

## TOW LAW TOWN COUNCIL

**Minutes of the Annual General Meeting of Tow Law Town Council held on Tuesday 21<sup>st</sup> May 2024 in the Community Centre, commencing at 6.35 pm.**

**Present:** Councillors F. Nicol (Chair), T. Bland, M. Craggs, M. Dyer, P. Eastwood, J Fowler, J. Gale,, E. Mather, P.. Stokes and D. Willock.

**Also Present:** County Councillor R. Manchester and G. F. Smith (Clerk)

**AGM 01/24 Election of Chairman**

The following nominations were received Councillors Nicol, Gale and Stokes. Councillor F. Nicol was elected as Chairman for the year 2024/25.

**AGM 02/24 Declaration of Acceptance of Office**

Councillor F. Nicol signed/dated the above declaration witnessed by the Clerk/Proper Officer of the Council.

**AGM 03/24 Apologies**

Councillor K. Duffy.

**AGM 04/24 Declaration of Interest - None**

**AGM 05/24 Election of Vice Chairman**

The following nominations were received Councillors Craggs, Gale and Stokes. Councillor Craggs was elected as Vice Chairman for the year 2024/25.

**AGM 06/24 Representation by Residents – None**

**AGM 07/24 Cheque Authorisation**

Confirm the three Councillors (Nicol, Stokes and Fowler remain as cheque signatories and also the Clerk).

**AGM 08/24 Review Standing Orders**

It was agreed to defer any alterations/amendments until the next Town Council meeting.to the Council's Standing Orders.

**AGM 09/24 Financial Regulations**

It was agreed to defer any alterations/amendments until the next Town Council meeting to the Council's Financial Regulations.

**AGM 10/24 Register of Assets**

Members agreed to accept the report of the Clerk dated 21<sup>st</sup> May 2024. Total £47,576.00, copy of the report attached to the minutes and a copy to be placed on the Council's website.

**AGM 11/24 Risk Assessment Statement**

Members agreed to accept the report of the Clerk dated 21<sup>st</sup> May 2024. Copy of report attached to these minutes and a copy to be placed on the Council's website.

**AGM 12/24 Review of Effectiveness of Internal Audit**

It was agreed to accept the report of the Clerk dated 21<sup>st</sup> May 2024. Copy of the report attached to these minutes and a copy to be placed on the Council's website.

Members agreed to appoint Mr Gavin Richards as Internal Auditor.

**AGM 13/24 Dates and Times for Future Meetings**

It was agreed to accept the report of the Clerk. Copy attached to these minutes and a copy to be placed on the Council's website and notice boards.

The meeting finished at **6.45 pm**.