

<b>TITLE OF REPORT:</b>	<b>Arrangements for Annual Town Council Meeting and Possible Civic Reception</b>			
<b>PROPOSER:</b>	Trudi Barrett, Town Clerk			
<b>SUPPORTED BY:(if applicable)</b>				
<b>BACKGROUND:</b> Please describe the reasons for this paper. Is it on behalf of a Working Group? Please provide relevant details, e.g. previous decisions by the Town Council or any external advice. Who is likely to benefit from this decision?	The legislation permitting local councils to hold remote meetings expires on 6 <sup>th</sup> May 2021. After that date, local councils will be required to hold face to face meetings which are open to the public. However, Covid-19 restrictions will still be in place with regard to social interaction, meeting places and events.			
<b>ISSUES:</b> Summarise the key issues arising from the Background (above). Are there any key dates that are relevant?	The Town Council must hold its Annual Town Council meeting within 14 days of the new Councillors taking office, i.e. 24 <sup>th</sup> May. From 17 <sup>th</sup> May restrictions ease to allow more indoor venues to open and public events to take place. Currently the mayor making ceremony is scheduled for 13 <sup>th</sup> May and the reconvened Annual Town Council meeting for 20 <sup>th</sup> May. It is proposed that the mayor making ceremony be cancelled and the whole of the Annual Town Council meeting be held on 20 <sup>th</sup> May at the Priory Hall, rather than the Guildhall, to allow more space for social distancing. In lieu of the mayor making ceremony, a civic reception might be held on a later date, possibly in early to mid July.			
<b>LEGAL OBLIGATIONS:</b> Wherever possible please check on any likely legal implications.	Those pertaining to the Covid-19 pandemic and the holding of local council meetings following elections.			
<b>FINANCIAL IMPLICATIONS:</b> <i>Please state the costs if known-capital costs as well as on-going revenue costs.</i> <i>State whether funding will be from external sources or from the Town Council.</i>	The small cost of hiring the Priory Hall.			
<b>COMMUNITY BENEFIT</b> <i>Please state what benefit this proposal will bring to the community (mandatory)</i>	A safe way of holding the Annual Town Council meeting.			
<b>COMMUNICATIONS:</b> <i>Who else should be informed if the proposal is approved?</i>	New Councillors, general public, Priory Hall			
<b>MEDIA AND PROMOTIONS:</b>	<i>Does this need media coverage?</i>	YES	X	NO
<b>TOWN CLERK'S COMMENTS:</b> Including any implications on Town Council staff requirements.	The Council needs to find a safe way of holding a face to face Annual Town Council meeting and the above arrangement is proposed as a solution.			
<b>PROPOSAL:</b> What specifically do you want the Town Council to decide on?	<ul style="list-style-type: none"> <li>Whether to cancel the meeting scheduled for 13<sup>th</sup> May, and hold the Annual Town Council meeting on 20<sup>th</sup> May at the Priory Hall.</li> <li>Whether to plan for a civic reception later in the year and on what date (NB. the Priory Hall would be available on 8<sup>th</sup> and 15<sup>th</sup> July)</li> </ul>			

Date of Town Council meeting at which this will be considered: \_\_\_\_\_ 15<sup>th</sup> April 2021 \_\_\_\_\_

*For office use only*

APPROVED:		DATE:		MINUTE NO:	
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