



14th May 2019

In accordance with Paragraphs 7(1) & 10(2)(b) of Schedule 12 of the Local Government Act 1972, I hereby summon you to attend the **ANNUAL MEETING OF PETERLEE TOWN COUNCIL** to be held in the **COUNCIL CHAMBER**, Shotton Hall, Peterlee SR8 2PH on **MONDAY 20th MAY 2019** at **6.30pm**

The business to be transacted thereat is as set out hereunder

Ian Morris M.C.I.H., P.S.L.C.C
Town Clerk
(Proper Officer of the Council)

A G E N D A

1. **To Elect a Chairman for the Ensuing Year**
To receive and consider nominations for the position. The elected Chair to then name his/her consort.
2. **To Sign & Complete the Declaration of Acceptance of Office**
For the new Chair to sign their acceptance to the role of Chairman of Peterlee Town Council
3. **Presentation to the Former Chair of Peterlee To Mark His Year of Office**

4. Register of Disclosable Pecuniary Interest & other Registerable Interests
For Members to update/complete their forms, see <https://bit.ly/2Q5qccf>
5. To Elect a Deputy Chair for the Ensuing Year
To receive nominations and agree the Deputy Chair of Peterlee Town Council.
The elected Vice Chair to then name his/her consort.
6. To Announce a Spokesperson for the Majority Party
7. To Announce a Spokesperson for the Minority Party
8. Apologies for Absence
9. To Approve the Minutes of the Last Meeting
Members are asked to agree the attached minutes as a true and correct record of the meeting.
(Minutes of the meeting held on 29th April 2019 attached or available on the web site <https://bit.ly/30jF37x>)
10. Review and Adoption of The Town Council's Standing Orders
Members are asked to review the Council's Standing Orders (copy available on the Council's web site, <https://bit.ly/2Q4iSNO> or from the Deputy Town Clerk by request).
11. To Confirm the Dates of the Meetings for the Forthcoming Year
Calendar of meetings available of the web site <http://www.peterlee.gov.uk/events/>
12. Review of the Terms of Reference for committees
Members are asked to review the terms of reference for the Town Council's committees.
13. To confirm the arrangements for insurance cover in respect of all insured risks
Members will be asked to note the insurance arrangements with Zurich Municipal for the forthcoming year, (verbal report of the Town Clerk)
14. Review of inventory of land and assets including buildings and office equipment
(attached/Town Clerk's verbal report)

15. Review of the Council's complaints procedure
Members are asked to review the Council's complaints procedure, (copies available on the Council's web site, <https://bit.ly/2Q5lhqz> or from the Deputy Town Clerk by request).
16. Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000
Members are asked to review the Council's procedures for handling FOI requests, (procedure available on the Council's web site, <https://bit.ly/2JfOGyM> or from the Deputy Town Clerk by request).
17. Committees, Sub Committees, Working Parties and their Chair and Vice Chair
To appoint representatives to the following committees and elect their Chair and Vice Chair:-
- Council – all 22 members
 - Resources Committee – all 22 members
 - Community & Environment Committee – all 22 members
 - ◆ Human Resources Sub – 14 members
 - Appeals Sub Committee – 5 members
 - Disciplinary Hearings – 7 members
 - Town Clerk's Appraisal Sub Committee – 5 members
 - ◆ Health & Safety Sub Committee – all 22 members
 - ◆ Events Working Party – all 22 members
 - ◆ Finance Sub Committee – 8 (volunteered to be included as signatories on the bank account)
 - Scrutiny & Progress Working Party – 14 members
 - Parks & Play Areas Working Party – all 22 members
 - Woodhouse Park Working Party – all 22 members
 - Lowhills Road Working Party – all 22 members
 - Environmental Park (Pony Fields area) Working Party – 14 members
18. Delegates to Other Bodies
To appoint representatives of the Town Council to serve on the following bodies:-
1. County Durham Association of Local Councils Larger Local Council Forum (3 Reps - 3 elected Members or 2 and the Town Clerk)
 2. Easington Area (Durham County Association of Parish & Town Councils) (3 Reps)

3. Castle Eden Dene Joint Management Committee (3 Reps)
 4. Peterlee Town Band (2 Reps)
 5. Passmore Pavilion Local Steering Group (1 Rep)
 6. Shotton Airfield Consultative Committee (1 rep)
 7. Healthworks, Easington (1 rep)
 8. Peterlee Cricket Club (1 Rep)
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19. Spokesperson for the North East Party Member's Report
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20. Spokesperson of the Labour Minority Member's Report

PETERLEE TOWN COUNCIL

MINUTES OF THE MEETING OF THE TOWN COUNCIL

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE

ON MONDAY 29TH APRIL 2019 at 6.30PM

PRESENT:- COUN T DUFFY (CHAIR)

Mesdames:- K Hawley, K Liddell, K Duffy, L Fenwick, A C Long, S McDonnell & S Simpson

Messrs:- S Miles, R Moore, G Carne, A Watson & C Watkins

158. Apologies for Absence

Apologies for absence were offered and accepted from Councillors S Meikle, A Wilkinson, M A Cartwright, R Kyle & S McGlen.

159. Public Participation Session

A public participation session was held to allow members of the public an opportunity to put questions to the Council. Mr Trevor Langthorne of Peterlee GT Group Band was in attendance at the meeting to update Members on the future of the Band. He explained the Band were keen to develop its youth academy and were finding it difficult to expand from their current practice premises at The Pavilion, Helford Road and so had made the decision to purchase the former Salvation Army building at Shotton. They intended to re locate to this site and reassured the Council they had no intention of changing their name nor their links to Peterlee, the Town Council and its community.

Members thanked Mr Langthorne for taking the time to come to the meeting and speak about the Band and they wished them every success with their future.

RESOLVED the information given be noted.

160. To receive declarations of interest

Members were reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise, none were received.

161. Police Update

PCSO Simon Walters was in attendance at the meeting to present an update on the monthly crime. He encouraged all residents to report crime and ASB using the 999 or 101 telephone number as soon as possible. He then answered various queries from Members on activity in the Town.

162. The Minutes of the Council Meeting of the 25th March 2019 a copy of which had been circulated to each Member, were approved.

163. The Minutes of the Resources Committee of the 1st April 2019 a draft copy of which had been circulated to each Member, were noted.

Matters Arising

Minute Number 86 – Twinning Visit July 2019

Councillor Hawley commented that she had asked that it be recorded in the minutes that she did not support guests being accommodated in a unit at Whitehouse Court and was concerned at the safeguarding arrangements. **RESOLVED this amendment be considered by the Resources Committee at their next meeting.**

The Town Clerk advised he had contact the Secretary of the PNFA regarding the decision made at the meeting and he had not yet received a reply.

164. The Minutes of the Community & Environment Committee of the 8th April March 2019 a copy of which had been circulated to each Member, were noted.

Matters Arising

(i) Minute Number 93 – Apologies for absence

It was noted both Councillors Cartwright & T Duffy had been in attendance at the meeting.

(ii) Minute Number 100 – The Horticulture Show

The minute be amended to read “Councillor Duffy confirmed that people had to be turned away last year due to judging being in progress when they had turned up.” This would be addressed this year.

(iii) Minute Number 100 – Christmas Trees

Progress was requested with this item and it was confirmed DCC had been approached about the possibility of having a tree on the main roundabout with an electricity supply. **RESOLVED progress be awaited.**

RESOLVED these amendments be considered by the Community & Environment Committee at their next meeting.

165. Spokesperson of the North East Party's Report

Councillor A Watson reported on issues with motorbikes and drug use in the Dene Parks areas which had been discussed with the Police earlier in the meeting. **RESOLVED the information given, be noted.**

166. Spokesperson of the Labour Political Party's Report

Councillor L Fenwick reported she was disappointed with the response by the Town Centre operators in re instating the parking restrictions in the Town Centre car parks. She said she was looking forward to the new library opening shortly and the new changing village at the Leisure Centre. She also expressed her appreciation for the work being carried out by the Parks Team on the public open spaces, especially the roundabouts. **RESOLVED the information given, be noted.**

PETERLEE TOWN COUNCIL
SUMMARY OF FIXED ASSETS 31 MARCH 2019

Land and Buildings

Eden Lane Cemetery & Office
E/Lane Pav,Change Room,Field
Site of Above
E/Lane Bowls/Pav/Tennis Courts
Site of Above
C/off/Banqu Suites/Anc Bldgs
I/Hills Rd Changing Room

Site of above
L/Hills RD Bowls Pavilion
Site of above
H/ford Rd Ch Rooms & Score Box
Site of above
Woodhouse Park Pavilion
Site of above
Woodhouse Pk Pavilion-addition
Site of above
Hill Rigg House
Eden Lane Social Club
Helford Road Pavilion
helford Road car Park

Non-Operational Land & Bldgs

Hill Rigg HouseTfr Operational
Eden Lane Tele Mast
Upper Rooms S/Hall

Vehicles & Equipment

Toro Reel Master
Haytor Harrier Mower 1996
Grays Roller 3/97
Small Equipment
Truck Loader
Trailer
Bearcat Chipper
Water Bowser
Diesel Tanks
Kubota NK03UKG
Fraser Industrial Trailer
Vauxhall Corsa NV04LJI
Wiedenmann Terraspikes
Kubota & Trailer
John Deer Tractor

Cemetery CCTV/Lighting
John Deer Ride on Mower
Power Brush
Dennis 20" Mower
Carpets Shotton Hall
Ford Ranger NA09 EWW
Ford Ranger NA09 EWX
New Seats Shotton Hall
Helford Rd Fittings
Trimax Stealth grass Cutter
John Deer Diesel Gator
John Deere Tractor
Cricket Scoreboard
Gazebor and Bell
Dance Floor
John Deer Tractor
Ford Ranger NU15 GKC
Ford Ranger NU15 GKd
Snake Mower
John Deere Lawn Tractor
Citroen Van NL16 NHY
John Deer Front Mower
Striker Rear Mounted Mower
Trimax Flail Mower
John Deer Tractor/Loader/backhoe
Gator Utility Vehicle
Cinema Equipment

Play Equipment

Woodhouse Park-Phase 1
Woodhouse Park-Phase 2
Hampshire Place
Heath Close
Hill Rig House
Eden Lane-Additional equipment
Helford Road
Multi use Sports Facility-W/house
Helford Road-Additions
Multi use Sports Facility-Eden Lane
Multi Use Sportsfacility
MUGA
Play Equipment and Surface
Skatepark
Outdoor Exercise Equipment

BURDON SUITE

Tables,Chairs,Table tops
Dance Floor

Dudley Safe

Cellar Cooling Equipment

2x Bottle Cabinets

BRANDING SUITE

150 Chairs-30 Tables-15 Linkers

Cooling Equipment

4x Vending Machines

1 Carpet

HERITAGE CENTRE

Chairs

Pews

KITCHEN

2x Cooker Ranges

Wall Grill

Foster Coldroom

Monarch Wall Shelves

SinkUnits

Extractor Canopy

Dishwasher

LANDING AREA

1 Chaise Longue

LOWER LANDING

Leather Chesterfield

COUNCIL CHAMBER

32 Chairs

Boardroom Table

GENERAL EQUIPMENT

Computer System

Computers

Tills

New Server

CCTV Shotton Hall

CCTV Eden Lane

Tourist Information Centre

Reception desk/chair

TIC Refurb

New Till

Outside Offices

Cemetery Office Locker

Community Assets

Civic Chains