



PETERLEE TOWN COUNCIL

Date of Issue: 26th March 2019

A MEETING OF THE RESOURCES COMMITTEE WILL BE HELD ON MONDAY 1st APRIL 2019 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.

Members are reminded that they can check their published declaration of interests here: <https://bit.ly/2wVyeLA>

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 4th March 2019 as a true and correct record.

(Minutes of previous meeting, copy attached)

4. Report of the Finance Sub Committee of the 27th March 2019

Members are requested to note the payments approved at the meeting of this sub committee.

(Minutes of the Finance Sub Committee - copy to follow)

5. Minutes of the Consultative Joint Health & Safety Committee held on 18th March 2019

(To note the contents of the Minutes attached)

6. Notice of Motion received from Councillor A Watson

That Peterlee Town Council adopt a new crest. Due to the "Trade Secrets Act, (Amended 1923) s 46(b)" the image should only be available at the meeting .

7. Neighbourhood Engagement Project - Updated grant funding policy

The report of the Deputy Town Clerk outlining suggestions for the operation of the NEP fund from 1 April 2019 for Member's consideration and approval.

(attached)

8. Outdoor & Adventurous Activities days, Request to use of Shotton Hall Grounds – Easington School Sport Partnership, 21/22 & 23rd May 2019

This is an annual request by the Partnership where 1,100 Year 2 pupils, (6 year olds, 400 per day) attend from all primary schools in the Peterlee district. Over the past few years this has been one of the highlights of their sporting calendar, and is one of their largest sporting festivals staged though out the year, particularly for infant pupils and is seen as their most prestigious event of the year. Along with their own partnership staff they are well supported by school teachers and teaching assistants with the schoolchildren, and ably assisted by East Durham Students (50 each day) and older primary young leaders.

9. Twinning Visit – July 2019

Referred from the Council Meeting held on 25th March 2019 for further consideration and discussion.

10. Proposed Stopping up of Highway at Helford Road, Peterlee SR8 1EN
Details of the Order were sent out by e mail on 25 March 2019. Members feedback is requested.

11. Pony Fields Eden Lane
For PTC to investigate the feasibility of creating a woodland/recreational area on the land commonly known as the Pony Fields at Eden Lane
Notice of Motion received from Councillor A Watson
Referred from the Community & Environment Meeting

12. Peterlee Show – Catering Tenders
Members are presented with a list of catering options and tender amounts received to attend Peterlee Show in 2019. Report of the Corporate Services Manager (attached)

THE MINUTES OF THE MEETING OF THE
RESOURCES COMMITTEE HELD IN THE COUNCIL CHAMBER, SHOTTON HALL,
PETERLEE ON MONDAY 4th MARCH 2019 AT 6.30PM

PRESENT: COUN A WATSON (CHAIR)

Mesdames:- V Watson, L Fenwick, K Liddell, K Hawley, S Simpson,
K J Duffy & M A Cartwright

Messrs:- C Watkins, R Kyle, S McGlen, G Carne, S Miles & R Moore

70. Apologies for Absence

Apologies had been submitted and accepted from Councillors A C Long, T Duffy, S Meikle, S Kirkup & 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.**

71. To receive declarations of interest

Members were reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. No declaration of interests were received.

72. Internal Audit Progress Report, final quarter and outstanding Actions

The Chair welcomed Mr Stephen Carter, Audit & Fraud Manager who presented his report. The report advised Members on the work undertaken by Internal Audit between 1 April 2018 and 31 March 2019 with coverage provided in accordance with DCC's agreed SLA for the audit service. A summary of the agreed plan showing the status of each audit as at 31 December 2018 was circulated. Assurance reviews incorporate a consideration of the Council's Risk and Governance arrangements within each activity inspected. Members considered the outturn position on progress made in delivering the internal audit plan for 2018/19 together with that made by managers in responding to the work of internal audit to gain assurance on the adequacy and effectiveness of the internal control environment. Mr Carter was thanked for his report and attendance at the meeting. **RESOLVED the contents of the report be accepted.**

73. The Minutes of the Last Meeting

Members approved the content of the draft minutes as a true and correct record of the last meeting of this Committee held on 11th February 2019 subject to the alteration agreed at the Council meeting to omit the word “the” when referring to floodlights at the Pavilion, as there are currently no floodlights installed.

74. Report of the Finance Sub Committee of the 21st February 2019 a copy of which had been circulated to each Member, was agreed.

75. Neighbourhood Engagement Project Applications Received:-

(a) Young Heroes, Peterlee Police, requesting funding of £360.00 to purchase 12 trophies for the Young Heroes Event

RESOLVED a NEP grant of £360.00 be made towards the purchase of trophies for this event.

(b) Street Games Sessions, Groundwork NE & Cumbria,

-requesting £250.00 to purchase equipment for the project. At the Council Meeting a verbal request was made by Peterlee Police for funding towards continuing the Street Games Sessions. **RESOLVED a NEP grant of £250.00 be made towards the cost of equipment for this project.**

- request for an additional £1,000 to allow the Street Games Sessions to continue for the 11 weeks as planned. **RESOLVED the Town Council support the Street Games Sessions and £1,000 be paid to continue the 11week sessions. FURTHER RESOLVED that Groundwork/Police be invited to submit a business plan outlining the future sustainability of the project.**

(c) Bradley Improtech FC Under 11s, requesting funding of £450.00, to purchase new tracksuits for the players

RESOLVED a grant from the NEP fund be made of £450.00 to purchase new strips.

(d) Peterlee Pumas ARLFC, requesting £1,210.00, to purchase new kit

RESOLVED a grant from the NEP fund be made of £650.00 towards the purchase of a new kit.

(e) Peterlee Neighbourhood Policing Team a bid for £5,500 – 7,500 for an Automated Number Plate recognition camera

RESOLVED no funding be provided for this equipment, but that the Police be assured that the Town Council supports this initiative and suggest the ANPR camera be funded from police or crime commissioner budgets.

Powers used:- Under the power of GPC, The Localism Act 2018, as 1-8.

(ii) Letter of thanks and appreciation - Great North Air Ambulance

RESOLVED the letter be circulated and the information given in it be noted.

76. Review of Cemetery Fees and Charges

Report of the Town Clerk intended provided Members with a review of fees and charges for Peterlee Cemetery. The report compared the Town Council's current fees and charges against other neighbouring burial authorities' and recommended that an increase be applied from 1st April 2019 to better reflect the cost of the cemetery service. The report provided a robust review of the service and following discussion of the various options available to the Town Council it **was RESOLVED the cemetery fees be increased in line with inflation using 2.5%. FURTHER RESOLVED an interment fee not be charged for under 18's, whether resident or non resident.**

77. Construction and operation of gas powered generators for the provision of flexible energy generation, Land at Mill Hill, NW Ind Estate (App Ref DM/19/00171/FPA)

Members were advised of receipt of details relating to this application and asked for their feedback. **RESOLVED the Town Council object to this application on the grounds of noise and disturbance, emissions and odours and hazardous materials.**

PETERLEE TOWN COUNCIL

THE MINUTES OF THE MEETING OF THE

HEALTH & SAFETY CONSULTATIVE COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE

ON MONDAY 18TH MARCH 2019 AT 10.00AM

PRESENT:- A C LONG (CHAIR)

Messrs:- G L Carne & S Miles

Representatives:- Mr P Forster

7. Apologies for Absence

Apologies had been submitted and accepted from Councillor S Meikle.

RECOMMENDED the Council approve the absence received and the apologies for absence be recorded.

8. The Minutes of the Last Meeting held on 17th September 2018, a copy of which had been previously circulated, were approved.

9. Regular reports from Managers

(a) Parks

The Parks Manager introduced the newly elected representative of the Parks Team to the meeting, Mr Paul Forster. He then went on to outline the problems with airborne dust in the two offices at Eden Lane. This was discussed at some length and it was **Agreed the Parks Manager look into the cost and availability of cabins to be sited to use as Offices at Eden Lane.** The Parks Manager also reported on the cracks appearing in the depot and that the structural engineer's report was awaited.

(b) Democratic Services

The Deputy Town Clerk/Democratic Services Manager reported there were no issues.

(c) Corporate Services

The Corporate Services Officer reported that Team's representative at these meetings was to be Mrs Woodhall.

(d) Facilities

There were no issues to report.

10. Outstanding issues from previous meetings

11. Requests or issues to be considered by management

These were standard items on the new template agenda and would be reported on for future meetings.

12. Progress on any internal/external reviews of policies, processes and procedures

It was reported the Health & Safety Policy required reviewing and updating.

Agreed this be placed on the SMT Agenda for discussion and action.

13. Progress on health & safety improvements

The Chair asked that an item on breathing/air quality be included on the next agenda.

14. Scheduling the next meeting – Monday 16th September 2019 at 10.00am Council Chamber, Shotton Hall

Report To: Resources Meeting, Peterlee Town Council

Date: 1st April 2019

Subject: **Neighbourhood Engagement Projects – small and larger grants**

Report of: Kay Tweddle, Deputy Town Clerk/Democratic Services Manager

Purpose: Outlining suggestions for the operation of the NEP Fund from 1st April 2019 making a grant policy with small and larger grants that groups/organisations can apply for under the Neighbourhood Engagement Fund.

Background: For many years the Town Council has offered an avenue open to those that applied for a donation/grant towards their running costs or for a special project that a group or organisation that operate in the Town. This has been done on an application basis and considered individually on its merits. In 2017/18 there was a Members Initiative Fund established and Members were allocated an amount and they could decide where they would sponsor or support a project or group. Currently this amount stands at 11,000, £500 for each Member. Following the suggestion by Members, groups are now invited to attend Shotton Hall and are presented with their cheque by the Mayor and the photographs are used on social media and PTC's web site to promote "Good News" stories.

Proposed changes The new grant policy goes a step further with small grants of under £1,000 going through the current process. For grant requests of over £1,000 representatives of the Group or organisation shall be requested to come to a council meeting and make a presentation to Members, (Form A attached). If they were unable to attend a meeting they could make a short film/video and this would be screened at the resources Meeting. There will also be monitoring with groups being requested to submit a written report on how the grant was used, (Form B attached). Further detail of the grant application process is provided in Appendix 1 to this report.

Recommendations: Members are recommended to note the contents of this report and approve the adoption of the small and larger grants policy.

Appendix 1: Policy

Neighbourhood Engagement Projects Grant Funding Policy

The Neighbourhood Engagement Project, (formerly Town Community Initiative Fund) was implemented several years ago and replaced the donations process. The total fund is £11,000 and each Member has an allocation of £500 which they can make a grant to any qualifying application when it is presented to the Resources Committee.

Applications are submitted and each considered on their individual merits with Members making a pledge of whatever amount they wish to. The fund runs in line with the council's budget from 1st April each year to 31st March the following year.

Whilst bids are not actively touted for, Members may suggest to a group that they apply for funding. **It is suggested only one application be allowed per organisation in a twelve month period, this be for funding or concessionary use.**

The fund is aimed at groups operating in Peterlee where they are providing support, community services, sports & wellbeing to Peterlee's residents, young and old. The criteria to make a successful application for funding is that a group must have a minimum of 51% of their members or users made up from Peterlee residents. They must also be a non profit making organisation with a governing document. **The new process goes a step further asking on the application form how many local residents will benefit from the project.**

Successful funding applications have funded many types of activity ranging from providing new sports kits, helping towards running costs of a group, providing equipment from gardening tools to pool tables and games consoles.

The Process for small and large grants is as shown on the attached leaflet. An application is submitted, if it is £999 or less it is classed as a small grant. If it is over £1,000 it is classed as a large grant.

With a small grant this will be submitted to the next available Resources Meeting for Members to consider, a group may include a short video summarising their request. At the meeting Members will be given the details of the grant application and decide if they wish to pledge monies. If successful a cheque shall be raised and the applicant notified. Arrangements shall be made for the group to come in and collect their cheque and for a photograph to be taken and used as a "Good News Story" on the web site and social media. **Within six months of receiving the funding groups are requested to provide a written report of how the grant was used.**

A large grant of over £1,000 requires the group to deliver a presentation to Council to explain what benefits the grant will provide to the organisation and/or the community at a meeting of the Resources or Council. The process shall then continue as it would with a small grant. The timescales are shown on the attached but are to demonstrate only how long the process may be, obviously forms shall be processed as quickly as possible.

Appendix 2: Implications

Finance – there is a current budget of £11,000 for 2019/20 for grant applications

Staffing - no direct implications

Risk – no direct implications (reputation)

Equality and Diversity / Public Sector Equality Duty - no direct implications

Accommodation - no direct implications

Crime and Disorder - no direct implications

Human Rights - no direct implications

Consultation – no direct implications

Procurement - no direct implications

Disability Issues - no direct implications

Legal Implications – the Powers used are covered under the power of GPC, The Localism Act 2018, s 1-8.

Form A



Peterlee Town Council

Neighbourhood Engagement Project

Applications Will only be considered from organisations where a minimum of 51% of members/users are Peterlee residents

Section 1. To be completed by the applicant.			
Initiative name:			
Name of organisation/individual:			
Address:			
Telephone:			
E-mail:			
Name cheque should be made payable to:			
Please confirm that you are a 'not for profit' organisation with a governing document; Annual accounts and a bank statement with two unrelated signatories:	YES	NO	N/A
Please confirm that a minimum of 51% of the organisation's members/users are Peterlee residents (If yes, proof of this may be requested)	YES	NO	N/A
If less than 51% of your organisation's members/users are Peterlee residents, your application will not be accepted.			
How many local residents will benefit from the project?			
Do you have all the necessary permissions, insurances and safeguarding arrangements etc. in place to deliver the project? (If no, please give details)	YES	NO	N/A
What is the total cost of your project?	£		
How much match funding are you raising?	£		
How many volunteer hours will the project include?			
Which other companies or local agencies are you working with?			

**** For concessionary use, please continue to Section 5.**

Section 2. Amount requested	NB Please include an up to date set of accounts or a bank statement
Small grant amount (£999.00 or less): £	Please continue to Section 4
Large grant amount (£1,000.00 or more): £	Please continue to Section 3

Section 3. Large grants.

Due to the size of the grant you have requested, it's a requirement that you must deliver a presentation to the Councillors at an appropriate meeting to explain what benefits the grant will provide to your organisation and/or the community.

Meetings are held on the 1st and 4th Monday of each month (Except May and August, when no meetings are held).

With this in mind, please confirm below, which dates you are available over the following few months to deliver your presentation:

You agree that within 6 months of receiving funding you will provide PTC with a written report on how the grant was used

Section 4. Video submission. (Optional)

It would be very helpful if you included a short video with your application, summarising your request. Please include who you are; what your organisation is about; how much funding you need; why you need the funding; how you will use the money for the good of Peterlee and any additional information you think may help your application.

It can be shot from a smart phone and emailed to us at kay.tweddle@peterlee.gov.uk and louise.hudson@peterlee.gov.uk and we'll show it as part of your application being considered.

Section 5. Concessionary use.

Date of the event:

Approximate no. people to attend:

Venue:

Section 6. What will the benefit be to your organisation/the community? :

(Please attach additional pages if needed)

You agree that within 6 months of receiving funding you will provide PTC with a written report on how the grant was used

Signature:

Date:

Section 7. Application form checklist

51% of your organisation's members/users are Peterlee residents

Tick

Yes

No

If you answered 'no' to the above, your application will not be accepted

You've enclosed an up to date set of accounts or a bank statement

Peterlee Town Council

Neighbourhood Engagement Project

6-month review



Section 1. To be completed by the applicant.

Initiative name:

Name of organisation/individual:

Address:

Telephone:

E-mail:

Section 2. What will the benefit be to your organisation/the community? :

Please tell us details such as:-

- Was your project successful? – How did it go?
- How have you used the grant?
- How has this helped your Organisation/the Community?
- What has the grant helped you achieve?
- Were you successful in applying for any additional grants that helped you achieve your fundraising goal?
- How much did you raise in total?
- If you applied for concessionary use, how did your event go? Was it successful?
- How much money did you raise at your event?

(Please attach additional pages if needed)

Signature:

Date:

Section 3. Video submission. (Optional)

It would be very helpful if you included a short video with your form, summarising your 6-month review.

Please tell us details such as:-

- Was your project successful? – How did it go?
- How have you used the grant?
- How has this helped your Organisation/the Community?
- What has the grant helped you achieve?
- Were you successful in applying for any additional grants that helped you achieve your fundraising goal?
- How much did you raise in total?
- If you applied for concessionary use, how did your event go? Was it successful?
- How much money did you raise at your event?

It can be shot from a smart phone and emailed to us at kay.tweddle@peterlee.gov.uk and louise.hudson@peterlee.gov.uk and we'll show it to your local Councillors at the next appropriate meeting, along with the details you provide in this form.

**If you were successful in applying for concessionary use, please complete Section 4.
If your application did not involve concessionary use, please continue to Section 5.**

Section 4. Concessionary use.

Date of the event:

Approximate no. people who attended:

Venue:

Section 5. Review form checklist

Tick

You've completed all relevant sections

You've attached your video to your e-mail (If submitting a video)

You've signed the form

Please send completed forms to:

Democratic Services, Peterlee Town Council, Shotton Hall, Peterlee, Co. Durham, SR8 2PH

For information: E-mail: kay.tweddle@peterlee.gov.uk and louise.hudson@peterlee.gov.uk

Telephone: (0191) 586 2491, extension 205 (Kay), or extension 214 (Louise)

Report to: Peterlee Town Council Resources Committee

Date of Meeting: Monday 1st April 2019

Subject: Peterlee Show 2019 – Catering Tenders

Report of: Janet Hugill, Corporate Services Manager

Report Purpose: To present Members with the list of catering options and tender amounts received to attend Peterlee Show 2019.

Introduction: A total of 42 letters were sent to different companies inviting them to tender for catering space at Peterlee Show. The following list is what was requested to attend for the 2 days with all having the option to open on the Saturday night until 10.00pm.

- 2 x general food concessions
- 2 x ice cream van concessions
- 4 x specialist food concessions
- 1 x hog roast concession
- 1 x sweets concession
- 1 x doughnut concession
- 1 x coffee concession
- 1 x slush/shaved ice concession

It was stated in the letter that all documents must be provided to support the application including menus and price lists, which are needed to compare against other food units.

Detailed below are the tenders received from companies for the various units:-

Coffee Company A - £101.00
Company B – £80.00

RECOMMENDED that the quotation from Company A, The Coffee Box Van from Peterlee, for the amount of £101.00 be accepted.

General Food; Company A – £640.00

RECOMMENDED that the tender from Company A, Lily's Coffee Kitchen from Hetton le Hole, for the amount of £640.00. One other company submitted a tender but did not provide all the documents required.

Ice Cream; Company A – £1,250.00
Company B - £900.00

RECOMMENDED that the tender from Company A, Super Whippy Ice's from Bradford, for the amount of £1,250.00 be accepted.

Sweets Unit; Company A - £355.00
Company B - £300.00

RECOMMENDED that the tender from Company A, Sweets of Yesteryear from Hetton le Hole , for the amount of £355.00 be accepted.

Specialty Food; Company A - £300.00 (Fish & Chips)
Company B – £200.00 (German food)
Company C – £501.00 (Hog Roast)
Company D – £360.00 (Giant Foot Long Sausages)
Company E - £350.00 (Shawarma – Chicken Kebabs)
Company F - £200.00 (Crepes)
Company G - £200.00 (Mediterranean Food)

RECOMMENDED that all we accept Company A, Ronnie's Plaice from Gateshead, for the amount of £300.00 be accepted.
Company B, Memories of the Blackforest from Newcastle, for

the amount of £200.00 be accepted. Company C mobile Catering, from Derby, for the amount of £501.00 be accepted. Company D, Mobile Catering from Derby, for the amount of £360.00 be accepted. Company E, DDC Event Catering, from Tudhoe, for the amount of £350.00 be accepted. Company F, J'aime Crepes from Darlington, for the amount of £200.00 be accepted. Company G Spread from the Med, from Hetton le Hole, for the amount of £200.00 be accepted.

Other Food; Company A - £385.00 (Doughnuts)
Company B – £355.00 (Slush drinks)

RECOMMENDED that we accept Company A, Lilly's Coffee & Donuts from Hetton le Hole, for the amount of £385.00 be accepted. Company C, Sweets of Yesteryear from Hetton le Hole for the amount of £355.00 be accepted. This will complete the list of food units requested to attend the Show.

If all of the above recommendations are approved and booked the total income from food units this year will be £4,695.00. Last year the total amount was £5,197.00. This is an increase of £502.00.