

**INGLEBY BARWICK TOWN COUNCIL**  
**MINUTES OF THE ORDINARY MEETING HELD AT 7.00 PM**  
**ON WEDNESDAY 17th APRIL 2019**  
**AT INGLEBY BARWICK COMMUNITY HALL**

**PRESENT:** Cllrs S. Barnes, (Chair), J. Emmerson, A. Kenyon, J. Kirby, J. Rutland, R. Patterson, S.A. Watson, T. Strike,

**IN ATTENDANCE:** M. West, Acting Clerk, J. Stevely, Admin Assist, Ward Cllr Faulks, 8 members of the public.

1. **HOUSEKEEPING:** The Chairman advised those present of the emergency escape procedures and outlined the Town Council's protocol on public participation.
2. **NOTICE OF MEETING:** The notice/agenda for the meeting had been published on the IBTC website and placed on noticeboards in the town.
3. **APOLOGIES FOR ABSENCE:** Cllr M. Patterson - accepted.
4. **DECLARATIONS OF INTEREST:** Cllr Barnes declared anything to do with Ingleby Health Care, Cllrs Patterson and Watson declared personal/non-prejudicial interests in all items involving their roles as Stockton-on-Tees Borough Council (SBC) Ward Councillors, and Cllr Watson in any items relating to Sandgate Shopping Centre. Cllr Emmerson in Item 15: Youth Worker.
5. **DISPENSATIONS:** Cllr Bowman (July 2018).

The Chairman asked all present to note that we are now in purdah and NO party-political references will be allowed at this or any other meeting of the Town Council, before the elections.

6. **PUBLIC PARTICIPATION:** No issues were raised.
7. **Election to Town Council:** The Clerk noted that the date of the election for the Town Council is Thursday 2nd May 2019; Nine nominations had been received for Ingleby Barwick West Ward, and seven for Ingleby Barwick East Ward, and therefore there would be elections in both Wards. Cllr Kirby asked if the Town Council had sufficient reserves to meet the costs of the election. The Clerk informed that funds were indeed held for this purpose.
8. **MINUTES OF ORDINARY TOWN COUNCIL MEETING** held on 20th March 2019: Cllr Rutland proposed with Cllr Kenyon seconding, acceptance of the minutes as a true and an accurate record. It was **RESOLVED** to accept the Minutes.
9. **MATTERS ARISING:**
  - (i) **Opening ceremony:** The Clerk reported that she had so far been unsuccessful in making contact with Kat, although she had spoken with her mother, who had agreed to pass on the request. Councillors requested that the Clerk keep trying to make contact. **Action:** Clerk to contact Kat Copeland.
  - (ii) **CCTV at Lowfields & Enforcement SLA:** The Clerk reported that, due to the imminent demolition of high-rise Anson House, CCTV signals now required a 10m pole in order to reach Stockton. The costings for the new CCTV camera and pole had therefore risen slightly but were still within the budget agreed in January. Councillors agreed unanimously to proceed with the installation. The Clerk then informed that the SLA for the Enforcement Service had been received and signed by herself and the Chairman but had not been returned to the Borough Council until all Councillors had been given the opportunity to agree its content. After a brief discussion, all Councillors endorsed the decision to sign the SLA. It was therefore **RESOLVED** to purchase a new CCTV camera and pole, with a one-year monitoring contract for the Lowfields shopping precinct from SBC, and to enter into a Service-Level Agreement with the Borough for the provision of an Enforcement Service for Ingleby Barwick for 2019-2020.

**Action:** Clerk to inform SBC of decision to implement new CCTV at Lowfields and to return the signed SLA.

- (iii) **Response from Tesco re: Youth Awards:** The clerk informed Councillors that she had contacted David Ford, Tesco Communications Manager with regard to Tesco becoming a sponsor of the proposed Young People's Awards. He had followed up the suggestion with colleagues at Head Office and, although they had declined to sponsor the awards, they would be willing to provide Tesco Gift Vouchers as prizes if this was acceptable? Councillors were most grateful for the offer and asked the Clerk to pass on their thanks. **Action:** Clerk to confirm acceptance of offer with Tesco.
- (iv) **Photocopier:** The Clerk apologised for having missed this item off the agenda, but at the March meeting Councillors had agreed to lease a new photocopier; she wished to advise Councillors that she and the Chairman had now signed a contract with Document Solutions to lease a new copier. The new copier lease terms would mean a considerable saving on the current photocopier, and it would be installed in the new office as soon as the Town Council was ready to move.
- (v) **Standing Orders:** Again, the Clerk apologised for not having this item on the agenda, but she had said that she would review the Standing Orders at the last meeting and had done so. She proposed several amendments to Sections 17: Accounts and Accounting Statements, and 19: Handling Staff Matters. Copies of the proposed amendments had been tabled to allow Councillors to follow as she outlined the reasons for the changes, which were to reflect the practice and procedures adopted by the Town Council since July 2018. Councillors endorsed all the proposed amendments and it was **RESOLVED** to amend the standing Orders with immediate effect.

**10. INGLEBY BARWICK ENFORCEMENT SERVICE:** No-one from the Enforcement Service was present and no report had been submitted prior to the meeting.

**11. CHAIRMAN'S REPORT:** Cllr Barnes reported that he had spent time attending the office to support the Clerk. He had e-mailed all his Councillor colleagues to explain that it was not his choice not to stand for re-election, and to thank them for their support during his tenure of office. He further explained that the Chairman's role involves much more than just chairing meetings and takes a considerable amount of time. He expressed the hope that the next Chairman enjoys the experience as much as he had but warned that whoever took on the role **MUST** read all documents and guidance provided. He thanked the Acting Clerk for her work in turning the Town Council into a more effective and knowledgeable group of Councillors over the past 10 months.

Cllr Strike proposed a vote of thanks to the Chairman and praised his chairmanship and the support he had provided to all Town Councillors. The proposal was strongly endorsed by all.

Cllr. R. Patterson noted that Cllr Barnes was not standing due to an administrative error with his nomination form, and not by choice; he added his own thanks to the Mayor for his work for Ingleby Barwick.

**12. PERSONNEL COMMITTEE REPORT:** Cllr Emmerson reported that the Personnel Committee had shortlisted four candidates for the post of Clerk/RFO and a date had been set for interviews. Further information would be provided under Item 25 on the agenda. He thanked his colleagues on the Personnel Committee for their considerable commitment in getting to this stage since the resignation of the previous Clerk in late December.

### **13. THE RINGS COMMUNITY CENTRE:**

**(i) Update on building:** Cllr Kirby reported as follows:

- Site meetings held 27<sup>th</sup> March and 17<sup>th</sup> April 2019
- Wharton gave a new programme with a hand over date of end of May.
- Kinsler will advise Town council on applying for an electricity meter. It can be supplier of our choice, but with a lead in tariff for the extra electricity produced, but not used, via solar panels.
- Water supply can be connected in 4 weeks. There will be a water meter on site – no problems have been encountered for connection.
- Electricity to site via GTC. GTC have now acknowledged Wharton after considerable delay, but no connection date given to date. After considering the problems of applying for own meter I asked Wharton to arrange. This means that the Town Council will be tied to supplier for one year before being able to move, but cannot be avoided.

- Wharton have to apply via Persimmon for permission for vehicle entrance to Hub, this is on-going, and plans passed to Persimmon, who need to be chased as they are very slow in giving answers.
- Architect provided updated drawings for application to be made by Town Council for signage to the building – he also provided details of flag pole for application.
- Flooring samples returned to Wharton, with a typed schedule and a copy to Kinsler, so they can go ahead and order them.
- Measurements of the first-floor room passed to Pineapple, the company who will be providing the seating, tables etc for the youth facility and other room users. This is so they can calculate whether we have room for more furniture. Minna scanned the drawing as well to send to them. Payment of this is coming out of the £25,000 from SBC which is for the Youth facility at the Hub. We need to apply for this money once the building is boarded
- CCTV cameras – due to high costings from SBC agreed to leave as per spec on tender, with IBTC staff monitoring the internal cameras like the other community centre does.
- BT - if the Town council has applied for line Kinsler need order number etc. – Acting Clerk to provide as soon as possible.
- Wharton can organise the making of signs and erecting – within the tender – details to follow.
- Landscaping – the land will have grass seed and trees to back and side where residents' houses are. Wharton are responsible for the maintenance of this for a year – Will inform Onsite Building Trust at next meeting.
- Require size of TV to go onto wall in upstairs room due to the need of extra batons needed to support as not a solid wall – Cllr Kirby to ring site tomorrow with agreed size.
- N.B For your information Kinsler has issued a Non-Completion Certificate to Wharton. We have been advised by Kinsler this can mean up to £500 per week – completion date was 8<sup>th</sup> April 2019; however, the delays have been due to the weather and are viewed as an Act of God, and therefore we are not likely to succeed with any claim for reimbursement.

Cllr Kirby then asked if any Councillors wished to join her in a hard-hat tour of the new build at 4.00pm on Monday 29<sup>th</sup> April. Personal Protection Equipment will be provided but thick-soled shoes will have to be worn. Several Councillors expressed a desire to attend if they could.

Finally, Cllr Kirby requested permission to continue in her liaison role with the builders, even if not re-elected, until the handover of the building to the Town Council. This was unanimously agreed.

Cllr Watson asked that the builders be requested to clear the building waste that was accumulating in the ditch beside the building.

**(ii) Vending machines:** The Administrative Assistant reported that she had contacted three separate companies who supply vending machines, none of whom were willing to provide a quote before visiting the building themselves. After a brief discussion it was **RESOLVED** to agree in principle, and depending on final quotes, to lease vending machines for the supply of cold drinks and snacks for a period of no more than one year.

- 14. On-Site Building Trust - charges for hire of space:** Cllr Emmerson gave a brief outline of the premise on which he had based his recommendations, of £18.00 and £14.00 incl VAT for the ground floor and upstairs hall respectively. The assumptions were, as with the hall at Beckfields, that the average user would hire for a 2-hour period. The calculations allow for a 50p per half-hour reduction after the first full hour, thus a 3-hour booking would equate to £16.00 per hour incl. VAT. The time slots included any setting up/taking down time on the recommendation of OnSite. It was anticipated that the building would be open from 8.00am to 10.00pm Monday to Saturday, with perhaps shorter hours available on Sundays. Weekend party bookings would be charged at £30.00 per hour and there was also the possibility of renting out the ground floor office space during the day. Based on projections for a 60% occupancy rate the building should generate income to more than cover expected costs. There followed a discussion, which included concerns about car parking, potential of spare storage space being used by users at a cost and having the wi-fi switched on by the first into the building each day, and off by the last user out at night. (The wi-fi would be freely available to all, with the password put up on the internal walls for ease). At the conclusion of the general discussion it was **RESOLVED** to accept the recommendations for hiring charges.

**15. Youth Worker:** Cllr Emmerson declared an interest in that he had consulted a colleague about what the role required in the way of experience and qualifications, and the said colleague may be interested in applying for the position. He had drafted a job description, which identified the, hoped for, progress of the youth facility and the role of a youthwork leader in this. The job would start with one evening session per week moving, only in response to demand, to up to 3 evenings per week. The Youth Worker lead would be paid £14.00 per hour with an Auxiliary worker paid at minimum wage, and both individuals and organisations would be invited to express an interest. The Personnel Committee would then shortlist the best organisation and best individual application and bring these to the full Council for determination of appointment. Councillors discussed the paper and suggested a couple of minor amendments before agreeing the role should be advertised for a month, with a view to having someone in post before the summer school break.

**16. Publicity/Promotion:** The Clerk informed that, thanks to Jackie's connections, the editor of Stockton News was willing to give Ingleby Barwick editorial space in the July edition if Councillors so wished, this could be used to promote the new Rings Community Hub, The Beckfields Community Hall and other activities of the Town Council. Councillors agreed that this would be a very positive step. The Clerk further requested that Councillors consider the production of a quarterly newsletter for residents, again as a tool to promote the Council's activities - if agreed the first edition could be used to provide feedback on the survey and to present the new Council team - Councillors and Clerk! The Staff would be prepared to produce a draft for approval at the June meeting. Councillors agreed unanimously with this proposal but asked that the newsletter be out as soon as possible, preferably by mid to end of June.

**17. Clerk's Report:** The Clerk noted that much of her report related to agenda items, either already covered or to come later, on the agenda. The Town Council's office landlord had agreed to extend the lease to the end of June, as the Rings would not now be available before June. Mayberry HR had submitted an invoice for retained HR services for 2019-2020 in the sum of £216, did Councillors wish to continue with this service? All agreed that the firm had provided a very valuable resource, over the past 6 months in particular, and expressed a wish to continue the relationship.

The insurance company wished to know the level required for Business Interruption cover and the length of this. She recommended that this should be at least the amount of revenue expected from hire fees for a one-year period. After a brief discussion it was **RESOLVED** to request a quote for £60,000 of cover for a one-year initial period.

The 'Bloodrun' charity had written to thank the Council for the grant received which had enabled them to purchase 8 high-viz and 1 soft-shell jackets for their team. CLCA had confirmed receipt of the membership subscription for 2019-2020 and NALC had informed that Data Protection fees were to remain the same as last year. The Clerk noted that if the fee were to be paid to ICO by Direct Debit, it would reduce to £35 - this was **agreed**. Finally, the Clerk noted that NALC had advised on a consultation on the Code of Audit Practice and asked if she might respond on behalf of the Town Council - this was also **agreed**.

**18. Ward Councillors' Reports:** Cllr Watson reported that she had been dealing with several concerns from residents including a tree leaning over the footpath opposite Stainforth Gardens - SBC had agreed to fell the tree within the next 2-3 weeks; graffiti in Haresfield Way was to be cleaned and a road sign, for Colton Gardens, half of which was missing had been reported to the Borough Council. Cllr R. Patterson reported that the Lidl planning application deferred to 10th April, had been deferred again and would now be heard in June. He noted that adoption of the Rings road will take at least 52 weeks and that the 30mph limit on Myton Road is being monitored by the police.

**19. Finance: (i) Monthly reports:** The Clerk tabled the 'Financial Transactions' and 'Actual against Budget' reports for March 2019. There being no questions, it was **RESOLVED** to accept these. Cllr Emmerson noted that the Training budget had been exceeded this year; the Clerk reported that this was due to her attendance at a national training conference for Clerks which had been extremely useful. Cllr Emmerson welcomed this and expressed a wish that the Training budget be expanded if possible. Cllr Strike noted

that the training provided to new Councillors had proved very helpful when he had first joined the Council and asked if similar training was to be provided again. The Clerk confirmed that this was indeed planned.

**(ii) Precept:** The Clerk informed that the precept had now been received into our bank account, though...

**(iii) Investment:** £600,000 had now been invested in the Public Sector Deposit Fund; £300,000 being drawn from the Community centre account and the same from the Precept account. Enough funds remained in these accounts to meet demand for the next month or two.

**(iv) Internal Audit:** The Clerk noted that an Internal Auditor was required for the end of year accounts; she did not believe that a fellow Clerk should be asked to undertake this role. She had therefore asked Cllr R. Patterson to identify a potential qualified accountant who might be willing to undertake this, whilst recognising that it was more of an examination of procedures than a full audit. Cllr Patterson responded that he had identified an individual and would forward his details to the Clerk.

**(v) VAT return 31 March:** The Clerk reported that she had made the first actual claim under the new VAT number, at the end of March, which included most of the invoices relating to the new build and thus had been for a substantial amount. This had resulted in an investigation by HMRC, to which she had responded, providing all the relevant documents required. As a result, IBTC had been given "a clean bill of health" and could expect the VAT reclaim to be met.

**20. Correspondence:** A list of correspondence had been circulated prior to the meeting. This was noted. The request from the British legion was deferred to the May meeting at the suggestion of the Clerk.

**21. Planning Applications:** All applications had been circulated to Councillors in advance of the meeting. No Objections were raised.

**22. Matters of Concern to Councillors:** No further issues were raised.

**23. Dates of Future Meetings:**

- (i) Annual Town Council Meeting/1st meeting of new Council - to be held at 7.00pm Wednesday 15th May at Beckfields Community Hall
- (ii) Annual Parish Meeting - to be held at 7.00pm on Wednesday 22nd May at Beckfields Community Hall
- (iii) Special Meeting of the Town Council to appoint the new Town Clerk/RFO - 7.00pm on Wednesday 1st May - venue to be notified. This meeting is closed to the Press and Public as it will deal solely with confidential staffing matters.

**24. Exclusion of Press and Public:** Members of the public were asked to leave.

**25. Staffing Matters:**

**(i) Town Clerk/RFO appointment** - Cllr Emmerson informed colleagues of the names and brief background experience of the four shortlisted candidates and arrangements for interview.

**(ii) Administrative Assistant hours** - the Clerk made her recommendation, which was accepted.

There being no other business, the Chairman thanked all for attending and closed the meeting at 8.55pm.