

**BARNARD CASTLE TOWN COUNCIL
RESOURCES COMMITTEE**

5 JUNE 2017

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

Officers: Mr King (Town Clerk).

In attendance: One member of the press.

The Chairman reminded members of the Committee that, as it was within the pre-election period ('purdah'), the town council must comply with restrictions outlined in Section 2 of the Local Government Act 1986.

1. ACCEPTANCE, OR OTHERWISE, OF APOLOGIES

None. The Clerk reported that there was a vacancy on the Resources Committee, which would be filled following co-option at Council on 19 June.

Resolved – That the information be noted.

2. APPOINTMENT OF VICE CHAIR FOR MUNICIPAL YEAR 2017/18

Resolved – That Cllr Mrs Moorhouse be appointed Vice Chair for the municipal year 2017/18.

3. DECLARATIONS OF INTEREST

In accordance with this Council's adopted Code of Conduct (Minute 12/May/17 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.

4. RESOURCES COMMITTEE MEETING – 24 APRIL 2017 – MINUTES

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

5. BUDGET MONITORING REPORTS (ENCLOSED)

Submitted– a report outlining budget activity to the end of the 2016/17 financial year. Budget monitoring information was presented relating to payments and receipts for the period 1 March to 31 March 2017 and income & expenditure relating to the month end of March 2017 (Month 12, 2016/17).

Resolved – That the information be received and noted.

6. EFFECTIVENESS OF INTERNAL CONTROL 2016/17

Submitted – a report to assess the effectiveness of internal controls with regard to the immediately past financial year, 2016/17, forming part of the internal controls of the Council to be considered as background to the Annual Governance Statement, which was to be considered at Full Council on 19 June 2017.

Resolved - (a) That the Council's system of internal audit is effective; and
(b) That the review form part of the Council's Annual Governance Statement.

7. INTERNAL AUDIT – AUDIT PLAN 2017/18

Submitted - an annual plan covering the work to be undertaken by the council's internal auditor in 2017/18.

Resolved - That approval be given to the Annual Audit Plan for 2017/18.

8. TRAINING

Submitted – a note seeking nomination of a councillor to take up a free place on a first aid training course, to be held at Woodleigh on Thursday 29 June, organised by the Association of Teesdale Day Clubs.

It was noted that, in addition, Miss Atkinson, Services Officer, would be attending as the town council's nominated first aider, in line with the training plan for 2017/18 at a cost of £17.00 (places for volunteers are free).

Resolved – That, subject to confirmation of the timing of the training, Cllr Mrs Moorhouse attend first aid training on 29 June, or, if not possible, that another councillor attend..

9. WOODLEIGH

It was reported that, pursuant to Minute 79(b)/Apr/17, two vinyls had been purchased and fitted to the town council office replacement sash window.

The windows were reported to be in need of exterior cleaning. The Clerk's advice was that, based on the condition of the windows, twice a year would be sufficient.

As considered in the previous financial year, the exterior paintwork was in poor condition and the building would benefit from being decorated in 2017/18, with funding from the planned preventative maintenance allocation.

Resolved – (a) That the information be noted;
(b) That approval be given to the Clerk to source a window cleaner to clean the exterior of the windows at Woodleigh twice per annum; and
(c) That estimates be sought for exterior decoration of Woodleigh, for presentation at Resources Committee on 4 September.

10. FREEDOM OF INFORMATION REQUEST

It was reported that a freedom of information request had been received by the town council on 30 April concerning the dog agility area and Demesnes Allotment site and responded to within the required timescale. The response forms part of the town council's publication scheme.

Resolved – That the information be noted.

11. EXCLUSION OF PRESS AND PUBLIC (IN RESPECT OF ITEM 12. 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 at item 12 below, due to the confidential nature of the business to be transacted.

12. ORDERING PROCEDURE FOR WORKS, GOODS AND SERVICES

Submitted – a confidential report requesting acquisition of a debit card to enable online payment for goods and services purchased by the Council and proposing internal controls necessary to monitor its proper use.

Resolved – That a debit card is acquired for the town council's current account with Barclays Bank, within the terms set out in Financial Regulations.