

Minutes of the Annual Meeting of the Shildon Town Council held in the Council Chamber, Civic Hall Square, Shildon, Co Durham on Monday 14th May 2018.

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

TC 01/18 Election of Town Mayor

Councillor A Walker proposed and Councillor H Nicholson seconded a nomination for Councillor L Deakin to be elected Town Mayor for the ensuing year. There were no further nominations.

Resolved that Councillor L Deakin be elected as Town Mayor for the Municipal Year 2018/19.

Councillor L Deakin took the Chair for the meeting.

TC 02/18 Declaration of Acceptance of Office

Councillor L Deakin made and signed the Declaration of Acceptance of the Office of Town Mayor.

Resolved that the information be received.

TC 03/18 Vote of Thanks to the Retiring Town Mayor

Councillor L Deakin expressed her thanks, on behalf of the Town Council, to Councillor S Quinn, for her service to the town during her year of office and for the funds raised for her nominated Charities.

A copy of the Town Mayor's statement is attached to these minutes.

Resolved that the information be received.

TC 04/18 Election of the Deputy Town Mayor

Councillor S Quinn proposed and Councillor A Walker seconded a nomination for Councillor P Quinn to be elected Deputy Town Mayor for 2018/19. There were no further nominations.

Resolved that Councillor P Quinn be elected as Deputy Town Mayor for Municipal Year 2018/19.

TC 05/18 Apologies for Absence

Apologies for absence were submitted on behalf of Councillors M P Johnson and L Butterworth.

TC 06/18 Declarations of Interest

There were no declarations of interest.

Signed
Chairman

TC 07/18 Appointment of a Leader of the Council

Councillor H Nicholson proposed and Councillor P Quinn seconded a nomination for Councillor A Walker to be elected Leader of the Council for 2018/19.

There being no further nominations Councillor A Walker was duly elected Leader of the Council for 2018/19.

TC 08/18 Appointment of Deputy Leader of the Council

Councillor A Walker proposed and Councillor S Quinn seconded a nomination for Councillor P Quinn to be elected Deputy Leader of the Council for 2018/19

There being no further nominations Councillor P Quinn was duly elected Deputy Leader of the Council for 2018/19.

TC 09/18 Membership of full Committees

It was **resolved** that the membership of the Committees be as follows:-

- a) Service and Amenities Committee - all Members
- b) Resources Committee - all Members

TC 10/18 Schedule of Meetings

It was **resolved** that the schedule of meetings be approved as follows:-

- 11th June 2018
- 16th July 2018
- 10th September 2018
- 15th October 2018
- 12th November 2018
- 10th December 2018
- 14th January 2019
- 11th February 2019
- 11th March 2019
- 8th April 2019

TC 11/18 Complaints Committee

It was **resolved** that the membership of the Complaints Committee be the Town Mayor, Chairman and Vice-Chairman of full Committees and Leader of the Town Council.

TC 12/18 Sub-Committees

It was **resolved** that the membership of the Sub-Committees be as follows:

- a) Staffing Sub-Committee - Town Mayor, Deputy Town Mayor, Chairman and Vice-Chairman of full committees and Leader of the Town Council.
- b) Planning Sub-Committee - Chairman and Vice-Chairman of Service and Amenities Committee plus one Member from each ward being Councillor D Anderson (Byerley), Councillor L Butterworth (Thickley) and Councillor P Walton (Sunnydale).

Signed
Chairman

TC 13/18 Working Parties

It was **resolved** that the membership of the working parties for 2018/19 be as follows:-

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|-----------------------|---|--|
| Civic Hall Management | - | Town Mayor |
| | - | Deputy Town Mayor |
| | - | Chairman of Service & Amenities Committee |
| | - | Vice Chairman of Service & Amenities Committee |
| | - | Chairman of Resources Committee |
| | - | Vice Chairman of Resources Committee |
| | - | Leader of the Town Council |
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 | | |
| Allotments | - | Town Mayor |
| | - | Deputy Town Mayor |
| | - | Chairman of Service & Amenities Committee |
| | - | Vice-Chairman of Service & Amenities Committee |
| | - | Chairman of Resources Committee |
| | - | Vice-Chairman of Resources Committee |

TC 14/18 Representatives on Outside Bodies

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

- | | | | |
|----|--|---|------------------------|
| a) | County Durham Association of Local Councils | - | Councillor P Quinn |
| | | - | Councillor H Nicholson |
| b) | Bishop Auckland and Shildon Local Councils Committee | - | Councillor S Quinn |
| | | - | Councillor H Nicholson |
| | | - | Councillor A Walker |
| | | - | Town Clerk |
| c) | Jubilee Fields Community Association | - | Councillor P Quinn |
| d) | Shildon Children & Young Peoples Action Network (SCYPAN) | - | Councillor S Townsend |
| e) | Larger Local Councils Forum | - | Councillor H Nicholson |
| | | - | Councillor P Quinn |
| f) | Bishop Auckland and Shildon Area Action Partnership Task and Finish Groups | - | Councillor D Childs |
| | Crime and Community Safety
Children and Young People
Employment, Enterprise and Training | | |
| g) | Shildon Chamber of Trade | - | Councillor D Reynolds |

TC 15/18 Minutes of Ordinary Council Meeting

Resolved that the minutes of the Ordinary Meeting of the Town Council held on 16th April 2018 be approved and adopted.

Signed
Chairman

TC 16/18 Committees

Resolved that the minutes of the following Committees be approved and adopted:-

- a) Service and Amenities - 16th April 2018
- b) Resources - 16th April 2018

TC 17/18 Police Report

In the absence of a police representative, the Town Clerk presented details of the crime statistics for the month of April 2018 which had previously been circulated to Members. Members discussed recorded crime and the solve rate together with the method of reporting and recording crime which had changed for 2018/19.

Resolved that the report be received.

TC 18/18 Information and Data Protection Policy

The Town Clerk provided Members with a draft Information and Data Protection Policy and informed members that Evolve North had visited the Town Council Offices on 11th May and carried out a GDPR Gap analysis.

Resolved that:

- a. version 1 be added to the policy.
- b. the policy be adopted and reviewed as and when further information is forthcoming.

TC 19/18 Appreciations and Congratulations

Councillor S Quinn informed Members that £4,222 had been raised throughout her Mayoral year. The money raised would be distributed to 10 local organisations amounting to £1,700 with the Royal British Legion (Shildon Branch) and The Sanctuary receiving £1,261 each.

Resolved that the schedule of mayoral engagements and announcements by the Town Mayor be received.

Councillor P Quinn, Vice-Chairman, took the Chair.

TC 20/18 Exclusion of Press and Public

That in accordance with the provisions 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 now excludes the press and public on the grounds of the confidential nature of the business to be transacted since publicity would be prejudicial to the public.

TC 21/18 Annual Internal Audit Report

The Town Clerk presented to Members a copy of the Annual Internal Audit Report produced by Allen Sykes, Chartered Accountants, and informed Members that the Internal

Signed
Chairman

Auditor had concluded that the Town Council continued to show a commitment to securing effective internal control.

Resolved that:

- a. the recommendations of the Internal Audit Report be agreed and implemented.
- b. the Annual Internal Audit Report be approved and accepted.

TC 22/18 Alleged Breach of Members Code of Conduct

The Town Clerk advised Members that a Code of Conduct complaint had been made against a Member of the Council. Following the completion of the Code of Conduct investigation the Governance Solicitor, Durham County Council, decided that no further action was required in respect of the complaint.

Resolved that the report be received.

Signed
Chairman