



Minutes of the proceedings of the **POLICY AND RESOURCES COMMITTEE** held at Hutton House, Chilton on Tuesday 4th June 2024.

Present: -- Chair Cllr. S. Reece
Cllrs: - E. Bruce, V. Collinson, D. English, P. Herbert, J. Houlihan, P. Malpas, S. Sutherland (Mayor)
Locum Town Clerk: - Mrs. Joanne Dickinson
Responsible Financial Officer- Mrs. Anne Hall- left the meeting after agenda item 10, minute number 10.
Members of the public- None

1. **Apologies for Absence** – Cllr C. Kipling
2. **Declarations of Interest-** Cllr Malpas and Cllr Collinson for agenda item 13, minute number 13.
3. **Member Dispensation** – None received
4. **Minutes of the Policy and Resources committee meeting held 30th April 2024- Paper ref PR24 0001**
This meeting was not held on 30th April 2024.
5. **Matters Arising-** These agenda items will be discussed in Part 2 of the meeting.
 - a. **Street Lighting**
 - b. **School Playground**
 - c. **LIVIN Garages**
6. **Monthly Financial Report- Paper Ref PR240002-** The Responsible Financial Officer advised that the previous financial report has been presented to the council. The next report will be presented on 11th June 2024.
7. **Annual Financial Statement and Audit- Paper Ref PR24 0003-** The Responsible Financial Officer (RFO) advised that the information would be all completed by the end of the week. The Internal Audit had been carried out and there was nothing raised. The information will be presented to council at the meeting on 11th June 2024.
8. **External Funding Log- Paper Ref PR24 0004-** The RFO advised that the council may be missing out on external funding opportunities. Members discussed the best way for this information to be cascaded in a timely manner.
RESOLVED- Cllr Reece proposed that the **External Funding Log** is included as a standing item at each Policy and Resources Committee Meeting and that external funding information is circulated to the Chair of the Committee for review. **Seconded** by Cllr Sutherland.
9. **Revision of Standing Orders and Scheme of Delegation- Paper Ref PR24 0005-** Cllr Reece informed members that a review of various parish and town council Standing Orders and Scheme of Delegation had been carried out. The policies should be mindful of complying with Equality and Diversity Inclusion standards. A Human Resources Committee has been added into the new Scheme of Delegation. Cllr Reece asked Members to look at a list of responsibilities that were included in the previous version of the Scheme of Delegation and agree which committee they should now be allocated to. Cllr Reece will update the

Signed by Chair _____ 25th June 2024

information into the Scheme of Delegation. Cllr Reece advised that the Neighbourhood Plan (NP) will be included as a standing item on this committee and provided the following update- Cllr Reece and Mrs Hall had met with Stuart Carter from Durham County Council to discuss the next steps in commencing a NP. There will be community engagement as part of the process. Members discussed an option of asking Windlestone Parish Council if they would like to be part of the NP Area.

RESOLVED- Cllr Sutherland proposed the Town Council informally speak to Windlestone Parish Council to advise they are starting the process to set up a Neighbourhood Plan and ask if they would like to be a part of the Neighbourhood Plan Area. Seconded by Cllr Collinson.

RECOMMENDATION- The committee agreed to recommend the Standing Orders and Scheme of Delegation (with the agreed updates) to Town Council at the next meeting on 11th June 2024.

10. Policy Review

- **Financial Regulations- Paper Ref PR24 0006-** The Responsible Financial Officer (RFO) informed Members of the changes highlighted in yellow that were for review by the council. The council asked the RFO to look into a 2 step process in online banking with the Co-Op Bank and report back to the next committee meeting.
- **Anti-Fraud and Corruption- Paper Ref PR24 0007-** The RFO advised that the policy needs further review and it was agreed for the policy to be discussed at the next committee meeting.

11. **Street Lighting-** Cllr Sutherland updated Members on the street lighting on the old road up to the church which had been previously switched off. There has been a longstanding issue with the amount of VAT that the electricity company charge the council.

RESOLVED- Cllr Reece proposed that the RFO is asked to review the current Service Level Agreement for the street lighting. Seconded by Cllr Sutherland.

RESOLVED- Cllr Sutherland proposed the council reinstall the electricity supply to the lights. Seconded by Cllr Houlihan.

12. **School playground-** Members discussed the issues around Anti-Social behaviour which had been investigated by Durham County Council. Feedback from the Estate Manager of the School Trust is that cameras can not be installed. Members agreed to look into a planting scheme and that no actions will be taken without consultation with the community. This matter to be discussed at the next committee meeting.

13. **LIVIN Garages-** Members had previously agreed to the transfer of the LIVIN garages to the council subject to LIVIN paying the transfer costs. There has been no recent update.

RESOLVED- Cllr Reece proposed that the council asks the RFO to contact LIVIN and ask for an update on the transfer. Seconded by Cllr Malpas.

14. **Disputed Land-** This was discussed by the Town Council approximately 3 months ago. Members agreed to ask the RFO to check where the council is with this matter and provide an update at the next Policy and Resources Committee meeting.

15. **FOI Request Log-** It was agreed by Members that this will be a standing item at the Policy and resources Committee meetings.

16. **Items to be taken to next council meeting-** Tree Management Policy, requires notes added to the policy, Standing Orders, Scheme of Delegation, Annual Financial Statement and Audit.

17. **Date of next meeting –** Tuesday 25th June 2024

Meeting Closed at 7.07pm.

Cllr Sue Reece, Chair of the Committee, 25th June 2024

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