

**BARNARD CASTLE TOWN COUNCIL  
COUNCIL MEETING**

**18 SEPTEMBER 2017**

**PRESENT:** Councillor Mrs Moorhouse (Town Mayor) (in the Chair); Councillors Peat, Blissett, Miss Blissett, Chatterjee, Child, Hallimond, Harrison, Kirkbride, Sutherland and Mrs Thompson.

**Also in attendance:** One member of the public; one member of the press.

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

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

An apology was received from Councillor Wilkes.

**Resolved** – That the apology be noted and accepted.

**51. DECLARATIONS OF INTEREST**

In accordance with this Council's adopted Code of Conduct (Minute 12/May/17 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; none were declared at this juncture.

**52. ATTENDANCE OF POLICE REPRESENTATIVE**

Pursuant to Minute 21/May/17, it was reported that Sergeant Simon Rogers of Durham Constabulary was unable to attend this meeting; however, he could attend next full Council on 13 November.

**Resolved** – That Sgt Rogers be invited to attend next full Council on 13 November.

**53. COUNCIL MEETING – 19 JUNE 2017 – MINUTES**

An update was given in relation to Minute 38; Durham County Council had confirmed that the application made by the town council to register Bede Kirk as a Town Green was to be subject to a 6 week consultation process.

**Resolved** – (a) That the update be noted; and  
(b) That the Minutes be accepted as a true and accurate record.

**54. SPECIAL COUNCIL MEETING – 19 JUNE 2017 – MINUTES**

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

**55. SPECIAL COUNCIL MEETING – 24 JULY 2017 – MINUTES**

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

**56. TOWN MAYOR'S ANNOUNCEMENTS**

The Town Mayor reminded members about the Honorary Freeman/Freewoman Ceremony at Barnard Castle School's Chapel on 28 September and encouraged members to attend.

Invitations were circulated to Members for the 'Winter Drawers On' Civic Event at Raby Castle on 13 October.

It was reported that there would be a Juggling Convention in the town on 21 October, with a performance at Glaxo.

Cllr Peat announced that there would be an drop in sessions for the public in Dawson Room, Woodleigh on Saturday 23 September 11am to 3pm and Monday 25 September 6pm to 8pm, to present and discuss proposals to reduce anti-social behaviour on the lower Demesnes.

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

## **57. COMMITTEE MEMBERSHIP**

Pursuant to the co-option of Cllr Kirkbride to represent the East Ward, members were reminded that vacancies existed on Resources (2 places), Partnership (1 place) and Planning (1 place) Committees.

**Resolved** – (a) That Cllr Kirkbride be appointed to Resources and Partnership Committees; and  
(b) That Cllr Miss Blissett be appointed to Planning Committee.

## **58. '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 nine items considered at the meeting were as follows:

- (1) Planning Committee Meeting – 19 June 2017 – Minutes**
- (2) Planning Committee Meeting – 10 July 2017 –Minutes**
- (3) Partnership Committee Meeting – 10 July 2017 – Draft Minutes**
- (4) Services Committee Meeting – 24 July 2017 – Draft Minutes**
- (5) 1940s Task & Finish Group – 3 August 2017 – Draft Notes**
- (6) Planning Committee Meeting – 7 August 2017 – Minutes**
- (7) Planning Committee Meeting – 4 September 2017 – Draft Minutes**
- (8) Resources Committee Meeting – 4 September 2017 – Draft Minutes**
- (9) Town Mayor's Activities.**

It was reported that, since the Council meeting on 19 June, the Town Mayor and Deputy Town Mayor, along with their respective Consorts, had attended the following:

16 June	Open Day (Beaconsfield Court Care Home, Galgate)
16 June	Open Day (Manor House Care Home, John Street)
19 June	Armed Forces Flag Raising (Barnard Castle Town Council)
23 June	Aviation Day(Barnard Castle Town Council)
24 & 25 June	1940's Weekend(Barnard Castle Town Council)
28 June	Welcome Dinner (Hartlepool Borough Council, The Rifty, Hartlepool)
01 July	Speech Day and Prize Giving (Barnard Castle School, Newgate)
09 July	Matins Service & Procession (Under Sherriff, Durham Cathedral)

12 July	Bench unveiling (Inner Wheel) Deputy Town Mayor
22 July	Mayor at Home (Great Aycliffe Town Council, Council Offices, Great Aycliffe)
22 July	Garden Party (Abbeyfield, Galgate) Deputy Town Mayor
30 July	Mayor's Civic Service (Hartlepool Borough Council, St Hilda's Church, Headland, Hartlepool)
05 August	Shop Opening (Market Cross Jewellers, Horsemarket)
01 September	Fly the Red Ensign for Merchant Navy Day – Flag raising (Barnard Castle Town Council)
01 September	Fish & Chip Supper (Bishop Auckland Town Council, Seaton Carew)
10 September	Mayor's Civic Sunday (Richmond Town Council, St Mary's Church, Richmond)
12 September	Mayoress at Homes (Gateshead Council, Saltwell Park, Gateshead)
16 September	Flying Scotsman Visit (Shildon Town Council, Locomotion, National Railway Museum, Shildon)
17 September	Mayor's Civic Service (Spennymoor Town Council, St Andrew's Church, Spennymoor)

**Resolved** – (a) That the *en bloc* items be received; and  
(b) That the information be noted.

## **59. UPDATES AND REFERRALS FROM COMMITTEES**

### **(1) PARTNERSHIP COMMITTEE**

#### **(i) Durham Wildlife Trust**

It was resolved that potential funding and groups of young people be identified with a view to developing a joint funding bid.

#### **(ii) Mayoral Events**

It was resolved that it be delegated to the Clerk, in conjunction with Town Mayor, to set criteria, theme and arrangements for 2017 Mayoral Christmas Card competition.

#### **(iii) 1940s Event 23 to 25 June 2017 – Evaluation & Review**

It was resolved that a meeting be held with shop owners on Tuesday 1 August to discuss issues, ideas and suggestions for 2018 1940s weekend; and

That terms of reference be produced for 1940s Task & Finish Group, with clear roles and responsibilities, to be brought for approval to next Partnership Committee on 2 October.

#### **(iv) Aviation Day**

It was resolved that the town council organises the Teesdale Aviation Day Service for 22 June 2018 and that it be programmed into 2018/19 Events programme with budgetary allocation.

#### **(v) Developing a Performance Area**

It was resolved that Councillors Sutherland and Chatterjee assess the capacity of the performance area in terms of canopy options, to be considered at Partnership Committee in October 2017; and

That contact be made with the TCR HUB to explore opportunities for co-operative promotion of regular musical performances.

**(vi) The Bowes Museum 125th Anniversary**

It was resolved That The Bowes Museum develops a working group to pursue an anniversary event, with Councillors Sutherland and Wilkes nominated to attend as representatives of the town council.

**(vii) Louveciennes Friendship Link**

It was resolved that the Chair of Partnership meets with representatives of the Friends of the Bowes Museum and The Bowes Museum, to consider what other opportunities exist to develop the prospective friendship link around the proposed timing of the next visit.

**(viii) Christmas Lighting**

It was resolved that replacement of existing faulty Christmas lighting be approved at a total cost of £498.62 out of the 2017/18 Christmas lighting budget, with faulty equipment disposed of by Christmas Plus;

That the balance remaining in the Christmas Support Fund Earmarked Reserve be used to part fund repairs to existing lighting displays;

That it be recommended to Services Committee, for onward referral to Resources Committee, that the shortfall of £505.46 be funded by a virement from Floral and Open Spaces Budget to Christmas Lighting Budget; and

That the 2018/19 Christmas Lighting Budget be increased to £6,500.

**(ix) Barnard Castle Christmas Lights (BCCL)**

It was resolved that it be recommended to Council that a Service Level Agreement in the terms proposed be entered into with BCCL from Christmas 2018, to be considered in the budget preparation for 2018/19.

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

**(2) SERVICES COMMITTEE**

**(i) Play Areas – Gate Licences**

It was resolved that Councillors Miss Blissett and Hallimond hand-deliver gate licences to residents.

**(ii) Dawson Road – Potential Multi-Use Games Area (MUGA) lighting & play area fencing**

It was resolved that the lighting project to Dawson Road Play Area be approved and delegated to the Clerk, in conjunction with Chair of Services Committee, to draw up a specification, seek quotations from appropriate contractors and present recommendations at a future meeting of this Committee; and

That fencing off Dawson Road play area be approved with appropriate funding to be determined.

**(iii) Mini Golf**

It was resolved that for 2018 season, the main summer opening (7 days per week) be reduced to 6 weeks in line with local school holidays.

**(iv) Floral and Open Spaces**

It was resolved that thanks be given to Teesdale & District Lions Club for the donation of £500 to create a wildflower path on the Lower Demesnes; and

That it be recommended to Resources Committee on 4 September that a virement be recommended to Resources Committee of £505.46 from the Floral and Open Spaces budget to the Christmas Lighting budget.

**(v) Dog Fouling**

It was resolved that stocks of dog poop bags be replenished from the 2017/18 dog fouling budget.

**(vi) Influence Church – ‘No Strings’ Project**

It was resolved that the town council supports the Influence Church's ‘No Strings’ volunteer project in June 2018.

**(vii) Allotment Tenancy issue**

It was resolved that, in this particular instance, approval be given for the tenant to retain the allotment garden on Crook Lane site.

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

**(3) RESOURCES COMMITTEE**

**(i) Budget 2018/19 – Timetable and Basic Assumptions**

It was resolved: (a) That the 2018/19 budget preparation timetable be approved; (b) That inflationary and other factors be taken into consideration for 2018/19 budget; (c) That unrealised commitments and known underspends be taken into account for 2018/19; and (d) That all members be contacted by letter to indicate any projects they wish to put forward for consideration with the 2018/19 budget.

**(ii) Data Protection Law Changes**

It was resolved: (a) That the report and advice of the ICO with respect to the GDPR be noted; (b) That (at least) one representative of the council attend the training to be delivered by CDALC/NEREO in October; and (c) That the Clerk undertake a review of the council's data protection policy and procedures, including a systems audit and report outcomes to Resources Committee on 15 January 2018.

**(iii) Protocol for the Attendance of the Town Mayor**

It was resolved that the draft Protocol for the Attendance of the Town Mayor of Barnard Castle be recommended to Full Council for approval and adoption.

**(iv) Christmas Lighting**

It was resolved that the town council approve the virement of £505.46 from 2017/18 Floral and Open Spaces budget to Christmas Lighting budget.

**(v) Tens Field Rental 2016/17**

It was resolved that, given the circumstances, the town council writes off the Tens Field rental for 2016/17 in the sum of £100.

**(vi) Scar Top Banner Frame**

It was resolved that, subject to specification and funding agreed by Durham County Council (DCC), approval be given to submission of a planning application for a banner frame on Scar Top.

Members were updated that DCC had confirmed on 18 September that a budget had been identified for manufacture of the banner frame and that a revised quotation based on amended specification had been received.

**(vii) Dawson Room**

It was resolved that approval be given to pay for gold leaf lettering to Dawson Room board, at a cost of £640 out of Woodleigh supplies and consumables budget, offset by Dawson room hire income.

**(viii) Woodleigh Grounds Asset Transfer and Event Management**

It was resolved that consideration be given to hire charges, to cover administration costs and electricity usage, relating to event hire of Woodleigh Grounds and Performance Area, as part of 2018/19 budget setting process; and  
That the Event Application Pack be submitted to Partnership Committee on 2 October for discussion.

**(ix) Woodleigh Exterior Decoration - Quotations**

It was resolved that Terry Kelly of Barnard Castle be approved contractor to carry out external decoration to Woodleigh at a total cost of £1,935.

**(x) Woodleigh LED lighting – proposal for funding**

It was resolved that the town council applies for Salix funding, in the first instance, to replace lighting to Woodleigh.

**(xi) Risk Management – Banking & Investments**

It was resolved that the council invites CCLA to present proposals based on the Local Authorities' Property Fund for consideration by the town council.

**Resolved** – (a) That the information be noted; and

(b) That the Protocol for the Attendance of the Town Mayor of Barnard Castle be approved and adopted.

**60. REPRESENTATION ON OTHER BODIES**

**(1) Teesdale Residents' and Travellers' Forum (Councillors Blissett (& Harrison))**

A meeting was held on 4 July. It was reported that the Police were involved on twenty-five occasions during the traveller period. There was ongoing consultation with residents of Bridgegate with regards to parking. Further attempts were being made to engage landlords of Harmire Industrial Estate with the Forum. The next meeting was on 28 November.

**(2) Teesdale Local Councils Forum (Councillors Mrs Moorhouse and Sutherland)**

There was nothing to report.

**(3) Smaller Local Councils Forum (Councillor Sutherland)**

A meeting was held on 27 July, which discussed Protocol on Royal Funerals; the effectiveness of Area Action Partnerships; funding of the CDALC secretariat; CDALC model Code of Conduct; and NALC's proposed template contract for parish clerks, which was withdrawn following concerns that there had been no consultation with organisations representing clerks. CDALC had noted that county officers would review the current position on the preparation of the county plan in the early autumn with a view to making recommendations to Cabinet on the way forward.

**(4) Dementia Friendly Communities (Councillors Harrison and Blissett)**

A seminar hosted by County Durham and Darlington Fire and Rescue Service was held on 12 September 'Dementia within the Public Arena – Improving How We Work with Dementia'. Councillor Kirkbride attended and came away with many useful ideas to share. Barnard Castle Dementia Friendly Community Group was holding an awareness

evening in Dawson Room, Woodleigh on 21 September and the next meeting of the Group was on Tuesday 26 September.

#### **(5) Walkers are Welcome (Councillor Mrs Thompson)**

It was reported that Alex Sijpesteijn was now Chair of Walkers are Welcome. The Group was looking for new members and funding. A quilt panel was being designed by Montalbo School children.

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

#### **61. CDALC AGM – 21 OCTOBER 2017**

Members were informed that the 2017 County Durham Association of Local Councils (CDALC) AGM was to be held on Saturday 21 October in the Council Chamber at County Hall starting at 10am. Every member council was entitled to send two representatives to the meeting although each council would only have one vote. The AGM included a presentation from Associates of the North East regional Employers Organisation (NEREO) on the General Data Protection Regulations. There was an existing Council resolution in relation to CDALC secretariat's position that it supports the recommendation to reduce CDALC reserves before additional subscription fees were levied by that organisation (Minute 37(3)(b)/June/17 refers).

**Resolved** – That, in principle, up to two members (only one of whom may vote) be nominated to attend and represent views of the town council at CDALC AGM on 21 October; in particular with respect to the Council's resolved position on the future funding of the CDALC Secretariat - to vote in favour of the proposal at Item 13 and with respect to Item 6 to identify the council's three preferred candidates for the roles of Vice President.

#### **62. RICHARDSON HOSPITAL**

Pursuant to Special Council on 24 July, Lesley Jeavons, Director of Integration, NHS North Durham CCG, was setting up a reference group to enable staff from County Durham and Darlington NHS Foundation Trust (CDDFT) to meet with community representatives. Council members considered holding a drop in session for the public on Saturday 7 October, in conjunction with Friends of Richardson Hospital (FoRH), to gather the extent of residents' awareness of existing services, experiences and views.

Information promised at the Special Council Meeting had been requested of the Trust and the Durham Dales, Easington and Sedgefield Clinical Commissioning Group (DDESCCG). A substantive response was awaited.

**Resolved** – (a) That the town council arranges a drop in session, in conjunction with Friends of Richardson Hospital on Saturday 7 October in Dawson Room, Woodleigh between 11am and 3pm; and

(b) That Cllr Sutherland be nominated to attend and represent the town council on the reference group for Richardson Hospital.

#### **63. AUDIT OF ACCOUNTS 2016/17**

Pursuant to Minute 30/June/17 and the Council's approval of Section 1 (Annual Governance Statement) and Section 2 (Accounting Statements), the Annual Return, together with all additional supporting documentation, was duly submitted to the Council's External Auditor, BDO LLP of Southampton, by the agreed date of 10 July 2017. Additional information was requested by BDO on 1 August and duly returned on 8 August.

The audit was completed on 8 September and notice received from BDO on 14 September. The full and complete Annual Return was submitted for Members' attention. The required notice had been published and displayed on the town council's website and noticeboard on 15 September and would remain so for the required fourteen days.

There was one minor issue arising from the audit pertaining to a £1.00 rounding error.

As the Council's income and/or expenditure for 2016/17 was over the £200,000 threshold, an 'Intermediate Audit' was required in support of the External Audit.

The 2016/17 budget for Internal and External Audit expenditure was set at £1,460 as it was anticipated that this Council would be likely to incur expenditure in excess of £200,000. The correct procedure for internal and external audit fees was that the costs were accrued at the year-end so that each year's accounts included the fees for that year.

**Resolved** – That the 2016/17 Annual Return be approved and accepted.

#### **64. MARKET CROSS SURVEY**

It was reported that, pursuant to Council Minute 33(2)(i)/June/16, the published report on the Market Cross Condition Survey, completed May 2017, to which the town council had contributed £500, was formally received by the town council on 24 July and circulated electronically to members on the same date.

A copy of the presentation to Teesdale Action Partnership on 19 July was distributed to members, outlining works to be taken forward by Durham County Council over the next 2 years. It was noted that the external lighting to the Market Cross was not optimal but met highways requirements and was considered by DCC to be the most appropriate option.

Cllr Peat queried the omission of consideration of bench seating from the survey. There was a bench missing and it was felt that the remaining benches ought to be re-furbished. A contribution could be made from the town council's Memorial Bench Scheme.

**Resolved** – (a) That the information be noted; and  
(b) That the town council replaces the missing bench in the Market Cross from its Public Seats budget and works together with DCC to repair the existing benches.

#### **65. TENS FIELD – CHARITIES ACT 2011 REPORT**

*Members considered this item as sole trustee of the Barnard Castle Playing Fields Charity. Submitted – a report seeking the approval of the Charity, for the granting of an easement in relation to the laying and construction of a surface water drain and foul water sewer, together with ancillary manholes under the Tens Field, Barnard Castle.*

Members were reminded that this matter had been pursued through solicitors appointed by Fields in Trust. The surveyor's report was circulated. The land was covered by Section 117(3) of the Charities Act 2011 and the town council had to give formal approval, setting out the terms to be included in any deed of easement. It was suggested that as the end of Tens Field was already waterlogged, there was an opportunity for Barratt Homes to carry out remedial drainage works.

**Resolved** – That it be delegated to the Clerk to negotiate works relating to public sewers laid in land at Tens Field, at a consideration of £1,000 (or better) plus drainage, prior to approval of granting of an easement to Barratt Homes.

## **66. YOUTH PROJECT**

Pursuant to Minute 35/Jun/17, it had been announced that YMCA Teesdale, with which the Town Council had been working, was effecting a merger with YMCA North Tyneside. As a consequence, there had not been an opportunity to take forward the envisaged meeting. It would appear that changes within the merged organisation would mean that it was unable to fully engage with the council's youth project at present.

This offered the town council an opportunity to develop an initial, internal definition of the constitutional framework for a Barnard Castle Youth Council, which was consistent with the powers and procedures of the town council.

**Resolved** – That an internal meeting of those councillors nominated (Miss Blissett, Sutherland, Harrison, Mrs Thompson and Chatterjee) be taken forward at a mutually convenient date and time.

## **67. CHRISTMAS TREE RECYCLING**

Received – a notice of motion from Cllr Peat and seconded by Cllr Mrs Moorhouse to ensure a centralised drop-off and collection point for discarded trees in January 2018, due to the delay in opening of the new waste recycling centre at Stainton Grove.

**Resolved** – That the town council asks Durham County Council to allow Christmas Trees to be dropped off in the town's main car park and taken away for one last year.

## **68. CLERK'S UPDATE**

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

Under Section 4g of the Town Council's Financial Regulations, it was reported that, in consultation with the Mayor and Chair of Resources Committee, various items of catering equipment had been purchased at a cost of £400.83, to support civic hospitality to promote the town. In addition, Councillor Peat had attended last minute pesticide training at a cost of £160, to enable voluntary weed and pesticide spraying on behalf of the town council. A full report would be made to the Services Committee in October.

There had been a number of substantive issues moving forward since 19 June.

### ***Asset and Service Transfer*** including ***Scar Top Play Area/Mini Golf Freehold Asset Transfer***

All documentation regarding the freehold transfer was complete and with the council's solicitor. Exchange was dependent on the completion of repair works to the play fort. Replacement parts were expected to be delivered to DCC in the week commencing 4 September. There had been no other update.

Draft lease terms relating to Woodleigh Grounds were with the council's solicitor for review. There was a target date of 1 October to agree these and set up the lease.

***Insurance Claim*** – The claimant's solicitors had not returned to the council's insurers since their letter of 25 May 2017 contesting the incident location and maintaining the town council's denial of liability. As this claim involved a minor, the town council was governed to keep the file open for 12 months from the date of the last correspondence with the claimant's solicitors.

***Startforth Neighbourhood Plan*** – A community group (not led by Startforth Parish Council) had been established to create a Neighbourhood Plan for the parish of Startforth. As a

neighbouring parish, the town council had been invited to observe and comment, as appropriate, on the creation of the plan. The group had been advised of previous correspondence between the town council and Startforth Parish Council about the possibility of creating a neighbourhood plan covering the areas of two or more adjoining parishes. Members were reminded that Startforth Parish Council had declined the town council's overtures – as did Marwood Parish Council.

The Startforth group was at the initial stage of defining the area of its Neighbourhood Plan. It would be advantageous for the town council to support the creation of a plan on the parish boundary of Startforth, which would about the area already registered by the town council in 2014. Given that the development pressures in Startforth had been legitimately commented on by the town council and that Barnard Castle and Startforth shared and relied on the same local infrastructure, it would be advantageous to the town council to keep a watching brief on the development of a neighbourhood plan covering Startforth.

Discussion ensued on a separate Neighbourhood Planning group for Barnard Castle Parish.

**Councillor Surgeries** – Members recalled that, prior to the local elections and general election, monthly ward surgeries had been held in the Dawson Room. Cllr Sutherland had requested that these were now resumed. It was suggested that surgeries could be held prior to the town council's established schedule of meetings. Additionally, there would be an opportunity for individuals to attend Committee and Council meetings and to informally raise issues with one or two members at the close of an existing meeting.

**Wednesday Market** – an incident took place during the set-up of the market on 9 August when a building contractor assaulted the market supervisor. This was witnessed by market traders and reported to the police. The police had dealt with matter and had advised that branded, high-visibility clothing would reinforce the supervisor's official role. Suitable clothing would be ordered from the council's existing supplier.

**Annual Canvass** – Members were informed that Durham County Council was approaching the door knock stage of its annual electoral canvass and had a couple of areas within the Barnard Castle Parish that were not covered. There were opportunities for temporary canvassers to be trained and employed from 20 September to 8 November.

The Town Clerk would be on leave from 17 to 20 October inclusive.

**Resolved** – (a) That the information be noted;

(b) That the town council supports the creation of a Neighbourhood Plan for the parish of Startforth and that Councillor Blissett be nominated to observe at meetings of the Startforth Neighbourhood Plan group and to report back on issues of shared concern, which warranted support or involvement from the town council;

(c) That creation of a Neighbourhood Planning group for Barnard Castle be delegated to Planning Committee, in the first instance;

(d) That surgeries be advertised and held, with the support of available members, to the following schedule:

**Mondays 5:00pm - 5:55pm**

2 October (Partnership)

30 October (Resources)

27 November (Partnership)

15 January 2018 (Resources)

19 February (Services)

19 March (Council)

23 April (Resources)

## **68. EXCLUSION OF PRESS AND PUBLIC (IN RESPECT OF ITEM 59(1)(ix), 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 matter referred to at the continuation of item 59(1)(ix), below, due to the confidential nature of the business to be transacted.

### **59(1)(ix) BARNARD CASTLE CHRISTMAS LIGHTS (CONFIDENTIAL)**

Received – Additional financial information relating to anticipated Christmas Lighting Costs 2018 to 2021.

**Resolved** – That it be delegated to the Clerk to draw up a draft 3 year Service Level Agreement for discussion with BCCL, to be presented to Resources Committee on 30 October for consideration as part of Christmas Lighting budgetary bid 2018/19.