

# Ongar

## Town Council



Aimi Middlehurst  
Town Clerk



4<sup>th</sup> May 2018

### TO ALL MEMBERS OF THE COUNCIL

You are hereby summonsed to the **Annual Meeting of the Council** to be held in the **COUNCIL CHAMBER, BANSONS, BANSONS WAY, ONGAR** on **THURSDAY 10th MAY 2018** commencing at **8pm** for the transaction of business as set out below. Members of the public and press are cordially invited to attend.

Derek Birch  
Chairman

### AGENDA

**01/18 To note Cllr Patrick Bolden's resignation of office to the Council**

**02/18 To elect a Chairman of the Council and execute their Declaration of Acceptance of Office as Chair**

**03/18 To elect a Vice-Chairman of the Council**

**04/18 Apologies for absence**

Councillors are asked to forward their apologies for not attending the meeting.

**05/18 Declaration of Disclosable Pecuniary Interests (DPIs), Other Pecuniary Interest and Non Pecuniary Interests under the Council's adopted Code of Conduct with regard to agenda items.**

Members of the Council are subject to paragraphs 6 (DPIs), 7 (Other Pecuniary Interests) and 8 (Non Pecuniary interests) of that Code. Members are also subject to paragraphs 9-11 of that Code as regards declaration of interests and participation in the meeting insofar as any item of business involves such an interest.

*Members are reminded that if there has been any change to their entries in the Register of Interests, they should complete a new form notifying the change within 28 days of becoming aware of any new disclosable pecuniary or non-pecuniary interest. The form should be returned to the Town Clerk for forwarding to the Monitoring Officer at Epping Forest District Council.*

**06/18 Public participation session on items previously notified to the Clerk.**

To receive any representations from members of the public. The maximum time allowed for this item is 15 minutes. A member of the public shall not speak for more than three minutes.

**07/18 Reports from District and County Councillors**

- To receive reports from District and County Councillors on matters relating to Ongar.

**08/18 To agree the Full Council Meeting Minutes of 18<sup>th</sup> January and 26th March 2018**

**09/18 Clerks Report**

- To note items of interest not on the agenda

**10/18 2018/19 Council/Committee Structure**

- To consider the current council/committee structure



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**11/18 Timetable of Meetings 2018/19**

- To consider and agree the meeting schedule.

**12/18 To appoint members to Council Committees**

**13/18 To appoint Chairmen and Vice Chairmen to the Council Committees**

- Committee members only to elect

**14/18 To appoint representatives to outside bodies and consider the reporting of these activities**

- A list is attached for information.
- To agree that written reports will be reported to Full Council by members.

**15/18 Review of the Terms of Reference for committees, sub committees and working groups.**

- To review the current Terms of Reference for all committees, subcommittees and working groups.

**16/18 To review the Council's current Annual Subscriptions**

- A full list is attached.

**17/18 Model Standing Orders 2018 (England)**

- To consider an action plan to review the new Model Standing Orders

**18/18 General Data Protection Regulation**

- To note the General Data Protection Regulation which takes effect from 25<sup>th</sup> May 2018 and replaces the existing Data Protection Act 1998
- To consider the draft Data Protection Policy
- To consider the draft Data Privacy Notice
- To consider the draft consent letter to be sent to groups/organisations

**19/18 Payroll Services**

- To note the information from James Todd & Co and consider any necessary action

**20/18 Sunday Market – Pleasance car park**

- To consider and agree in principle a request from Ongar Town Forum

