



## Cainscross Town Council

Cashes Green & Ebley

13 May 2025

### NOTICE OF MEETING

The Annual Meeting of Cainscross Town Council will be held on 19<sup>th</sup> May 2025 commencing at **6pm** at the 'The Pavilion in the Park', Victory Park.

Jeni Marshall  
Town Clerk

### A G E N D A

1. To elect the Chairman of the Council and receive the Chairman's Declaration of Acceptance of Office
2. To elect the Vice-Chairman of the Council and receive the Chairman's Declaration of Acceptance of Office
3. To receive apologies for absence
4. To receive any declarations of interest from members
5. To confirm the accuracy of the last minutes of the Council
6. To receive any representations from members of the public (*Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than three minutes*)
7. To receive officer's reports
8. To note the minutes of the last Recreation, Highways and Amenities meetings
9. To review committee structures and appoint members to serve on the committees including the Disciplinary, Grievance and Appeals Committees
10. To review the Committee's Terms of Reference
11. To review and approve the Standing Orders
12. To review and approve the Financial Regulations
13. To reconfirm the adoption of the united code of conduct for Town and Parish Councils
14. To review the Council's Asset Register
15. To review the Grant awarding Policy
16. To authorise the list of Direct Debits
17. To review the adequacy of the Council's Insurance cover in respect of all insured risks
18. To review the Financial Risk and Business Continuity Policy
19. To review the bank mandate
20. To consider and note the Internal Audit report if available
21. To note the dates for the exercise of public rights for the 2024/5 accounts
22. To approve the draft walking brochures and agree costs
23. To consider a grant application from Cainscross Toddler Group
24. To confirm the dates and times of meetings of the Council for the year ahead