

SEDGEFIELD TOWN COUNCIL

POLICY & RESOURCES

Minutes of the proceedings of the **FEBRUARY POLICY & RESOURCES**
of the **Council** held following the Monthly meeting in the
Council Offices, Advice & Information Centre, Sedgefield, on
Monday 10th February 2014.

Present **Cllr. Gloria Wills (Chairman)**
Cllr. Lynne Dentith (Vice-Chairman) and
Cllrs. Allan Blakemore, David Brown, Mark Cant, Mel Carr, T. Jeanes, Chris
Lines, Ian Sutherland, Alf Walton, Dudley Waters

Officer L. K. Swinbank (Town Clerk)

1. Apologies

Cllrs. John Robinson, Maxine Robinson, Vanessa Carmichael

2. Declaration of interest

None.

3. Matters of Information

None.

4. Public Participation

None.

5. Reports

5.1 Quality Councils

The Clerk had circulated a report and brief summary of the new Quality Council Scheme as understood by the Clerk who is a Member of the Development Board and who attended the meeting in London on January 15th.

RESOLVED:

To receive the information.

5.2 Sound / lighting system

The Clerk had circulated a report in regard of the use of the Parish Hall Sound and Lighting System in the Parish Hall. This was in respect of the more specialized equipment retained in the cupboard at the rear of the hall and which is accessible only to a small number of users. There have been recent issues on who can hire this equipment and it was agreed that only "competent" persons who sign and take full responsibility for the use of the equipment should be allowed access. This to be added into the hiring information and contract.

5.3 Selection of New Town Clerk

The Chairman, Cllr. Gloria Wills gave a report on the selection procedure for the new Town Clerk. Cllr. Wills said 38 applications had been received and following an exhaustive sifting process 7 applicants were selected for interview. One of these had withdrawn due to been offered another post. The interviews are to be held the following day with all Members having been invited to attend the presentations on the morning followed by a buffet lunch. The Personnel committee would then formally interview the candidates; the questions have been agreed.

The Chairman of the Council, Cllr. Chris Lines commended the Personnel committee on the work they had done throughout the process.

5.4 Attendance at meetings

The Clerk had circulated a brief report with recommendations in respect of recording attendances and apologies at meetings.

RESOLVED

- i) To receive the report.**
- ii) To approve the new recording system i.e. on a sheet circulated at each meeting and which will then be scanned and put on the website.**
- iii) To purchase a new scanner.**
- iv) The new system to be trialled from March.**
- v) The attendance will be produced in the Annual Report for 2014 and a decision taken on future years at a later date.**

5.5 SCA Lease Progress Report

Cllr. Dudley Waters declared an interest and took no part in the discussion.

The Clerk reported that an email and draft lease with plan had been received that afternoon.

RESOLVED

- i) To receive the information.**
- ii) To discuss at the Community Development and Engagement committee the following week.**

6. Financial Matters

6.1 Monthly Accounts / Income / Expenditure

RESOLVED

The monthly accounts as had been circulated were approved for payment.

6.2 Financial Position

Details had been circulated.

RESOLVED

To approve the information.

7. Training

None

8. Correspondence

8.1 Personal License: Parish Hall

The Clerk had circulated information in regard of the license for the Parish Hall. Currently the Town Clerk is named on the license as the Designated Premises Supervisor (DPS). The Town Council can apply to nominate another person as the DPS but whoever they nominate must hold a personal license issued by the County Council and to become a Personal License holder that person will need to complete the necessary qualification.

Some discussion took place as to whether it was necessary to appoint a DPS.

The current Town Clerk confirmed that she would not be the DPS following her retirement at the end of June.

RESOLVED

- i) To receive the information.**
- ii) To ask the newly appointed Town Clerk if they are prepared to undertake the necessary qualification for the Hall.**

8.2 NALC Conference

Information had been received in regard of NALCs conference on Wednesday 26th March in London.

RESOLVED

To receive the information.

8.3 New Generation Church

Information had been received from the New Generation Church giving details of the equipment, pool, water etc. needed for baptisms.

RESOLVED

- i) To receive the information.**
- ii) To allow baptism in the Fletcher Room and review if any issues arise out of this.**

8.4 DCLG Local Government Finance Statement

Information has been received in regard of the above. It would appear that there is now a limit of around £160 / £170 as the limit above which authorities may be subject to a referendum if they wish to increase their budget by more than 1.5 or 2% - depending on which level of restriction is introduced.

RESOLVED

To receive the information.

8.5 County Durham Apprenticeship Programme

Information has been received from Durham County Council in regard of their Apprenticeship Programme. It was suggested that this should be considered once the new Town Clerk is in post.

9. Social Media Policy

The Clerk had circulated an amended policy re Social Media. Cllr. Chris Lines said he would forward some minor amendments for inclusion.

RESOLVED

- i) To receive the information.**
- ii) To approve the Social Media Policy once the amendments from Cllr. Chris Lines had been included.**

The Chairman thanked everyone for attending and closed the meeting at 9 p.m.