

MINUTES
OF THE
ORDINARY
MEETING
OF
INGLEBY BARWICK TOWN COUNCIL
HELD ON
WEDNESDAY 14TH JUNE 2017
AT
INGLEBY BARWICK COMMUNITY HALL
HARESFIELD WAY
INGLEBY BARWICK

PREPARED BY: PAULA M. HALL
TOWN CLERK

45.17-18 CODE OF CONDUCT.

Declaration of Interests

Cllr Allan Mitchell declared a personal/non-prejudicial interest in all items involving his role as an SBC Ward Councillor.

Cllr Ross Patterson declared a personal/non-prejudicial interest in all items involving his role as an SBC Ward Councillor, I.B. West.

Cllr Sally Ann Watson declared a personal/non-prejudicial interest in all items involving her role as an SBC Ward Councillor, I.B. East.

Cllr Sally Ann Watson also declared a personal/prejudicial interest in agenda item no.12 Planning Applications: (a) List of Applications Registered with SBC in May 2017 – Planning Application No. 17/1155/FUL Unit 1 Sandgate Park Shopping Centre, Proposed Storage Container to Rear.

Cllr Watson advised that she is joint owner of Fix It DIY Hardware Ltd. to which the application relates. She stated that if the application is to be discussed she would be leaving the meeting room whilst the item was considered.

No further interests were declared.

Cllrs James Emmerson and Megan Patterson arrived at the meeting at this point.

46.17-18 MINUTES OF THE ANNUAL MEETING OF THE TOWN COUNCIL HELD ON WEDNESDAY 17TH MAY 2017.

The Minutes of the Annual Meeting held on 17th May 2017 were considered.

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

47.17-18 MINUTES OF THE SPECIAL MEETING OF THE TOWN COUNCIL HELD ON WEDNESDAY 31ST MAY 2017.

The Minutes of the Special Meeting held on 31st May 2017 were considered.

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

48.17-18 PUBLIC PARTICIPATION.

The following matters were raised:

General Election 2017 – Stockton South MP

Reference was made to the 2017 general election with regard to the newly elected MP for Stockton South. It was questioned as to whether the Town Council would be sending a letter to the new MP, however it was confirmed to the member of the public that this is not the usual practice of the Town Council.

Bus Stops – Beckfields Avenue, Ingleby Barwick

Reference was made to the bus stop signage along Beckfields Avenue, which needs updating given the changes to the bus routes.

The resident was advised to contact the Ward Councillors who represent I.B. East regarding the matter.

No further matters were raised.

49.17-18 INGLEBY BARWICK ENFORCEMENT SERVICE.

The Chairman invited Helen Dobson, I.B. Enforcement Officer to address the meeting.

Helen referred to the availability of monthly statistics, which the Town Council would follow up with Enforcement.

Helen gave a verbal report on incidents which have been dealt with or were continuing to be dealt with.

A general discussion took place and reference was made to additional locations and matters which required attention.

It was suggested that Enforcement speak to the businesses at Beckfields shopping centre regarding litter and request their assistance in helping to alleviate the problem.

The Chairman thanked Helen Dobson for her attendance at the meeting and the information provided. Helen left the meeting at this point.

50.17-18 YOUTH DIRECTION, ANTI SOCIAL BEHAVIOUR.

The representatives from the Preventions Team at Youth Direction had submitted their apologies, as due to circumstances beyond their control they were unable to attend the meeting.

It was agreed that this matter be included on the agenda for the Town Council meeting scheduled to take place on Wednesday 12th July 2017.

51.17-18 PROPOSED COMMUNITY CENTRE, THE RINGS.

(a) Update on public consultation in respect of the project, plans for Borrowing and loan repayments

It was noted that the May 2017 update is displayed on the Town Council website.

It is also available on the InglebyBarwick.com website, Ingleby Barwick Noticeboard facebook page as well as being available in hard copy in Ingleby Barwick library.

The update has been published in the June editions of the Etcetera and Gossip magazines.

It has also been provided to the following press and media:

- Gazette
- Northern Echo
- BBC TV & Radio
- ITV

The Market Place magazine is also now included on the circulation list.

Residents comments have been requested on the project, particularly in respect of seeking 'borrowing approval' from the Secretary of State to take out a Loan.

(b) Update on Appointment documents for the Architect and Engineer

Information is awaited from the Town Council's Solicitor.

(c) To confirm agreement of the Site Investigation quotation and instruction of the works

The Clerk provided an update on the matter.

It was noted that, at the Special Meeting of the Town Council on 31st May 2017, the Town Council agreed the recommendation from Kinslers to undertake a site investigation which would be forwarded to the two lowest contractors to allow them to provide a non-caveated fixed price tender. The provisional figure allocated for the works was referred to.

Reference was made to the copy of the quotation received from Geoinvestigate (via the Engineer for the project Moorhead Sutton & Laing Ltd) which had been provided to the Town Council by Kinsler and Partners.

The figure quoted for intrusive site investigation is £ 1,800 ex. VAT. An additional amount of £ 650 ex. VAT is quoted should contamination be encountered at above acceptable levels and a Remediation Plan required. If gas monitoring is required this would incur costs of £ 600 ex. VAT. The additional hourly rate would be £ 60/hr.

The Clerk confirmed that she had advised Members of the costings and no comments had been raised.

The Clerk has confirmed with Kinslers the Town Council's agreement for the site investigation to be undertaken (agreed minute ref: 40(a).17-18) as per the quotation received from Geoinvestigate and that Kinslers make arrangements accordingly.

IT WAS RESOLVED that the Town Council confirms its approval of the quotation and instruction of the works.

(d) To consider the Business Plan including the financial implications outlined in the Plan with the view to agreement

The Town Council considered the Business Plan including the financial implications.

Each section of the plan, (1-13) was considered in detail.

Minor amendments and revisions were suggested to the body of the text in the document.

Amendments were also considered in respect of the three-year predictions/forecast.

Cllrs Philip English and Tom Bowman requested that the minutes record the Town Council's appreciation to all those involved in the preparation of the Business Plan and related financial information. All were thanked for their efforts.

IT WAS RESOLVED that Ingleby Barwick Town Council members accept and approve the Business Plan and related financial information subject to the agreed amendments.

(e) To consider agreement to borrow

IT WAS RESOLVED that having considered the Business Plan and financial information, Ingleby Barwick Town Council members agree to borrow in order to fund and deliver the proposed Rings Community Centre project.

(f) To consider the amount of loan required and the term over which to be borrowed

IT WAS RESOLVED that Ingleby Barwick Town Council members agree to apply for a loan of £ 725,000 from the Public Works Loan Board (PWLB) for up to 25 years.

(g) To consider agreement to seek 'borrowing approval' from the Secretary of State by way of the Department of Communities and Local Government

IT WAS RESOLVED by Ingleby Barwick Town Council members to seek the approval from the Secretary of State for Communities to apply for a PWLB loan of £725,000 up to 25 years for the Rings Community Centre project.

52.17-18 FINANCE.

(a) Current Balance Sheet

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

IT WAS RESOLVED that the financial statement be accepted.

(b) Accounts due for Payment

The schedule was considered.

The following payments have already been made:

Cheques:

Date	Cheque No.	To whom	Purpose	Amount
18/05/17	102229	Zurich Municipal	Policy Renewal 1/6/17 – 31/5/18	£ 754.54
23/05/17	102230	Cornerstone BS	Office 365	£ 18.72
30/05/17	102231	Cornerstone BS	Offsite Back Up Storage May 2017	£ 12.00
31/05/17	102232	Lyreco	Office Equip/Stationery	£ 36.50

Direct debit payment:

Date	To whom	Purpose	Amount
10/06/17	EE	Telephone & Broadband	£ 39.53

IT WAS RESOLVED that the Town Council approves the above lists of payments, including cheques and direct debits.

The following accounts are due for payment:

Cheques:

Date	Cheque No.	To whom	Purpose	Amount
14/06/17	102233	Archers Law	Legal Fees and Disbursements - October 2015 to date	£ 3,306.00
14/06/17	102234	Cornerstone BS	IT Support June 2017	£ 60.00
14/06/17	102235	Kinsler Partners	Community Centre – The Rings: Issue of Tender Report, Issue of Pre-Construction Information.	£ 5,880.00
19/06/17	102236	P R Joiner	IBTC Audit	£ 50.00
19/06/17	102237	Gossip Publications Ltd	June 2017 Publication	£ 720.00
19/06/17	102238	Agelec Ltd	Defibrillator install	£ 240.00
19/06/17	102240	HMRC (Paid at Post Office)	Clerk Tax & NI & Employer NI Contributions June 2017	
19/06/17	102241	CPC Computing	Website May 2017	£ 20.00
19/06/17	102242	IBCH	Hire of Hall 14.6.17	£ 15.00

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Standing Orders:

Date	To whom	Purpose	Amount
28/06/17	Town Clerk	Remuneration June 2017	
28/06/17	Admin Assist	Remuneration June 2017	
28/06/17	Robinsons	Rent due 05/07	£ 291.67
28/06/17	Teesside PF	Employer/Clerk Contribution June 2017	

IT WAS RESOLVED that the Town Council approves the above lists of accounts due for payment, including cheques, direct debits and standing orders.

(c) End of Year Accounts 2016/2017

The Clerk/RFO 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 2016/2017 which had been prepared on a Receipts and Payments basis, were laid before the Town Council for approval. The balance at 31st March 2017 is **£ 200,220.58**.

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

(d) Internal Audit Report 2016/2017

The Clerk/RFO informed that Ingleby Barwick Town Council's accounts for 2016/2017 had been audited by Paul Joiner, Clerk to Preston-on-Tees Parish 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 Paul Joiner, signed and dated accordingly.

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

(d) Annual Return 2016/2017

The submission date selected by BDO LLP for the Town Council's Annual Return and supporting documentation is the **19th June 2017**.

Exercise of Public Rights Smaller authorities are required to provide electors with the opportunity to inspect the accounts and other documents for a period of 30 working days which must include the first 10 working days of July.

The RFO must publish, including on the smaller authority's website, the following:

- A copy of the Accounting Statements accompanied by a declaration signed by the RFO stating that the Accounting Statements is unaudited and subject to change;
- A copy of the Annual Governance statement; and
- A statement detailing the exercise of public rights

IT WAS RESOLVED that the exercise of public rights will commence on 19th June 2017 for a period of 30 working days to include the first 10 working days of July and will end on 28th July 2017.

The Clerk/RFO outlined the requirements for completion of the Annual Return.

The Clerk/RFO advised that Councils with income or expenditure greater than £200,000 must complete an intermediate audit questionnaire as part of the submission for audit. This is not applicable to Ingleby Barwick Town Council for the financial year ending 31st March 2017.

(i) Section 1 – Annual Governance Statement 2016/17

The Town Council considered points 1 to 9 in respect of their responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements for the year ended 31st March 2017.

In respect of point 4, the 30-working day period for the exercise of electors' rights for the 2015/16 accounts had not included the first 10 working days of July 2016. The box was therefore amended to read 'No' and initialled by the Chairman and Clerk/RFO. An explanation to be provided to the external auditor for the 'No' response and details of how the Town Council have addressed the weakness.

Section 1 was duly completed.

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

(ii) Section 2 – Accounting Statements 2016/17

The Clerk/RFO 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.

Section 2 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 an explanation of significant variations from last year to this in Section 2; and bank reconciliation as at 31st March 2017.

Section 2 was signed and dated by the RFO.

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 Report and Certificate 2016/17

To be completed by the External Auditor.

Annual Internal Audit Report 2016/17

The information provided at 52(d).17-18 was noted.

IT WAS RESOLVED that the Town Council submits the completed Annual Return and supporting documentation for the year ended 31st March 2017 to BDO LLP by 19th June 2017.

53.17-18 PLANNING APPLICATIONS:

(a) List of applications registered with SBC in May 2017

The list of planning applications registered with SBC in May 2017 which had been circulated to Councillors on a week by week basis via email, were noted.

No observations or comments were raised.

(b) List of SBC delegated decisions made in May 2017

The list of SBC delegated decisions made in May 2017 which had been circulated to Councillors on a week by week basis via email, were noted.

54.17-18 CLERKS REPORT.

IT WAS RESOLVED that the Clerks Report which included updates and supporting information in respect of agenda items, be noted and accepted.

55.17-18 CORRESPONDENCE.

IT WAS RESOLVED that the list of correspondences received into the Town Council office be noted and accepted.

Reference was made to the following:

- **Broadband/internet issues at The Rings**
Receipt was noted of correspondence from a resident in respect of broadband/internet issues at The Rings.

It was questioned as to whether the Town Council could assist with community funding.

It was agreed that a response be provided to the resident advising that, unfortunately the Town Council is unable to provide financial support given that this is a commercial matter.

56.17-18 DATE OF NEXT ORDINARY MEETING OF THE TOWN COUNCIL.

The next ordinary meeting of the Town Council is scheduled to take place on Wednesday 12th July 2017 in the Small Hall at Ingleby Barwick Community Hall, Haresfield Way, Ingleby Barwick commencing at 7.00 p.m.

The Chairman thanked everyone for their attendance and closed the meeting.

Chairman.....
Wednesday 12th July 2017