

**BARNARD CASTLE TOWN COUNCIL
ANNUAL COUNCIL MEETING**

9 MAY 2016

PRESENT: Councillor Mrs Moorhouse (the outgoing Town Mayor) (in the Chair for Minute 1 only), Councillor Blissett (Town Mayor) (in the Chair from Minute 2 onwards); Councillors Cooke, Mrs Grady, Harrison, Hinchcliffe, Kinch, Peat, Rowell, Sutherland, Mrs Thompson and Yarker.

Also in attendance: Five members of the public; two members of the press.

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

1. ELECTION OF TOWN MAYOR FOR MUNICIPAL YEAR 2016-17

Councillor Blissett was proposed and seconded. There were no other nominations.

Resolved – That Councillor Blissett be elected Town Mayor for the Municipal Year 2016-17.

Following the meeting, Councillor Blissett signed the Declaration of Acceptance of Office.

2. ELECTION OF DEPUTY TOWN MAYOR FOR MUNICIPAL YEAR 2016-17

Councillor Harrison was proposed and seconded. There were no other nominations.

Resolved – That Councillor Harrison be elected Deputy Town Mayor for the Municipal Year 2016-17.

Following the meeting, Councillor Harrison signed the Declaration of Acceptance of Office.

3. WELCOME TO NEW WEST WARD COUNCILLOR

Councillor Emma Rowell having been elected as the new West Ward Councillor on 5 May and having signed her Declaration of Acceptance of Office, was duly welcomed onto the Town Council.

4. ACCEPTANCE, OR OTHERWISE OF APOLOGIES

None

5. DECLARATIONS OF INTEREST

In accordance with this Council's adopted Code of Conduct (Minute 72(a)/Sep/12 refers), Members were asked whether they had any personal, pecuniary 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.

(i) Request for Dispensation

Received from Councillor Kinch – a request for dispensation under Section 33 of the Localism Act Act 2011, to participate in all matters relating to Teesdale Area Action Partnership (TAP) of which he was Chairman of the Board from May 2016 to May 2017.

Resolved – That a dispensation, in all matters relating to Teesdale Area Action Partnership (TAP), be given to Councillor Kinch.

6. COUNCIL MEETING – 21 MARCH 2016 – MINUTES

Resolved – That the Minutes be accepted as a true and accurate record.

7. 'EN BLOC' ITEMS

Submitted – In accordance with Minute 72/Aug/04, a further set of items with the accompanying recommendations to be moved 'en bloc'. The ten items considered at the meeting were as follows:-

(1) Governance Task & Finish Group – 22 March 2016 – Draft Notes

Resolved – That the Draft Notes be received.

(2) Woodleigh Working Group – 22 March 2016 - Notes

Resolved – That the Notes be received.

(3) 1940s Event Task & Finish Group – 7 April 2016 - Notes

Resolved – That the Notes be received.

(4) Planning Committee Meeting - 11 April 2016 – Draft Minutes

Resolved – That the Draft Minutes be received.

(5) Partnership Committee Meeting – 11 April 2016 – Draft Minutes

Resolved – That the Draft Minutes be received.

(6) Services Committee Meeting – 11 April 2016 – Draft Minutes

Resolved – That the Draft Minutes be received.

(7) Woodleigh Working Group - 14 April 2016 – Draft Notes

Resolved – That the Draft Notes be received.

(8) 1940s Event Task & Finish Group – 19 April 2016 – Notes

Resolved – That the Notes be received.

(9) Resources Committee Meeting – 25 April 2016 – Draft Minutes

Resolved – That the Draft Minutes be received.

(10) 1940s Event Task & Finish Group – 3 May 2016 – Draft Notes

Resolved – (a) That the Draft Notes be received;

(b) That £239 underspend from 2015/16 Events budget be allocated to 1940s weekend and;

(c) That an additional £361 out of 2016/17 Events budget be allocated to 1940s weekend.

8. REVIEW OF 2015-16 MAYORAL YEAR (COUNCILLOR MRS MOORHOUSE)

Received – a report containing a list of Mayoral Events for noting and formally tabling the Town Council's Annual Report, for Members' receipt, following its presentation at the Town Meeting. The outgoing Town Mayor (Councillor Mrs Moorhouse) reported verbally on her 2015-16 Mayoral Year, based on the circulated list of events attended. She thanked a number of individuals, Councillors, current and former office staff for their support during an enjoyable and worthwhile year. Councillor Cooke added that it was good to see that the number of mayoral events had increased, putting the town firmly on the map.

Resolved – (a) That the report of Mayoral Activity be received;

(b) That the cordial thanks of the Council be extended to Councillor Mrs Sandra Moorhouse, Mr Ian Moorhouse, Councillor John Blissett, Mrs Karen Blissett, Mr Simon Moorhouse, Mrs Elizabeth Gott, Mrs A Hunter, Councillor John Hinchcliffe and Miss Kelly Blissett, on the manner in which they conscientiously carried out the Mayoral role during the Municipal Year 2015-16;

- (c) That the Town Council's Annual Report for 2015-16 be received and;
- (d) That thanks be given to Town Council staff.

9. CONFIRMATION OF COMPOSITION OF COMMITTEES & ELECTION OF CHAIRS

Received – a report that presented a draft nomination roll for 2016-17 committee membership, based on membership of committees established for 2014-15, in line with Council Minute 6b/May/14.

Members noted that at Council Minute 99/Jan/16, it was resolved that Planning Committee be 4 members and Partnership Committee be 8 members, plus 2 co-optees.

Members were further reminded that there was a vacancy on Partnership Committee.

Once the membership of each committee was determined, a Chair for each Committee was elected for 2016/17, nominated from within eligible members (Standing Order 4e(vi)).

Resolved – (a) That Councillor Rowell be appointed as member of Planning and Partnership Committees;

(b) That Planning Committee be increased to 5 members; and

(c) That the membership of the Council's four principal Committees, for the Municipal Year 2016-17 be as follows:

Partnership (8+2)	Planning (5)	Resources (7)	Services (6)
Sandra Moorhouse	Frank Harrison	Tony Cooke	Roger Peat
Tony Cooke	John Blissett	John Blissett	Angela Grady
David Kinch	Tony Cooke	Frank Harrison	Frank Harrison
Angela Grady	Emma Rowell	David Kinch	John Hinchcliffe
John Hinchcliffe	John Yarker	Sandra Moorhouse	John Yarker
Roger Peat		Judi Sutherland	Belinda Thompson
Judi Sutherland		Belinda Thompson	
Emma Rowell			
+Bowes Museum Rep			
+Business Guild Rep			

(d) That Councillor Mrs Moorhouse be elected as Chair of Partnership Committee;

(e) That Councillor Harrison be elected as Chair of Planning Committee;

(f) That Councillor Cooke be elected as Chair of Resources Committee;

(g) That Councillor Peat be elected as Chair of Services Committee.

(h) That Vice Chairs, be voted upon at the first ordinary meeting of that Committee.

10. REVIEW OF DELEGATION ARRANGEMENTS TO COMMITTEES, SUB-COMMITTEES, EMPLOYEES AND OTHER LOCAL AUTHORITIES – INCORPORATING A REVIEW OF THE TERMS OF REFERENCE FOR COMMITTEES

Submitted – A report outlining a scheme of delegation, based upon the Terms of Reference of the Council's Committees and the job specification of the Town Clerk.

It was reported that the Scheme of Delegation was reviewed by the Governance Task & Finish Group on 23 February 2016. Resources Committee resolved on 7 March to approve the revised Scheme of Delegation, subsequently approved at full Council on 21 March (Minute 120/Mar/16 refers).

Changes to the amended Scheme of Delegation reflected the additional services transferred or in the process of being transferred to the town council. The draft Terms of Reference of Committees reflected the changes approved in the Scheme of Delegation.

It was also noted that the Town Council did not delegate any of its powers or duties to any other local authority.

Resolved –(a) That the Scheme of Delegation (as in the Members' Handbook) be adopted for the municipal year 2016/17;
(b) That the Terms of Reference of Committees be amended to reflect the change in Planning Committee membership (Minute 9 above);and
(c) That the amended Terms of Reference of Committees be approved and adopted for the municipal year 2016/17.

11. REVIEW AND ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS

Submitted – A report presenting final version of both Standing Orders and Financial Regulations for adoption by the Town Council for the forthcoming municipal year 2016/17.

The Governance Document Review Task & Finish Group reviewed both Standing Orders and Financial Regulations in February 2016 and draft versions were approved at Resources Committee on 7 March and subsequently by full Council on 21 March (Minute 120/Mar/16 refers).

Resolved – That the approved versions of Standing Orders and Financial Regulations, be adopted for the Municipal Year 2016/17.

12. REVIEW OF CONCURRENT FUNCTIONS AND ASSOCIATED EXPENDITURE

Submitted – A report reviewing the concurrent functions and associated expenditure incurred by this Council, i.e. a list of services carried out by this Council that were paid for through the precept but were also services delivered by Durham County Council elsewhere in the County.

Resolved– That the concurrent functions and associated expenditure be noted.

13. REVIEW OF REPRESENTATION ON OR WORK WITH EXTERNAL BODIES AND ARRANGEMENTS FOR REPORTING BACK

Submitted – A report presenting a list of bodies to which the Town Council nominated representatives and reaffirming the arrangements for reporting relevant business to the Council.

Resolved – (a) That, for the Municipal Year 2016/17, this Council's representatives on the various bodies listed be as follows:

- | | | |
|----|---|--------------------------------|
| a. | Barnard Castle Business Guild (1) | Councillor Peat |
| b. | County Durham and Cleveland Branch of the Society of Local Council Clerks (1) | Clerk |
| c. | Friends of the Upper Demesnes (2) | Councillors Peat and Mrs Grady |
| d. | Hall Benefaction (1) | Councillor Cooke |
| e. | Police & Crime Commissioner Community Panel | Councillor Harrison |
| f. | St Mary's Barnard Castle Parish Hall Association (1) | Councillor Blissett |
| g. | Smaller Local Councils' Forum | Councillor Kinch and Clerk |

h.	South West Durham Heritage Corridor Partnership	Councillor Cooke
i.	Teesdale Local Councils' Forum (2)	Councillors Kinch and Mrs Moorhouse
j.	Teesdale Marketing Limited (1)	Councillor Mrs Grady
k.	Teesdale Residents' and Travellers' Forum (2)	Councillors Rowell and Cooke
l.	Trustees of Dawsons Cottages (2)	Councillors Hinchcliffe and Yarker
m.	The Management Committee of Trustees of the Barnard Castle Mechanics Institute and Witham Hall Community Association(1)	Councillor Mrs Grady
n.	Walkers are Welcome (1)	Councillor Mrs Thompson
o.	Dementia Friendly Communities (2)	Councillors Harrison and Blissett

(b) That the reporting arrangements, as submitted, be affirmed;

(c) That the verbal updates be received; and

(d) That a letter from the Town Council be sent to Walkers are Welcome in support of the application.

14. REVIEW OF THE COUNCIL'S AND/OR EMPLOYEES' MEMBERSHIPS OF OTHER BODIES

Resolved – (a) That the Council confirms and agrees to renew its membership of the following bodies:

- (i) County Durham Association of Local Councils; and
- (ii) National Society of Allotment and Leisure Gardens.

(b) That the Council confirms and agrees to renew its employees' membership of the following body:

- (i) Society of Local Council Clerks.

15. REVIEW OF INVENTORY OF LAND AND ASSETS INCLUDING BUILDINGS AND OFFICE EQUIPMENT

Submitted – The Town Council's Asset register to 31 March 2016. It was noted that the audit value was the actual purchase cost, which remained the same until disposal. If assets were gifted, the value reflected the actual cost to the Town Council.

Resolved – That the inventory of land and assets, as submitted, be noted.

16. REVIEW AND CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS

Submitted – A report presenting the arrangements for insurance undertaken by the Town Council for 2016/17. Following an exercise to compare the costs of available insurance cover, the Town Council's policy had been maintained with Zurich Municipal. This was part of a three-year agreement, which represented an annual saving over each of the years within the term. 2016/17 was the first year of the agreement.

The insured risks had been reviewed for 2016/17 and the following amendments were made to the schedule of insurance:

- Removal of window cover at 44B Galgate;
- Adjusted figures for inventory of Equipment to cover additional furniture purchased for Woodleigh and Christmas lights; and

- Addition of 18 x metal barriers, 9 x Allotment Standpipes, 2 x Mayor/Clerk Nameboards and 4 x Dickens in Teesdale Information Boards.

A full copy of the insurance schedule was maintained in the office for inspection.

Resolved – That the information be noted.

17. REVIEW OF THE COUNCIL'S SPECIFIC POLICIES AND PROCEDURES

Submitted – A report outlining twelve operational policy and procedure documents for adoption for the 2016/17 municipal year. It was reported that seven documents had been reviewed by Governance Document Review Task & Finish Group and approved at Resources Committee on 7 March, and subsequently at full Council on 21 March 2016 (Minute 120/Mar/16 refers).

Three documents approved and adopted by Council in May 2014 (Minute 19/May/14 refers) continued to be applicable to the conduct of the town council's business:

Public Participation Procedure; Complaints Procedure and; Travel Allowance Policy.

Two documents were presented for Council approval and adoption, as referenced under referrals from Committees (Minute 22).

It was noted that all documents formed part of the Members' Handbook and were available on the Town Council website.

Resolved – (a) That the list of approved policies and procedures (as presented in members' handbooks) be adopted for the 2016/17 municipal year and;
(b) That the Community Events Policy and Code of Conduct, as referenced under referrals from Committees (Minute 22) be approved and adopted by the Town Council for the 2016/17 municipal year.

18. SETTING THE DATES, TIMES AND PLACE OF ORDINARY MEETINGS OF THE FULL COUNCIL FOR THE YEAR AHEAD

Submitted – A schedule of the dates, times and place of Council meetings and Partnership, Services, Resources and Planning Committees during the Municipal Year 2016/17.

Resolved – (a) That the following schedule of Council meetings during the Municipal Year 2016/17 (all Mondays) be confirmed:

2016	2017
27 June 2016	23 January 2017
19 September 2016	20 March 2017
14 November 2015	15 May 2017 (Annual Meeting)

(b) That the following schedule of Partnership Committee meetings during the Municipal Year 2016/17 (all Mondays) be confirmed:

2016	2017
23 May 2016	6 February 2017
11 July 2016	3 April 2017
3 October 2016	
28 November 2016	

(c) That the following schedule of Services Committee meetings during the Municipal Year 2016/17 (all Mondays) be confirmed:

2016

6 June 2016
 25 July 2016
 17 October 2016
 12 December 2016

2017

20 February 2017
 3 April 2017

(d) That the following schedule of Resources Committee meetings during the Municipal Year 2016/17 (all Mondays) be confirmed:

2016

13 June 2016
 5 September 2016
 31 October 2016

2017

16 January 2017
 6 March 2017
 24 April 2017

(e) That the following schedule of Planning Committee meetings during the Municipal Year 2016/17 (all Mondays) be confirmed:

2016

11 May 2016 (cancelled)
 23 May 2016
 6 June 2016
 13 June 2016
 27 June 2016
 11 July 2016
 25 July 2016
 8 August 2016
 22 August 2016
 5 September 2016
 19 September 2016
 3 October 2016
 17 October 2016
 31 October 2016
 14 November 2016
 28 November 2016
 12 December 2016

2017

16 January 2017
 30 January 2017
 6 February 2017
 20 February 2017
 6 March 2017
 20 March 2017
 3 April 2017
 24 April 2017
 22 May 2017

(f) That it be confirmed that the official starting time for all the Council meetings listed be 6.00 pm, with a public participation 'slot' comprising the first 15 minutes at each ordinary meeting, if invoked;

(g) That it be confirmed that the official starting time for all meetings of the Partnership, Services and Resources committees listed be 6.00 pm (except Services on 3 April 2017, to be 7.00 pm);

(h) That it be confirmed that the official starting time of all meetings of the Planning Committees listed be 5.30 pm;

(i) That it be confirmed that Council and Committee meetings be held in The Dawson Room, Woodleigh.

19. APPOINTMENT OF AUDITORS FOR FINANCIAL YEAR 2016/17

(A) Internal Auditor

It was determined at Minute 18(A)/May/15, that the Council's Internal Auditor for the financial year 2015/16 should be Mr Gordon Fletcher. In accordance with standard procedures, a decision in respect of the financial year 2016/17 was sought.

Resolved – That Mr Gordon Fletcher be appointed as this Council's Internal Auditor for the financial year 2016/17.

(B) External Auditor

It was reported that, in accordance with Section 3 of the Audit Commission Act 1998, BDO LLP had been appointed as this Council's External Auditor for a period of five years. This appointment commenced on 1 September 2012 and was due to expire on 30 September 2017. At Minute 103/Jan/16, it was resolved that the town council opted in to Smaller Local Authorities' Audit Appointments Ltd (SAAAL) as the procurement body to appoint auditors and manage audit contracts on its behalf from 2017/18 for a five year period.

Resolved – That the information be noted.

20. APPOINTMENT OF BANKERS FOR FINANCIAL YEAR 2016/17

It was determined at Minute 19/May/15, that Barclays Bank PLC should be appointed as this Council's Bankers for the financial year 2015/16. In accordance with standard procedures, a decision in respect of the financial year 2016/17 was sought.

Resolved – That Barclays Bank PLC be appointed as this Council's Bankers for the financial year 2016/17.

21. REVIEW OF POLICE ATTENDANCE AT COUNCIL MEETINGS

Based on the agreed dates of the council meetings during the 2016/17 municipal year, the meetings that a Police representative should attend were determined.

Members were reminded that in addition to the Police attending council meetings, the public were invited to attend the regular PACT (Police and Communities Together) meetings should they wish to raise specific issues.

Resolved - That a representative from the Police be invited to attend the Council meetings scheduled for 27 June and 14 November 2016.

22. UPDATES AND REFERRALS FROM COMMITTEES

(1) Services Committee

(i) Ten Fields Lease Update

It was confirmed that Barnard Castle Football Club (BCFC) had submitted formal notice of its intention to quit the lease on Ten Fields at the end of the season (May). An official expression of interest in the lease of Ten Fields had been received from Glaxo Rangers Football Club (GRFC). Following agreement of the Club, it was resolved that approval be given to a five-year lease with GRFC using the terms hitherto operating between the town council and BCFC.

Resolved – That the information be noted.

(ii) Wednesday Market

It was resolved that a contract be advertised for a Market Operative to set out and clear barriers at a rate of £40 on-target earnings per session. It was reported that the closing date for applications was 11 May.

Resolved – That the information be noted.

(iii) Floral Displays

It was resolved that the Floral Displays contract for 2016/17 be awarded to Elm Ridge Gardens at a cost of £2,781.80

Resolved – That the information be noted.

(iv) Grounds Maintenance Contract

A specification for maintenance of grassed areas, including those due to be transferred from Durham County Council, was considered and it was resolved that the specification be approved to advertise a contract for grounds maintenance.

Resolved – That the information be noted.

(2) Partnership Committee

(i) Vintage Weekend 24 & 25 September

Barnard Castle Vintage Rally Group (BCVVRG) had asked for Town Council support. Last year, £500 was allocated from the 2015 Events budget to support the Vintage Rally to benefit the town.

Resolved – That, in the absence of further information for an informed decision to be made, the matter be referred back to Partnership Committee on 23 May.

(ii) Christmas Lighting

Out of a budget of £6,500, there was approximately £2,550 to spend on enhancing lighting displays. It was reported that the icicle lights could be extended along lower Galgate and down towards The Bank (approx. 66 metres) at a cost of £379.50.

Additional storage, PAT testing, installation and dismantling of icicle lights was £264.

Five existing swan motifs could be renovated for £160 each – total £800.

Four additional swan motifs could be manufactured in aluminium incorporating white LED static lighting, standard 240v suitable for column mounting and purchased for £380 each – total £1,520.

There was still an anticipated cost for windage testing of lampposts along Newgate, unless DCC confirmed that windage testing for banners was sufficient for motifs.

The Bowes Museum was considering a contribution towards the renovation of existing or purchase of additional swan motifs.

Resolved – (a) That an extra 66 metres of icicle lights be purchased at a cost of £379.50, and that associated storage, PAT testing, installation and dismantling of icicle lights be approved at an additional cost of £264 and;
(b) That repair/purchase of motifs and windage testing of lampposts be considered further at Partnership Committee on 23 May.

(iii) Dementia Friendly Town

It was proposed to progress Barnard Castle becoming recognised formally as a dementia friendly town, working with the Alzheimer's Society, who already had a presence in the town. Dementia Awareness Week was 15 to 22 May. A Dementia Awareness training session was to be held for members and staff on 16 May. The Alzheimer's Society had a market stall on Wednesday 18 May. A Dementia Café was opening on Friday 20 May at the Parish Hall and a stakeholder event would be held on the afternoon at The Bowes Museum.

Resolved – That the information be noted.

(iv) Community Events Policy Review

A revised draft version of the community events policy was reviewed. There were no substantive changes. The revised policy was presented for approval and adoption at Minute 17.

Resolved – That the information be noted.

(3) Resources Committee

(i) Code of Conduct

A revised Code of Conduct was presented for approval and adoption at Minute 17.

Resolved – That the information be noted.

(ii) Lone Working/ Cash handling Policy

It was resolved that it be delegated to Governance Documents Review Task & Finish Group to draw up a draft Lone Working Policy for subsequent approval and adoption.

Resolved – That the information be noted.

(iii) Asset Transfers

The due diligence information had been received from Durham County Council. Including staffing costs, planned preventative maintenance, water, electricity and business rates, the annual expenditure for both toilets was approximately £24,000, including assumed refitting costs, and would require an increase in the budget, from 2017/18, of approximately £9,000. Members felt that these cost terms were unsustainable.

Resolved – That, in light of the due diligence information received, the town council did not proceed with the freehold transfer of the public toilets and proposed TUPE transfer.

23. CLERKS UPDATE

Submitted – A report outlining recent activities undertaken by the Clerk and staff and summarising the Clerk's forthcoming leave.

It was noted that two code of conduct complaints had been made by members of the town council against a third member of the council. It was determined in both cases that 'no action should be taken'.

It was reported that an invoice had been received from Durham County Council for election costs totalling £4,066 for the East Ward by-election on 10 December 2015. Members were reminded that there was no specific budget for the cost of elections in 2015/16 or 2016/17.

The Association of Teesdale Day Clubs took up residence in Woodleigh at the start of April 2016. Work continued to prepare for the relocation of Citizens Advice County Durham.

The Town Clerk anticipated being on leave from 8 to 10 June inclusive.

Resolved – (a) That the information be noted.

(b) That the recharge of £4,066 to cover the cost of the East Ward by-election, which took place on 10 December 2015, be paid from general reserves.

(c) That election costs be factored into the 2017/18 budget consideration at Resources Committee on 31 October.

24. YOUTH COUNCIL

Received – a report identifying an opportunity to carry forward the town council's resolved, in-principle, support of a youth council for Barnard Castle through a partnership approach with the YMCA.

The town council resolved to support the principle of a Youth Council for Barnard Castle (Minute 118/Mar/15). It was proposed that the town council constituted a Youth Council to act as an advisory committee of full council. Advisory committees did not require members of the committee to be elected members of the council (LGA 1972 s.104). It was appropriate to set an age range for those involved, which should be 13-19. YMCA would initiate a discussion with young people who had been involved in the TAP Young People's Panel. The Youth Council would propose its own constitution and ways of working, for adoption. The Town Council could direct the Youth Council towards areas of its work, and, as appropriate, make recommendations. In the first instance, it was suggested that the initial scope should include events and public open spaces, particularly with respect to recreational opportunities for young people in Barnard Castle.

It was noted that there was no budgetary allocation for the Youth Council in 2016/17. Cost implications would not be known until recommendations were put forward.

A programme of reporting to Full Council for the remainder of the 2016/17 municipal year was suggested as follows:

Constitution, membership, scope and function	27 June 2016
Opportunities for events/services	19 September 2016
Priorities for young people in the 2017/18 budget	14 November 2016
Review of budget proposals 2017/18	23 January 2017
Development/review of Youth Council	20 March 2017

Resolved – (a) That a Youth Council, drawn from young people aged 13-19, resident within 3 miles of the parish of Barnard Castle who attended school or work within the parish, be established as an advisory committee of the Town Council;

(b) That the Youth Council, in consultation with Town Clerk, prepare its own constitution, membership, scope and function, mentored by the YMCA, for the approval of Full Council; and

(c) That a programme of work, be set out as the Town Council's anticipated reporting framework for 2016/17.