

MINUTES  
OF THE  
EXTRAORDINARY MEETING  
OF  
INGLEBY BARWICK TOWN COUNCIL  
HELD ON  
WEDNESDAY 10TH AUGUST 2016  
AT  
INGLEBY BARWICK COMMUNITY HALL  
HARESFIELD WAY  
INGLEBY BARWICK

MINUTES TAKEN AND PREPARED BY  
PAULA M. HALL  
CLERK TO THE TOWN COUNCIL

**INGLEBY BARWICK TOWN COUNCIL**

**MINUTES of the EXTRAORDINARY MEETING of INGLEBY BARWICK TOWN COUNCIL, held at Ingleby Barwick Community Hall, Haresfield Way, Ingleby Barwick on Wednesday 10th August 2016 at 7.00 p.m.**

**PRESENT:**           **Chairman/Town Mayor:** Councillor Stefan Barnes.  
  
                          **Vice Chairman/Deputy Town Mayor:** Councillor Allan Mitchell.  
  
                          **Councillors:** Tom Bowman, Philip English, Ann Kenyon, Jenny Rutland, Ted Strike, Cheryl Thomas and Sally Ann Watson.

**OFFICER:**           Paula M. Hall, Clerk/Responsible Financial Officer.  
**NOTE TAKER:**     Richard Daniels

**IN ATTENDANCE:** Ward Councillor Sally Ann Watson           Ingleby Barwick East  
                          Ward Councillor Allan Mitchell                                 S.B.C. Councillor  
  
                          Jean Kirby           Proposed Community Centre Working Group

No Members of the public were present at the meeting.

The Chairman, Councillor Stefan Barnes opened the meeting and welcomed all present to the Extraordinary Meeting of Ingleby Barwick Town Council.

**HOUSEKEEPING.**

The Chairman advised those present of the emergency escape procedures.

**79.16-17     NOTICE OF MEETING.**

The notice convening the meeting was taken as read.

**80.16-17     APOLOGIES FOR ABSENCE.**

Apologies for absence were received from or on behalf of Town Councillor Ted Strike; he later arrived at Agenda item no. 8, Freedom of Information Request .

**81.16-17     CODE OF CONDUCT.**

**Declaration of Interests.**

Cllr Stefan Barnes – Member of the Proposed Community Hall Working Group.

**Chairman.....**  
**SIGNED: Wednesday 21st September 2016**

Cllr Tom Bowman – Represents the Town Council on the Eastern Locality Forum who are also Members of the Eastern Area Transport Strategy Group.

Cllr Philip English – Member of the Proposed Community Hall Working Group.

Cllr Ann Kenyon – Town Council representative on the Community Hall Management Committee; Member of I.B. Divorced/Widowed Social Group.

Cllr Allan Mitchell – Advised that he had no interests in anything on the agenda and therefore had nothing to declare.

Cllr Jenny Rutland – Town Council representative on the Community Hall Management Committee; Secretary of I.B. Over 50's Group.

Cllr Ted Strike – Chairman of I B Community Partnership; Represents the Town Council on the Eastern Area Transport Strategy.

Cllr Cheryl Thomas – Member of the Proposed Community Hall Working Group; I.B. Residents Network (dormant); I.B. News; I.B. Noticeboard.

Cllr Sally Ann Watson - Elected Ward Cllr I.B. East, Owner of Fix It DIY store in I.B.; Member of the new Community Hall Working Group.

No further interests were declared.

**To consider any requests for dispensations**

No requests for dispensations had been received.

**82.16-17 FINANCE:**

**(a) End of Year Accounts for the Financial Year 2015/2016.**

The Clerk advised Members that the threshold for preparing the end of year accounts on an Income and Expenditure basis is £200,000; therefore this year's accounts, as in previous years, had been prepared on a Receipts and Payments basis.

The year-end Accounts for the financial year 2015/2016 which had been prepared on a Receipts and Payments basis, were laid before the Town Council for approval. The balance at 31<sup>st</sup> March 2016 was **£ 179,263.15.**

**Chairman.....**  
**SIGNED: Wednesday 21st September 2016**

**IT WAS RESOLVED** that the Accounts be approved and were signed by the Chairman of the Town Council accordingly.

**(b) BDO LLP - Annual Return 2015/2016.**

The Clerk advised that 15th August 2016 is the revised audit date.

The Clerk informed that she has displayed the Notice advertising the audit, as required, and outlined the criteria for completion of the Annual Return.

The Clerk advised that Councils with income or expenditure greater than £200,000 must complete an intermediate audit questionnaire as part of the submission for audit. However, this is not applicable to Ingleby Barwick Town Council for the financial year ending 31/03/16.

**(i) Section 1 – Annual Governance Statement 2015/16**

The Clerk noted the requirement in number 5 – ‘we have carried out an assessment of the risks facing the Council **and** taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.’

**IT WAS RESOLVED** that the Town Council has fulfilled this requirement.

The Clerk noted the requirement in number 6 – ‘we have maintained throughout the year an adequate and effective system of internal audit of the council’s accounting records and control systems.’

**IT WAS RESOLVED** that the Town Council has fulfilled this requirement.

**Section 1** was completed accordingly.

**IT WAS RESOLVED** that the Town Council approves the information provided in Section 1 of the Annual Return, the Chairman signed the document accordingly.

**(ii) Section 2 – Accounting Statements 2015/16**

The Clerk informed that as the Council is below the threshold for income and expenditure accounting, the Annual Return is presented in the receipts and payments format.

**Chairman.....**  
**SIGNED: Wednesday 21st September 2016**

This section was duly completed using the receipts and payments figures from the year-end accounts.

The Clerk noted that the Town Council is required to submit to the auditor a brief explanation of significant variations from last year to this in Section 2; and bank reconciliation as at 31<sup>st</sup> March 2016.

**IT WAS RESOLVED** that the Town Council approves Section 2 of the Annual Return, including the corresponding explanations and bank reconciliation. The Chairman signed Section 2 of the Annual Return accordingly.

**(iii) Section 3 – External Auditor Certificate and Report 2015/16**

To be completed by the External Auditor (BDO LLP)

**(iv) Section 4 – Annual Internal Audit Report 2015/16**

The Clerk informed that Ingleby Barwick Town Council's accounts for 2015/2016 had been audited by Tina Mansell, previously Clerk to Thornaby Town Council.

A report has been provided which had been circulated to Members for their information.

It was noted that the accounts and paperwork were found to be in excellent order.

Section 4 has been duly completed by Tina Mansell, signed and dated accordingly.

**IT WAS RESOLVED** that the Annual Internal Audit Report be approved and the comments noted.

The Clerk/RFO was thanked for her efforts.

**IT WAS RESOLVED** that the Clerk forward the completed Annual Return, and additional information required, to BDO LLP by 15/08/16.

**83.16-17 INGLEBY BARWICK COMMUNITY HALL BICYCLE STANDS.**

An update was received from Cllr Sally Ann Watson.

It was noted S.B.C. have now provided a cost for siting the three no. stands on the pavement which includes for lifting and relaying the flags. The cost of the works would be £969.20 + VAT.

**Chairman.....**  
**SIGNED: Wednesday 21st September 2016**

**IT WAS RESOLVED** that the Town Council agrees to fund the scheme, with payment to be drawn from the Seamer Wind Farm Community Account.

**84.16-17 INGLEBY BARWICK ENFORCEMENT SERVICE, SERVICE LEVEL AGREEMENT 2016/2017.**

It was noted that the Town Council had already agreed to continue the Service in the financial year 2016/17, the first quarterly payment having already been made.

The SLA was laid before the Town Council for approval.

**IT WAS RESOLVED** that the SLA be signed by the Chairman and Vice Chairman accordingly.

It was noted that a Working Group had been set up to look at the level of service being provided. Reference was made to Enforcement providing a full years report in order that seasonal trends in behaviour patterns could be identified.

Coverage of school parking issues was referred to.

**85.16-17 FREEDOM OF INFORMATION REQUEST.**

The Clerk referred to the recent Freedom of Information (FOI) request which had been received which she had circulated to Members for their information.

The content of the request was noted.

The Clerk to response to the request in the appropriate manner as per statutory procedures.

**86.16-17 EXCLUSION OF THE PRESS AND PUBLIC DURING CONSIDERATION OF THE FOLLOWING ITEM OF BUSINESS.**

Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press be excluded from the meeting during the consideration of the following item of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

**Chairman.....**  
**SIGNED: Wednesday 21st September 2016**

**87.16-17 TO CONSIDER STAFFING MATTERS.**

The matter was considered and would be reviewed again at the January 2017 finance meeting.

A Working Group has been established to look into staffing levels with future demands in mind.

Cllr. Stefan Barnes indicated that the Town Council need to upgrade their computing facilities. It was agreed that this would be progressed.

Attendance at the Finance Training Course to be held at Shotton Hall on 8th September 2016 was raised. It was noted that the course is to be attended by five representatives.

The Chairman thanked members for their attendance and closed the meeting at 8.00 p m.

**Chairman.....**  
**SIGNED: Wednesday 21st September 2016**