



CAISTOR TOWN COUNCIL

Dear Councillor

You are hereby summoned to attend the annual general meeting of Caistor Town Council, which will be held on Thursday, 9th May 2019, commencing at 7pm in the Council Chamber, Caistor Town Hall, North Street, Caistor LN76QU. The meeting is open to the public and the business to be dealt with at the meeting is listed on the Agenda.

There will be a public forum for 10 minutes, between 7.00pm and 7.10pm, when members of the public may ask questions, or make short statements to the Council. Your attendance is also requested during this period. The public forum will be followed immediately by a meeting of the Town Council.

Jim Hanrahan Town Clerk

Date: 4th May 2018

Annual General Meeting Agenda

1. **Apologies for absence & reasons given:**
2. **To receive declarations of interest:**
3. **To confirm and sign the minutes of the meeting held on 11th April 2019:**
4. **Chairman's Report:**
5. **Internal Elections:**
 - a. Chairman & Town Mayor
 - b. Vice Chairman.
 - c. Planning Committee Chairman
 - d. Finance Committee Members & Chairman
 - e. Employment Committee Members & Chairman
 - f. Economic Development Committee Members & Chairman
 - g. Caistor Sports & Social Committee representatives (3) including Chairman of the Committee.
 - h. Councillor responsible for overseeing internal audit
 - i. Councillors (2) to sit on the Caistor Sports & Social Club Committee.
 - j. Councillor responsible for Churchyards, Cemeteries, Allotments, & Fieldpaths
 - k. Councillor responsible for Parks & Environment
 - l. Councillor representative as a Town Hall Trustee.
 - m. Councillors responsible for other matters

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Caistor Town Council, 14 High Street, Caistor, LN76TX.
Tel: 07900340026. Email: caistortc@outlook.com**

6. **To Review Council Procedures as appropriate:**
7. **Reports from External Bodies:**
 - a) Police Report
 - b) LCC Report
 - c) WLDC Report
8. **Town Clerk's Report:** on ongoing matters.
9. **Finance:**
 - a) To approve statement of accounts for year ended 31st March 2019.
 - b) To appoint an independent Internal Auditor
 - c) To approve the schedule of Payments and Receipts for April 2019.
10. **Correspondence:**
11. **Parks Inspection Report:** (Cllr Somerscales).
12. **Reports from meetings of external bodies and groups:**
13. **Confidential matters:** To discuss & resolve whether to move into closed session. Should this resolution be passed, members of the public and press will be required to leave.

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