

**INGLEBY BARWICK TOWN COUNCIL**

**MINUTES of the ORDINARY MEETING held at 7.00pm  
on WEDNESDAY 18<sup>th</sup> JULY 2018  
at INGLEBY BARWICK COMMUNITY HALL**

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

**IN ATTENDANCE:** Acting Town Clerk M. West, Admin Assistant J. Stevely

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 of the meeting was taken as read.
3. **APOLOGIES FOR ABSENCE:** Cllrs. T. Bowman, P. English, C. Thomas. The apologies were accepted.
- 4a. **DECLARATIONS OF INTEREST:** Cllr Barnes in any matters which may arise in respect of his employment with Ingleby Healthcare. Cllrs Patterson and Watson declared a personal/non-prejudicial interest in all items involving their respective roles as Stockton Borough Councillors and Ward Cllrs. Cllr Watson also declared an interest in any matters which may arise in respect OF Sandgate Park shopping centre as she is joint owner of Fix It DIY Hardware Ltd, which has business premises at the location.
- 4b. **DISPENSATIONS:** The Chairman proposed a dispensation be given to Cllr Bowman in the light of his illness. All present agreed that this was a practical suggestion and it was therefore **RESOLVED** to give Cllr Bowman a dispensation from attendance at Town Council meetings until the end of April 2019.
5. **PUBLIC PARTICIPATION:** No members of the public present.
6. **(i) MINUTES OF THE ORDINARY MEETING held on 20<sup>th</sup> June 2018:** The draft minutes were considered and it was **RESOLVED** that they be agreed as a true and accurate record of the meeting. The Chairman then signed the minutes.  
**(ii) MINUTES OF URGENT EXEMPT MEETING held on 11 July 2018:** The draft minutes were considered. Cllr Kirby wished to have these amended to show that she was present at the meeting and had taken the minutes. With this amendment it was **RESOLVED** to approve the minutes. The Chairman then signed the minutes. It was noted that the decision to appoint the building contractor had been made at this meeting.
7. **MATTERS ARISING FROM THE MINUTES:** None raised.
8. **INGELBY BARWICK ENFORCEMENT SERVICE REPORT:** No-one present from the Service.

The Mayor then proposed that the Acting Clerk's report be taken next, as it covered many of the agenda items. This was unanimously **agreed**.

**21. CLERK'S REPORT:** The Clerk tabled her report and accompanying papers, (Actual against Budget reports for April, May & June, Financial Transactions report for June, Draft Terms of Reference for a Personnel Sub-Committee, List of proposed Policies and procedures), before speaking to it. In brief she reported that:

- The Annual Governance and Accountability Statement had been submitted to Mazars, the External Auditor, and had been received by them on 6<sup>th</sup> July, without an extension being required.
- The opening balance on the accounts had been restated as, on investigation, she had found an unpresented cheque had been erroneously missed at the end of the previous financial year, therefore the opening bank balances at 1 April 2017 did not match the closing balance as stated on the 2016/17 Return. Mazars had been informed of this.

She stated that she felt she had a responsibility to seek ways to reduce the administrative burden on the full-time Clerk and as a result of having looked through all the financial transactions for 2017/18 she had identified a number of steps that could be taken to simplify the Council's financial and other administrative systems. She had already set up a Cash Book, using an Excel spreadsheet to record all receipts, payments and VAT information in one place.

The Clerk made the following recommendations:

- (1) The Town Council continues to use an annual, electronic Cash Book to record **all** receipts, payments and VAT information.
- (2) The Town Council moves to an 'Imprest' system of petty cash management, with a £50.00 float.
- (3) The Town Council's cheque signatories should investigate the best options for managing the bank accounts, including Internet banking, with a view to ensuring that no bank charges are incurred in future.
- (4) When the Town Council agrees a contract for the supply of a regular service, this should, wherever possible, be paid through either a Direct Debit or Standing Order.
- (5) Fiscal reporting to the Council should in future be simply a statement of **all** Financial Transactions in the previous month together with an Actual against Budget report for the month. This would provide Councillors with more meaningful information and was in accordance with their Financial Regulations and good governance.
- (6) Both financial reports should be put onto the Council's website as soon as approved, in order to make the Council compliant with Transparency legislation.
- (7) An analysis of stationery purchased and photocopies made in 2017/18 indicated potential for considerable savings of time and cost. She recommended the purchase of a mid-range office shredder at a cost of no more than £100, the discontinuation of both the use of Confidential Waste bags and the practice of individually filing paid invoices in plastic punch pockets. Paid invoices would instead be scanned to the computer, with details of payment date, method and amount recorded on each.
- (8) In the light of the recent government decision to remove the need for Town and Parish Councils to have a Data Protection Officer, as well as the new financial recording systems being introduced removing the need for financial software, the 2018/19 budget be revised to reflect changes in the fiscal environment since the budget was set in January 2018.
- (9) Councillors accept the SBC Planning Applications list via e-mail only, with Ingleby Barwick Applications highlighted.
- (10) The Town Council reduce the volume of paperwork and postage by receiving papers via e-mail, with hard copies available at the meeting only.
- (11) All Councillors to be provided with a file containing space for all Council papers, including agendas, minutes, policies, reports, Standing Orders, Code of Conduct, etc.

- (12) The Town Council set up a personnel Sub-Committee to provide support and guidance to staff and to undertake the annual Appraisal of the Town Clerk.

Councillors discussed the report and recommendations as they were made and **RESOLVED** to accept all the recommendations with the following caveats:

- (a) Only those planning applications relating to major developments, rather than those relating to individual houses, need to be e-mailed to Councillors in advance of a meeting.
- (b) The list of correspondence received be limited to items of interest as decided by the Clerk and e-mailed to Councillors.
- (c) The decision to put a contractor on to an electronic payment system be made on a case by case basis.

**9. APPOINTMENT OF COMMITTEES, SUB-COMMITTEES AND WORKING GROUPS:**

- (A) PERSONNEL SUB-COMMITTEE:** The draft Terms of Reference having been approved it was **RESOLVED** that the sub-committee comprise Cllr J. Emmerson as Chairman with Cllrs. A. Kenyon, M. Patterson, J. Rutland and S. A. Watson.
- (B) PROPOSED COMMUNITY CENTRE WORKING GROUP:** It was **RESOLVED** that Cllrs S. Barnes, J. Emmerson and J. Kirby make up this working group.
- (C) BECKFIELDS COMMUNITY HALL MANAGEMENT COMMITTEE:** It was **RESOLVED** that Cllrs. A. Kenyon, J. Kirby and J. Rutland be the representatives for the Town Council.

- 10. APPOINTMENT OF A REPRESENTATIVE to the EASTERN LOCALITY FORUM:** It was **RESOLVED** that Cllr J. Kirby be appointed as the representative of the Town Council.

- 11. FINANCE:** Covered under Item Clerk's Report.

- 12. REVIEW OF POLICIES & PROCEDURES:** The Clerk apologised that she had not yet had time to complete a full review of the Town Council's policies and procedures but had noted that there appeared to be none relating to the employment of staff. The Chairman stated that he had already begun to draft new policies which he would be circulating to colleagues shortly.

- 13. PROVISION OF CCTV:** Cllr. Strike proposed that the monies saved from the budget amendments already proposed should be used to fund the extra CCTV. Other Councillors felt that until the revised budget was approved no decision on this matter should be made, it was therefore **RESOLVED** to postpone the decision until the next meeting.

- 14. GDPR, DATA PROTECTION OFFICER:** As stated earlier in the Clerk's Report, the government was bringing in legislation to remove the requirement for a DP officer from Parish & Town Councils.

- 15. BECKFIELDS AVENUE ROAD SAFETY:** No progress as yet. Cllr Strike volunteered to attend any meeting with the Borough Council on this issue. The offer was warmly **accepted**.

- 16. BOUNDARY BETWEEN THE PARISHES OF INGLEBY BARWICK & MALTBY:** Cllr R. Patterson reported that no final decision had as yet been made.

- 17. MAYBERRY CONSULTANCY:** It was **RESOLVED** that Mayberry Consultancy be asked to deal with the Admin Assistant's pay slips and PAYE.

- 18. WELCOME SIGNS AT THE ENTRANCES TO INGLEBY BARWICK:** Cllr Patterson reported that he had utilised his Ward budget to pay for the planning permission required for the brick plinths; this should be through within 8 weeks. Cllr Kirby requested the item be placed on the September agenda.

- 19. GOSSIP ARTICLE:** Cllr Strike reported that the article was not yet written as there had been little news to impart. It was noted that, now the funding had been secured for the new Community centre, this could be the core of the article. It was **RESOLVED** that an announcement of the funding and commencement of the build be drafted for the October edition of the magazine.
- 20. PLANNING APPLICATIONS:** It was **RESOLVED** to raise no objections to any of the planning applications registered in June.
- 21. CLERK'S REPORT:** Taken earlier in meeting.
- 22. CORRESPONDENCE:** Noted. Cllr Kirby wished to raise awareness of training available on 'Loan Shark Awareness' as she had been informed that such people were active in Ingleby Barwick.
- 23. DATE OF NEXT MEETING:** 7.00pm Wednesday 12<sup>th</sup> September, Ingleby Barwick Community Hall.
- 24. EXCLUSION OF PRESS & PUBLIC:** For consideration of the following items:
- 25: PROPOSED COMMUNITY CENTRE, THE RINGS:** The Chairman reported that the funding agreement had been achieved and that the funds were now in the Town Council's bank. As recorded in the exempt meeting minutes, the building contractor had been agreed.
- 26: STAFFING MATTERS:** Noted that the Clerk was likely to be on sick leave for some weeks yet. The Acting Clerk had agreed to give what hours she could to support the Town Council but was not able to commit to a specific number of hours or days.

The Acting Clerk was commended for her work and thanked for her support.

Meeting closed at 8.50pm.