

ANNUAL TOWN COUNCIL MEETING

19 May 2021 at 7.00 pm

NOTICE IS HEREBY GIVEN that a meeting of the Town Council will be held at the

Council Chamber, Municipal Offices, Bowling Green Road, Kettering, Northants, NN15 7QX on Wednesday 19th May 2021 at 7.00 pm when the business set out below will be transacted.

The press and public are welcome to observe this meeting



**Emma Driver, Interim Town Clerk, Kettering Town Council
13 May 2021**

The meeting will be opened by Outgoing Mayor Cllr James Burton

Item No	Item Description
2021/001	Election of Chairman and Deputy Chairman
2021/002	To resolve that Chair and Deputy Chair be respectively styled the Town Mayor and Deputy Town Mayor.
2021/003	Adoption of the Code of Conduct
2021/004	Adoption of Standing Orders
2021/005	Appointment of a Member to serve as Leader of the Council
2021/006	Apologies for absence
2021/007	Declarations of Interest

- 2021/008 Adoption of Financial Regulations**
- 2021/009 Noting the budget agreed by KBC on the KTC's behalf**
- 2021/010 Appointment of signatories to the bank account and review of the bank mandate**
- 2021/011 Establishment of committees and appointment of members to them :-
Planning Committee
Finance and Governance Committee
South West Kettering (Headlands Community) and Neighbourhood Planning Forum**
- 2021/012 Appointment of members to the following Twinning Associations
Ohio, Lahnstein and Jamaica**
- 2021/013 Adoption of the Council's Freedom of Information Publication Scheme**
- 2021/014 GDPR compliance
a) To appoint the Northants CALC DPO Service as the council's Data Protection Officer
b) To adopt the Data Map
c) To adopt the Data Protection Policy, Subject Access Request Procedure, Data Breach Policy and Records Retention Policy
d) To adopt the Privacy Notices
e) To receive completed Security Compliance Checklists from all Councillors
f) To resolve that the council registers with the ICO and pays the relevant Protection Fee**
- 2021/015 Adoption of the Council's Complaints Policy**
- 2021/016 To approve the appointment of external and internal auditors**
- 2021/017 Review of assets and agreement to prepare the council risk assessment**
- 2021/018 Agree to become members of NCALC and agree their training course schedule for new councillors.**
- 2021/019 Adoption of Coat of Arms
To decide upon the Coat of Arms for Kettering Town Council**
- 2021/020 Public Session. Members of the public are invited to address the Council. The session will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 3 minutes.**

Representations shall not require a response at the meeting nor start a debate. Members of the public should address the Chair of the meeting, who may direct that a written or oral response be given.

If you wish to speak at this meeting , you may only do so in relation to an item on the agenda, you must register your request by 5pm on the day before the meeting. With the permission of the chairman you will be allowed to speak for three minutes.

2021/021 Future meeting dates all to be held at 7pm at the Council Chamber,
Municipal Offices, Bowling Green Road, Kettering, Northants,
NN15 7QX
16 June, 21 July, 18 August, 15 September, 20 October,
17 November, 15 December, 19 January 2022, 16 February 2022,
23 March 2022, 20 April 2022

