

# **SEDGEFIELD TOWN COUNCIL**

## **POLICY & RESOURCES**

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

**Present**     **Cllr. Gloria Wills (Chairman) and**

Cllrs. Allan Blakemore, David Brown, Mark Cant, Mel Carr, Tim Jeanes, Chris Lines, Ian Sutherland, Alf Walton, Dudley Waters

**Officer**     L. K. Swinbank (Town Clerk)

### **1. Apologies**

Cllrs. Lynne Dentith, John Robinson, Maxine Robinson, Vanessa Carmichael

### **2. Declaration of interest**

None

### **3. Matters of Information**

#### **3.1 SCA Lease**

The Clerk reported that the draft lease which had been agreed by the Town Council has now been forwarded to the Secretary of the SCA.

**RESOLVED**

**To receive the information.**

### **4. Public Participation**

None.

### **5. Reports**

#### **5.1 Policies and Statements**

- a) Standing Orders**
- b) Financial Regulations**
- c) Delegation Scheme**
- d) Mission Statement**

The Clerk had circulated a report re policies and statements.

This pointed out that the Standing Orders, Delegation Scheme and Financial Regulations are

adopted annually at the AGM in May and that any amendments to such are agreed at the April P & R committee. The Clerk had circulated the Standing Orders which had been adopted September 2013.

**RESOLVED**

**To approve the standing orders as adopted 2013.**

**b) Financial Regulations**

The Clerk had circulated amendments to the Financial Regulations which take into account the repeal of S Section. 150 (5) of the Local Government Act which deals with changing methods of payments away from the cheque with two signatures and includes BACS payments, debit cards etc. The report included recommendations to add to the Financial Standing Orders which ensure that the public assets / monies are safe guarded.

However the Clerk said she had received that afternoon the NALC model Financial Regulations and suggested that these now be circulated and adopted by the Town Council at the Annual Meeting in May.

**RESOLVED**

**The Clerk to circulate the new Financial Regulations and these to be considered with the aim of adopting them at the Annual Meeting in May.**

**c) Delegation Scheme**

The Delegation Scheme had been circulated.

**RESOLVED**

**To approve the Delegation Scheme.**

**d) Additional Policies**

The Clerk had emailed all Members a copy of the Mission Statement and associated policy objectives which was approved in April 2000. At the time this was underpinned by the appraisal and town plan which was published in 2000. The Chairman, Cllr. Gloria Wills said that the new Sedgefield Neighbourhood Plan should be the basis of the new mission statement and associated policies and this would be reviewed over the forthcoming year.

**RESOLVED**

**To begin to review and update the mission statement and associated policies to include where relevant issues raised in the new Sedgefield Neighbourhood Plan.**

**5.2 Sound / Lighting Systems**

The Clerk had circulated the report on the meeting with the users of the Parish Hall which was held on 24<sup>th</sup> March.

**RESOLVED**

To agree the recommendations as per the report: -

- a) The lock to be changed on the rear cupboard door in the Parish Hall and keys given to
  - The Players
  - The Blues Club

- **The Folk Festival**

- b) **All of the users requiring access must have a competent person and / or training.**

The Chairman Cllr. Gloria Wills reported that a subsequent meeting with the electrician Chris Blakeborough had been held and which herself together with Cllrs. Lynne Dentith, Allan Blakemore and the Clerk had attended and discussed arrangements etc. in the hall. In addition the Clerk pointed out that the electrician Chris Blakeborough had been asked for a price to link the last remaining double socket on the stage through the limiter and also to provide a new bar socket for the sound cupboard.

**RESOLVED**

- i. **To receive the information.**
  - ii. **To discuss the estimate at the next P&R committee.**
- c) **The Clerk to review the policy of bringing own equipment into the hall.**

**5.3 Estates: Working Party**

The report on the Estates Working Party meeting held on 31<sup>st</sup> March and attended by Cllrs. Gloria Wills, Lynne Dentith, Rebecca Hagan, Alf Walton, Mel Carr, Maxine Robinson and the Clerk had been circulated.

**RESOLVED**

- i. **To receive the information.**
- ii. **Members to consider the plan of the land and buildings which had been circulated and bring ideas to the next Working Party.**

**5.4 Cemetery Lodge**

A structural inspection report re the Cemetery Lodge had been circulated.

**RESOLVED**

**To receive the information.**

**5.5 NALC: Defamation Statement**

Information re the legal topic note from NALC had been circulated.

**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 in respect of the year-end Financial Position of the P&R committee had been circulated.

**RESOLVED**

**To receive the information.**

**6.3 Bank Mandate Changes**

A report had been circulated.

**RESOLVED**

- i. **To remove the existing Clerk, Lesley Swinbank from all accounts and replace with the new Clerk.**
- ii. **To affirm the Bank Mandate Changes and authorize the following to sign cheques / payments on behalf of the Town Council: - Cllrs. Gloria Wills, Lynne Dentith, John Robinson, Maxine Robinson, Dudley Waters, Ian Sutherland, Mel Carr.**

**7. Training**

None

**8. Correspondence**

None

**9. Policies**

**9.1 Health & Safety**

The Clerk suggested that the Council begin the process of reviewing the Health and Safety policies etc. for the Council.

**RESOLVED**

**The new Clerk Jane Ayre to arrange a Working Party to begin the process.**

The Chairman thanked everyone for attending and closed the meeting at 9.00 p.m.