



PETERLEE TOWN COUNCIL

Date of Issue: 25<sup>th</sup> February 2020

**A MEETING OF THE RESOURCES COMMITTEE WILL BE HELD ON MONDAY 2<sup>nd</sup> MARCH 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 3<sup>rd</sup> February 2020 as a true and correct record.

(Minutes of previous meeting, copy attached)

4. **Report of the Finance Sub Committee of the 24<sup>th</sup> February 2020**

Members are requested to note the payments approved at the meeting of this sub committee. (Minutes of the Finance Sub Committee attached)

5. **Neighbourhood Engagement Project**

(a) **Applications**

- Sho Shin Kai, Karate Club requesting £1,000 to enable some of their students to attend various seminars around the UK

- Spring Bulbs for Peterlee requesting £400 towards planting spring bulbs in Woodhouse Park, Peterlee

- Peterlee Amateur Swimming Club requesting £690.75 towards the cost of purchasing ASC Pro Team polo tops to be used for competition galas

- Bradley Improtech FC, requesting £600.00 towards the cost of new tracksuit tops

(b) **6 month review – Bradley Improtech**

Deputy Town Clerk's verbal report

(c) **Concessionary use**

(i) **The Pavilion**

- Bring ya Thing Group, free use of The Pavilion for fortnightly 3 hours slots was agreed – to be reviewed at the end of March 2020 (was a session every fortnight)

- PATHH Continuation of Care, Yoga Class – 50% reduction of room hire rate had been agreed, weekly session - to be reviewed at the end of March 2020

(ii) **Shotton Hall Banqueting Suites**

- Peterlee Cricket Club, 9<sup>th</sup> April 2020, Sportsmans Dinner, (value of the room hire would be £448.00)

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

- 6. Pantomime Performances for the local school children in 2021**  
To request approval from Council Members to book the previous company for the Pantomime performances for January 2021 at Shotton Hall for the local school children  
(report of the Corporate Services Officer attached)
  
- 7. Road & Path Repairs**  
The report of the Parks Manager providing Members with a summary of road and path repairs needed throughout the PTC area  
(report of the Parks Manager attached)
  
- 8. Quarter 3 budget out turn report**  
To receive a report from the Town Clerk on the budget out turn to the end of December 2019  
(report of the Town Clerk copy to follow)
  
- 9. Budget 2020/21**  
To approve the budget for the 2020/21 financial year  
(report of the Town Clerk copy to follow)

**THE MINUTES OF THE MEETING OF THE  
RESOURCES COMMITTEE HELD IN THE COUNCIL CHAMBER,  
SHOTTON HALL, PETERLEE  
ON MONDAY 3<sup>RD</sup> FEBRUARY 2020 AT 6.30PM**

**PRESENT:- COUN A WATSON (CHAIR)**

**Mesdames:- K Liddell, K Duffy, D Howarth & K Hawley**

**Messrs:- G Carne, S Miles, A Watson, R Moore, T Duffy, C Watkins  
& A Wilkinson**

70. **Apologies for Absence**  
Apologies had been submitted and accepted from Councillor S Simpson, L Fenwick, M A Cartwright, S McGlen and A C Long. **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. Councillor K Liddell declared an interest in item 77 MUGA.
72. **CALM in East Durham - Progress**  
The Chair welcomed Barbara Chrisp to the meeting who then went on to go through the contents of her first quarterly report on activities from September to November 2019. The meeting was opened up for a question and answer session and in closing Ms Chrisp was thanked for her report. **RESOLVED the next quarter report from Calm in East Durham, be awaited.**
73. **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 3<sup>rd</sup> January 2020, subject to Minute Number 69 being amended to delete the second sentence. Councillor Watkins objected to this alteration.
74. **Report of the Finance Sub Committee of the 20<sup>th</sup> January 2020** a copy of which had been circulated to each Member, was agreed

75. Neighbourhood Engagement Project

(a) Criteria

Councillor K Hawley had asked this item be placed on the agenda in that she would like Members to consider what criteria is appropriate when we use public funds.

At the meeting she explained if a Councillor was supporting a project they needed to be in possession of all of the information relating to it and it was their responsibility to ask the necessary questions. In considering the current policy it was **RESOLVED** the requirements of 51% of the organisation's members/users are Peterlee residents, be removed.

(b) Applications

Peterlee Helford Phoenix Football Team, requesting £400 towards promotion of football opportunities for girls under 15 to practice and play football, (Futsal), venue hire and new kit.

**RESOLVED** grant of £400 be made towards this team.

(c) Concessionary use

(i) The Pavilion

Bring ya Thing Sewing Group, use of The Pavilion

**RESOLVED** free use of a room for a six week bloc from 27 January 2020 to 2<sup>nd</sup> March 2020 for Bring ya Thing (Sewing Group), be agreed.

(ii) Shotton Hall Banqueting Suites

- Young Heroes Event, 15<sup>th</sup> May 2020, concessionary use along with a request for support with the catering costs

**RESOLVED** PTC support this event as far as it was possible with concessionary use of the Banqueting Suites and in kind match funding contribution be given towards grant funding.

- Betty's Big Bash, 26<sup>th</sup> June 2020, Charity Fundraiser for Macmillan

**RESOLVED** free use of the Banqueting Suites be granted for this event.

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

76. Tenders for Town Activities

Members were presented with the list of quotes from various companies to provide supplies for Peterlee Town Council events for 2020. In relation to the tenders for security the Chair asked that if there were any issues with the service provided at an event, they be brought to the immediate attention of the Corporate Services Manager.

**RESOLVED:-**

- (i) **the quotation from Company A, Phoenix Security from Newcastle, for the total amount of £11,636.90 for the events be accepted.**
- (ii) **the quotation from Company A, Medics UK from Stockton, for the total amount of £4,393.00 for the events be accepted.**
- (iii) **the quotation from Company A, Nemesis Fireworks from Nantwich, for the amount of £2,790.00 be accepted.**

- (iv) the free offer from Company A, Hutton Fire Protection from Hartlepool, be accepted.
- (v) the quotation from Company A, TMS Traffic Management Services from Nottinghamshire, for the amount of £5,535.00 be accepted.
- (vi) the quotation from Company A, Teesdale Event Services from Barnard Castle, for the amount of £3,135.00 be accepted.
- (vii) the quotation from Company A, Dents Skip Hire from Seaham, for the amount of £600.00 be accepted.
- (viii) the quotation from Company A, Dobson's Marquee Hire from Bishop Auckland, for the amount of £4,540.00 be accepted.
- (ix) the quotation from Company A, Northern Productions from Sunderland, for the amount of £8,915.00 to provide PA, lighting, staging & generators be accepted.
- (x) the quotation from Company A, Northern Productions from Sunderland, for the amount of £1,180.00 to provide lighting towers for Bonfire night only, be accepted.

**FURTHER RESOLVED:-**

(a) the Corporate Services Manager be given authority to seek a price from a previous supplier for fencing and temporary accommodation;

(b) it be confirmed the Town Council follow the advice of the Safety Advisory Group when given.

77. Replacement of MUGA surface at the Pavilion Sports & Community Centre

Members considered the report provided Members with a summary of quotations for the replacement of the MUGA carpet at the Pavilion. **RESOLVED** the contract to replace the MUGA surface be awarded to Greenfields Sports Surfaces Ltd at a value of £61,243.78 + vat.

78. Policies

- (a) Menopause Policy
- (b) Annual Leave Policy

Members considered the policies listed above. **RESOLVED** the policies be approved for immediate use.

PETERLEE TOWN COUNCIL  
FINANCE SUB-COMMITTEE  
HELD IN THE COUNCIL CHAMBER,  
SHOTTON HALL, PETERLEE  
ON MONDAY 24<sup>TH</sup> FEBRUARY 2020

Present:- Councillors S Simpson, K Liddell

18. DIRECT DEBIT AND CARD PAYMENTS

**RECOMMENDED the payments listed for January 2020, be accepted.**

19. BACS PAYMENTS

**RECOMMENDED the BACS payments on 29 January 2020 in the sum of £1,558.79, be accepted.**

20. ACCOUNTS FOR PAYMENT

The accounts for payments for February 2020 amounting to £34,281.12 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 of Meeting:** 2<sup>nd</sup> March 2020

**Subject:** Pantomimes performances for the local school children in 2021

**Report of:** Janet Hugill, Corporate Services Manager

**Report Purpose:** To request approval from Council members to book the previous company for the Panto performances for January 2021 at Shotton Hall for the local school children.

**Introduction:** Pantomime performances have been held for the past 5 years at Shotton Hall for the local school children to attend at a zero cost. In 2019 a different company was booked to enable evening performances to be held for families to come along and enjoy the performances at a reduced cost. This did not prove beneficial as the tickets sold generated £850.00 income which did not cover the cost of £1,360.00 on providing the extra 2 evening performances. Feedback on the performances was poor in comparison with the previous company used. There were 1,019 school children attended the performances last year during the day from 4 different schools, out of the 6 which were invited. Quotes and dates have been received from the previous company used who provided much better shows, details are below;

Snow White - £825.00 per performance which would be held on 4 dates in January 2021 at a total cost of £3,300.00.

**Recommendation:** Recommended that M and M Productions, the previous company are booked to provide the 4 pantomime performances in January 2021 for the local school children to attend at a cost of £3,300.00



**Report to** Peterlee Town Council  
**Date:** March 2<sup>nd</sup>, 2020  
**Report of:** Ian Hall, Parks Manager  
**Report Title:** Road and Path Repairs  
**Purpose:** This report is intended to provide members with a summary of Road and Path repairs needed throughout the PTC area.

**Background:** As members will be aware, the Town Council's Parks department also maintain all highways and paths owned by PTC.

The Parks Manager was approached by Members to do some costing on resurfacing the main roadway into The Pavilion Helford Road this would also include the far turning point/extended car park with the inclusion of 2 speed humps. The road is currently in a poor state or repair with numerous potholes.

The Parks Manager also identified that a pathway along the centre of the Cemetery at Eden Lane needs resurfacing as it has become unsafe with large cracks that are causing safety issues.

The Parks Manager combined the 2 jobs and sourced 3 contractors to submit quotes to complete both works as per the Council's Financial Regulations.

Company A	£22,035
Company B	£24,550
Company C	£26,600

**Budget:** There would be £20,000 taken from the 2019/20 Road Safety Budget and the remaining monies would come from The Parks Department's Cemetery budget.

**Recommendation:**

Members are recommended to agree to the road and path repair work at Helford Road and Peterlee Cemetery being completed and the contract being awarded to Company A Jem Road Construction of Burnhopfield, County Durham to a value of £22,035.

## **Appendix 1: Implications**

**Finance** – The proposed works set out in this report will be funded from existing budgets in the 2019/20 budget.

**Staffing** - No direct implications.

**Risk** – No direct implications.

**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** – The procurement process outlined in this report is in line with the Council's

Financial Regulations

**Disability Issues** - No direct implications.

**Legal Implications** - No direct implications.

**Data Protection** - No direct implications.

**Report to:** Peterlee Town Council Resources Committee  
**Date of Meeting:** 02<sup>nd</sup> March 2020  
**Subject:** 2019/20 financial year – third quarter budget summary report  
**Report of:** Ian Morris, Town Clerk

**Report Purpose:** To provide the Committee with a budget summary report to the end of the third quarter of the 2019/20 financial year, in line the Council's Financial Regulations<sup>1</sup>.

**Background:** Section 5.8 of the Council's Financial Regulations provides that Members are provided with a statement comparing actual expenditure to that planned in the budget for each head of the Council's budgets.

The working process that enables this report is as follows:

- End of Quarter budget report produced and circulated to Budget holders by Finance Team;
- 1:1 meeting between budget holders, Town Clerk and Finance Officer;
- Variance report produced and discussed with each budget holder;
- Report to Council for discussion and approval.

This report represents the Council's position at the end of the third quarter of the 2019/20 Financial Year, i.e. as at 31<sup>st</sup> December 2019.

**Q2 summary:** The 2019/20 quarter 3 overall budget outturn per budget head is provided in Appendix 1 to this report.

A number of individual budget heads have variances in excess of the 'material' 15% limit prescribed in the Financial Regulations.

Summary explanations for these material variances are provided in Appendix 2 to this report.

One particular item of concern is the underperformance in net profit generation at Shotton Hall, which was around £30,000 (net) behind target at the end of December 2019. Members are asked to note however that actual income performance compared to 2017/18 has improved with Bar Income, Hire Income and Events income all significantly improved from the same period in the previous financial

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<sup>1</sup> A copy of the Council's Financial Regulations are available from the Town Clerk or Deputy Town Clerk or can be viewed online here: <http://www.peterlee.gov.uk/wp-content/uploads/sites/37/2019/03/Financial-regs-amended-March-2019.pdf>

year. However we are still behind on our targets for the current financial year.

**2020/21 budget:** The quarter 3 outturn figures have been scrutinised by budget holders and the Town Clerk as part of the process of preparing the draft budgets for the 2020/21 financial year. The draft budget has been presented to and discussed by Council and the precept figure has been agreed, and a final budget will be presented to Council for approval in March 2020.

**Recommendation:** Members are recommended to note the content of this report and the Council's quarter 3 budget position.

### **Appendix 1: 2019/20 budget quarter 3 variance table by budget heads**

N.B. Members' attention is drawn in particular to columns G and H which provide the *pro rata* (i.e. quarter 3 position) variances. Column H describes pro rata over or (underspend) at the half-way point in the year, assuming 75% of budget.

<b>A: Code</b>	<b>B: Budget head</b>	<b>C: 2019/20 Budget</b>	<b>D: Q3 Actual</b>	<b>E: Variance</b>	<b>F: % of Budget</b>	<b>G: pro rata variance%</b>	<b>H: pro rata variance</b>
101	Central & Civic HQ Costs	£540,100	£428,891	£111,209	79%	6%	£23,816
102	Democratic Costs	£38,000	£23,947	£14,053	63%	(16%)	(£4,553)
103	Corporate Management	£27,500	£21,394	£6,106	78%	4%	£769
105	Other Costs & Income	-£1,531,165	-£1,530,973	£192	100%	(33%)	(£382,599)
201	Shotton Hall Banqueting Suite	£8,670	£39,024	£30,354	450%	500%	£32,522
221	The Pavilion	£252,550	£215,866	£36,684	85%	14%	£26,454
240	Sport & Leisure (sports pitches etc)	£125,112	£105,706	£19,406	84%	13%	£11,872
241	Hill Rigg House Community facility	£7,476	£7,468	£8	144%	33%	£752
242	Lowhills Road Bowling Club	£313	£453	£140	145%	93%	£218
261	Eden Lane Community Facility	(£5,001)	(£4,611)	(£390)	108%	(23%)	(£860)
262	Eden Lane Depot	£24,337	£19,446	£4,891	80%	7%	£1,193
263	Eden Lane Bowling Club	£1,572	£1,087	£485	69%	(8%)	(£92)
280	Woodhouse Park	£53,099	£42,233	£10,866	80%	6%	£2,409
290	Sports Development	£45,000	£33,607	£11,393	75%	0%	£143
301	Parks General	£196,305	£145,205	£51,100	74%	(1%)	(£2,024)
325	Cemeteries & Burials	£37,580	£32,924	£4,656	88%	17%	£4,739
350	Allotments	£6,830	£4,356	£2,474	64%	(15%)	(£767)
401	Town Centre office	£0	£457	£457	-	-	£457
410	Town Activities	£101,250	£56,064	£45,186	55%	(26%)	(£19,874)
430	Town Events	£88,800	£97,945	£15,559	110%	47%	£31,345
901	Capital Projects	£633,000	£92,615	£540,384	15%	(80%)	(£382,134)

## **Appendix 2: material (>15%) variances for quarter 3 by budget head**

NB – negative variances are enclosed in (parenthesis) and indicate an underspend, whether through reduced expenditure or increased income or both.

<b>Code</b>	<b>Budget Head</b>	<b>Variance</b>	<b>Variance %</b>	<b>Summary Explanation</b>
<b>102</b>	Democratic Costs	(£4,553)	(16%)	Underspend on Members' Training & Development (£1,490); Mayor's Civic Duties (£666); Twinning (£1,133)
<b>105</b>	Other Costs & Income	(£382,599)	(33%)	Durham County Council paid 100% precept in advance rather than in instalments.
<b>201</b>	Shotton Banqueting Suite	£32,522	500%	Net profit down due to lower than forecast sales and stock price increases not being matched by food and beverage price increases.
<b>241</b>	Hill Rigg House	£752	33%	Increased alarm monitoring charges.
<b>242</b>	Lowhills Bowling Club	£218	93%	Unplanned emergency expenditure to fix roof leak
<b>261</b>	Eden Lane Community Facility	(£860)	(23%)	Collection of utilities recharges from previous periods.
<b>325</b>	Cemetery & Burials	£4,379	17%	Lower than forecast income from burial services.
<b>410</b>	Town Activities	(£19,874)	(26%)	Underspend on Road Safety and Concessionary Use budgets.
<b>901</b>	Capital Projects	(£382,134)	(80%)	Phasing of projects throughout year – play areas and Thorntree Gill not invoiced up to end December 2019