



PETERLEE TOWN COUNCIL

Date of Issue: 20th December 2019

A MEETING OF THE RESOURCES COMMITTEE WILL BE HELD ON MONDAY 6TH JANUARY 2020 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 2nd December 2019 as a true and correct record, with the amendment agreed at the Council Meeting included.

(Minutes of previous meeting, copy attached)
4. **Report of the Finance Sub Committee of the 16th December 2019**
Members are requested to note the payments approved at the meeting of this sub committee.

(Minutes of the Finance Sub Committees attached)
5. **Draft Budget 2020/21**
To receive a presentation by the Town Clerk on the initial draft budget for 2020/21
6. **Neighbourhood Engagement Project Applications**
Jonny Davies, Stunter, requesting funding towards his stunt bike riding
Powers used:- Under the power of GPC, The Localism Act 2011, s 1-6.
7. **Youth Council Project**
The Report of the Deputy Town Clerk on progress made with this initiative and requesting Member's views on the future development of a Youth Council for the Town.

(attached)
8. **Member's Survey**
The report of the Deputy Town Clerk outlining the feedback received following the survey sent to Members

(attached)
9. **Review of Asset & Investment Policy**
To carry out the annual review of the Council's Assets and Investment Strategy

(attached)
10. **Award of contract – Thorntree Gill Leisure Gardens Amenity Room/Store**
This item had been deferred from the council meeting held in November 2019. Members had been advised of the outcome of the procurement process for the proposed contract for the Thorntree Gill Project and award the contract to the value of £100,012.36 and a copy of the report of the Town Clerk had been considered.

THE MINUTES OF THE MEETING OF THE
RESOURCES COMMITTEE HELD IN THE COUNCIL CHAMBER,
SHOTTON HALL, PETERLEE
ON MONDAY 2ND DECEMBER 2019 AT 6.30PM

PRESENT:- COUN A WATSON (CHAIR)

Mesdames:- K Liddell, S Simpson, D Howarth, K J Duffy, S McDonnell
& L Fenwick

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

52. Apologies for Absence
Apologies had been submitted and accepted R Moore, A C Long, S Kirkup and S Meikle.
RESOLVED the Council approve the reasons submitted at the meeting for absence received from the Councillors listed, and their apologies for absence be recorded.
53. 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 D Howarth declared an interest in the bid by Sun Shine Day Nursery, Councillor L Fenwick in the item relating to a Christmas Gift and Councillor S McGlen in the item relating to the Armed Forces Covenant.
54. Internal Audit Progress Report
The Chair welcomed Steve Carter Audit Manager, DCC to present his report advising Members on work undertaken by Internal Audit between 1 April 2019 and 31 March 2020. Mr Carter gave a summary of his report and Members were asked to consider the outturn position on progress made in delivering the internal audit plan for 2019/20 together with that made by managers in responding to the work of the internal audit to gain assurance on the adequacy and effectiveness of the internal control environment. There were several questions asked and answered and it was **RESOLVED the report be accepted.** The Chair thanked Mr Carter for his attendance and report.
55. Former Bowling Green Site, Lowhills Road
The Chair welcomed representatives from The Sunshine Day Nursery, to present their proposal to the meeting. The representatives explained they had been established as a nursery provider for 18 years and whilst they had different sites, on some of them they were vulnerable and had only short leases. They felt this site at Lowhills Road may be able to offer them more security of tenure and even spoke about a new built or pre fabricated units (in their business plan).

RESOLVED a Special Meeting be convened to consider all valid applications and agree the way forward.

56. 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 11th November 2019.

Matters Arising

Minute Number 48 – Experimental Order for prohibition of Motor Vehicles – O’Neill Drive, Peterlee

Members were provided with progress with this matter. In considering the response from DCC it was asked if a copy of the correspondence could be provided to the Chair for his/her information and this was agreed. **RESOLVED further progress with feedback given on the Order from DCC, be awaited. FURTHER RESOLVED the Chair be copied into official correspondence arising from resolutions when made.**

57. Report of the Finance Sub Committee of the 18th November 2019 a copy of which had been circulated to each Member, was agreed.

58. Neighbourhood Engagement Project

(i) Applications

Prior to the application being discussed, advice was sought from the Clerk if any award made would be in breach of purdah regulations. After discussion with all Members in attendance at the meeting, the Chair concluded any application could breach purdah regulations and as such removed the item. It was **RESOLVED this item be withdrawn.**

(ii) 6 Month Grant Report received from East Durham Partnership

Circulated for Members, for information providing feedback following a grant made by PTC. **RESOLVED the information given, be noted.**

Powers used:- Under the power of GPC, The Localism Act 2011, s 1-6.

(iii) Update following concessionary use - Function held on Friday 8th November 2019

The Deputy Town Clerk reported on the bar sales and the income from catering at this event. **RESOLVED the information given, be noted**

(iv) Peterlee Youth Sessions Report

Members had been circulated with a copy of the progress report received from Groundwork NE and Cumbria. **RESOLVED the information given, be noted and regular update reports be awaited.**

59. Armed Forces Covenant

It was reported this item had been discussed at a recent meeting of the Larger and Smaller Local Council's Forum, in the hope parish & town councils would consider supporting and signing up to this initiative, a copy of which had been circulated. **RESOLVED the Town Council sign up to the Armed Forces Covenant.**

PETERLEE TOWN COUNCIL
FINANCE SUB-COMMITTEE
HELD IN THE COUNCIL CHAMBER,
SHOTTON HALL, PETERLEE
ON MONDAY 16TH DECEMBER 2019

Present:-
Councillors S Simpson, R Moore & S Miles

14. **DIRECT DEBIT AND CARD PAYMENTS**

RECOMMENDED the payments listed for November 2019, be accepted.

15. **ACCOUNTS FOR PAYMENT**

The accounts for payments for December 2019 amounting to £36,142.73, a copy of which had been circulated to each Member, were considered.

RECOMMENDED the payments as listed, be made.

Report To: Resources Meeting, Peterlee Town Council

Date: 6th January 2020

Subject: Progress with the Youth Council

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

Purpose: To provide an update for Members on informal meetings held with schools, East Durham College and an Officer of DCC on establishing a youth council

Background: In June 2019 the Council agreed to the principle of establishing a Youth Council in partnership with local secondary schools and the college. The Youth Council project was then taken on by a college undergraduate as a piece of research and a report was considered at the meeting in September 2019 and it was agreed the Democratic Services Team be nominated as the Town Council's Youth Champions.

Since September 2019 there have been several preparation meetings which lead to an initial meet up with young people from the three secondary schools on 15th November and young people from the Engage Project, East Durham College on Friday 6th December 2019.

On the 15th November there were 22 young people there and the session was run in an informal way with young people moving around the room to answer various questions and give their opinions to prepared statements. The issues they were interested in. They felt there were not plenty of things for young people to do in Peterlee. Young people there said the environment was not important to them, however they then went on to talk about rubbish and bins. They felt young people should have a voice in deciding what happens in Peterlee. Points made were that they were out and about in the Town more than adults were. They also said something needed to be done about the sub ways. They felt young people should have a say in issues around equalities eg race/gender/sexuality etc.

On the 6th December 2020 a session was held with 13 young people form the Engage Project, East Durham College. A similar session to that held with the schools was held however with it just being one group it seemed that we got the young people taking part a lot more and it was very lively. They identified issues with McDonalds and wanting to be able to go out and socialise more in the town. They wanted to meet up with older people and the Sport and Well Being

Manager is very keen to take them up on that with some of the projects she delivers.

The Youth Champions also met with Sarah Blakeman, Curriculum Development Project Manager, Children and Young People's Services, Durham County Council in November to talk about the county wide Youth Council and the 2 UK Parliament seats that Durham County hold. There are two student reps from every secondary, college and special school in the County. They cover the ages of 11 to 18 years old, (up to 25 for the special schools). They have a £20,000 budget and they recently carried out the "Make your Mark" Campaign and Survey. They have a report going to their Cabinet on 15th January 2020 about the Youth Parliament.

On Friday 13th December the Youth Champions went into St Bedes Comprehensive and took part in the Friday afternoon PHSE session. We are to go into Dene Academy in the new year to do a session. Links have now been established and the door is open for us to go into the secondary schools to get feedback on ideas and projects.

At the meetings we wanted to find out how the young people got involved in their school/college life, how their views were used by their organisation and what subjects and issues they care about. Additionally, we asked for feedback on how they felt we should run the sessions in the future.

Progress

Following on from one of the sessions with young people from the college, where they identified they wanted to meet up with older people and try to break down their fear of a group of teenagers, there was a good deed carried out of clearing leaves from a resident's bungalow, which was a really positive act of engaging by the young people, working in partnership with PTC's Parks Department. The Sport and Well Being Manager is also taking forward some intergenerational work with potentially the young people meeting/working/helping in sessions with older people. We also have informal access to The Project session held in the former ticket office where Members can "drop in" to meet and engage with young people of the Town.

Going Forward

We now need to consider on how this first contact should be taken forward with young people in the town, either in a formal way, with Youth Council Meetings, or less formal, by going into the schools and college to seek view on works to be done or events to be arranged. We suggest this be straightforward and simple getting feedback on ideas and issues that the council may be taking forward.

Recommendations: Members are recommended to note the contents of this report and agree on the approach to have this informal interface between the council and young people via their various organisations with regular contact being maintained.

Appendix 2: Implications

Finance – there currently is no budget allocated for youth provision , (£20,000 Youth Provision – The Project (Groundwork))

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.

Report To: Resources Meeting, Peterlee Town Council

Date: 6th January 2020

Subject: PTC Member's Survey

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

Purpose: To Provide feedback on the results of the Members Survey carried out.

Background: In August 2019 the Democratic Services Team sent out a survey using survey monkey to all Members to seek their views on the service provided and their needs and wishes in relation to their role as a Town Council in Peterlee. Further prompts for responses were sent to Members in September and October 2019.

Eighteen of the Town Council's twenty two councillors responded to the survey.

Feedback: A copy of the full results can be viewed here: <https://www.surveymonkey.com/stories/SM-W9LVDH27/> A hard copy of the results is available on request via the office.

In summary:

- No respondents said that they were unhappy with the level of service received, with 45% very happy, 45% happy and 10% neutral.
- Members told us that the information that they found useful, on order of important, is: meetings; events; training; planning applications; bulletins and finally good news stories.' A number of Members indicated that they would also like to receive information about staff changes.
- 80% of respondents would like to receive information on a daily basis, with the remaining 20% preferring it once a week
- Respondents were most likely to own/use an internet enabled smart phone (79%), closely followed by laptops (71%) and Tablets/Ipads (64%). 29% of respondents owned/used a desktop computer
- 50% of respondents access the information that we send them via their phone. Laptop and desktop computers are used by 29% of respondents, and tablet/ipad by 14% of respondents
- All respondents were either somewhat, very or extremely confident about using IT to access Council information
- When asked about future support needs, most respondents said that access to a Members library would be useful (67%), along with desk space for council-related work (60%)
- Over 67% of respondents felt the level and amount of training provided to Councillors was just right

Recommendations: Feedback from the survey is much appreciated. From it, we shall continue to develop the Member's library with useful reference material and provide issues of the various publications we receive. We will also ensure that in the future we are better at keeping you in touch with any staffing changes.

There was no specific training need identified, however, we shall continue to provide details of training being offered by the Durham County Training Partnership and other local sources for members to consider and sign up to.

We intend carrying out the survey again with different questions to seek your opinions and suggestions to improve the service and support we provide for you.

Appendix 2: Implications

Finance –there is a current budget of £2,00 for 2019/20 for training and development of Councillors

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 – no direct implications



PTC ASSET & INVESTMENT POLICY

ABSTRACT

“Local Councils are required to maintain an asset register to ensure fixed assets are appropriately safeguarded. This includes items of a capital nature where values tend to be high and which have a useful life of more than one year.”

Ian Morris, Town Clerk

October 2018

Introduction

1. Peterlee Town Council acknowledges the importance of managing its tangible and intangible assets well and for the benefit of the local community. Two important elements of this management approach are the treatment of fixed assets and cash investments by the Town Council. This policy sets out the Council's approach to managing fixed assets and investments in line with national guidance and advice from the Council's internal auditors.

Fixed Assets Policy

2. Local Councils are required to maintain an asset register to ensure fixed assets are appropriately safeguarded. This includes items of a capital nature where values tend to be high and which have a useful life of more than one year. The following items are included in the Council's asset register, whether purchased, gifted or otherwise acquired, together with their holding location:
 - Land and buildings held freehold or on long term lease in the name of the Council
 - Community assets
 - Assets considered to be portable, attractive or of community significance
3. The values indicated in the asset register will inform the 'Total Fixed Asset' section of the Council's Annual Return.
4. The following items fall outside the definition for inclusion and are therefore excluded from the Council's asset register:
 - Assets rented or loaned to the Council
 - Assets owned by charitable trusts where the Council is the trustee
 - Items held for resale, i.e. stock
 - Consumable items or items with a useful life of less than a year
 - Cash and short term investments
 - Intangible assets
5. In accordance with good practice, the Council has set a de minimus level of £1,000 below which expenditure will not generally be capitalised. All capital expenditure on assets above the de minimus level will be deemed capital expenditure and added to the fixed asset register.
6. An annual inspection of the fixed asset register will be conducted by the Town Clerk/RFO or other senior managers of the Council to ensure that all items can be physically verified. Discrepancies between the physical verification process and the register will be investigated

promptly by the Town Clerk/RFO. Any assets which cannot be located after investigation will be removed from the asset register and recorded in the schedule of disposals. Any new assets identified will be added to the register Any such amendments to the Asset Register will be reported to the Council's Resources Committee at the next available meeting.

7. The asset register and schedule of disposals will be reviewed annually by the Resources Committee prior to approval by Council as part of the annual financial processes.
8. Once recorded on the fixed asset register, the value of assets will not change from year to year until disposal. Concepts of depreciation and impairment adjustment are not appropriate for Local Councils (Governance and Accountability for Local councils: A Practitioner's Guide (England) March 2018).
9. Assets will be valued by one of the following means based on available information:
 - Actual purchase price (where known)
 - Proxy (estimated purchase price) value, where actual purchase price is not known
 - Nominal value of £1. This should be used for assets gifted or transferred to the Council
10. The fixed asset register will be used to inform the insurers of Council assets. For the purposes of insurance, the value to be used is the replacement value of the item, not the purchase price or market value.
11. The Council should ensure assets are valued accurately for insurance purposes to avoid under (or over) insuring. Assets should therefore be valued every five years to ensure the appropriate level of insurance is held.

Investment Policy

12. Peterlee Town Council acknowledges the importance of prudently investing any temporary surplus funds held on behalf of the community. In preparing an investment strategy the council is required under Section 15(1) of the Local Government Act 2013 to have regard to such Guidance as the Secretary of State may issue. The current statutory Community and Local Government (CLG) Investments Guidance Note (3rd edn)¹ came into force of the 1st April 2018 and has been used in the preparation of this policy.
13. The Guidance Note makes the distinction between investments that are: a) high security and high liquidity (specified investments); and, b) those with potentially greater risks and lower liquidity (non-specified investments). The guidance note also requires the Council to prioritise investments in the following order of importance:

1

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/678866/Guidance_on_local_government_investments.pdf

- Security – protecting the sum investment from loss;
 - Liquidity – ensuring that the sums invested are available for expenditure when; and
 - Yield – the generation of revenues from the investment.
14. A ‘specified investment’ is one which is made in sterling, is not long term (less than 12 months), not defined as capital expenditure and is placed with a body which has a high credit rating or made with the UK Government, a UK Local Authority or a Parish or Community Council. Any other type of investment is considered ‘Non-Specified Investment’ to which there can be greater risk and where professional investment advice might be sought.

Investment Objectives

15. Peterlee Town Council’s priorities will be on the security of reserves (protecting the capital sum from loss) and then the liquidity of its investments (keeping cash readily available for expenditure when needed).
16. All investments will be made in Sterling.
17. The Department for Communities and Local Government maintains that borrowing of monies purely to invest, or to lend and make a return, is unlawful and Peterlee Town Council will not engage in such activity.
18. If external investment managers are used, they will be contractually required to comply with this policy.

Specified Investments

19. Specified Investments are, by definition in the Guidance Notes, those offering high security and high liquidity, made in sterling and with a maturity date no longer than a year. Such short-term investments made with the UK Government or a Local Authority to Town/Parish Councils will automatically be Specified Investments, as will those with bodies or investment schemes of ‘high credit quality’.
20. For the prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, the Council will use deposits with UK banks, UK building societies, UK local authorities or other UK public authorities. Peterlee Town Council will initially hold investments and its day-to-day banking with The Cooperative Bank Plc.

Non-Specified Investments

21. These investments have greater potential risk – examples include investment in the money market, permanent interest bearing shares from building societies and corporate stocks and shares. Given the unpredictability and uncertainties surrounding such investments, the Council will only use this type of investment following a suitability and risk assessment and with the express agreement of full Council.

Liquidity of Investments

22. Subject to retaining no less than three months' average working capital requirement in the current and deposit facilities giving immediate access, the Town Clerk, as the Council's Responsible Financial Officer, will determine the amounts and maximum period for which funds may be prudently invested, in accordance with paragraph 3 and 10 above, so as not to compromise liquidity. Any material changes to current and deposit facility investments will be reported to Resources Committee at the next available meeting.
23. All delegations are subject to the safeguard arrangements in place within the Council's Financial Regulations, including payment signatory authorisations, reconciliations and reporting to Council, as appropriate.

Long Term Investments

24. Long term investments are defined in the Guidance Notes as greater than 12 months and require that, should any Council wish to invest for periods greater than 12 months, it must identify procedures for monitoring, assessing and mitigating the risk of loss of invested sums.
25. The Town Council does not currently hold any funds in long-term investments, however the Council will continue to assess the potential for long term investment of funds provided that such investment does not contradict the requirements of this investment policy.

End of Year report

26. Investment forecasts for the coming financial year will be included in the Council's annual budget setting process. Following the end of the financial year, the Town Clerk will report on investment activity to the Resources Committee or full Council as required.
27. The Investment Policy will be reviewed annually by the Resources Committee, and any amendments will be approved by full Council prior to adoption.
28. Council will be able to amend or make variations to the Strategy at any time.

Freedom of information

29. In accordance with the Freedom of Information Act 2000 this document will be posted on the Council's website under the Policies section.