

# ETON TOWN COUNCIL

**Bob Austen**  
Town Clerk

**Council Offices**  
102 High Street  
ETON  
Windsor  
SL4 6AJ

## Office Hours:

<b>Mon</b>	<b>Closed</b>
<b>Tue</b>	<b>8am to 1pm</b>
<b>Wed</b>	<b>8am to 1pm</b>
<b>Thu</b>	<b>8am to 1pm</b>
<b>Fri</b>	<b>8am to 1pm</b>



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**[www.etontowncouncil.org.uk](http://www.etontowncouncil.org.uk)**

Thursday 13<sup>th</sup> May 2021

## To: All Members of the Eton Town Council

You are hereby summoned to attend the Annual Meeting of Eton Town Council at Eton Wick Village Hall on **Friday 21st May 2021 at 6.30pm** when it is proposed to transact the business specified in the agenda below.

There is no wi-fi in the Village Hall and so this meeting will be recorded on YouTube for members of the public to view. This agenda will also be published on the ETC website. The meeting will be followed by the May Council Meeting. It is essential that any members of the public wishing to attend contact the Town Clerk ahead of the meeting as numbers in the Hall will be limited.

**You should not attend if you have symptoms of Covid-19 or others in your household have them. Face masks must be worn at all times, do not share paperwork, bring your own drinks bottle and take your seat immediately on arrival.**

## AGENDA

1. Welcome, Risk Assessment Guidelines & Introduction of new Members
2. Apologies
3. Election of Mayor/Chair for 2021/22
4. Election of Deputy Mayor/Vice Chair for 2021/22
5. Confirm membership of Committees & Working/Task Groups
  - Standing Committee
  - Planning Committee
  - Environment Committee
  - SML Pavilion Task & Finish Group
  - IT Task & Finish Group
  - Royal Events Protocol Group
  - Office Location Group
  - Haywards Mead Management Group
  - Facebook Advisory Group
6. Confirm appointments of Members on outside bodies:
  - Baldwins Bridge Trust
  - Eton Poors Estate
  - Eton Wick Football & Social Club
7. Confirmation of the Minutes of previous Annual Meeting held on 14.5.19
8. Review of committees and working groups terms of reference
9. Review and adopt standing orders and financial regulations
10. Review of ETC inventory
11. Confirm ETC insurance arrangements
12. Review ETC subscriptions to other bodies
13. Review of ETC policies
14. Review & Approve 2020/21 Accounts
15. Review Town Clerk Report for 2020/21
16. Dates of 2021/22 ETC Meetings.
17. Any Other Business