

MINUTES  
OF THE  
SPECIAL  
MEETING  
OF  
INGLEBY BARWICK TOWN COUNCIL  
HELD ON  
WEDNESDAY 24TH JANUARY 2018  
AT  
ALL SAINTS CofE ACADEMY  
BLAIR AVENUE  
INGLEBY BARWICK

**INGLEBY BARWICK TOWN COUNCIL**

**MINUTES of the SPECIAL MEETING of INGLEBY BARWICK TOWN COUNCIL  
held at  
All Saints CofE Academy, Blair Avenue, Ingleby Barwick  
on  
Wednesday 24th January 2018 at 7.00pm**

**PRESENT:**                   **Chairman/Town Mayor:** Councillor Stefan Barnes  
  
                                  **Councillors:** Philip English, Ann Kenyon, Jean Kirby, Ross Patterson,  
                                  Jenny Rutland and Ted Strike

**OFFICER:**                Paula M. Hall, Town Clerk/Responsible Financial Officer – Minute  
                                  taker

1 member of the public was present at the meeting.

The Chairman, Cllr Stefan Barnes opened the meeting and welcomed all present to the January 2018 Special Meeting of Ingleby Barwick Town Council.

**209.17-18     HOUSEKEEPING.**

The Chairman advised those present of the emergency escape procedures and outlined the Town Council's protocol on public participation.

**210.17-18     NOTICE OF MEETING.**

The notice of the meeting was taken as read.

**211.17-18     APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Town Councillors Tom Bowman, James Emmerson, Megan Patterson and Sally Ann Watson.

**212.17-18     CODE OF CONDUCT.**

**Declaration of Interests**

No declarations of interest were received.

**To consider any requests for dispensations**

No requests for dispensations had been received.

**213.17-18     PRESENTATION.**

This matter was deferred.

**Chairman.....  
Wednesday 21st February 2018**

**214.17-18 PUBLIC PARTICIPATION.**

No matters were raised.

**215.17-18 CRIME PREVENTION - INGLEBY BARWICK ENFORCEMENT SERVICE 2018/2019.**

The Town Council considered continuation of the dedicated IB Enforcement Service in 2018/2019.

The relevant figures were as follows:

Enforcement Service £49,588.42 + VAT per annum (no increase on 2017/2018 costs)

It was noted that the VAT element can be reclaimed from HMRC.

**Cost per household** £49,588.42 divided by 7573.60 (tax base) = **£ 6.55 per annum** which equates to **13p per week**.

A general discussion took place.

**IT WAS RESOLVED** that the Town Council agrees to continue the Enforcement Service in 2018/2019 for a further 12 months' period. The costs to be included in the budget for 2018/2019 accordingly.

**216.17-18 CRIME PREVENTION – CCTV PROVISION, INGLEBY BARWICK**

The Town Council considered the information provided.

The Report provided by Stockton-on-Tees Borough Council (SBC) dated 8th November 2017 was referred to.

The relevant figures for the options being considered were as follows:

Maintenance Service for existing CCTV camera at Beckfields £476.18 + VAT per annum (no increase on 2017/2018 costs)

Itemised costs for the Scheme of 4 locations proposed in the Report dated 8.11.17

Location	Camera	Links	Column	Power	Monitoring per annum	Total Cost Yr 1
Myton Road	£ 1,600	£ 400	N/A	N/A	£ 3,900	£ 5,900
Greys Court	£ 1,600	£ 400	N/A	N/A	£ 3,900	£ 5,900
Beckfields Shops	£ 1,600	£ 400	N/A	N/A	£ 3,900	£ 5,900
Lowfields Avenue	£ 1,600	£ 400	£ 1,000	N/A	£ 3,900	£ 6,900
<b>Total</b>	<b>£ 6,400</b>	<b>£ 1,600</b>	<b>£ 1,000</b>	<b>NIL</b>	<b>£15,600</b>	<b>£24,600</b>

It was noted that the column at Greys Court has been funded by IB East Ward Councillors from their Community Participation Budget.

**Chairman.....**  
**Wednesday 21st February 2018**

Costing examples for the complete scheme proposed in the Report were provided as follows:

**Cost per household** £24,600 divided by 7,573.60 (tax base) = **£ 3.25 per annum** which equates to **6p per week**.

A general discussion took place and various comments were raised.

It was agreed that the costings be considered when the Town Council considers the budget for 2018/2019.

## **217.17-18 PROPOSED COMMUNITY CENTRE, THE RINGS**

The Town Council considered the report and costing information provided.

Each section of the report was outlined and considered in detail.

The overall budget figure was referred to, which includes the following:

Loan	<b>£725,000</b>
SBC funding	<b>£ 50,000 (incl. £25k for fixtures &amp; fittings)</b>
Town Council Reserves	<b>£144,392</b>

It was noted that £2,878 VAT is to be reclaimed in respect of the professional fees incurred to date, when the VAT Return is submitted for the period to 31st December 2017. Once refunded, this will be added to the Town Council's Reserve account for the proposed community centre.

VAT was discussed in detail and the advice received from the Parkinson Partnership LLP was referred to.

Reference was made to the costing information in the Business Plan.

It was confirmed that all the costings for the proposed community centre project are worked on the assumption that the VAT will be refunded, as per the advice received.

**IT WAS RESOLVED** that the Town Council agrees and approves the costing information provided in respect of the proposed community centre.

**IT WAS RESOLVED** that no further finance is required to be raised in the precept, in respect of the build itself. The loan repayments and running costs however would need to be considered.

The anticipated legal costs in respect of the solicitor were outlined and considered in detail. The estimated costs to date are in the region of £ 9,200 plus VAT.

Reference was made to the payment already made of £ 2,750 (+£6 disbursement) plus VAT.

A further invoice is expected for the sum of £3,750 (+ disbursements) plus VAT.

**IT WAS RESOLVED** that the solicitor costs be agreed and approved. The invoice to be paid on receipt.

**218.17-18 FINANCE – GENERAL.**

**(a) Current balance sheet**

The Clerk/RFO referred to the financial statement. A copy of the statement is held on the Town Council file.

**IT WAS RESOLVED** that the financial statement be noted and accepted.

Reference was made to Tesco Bags of Help local community grant scheme.

**(b) Accounts Package**

Reference was made to purchase of an Accounts Package.

It was noted that the option which had previously been considered by the Town Council had not been pursued due to its unsuitability.

As a guide to pricing, the costings for the following packages were referred to:

**RBS Software Solutions  
Sage**

**IT WAS RESOLVED** that a budget figure of £700 be allocated in the budget for 2018/2019 to progress this matter.

**(c) Software for converting PDF's to Word**

It was noted that the Town Council had agreed to subscribe to Adobe in February 2017, however the subscription is required to be paid by credit or debit card.

The Town Council now has a debit card and subscription could therefore be pursued.

It was noted that the Adobe Acrobat Pro DC package costs £ 15.17/month incl. VAT and requires an annual commitment.

**IT WAS RESOLVED** that the Town Council is in agreement to purchase the software using the debit card.

**IT WAS RESOLVED** that a budget figure of £160 be allocated in the budget for 2018/2019.

**219.17-18 FINANCE - BUDGET/PRECEPT 2018/2019.**

**Cllr Ross Patterson arrived at the meeting during consideration of this item.**

The Clerk referred to the supporting information provided.

It was noted that the precept set for 2017/2018 was £ 138,172 which equated to £ 18.475 per annum per average Band D property.

The tax base figure for Ingleby Barwick 2018/2019 is 7,573.60 (based on 98.25% collection rate and adjusted for the impact of localisation of council tax support). The funding allocation which the Town Council will receive from SBC is £ 3,445.

When calculating the precept, the amount of funding allocation (£ 3,445) is deducted from the total requirement to get the precept amount.

A copy of the historic precept data had been provided to Councillors for general information.

The Clerk provided Members with a draft budget for 2018/2019.

Members considered in detail each budget heading in respect of the required budget allocation.

Consideration was given to the proposed community centre at The Rings.

Reference was made to the costing information provided, the Business Plan and the VAT element.

The loan repayment figures obtained from the Public Works Loan Board website were referred to.

The running costs were considered.

A discussion took place and various comments were raised.

**IT WAS RESOLVED** that the following allocations be made in the budget for 2018/2019, in respect of the proposed Community Centre:

Loan repayments	£ 40,000
Running Costs	£ 6,000

Consideration was given to the provision of CCTV, Ingleby Barwick.

A discussion took place and various comments were raised.

It was suggested that this matter be revisited later in the year when there is more certainty known in respect of the financial implications of the proposed community centre.

**IT WAS RESOLVED** that the Town Council fully supports the recommendations in the CCTV Report dated 8th November 2017 and agrees to revisit the matter during the financial year 2018/2019.

**IT WAS RESOLVED** that the Town Council allocates £ 476 in the budget for 2018/2019, in respect of the maintenance service for the existing CCTV camera at Beckfields.

The Town Council set the budget for 2018/2019.

The precept requirement is as follows:

<b>Total Requirement 2018/2019</b>	<b>£ 172,145</b>
Deduct Balance 2017/2018	£ 12,800
Deduct Funding Allocation S.B.C.	£ 3,445
<b>Precept 2018/2019</b>	<b><u>£ 155,900</u></b>

**Calculation of cost per annum per average Band D property 2018/2019:**

£ 155,900 (precept) divided by 7,573.60 (tax base) = £ 20.58 per household/annum.

<b>Increase in Precept</b>	<b>£ 17,728 - equates to 12.83%</b>
<b>Increase per Band D property</b>	<b>£ 2.11 per annum - equates to 11.42%</b>

**IT WAS RESOLVED** that the Town Council's precept requirement for 2018/2019 is **£ 155,900**. The Clerk to advise S.B.C. accordingly.

The Town Council's Reserve accounts were considered and no amendments were made.

**IT WAS RESOLVED** that the Reserve accounts be noted.

A copy of the agreed budget and Reserve accounts information is held on the Town Council file.

It was noted that as the Town Council's precept for 2018/2019 has gone over the threshold of £ 140,000, they are required to produce a summary of the costs for the Council Tax demands. 2018/2019 and 2017/2018 figures are required.

**IT WAS RESOLVED** that the summary of costs required for the Council Tax demands, be provided to SBC accordingly.

There being no further business to be transacted, the Chairman thanked everyone for their attendance and closed the meeting.