

**BARNARD CASTLE TOWN COUNCIL
RESOURCES COMMITTEE**

2 MARCH 2020

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

Also in attendance: One member of the press.

Officers: Mr King (Town Clerk), Miss Atkinson (RFO) and Mrs Farren (Services Officer).

49. ACCEPTANCE, OR OTHERWISE, OF APOLOGIES

Apologies were submitted by Councillor Mrs Thompson.

Resolved – (a) That Cllr Mrs Thompson's apologies be accepted.

50. DECLARATIONS OF INTEREST

In accordance with this Council's adopted Code of Conduct (Minute 10/May/19 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. There were no declarations of interest at this juncture.

51. RESOURCES COMMITTEE MEETING 13 JANUARY 2020 - MINUTES

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

52. BUDGET MONITORING REPORTS

Submitted - A report outlining budget activity, updated to the end of January 2020.

Resolved – That the information be received and noted.

53. MEDIUM-TERM FINANCIAL PLAN

Submitted - A revised MTFP for approval at the meeting, to be included in the revised Constitution presented to the Annual Council Meeting in May for adoption. It was noted that the council's ability to engage in activities was limited by its statutory powers.

Resolved – (a) That the Medium-Term Financial Plan 2020-23 be approved;
(b) That it be recommended to Full Council that the General Power of Competence be pursued, subject to meeting the qualifying criteria.

54. RESERVES REVIEW

Submitted – A report setting out the Council's earmarked and general reserves, comparing these to the year-end position in 2018/19, so that an in-depth review could be carried out.

Resolved – That the reserves position be noted.

55. GOVERNANCE DOCUMENT REVIEW

(1) Discipline and Grievance Policy

Submitted – An update on policies based on new model document released by NALC in November 2019.

(2) Standing Orders, Financial Regulations and Other Policies

Submitted – Consequential amendments to the Constitution to reflect changing job titles and roles.

Resolved – That the revised policies be included in the draft constitution for resolution at the Annual Meeting Council in May 2020.

56. ASSET TRANSFERS

Submitted – Documents relating to the freehold transfer of Bede Kirk which had been received. The council's solicitor's comments were awaited on the overage deed and form of contract. There were no issues in the initial search, which had identified the existence of the TPO and the registration of the Green.

The future of Amen Corner was discussed. It was noted that the UDC had compulsory purchased the property previously occupying the space in 1933. Title was not claimed. Members acknowledged that the future of the 'town garden' remained unresolved.

Resolved – That the information be noted.

57. EXCLUSION OF PRESS AND PUBLIC (IN RESPECT OF ITEM 58, 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 58, below, due to the confidential nature of the business to be transacted.

58. STAFFING (CONFIDENTIAL)

Submitted - A report providing an update on issues related to staffing

Resolved – That the outgoing Clerk be appointed as an officer of the Town Council to represent its interests at the small claims hearing of the County Court Hearing Centre, Durham on 14 April 2020.

**Barnard Castle Town Council Current Year
Cashbook 1
Current/Reserve Account**

Payments made between 01/11/2019 and 31/01/2020

Date	Payee Name	Reference	£ Total	£ VAT	A/C	Centre	£Net	Description
04/11/2019	Barclays	AUTO	34.02		4006	101	34.02	Charges
05/11/2019	Barrier TM Ltd	201911001	285.60	47.60	4313	352	238.00	Deliver & Install Signs
05/11/2019		201911002	48.13		4000	211	48.13	Wages - Wk 31
05/11/2019		201911003	144.38		4000	211	144.38	Wages - Wk 31
05/11/2019		201911004	88.53		4000	211	88.53	Wages - Wk 31
06/11/2019	City Electrical Factors Ltd	DR	62.80	10.47	4074	106	52.33	Light Bulbs & Switches
08/11/2019	Durham County Council	DR	21.00		4403	360	21.00	Temporary Event Notice
13/11/2019	Royal British Legion	106357	92.50		4260	352	92.50	Wreaths
13/11/2019	Office Furniture Online	201911005	50.40	8.40	4103	101	42.00	Rectangular Table
13/11/2019	Park Lane Playgrounds	201911006	216.00	36.00	4241	231	180.00	Inspections
13/11/2019	Christmas Plus	201911007	360.00	60.00	4230	221	300.00	Festive Display
20/11/2019	Contract Natural Gas Ltd	DDR	419.89	69.98	4073	106	349.91	Charges - October
21/11/2019	Park Lane Playgrounds	201911008	108.00	18.00	4103	234	90.00	Supply and fit new seat
21/11/2019	Park Lane Playgrounds	201911009	1,296.00	216.00	4103	236	1,080.00	Replace & Repairs
21/11/2019	Robson Horticulture Ltd	201911010	3,044.40	507.40	4206	311	915.00	Maintenance
					4206	211	36.00	Maintenance
					4240	311	120.00	Maintenance
					4206	318	220.00	Maintenance
					4206	233	144.00	Maintenance
					4206	206	120.00	Maintenance
					4206	315	192.00	Maintenance
					4206	318	240.00	Maintenance
					4206	320	140.00	Maintenance
					4206	211	410.00	Maintenance
21/11/2019	Document Solutions	201911011	114.09	19.02	4075	101	95.07	Copier Charge
21/11/2019	4Nature	201911012	2,736.00	456.00	6000	204	2,280.00	Harmire Road
21/11/2019	Midnight Electronics	201911013	273.60	45.60	4313	352	228.00	Hire Sound Equipment
25/11/2019	Anglian Water Business	DDR	251.73		4071	106	251.73	Charges 02/08-01/11
25/11/2019	Anglian Water Business	DDR	21.70		4200	205	21.70	Charges 02/08-01/11
25/11/2019	Anglian Water Business	DDR	14.18		4200	206	14.18	Charges 02/08-01/11
25/11/2019	Anglian Water Business	DDR	20.31		4200	203	20.31	Charges 02/08-01/11
25/11/2019	Anglian Water Business	DDR	90.68	15.11	4200	202	75.57	Charges 02/08-01/11
25/11/2019	Opus Energy	DDR	243.37	40.56	4073	106	202.81	Charges 02/08-01/11
26/11/2019	Microsoft	DDR	45.12	7.52	4080	103	37.60	Microsoft
26/11/2019	Focus Group	DDR	89.30	14.88	4076	106	14.96	Voice Calls to 31/10

Date	Payee Name	Reference	£ Total	£ VAT	A/C	Centre	£Net	Description
					4076	106	56.47	Line Rental
					4076	106	2.99	Router Assurance
27/11/2019	Park Lane Playgrounds	201911014	420.00	70.00	4074	232	350.00	Repairs & Maintenance
27/11/2019	SLCC Enterprises Ltd	201911015	281.00		4053	101	281.00	Full Membership
29/11/2019	Cash	106359	168.80		4313	360	168.80	Grotto Presents
29/11/2019	HMRC	106358	1793.96		4009	102	1793.96	Month - 7
29/11/2019	Durham County Council	BACS	1,806.85		4008	102	1,350.87	Pension
					4018	102	455.98	Pension
29/11/2019		11/19	361.73		4000	102	180.86	Salary
					4000	291	180.87	Salary
29/11/2019		BACS	244.80		4000	291	244.80	Salary
29/11/2019		BACS	1,558.17		4000	102	1,558.17	Salary
29/11/2019		BACS	1,315.14		4000	102	1,315.14	Salary
29/11/2019		BACS	2,212.28		4000	102	2,212.28	Salary
03/12/2019	Diamond Commercial Cleaning	201912001	193.24	32.20	4087	106	161.04	Cleaning - November
03/12/2019	Christmas Plus	201912002	5,754.00	959.00	4230	221	4,795.00	Festive Display
03/12/2019		201912003	13.50		4031	101	13.50	Travel Expenses
05/12/2019	Barclays	AUTO	33.20		4006	101	6.30	Payflow
					4006	101	26.90	Charges 14/10-12/11
11/12/2019	Amazon	DR	35.98	6.00	4074	106	18.32	Security Lights
					4077	101	11.66	White card
12/12/2019	Barnard Castle Band	106360	100.00		4260	360	100.00	Christmas Light Switch-on
12/12/2019	Teesdale & District Lions	106362	100.00		4260	360	100.00	Christmas Light Switch-on
16/12/2019	HMRC	106363	1856.08		4009	102	1856.08	Month - 8
16/12/2019	HMP Deerbolt	106364	1,898.90		4276	311	1,898.90	Bedding tender
19/12/2019	Colin Gilbert	106365	80.00		4327	360	80.00	Christmas Light Switch
20/12/2019	YMCA	201912004	50.00		4260	360	50.00	Christmas Light Switch
20/12/2019	CDALC	201912005	60.00		4031	101	60.00	Councillor Training
20/12/2019	Durham County Council	201912006	2,000.00		4070	106	2,000.00	Rent - Woodleigh 25/12-24/03
20/12/2019	National Ass of Local Councils	201912007	120.00	20.00	4005	102	100.00	Advertisement
20/12/2019	Office Furniture Online	201912008	50.40		4103	352	50.40	Rectangular Table
20/12/2019	St John Ambulance	201912009	115.20	19.20	4400	360	96.00	Christmas Light Switch-on
20/12/2019	Maxwells (Sunderland) Ltd	201912010	18.45		4074	106	18.45	Maintenance Items
20/12/2019	Roch ndt Services	201912011	360.00	60.00	4232	221	300.00	Street Column Testing
20/12/2019	Contract Natural Gas Ltd	DDR	523.59	87.26	4073	106	436.33	Gas Charge - November
23/12/2019	Durham County Council	BCTC 12	1,906.53		4008	102	1,425.97	Pension - December
					4018	102	480.56	Pension - December
23/12/2019		SALARY	122.40		4000	291	122.40	Salary - December
23/12/2019		SALARY	273.50		4000	102	136.75	Salary - December

Date	Payee Name	Reference	£ Total	£ VAT	A/C	Centre	£Net	Description
					4000	291	136.75	Salary - December
23/12/2019		SALARY	1,488.08		4000	102	1,488.08	Salary - December
23/12/2019		SALARY	1,729.19		4000	102	1,729.19	Salary - December
23/12/2019		SALARY	2,175.20		4000	102	2,175.20	Salary - December
24/12/2019	Focus Group	DDR	82.62	13.77	4076	106	56.47	Line Rental
					4076	106	9.39	Voice Calls
					4076	106	2.99	Additional Services
24/12/2019	Opus Energy	DDR	193.25	32.21	4073	106	161.04	Electricity - 09/11-08/12
27/12/2019	Microsoft	DDR	45.12	7.52	4080	103	37.60	Microsoft
02/01/2020	The Clique	106366	100.00		4260	360	100.00	Christmas Light Switch
02/01/2020	YMCA	201912004	50.00		4260	360	50.00	Christmas Light Switch
03/01/2020	Gordon Fletcher	202001001	450.00		4050	101	450.00	Internal Audit Fees
03/01/2020	Office Depot UK Ltd	202001002	204.94	12.32	4077	101	61.62	Office Stationary
					4078	101	131.00	Stamps
03/01/2020	Diamond Commercial Cleaning	202001003	193.24	32.20	4087	106	161.04	Cleaning - December
03/01/2020	Npower	202001004	108.14	5.15	4073	320	102.99	Electricity 01/09-30/11
06/01/2020	Grenke	DDR	139.82	23.30	4075	101	116.52	Copier lease
08/01/2020	Carbonite	DDR	67.79		4080	101	67.79	Carbonite Subscription
09/01/2020	Barclays	AUTO	33.59		4006	101	33.59	Charges
10/01/2020	ICO	DDR	35.00		4056	103	35.00	Data Protection Fee
13/01/2020	HMRC	106367	2,042.61		4009	102	2,042.61	Month - 9
					4019	102	602.33	Month - 9
					4000	102	747.60	Month - 9
14/01/2020	SLCC Enterprises Ltd	202001005	396.00	66.00	4005	102	330.00	Advert - Job
14/01/2020	Cumbria Classic Coaches Ltd	202001006	480.00		4327	358	480.00	Deposit for 2020
14/01/2020	Maxwells (Sunderland) Ltd	202001007	32.85		4102	106	32.85	Screws, Padlock, Chain
14/01/2020	Office Depot UK Ltd	202001008	106.99	17.83	4077	101	31.20	Stationary Supplies & Consumables
					4102	101	57.96	
14/01/2020	Stamps Direct Limited	202001009	24.22	4.04	4077	101	20.18	Ink Pads
14/01/2020	Newsquest (Yorkshire&NE) Ltd	202001010	480.62	80.10	4005	102	400.52	Job vacancy advert
20/01/2020	Contract Natural Gas Ltd	DDR	620.28	103.38	4073	106	516.90	Gas Charges - December
21/01/2020	Newsquest (Yorkshire&NE) Ltd	202001013	23.38	3.90	4005	102	19.48	Advert - Job
21/01/2020	Amazon	DR	5.99	1.00	4077	101	4.99	Magnets -
23/01/2020	RBS Software Solutions	202001011	70.80	11.80	4057	101	59.00	MTD Support
23/01/2020	Office Depot UK Ltd	202001012	14.99	2.50	4102	106	12.49	Paper Towels
23/01/2020	Robson Horticulture Ltd	202001014	1,286.40	214.40	4206	318	30.00	Strim Edges
					4206	238	120.00	Hedges
					4206	237	30.00	Hedges
					4206	205	80.00	Hedges

Date	Payee Name	Reference	£ Total	£ VAT	A/C	Centre	£Net	Description
					4206	234	30.00	Hedges
					4206	232	152.00	Leaves
					4206	233	60.00	Leaves
					4206	320	280.00	Leaves
					4206	238	200.00	Tree Felling
					4240	231	90.00	Litter Picking
23/01/2020		202001015	0.02		4000	211	0.02	Mini Golf Salary Correction
24/01/2020	Barrier TM Ltd	202001016	442.80	73.80	4402	360	369.00	Christmas Event
24/01/2020	Oliver Twists	202001017	94.00		4005	102	94.00	Catering
24/01/2020	DAS Law	202001018	554.40	92.40	4056	101	462.00	Professional Fees
24/01/2020	DAS Law	202001019	162.00	27.00	4056	101	135.00	Professional Fees
24/01/2020	Focus Group	DDR	77.48	12.91	4076	106	5.11	Line calls
					4076	106	56.47	Line rental
					4076	106	2.99	Additional services
24/01/2020	Opus Energy	DDR	142.58	6.79	4073	106	135.79	Electricity - 09/12-08/01
27/01/2020	Microsoft Barnard Castle	DDR	45.12	7.52	4080	103	37.60	Microsoft
30/01/2020	Methodist	106361	125.00		4260	360	125.00	Christmas Event
31/01/2020	Cash	106368	97.15		4102	203	6.00	Keys
					4077	106	3.00	Diaries
					4102	101	19.98	Refreshments
					4102	101	2.98	Frames
					4102	101	2.00	Flash Wipes
					4102	361	14.75	Refreshments
					4102	360	0.85	Picture Hooks
					4102	360	1.50	Safety Pins
					4077	106	1.49	Stationery
					4077	106	5.00	Allen Keys
					4078	101	12.20	Postage
					4077	106	5.00	Tape
					4077	101	15.00	USB Cable
					4078	101	7.40	Postage
31/01/2020	Durham County Council	BCTC - 01	1,806.57		4008	102	1,351.11	Pension - January
					4018	102	455.46	Pension - January
31/01/2020	HMRC	HMRC - 10	1809.52		4009	102	1809.52	Month - 10
31/01/2020		SALARY	418.41		4000	102	209.20	Salary - January
					4000	291	209.21	Salary - January
31/01/2020		SALARY	163.20		4000	291	163.20	Salary - January
31/01/2020		SALARY	1,558.17		4000	102	1,558.17	Salary - January
31/01/2020		SALARY	1,315.15		4000	102	1,315.15	Salary - January
31/01/2020		SALARY	2,175.40		4000	102	2,175.40	Salary - January

**Barnard Castle Town Council Current Year
Cashbook 1
Current/Reserve Account**

Cash Received between 01/11/2019 and 31/01/2020

Date	Cash Received from	Reference	Total (NET)	Receipt Description
01/11/19	HMRC		5,298.81	VAT Repay - Quarter 2
04/11/19	Barclays	101	8.51	Loyalty Reward 13/09-
05/11/19	Specsavers	360	500.00	Christmas Sponsorship
05/11/19	William Smith Group	360	250.00	Christmas Sponsorship
27/11/19	The Public Sector Deposit Fund		30,000.00	Management of Funds
29/11/19	BHP Law	101	34.00	Refund Issued
29/11/19	Barclays Bank	360	250.00	Christmas Sponsorship
29/11/19	Market Rents	291	545.00	Rents 6/11
29/11/19	Mini Golf Takings	211	105.00	Takings
29/11/19	Mini Golf Floats	211	120.00	Golf Floats x 4
29/11/19	Craft & Chat	106	60.00	Craft & Chat 15/11
05/12/19	Barclays	101	8.30	Loyalty Reward 14/10-
09/01/20	Teesdale Day Clubs	106	500.00	Day Clubs - Quarter 4
09/01/20	Market Rents	291	595.00	Rents - 04/12
09/01/20	Dawson Room Hire	106	80.00	Craft & Chat 06/12
09/01/20	Barclays	101	6.90	Loyalty Reward
09/01/20	YMCA	360	50.00	Refund as paid twice
14/01/20	Equip4Work	352	50.40	Refund as paid twice
14/01/20	Citizens Advice	106	2,687.50	CAB - Quarter 4
15/01/20	TAP	106	20.00	Dawson Room Hire 22/10
16/01/20	Durham County Carers	106	40.00	Dawson Room Hire Oct &
23/01/20	Base Rate Tracker Account		38.78	Funds Management
24/01/20	HMRC		5,201.34	Vat Repay Quarter 3
29/01/20	The Public Sector Deposit Fund		40,000.00	Funds Management

