



# IVYBRIDGE TOWN COUNCIL

Town Clerk  
Jonathan Parsons

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Dear Councillor

You are summoned to attend a remote meeting of the Town Council from your own premises on **WEDNESDAY 5<sup>th</sup> MAY 2021 at 7.00 p.m.** The business that is to be transacted at this meeting is set out below. If you are unable to attend please email or telephone the Town Hall as soon as possible.

Please note that due to Covid-19 this meeting will take place as a Zoom meeting. Any members of the public who wish to participate in the meeting are requested to contact the Town Clerk by emailing [townclerk@ivybridge.gov.uk](mailto:townclerk@ivybridge.gov.uk) or calling 01752 893815 with their question by 12noon on Friday 30<sup>th</sup> April 2021.

Members of the public who would like to observe the meeting but do not wish to participate may do so by the following link: [www.ivybridge.gov.uk/youtube](http://www.ivybridge.gov.uk/youtube)

## AGENDA

- 21/001      **ELECTION OF TOWN MAYOR 2021 – 2022:** To receive the nominations for Town Mayor and then to elect a Member to this position (nominations previously received attached).
- 21/002      **DECLARATION OF ACCEPTANCE OF OFFICE:** After signing by the Town Mayor, to receive this document.
- 21/003      **ELECTION OF DEPUTY TOWN MAYOR 2021 – 2022:** To receive nominations for Deputy Town Mayor and then to elect a Member to this position (nominations previously received attached).
- 21/004      **DECLARATION OF ACCEPTANCE OF OFFICE:** After signing by the Deputy Mayor, to receive this document.
- 21/005      **VOTE OF THANKS TO THE OUTGOING MAYORAL OFFICE HOLDERS:** To propose a vote of thanks and to receive a verbal report on the presentation of cheque by outgoing Mayor to her chosen charity, the RNIB Transcription Centre.
- 21/006      **ELECTION OF REPRESENTATIVES FOR OUTSIDE INTERESTS:** To consider a list of current representatives for outside interests and to consider the nominations and confirm appointments (copy attached).

21/007           **ELECTION OF MEMBERS TO COMMITTEES:** To consider Committee nominations and confirm membership (nominations received to date attached).

***PUBLIC PARTICIPATION SESSION:*** *To receive any pre circulated reports from the Ivybridge Police Officer, County and District Councillors, followed by any pre-submitted public questions. Councillors may also be attending remotely to answer questions.*

21/008           **APOLOGIES:** To receive any apologies for absence.

21/009           **INTERESTS TO BE DECLARED:** In accordance with the Code of Conduct, members are invited to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests they may have in items to be considered at this meeting. Members are also reminded that any change to their Declaration of Interests must be notified to the Town Clerk within 28 days of the change.

21/010           **MINUTES:** To confirm the Minutes of the previous meeting of the Town Council held on 29<sup>th</sup> March 2021 (copy attached).

21/011           **PLANNING & INFRASTRUCTURE:** To receive the Minutes of the meetings held on 9<sup>th</sup> March and 30<sup>th</sup> March 2021 (copies attached).

21/012           **PERSONNEL COMMITTEE:** To receive the Minutes of the meeting held on 29<sup>th</sup> March 2021 (copy attached).

21/013           **PARKS COMMITTEE:** To receive the Minutes of the meeting held on 15<sup>th</sup> February 2021 (copy attached).

21/014           **TOWN MAYOR'S AND DEPUTY TOWN MAYOR'S INTERESTS:** To receive a list of functions and activities attended by the Town Mayor and Deputy Town Mayor during the period 30<sup>th</sup> March 2021 and 4<sup>th</sup> May 2021 (copy attached).

21/015           **CALENDAR OF MEETINGS:** To confirm dates for future Town Council and Committee Meetings, 2021-2022 (copy attached).

21/016           **REVIEW OF DOCUMENTS:** To note that in accordance with Standing Order 5j documents not included on the agenda have previously been issued to Councillors and, where necessary, will be brought for further review at relevant meetings of the Council over the coming year.

21/017           **INVESTMENT STRATEGY:** To adopt the strategy (copy attached)

21/018           **TRAVEL AND SUBSISTENCE POLICY:** To adopt the new policy recommended by the Personnel Committee (copy attached)

- 21/019      **INTERNAL AUDIT REPORT FOR YEAR END 2020-2021:** The Internal Auditor has signed off the Annual Return and issued a document on the year end (copy attached). To also note the comments in the ‘Overall Conclusions’ section on page 2.
- 21/020      **ANNUAL RETURN:** To approve the Annual Return for 2020-2021 (copy attached) in particular:
- (i)      To note the sign off by the Internal Auditor (copy attached and report considered at item 21/019 above)
  - (ii)      In respect of the Annual Governance Statement – to confirm “yes” to all the statements in Section 1
  - (iii)      the exercise of public rights will commence on 3<sup>rd</sup> June 2021 and will end on 14<sup>th</sup> July 2021
  - (iv)      the Accounting Statements in Section 2, noting the supplementary information which is required as part of the return.
- 21/021      **ACCOUNTS FOR PAYMENT:** To endorse the accounts paid by BACS during April 2021 (copy attached).
- 21/022      **LOCAL AUTHORITY REMOTE MEETINGS CALL FOR EVIDENCE:** To consider a response to the Government’s call for evidence with regard to remote meetings using suggested responses or agree changes as needed (copy attached).
- 21/023      **CASUAL VACANCY:** To agree the co-option application form should an election not be called for the Casual Vacancy (copy attached).
- 21/024      **UPDATE AND INFORMATION:** To receive a report outlining events and other information (copy attached).

Signed: .....  
Town Clerk

Date: 27th April 2021