



PETERLEE TOWN COUNCIL

Date of Issue: 28th August 2018

A MEETING OF THE RESOURCES COMMITTEE WILL BE HELD ON MONDAY 3RD SEPTEMBER 2018 IN THE COUNCIL CHAMBER SHOTTON HALL, PETERLEE, SR8 2PH at 6.30pm

Mr I Morris M.C.I.H.,P.S.L.C.C.

Town Clerk

A G E N D A

Members of the Committee and members of the public are reminded that the public part of the meeting may be recorded in both audio and video, and photographs may be taken.

1. Apologies for Absence

Members are cordially invited to inform the Deputy Town Clerk of their apologies as soon as practicable.

2. To receive declarations of interest

Members are reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. Please seek advice from the Town Clerk or Deputy Town Clerk prior to the meeting if in doubt.

3. To approve the minutes of the previous meeting

Members are recommended to approve the minutes of the previous meeting of the Resources Committee on Monday 2nd July 2018 as a true and correct record.

(Minutes of previous meeting, copy attached)

4. Report of the Finance Sub Committees of the 19th July & 23 August 2018

Members are requested to note the payments approved at the meeting of these sub committees.

(Minutes of the Finance Sub Committees attached)

5. Request for Financial Assistance

(a) East Durham FC, further consideration – detailed costing provided, along with a Football Development Plan (£1,500 requested)

(b) Peterlee Helford Under 10's – towards running costs, (£250 requested)

(c) Peterlee Rainbows Brownies Guides, safe area & grounds maintenance works, (£775.00 requested)

(d) Little Treasures, towards the cost of sessions held at Oakerside Community Centre, (£1,000 requested)

(e) Fusco Media, photography classes (£500)

(f) Castle Eden Dene Walk and Nature Trail, funding towards willow woven animal sculpture, (steel)(£900.00)

(powers: General Power of Competence (Section 1 (1) of the Localism Act 2011)

Copies of the applications shall be available at the meeting, if a Member would like information on any of the applications prior to the meeting please contact the Deputy Town Clerk/Democratic Services Assistant

6. Donation to the Armed Forces – Royal British Legion/SAFA

Referred from the Event working party held on 24 July 2018

7. Concessionary Use

Ava Bailey Fundraiser, Shotton Hall, 25th October 2018

For consideration

8. Volunteer Policy

A copy of the policy for the use of volunteers by the Town Council is attached for Member's consideration and approval.

The Report of the Democratic Services Manager/Deputy Town Clerk

9. Purchase of John Deere Tractor

Members are requested to approve the purchase of a John Deere Tractor and attachments from Greenlay Limited at a value of £20,215.02.
Report of the Town Clerk & Parks Manager, (copy to follow)

THE MINUTES OF THE MEETING OF THE
RESOURCES COMMITTEE HELD IN THE COUNCIL CHAMBER, SHOTTON HALL,
PETERLEE ON MONDAY 2ND JULY 2018 AT 5.30PM

PRESENT: COUN A WATSON (CHAIR)

Mesdames:- K Hawley, L Fenwick, K J Duffy & M A Cartwright

Messrs:- C Watkins, S McGlen, G L Carne, S Miles, S P Franklin, R Moore, T Duffy & S Meikle

The Chairman advised Members of the committee that part of the meeting may be recorded by both audio and video, and it may be that photographs were taken.

14. Apologies for Absence

Apologies had been submitted and accepted from Councillors K Liddell, A C Long, S Simpson, V Watson & J Robinson. **RESOLVED the Council approve the reasons submitted at the meeting for absence received from the Councillors listed, and their apologies for absence be recorded.**

15. To receive declarations of interest

Members were reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. Councillor M A Cartwright declared an interest in item 7(a) on the Agenda being a governor at Seascape School.

16. The Minutes of the Last Meeting

Members approved the minutes of the last meeting of this Committee held on 4th June 2018 and they were signed as a true and correct record.

Matters Arising

Minute Number 7 - Community Related Asset Transfer – North Blunts site

The Town Clerk confirmed the Town Council's expression of interest had been rejected by DCC and they were now offering the site for sale. **RESOLVED the information given, be noted.**

Floodlights at the Rugby Club

It was confirmed the issue of the lights for motorists had been reported to the Club.
RESOLVED the information given be noted.

17. Report of the Finance Sub Committee of the 21st June 2018

RESOLVED the payments approved at the meeting of this sub committee held on 21st June 2018, a copy of the minutes circulated, be noted.

18. 2017/18 Financial Year Budget outturn report

The report of the Town Clerk providing Members with a budget outturn report for 2017/18 financial year, in line with s5.8 of the Council's Financial Regulations was to be made to the Council Meeting. **RESOLVED the report be awaited.**

19. Request for Financial Assistance

(a) Community Summer Fayre, Seascape primary School

RESOLVED a donation of £500.00 be made.

(b) East Durham FC Men's Team

RESOLVED further information be requested to support this application.

(c) Edenhill People Centre – Summer Programme

RESOLVED a donation of £600.00 be made.

(power: The Localism Act 2018, ss1-8, General Power of Competency)

20. County Durham Plan – Consultation

Members had already received details of this consultation which began on 22nd June and would last for six weeks until 3rd August 2018. The Town Clerk had prepared a report, a copy of which had been circulated, making suggestions as to how the Town Council may wish to respond to the 32 policies set out in the consultation draft. The Chair took each of the policies in turn and gave Members the opportunity to add/amend the response to be made. The main points given by Members were the need for more social housing stock, protecting the open spaces, the cumulative effects of housing developments such as the adequacy of the infrastructure in terms of utilities and schools, healthcare, traffic etc. loss of wildlife if the north Blunts site was re developed – the site should be retained for recreational use Peterlee should be re classified and become a first tier Town in the retail hierarchy, the policy for affordable housing for any new housing development in the Town be 25% rather than 10% for affordable housing within the development, within

transport there was no mention of powered two wheelers. **RESOLVED the Town Clerk make a response to DCC in light of the suggestions made and the report circulated.**

21. Purchase of various catering appliances

The joint report of the Deputy Town Clerk & the Facilities Team providing details of prices for the purchase of an ice cream machine, a pop corn maker, a hot dog steamer, a barbeque, a waffle machine and seeking approval to purchase the items, a copy of which had been circulated, was considered. **RESOLVED the ice cream machine be purchased form Cooltrader at a cost of £4,495.83, plus training costs of £150 and vat. FURTHER RESOLVED the other items listed be purchased from Catering Appliance Superstore at a total cost of £1,627.18.**

PETERLEE TOWN COUNCIL
FINANCE SUB-COMMITTEE
HELD IN THE COUNCIL CHAMBER,
SHOTTON HALL, PETERLEE
ON THURSDAY 19TH JULY 2018

Present:-
Councillors K J Duffy & T Duffy

5. DIRECT DEBIT AND CARD PAYMENTS

RECOMMENDED the payments listed for June 2018, be accepted.

6. ACCOUNTS FOR PAYMENT

The accounts for payment for July 2018 amounting to £68,560.35, a copy of which had been circulated to each Member, were considered. There were queried as:-

- Bennet Brooks on site visit £600 - full day installation of new PC's and points – office move
- DCC £375 – rent of Woodhouse Park

RECOMMENDED the payments as listed, be made.

PETERLEE TOWN COUNCIL

FINANCE SUB-COMMITTEE

HELD IN THE COUNCIL CHAMBER,

SHOTTON HALL, PETERLEE

ON THURSDAY 23rd AUGUST 2018

Present:-
Councillor L Fenwick

7. DIRECT DEBIT AND CARD PAYMENTS

RECOMMENDED the payments listed for July 2018, be accepted.

8. ACCOUNTS FOR PAYMENT

The accounts for payments for August 2018 amounting to £65,564.09, a copy of which had been circulated to each Member, were considered.

RECOMMENDED the payments as listed, be made.

Report to: Peterlee Town Council, Resources Committee

Date: 3rd September 2018

Report of: Deputy Town Clerk/Democratic Services Officer

Report Title: Volunteering for Peterlee Town Council

Purpose: This report is a covering report to the attached Volunteer Policy and Statement.

Background: “Volunteering can provide the opportunity to help others, gain experience, improve career prospects and meet new people”...extract from Volunteer Now

The Town Council have used volunteers in the past to help and support events such as the Show and local litter picks. We currently do not have a policy to cover volunteering as an activity. The draft policy statement, application form and agreement are attached for consideration and feedback.

Budget There is not a budget for the cost of implementing a volunteer scheme however this can be accommodated in the activity/project. If approved a budget heading shall be included in the 2019/20 budget.

Recommendation

Members are asked to approve the attached volunteering policy for use by Peterlee Town Council.

Risk & Implications - there will be full risk assessments carried out for each volunteering activity

Finance – cost of PPE, equipment. No current budget provision, if agreed to be included in the 2019/2020 budget

Staffing - training and support for the volunteers

Equality and Diversity / Public Sector Equality Duty - None

Accommodation - None

Crime and Disorder - None

Human Rights - None

Consultation - None

Procurement - None

Disability Issues - None

Legal Implications - None

Data Protection - this is covered with the application form with Data Protection Fair Processing privacy policy and the use of a volunteer database.

Volunteering Peterlee Agreement

Thank you for offering to give your time to Volunteer Peterlee. This document records the basis upon which you are volunteering your time.

Your Details		Volunteer Peterlee Contact	
Name		Name	
Volunteer Role		Job Title	
Volunteering Location		Location	
Start Date		Telephone No:	0191 5862491
Emergency Contact details	*see application form	Email	Council@peterlee.gov.uk

Volunteering Placement -

To be completed prior to agreement being signed

Hours

Peterlee Town Council aims to ensure that the hours you volunteer are suited to you, although by mutual agreement, volunteers are expected to fit in their volunteering activities that suit the needs of the Service. We ask that you arrive on time for your volunteering activities and if you are unable to attend your planned please provide as much notice as possible.

Holidays/ Absence from Volunteering

If you are unable to attend a planned session because you are ill, please advise your contact person.

Policies and Procedures

Volunteers are expected to adhere to all relevant policies and procedures. Relevant policies and procedures will be covered as part of your induction and a copy of these will be in your Volunteer pack.

Risk Assessment:

We will always carry out a risk assessment before commencing a volunteering activity. Volunteers must abide by the measures put in place as a result of the risk assessment.

Ending this Volunteer Agreement

This agreement can be ended by you or PTC at any time and without notice. However, unless there is an emergency or misconduct, we will aim to provide at least 2 weeks' notice. Volunteers should also provide two weeks' notice in return.

Brief Expectations of a Volunteer

PTC expect that as a volunteer you will:

- Carry out the agreed project/role to the best of your ability.
- Respect confidentiality whenever you have access to confidential information
- Give us honest feedback and ideas for improvement
- Be accountable and accept constructive comment
- Take part in relevant training
- Ask for support if you need it
- Treat staff and your fellow volunteers with the courtesy you would expect to receive
- Comply with our policies, procedures and standards
- Undertake your work safely and report any concerns immediately.
- Be reliable, tell us if you are unavailable or running late.

Additional Notes:

Signed Volunteer

Date

Please request for a copy of this document for future reference

Volunteer Peterlee Application Form

Title: Mr Mrs Miss Ms

Name:..... Date of Birth:/...../.....

Address:.....

Postcode: Contact Number:.....

Email address:

Emergency Contact Details:

Name:
Address:
Contact Number:

Employment status

Employed Unemployed Retired Student

Do you consider yourself to have a disability or medical condition? Yes No

Please specify below.

We are positive about promoting equality of opportunity for everyone; this includes making reasonable adjustments to encourage disabled people who wish to take part in volunteering activities. If you require any assistance please can you state below:

.....
.....

Are you currently taking medication Yes No

Please specify.....

Do you have any spent or unspent criminal convictions?

Yes No

Please describe your ethnic origin:.....

Reason for volunteering

Paid Employment Skills/Experience Qualifications Make good use of time

Social Wellbeing Give something back to the community Mental Wellbeing Physical Wellbeing

Data Protection and Fair Processing Form

The information that you have provided in this application form will be held in a 'Volunteer Database'. This is a database of all volunteers in Peterlee who have consented to their inclusion.

The information will not be used by PTC for any purpose not listed below.

Information will not be disclosed to other third parties by PTC, except where required by law, by any order made by the Secretary of State or by a Court Order. Some of the information that you have provided on this questionnaire is deemed to be 'Sensitive Personal Information' under the Data Protection Act. Please sign the declaration below indicating that you give consent for the processing of your information, that you have freely given, for the purposes stated within this application.

At PTC, we only use your personal information to administer your account and to provide products and services you have requested from us.

However, from time to time we would like to contact you with details of other volunteering opportunities, volunteer development/training we provide.

Purpose 1- To produce reports for statistical and work programming purposes.

Purpose 2- To provide you with information that may be beneficial to your volunteering experience

Purpose 3- To contact, and to consult you, regarding volunteer activities/opportunities with PTC.

I am happy to be contacted by PTC for this purpose.

My preferred method of contact is (please tick all that apply).

Post Email Telephone Text message

Print Name.....

Signature

Date.....

Parental consent is required for all persons under the age of 16 years of age engaging in volunteer opportunities within Culture and Sport services. Please sign if applicable:

Parent/Guardian: Print name..... Signature.....

Email Address:

#we are PTC

Data Protection Act 2018

Data Controller: Peterlee Town Council. All issues relating to the Data Protection Act 2018 should be addressed to: Town Clerk, Peterlee Town Council, Shotton Hall, Peterlee Co Durham SR8 2PH

Volunteer Peterlee

Declaration of Confidentiality

I,.....(full name) declare that I will keep, in the strictest confidence, any and all personal details and confidential knowledge and information, particularly concerning people who may become known to me during the course of my role as a Volunteer.

I understand the term 'personal and confidential information' includes any information concerning any personal details, diagnosis, treatment or any information about their condition.

I understand neither to disclose any such information to any such information to any unauthorised persons nor to discuss it with any person in any public place or where others are likely to overhear it.

I understand to maintain this duty throughout my role as a Volunteer and after my term comes to an end.

Should any matter arise that gives me cause for concern which could breach confidentiality I understand I am to raise the concern immediately with my Volunteer Supervisor.

I further understand that any unauthorised disclosure of information by me could result in immediate termination of my volunteer role and could also render me liable to legal action

Signed by

Volunteer:

Date: _____