

Minutes of the meeting of the Resources Committee held in the Council Chamber, Civic Hall Square, Shildon, Co Durham on Monday, 21<sup>st</sup> January 2019.

Present: Councillor L Deakin in the Chair  
Councillors A Walker, A Farlow, D Childs, J G Huntington, L Cockfield, S Townsend, D Reynolds, D L Mather, H M Hanratty, S Quinn and P Quinn.

R 48/18 Apologies for Absence

Apologies for absence were submitted on behalf of Councillors H Nicholson, D A Anderson, R A Anderson and P Walton.

R 49/18 Declarations of Interest

There were no declarations of interest.

R 50/18 Budgetary Control Statement for December 2018

The Town Clerk advised that the budgetary control statement for the year to the end of December indicated an overall underspend of £24.5k which was in line with the projected year-end underspend identified during the preparation of the 2019/20 draft budget. Consequently, there were no areas of concern.

**Recommended** that the report be received.

R 51/18 Grant Aid

**Recommended** that the following grants be approved under the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 introduced by Sections 1-8 of the Localism Act 2011:-

- New Shildon All Saints B P Scout Group                      £50
- County Durham Spartans Baseball Club                      £50

R 52/18 Accounts

**Recommended** that the accounts awaiting payment and accounts paid in advance for the month of December in the sum of £94,587.33 be approved.

R 53/18 Appointment of Administration Assistant

The Town Clerk provided Members with information on the recruitment of an Administration Assistant within the Town Council Offices following the retirement of the Town Clerk's Secretary and of a proposed change of job title of the current Administration Assistant to Administration Officer.

A draft job description and person specification for the post was provided to Members for consideration.

**Recommended** that:

- a. the draft job description and person specification be agreed.

**Signed**  
**Chairman**.....

- b. the job title of the current Administration Assistant be changed to Administration Officer.

**Signed**  
**Chairman.....**