



# BARROW TOWN COUNCIL

Town Hall, Duke Street, Barrow-in-Furness LA14 2LD

**Minutes of the Inaugural Meeting of Barrow Town Council held on Wednesday 24<sup>th</sup> May, 2023 at 18.00pm in the Council Chamber, Town Hall, Duke Street, Barrow-in-Furness. LA14 LD**

C Atree	Present	D Morrison	Present
G Beddoes	Present	J Murphy	Apologies
F Chatfield	Present	D Palmer	Present
A Coles	Present	D Petrova	Apologies
B Elliot	Present	N Phillips	Present
P Griffiths	Present	K Raymond	Present
S Hall	Present	C Thomson	Present
S Herbert	Present	J Tyson	Present
K Hyland	Apologies	M Younger	Present
P Jackson	Present	R Worthington	Present
J McEwan	Present		

**In Attendance:** Town Clerk

**Also Present:** Westmorland and Furness Councillors B Morgan; W McEwan; A Burns.  
Two Members of the Public.

## **Public Participation**

There were no items brought before the Council.

The Clerk noted and accepted the Declarations of Acceptance of Office duly signed, with the exception of Cllr Hyland and Cllr Murphy. Approval was granted for a late submission.

### **1/23/24 Election and appointment of Chair for 2023-2024**

The Clerk asked for nominations for the office of Chair for the ensuing year. Cllr C Atree was proposed by Cllr Chatfield, and seconded by Cllr Morrison. No other members were nominated for the position.

**Resolved:** That Cllr C Atree be the Chair for the Municipal Year 2023-2024.

Cllr Atree then assumed the Chair for the remainder of the meeting.

### **2/23/24 Election and appointment of Vice-Chair for 2023-2024**

Nominations were requested for the office of Vice-Chair for the ensuing year. Cllr McEwan was proposed by Cllr Chatfield and seconded by Cllr Tyson. No other members were nominated for the position.

**Resolved:** That Cllr McEwan be the Vice-Chair for the Municipal Year 2023-2024.

### **3/23/24 Apologies for absence**

Received and accepted from Cllr Hyland, Cllr Murphy and Cllr Petrova.

### **4/23/24 Declarations of Interest**

Received from Cllr Coles, Cllr Phillips and Cllr Worthington in respect of their Membership on the Westmorland and Furness Council

### **5/23/24 Clerk to the Parish Council**

To note the interim arrangements for the Parish Clerk. Proposed by Cllr Thomson and seconded by Cllr Beddoes.

#### **Resolved:**

1. That it be recorded in the minutes of the meeting that members have approved the appointment of L J Smyth as interim Parish Clerk and Responsible Financial Officer for Barrow Parish Council.
2. The Members agreed to apply for admitted body status in the Local Government Pension Scheme for employees of the Council

### **6/23/24 Title of the Council**

Section 245(6) of the Local Government Act 1972 gives Parish Councils the power by resolution to allow themselves the title of 'Town Council'. The Chair of the Town Council is entitled to title of 'Town Mayor'.

**Resolved:** That the Council be known as 'Barrow Town Council' and that in so doing the Chair and Vice-Chair become the Mayor and Deputy Mayor of Barrow-in-Furness.

The Mayor and Deputy Mayor signed their acceptance of Office. The Parish Clerk to be known as Town Clerk.

The Mayor then adorned his robe and chain of office.

### **7/23/24 Members Code of Conduct**

To consider the adoption of the Members Code of Conduct together with the associated Policies of Gifts and Hospitality and Dispensation procedure.

#### **Resolved:**

1. That the Code of Conduct and its associated Gifts and Hospitality Policy and Dispensation Procedure be adopted.
2. That each Council Member sign the 'Declaration of Acceptance of the Code of Conduct'.
3. That each Council Member attend Code of Conduct training to be provided by the Chief Legal and Monitoring Officer of Westmorland and Furness council, Linda Jones.

### **8/23/24 Powers, Duties and Responsibilities**

To note that each Member has received a copy of the National Association of Local Council's 'Good Councillor Guide', and that the principal powers and duties of Town Councils be adopted.

#### **Resolved:**

That the Powers, Duties and Responsibilities of Town Councillors be noted.

**9/23/24 Adoption of the Governing Documents – Standing Orders and Financial Regulations**

To consider the adoption of the Draft Standing Orders and Draft Financial Regulations as circulated.

**Resolved:**

That the Council adopts the Standing Orders and Financial Regulations

**10/23/24 Scheme of Delegation**

To consider the adoption of the Draft Scheme of Delegation Arrangements to Committees and Sub-Committees as circulated.

**Resolved:**

That the Council adopts the Scheme of Delegation.

**11/23/24 Terms of Reference for Committees**

To consider the Draft Terms of Reference for Committees as listed in the Scheme of Delegation as circulated.

**Resolved:**

1. To adopt the draft terms of reference for the Finance Committee
2. To adopt the draft terms of reference for Planning Committee
3. To adopt the draft terms of reference for the Staffing Sub-Committee
4. To adopt the draft terms of reference for the Allotments Committee

**12/23/24 Appointment of Chair and Vice-Chair of Committees**

To receive nominations for and resolve the Chair and Vice-Chair of the Committees.

**Resolved:**

This matter to be delegated to the respective Committees at their first Meeting.

**13/23/24 Membership of Committees**

To resolve the membership of the following Committees.

1. **Finance Committee** – Committee of Ten to include - Chair and Vice-Chair, Chair of Planning, Chair of Allotments and Chair of Staffing Sub-Committee, plus five additional members.

**Resolved:**

Cllr P Jackson; Cllr N Phillips; Cllr B Elliot; Cllr J Tyson; Cllr D Palmer; Cllr M Younger; Cllr S Herbert; Cllr A Coles; Cllr F Chatfield; Cllr C Atree.

2. **Planning Committee** – Committee of Ten to include - Chair and Vice-Chair, plus eight additional members.

**Resolved:**

Cllr F Chatfield; Cllr J Tyson; Cllr J Murphy; Cllr P Griffiths; Cllr D Palmer; Cllr D Morrison; Cllr C Thomson; Cllr B Elliot; Cllr R Worthington; Cllr D Petrova

3. **Staffing Sub-Committee** – Committee of 6 to include – Chair and Vice-Chair plus four additional members.

**Resolved:**

Cllr J Tyson; Cllr F Chatfield; Cllr P Jackson; Cllr S Younger; Cllr S Herbert; Cllr J McEwan

4. **Allotments Committee** – Committee of eight to include – Chair and Vice-Chair plus 6 additional members.

**Resolved:**

Cllr S Younger; Cllr P Griffiths; Cllr C Thomson; Cllr F Chatfield; Cllr C Altree; Cllr J McEwan; Cllr R Worthington; Cllr K Raymond

**14/23/24 Consideration of Planning Applications**

To consider the Town Council's participation in Planning Matters

**Resolved:**

1. That Westmorland and Furness Council be advised that this Council wishes to be consulted on all Planning Applications affecting its area.
2. That Westmorland and Furness Council be asked to arrange relevant training for the Members on the Planning Committee.

**15/23/24 Finance**

1. To note that Westmorland and Furness Council have approved a first year precept for the municipal year 2023-2024 of £287,700, and that the draft budget for 2023-2024 will be considered at the first meeting of the Finance Committee. The Precept will be awarded to the Town Council from Westmorland and Furness when all Town Council Banking arrangements are completed.
2. To note that until all the banking arrangements for the Town Council are complete Westmorland and Furness Council is providing financial support for Barrow Town Council, and will invoice the Town Council retrospectively.
3. To note that each member of the Town Council has received a copy of the Local Governance and Accountability Act 2014.
4. To appoint Unity Trust Bank and the National Westminster Bank as Bankers for the Town Council.
5. To appoint signatories for the Banking.

**Resolved:**

1. That the Town Clerk open a Current Account with Unity Trust Bank, and a Deposit Account with National Westminster Bank.
2. That all members of the Finance Committee be names signatories on both Bank Accounts.

**16/23/24 Insurance**

The Town Clerk confirmed that the Civic Regalia has been Insured through Westmorland and Furness Council for the financial year 2023-2024, and that there will be no recharge of premium to the Town Council in 2023-2024.

**17/23/24 Membership of External Bodies**

To consider representation on, or work with, external bodies and arrangements for reporting back to Council, as circulated.

**Resolved:**

That local groups and organisations be contacted for expressions of interest to allow Councillors to represent the Council on each of the local groups and organisations committees.

### **18/23/24 Membership of Professional Organisations**

To consider the Council's membership of the 'Association of Local Councils' and the 'Society of Local Council Clerks'.

#### **Resolved:**

That the Council become members of the 'Cumbria Association of Local Councils' (CALC) and the 'Society of Local Council Clerks' (NALC). Approval given for the respective subscriptions to be paid :

- CALC £ 743.90
- NALC £3,193.56

### **19/23/24 Policies and Procedures**

To note the Directory of Policies and Procedures as recommended by the Local Council Award Scheme (Min no.25/23/24) page 7, and that each will be considered for adoption at subsequent meetings.

#### **Resolved:**

That the Policies and Procedures be presented and considered for adoption at future Council meetings.

### **20/23/24 Complaints Procedure Policy**

To consider the adoption of the Complaints Procedure Policy, as circulated.

#### **Resolved:**

That the Council adopts the Complaints Procedure Policy.

### **21/23/24 Freedom of Information/Publication Scheme**

1. To consider the adoption of the draft Freedom of Information (FOI) Procedure, as circulated.
2. To consider the adoption of the draft Publication Scheme for handling requests for information made under the FOI Act 2000, and the Data Protection Act 1998, as circulated.

#### **Resolved:**

1. That the Council adopts the FOI Procedure.
2. That the Council adopts the Publication Scheme.

### **22/23/24 Communication**

To consider the adoption of the following Policies (as circulated) associated with Council Communications and Community Engagement.

- a) Filming and recording of meetings
- b) Media Policy
- c) Public Participation at meetings
- d) Communication Policy

#### **Resolved:**

- 1 That the Council adopts all the noted Policies under Minute 22/23/24.
- 2 That the Council approve expenditure for the creation of the 'Barrow Town Council Website'. The Clerk to seek a minimum of three tenders to be considered by the Finance

Committee under their terms of delegated duties, and reported back to the next Full Council.

### **23/23/24 Meetings of the Council**

To determine the date, time and place for meetings of the Full Council, and including the Annual General Meeting to be held in April, 2024.

**Resolved:** The meetings to be held on the dates and times and location noted below, with the caveat that the dates are subject to change, and that notice will be given of any alterations on the Town Council Calendar.

Tuesday 18 <sup>th</sup> July, 2023	18.00pm	
Tuesday 26 <sup>th</sup> September, 2023	18.00pm	
Tuesday 21 <sup>st</sup> November, 2023	18.00pm	
Tuesday 23 <sup>rd</sup> January, 2024	18.00pm	
Tuesday 19 <sup>th</sup> March, 2024	18.00pm	
Tuesday 16 <sup>th</sup> April, 2024	18.00pm	(Annual Meeting of the Council)
Tuesday 21 <sup>st</sup> May, 2024	18.00pm	

Location: The Council Chamber, Town Hall, Duke Street Barrow-in-Furness, LA14 2LD

### **24/23/24 Date of Next Meeting**

Tuesday 18<sup>th</sup> July, 2023 at 18.00pm in the Council

*Lesley Smyth*

**Town Clerk**

## **25/23/24    POLICIES FOR REVIEW**

Acquisition  
Asset Valuation  
Appraisal  
Banner & Advertisement  
Consultation  
Co-option  
Crime & Disorder  
Developer Engagement  
Disposal  
Emergency Plan  
Equality and Diversity  
Fees and Charges Schedule  
Health & Safety  
Internal Control Framework  
Investments  
Petitions  
Reserves  
Risk Management  
Training  
Value for Money