

**BARNARD CASTLE TOWN COUNCIL
RESOURCES COMMITTEE**

7 MARCH 2016

PRESENT: Councillor Cooke (in the Chair); Councillors Blissett, Kinch, Mrs Thompson (from minute 68(ii) and Mrs Moorhouse.

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

In attendance: One member of the press.

65. ACCEPTANCE, OR OTHERWISE, OF APOLOGIES

Apologies were received from Councillor Harrison, due to ill health.

Resolved – That Councillor Harrison's apologies be accepted.

66. 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.

67. RESOURCES COMMITTEE MEETING – 11 JANUARY 2016 – MINUTES

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

68. WOODLEIGH

(i) Woodleigh Working Group – 14 January 2016 – draft notes

Resolved – That the draft notes be received.

(ii) Dawson Room Hire Arrangements

At its meeting of the 14 January, the working group resolved to recommend the following room hire charges for the Dawson Room, Woodleigh from 1 April 2016, to be reviewed after the first 6 months i.e. after 1 October 2016:

Rate	Cost	Minimum Hire	Criteria
Community Rate	£12.50 per hour inc. VAT	2 hours minimum hire	Hot water provided.
Discounted Community Rate	£10.00 per hour inc. VAT	2 hours minimum hire	Multiple bookings over a 6 month period.
Commercial Rate	£20.00 per hour plus VAT	2 hours minimum hire	Refreshments (tea/coffee/biscuits) included.

Resolved – (a) That rates of hire be confirmed and;

(b) That a future meeting of the working group should recommend conditions of hire.

69. BUDGET MONITORING REPORTS

Submitted – A report outlining budget activity since the start of the 2015/16 financial year; associated appendices relating to payments and receipts for the period 22 December 2015 to 28 February 2016; and income & expenditure relating to the month end of January 2016 (Month 10).

Resolved – That the information be received and noted.

70. MEDIUM TERM FINANCIAL PLAN

Received – a draft Medium Term Financial Plan 2016-19 for consideration and recommendation to Council for adoption following determination of the 2016/17 budget.

Resolved – That the Medium Term Financial Plan be recommended to full council for adoption.

71. CASUAL VACANCY – WEST WARD

It was reported that a resignation letter had been received from former councillor Gary Marshall on 29 February 2016. At that time, a casual vacancy occurred. Electoral Services of Durham County Council had defined the notice period for this vacancy as from 3 March to 22 March 2016. The required statutory notice, which marked the period for claiming a poll, was displayed in the noticeboard, on the council's website and through the Facebook and Twitter pages.

Resolved – That the information be noted.

72. DEFIBRILLATOR UPDATE

Durham County Council's Conservation Officer and Planning Team had been contacted to confirm that there were no objections to siting the cabinet on the Newgate frontage of St Mary's Parish Hall. The installation was likely to be within the Town Council's permitted development rights. Confirmation was awaited.

Resolved – That the information be noted.

73. TEN FIELDS

(i) BCFC LEASE

It was reported that Barnard Castle Football Club had submitted formal notice of its intention to quit the lease on Ten Fields at the end of the season (May), due to concentrating its development on the Green Lane School site. Initial discussions had taken place with a potential tenant interested in taking over the lease. It was advantageous to identify a new tenant organisation quickly to ensure that grounds maintenance continued.

Resolved – That the Clerk undertake work to identify and secure a suitable alternative tenant for Ten Fields, in consultation with the Chair of the Services Committee, for future consideration of that committee.

(ii) Tree Work

Two storm damaged trees in Ten Fields, behind Kalafat, needed damaged branches removing and pruning works. The trees were not in a conservation area or protected. A site visit with the Council's grounds maintenance contractor had taken place and a verbal update was given. Two quotes were submitted for consideration. A resolution was needed at this Committee due to the urgency of the work.

Resolved – That approval be given to urgent tree work at Ten Fields at a cost of £309 out of Play Areas budget, with delegated authority given to the Clerk, in consultation with Chair of Resources Committee, if further work was required.

74. ASSET TRANSFER – CAST IRON ARTWORK

A request had been received from Heart of Teesdale Landscape Partnership for the Town Council to take over responsibility and liability for the ARTworks in Teesdale cast iron open book. This was a piece of artwork representing Charles Dickens, to be placed on the stone wall next to the seat at the bus stop opposite the King's Head, where Charles Dickens stayed. If approved, this would be added to the Town Council's asset register. This artwork was one of approx. 14 representational objects placed along the Teesdale Way. Planning permission had already been granted. The artwork was yet to be installed.

Resolved – That approval be given, in principle, for the Town Council to take over responsibility and liability for the cast iron artwork, subject to more information on terms and conditions.

75. HEART OF TEESDALE – FLATTS WOODS INFORMATION BOARDS

Heart of Teesdale project had forwarded proof of two new information boards (and frames) that the project wished to install in Flatts Woods. These were circulated at the meeting. The main aim of these was similar to that of the leaflet that was already available: to showcase the woods, tell people about what could be seen there, where they could walk and also provided a brief history.

The proof of the board had two "You are here" flags which denoted where the boards would be sited: one by St. John's footbridge and the other at the end of Raby Avenue. When the boards were produced, there would be one flag per board to help visitors locate themselves. They would be installed at such a height and angle for wheelchair users; the text would accommodate for anyone with a visual impairment.

Necessary planning consent for the boards had been obtained. Heart of Teesdale welcomed the Town Council's comments and various issues were raised. Confirmation was sought as to whether the Town Council would be willing to take on the liability for the boards, on the same basis as the benches in the woods. This was necessary as the Heart of Teesdale project was finishing this year.

Resolved – (a) That members' comments be fed back to Heart of Teesdale project; and (b) That the Town Council agrees, in principle, to take on liability for the Flatts Wood information boards, on the same basis as the benches in the woods, subject to clarification on terms and conditions.

76. REVIEW OF GOVERNANCE DOCUMENTS FOR 2016/17

- (i) Governance Task & Finish Group – 14 January – notes**
- (ii) Governance Task & Finish Group – 22 January – notes**
- (iii) Governance Task & Finish Group – 26 January – notes**
- (iv) Governance Task & Finish Group – 4 February – notes**
- (v) Governance Task & Finish Group – 11 February – notes**
- (vi) Governance Task & Finish Group – 23 February – draft notes**

Resolved – (a) That the notes and information be received and;
(b) That the Town Council's Code of Conduct be reviewed at Governance Task & Finish Group on 22 March.

(vii) Draft 2016/17 Governance Documents for approval

Received – a report highlighting changes and suggested revisions to governance documents following review by the Governance Document Review Task & Finish Group. The recommendations were moved *en bloc*.

Resolved – (a) That the following draft governance documents be approved, for onward adoption at full Council for the municipal year 2016/17:

- Freedom of Information (Fol) Policy
- Data Protection Policy
- Media Policy & Procedure
- Equality Policy
- Standing Orders
- Financial Regulations
- Ordering Procedure for Works, Goods and Services
- Financial Donations Policy
- Health and Safety Policy
- Scheme of Delegation

(b) That all members return Councillor handbooks to the office in time to be updated with revised policies for the municipal year 2016/17;

(c) That members sign for receipt of handbooks at Annual Meeting on 9 May;

(d) That a briefing session on policy changes and the impact on members' responsibilities be held before the annual meeting on 9 May;

(e) That the timings of meetings be raised for debate;

(f) That a nominated first aider and fire warden, with appropriate training, be appointed and;

(g) That availability of the Fol publication scheme be advertised on the Council's noticeboard.

77. EXCLUSION OF PRESS AND PUBLIC (IN RESPECT OF ITEM 78. 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 item 78, below, due to the confidential nature of the business to be transacted: due to the confidential nature of the business.

78. CIVIC ARRANGEMENTS 2016/17

Submitted – a report considering formally appointing Mr Ian Kirkbride to be the Town Council's official Town Crier, acknowledging the contribution he made to the success of a range of events in Barnard Castle and enabling him to meet 'official professional standards' set out by the 'Ancient and Honourable Guild of Town Criers'. Currently, the Town Council had not met the costs of robe hire.

Resolved – (a) That it be recommended to full Council on 21 March that Mr Ian Kirkbride be appointed as the Town Council's honorary town crier; and

(b) That funding be identified, from the events budget, and estimates be sought either to:

(i) cover robe hire for a defined number of official appearances or

(ii) to commission a set of robes with an embroidered crest.