaths, Bridleways and Open Spaces Committee held on 11 April 2018

9. **Annual Review of the Council's governance, delegation arrangements and committee structures**

To receive, consider and resolve to (re)/establish or implement the following;

- A. **Scheme of Delegation**
 - B. Existing committee structure and associated **Terms of Reference**
 - C. The recommended **appointment of members** to existing committees and outside bodies (selection WP)
 - D. Review of representation on or work with **external bodies** and arrangements for reporting back
 - E. Appointment of any **new committees**
 - F. Review and adoption of appropriate **standing orders** and **financial regulations** (to follow)
 - G. Review of **arrangements (including legal agreements)** with other local authorities, not-for-profit bodies and businesses
 - 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 **subscriptions** to other bodies
 - K. Review of the Council's **complaints procedure**
 - L. Review of the Council's policies, procedures and practices in respect of its obligations under **freedom of information and data protection** legislation
 - M. Review of the Council's policy for dealing with the **press/media**
 - N. Review of the Council's **employment policies and procedures**
 - O. Review of the Council's expenditure incurred under **s137 of the Local Government Act** or the **General Power of Competence**
 - P. To determine the **time and place of ordinary meetings** of the Council up to and including the next annual meeting of the Council
10. **Annual External Audit & Year End Accounts 2017-18** (Most of these items are contained within the F&P Agenda Emails/Packs or will follow from the F&P meeting)
- A. To receive and consider the Financial Reports from the Accountant as recommended by the F&P Committee
 - B. To receive and consider any matters appertaining to additions or releases to EMRs in line with Fin. Reg. 4.2 and as recommended by the F&P Committee
 - C. To receive a recommendation on the review the effectiveness of internal controls
 - D. To receive and consider the Accounting Statements as recommended by the F&P Committee
 - E. To receive and consider approval of the Annual Governance Statement with relevant responses, having first considered the effectiveness of internal control and the Council's adherence to all relevant regulations and procedures and as recommended by the F&P Committee
 - F. To receive and consider approval of the Accounting Statements (subject to 16D being approved first) as recommended by the F&P Committee
 - G. To receive and consider adoption of the final Year End Financial reports and associated submissions to the External Auditors as recommended by the F&P Committee (if item is needed)
11. **Correspondence** (if any, relevant to Full Council only)
To receive and note the list of **Correspondence** and to refer or respond accordingly
12. **Financial Statements** (to follow)
To receive and approve the **Financial Statements of the Town Council**
13. **Chairman's Other Business**
To raise and discuss other business at the Chairman's discretion (for information only)
14. **Date of the next meetings**
The next scheduled Full Council meeting will take place on **Wednesday 04 July 2018** at 7pm in the Council Chamber, Municipal Offices, Marcus Hill, Newquay TR7 1AF. The Annual Mayor Making ceremony will take place on Wednesday 23 May 2018 at St Michael's Church.