**To all members of the Council, you are hereby summoned to attend an additional Ordinary Full Council Meeting of Baildon Town Council, to be held at Baildon Community Link at 6.30pm on Monday the 26th June 2023.**

***Members of the press and public are entitled by law to attend all meetings of the Council and to record and film the proceedings of those meetings in accordance with the Council’s policy on the effective management of recording at Council meetings. However, under the provisions of the Public Bodies (Admissions to Meetings) Act 1960 S1(2), members of the public and the press will be excluded during consideration of business of a confidential nature.***

***Any member of the public wishing to attend this meeting should contact the Clerk for joining instructions.***

Helen Thornton, Town Clerk 19th June 2023. Tel. 01274 593169 Email: clerk@baildontowncouncil.gov.uk

**AGENDA**

**1. Chair’s opening remarks**

**2. Approve reasons for absence**

**3. Disclosures of interest**

To receive disclosures of interest from members on matters to be considered at the meeting.

**4. Minutes of the previous meeting**

To approve the Minutes of the Annual Council meeting 22nd May 2023 and the Minutes of the First Full Council

meeting 22nd May 2023

**5. Clerk’s report**

**6. Public participation**

**7. Important information from Councillors and staff**

**8. Finance – Annual Governance and Accountability Return (AGAR)**

To accept and approve in accordance with the ‘Governance and Accountability for Local Councils’ (2021),

* 1. the Annual Internal Auditor’s Report 2022/23 included as part of the AGAR 2022/23 and any actions arising from the Internal Auditor's Report
  2. to complete, approve and sign Section 1 – Annual Governance Statement 2022/23 for Baildon Town Council AGAR. (Section 1 p4 boxes 1- 8).
  3. to approve and sign Section 2 Accounting Statements 2022/23 for Baildon Town Council AGAR (section 2 p5). The Chair to sign and date as prepared for external audit.
  4. to approve March 2023 bank reconciliation, bank reconciliation form to support section 2 for AGAR and variances statement
  5. to approve the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 205 and the Transparency Code for Smaller Authorities.

**9. Promotional opportunities**

**10. To notify the Clerk of any item for future agenda**

**11. Next meeting date**

The next meeting of the Full Council will be on Monday 24th July 2023

*The council welcome public participation at their meetings. Under Standing Orders 1 (c) (d) (e) & (f) the members will determine whether to refer matters arising to in this session to be referred to a future ordinary council meeting, committee or Clerk. There is no requirement in law for an immediate response to be made at the meeting. Under Public Participation, no member of the public, councillor or officer, may speak for more than three minutes on one item unless agreed by the Chair.*