

**BARNARD CASTLE TOWN COUNCIL
RESOURCES COMMITTEE**

5 NOVEMBER 2018

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

In attendance: Councillors Miss Blissett and Raw; one member of the press.

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

27. ACCEPTANCE, OR OTHERWISE, OF APOLOGIES

Apologies were received from Councillors Kirkbride and Mrs Thompson.

Resolved – That the apologies be accepted.

28. 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. Councillor Harrison expressed an interest in respect of item 38.

29. RESOURCES COMMITTEE MEETING – 10 SEPTEMBER 2018 – MINUTES

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

30. BUDGET MONITORING REPORTS

Submitted – a report outlining budget activity for the 2018/19 financial year. Budget monitoring information was presented relating to payments and receipts for the period 1 July to 30 September 2018 and income & expenditure relating to the same period (Months 4 to 6 2018/19).

It was reported that reconciliation of the 2018/19 second quarter was carried out by the Chair on 15 October 2018.

Resolved – That the information be received and noted.

31. BUDGET 2019/20 – COST CENTRE REPORT

Submitted – a report considering individual budgetary headings, including fees and charges.

A budget statement was circulated comparing the agreed 2018/19 cost centre expenditure, half year actual expenditure and projected budget figures across all centres.

Members were reminded that this Committee had resolved that pay inflation and non-pay inflation of 2% be assumed.

Resolved – That the recommendations, as detailed below, be approved.

Cost Centre	Resolved
Mayoral Allowance (101)	£1200 – no change (Mayoral Allowance £1,000 & Deputy Mayoral Allowance £200)
Training (101)	£500 – no change
Audit Fees (101)	£1,460 – no change
Bank Charges (101)	£800 – no change
Replacement IT & Software (101)	£850 – no change and that an EMR be created.
Insurance (101)	That the item be considered in exempt session, under item 39.
Society of Local Council Clerks (101)	£447 – increase of £214
Co. Durham Association of Local Councils (101)	That the item be deferred until meeting scheduled for 14 January 2019 when the correct figure is known.
Accounts Software Package (101)	£379 – increase of £9
Travel Allowance (101)	£300 – no change
Salaries and Wages (102)	£100,319 – increase of £3,417.06
Local Government Pension (102)	£19,069 – increase of £742
Employer On-Costs (102)	£9,025 – increase of £305
Elections (104)	£5,000 – no change
Chains of Office (105)	£50 – no change
Woodleigh Operational Expenditure (106)	£10,000 – decrease of £3,877
Office Rental (106)	£8,000 – no change
Business/Water Rates (106)	That the item be deferred until meeting scheduled for 14 January 2019 when the correct figure is known.
Civic Fund (107)	£500 – no change
Allotments (201)	That the item be deferred until meeting scheduled for 14 January 2019.
Mini Golf (211)	That the item be deferred until meeting scheduled for 14 January 2019.
Christmas Lights (221)	£6,500 – no change.
Play Areas (231)	That the item be deferred until meeting scheduled for 14 January 2019.
Dog Fouling (281)	That the item be deferred until meeting scheduled for 14 January 2019.
Wednesday Market (291)	That the item be deferred until meeting scheduled for 14 January 2019.

Cost Centre	Resolved
Floral and Open Spaces (311)	That the item be deferred until meeting scheduled for 14 January 2019.
Castle & Market Cross Floodlighting (321)	£700 – no change
War Memorials (331)	That the item be deferred until meeting scheduled for 14 January 2019.
Public Seats (341)	No budgetary allocation required.
Bede Road Bus Shelter (342)	£50 – no change
Community Events (354)	That the item be deferred until meeting scheduled for 14 January 2019.
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)	£5,072 – increase of £148
GDPR Compliance (103)	£1,000 – decrease of £500
Durham Wildlife Trust Project (343)	Nil – decrease of £1,000

32. BUDGET 2019/20 – NEW & GROWTH ITEMS

Received – a report proposing, for consideration, additional expenditure/ new projects within the Resources portfolio and seeking a review of the Dawson Room hire charges for inclusion in the 2019/20 budget.

Growth items relevant to Partnership, Planning and Services Committees would be considered at the relevant meetings in December.

The following growth items were considered:

Youth provision – pursuant to Partnership Committee on 8 October, it was proposed to reinstate this budget to enable support for the Youth Voice in Teesdale during 2019/20.

Defibrillator – The town council had purchased a defibrillator and cabinet in 2015 and since 2016 had maintained the equipment, which was sited at St. Mary's Parish Church Hall. It was prudent that a small amount was budgeted for maintenance and consumables.

Fridge – A more efficient and larger fridge was required in the office to support provision of refreshments for events and bookings in the Dawson Room. It was proposed to purchase a larger under-counter fridge. The cost would be borne from the Woodleigh operational expenditure budget and offset with Dawson Room hire income.

Members reviewed the existing charges for hire of the Dawson Room and recommended that there be no changes for 2019/20.

Resolved – (a) That approval be given to the following growth items:

Youth Provision - £500;

Defibrillator - £100;

Fridge - £150; and

(b) That there be no change to Dawson Room hire charges for 2019/20.

33. GENERAL DATA PROTECTION REGULATIONS

It was reported that, in order to comply with GDPR, work had started to destroy unnecessary historical data currently held on paper. In line with the Document Retention and Disposal Policy, confidential waste was to be shredded. The town council's shredder was only capable of shredding small amounts of confidential waste. Due to the large quantity needed to be disposed of, The Shred Centre, based in Spennymoor, was providing an off-site shredding service at a net cost of £65.00 for the first ten bags collected per visit and £3.00 per bag thereafter, funded out of GDPR budget.

It was proposed to replace the current inefficient shredder in the office with a large capacity cross cutting shredder.

There was currently a GDPR budget of £1,500, which would cover this cost.

Resolved – That a Fellowes AutoMax 550C Cross Cut Shredder be purchased at a maximum cost of £634.80, out of 2018/19 GDPR budget.

34. TRAINING

It was reported that the Deputy Clerk had successfully completed the first unit of the CiLCA course. The Clerk had attended the SLCC National Conference. No additional training had been undertaken since 10 September.

Resolved – That the information be noted.

35. GOVERNANCE DOCUMENTS REVIEW

Pursuant to Minute 22(b)/Sept/18, no specific areas within the Council's Policies, Standing Orders and Financial Regulations had been highlighted for review by 15 October 2018. Consequently, it was proposed that the Clerk conducted an initial review of the Constitution against current guidance and brought forward recommendations for changes to the January meeting, enabling a more detailed review by the previously defined Task & Finish Group, should that be appropriate, prior to proposing a final draft at the March 2019 meeting.

Resolved – That the Clerk brought forward recommendations for changes to the Constitution to the meeting on 14 January 2019.

36. WOODLEIGH

(i) Compliance Service Level Agreement

Since 2016, the town council had entered into a service level agreement with Durham County Council's Property Management Services to provide compliance monitoring within Woodleigh. These comprised maintenance and monitoring costs associated with the fire and intruder alarm systems, legionella monitoring and the management of asbestos. The value of the SLA for 2019/20 would be as this year plus (an assumed) 1.5% inflationary rise.

Comparatives had been sought direct from suppliers and were circulated.

Estimates obtained from the market place indicated that the Service Level Agreement with DCC continued to offer the town council value for money.

Resolved – That the town council continued to subscribe to the Service Level Agreement with Durham County Council to provide building compliance services.

(ii) Guttering

Three firms had been approached to provide quotations for the replacement and refurbishment of the cast iron guttering and external pipework to Woodleigh. The rainwater goods were showing signs of detrition and there were a number of apparent leaks from joints in the guttering and down pipes. This was specialist work. One site visit had been carried out but no figures as yet provided. It was suggested that, subject to consultation with the Woodleigh Working Group, the Clerk be delegated to appoint a suitably qualified contractor to carry out remedial works within the approved budget.

Resolved – That the Clerk appoints a contractor to undertake repair works to the Woodleigh guttering and external pipework in consultation with the Woodleigh Working Group.

37. ASSET TRANSFERS

Demesnes and Woodleigh Grounds – Following the revised draft lease relating to the Demesnes, circulated on 3 October, the town council's solicitor had made an appropriate response to the solicitor acting for Durham County Council. The point of contention remained the definition used to describe the county council's duty under the Environmental Protection Act 1990 to keep the areas clean and free of litter, based on an output specification rather than an input specification.

Bede Kirk – No further correspondence had been received with respect to the Police, Crime and Victims Commissioner's commitment to transfer the freehold of the Bede Kirk green to the town council. It was anticipated that this issue might move forward once the new Chief Executive took up post.

Resolved – That the information be noted.

38. TOWN HEAD ACCESS LANE

Pursuant to Minute 68/Mar/18 further information had been received from the owner in relation to proposed alterations to the existing wall to the side of the access lane, which was owned by the town council. The metal poles would be removed along with the concrete capping. It would be replaced by saddle back stone toppers. There would be a small radius to the corner and the soil stacked by the wall would be removed.

Resolved – That the council gives permission for alterations to the wall, at no cost to the town council, subject to access being unrestricted to allotment tenants and residents.

39. EXCLUSION OF PRESS AND PUBLIC (IN RESPECT OF ITEMS 40-42, 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 40 to 42, below, due to the confidential nature of the business to be transacted.

40. INSURANCE CONTRACT QUOTATIONS

Resolved – That the town council's insurance policy be maintained with Zurich Municipal for a further three years from 2019/20, at an indicative annual premium of £2,182.61

41. RISK REGISTER

The Council's approach to Risk Assessment and Financial Management was submitted for review in the form of the Risk Register.

Resolved – That the revised Risk Register be circulated for review to all members of the town council for discussion at full Council on 19 November, prior to approval and adoption.

42. STAFFING

Received – a report requesting the Committee to review the town council's staffing to provide appropriate resources to undertake the growing number of manual and technical tasks which were undertaken by current staff.

Resolved – (a) That this Committee carries a growth bid into the 2019/20 budget of £4,500 to cover employment of an additional employee to undertake Wednesday Market and associated manual tasks at a Full Time Equivalent of 0.2 (1 day per week);
(b) That additional provision of £500 in the training budget be made;
(c) That PPE hoodies be purchased for staff during events; and
(d) That the reimbursement of £196.77 from SLCC, in relation to the Clerk's time as Member Director of SAAA Ltd, be equally divided in thirds between the Deputy Clerk and Services Officers as part of December payroll, in recognition of the cover provided.