



Gerrards Cross Town Council

South Lodge, East Common, Gerrards Cross SL9 7AD 01753 888018

Clerk Jiya H Jilani

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To Councillors: Cllr Wood (Chairman), Cllr Keeffe (Deputy Chairman), Cllr Bracken, Cllr Barnett, Cllr Chhokar, Cllr Da Costa, Cllr Davey, Cllr Greenfield, Cllr Stuart-Lee, Cllr Roberts, Cllr Peck, Cllr Holborn

You are hereby summoned to attend the **ANNUAL STATUTORY MEETING** of **THE TOWN COUNCIL** to be held at the Memorial Centre Room 4 on Wednesday 10th May 2023 at 7.00 pm for the purpose of transacting the following business.

Agenda

1. To elect a **Mayor/ Chairman** of the **Town Council for the electoral year 2023 - 2024**
2. To receive the **Mayors declaration of acceptance of the office**
3. Apologies for absence
4. To elect a **Deputy Mayor/ Deputy Chair** of the **Town Council for the electoral year 2023 - 2024**
5. To appoint Chairman & their Vice Chairmans **for the electoral year 2023 – 2024** as following
 - a) Finance and General Purposes
 - b) Commons
 - c) Planning
 - d) Highways
 - e) Communities
6. **Appointment of Committees for the electoral year 2023 - 2024**
 - a) Finance and General Purposes
 - b) Commons
 - c) Highways
 - d) Staffing
 - e) Communities
 - f) Planning
7. **Appointment of Working Parties for the electoral year 2023 - 2024**
 - a) GXCV working party
 - b) Speed and Parking working party
 - c) Concessionary Taxi working party
 - d) Communications working party
8. **Appointment of representatives to outside organisations for the electoral year 2023 - 2024**
 - a) South Bucks Association of Local Council (SBALC)
 - b) Buckinghamshire Council Parish Liaison meeting

- c) Age concern
 - d) Denham Aerodrome Consultative Committee
 - e) Gerrards Cross Community Association Representative to Community Council
 - f) Flag officer
9. **To review and approve the following statutory documents in the July Council meeting.**
- a) Code of conduct 2023-2024
 - b) Standing orders and financial regulations 2023-2024
 - c) GDPR Policy 2023-2024
 - d) Health and Safety 2023-2024
 - e) Risk assessment 2023-2024
 - f) Asset register 2023-2024
 - g) Financial regulations 2023-2024
10. To approve the list of approved cheque signatories **for the electoral year 2022 - 2023**
11. To approve that BACS shall be administered by the Clerk & Deputy Clerk and payments be approved by two of four approved signatories.

**NOTE: THIS MEETING WILL BE IMMEDIATELY FOLLOWED BY A
NORMAL MEETING OF THE TOWN COUNCIL WITH A
REDUCED AGENDA.**