

City of Durham Parish Council

Dear Councillor,

In accordance with the Local Government Act 1972

I hereby give you notice that a meeting of the **City of Durham Parish Council** will be held in the **Lantern Room, Durham Town Hall, Market Place, Durham, DH1 3NJ** on **Thursday 21 June 2018** at **19:00** to transact the following business:-

1. TO RECEIVE AND APPROVE (OR NOT) APOLOGIES OF ABSENCE FOR TODAY'S MEETING

2. TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS.

3. PUBLIC PARTICIPATION

4. MINUTES

To receive and approve as a correct record the Minutes of the meetings of the Council held on 10 May 2018 and the 4 June 2018 – see attached copies.

5. COMMITTEE MINUTES

To receive and approve as a correct record the Minutes of the Meetings of the undermentioned Standing Committee of the Council

- a) Finance Committee (none to approve at this meeting)
- b) Personnel Committee (minutes of the meeting held on 19 June to be submitted to future meeting)
- c) Planning Committee (none to approve at this meeting)
- d) Licensing Committee (none to approve at this meeting)
- e) Environment and Events Committee (none to approve at this meeting)

6. APPROVAL OF DRAFT TERMS OF REFERENCE FOR THE FOLLOWING COMMITTEES

-) Finance
-) Planning
-) Environment and events
-) Licensing

Please note: All committee terms of reference can be altered and approved by council as required in the future and especially if the council's new clerk wishes to recommend suggested changes.

7. MOTION SUBMITTED FOR DISCUSSION BY CLLR. R ORMEROD

"This council opposes the decision of Durham County Council to relocate its civic headquarters to The Sands area in Durham city centre. This relocation would be detrimental to the local community and would cause problems with parking, would create an unsustainable traffic situation on Providence Row, Claypath and the wider city centre and would further diminish the air quality in Durham city.

This council also notes that Durham County Council plans to redevelop its present headquarters site and the wider Aykley Heads site as a business park which could attract thousands of jobs to our city.

This council undertakes to write to the Leader and Chief Executive of Durham County Council urging them to reconsider the decision and look at the option to relocate its headquarters to the new business park at Aykley Heads."

8. MOTION SUBMITTED FOR DISCUSSION BY CLLR A DOIG

"The Council should initiate a public meeting in the Autumn in the Town Hall for voters and residents to have their say on issues relating to the City"

9. Oliver Sherratt (Durham County Councils Head of Direct Services) wishes to present and discuss the **BRITAIN IN BLOOM** initiative with council members.

10. COMMUNITY RELATIONS TASK FORCE – see attached report.

11. ESTIMATE OF EXPENDITURE SPENT TO DATE – see attached report

12. DISCUSSION OF ITEMS FOR THE NEXT AGENDA.

13. PROPOSED DATE OF FUTURE MEETINGS IN THE TOWN HALL, MARKET PLACE, DURHAM CITY, DH1 3NJ

2018

26 July, 23 August, 27 September, 25 October, 22 November, 20 December

2019

24 January, 28 February, 28 March

And pursuant to the provisions of the above-named act, **I Hereby Summon You** to attend the said meeting.



Stephen Ragg
Interim Clerk City of Durham Parish Council

14 June 2018

CITY OF DURHAM PARISH COUNCIL

Minutes of the Annual Meeting of the City of Durham Parish Council held on Thursday 10 May 2018 at 5.00 p.m. at Shakespeare Hall, Durham.

Present:

Councillors E Ashby, J Ashby, V Ashfield, J Atkinson, L Brown, S Cahill, R Cornwell, A Doig, J Elmer, G Holland, R Ormerod, C Reeves, M Ross and E Scott.

1. Election of Chair

The nomination of Councillor E Scott was **Moved** by Councillor R Ormerod, **Seconded** by Councillor L Brown and

Resolved:

That there being no further nominations, Councillor E Scott be elected to the Office of the Chair of the Council for the ensuing year.

Councillor E Scott duly signed the statutory declaration accepting the Office.

Councillor E Scott in the Chair

2. Election of Vice Chair

The nomination of Councillor J Ashby was **Moved** by Councillor C Reeves, **Seconded** by V Ashfield.

A further nomination of Councillor A Doig was **Moved** by Councillor L Brown, **Seconded** by J Atkinson.

Upon a vote being taken, both nominations received an equal amount of votes. Upon the advice of the Interim Clerk the Chair exercised the right to a casting vote.

Resolved:

That Councillor A Doig be elected Vice Chair of the Council for the ensuing year.

3. Apologies

Apologies for absence were received from Councillor D Freeman.

4. Declarations of Interest

There were no declarations of interest.

5. Consideration and approval of recommendations for the attached:-

5a Standing Orders

The Interim Clerk presented a set of model standing orders for consideration. The standing orders had been adapted from the National Association of Local Councils model template. The Chair asked for any comments or suggested amendments. Following a review of the standing orders it was

Resolved:

That the Standing Orders be agreed and adopted with the following amendments:-

- (i) That the word Chairman should be removed throughout the document and replaced with the word Chair.
- (ii) That gender specific references throughout the document should be removed and replaced with 'they'.
- (iii) Paragraph 3(e) – Members of the public may make representations, **ask and answer questions**
- (iv) Paragraph 3(f) – **Shall not exceed 15 minutes** unless directed by the Chair of the meeting
- (v) Paragraph 3(g) – a member of the public shall not speak for more than **three** minutes.
- (vi) Paragraph 4(v) – to the Proper Officer **3 days** before the meeting that they are unable to attend.

5b Financial Regulations

The Interim Clerk presented the proposed Financial Regulations for comment and approval. The council's attention was drawn to the sections highlighted in yellow and sought agreement on each.

Discussion ensued regarding the level of precept held. The Interim Clerk advised that the first year's precept was £150,000 which was currently being held by Durham County Council until banking arrangements had been agreed. He further advised that the council had already incurred some costs in relation to election fees, venue hire and printing. A budgetary control report providing more detail would be brought to a future meeting for consideration.

Resolved:

That the financial regulations be agreed and adopted with the following amendments:-

- (i) Paragraph 1.14, bullet point 2 – approve any grant or single commitment in excess of **£1,000**

- (ii) Paragraph 4.1, bullet point 1 – the council for all items over **£1,000**
- (iii) Paragraph 4.4, The salary budgets are to be reviewed at least annually in **December**
- (iv) Paragraph 4.8, For this purpose “material” shall be in excess of £100 or 15% of the budget **whichever is the greater**.
- (v) Paragraph 5.5 (c) To remove as will only operate one banking account,
- (vi) Paragraph 5.8, Any Revenue or Capital Grant in excess of **£1,000**

5c Code of Conduct

The Interim Clerk informed the council that it had a duty to adopt and publicise a Code of Conduct to take effect as soon as possible. The version circulated was derived from the National Association of Local Councils template.

Resolved:

That the Code of Conduct be approved and adopted, subject to the removal of all gender specific references.

5d Public Filming and Recording

The Interim Clerk advised the council of the need to adopt a policy under the Openness of Local Government Regulations 2014 which amended the Public Bodies (Admission to meetings) Act 1960 and was reported for approval.

Members agreed that they would like to see future meetings recorded and made available online. Councillor Elmer added that he would in the interim be able to provide this facility.

Resolved:

That the Council's Policy Statement on public filming, recording be agreed.

5e Comments and Complaints Procedure

The Interim Clerk referred Members to the papers circulated and sought agreement of the procedure and pro-forma.

Councillor J Ashby suggested that as the council were unlikely to analyse any of the information provided under the 'About You' section of the form that this part be removed in its entirety. After further discussion on this topic, members agreed that the section should be removed and be reconsidered in the future, should there be some benefit in holding this level of information.

It was further noted that the form would also need to comply with General Data Protection Regulations and a disclaimer included from 25 May 2018.

Resolved:

That the Comments and Complaints Procedure be agreed, subject to the removal of the 'About You' section of the pro-forma.

6. Consideration to the establishment of a Personnel Committee

The Interim Clerk referred Members to the suggested Terms of Reference which had been circulated prior to the meeting. The committee would have oversight of all personnel related matters including the appointment of staff which would include the appointment a Clerk and Responsible Finance Officer. The council were asked to make nominations for the membership of the committee.

Resolved:

- (i) That the Terms of Reference of the Personnel Committee be agreed.
- (ii) That the following members be appointed to the committee;
Councillors R Cornwell, D Freeman, G Holland, C Reeves and E Scott.

7. Consideration of the establishment of a Complaints and Compliments Committee

The Interim Clerk referred Members to the suggested Terms of Reference which had been circulated before the meeting and sought agreement of which.

Councillor Ormerod commented that he did not feel that a committee was necessary at this stage, suggesting that any complaints or compliments could be dealt with at full council level. Councillor Holland agreed with Councillor Ormerod's comments and could not see any value in the establishment of a committee at this time.

Resolved:

That the establishment of a Complaints and Compliments Committee be deferred and reviewed again at the Annual Meeting in 2019.

8. Insurance arrangements for the City of Durham Parish Council

The Interim Clerk advised the council that it would need to put in place adequate insurance arrangements to fulfil their legal requirement as an employer and public body.

Resolved:

That recommendations and quotes for suitable insurance providers be brought forward for consideration at the next meeting.

9. Appointment of Internal Auditor

The Interim Clerk advised that each council must appoint an independent internal auditor to evaluate the effectiveness of its system of internal control, risk management, and governance processes. Durham County Council had been approached to undertake this service and had offered their audit service at a cost of £500.00 for two days work.

Discussion ensued whether 3 quotes would be required. The Interim Clerk agreed to seek quotes from alternative providers. It was suggested that the appointment of an Internal Auditor be delegated to the Personnel Committee.

Resolved:

- (i) That 2 additional quotes for internal audit services be sought.
- (ii) That responsibility for the appointment be delegated to the Personnel Committee.

10. Member Training

The Interim Clerk advised the council that training for the Chair and all members could be provided by the County Durham Association of Local Councils (CDLAC) in conjunction with the County Durham Training Partnership at a cost of £250.00 for a one off session. In addition, the Interim Clerk also advised that training specific for Chairpersons would be held in July should the council consider appropriate.

Councillor J Ashby, commented that a session on the Durham City Neighbourhood Plan from Durham Neighbourhood Plan Forum members would be useful to members by way of induction. The Interim Clerk advised that a request could also be made to Durham County Council for a planning officer to attend the same session to discuss the County Durham Plan, the assistance to be provided by DCC for the Neighbourhood Plan and the interaction of the Neighbourhood Plan with the County Durham Plan.

Councillor C Reeves expressed her support to enlist the assistance of CDALC and suggested that training should be delivered at Shakespeare Hall in order to support the venue.

Resolved:

- (i) That the CDALC training package be authorised at a cost of £250.
- (ii) That the Chairpersons training be authorised.
- (iii) A separate session on Neighbourhood Planning to be arranged.

11. Cycle of Meetings

The Interim Clerk presented a suggested cycle of meetings. Agreement was also sought on the date, timing and venue for future meetings. Although a recess would normally take place in August, Members agreed that the date should remain in the diary and could be cancelled if no longer required.

It was suggested that an extraordinary meeting would be required prior to the next meeting date of 21 June and the Interim Clerk agreed to make arrangements for a meeting to be held in the first 2 weeks of June.

It was further agreed that going forward meetings should be held at 7.00 p.m. rather than the suggested time of 5.00 p.m.

Further discussion ensued regarding the proposed venue for future meetings and there was a general consensus that meetings should be held at the Town Hall. Councillor Elmer suggested that the Interim Clerk should write to Durham County Council to see whether a room could be offered on a fee free basis or at a heavily discounted rate.

In summary, the Interim Clerk advised that an extraordinary meeting would be arranged and details forwarded to members in due course. The main items of business for that meeting would be as follows:-

-) Room bookings / venues
-) Committees
-) Name of council

Resolved:

- (i) That the following meeting dates be approved commencing at 7.00 p.m.

2018

21 June
26 July
23 August
27 September
25 October
22 November
20 December

2019

24 January

28 February

28 March

(ii) That an extraordinary meeting be arranged for early June 2018 to consider:

) Room bookings

) Committees

) Name of council

CITY OF DURHAM PARISH COUNCIL

Minutes of Extraordinary Meeting of the City of Durham Parish Council held on Tuesday 6 June 2018 at 7.00 p.m. at St. John's Church, Crossgate Peth, Nevilles Cross.

Present:

Councillors E Ashby, J Ashby, V Ashfield, J Atkinson, L Brown, S Cahill, R Cornwell, A Doig, G Holland, R Ormerod, C Reeves and M Ross.

Councillor E Scott in the Chair

1. Apologies

Council received and approved apologies of absence from Councillors J Elmer and D Freeman.

2. Declarations of Interest

There were no declarations of interest.

3. Public Participation

An invitation was extended to parish councillors to the Annual General Meeting of Elvet Residents Association.

4. Address of Chair of the Council

The Chair informed the Council that since the elections and the last meeting of the Council, she had taken the time to reflect. The Chair had received a considerable amount of feedback since the inaugural elections to the parish council, the majority of which had been overwhelmingly positive. The Chair explained that whilst there would inevitably be a spread of opinion with the many different political perspectives within the Council, it was clear that there was an ambition from everyone involved to establish the parish council as a force for the better in the City of Durham.

5. Consideration and final approval of:-

5a Standing Orders

The Interim Clerk informed the Council that the amendments referred to at the previous meeting had been incorporated into the document and the version presented was for the Council's final approval.

Resolved:

That the Standing Orders be agreed and adopted with the following final amendments:-

- (i) Paragraph 3 (x) – that a meeting shall not exceed a period of two hours, unless a motion was moved to suspend standing orders;
- (ii) Paragraph 6 (b) and (d) – that references to seven days be amended to ‘seven calendar’ days;

5b Financial Regulations

The Interim Clerk informed the Council that the amendments referred to at the previous meeting had been incorporated into the document and the version presented was for the Council’s final approval.

Resolved:

That the financial regulations be agreed and adopted with the following final amendments:-

- (i) Paragraph 5.5 (c) be re-added to the regulations;
- (ii) Paragraph 6.4 - insert the words ‘and countersigned by the Clerk’ in relation to the signing of cheques; and
- (iii) Paragraph 6.18 – in relation to the potential use of a debit card and transaction values – that the matter be referred to the Finance Committee for discussion (once established) and that those discussions be reported to the Council for final approval.

5c Code of Conduct

The Interim Clerk informed the Council that the amendments referred to at the previous meeting had been incorporated into the document and the version presented was for the Council’s final approval.

Resolved:

That the Code of Conduct be approved and adopted.

6. Membership of the County Durham Association of Local Councils (CDALC)

The Interim Clerk presented a report to the Council regarding membership of the County Durham Association of Local Councils (CDALC). There were 104 parish councils in County Durham. 101 councils were in membership of CDALC, with the exception of the newly established City of Durham Parish Council, a small parish in the Teesdale area and one larger council in the East Durham Area.

Councillor R Ormerod informed the Council that from his previous experience as a Parish Councillor, he had found CDALC to be a very valuable and useful resource for information and advice.

Councillor R Cornwell moved that the Council propose to affiliate to CDALC and evaluate usage during the budget setting process in 2019/20. Councillor A Doig seconded the motion.

Resolved:

- (i) That the Council affiliate to CDALC for 2018/19; and
- (ii) That the Council review the position in 2019/20.

7. Consideration of the establishment of further Committees

The Interim Clerk recapped the position regarding the establishment of Committees following the Annual General Meeting held in May.

A general discussion ensued regarding the amount of work that would be generated in key areas, particularly planning, which would be significant. Councillor E Scott explained that the Council would need to be robust and conscientious as a statutory consultee in this regard. The council were in unanimous agreement that everyone needed to be involved in specific areas and that Committee's would be formulated without political proportionality.

Resolved:

- (i) That the Council establish Committees as follows:

Environment and Events Committee

Councillors E Ashby, J Atkinson, S Cahill, J Elmer, V Ashfield, R Ormerod and M Ross.

Finance

Councillors J Ashby, A Doig, J Elmer and V Ashfield with one vacancy .

Personnel Committee (from previous meeting)

Councillors R Cornwell, C Reeves, E Scott, D Freeman and G Holland.

Licensing Committee

Councillors E Ashby, L Brown, R Cornwell and D Freeman with one vacancy.

Planning Committee

Councillors J Ashby, J Elmer, R Cornwell, G Holland and C Reeves.

- (ii) That the Interim Clerk draft Terms of Reference for each Committee for consideration, with Human Resources and Planning being the first priorities. The final terms of reference for each Committee to be agreed by the full Council;
- (iii) That each Committee elect its own Chair.

8. Proposal to Change the Name of the Parish Council

The Chair informed the Council that a motion on notice had been received from Councillor R Cornwell. Councillor R Cornwell moved his motion as follows:-

‘The Parish Council shall henceforth be known as the City of Durham Town Council’

Councillor Cornwell explained that there were six parish churches within the area, the campaign fronted by Member of Parliament for the City of Durham was for the creation of a Town Council. The terminology was used in the official petition and the council should align with the wording used in the campaign that lead to the creation of the council.

Councillor Holland explained that Durham City could not be classed as a Town. It was an international City which had lost grace over nine years since the demise of Durham City Council and could not support Councillor Cornwell’s motion. Councillor Holland felt that the Council should be called ‘Durham City Council’.

Councillor E Ashby felt that the name of the Council should remain unchanged. Whilst the Council was a voice for the City of Durham, the parish area only represented a part of the City and the Council was constituted as a parish council. Councillor E Ashby was strongly opposed to the suggestion of ‘Durham City Council’ and felt that it would be seen as an attachment to the previous local authority.

Councillor C Reeves agreed with Councillor E Ashby and felt that the current name encapsulated what the parish council were about.

Moved by Councillor E Ashby, Seconded by Councillor C Reeves that the name of the Council remain unchanged:-

City of Durham Parish Council

Upon a vote being taken the motion was **lost**.

Councillor Ormerod thanked Councillor Cornwell for bringing the debate to the Council. However, Councillor Ormerod felt that it was contradictory to have 'City' and 'Town' in the same title. Councillor Ormerod moved an amendment that the word 'Town' be omitted from Councillor Cornwell's motion. Councillor R Cornwell agreed to the amendment.

Moved by Cllr R Ormerod, Seconded by Councillor M Ross that the name of the Council be:-

City of Durham Council

Upon a vote being taken the motion was carried.

Resolved:

That a proposal to change the name of the Parish Council to the 'City of Durham Council' be agreed, subject to legal advice being sought from the National Association of Local Councils.

9. Priority Setting

Councillor E Scott informed the Council that a number of suggestions had been put forward by local residents and groups. Councillors had also contributed some priorities. Councillor Holland felt that there were lots of strategic issues that needed to be discussed and suggested that the Council consider holding a session, specifically on priority setting. Councillor R Cornwell explained that as part of the Neighbourhood Planning Forum consultation there had been many suggestions put forward that did not relate specifically to planning policy but could be suitable as priorities. Councillor Cornwell suggested that these could be extracted and circulated to Councillors for feedback.

Councillor V Ashfield explained the importance of not losing sight of strategic views over the longer term. There were some initiatives that could be achieved in the short

term with minimal effort. Councillor Ashfield expressed her support for a strategic away day styled event.

The priority areas and categories submitted to date, were as follows:-

-) Involving young people (Environment)
-) Small grant fund (Finance)
-) Greening Millennium Place (Environment)
-) Devolved ward budgets (Finance)
-) A167 Traffic Calming (Environment)
-) Fairtrade City*
-) Night time Safety Partnership (Licensing/Environment)
-) Heritage signage (Environment)
-) Good neighbour of the year (Environment)
-) Local economic issues*
-) University/city relations*
-) Litter (Environment)
-) Crime and safety*

(*) – strategic issues

Resolved

That the Council hold an ‘away day’ style event where strategic issues could be discussed in more detail.

10. Cycle of Meetings

A number of suggestions were offered regarding potential future meeting dates, times, venue and possible Council office locations.

Councillor E Scott informed the Council that she was keen to establish a base for the Council and for the Clerk to work, somewhere that the public could access. Various ideas were discussed including the Prince Bishops Shopping Centre and Millennium Place.

Councillor Holland felt that the Council should use the Town Hall and that the cost was not important in terms of the Council’s overall budget. It was important to have a central position, there was a spare room in the Town Hall for the Clerk to work from, monthly meetings could be held in the Town Hall and other meetings elsewhere, rotated around the parish area.

Councillor R Ormerod moved that the Council's Annual General Meeting and Annual Meeting of Parishioners be held at Durham Town Hall. Councillor L Brown seconded the motion.

It was further moved by Cllr A Doig, Seconded by Cllr G Holland that the Interim Clerk ascertain the feasibility and cost implications of using Durham Town Hall for a period of 12 months.

Resolved

- (i) That the Council schedule meetings for Thursday at 7 p.m. in the Lantern Room at the Town Hall, Durham for meetings of the full Council. The meeting room would need to be accessible for all. Further consideration would need to be given in relation to venues and rooms for other Committee meetings;
- (ii) That the Council's Annual General Meeting and Annual Meeting of Parishioners be held at Durham Town Hall; and
- (iii) That the Interim Clerk ascertain the feasibility and cost implications of using Durham Town Hall for a period of 12 months.

TERMS OF REFERENCE

City of Durham Parish Council

Finance Committee

1. Council has created the Finance Committee, consisting of five members, and will appoint members of the Council to the Finance Committee at the Annual Meeting in May, or as it sees fit. A quorum for this Committee will be no less than three members. The council has assigned to the Finance Committee the following terms of reference: -
 - (a) To choose its Chair and Vice Chair from within the membership of the committee.
 - (b) To make recommendations to the Council on the annual financial estimates and the Council's precept as to how these should be determined consistently with the Council's general priorities and policies.
 - (c) To receive from other Committees and to collate prior to the submission to the Council all annual and other estimates of income and expenditure on capital and revenue.
 - (d) To formulate and present to the Council recommendations for annual expenditure.
 - (e) To supervise the Council's Accounts.
 - (f) To supervise and control borrowing by the Council and the investment of funds within the Council's control.
 - (g) To make recommendations to the Council on the capital programme, its content, phasing and monitoring.
 - (h) To execute and carry out, in the name and on behalf of the Council, all resolutions and instructions from time to time given with reference to finances and accounts.

- (i) To examine from time to time the various bonds, securities and deeds relating to the offices and property of the Council.
- (j) To have the direction and control of insurance in respect of the Council's property, members, and employees.
- (k) To provide efficient financial services and advice for the benefit of the Council.
- (l) To determine the making to individuals and organisations of all grants, allowances and loans.
- (m) To regularly review the Council's treasury management activities.

City of Durham Parish Council

Planning Committee

1. Council has created the Planning Committee, consisting of five members, and will appoint members of the Council to the Planning Committee at the Annual Meeting in May, or as it sees fit. A quorum for this Committee will be no less than three members. It has assigned to the Planning Committee the following terms of reference.
2. To choose its Chair and Vice Chair from within the membership of the committee.
3. That meetings be held as and when required.
4. The Planning Committee will consider Planning Applications for sites in the City of Durham Parish and if felt appropriate has delegated powers to make representations on them in accordance with the County Council's constitution and Material Planning Considerations, including representing the Council at County Council Planning Committee Meetings.
5. To consider pre-application consultations from developers and if felt appropriate to respond.
6. If a planning application is refused and the developer appeals, if felt appropriate to make representations to the Planning Inspectorate.

Note: All members of the Council will be notified of the planning applications which will be considered at each meeting of the Planning Committee in order that they may attend and make representations.

City of Durham Parish Council

Environment and Events Committee

1. Council has created the Environment Committee, consisting of seven members, and will appoint members of the Council to the Environment Committee at the Annual Meeting in May, or as it sees fit. A quorum for this Committee will be no less than three members. It has assigned to the Environment Committee the following terms of reference: -
2. To choose its Chair and Vice Chair from within the membership of the committee.
3. That meetings be held as and when required.

POWERS AND DUTIES

- a) To consider and make recommendations to the Council in relation to the maintenance and usage of the Council's open spaces, woodlands, amenity areas, village greens and commons.
- b) To take steps for the provision of allotments within the councils area and to undertake the management, regulation and control of any allotments so provided.
- c) To advise and make recommendations to the statutory and agency functions of the Council in relation to the lighting of footways and streets.
- d) To advise and make recommendations to the Council in relation to the provision of litter bins.
- e) To advise and make recommendations to the Council in respect of complaints about litter offences.
- f) To have responsibility, within the law, and the appropriate budget, for the removal of graffiti from buildings or structures within the Council's administrative area.
- g) To advise and make recommendations to the Council in relation to the drainage, cleaning or dealing with, any pond, ditch or gutter.
- h) To assist the City of Durham Neighbourhood Planning Forum in the production and implementation of a Neighbourhood Plan. ???
- i) To consider and made recommendations to the Council in relation to rights of way.
- j) To consider and made recommendations to the Council in relation to the repair and maintenance of public footpaths and bridleways.
- k) To consider and make recommendations to the Council in relation to the provision of vehicle parking and cycle racks.

- l) To respond on all matters of general environmental importance affecting the area and to consider and comment on any policies or procedures of any other agencies in relation to any incident
- m) To make appropriate representations to any relevant agency in relation to any incident, event or action which in the opinion of the Council is detrimental to the health of the community in its area.
- n) To consider and make recommendations to the Council in relation to the provision and maintenance of bus shelters.
- o) To consider and make recommendations to the Council on matters relating to traffic calming measures and other road safety matters.
- p) To consider, monitor and make recommendations on the operation of the Council's trading activities in relation to allotments

Within the budget agreed from time to time by the Council to engage appropriately qualified individuals or bodies to assist the Committee in exercising the powers set out above.

With regard to events the following Terms of Reference will apply

To consider and make recommendations to the council on all matters relating to the organisation of special events and activities which the council wishes to implement from time to time.

City of Durham Parish Council

Licensing Committee

1. Council has created the Licensing Committee, consisting of five members, and will appoint members of the Council to the Licensing Committee at the Annual Meeting in May, or as it sees fit. A quorum for this Committee will be no less than three members. The council has assigned to the Licensing Committee the following terms of reference: -
 - (a) To choose its Chair and Vice Chair from within the membership of the committee.
 - (b) The Committee shall meet as and when it considers it to be appropriate.
 - (c) to consider licensing applications that have been submitted to the local licensing authority (Durham County Council).
 - (d) The committee has the authority to respond to the licensing authority on behalf of the whole council.

Please note that representations received by local councils will only be considered to be relevant if they are consistent with one or more of the four licensing objectives namely:

- (i) Public safety
- (ii) Prevention of public nuisance
- (iii) Prevention of crime and disorder
- (iv) The protection of children from harm

And either the premises named in the licence application are considered to be within the vicinity of the local council's offices or the representations are made on behalf of named persons who are considered to live or work within the vicinity of the premises named in the application.

COMMUNITY RELATIONS TASK FORCE

On the suggestion of Durham University Residents Forum (DURF) I have been contacted to ask for a nomination for one council representative to attend meetings of their Community Relations Task Force. If council resolves to appoint a representative to attend these meeting it may be appropriate to consider the appointment of a deputy to ensure the council is represented at these meetings.

Unfortunately we have missed the first Task Force meeting which was held to discuss the feedback from a community engagement event and develop an initial action plan, which will also take account of the updated Actions and Issues Register produced by DURF, to allow further discussion at the DURF meeting.

The Durham University Community Engagement Task Force (CETF) Draft Terms of Reference have been provided and are as follows:-

1. Scope

In the context of the University Strategy 2017-27, the Task Force aims to develop partnerships with the local community through:

- a. Positive stakeholder engagement.
- b. Building students' sense of belonging and responsibility.
- c. Creation of sub groups to explore specific themes and issues.

2. Proposed Core Membership

The Community Engagement Task Force (CETF) will be co-chaired by the Chief Operating Officer (COO) and Pro Vice Chancellor (PVC) for the Wider Student Experience (WSE). The CETF coordinator is the DU Community Liaison Officer with membership drawn from:

- a. Representatives of Durham University : Student Support and Wellbeing, Experience Durham, Marketing and Communications, Student Union, Business and Innovation, Culture Durham, Estate and Buildings.
- b. Representatives requested of Durham City and Region: **City of Durham Parish Council**, County Durham and Darlington NHS Foundation Trust, DCC Planning Department, DCC Partnerships & Community Engagement, DCC Neighbourhood

Warden, Durham Constabulary – Police Community Support Officer, Durham BID, DU Residents Forum (x2 representatives), NE Chamber of Commerce, Visit County Durham.

3. Action Plan:

The CETF will explore issues and coordinate activity across five thematic areas:

- a. Economic
- b. Cultural
- c. Citizenship
- d. Lived Environment
- e. Durham For All

The CETF will develop a SMART Action Plan, with regular monitoring and will make recommendations through this on how the University will approach and programme future engagement

ACTION REQUIRED	For council members to consider this request and resolve whether they wish to appoint a representative to the Community Relations Task Force.
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AGENDA ITEM 10

ESTIMATE OF EXPENDITURE SPENT TO DATE

Durham County Council (DCC) has approved a 2018/19 precept of £150,000 for the newly established parish council. This is the equivalent to £34.87 per annum for residents living in a band D property. This is determined by taking the overall precept request of £150,000 and dividing it by the council tax base for the City of Durham Parish Council area (4,301.2).

Residents living in properties with other council tax bandings will pay in more (bands E-H) or less (bands A-C) in accordance with the council tax band allocated to their property shown below. For example someone living in a band A property will pay £23.25 per annum and someone living in a band H property will pay £69.74 per annum.

Band	A	B	C	D	E	F	G	H
Proportion	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9

This is currently retained in DCC's accounting systems until such time as the new council appoints a new clerk and they, along with the council, have resolved to bank with their chosen bank.

When this is done the balance of accounts will be transferred to the City of Durham Parish Councils bank account along with a reconciliation of expenditure incurred by DCC on behalf of the council.

To date the council has incurred the following estimated expenditure.

Please note these figure are very much estimates and will vary when full and final information is established.

2018/19 Expenditure estimates	£	Balance remaining (£)
Opening balance		150,000
Election Fees (currently over £22,000) but estimated to be no more than £25,000 when all expenditure incurred is determined	25,000	125,000
CDALC Subscription Fee	2,940	122,060

Hire of room (£120 Shakespeare Hall) £30 (St Johns Church), Hire of Town Hall for 10 future meetings say £1,500. This excludes any Committee meetings or extraordinary meetings that may be called)	1,650	120,410
Printing cost – estimated at £120 per meeting for first two council meetings. This again excludes any Committee or extraordinary meetings called during the year.	1,500	118,910
Cost of website provision	590	118,320

The council obviously needs to appoint a Clerk/Responsible Financial Officer and the Personnel Committee has held its first meeting to start looking at an appropriate salary level and hours to be worked by your new clerk. Please bear in mind that there are on costs to the salary figure for employer National Insurance costs and employer pension contributions. If you admit your new clerk into the Local Government Pension scheme administered by DCC the current employer contribution rate is currently 19.1% of gross pay.

There will be an associated cost for HR advice being provided during the recruitment and interview process for appointing your new clerk.

DCC have not yet resolved whether they intend to charge the new council for the administrative support being provided until your new clerk is appointed.

In addition to the above there will be a need for the council to have adequate insurance in its first year which could be in the region of £1,600 based on the one quote obtained so far.

There will be a need to appoint an internal auditor. DCC can provide this service at £250 per day if required although other internal auditors will be available to provide this service.

In addition to (and for information at this point only) this there will be a 2019/20 cost for Mazars LLP who will undertake the external audit of your councils 2018/19 Annual Governance and Accounting Return.

ACTION REQUIRED	For members to note the estimated costs incurred by the council to date and the guide as to how much could be available for the remainder of the financial year.
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