

MINUTES
OF THE
ORDINARY MEETING
OF
INGLEBY BARWICK TOWN COUNCIL
HELD ON
WEDNESDAY 9TH SEPTEMBER
2015
AT
INGLEBY BARWICK COMMUNITY HALL
HARESFIELD WAY
INGLEBY BARWICK

PREPARED BY
PAULA M. HALL
CLERK TO THE TOWN COUNCIL

INGLEBY BARWICK TOWN COUNCIL

MINUTES of the ORDINARY MEETING of INGLEBY BARWICK TOWN COUNCIL held at Ingleby Barwick Community Hall, Haresfield Way, Ingleby Barwick on Wednesday 9th September 2015 at 7.00 p.m.

PRESENT: Vice Chairman/Deputy Town Mayor: Councillor Tom Bowman.

Councillors: James Emmerson, Ann Kenyon, Allan Mitchell (from Minute No. 89.15-16), Megan Patterson, Ross Patterson, Jenny Rutland, Ted Strike, Cheryl Thomas and Sally Ann Watson.

OFFICER: Paula M. Hall, Clerk/Responsible Financial Officer.

IN ATTENDANCE: Ward Councillor Kevin Faulks I.B. East
Ward Councillor Sally Ann Watson I.B. East
Ward Councillor Ross Patterson I.B. West

PCSO Ben Millington Neighbourhood Police Team

Marc Stephenson Enforcement Service
Shannon Harker Enforcement Service

Jean Kirby Proposed Community Centre Working Group

Hayley Morris Representing St. Francis of Assisi PCC

15 Members of the public were present at the meeting.

VICE CHAIRMAN TO CHAIR THE MEETING.

In the absence of the Chairman Councillor Stefan Barnes, the Vice-Chairman Councillor Tom Bowman to Chair the meeting.

The Chairman of the meeting, Councillor Tom Bowman opened the meeting and welcomed all present to the September 2015 Meeting of Ingleby Barwick Town Council.

HOUSEKEEPING.

The Chairman advised those present of the emergency escape procedures.

Chairman.....
SIGNED: Wednesday 14th October 2015

85.15-16 NOTICE OF MEETING.

The notice convening the meeting was taken as read.

86.15-16 APOLOGIES FOR ABSENCE.

Apologies for absence were received from Town Councillors Stefan Barnes and Philip English.

87.15-16 CODE OF CONDUCT.

Declaration of Interests.

Councillor Tom Bowman declared a personal/non prejudicial interest in matters concerning the following:

Eastern Area Transport Strategy 2015/2016 - Represents the Town Council on the Eastern Locality Forum who are Members of the Steering Group.

Whinstone Primary School - School Governor.

Councillor James Emmerson declared a personal/non prejudicial interest in the following:

Agenda Item No. 13	Proposed Community Centre, The Rings Member of the Working Group.
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Ingleby Barwick Community Hall	Town Council representative on the Management Committee.
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Councillor Ann Kenyon declared a personal/non prejudicial interest in the following:

Ingleby Barwick Community Hall	Town Council representative on the Management Committee.
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I.B. Divorced/Widowed Social Group	Member of the Group.
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Councillor Megan Patterson declared a personal/non prejudicial interest as her father is a Member of Stockton-on-Tees Borough Council (S.B.C.).

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Councillor Megan Patterson also declared a personal/non prejudicial interest in the following item:

Agenda Item No. 13 **Proposed Community Centre, The Rings**
Member of the Working Group.

Councillor Ross Patterson declared a personal/non prejudicial interest in all items involving his role as an S.B.C. Ward Councillor.

Councillor Ross Patterson declared a personal/non prejudicial interest in the following items:

Agenda Item No. 13 **Proposed Community Centre, The Rings**
Member of the Working Group.

Agenda Item No. 18 **Teesside Pension Fund, Internal Dispute Resolution Procedure, Appointment of Adjudicator**
Member of the Teesside Pension Fund.

Councillor Jenny Rutland declared a personal/non prejudicial interest in the following:

Ingleby Barwick Community Hall User Group representative on the Management Committee.

I.B. Over 50's Group Secretary of the Group.

Councillor Ted Strike declared a personal/non prejudicial interest in the following:

Eastern Area Transport Strategy 2015/2016 - Represents the Town Council on the Steering Group.

Ingleby Barwick Community Partnership (IBCP) - Chairman of IBCP.

Councillor Cheryl Thomas declared a personal/non prejudicial interest in the following:

Agenda Item No. 13 **Proposed Community Centre, The Rings**
Member of the Working Group.

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I.B. Residents Network
(currently dormant)

Member of the Network.

Ingleby Barwick News

Involved with the Facebook Page.

Ingleby Barwick Noticeboard

Involved with the Facebook Page.

Councillor Sally Ann Watson declared a personal/non prejudicial interest in all items involving her role as an S.B.C. Ward Councillor.

Councillor Watson also declared a personal/non prejudicial interest in the following:

Ingleby Barwick Community Hall

Town Council representative on the Management Committee.

Any matters concerning or in relation to Fix It DIY & Hardware Ltd., Ingleby Barwick.

Councillor Sally Ann Watson also declared a personal/non prejudicial interest as she is a member of the Parent Teacher Association at Barley Fields Primary School.

No further interests were declared.

Reference was made to the Code of Conduct and the importance of Councillors adhering to the code, with particular regard to the use of social media.

To consider any requests for dispensations

No requests for dispensations had been received.

Register of interest forms A & B.

Councillors were reminded to update their Register of Interest Forms, as and when required.

88.15-16

**MINUTES OF THE MEETING OF INGLEBY BARWICK TOWN COUNCIL HELD ON 15TH JULY 2015.
AFTER CONSIDERATION, TO APPROVE THE SIGNATURE OF THE MINUTES BY THE PERSON PRESIDING AS A TRUE AND ACCURATE RECORD.**

The Minutes of the Meeting held on 15th July 2015 were considered.

**Chairman.....
SIGNED: Wednesday 14th October 2015**

IT WAS RESOLVED that the minutes are agreed and approved as a true and accurate record; the Chairman to sign the minutes of the meeting, accordingly.

89.15-16 CO-OPTION TO FILL THE VACANT SEAT ON THE TOWN COUNCIL, INGLEBY BARWICK WEST.

The Clerk advised that she had circulated the two applications received from residents who had expressed an interest in the vacancy, to Town Council Members prior to the meeting. The applicants had been invited to attend this meeting.

The two applicants were in attendance at the meeting.

The Chairman welcomed the applicants and explained the procedure to fill the vacancy on the Town Council, as follows:

- Each applicant would be entitled to make a three minute presentation to the Town Council.
- The applicants would address the Town Council individually whilst the other candidates waited outside the room.
- Following the presentations from the two candidates, the Town Council would then make its decision on which candidate to appoint to fill this vacancy. During this time, the candidates would remain outside of the meeting. The candidates would then be invited back to the meeting to hear the result.

It was agreed that the candidates would be invited to give their presentations in alphabetical order by surname. Daniel Dalton would be first, followed by Allan Mitchell.

The members of the public remained in the meeting room throughout the co-option process.

The co-option process began and each candidate delivered a three minute presentation.

Following the presentations both candidates were invited back into the meeting room to answer any questions from Councillors.

Both candidates then waited outside the meeting room whilst the Town Council gave consideration to co-option of one of the candidates.

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The Clerk advised that the Town Council had received 10 written communications from residents expressing their support in respect of Allan Mitchell.

A general discussion took place and various comments were raised.

The Clerk outlined the voting process and the matter was put to the vote.

Allan Mitchell received an absolute majority vote of those present and voting.

IT WAS RESOLVED that Allan Mitchell be co-opted onto Ingleby Barwick Town Council. His term of office to run until the next Local Government elections in May 2019.

The Chairman invited Daniel Dalton and Allan Mitchell back into the meeting room and announced the result.

Daniel Dalton was thanked for his application and for his attendance at the meeting. He left the meeting at this point.

Councillor Allan Mitchell signed his Declaration of Acceptance of Office and took his seat on Ingleby Barwick Town Council.

The Chairman took the opportunity to welcome Councillor Mitchell to the Town Council.

90.15-16 PUBLIC PARTICIPATION.

The Chairman advised that 10 minutes would be allocated for public participation.

The following matters were raised:

St. Francis of Assisi PCC, Request for Financial Assistance.

The Chairman invited Hayley Morris, representing St. Francis of Assisi PCC to address the meeting.

Hayley Morris provided the meeting with an outline of the application for a grant of £ 4,918.00, which would be used for the replacement of the Church hall heating system.

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It was noted that St. Francis of Assisi Hall is in constant use by local Ingleby Barwick community groups. The hall is managed by volunteers solely for the benefit of the residents of Ingleby Barwick.

A general discussion took place and various comments were raised.

ALTERATION TO SEQUENCE OF THE AGENDA.

IT WAS RESOLVED that the following agenda item be brought forward for a decision to be made at this point:

Agenda Item No. 17(d) - FINANCE: Request for Financial Assistance from St. Francis of Assisi PCC.

The Town Council considered the application and the supporting information provided.

IT WAS RESOLVED that the Town Council is in agreement to approve a grant for the sum of £ 3,000, which is to be allocated from the Seamer Wind Farm Community Fund.

The Chairman thanked Hayley Morris for her attendance and she left the meeting at this point.

Provision of Bike Racks, Ingleby Barwick.

Reference was made to the limited amount of bike rack provision within Ingleby Barwick, particularly at the shopping areas, doctors, dentists, library, community centre, etc.

It was suggested that consideration be given to providing bike racks at appropriate locations, possibly using funding from the Seamer Wind Farm Community Fund.

It was agreed that this be included on the agenda for consideration at the Town Council's October 2015 meeting.

Bus Services, Ingleby Barwick.

Reference was made to the changes to the bus services in Ingleby Barwick, from Sunday 19th July 2015.

A general discussion took place and various comments were raised.

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Public Participation at Town Council Meetings.

Reference was made to the request received in March 2014, that the Town Council give consideration to allocating a slot for public participation near the end of meetings, as well as at the start. It was confirmed that the matter was considered by the Town Council when it reviewed its Standing Orders in May 2014, it was agreed that this would not be progressed.

A general discussion took place and various comments were raised.

It was agreed that the matter be included on the agenda for discussion at the Town Council's October 2015 meeting for consideration.

General reference was made to the cutting back of tree/shrubs.

No further matters were raised.

91.15-16 LONGLEAT WALK AND HADLEIGH WALK, INGLEBY BARWICK, VARIOUS MATTERS RAISED.

The Chairman invited Marc Stephenson, Enforcement Officer, to address the meeting.

Marc provided an update on the matter and advised that since tasking was started on 10th August 2015, a total of 50 patrols have been conducted, 39 of which were carried out by Ingleby Barwick's dedicated officers at a wide range of times.

Although officers have engaged with many members of the public and dog walkers during the patrols, non have resulted in any reports of ASB or suspicious behaviour being witnessed by officers.

An update was also provided on the street lighting in the area.

A general discussion took place and various comments were raised.

Reference was made to concerns raised by residents, with particular regard to the acoustic barrier/fence.

General security measures were discussed.

Reference was also made to the possibility of CCTV being provided in the area as well as pursuing the establishment of a Neighbourhood Watch Scheme.

The residents present at the meeting who live in the vicinity were given the opportunity to address the meeting and outline the concerns they had.

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Reference was made to high visibility Police and Enforcement patrols.

The proposed meeting with S.B.C. officers on 7th September 2015, which had been cancelled, was referred to.

92.15-16 INGLEBY BARWICK NEIGHBOURHOOD POLICE TEAM (IBNPT).

The Chairman invited PCSO Ben Millington to address the meeting.

PCSO Millington provided a brief overview of matters which had been dealt with or were continuing to be dealt with.

Reference was made to the matters which had been raised in the vicinity of Longleat Walk.

The crime figures for July and August were referred to.

A general discussion took place and various comments were raised.

Reference was made to three specific incidents which had happened in July, which PCSO Millington advised that he would provide feedback on.

The Chairman thanked PCSO Millington for his attendance at the meeting and the information provided.

93.15-16 INGLEBY BARWICK ENFORCEMENT SERVICE.

The Chairman invited Marc Stephenson, Enforcement Officer, to address the meeting.

Marc provided a general overview of incidents which had been dealt with or continuing to be dealt with in Ingleby Barwick East and West.

Reference was made to the performance report for the period 1st July 2015 to 7th September 2015. In Ingleby East there had been a total of 139 requests for service and 109 requests in Ingleby West, giving a total of 248 requests for service during the period.

A general discussion took place and various comments were raised.

The Chairman thanked Marc Stephenson and Shannon Harker for their attendance at the meeting and the information provided. The Enforcement Officers left the meeting at this point.

PCSO Ben Millington also left the meeting at this point.

Chairman.....

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94.15-16 MATTERS ARISING AND UPDATES FROM THE MINUTES OF THE TOWN COUNCIL.

Minute No. 150.14-15 Provision of a Defibrillator at Ingleby Barwick Community Hall.

The Clerk advised that she had contacted Zurich Insurance regarding insurance cover in respect of the defibrillator and the cost per annum would be in the region of £15-£20.

Public Liability - If the Town Council are responsible for inspection, maintenance, replacement etc, the manufacturers guidelines should be adhered to.

A meeting is continuing to be pursued with the North East Ambulance Service, to discuss the type of defibrillator, casing/cabinet etc. Councillors Philip English and Jenny Rutland, if available, to attend the meeting with the Clerk and representatives from the Community Hall Management Committee.

Minute No. 68.15-16 Romano British Villa, Quarry Farm, Ingleby Barwick

S.B.C. are continuing to progress the matter. An update will be provided in due course.

Councillor Ross Patterson advised that he would be meeting with S.B.C. officers on various issues and he would also raise the matter with them.

Minute No. 79.15-16 (c) Planted Half Barrels

Possible options for securing the barrels in place was discussed. It was agreed that S.B.C. be asked for advice with the view to arranging for the barrels to be replaced in January/February 2016, following the festive season.

Ward Councillor Kevin Faulks submitted his apologies and left the meeting at this point.

95.15-16 BARWICK WAY/BECKFIELDS AVENUE, INGLEBY BARWICK, PROPOSED PEDESTRIAN CROSSING IMPROVEMENTS.

The Town Council considered the report and associated information provided by S.B.C.

IT WAS RESOLVED that the Town Council is in full support of the proposal and looks forward to implementation of the scheme. The Clerk to advise S.B.C. accordingly.

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96.15-16 PROPOSED COMMUNITY CENTRE, THE RINGS.

The Chairman invited Jean Kirby, member of the Working Group, to address the meeting.

Jean provided a brief overview on progress to date.

It was noted that work on the Business Case was progressing.

The Working Group, assisted by the Clerk are pursuing various matters.

Particular reference was made to legal requirements.

Reference was also made to the Solar Panels. Jean advised that she had made arrangements for a company to call and look at the project to give some feedback with figures and prices. The information is awaited.

It was suggested that the Town Council holds a Special Meeting to discuss various matters in relation to the proposed Community Centre and update Councillors on progress to date.

Reference was also made to arranging another Public Meeting to update the public on what has been done so far and what is required of the Town Council to take the project forward. It is hoped that this could be arranged in the next couple of months.

IT WAS RESOLVED that the Town Council holds a Special Meeting in September 2015 to discuss the proposed Community Centre at The Rings.

97.15-16 WAR MEMORIAL, INGLEBY BARWICK.

Licence Agreement

It was confirmed that the Licence Agreement between S.B.C. and the Town Council has been signed by both parties and is dated 13th August 2015.

A copy of the Licence Agreement is held on the Town Council file.

Ornamental Railings

Signed letters of support from residents for the proposed erection of the ornamental railings are continuing to be pursued.

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98.15-16 WELCOME SIGNS AND ENHANCEMENT OF THE ENTRANCES INTO INGLEBY BARWICK.

Councillor Ross Patterson provided a brief update.

It was noted that S.B.C. are looking at the various signs across the Borough.

Reference was made to enhancement of Quarry Farm roundabout at the entrance to The Rings.

The welcome signs at the entrances into Ingleby Barwick were also referred to.

A general discussion took place and various comments were raised.

99.15-16 'THE GREAT INGLEBY BARWICK BAKE OFF' COMPETITION 2015 IN AID OF CHILDREN IN NEED.

Councillor James Emmerson provided a brief update.

It was noted that the Working Group, which consists of Councillors James Emmerson, Megan Patterson, Ted Strike, Sally Ann Watson and the Clerk had met on 30th July and 27th August 2015 to progress the Bake Off.

Children in Need this year is Friday 13th November 2015. The Bake Off competition has therefore been arranged to take place on Saturday 14th November 2015.

The Bake Off is being held at All Saints Academy 1 pm to 4 pm, with half an hour either side for setting up and clearing up.

The costs involved for hire of the venue, are as follows:

Main Hall booked 12.30 - 16.30	£ 111.98 inc VAT
Sports Hall booked 12.30 - 16.30	£ 135.98 inc VAT

The main hall will be used for the competition itself and the sports hall will accommodate 20+ craft and gift stalls, tombola etc.

A copy of the advertisement posters had been circulated for information.

The details of the competition were referred to.

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A general discussion took place and various comments were raised.

It was highlighted that all proceeds will go to Children in Need.

IT WAS RESOLVED that any funding required for the competition be allocated from the Seamer Wind Farm Community Fund.

IT WAS RESOLVED that the Town Council is in agreement to pay for the hire of All Saints Academy's main hall and sports hall, from the Seamer Wind Farm Community Fund, on receipt of the invoice.

100.15-16 FINANCE:

(a) Town Council Current Balance Sheet.

The Clerk referred to the financial statement. A copy of the statement is held on the Town Council file.

IT WAS RESOLVED that the financial statement is accepted.

(b) Accounts due for Payment.

The following schedule was considered:

Receipt of the following:

Date	Description	Amount
27/08/15	HMRC Vat Return	£2,406.03
07/09/15	Business Saver Account Interest	£ 0.03
07/09/15	Base Rate Tracker Account Interest	£ 32.34

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The following payments have already been made:

Date	Cheque No.	To whom	Purpose	Amount
15/07/15	102013	IBCH Management Committee	Use of Small Hall July 2015	£ 18.75
28/07/15	102014	BDO LLP	External Audit	£ 480.00
01/08/15	102015	Clerk	Remuneration August 2015	
01/08/15	102016	HMRC (Paid at Post Office)	Clerk Tax & NI & Employer NI Contributions August 15	
01/08/15	102017	CPC Computing	Website Hosting	£ 20.00
01/08/15	102018	Richardsons Mov & Storage	Storage of Xmas Tree Aug/Sept 2015	£ 46.80
07/08/15	DD	EE	Telephone & Broadband	£ 36.40
10/08/15	DD	PC World	Computer Cover	£ 13.21
10/08/15	102019	Document Solutions	Cost of copies	£ 196.32
10/08/15	102020	S.B.C.	Enforcement & CCTV Qtr1	£14,436.17
28/08/15	SO	Robinsons	Rent due 05/09/15	£ 250.00
28/08/15	SO	Teesside PF	Employer & Clerk Contributions August 2015	

IT WAS RESOLVED that the Town Council confirms its approval of the accounts paid.

IT WAS RESOLVED that the Town Council approves the following accounts for payment:

Date	Cheque No.	To whom	Purpose	Amount
08/09/15	DD	EE	Telephone & Broadband	£ 36.70
09/09/15	DD	PC World	Computer Cover	£ 13.21
09/09/15	102021	Clerk	Remuneration Sept 2015	
09/09/15	102022	HMRC (Paid at Post Office)	Clerk Tax & NI & Employer NI Contributions Sept 2015	
09/09/15	102023	CPC Computing	Website Hosting	£ 20.00
09/09/15	102024	Richardsons Mov & Storage	Storage of Xmas Tree Sept/Oct 2015	£ 46.80
09/09/15	102025	IBCH	Use of Small Hall Sept 2015	£ 18.75
28/09/15	SO	Robinsons	Rent due 05/10/15	£ 250.00
28/09/15	SO	Teesside PF	Employer & Clerk Contributions September 15	

Chairman.....
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(c) Annual Return for the year ended 31st March 2015.

The Clerk advised that BDO LLP have now completed the external audit of Ingleby Barwick Town Council accounts for the financial year 2014/2015.

The documentation received includes the following:

- Fee Note: **£ 400.00 plus VAT**
- Notice of Conclusion of Audit
- Notes Regarding the Advertisement of the Conclusion of the Audit
- Date selection form for 2015/2016
- Contact Details
- Survey 2014/2015
- Annual Return

There were no matters which came to the Auditors attention which required the issuing of a separate additional issues arising form.

The Annual Return was presented to the Town Council now that the audit opinion has been given.

IT WAS RESOLVED that the Annual Return is Approved and Accepted by Ingleby Barwick Town Council.

The annual return and notice of conclusion of audit to be displayed accordingly.

(d) Requests for Financial Assistance.

St. Francis of Assisi PCC

This matter had been considered earlier in the meeting.

Request from a Resident.

The Town Council considered the request from a resident for financial assistance towards course fees to complete an MA.

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It was noted that the Town Council has strict guidelines which it has to adhere to by law, one of which is that it cannot provide financial support to an individual.

IT WAS RESOLVED that the request be declined.

The Clerk to reply to the resident accordingly.

101.15-16 TEESSIDE PENSION FUND (TPF), INTERNAL DISPUTE RESOLUTION PROCEDURE, APPOINTMENT OF ADJUDICATOR.

TPF have received important information about changes in the way that the Pensions Ombudsman is likely to treat cases of maladministration where a member appeals through the Internal Dispute Resolution Procedure (IDRP).

This information needs to be distributed to our adjudicator appointed to deal with cases at stage 1 of the IDRP.

TPF do not have a complete list of employer adjudicators to perform this distribution on employers behalf and so request that all employers provide up-to-date contact details for their adjudicator (even if these have recently been provided).

It is a statutory duty to have an adjudicator appointed to deal with appeals.

IT WAS RESOLVED that Councillor Allan Mitchell be appointed as the Town Council's Adjudicator to deal with appeals.

The Clerk to provide TPF with the contact details for Councillor Mitchell, accordingly.

102.15-16 LICENSING ACT 2003 AND GAMBLING ACT 2005, POLICY CONSULTATIONS.

The Town Council considered the information provided by S.B.C.

IT WAS RESOLVED that the Town Council has no comments to raise.

Chairman.....
SIGNED: Wednesday 14th October 2015

103.15-16 PLANNING APPLICATIONS.

(a) Planning Applications - Registered with S.B.C. in July & August 2015.

It was noted that the Clerk had circulated to Members the list of planning applications registered with S.B.C. for the months of July & August 2015.

Reference was made to the comments which had been submitted to S.B.C.

IT WAS RESOLVED that the comments be noted.

(b) Planning Applications - S.B.C. Delegated Decisions in July & August 2015.

The Clerk had also circulated the list of delegated decisions made during the months of July & August 2015.

IT WAS RESOLVED that the decisions be noted.

104.15-16 COMMUNITY COMMUNICATION.

IT WAS RESOLVED that the next article includes the following:

- Result of Co-option - I.B. West
- 'Bake Off' Competition
- Updates from the Police & Enforcement - Refer to feedback on Longleat Walk and Hadleigh Walk
- Meeting dates
- Contact details

105.15-16 CLERKS REPORT AND CORRESPONDENCE.

The Clerks Report and correspondence was considered.

IT WAS RESOLVED that the Clerks Report which included supporting information for agenda items be noted and approved.

The Clerk referred to the correspondence received.

IT WAS RESOLVED that the correspondence received be noted.

Chairman.....
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106.15-16 TO RECEIVE ITEMS FOR INFORMATION AND CONSIDERATION FOR THE NEXT AGENDA.

The following items to be included on the agenda for consideration at the next Town Council meeting:

- Time Allocation for Public Participation
- Provision of Bike Racks

107.15-16 TO GIVE CONSIDERATION TO ARRANGING A DATE FOR A SPECIAL MEETING.

IT WAS RESOLVED that two Special meetings be arranged as follows:

Wednesday 30th September 2015 commencing at 7.00 p.m.

The agenda to include the following items:

- Proposed Community Centre, The Rings
- Town Council Office Accommodation in Barwick Lodge - Renewal of Lease

Wednesday 30th September 2015 commencing at 8.00 p.m.

The agenda to include the following items:

- Ingleby Barwick, Relationship with S.B.C.
- Housing Development in the Vicinity of Ingleby Barwick.

IT WAS RESOLVED that the meetings take place in the Small Hall at Ingleby Barwick Community Hall, if available. Alternatively the Clerk to arrange for the meetings to take place at a suitable venue.

108.15-16 DATE OF OCTOBER 2015 MEETING OF THE TOWN COUNCIL - Wednesday 14th October 2015.

The Chairman thanked everyone for their attendance and closed the meeting at 9.30 p.m.

Chairman.....
SIGNED: Wednesday 14th October 2015