

**Will Austin
Town Clerk**

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To all Town Councillors

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14 May 2024

Dear Councillor,

You are summoned to attend the **ANNUAL MEETING** of Bridport Town Council, to be held at the **SALT HOUSE, WEST BAY** on **Monday 20 May 2024 at 7.00pm**, when it is proposed to transact the following business.

Virtual attendance can be made available for members of the public, provided a request is received by the Clerk, by midday on the day preceding the meeting.

Yours sincerely



Town Clerk

The meeting is open to the public

AGENDA

1. ELECTION OF TOWN MAYOR (Chairman of the Council) for the municipal year 2024/2025, and to receive the Declaration of Acceptance of Office.
2. ELECTION OF DEPUTY TOWN MAYOR (Vice-Chairman of the Council) for the municipal year 2024/2025, and to receive the Declaration of Acceptance of Office.
3. COUNCILLOR DECLARATIONS OF ACCEPTANCE OF OFFICE
Town Clerk to report.

4. **APOLOGIES**
To receive apologies for absence submitted by Members.
5. **DECLARATIONS OF INTEREST**
To receive any declarations of interest by members.
6. **ELECTION OF THE LEADER OF THE TOWN COUNCIL**
for the municipal year 2024/2025, and to receive the Declaration of Acceptance of Office.
7. **MINUTES**
To confirm the minutes of the meeting of the Town Council held on 26 March 2024 ([copy herewith](#)).
8. **COMMITTEES**
To receive and consider the minutes of the following meeting:
 - a. **Planning** **22 April 2024** ([copy herewith](#))
9. **APPOINTMENT OF COMMITTEES, SUB COMMITTEES, WORKING GROUPS AND DELEGATION OF FUNCTIONS FOR 2024/25**
To establish committees, sub-committees and working groups for the ensuing municipal year 2024/25 and agree their terms of reference and delegations as set out in the Town Council's Constitution, [ENCL: 3899](#).
10. **ELECTION OF COMMITTEE, SUB-COMMITTEE, AND STANDING WORKING GROUP MEMBERS 2024/25**
To appoint to member level bodies established under item 9 above (proposed memberships will be circulated prior to the meeting if available), [ENCL: 3900](#).
11. **APPOINTMENT OF NEW MEMBER-LEVEL BODIES**
To consider and agree the appointment of any new committees or working groups, in accordance with Standing Order 3, [ENCL: 3901](#).
12. **STANDING ORDERS AND FINANCIAL REGULATIONS**
To confirm that the Council's existing Standing Orders and Financial Regulations shall apply for 2024/25. Town Clerk to report.
13. **GENERAL POWER OF COMPETENCE**
To receive a report of the Town Clerk, [ENCL: 3902](#).

14. MEETINGS CALENDAR 2024/25

To confirm the calendar of meetings for 2024/25, as previously adopted.

(All members received copies of the documents in their councillors' induction pack for the new council).

15. MAYOR MAKING

To confirm the arrangements for the formal mayor making ceremony in accordance with Standing Order 4(m) (Town Clerk to report).

16. ANNOUNCEMENTS AND PUBLIC FORUM TOPIC

To receive such communications as the Town Mayor, [ENCL: 3903](#), Leader of the Council and the Town Clerk may wish to report to Council, and to determine a topic for the June Public Forum.

The next full meeting of Bridport Town Council will be held on 25 June 2024. The Annual Mayor Making will be held on 27 June 2024.