

## FERRYHILL TOWN COUNCIL

Minutes of the **EXTRAORDINARY COUNCIL MEETING** of the Council held in the Council Chamber, Town Hall, Ferryhill, on **WEDNESDAY, 28<sup>th</sup> AUGUST 2019** at **7.00 p.m.**

**PRESENT:**            **Councillor:** J Makepeace (Chair)

**Councillors:**       C Atkinson, P Atkinson, G Barker, K Campbell, J Cansella,  
K Conroy, D. Farry, K. Graham, N Jones, J Lindsay, Z Roddam,  
M Seymour, R Smith, M Walton

**Officials:**       D. Shingleton, Acting Town Clerk  
K. Younghusband, Events & Projects Officer  
S. Hewitson, Committees & Civic Administrator

**47.19-20**        **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors L Smith and C Woods.

**48.19-20**        **MEMBERS DISPENSATION**

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

**49.19-20**        **DECLARATIONS OF INTEREST**

There were no declarations of interest.

**50.19-20**        **PUBLIC PARTICIPATION**

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

**51.19-20**        **MINUTES**

To confirm as a correct record the minutes of the Ordinary Council meeting held on 17<sup>th</sup> July 2019

**Moved by** Councillor D Farry, **Seconded by** Councillor R Smith to accept the minutes as a true and accurate record.

**RESOLVED**

That the minutes of the Ordinary Council meeting held on 17<sup>th</sup> July 2019 be accepted as true and accurate record.

**52.19-20**        **POLICIES UPDATE**

The Acting Town Clerk advised Members that three of the Council Policies needed looking at and asked that they consider the amendments to the following policies:

a) Capability

The Acting Town Clerk advised members that this policy had been amended as it stated it applies to all except Town Clerk, however, there was no policy to cover the Town Clerk, therefore, changes were necessary to this policy to include the Town Clerk.

**Moved by** Councillor R Smith, **Seconded by** Councillor J Cansella to accept the policy and change paragraph 6.4 to 6.3

A named vote was requested:

FOR	AGAINST	ABSTAIN	ABSENT
G. Barker	C. Atkinson		L. Smith
J. Cansella	P. Atkinson		C. Woods
D. Farry	K. Campbell		
K. Graham	K. Conroy		
N. Jones	J. Lindsay		
J. Makepeace	Z. Roddam		
M. Seymour	M. Walton		
R. Smith			
<b>8</b>	<b>7</b>	<b>0</b>	<b>2</b>

**RESOLVED**

That the Capability Policy be accepted and paragraph 6.4 be re-numbered to 6.3.

b) Cemeteries

The Acting Town Clerk advised Members that this policy had been changed as a plaque had been installed in Duncombe Cemetery Ashes Garden that didn't fit the size restrictions, as the plaque size wasn't too different, the plaque was allowed to stay, however the policy has been changed to reflect the size restrictions.

**Moved by** Councillor J Cansella, **Seconded by** Councillor D Farry to accept the amended policy.

**RESOLVED**

That the amended policy be approved.

c) Sickness

The Acting Town Clerk advised Members that only one amendment had been made to the Policy at this time and the whole policy would be looked at in the future. Members discussed the amended policy.

**Moved by** Councillor J Cansella, **Seconded by** Councillor D Farry to accept the amended policy and also amend 3.3 on page 3 to reflect the new GDPR and the policy be brought to Council for review in the near future.

**RESOLVED**

That the revised policy be accepted with the addition of 3.3 on page 3 being amended to reflect the new GDPR and the Sickness Policy be brought back to Council for review in the near future.

**53.19-20**      **PLAYING GOLF IN COUNCIL PARKS**

Members considered a report previously circulated. It was agreed that Council should be seen to be doing everything possible to deter the playing of golf in Council parks.

**Moved by** Councillor J Cansella, **Seconded by** Councillor D Farry that the recommendations of the report be accepted.

**RESOLVED**

That

- a) The Town Clerk write to Mr Hall making him aware of the Councils concerns at the risk of the public being hurt as a result of him hitting golf balls, requesting him to stop the practice and inform him that the Council accepts no liability for any claims arising to a third party as a result of his actions; and
- b) Appropriate signs be installed to discourage any practice in Council parks which may present a risk to the public

**54.19-20**      **LIST OF APPROVED SUPPLIERS**

Members considered the report previously circulated.

**Moved by** Councillor D Farry, **Seconded by** Councillor J Cansella that all recommendations of the report be accepted.

Councillor P Atkinson requested that an amendment be made to the recommendation that a due diligence report be requested on External Contractors to ensure that Council covers itself by undergoing the necessary checks.

Members agreed.

**RESOLVED**

That:

- a) the list of approved suppliers be agreed
- b) the list remain open to new applications
- c) the requirement for three quotations under Standing Orders in relation to contracts and procurement be satisfied by using the Approved List
- d) where it is not possible, in rare circumstances, to obtain an adequate number of quotations from the List, authority be given to use other suitable suppliers
- e) undertaking works above the £250 threshold be undertaken
- f) a due diligence report be requested on External Contractors

**55.19-20**      **MEMORIAL BENCHES**

Members considered a report previously circulated.

**Moved by** Councillor D Farry, **Seconded by** Councillor R Smith to accept the recommendations of the report.

**RESOLVED**

That

- a) six memorial benches be purchased at a cost of £5,421, to be financed from reserves or savings in the current year.
- b) The wording, colour and font be as shown in the examples and as follows: 'Lest We Forget' at the top of each bench followed by one of the following inscriptions: D Day Landings, VE Day, VJ Day, WW1 Centenary Commemoration, WW2 75 years Commemoration and All Those Who Made The Ultimate Sacrifice.

**56.19-20**      **EXCLUSION OF PRESS AND PUBLIC**

Members were requested to move the following motion:

“That in accordance with the provision of Section 1 of the Public Bodies (Admission to Meetings) Act 1960, as amended by Section 100 of the Local Government Act 1972, the Council do now exclude the public and press for the remaining items on the Agenda by reason of the confidential nature of the business to be transacted since publicity would be prejudicial to public interest.”

**RESOLVED**

That the press and public be excluded from the next section of the meeting. All members of the public left the meeting.

**57.19-20**      **RE-DESIGN OF TOWN HALL GARDEN**

Members considered the report previously circulated.

Mrs Karen Younghusband advised members that external funding could be unlikely for this project as there is a lack of public support, however, there is a possibility the War Memorial Trust may contribute to the area around the Memorial but wouldn't help towards the cost for the garden.

**Moved by** Councillor J Makepeace to agree in principal to allow the Acting Town Clerk to find out a cost of design and Mrs K Younghusband look into funding and come back to Council in October.

**Moved by** Councillor J Lindsay, **Seconded by** Councillor J Cansella that the Boar Stone goes in without delay.

Members agreed unanimously.

**RESOLVED**

That the Acting Town Clerk find out a cost of design and Mrs K Younghusband look into funding and bring back to Council in October and the boar stone be installed without delay.

**58.19-20**      **DEAN BANK PARK BUNGALOW PROJECT – UPDATE**

Members considered the report previously circulated.

**Moved by** Councillor D Farry, **Seconded by** Councillor C Atkinson to proceed with this project and the funds needed of up to £20,000 be taken from reserves.

**RESOLVED**

That Council proceed with the project to extend and refurbish the bungalow at Dean Bank Park converting it into a Heritage Centre, with a base for Ferryhill Town Band, and a resource for local schools and community groups and the additional funds of up to £20,000 be taken from reserves.

**59.19-20 TOWN CLERK UPDATE**

Members considered a confidential report from the Acting Town Clerk. It was **RESOLVED** that:

- a) A Grievance Panel be established, and the membership be Councillors P. Atkinson, J Cansella, K Conroy, N Jones, M Seymour and R Smith;
- b) Composition of the Appeals Panel be revised and the membership now be Councillors C Atkinson, G Barker, K Graham, J Makepeace, L Smith and M Walton;
- c) It be noted that progress is being made in dealing with the Clerk’s current absence.

The Acting Town Clerk then stated that it would be appropriate if members could reaffirm their decision allowing him to take legal advice if and when necessary to help in progressing this situation. A named vote was requested

<b>FOR</b>	<b>AGAINST</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
G. Barker	C. Atkinson		L. Smith
J. Cansella	P. Atkinson		C. Woods
D. Farry	K. Campbell		
K. Graham	K. Conroy		
N. Jones	J. Lindsay		
J. Makepeace	Z. Roddam		
M. Seymour	M. Walton		
R. Smith			
<b>8</b>	<b>7</b>	<b>0</b>	<b>2</b>

- d) It was further **RESOLVED** that the Acting Town Clerk take appropriate legal advice if and when he considered it necessary.

There being no further business the meeting was closed at 8.45pm

**CERTIFIED AS A TRUE RECORD**

**CHAIR**.....

**DATE**.....