



BARROW TOWN COUNCIL

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

19th May, 2023

Dear Councillor,

You are summoned to attend a meeting of the Council commencing at **5.30 pm** on **Wednesday, 24th May, 2023**, for the purpose of transacting the business specified in the following agenda.

The meeting will be held in the Council Chamber at the Town Hall, Duke Street, Barrow-in-Furness.

Members of the press and public are also welcome to attend.

Yours faithfully

Lesley Smyth Town Clerk

AGENDA

Roll Call

The Clerk will take a roll call of Council members present.

Public Participation

Any member of the public who wishes to ask a question, make representations or present a deputation or petition at this meeting should apply to do so before the commencement of the meeting. Please contact the Town Clerk on 07811609108 townclerk@barrowtowncouncil.gov.uk

1. ELECTION AND APPOINTMENT OF CHAIR FOR 2023-2024

To elect the Chairman of the Council.

The newly elected Chairman will make a declaration of acceptance of office in the prescribed form and will assume the Chair.

2. ELECTION AND APPOINTMENT OF VICE-CHAIRMAN FOR 2023-2024

To elect the Vice-chairman of the Council.

The newly elected Vice-Chairman will make a declaration of acceptance of office in the prescribed form.

3. APOLOGIES FOR ABSENCE

To receive and approve apologies from Members.

4. ACCEPTANCE OF OFFICE

To note that the Town Clerk will receive completed declaration of acceptance of Office forms from each Member.

5. DECLARATIONS OF INTEREST

To receive declarations by Members of interests in respect of items on this agenda.

In accordance with the revised Code of Conduct Members are required to declare any Disclosable Pecuniary Interests (DPIs) or other Registrable interests (ORIs) which have not already been declared in the Council's Register of Interests. Members are reminded that it is a criminal offence not to declare a DPI, either in the Register or at the Meeting. In the interests of clarity and transparency Members may wish to declare any DPI which they have already declared in the Register, as well as any ORI.

6. CLERK TO THE PARISH COUNCIL

a) To note the interim arrangements for Town Clerk.

Recommendation: That it be recorded in the minutes of the meeting that Members have noted that Lesley Smyth has been appointed Interim Town Clerk and Responsible Financial Officer for Barrow Town Council, and is in the employment of Westmorland and Furness Council to support the establishment of a new Council.

b) To agree to apply for admitted body status in the Local Government Pension Scheme for employees of the Council. The Town Council is at liberty to use whichever pension provider they see fit, however the LGPS is the most common provider in the Local Government Sector.

Recommendation:

That members agree to apply for admitted status in the LGPS for employees of the Council.

7. TITLE OF THE COUNCIL

To consider the 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 and the Chair of a Town Council be entitled to the title of 'Town Mayor'.

Recommendation:

That the Council be known as Barrow Town Council and that in so doing, the Chairman will become the Town Mayor of Barrow.

8. MEMBERS CODE OF CONDUCT

a) To consider the adoption of the draft 'Members Code of Conduct' as circulated noting that all local councils are under a duty to pass a resolution adopting a 'Code of Conduct for Members' and noting that Members are required to complete, sign and return their Declaration of Interest to the Town Clerk.

To consider the adoption of the following draft Policies as circulated that are related to the 'Code of Conduct for Members'.

- a) Draft Gifts & Hospitality Procedure
- b) Draft Dispensation Procedure

Recommendation:

- That the Council adopts the 'Code of Conduct' and associated draft Policies as listed.
- That each Member complete and sign a copy of the declaration that they have read and understood the 'Code of Conduct' and return it to the Town Clerk.
- That all Councillors attend training on the "Code of Conduct" for members, to be provided by the Chief Legal and Monitoring Officer of Westmorland and Furness Council, Linda Jones.

- 9. POWERS, DUTIES AND RESPONSIBILITIES** To note that each Member has received the National Association of Local Council's "Good Councillor Guide" and Members note that the principal powers and duties of Parish Councils are set out in the guide.

Recommendation:

That the powers, duties and responsibilities of Parish Councils be noted.

10. ADOPTION OF GOVERNING DOCUMENTS – STANDING ORDERS AND FINANCIAL REGULATIONS a) STANDING ORDERS

To consider the adoption of the draft Standing Orders as circulated.

Recommendation: That the Council adopts the Standing Orders

b) FINANCIAL REGULATIONS

To consider the adoption of the draft Financial Regulations as circulated.

Recommendation: That the Council adopts the Financial Regulations

11. SCHEME OF DELEGATION

To consider the adoption of the draft scheme of delegation arrangements to committees and subcommittees as circulated.

Recommendation: That the Council adopts the Scheme of Delegation.

12. TERMS OF REFERENCE COMMITTEES

To consider the draft terms of reference for committees as listed as appendices in the Scheme of Delegation. (10)

Recommendation:

To adopt the draft terms of reference for committees as circulated for:

- a) The Finance Committee
- b) The Planning Committee
- c) The Staffing Sub-Committee

12 APPOINTMENT OF CHAIRS AND VICE-CHAIRS OF COMMITTEES

To receive nominations for and resolve the Chairs and Vice Chairs of the following Committees:

- a) The Finance Committee

- b) The Planning Committee
- c) Allotments Committee

13 MEMBERSHIP OF COMMITTEES

To receive nominations for and resolve the membership of the following committees: a)

Finance

Committee of 10 includes the chair and vice chair, plus chairs of the other committees plus six additional members.

b) Planning

Committee of 8 includes the chair and vice chair, plus six additional members c)

Allotments

Committee of 8 including chair and vice chair, plus six additional members.

14 CONSIDERATION OF PLANNING APPLICATIONS

To consider the Councils participation in planning matters.

The Council has the right to be consulted in respect of all planning applications within its area.

Recommendation:

- That Westmorland and Furness Council be advised that this Council wishes to be consulted on all planning applications affecting its area.
- That Westmorland and Furness Council be asked to arrange relevant training for members.

15 FINANCE

- a) To note that Westmorland and Furness Council approved a first year precept for 2023-24 of £287,700 and that the draft budget for the fiscal year 2023-24 will be considered at the first meeting of the Finance Committee. The precept will be awarded from Westmorland and Furness Council when all the banking arrangements are completed.
- b) To note that until the banking arrangements for the Council are completed Westmorland and Furness Council is providing financial support for Barrow Town Council, and will invoice Barrow Town Council retrospectively.
- c) To note that each member has received a copy of Local Council Governance and Accountability Act 2014.

Agenda Item 15 Continued

- d) To appoint banks for the Council. Report attached.
 - Unity Trust - Electronic Banking
 - NatWest - High Street Banking

Recommendation:

To open bank accounts with Unity Trust and NatWest banks and implement the recommendations contained within the body of the report – circulated.

- e) To appoint signatories to sign cheques on behalf of the Council.

Recommendation:

That all members of the Finance Committee are signatories for all accounts

16 INSURANCE

To receive confirmation of arrangements for insurance cover in respect of all insured risks.

17 MEMBERSHIP TO EXTERNAL BODIES

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

Recommendation:

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

18 MEMBERSHIP OF PROFESSIONAL ORGANISATIONS

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

Recommendation:

That the Council become members of Cumbria Association of Local Councils and the Society of Local Council Clerks.

19 POLICIES AND PROCEDURES

To note that a directory of draft Policies and procedures as recommended by the Local Council Award Scheme has been developed and each will be considered and adopted over subsequent meetings.

20 COMPLAINTS PROCEDURE

To consider the adoption of the draft Complaints Procedure as circulated.

Recommendation:

That the Council adopts the Complaints Procedure.

21 FREEDOM OF INFORMATION

a) FREEDOM OF INFORMATION

To consider the adoption of the draft Freedom of Information (FOI) Procedure as circulated.

Recommendation:

That the Council adopts the FOI Procedure

b) PUBLICATION SCHEME

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.

Recommendation:

That the Council adopts the Publication Scheme

22 COMMUNICATION

To consider the adoption of the following draft 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

Recommendation:

- That the Council adopts the Policies.
- That the Council approves the expenditure for the creation of the 'Barrow Town Council' website. (estimates attached)

23 MEETINGS OF THE COUNCIL

To determine the time and place of ordinary meetings and committee of the Full Council up to and including the next Annual Meeting of Full Council.

Recommendation:

That meetings for the year 2023-24 be held on the dates as circulated, with the caveat that the dates are subject to change and that notice will be given of any alterations to the Council's calendar.

To note that the next meeting of the Full Council will be held on:

Wednesday, 19th July, 2023 at 5.30pm – 7.00pm in the Council Chamber, Town Hall, Barrow-in-Furness

For the attention: All Members of Barrow Town Council

Councillors

Cllr. Elliot	Barrow Walney North Ward
Cllr. Hyland	Barrow Walney North Ward
Cllr. Murphy	Barrow Walney South Ward
Cllr. Thomson	Barrow Walney South Ward
Cllr. Jackson	Barrow Island Ward
Cllr. Morrison	Barrow Hindpool Ward
Cllr. Tyson	Barrow Hindpool Ward
Cllr. Chatfield	Barrow Central Ward
Cllr. Petrova	Barrow Central Ward
Cllr. Aintree	Barrow Ormsgill Ward
Cllr. McEwan	Barrow Ormsgill Ward
Cllr. Coles	Barrow Parkside Ward
Cllr. Hall	Barrow Parkside Ward
Cllr. Herbert	Barrow Risedale Ward
Cllr. Palmer	Barrow Risedale Ward
Cllr. Phillips	Barrow Hawcoat Ward
Cllr. Worthington	Barrow Hawcoat Ward
Cllr. Raymond	Barrow Newbarns Ward
Cllr. Younger	Barrow Newbarns Ward

Cllr. Beddoes
Cllr. Griffiths

Barrow Roosecote Ward
Barrow Roosecote Ward

L J Smyth

Lesley J Smyth
Town Clerk