

**BARNARD CASTLE TOWN COUNCIL
RESOURCES COMMITTEE**

3 NOVEMBER 2014

PRESENT: Councillor Mrs Moorhouse (in the Chair); Councillors Blissett, Deacon, Harrison Kinch and Robinson.

Officers: Mr King (Town Clerk).

In attendance: Two members of the press.

24. ACCEPTANCE, OR OTHERWISE, OF APOLOGIES

Apologies were received from Councillor Cooke.

Resolved – That Councillors Cooke's apologies be accepted.

25. 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.

Councillor Harrison declared an interest in Item 31 (7.1ii) and neither participated in the debate on that item nor voted upon it.

26. ANNUAL ATTENDANCE OF INTERNAL AUDITOR (Mr Gordon Fletcher)

The Town Council's appointed internal auditor, who acts independently of the Town Clerk and staff attended the meeting in accordance with Financial Regulations and Council resolution 107(3)(C)/Mar/14 to outline the scope of his audit work for the council and to answer questions from members of the committee.

Resolved – (a) That Mr Fletcher be thanked for his attendance and (b) that his next attendance be timed to coincide with the presentation of his annual report to the council.

27. RESOURCES COMMITTEE MEETING – 8 SEPTEMBER 2014 – MINUTES

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

**28. GOVERNANCE DOCUMENT REVIEW TASK & FINISH GROUP MEETING
30 SEPTEMBER 2014 – NOTES**

Resolved – (a) That the Notes be received and (b) that the dissolution of the Task and Finish Group be noted.

29. BUDGET MONITORING REPORTS

Submitted – A report and associated appendices relating to payments and receipts for the period 1 September to 27 October 2014, income & expenditure relating to the month end of September 2014 (Month 6), and income and expenditure by cost centre.

Resolved – That the information be received and noted.

30. REFERRAL FROM SERVICES COMMITTEE – 15 OCTOBER 2014

Submitted – A report seeking approval for the payment of the costs of preliminary works to address a drainage issue at Marwood Drive playing field as recommended by the Services Committee at its meeting on 20 October 2014.

Resolved – (a) That £600 from the Contingencies budget be used for Marwood Drive play area Phase 1 drainage works to be carried out; and
(b) That, should there be an unexpected underspend in the 2014/15 Play Areas budget, then that underspend be vired to the Contingencies budget.

31. BUDGET 2015/16 – FURTHER CONSIDERATION

Submitted – A report, following initial consideration of the 2015/16 budget carried out at the Resources Committee meeting on 8 September, considering the remaining individual budgetary headings, including Fees and Charges and initial consideration of additional expenditure/new projects including growth items.

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

- (1) **Society of Local Council Clerks** (Expenditure item 5) – £236 – increase of £5
- (2) **Co Durham Association** (Expenditure item 6) deferred until meeting scheduled for 12 January 2015 when the correct figure is known
- (3) **Salaries and Wages** (Expenditure Items 10 – 13) – £81,241 – increase of £912
- (4) **Local Government Pension** (Expenditure item 14) – £15,193 – increase of £171
- (5) **Employer On Costs** (Expenditure item 15) – £6,964 – increase of £126
- (6) **Employee Eye Tests** (Expenditure item 26) – £25 – no change
- (7) **Allotments** (Expenditure item 29) (Income Item 1) – Expenditure £3,846 – increase of £216 and Income £3,846 – increase of £216 – Net position unchanged
- (8) **Mini Golf** (Expenditure item 30) (Income item 1) – Expenditure £10,000 – no change and Income £10,000 – no change – Net position unchanged
- (9) **Christmas Lights** (Expenditure item 31) – £10,000 – increase of £3,500 – with any potential 2014/15 underspend being rolled forward and earmarked
- (10) **Play Areas** (Expenditure item 32) (Income item 1) – Expenditure £10,500 – increase of £2,500 (with £2,500 in each year thereafter) – Income £117 – increase of £3
From 2015/16 a 'Play Areas Repairs and Future Provision Reserve Fund' be set up and any underspends added to that fund.
- (11) **Red Well** (Expenditure item 33) – Nil – decrease of £300 – from 2015/16 to be amalgamated into the overall Floral and Open Spaces Budget
- (12) **Dog Fouling** (Expenditure item 35) - £500 – no change
- (13) **Donations** (Expenditure item 36) – £3,000 – no change
- (14) **Floral and Open Spaces** (Expenditure item 37) – £6,000 – no change – with the Red Well budgetary allocation being amalgamated into the Floral and Open Spaces budget from 2015/16
- (15) **Castle Floodlights** (Expenditure item 38) – £400 – no change
- (16) **War Memorials** (Expenditure item 39) – £710 – no change (with £710 in year 2016/17)
- (17) **Public Seats** (Expenditure item 40) – No budgetary allocation required
- (18) **Community Events** (Expenditure item 41) – £14,000 – no change
- (19) **Contingencies** (Expenditure item 42) – Nil – no change (with General Reserves up to a maximum of £1,500 to be used during the year if necessary)

- (20) **Market Place Public Toilets** Consideration of this item be deferred until such time as a detailed explanation of the proposed 3% increase in costs be provided by Durham County Council including a revised specification of the operational procedures for the toilets compared to those stipulated in the original joint-funding agreement.
- (21) **Creation of Neighbourhood Plan** (Expenditure item 44) – Nil – decrease of £7,500 – (with the sum of £7,500 remaining as an Earmarked Reserve)
- (22) **Replacement IT & Software** (Expenditure item 45) – £850 – no change – (with £850 in year 2016/17)
- (23) **Fees & Charges** (Income item 1) - £13,963 – increase of £219 (as detailed in items 7, 8 & 10, above)
- (24) **Bank Interest** (Income item 2) – £900 – decrease of £700
- (25) **Grants** (Income item 3) – Nil – no change
- (26) **Donations** (Income item 4 – Nil – no change
- (27) **Sponsorship** (Income item 5) – Nil – no change
- (28) **Miscellaneous** (Income item 6) – Nil – no change
- (29) **LCTSG** (Income item 9) – £11,488 – decrease of £3,393 (To be confirmed in December)

(b) That the following potential new projects be considered:

- (1) **Digital Voice Recorder** - research a one-off specific allocation of up to £150 to purchase a digital audio recorder, for consideration by Council on 17 November.
- (2) **Emergency Fund** – research the creation of an 'Emergency Fund' of £1,000, to be allocated in amounts not exceeding £100, for consideration by Council on 17 November.
- (3) **Defibrillators** – research a specific allocation of up to £1,500 to purchase a defibrillator and an associated revenue allocation for maintenance, to be developed in consultation with appropriate community partner organisations, for consideration by Council on 17 November.
- (4) **Growth Bid for Christmas Lights** – included in (a)(9) above.
- (5) **Growth Bid for Play Area Future Provision** – included in (a)(10) above.

(c) That the following fees and charges be set for 2015/16 (and 2016/17, where relevant):

- (1) **Play Areas** (Income Item 1)
 - Ten Fields - £100 for 2015/16 (no change) and £100 in years 2016/17 to 2018/19 inclusive (no change)
 - Gate Licence Fees – total for 2015/16 £17.00 (increase of £3)
- (2) **Allotments** – (per plot) - £42 for 2015/16; £45 for 2016/17.
- (3) **Mini Golf** – 2015 season
 - £2.00 per round for all users (no change);
 - £6.00 group ticket (up to 4 players – saving £2.00) (no change);
 - £10.00 loyalty ticket (7 rounds bought in advance) (no change);
 - £0.50 lost ball (no change); and
 - £5.00 damaged club (no change)

32. ONLINE STATEMENTS

Submitted – A report setting out the current arrangements with regards to monthly bank statements for all the town council's accounts and seeking a decision to move to online statements prior to the start of the financial year 2015/16.

Resolved – That members agree to receive monthly bank statements online prior to the start of the 2015/16 financial year.

33. REVIEW OF MEDIA POLICY AND PROCEDURE

Submitted – A report proposing a revised version of the town council's Media Policy and Procedure in response to the provisions of SI2014/2095 and based upon the deliberation of the Governance Document Task and Finish Group.

Resolved – That the revised Media Policy and Procedure (as presented in the report at Appendix A) be approved and referred to Full Council for adoption.

34. EXCLUSION OF PRESS AND PUBLIC (IN RESPECT OF MINUTE 35 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.

35. RISK ASSESSMENT AND FINANCIAL MANAGEMENT

Submitted – A report pursuant to Council Minute 84/Dec/13, setting out the council's approach to Risk Assessment and Financial Management for review in the form of the Risk Register enclosed as Appendix A to the report. It was noted that such a document is submitted for review during the cycle prior to the formulation of the budget each year.

Resolved – That the revised Risk Register be adopted and recommend to Full Council for approval.