

**BARNARD CASTLE TOWN COUNCIL  
RESOURCES COMMITTEE**

**8 SEPTEMBER 2014**

**PRESENT:-** Councillor Cooke (in the Chair); Councillors Blissett, Kinch and Mrs Moorhouse.

**Officers:-** Mr King (Town Clerk) and Mrs Plant (Deputy Clerk).

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

Apologies were received from Councillors Deacon, Harrison and Robinson.

**Resolved** – That Councillors Deacon, Harrison and Robinson's apologies be accepted.

**15. 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.

**16. RESOURCES COMMITTEE MEETING – 16 JUNE 2014 – MINUTES**

**Resolved** – That the Minutes be accepted as a correct record.

**17. GOVERNANCE DOCUMENT REVIEW TASK & FINISH GROUP**

**(1) MEETING - 11 JUNE 2014 – NOTES**

**Resolved** – That the Notes be received.

**(2) MEETING - 18 JULY 2014 – NOTES**

**Resolved** – That the Notes be received.

**(3) MEETING - 26 AUGUST 2014 – NOTES**

**Resolved** – That the Notes be received.

**18. BUDGET MONITORING REPORTS**

Submitted – A report and associated appendices relating to payments and receipts for the period 10 June to 31 August 2014, income & expenditure relating to the month end of July 2014 (Month 4), and income and expenditure by cost centre.

**Resolved** – That the information be received and noted.

**19. BUDGET 2014/15 – INITIAL CONSIDERATION**

Submitted – A report confirming the structured approach which would be adopted in respect of the 2015/16 budgetary process, listing various factors underlying the Council's finances, with options put forward to meet current and future requirements. A synopsis was provided of the budgetary timescale and the detailed scheduling of meetings, including submissions from other Committees, with the whole of the proposed budget for 2015/16 to be presented to the full Council meeting scheduled for 19 January 2015.

The submitted report also outlined the major parameters and issues which the Committee would have to take into account during the whole of the current process and beyond.

**Resolved** – (a) That the following budgetary allocations for 2015/16 (all expenditure allocations) be provisionally approved for onward transmission to full Council in due course, subject to an examination of the overall budget by this Committee:-

- (1) **Mayoral Allowance** - £900 (no change)  
( £800 for the Town Mayor and £100 for the Deputy Town Mayor);
- (2) **Training** - £500 (decrease of £250);
- (3) **Audit Fees** - £1,460 (no change);
- (4) **Insurance** - £2,150 (increase of £70);
- (5) **Accounts Software Package** - £240 (increase of £10);
- (6) **Travel Allowance** - £300 (no change);
- (7) **Chairs of Office** - £50 (decrease of £300);
- (8) **Office Rental** - £4,715 (increase of £175);
- (9) **Council Tax/Water Rates** - £898 (increase of £26);
- (10) **Electricity** - £1,250 (no change);
- (11) **Office Maintenance** - £195 (no change);
- (12) **Office Equipment** - £1,575 (increase of £75);
- (13) **Telephone** - £880 (increase of £230);
- (14) **Stationery and Office Goods** - £650 (no change);
- (15) **Postage** - £550 (no change);
- (16) **Books & Publications** - £100 (no change);
- (17) **Meeting Room Hire** - £940 (no change);
- (18) **Communication** - £150 (decrease of £100);
- (19) **Wayfinding Units** - £100 (no change); and
- (20) **Bede Road Bus Shelter** - £50 (no change).

## **20. EFFECTIVENESS OF INTERNAL CONTROL**

Submitted - Pursuant to Council Minute 32/Nov/13, a report outlining an assessment of the effectiveness of this Council's internal controls with regard to the financial year 2013/14, including risk assessment, control systems, internal audit, independence and competence. It was noted that that it was no longer a legal requirement for local councils to review the effectiveness of the internal audit every year but it was considered good practice to carry out such a review.

**Resolved** – (a) That it be agreed that the Council's system of internal audit is effective.  
(b) That it be agreed that this review will form part of the Council's Annual Governance Statement.

## **21. REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS**

Submitted – A report setting out a number of recommended amendments to the council's Standing Orders and Financial Regulations following a review of those documents by the Governance Document Review Task and Finish Group.

**Resolved** – That the amendments to the council's Standing Orders and Financial Regulations, as submitted, be recommended for adoption at the full Council meeting on 22 September 2014.

## **22. EXCLUSION OF PRESS AND PUBLIC (IN RESPECT OF MINUTE 23 BELOW)**

**Resolved** – That, under the provisions of the Public Bodies (Admission to Meetings) Act 1960 §1(2), the press and public be excluded from the meeting during consideration of the matter referred to in Minute 23 below, due to the confidential nature of the business to be transacted: in that it involves details of an individual employee.

### **23. STAFFING MATTER**

Submitted – A report setting out a recommended recruitment process to follow in the event that the post under discussion became vacant.

**Resolved** – (a) That, when required, an advertisement be placed in the Teesdale Mercury, via CDALC, SLCC and locally focused websites based upon the submitted job description, person specification and current pay-scale.

(b) That an appointment panel comprising of the Town Mayor, Deputy Town Mayor, Chair of the Resources Committee and the Town Clerk, with the Chair of either the Partnership, Planning or Services Committee to act as a substitute, and that panel be given delegated authority to shortlist candidates, interview and make an appointment.