

# SEDGEFIELD TOWN COUNCIL

## POLICY & RESOURCES

Minutes of the proceedings of the **MARCH POLICY & RESOURCES** of the **Council** held following the Monthly meeting in the **Council Offices**, Advice & Information Centre, Sedgefield, on **Monday 10<sup>th</sup> March 2014**.

<b>Present</b>	<b>Cllr. Gloria Wills (Chairman)</b> <b>Cllr. Lynne Dentith (Vice-Chairman) and</b> Cllrs. Allan Blakemore, David Brown, Mark Cant, Mel Carr, Rebecca Hagan, Tim Jeanes, Chris Lines, John Robinson, Maxine Robinson, Ian Sutherland, Alf Walton, Dudley Waters
<b>Officer</b>	L. K. Swinbank (Town Clerk)

**1. Apologies**

Cllr. Vanessa Carmichael

**2. Declaration of interest**

None

**3. Matters of Information**

None raised.

**4. Public Participation**

The Chairman, Cllr. Gloria Wills closed the meeting whilst the public gave their views and comments.

The meeting was then re-opened.

**5. Reports**

**5.1 Elections and Purdah**

The Clerk had circulated information and a suggested Policy re Purdah.

**RESOLVED**

**To adopt the Policy.**

**5.2 Working Party Re Estates / Youth Facility**

The report on the recent Working Party meeting which was held on 18<sup>th</sup> February had been

circulated.

**RESOLVED**

- i. **To receive the report**
- ii. **To nominate the Police Station, Parish Hall Car Park, Methodist Church and Fire Station for the Community Right to Bid.**

**5.3 SCA Lease: Meeting with BHP**

A report on the recent meeting with BHP had been circulated.

In addition the Clerk informed Members that the draft lease has been received from BHP.

**RESOLVED**

**To receive the information.**

**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: P&R Committee**

Information as above had been circulated.

**RESOLVED**

**To receive the information and approve.**

**6.3 Parish Hall Lift Contract**

A price for the above had been circulated.

Cllr. Dudley Waters suggested obtaining a further quote from Platform Lift Solutions who carry out the contract at Ceddesfeld Hall.

**RESOLVED**

**To obtain a further tender from Platform Lift Solutions for the twice yearly inspection of the lift in the Parish Hall.**

**6.4 Grass Cutting Tenders**

The Clerk informed Members that Great Aycliffe has declined to tender for the grass cutting contract but a further tender has now been received from Altogether Greener.

**RESOLVED**

**The Chair and Vice-Chairman of P&R together with the Chair and Vice-Chairman of Environment committee to meet prior to the Environment committee the following week on 17<sup>th</sup> March at 6.30 pm to discuss and agree the contractor for the grass cutting for 2014/15.**

**7. Training**

The Clerk informed Members that NALC are holding a regional conference in Harrogate in July. In the past this has been very informative.

**RESOLVED**

**To register Cllr. Allan Blakemore and the new Town Clerk. All Members were asked to contact the Clerk if they wished to attend so that they could also be registered.**

**8. Correspondence**

**8.1 Local Audit and Accountability Act**

Information had been circulated.

**RESOLVED**

**To receive the information.**

**8.2 CILCA Fee Increase: National Training Strategy**

Information in respect of the increase in CILCA fees had been received. The Clerk said that the fees are operative from 1<sup>st</sup> April and that the existing costs will apply until then.

The Chairman Cllr. Gloria Wills said she understood that the Administrative Assistant Mrs. Jane Young would like to carry out the CILCA training.

**RESOLVED**

- i. To receive the information**
- ii. To register Mrs. Jane Young on the CILCA training.**

**9. Petty Cash**

**9.1 Petty Cash**

The Clerk had circulated a Policy and information in respect of implementing a new Petty Cash system.

**RESOLVED**

**To adopt the Policy and practice.**

**9.2 Use / Hire of Village Greens**

The Clerk confirmed that there is an information sheet / hire form for the use of the village greens, which needs developing into a Policy / Protocol etc.

**RESOLVED**

- i. To receive the information.**
- ii. To review the Policy and Protocol as soon as possible.**

**9.3 Official Transfer of Farmers' Market**

A report on the Farmers' Market meeting held the previous week together with the proposals of the running of the Farmers' Market to the Development Trust had been circulated.

**RESOLVED**

**To receive the minutes of the meeting and also to approve the proposals for the**

**transfer of the Farmers' Market from Tuesday 1<sup>st</sup> April 2014 from the Town Council to the Development Trust.**

**10. Registration of Town Council Land & Buildings**

The Chairman Cllr. Gloria Wills informed Members that Ceddesfeld Hall is not registered with Land Registry.

**RESOLVED**

**To register Ceddesfeld Hall and also look into the other areas of land that should also be registered.**

**11. Insurance Renewal**

The insurance renewal and information has been received from Zurich.

**RESOLVED**

- i. To approve the renewal cost of £5265 plus the additional £24 for the insurance for users in the Parish Hall.**
- ii. The Clerk to ensure that the new Rotavator is also insured.**

The Chairman thanked everyone for attending and closed the meeting at 8.50 p.m.