

THE MINUTES OF THE CLERK'S ADVISORY COMMITTEE  
HELD IN THE MAYOR'S ANTECHAMBER, SHOTTON HALL,  
PETERLEE

ON MONDAY 19<sup>TH</sup> APRIL 2010

PRESENT: COUN J ALVEY (CHAIR)

Mesdame: L Wood

Messrs: C J Metcalfe, C Austin, H Bennett MBE  
& R Kyle

**MEMBERS WERE REMINDED OF THE NEED TO DISCLOSE ANY INTEREST PREJUDICIAL OR PERSONAL IN ACCORDANCE WITH THE CODE OF CONDUCT.**

IN THE ABSENCE OF BOTH THE CHAIRMAN AND THE VICE CHAIRMAN, COUNCILLOR J ALVEY WAS NOMINATED TO TAKE THE CHAIR.

106. APOLOGIES FOR ABSENCE

Apologies for absence were submitted and accepted on behalf of Councillor T Jones, (sore throat).

107. TO APPROVE THE MINUTES OF THE LAST MEETING a copy of which had been previously circulated to each Member, were accepted.

Matters Arising

Minute Number 99 – Civic Ties & Neck Scarves

The Committee Administration Assistant/Mayor's Secretary circulated for Member's consideration a report outlining prices for ties and ladies scarves. She also provided for Members different colours and styles for both items.

**RECOMMENDED that an order be placed for 60 ties, 20 of maroon, grey and navy with the Town Crest embossed at a cost of**

**£9.34 each.**

**FURTHER RECOMMENDED that 50 ladies scarves, black and cream daisy floral design, be ordered at a cost of £12.87 each.**

108. REQUEST FOR FINANCIAL ASSISTANCE – BUTTERWICK CHILDREN'S HOSPICE

Consideration was given to this request for financial assistance from the Butterwick Children's Hospice.

**RECOMMENDED that further information be requested as to how many residents of Peterlee were supported by the Hospice.**

109. REQUEST FOR CONCESSIONARY USE OF THE PAVILION & CRICKET PITCH, WEDNESDAY 2<sup>ND</sup> JUNE 2010 – LEADERSHIP ACADEMY – SCHOOL SPORTS PARTNERSHIP

Consideration was given to this request for concessionary use.

**RECOMMENDED that free use be granted for the Leadership Academy to be held on 2<sup>nd</sup> June 2010.**

110. REQUEST FOR CONCESSIONARY USE OF HILL RIGG HOUSE PAT STEPHENSON (CAST OFFS) THURSDAY EVENINGS FROM 1<sup>ST</sup> JULY 2010

Consideration was given to this request for concessionary use. Members once again stressed that Groups must be making attempts to apply for funding towards their running costs.

**RECOMMENDED that concessionary use be granted for Cast Offs until the end of September 2010 and the need to apply for grant funding be stressed.**

111. REQUESTS FOR CONCESSIONARY USE OF SHOTTON HALL BANQUETING SUITES

Consideration was given to the following requests for concessionary use of Shotton Hall Banqueting Suites.

(i) K McMenam - Fund Raising Event – Thursday 27<sup>th</sup> May 2010  
**RECOMMENDED that free use be granted for this fund raising event.**

(ii) Lions Club International – Friday 4<sup>th</sup> June 2010  
**RECOMMENDED that free use be granted for the Charter Anniversary Dinner/Dance on 4<sup>th</sup> June 2010.**

(iii) 13<sup>th</sup> Annual Birthday Party - Hearts of Oak Social Club – Monday 7<sup>th</sup> June 2010  
**RECOMMENDED that free use be granted for this event.**

(iv) 25 year Celebration of this Interdenominational Christian Fellowship in Peterlee – Monday 14<sup>th</sup> June 2010  
**RECOMMENDED that free use be granted for this event.**

(v) Special Needs Children's Carnivals – Christmas Party – Sunday 21<sup>st</sup> November 2010  
**RECOMMENDED that the request for concessionary use be refused as this event was to be held on a Sunday, but that a donation of £250.00 be granted towards the costs of the event.**

(vi) The Salvation Army, (Northern Division) – Retreat Day, Wednesday 21<sup>st</sup> January 2011  
**RECOMMENDED that free use be granted for this event.**

112. LETTER OF THANKS – THE LEARNING LIBRARY

The Town Clerk reported receipt of a letter of thanks from the Learning Library following a donation made by the Town Council.

**RECOMMENDED that the letter be received.**

113. CULTURAL WEEK & HERITAGE – TWELFTH NIGHT – APOLLO PAVILION – SUNDAY 4<sup>TH</sup> JULY 2010

The Deputy Town Clerk asked for consideration of a request for a donation and concessionary use of rooms at The Pavilion. The Mad Alice Theatre Company were to stage 3 performances at a cost of £850.00 each and six workshops, at a cost of £750.00 in total, of Twelfth Night at Pasmores Pavilion and hoped to begin Cultural Week with a public performance being held on Sunday 4<sup>th</sup> July 2010.

Funding was being obtained from DCC, Schools and the Easington Children's Board and an amount of £500.00 was requested from the Town Council towards the public event. Concessionary use of the Harry Bennett MBE Room was also requested on Sunday 4<sup>th</sup> July, 12 – 6.30pm and Monday 5<sup>th</sup> July 8am – 5pm. Use of the car park next to Helford Road Play Area to site portable toilets was also requested.

**RECOMMENDED that further consideration be given to this request at the Council Meeting.**

COUNCILLOR C AUSTIN DECLARED AN INTEREST IN THE FOLLOWING ITEM AND TOOK NO PART IN THE DISCUSSION WHICH ENSUED.

114. FRANK TURNBULL MEMORIAL AWARD & YOUNG CITIZEN AWARD

Members were advised of receipt of two nominations for this award, copies of which had been circulated to each Member. To date no nominations had been received for the Young Citizen Award. It was suggested that the closing date be extended and the schools and college be contacted once again.

The Deputy Town Clerk reported receipt of a contribution of £350.00 from the union UNITE.

**RECOMMENDED that nominations be considered at the Council Meeting.**

115. ARMED FORCES DAY – SATURDAY 26<sup>TH</sup> JUNE 2010

Members were asked to give their consideration as to whether they wished to support and hold an even to celebrate the Armed Forces Day once again this year. If so the event would be Saturday 26<sup>th</sup> June 2010. In considering this Members suggested using The Pavilion Flag poles for the event.

**RECOMMENDED that arrangements be made to host this event this year at The Pavilion.**

116. ST JOHN AMBULANCE, ANNUAL PARTY, FRIDAY 14<sup>TH</sup> MAY 2010

Members were circulated with details of this event.

**RECOMMENDED that any Member wishing to attend this event contact the office to obtain further details.**

117. DURHAM MINERS GALA BOOK PROJECT

Members were circulated with details of this publication which was available for sale.

**RECOMMENDED one hard back copy of the book be purchased.**

118. GREEN COMMUNITIES – INVITATION TO SIGN UP AND JOIN

Members were circulated with details of this campaign.

**RECOMMENDED that the Town Council sign up to joining the Green Communities Campaign through the Energy Saving Trust.**

119. ADVERTISING

Consideration was given to the report of the Deputy Facilities Manager, (Shotton Hall), a copy of which had been circulated to each Member.

**RECOMMENDED that the advertisement currently running on SunFM is not renewed and that approval be given for an advert to be placed on Yell.com for the price of £14.83 plus vat per week, totaling £771.16 plus vat per annum.**