

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 at 18.45 at **Local Links, Vicarage Lane, Kirkby Stephen, CA17 4QX**

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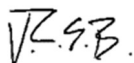
## 16 May 2023, Annual Meeting of the Town Council

The business to be transacted is:

### AGENDA

- 1 Welcome and Apologies**
- 2 Declarations of Acceptance of Office** Signature and Delivery of Declarations of Acceptance of Office. (To be tabled)
- 3 Chairman** To elect a chairman for the coming year. (2023 2024)
- 4 Acceptance of Office** The Chairman to be authorised to sign the Chairman's 'Declaration of Acceptance of Office'. (To be tabled)
- 5 Vice-Chairman** To elect a Vice-Chairman for the coming year. (2023 2024)
- 6 Minutes** To authorise the Chairman to sign the draft minutes of the Ordinary Meeting held on 18 April 2023 as a true record (attached).
- 7 Delegation** Review of Delegation Arrangements to Committees, Sub Committees, Staff and other local authorities. (The council currently has no Committees/Sub-Committees)
- 8 Committees** Review of Terms of Reference.  
Review appointments to committees.  
Creation of new committees.  
(The council currently has no Committees/Sub-Committees)
- 9 Standing Orders** Review and adoption of Standing Orders. The council is recommended to readopt the existing Standing Orders unchanged (attached)
- 10 Financial Regulations** Review and adoption of Financial Regulations. The council is recommended to readopt the existing Financial Regulations (attached) subject to the schedule of changes listed in the table below:

Page	Financial Reg	Remove	Replace with
Page 7/19	FR 4.1	£1,000	£2,000
Page 8/19	FR 4.5	£1,000	£5,000
Page	FR11.1.h	£500	£2,000
- 11 Legal Review** Review of arrangements with other local authorities including legal arrangements, not for profits and businesses (list attached)



Mr Christian Barnes MA (Clerk)  
10 May 2022

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|-----------|---|--|
| <b>12</b> | <b>Review of Appointments</b>             | To confirm/nominate councillors to represent the council on external bodies as follows: <ul style="list-style-type: none"><li>• Burial Board</li><li>• United Charities</li><li>• Management Committee of Local Links</li><li>• CIC</li><li>• Jubilee Park Working Group</li></ul> To confirm arrangements for reporting back. |
| <b>13</b> | <b>General Power of Competence</b>        | Review of eligibility to exercise the General Power of Competence in the future.   |
| <b>14</b> | <b>Asset Register</b>                     | Review of Asset Register and equipment. (attached)   |
| <b>15</b> | <b>Insurance</b>                          | Confirmation of arrangements for insurance cover in respect of all insurable risks. (attached)   |
| <b>16</b> | <b>Subscriptions</b>                      | Review of council/staff subscriptions to other bodies. CALC/NALC   |
| <b>17</b> | <b>Complaints procedure</b>               | Review of the council's complaints procedure.  |
| <b>18</b> | <b>FOI/Data Protection</b>                | Review of the council's policies and procedures.   |
| <b>19</b> | <b>Employment</b>                         | Review of the council's employment policies and procedures.  |
| <b>20</b> | <b>Press and Media</b>                    | Review of the council's policies procedures and practices.   |
| <b>21</b> | <b>Section 137</b>                        | Review of the Council's expenditure under the under the s.137 of the 1972 Local Government Act. (attached)   |
| <b>22</b> | <b>Calendar of meetings</b>               | Determine the council's calendar of meetings.  |
| <b>23</b> | <b>Clerk/RFO</b>                          | To approve and confirm the continuing appointment of Christian Barnes as Clerk and Responsible Financial Officer.  |
| <b>24</b> | <b>Internal Auditor</b>                   | To approve and confirm arrangements for the appointment of an Internal Auditor in 2023 2024.   |
| <b>25</b> | <b>Inspection of Bank Reconciliations</b> | To appoint a councillor to inspect the bank reconciliations on a quarterly basis in line with financial regulation (2.2).  |
| <b>26</b> | <b>Bank Mandate</b>                       | Review of Bank Mandate   |
- <ends, to be followed by a brief ordinary meeting>

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