

**BARNARD CASTLE TOWN COUNCIL
RESOURCES COMMITTEE**

4 SEPTEMBER 2017

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

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

In attendance: Councillor Kirkbride; one member of the press.

13. ACCEPTANCE, OR OTHERWISE, OF APOLOGIES

None.

14. 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.

15. RESOURCES COMMITTEE MEETING – 5 JUNE 2017 – MINUTES

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

16. BUDGET MONITORING REPORTS

Submitted – a report outlining budget activity for the 2017/18 financial year. Budget monitoring information was presented relating to payments and receipts for the period 1 April to 30 June 2017 and income & expenditure relating to the same period (Month 1-3, 2017/18). It was reported that reconciliation of the 2017//18 first quarter was carried out by the Vice Chair of Resources Committee on 1 August 2017.

Resolved – That the information be received and noted.

17. BUDGET 2018/19 – TIMETABLE & BASIC ASSUMPTIONS

Submitted – a report setting out the budget preparation timetable (below) and the major pressures to be considered in preparing the budget for 2018/19.

Date	Committee/ Council	Action
4 September	Resources	Overall budgetary position considered and growth factors identified.
30 October	Resources	Individual budget headings examined; growth items and new projects considered within Committee portfolio.
27 November	Partnership	Growth items and new projects considered within Committee portfolio.

11 December	Services	Growth items and new projects considered within Committee portfolio.
15 January	Resources	Entire proposed 2018/19 budget examined, including growth items and new projects.
22 January	Council	Recommended 2018/19 budget presented for approval.

Resolved - (a) That the 2018/19 budget preparation timetable be approved;
(b) That inflationary and other factors be taken into consideration for 2018/19 budget;
(c) That unrealised commitments and known underspends be taken into account for 2018/19; and
(d) That all members be contacted by letter to indicate any projects they wish to put forward for consideration with the 2018/19 budget.

18. TRAINING

It was reported that Cllrs Chatterjee and Miss Blissett benefited from free Emergency First Aid at Work training on 29 June, organised by Association of Teesdale Day Clubs. Miss Atkinson, Services Officer had also completed the training as the town council's nominated first aider.

Councillors Sutherland, Chatterjee, Miss Blissett and Harrison attended Good Councillors Training on 25 July, delivered by County Durham and Cleveland County Training Partnership (CDCCTP) and hosted by the town council. Unfortunately, the town council was charged for an extra place due to late cancellation.

Councillors Mrs Moorhouse, Blissett, Harrison, Kirkbride and Sutherland attended Chairmanship Training on 1 August, delivered by CDCCTP and hosted by the town council. Unfortunately, the town council was charged for an extra place due to late cancellation. The hire of the Dawson Room on both days was, however, deducted from the cost, resulting in the town council being charged £170 instead of £330.

Resolved - That the information be noted.

19. DATA PROTECTION LAW CHANGES

Received – a report providing some background to the changes in Data Protection law enacted next year and prompting all members to be aware of the obligations which would be placed on the town council.

The General Data Protection Regulation (GDPR) would be enforced from 25 May 2018. The Regulation extended the data rights of individuals and required organisations to develop clear policies and procedures to protect personal data and adopt appropriate technical and organisational measures.

A briefing from National Association of Local Councils (NALC) was circulated. NALC was in discussion with Government officials about what GDPR would mean for smaller councils and the Government would enter into further discussions with the Information Commissioner's Office (ICO) over this.

It was reported that the County Durham Association of Local Councils was in discussion with North East Regional Employers Organisation (NEREO) to provide an initial training session on GDPR in County Durham sometime in October.

A 12 step guide was circulated, produced by the ICO, to activities which organisations should undertake in preparation for the GDPR. These could be taken forward through a review of the council's existing data protection policy and procedures, particularly with respect to how consent to manage personal data was obtained and held.

Resolved – (a) That the report and advice of the ICO with respect to the GDPR be noted; (b) That (at least) one representative of the council attend the training to be delivered by CDALC/NEREO in October; and (c) That the Clerk undertake a review of the council's data protection policy and procedures, including a systems audit and report outcomes to Resources Committee on 15 January 2018.

20. PROTOCOL FOR THE ATTENDANCE OF THE TOWN MAYOR

Submitted – a draft protocol for organisers of events, to which the Mayor and Consort had been invited, outlining the correct protocol and practical considerations.

Resolved – That the draft Protocol for the Attendance of the Town Mayor of Barnard Castle be recommended to Full Council for approval and adoption at its meeting on 18 September 2017.

21. CHRISTMAS LIGHTING

It was reported that there was a shortfall of £505.46 in the Christmas lighting budget for 2017/18 as a result of repairs needed to existing icicle lights and Christmas tree lights. Partnership Committee resolved at its meeting on 10 July to recommend to Services Committee, for onward referral to Resources Committee, that as the Christmas Lighting budget was overspent, and given the significant predicted underspend on Grounds Maintenance, that an appropriate virement be made from Floral and Open Spaces budget. Services Committee considered this at its meeting on 24 July and resolved to recommend to Resources Committee that a virement be made of £505.46 from the Floral and Open Spaces budget to the Christmas Lighting budget.

Resolved – That the town council approve the virement of £505.46 from 2017/18 Floral and Open Spaces budget to Christmas Lighting budget.

22. TENS FIELD RENTAL 2016/17

Members recalled that at Council on 19 June, it was reported that Golden Lion Rangers FC (Formerly Glaxo Rangers FC) had given notice on its lease of Tens Field, due to financial difficulty and lack of players. Despite several reminders, Golden Lion Rangers FC had not paid rental for 2016/17, which was accrued as a debt at the year end. A new tenant, Bowes Football Club, had taken over the lease and paid rental for 2017/18.

Resolved – That, given the circumstances, the town council writes off the Tens Field rental for 2016/17 in the sum of £100.

23. SCAR TOP BANNER FRAME

Members were informed that a meeting had been held with Durham County Council (DCC) Officers Kathryn Watson, Project Manager and Bryan Harris, Conservation, regarding specification and funding for a proposed banner frame at the entrance to Scar Top. The project was originally initiated by Heart of Teesdale Landscape Partnership in August 2016. The proposed framework would accommodate a banner sized 2m x 1m, allowing control over use of trees and railings for banners and allowing various parties to use the frame by agreement. It was proposed that the framework would be stored and managed by the town council.

Resolved – That, subject to specification and funding agreed by Durham County Council, approval be given to submission of a planning application for a banner frame on Scar Top.

24. WOODLEIGH

(i) Exterior Decoration

Pursuant to Minute 9(c)/Jun/17, quotations had been sought for exterior decoration of Woodleigh, considered by this Committee, under item 25, below.

(ii) Legionella Work

Following a routine inspection as part of the Service Level Agreement with Durham County Council, a new pump had been fitted to the boiler, with new timer, to increase hot water temperature to 60 degrees centigrade.

Resolved – That the information be noted.

(iii) Asbestos

A Review of the Asbestos Management Plan was undertaken by DCC on 24 July. Staff training was recommended, which was delivered on-line and included as part of the SLA.

Resolved – That the information be noted.

(iv) Dawson Room

A sign writer had been commissioned to populate the wooden board with up to date details of Mayors, Freemen and Clerks at a total cost of £640. Work had been completed.

In consultation with the Mayor and Chair of Resources Committee, various items of catering equipment had been purchased at a cost of £400.83 under financial regulation 4(a).

Resolved – (a) That the information be noted; and
(b) That approval be given to pay for gold leaf lettering to Dawson Room board, at a cost of £640 out of Woodleigh supplies and consumables budget, offset by Dawson Room Hire income.

(v) LED lighting

A funding proposal was submitted for supply and installation of LED lighting to Woodleigh, considered by this Committee, under item 25, below.

(vi) Woodleigh Grounds Asset Transfer and Event Management

The leasehold transfer of Woodleigh Grounds, including the performance area, from Durham County Council (DCC) to the town council was scheduled to take effect from 1 October. The external power would also be effective from this date. Consideration needed to be given to hire charges, if any, relating to events held on Woodleigh Grounds and Performance Area. Electricity usage could be recharged following event hire. DCC had already provided its Event Application Pack, which could be adapted and badged with the town council's corporate identity.

Resolved – (a) That the information be noted;
(b) That consideration be given to hire charges, to cover administration costs and electricity usage, relating to event hire of Woodleigh Grounds and Performance Area, as part of 2018/19 budget setting process; and
(c) That the Event Application Pack be submitted to Partnership Committee on 2 October for discussion.

25. EXCLUSION OF PRESS AND PUBLIC (IN RESPECT OF CONTINUATION OF ITEMS 24(i), 24(v) AND ITEM 26. 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 continuation of items 24(i), 24(v) and item 26 below, due to the confidential nature of the business to be transacted.

24(i). WOODLEIGH EXTERIOR DECORATION – QUOTATIONS

Received – a report considering quotations for exterior decoration of Woodleigh and seeking to determine which contractor should be appointed to undertake the work.

Resolved – That Terry Kelly of Barnard Castle be approved contractor to carry out external decoration to Woodleigh at a total cost of £1,935.

24(v). WOODLEIGH LED LIGHTING – PROPOSAL FOR FUNDING

Submitted – a report considering a proposal to replace Woodleigh lighting, using Government supported funding, to increase energy savings.

The town council had recently been made aware that it was eligible for Government funding to conduct energy efficiency projects, including upgrading lighting to public buildings, such as Woodleigh.

The provision of new LEDs using a Carbon Trust Accredited Supplier, would be paid for through the Department for Business Energy and Industrial Strategy, via Salix (Solving Energy Efficiency Finance in the Public Sector). The town council would apply for funding, which was interest free and paid back from its energy savings. The funding was a loan repayable in 10 instalments over 5 years. The town council had the power to receive a loan, which would need to be declared on the Annual Return.

Once the work had been completed, the first payment back to the Government was made after 6 months (then every 6 months after that). Once the interest free funding was repaid, then the town council would benefit from the total electricity cost savings.

Resolved – (a) That the report be noted; and
(b) That the town council applies for Salix funding, in the first instance, to replace lighting to Woodleigh.

26. RISK MANAGEMENT – BANKING & INVESTMENTS

Received – a report setting out options for managing the council's long term financial balances.

Resolved – That the council invites CCLA to present proposals based on the Local Authorities' Property Fund for consideration by the town council.