



NEWPORT (Shropshire) TOWN COUNCIL

Ref: LJ / sfa

3 June 2010

Dear Sir / Madam

I hereby give you notice that there will be a meeting of the **TOWN COUNCIL** at **7.15 p.m.** on **WEDNESDAY 9th June 2010** at **The Guildhall, High Street, Newport.**

Your attendance is requested.

Yours faithfully

L. S. Jakeman
Town Clerk

A G E N D A

1. To receive apologies for absence.
2. To receive Declarations of Interest.
3. To welcome a Representative from Telford & Wrekin Council to brief Members on the final plans for the High Street regeneration.
4. To vote to suspend the meeting for up to 30 minutes to take public questions.
5. To receive announcements.
A copy of the Town Mayor and Deputy Mayor's engagements is **attached.**
6. To confirm the Minutes of the meeting held on 12 May 2010 - **copy attached.**
7. To consider matters arising from the Minutes.

a. **Standing Committees**

To advise Members that following the May Meeting where Cllr Ashley was absent, he expressed a wish to serve on the Planning & Economic Cmt. also the Community Safety Cmt. after consultation with Cllr Unwin and Cllr Gratton they have agreed to stand down and allow him to serve in their places on these committees.

To consider matters as itemised under the following headings:-

8. FINANCE

a. Finance Report

To ratify the Finance Report for May 2010 - copy **attached**.

b. Bank Reconciliation

To confirm that the balances presented in the April 2010 finance statement have been reconciled against the Bank Statements by a councillor prior to the meeting.

c. Audit 2008/2009

1. Association with External Auditor

To ascertain whether any member has any form of association with the external auditor, Mazar LLP, Regency House, 3 Grosvenor Square, Southampton, Hants.

2. Review of Effectiveness of Internal Control

To consider the system of internal control implemented by the Town Council, see report **attached**.
(Members should bring to the meeting their copies of Financial Regulations).

3. Annual review of Internal Audit Procedure

To consider the instructions laid down governing the internal audit procedure at Appendix 1 to the Financial Regulations.

4. Internal Auditor's Report

To consider the Internal Auditor's report to the Council covering the audit period 2009/2010 – copy **attached**.

5. Year End bank Reconciliation

To note the Year End reconciliation for 2009/2010 – copy **attached**

6. End of Year Accounts Audit

To approve the end of year accounts 2009/2010 to be submitted to the external auditor, Mazars LLP – copy **attached**.

7. External Auditor's Additional Information Requests

To note the additional information required by the External Auditor – copy **attached**.

8. Annual Governance Statement

To consider the Town Council's response to the Statement of Governance to be approved at the meeting by resolution –uncompleted copy **attached** for information.

9. Authorisation by Town Mayor and Town Clerk

To formally approve the signing-off, of the 2009/2010 Accounts and Annual Governance statement by the Town Mayor and Town Clerk.

10. Appointment of the Internal Auditor

To consider the Appointment of an internal Auditor. Town Clerk's brief **attached** for Cllrs.

d. Grant Applications

As at the issue of the Agenda there were no applications for grants from the Town Council. There is £5000 available in Section 137 General Grants, £2000 available in Section 19 grants and £1500 available in Youth Grants.

e. Thank You Letters

Letters of thanks for grants awarded have been received from:

- The Loyal Newport Volunteers

f. CCTV Purchase

To consider a recommendation from the Community Safety Committee – April 2010 Minute CSC/38/09-10, that the CCTV System be purchased on the expiration of the lease in October 2010.

9. SHROPSHIRE ASSOCIATION / NATIONAL ASSOCIATION OF LOCAL COUNCILS (SALC / NALC)

10. EU MATTERS

11. NATIONAL / REGIONAL MATTERS

12. TELFORD & WREKIN COUNCIL

13. COMMUNITY SAFETY

14. LEISURE & ENVIRONMENTAL SERVICES

a. Minutes

To note the unsigned Minutes of a meeting held on 26 May 2010, copy **attached**.

15. RESOURCES & ADMINISTRATION

Review of Standing Orders

The Council is obliged to review its standing orders at least once in its term.

Model standing Orders have recently been produced by NALC.

It will be necessary to appoint a sub-committee to review the current standing orders against the model provided by NAL and to propose adoption of new standing orders.

16. TOWN PLANNING & ECONOMIC DEVELOPMENT

a. Planning & Economic Development Committee Meeting-Minutes.

a. To note the unsigned Minutes of a meeting held on 12 May 2010 - previously circulated.

b. Regeneration Partnership

To receive any update from Town Council representatives and the Clerk.

17. EXCLUSION OF PRESS AND PUBLIC

To consider a resolution “that in view of the special nature of the business about to be conducted, that is Staffing Issues, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw”.

Distribution to:

All Town Councillors:

(Ashley, Carter, Forrester, Gratton, Meredith, Nelson, Norton, Scammell, Scott, Stanton, Unwin, Walker).

Mark Pritchard – MP

Sgt. Chris Munro

The Library

The Newport Advertiser

The Shropshire Star

Nova News (e-mail)