



Ref: Agenda/Council – 16/05/2023

11th May 2023

Dear Sir/Madam

All Members of the Town Council are hereby summoned to the **Annual Statutory Meeting** of Biggleswade Town Council that will take place on **Tuesday 16th May 2023** at the **Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade** commencing at **7:00pm**, for the purpose of considering and recommending the business to be transacted as specified below.

Yours faithfully

Peter Tarrant
Town Clerk & Chief Executive

Distribution: All Town Councillors
Notice Boards
The Press

AGENDA

1. **ELECTION OF TOWN MAYOR FOR THE YEAR 2023/2024**

To receive nominations for the office of Town Mayor for Biggleswade for 2023/2024.

2. **DECLARATION OF ACCEPTANCE OF OFFICE**

For the Town Mayor to sign the Declaration of Acceptance of Office as Town Mayor.

3. **ELECTION OF DEPUTY TOWN MAYOR**

To receive nominations for the office of Deputy Town Mayor for the year 2023/2024.

4. **DECLARATION OF ACCEPTANCE OF OFFICE**

For the Deputy Town Mayor to sign the Declaration of Acceptance of Office as Deputy Town Mayor.

5. **MEMBERSHIP OF STANDING COMMITTEES**

- a. For Members to determine membership of the Town Council's standing committees. Information setting out the Committees of the Council and existing membership is attached to the agenda.
- b. For each Committee to appoint a "Chairman".

- c. For each Committee to appoint a “Deputy Chairman”.

6. BIGGLESWADE JOINT COMMITTEE

To elect four Members to sit on the Biggleswade Joint Committee and two substitutes. Under the constitution for the Biggleswade Joint Committee, Members will be elected annually to sit on this Committee. It is likely that the composition of the Committee will change over the coming months.

7. APPOINTMENT OF REPRESENTATIVES

- a. For Members to consider appointments to the following bodies

- | | | |
|------|--|------------------------------------|
| i. | Bedfordshire Association of Town & Parish Councils | - 3 Members for voting at the AGM. |
| ii. | Biggleswade Friendship Group | - 1 Member & 1 sub. |
| iii. | Sir John Cotton Educational Foundation | - 2 Members. |
| iv. | Fen Reeves Meetings | - 1 Member (proxy voter) & 1 sub. |
| v. | Langford & Biggleswade Community Fund Group | - 2 Members. |
| vi. | Police Liaison Officer | - 1 Member & 1 sub. |
| vii. | Biggleswade Green Wheel Development Group | - 2 Members & 1 sub. |

8. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

9. DECLARATIONS OF INTEREST

To receive Statutory Declarations of Interests from Members in relation to:

- a. Disclosable Pecuniary interests in any agenda item.
b. Non-Pecuniary interests in any agenda item.

10. TOWN MAYOR'S ANNOUNCEMENTS

11. PUBLIC OPEN SESSION

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, pertaining to matters listed on the Agenda.

Please register in advance for this webinar:

https://us06web.zoom.us/webinar/register/WN_jLVFRqiMTyKPaAC2_C8L8w

Each Speaker will give their name to the Chairman, prior to speaking, which will be recorded in the minutes, unless that person requests otherwise. Each Speaker will be allowed **(one) three-minute slot**.

12. INVITED SPEAKER

(None)

13. **MEMBERS' QUESTIONS**

14. **ITEMS FOR CONSIDERATION**

a. **General Power of Competence Update**

For Members to receive and consider a written report by the Town Clerk & Chief Executive.

15. **PUBLIC OPEN SESSION**

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, in respect of any other business of the Town Council.

Please register in advance for this webinar:

https://us06web.zoom.us/webinar/register/WN_jLVFRqiMTyKPaAC2_C8L8w

Each Speaker will give their name to the Chairman prior to speaking, which will be recorded in the minutes unless that person requests otherwise. Each Speaker will be allowed **(one) three-minute slot**.

16. **EXEMPT ITEMS**

The following resolution will be **moved** that is advisable in the public interest that the public and press are excluded whilst the following exempt item issue is discussed.

a. (None)

Pursuant to section 1(2) of the public bodies (Admission to Meetings) Act 1960 Council **resolve** to exclude the public and press by reason of the confidential nature of the business about to be transacted.

**MEMBERSHIP OF STANDING COMMITTEES
2022/2023**

TOWN COUNCIL	FINANCE & GENERAL PURPOSE	PUBLIC LANDS & OPEN SPACES	BIGGLESWADE JOINT COMMITTEE	PERSONNEL
<p>Cllr. G. Fage (Mayor) Cllr. M. Russell (Deputy Mayor) Cllr. D. Albone Cllr. K. Brown Cllr. I. Bond Cllr. L. Fage Cllr. F. Foster Cllr. M. Foster Cllr. C. Thomas Cllr. M. Knight Cllr. R. Pullinger Cllr. M. North Cllr. H. Ramsay Cllr. D. Strachan Cllr. J. Woodhead</p> <p>TOTAL = 15</p>	<p>Cllr. R. Pullinger (Chairman) Cllr. M Foster (Deputy Chairman) Cllr. M. North Cllr. D. Albone Cllr. I. Bond Cllr. G. Fage Cllr. M. Knight Cllr. H. Ramsay Cllr. M. Russell Cllr. D. Strachan</p> <p>TOTAL = 10</p>	<p>Cllr. M. North (Chairman) Cllr. C. Thomas (Deputy Chairman) Cllr. K. Brown Cllr. G. Fage Cllr F. Foster Cllr. M. Foster Cllr. M. Knight Cllr. M. Russell Cllr. D. Strachan Cllr. R. Pullinger Cllr. J. Woodhead</p> <p>TOTAL = 11</p>	<p>Cllr. M. Foster (Chairman) Cllr. M. Russell (Deputy Chairman) Cllr. M North Cllr. H Ramsay Cllr. C Thomas Cllr. D Albone (Substitute) Cllr. R Pullinger (Substitute)</p> <p>TOTAL = 7</p> <hr/> <p>TOWN CENTRE MANAGEMENT</p> <hr/> <p>Cllr. M. Knight (Chairman) Cllr. D. Strachan (Deputy Chairman) Cllr. D. Albone Cllr. I. Bond Cllr. G. Fage Cllr. M. North Cllr. R. Pullinger Cllr. M. Russell Cllr. C. Thomas Cllr. J. Woodhead</p> <p>TOTAL = 10</p>	<p>Cllr. J Woodhead (Chairman) Cllr. H. Ramsay (Deputy Chairman) Cllr. M Foster Cllr. F. Foster Cllr. M Knight Cllr. M. North Cllr. R. Pullinger Cllr. M. Russell Cllr. D Strachan Cllr. C. Thomas</p> <p>TOTAL = 10</p> <hr/> <p>APPEALS</p> <hr/> <p>Cllr. K. Brown (Chairman) Cllr. I. Bond (Deputy Chairman) Cllr. D Albone Cllr. L. Fage</p> <p>TOTAL = 4</p>

3 x Bedfordshire Association of Town & Parish Councils	Cllr H. Ramsay, Cllr C. Thomas. Cllr M. Knight.
1 x Biggleswade Twinning Committee	Cllr J Woodhead. Cllr D. Albone (substitute).
1 x Fen Reeves meetings as proxy voter	Cllr I Bond, Cllr M North (substitute).
2 x Biggleswade Green Wheel Development Group.	Cllr I Bond. Cllr R. Pullinger. Cllr M Foster (substitute).
1 x Police Liaison Officer	Cllr D. Strachan. Cllr M. Knight (substitute)
1 x Sir John Cotton Educational Foundation	Cllr J Woodhead, Cllr M North
2 x Langford and Biggleswade Community Fund Group	Cllr M North. Cllr H. Ramsay.

BIGGLESWADE TOWN COUNCIL
Annual Statutory Meeting 16th May 2023
General Power Competence Report

Implications of Recommendations

Corporate Strategy: Good Governance - ensure that the Town Council continues to operate within legislation, regulation, ethical guidelines and best practice.

Finance: Not applicable.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

Officers submitted a report on the General Power of Competence at 10th January 2023 Town Council meeting. Members resolved that the Town Council met the specified eligibility criteria for the General Power of Competence and a subsequent resolution would be required at the next Annual Statutory Meeting.

The Council RESOLVED (10th January 2023) that it wishes to exercise the General Power of Competence under SI.961 of The Localism Act 2011 (Consequential Amendments) Order 2012. Further, that it meets the criteria for eligibility relating to the electoral mandate and relevant training of the Clerk specifically that at least two thirds of the Members of the Council hold office as a result of being declared elected and that at the time of this resolution the Clerk holds the Certificate in local Council Administration and has completed training in the exercise of this power.

Conditions of eligibility

The General Power of Competence (GPC) came into force on the 28th March 2012 under SI.961 of The Localism Act 2011 (Consequential Amendments) Order 2012. The Government's intention behind the legislation was to provide eligible councils the power to take on an enhanced role and to allow them to do things that previously they were unable to do.

The GPC gives local authorities, including eligible local councils, "the power to do anything that individuals generally may do" as long as they do not break other laws. The council needs to ask itself if an individual is allowed to do it. If 'yes' then the council is, normally, permitted to act in the same way. A Council has to be eligible to use the GPC.

How to become eligible to use the power of general competence

Resolution

The Council must resolve at a meeting that it meets the criteria for eligibility relating to the electoral mandate and relevant training of the clerk. The resolution can be passed at any meeting of the council, but a further resolution must be passed at every subsequent "relevant annual meeting" for the council to be able to continue to exercise the power. A "relevant annual meeting" is the annual meeting that takes place in a year of ordinary elections, once every four years.

Electoral Mandate

At the time the resolution is passed, at least two thirds of the members of the council must hold office as a result of being declared elected. This means they should have stood for election, whether at an ordinary or by election, even if unopposed, rather than co-opted or appointed.

Qualified clerk

At the time the resolution is passed the Clerk must hold the Certificate in Local Council Administration (CILCA), the Certificate of Higher Education in Local Policy, the Certificate of Higher Education in Local Council Administration or the first level of the foundation degree in Community Engagement and Governance (or successor qualifications) awarded by the University of Gloucestershire. The Clerk must also have completed training in the exercise of this power.

Head of Governance & Strategic Partnerships

The Head of Governance & Strategic Partnerships is also now CiLCA qualified.

Recommendation:

Members resolve that the Council wishes to exercise the General Power of Competence under SI.961 of The Localism Act 2011 (Consequential Amendments) Order 2012 and that it meets the criteria for eligibility relating to the electoral mandate and relevant training of the Clerk.

Peter Tarrant
Town Clerk & Chief Executive