BARNOLDSWICK TOWN COUNCIL

The Civic Hall, Station Road, Barnoldswick, BB18 5NA

Tel: 01282 788090

Email: [barnoldswicktowncouncil@gmail.com](mailto:barnoldswicktowncouncil@gmail.com)

**TO: Members of the Full Council and press**

You are summoned to attend a Full Council Meeting to be held on Wednesday, 17th May, 2023 at 7pm at The Civic Hall, Station Road, Barnoldswick, for the purpose of transacting the business on the agenda below.

Members of the public are invited to send any questions to the Clerk by 12 noon on the day of the meeting. The live chat facility will be available on the YouTube Channel until the end of the open forum part of the meeting.

This meeting will be livestreamed on the Town Council YouTube Channel and this can be accessed via this link

https://youtube.com/live/eZxCbd9ptT8?feature=share

Joanne Geldard – Town Clerk

**AGENDA**

1. **To Elect a Chairman of the Council for 2023/2024**
2. **To receive the Chairman’s Declaration of Acceptance of Office or if not then received to decide when it shall be received.**
3. **To Elect a Vice-Chairman of the Council**
4. **To receive applications for co-opting a town councillor**
5. **For the Town Council to receive the applications for prospective Town Councillors and to select one applicant to fill the current position.**

Co-option Voting Process The person co-opted must receive a majority of the votes of those Councillors present and voting at the meeting where the co-option takes place. Where there are two or more applicants for one vacancy, this rule means that a person must get a majority of votes over all the other applicants. Thus where applicant A receives four votes, and applicants B and C receive three votes and one vote respectively , A is not elected because he has the same number of votes as B and C put together and does not have a majority over their combined votes. Where there are more than two applicants it is desirable to eliminate the applicant with the least number of votes, so that the final vote isbetween two applicants only. After the vote the Clerk will notify the applicants of the results as soon as practicable.

Successfully co-opted applicants become Councillors in their own right, with immediate effect having signed their Declaration of Acceptance of Office and are no different from any other member. Their term of office runs until the next quadrennial elections for the Town Council.

1. **Apologies for absence**

To report and record apologies for absence from members of the Council

1. **Declarations of Interest**

In accordance with the requirements of the Member Code of Conduct, to disclose and declare any personal or prejudicial interest(s), both financial and other, on any Agenda item, stating both the interest and the nature of that interest.

1. **Open Forum**

To receive, for a maximum of 15 minutes, questions from members of the public on issues, which do not appear on the agenda.

1. **To Consider the establishment of Committees and sub-Committees and agree terms of reference**
2. **To agree membership of Committees**
3. **To consider a timetable of Meetings for 2023/2024**
4. **To Appoint Representatives on Outside Bodies**

To appoint representatives of outside bodies

1. **To inspect any deeds and trust instruments in the custody of the Council**
2. **Minutes of the last meeting (attached)**

To approve and accept the minutes of the last meeting of the Council held on 12th April 2023

1. **To approve and sign the Annual Governance Statement**

To receive, approve and sign the Annual Governance Statement for 2023/2024 (to follow)

1. **Financial Matters (attached)**
2. To confirm approval of payments made by the Town Clerk to the Council since the last meeting of the Council and to delegate consent for payments to be made prior to the next meeting of the Council.
3. To receive and approve the accounting statement for the year ending the 31st March 2023 (to follow)
4. **Grant Application Barnoldswick Brass Band**

To consider an application from Barnoldswick Brass Band for £1500 of funding.

1. **Subscription to Scribe Accounting and Booking System**

To consider subscribing to an accounting package which has booking & invoicing built in. This has previously been looked in to for booking but with transactions on the Council account now exceeding 1500 (debits & credits) more time is taken balancing each month. This system would simplify what we currently do and reports for meetings can be produced to include more information to make decisions. It would also provide year end audit information and vat reclaims. There is an initial set up fee of £719 and then a monthly fee of £75.

1. **Avon Drive Play Area Refurbishment**

To consider the three schemes provided by different companies in order to implement the refurbishment scheme

1. **Correspondence/Items of Information (For information only)**

To note an oral report from the Chairman/Town Clerk on items of information and/or correspondence received.

**The next meeting of the Full Council will agreed on the 17th May 2023**

**For further information please contact:**

**Joanne Geldard – Town Clerk**

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