



Notice of Annual Council Meeting

MEMBERS OF THE PUBLIC AND THE PRESS ARE INVITED TO ATTEND ALL COUNCIL MEETINGS
(Public Bodies (Admission to Meetings) Act 1960)

Dear Councillors,

You are hereby summoned to attend the following meeting:

Annual Meeting of...	Bridgwater Town Council
Time...	7.30pm
Date...	Thursday 9 May 2019
Place...	Bridgwater Room, Town Hall, High Street, Bridgwater

Councillors will be discussing all the items listed overleaf on the Agenda.

David Mears

David Mears PSLCC
Town Clerk
2 May 2019

7.30pm (Prior to the start of the meeting)

Questions and comments from members of the public

This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chairman) to participate before the start of the meeting by asking questions, raising concerns or making comments on matters affecting Bridgwater. No decision can be taken during this session¹, but the Chairman may decide to refer any matters raised for further consideration.

¹N.B Councils cannot lawfully decide items of business that is not specified in the summons/agenda (LGA1972 Sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119).

Policing in Bridgwater

A representative from Bridgwater's Police Team (if present) are invited to provide updates and discuss issues in Bridgwater.

Under the Openness of Local Government Bodies Regulations 2014, any members of the public are allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). No prior notification is needed but it would be helpful to let the office know of any plans to film or record so that any necessary arrangements can be made to provide reasonable facilities to report on meetings. This permission does not extend to private meetings or parts of meetings which are not open to the public. All recording and photography equipment should be taken away if a public meeting moves into a session which is not open to the public.

If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make an oral commentary during the meeting. The Chairman has the power to control public recording and/or reporting so it does not disrupt the meeting. Recording must be clearly visible to anyone at the meeting.

A G E N D A

TC2019/44 Election of Mayor (Chairman of the Council) and Acceptance of Office. (LGA 1972 s14 (1), 15(1&2), 33(1) and 34(1&2))

TC2019/45 To receive Apologies for Absence and to approve the reasons given (LGA 1972 s85 (1))

TC2019/46 Declarations of interests - Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)

TC2019/47 Election of Deputy Mayor (Vice Chairman of the Council).

TC2019/48 To approve and sign as a correct record the minutes of the Town Council Meeting held on Thursday 14 March 2019 (LGA 1972 sch 12, para 41(1))

TC2019/49 Mayor Announcements

TC2019/50 To appoint a Leader of the Council

TC2019/51 To appoint a Deputy Leader of the Council

TC2019/52 To appoint Portfolio Holders and Deputy Portfolio Holders for the following areas:

- I. Policy, Finance and Town Development Forum** – this portfolio will be held by the Leader of Council with the Deputy being the Deputy Leader of the Council.
- II. Civic** – *Mayor's Duties, Promotions, Events, Twinning and Tourism* - this portfolio will be held by the Mayor with the Deputy being the Deputy Mayor.
- III. Environment** – *Parks, Open Spaces, Tidal Barrier, Waterways, Street Cleaning and Toilets.*
- IV. Economic Development** – *Town Team, Training, Staffing, Celebration Mile and Chamber of Commerce.*
- V. Culture** – *Arts, Carnival, Heritage, Museum and Bridgwater Culture Partnership.*
- VI. Transport** – *Transport, Nuclear and Transport Forum.*
- VII. Properties** – *all Town Council Properties and land ownership.*
- VIII. Youth and Community** – *Youth, Internationalism, and Community Centres and Youth Council.*

TC2019/52 Committees Review Report – to receive the Committees Review Report and to: -

- a) Resolve to accept the recommendations contained the report;
- b) To appoint members to the new committees; and
- c) To approve the terms of reference for the new committees.

TC2019/53 Calendar of Meetings - to revise the calendar of meetings for municipal year 2019/20

TC2019/54 To appoint Councillors as representatives to the following outside bodies: -

Wyndham Lecture Trust for the schools of Bridgwater	One appointment
Bridgwater Chamber of Commerce & Town Team	Economic Development Portfolio Holder. The Town Clerk is also appointed to the Town Team and will attend some meetings of the Chamber as appropriate.
Bridgwater Heritage Regeneration Partnership	One appointment
Bridgwater Arts Centre (observer)	Two appointments
Carnival Committee	One appointment
Bridgwater Cultural/Creative Partnership	Two appointments with the Town Clerk as required/as appropriate
Inland Waterways Association –	Environment Portfolio Holder
Meads Steering Group;	Environment Portfolio Holder
Tidal Barrier -stakeholders	Environment Portfolio Holder
Tidal Barriers-opportunities & enhancements	Environment Portfolio Holder
Hamp Community Association	One appointment
Sydenham CC (2)	Two appointments who will become trustees
Victoria CC (2)	Two appointments who will become trustees
Cluster group (SDC)	Six appointments and the Town Clerk. Must not be SDC members.
Bridgwater Memorial Homes	One appointment
Friends of Wembdon Road Cemetery	Mayor as President
Together Team	One appointment
Kingsdown Pavilion	One appointment
Hinkley Point (ex liaison Committee) site stakeholder group	One appointment
EDF energy Working Party	Five appointments and the Town clerk
EDF/HPC Community Forum	One appointment and the Town Clerk
EDF/HPC Transport Forum	One appointment and the Town Clerk
Nat Grid HPC Conn Project South Local Com Forum -	One appointment

TC2019/55 Council Policies –

- I. Review of Standing Orders** – recently revised (no action needed)
- II. Review of Financial Regulations** – recently revised (no action needed)
- III. Adoption of Complaints Procedure**
- IV. Review of Community Grants Funding Policy**
- V. Adoption of Councillor –Officer –Employee Protocol**

- VI. Adoption of Health and Safety Statement General Policy**
- VII. Adoption of Recording of Meetings Policy**
- VIII. Adoption of Social Media Policy**
- IX. Adoption of Training and Development Policy**
- X. Adoption of Risk Management Scheme**
- XI. Adoption of Scheme of Delegation**
- XII. Adoption of Information and Data Protection Policy –New (GDPR)**
- XIII. Adoption of Retention and Disposal Policy –New (GDPR)**
- XIV. Adoption of The Management of Transferable Data Policy –New (GDPR)**

TC2019/56 General Power of Competence - "That Bridgwater Town Council resolves that from this meeting until the next Annual Meeting of the Council in the election year set for 2023, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, resolves that the Council is eligible to adopt and to exercise the General Power of Competence".

TC2019/57 Finance -Accounts for Payment and Income - to note items of expenditure and income for April 2019

TC2019/58 Finance - Town Council Year 2018/19 Year to Date Budget - to review and note the budget information for the year to date as of 31 March 2019 ([Account & Audit Regulations 2015](#))

TC2019/59 Finance – to authorise the Town Clerk to amend the Bank Mandate on the Council's bank accounts