



10<sup>th</sup> December 2019

In accordance with Paragraphs 7 & 10(2) (b) of Schedule 12A of the Local Government Act 1972 I hereby summon you to attend a Meeting of **PETERLEE TOWN COUNCIL** to be held in the Council Chamber, Shotton Hall, Peterlee, SR8 2PH, on **MONDAY 16<sup>th</sup> DECEMBER 2019 at 6.30pm**

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

Town Clerk

(Proper Officer of the Council)

**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.**

**BUSINESS TO BE TRANSACTED**

1. Apologies for Absence

2. Public Participation Session

Will be held to allow Members of the public an opportunity to put questions to the Council. This item of business to last no more than 15 minutes, as per Council Standing Orders.

3. Free Paper

To welcome Lesley Palmer to the meeting

4. Mayor's/Chair's Report

5. Police Update

6. 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/2wVyeIA>

7. To Approve the Minutes of the last meeting of the 25<sup>th</sup> November 2019

The minutes of the previous meeting are attached for consideration and approval as a true and correct record. (attached)

8. The Minutes of the Resources Committee of the 2<sup>nd</sup> December 2019

The minutes of the meeting of the Resources Committee are attached for Members to note their contents. (attached)

Matters Arising

A Christmas Gift, Edenhill People's Centre, requesting £300

To consider an award towards the group giving back to the community through donated gifts

9. The Minutes of the Community & Environment Committee of the 9<sup>th</sup> December 2019

The minutes of the Community & Environment meeting are attached for Members to note their contents. (attached)

Matters Arising

Taste Buddies – financial support

10. Out of date stock write off, The Pavilion & Long standing debts of the Council

To notify Members of the write off of out of date bar stock at The Pavilion to a value of £443.50 and other debts as detailed in the report

(report of the Town Clerk, attached)

**11. Budget out turn report 2019/20 (Quarter 2)**

**To receive a report from the Town Clerk on the quarter 2 budget out turn position  
(report of the Town Clerk, copy to follow)**

**12. Budget 2020/21**

**To receive a presentation from the Town Clerk outlining the key issues affecting the  
Council's budget for the 2020/21 financial year**

**13. Change of date of the council meeting in January 2020**

**To agree the change in date of the Council Meeting to Monday 20<sup>th</sup> January 2020 to  
meet precept deadlines**

**14. Spokesperson of the North East Party's Report**

**15. Spokesperson of the Labour Political Party's Report**

PETERLEE TOWN COUNCIL

MINUTES OF THE MEETING OF THE TOWN COUNCIL

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE

ON MONDAY 25<sup>TH</sup> NOVEMBER 2019 at 6.30PM

PRESENT:- COUN T DUFFY (CHAIR)

Mesdames:- D Howarth, K Liddell, K J Duffy, S Simpson, K Hawley,  
A C Long, V Watson & L Fenwick

Messrs:- S Miles, G L Carne, A Watson & C Watkins

90. Apologies for Absence

Apologies for absence were offered and accepted from Councillors S McDonnell, A Wilkinson, R Moore & S McGlen.

91. Public Participation Session

A public participation session was held to allow members of the public an opportunity to put questions to the Council. No members of the public were present.

92. Police Report

PCSO Simon Walters offered his thanks to the Mayor and Council for their support with the recent event held in Shotton Hall Banqueting Suites. A sum of £279 was raised on the day and the feedback from those attending had been very positive.

He then gave the monthly update report. It was reported there had not been any major hot spots this month and that a Week of Action was to be held issuing warrants, dealing with speeding vehicles, drugs etc. Reference was made to the Peterlee Police Newsletter and it was agreed if that was sent to the Office it could be circulated to every Member. There were several issues raised which included youths attacking vehicles with stones and mud and again frustrations with the 101 Police reporting system. **RESOLVED the information given, be noted.**

93. Mayor's/Chair's Report

“November has been a very busy month and I have met some amazing people and have had a lot of fun.

November 5<sup>th</sup> – fireworks display

For the 2<sup>nd</sup> year running this Council hosted a low noise fireworks display. Sadly the rain meant that the cricket square was off limits but we have learned from this and next year we will be ready to move the display, if needed, to safer ground. The low noise fireworks

enabled people with sensory differences to join in the fun, with a support group using the Pavilion for the first time and many young people attending their very first fireworks display. Thank you, Cllr Andrew Watson, for providing the music for the event – very few people appreciate the time and effort that you put in to all Council events for the benefit of Peterlee people.

#### Remembrance Sunday

It was an honour and a privilege to lay a wreath on behalf of this Council at a well-attended Remembrance Parade. It was great to see so many groups of both veterans and children at the event, with representation from both the Police and the Fire Service too. I must extend my gratitude to Cllr Rob Moore for his help and efforts throughout this event.

#### Showman's Guild Luncheon

I attended the Showman's Guild Luncheon for the first time and met with the body of showman that are responsible from providing the fairground for our Peterlee Show. I also met with many other Mayors and dignitaries from right across our region.

#### Various events and cheque presentations

I attended the Field of Flowers event at Woodhouse Park which was funded by Cllr Susan McDonnell and Cllr Karon Liddell. The field of flowers was a display of plastic bottles that had been turned into flowers. It was visually striking and thanks to Maggie Parker for running the workshops that produced the wonderful display.

I presented cheques, from the Neighbourhood Engagement Project, to the Indoor Bowlers at the Pavilion and to 2 children's football teams made up mainly of Peterlee children.

I met with a group of students from Slovenia, Italy and Poland that were visiting Peterlee. It was lovely to see young people from other countries and spending time with them to share a little of Peterlee's history.

PCSO Simon Walters made use of one of my concessionary use days to host a fund-raising tea party, funded by the Neighbourhood Engagement Projects, for the families and young people in Peterlee that benefit from the Learning Library. The Learning Library loans specialist toys and equipment to children with sensory needs. He invited many of the Young Heroes that have already received certificates this year and together all of the children had a lovely time and the tea delicious. I also visited the Learning Library with Simon today, to present their cheque from the proceeds of the fundraiser. I was invited to East Durham College to present to the final group of NCS students at the college. They were an amazing group that had raised over £1500 for Café Together in Easington Colliery. This café, based in the church, feeds needy people a 2-course meal for only £1 and the children eat for free. This resource is sadly relied upon by many families in our area and it was a pleasure to meet those responsible.

Last but by no means least Peterlee Town Council has its very first Christmas Tree on the roundabout in the town centre. Well done to everyone concerned – from the initial idea to the lighting of the decorations. The tree not only looks amazing but is a great success with the people of Peterlee – it was even visited by Santa Claus himself!”

94. 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 T Duffy declared an interest in the item relating to the Thorntree Gill Leisure Gardens Amenity Room/store.
95. To Approve the Minutes of the last meeting of the 28<sup>th</sup> October 2019 the minutes of the previous meeting were attached for consideration and were approved as a true and correct record, subject to the amendment suggested regarding Additional Policing Resource for Peterlee being amended to read:-  
“with at best an increase of 200 across the county over the next three years, which he stressed would be fully warranted Police Officers, but not all necessarily on the beat.”  
Members noted the contents of the letter received from Mr Steve White, Acting Chief Executive the Office of the Durham Police, Crime & Victim’s Commissioner following his attendance at the last meeting. **RESOLVED the information given be noted.**
96. The Minutes of the Resources Committee of the 4<sup>th</sup> November 2019 a copy of which had been circulated to each Member, were noted.
97. The Minutes of the Community & Environment Committee of the 11<sup>th</sup> November 2019 a copy of which had been circulated to each Member, were noted.
98. Minutes of the Scrutiny Meeting of the 15<sup>th</sup> November 2019 – Shotton Hall a copy of which had been circulated to each Member, were noted. The Town Clerk outlined discussions that had been held at the Scrutiny Meetings and Council were assured that they would be kept fully updated with progress and any major decisions would be presented with a report with recommendations made to Council. **RESOLVED the information given be noted.**
99. Show Layout – to finalise and agree  
It was reported the layout had been considered in detail at the Events Working Party held on Monday 18<sup>th</sup> November 2019. Whilst there was concern at the drainage on the cricket field that had caused issues at the Firework Display, it was **RESOLVED the circus and marquees be located on the cricket pitch with the bands and main stage being set up on the rugby field.**
100. Award of contract – Thorntree Gill Leisure Gardens Amenity Room/Store  
Members were 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 was considered. All three of the qualifying submissions passed the mandatory criteria relating to financial standing,

insurances and approach to health and safety and Construction and Design Management regulations. The design element of this project was undertaken in consultation with representatives from the Thorntree Gill Leisure Gardeners Association. The plans had already received planning and building regulation approval. The project was procured in line with the Council's Financial Regulations and Standing Orders via an open tendering process advertised through national contract portals and also via the council's facebook page and web site.

In considering the potential cost of the project several suggestions were made for seeking external funding including Durham County Councillors, Section 106 funding, National Lottery or private funding eg Asda. Following considerable discussion it was **RESOLVED consideration of this item be deferred to the next meeting.**

101. Spokesperson of the North East Party's Report

Councillor A Watson reported Firework Night had been a huge success and there had been lots of positive feedback on the low noise fireworks, he said "well done" to everyone involved. He thanked Councillor Rob Moore for his efforts with the Remembrance Day Service. He reported the newly installed play area at Woodhouse Park was looking good. He said the tree on the roundabout had received an excellent response from the public via social media, all comments being very positive and he again said "well done" to everyone involved. He spoke on the tree lighting for Shotton Hall and feedback he had received on the need for a ticket to attend. In closing he mentioned his colleague Susan McDonnell was standing for election at the forthcoming general election. **RESOLVED the information given be noted.**

102. Spokesperson of the Labour Political Party's Report

Councillor Fenwick commented it was nice to meet with Steve White the Acting Commissioner at the last meeting and she wished him well with his post and was pleased to hear he felt "Peterlee is on the up", she agreed mentioning the new retail park, improvements to the Leisure Centre. She sent her best wishes to Mr Ron Hogg. Councillor Fenwick advised both herself and Councillor Meikle were helping with the Christmas Gift initiative. In closing she said the new Christmas tree on the roundabout was lovely. **RESOLVED the information given be noted.**

**THE MINUTES OF THE MEETING OF THE  
RESOURCES COMMITTEE HELD IN THE COUNCIL CHAMBER,  
SHOTTON HALL, PETERLEE  
ON MONDAY 2<sup>ND</sup> 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 11<sup>th</sup> 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 18<sup>th</sup> November 2019 a copy of which had been circulated to each Member, was agreed.

58. Neighbourhood Engagement Project

(i) Applications

Members were asked to consider an award towards the group giving back to the community through donated gifts. 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 8<sup>th</sup> 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.**

**THE MINUTES OF THE MEETING**  
**OF THE COMMUNITY & ENVIRONMENT COMMITTEE**  
**HELD IN THE COUNCIL CHAMBER,**  
**SHOTTON HALL, PETERLEE ON MONDAY 9<sup>TH</sup> DECEMBER 2019 AT 6.30PM**

PRESENT: COUN M A CARTWRIGHT (CHAIR)

Mesdames:- D Howarth, K Liddell, S Simpson, KJ Duffy & S McDonnell

Messrs:- S McGlen, A Watson, S Miles, S Franklin, G Carne, T Duffy & C Watkins

**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.**

46. **Apologies for Absence**

Apologies had been submitted and accepted from K Hawley, A C Long, L Fenwick and R Moore. **RESOLVED the Council approve the reason submitted for absence received from the Councillors listed, and their apologies for absence be recorded.**

47. **To receive declarations of interest**

Members were reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. None were given.

48. **Taste Buddies**

The Sport and Well Being Manager and Project Activity Officer gave a presentation on the Taste Buddies initiative how it all started and that it had been running for 38 weeks with an average of fifteen people attending. Several of the regular attendees of the sessions spoke at the meeting explaining the benefits they got from attending Taste Buddies. It was reported the funding for the sessions would run out after January and approximately £2,400 – 2,900 was required to run the sessions for a further year. The AIMS Group was to be resurrected in an attempt to obtain future funding support for Taste Buddies. **RESOLVED this item be placed on the Council agenda for consideration to be given for funding support.**

The progress report of the Sports & Well Being Manager providing information for Members about new and existing Sport & Wellbeing activities, events, marketing, sports clubs and Lowhills Road Bowls Club was then considered. **RESOLVED the information contained in the report, be noted.**

49. **To Approve the Minutes of the Last Meeting** a copy of which had been circulated to each Member were approved and signed as a true and correct record.

50. Report of the Events Working Party of Monday 18<sup>th</sup> November 2019 a copy of which had been circulated, were noted.

51. Notes from the Pinch Point Meeting held on 22<sup>nd</sup> November 2019 a copy of which had been circulated, were noted.

52. GT Group Band, Charity Concert, Shotton Hall Banqueting Suites, Wednesday 15<sup>th</sup> January 2020

The Mayor had requested this item be placed on the agenda to consider arrangements for this event and how the Town Council may support the Band. Following discussion it was **RESOLVED** permission be granted for the Band to provide a complimentary toast drink and piece of cake to everyone attending their celebration event.

**Report To:** Peterlee Town Council

**Date:** 16<sup>th</sup> December 2019

**Subject:** Out of date stock write-off, Pavilion Sports & Community Centre

**Report of:** Ian Morris, Town Clerk

**Purpose:** This report informs members of the write-off and disposal of out of date bar stock to the value of £443.50 at the Pavilion Sports & Community Centre.

**Background:** In March 2019 the Council's Internal Auditors carried out a review of Income Collection and Banking at the Pavilion Sports & Community Centre, as part of the Council's planned Internal Audit programme for 2019/20.

During the course of the inspection a full stock check was undertaken and an amount of out of date stock was identified:

<b>Item</b>	<b>Amount</b>	<b>Cost price</b>
VK	40.25 boxes	£423.63
WKD	1.5 boxes	£17.24
Smirnoff Ice	0.25 boxes	£2.63
<b>Total</b>		<b>£443.50</b>

The stock had originally been ordered for the Peterlee Show in 2017 but had not sold, and was then stocked in the Pavilion Bar where it was also a slow seller.

At the time of the audit the stock was significantly out of date and not suitable for resale. The out of date bottles were disposed of and written-off the council's stock. The officers responsible to the order back in 2017 have been spoken to and have provided the explanation that the order was made based on a promotion from the supplier and with the expectation that they would sell well. The sales did not materialise and this stock is no longer ordered

As per the internal auditor's recommendation

**Write-offs:** Following the adoption of the new process in March 2018 the Council has successfully recovered a number of the longstanding debts from companies and individuals. However three companies have not repaid the debts despite court action:

<b>COMPANY</b>	<b>INV NO</b>	<b>DATE</b>	<b>AMOUNT</b>	<b>ACTION TAKEN</b>
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<b>Simple Leaflet Distribution</b>	<b>C1343</b>	<b>23.1.15</b>	<b>£926.20</b>	<b>Judgement Entered; unable to locate debtor.</b>
<b>Virtuoso</b>	<b>8922</b>	<b>8.3.18</b>	<b>£2,099.20</b>	<b>Judgement Entered; unable to locate debtor.</b>
<b>JB Skills Training</b>	<b>9072</b>	<b>30.6.18</b>	<b>£510.25</b>	<b>Company in liquidation; completed creditors form</b>
	<b>9077</b>	<b>10.7.18</b>	<b>£600.76</b>	

As the Town Council has exhausted the Debt Recovery process the Town Clerk has consulted the Council's internal auditor and it is recommended that the council writes these debts off the current accounts at the end of financial year. Obviously if any of the debtors do come forward with payment in the future this will be received as income and accounted for in the financial year in which it is received.

**Recommendations:** Members are recommended to note the contents of this report and approve the writing off of the listed debts to a value of £4,136.41.

## **Appendix 1: Implications**

**Finance** – The writing off of these debts will remove £4,136.41 from the debtors list in the current accounts; if income is received from any of these debts in the future this will be credited to the appropriate budget code.

**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** – The Council’s Internal Auditors have been consulted in the preparation of this report

**Procurement** - no direct implications

**Disability Issues** - no direct implications

**Legal Implications** – The debt recovery process has been followed, including obtaining county court judgements (CCJs) on two of the debtors; the third debtor is subject to a liquidation process and the Council has lodged a claim with the appointed administrators