



# Barnard Castle Town Council

Town Clerk: Michael King  
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## ANNUAL COUNCIL MEETING MONDAY, 9 MAY 2016

Dear Councillor,

You are hereby summoned to attend the Annual Meeting of Barnard Castle Town Council to be held in **THE DAWSON ROOM, WOODLEIGH**, Barnard Castle on Monday, 9 May 2016 immediately following the Annual Town Meeting that evening. The Annual Meeting will consider the items of business listed below.

Please note that, as this meeting is preceded by the Annual Town Meeting, there is **no** provision for public participation, in line with the published procedure.



CLERK  
4 MAY 2016

### AGENDA

1. ELECTION OF TOWN MAYOR FOR MUNICIPAL YEAR 2016/17
2. ELECTION OF DEPUTY TOWN MAYOR FOR MUNICIPAL YEAR 2015/16
3. WELCOME TO NEW WEST WARD COUNCILLOR
4. ACCEPTANCE, OR OTHERWISE OF APOLOGIES
5. DECLARATIONS OF INTEREST
  - (i) Request for Dispensation
6. COUNCIL MEETING – 21 MARCH 2016 – MINUTES
7. 'EN BLOC' ITEMS:-
  - (1) Governance Task & Finish Group – 22 March 2016 – Draft Notes;
  - (2) Woodleigh Working Group – 22 March 2016 – Notes;
  - (3) 1940s Event Task & Finish Group – 7 April 2016 – Notes;
  - (4) Planning Committee Meeting – 11 April 2016 – Draft Minutes;
  - (5) Partnership Committee Meeting – 11 April 2016 – Draft Minutes
  - (6) Services Committee Meeting – 11 April 2016 – Draft Minutes;
  - (7) Woodleigh Working Group – 14 April 2016 – Draft Notes;
  - (8) 1940s Event Task & Finish Group – 19 April 2016 – Notes;
  - (9) Resources Committee Meeting – 25 April 2016 – Draft Minutes and;
  - (10) 1940s Event Task & Finish Group – 3 May 2016 – Draft Notes.

8. REVIEW OF 2015/16 MAYORAL YEAR (COUNCILLOR MRS MOORHOUSE)
9. CONFIRMATION OF COMPOSITION OF COMMITTEES & ELECTION OF CHAIRS
10. REVIEW OF DELEGATION ARRANGEMENTS TO COMMITTEES, SUB-COMMITTEES, EMPLOYEES AND OTHER LOCAL AUTHORITIES – INCORPORATING A REVIEW OF THE TERMS OF REFERENCE FOR COMMITTEES
11. REVIEW AND ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS
12. REVIEW OF CONCURRENT FUNCTIONS AND ASSOCIATED EXPENDITURE
13. REVIEW OF REPRESENTATION ON OR WORK WITH EXTERNAL BODIES AND ARRANGEMENTS FOR REPORTING BACK
14. REVIEW OF THE COUNCIL'S AND/OR EMPLOYEES' MEMBERSHIPS OF OTHER BODIES
15. REVIEW OF INVENTORY OF LAND AND ASSETS INCLUDING BUILDINGS AND OFFICE EQUIPMENT
16. REVIEW AND CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS
17. REVIEW OF THE COUNCIL'S SPECIFIC POLICIES AND PROCEDURES
18. SETTING THE DATES, TIMES AND PLACE OF ORDINARY MEETINGS OF THE FULL COUNCIL AND COMMITTEES FOR THE YEAR AHEAD
19. APPOINTMENT OF AUDITORS FOR FINANCIAL YEAR 2016/17
20. APPOINTMENT OF BANKERS FOR FINANCIAL YEAR 2016/17
21. REVIEW OF POLICE ATTENDANCE AT COUNCIL MEETINGS
22. UPDATES AND REFERRALS FROM COMMITTEES
23. CLERK'S UPDATE
24. YOUTH COUNCIL

**BARNARD CASTLE TOWN COUNCIL  
ANNUAL COUNCIL MEETING**

**9 MAY 2016**

**DETAILED AGENDA**

**1. ELECTION OF TOWN MAYOR FOR MUNICIPAL YEAR 2016/17**

With the outgoing Town Mayor (Councillor Mrs Moorhouse) in the Chair, a nomination is to be sought, with that nomination to have a proposer and a seconder. When a decision on the nomination is reached by a show of hands, the newly elected Town Mayor will make and sign the Declaration of Acceptance of Office, and will thank the Council for his or her election.

**2. ELECTION OF DEPUTY TOWN MAYOR FOR MUNICIPAL YEAR 2016/17**

A nomination is to be sought, with that nomination to have a proposer and a seconder. When a decision on the nomination is reached by a show of hands, the newly elected Deputy Town Mayor will make and sign the Declaration of Acceptance of Office.

**3. WELCOME TO NEW WEST WARD COUNCILLOR**

Following the poll on 5 May, if not already done so, the newly elected Town Councillor for the West Ward will sign his or her Declaration of Acceptance of Office and will be duly welcomed onto the Town Council.

**4. ACCEPTANCE, OR OTHERWISE OF APOLOGIES**

None to date.

**5. DECLARATIONS OF INTEREST**

In accordance with this Council's adopted Code of Conduct (Minute 72(a)/Sep/12 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.

**(i) Request for Dispensation**

Received from Councillor Kinch, a request seeking dispensation under Section 33 of the Localism Act 2011, to participate in all matters relating to Teesdale Area Action Partnership (TAP) of which he is Chairman of the Board from May 2016 to May 2017.

**Recommendation** – That dispensation be given to Councillor Kinch.

**6. COUNCIL MEETING – 21 MARCH 2016 – MINUTES (enclosed)**

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

**7. 'EN BLOC' ITEMS (report enclosed)**

The items included in the report are as follows:-

- (1) Governance Task & Finish Group - 22 March 2016 – Draft notes;
- (2) Woodleigh Working Group – 22 March 2016 – Notes;
- (3) 1940s Event Task & Finish Group – 7 April 2016 – Notes;
- (4) Planning Committee Meeting - 11 April 2016 – Draft Minutes;

- (5) Partnership Committee Meeting - 11 April 2016 – Draft Minutes;
- (6) Services Committee Meeting - 11 April 2016 – Draft Minutes;
- (7) Woodleigh Working Group – 14 April 2016 – Draft Notes
- (8) 1940s Event Task & Finish Group – 19 April 2016 – Notes;
- (9) Resources Committee Meeting - 25 April 2016 – Draft Minutes and;
- (10) 1940s Event Task & Finish Group – 3 May 2016 – Draft Notes.

- 8. REVIEW OF 2015/16 MAYORAL YEAR (COUNCILLOR MRS MOORHOUSE)  
(report enclosed)**
- 9. CONFIRMATION OF COMPOSITION OF COMMITTEES & ELECTION OF CHAIRS  
(report enclosed)**
- 10. REVIEW OF DELEGATION ARRANGEMENTS TO COMMITTEES, SUB-COMMITTEES,  
EMPLOYEES AND OTHER LOCAL AUTHORITIES – INCORPORATING A REVIEW OF THE  
TERMS OF REFERENCE FOR COMMITTEES (report enclosed)**
- 11. REVIEW AND ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS  
(report enclosed)**
- 12. REVIEW OF CONCURRENT FUNCTIONS AND ASSOCIATED EXPENDITURE  
(report enclosed)**
- 13. REVIEW OF REPRESENTATION ON OR WORK WITH EXTERNAL BODIES AND  
ARRANGEMENTS FOR REPORTING BACK (report enclosed)**
- 14. REVIEW OF THE COUNCIL'S AND/OR EMPLOYEES' MEMBERSHIPS OF OTHER BODIES**

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

- (i) County Durham Association of Local Council's; and
- (ii) National Society of Allotment and Leisure Gardens.

(b) That the Council confirms and agrees to renew its employees' membership of the following body:

- (i) Society of Local Council Clerks.

- 15. REVIEW OF INVENTORY OF LAND AND ASSETS INCLUDING BUILDINGS AND OFFICE  
EQUIPMENT (list enclosed)**
- 16. REVIEW AND CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT  
OF ALL INSURED RISKS (report enclosed)**
- 17. REVIEW OF THE COUNCIL'S SPECIFIC POLICIES AND PROCEDURES (report enclosed)**
- 18. SETTING THE DATES, TIMES AND PLACE OF ORDINARY MEETINGS OF THE FULL COUNCIL  
AND COMMITTEES FOR THE YEAR AHEAD**

To confirm the dates, times and place of Council meetings and Partnership, Services, Resources and Planning Committees during the Municipal Year 2016/17.

**Recommendation** – (a) That the following schedule of Council meetings during the Municipal Year 2016/17 (all Mondays) be confirmed:-

<b>2016</b>	<b>2017</b>
27 June 2016	23 January 2017
19 September 2016	20 March 2017
14 November 2016	15 May 2017 (Annual Meeting)

(b) That the following schedule of Partnership Committee meetings during the Municipal Year 2016/17 (all Mondays) be confirmed:-

<b>2016</b>	<b>2017</b>
23 May 2016	6 February 2017
11 July 2016	3 April 2017
3 October 2016	
28 November 2016	

(c) That the following schedule of Services Committee meetings during the Municipal Year 2016/17 (all Mondays) be confirmed:-

<b>2016</b>	<b>2017</b>
6 June 2016	20 February 2017
25 July 2016	3 April 2017
17 October 2016	
12 December 2016	

(d) That the following schedule of Resources Committee meetings during the Municipal Year 2016/17 (all Mondays) be confirmed:-

<b>2016</b>	<b>2017</b>
13 June 2016	16 January 2017
5 September 2016	6 March 2017
31 October 2016	24 April 2017

(e) That the following schedule of Planning Committee meetings during the Municipal Year 2016/17 (all Mondays) be confirmed:-

<b>2016</b>	<b>2017</b>
11 May 2016 <sup>3</sup>	16 January 2017
23 May 2016	30 January 2017
6 June 2016	6 February 2017
13 June 2016	20 February 2017
27 June 2016	6 March 2017
11 July 2016	20 March 2017

25 July 2016	3 April 2017
8 August 2016	24 April 2017
22 August 2016	22 May 2017
5 September 2016	
19 September 2016	
3 October 2016	
17 October 2016	
31 October 2016	
14 November 2016	
28 November 2016	
12 December 2016	

(f) That it be confirmed that the official starting time for all the Council meetings listed be 6.00 pm, with a public participation 'slot' comprising the first 15 minutes at each ordinary meeting, if invoked;

(g) That it be confirmed that the official starting time for all meetings of the Partnership, Services and Resources committees listed be 6.00 pm (except Services on 3 April 2017, to be 7.00 pm);

(h) That it be confirmed that the official starting time for all meetings of the Planning Committees listed be 5.30 pm;

(i) That it be confirmed that Council and Committee meetings be held in The Dawson Room, Woodleigh.

## **19. APPOINTMENT OF AUDITORS FOR FINANCIAL YEAR 2016/17**

### **(A) Internal Auditor**

At Minute 18(A)/May/15, it was determined that the Council's Internal Auditor for the financial year 2015/16 should be Mr Gordon Fletcher. In accordance with standard procedures, a decision in respect of the financial year 2016/17 is now sought.

**Recommendation** – That Mr Gordon Fletcher be appointed as this Council's Internal Auditor for the financial year 2016/17.

### **(B) External Auditor**

In accordance with Section 3 of the Audit Commission Act 1998, BDO LLP has been appointed as this Council's External Auditor for a period of five years. This appointment commenced on 1 September 2012 and is due to expire on 30 September 2017. At Minute 103/Jan/16, it was resolved that the town council opts in to Smaller Authorities' Audit Appointments Ltd (SAAAL) as the procurement body to appoint auditors and manage audit contracts on its behalf from 2017/18 for a five year period.

**Recommendation** – That the information be noted.

**20. APPOINTMENT OF BANKERS FOR FINANCIAL YEAR 2016/17**

At Minute 19/May/15, it was determined that Barclays Bank PLC should be appointed as this Council's Bankers for the financial year 2015/16. In accordance with standard procedures, a decision in respect of the financial year 2016/17 is now sought.

**Recommendation** – That Barclays Bank PLC be appointed as this Council's Bankers for the financial year 2016/17.

**21. REVIEW OF POLICE ATTENDANCE AT COUNCIL MEETINGS**

Based on the agreed dates of the council meetings during the 2016/17 municipal year, the meetings which a Police representative attends now needs to be determined.

Members are reminded that in addition to the Police attending council meetings, the public are invited to attend the regular PACT (Police and Communities Together) meetings should they wish to raise specific issues.

**Recommendation** - That a representative from the Police be invited to attend the Council meetings scheduled for 27 June and 14 November 2016.

**22. UPDATES AND REFERRALS FROM COMMITTEES (report enclosed)**

**23. CLERK'S UPDATE (report enclosed)**

**24. YOUTH COUNCIL (report enclosed)**