

SYSTON TOWN COUNCIL

Community Centre
School Street
Syston
LE7 1HN
Tel: 0116 2607150
Email: mailbox@systontowncouncil.gov.uk
VAT Reg. No. 115276093



19 May 2022

Dear Councillor

You are required to attend the **Annual Meeting of the Town Council** which will take place on **Tuesday, 24 May 2022, commencing at 7.30pm in the Community Centre, Syston after the Town Meeting at 7.00pm.**

If you are unable to attend or will be late arriving, please could you notify the office **prior to the meeting.** The agenda is set out below.

C. Voyce

Catherine Voyce
Town Manager

A G E N D A

The meeting will commence with a fifteen-minute adjournment for matters to be raised, if any, by the public.

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| 1. Election of Chairman and signing of Declaration of Acceptance of Office | Item 1 |
| 2. Reflection | |
| 3. Election of Vice Chairman and signing of Declaration of Acceptance of Office | Item 3 |
| 4. Apologies for Absence | |
| 5. To Accept Declarations of Interest whether Personal and/or Prejudicial | |
| 6. Announcements and Communications | |
| For Approval | |
| 7. To appoint Committee/Panel Membership | Item 7 |
| 8. To Receive Police Report | Item 8 |
| 9. Approve the Minutes of Full Council Meeting held on 26 April 22 | Item 9 |
| 10. CCTV Town Maintenance Contract | Item 10 |
| 11. To Form a Panel - Building Security | Item 11 |
| 12. To Approve the Internal Audit for 2021/22 | to follow |
| 13. To approve the Accounts for 2021/22 | Item 13 |
| 14. To Approve and sign off Governance Statement for 2021/22 | Item 14 |
| 15. To approve and sign off Accounting Statements for 2021/22 | Item 15 |

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| 16. To agree Meeting Dates for 2022/23 | Item 16 |
| 17. Annual Schedule of Business for FC & Committees 2022/23 | Item 17 |
| 18. Actions from Previous Meeting | Item 18 |

For Information

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| 19. To receive County/Borough Councillors' Reports | Item 19 |
| 20. <u>Receive Minutes of Committee Meetings</u> | |
| (a) Development & General Purposes3 May 2022 | Item 20a |
| (b) Amenities 10 May 2022 | Item 20b |
| (c) Resources 17 May 2022 | Item 20c |
| 21. Town Manager's Report | Item 21 |
| 22. Questions Received to the Chairman – with notice | |
| 23. Councillor Attendance Year End Report 2021/22 | Item 23 |
| 24. Date of Next Meeting Full Council Meeting 28 June 2022 | |

**nominations and self-nominations to be received by the Town Manager by no later than 5 pm on Monday, 23 May 2022. catherine@systontowncouncil.gov.uk*

*** Presentations for either of these positions is optional, but will only be accepted by pre-seen video to be sent to the Town Manager by no later than 5 pm on Monday, 23 May 2022. (for circulation to Councillors).*