

# **SEDGEFIELD TOWN COUNCIL**

## **POLICY & RESOURCES**

Minutes of the proceedings of the **JULY POLICY & RESOURCES** of the **Council** held following the Monthly meeting in the **Council Offices**, Advice & Information Centre, Sedgefield, on **Monday 14<sup>th</sup> July 2014**.

**Present**                    **Cllr. Gloria Wills (Chairman)**  
**Cllr. Lynne Dentith (Vice-Chairman) and**  
Cllrs. David Brown, Mel Carr, Chris Lines, John Robinson, Maxine Robinson, Ian Sutherland, Alf Walton, Dudley Waters

**Officer**                    Jane Ayre (Town Clerk)

**1. Apologies**

Cllrs. Allan Blakemore, Mark Cant, Rebecca Hagan, Vanessa Carmichael, Tim Jeanes.

**2. Declaration of interest**

Cllrs Ian Sutherland, John Robinson, Maxine Robinson and Dudley Waters declared an interest in Item 9 on the agenda "SCA Lease". Cllr Maxine Robinson requested this item be moved to the end of the meeting and this was agreed by all.

**3. Matters of Information**

**3.1 Community Right To Bid**

Mr Gerard Darby (DCC) has now provided a map showing the exact area and building registered by STC (copy circulated to all Cllrs with the agenda) with regard to Sedgefield Library. Mr Darby has stipulated that no advice will be given as to whether the Parish Hall Car Park, Police Station, Fire Station and/or Methodist Hall would meet the eligibility criteria to be considered under the Community Right To Bid Scheme. Such an assessment would only be made upon receipt of an official application. The Estates Working Group to consider this issue further.

**RESOLVED**

**To receive the information.**

**3.2 Recycling Policy**

Initial research into the development of such a Policy has begun but considerable more work is required by the Clerk and Cllr Allan Blakemore in order to progress.

**RESOLVED**

**To receive the information.**

**3.3 Annual Return**

Notification was received on 2<sup>nd</sup> July 2014 Mrs Emma Price of BDO that the External Auditors have completed their audit of the Town Council for 2013/14. The Town Council now needs to confirm the Annual Return's approval and display a notice of conclusion of audit and this will be included on the agenda for the September P&R Committee meeting.

**RESOLVED**

**To receive the information.**

**3.4 Village Green Training (3<sup>rd</sup> June 2014)**

Notes from the above event attended by Cllr Mel Carr have been circulated to all for information.

**RESOLVED**

**To receive the information and close this matter.**

**3.5 Registered Town Council Land**

Work is progressing to formally identify what Town Council land is registered with Land Registry and once completed a report will be submitted to the Estates Working Group in the first instance in order that work can commence on scoping a Council Asset Management Plan.

**RESOLVED**

**To receive the information.**

**3.6 CDALC Paper Chase Training**

Jane Ayre and Jane Young will be attending the above training at Ceddesfeld Hall on 15<sup>th</sup> July 2014.

**RESOLVED**

**To receive the information and close this matter.**

**3.7 ESG Report by Mrs Pauline Tweddell**

A report prepared by Mrs Pauline Tweddell was circulated to all Cllrs on 17<sup>th</sup> June 2014. The Clerk had written to Mrs Tweddell confirming distribution of her report (copy of letter circulated with the meeting agenda).

**RESOLVED**

**To receive the information and close this matter.**

**3.8 Cemetery Lodge**

Since the last P&R meeting the following work has been undertaken:

- Written notice has been given to Reed Rains in order to terminate the Tenancy Management contract with them;
- Security work has been undertaken at the Lodge, i.e. ground floor windows have been boarded up, the letter box sealed and the gates to the cemetery altered;
- Authorisation has been given to return the bond to the outgoing tenants;
- Quotes are awaiting for an alarm system to the Lodge;
- A specification has been prepared for external painting of the Lodge.

**RESOLVED**

**To receive the information.**

**4. Public Participation**

The Chairman, Cllr. Gloria Wills closed the meeting to allow the public to give their views and comments.

There were no views or comments made by the public.

The meeting was then re-opened.

**5. Reports**

**5.1 Recording Meetings Working Group (Minutes of 12<sup>th</sup> June 2014)**

Minutes from the Recording Meetings Working Group held on 12<sup>th</sup> June 2014 had been circulated prior to the meeting.

Cllr John Robinson questioned why Seaham Town Council had been referenced specifically. Cllr Chris Lines explained that Seaham Town Council had already experienced a problem whereby a member of the public had recorded a meeting and then taken the information out of context and shared with a wider audience.

**RESOLVED**

**To receive the information.**

**5.2 Recording Meetings Recommendation (Report by Recording Meetings Working Group)**

A recommendation paper by the Recording Meetings Working Group has been circulated prior to the meeting.

**RESOLVED:**

**Until new legislation is enforced and the Town Council has a Recording Meetings Policy (whichever is soonest) the public attending meetings/committees are not permitted to record Council meetings in either part or whole.**

**5.3 Health and Safety Working Group (Minutes of 12<sup>th</sup> June 2014)**

Minutes from the Health and Safety Working Group held on 12<sup>th</sup> June 2014 had been circulated prior to the meeting.

**RESOLVED**

**To receive the information.**

**5.4 Health and Safety Working Group Recommendation (Report by H&S Working Group)**

A recommendation paper by the Health and Safety Working Group had been circulated prior to the meeting.

**RESOLVED:**

**The Health and Safety Working Group be re-titled the “Policy & Records Management Working Group” and have a revised remit beyond that of merely Health and Safety but instead to audit the Council’s governance arrangements.**

**5.5 Lifting Operations and Lifting Equipment Regulations 1998 (Report by Clerk)**

A report by the Clerk had been circulated prior to the meeting which detailed the background to the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) and the Council’s compliance with these Regulations along with the next scheduled inspection dates for the lifts in both the Parish Hall and Ceddesfeld.

**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.**

Cllr Ian Sutherland requested an update on the latest position with the Barclays Bank Mandate. The Clerk responded that this still remains an outstanding issue and gave

the background to the current situation. It was agreed by all that the bank mandate is a priority and that the Council's disappointment with Barclays must be expressed in an appropriately worded letter of complaint.

Cllr Maxine Robinson asked whether the recent vandalism to the newly installed recycle bays at the Cemetery had been reported to the Council's insurer. The Clerk confirmed that the insurers have been made aware and that a further update was to be given at the Council's Environment Committee on 21<sup>st</sup> July 2014.

Cllr Dudley Waters requested that an appropriate balance sheet is produced for the recent Sedgefield Weekend event. The Clerk confirmed that such a document would be produced and would be presented at a future Community Development and Engagement Committee.

**RESOLVED**

- i) The Clerk and Council Chairman to write a letter of complaint to Barclays.**
- ii) The Community Development and Engagement Officer to produce a balance sheet for the Sedgefield Weekend for presentation to a future Community Development & Engagement Committee meeting.**

**6.2 Financial Position: P&R Committee**

Cllr Lynne Dentith queried P&R Income Item 108 which is £10 for Ceddesfeld Hall Rent. Cllr Wills explained that Ceddesfeld Hall rent is paid annually, however, it was unclear what this £10 was for.

**RESOLVED:**

- i) To approve the P&R Committee Financial Position.**
- ii) The Clerk to clarify P&R Income Item 108.**

**7. Training**

**7.1 "Planning in County Durham", County Durham & Cleveland Training Partnership, 6 pm, 30<sup>th</sup> July, County Hall, Durham**

Details of the above training event had been circulated to all prior to the meeting.

**RESOLVED:**

**No Cllrs to attend this training as it is a duplicate of training undertaken earlier in the year.**

**7.2 "Exploring Finance & Funding, Openness & Transparency Issues in Our Sector", Hampshire County Association, 24<sup>th</sup>-25<sup>th</sup> September 2014, Middlesex**

Details of the above training event had been circulated to all prior to the meeting.

**RESOLVED:**

**No Cllrs to attend this training.**

## **8. Correspondence**

### **8.1 PRS for Music – UK Music Survey**

An email dated 19<sup>th</sup> June 2014 from Tayaba Rani requesting the Council's co-operation in undertaking a PRS for Music UK Music Survey had been circulated to all prior to the meeting.

**RESOLVED:**

- i) At this moment in time the Council will not participate in the Music UK Music Survey.**
- ii) Cllr Dudley Waters and the Clerk to meet to discuss SCA experiences with PRS.**
- iii) The Estates Working Group to review the Parish Hall's current licenses.**

### **8.2 Police and Crime Plan**

Prior to the meeting information from Ron Hogg, Police and Crime Commissioner, had been circulated to all Cllrs detailing the revisions made to the Police and Crime Plan for the Durham Constabulary Police Force Area.

**RESOLVED**

**To receive the information.**

### **8.3 DCC – Review of Polling Districts and Polling Places**

Prior to the meeting a letter from Ms Linda Spence (Principal Electoral Officer, DCC) dated 2<sup>nd</sup> July 2014 entitled "DCC – Review of Polling Districts and Polling Places" had been circulated to all. The County Council is undertaking a statutory review of the polling districts and polling places within its area and that polling station locations are inexorably linked to this review. Ms Spence asked if the Town Council were happy for Sedgefield Parish Hall to continue to be used as a polling station. All Cllrs were in agreement with the continued use of the Parish Hall as a polling station.

**RESOLVED**

- i) The Clerk to contact DCC and confirm that Sedgefield Parish Hall can continue to be used as a polling station.**

## **9. SCA Lease – As agreed earlier in the meeting, this item was moved until the end of the meeting.**

## 10. Estates Discussion

### 10.1 Options for future of Cemetery Lodge

Cllr Gloria Wills reminded Cllrs that at the end of the last P&R Committee meeting everyone had been asked to bring along their ideas for the potential future of Cemetery Lodge. As a discussion starter the Estates Working Group had prepared and circulated to all with the agenda some suggestions as to how the Lodge could become a Youth Facility.

Extensive discussion took place amongst Cllrs with all in agreement that some form of Youth Facility/provision in the area is needed, however, it was felt the following information was needed before any decisions can be made:

- A detailed record of what the Lodge has made in income and cost in expenditure;
- A valuation of the Lodge;
- Options for other possible uses of the Lodge, e.g. the Town Council moving to the Lodge and the existing Council Offices being used as a Youth Facility/provision;
- Revenue implications of providing a Youth Facility/provision;
- Options for the redevelopment of the entire footprint of the existing Council Offices site, i.e. including the car park at the rear, the current building and the outdoor toilet area at the front but not the area with the green youth shelter as this is currently not registered as the Town Council's.

Cllr David Brown suggested that the best starting point was to review the title deeds to Cemetery Lodge to determine if any covenants were contained that clearly stipulate the Lodge's usage. From this point other work would naturally flow and that a valuation should only be sought at the end of this work to ensure it reflected current prices. This was agreed as being a good approach. Cllr John Robinson suggested that Mr Bill Charlton former Clerk to the Joint Burial Board could also be a useful contact in this work.

#### **RESOLVED**

**The Estates Working Group to undertake further work and bring a proposal(s) back to a future P&R Committee following a review of title deeds by Town Council staff.**

### 10.2 Potential land for STC to register

It was agreed that work currently being undertaken by Town Council staff and the Estates Working Group would provide clarification as to what the Council does own.

**RESOLVED**

**The Estates Working Group to undertake further work and bring a proposal(s) back to a future P&R.**

(Cllrs Alf Walton, John Robinson and Maxine Robinson left the meeting at this point).

**9. SCA Lease**

Cllr Gloria Wills gave the background to the development of an existing draft lease between the Town Council and the SCA. It was agreed that there is no conflict between either party and that both are keen to resolve this issue as a matter of urgency as legal costs are being incurred. Cllr Chris Lines suggested the new Clerk contacts Mrs Wendy Gill (SCA Chair) to arrange a joint meeting between them and Cllr Gloria Wills.

**RESOLVED**

**The Clerk to set up a meeting with Mrs Wendy Gill (SCA) and Cllr Gloria Wills to progress and finalise the draft lease.**

The Chairman thanked everyone for attending and closed the meeting at 9.25p.m.