

## FERRYHILL TOWN COUNCIL

Minutes of the **ORDINARY COUNCIL MEETING** of the Council held in the Council Chamber, Town Hall, Ferryhill, on **WEDNESDAY, 17<sup>th</sup> OCTOBER 2018** at **7.00 p.m.**

**PRESENT:**            *Councillor:* D Farry (Chair)

**Councillors:**        C Atkinson, P Atkinson, G Barker, K Campbell, J Cansella,  
K Conroy, N Jones, J Makepeace, Z Roddam, M Seymour, L Smith, R  
Smith, M Walton, C Woods

**Officials:**        E. Gildersleeves, Acting Town Clerk  
S. Hewitson, Committees & Civic Administrator  
D.Shingleton, Consultant Accountant

The Chair advised the meeting that an emergency item had been received and this would be discussed at the end of the meeting.

Members also agreed that the presentation by Red Supported Living be brought forward to the beginning of the meeting.

### **109.18-19    APOLOGIES FOR ABSENCE**

Apologies were received from Councillor J Lindsay.

Councillor K Graham was not in attendance, however, no apologies were received.

### **110.18-19    PRESENTATION BY RED SUPPORTED LIVING**

Mike and Yvonne Cherrington were in attendance and gave a short presentation on what Red Supported Living do and invited members to call into their office in the town to find out more information.

Members thanked Mr & Mrs Cherrington for their informative presentation whereupon they left the meeting.

### **RESOLVED**

That the presentation be received.

### **111.18-19    MEMBERS DISPENSATION**

There were no members' dispensations in relation to any item of business on the agenda.

### **112.18-19    DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **113.18-19    PUBLIC PARTICIPATION**

There were no public questions in relation to any item of business on the agenda.

### **114.18-19    MINUTES**

a) Ordinary meeting of the Council held on 19<sup>th</sup> September 2018

**RESOLVED**

That the minutes of the Ordinary Council meeting held on 19<sup>th</sup> September be agreed as a true & accurate record.

**115.18-19 MOTIONS ON NOTICE**

Councillor K. Conroy moved;

“That the Town Council meeting be moved to various venues within the area.”

Following discussion regarding this matter and the fact that Standing Order 3a allows for meetings to be held elsewhere, Councillor K Conroy withdrew the motion.

**RESOLVED**

That this motion be withdrawn.

**116.18-19 STATEMENT OF ACCOUNTS & INCOME**

Members considered the monthly statement of accounts and income.

**RESOLVED**

That the Statement of Accounts & Income be accepted.

**117.18-19 ACCOUNTS 2017-2018 - COMPLETION OF AUDIT**

Members considered the report previously circulated from the Accountant.

**RESOLVED**

That Members;

- a) Approve and accept Section 1 (page 4) of the audited AGAR – Annual Governance Statement 2017/2018.
- b) Approve and accept Section 2 (page 5) of the audited AGAR – Accounting Statements for 2017/2018.
- c) Confirm acceptance of the arrangements for the Notice of Completion of Audit to be displayed on notice boards within and outside of the Town Hall, and on the website, between 18 October 2018 and 8 November 2018 and the charge of 50p for a copy of the relevant information.

**118.18-19 SOCIAL MEDIA POLICY**

Members considered the report from the Accountant which was previously circulated.

It was pointed out that the word ‘appropriate’ should be changed to ‘inappropriate’ in item 4.10 of the policy.

Councillor Cansella stated it would be helpful if all policies could be page numbered, she also questioned if it would be feasible for all Councillors to be provided with 'ferryhill.gov.uk' email addresses.

**RESOLVED**

That the policy be approved subject to the amendment of 4.10 the word 'appropriate' be changed to 'inappropriate' and in future all polices be page numbered.

And

The Acting Town Clerk look into the possibility of providing 'ferryhill.gov.uk' email addresses for all Members.

**119.18-19 COMMITTEE STRUCTURE REVIEW**

Members considered the report from the Accountant which was previously circulated.

Due to the proposed amendment to the Committee Structure, it was necessary for Members to appoint 6 Councillors to the new Planning Sub-Committee, the nominations were as follows: Councillors J Cansella, K Conroy, D Farry, N Jones, J Makepeace and M Walton

Also due to the amalgamation of the Events Management Sub-Committee and the Community Engagement Sub-Committee, Members were required to appoint 10 members to this Sub Committee. Councillor Makepeace stood aside to correct the political balance on this Sub-Committee and it was agreed that Councillor K Conroy would take his place. It was also agreed that as Councillor P Atkinson was not a member of the parent committee, Community Services, he would be replaced by Councillor M Walton.

The Members of this Committee are therefore agreed as follows:  
Councillors C Atkinson, J Cansella, K Conroy, D Farry, K Graham, N Jones, M Walton, C Woods, L Smith, R Smith

Councillor J Cansella requested that a meeting of the new Planning Sub-Committee be called for Tuesday 23<sup>rd</sup> October at 6pm.

**RESOLVED**

That

- a) the Finance Sub-Committee be scrapped and all financial matters be discussed at the Policy and Resources Committee;
- b) the Events Management Sub-Committee be scrapped and its role be amalgamated within the Community Engagement Sub-Committee which would be renamed Events and Community Engagement Sub-Committee, this Committee be made up of the following Members;  
Councillors C Atkinson, J Cansella, K Conroy, D Farry, K Graham, N Jones, M Walton, C Woods, L Smith, R Smith
- c) the Strategic Development Working Group be scrapped and its non-planning role be absorbed within the Corporate Governance Committee;
- d) a Planning Sub-Committee be created to deal with pure planning issues, the

membership be the following members:

Councillors J Cansella, K Conroy, D Farry, N Jones, J Makepeace, M Walton and a meeting be held on Tuesday 23<sup>rd</sup> October 2018 at 6pm

- e) terms of reference of each committee and sub-committee be amended to include the paragraph:

*“Decisions made by the Committee/Sub-Committee may be implemented without reference to Full Council for approval, subject to those decisions being within the delegated powers of the Committee/Sub-Committee and which do not involve matters where only the Full Council can make the decision. The Chair of the Committee/Sub-Committee, in discussion with other councillors, may voluntarily refer any matter to Council for approval if it is considered appropriate”.*

- f) that the membership of all other Committees and Sub Committees be left as they are until the AGM meeting in May 2019.

#### **120.18-19 GENERAL DATA PROTECTION REGULATIONS REVIEW**

Members considered the report from the Accountant which was previously circulated.

Councillor J Makepeace proposed a change to recommendation j) that members dispose of confidential agendas, reports and minutes after each meeting.

#### **RESOLVED**

That

- a) the Town Clerk undertakes the role of Senior Information Risk Owner (to be undertaken by the Finance & Administration Manager in the absence of the Town Clerk);
- b) the Finance & Administration Manager and Works Manager undertake the role of Information Asset Owner for their team;
- c) the front office team provides assistance as appropriate in administering certain elements of the storage and use of information;
- d) the Corporate Governance Committee’s terms of reference are amended to include overseeing compliance with GDPR;
- e) the information asset register be completed as soon as possible;
- f) a policy and procedure be completed relating to IT security, by 31 December 2018;
- g) all other relevant policies and procedures be reviewed and completed by 31 March 2019;
- h) a procedure be developed as soon as possible for staff and members covering the whole issue of personal information
- i) agreements be developed with all third parties which receive personal information from the Council as part of carrying out of the relevant functions;
- j) members dispose of confidential agendas, reports and minutes after each meeting;
- k) members comply with the Social Media Policy in terms of posts.

#### **121.18-19 ADDITION OF NAMES TO FERRYHILL WAR MEMORIAL**

Members considered the report of the Acting Town Clerk, which was previously circulated.

**Moved by Councillor R Smith, Seconded by Councillor C Woods**

**RESOLVED**

That the two names be added to the bottom of the Ferryhill War Memorial at a cost of £302.

**122.18-19 APPOINTMENT OF 2 VACANT POSITIONS ON COUNCIL PERSONNEL SUB-COMMITTEE**

Members considered the report by the Acting Town Clerk, which was previously circulated.

Following the resignation of two Councillors from this Sub Committee, Members were required to appoint two Members to fill the vacant positions.

Councillor C Woods nominated Councillor C Atkinson and Councillor P Atkinson, seconded by Councillor K Conroy.

Councillor J Makepeace nominated Councillor K Campbell and Councillor C Woods seconded by Councillor J Cansella.

A named vote was requested on Councillor Makepeace's nomination of Councillors K Campbell & C Woods

<b>FOR</b>	<b>AGAINST</b>	<b>ABSTAIN</b>	<b>NOT PRESENT</b>
J. Cansella	C. Atkinson	G. Barker	K. Graham
J. Makepeace	P. Atkinson	D. Farry	J. Lindsay
	K. Campbell	N. Jones	
	K. Conroy	M. Seymour	
	Z. Roddam	L. Smith	
	M. Walton	R. Smith	
	C. Woods		
<b>2</b>	<b>7</b>	<b>6</b>	<b>2</b>

A vote then took place for Councillor C Wood's nomination of Councillors C Atkinson & P Atkinson

<b>FOR</b>	<b>AGAINST</b>	<b>ABSTAIN</b>	<b>NOT PRESENT</b>
C. Atkinson		G. Barker	K. Graham
P. Atkinson		J. Cansella	J. Lindsay
K. Campbell		D. Farry	
K. Conroy		N. Jones	
Z. Roddam		J. Makepeace	
M. Walton		M. Seymour	
C. Woods		L. Smith	
		R. Smith	
<b>7</b>	<b>0</b>	<b>8</b>	<b>2</b>

Councillor J Cansella advised that due to the issue of overlapping Members on the Personnel Committee and the Appeals Committee Councillor L Smith has agreed to be replaced on the Personnel Sub-Committee by Councillor N Jones.

**RESOLVED**

That Councillors C Atkinson and P Atkinson be appointed to the Personnel Sub-Committee and Councillor N Jones to replace Councillor L Smith.

**123.18-19     CORRESPONDENCE**

- 1.     C Metcalfe                   -                   Installation of the Poppy Net on Ferryhill Ferryhill Ribbon of Poppies Town Hall – request to hold a blessing in Town Hall Gardens on Monday 22<sup>nd</sup> October, 5pm

**RESOLVED**

That this be received.

**124.18-19     EMERGENCY ITEM – EAST HOWLE STREET LIGHTS**

Members discussed the offer of a Service Level agreement with Durham County Council to maintain the street lights in the East Howle area. The also considered a further proposal to remove a further single street light on a private road in East Howle

**RESOLVED**

That the Acting Town Clerk send the following response to the appropriate Cabinet member at Durham County Council “Ferryhill Town Council don’t accept double taxation from Durham County Council and would ask the Cabinet to reconsider removing street lights and adequately supply street lighting to its local residents within its own taxation regime budget”.

There being no further business the meeting was closed at 8.35pm.

**CERTIFIED AS A TRUE RECORD**

**CHAIR**.....

**DATE**.....