

04 May 2021, Kirkby Stephen Town Council Annual Meeting of the Town Council (AGM)

Kirkby Stephen Town Council, Local Links, Vicarage Lane, Kirkby Stephen, Cumbria, CA17 4QX
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Starting after the Electors' meeting scheduled for 6.45 pm online

21/004 **Attending:** Cllrs. P Richardson, A Birtles, M Walker, D Thornton, C Lynch, C Barnes (Clerk), Z Bromfield (Minutes Secretary)

Cllr P Dew (CCC/EDC) & PC A Mckirdy

21/005 **Welcome & Apologies.**

Apologies were received from Cllrs Lancaster and Wren for personal reasons.

21/006 **Election of Chairman**

Cllr. Paul Richardson was elected (1st AB, 2nd DT.) All Councillors in favour.

21/007 **Acceptance of Office.**

Due to the fact the meeting was taking place via Zoom due to the ongoing Covid restrictions, the Chairman arranged to go to Kirkby Stephen Local Links the following day to sign Declaration of Acceptance of Office.

21/008 **Vice Chairman.**

Cllr A Birtles was elected (1st PR, 2nd DT.) All Councillors in favour.

21/009 **Clerk/RFO.**

The continuing appointment of Christian Barnes as Clerk/RFO was confirmed. All Councillors in favour.

21/010 **Internal Audit.**

The continuing appointment of the Internal Auditor Rachael Little was confirmed. All Councillors in favour.

21/011 **Inspection of Bank Reconciliations.** Cllr C Lynch was appointed to inspect the bank reconciliations on a quarterly basis in line with financial regulation (2.2).

All Councillors in favour.

21/012 **Calendar of Future Meetings** To agree a calendar of future meeting dates as published on the Town Council's website. Usually the first Tuesday of the month. The following dates had been agreed at the meeting on 13 April 2021:

04/05/2021 (Ordinary Meeting)

04/05/2021 (Electors' Meeting)

04/05/2021 (Annual Meeting of the Council)

08/06/2021 (Ordinary Meeting)

06/07/2021 (Ordinary Meeting)

07/09/2021 (Ordinary Meeting)

05/10/2021 (Ordinary Meeting)

02/11/2021 (Ordinary Meeting)

07/12/2021 (Ordinary Meeting)

11/01/2022 (Ordinary Meeting)
08/02/2022 (Ordinary Meeting)
08/03/2022 (Ordinary Meeting)
12/04/2022 (Ordinary Meeting)

It was recognised however that changes to the proposed dates may yet be needed, due to the fact there is currently no legislation in place allowing Councils to meet 'virtually' after 7th May, and current rules do not allow the Council to meet 'in person' until after relaxation of Covid Restrictions proposed for the 21st June.

21/013 **Internal Auditor**

1. The Internal Auditor's report to 31 March 2021 was APPROVED.
2. Internal Auditor's certificate (AGAR) (attached) was APPROVED.

21/014 **Statement of Variances**

The explanations provided where required were APPROVED and the 'Statement of Variances' was authorised for publication.

21/015 **Annual Governance and Accountability Return**

The Annual Governance Statement was APPROVED for publication subject to audit. The Clerk and Chairman were authorised to add wet signatures/minute reference to the form prior to submission to the External Auditor.

21/016 **Annual Governance and Accountability Return**

The Annual Accounting Statement was APPROVED for publication subject to audit. The RFO's prior signature (22/04/2021) was noted. The Clerk/RFO and Chairman were authorised to add wet signatures/minute reference to the form prior to submission to the External Auditor.

21/017 **Public Rights**

The Clerk was authorised to publish the Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

21/018 **Review of Appointments.**

The following were nominated to represent the Council on various bodies as follows:

1. Burial Board (Cllr Thornton)
2. United Charities (Cllr Thornton)
3. Management Committee of Local Links (Cllrs Richardson and Birtles).
4. CIC (Eileen Simpson- the Town Council wished to thank her for her continued support)

21/019 **Deferred Items**

It was AGREED to defer items listed in the Standing Orders first adopted March 2019 and re adopted 2 February 2021 (20/123,) 5. ix > xx to the proposed quarterly finance meetings and to instruct the clerk to prepare an agenda for those meetings.

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Chairman

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Date

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Chairman's Initials