

To all Middleham Town Councillors
I hereby summons and give you notice to attend an ORDINARY MEETING OF
MIDDLEHAM TOWN COUNCIL to be held in the Garden Room at Middleham Key Centre
on Wednesday 21 Jun 2023 at 6.30 pm

Signed
Cllr Honor Byford
Chair

NOTE TO MIDDLEHAM RESIDENTS:

As with all Council meetings, 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. **Open Forum.** 15-minute session for the public to raise issues with Council.
2. **To receive apologies for absence given in advance of the meeting and consider approval of reasons given for absence.**
3. **Declarations of interest and any dispensation requests regarding items on the agenda, other than any previously disclosed.** Councillors to update declarations for filing with the Clerk.
4. **Minutes**
 - 4.1.1 To confirm the minutes of the meeting held on 25 May 2023 (including any confidential minutes). **Chair**
 - 4.2 **Confidential and Urgent Items and Order of Proceedings.** To determine whether any part of the proceedings should be treated as confidential and excluded from minutes to be made available for public inspection; to notify any items of urgent business; to agree to take certain matters in priority. A 5-minute break will be held at 8pm.
5. **Town Council (TC) – Information/Decision required**
 - 5.1 **Councillors and Clerk to report any meetings attended and actions undertaken (standing item)** **All**
 - 5.2 **Matters of local interest and concern as reported to Councillors or on Residents’ Facebook page (standing item).** **Cllrs**
 - 5.3 **Council Matters:**
 - 5.3.1 Councillor Training courses. Report from those attending training. Consideration to set a training budget to enable short notice courses to be booked between meetings. **SW**
 - 5.3.2 Objectives and priorities for 2023-24. For discussion. **HB**
 - 5.3.3 Annual year planner. To agree schedule of key Council activity/ meeting frequency
 - 5.3.4 Councillor vacancy – to post notice and receive applications
 - 5.3.5 To receive updates from councillors assigned areas of focus **All**
 - 5.4 **Land Management Issues (standing item).**
 - 5.5 **Police & Fire Matters (standing item)**
 - 5.5.1 Monthly Report. For information.

5.6	Update on Unitary Authority (standing item).	
5.6.1	To note developments and feedback from attendance at online briefings.	
6.	Review of Health & Safety and Environmental Matters (standing item).	
6.1	Play Areas	
6.1.1	To note recent inspection reports and items highlighted for attention. To note damage to stone wall by play areas.	DP
6.1.2	Repairs to scramble frame: feedback on completed repairs.	Chair
6.2	Road and Paths	
6.2.1	Street Lighting. Update on funding application and repairs to faulty lights.	
6.2.2	Parking matters – to receive update	TBP/SM
6.2.3	Trainers email in regards to horses slipping – action taken, to note	
6.3	Environmental Matters.	
		SM
6.4	Community Matters	
6.4.1	Community engagement	
7.	Project Updates (standing item):	
7.1	Burial Ground.	
7.2	MSCWA. Verbal report from the Committee.	
7.3	Funding.	
7.3.1	Councils approach – for discussion	
8.	Events in Middleham (standing item).	
8.1.1	Upcoming events in 2023. For consideration.	
8.1.2	To note success of Feast day and receive report from committee	
8.1.3	Richard 3 rd festival	All
9.	Planning (TC) - Information/Decision required	
9.1	To report on planning decision notices received since the last meeting:	
9.2	To comment on applications received since the last meeting.	
9.2.1	Planning 21/01011/FULL Barn at West End Middleham. For discussion and to agree a response.	
9.3	To note any potential planning enforcement and other issues.	
10. Finance (TC/IH) - Information/Decision required		
10.1	Payments –	All
10.1.1	For approval, cheques to sign and ratification of any payments made since last meeting with a full report on all receipts and payments	SM
10.1.2	Specific expenditure approvals:	
10.1.3	Review of internal controls. To note guidance on internal controls specific to local councils and to complete review before year end.	SM
10.1.4	External audit - update	Cllrs
10.1.5	Risk assessment review. To carry out annual review.	Cllrs
10.2	Clerk – contract review and recruitment process and authorisation	All Cllrs
	- Interim arrangements for admin, correspondence, meetings and financial matters	
11.	Future of the Key Centre – confidential item, closed session	Cllrs
	Suggested agenda items:	Cllrs

The next regular meeting is scheduled for Wednesday 26th July 2023 at Middleham Key Centre, 6.30pm.

DRAFT