

INGLEBY BARWICK TOWN COUNCIL

MINUTES of the ORDINARY MEETING held at 7.00pm on WEDNESDAY 12th SEPTEMBER 2018 at INGLEBY BARWICK COMMUNITY HALL

PRESENT: Mayor Cllr. S. Barnes, (Chair), Deputy Mayor Cllr. J. Emmerson, Cllrs Kenyon, J. Kirby, M. Patterson, J. Rutland, T. Strike, S. A. Watson. (from 7.25pm), R. Patterson (from 7.50pm).

IN ATTENDANCE: Acting Town Clerk M. West, Admin Assistant J. Stevely, H. Dobson, Enforcement Service, 2 residents

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:** None received.
- 4a. **DECLARATIONS OF INTEREST:** Cllr Barnes in any matters which may arise in respect of his employment with Ingleby Healthcare.
5. **DISPENSATIONS:** Cllr Bowman.
6. **PUBLIC PARTICIPATION:** The members of the public present raised no issues, but stated that they had come to hear about the new Community Centre at the Rings.
7. **MINUTES OF THE ORDINARY MEETING held on 18th July 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.
8. **MATTERS ARISING FROM THE MINUTES:**
 - a. The next Beckfields Avenue Road Safety meeting is to be held on Wednesday 19th September at 1.30pm, meeting at Beckfields car park. Cllr Strike acknowledged receipt of the information and would be attending.
 - b. Parish Boundaries - Cllr Patterson had not yet arrived, so was not available to update on this issue.
 - c. Signs had now been replaced with new ones with the IBTC coat of arms.
 - d. 'Gossip' article - Cllr Kirby read out a brief article on the progress of the Rings Community Centre build; with some minor amendments this was **approved**. **Action:** Cllr Kirby to forward to Clerk for submission to the magazine. The Clerk reported that an email had been received from 'Gossip' inviting advertisement editorial - it was **RESOLVED** that IBTC would not be advertising in the next edition.

The Clerk asked if she might give a brief report at this point - this was unanimously **agreed**.

CLERK'S REPORT:

- (i) The office now has 2 cork notice boards, a whiteboard and other smaller items such as a fan, 4-hole punch, waste-paper basket and guillotine. All these items will transfer easily to the new premises in April.
- (ii) Considerable time has been spent in the last month in reviewing, revising where necessary and developing new policies and procedures where needed. Thanks are owed to Cllr Kirby who made the effort to review all the non-personnel policies and procedures and taking time to come into the office on more than one occasion to discuss her suggested amendments. These are to be discussed later.

- (iii) The Risk Assessment, approved in March this year, has been reviewed and revised as it was incomplete and, in some areas, inaccurate. There are some key areas to be considered for decision by Council.
- (iv) The website is currently being updated and progress will be faster once all policies and procedures are approved.
- (v) A further sick note has been received from the Clerk to the 28th October.
- (vi) The damaged road sign in Ingleby Way has been reported to SBC on several occasions over the last month, the latest this morning.
- (v) It had been noted that cars for sale are parked on the green belt in front of Teesside Industrial Estate - she asked whether the Town Council has a policy on this? Cllr R. Patterson informed that this land was not within Ingleby Barwick and therefore not the responsibility of the Town Council.

9. INGELBY BARWICK ENFORCEMENT SERVICE REPORT: The officer apologised for missing the July meeting. She reported that:

- a. Complaints had been received from residents at Hillbrook Crescent, where children are playing on the swings until late at night.
- b. The bench at the Beckfields bus shelter was a cause for concern, due to anti-social behaviour. She asked if the bench could be moved elsewhere? After some discussion, it was **RESOLVED** that, although this was not the responsibility of the Town Council, the Clerk should ask SBC to remove the 'glass' completely thus removing the problem without incurring the cost of moving either the bench or the bus shelter. It was further noted that a considerable amount of litter accumulated around the bus shelter and it was **RESOLVED** that the Clerk ask SBC to install a waste bin & dog waste bin here.
- c. The bins in Romano Park were being targeted by gulls at dusk, leading to considerable waste being left around the area. Could these bins have lids attached to them to deter the gulls? It was **RESOLVED** that the Clerk should make a formal request to SBC on this matter.
- d. A problem of litter being left by young people at the 'cut through' near Sandgate shopping area - regular patrols were being undertaken in attempt to reduce this anti-social behaviour.

Action: Clerk to request SBC officers to remove the 'glass' from the bus shelter, to install a waste bin/dog bin nearby and to install lids on bins within Romano Park.

10. DRAFT POLICIES & PROCEDURES:

Revised and/or new policies and procedures had been previously circulated to Councillors for review. Each was taken in turn and comment invited:

- Standing Orders - no change
- Code of Conduct - new
- Financial Regulations - updated
- Awarding Grants and Donations policy - revised
- Expenses policy - Members - new
- Expenses policy - Employees - new
- Internal Controls, Internal and External Audit Procedures - revised
- Data Protection policy - revised
- Records Management & Security policy - new
- Freedom of Information policy - no change
- Freedom of Information Publication Scheme - amended
- Communications policy - revised
- Press & Media policy- revised

- Attending & Reporting Meetings policy - revised
- Safeguarding Children & Vulnerable Adults policy - new
- Social Media policy - revised
- Website policy - new
- Complaints procedure - revised
- Persistent & Vexatious Complaints policy - new
- Dignity at Work - Bullying & Harassment policy - new
- Disciplinary procedure - revised
- Grievance procedure - revised
- Equal Opportunities & Diversity policy - new
- Flexible Working policy - new
- Lone Working policy - new
- Absence Management procedure - new
- Absence Through Sickness policy - new
- Appraisal policy - new
- Capability policy - new
- Training & Development policy - new
- Whistleblowing policy - new
- Health & Safety policy - revised
- Holiday Entitlement policy - new

During the discussion on the Data Protection policy it was **RESOLVED** that the hard disk in the old office computer be destroyed immediately. It was felt that the use of the term DDA in the Lone Working policy should be fully explained. It was also **agreed** that the Clerk should seek advice on the definition of a 'work colleague' used in several policies and procedures, as there was some concern that in such a small organisation this could be problematic. The Clerk was asked to consult ACAS and SBC on their interpretation and inform Councillors of the outcome.

A further procedure on Sickness Capability had not yet been circulated and that, together with the Absence Management procedure and Absence Through Sickness policy were deferred for further consideration. With one or two minor typing errors corrected, it was **RESOLVED** that all other policies and procedures be adopted with immediate effect and that these be put onto the Council's website.

At this point (8.25pm) Cllr Strike requested that item 15 be taken next, as the residents present had stated earlier that this was the item they were interested in. The Chairman accepted this proposal and moved to Item 15.

15 THE RINGS COMMUNITY CENTRE WORKING GROUP REPORT:

Cllr Kirby reported as follows:

- i. **Start & Completion dates:** Pegging out the site had been undertaken towards the end of August. The build would commence on 24 September with an anticipated completion of 8 April 2019.
- ii. **Pre-contract meeting:** A meeting had been held with Kinsler (Quantity Surveyors), at which it was noted that the planned underground heating source was not sufficient to meet the needs of the whole building and therefore would supply the ground floor only. A mix of solar panels and electric heaters would be used for the upper floor. Monthly meetings were to be held between all concerned in the build, the next meeting being October.
- iii. **Delegated Authority** - The Chairman proposed that the only contact between the contractors and the Town Council should be Cllr Kirby. This was unanimously **agreed**. The Chairman then stressed that NO Councillors would be allowed to make 'ad hoc' visits to the site, for safety reasons, and should pre-arrange any visit with Cllr Kirby. Cllr Kirby stated that she would take weekly photographs of the site as it progressed, for the Council's website. Cllr Strike requested that the photographs also be placed on the IB Noticeboard (Facebook site), but other Councillors demurred, and asked that instead, the Noticeboard directed users to the Council's own website. The

Chairman noted that Councillors were free to put information on any social media providing only that they abided by the Code of Conduct and Social Media policy.

Residents raised the issue of car parking at and around the community centre. Cllr.Patterson noted that at present the Rings was an unadopted road, and therefore parking bays could not be installed by SBC. Cllr Watson noted that the Community Centre car park, which would be privately owned, may be vulnerable to non-centre users parking, i.e. shopping centre visitors and staff, and asked if there needed to be CCTV coverage of the car park? Would non-centre users be fined and was this enforceable in law? Cllr Kirby to investigate further.

- iv. **On-Site Building Trust, service-level agreement (SLA):** Cllr Kirby informed that the draft agreement covered room booking, cleaning, maintenance and customer enquiries. Approximate costs were anticipated as follows: Customer enquiries, £3,900 per year, Health & safety and facility management = £780, Grounds Maintenance = £780, Cleaning = £4,680, totalling around £10-13,000 per year. Cllr Kirby requested authority to take the draft SLA to the Council's solicitor for review. This was **agreed**.
- v. **Youth facility:** Cllr Kirby reported that the upper floor was reserved for user groups, a youth facility and Town Council office. She had received information from Pineapple - a company that provided furnishings for community buildings, and whose catalogue contained some very interesting and brightly coloured furnishings which may be appropriate for the Youth facility. Based on the findings of the earlier consultation with young people, it was also felt that this part of the building should be painted in different colours. She noted that the cost of furnishings and painting would have to be met by the Town Council as these were not included in the costs of the centre build. It was noted that SBC had agreed to provide £25,000 towards furnishings and £25,000 towards the cost of the build, based on evidence of youth facility usage.
- vi. **Other relevant matters:** The Clerk informed that she had been in discussion with the landlord of the present Council office who has kindly agreed an extension on the lease on the same terms, only providing that the Council gives 2-months' notice of leaving. Councillors expressed their gratitude for his understanding. It was also **agreed** that a press release about the centre would only be issued once the build had actually started.

It was **RESOLVED** that Cllr Kirby be delegated authority to represent the Council at meetings with the Contractors of the Rings Community Centre build, and that she should forward the SLA with the On-Site Building Trust to the Council's solicitor.

The residents left the meeting at 8.55pm.

11. **CHAIRMAN'S REPORT:** Cllr Barnes requested this be deferred to the next meeting due to the time. **Agreed.**
12. **PERSONNEL COMMITTEE REPORT:** Cllr Emmerson reported that most of the meeting had been taken up in dealing with confidential staff matters. Draft Minutes were tabled.
- 13: **FINANCE REPORTS:** The Financial reports for July and August were accepted.
 - The Clerk noted that the GymMad information had now been received and the matter closed.
 - She referred to the earlier mention of the Risk Assessment - it was **agreed** to defer discussion on this to the next meeting, however concerns were expressed that the Council's bank was charging for overdraft use, when it held in excess of £1M of Council's money across several accounts. This was to be a specific item on the next agenda.
 - The Clerk requested permission to review the lease of the photocopier, as the current lease expired in May. This was **agreed**.

- The Clerk requested that the Admin Assistant be paid for an extra 6 hours' work in September as she had worked the hours needed to produce the policies and procedures in a timely manner. This was **agreed**.
- She noted that she had not yet been paid any salary since taking up the role, due to delays in resolving contractual and PAYE issues with the HR Consultants. Her corrected pay slips had only arrived that day. It was **agreed** that the Clerk be paid immediately by cheque.
- The Clerk noted that the new NJC rates had been received, which indicated a cost of living increase had been agreed from 1 April 2018. It was **agreed** that the pay award be implemented immediately and back-dated to April.

It was **RESOLVED** to pay the Admin Assistant for an extra 6 hours' work in September, to pay the Acting Clerk by cheque on this occasion and to implement the NJC agreed pay settlement, backdated to 1 April 2018.

- 14. BOROUGH COUNCILLORS' REPORTS:** postponed to next meeting.
- 15. LEASE OF COUNCIL OFFICE AT BARWICK LODGE:** covered under Item 10 vi.
- 17. CHRISTMAS TREES:** a. Deferred.
 b. Cllr Watson noted that the living Christmas Tree formerly planted in the grass verge near TESCO had been removed when the roundabout was installed, with an agreement that it would be replaced. However, there was now insufficient space to plant a tree there. Having investigated, the best site for a living Christmas Tree was felt to be at the Sandgate shops. It would need to be planted very soon. Cllr Strike offered to investigate the best planting time for with Maynards, who supply such trees, but it may be necessary to delay until 2019.
- 18. PARISH PLAN:** Deferred
- 19. POSSIBLE SUMMER PROGRAMME OF EVENTS FOR CHILDREN -** deferred
- 20. CORRESPONDENCE:**
- a. Invitation to CLCA Annual General Meeting 19th September - noted
- b. Broken bench between Grey's Court and Ingleby Way underpasses - believed to be owned by SBC
- c. A request had been received from Mark Wardle, SBC with regard to Christmas programme - deferred to October meeting.
- 21. PLANNING APPLICATIONS:** All applications had been circulated to Councillors in advance of the meeting. There were no comments made.

All other items were deferred to the October meeting.

Meeting closed at 9.20pm.