

**BARNARD CASTLE TOWN COUNCIL  
RESOURCES COMMITTEE**

**5 MARCH 2018**

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

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

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

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

None

**58. 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.

**59. RESOURCES COMMITTEE MEETING – 15 JANUARY 2018 – MINUTES**

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

**60. 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 January to 31 January 2018 and income & expenditure relating to the same period (Month 10, 2017/18).

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

**61. MEDIUM TERM FINANCIAL PLAN (MTFP)**

Submitted – a revised MTFP to be included in the revised Constitution presented to the Annual Council Meeting in May for adoption.

**Resolved** – That the Medium Term Financial Plan 2018-2021 be approved.

**62. RESERVES REVIEW**

Received – a report setting out the Council's current earmarked and general reserves and comparing these to the year-end positions since 2012/13, so that an in-depth review could be carried out.

It was noted that at the end of 2016/17, general reserves stood at £68,499 (29% of the gross expenditure). Members were reminded of the Earmarked Reserves resolved for creation by the relevant committee in 2018/19.

Councillor Sutherland queried the Earmarked Reserve for Neighbourhood Plan. Government funding was still available. Members were keen to progress this further at a future Council meeting.

**Resolved** – (a) That the reserves position be noted; and  
(b) That the Ten Fields Lease earmarked reserves be retired and any outstanding balance transferred to the General Reserve.

### **63. REVIEW OF GOVERNANCE DOCUMENTS**

It was reported that the Clerk had reviewed the council's Constitution, incorporating its governance documents. The proposed changes to the documents reflected the procedural changes made in response to recommendations from the council's internal auditor and to changes in legislation. The opportunity had been taken to combine the Committees' Terms of Reference and Scheme of Delegation, in which much content was repeated.

The data protection policy was to be completely rewritten to accommodate forthcoming General Data Protection Regulations, based on the toolkit from NALC and the anticipated advice from SLCC. Various changes were discussed.

**Resolved** – That the review of governance documents, in the form of the Draft Constitution submitted, be recommended to Council for approval and adoption at the Annual Council Meeting.

### **64. RE-CHARGE FOR THE BY-ELECTION HELD ON 4 MAY 2017**

An invoice had been received from Durham County Council (DCC), being the recharge for the West Ward by-election held on 4 May 2017. Members noted that there was an elections budget for 2017/18.

**Resolved** – That payment of £2,243.96 to DCC for the by-election held on 4 May 2017 be approved, funded out of the town council's elections budget.

### **65. TRAINING**

It was reported that County Durham and Cleveland County Training Partnership had organised training sessions on external audits with Mazars LLP, the new external auditors for the 2017/18 accounts and the next four following years. The Deputy Clerk and Services Officer (Finance) would be attending on 21 March.

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

### **66. SCAR TOP BANNER FRAME**

Pursuant to Minute 48/Jan/18, the framework was installed on 20 February. The process for management of banners had been agreed through Partnership Committee. It was also noted that Services Committee had commissioned a banner to be made to advertise mini-golf.

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

### **67. WOODLEIGH**

Pursuant to Minute 50(ii)/Jan/18, a routine inspection on 19 February identified that a thermostatic mixing valve (TMV) was required to be fitted to the wash hand basin in the accessible toilet to prevent scalding. Members recalled that a new pump and timer was fitted to the boiler in August 2017 to bring the temperature up to 60 degrees centigrade.

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

## **68. TOWN HEAD ACCESS LANE**

The access road was owned by the town council and was strimmed by the grounds maintenance contractor up to six times per year. The new owner had requested tidying up the access lane and improving it. Under the town council's Constitution, it was for Resources Committee to resolve on any works to assets.

**Resolved** – (a) That the council gives permission, in principle, to the new owner of the former ambulance station on Victoria Road, to clear away ivy and banked up soil in the Town Head access lane; and  
(b) That delegated authority be given to the Clerk to hold any further discussions in relation to this development.

## **69. CCLA**

Confirmation had been requested of the fee to provide the council with independent financial advice to inform any investment decision in response to the presentation made to Special Council on 19 February 2018. An update would be given to Council on 19 March. It was generally felt that the property fund route was inappropriate.

**Resolved** – That independent financial advice be sought to inform any decision to invest the council's reserves.

## **70. EXCLUSION OF PRESS AND PUBLIC (IN RESPECT OF ITEM 71, 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 71, below, due to the confidential nature of the business to be transacted.

## **71. STAFFING – REVIEW OF JOB DESCRIPTIONS**

Received – a report setting out changes arising in the council staff's job descriptions resulting from recent performance appraisal interviews.

**Resolved** – (a) That the revised job descriptions, as presented, be approved;  
(b) That the outcome of the Clerk's appraisal, under Standing Order 19c, be approved;  
(c) That a 2018/19 round of appraisals, under Standing Order 19c, be approved; and  
(d) That additional tasks not currently specified in job descriptions be considered by Woodleigh Working Group at a future meeting.