

# OLNEY TOWN COUNCIL



Olney Town Council, The Olney Centre, High Street, Olney MK46 4EF  
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## To all members of Olney Town Council

You are hereby summoned to attend a meeting of the **Olney Town Council**, to be held at the Olney Centre on **Monday 12<sup>th</sup> May 2025** at **7:00 pm** for the purpose of transacting the following business.

There will be a 15-minute open forum at the beginning of the meeting when members of the public resident in Olney are invited to address the Council. Each individual will be limited to speak for no more than 3 minutes.

## AGENDA

1. **Election of the Mayor** and to receive the Mayors declaration of acceptance of office.
2. **Election of the Deputy Mayor** and to receive the Deputy Mayors declaration of acceptance of office.
3. **Apologies for absence**
4. **Declarations of interests on items on the agenda**  
*NB During the meeting if it becomes apparent that you have an interest in an item being discussed this must be declared immediately.*
5. **To approve the minutes of the last meeting** of the Council on 7<sup>th</sup> April 2025.
6. **Annual Business:**
  - a. **To review the Scheme of Delegation and Terms of Reference**
  - b. **Appointment of Members to Committees**
  - c. **To review and adopt the Standing Orders**
  - d. **To review and adopt the Financial Regulations**
  - e. **Review of inventory of land and other assets including buildings and office equipment.**
  - f. **Confirmation of arrangements for insurance cover in respect of all insurable risks.**
  - g. **Review of the Council's and/or staff subscriptions to other bodies.**
  - h. **Review of the Council's complaints procedures.**
  - i. **Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation.**
  - j. **Review the Council's policy for dealing with the press/media**
  - k. **Review the Council's employment policies and procedures.**
  - l. **Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.**

- 7. To receive a Ward Councillors report**
- 8. To receive a PCSO's report**
- 9. To receive the expenditure report and budget to date**
- 10. To receive data from the SIDs**
- 11. To Approve the draft AGAR for submission**
- 12. To note the Annual Town Meeting Friday 16<sup>th</sup> May at 7pm**
- 13. To note the Armed Forces Day afternoon tea Tuesday 24<sup>th</sup> June at 3pm**

**Town Clerk:** Jane Brushwood

7<sup>th</sup> May 2025