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9 May 2022

To: The Town Mayor and all Members of Leighton-Linslade Town Council

## NOTICE OF MEETING

You are hereby summoned to attend a meeting of Leighton-Linslade Town Council to be held on **Monday, 16 May 2022** commencing at **7.30 pm** in the Astral Park Sports & Community Centre, Johnson Drive, Leighton Buzzard, LU7 4AY..



M Saccoccio  
Town Clerk

## AGENDA

**1. ELECTION OF CHAIR (TOWN MAYOR) (Pages 1 - 6)**

To elect a Town Mayor for the ensuing year (Protocol for Mayor **attached**).

**2. DECLARATION OF ACCEPTANCE OF OFFICE (Pages 7 - 8)**

The newly elected Town Mayor will make the Declaration of Acceptance of Office (**attached**).

**3. TOWN MAYOR'S ANNOUNCEMENTS**

**4. ELECTION OF VICE CHAIR (DEPUTY TOWN MAYOR) (Pages 9 - 14)**

To elect a Deputy Town Mayor for the ensuing year (Protocol **attached**).

**5. DECLARATION OF ACCEPTANCE OF OFFICE (Pages 15 - 16)**

The newly elected Deputy Town Mayor will make the Declaration of Acceptance of Office (**attached**).

**6. VOTE OF THANKS TO RETIRING MAYOR**

**7. RESPONSE BY RETIRING MAYOR**

**8. APOLOGIES FOR ABSENCE**

Schedule 12 of the Local Government Act 1972 requires a record be kept of the

Members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk.

## 9. DECLARATIONS OF INTEREST

- (i) Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, Members are required to declare any interests which are not currently entered in the Member's Register of Interests or if he/she has not notified the Monitoring Officer of it.
- (ii) Should any Member have a Disclosable Pecuniary Interest in an item on the agenda, the Member may not participate in consideration of that item unless a Dispensation has first been requested (in writing) and granted by the Council (see Dispensation Procedure).

## 10. LEADER OF THE COUNCIL (Pages 17 - 20)

To elect a Councillor to be Leader of the Council (Protocol for Leader is **attached**).

## 11. GROUP LEADERS

To announce the Leaders and Deputy Leaders of the political groups represented on the Council.

## 12. GROUP LEADERS' ANNOUNCEMENTS

## 13. QUESTIONS

- (a) To receive questions and statements from members of the public in respect of any item of business on the agenda, as provided for in Standing Order Nos. 3 (e) (f) (g) and 3 (h) (3 minutes per person; maximum 15 minutes).
- (b) To receive questions from Councillors as provided for in Standing Order No.27, provided three clear days' notice of the question has been given to the Proper Officer.

## 14. MINUTES OF PREVIOUS MEETING (Pages 21 - 30)

- (a) To receive and approve as a correct record the minutes of the Council meeting held on 25 April 2022 (**attached**) in accordance with Standing Order 12.
  - (b) To receive information updates on matters arising from the previous meeting (if appropriate).
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**15. COMMITTEE STRUCTURE, TERMS OF REFERENCE AND SCHEME OF DELEGATION** (Pages 31 - 46)

(a) To agree the main Committee structure for the ensuing year (existing structure **attached**).

(b) To confirm memberships to committees and sub-committees, plus Chairmanship of standing committees, for the municipal year 2022-23.

*Notes: Chairs of sub committees will be elected at the first meeting.*

(c) To agree the Terms of Reference for each standing Committee (current Terms of Reference with proposed amendments in blue **attached**).

*Notes: at the first meeting of each main Committee, the Terms of Reference for Sub-Committees will be considered.*

(d) To agree the Scheme of Delegation (current Scheme with proposed amendments in blue **attached**).

**16. PARTNERSHIP COMMITTEE**

To appoint five Town Councillors to join the Partnership Committee for the ensuing year. Five Councillors will also be appointed by Central Bedfordshire Council to the Committee.

*(Note: the committee Chair will be elected at the first meeting of the Committee in 2022-23)*

**17. APPOINTMENTS TO OUTSIDE BODIES** (Pages 47 - 48)

To review representation on or work with external bodies (existing representation **attached**).

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