

KEMPSTON TOWN COUNCIL

Council Offices
104 Bedford Road
Kempston
Bedford
MK42 8BG
Tel: 01234 851005
Email: clerk@kempston-tc.gov.uk

Thursday 5 May 2022

To: Members of the Public

You are hereby invited to attend the Annual Meeting of Kempston Town Council in the Centenary Hall on Tuesday 10 May 2022 at **7.30pm** for the purpose of transacting the following business:



Helen White
Clerk to the Council

A G E N D A

The reading of the Fire precautions (on the inside of the cover page) by those present should be carried out prior to the commencement of the business.

	<u>ITEM</u>
1.	<u>Elections</u>
a)	Election of Town Mayor and signing of the Declaration.
b)	Election of Deputy Mayor.
c)	Election of Leader of the Council.
d)	Election of Deputy Leader of the Council.
2.	<u>Apologies for Absence</u>
3.	<u>To appoint members to serve on the under-mentioned Committees:-</u>
a)	Kempston Burials Joint Committee (6)
b)	Planning Committee (7)
c)	Mayors Committee (5 including Mayor and Deputy Mayor)
d)	Personnel Sub-Committee (5)

e)	Finance Working Group (5)
f)	Centenary Hall Management Committee (5)
4.	<u>To appoint representatives on the under-mentioned bodies</u>
a)	Beds & Herts Regimental Memorial Charity (3)
b)	Bedford and Milton Keynes Waterways Trust (1)
5.	<u>Minutes</u> To confirm the Minutes of the Town Council meeting held on 12 April 2022 (attached as Appendix A pages 5-7)
6.	<u>Members Interests</u> Members are reminded that they must disclose both the existence and the nature of any personal and/or prejudicial interest that they have in any matter to be considered at this meeting in accordance with the Council's Code of Conduct.
7.	<u>Members of the public are invited to address the Council</u> (time limit: 5 minutes per subject matter)
8.	<u>Reports:-</u> (a) Police
9.	<u>To Confirm Approval of Annual Subscriptions</u> a) Bedford/Bletchley Rail Users Association (£5) b) Bedford/Milton Keynes Waterways Trust (£30) c) Society of Local Council Clerks (£270) d) National Society of Allotment and Leisure Gardeners (£55)
10.	<u>Calendar of Meetings: 2022/23</u> Calendar for consideration submitted (attached as Appendix B pages 8-9)
11.	<u>Finance</u> (a) Financial Statement to 30 April 2022 (attached as Appendix C pages 10-13) (b) To consider and approve payments (cheques and direct debits) (attached as Appendix D pages 14-15)
12.	<u>Diary of Mayor and Deputy Mayor's Engagements</u> Attached as Appendix E pages 16.

13.	<u>Centenary Hall Update</u>
14.	<u>Queens Jubilee – planting of tree</u>
15.	<u>Review of Asset Register</u> The Council's asset register does not reflect the true current value of the Council's assets. Historically all assets have been included at cost or current value. Following amendments to proper practice during 2010/11 Councils were advised that each asset owned by the body should be recorded on the asset register at its original purchase cost. In the event that the original purchase cost is not known at the time of first recording on the register the council has used insurance cost as a current value for the asset. This value will act as a proxy for the original purchase cost and remain unchanged until disposal. Assets should not be depreciated. The Council is asked to note the register attached as Appendix F page 17 and also to note that the correct level of insurance is in place.
16.	<u>Review of Standing Orders</u> Attached as Appendix G (pages 18-41)
17.	<u>Review of Financial Regulations</u> Attached as Appendix H (pages 42-57)
18.	<u>Review of Complaints Procedure</u> Council to review the current Complaints Procedure of the Council (copy attached as Appendix I pages 58-59)
19.	<u>Review of the Councils Procedures for handling requests made under the Freedom of Information Act</u> Council to review the current Procedure for handling requests made under the Freedom of Information Act (copy attached as Appendix J pages 60-63)
20.	<u>Review of the Council's Press and Media Policy</u> Council to review the current Press and Media Policy (copy attached as Appendix K – pages 64-65)
21.	<u>Confirmation of Insurance</u> Clerk to report.
22.	<u>New matters from Councillors for discussion at next meeting</u>
23.	<u>Date of Next Meeting</u> The next Meeting is to be held on 14 June 2022 in Centenary Hall, 104 Bedford Road, Kempston at 7.30pm or as the Council decides.