

Minutes of the Annual Meeting of the Shildon Town Council held in the Council Chamber, Civic Hall Square, Shildon, Co. Durham, on Monday 16<sup>th</sup> May 2005.

**Present:-** Councillors Mrs L Goldie, G Swinbank, G Huntington, J M Smith,  
D M Hancock, Mrs J Bird, P Quinn, M Hardy, J Cutting  
J Thompson, S C Bird, B Stoker, G M Howe and J S Brown

TC. 1/05 **Election of Town Mayor**

Councillor J M Smith proposed and Councillor D Hancock seconded a nomination for Councillor S C Bird to be elected Town Mayor for the ensuing year. There being no further nominations Councillor S C Bird was duly elected Town Mayor for 2005/06.

TC 2/05 **Declaration of Acceptance of Office**

Councillor S C Bird made and delivered his Declaration of Acceptance of the Office of Town Mayor. Councillor Bird expressed his appreciation and honour on being elected Town Mayor and promised he would respect the office and do all in his power to promote the town. He looked forward to the future and his desire for all of the elected Members to work together to improve the quality of life for the residents of the town.

TC 3/05 **Vote of Thanks to the retiring Town Mayor**

Councillor S C Bird expressed his personal thanks and gratitude to Councillor J G H Huntington for all of his efforts and hard work over the last two years.

In response Councillor Huntington thanked his family, all staff of the Town Council and his fellow Members for their support during his term of office. The completion of the redevelopment of Hackworth Park, the opening of Locomotion and the injection of new housing development in the town all served, in his view, to indicate an up-turn in the fortunes of the town and hoped that this would continue.

He looked forward to the attainment of Quality Status by the Town Council and the potential opportunities this would bring in the future.

In conclusion he wished to record his thanks to everyone who has worked hard over many years to re-establish and redevelop Shildon following the closure of the wagon works and believed there was new evidence that the hard work was beginning to bear fruit.

TC 4/05 **Election of Deputy Town Mayor**

Councillor J M Smith proposed and Councillor B Stoker seconded a nomination for Councillor Mrs L Goldie to be elected Deputy Town Mayor. There being no other nominations Councillor Mrs L Goldie was duly elected Deputy Town Mayor for 2005/06.

TC 5/05      **Apologies for Absence**

Apologies for absence were received from Councillor Mrs I Jackson-Smith, Councillor M Stott, Councillor V Chapman (prior to TC10/05) and Councillor R J Cutting (from TC 13/05).

TC 6/05      **Declarations of Interest**

There were no declarations of interest.

TC 7/05      **Membership of Committees**

It was **resolved** that the Membership of the committees be as follows:-

- a) Civic Hall Management Committee - All Members
- b) General Purposes Committee - All Members
- c) Finance Committee - All Members
- d) Quality Status Committee - All Members
- e) Allotments Committee - All Members

TC 8/05      **Sub-Committees**

It was resolved that sub-Committees be established as follows:-

- a) **Staffing Sub-Committee** - Town Mayor and Deputy Town Mayor plus Chairmen and Vice-Chairmen of all Committees.
- b) **Planning Sub-Committee** - Chairman and Vice-Chairman of General Purposes Committee plus one Member from each ward being Councillor S J Brown (Byerley), Councillor G Swinbank (Thickley) and Councillor M Hardy (Sunnydale).

TC 9/05      **Working Parties**

It was **resolved** that working Parties be established as follows:-

- a) **Parish Plan** - Councillor S C Bird, Councillor Mrs L Goldie, Councillor RJ Cutting, Councillor Mrs J Bird, Councillor M Stott, Councillor J M Smith and Councillor S J Brown.

TC 10/05      **Representatives on Outside Bodies**

It was **resolved** that the representatives on outside bodies be as follows:-

- a) Durham Association of Parish and Town Councils - Cllr V Chapman  
Cllr D Hancock
- b) Daniel Adamson Coach House - Councillor S J Brown
- c) Jubilee Fields Community Association - Councillor M Stott

- d) Borough/Parish Liaison Committee - Town Mayor  
Town Clerk
- e) Shildon Community Safety Committee - Councillor M Stott  
Councillor G Swinbank
- f) Shildon Pool Working Party - Cllr J G Huntington
- g) Sedgfield & District Local Councils Committee - Councillor L Goldie  
Councillor J M Smith  
Councillor B Stoker
- h) Sedgfield Borough Area 4 Forum - Councillor M Stott  
Councillor Mrs J Bird  
Councillor J Thompson
- i) Southfield Opencast Liaison Committee - Councillor S Bird
- j) Museum Forum - Councillor J M Smith
- k) Shildon Community Rail Trail - Councillor D Hancock

TC 11/05 **Notification for Official Posts of the Durham Association of Parish & Town Councils**

It was **resolved** that the following nominations be made for the official posts of the Durham Association of Parish and Town Councils

- a) President - Councillor M Stott
- b) Vice-President - Councillor M Stott

TC 12/05 **Complaints Procedure and Complaints Committee**

The Town Clerk presented a report detailing the benefits of adopting a formal complaints procedure to enable anyone who feels aggrieved as a consequence of mistakes, or action taken, to make a formal complaint and be satisfied that the complaint will be taken seriously, investigated thoroughly and, where appropriate, corrective action taken.

The fact that local councils are outside the jurisdiction of the Ombudsman makes the adoption of a formal procedure more important if the Town Council wishes to demonstrate that it is open and accessible in respect of the standard of services provided and that it respects service users.

It was **resolved** that:

- a) the formal complaints procedure, detailed in Appendix 'A' to the report, be adopted and

- b) a Complaints Committee be established with membership of the Town Mayor and the Chairman of each Committee.

TC 13/05 **Minutes of Ordinary Council Meeting**

**Resolved** that the Minutes of the Ordinary Meeting of the Town Council held on 18<sup>th</sup> April 2005 be approved and adopted.

TC 14/05 **Minutes of Special Council Meeting**

**Resolved** that the Minutes of the Special Meeting of the Town council held on 25<sup>th</sup> April 2005 be approved and adopted.

TC 15/05 **Committees**

**Resolved** that the Minutes of the Committees be approved and adopted as follows:-

- |                                    |                             |
|------------------------------------|-----------------------------|
| a) Civic Hall Management Committee | 18 <sup>th</sup> April 2005 |
| b) General Purposes Committee      | 18 <sup>th</sup> April 2005 |
| c) Finance Committee               | 18 <sup>th</sup> April 2005 |

TC 16/05 **Police Report**

Councillor S C Bird welcomed Sergeant S Ball to the meeting. Sergeant Ball thanked the retiring Town Mayor for his support during his term of office and looked forward to continued close working with the Town Mayor in the coming year.

Sergeant Ball presented the following statistics for the month of May:-

|                               |            |
|-------------------------------|------------|
| Reported incidents            | <u>492</u> |
| Recorded crimes               | 101        |
| Assaults                      | 15         |
| Burglary - other              | 2          |
| Criminal damage               | 27         |
| Vehicle taken without consent | 1          |
| Theft from motor vehicle      | 4          |
| Theft of motor vehicle        | 2          |
| Youths causing annoyance      | 57         |

Sergeant Ball commented upon the positive impact from the recent appointment of WPC K Johnson and advised Members of a 'bogus official' crime for the first time which was under investigation.

He also advised Members of the initial multi-agency 'walkabout' which is to be held on 25<sup>th</sup> May 2005 and encouraged their support in this venture.

Sergeant Ball was advised of a specific incident at Elm Road WMC and anti-social behaviour arising from the sale of 'stink bombs' from a local retail outlet and he promised to follow up both issues.

There was general agreement regarding the need for the Police to increase the level of publicity given to positive action and outcomes.

TC 17/05      **Report from Representatives on Outside Bodies**

No reports were received.

TC 18/05      **Public Question Time**

The Town Clerk presented a report on the introduction of a public question time at each Ordinary Meeting of the Town Council which was one of the requirements for the attainment of Quality Status and it was **resolved** that:-

a)      Public question time be introduced in accordance with the procedure detailed in Appendix 'A' to the report in effect from the June Ordinary Meeting of the Town Council and

b)      an appropriate press release be issued to advise the public of the introduction of the question time arrangements.

TC 19/05      **Audit Plan 2005/06**

It was resolved that the Audit Plan 2005/06 be accepted.