

**ANNUAL MEETING OF THE FULL COUNCIL SUMMONS**

**Wednesday 22<sup>nd</sup> May 2024**

**To Members of the Town Council,**

Councillors Honor Byford (Chair), Lorna Skelton, Douglas Palethorpe, Sam Mashford, Shaun Watson, Cllr Rebecca Lappin-Smith, Cllr Iain Pead-Jowett.

You are summoned to attend the Annual Meeting of Middleham Town Council that will be held in the Garden Room at Middleham Key Centre on Wednesday 22<sup>nd</sup> May 2024 at 6.30 pm.

Your presence is summoned for transacting in the business outlined in the Agenda below.

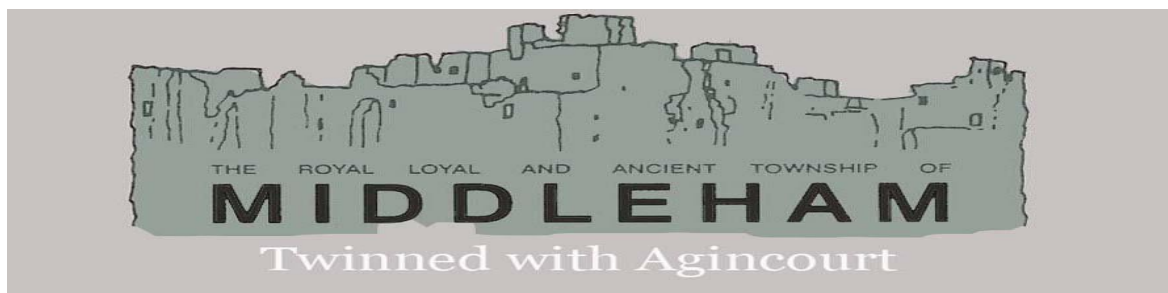
The meeting is open to the press and public unless the Council do otherwise RESOLVE to enter a closed session where members of the Public and Press are excluded. Please note members of the Public are invited to address the Council at this meeting at 6.30pm.

Signed:

A handwritten signature in black ink that reads 'R. C. Hurst'.

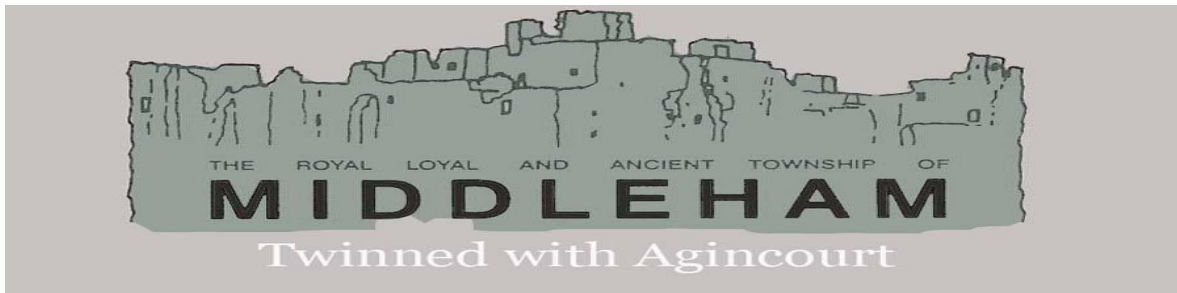
Ms R Hurst

Date: 16 May 2024



## AGENDA

- 24. 134 The Election of Chairman and Declaration** – to elect the Chair of the Council for the year 2024-25.
- 24. 135 Declaration of Acceptance of Office** – To receive the Chairs Declaration of Acceptance of Office
- 24. 136 Apologies** – To receive apologies for absence given in advance of the meeting and consider the reasons given.
- 24. 137 Declarations of Interest and Dispensations** – to receive declarations of interest and dispensations from members on matters to be considered at the meeting.
- 24. 138 Election of Vice Chair (Deputy Chairman)** – To elect the Vice-Chair of the Council for the year 2024-25.
- 24. 139 Minutes of the Annual Meeting of the Council 25<sup>th</sup> May 2023** – to approve the minutes of the meeting as a correct record (Appendix 1).
- 24. 140 Committee Membership** – Appointment of members to new and existing Committees and Sub Committees (Working Parties):
- Staffing Committee (3)
  - Key Centre Sustainability Committee (3)
- 24. 141 Terms of Reference for Committees** – To review Terms of Reference for Committees
- Staffing Committee (Appendix 2)
  - Key Centre Sustainability Committee (Appendix 3)
- 24. 142 Policy Reviews and Adoption** – To review the Councils policies and adoption of appropriate Standing Orders and Financial Regulations (Appendix 4)
- 24. 143 Appointments to External Organisations** – To appoint representatives to the following external organisations:
- YLCA Branch Meeting Representative (2)
  - Leyburn and Middleham Community Partnership (2)
  - Racing Welfare Community Advisory Group (1)
  - River Ure Action Group (1)
- 24. 144 Finance**
- Confirmation of Bank Signatories** – To discuss and approve the Bank Signatories.
  - Regular Payments List** – to review and approve the Councils Regular Payments List (Appendix 5).
  - Direct Debits** – To approve the Direct Debits for the following companies:
    - Information Commissioners Office
    - Coorecom
    - Sage Payroll



IV. NEST Pensions

**24. 145 Meetings Schedule for 2024-25** - To determine and agree the time and place of Ordinary meetings of the Council up to and including the next Annual meeting of the Council:

Proposed meeting dates:

Wednesday 26<sup>th</sup> June 2024

Wednesday 31<sup>st</sup> July 2024.

Wednesday 25<sup>th</sup> September 2024

Wednesday 30<sup>th</sup> October 2024

Wednesday 27<sup>th</sup> November 2024

Wednesday ??? December 2024 To be confirmed

Wednesday 29<sup>th</sup> January 2025

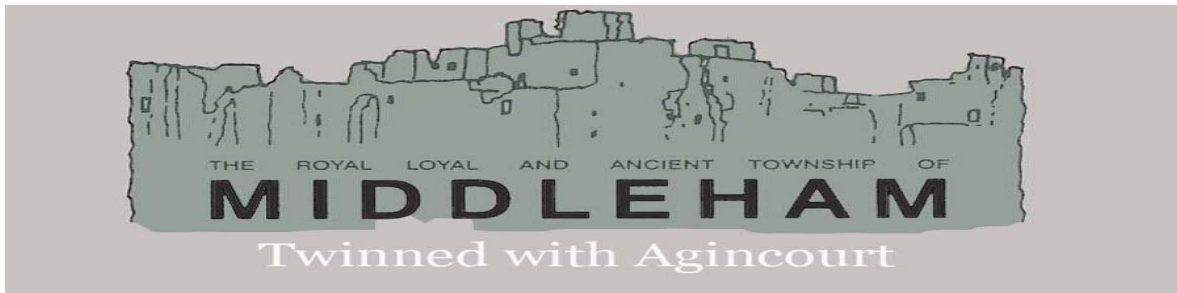
Wednesday 26<sup>th</sup> February 2025

Wednesday 26<sup>th</sup> March 2025

Wednesday 30<sup>th</sup> April 2025

Wednesday 14<sup>th</sup> May 2025 Annual Parish/Town Meeting

Wednesday 28<sup>th</sup> May 2025 Annual Meeting of the Council/Full Council Meeting



## Appendix

### Appendix 3 – Updated Financial Regulations April 2024

The following main changes have been made by NALC to the Financial regulations that will affect the Council:

- At least once in each quarter and at the end of a financial year a member other than the chair shall be appointed to verify bank reconciliations produced by the RFO.
- To review banking arrangements annually
- A copy of the regular payments schedule shall be signed by two members on each and every occasion that a payment is made to reduce the risk of duplication
- Electronic payments – A requirement of HSBC is that service administrators also have to be authorised on the bank mandate signatory list to allow them to use online banking services, this in turn means that the Clerk as a signatory is unable to make any payment to themselves. The Clerk will look into setting up dual online authorisation so that all payments are approved online by two Councillors, until such time as this can be completed two Councillors would need to attend to the office to pay the Clerks wages.