



# INGLEBY BARWICK TOWN COUNCIL

THE RINGS COMMUNITY HUB  
THE RINGS  
INGLEBY BARWICK  
STOCKTON-ON-TEES  
NORTH RIDING OF YORKSHIRE  
TS17 5LL

Tel: (01642) 308665  
town.clerk@inglebybarwicktowncouncil.org.uk

9<sup>th</sup> May 2023

**Councillors,**

You are hereby summoned to attend the **ANNUAL MEETING of INGLEBY BARWICK TOWN COUNCIL** to be held on **TUESDAY 16th May 2023** commencing at **7.00pm** at **THE RINGS COMMUNITY HUB, THE RINGS, INGLEBY BARWICK.**

## **AGENDA**

- 1. Election of Chairman** - To elect the Chairman/Mayor for the forthcoming year and the Chairman to sign the Declaration of Office form.
- 2. Election of Vice-Chairman** - To elect the Vice-Chairman/Deputy Mayor for the forthcoming year and the Vice-Chairman to sign the Declaration of Office form.
- 3. Housekeeping**
- 4. Notice of Meeting**
- 5. Apologies for absence**
- 6. Declarations of Interest**
- 7. Public Participation Part 1** – The Town Council has allocated a total period of 10 Minutes for Public Participation which will be separated into 5 minutes now and 5 minutes prior to the Exclusion of the Press and Public.
- 8. Formation of Town Council Committees** – To Agree the Membership and Chair/Vice Chairmanship of the following Town Council Committees for the ensuing year:-
  - i. Personnel Committee
  - ii. Finance Committee
  - iii. Events Committee
  - iv. Youth Committee
  - v. Hub & Town Maintenance Committee
  - vi. Personnel Appeals Committee
  - vii. Policy Committee
  - viii. Council Plan Steering Group

- 9. Appointment of Representatives to:-**
  - i. Beckfields Community Hall Management Committee
  - ii. Ingleby Barwick Communities
- 10. To note the Asset Register dated 31<sup>st</sup> March 2023**
- 11. To approve the Risk Register dated 1<sup>st</sup> May 2023**
- 12. Insurance cover 2023/24 – to receive and agree Insurance Cover for the year 2023/24**
- 13. Annual Governance and Accountability Return for the Year ending 31 March 2023**
  - i. To agree the Annual Governance Statement 2022/23 will be submitted by the prescribed deadline of 30<sup>th</sup> June 2023
  - ii. To agree that the Town Clerk is the Responsible Financial officer for the year 2023/24
- 14. To Appoint the Internal Auditor for the year 2023/24**
- 15. To agree the dates of future Town Council Monthly meetings for 2023/24 as follows:-**
  - Tuesday 20<sup>th</sup> June 2023 at 7.00pm**
  - Tuesday 18<sup>th</sup> July 2023 at 7.00pm**
  - Tuesday 19<sup>th</sup> September 2023 at 7.00pm**
  - Tuesday 17<sup>th</sup> October 2023 at 7.00pm**
  - Tuesday 21<sup>st</sup> November 2023 at 7.00pm**
  - Tuesday 19<sup>th</sup> December 2023 at 7.00pm**
  - Tuesday 16<sup>th</sup> January 2024 at 7.00pm**
  - Tuesday 20<sup>th</sup> February 2024 at 7.00pm**
  - Tuesday 19<sup>th</sup> March 2024 at 7.00pm**
  - Tuesday 16<sup>th</sup> April 2024 at 7.00pm**
  - Tuesday 21<sup>st</sup> May 2024 at 7.00pm – ANNUAL MEETING**
- 16. Date of Annual Parish/Town Meeting 2023 – Tuesday 27<sup>th</sup> June 2023, the Rings Community Hub, The Rings, Ingleby Barwick.**
- 17. Minutes of the Town Council Meeting held on 18th April 2023 - to amend or agree as a true record.**
- 18. Community Safety - to receive update reports from the Enforcement Service and Police (if applicable)**

- 19. Community Governance Review** – Formal request to Stockton Borough Council to undertake a Community Governance Review to rectify the error made by the Boundary Commission regarding the number of Town Councillors.
- 20. Clerks Report**
- 21. Committee Minutes and Committee Update Report** – To receive Update report from the Chairman of the Town Council Committees and approve the minutes of the following Town Council Committee:-
- i) Personnel Committee – 19<sup>th</sup> April 2023
- 22. Ward Councillors' Reports** – to receive written reports from the Ward Councillors
- 23. Finance** – Monthly reports to receive and approve the Bank Statements, Bank Reconciliation Statements and the Financial Transactions for the General Account and Hub Account.
- 25. Planning Applications** - to discuss and make recommendations
- 26. Matters of Concern to Councillors.**
- 27. Public Participation – Part 2**

**Joanne McGeeney, CiLCA**  
**Town Clerk**