

Kirkby Stephen Town Council, Local Links, Vicarage Lane, Kirkby Stephen, Cumbria, CA17 4QX  
Tel. 017683 74854 | clerk@kirkby-stephen.com | [www.kirkby-stephen.com](http://www.kirkby-stephen.com)

Starting immediately after an Ordinary Meeting of the Town Council at **Upper Eden Rugby Club,  
Pennine Park, Westgarth Rd, Kirkby Stephen. CA17 4TF**

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## 10 May 2022, Annual Meeting of the Town Council (2)

The business to be transacted is:

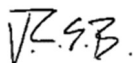
### AGENDA

- 1 Welcome and Apologies**
- 2 Chairman** To elect a Chairman for the coming year. (2022 2023)
- 3 Acceptance of Office** The Chairman to be authorised to sign the 'Declaration of Acceptance of Office'.
- 4 Vice-Chairman** To elect a Vice-Chairman for the coming year.
- 5 Clerk/RFO** To approve and confirm the continuing appointment of Christian Barnes as Clerk and Responsible Financial Officer.
- 6 Internal Auditor** To approve and confirm arrangements for the appointment of an Internal Auditor in 2022 2023.
- 7 Inspection of Bank Reconciliations** To appoint a councillor to inspect the bank reconciliations on a quarterly basis in line with financial regulation (2.2).
- 8 Internal Auditor** To receive, consider and approve the Internal Auditor's certificate (AGAR) (attached)
- 9 Annual Governance and Accountability Return** To authorise the addition of wet signatures & minute references and approve for publication the Annual Governance Statement. (draft attached)
- 10 Annual Governance and Accountability Return** To note the RFO's signature prior to authorising the addition of the Chairman's wet signature & minute references and approve for publication the Annual Accounting Statement. (draft attached)
- 11 Public Rights** To authorise the Clerk 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. (attached)
- 12 Review of Appointments** To confirm/nominate councillors to represent the council on external bodies as follows:
  - Burial Board
  - United Charities
  - Management Committee of Local Links

Mr Christian Barnes MA (Clerk)  
4 May 2022

- CIC

- 13 Deferred Items** To agree to defer items listed in the Standing Orders re adopted 8 March 2022 (21/127) 5. J. ix > xx to subsequent ordinary meetings of the Town Council.
- 14 Next Meeting** This meeting will be followed by the Electors' Meeting.



Mr Christian Barnes MA (Clerk)  
4 May 2022