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Mayor & Chairman **Cllr David Allan**

Leader **Cllr Simon Ward** | CEO **Ms Olive O'Sullivan**

ALL MEETINGS OF THE COUNCIL ARE OPEN TO THE PUBLIC AND PRESS

3rd June 2020

TO: All Members of the Town Council

Dear Councillor,

You are summoned to the Annual Meeting of Royal Sutton Coldfield Town Council on Wednesday 10th June 2020 starting at 7pm.

In light of the ongoing restrictions relating to the COVID-19 Pandemic, this meeting will take place remotely, members will receive a meeting request via email containing a link to join the meeting.

The meeting will consider the items set out below.

Olive O'Sullivan

Chief Executive Officer

7.00pm Public Question Time

Up to 20 minutes may be set aside for public participation.

This meeting will be held virtually in accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

Members of the public or press who wish to attend the remote meetings should email Olive.OSullivan@suttoncoldfieldtowncouncil.gov.uk before 5pm on Tuesday 9th June 2020 and they will be sent an email with details on how to join the Zoom meeting.

Before the meeting there will be a public session to enable residents to ask questions of or make comments in respect of the business on the agenda. All questions must be submitted, in writing, to Olive.OSullivan@suttoncoldfieldtowncouncil.gov.uk before 5pm on Tuesday 9th June 2020.

At the start of the meeting the Chairman will confirm the meeting is being recorded. Therefore, by entering the Zoom meeting, you are consenting to being recorded.



1 Election of Mayor

New Mayor to sign acceptance of office and take the Chair.

2 Election of Deputy Mayor

Deputy Mayor to sign acceptance of office.

3 Appointment of the Leader and Chairman of Strategy and Resources Committee

4 Apologies for Absence

Members to receive apologies for absence.

5 Declarations of Interest

Members to declare any interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct. (NB this does not preclude any later declarations.)

6 Appointment to Committees

Council to appoint members to the three Committees of the Town Council.

- a) Amenities, Leisure and Community Services
- b) Planning and Highways
- c) Strategy and Resources

7 Membership to Outside Bodies

Council to approve membership to the below outside bodies.

- a) Warwickshire Association of Local Councils (WALC)
- b) Sutton Coldfield Chamber of Commerce

8 Appointments to Outside Bodies

Council to appoint representatives of the Town Council to outside bodies.

- a) Birmingham City Council Standards Committee
- b) Community Sports and Physical Activity Network (CSPAN)
- c) Langley SUE and Peddimore SPD Consultative Group
- d) Royal Sutton Coldfield Community Town Hall Trust
- e) Sutton Coldfield Business Improvement District (BID)
- f) Sutton Coldfield Chamber of Commerce
- g) Warwickshire Association of Local Councils (WALC)



9 Appointment to Sutton Coldfield Charitable Trust

Council to consider appointing a representative to the Sutton Coldfield Charitable Trust.

10 Minutes of the Previous Meeting

To confirm and sign the minutes of the meeting of the Royal Sutton Coldfield Town Council held on Wednesday 26th February 2020.

- [Draft minutes from meeting 26th February 2020](#)

11 Matters Arising

12 Minutes of Committees

Council to receive the minutes and approve the recommendations from the committees.

a) Planning and Highways held on 3rd March 2020

- [Draft minutes](#)

b) Amenities, Leisure and Community Services held on 12th March 2020

- [Draft minutes](#)

c) Strategy and Resources held on 5th May 2020

- [Draft minutes](#)

d) Planning and Highways held on 12th May 2020

- [Draft minutes](#)

e) Amenities, Leisure and Community Services held on 2nd June 2020

- [Draft minutes](#)

f) Human Resources Sub-Committee held on 4th June 2020

- [Draft minutes](#)

13 Bank Reconciliations

Council to note the bank reconciliations for January to March 2020.

- [Bank Reconciliations](#)

14 Internal Audit 2019/20

Council to note the final report from the internal auditors and the Annual Internal Audit section of the Annual Return.

- [Internal Audit Final Report](#)
- [Annual Return - Internal Audit](#)



15 Annual Governance Statement 2019/20

Council to approve the Annual Governance Statement and that it be signed by the Mayor and CEO on behalf of the Council.

- [Annual Governance Statement](#)

16 Annual Accounts 2019/20

Council to approve the Accounting Statements for the financial year 2019/20 (attached) and that it be signed by the Mayor on behalf of the Council.

- [Accounting Statements 2019/20](#)

17 Use of Chief Executive Officer's Delegated Powers

18 Accounts for Payment

Members to approve payments as per the schedule and to appoint two members to complete online banking authorisation for these and any further payments throughout the month. Members to note delegated payments made since the last Full Council meeting.

- [Accounts for Payment](#)
- [Delegated Payments](#)

19 Future Meetings

Council to note the revised schedule of meetings.

- [Revised Schedule of Meetings](#)