



INGLEBY BARWICK TOWN COUNCIL

BARWICK LODGE
INGLEBY WAY
INGLEBY BARWICK
STOCKTON-ON-TEES
NORTH RIDING OF YORKSHIRE
TS17 ORH

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7 May 2019

Councillors,

You are hereby summoned to attend the **ANNUAL MEETING of INGLEBY BARWICK TOWN COUNCIL** to be held on **WEDNESDAY 15th May 2019** commencing at **7.00pm** at **INGLEBY BARWICK COMMUNITY HALL, HARESFIELD WAY, INGLEBY BARWICK.**

AGENDA

1. **Election of Chair:**
 - (a) To elect the Chairman/Mayor for the forthcoming year
 - (b) The Chairman to sign the Declaration of Office form.
2. **Election of Vice-Chair:**
 - (a) To elect the Vice-Chairman/Deputy Mayor for the forthcoming year
 - (b) The Vice-Chairman to sign the Declaration of Office form.
3. **Housekeeping**
4. **Notice of Meeting**
5. **Declarations of Interest**
6. **Apologies for absence**
7. **Formation of Sub-Committees - Personnel Committee**
8. **Appointment of Representatives** to: (i) Beckfields Community Hall Management Committee
(ii) Eastern Locality Forum
9. **Banking arrangements** - to agree signatories on bank and other financial accounts
10. **To note the Asset Register dated 31st March 2019**
11. **To approve the Risk Register dated 1st May 2019**
12. **Insurance cover:**
 - (a) To note the proposed insurance cover and decide whether it is adequate
 - (b) To agree the payment of the Insurance premium.
13. **Annual Governance and Accountability Return for the Year ending 31 March 2019**
 - (a) To agree the Annual Governance Statement 2018/19 of the Annual Return
 - (b) To agree that the Clerk is the Responsible Financial officer for the year 2019/20

14. **To Appoint the Internal Auditor** for the year 2019/20 and agree remuneration.
15. **To agree days/dates of future Town Council Monthly meetings**
16. **Minutes of 17th April 2019** - to amend or agree as a true record
17. **Matters arising:**
 - (a) Vat reclaim - update
 - (b) Newsletter - update
18. **Ingleby Barwick Enforcement Service Report** - to receive
19. **Ward Councillors' reports** – to receive
20. **The Rings Community Hub:**
 - (a) update on build - Cllr Kirby
 - (b) update on furnishings etc - Clerk
 - (c) Service level Agreement with Sheridan Lifts - Clerk
 - (d) Youth Worker appointment - Clerk
 - (e) Opening Ceremony - update Clerk
21. **On-Site Building Trust** - update Cllr Kirby
- request for early morning (6-7.00am) circuit class
22. **Financial Reports:** (a) To receive reports for April 2019
(b) To agree rota for inspection of financial records
(c) To approve a Direct Debit payment to the Information Commissioner's Office
23. **Grants & Donations** -- request from Stockton & Yarm Royal British Legion for £50 donation towards 2nd Festival of Remembrance Event, to be held at the Stockton Tabernacle on 19 October 2019
24. **Clerk's Report**
25. **Wildflowers** – to agree dates for seed sowing
26. **Councillor Training** - to note one-day session for all Councillors to be held on Wednesday 19th June.
27. **Correspondence:** to note
28. **Planning Applications** - to discuss and make recommendations
29. **Matters of Concern to Councillors**
30. **Exclusion of press and Public**
31. **Staffing Matters:**