

# **SEDGEFIELD TOWN COUNCIL**

## **POLICY & RESOURCES**

Minutes of the proceedings of the **SEPTEMBER POLICY & RESOURCES** of the **Council** held following the Monthly meeting in the **Council Offices**, Advice & Information Centre, Sedgefield, on **Monday 8<sup>th</sup> September 2014**.

**Present**                    **Cllr. Lynne Dentith (Chairman) and**  
Cllrs. Chris Lines, David Brown, Mark Cant, Tim Jeanes, John Robinson, Maxine Robinson, Ian Sutherland and Dudley Waters

**Officer**                    Dr. Jane Ayre (Town Clerk)

**1. Apologies**

Cllrs. Gloria Wills, Vanessa Carmichael, Mel Carr, Rebecca Hagan and Alf Walton

**2. Declaration of interest**

It was agreed that due to the late start time of this meeting that only essential items from the agenda would be considered with all others being deferred until the October 2014 P&R Meeting. It was agreed that the following items would be considered:

5.3. Cemetery Lodge: Proposed Workshop

6.1. Monthly Accounts: Income/Expenditure

6.3. Annual Return 2013/14 – Notice of Conclusion of Audit

7.1. County Durham & Cleveland Training Partnership Autumn 2014 Training Programme

9. SCA Lease – Latest Position

The Clerk circulated copies of a report from Cllr Mel Carr regarding the Church Turning Circle. It was agreed that this should be discussed at the Environment Committee Meeting on 15<sup>th</sup> September 2014.

Cllrs John Robinson, Maxine Robinson, Ian Sutherland and Dudley Waters declared an interest in the SCA Lease.

## **5. Reports**

### **5.3 Cemetery Lodge: Proposed Workshop (Report by Clerk)**

Prior to the meeting copies of a proposed workshop to discuss the issue of the currently vacant Cemetery Lodge had been circulated to all. The Clerk requested that all Cllrs consider her proposal and provide feedback as to whether this approach is considered appropriate.

#### **RESOLVED:**

**All Cllrs to provide feedback to Clerk on proposed workshop as quickly as possible.**

## **6. Financial Matters**

### **6.1 Monthly Accounts / Income / Expenditure**

#### **RESOLVED**

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

### **6.3 Annual Return 2013/14 – Notice of Conclusion of Audit**

The Clerk reported that the Council's Annual Return 2013/14 has now been completed and the external auditor, BDO, has approved the return with no matters requiring additional work.

#### **RESOLVED:**

- i) To accept the returned Annual Return for 2013/14.**
- ii) To display the notice of conclusion of audit from 11<sup>th</sup> September – 25<sup>th</sup> September 2014.**

## **7. Training**

### **7.1 County Durham & Cleveland Training Partnership Autumn 2014 Training Programme**

Prior to the meeting copies of the County Durham & Cleveland Training Partnership Autumn 2014 Training Programme had been circulated for information. The Clerk reported that Ms Jane Young would like to attend the "Policies, Social Media & the Press, Health & Safety and Risk Assessments" training event on 10<sup>th</sup> November 2014 as part of her on-going personal development at a cost of £30.

#### **RESOLVED:**

**Ms Jane Young to attend the "Policies, Social Media & the Press, Health & Safety and Risk Assessments" training on 10<sup>th</sup> November 2014.**

Cllrs John Robinson and Maxine Robinson left the meeting at this point having declared an interest in the SCA Lease.

## **9. SCA Lease – Latest Position (Report by Clerk)**

Prior to the meeting a report entitled “SCA Lease – Latest Position” had been circulated to all Cllrs. The Clerk explained that this report details the current position with regard to the lease for Ceddesfeld Hall with the SCA as follows:

- The SCA are currently in the process of changing from an Unincorporated Association to a Charitable Incorporated Organisation. They are drawing up a new constitution with the advice of their solicitor and should be able to send this to the Charities Commission in the next few months after consultation with their members. Any new lease between the Town Council and the SCA must reflect their changed status, however, members of the SCA have now examined the draft lease provided by the Town Council and have discussed it with their solicitor. The SCA’s solicitor is going to pass to the Town Council’s solicitor his comments on the lease and it is envisaged that this will happen imminently.
- Cllrs Dudley Waters and Ian Sutherland indicated that comments on the draft lease are likely to be extensive.
- The Clerk reported that the Town Council have received an invoice for £800 plus VAT from BHP Law for work already undertaken in relation to the draft lease. Originally an estimate of £900 was given for the total cost of producing this new lease, however, the solicitor’s recorded time on this particular matter has been in excess of his original estimate. BHP Law had suggested that the Town Council consider asking the SCA for a contribution towards the costs that have been incurred in drafting this lease, however, no such approach has been made by them until specific direction is given by the Town Council.

It was agreed that this issue should be resolved as quickly as possible in order to avoid unnecessary costs.

### **RESOLVED:**

- i) The currently outstanding invoice for BHP Law be paid.**
- ii) The Clerk contact Mr Sturgeon of BHP Law and request that he notifies the Town Council when he receives the feedback from the SCA’s Solicitor so that a review can be undertaken as to the way forward so that no unnecessary costs are incurred.**

The Chairman thanked everyone for attending and closed the meeting at 9.12p.m.