

MINUTES
OF THE
SPECIAL MEETING
OF
INGLEBY BARWICK TOWN COUNCIL
HELD ON
WEDNESDAY 22ND JANUARY 2014
IN THE
MEETING ROOM
AT
ST. FRANCIS OF ASSISI CHURCH
BARWICK WAY
INGLEBY BARWICK

PREPARED BY
PAULA M. HALL
CLERK TO THE TOWN COUNCIL

189.13-14 CODE OF CONDUCT.

The Clerk referred to the supporting information provided in respect of this item.

It was noted that since the new standards regime came in 2012, one issue which continued to arise is whether or not Council Members have a disclosable pecuniary interest (DPI) in the matter of setting the Precept when they have an interest in land in their Council's area and so pay Council Tax.

As a result, the Department for Communities and Local Government (DCLG) issued amended advice on disclosing interests, called 'Openness and Transparency on Personal Interests - A Guide for Councillors, March 2013'. This guidance says explicitly that a Councillor does not have a DPI simply because he or she is a homeowner or tenant.

The Government has published an updated version of the guide 'Openness and Transparency on Personal Interests - A Guide for Councillors, September 2013' which gives basic practical information to Councillors of all tiers about how to be open and transparent about their personal interests. It replaces the earlier guide published in March 2013.

The guidance confirms that owners or tenants of land **do not have a disclosable pecuniary interest** in the matter of setting the Council Tax or Precept since decisions on the Council Tax or Precept do not materially affect their interest in the land. For example, it does not materially affect the value of a home, the prospects of selling that home, or how one might use or enjoy that land.

IT WAS RESOLVED that the information be noted.

Declaration of Interests.

Councillor Stefan Barnes declared a personal/non prejudicial interest in matters concerning Ingleby Barwick Community Hall as he represents the Town Council on the Community Hall Management Committee.

Councillor Gillian Corr declared a personal/non prejudicial interest in all items involving her role as a Stockton-on-Tees Borough Council (S.B.C.) Ward Councillor.

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Councillor Linda Dixon declared a personal/non prejudicial interest as her spouse is a Member of S.B.C.

Councillor Ann Kenyon declared a personal/non prejudicial interest in matters concerning Ingleby Barwick Community Hall as she is a user group representative on the Community Hall Management Committee.

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

Councillor Jean Kirby declared a personal/non prejudicial interest in matters concerning Ingleby Barwick Community Hall as she represents the Town Council on the Community Hall Management Committee.

No further interests were declared.

190.13-14 COUNTY DURHAM AND CLEVELAND COUNTY TRAINING PARTNERSHIP, DATA PROTECTION AND FREEDOM OF INFORMATION ACT EVENT ON THURSDAY 27TH MARCH 2014.

Consideration was given to attendance of the event.

It was noted that the following Councillors and the Clerk had expressed an interest in attending the event:

Councillor Stefan Barnes
Councillor Philip English
Councillor Ann Kenyon
Clerk

IT WAS RESOLVED that the Clerk ascertain final numbers attending and complete the booking form accordingly.

191.13-14 PROPOSED 'BAKE OFF' COMPETITION.

It was agreed that this matter be deferred until the next meeting.

192.13-14 PROPOSED COMMUNITY CENTRE, THE RINGS.

It was agreed that this matter be deferred until the next meeting.

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193.13-14 CERTIFICATE IN LOCAL COUNCIL ADMINISTRATION (CiLCA).

The Clerk referred to the Briefing Note which she had prepared in respect of the Certificate in Local Council Administration (CiLCA).

The criteria which is to be met for the Clerk to achieve the qualification was outlined.

Members considered the information provided and various comments were raised.

IT WAS RESOLVED that the qualification not be progressed at this point in time but to remain under annual review.

194.13-14 INGLEBY BARWICK ENFORCEMENT SERVICE 2014/2015.

A copy of the draft Service Level Agreement (SLA) 2014/2015 was circulated to Members for their observation, prior to the meeting. S.B.C. have provided a cost for continuation of the Service in 2014/2015 for consideration by the Town Council.

It was noted that S.B.C. had applied a price freeze for 2013/2014, hence providing the same service at the cost 2012/2013.

For 2014/2015 they are proposing to apply a 1% increase.

The cost for the Service in 2014/2015 as per the SLA would be **£ 46,734.00 + VAT** per annum (VAT element can be reclaimed from HMRC).

Cost Per household for Service 2014/2015

Cost for Scheme = **£ 46,734**

Cost per household £46,734 divided by 6965.18 (tax base) = **£ 6.71** per annum which equates to **13p** per week.

The Town Council gave consideration to continuation of the Service in 2014/2015.

A general discussion took place and reference was made to coverage and review of the SLA.

It was agreed that a meeting continue to be progressed with Enforcement.

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It was suggested that the meeting be held at the Security Centre which could be combined with Members having a tour of the Centre and its facilities.

The outcome of discussions would then be reported back and considered at a meeting of the Town Council.

It was agreed that the Clerk pursue the matter with Enforcement to ascertain some dates and times for a possible meeting/tour for consideration at the Town Council meeting in February 2014.

IT WAS RESOLVED that the Town Council is in agreement to continue with Ingleby Barwick Enforcement Service in 2014/2015. The cost of the scheme to be included in the budget for 2014/2015. The Clerk to inform S.B.C. accordingly.

195.13-14 FINANCE - BUDGET/PRECEPT 2014/2015.

The Clerk referred to the supporting information provided in respect of this item.

It was noted that the precept set for 2013/2014 was **£ 135,163.00** which equated to **£ 20.00** per annum per Band D property.

The limit above which the Town Council would be required to provide details of their spending plans is £ 140,000.

The Clerk provided Members with a draft budget for 2014/2015.

Members considered in detail each budget heading in respect of required budget allocation.

Consideration was given to the Town Council's telephone and broadband suppliers. The Clerk provided Members with a Briefing Note outlining the existing contract costs. At present the Town Council's landline is provided by BT and Broadband provided by EE.

It was noted that the landline contract with BT is due to expire on 25th January 2014.

It was suggested that the Town Council change to one supplier for both telephone and broadband and look at the best deal to reduce the overall costs.

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The Clerk outlined the contracts available with both BT and EE and the costs involved. A copy of which is held on the Town Council file.

IT WAS RESOLVED that the Town Council is in agreement to enter into the 12 month contract with EE to provide the combined telephone and broadband package.

It was noted that due to the impact of localisation of local council tax support on collection performance the tax base for 2014/2015 is based on a collection rate of 97% and NOT 97.5% as in 2013/2014.

The tax base for Ingleby Barwick 2014/2015 is **6,965.18** and the funding allocation which the Town Council will receive is **£ 3,445.00**.

The Town Council set the budget for 2014/2015, a copy of which is held on the Town Council file.

The budget/precept 2014/2015 is as follows:

Budget 2014/2015	£ 158,608.00
Less Anticipated Balance 2013/14 Excluding Reserves	£ 20,000.00
Total Requirement 2014/2015	£ 138,608.00
Deduct Funding Allocation S.B.C.	£ 3,445.00
Precept 2014/2015	<u>£ 135,163.00</u>

Calculation of Cost per annum per Band D property:

£ 135,163.00 (Precept) divided by **6,965.18** (Tax Base) = **£ 19.406** per annum. **Reduction of 2.97% per household**

IT WAS RESOLVED that the Town Council's Precept requirement for 2014/2015 is **£ 135,163.00**. The Clerk to advise S.B.C. accordingly.

Consideration was given to the Reserve Accounts, including movements from Reserves 2013/2014, movements into Reserves 2013/2014 and reallocation of Funds etc.

It was agreed that the purchase of a new computer system and monitor be progressed.

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IT WAS RESOLVED that the Reserve Accounts as considered and agreed, be approved.

A copy of the breakdown of the Reserves Accounts is held on the Town Council file.

196.13-14 TO SET THE DATES FOR TOWN COUNCIL MEETINGS IN 2014 AND ALSO SET THE DATE FOR THE ANNUAL TOWN MEETING 2014.

It was noted that the dates of Full Council meetings at S.B.C. have been received and taken into account when drafting the list of Town Council meeting dates.

The Clerk referred to the schedule of draft dates which had been provided.

IT WAS RESOLVED that the Town Council is in agreement to set the dates for Town Council meetings in 2014 as those listed.

IT WAS RESOLVED that the Annual Town Meeting 2014 take place on Wednesday 14th May 2014 at Ingleby Barwick Community Hall commencing at 7.00 p.m.

197.13-14 DATE OF FEBRUARY 2014 MEETING OF THE TOWN COUNCIL.

The next meeting of the Town Council is scheduled to take place on Wednesday 19th February 2014 at Ingleby Barwick Community Hall, Haresfield Way, Ingleby Barwick commencing at 7.00 p.m.

The Town Council considered making a donation to St. Francis of Assisi CofE Church for use of the meeting room.

IT WAS RESOLVED that the Town Council is in agreement to make a donation of £ 20.00 to the Church.

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

Chairman.....

Clerk.....

SIGNED: Wednesday 19th February 2014