



Barnard Castle Town Council

Town Clerk: Martin Clark
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Barnard Castle
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ANNUAL COUNCIL MEETING MONDAY 11 MAY 2026

Dear Councillor,

You are hereby **summoned** to attend the meeting of Barnard Castle Town Council to be held in the **Dawson Room, Woodleigh on Monday 11 May 2026 at 5.30 p.m.** The meeting will consider the items of business listed below.

***Public Participation 5.30-5.45pm**

Members of the public are invited to speak on any matters contained within the agenda*. Following this period members of the public can remain but cannot speak further on any agenda item unless invited by the Chair.

TOWN CLERK

06 May 2026

AGENDA

1. ELECTION OF TOWN MAYOR FOR MUNICIPAL YEAR 2026/27
2. ELECTION OF DEPUTY TOWN MAYOR FOR MUNICIPAL YEAR 2026/27
3. DECLARATIONS OF OFFICE
4. ACCEPTANCE, OR OTHERWISE OF APOLOGIES
5. DECLARATIONS OF INTEREST
6. COUNCIL MEETING MINUTES – 23 MARCH 2026
7. REVIEW OF THE 2025/26 MAYORAL YEAR
8. CONFIRMATION OF NOMINATIONS TO COMMITTEES
9. REPRESENTATION WITH EXTERNAL BODIES & REPORTING ARRANGEMENTS
10. REVIEW OF THE COUNCIL'S AND/OR EMPLOYEES MEMBERSHIP OF OTHER BODIES
11. CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS
12. DATES, TIMES OF ORDINARY MEETINGS OF THE FULL COUNCIL AND COMMITTEES FOR THE YEAR AHEAD
13. APPOINTMENT OF AUDITORS FOR FINANCIAL YEAR 2026/27
14. APPOINTMENT OF BANKERS FOR FINANCIAL YEAR 2026/27
15. ANNUAL ADOPTION OF COUNCIL'S STANDING ORDERS & FUTURE REVIEW
16. SOCIETY OF LOCAL COUNCIL CLERKS (SLCC) ANNUAL CONFERENCE

* Questions must be submitted in writing to the Clerk prior to the meeting and must refer to items on the published agenda. The Public Participation policy can be found on the council website: <https://barnardcastletowncouncil.gov.uk/wp-content/uploads/2021/11/BCTC-Public-Participation-Procedure.pdf>

¹ Under the Openness of Local Government Bodies Regulations 2014, recording of the meeting by any person is permitted. Those filming or otherwise recording the meeting should respect the rights of other members of the public attending and should not disrupt the meeting.

**BARNARD CASTLE TOWN COUNCIL
ANNUAL COUNCIL MEETING**

11 MAY 2026

DETAILED AGENDA

PUBLIC PARTICIPATION PERIOD - 5.30pm to 5.45pm

1. ELECTION OF TOWN MAYOR FOR MUNICIPAL YEAR 2026/27

With the outgoing Town Mayor (Councillor Paul Ing) 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 from the outgoing Town Mayor Councillor Paul Ing.

2. ELECTION OF DEPUTY TOWN MAYOR FOR MUNICIPAL YEAR 2026/27

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

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) – 23 March 2025 – Minutes.

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

7. REVIEW OF 2025/26 MAYORAL YEAR (COUNCILLOR ING)

Submitted – A report on the 2025/26 Mayoral year.

8. CONFIRMATION OF NOMINATIONS TO COMMITTEES

Submitted – Report on Committee membership

9. REPRESENTATIONS WITH EXTERNAL BODIES & REPORTING ARRANGEMENTS

10. 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

11. 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.

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

Partnership Committee	Services Committee	Resources Committee	Council
13 July 2026	27 July 2026	25 May 2026	21 June 2026
05 October 2026	19 October 2026	14 September 2026	28 September 2026
21 December 2026	07 December 2026	02 November 2026	16 November 2026
22 February 2027	08 February 2027	11 January 2027	18 January 2027
	12 April 2027	08 March 2027	22 March 2027
			17 May 2027 (ACM)

All committee and council meetings commence at 5:30pm 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 be commence at 5.30pm or 5.45pm*.

*Unless otherwise stated.

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

13. APPOINTMENT OF AUDITORS FOR FINANCIAL YEAR 2026/27

(A) Internal Auditor

At the Annual Council meeting (Minute 13(a)/May/25 refers) it was determined that the Council's Internal Auditor for the financial year 2025/26 should be Mr Gordon Fletcher. In accordance with standard procedures, a decision in respect of the financial year 2026/27 is now sought.

Recommendation – That Mr Gordon Fletcher be appointed as this Council's Internal Auditor for the financial year 2026/27.

(B) External Auditor

Mazars LLP were appointed as the town council's External Auditor for a period of 5 years from 2022.

Recommendation – That the information be noted.

14. APPOINTMENT OF BANKERS FOR FINANCIAL YEAR 2026/27

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 2025/26 is now sought.

Recommendation – That Barclay's Bank PLC be appointed as this Council's bankers for the financial year 2026/27.

15. ANNUAL ADOPTION OF COUNCIL'S STANDING ORDERS

Recommendation – That the council approve the current adopted NALC council Standing Orders.

<https://barnardcastletowncouncil.gov.uk/wp-content/uploads/2022/07/BCTC-Standing-Orders-2021-.pdf>

16. SOCIETY OF LOCAL COUNCIL CLERK (SLCC) ANNUAL CONFERENCE

The Town Clerk and RFO have been invited to the Annual SLCC conference in Gloucestershire on the 13 & 14 October 2026.

**BARNARD CASTLE TOWN COUNCIL
FULL COUNCIL MEETING**

23 MARCH 2026

PRESENT: Councillors Ing (Town Mayor), Ewart, Stenson, Peat, Kirkbride, Chatterjee, Thompson, Foote-Wood, & Rowell

Officers: Mr Clark (Town Clerk),

Others – 3 residents, Teesdale Mercury

69. ACCEPTANCE, OR OTHERWISE OF APOLOGIES

Cllr Turnbull submitted her apologies.

Resolved – That the submitted apologies be approved.

70. DECLARATIONS OF INTEREST

Resolved - No declarations were made.

71. MAYORAL ANNOUNCEMENTS

Cllr Ing referred to his visit to Green Lane Nursery and how impressed he was with the building, teaching and pupils.

72. COUNCIL MEETING MINUTES

19 January 2026

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

73. 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 recommendations 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) Partnership Committee – 02 February 2026 – Draft minutes**
- (2) Services Committee – 16 February 2026 – Draft minutes**
- (3) Resources Committee – 09 March 2026**
- (4) Town Mayor Activities**

Since the Council meeting on the 19 January, the Town Mayor opened the renovated area of Green Lane Nursery and Childcare Centre.

Resolved – That the draft committee meeting minutes, and Mayoral activity be received and noted.

74. UPDATES, AND REFERRALS FROM COMMITTEES

From the meetings outlined above at item 73 the following updates are noted:

(1) Partnership Committee

No referrals to full council.

(2) Services Committee

No referrals to full council.

(3) Resources Committee

No referrals to full council

Resolved – That the information be received and noted.

75. REPRESENTATION ON OTHER BODIES

(1) Teesdale Residents' and Travellers' Forum - (Clerk & Cllr Stenson)

The Clerk informed members that the last meeting was about early preparation for this year's migration.

(2) Larger Local Councils Forum – (Clerk & Cllr Foote-Wood)

Cllr Foote-Wood informed members that he will be submitting a report.

(3) The Witham Hall Ltd (Cllr Ing as Town Mayor)

No meetings

(4) Dawson Cottages Trust (Cllrs Ewart)

Cllr Ewart informed members that they were at full occupancy. A number of repairs were ongoing including roof and insulation work.

(5) St Mary's Barnard Castle Hall Association (Cllr Foote-Wood)

No meetings

(6) Cultura Trust/Raby (Cllr Turnbull)

In Cllr Turnbull's absence no report was possible.

76. EAST WARD VACANCIES

Received - a report covering the process for co-option and details of the applications received.

The three candidates for co-option presented on why they wished to join the town council, followed by questions from members.

A secret ballot was called, and the candidates left the room. The vote for two candidates was tied with the Mayor having a casting vote.

Resolved – (a) That Richard Witham & David Hand be co-opted onto Barnard Castle Town Council East Ward; (b) that their Declarations of Office be signed; and (c) That Marc Cole was thanked for his application.

77. TOWN OF CULTURE 2028

The delegated committee of councillors and external partners have completed the Expression of Interest (EOI) application to put Barnard Castle forward for consideration for the UK Town of Culture 2028.

Cllr's Chatterjee and Kirkbride thanked those that had assisted in construction the expression of interest which should be finalised by the end of the week.

Resolved – That the final EOI be entered into the Town of Culture 2028 competition.

78. BUTTERMARKET (MARKET CROSS)

The council have received the sum of £10,000 from the estate of the late Mrs Stout to be applied towards the cost of minor repairs to the Market Cross in Barnard castle.

Resolved – (a) That the information be received and noted; and (b) through the Teesdale Mercury thanks are given to the late Mrs Stout and her family; (c) That an EMR is established to ring fence the funds.

**BARNARD CASTLE TOWN COUNCIL
ANNUAL TOWN COUNCIL MEETING – 11 MAY 2026**

REVIEW OF 2025-26 MAYORAL YEAR (COUNCILLOR PAUL ING)

1. Introduction

1.1 This report contains a list of Mayoral Events for noting.

2. List of Mayoral Events

2.1 Scheduled below is a summary list of all the events attended by the Town Mayor, Deputy Town Mayor, and their respective Consorts during the Municipal Year 2024-25.

	Date 2026	Event
1.	26 May	Meet Parade
2.	14 June	Barnard Castle Rotary membership event
3.	02 July	Friends of Richardson Hospital 60 year event
4.	01 August	Blue Plaque unveiling – Old Mill
5.	22 August	Railway Exhibition
6.	03 September	Merchant Navy Day
7.	20 September	30 th Aviation Day
8.	11 October	Inaugural Park Run
9.	22 October	Barnard Castle Bowls Club presentation
10.	07 November	Deerbolt Remembrance Service
11.	07 November	Annual Bonfire Night
12.	09 November	Remembrance Service
13.	11 November	Armistice Day
14.	28 November	Christmas lights switch on
	Date 2026	Event
15.	09 March	Green Lane Nursery

3. Conclusion

The details of the mayoral programme herein are presented for Members' information.

Recommendation – (a) That the report of Mayoral Activity be received; and
(b) That the cordial thanks of the Council be extended to Councillor Paul Ing on the manner in which they have conscientiously carried out the Mayoral role during the

Municipal Year 2025/26; (c) That thanks be extended to the Mayor's Consorts: Ellie Walker Ing, Cllr Fiona Turnbull & David Walker; and (d) That the Deputy Mayor, Cllr Rima Chatterjee, be thanked for attending on behalf of the Town Mayor on two occasions.

Martin Clark
Town Clerk

BARNARD CASTLE TOWN COUNCIL ANNUAL COUNCIL MEETING – 11 MAY 2026

COMPOSITION OF COMMITTEES & ELECTION OF CHAIRS 2026/27

1. Introduction

- 1.1 This report presents a draft nomination roll for committee membership, in line with Council Resolution (6b/May/14).
- 1.2 A review of the structure of each committee has been carried out, with the proposal to equalise the membership of each standing committee. This would see a reduction in the Partnership and Services Committees, and an increase on the membership of the Planning Committee. Resources Committee remain as is.

2. Recommendations

- 2.1 Once the membership of each committee is affirmed, a Chair for each Committee needs to be elected for 2026/27, to be nominated from within the eligible members (Standing Order 4f(vi)). Vice chairs, if required by each committee, will be voted upon at the first ordinary meeting of that committee.

Recommendations – (a) That Members receive and approve the following composition of committees for 2026/27; and

Partnership (6+5)	Planning (6)	Resources (6)	Services (6)
Rima Chatterjee	David Hand	Chris Foote-Wood	Fiona Turnbull
Richard Witham	Emma Rowell	Paul Ing	Paul Ing
Fiona Turnbull	Leigh Stenson	Rima Chatterjee	Emma Rowell
Jan Thompson	Jan Thompson	Leigh Stenson	Valerie Ewart
Roger Peat	Richard Witham	Ian Kirkbride	David Hand
Valerie Ewart	Chris Foote-Wood	Roger Peat	Ian Kirkbride

(b) That a Chair be appointed to each of the four standing committees from amongst those members duly nominated at this meeting.

BARNARD CASTLE TOWN COUNCIL

ANNUAL COUNCIL MEETING – 11 MAY 2026

**ANNUAL REVIEW OF REPRESENTATION ON OR WORK WITH EXTERNAL BODIES AND
ARRANGEMENTS FOR REPORTING BACK**

1. Introduction

1.1 This report presents a list of those bodies to which the Town Council nominates representatives and reaffirms the arrangements for reporting relevant business to the Council

2. Nominations for Representatives

- 2.1
 - a. Teesdale Residents' and Travellers Forum – **Cllr Stenson & Clerk**
 - b. Larger Local Councils Forum – **Clerk & Cllr Foote-Wood**
 - c. The Witham Hall Ltd – * **Town Mayor**
 - d. Dawson Cottage Trust – **Cllr Ewart**
 - e. Cultura Trust/Raby – **Cllr Turnbull**
 - f. St Mary's Barnard Castle Hall Association – **Cllr Foote-Wood**

* The Witham Hall Ltd requests the Town Mayor be the representative.

3. Reporting Arrangements

- 3.1 A verbal report of the relevant body will be made as part of a portfolio report to the next available meeting of the full council. Members (and where relevant, the Clerk) will have the opportunity to speak to that item at the meeting. Those bodies indicated above meet only occasionally and are reported by exception.
- 3.2 Where the Town Council is requested or required to take action in response to a meeting of one of these bodies, that issue will be raised on the next available agenda of the Town Council (or relevant Committee), by the named representative, which may be prior to the information item being reported to full council.

4. 2026/27 Municipal Year

- 4.1 The list at 2.1 above is for review by the council, to provide nominations and appointments to these bodies for 2026/27 municipal year.

Resolved – (a) That the Town Council appoints the above representatives to each of the identified bodies; and (b) That the Town Council reaffirms the reporting arrangements set out in paragraph 3.1, above.

**BARNARD CASTLE TOWN COUNCIL
2026/27 MEETING SCHEDULE**

Partnership Committee	Services Committee	Resources Committee	Council
13 July 2026	27 July 2026	25 May 2026	21 June 2026
05 October 2026	19 October 2026	14 September 2026	28 September 2026
21 December 2026	07 December 2026	02 November 2026	16 November 2027
22 February 2027	08 February 2027	11 January 2027	18 January 2027
	12 April 2027	08 March 2027	22 March 2027
			17 May 2027 (ACM)

No meetings are scheduled for August.

Annual Town Meeting – 12 April 2027

All committee and council meetings commence at 5:30pm on Mondays unless otherwise stated.

The **Planning Committee** will meet as and when required usually on a Monday, unless otherwise stated, and at 5.30pm or 5.45pm dependent on applications to be considered. Meetings will only take place in the event of planning applications being received.



Barnard Castle Town Council

Annual Report 2025-2026

Forward:

It has again been my privilege and pleasure to represent Barnard Castle as Town Mayor during this period.

I have been honoured to attend 15 events, where it was heartening to see the town come together and engage in such important local initiatives.

In March the town was put forward for the UK Town of Culture 2028 competition. We will know if we've been successful in the next couple of months.

We are fortunate to reside in such a wonderful place, with its strong sense of community, where people consistently demonstrate compassion, civic spirit, and a genuine willingness to support one another.

We are truly lucky to call this remarkable town our home.

Councillor Paul Ing

Town Mayor 2025-26

11 May 2026

Services:

Allotments

During the year, six new applications were received for the waiting list. Seven gardens were re-tenanted and at the end of March 2026 the waiting list stood at 23 parishioners.

For 2026/27 the council decided to keep the rents for a full plot at £48, and a half plot at £30. We are looking to increase the number of half plots to enable more people to have the pleasure that an allotment garden can bring.

We are hopefully going to working with a local business in looking at creating further allotment gardens in the future.

The allotment service is a self-funding service and does not form part of the precept. Any generated income covers the expenditure to run the facility with any additional income built up to reinvest in the service.

Any additional income is transferred into the Allotment Improvement Holding Account at the end of each financial year to 'save up' for improvement projects.

Floodlights

The Town Council runs the coloured floodlights which illuminate the exterior of the castle.

Floral Displays

The Town Council provides the town's floral displays and associated watering services. With thanks to One3One at Deerbolt for cultivating and planting and to Doug Wearmouth for his watering services.

This year three further tubs were replaced, as part of a rolling replacement.

Market Place Public Toilets

The Town Council continues to pay half the annual running costs of the Market Place Public Toilets, operated by Durham County Council.

Mini Golf

The Mini Golf course is a self-supporting service, where the annual income covers the expenditure needed to run the course and to build up a reinvestment fund to future proof the course.

The top quality 9-hole course which is now in its fourteenth season, features stone monoliths representing local iconic landmarks and, as the name suggests, playing a round of golf takes you on 'A Journey through Teesdale'.

During the year a number of repairs have been carried out, with the 'hut' roof and facias being repaired. Unfortunately, this year we have had to raise the cost of a single round from £3 to £4. The first increase in several years.

The course is available for private hire by local organisations, charities and private groups for a small charge outside normal operating time.

Mini golf is suitable for all ages and abilities and further information about the course,

dates and times of opening, ticket prices and hire information can be found on the Town Council's website.

Open Spaces

The Town Council continues to maintain various grassed open spaces: Galgate Greens, Bede Kirk green, Woodleigh, Scar Top (cutting only), and the Demesnes.

The Upper Demesnes hay meadow is self-sustaining and maintained by a group of volunteers using traditional scything methods. It received a commendation at the County Durham Environment Awards 2015.

Play Areas

This Council's six Play Areas continue to be well used and maintained. It should be noted that as the play equipment gets older more repairs are required and more often than not, we will need to look for external funding to repair and replace older equipment.

We are currently looking at potentially applying for external funding to refresh the Scar Top and Green Lane play areas.

War Memorials

The Town Council maintains three War Memorials within the Town: The Main Town Memorial situated within the grounds of The Bowes Museum, the Boer War Memorial in upper Galgate and the Durham Light Infantry Memorial, also situated within The Bowes Museum grounds. The Main Town Memorial is used annually for the Remembrance Sunday Service.

In March 2015 the Aviation Day Memorial was relocated from the grounds of HMYOI Deerbolt to the Garden of Remembrance in upper Galgate. This Memorial also now falls under the Town Council's responsibility and is be used annually for the Aviation Day Service.

Environmental Matters

The Town Council continues to work on anti-dog fouling initiatives with the local community, schools and Durham County Council's Civic Pride Team.

30 years of Teesdale Aviation Day, with a number of distinguished guests attending and a full-size replica of a Spitfire located on the green at Scar Top.

Christmas Lighting

The Town Council continues to work in partnership with *Barnard Castle Christmas Lights* to provide innovative, improved, Christmas Lighting displays for the town.

Financial Donations

The 2025/26 fund of £500 was awarded to organisations and activities contributing to the life and wellbeing of Barnard Castle. Recipients of the 2025/26 were:

Barnard Castle Meet

Barnard Castle Police RTC School Day

From 2026/27 the council has resolved that this fund will be put on hold with a NIL budget.

Remembrance Sunday

The town's Remembrance Sunday event was organised once again in conjunction with St Mary's Parish Church. The service at both the Church and at the Main Town Memorial on 8 November was well attended.

Resources:

Budget and Finance

Resources Committee prepared the budget, prior to full Council approval. The annual budgetary cycle takes around three months when all aspects of the Council's financial requirements are considered.

A Precept request is then served on Durham County Council for the required amount (total revenue budget less income generated).

The Council's finances are internally audited every six months and externally audited annually.

Partnership:

Community Events

The council continues to support the annual services to mark Merchant Navy Day and Teesdale Aviation Day. In 2025 we celebrated

More information and contact details:

Further details of all the Services mentioned in this annual report can be obtained by visiting the Town Council's website **www.barnardcastletowncouncil.gov.uk** or from our

Facebook - **BarneyCouncil**

Our office: **Woodleigh, Flatts Road, Barnard Castle, DL12 8AA**

Open 10:00 to 4:00, Monday to Thursday, Friday 10:00 to 3:00

Our telephone number is **01833 690970**

Our email address is **clerk@barnardcastletowncouncil.gov.uk**