



Driffield Town Council

COUNCIL OFFICE

2-4 Market Walk, Driffield, East Yorkshire, YO25 6BW

Telephone: (01377) 254160

There will be a meeting of the Driffield Town Council on Tuesday February 5th 2019 at 7.30pm at the Council Chamber, Community Centre, Mill Street, Driffield.

All members of this committee are hereby summoned to attend this meeting: Councillor P Rounding, Cllr M Steward, Cllr J Fletcher (Mayor), Cllr J Cooper, Cllr R A Cooper, Cllr M Blakeston, Cllr Mrs H Venter, Cllr M Rogers, Cllr G Lucas, Cllr S Fletcher, Cllr A Croft (Deputy Mayor), Cllr C Scarlett, Cllr S Starrett, Cllr T Watson, Cllr G Helliwell and Cllr K Stack.

Risk Assessment & Recording of Meeting

AGENDA

Public Discussion and Comment (limited to 10 minutes/Chair's discretion)

1. Apologies for Absence
2. Declarations of Interest
3. Registration of Gifts or Hospitality
4. Questions, Matters of Accuracy and Observations on Town Council Minutes of January 8th 2019 and the Special FTC of January 29th 2019 (enclosed)
5. Adoption of the Town Council Minutes of January 8th 2019 and the Special FTC meeting of January 29th 2019 (enclosed)
6. Clerks Update – including Mortimer's Heritage Project & the Community Led Housing
7. Review of policies:
 - Social Media Policy (emailed)
 - Health & Safety Statement (emailed)
 - Health & Safety Policy (emailed)
 - Equality Policy (emailed)
 - Tidy Team Deployment Policy (emailed)
 - Publication Scheme (enc)
 - Recording of Meetings Policy (emailed)
 - Civic Policy (emailed)
 - GDPR (emailed)
8. Review of Internal Audit Procedures and re-appointment of Internal Auditor (enc)
9. To agree the main scope of audit (enc)
10. Review of Insurance Provision (enc)
11. Review of Risk Assessments (see Personnel minutes)
12. Review of Financial Risk Assessment (enc)
13. Review of charges (enc)
14. To review the Financial Regulations & with ref to 11.1 Contracts Para a (ii) Specialist Services and also para (h)
15. To consider the proposed Independent Minor Injuries and First Aid Post

16. To consider the commissioning of a new Map of Driffield
17. To consider a permanent home for the wooden poppies
18. To consider a letter of congratulations be sent to Mrs Anne Knaggs MBE
19. Adoption of the Personnel Minutes of January 8th, Planning Minutes of 15th January, Environment Minutes of 15th January, Events Minutes of January 22nd 2019 (enclosed)
20. Highway Matters
21. Responsible Financial Officers Report & Update on Internal Audit Report Actions
22. To note correspondence as listed below
23. Temporary Closure of the Meeting for Post Council Public Review
24. Meeting Re-opens
25. Delegates Reports
26. Date of Next Meeting: Tuesday March 5th 2019

Claire Binnington Town Clerk

Dated this 31st day of January 2019

Mayor Engagements:

None to date

Deputy Mayor:

Scrambling

2nd January 2019

Correspondence Newsletters:

Correspondence: