

**BARNARD CASTLE TOWN COUNCIL
PARTNERSHIP COMMITTEE**

8 FEBRUARY 2016

PRESENT: Councillors Kinch (in the Chair), Cooke, Peat, Hinchcliffe, Sutherland, Mrs Grady (from Minute 50.), Mrs Moorhouse and Mr R. Welsby (The Bowes Museum).

Also in attendance: Iris Hillery; Allan Jones; Two members of the press; two members of the public.

Officers: Mr King (Town Clerk) and Mrs Woodward (Deputy Clerk).

47. ACCEPTANCE, OR OTHERWISE, OF APOLOGIES

Apologies had been received from Councillor Marshall; Ms J. Whitaker (The Bowes Museum); Mr M. Hanby (Business Guild).

Resolved – That the apologies be accepted.

48. DECLARATIONS OF INTEREST

In accordance with this Council's adopted Code of Conduct (Minute 72(a)/Sep/12 refers), Members were asked whether they had any personal or prejudicial interests in any matter on the agenda and, if so, to declare those interests at this point of the meeting. Members were reminded that a declaration could be given later in the meeting if a need arose during discussion.

49. THE BOWES MUSEUM WW1 COMMEMORATION PROJECT (PRESENTATION)

Mr Richard Welsby, Head of Finance at The Bowes Museum, presented information about the five year project and website to date. The Roll of Honour database stood at 1,705 entries. There were links to the Teesdale Mercury archive. The website was becoming an invaluable research resource for WW1 stories. Three and a half years were left of the project.

Resolved – (a) That the information be noted and shared.

50. 1940s EVENT – 24 TO 26 JUNE 2016

Iris Hillery and Allan Jones provided an update on plans with St. Mary's Church and Friends of Richardson Hospital. It was reported that Saturday 25 June was Armed Forces Day and it was also Museums on the Air Weekend.

Barnard Castle Meet offered to promote the 1940s event at the Meet Weekend in May via its procession.

It was noted that the event was being advertised as a "Home Front event, no Axis Uniforms."

The Town Council had allocated £1,000 to this event out of 2016/17 Events budget; had provisionally booked Scar Top and Woodleigh Grounds; and was awaiting confirmation from DCC Assets regarding use of Market Place cobbles for Military Vehicles display (North East Military Vehicle Club). A SAG application would need to be submitted shortly.

The TCR Hub had confirmed that bed spaces and camping facilities were available, together with breakfast or self-catering. A number of volunteer re-enactment groups had been invited to express an interest (contacts from Iris Hillery). Milites Re-enactment –

Hallamshire Battalion and Time Bandits (who provided interpretation and re-enactment displays at Richard III event in 2015) had provided a proposal and estimate, which was circulated. Other voluntary re-enactment groups were interested but needed confirmation of whether expenses, or a contribution towards expenses, could be offered.

It was reported that the MoD Armed Forces Day 2016 Funding Application was open for applications – deadline 25 March. Grants could not be used to pay for hospitality, transport, entertainment or military assets. Grants could be up to 50% of total event funding, up to a maximum of £10,000.

Friends of the Bowes Museum were planning a 1940s picnic and the town's residential care homes were also interested in taking part.

The creation of a 1940s Event Task & Finish group was discussed, with representation from the Business Guild, Rotary and Iris Hillery.

Councillor Mrs Moorhouse reported that there was a meeting on 11 February at Charles Dickens Lodge for all those interested in becoming involved in the inaugural 1940s weekend.

Resolved – (a) That the information be noted;

(b) That a 1940s Event Task & Finish Group be established with delegated authority of £1,000 spend, with information gathering delegated to the office.

(c) That Councillors Mrs Moorhouse, Mrs Grady and Cooke be nominated members of the 1940s Event Task & Finish Group, with Iris Hillery.

(c) That no commercial re-enactment groups be engaged.

51. PARTNERSHIP COMMITTEE MEETING – 30 NOVEMBER 2015 – MINUTES

Resolved – That the minutes be accepted as a correct record.

52. POPPY APPEAL

Local poppy appeal volunteers, who assisted the Council with the annual appeal, were invited to attend the Mayor's Volunteers Celebration event on 24 January 2016, where they were thanked for their involvement and support.

A Newsletter received from The Royal British Legion revealed that for the year ending September 2015 the Northumbria area (which included our local appeal total) raised £1,362,981.75, an increase of 17.54% (approximately £200,000) on the previous year.

Work would begin in the next few months to seek additional volunteers to help with the forthcoming 2016 Appeal.

Resolved – (a) That the information be noted.

53. MAYORAL CHRISTMAS CARD COMPETITION 2015 AND 2016

Winners of the 2015 competition were presented with a framed copy of their entry and twenty cards for their personal use at the Christmas Tree Light Switch-On event in December 2015.

The assistance of the Teesdale Mercury newspaper, in supporting the competition by means of promotion and engaging the community to select the winners, was a great help.

Members should note that there was not a specific budget allocation for the Mayoral Christmas cards. In 2015, the cards were produced in-house at minimal cost from office equipment (general photocopying) and stationery budget.

Resolved: (a) That the information be noted and;

(b) That, subject to approval by the next Mayor, the 2016 Mayoral Christmas Card Competition be a photographic competition, open to anyone (non-professionals) with two categories: children & adults, and;

(c) That the Teesdale Mercury newspaper be approached to assist with the promotion of the competition and act as a medium to select winners from a printed shortlist put out to public vote.

54. MEET FUNFAIR

Received – a report examining discussions which had been held regarding the location of the Funfair held as part of the Meet Weekend, in response to public questions posed at the Town Council meeting held on 18 January 2016.

The issue involved two organisations with which the town council had repeatedly worked in partnership: Barnard Castle Business Guild and Barnard Castle Meet Limited.

The Meet Funfair was operated by Crows' Amusements in association with the Meet Committee. Use of the pay and display carpark was controlled and licenced by Durham County Council.

On 24 June 2015, following representation by Tony Woods, on behalf of the Barnard Castle Business Guild, a meeting was convened by Adrian White, Head of Transport and Contract Services with Durham County Council (DCC), to discuss the siting of the fun fair. This meeting took place on 24 June 2015. The minutes of the meeting were circulated.

The conclusion of the meeting was that 'no individual can truly claim to represent the public interest in the fair, but that those present represented a good cross section and, in the main, agreed to leaving the fair in the car park'. It was also noted that Tony Woods opposed this conclusion. Actions were recorded to investigate alternative car parking on either the Lower Demesnes or the Mart Car Park. There had been no subsequent meeting nor any report from DCC regarding the outcome of these investigations.

Thom Robinson, representing Barnard Castle Meet, gave an update. DCC had offered to provide and erect car parking signs and the use of the Lower Demesnes as a temporary carpark was going ahead. The Auction Mart had been approached. Half of the Glaxo carpark would also be used for additional parking.

The Town Council had no duty to act in regard to the location or licensing of a fun fair. The Town Council had certain powers under the Highways Act 1980 to undertake work in support of the highways authority (Durham) and to be consulted by it. The town council also had powers under the Road Traffic Regulation Act 1984 relating to the provision of parking places. However, Durham County Council was the principal statutory undertaker with regard to these services. Durham was also the licensing authority and the 'owner' of the car park, which was leased for use by the fun fair. Its view, as articulated by Adrian

White, Head of Transport and Contract Services, was that the fair should remain in the car park. The town's annual fun fair, which operated over the Meet weekend, was a valued event and an important contribution to the Meet which was a long-established, annual event in the life of Barnard Castle.

Resolved – That the town council recognises the efforts being made by the Meet and the Business Guild to secure additional, temporary car parking for visitors to the town over the Spring Bank holiday weekend, to enable them to frequent local businesses, Meet events and the Meet Funfair, in its established, current location.

55. COMMUNITY EVENTS 2015/16

(i) Mayoral Events

(a) Bangers in Barney – 4 December

A bangers and mash supper was hosted by Town Mayor Cllr Mrs Sandra Moorhouse on Friday 4 December following the Council's annual Christmas Tree Lights Switch-On event. It was held at Barnard Castle Rugby Club and entertainment was provided by 'No Added Sugar'. The event was open to both dignitaries and members of the public with proceeds donated to the Mayor's Charity. £55 was raised for Barnard Castle Christmas Lights and the raffle raised a further £112.

Resolved – That the information be noted.

(b) Volunteers Celebration Event – 24 January

Volunteers across Teesdale were invited by the Town Mayor to attend a celebration service acknowledging the valuable role volunteers played in the local community. The Service, led by Reverend Canon Alec Harding, took place at St. Mary's Parish Church with more than 200 in attendance. There were performances from the church choir, No Added Sugar, Barnard Castle Band and a special performance of Longsword dancing. Representatives from various organisations led prayers, readings and shared personal experiences of volunteering. The Mayor, along with the Chairman of Durham County Council (Cllr Mrs Jan Blakey) and the Police and Crime Commissioner (Mr Ron Hogg) took the opportunity to extend their thanks to the volunteers. Individuals and volunteer groups were encouraged to put their names on acorns and leaves representing various volunteer groups, which were then hung on the artificial 'volunteer tree' during the service. The planting of the real volunteer tree (oak sapling) was due to take place once a suitable location had been identified.

The second part of the service was held in St Mary's Parish Hall where various volunteer groups were given the opportunity to showcase their organisations and share information. A raffle for the St Mary's food bank raised £106.00.

Since the event, numerous positive comments had been received.

Resolved – That this Council's thanks be extended to all those individuals and organisations involved on the day.

(ii) Events T&F Group – 29 January – draft notes

It was reported that there was a current underspend of £813 on the 2015/16 Events budget and that the Events Task & Finish group had resolved two recommendations to be presented to this Committee.

There was a projected overspend of £109 on 2015/16 office equipment budget, due to increased photocopying and printing associated with event publicity.

The town council had a credit note for the cancelled fireworks from the Christmas event, which had to be used before Christmas 2016.

Town and parish councils were being encouraged to take part in the Queen's 90th Birthday Beacons events on 21 April 2016.

Resolved – (a) That the draft notes be received;

(b) That £100 be allocated from 2015/16 Events budget to offset projected overspend on office equipment; and

(c) That the remainder of the 2015/16 budget, after Easter Event, be used to fund a celebration event on 21 April for HM the Queen's 90th Birthday.

(iii) Fly a Flag for the Commonwealth – 14 March

It was reported that Commonwealth Day was 14 March 2016 and the theme was 'An Inclusive Commonwealth.' Given that the office would be in the process of moving, it was suggested that for this year, the Town Council simply raised the Commonwealth Flag at 10am.

Resolved – That the information be noted.

(iv) Easter Activities – 25 to 28 March

An Easter treasure hunt/trail round the town was to be organised with support of the Lions and Business Guild. The mini golf kiosk could be used to pick up and drop off entry forms, together with the Witham (tbc). Potential prizes were discussed. The Bowes Museum offered free family entry as a prize.

Resolved – That the information be noted.

56. CHRISTMAS LIGHTING 2015/16

(i) 2015/16 Review and 2016/17 Proposal

It was confirmed that the Town Council's icicle lights, motifs and tree lights were dismantled on 24 January.

Sue Smith, Secretary for Barnard Castle Christmas Lights (BCCL), had thanked the Town Council for its help and cooperation with the 2015/16 Christmas Lights. BCCL had received extremely positive comments from the public and, overall, the town's lights had been hailed a success. Letters of support were also published in The Mercury. Members were asked to consider a formal evaluation exercise, such as a questionnaire distributed to the shops and businesses along Horsemarket and Market Place to gather further feedback.

Members were reminded that there was a three-year contract in place (2015/16 – 2017/18), awarded to Christmas Plus Ltd, to supply Christmas lighting in Barnard Castle town centre (Council Minute 55/July/15 refers).

The 2016/17 Christmas Lighting budget was £6,500 and the breakdown of known and estimated costs was as follows:

Description	Cost (£)
PAT test, install & dismantle tree lights (estimated)	400
Repairs (estimated)	500
Store, PAT test, install & dismantle Icicle lights	2,400
Electricity usage (estimated)	600
Donation to The Methodist Church for Crib electricity	50
New items to increase display	2,550
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	£6,500

Members noted that £2,550 was available to spend on enhancing the town's Christmas lights. Members considered extending the icicle lights.

(ii) Barnard Castle Christmas Lights (BCCL)

Councillor Peat gave an update on the group's activities and fundraising.

In 2016/17 BCCL aimed to have white festoon lights down The Bank, power to Galgate Greens nearest to Baliol Street for lights in trees and a possible lights festival on Scar Top. Npower had offered a competitive price to install power but ownership of Galgate Greens was still an issue.

Barnard Castle Christmas Lights suggested that for 2016/17 the Town Council could retain and renovate the swan motifs on Newgate, together with considering the purchase of another four swan motifs (nine in total). The Bowes Museum offered to consider a potential contribution once costs were known. It was noted that the issue of windage testing for lampposts still needed to be resolved.

BCCL indicated that it wished to take on installation of Christmas Lighting after the contract with Christmas Plus ended.

Resolved – (a) That the information be noted;

(b) That estimates be sought from Christmas Plus Ltd to (i) purchase additional sets of icicle lights to extend to The Bank and Lower Galgate, (ii) renovate the existing five swan motifs and (iii) make and purchase an additional four swan motifs for Newgate;

(c) That windage testing for motifs on lampposts be explored and confirmed; and

(d) That estimates for new Christmas lighting 2016/17 be presented to next Partnership Committee on 11 April.

57. COMMUNITY EVENTS 2016/17

(i) Mayoral Event – ‘Treasures of Teesdale’ – 26 April

A Mayoral charity event was planned for 26 April 2016 in the form of a 1940s classic coach tour to view some of the lesser-known ‘Treasures of Teesdale’. Invitations had been sent out and event details were in the process of being co-ordinated with the Town Mayor.

Resolved – that the information be noted.

(ii) Proposed 2016/17 Events Programme

Submitted – a report determining the 2016/17 Events programme, including the scale and content, which could be achieved within the overall budget of £7,000.

Members were reminded that the town council had already committed to:

- A themed **1940s event** over the weekend of **24-26 June 2016**, working in partnership with Iris Hillery and Allan Jones, connected to Armed Forces Day. This Committee had further resolved to support the event with a budget of £1,000. (Minute 46/Nov/15 refers).
- Organisation of **Aviation Day – 24 June** (Partnership Minute 18(a)/July/15) with a budget of £200 (Minute 34/Oct/15 refers).
- **Remembrance Sunday – 13 November**, Barnard Castle Band had been approached and had confirmed that they would be able to support the town's Remembrance Day Service. A budget of £500 was needed to deliver this event.

Members were reminded that an allocation was needed for **Mayoral Events**, which was now amalgamated into the Events budget.

Members noted that 2016/17 events programme would be overseen by Partnership Committee; there was no Task & Finish group (Minute 46/Nov/16 refers).

Various options for 2016/17 events were presented for discussion.

Members were reminded about the need for volunteer support at events.

Resolved –(a) That the following 2016/17 events programme be approved:

- **HM Queen’s 90th Birthday Beacons** – Thursday 21 April
- **Aviation Day** – Friday 24 June
- **1940s Weekend** – 24 to 26 June
- **Dales Pony Society** – Centenary Celebrations – Saturday 30 July
- **Streets of...**29 August, Bank Holiday Monday (tbc)
- **Armistice Day** – 11 November
- **Remembrance Sunday** – 13 November
- **Christmas Tree Lights ‘Switch-on Event’** – 2 December

(b) That the 2016/17 events budget be apportioned as follows:

Description	Cost (£)
Aviation Day	200
1940s Event	1,000
Streets Of (tbc)	2,500
Remembrance Sunday	500
Christmas Event	1,500
Unallocated	1,300
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	£6,500
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58. EVENTS MANAGEMENT

Members were reminded that the future leasehold transfer of Scar Top, Woodleigh Grounds and The Demesnes under the Delivering Differently Scheme, also included responsibility for Events Management on those areas, currently managed by Durham County Council.

Pursuant to Council Meeting 18 January, (Minute 107/Jan/16) seven places had been booked at “Managing Events” Training on 9 March for nominated Councillors and the Deputy Clerk.

In addition, the Clerk would attend Durham County Council's Neighbourhood Services Safety Advisory Group informal meeting to discuss the SAG process on 26 April.

Durham County Council had provided the Town Council with its version of the Events Management Pack.

Resolved – (a) That the information be noted; and

(b) That Councillor Kinch and office staff review and adapt the existing DCC Events Management Pack for use by the Town Council.

59. GRANTS TO OTHER BODIES: APPLICATIONS FOR FINANCIAL DONATIONS

Submitted – in accordance with the Terms of Reference of Council and Committees 2015/16 and the Financial Donations Policy, a report summarising the financial donations situation. It was confirmed that this Council's 2015/16 budgetary allocation for financial donations was £3,000 and that a total of £2,200 had been awarded. This was the third and final meeting of 2015/16. Members were reminded that following the decision of full Council on 18 January 2016, this budget would cease at the end of this financial year. It was reported that the following applications had been received:

The Castle Players – support towards the cost of hiring venues for rehearsals to take part in the Royal Shakespeare Company's 'Dream 16' project.

Resolved – That a donation of £400 be made to The Castle Players.

Music at the Heart of Teesdale – support towards a pictorial journey of the WW1 memorials in the Heart of Teesdale area.

Resolved – That a donation of £400 be made to Music at the Heart of Teesdale.

Great North Air Ambulance – support towards the continuing work of the organisation providing Helicopter Emergency Medical Service (HEMS) to people of North East and Cumbria.

Resolved – That no donation be made to Great North Air Ambulance.

Citizens Advice County Durham – support towards purchase of a laptop to enhance the capability of one of the CAB staff members.

Resolved – That no donation be made to Citizens Advice County Durham.