



PETERLEE TOWN COUNCIL

Date of Issue: 25th June 2019

A MEETING OF THE RESOURCES COMMITTEE WILL BE HELD ON MONDAY 1st JULY 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 3RD June 2019 as a true and correct record,

(Minutes of previous meeting, copy attached)

6. 2018/19 Outturn budget

Report of the Town Clerk (copy to follow)

7. Report of the Finance Sub Committee of the 20th June 2019

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

(Minutes of the Finance Sub Committee attached)

8. Neighbourhood Engagement Project

Concessionary use

CALM in East Durham request to use The Pavilion for:-

- (a) Yoga – cost of hire is £12.00 an hour; one and a half hours every week
- (b) Bring ya Thing – cost of hire is £6.00 an hour; 3 hours (every other week)
- (c) Children’s PATHH – cost of hire either £6.00 or £12.00 per hour for ten hours

Use of the MUGA 10th July 2019 5.30-6.30pm

Walking Football Game to raise fund for MENCAP (cost would be £38.40)

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

THE MINUTES OF THE MEETING OF THE
RESOURCES COMMITTEE HELD IN THE COUNCIL CHAMBER,
SHOTTON HALL, PETERLEE
ON MONDAY 3rd JUNE 2019 AT 6.30PM

PRESENT:- COUN A WATSON (CHAIR)

Mesdames:- S Simpson, K Liddell, K Hawley, L Fenwick & M A Cartwright

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

1. Apologies for Absence

Apologies had been submitted and accepted from Councillors K Duffy, A Wilkinson, S Meikle, A C Long, S McDonnell, S McGlen & R Kyle. **RESOLVED the Council approve the reasons submitted at the meeting for absence received from the Councillors listed, and their apologies for absence be recorded.**

2. Internal Audit

The Chair welcomed Mr Stephen Carter Audit & Fraud Manager, DCC to the meeting and he presented these reports, a copy of which had been previously circulated.

(i) Internal Audit Progress Report

Mr Carter advised Members on work undertaken by Internal Audit between 1 April 2018 and 31 March 2019 with coverage provided in accordance with DCC's agreed Service level Agreement.

Several questions were posed and answered. Following consideration of 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, it was **RESOLVED the information contained in the report, be noted.**

(ii) Internal Audit Annual report 2018/19

This report was to present the Annual Internal Audit Report for 2018/19 which had been previously circulated. Members were asked to consider the content of the report and the overall "moderate" opinion provided on the adequacy and effectiveness of the Council's control environment. **RESOLVED the information contained in the report, be noted.**

The Chair thanked Mr Carter for attending the meeting.

3. 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 A Watson advised when item 10 was to be considered he would leave the room in the spirit of impartiality. Councillor C Watkins declared an interest in item 10 as his son works at the garage.

4. To approve the minutes of the previous meeting

Members approved the content of the draft minutes as a true and correct record of the last meeting of this Committee held on 1st April 2019, subject to the following amendments being made:-

Minute Number 86 – Twinning Visit July 2019 Councillor Hawley 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 be included in the minute.**

5. Audit 2018/19

Members were presented with a copy of the final accounts and Annual Governance & Accountability Return, and Annual Governance Statement prior to their submission to Council in June 2019. **RESOLVED the information given, be noted.**

6. 2018/19 Outturn budget

The report of the Town Clerk was deferred.

7. Report of the Finance Sub Committee of the 23rd May 2019 a copy of which had been circulated to each Member, was agreed.

8. Neighbourhood Engagement Project

(i) Application for funding:-

Peterlee Martial arts, Karate Club requesting £300.00

Members considered this request for grant funding and it was RESOLVED a grant of £250.00.

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

(ii) **concessionary use**

- Alice House, Fund Raising Event to be held on 8th November 2019, Shotton Hall Banqueting Suites (cost of £300.00)

The Deputy Town Clerk read out the letter received from the applicant who was hoping to hold a fund raising event to raise money for the Alice House Hospice, Hartlepool in memory of the late Philip Clapham. **RESOLVED free use of the Banqueting Suites be granted for this fund raising event.**

- Apollo Birthday Party Celebrations, 16th July 2019, Shotton Hall Banqueting Suites (contingency plan)

Members considered this request for use of the Banqueting Suites in the case of bad weather for the Apollo 50 Birthday Party from 11am – 2pm on Tuesday 16th July 2019. The Organiser of the event was expecting as many as 600 persons to attend the outdoors party and this was a concern and had been relayed back to them that the Banqueting Suites were only able to accommodate a maximum of 300 persons. Following discussion it was **RESOLVED DCC be advised that Shotton Hall would not be suitable to accommodate the event, however, should they wish to do so, permission was granted for them to erect marquees at Helford Road to provide indoor provision for the event.**

9. Bogey Derby at Woodhouse Park

Members were presented with proposals to host a Bogey Derby at Woodhouse Park in September 2019 and were asked to consider and agree suitable budget provision. Councillor A Watson showed a short video for the proposed bogie derby event. There was considerable discussion about this proposal and it was **RESOLVED:-**

- (a) **A Bogey Derby be held in Woodhouse Park on Saturday 14th September 2019;**
- (b) **A budget of £5,000 be agreed;**
- (c) **The details of the event to be considered at a working group established for this one Event with:-**
 - a. **A suggested entrance fee of £2.00 adults, children under 12 be free;**
 - b. **A charge be levied to enter the race (to be agreed);**
 - c. **Prize money be awarded**
 - d. **A maximum of 20 teams be allowed to enter.**

10. Land on Essington Way, to the rear of Easington Tyre & Auto Centre

Members were provided with an update on the proposed sale of Town Council land to the rear of Easington Tyre and Auto Centre. Following consideration it was **RESOLVED the owners of the site be advised the Town Council were not willing to alter the permitted use terms originally agreed due to the lack of clarity on their future intentions for the site.**

11. Youth Council

Councillor K Hawley submitted the following notice of motion “if the Council will consider the establishment of a Youth council partnership with the local schools”. Following discussion it was **RESOLVED the principle of establishing a Youth Council, in partnership with local secondary schools and a further report be submitted on timescales and research, with an aim to hold the first meeting of the PTC Youth Council in November 2019.**

12. Members Training

Councillor Hawley submitted the following notice of motion for consideration “food hygiene training be provided for volunteers where they may be working with food at Town Council activities”. This was accepted as a good idea and it was **RESOLVED all Members be offered food hygiene training to be undertaken and co ordinated via PTC facilities.**

13. Maternity, Paternity, Adoption & Surrogacy Policy

Members considered and approved for adoption the maternity, paternity, adoption and surrogacy policy. **RESOLVED the policy be approved and adopted for use by PTC immediately.**

14. Exclusion of the Press and Public

RESOLVED that in view of the confidential nature of the items to be discussed, the committee passed the formal resolution to exclude the press and public from the meeting, pursuant to the Public Bodies (Admissions to Meetings) Act 1961 & the Local Government (Access to Information) Act, Part 1, paragraph 1.

15. Disciplinary Procedure

Councillor A Watson reflected on his recent experience sitting on a disciplinary panel. He stated that he had not agreed with the Panel’s decision and requested this be recorded and also requested the use of the Panel for future disciplinary issues be examined.

RESOLVED the policy be reviewed to consider further the use of a Members Panel.

PETERLEE TOWN COUNCIL
FINANCE SUB-COMMITTEE
HELD IN THE COUNCIL CHAMBER,
SHOTTON HALL, PETERLEE
ON THURSDAY 20th JUNE 2019

Present:-

Councillor T Duffy, R Moore, Steve Miles & A Watson

3. DIRECT DEBIT AND CARD PAYMENTS

RECOMMENDED the payments listed for May 2019, be accepted.

4. ACCOUNTS FOR PAYMENT

The accounts for payments for June 2019 amounting to £37,862.10, a copy of which had been circulated to each Member, were considered.

There was one query in relation to the payment for the field kitchen that was attending the Armed Forces Event. Details of why the payment is made had been provided for the Members that had asked about it and they were satisfied.

RECOMMENDED the payments as listed, be made.