

07 May 2019, Kirkby Stephen Town Council

Annual Meeting of the Town Council (AGM)

Kirkby Stephen Town Council, Local Links, Vicarage Lane, Kirkby Stephen, Cumbria, CA17 4QX
Tel. 017683 74854 | clerk@kirkby-stephen.com | www.kirkbystephen.com
Starting at 6.45 pm at Local Links.

Attending: Cllrs J Johnstone, Paul Richardson, A. Birtles, M Walker, G Wren, C Lynch and 2 members of the Public.

- 19/001 **Apologies.** Cllrs Lancaster (EDC/KSTC) & P Dew (CCC).
- 19/002 **Declarations of Acceptance of Office.** All councillors present signed and returned their Declaration of Acceptance of Office.
- 19/003 **Election of Chairman**
Cllr. Joan Johnstone was elected unopposed (1st MW, 2nd AB.)
- 19/004 **Acceptance of Office.**
The Chairman signed the Declaration of Acceptance of Office.
- 19/005 **Vice Chairman.**
Cllr P Richardson was elected unopposed (1st AB, 2nd JJ.)
- 19/006 **Election Spending Returns.**
Councillors were reminded that they were required to complete an election spending return. All councillors would report a nil return. It was agreed to submit the paperwork to the clerk on or before the 27 May or otherwise to the monitoring officer.
- 19/007 **Declarations of Pecuniary Interest.**
Councillors were reminded to keep their Declarations of Pecuniary Interest up to date and to include spouses interests as appropriate. It was agreed to submit the paperwork to the clerk on or before the 27 May or otherwise to the monitoring officer.
- 19/008 **Group Dispensation.**
Councillors applied to the Clerk and were granted a group dispensation to set a precept for the term of the council 2019 to 2023 on the basis that they had a duty to do so.
- 19/009 **Minutes.**
the Chairman was authorised to sign the minutes of the meeting held on the 8 May 2018 as a correct record.
- 19/010 **Clerk/RFO.**
The continuing appointment of Christian Barnes as Clerk/RFO was confirmed.

19/011 **Internal Audit.**

The continuing appointment of the internal auditor Rachael Little was confirmed at an annual fee of £170.

19/012 **Inspection of Bank Reconciliations.**

CLlr Lynch was appointed to inspect and confirm the bank reconciliations on a quarterly basis in line with 2.2 of the financial regulations adopted in March 2019.

19/013 **A Calendar of meetings for the year 2019 20 was adopted as follows:**

1. 14/04/2020 (Quarter 4 Finance)
2. 03/03/2020 (Ordinary Meeting)
3. 04/02/2020 (Ordinary Meeting)
4. 14/01/2020 (Quarter 3 Finance)
5. 03/12/2019 (Ordinary Meeting)
6. 12/11/2019 (Quarter 2 Finance + Budget Review)
7. 01/10/2019 (Ordinary Meeting)
8. 03/09/2019 (Ordinary Meeting)
9. 09/07/2019 (Quarter 1 Finance)
10. 04/06/2019 (Ordinary Meeting)
11. 04/06/2019 Annual Meeting of the Trustees of Jubilee Park Charity (Charity no. 504940).

19/014 **Internal Auditor.**

The re-appointment of Rachael Little on standard terms as Internal Auditor was ratified. The Clerk was authorised to write a letter of appointment.

19/015 **External Appointments.**

1. Burial Board (deferred owing to CLlr Thornton's Absence)
2. United Charities JJ/DT.
3. Management Committee of Local Links JJ/PR/AB.
4. CIC Eileen Simpson

19/016 **Deferred Items.**

It was agreed to defer items listed in the Standing Orders adopted March 2019 under 5. ix > xx to the proposed quarterly finance meetings and to instruct the clerk to prepare an agenda for those meetings and to note in respect of 5 xx & xii that the Clerk would report back to the council regarding his training for the Cilca qualification approved in principle at the previous council's meeting on April 2nd.

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Chairman

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Date