

**BARNARD CASTLE TOWN COUNCIL  
RESOURCES COMMITTEE**

**15 JANUARY 2018**

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

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

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

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

Apologies were received from Councillor Mrs Thompson.

**Resolved** – That the apologies be accepted.

**42. 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.

**43. RESOURCES COMMITTEE MEETING – 30 OCTOBER 2017 – MINUTES**

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

**44. 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 October to 31 December 2017 and income & expenditure relating to the same period (Month 7-9, 2017/18). It was reported that reconciliation of the 2017//18 third quarter was carried out by the Chair of Resources Committee on 9 January 2018.

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

**45. BUDGET 2018/19 – FINAL REPORT**

Submitted – a report considering the 2018/19 budget as a whole to enable recommendations to be formulated at this meeting, including the recommended precept figure, and presented to the full Council meeting scheduled for 22 January 2018. A budget breakdown was circulated comparing the approved 2017/18 budget with draft 2018/19 budget.

It was reported that confirmation had been received that the LCTRS Grant the town council would receive in 2018/19 was £5,416 (decrease of £932 from 2017/18).

On 5 December, the National Employers for Local Government Services committee made a pay offer for relevant employees covering 2018/19 and 2019/20. This would see an inflationary rise of 2% in salary scales from 1 April 2018.

Members were reminded that a detailed review of all the council's reserves took place in March 2017. Total balances and reserves at the end of the 2016/17 financial year stood at £119,331, of which £50,832 was in earmarked reserves.

It was proposed that an earmarked reserve for 'Replacement IT & Software' be created to fund any purchase approved in 2018/19.

New software was required to better manage the council's allotments and to integrate this with the current RBS Rialtas financial management system. This could be funded from the current year Allotment budget.

It was reported that there was not currently enough interest in pursuing a Youth Council and that it was proposed that there should be no budgetary allocation in 2018/19.

It was confirmed in December 2017 that the Secretary of State did not plan to extend the 'capping' budget referendum principles to town and parish councils in 2018-19. However, it was expected that town and parish councils should behave responsibly and protect taxpayers from 'excessive' precept increases. Durham County Council had confirmed that the precept notification date was 26 January 2018.

Members were informed that if the proposed budget remained unchanged, the total 2018/19 demand on Durham County Council would be £197,230 made up of Precept of £191,814 and LCTRS Grant of £5,416. Based on 2018/19 parish tax base of 1,798.6 (Band D equivalent properties), an increase of £8.13 per annum (9.29% for a Band D property in Barnard Castle).

Members debated reducing certain expenditure items to calculate the budget on a lower percentage precept increase per Band D household.

**Resolved** – (a) That the 2018/19 budget be recommended to Full Council meeting on 22 January, as detailed below:

Cost Centre	Resolved
Mayoral Allowance (101)	£1200 – no change (Mayoral Allowance £1,000 & Deputy Mayoral Allowance £200)
Training (101)	£500 - decrease of £250
Audit Fees (101)	£1,460 – no change
Bank Charges (101)	£800 – no change
Insurance (101)	£2,200 – increase of £200
Society of Local Council Clerks (101)	£233 – increase of £8
Co. Durham Association of Local Councils (101)	£721 – increase of £6
Accounts Software Package (101)	£370 – increase of £120 for an additional user licence
Travel Allowance (101)	£300 – no change
Salaries and Wages (102)	£96,893 – increase of £5,891

<b>Cost Centre</b>	<b>Resolved</b>
Local Government Pension (102)	£18,506 – increase of £1,125
Employer On-Costs (102)	£8,720 – increase of £640
Elections (104)	£5,000 – no change
Chains of Office (105)	£50 – no change
Woodleigh Operational Expenditure (106)	£13,877 – increase of £1,085 (double counting removed from figure reported on 30 October)
Office Rental (106)	£8,000 – no change
Business/Water Rates (106)	£1,500 – decrease of £1,000
Civic Fund (107)	£500 – no change
Allotments (201)	£4,217 – increase of £127
Mini Golf (211)	£10,000 – no change
Christmas Lights (221)	£6,500 – increase of £1,000.
Play Areas (231)	£11,500 – no change
Dog Fouling (281)	£300 – no change
Wednesday Market (291)	£3,000 – no change
Floral and Open Spaces (311)	£9,500 – decrease of £2,200
Castle & Market Cross Floodlighting (321)	£700 – no change
War Memorials (331)	£500 – decrease of £210
Public Seats (341)	No budgetary allocation required.
Bede Road Bus Shelter (342)	£50 – no change
Community Events (354)	£7,000 – decrease of £2,000
Contingencies (401)	Nil – no change – (with General Reserves to be used during the year if necessary).
Blue Plaque (402)	Nil – no change
Wayfinding Units (404)	£100 – no change
Market Place Public Toilets (501)	£4,924 – no change

(b) That the RBS Rialtas Allotment software module be purchased for £333.75 and funded from the 2017/18 Allotment budget.

(c) That it be recommended to Council on 22 January that the creation of a Community Warden as a new budgetary item be removed from the proposed 2018/19 budget;

(d) That more information be sought and presented to Council on 22 January on the proposed new item to support the project with Durham Wildlife Trust; and

(e) That the new growth item for General Data Protection Regulation Compliance be considered at Item 51.

#### **46. INTERNAL AUDIT 2017/18 – HALF YEAR INTERNAL CONTROL REPORTS**

Pursuant to Minute 7/June/17, the Council's appointed internal auditor, Mr Gordon Fletcher, carried out a half yearly audit at the town council offices in November 2017. He would be attending Council on 22 November to present his report.

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

#### **47. TRAINING**

The County Training Partnership had organised a free training session with Mazars LLP to cover external audit requirements in March, to be attended by Services Officer (Finance) and/ or the Clerk.

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

#### **48. SCAR TOP BANNER FRAME**

Pursuant to Minute 23/Sept/17 and Minute 33/Oct/17, advertising consent for various event banners advertising community events in the town was granted by Durham County Council on 4 December 2017, for a period of five years.

Members recalled that Durham County Council Regeneration and Local Services would cover the cost of manufacture and installation. The framework was anticipated to be fabricated and installed by 2 February 2018.

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

#### **49. PLAY AREAS INCOME 2017/18**

Services Committee resolved in February 2017 that, henceforth, no gate licence fees would be collected (Minute 68(ii)(b)/Feb/17 refers). Members noted that the licence fee income of £21 was approved as part of the budget for 2017/18, prior to this decision. Under the town council's Standing Orders, it was for Resources Committee to make changes to budgeted fees and charges. Letters were issued to relevant households in July 2017 granting permission for gate access onto town council play areas and playing field (Tens Field) for a time limited period of 12 months (1 August 2017 to 31 July 2018).

**Resolved** – That the town council writes-off the £21 gate licences income for 2017/18.

#### **50. WOODLEIGH**

##### **(i) Windows**

Following an initial survey of the Woodleigh windows, Durham County Council's Asset Management had raised a commission to carry out repairs to all the window frames and sills in the building. The repairs would mostly involve replacing rotten timber using infill sections and resin. One window in each office would be openable. Opening windows would be draft excluded. The windows would be externally decorated.

It was anticipated that this work, which would not require disruption to the office, would take place over a week in the Spring, dependent on the weather.

It was proposed that a meeting of Woodleigh Working Group ought to be organised to look at other building maintenance and works needed.

**Resolved** – (a) That the information be noted; and  
(b) That a meeting of Woodleigh Working Group be organised.

## **(ii) Legionella Work**

Pursuant to Minute 24/Sept/17, the town council had received an invoice from Durham County Council for net costs totalling £1,471.25 for heating repairs to Woodleigh boiler. In August 2017, a new pump was fitted to the boiler, with new timer, to increase hot water temperature to 60 degrees centigrade. This work was undertaken by Durham County Council's Direct Services, in response to an internal report to the property helpdesk from the Legionella contractor. The town council was not approached to approve the work or to issue a purchase order. The DCC Direct Services workforce arrived unannounced to carry out the work. When challenged, they confirmed that the work was under the SLA. The town council was not made aware that there would be a cost to this work.

It was confirmed that the Property Help Desk had now put a note on its ordering system to ensure that town council approval was gained prior to any works order being made.

Members noted that, under Financial Regulations, expenditure at this level could only be approved by the relevant committee and that, ordinarily, up to three quotations would be obtained prior to approval.

**Resolved** – That approval is not given to pay net costs totalling £1,471.25 to Durham County Council for heating repairs to Woodleigh boiler.

## **51. GENERAL DATA PROTECTION REGULATION (GDPR)**

Received – a report setting out an initial review of the types of data held and processed by the town council and examining options for appointing a Data Protection Officer (DPO), which was a core requirement under the GDPR.

Members were informed that there were five key duties and obligations for any organisation that collected and processed personal data:

***Rights of data subjects;***

***Security of personal data;***

***Lawfulness and consent;***

***Accountability of compliance; and***

***Data protection by design and by default.***

The GDPR would come into effect on 25 May 2018, enforced by the Information Commissioner's Office (ICO).

A preliminary audit of the town council's data holdings and processing activities had been carried out. The town council was not a complex data processor: it held very limited data; performed no automated processing and did not data match across services.

Each database held by the town council needed to be examined against the existing retention policy and the basis for lawful processing. Any data held falling outside these would be destroyed.

The town council also needed to review its procedure with respect to obtaining active and informed consent and to refresh this on a reasonable timescale for appropriate classes of data.

The town council would be responsible for compliance with data protection law. The DPO role included monitoring and auditing, as well as informing, advising and making recommendations to the town council in respect of data protection law compliance. The DPO would also be the contact point for the ICO and for individuals.

The town council needed to appoint a DPO, by virtue of being a 'public authority.' The duties of the DPO made the role incompatible with that of the Clerk. There were four options:

**Buy in from commercial supplier;**

**Buy in from sector lead (NALC and CDALC);**

**In-house appointment; or**

**Mutual support (reciprocal arrangement i.e. the Clerk to one council acting as DPO to another).**

The town council needed to make prudent provision in its 2018/19 budget. A bespoke commercial service was unlikely to offer good value for money. An in-house solution or buy-in to a group contract, should one become available, ought to be deliverable within a budget of £1,500.

**Resolved** – (a) That the position be noted;

(b) That either the Deputy Clerk be designated the council's DPO or a sector-led contract to provide a DPO be entered into, if one can be sourced from NALC or CDALC; and

(c) That a budget of £1,500 be established as part of 2018/19 budget to cover GDPR compliance.

## **52. BANKING**

Ring-fencing of essential retail banking services was one of the reforms brought in by the government, to strengthen the UK financial system following the financial crisis that began in 2008. The legislative deadline was 1 January 2019.

To satisfy this requirement, Barclays was setting up a new 'ring-fenced bank' in April 2018, which would be separate from Barclays Bank PLC.

The town council's banking services would transfer to the new ring fenced bank. However, there was no anticipated impact; unless the town council was informed otherwise, all services and products would remain the same.

It was confirmed that the town council did not need to take any action.

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

## **53. ROYAL GARDEN PARTIES 2018**

It was reported that CDALC had been allocated four places for the Royal Garden Party at Buckingham Palace on 5 June 2018. Nominations were requested by 21 January.

Invitations were in recognition of past service. Nominated Councillors or accompanying guests should not have previously attended. Nominations would be drawn at random on 22 January.

**Resolved** – That Councillor Blissett be nominated to be entered into the draw to attend the Royal Garden Party on 5 June 2018.

#### **54. EXCLUSION OF PRESS AND PUBLIC (IN RESPECT OF ITEMS 55 AND 56 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 55 and 56, below, due to the confidential nature of the business to be transacted.

#### **55. STAFFING**

Received – a report setting out the allocation of hours worked and the consequent costs of all staff to the council's principal service headings.

Members noted that two thirds of staffing costs were associated with the delivery of services having their own budgets.

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

#### **56. MINI GOLF INSTALLATION OF POWER - QUOTATIONS**

Received – a report seeking to determine a resolution as to which company should be awarded the work to install power to the Mini Golf kiosk prior to the start of the 2018 season.

**Resolved** – That A.A. Thrustboring be awarded the works to install an electric cable for power to the Mini Golf kiosk at an approximate net cost of £1,650.