

## 10 May 2022, Kirkby Stephen Town Council

### Annual Meeting of Kirkby Stephen Town Council

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

Immediately after an Ordinary Meeting of the Council started at 6.45 pm at Upper Eden Rugby Club

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**Attending.** Cllrs. P Richardson (Chairman), A Birtles (Vice Chairman), S Lancaster (EDC), M Walker, D Thornton, J Murray (W&FCC), C Lynch, P Dew (CCC/EDC/KSTC), C Barnes (Clerk).

- 22/001 **Welcome & Apologies.** The Chairman welcomed everyone to the meeting. Apologies received from Cllr Wren (Work Commitments).
- 22/002 **Election of Chairman.**  
Cllr. Richardson was elected (1<sup>st</sup> JM, 2<sup>nd</sup> SL.)
- 22/003 **Acceptance of Office.**  
The Chairman signed the Declaration of Acceptance of Office.
- 22/004 **Election of Vice Chairman.**  
Cllr Birtles was elected (1<sup>st</sup> MW, 2<sup>nd</sup> DT.)
- 22/005 **Clerk/RFO.**  
To approve and confirm the continuing appointment of Christian Barnes as Clerk and Responsible Financial Officer. (1<sup>st</sup> AB, 2<sup>nd</sup> PR).
- 22/006 **Internal Auditor.**  
Rachael Little had resigned, A new internal auditor would be required in the 2022 23 year. The Clerk was authorised to make enquiries and report back to the council with a recommendation.
- 22/007 **Inspection of Bank Reconciliations.**  
Cllr Lynch was appointed to inspect the bank reconciliations on a quarterly basis in line with financial regulation (2.2). All Councillors in favour.
- 22/008 **Internal Auditor.**  
The Internal Auditor's certificate dated 24 April 2022 (AGAR) was received and noted.
- 22/009 **Annual Governance and Accountability Return** the draft Governance Statement was approved the Chairman & Clerk were authorised to add wet signatures & minute references. The statement was approved for publication. All Councillors in favour.
- 22/010 **Annual Governance and Accountability Return** the RFO's signature on the Accounting Statement was noted (11 April 2022). The Chairman and Clerk were authorised to add wet signatures & minute references. The statement was approved from publication. All Councillors in favour.

22/011 **Public Rights** the Clerk was authorised to determine and 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. With effect from the 11 May 2022.

22/012 **Review of Appointments** To confirm/nominate councillors to represent the council on external bodies as follows:

- Burial Board - Cllrs Thornton and Dew.
- United Charities – Cllr Thornton.
- Management Committee of Local Links – Cllr Richardson and Birtles.
- CIC Eileen Simpson.

22/013 **Deferred Items** It was agreed 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.

<ends 6.55>

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**Chairman**

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**Date**

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*Chairman's Initials*