



EVESHAM

TOWN COUNCIL

Notice is hereby given that the adjourned **ANNUAL MEETING OF THE TOWN COUNCIL** will be held in the Council Chamber, Town Hall, Evesham, at 6.30pm on **MONDAY 20th MAY 2024** to which you are hereby summoned for the transaction of the business specified below. The meeting will be preceded by Prayers led by the Mayor's Chaplain, Revd Caroline Green.

Jo Adams

Jo Adams
Town Clerk

AGENDA

1. **Apologies for Absence**
2. **Declarations of pecuniary or other interest in accordance with the Town Council's Code of Conduct, including requests for dispensation (if any)** *Dispensation requests must be received in writing by the Town Clerk prior to the meeting*
3. **Announcements by the Town Mayor**
4. **Minutes of the Previous Meetings**
Minutes of the Extraordinary Town Council meetings held on the 25th March 2024 and the Town Council meeting held on the 8th April 2024 for adoption as a true record.
5. **Committee Minutes**
To receive the committee minutes and approve authorisation for recommendations where applicable:
 - a) Planning and Estates Committee – 15th April 2024
 - b) Planning and Estates Committee – 7th May 2024
6. **Council Committees**
 - a) Review of Terms of Reference of Committees
 - b) Appointments to Council Committees
7. **Appointments of Council's Representatives to Outside Bodies**
8. **Review of staff/council subscriptions**
9. **Review of Standing Orders and Financial Regulations**
10. **Re-Adoption of the General Power of Competence**



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11. **Review of Asset Register**
12. **Insurance cover**
13. **Review of Complaints Procedure**
14. **Review of procedures regarding Freedom of Information requests**
15. **Review of Communications and Media Protocol**
16. **Market Licence**

Admission of the Public and Media

Members of the Public and Media are welcome to attend in accordance with the Public Bodies (Admission to Meeting) Act 1960 Section 1.

Public Participation

Public Participation is welcomed and will be in accordance with Standing Order 3(e) to 3(j) on a matter before the Council. It would be helpful if anyone wishing to participate would contact the Town Council on 01386 565700, email townclerk@eveshamtowncouncil.gov.uk, or in person, prior to the meeting.

Recording of Meetings

Under the Openness of Local Government Bodies Regulations 2014 the council's public meetings may be recorded, which includes filming, audio-recording as well as photography.

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