



9 May 2026

Dear Member

You are hereby summoned to attend the **Annual Meeting of the Full Council** to be held at the Old Wool Market and remotely on **Thursday 14 May 2026 at 6.00 pm** for the transaction of the business set out below.

An Ordinary Meeting of the Full Council will follow immediately upon conclusion of the Annual Meeting (anticipated start time circa 6.45 pm).

Any Member or member of the public may request an invitation to attend the meeting remotely.

Members of the public may attend this meeting as observers, unless invited to participate by the Chairman.

To enable appropriate preparation of responses, Councillors are requested to give at least 48 hours' notice in writing of any questions relating to finance or the accuracy of the minutes.

Yours faithfully

Vanessa Lewis Camacho
Town Clerk and Financial Officer

Agenda

1. Apologies for absence
2. Declarations of interests
To receive any declarations as they arise. Members are requested to identify the nature of the interest and indicate whether it is personal or prejudicial
3. Election of Town Mayor and Chairman of Council for the 2026-27 Council Year and appointment of Mayoress or Consort

The Declaration of Acceptance of Office to be signed at the Town Council's Mayor Making Ceremony on Thursday 21 May 2026.

4. Election of Deputy Mayor and Vice Chairman of Council for the 2026-27 Council year and appointment of the Deputy Mayoress or Consort
5. Election of the Sheriff for the 2026-27 Council year and appointment of the Sheriff's Consort
6. Other civic appointments:
 - 6.1 Appointment of Mayor's Chaplain
 - 6.2 Appointment of Mayor's Cadet
 - 6.3 Appointment of Sergeant(s) at Mace
 - 6.4 Appointment of the Sergeants at Arms

7. To review and adopt for the 2026-27 Council year:
 - 7.1 Code of Conduct
 - 7.2 Standing Orders
 - 7.3 Financial Regulations
 - 7.4 Terms of Reference for Committees, Sub-Committees and Working Group
 - 7.5 Council Training Plan
8. To approve the schedule of ordinary meetings of the Council and its Committees for the 2026–27 Council Year
9. To resolve that the following annual governance and financial management matters be deferred to the Ordinary Meeting of Full Council to be held on 16 June 2026, to coincide with consideration of the internal audit report and approval of the Annual Return and Financial Statements for the year ended 31 March 2026:
 - 9.1 Appointment and terms of reference of the internal auditor
 - 9.2 Adoption of the Council's Annual Report 2025-26
 - 9.3 Review of expenditure incurred under S137 of the Local Government Act 1972
 - 9.4 Review of the Asset Register
 - 9.5 Review of Internal Controls and Risk Management Assessment, including delegation arrangements to Committees, Sub-Committees and the Clerk
 - 9.6 Review of Allowances and Expenses Policy for 2026-27
 - 9.7 Review and confirmation of banking arrangements and authorised signatories
 - 9.8 Review and confirmation of direct debit arrangements
 - 9.9 Review of progress on Council policy updates

Annual governance matters not listed above have been reviewed by the Council at other meetings held during the 2025-26 civic year.