

**BARNARD CASTLE TOWN COUNCIL
RESOURCES COMMITTEE**

4 MARCH 2019

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

In attendance: One member of the press.

Officers: Mr King (Town Clerk) and Ms Atkinson (Services Officer).

56. ACCEPTANCE, OR OTHERWISE, OF APOLOGIES

None.

57. DECLARATIONS OF INTEREST

In accordance with this Council's adopted Code of Conduct (Minute 10/May/18 refers), Members will be asked whether they have 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 are reminded that a declaration can be given later in the meeting if a need arises during discussion.

58. RESOURCES COMMITTEE MEETING – 14 JANUARY 2019 – MINUTES

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

59. 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 January to 31 January 2019 and income & expenditure relating to the same period (Month 10 2018/19).

Resolved – That the information be received and noted.

60. MEDIUM TERM FINANCIAL PLAN

A revised MTFP was presented for approval at this meeting, to be included in the revised Constitution presented to the Annual Council Meeting in May for adoption.

The issue of potential for growth in partnership expenditure, subject to project ideas emerging from the town council's community partnership organisations was acknowledged. It was recognised that these would come through the budget bidding process.

Resolved – That the Medium Term Financial Plan 2019-22 be approved.

61. RESERVES REVIEW

Submitted: A report setting out the Council's earmarked reserves showing in-year movements in 2018/19.

Resolved – (a) That the reserves position be noted;
(b) That the following earmarked reserves be retired and any outstanding balance be transferred to the General Reserve: Neighbourhood Plan, Market Place Public Toilets, HM Queen's 90th Birthday; and
(c) That the Bowes Museum 125th Anniversary reserve be retitled as the 'Town Projects Reserve, under the Partnership Committee.

62. TRAINING

(i) Update

Submitted: An update on training attended.

Resolved – That the information be noted.

(ii) Training and Development Policy

Submitted: A draft Training and Development Policy, to comprise an additional policy within the Constitution to be adopted for 2019/20 at the Annual Meeting in May. Provision for induction training and mentoring of new elected members was included in the text.

Resolved – That the proposed training and Development Policy (as amended) be recommended to Annual Council, for adoption.

(iii) 2019/20 Training and Development Plan

Submitted: A report to consider a 2019/20 Training Programme for both Members and staff.

Resolved – That the 2019/20 Training Plan, as submitted, be approved.

63. GENERAL DATA PROTECTION REGULATIONS

Submitted: A report on a visit of the County Archivist to assess the council's records for archiving.

The costs of binding the existing archived minutes were noted and, subject to confirmation that the price would be fixed until the work could be undertaken, an earmarked reserve, linked to underspend in the GDPR revenue budget would be established to fund the binding in 2020.

Resolved – (a) That the information be noted; and
(b) That approval be given to binding of original signed council and committee minutes at a cost of £95.00 per volume, to be budgeted into 2020/21 GDPR budget, supplemented by a new GDPR reserve funded by any underspend in the GDPR revenue budgets for 2018/19 and 2019/20.

64. GOVERNANCE DOCUMENTS REVIEW

Submitted: A revised draft of the Council's Constitution, reviewed against current guidance with recommendations for changes. It was recognised that NALC was revising its guidance on Code of Conduct, Discipline and Grievance procedures and that changes in these areas or others would require review by the Governance Documents Review Task and Finish Group prior to the Annual Council meeting.

Resolved – That draft Constitution, as amended, incorporating a revised MTFP and a new Training and Development Policy, be recommended for approval and adoption at the Annual Meeting on 13 May 2019 pending a final review of any revised guidance by the Governance Documents Review Task and Finish Group.

65. WOODLEIGH

Submitted: An update on the appointment of a contractor to carry out gutter repairs and recent repairs carried out to the central heating boiler.

Resolved – That the information be noted.

66. ASSET TRANSFERS

Submitted: An update on discussions with Durham County Council regarding the asset transfers being pursued and correspondence from the town council's solicitor containing an interim invoice on work completed to date.

Resolved – (a) That the information be noted;
(b) That approval be given to payment of the invoice for £1,050 (net), subject to;
(c) Confirmation to the council's solicitor that the it was not minded to pay for unbilled work which had not been appropriately notified in advance and requesting a figure to ensure settlement of the leases.

67. BLUE PLAQUE REQUEST

Submitted: A request to support the siting of a blue plaque on the Old Well, The Bank.

Resolved – That the council supports the initiative in principle and would encourage the landlords of the Old Well to consider how best to progress the plaque as a private venture using the guidance provided by English Heritage.

68. EAST WARD VACANCY

Submitted: Confirmation of The resignation of former councillor Tim Raw on 18 February 2019, resulting in a casual vacancy occurred in the East Ward. To be advertised from 19 February to 11 March 2019.

Resolved – That the information be noted.

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

70. STAFFING

Submitted: Confidential reports relating to staffing. Cllr Mrs Moorhouse declared a conflict of interest in matters relating to resolutions (b) and (c) and withdrew from the meeting during discussion and voting thereon.

Resolved - (a) That the position of General Supervisor be advertised based on the submitted job description and person specification;
(b) That an investigation, under the terms set out in the Council's constitution be established including the appointment of an independent investigator to report to a future meeting of Resources Committee and that all consequent actions be take in line with the council's policy, within twelve weeks, during which time suspension would be in place, subject to review;
(c) That a consequent budget, capped at £1,000 and funded from General Reserves, be approved to facilitate point (b), above;
(d) That additional hours, of up-to 7 hours per week at plain time, for the Services Officers be approved from the staffing budget; and
(e) That the position be reviewed no later than 29 April.