

Kirkby Stephen Town Council, Local Links, Vicarage Lane, Kirkby Stephen, Cumbria, CA17 4QX
Tel. 017683 74854 | clerk@kirkby-stephen.com | www.kirkby-stephen.com
Starting at 6.45 at Upper Eden Rugby Club, Pennine Park, Westgarth Rd, Kirkby Stephen. CA17 4TF

08 March 2022, Ordinary Meeting of the Town Council

The business to be transacted is:

Chairman's Statement

Public Participation

Allocation of five minutes for members of the public to raise issues, questions or comments.

District and County Councillors Participation

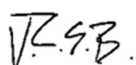
Allocation of five minutes for District and County Councillors to raise issues, questions or comments.

Participation of the Police

Allocation of five minutes for the Community Police team to raise issues, questions or comments.

AGENDA

- 1 **Apologies & Welcomes**
- 2 **Declarations of Pecuniary Interest** To receive any Declarations of Pecuniary Interest.
- 3 **Minutes** To authorise the Chairman to sign the draft minutes of the meeting held on the 8 February 2022 as a true record. (attached)
- 4 **Planning** 22/0077: WELLFIELD FARM HOUSE, APPLEBY ROAD, KIRKBY STEPHEN, CA17 4PE. Description: Proposed side extension.
- 5 **Planning** 22/0073: 28 MARKET STREET, KIRKBY STEPHEN, CA17 4QW. Description: Advertisement consent for 1 no non-illuminated fascia sign. & 22/0075 Listed Building Consent for same.
- 6 **Planning** 22/0018 – 28 Market Street. Kirkby Stephen - Change of use to a mixed use of Class E and Sui Generis, drinking establishment & 22/0019 Listed Building Consent for alterations to enable change of use to a mixed use of Class E and Sui Generis, drinking establishment
- 7 **Small Grants, Subscriptions and Donations 2022 23** To consider and adopt the Small Grants Policy for the forthcoming year 2022 2023. (To be tabled)



Mr Christian Barnes MA (Clerk)
2 March 2022

- 8 **Standing Orders.** To review/ratify and readopt the Standing Orders, last readopted in Feb 2021. No changes are recommended or advised.
- 9 **Financial Regulations.** To review/ratify and readopt the Financial Regulations, last readopted 2 February 2021. No changes are recommended or advised.
- 10 **Asset Register.** To review & re-approve the Asset Register, last readopted 2 March 2021. No changes have been listed. (Note that the Visitor Information Centre may be added to the register at the date of transfer in line with the Asset Valuation Policy at a proxy valuation of £1.)
- 11 **Risk Register.** To approve the Risk Register, last readopted 2 March 2021. subject to an update regarding insurance details. No changes are recommended or advised.
- 12 **Review of Documents and Policies in 2022 2023** Review of Core Documents, Policies and Procedures in 2022 2023. To receive an update from the Clerk.
- 13 **Devolution of Assets** Update re Footway Lights and Visitor Information Centre. To authorise the Clerk to schedule a meeting to receive a report on the transfer of the Visitor Centre and if agreed, to enact the transfer & sign the engrossment.
- 14 **Queen's Platinum Jubilee** Update regarding a proposed Beacon (2 June 2022)
- 15 **Finance** To approve and ratify receipts and payments (up to the end of February) to include forward approval in principle of regular/budgeted payments, Salaries, PAYE & NIC. (attached)
- 16 **Portfolios**
1. Town Council Administration.
 2. Property (Update from Cllr Murray)
 3. Open Spaces. (Update Jubilee Park, 5th March Event)
 4. Community Planning.
 5. Community. (Update regarding Kirkby Stephen Youth Centre)
 6. Highways. (South Road Utilities Works)
 7. Tourism & Events. (Transport Audit update, Easter Rally Update)
- 17 **Next Meeting** 5 April 2022, Ordinary Meeting.

Mr Christian Barnes MA (Clerk)
2 March 2022