

**BARNARD CASTLE TOWN COUNCIL  
RESOURCES COMMITTEE**

**2 NOVEMBER 2015**

**PRESENT:** Councillor Cooke (in the Chair); Councillors Blissett, Harrison (until Minute 40), Kinch, Mrs Thompson and Mrs Moorhouse.

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

**In attendance:** One member of the press.

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

None

**35. 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. There were no declarations of interest at this juncture.

**36. RESOURCES COMMITTEE MEETING – 7 SEPTEMBER 2015 – MINUTES**

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

**37. WOODLEIGH WORKING GROUP – 26 OCTOBER 2015 – DRAFT NOTES**

**Resolved** – That the draft notes and information be noted.

**38. BUDGET MONITORING REPORTS**

Submitted – A report and associated appendices relating to payments and receipts for the period 29 August 2015 to 30 September 2015 and income & expenditure relating to the month end of September 2015 (Month 6). It was reported that reconciliation of the 2015/16 second quarter was carried out by Councillor Harrison on 20 October 2015.

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

(b) That thanks be given to Mrs Smith, Services Officer for all the preparation work.

**39. BUDGET 2016/17 – FURTHER CONSIDERATION**

Submitted – A report following initial consideration of the 2016/17 budget carried out at the Resources Committee meeting on 7 September, considering the 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 2016/17 be provisionally approved for onward transmission to full Council.

Item	Budget Heading	Expenditure
1	Mayoral Allowance	£1,200 – increase of £300 (Mayor £1,000; Deputy Mayor £200)
2	Training	£500 – no change

Item	Budget Heading	Expenditure
3	Audit Fees	£1,460 – no change
4	Insurance	£2,280 – increase of £130
5	Society of Local Council Clerks	£236 – no change
6	Co. Durham Association	Deferred until meeting scheduled for 11 January 2016 when the correct figure was known.
7	Accounts Software Package	£240 – no change
8	Travel Allowance	£300 – no change
9	Chairs of Office	£50 – no change
10-13	Salaries and Wages	£82,883 – increase of £1,594
14	Local Government Pension	£15,202 – no change
15	Employer On Costs	Deferred until meeting scheduled for 11 January 2016 when the correct figure was known.
16	Office Rental	£4,715 – no change
17	Council Tax/Water Rates	£898 – no change
18	Electricity	£1,250 – no change
19	Office Maintenance	£195 – no change
20	Telephone/ Broadband	£924 – increase of £44
16-20	Woodleigh – Additional Operational Expenditure	£15,427 – increase of £15,427  This amount covered the additional annual projected operational costs for Woodleigh compared to the annual operational costs for 44b Galgate. This expenditure was offset by the projected income item from the town council's partners.
21	Office Equipment	£1,575 – no change
22	Stationery/ Office Goods	£650 – no change
23	Postage	£450 – decrease of £100

Item	Budget Heading	Expenditure
24	Books/ Publications	£100 – no change
25	Meeting Room Hire	Nil – decrease of £940 Item to be deleted.
26	Employee Eye Tests	£25 – no change
27	Communication	£150 – no change
28	Wayfinding Units	£100 – no change
29	Allotments	Expenditure £4,065 – increase of £219 and Income £4,065 – increase of £219 – net position unchanged
30	Mini Golf	Expenditure £10,000 – increase of £1,000 and Income £10,000 – no change – balanced net position
31	Christmas Lights	£6,500 – no change
32	Play Areas	Expenditure £11,500 – increase of £1,000 and Income £117 – no change
33	Bede Road Bus Shelter	£50 – no change
34	Dog Fouling	£300 – decrease of £200
35	Donations	£3,000 – no change
36	Floral and Open Spaces	£9,500 – increase of £3,500
37	Castle & Market Cross Floodlighting	£400 – no change and £300 – new item
38	War Memorials	£710 – no change
39	Public Seats	No budgetary allocation required
40	Community Events	£13,589 – no change
41	Contingencies	Nil – no change  General Reserves up to a maximum of £1,500 to be used during the year if necessary.
42	Public Toilets	£12,924 – increase of £8,000
43	Replacement IT & Software	£850 – no change
44	Digital Voice Recorder	Nil – decrease of £150

Item	Budget Heading	Expenditure
		Item to be deleted

(b) That Bank Interest (Income item 2) be £900 – no change

(c) That Grants (Income Item 3) be Nil – no change

(d) That Donations (Income Item 4) be Nil – no change

(e) That Sponsorship (Income item 5) be Nil – no change

(f) That Miscellaneous (Income item 6) be Nil – no change

(g) That Local Council Tax Support Grant (LCTSG) be £11,488 – decrease of £3,393

(h) That Woodleigh Operational Income be £13,250 (new item) – increase of £13,250

(i) That Cumulative Fund (Income item 7) and Precept (Income item 8) be considered later within the budgetary process.

(j) That the following new items be put forward for consideration within the overall 2016/17 budget:

**(A) Mayoral Chains Velvet Collar**

**Resolved** – research of a bespoke collar made locally with an allocation of up to £300, for consideration by Council on 16 November 2015.

**(B) Market Cross Floodlighting**

**Resolved** - £300 – new item, for consideration by Council on 16 November 2015.

(k) That the following Fees and Charges be recommended for onward consideration by Council on 16 November 2015:

**(A) Play Areas – Ten Fields (Barnard Castle Football Club Rental)**

**Resolved** - £100 for 2016/17 (no change) and £100 in years 2017/18 and 2018/19 (no change).

**(B) Play Areas - Gate Licence Fees**

**Resolved** - £17.00 for 2016/17 (no change)

Play Areas 2016/17 – Income £117 – no change

**(C) Allotments (per plot)**

**Resolved** – 2016/17 allotment plot rental £45 for 2016/17 (increase of £3) and £45 for 2017/18 (no change) with a view to possible increase in 2018/19.

**(D) Mini Golf – 2016 season resolved:**

£2.00 per round for all users (no change)

£6.00 group ticket (up to 4 players) (no change)

£10.00 loyalty ticket (no change)

£0.50 lost ball (no change)

£5.00 damaged club (no change)

**40. EFFECTIVENESS OF INTERNAL CONTROL 2014/15 - REPORT**

Received – a report submitted for Members to assess the effectiveness of internal controls (risk assessment; control systems; and internal audit) with regard to 2014/15.

**Resolved** – (a) That the Council's system of internal audit be agreed as effective and;

(b) That the internal audit review forms part of the Council's Annual Governance Statement.

**41. MARKET CROSS LIGHTING SCHEME**

It was reported that an order for the lighting equipment had been placed by Durham County Council. The street lighting team advised that the work remained scheduled to be completed in time to illuminate the Market Cross for Christmas.

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

#### **42. DEFIBRILLATOR**

It was reported that pursuant to Resources Minute 28/Sept/15, the town council was in the process of procuring an Intelligent Public Access Defibrillator (iPAD) SP1 (nominated device of the British Heart Foundation) from WEL Medical Ltd. The iPAD SP1 was designed specifically for people with minimal medical training. The cost of an iPAD SP1 package was £842, plus cabinet £590, total cost £1,432.

Councillor Blissett had attended St. Mary's Parish Hall Association meeting on 12 October and preparations were being made to locate the iPAD and cabinet on the exterior of the hall, at entrance to the carpark. A site visit was to be arranged shortly to specify the electrical connection.

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

#### **43. FLOODING OF GARDEN ON MARWOOD DRIVE**

This matter was referred back to Services Committee (Resources Minute 29/Sept/15 refers). It was reported that there was a significant wet area in the play area by the goal posts, indicative of existing drains being blocked. It was deemed prudent to rod and flush the existing drains before pursuing any new works. Services Committee subsequently resolved that a growth bid to secure funding of £1,000 be made as part of the 2016/17 play areas budgetary bid to carry out remedial drainage works to the playing area (Services Minute 31(ii)/Oct/15 refers).

**Resolved** – That the growth bid of £1,000 be approved as part of the 2016/17 play areas budgetary bid to carry out remedial drainage works to the Marwood Drive playing area.

#### **44. FREEDOM OF INFORMATION REQUESTS**

It was reported that three Freedom of Information requests were received on 11, 24 and 28 September. One request regarding salaries and benefits was refused under the Data Protection Act 1998. A second request about the town council's income and expenditure was not provided as it already formed part of the town council's publication scheme. The final request asked for all correspondence received from Business Guild officers and minutes of meetings held in specified time periods. All were responded to within the required timescale and formed part of the town council's publication scheme.

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

#### **45. REVIEW OF GOVERNANCE DOCUMENTS**

Received – a report setting out terms of reference and seeking nominations to a task & finish group to consider the Town Council's Policies, Standing Orders and Financial Regulations in line with a decision of the council to carry out a review of these governance documents.

**Resolved** – (a) That the terms of reference be approved;  
(b) That the Task & Finish Group recommend a Transparency Code for the consideration of the Resources Committee and the approval of full council.

(c) That an interim report be submitted to Resources Committee on 11 January 2016 and a final report on 7 March 2016.

(d) That the following members constitute the T&F Group: Councillors Cooke, Harrison, Kinch, Mrs Moorhouse and Mrs Thompson, with Councillor Blissett in reserve and;

(e) That other members with expertise and interest in specific policies, such as social media, be invited as to the T&F Group and when appropriate.

#### **46. EXCLUSION OF PRESS AND PUBLIC (IN RESPECT OF ITEMS 47 AND 48 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 matters referred to at items 47 and 48, below, due to the confidential nature of the business to be transacted: in that it was not in the public interest.

#### **47. RISK ASSESSMENT AND FINANCIAL MANAGEMENT**

Submitted – the Risk Register for review, identifying and rating potential risks facing the Town Council, prior to the formulation of the budget.

**Resolved** – That the revised Risk Register be adopted and recommended to Full Council for approval on 16 November.

#### **48. CHRISTMAS LIGHTING – DISPOSAL OF MOTIFS**

It was confirmed that through its contract with Christmas Plus Ltd, the town council was acquiring new assets over the next three years and would need storage for these after 2018. The motifs were currently stored in the town council's container, which had limited capacity. Partnership Committee resolved that, as the town council's motifs were currently surplus to operational requirements, a residual value be recommended to Resources Committee for disposal. (Partnership Minute 31(b)/Oct/15 refers). It was noted that the commando boxes on lampposts were the town's council's assets.

**Resolved** – (a) That it be delegated to the Clerk to obtain a cost for:

1. disposal of motifs in their current condition;
2. disposal of motifs once repaired and tested;
3. scrap value of motifs and;

(b) That The Bowes Museum be approached regarding purchase of swan motifs.