

Kirkby Stephen Town Council, Local Links, Vicarage Lane, Kirkby Stephen, Cumbria, CA17 4QX  
Tel. 017683 74854 | [clerk@kirkby-stephen.com](mailto:clerk@kirkby-stephen.com) | [www.kirkby-stephen.com](http://www.kirkby-stephen.com)  
Starting at 6.45 at **Local Links, Vicarage Lane, Kirkby Stephen, CA17 4QX**

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## 18 April 2023, Ordinary Meeting of the Town Council

The business to be transacted is:

### **Public Participation**

Allocation of five minutes each for members of the public to raise issues, questions or Comments (maximum 15 minutes).

### **District and County Councillors Participation**

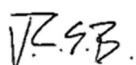
Allocation of five minutes for Shadow, District and County Councillors to raise issues, questions or comments.

### **Participation of the Police**

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

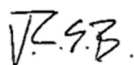
## **AGENDA**

- 1 **Apologies & Welcomes.**
- 2 **Declarations.**  
Councillors are reminded of the need to update their register of interests
  1. To declare any personal interests in items on the agenda and their nature.
  2. To declare any prejudicial interests in items on the agenda and their nature (Councillors with prejudicial interests must leave the meeting for discussion of the relevant items).
  3. To make any requests for dispensation.
- 3 **Exclusion of Press and Public** To decide whether there are any items of business which require exclusion of the press and public.
- 4 **Minutes.** To authorise the Chairman to sign the draft minutes of the Ordinary Meeting held on 7 March 2023 as a true record (attached).
- 5 **Council Matters & Contested Election 4 May 2023.** A vote of thanks to a retiring councillor.  
To note the list of candidates and the date of the election, 4<sup>th</sup> May 2023.
- 6 **Planning (Westmorland & Furness Council).** 23/0200. Site address: 22 NORTH ROAD, KIRKBY STEPHEN, CA17 4RH. Description: Removal of 3no trees in conservation area.



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- 7 **Planning (Westmorland & Furness Council).** 23/0188. Site address: LAND OFF CROGLAM PARK, ROWGATE KIRKBY STEPHEN. Description: Variation of condition 2 (plans compliance) linked to application 19/0913
- 8 **Proposed Children's Play Area at Local Links.** To receive advice of proposed works at Kirkby Stephen Local Links (attached).
- 9 **Grass Cutting** To receive an update and appoint councillors to interview candidates and make an appointment. Closing date for applications 17 April 2023.
- 10 **Evergreen Community Trust** To receive an update on progress.
- 11 **Jubilee Park Charity** To approve the signature of a Deed of Variation in respect of the Inspire Eden funding in favour of Westmorland and Furness Council extending the grant period.
- 12 **Transport Audit/Saturday Bus Service** To receive an update on operations since 1 April 2023.
- 13 **Stenkrith Park.** Update and report on meeting with the owner of Stenkrith Park.
- 14 **Finance.**
1. To receive and approve schedules of receipts and payments up to the end of March 2023 to include forward approval 'in principle' of regular/budgeted payments, Salaries, PAYE & NIC (attached).
  2. To note bank reconciliation at 31 March 2023 at a balance of £144,618.
- 15 **Finance.** To receive and approve the full year accounts (2022 2023) and bank reconciliation (attached).
- 16 **Finance.** To receive and approve the 4<sup>th</sup> Quarter Budget Monitor (attached).
- 17 **AGAR Governance Statement.**
1. To consider and approve the Annual Governance Statement (attached).
  2. To authorise the Chairman & Clerk to add wet signatures.
- 18 **AGAR Governance Statement.**
1. To receive and approve the Annual Accounting Statement (attached).
  2. To note the signature of the RFO dated 3 April 2023. To authorise the Chairman to sign the Accounting Statements.



- 19 **Notice of Public Rights.** To authorise the Clerk to publish the Notice of Public Rights on or before Sunday the 4 June 2023 (attached).
- 20 **Grant Payments 2023 24.** In line with the budget set in January to authorise the payments of grant contributions to:
1. Jubilee Park Charity, £1,000 & £415.16 re Grant from Westmorland Dales received by KSTC in error.
  2. Kirkby Stephen Joint Burial Committee, £2,330
  3. Evergreen Community Trust, £1,500
  4. Upper Eden Visitor Information Centre, £250
  5. Easter Vehicle Rally, £1,000
  6. Defibrillator Batteries, £60
  7. Contribution to Travel Costs Scout Jamboree, £150
  8. Westmorland Dales Bus, £250
- Movement in Funds:  
£3,500 to add to the Assets Reserve.
- 21 **Restricted Reserves.**
1. To offer the Clock Fund comprising sufficient funds to provide for 10 years maintenance to the Church.
  2. To establish a new restricted reserve with an opening balance of £8,512 to provide subsidy to the 563 Saturday bus service comprising financial support from other Parishes and £5k from KSTC.
- 22 **Staff Matters.** To approve increments of pay due under contract and apply revised minimum wage @ £10.42 from 1<sup>st</sup> April 2023.
- 23 **Portfolios.**
1. Town Council Administration. (Elections, EDC SLA payment £5k).
  2. Property. (Update on Lease/Rental income to UECIC, UEVIC Property Repairs. To consider correspondence. Update regarding Bus Shelters)
  3. Open Spaces. (Silver Street Gardens)
  4. Community Planning.
  5. Community.
  6. Highways.
  7. Tourism and Events.
- 24 **Meetings/Diary.** Annual Meeting 16 May 2023. Other meetings as advised pending outcome of Contested Election 4 May 2023.

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