

**BARNARD CASTLE TOWN COUNCIL
ANNUAL COUNCIL MEETING**

13 MAY 2024

DETAILED AGENDA

PUBLIC PARTICIPATION PERIOD - 6.00pm to 6.15pm

1. ELECTION OF TOWN MAYOR FOR MUNICIPAL YEAR 2024/25

With the outgoing Town Mayor (Councillor Laura Drew) in the Chair, a nomination is to be sought, with that nomination to have a proposer and a seconder. A decision on the nomination(s) is reached by a show of hands.

The newly elected Town Mayor will take the chair, and the Chain of Office.

2. ELECTION OF DEPUTY TOWN MAYOR FOR MUNICIPAL YEAR 2024/25

A nomination is to be sought, with that nomination to have a proposer and a seconder. A decision on the nomination(s) is reached by a show of hands.

3. DECLARATIONS OF OFFICE

The elected Town Mayor and Deputy Town Mayor to sign their Declaration of Office forms.

4. ACCEPTANCE, OR OTHERWISE, OF APOLOGIES

Cllr's Blake and Thompson have submitted their apologies.

5. DECLARATIONS OF INTEREST

In accordance with this Council's adopted Code of Conduct (Minute 10/May/18 refers), Members will be asked whether they have any personal, pecuniary, or prejudicial interests in any matter on the agenda and, if so, to declare those interests at this point of the meeting. Members are reminded that a declaration can be given later in the meeting if a need arises during discussion.

6. COUNCIL MEETING MINUTES -(ENCLOSED)

(1) Council Meeting(s) – 25 March 2024 – Minutes.

Recommendation – That the minutes be accepted as a true and accurate record.

7. EN BLOC ITEMS

This is a report arising from the decision at Minute 72/Aug/04 to amalgamate a number of agenda items so that the accompanying recommendation can be moved 'en bloc'. Any member has a right to speak on any of the listed items, but it is hoped that discussion can be kept to a minimum.

The items included in the report were as follows:

- (1) Services Committee – 15 April 2024 – Draft minutes**
- (2) Partnership Committee – 29 April 2024 – Draft minutes**
- (3) Planning Committee – 02 May 2024 – Draft minutes**

8. UPDATES & REFERRALS FROM COMMITTEE

From the meetings outlined above at item 7.

The Partnership Committee approved under the councils Donations Policy an award of £400 to the Northern Dales Richard III Group to support the 550th anniversary of Richard III

becoming Lord of Barnard Castle by having a medieval equestrian (in full armour), and attendant lead the 2024 Meet parade in May.

In line with the current policy the grant award is ratified by full council.

Recommendation – That the award of £400 to the Northern Dales Richard III Group is ratified by full Council

9. REPRESENTATION OF OTHER BODIES

The Council's current representative on each relevant body can make a verbal update at the meeting.

- (1) Teesdale Residents' and Travellers' Forum - (Cllr Turnbull)**
- (2) Larger Local Councils Forum – (Clerk & Cllr Foote-Wood)**
- (3) The Witham Hall Ltd - (Cllr Chatterjee)**
- (4) Dawson Cottages Trust (Cllr's Ewart & McLean)**
- (5) A66 CLG (Cllr's Drew & Thompson)**
- (6) St Mary's Barnard Castle Hall Association (Cllr Connelly)**

10. REVIEW OF 2023/24 MAYORAL YEAR (COUNCILLOR DREW)

Submitted – A report on the 2023/24 Mayoral year.

11. COUNCIL STANDING COMMITTEES

Submitted – Report on Committee membership

12. REPRESENTATIONS WITH EXTERNAL BODIES & REPORTING ARRANGEMENTS

Submitted – A report on the annual review of membership of external bodies.

13. REVIEW OF THE COUNCIL'S AND/OR EMPLOYEES MEMBERSHIP OF OTHER BODIES

Recommendation – (a) That the Council confirms and agrees to renew its employees' and Council's membership of the following bodies:

- (i) Society of Local Council Clerks
- (ii) County Durham Association of Local Councils
- (iii) National Allotment Society
- (iv) Open Spaces Society

14. CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS

Resources Committee resolved in November 2018 (Minute 40/Nov/18 refers), that the Town Council's insurance policy be maintained with Zurich Municipal. The current long term agreement the council has reduces the premium by 5% each year and runs to 2027-28. A full copy of the insurance schedule is maintained in the office.

Recommendation – That the information is noted.

15. DATES, TIMES OF ORDINARY MEETINGS OF THE FULL COUNCIL AND COMMITTEES FOR THE YEAR AHEAD

Partnership Committee	Services Committee	Resources Committee	Council
01 July 2024	15 July 2024	03 June 2024	17 June 2024
21 October 2024	07 October 2024	02 September 2024	16 September 2024
16 December 2024	02 December 2024	04 November 2024	18 November 2024
03 February 2025	17 February 2025	06 January 2025	13 January 2025
28 April 2025	14 April 2025	10 March 2025	24 March 2025
			12 May 2025 (ACM)

All committee and council meetings commence at 6.00pm on Mondays in the Dawson Room, unless otherwise stated.

The **Planning Committee** will meet within two weeks of published applications relating to the parish. Meetings will commence at 5.30pm or 5.45pm*.

*Unless otherwise stated.

Recommendation – That the dates and times of all meetings are noted.

16. APPOINTMENT OF AUDITORS FOR FINANCIAL YEAR 2024/25

(A) Internal Auditor

At the Annual Council meeting (Minute 14(a)/May/21 refers) it was determined that the Council's Internal Auditor for the financial year 2024/25 should be Mr Gordon Fletcher. In accordance with standard procedures, a decision in respect of the financial year 2023/24 is now sought.

Recommendation – That Mr Gordon Fletcher be appointed as this Council's Internal Auditor for the financial year 2024/25.

(B) External Auditor

Mazars LLP were appointed as the town council's External Auditor for a period of 5 years from 2017. Mazars have been successful in the bidding for a further 5 years from 2022/23.

Recommendation – That the information be noted.

17. APPOINTMENT OF BANKERS FOR FINANCIAL YEAR 2024/25

It has been determined that Barclay's Bank PLC should be this council's banker. In line with standard procedures, a decision in respect of the financial year 2024/25 is now sought.

Recommendation – That Barclay's Bank PLC be appointed as this Council's bankers for the financial year 2024/25.

18. FINANCIAL REGULATIONS/STANDING ORDERS

To review the councils adopted Financial Regulations and Standing Orders.

19. NOTICE OF MOTION

Cllr Laura Drew has submitted the following written motion:

Cllr Drew, in her capacity as Mayor, has been approached by Cultura Trust, the organisation leading the proposal of the former NatWest bank building. They are progressing with their project and would like the Town Council to increase its level of engagement in the project – firstly by sending someone to their meetings (in a similar way that the Town Council is represented on other external bodies), and secondly by becoming a signatory to the joint Memorandum of Understanding (attached).

Recommendation – a) That the Town Council continue to support the project, and sign the MoU; and (b) That a representative from the Town Council be nominated to represent the Council at their monthly meetings (Cllr Drew has attended a meeting in the interim).

20. REVIEW OF COUNCIL OFFICE OPENING HOURS

Currently Woodleigh is open from 10.00am to 4.00pm Monday to Friday. The recommendation to council is to make a small amendment to 10.00am to 4.00pm Monday to Thursday, and 10.00am to 3.00pm on Friday.

21. EAST WARD VACANCY

Following the decision by the council to fill the East Ward vacancy by co-option this is to inform members that no expressions of interest in the vacancy have been received.
interest.

Recommendation – (a) That the information is received and noted; and (b) That members consider re-advertising or holding said vacancy until full council elections in 2025.