

**BARNARD CASTLE TOWN COUNCIL  
RESOURCES COMMITTEE**

**4 JUNE 2018**

**PRESENT:** Councillor Mrs Moorhouse (Town Mayor) (in the Chair); Councillors Harrison and Kirkbride.

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

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

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

Apologies were received from Councillors Blissett and Mrs Thompson.

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

**2. APPOINTMENT OF VICE CHAIR FOR MUNICIPAL YEAR 2018/19**

Members noted that specific tasks allocated to the Vice Chair of the Resources Committee, under the Council's constitution, were outlined in the report (item 10, below).

Under Standing Orders 1(a) and (b), a notice of motion was received from Councillor Blissett proposing that Councillor Mrs Moorhouse be elected as Vice Chair of Resources Committee for the municipal year 2018/19. This was accepted as moved in Cllr Blissett's absence by the Chair and seconded from the floor.

**Resolved** – That Councillor Mrs Moorhouse be elected as Vice Chair of Resources Committee for the municipal year 2018/19.

**3. DECLARATIONS OF INTEREST**

In accordance with this Council's adopted Code of Conduct (Minute 10/May/18 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 – 23 APRIL 2018 – MINUTES**

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

**5. BUDGET MONITORING REPORTS**

Submitted – a report concluding budget activity for the 2017/18 financial year. Budget monitoring information was presented relating to payments and receipts for the period 1 March to 31 March 2018 and income & expenditure relating to the same period (Month 12, 2017/18).

It was reported that reconciliation of the 2017/18 final quarter was carried out by the Vice Chair on 2 May 2018.

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

## **6. EFFECTIVENESS OF INTERNAL CONTROL 2017/18**

Submitted – a report for Members to assess the effectiveness of internal controls with regard to the immediately past financial year, 2017/18, 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 18 June 2018.

**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 2018/19**

Received – a report presenting an annual plan covering the work to be undertaken by the town council's internal auditor in 2018/19.

**Resolved** – That the Annual Audit Plan for 2018/19 be approved.

## **8. GENERAL DATA PROTECTION REGULATIONS**

### **(i) Document Retention Policy and List of Documents for Retention or Disposal**

It was reported that the Council's current Document Retention Policy was adopted in March 2013 (Council Minute 135(2)/Mar/13 refers). To meet the requirements of the GDPR, a revised policy and list of Documents for Retention or Disposal was circulated for Members' consideration, based on the template and guidance provided by NALC and SLCC.

**Resolved** – (a) That the draft Document Retention and Disposal Policy and list of Documents for Retention or Disposal be recommended for approval and adoption at full Council on 18 June, to form an appendix to the Council's Information Data Protection Policy; and  
(b) That original signed paper copies of council and committee minutes of meetings, up to and including Municipal Year 2016/17, be archived and deposited with Durham County Records Office.

### **(ii) Privacy Notice and Consent**

It was reported that the town council's Privacy Notice had been updated to meet the requirements of GDPR. This was circulated for Members' consideration. A model form of consent was also reviewed, to be used as a template for all data collection made from the implementation of GDPR on 25 May. It confirmed that the town council did not use automated processing and did not pass data to third parties other than where the third party had a statutory or contractual right to the data.

**Resolved** – That the Privacy Notice and model Consent template be recommended for approval and adoption at full Council on 18 June, to form appendices to the Council's Information Data Protection Policy.

## **9. FREEDOM OF INFORMATION**

### **(i) Publication Scheme**

It was reported that the Council's Publication Scheme was last updated in April 2013. A revised Publication Scheme and request for information under the scheme was presented for consideration.

**Resolved** – That the Publication Scheme and request for information form be recommended for approval and adoption at full Council on 18 June, to form appendices to the Council's Freedom of Information Policy.

## **10. ROLE OF VICE CHAIR OF RESOURCES**

Submitted – pursuant to Minute 85/Apr/18, a report identifying the specific activities associated with the Vice Chair of Resources Committee in relation to staffing.

It was clarified that the role of the Vice Chair was set out in the town council's constitution, adopted at Annual Council on 14 May 2018. In summary, the role of the Vice Chair represented the Resources Committee in its role as 'the employer' in providing a link to the work of the clerk as the council's most senior employee. This role could also be taken by other members of the Resources Committee if it was not possible for the Vice Chair to undertake a particular task. The exception to this was in respect of monitoring the workings of the member employee protocol, which was carried out in conjunction with the clerk. The Vice Chair held no delegated authority, but acted as a conduit to the Resources Committee to enable it to fulfil its delegated responsibilities in relation to 'Personnel and Development' under the Constitution.

It was felt that further guidance was needed on suitable resolution mechanisms in relation to complaints and grievances, which would be addressed as part of the annual review of the Constitution.

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

## **11. DEFIBRILLATOR**

Members were informed that two replacement sets of AED dual adult and child electrode pads had been purchased for the town council's defibrillator, sited at St. Mary's Parish Hall, at a net cost of £60.00. The old sets of pads were close to their expiry date. Members noted that there was not currently a budget for the defibrillator and if used, supplies (pads, hygiene kit and battery) would need to be replenished. The new pads expired in December 2020.

**Resolved** – (a) That the information be noted; and  
(b) That a budgetary bid for defibrillator supplies and consumables be considered as part of the 2019/20 budget setting process.

## **12. BEDE KIRK**

Received – a verbal report that following the successful application to register Bede Kirk as a Village Green, a positive and constructive meeting had been held on 1 June between Members and Police Crime and Victims' Commissioner (PCVC) for County Durham. A joint statement had been issued to the press, setting out how both organisations had different objectives but were now working in partnership for the benefit of the community.

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

## **13. EXCLUSION OF PRESS AND PUBLIC (IN RESPECT OF ITEM 14, 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 14, below, due to the confidential nature of the business to be transacted.

## **14. STAFFING**

Received – a verbal update on a staffing matter that had now been resolved.

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