

# BENTHAM TOWN COUNCIL



Town Clerk:  
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**11 May 2022**

**There will be a Meeting of the Bentham Town Council on  
Monday 16<sup>th</sup> May 2022 at 7.30 pm  
– to be conducted in the Ballroom at Bentham Town Hall.**

**All Town Council Meetings are open to the Public and Press.**

The press and public may not speak when the Council is in session, but they may make points during the 'comments & concerns' item on the agenda.

*C Downey.*

11/05/22: Christine Downey: Clerk/RFO

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## AGENDA

1. To **Appoint the Mayor** for the period 2022/2023.
2. Signature of the **Declaration of Acceptance of Office by Councillors**. (Paper 2022/75)
3. Signature of the **Declaration of Acceptance of Office by Mayor**. (Paper 2022/76)
4. To **Appoint the Deputy Mayor** for 2022/2023.
5. **Apologies** from members unable to attend: -
  - 5.1 To Note Apologies for absence given in advance of the meeting.
  - 5.2 To consider acceptance of reasons for absence – if consideration of reason requested.
6. **Declaration of Interest:** -
  - 6.1 To Note Declarations of Interest not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interests.
  - 6.2 To Approve Dispensation Requests – if dispensation request received.
7. To receive **Comment & Concerns:** Public participation – to hear matters raised by members of the public or Cllrs with an interest (that are allowed to speak) either on agenda items or for future consultation.

(**NB:** for non-agenda items Members of the Council are not permitted to respond, except to ask questions for the purposes of clarification; The period of time designated for public participation at a meeting shall not exceed 20 minutes unless directed by the chairman of the meeting. A member of the public shall not speak for more than 3 minutes).

8. To **Confirm the Minutes** of the previous meetings on 3<sup>rd</sup> May 2022. (Paper 2022/77)
9. To Note the draft minutes of the **Annual Parish Meeting** on 27 April 2022. (Paper 2022/78)
10. To consider filing the **Ordinary Vacancies** by co-option and agree a way forward. (Paper 2022/79)
11. To consider appointing **Members to Committees for 2022/2023** and to agree a way forward: -
  - 11.1 Buildings
  - 11.2 Finance
  - 11.3 Marketing
  - 11.4 Open Spaces.
12. To consider appointing **Members as Council Representatives for 2022/2023** and to agree a way forward: -
  - 12.1 Aid in Sickness
  - 12.2 Bentham & District Dementia Friendly Community (BDDFC)
  - 12.3 Bentham Area Refugee Support Group (BARSG)
  - 12.4 Bentham Christmas Lights Committee
  - 12.5 Bentham Common Land Charity
  - 12.6 Bentham Environmentally Sustainable Town (BEST)
  - 12.7 Bentham Playing Field Association
  - 12.8 Bentham Save a Life
  - 12.9 Bentham Youth Café
  - 12.10 Collingwood & Longstaffe
  - 12.11 Goodenber Play Area Association
  - 12.12 LASRUG
  - 12.13 Longstaffe Educational Foundation
  - 12.14 Looking Well/Bentham Community Library
  - 12.15 Patient Representative Group
  - 12.16 Victoria Institute
  - 12.17 YLCA Craven branch (2 representatives).
13. To review the **Banking Arrangements**: -
  - 13.1 To confirm that the Clerk is the Responsible Financial Officer.
  - 13.2 To review the bank account arrangements and mandates and agree a way forward.
    - 13.2.1 Unity Trust Bank (Paper 2022/80)
    - 13.2.2 Public Sector Deposit Fund (Paper 2022/81)
14. To Agree a **Provisional Timetable of Meetings** for the new Council Year. (Paper 2022/82)
15. To consider and comment upon **New Planning Applications**.
  - 15.1 2022/23999/FUL. Conversion of part of retail area to residential. 17 Main Street, High Bentham, Lancaster, LA2 7HQ.
16. To agree the **Accounts for Payment**.
17. To Review the Council's **Standing Orders**. (Paper 2022/83)
18. To Review the Council's **Financial Regulations**. (Paper 2022/84)
19. To Review the **Terms of Reference for Committees**. (Papers 2022/85)
20. To discuss and agree who is responsible for the **Tourist Information Point and the TIP volunteers**.
21. To review the **arrangements for delegated power to the clerk in an emergency** and agree a way forward. (Paper 2022/86)

22. To discuss **IT arrangements** and agree a way forward.
23. To Review the Council's **Complaints Procedure**. (Paper 2022/87)
24. To Review the **Asset Register**. (Paper 2022/88)
25. To Review the Council's and/or staff **subscriptions to other bodies**. (Paper 2022/89)
26. To Review the Council's **Risk Assessment**. (Paper 2022/90)
27. To consider and agree actions regarding the **2022/2023 Special Projects**: -
  - 27.1 Replacement benches. (Paper 2022/91)
  - 27.2 Street lights at Duke Street.
  - 27.3 Fingerpost at the junction of Lane Foot Road and Mewith Lane.
  - 27.4 Platinum Jubilee event.
  - 27.5 Multifunctional hole at School Hill and infrastructure for Christmas lights on lampposts.
  - 27.6 Audio equipment at Town Hall.
28. To consider the condition of the **Public Notice Board** on the side of the Town Hall and to agree a way forward.
29. To review and sign the **Agency Agreement** from Fisher Hopper regarding the sale of the Community Youth Building, or agree a way forward. (Paper 2022/92)
30. Items for next meeting **and minor items for information** only.
31. Date of next meeting.

*C. Downey*

**11/05/2022: Christine Downey: Clerk/RFO.**