



Kettering
TOWN COUNCIL

Community • Environment • Heritage

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ANNUAL TOWN COUNCIL MEETING

17th May 2023 at 7.00 pm

NOTICE IS HEREBY GIVEN that the Annual Meeting of the Town Council will be held at 7.00pm on Wednesday 17th May 2023, in the William Toller Hall, Toller Meeting Rooms, Meeting Lane, Kettering, when the business set out below will be transacted.

The press and public are welcome to observe this meeting. Please indicate to the clerk, before 5pm on 16th May 2022, if you wish to attend, as spaces are limited.

**Town Clerk,
10th May 2022**

Item No	Item Description
2023/001	Election of Mayor
2023/002	Appointment of Deputy Mayor
2023/003	Apologies for absence
2023/004	Declarations of Interest
2023/005	Minutes of the meeting of the Council held on 19 th April 2023 (attachment)
2023/006	Public Session

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 the day before the meeting. With the permission of the

Mayor you will be allowed to speak for a maximum of three minutes, with a maximum of 15 minutes for all speakers.

- 2023/007 Mayor's Announcements
- 2023/008 Appointment of a member to serve as Leader of the Council,
- 2023/009 Leader's announcements
- 2023/010 Appointment of committee memberships (attachment)
- 2023/011 Appointment of members to outside bodies (attachment)
- 2023/012 Calendar of Meetings for 2022/23 financial year (attachment)
- 2023/013 Amendments to the Terms of Reference for Committees (attachment)
- 2023/014 Internal Audit Report, Annual Governance and Accounting Statements
- a) To receive the Internal Audit report for 2022/23 (attachment)
 - b) To approve the Annual Governance Statement for 2022/23 (attachment)
 - c) To approve the Accounting Statements for 2022/23 (attachment)
- 2023/015 Finance, audit and banking arrangements (attachment)
- a) Appointment of members to authorise and audit payments
 - b) Confirmation of banking arrangements for the coming year
 - c) Appointment of Internal Auditor for 2023/24
 - d) Asset Register
- 2023/016 Adoption of new HR policies (attachment – Staffing Committee minutes and enclosures)
- a) Lone working policy
 - b) Health and Safety Policy
 - c) Staff sickness and absence management policy
- 2023/017 Urgent action to relocate KTC offices (attachment)

Members and guests are invited to join the Mayor for a complementary drink in *Caféness*, Market St, Kettering after the meeting has ended.