

**To all Middleham Town Councillors**  
**I hereby summons and give you notice to attend the ANNUAL MEETING OF**  
**MIDDLEHAM TOWN COUNCIL to be held in the Garden Room at Middleham Key**  
**Centre on Wednesday 15 May 2019 at 7.00 pm**

Signed  
David Keep Clerk

**NOTE TO MIDDLEHAM RESIDENTS:** Public participation is permitted at the start of a meeting and limited to 15 minutes. Questions or statements are restricted to items on the agenda. Members of the public wishing to raise matters not on the agenda should do so in writing or make an appointment with the Clerk or Chairman. The public cannot take part in the proceedings once the meeting has been convened

**AGENDA**

- 1. To note the uncontested appointment of Mrs S Fairhurst, Mrs H Byford, Mr M Cade, Mrs L Stocker, Mr S Wheeler and Mr G Fortune as Town Councillors. Each to sign a Declaration of Acceptance**
- 2. Election of Town Mayor / Chairman and signing of Declaration of Acceptance**
- 3. Election of Deputy Town Mayor / Vice-Chairman**
- 4. Co-option of Councillor to fill vacancy.** To agree the process to be adopted. Deadline for appointment is 24 June 2019
- 5. Open Forum.** A 15-minute session to allow members of the public to raise issues with the Council.
- 6. To accept apologies of absence.**
- 7. Declarations of interest and any dispensation requests regarding items on the agenda.**
- 8. Minutes**
  - 8.1** To confirm the minutes of the meeting held on 24 April 2019
  - 8.2** Review schedule of agreed actions.
- 9. Confidential and Urgent Items.** To determine whether any part of the proceedings should be treated as confidential and excluded from the minutes to be made available for public inspection; to notify any items of urgent other business.
- 10. Town Council (TC) – Information/Decision required**
  - 10.1 Councillors and Clerk to report any meetings attended and actions undertaken (standing item)**
  - 10.2 Council Office** Upgrading computer software and change of Broadband supplier. For consideration
  - 10.3 Training courses for Councillors.** For consideration.
- 11. Review of Health & Safety matters (standing item)**
- 12. Project Updates (standing item):**

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| 12.1 | <b>Burial Ground</b> To receive a verbal update.  | TC    |
| 12.2 | <b>MSCWA</b> Verbal update on finance and maintenance. To consider proposal to create a nature reserve, woodland. | SW    |
| 12.3 | <b>Welcome Sign.</b> To receive an update.  | LS    |
| 12.4 | <b>Option Agreement:</b> To receive an update.  | TC    |
| 12.5 | <b>Middleham Safer Roads.</b> To receive an update  | HB    |
| 12.6 | <b>Play area improvements:</b> To receive an update   | GF/SW |
| 12.7 | <b>Town Guide.</b> . To receive an update   | TC    |
- 13. Events in Middleham (standing item)**
- 13.1 **Tour de Yorkshire 2018.** Report on outcome
- 13.2 **Approve land use applications.** Additional request from Open Gardens on 30<sup>th</sup> June 2019.
- 13.3 **Richard III Festival.** To receive an update
- 13.3.1 **Feast Day.** To receive an update, to note risk assessment, insurance cover and first aid cover.
- 13.3.2 Advance notification of - Ride Yorkshire cycle event 11<sup>th</sup> August 2019. For noting.
- 14. Planning (TC) - Information/Decision required**
- 14.1 **To report on planning decision notices received since the last meeting:**
- 14.1.1 To date, none have been received.
- 14.2 **To comment on applications received since the last meeting**
- 14.2.1 To date, none have been received.
- 14.3 **To note any potential planning enforcement issues. Re Tower at Tuppill Park:** To note that the applicant's appeal has been rejected.
- 15. Finance (TC/IH) - Information/Decision required**
- 15.1 **Payments - for approval, cheques to sign (TC only) and ratification of any payments made since last meeting with a full report on all receipts and payments for April (including a bank reconciliation as at 31 March and 30 April 2019) and May (to date).**
- 15.2 **To approve Items of Expenditure as submitted to the meeting.**
- 15.2.1 Annual Seniors' Outing: Contribution of £360 in accordance with s137, Local Government Act.
- 15.3 **Opening of deposit accounts.** Update on progress
- 15.4 **Annual report.** Update on progress.
- 16. Central & Local Government Communications. To list documents that have been emailed or circulated to Cllrs since the last meeting.**
- 16.1 **Friarage Hospital – update on service level status.**
- 17. Correspondence, shared information and suggested items for the next agenda.**
- 17.1 Annual planner for agenda items; to note forthcoming business.
- 17.1.1 Council Objectives for 2019-20
- 17.1.2 Approve annual accounts

**The next meeting will be held on Wednesday 26 June 2019.**