



12th May 2020

In accordance with Paragraphs 7 & 10(2) (b) of Schedule 12A of the Local Government Act 1972 and The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 , I hereby summon you to attend a Meeting of PETERLEE TOWN COUNCIL to be held online on **MONDAY 18th MAY 2020 at 6pm**

Ian Morris, P.S.L.C.C

Town Clerk (Proper Officer of the Council)

To join the meeting:

Either click on this link

<https://us02web.zoom.us/j/82979618480?pwd=OFVEUIVWM1hNM2VJTkhMekYzUC81UT09>

or use the Zoom App on your smartphone or desktop and input:

Meeting ID 829-7961-8480

Meeting Password 496328

Or you can phone dial into the meeting audio using one of these phone numbers:

+44 131 460 1196 United Kingdom

+44 203 051 2874 United Kingdom

+44 203 481 5237 United Kingdom

+44 203 481 5240 United Kingdom

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. **Mayor's/Chair's Report**

4. **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>

5. **To Approve the Minutes of the last meeting of the 27th April 2020**

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

6. **COVID-19 Update**

To receive an update from the Town Clerk on the Council's response to the COVID-19 situation and to consider any appropriate action by the Town Council including potential provision of financial or other forms of assistance.

(report of the Town Clerk, to follow)

7. **Peterlee Show 2020**

To review arrangements for the 2020 Peterlee Show in the light of current COVID situation.

8. NEP Funding Applications

To consider applications from the following groups/organisations:-

- (a) Stray Aid, requesting £16,000 - £20,00 towards Paws in the Playground Program
- (b) East Durham FSS FC Mental Health Team, requesting £500
- (c) Community Spirit, £500 towards the cost of running costs in respect of their Covid-19 Neighbour Support activity
- (d) Skill Mill, requesting £30,000 to cover their core costs until August 2020
- (e) East Durham FC under 12s – requesting £800 to help establish the Team

9. Football Pitch Hire Fees 2020/21

To consider a proposal from the Town Clerk to suspend football pitch fees for the 2020/21 season for teams who renew their pitch hire agreement for the new season.

(Report of the Town Clerk, attached)

10. Spokesperson of the North East Party's Report

11. Spokesperson of the Labour Political Party's Report

PETERLEE TOWN COUNCIL

MINUTES OF THE MEETING OF THE TOWN COUNCIL

HELD ONLINE USING VIDEO CONFERENCING TECHNOLOGY

ON MONDAY 27th APRIL 2020 at 6.00PM

PRESENT:- COUN T DUFFY (CHAIR)

**Mesdames:- L Fenwick, K Hawley, K J Duffy, M A Cartwright, D Howarth,
S McDonnell & K Liddell**

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

160. Apologies for Absence

Apologies for absence were offered and accepted from Councillors R Kyle & S Kirkup.

161. Public Participation Session

One member of the public was in attendance at the meeting. He did not raise any issues in the public participation session.

162. Mayor's/Chair's Report

The Mayor advised as he was observing the Government's lockdown requirements Mayoral activities had been substantially curtailed and he did not have a report to make.

163. Internal Audit

(i)Annual Internal Audit Report 2019/20

(ii)Internal Audit Progress Report & (iii) outstanding actions quarter ended March 2020

The Chair welcomed Mr Stephen Carter, Internal Audit Manager from Durham County Council, to the meeting to present the Internal Audit annual report and Q4 progress report.

Members considered the content of the Annual Internal Audit Report and the overall 'Substantial' assurance opinion provided on the adequacy and effectiveness of the Council's control environment for 2019/20.

Within the Annual Report it was noted the Council's Strategic Risk Management arrangements were reviewed in the year and confirmed the responsibilities for risk management had been appropriately assigned: that a Risk Register was in place and was in the appropriate format; that arrangements were in place to identify new/emerging risks; that risks had been scored consistently and assigned to appropriate officers and were being monitored for implementation.

The report concluded with a substantial overall opinion on the adequacy and effectiveness of internal control operating across the Council in 2019/20.

Members considered the internal audit progress report on work undertaken between 1 April 2019 and 31 March 2020. It was noted in 2019/20 the work undertaken provided the Council with its first substantial assurance opinion in this key area and was a reflection on control improvements in operation. 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 internal audit to gain assurance on the adequacy and effectiveness of the internal control environment.

Members thanked the Clerk for the hard work and effort demonstrated to achieve the substantial audit opinion and he commented it had been a Team effort with Officers and Members all playing their part.

The Chair thanked Mr Carter for his work and for delivering his reports.

RESOLVED the reports be accepted and their contents noted.

164. 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 offered.

165. To Approve the Minutes of the last meeting of the 23rd March 2020

The minutes of the previous meeting were attached for consideration and were approved as a true and correct record, with the Clerk signing the minutes, to be countersigned by the Chair when possible.

166. Co-option of Casual Vacancy

The Town Clerk reported receipt of one application to join the Town Council as a co opted Member for the Passfield Ward following a resignation. Details of the applicant were

provided at the meeting and members had been circulated with a copy of the personal statement submitted, prior to the meeting. **RESOLVED Mr George Johnson's application to be a co-opted Members of Peterlee Town Council for the Passfield Ward, be accepted.**

167. Risk Management Policy

Members considered the report from the Town Clerk on the development of a new Risk Management Policy a copy of which had been circulated prior to the meeting. **RESOLVED the Risk Management Policy be approved and adopted by the Town Council.**

168. Special Leave Policy

Council were asked to consider and approve the contents of a new Special Leave policy that would formalise the council's approach to issues such as parental, compassionate, and dependents leave as well as the treatment of leave relating to public duties, a copy of which had been circulated prior to the meeting. **RESOLVED the Special Leave Policy be approved and adopted by the Town Council.**

169. COVID-19 Update

Council received a verbal update from the Town Clerk on the Council's response to the COVID-19 situation and considered any appropriate action by the Town Council including potential provision of financial or other forms of assistance. The Clerk reported on the phone befriending service with PACES and Taste Buddy members, the on-line classes being offered by the Sport and Well Being Department, and the contribution that the Parks department was making to a local food bank service. He advised he had met recently with his Strategic Management Team on a plan to return to normal operations as soon as practicable. He asked Council to consider the Peterlee Show and there was a lengthy discussion on this and he referred to the cancellation/postponement clause in the contract at 90 days' notice. Following consideration it was **RESOLVED this item be deferred for consideration at the next meeting and in the meantime the Clerk issue a holding statement via social media.**

A Local Member reported issues with anti-social behaviour in Woodhouse Park and asked the Clerk to contact the Police Neighbourhood Inspector for their support.

Councillors Hawley, McDonnell and Liddell offered their support with funds allocated to them through their DCC Neighbourhood Fund towards a project they proposed to run in conjunction with PTC. The proposal had been drafted by the Town Clerk and was provided

for Member's consideration as a Shielding Support Service. Following discussion on the proposed elements of the service It was agreed the Town Council could match fund the grant support if successful from DCC for this project. It was stressed there were not infinite funds and this was support during this pandemic period whilst it was appreciated this may be for some time. **RESOLVED agreement be given in principle to the PTC Shielding Support Service being launched, subject to grant approval from DCC Members Neighbourhood Budget and match funding by PTC.**

There were two items relating to NEP grant funding and it was agreed that these applications be considered at the next meeting.

170. Future Council meetings

The Town Clerk gave a verbal update on the enactment of The Local Authorities and Police and Crime Panels (Coronavirus) Regulations 2020 (NALC briefing note, attached) and asked Council to approve the following recommended resolutions:

- To continue with the monthly online meeting of full Council, using the virtual meeting technology that has been successfully trialed to date; and
- To postpone the holding of the Annual Meeting due for May 2020 until September 2020, with the current arrangements for Committees and Chairs effectively 'rolling over' until then. **RESOLVED this be agreed.**

171. Spokesperson of the North East Party's Report

Councillor K J Duffy thanked the Town Clerk and all Council staff for keeping things going and expressed her thanks to all of the members of the public volunteering and for their simple acts of kindness and community spirit. She hoped everyone would stay safe and well.

172. Spokesperson of the Labour Political Party's Report

Councillor L Fenwick thanked everyone especially for looking after their vulnerable neighbours, the foodbanks and volunteers in the community. She expressed her gratitude to those workers in shops, key workers and NHS staff. She felt the Government had a difficult task and that clear guidance was needed as and when measures were relaxed.

It was generally agreed none could have foreseen this epidemic and everyone was doing the best they could in difficult circumstances.

In closing the Chair congratulated Councillor Johnson on being co opted onto the Town Council.

Report To: Peterlee Town Council
Date: 18th May 2020
Report of : Sharon Pounder, Sport and Wellbeing Manager & Ian Morris, Town Clerk
Subject: Football Pitch Hire Fees 2020/21

Purpose of Report: To present Members with a proposal to suspend football pitch hire fees for the 2020/21 season for teams who renew their pitch hire agreement for the new season.

Background: Members will be aware that football pitches owned and maintained by the Town Council are hired-out on a seasonal basis to teams from Peterlee and surrounding areas who play fixtured games in local leagues on a home and away basis.

Members reviewed the structure and level of these fees in September 2019, and the Town Council increase fee levels for the 2019/20 season with 'rate if inflation' increases agreed for 2020/21 and 2021/22.

For the 2019/20 season all 30 teams who applied were allocated pitches for the season – see appendix 2 for more details.

The current pricing structure that was agreed by Council in September 2020 is:

| | Junior | Adult |
|---|--------|-------|
| Peterlee Team seasonal hire | £100 | £300 |
| Team from outside Peterlee seasonal hire | £150 | £450 |

(N.B. the annual hire includes two friendlies per year and one mid-week training session per week for the duration of the season)

The revised pricing structure introduced from September 2019 represented a 33% increase in junior seasonal hires and 50% increase in adult seasonal hires and raised just over £2,000 in additional revenue for the Town Council.

Following the implementation of the new pricing levels, local league football was hit by two significant issues. The wet winter of 2019/20 resulted in a substantial number of games being cancelled or postponed, and then the COVID-19 situation resulted in the leagues being suspended and then the season being brought to a premature end.

The combination of a very wet winter and COVID restrictions has meant that some teams have played as few as 1 or 2 home games in the entire season. Most teams have only played a handful of the intended games.

A number of teams have approached the Town Council to explain that due to a material loss of income from match subs, end of season presentations and other fund-raising opportunities their clubs are critically low in funds. They have asked about a refund of the current year's subs in recognition of the lack of games played and also to help them manage the difficult financial situation that they find themselves in.

Proposal:

Following discussions between the Council's Finance Officer, Sports & Wellbeing Manager and Town Clerk and informal discussions with representatives from football teams it is proposed that rather than issue a refund for the previous football season, the Town Clerk offer to suspend collection of pitch fees for the next season for any teams that renew their pitch hire with us for the new season (the new season would be due to begin in August 2020 – pending confirmation from Government and the football leagues about team sports in the current COVID situation).

Assuming that all current teams did renew their pitch hire, this proposal would mean the Town Council forgoing £5,600 of potential income:

| Team type | Number and fee | Total |
|---------------------------------------|-----------------------|--------------|
| Adult team (Peterlee) | 6 x £310 | £1,860 |
| Adult team (outside Peterlee) | 3 x £465 | £1,395 |
| Junior Team (Peterlee) | 14 x £105 | £1,470 |
| Junior Team (outside Peterlee) | 7 x £155 | £1,085 |
| Total | 30 teams | £5,810 |

Any teams that were not hirers last season but are successful for applying for a pitch this season would be liable to pay the appropriate hire fee.

Recommendations: Members are asked to note the contents of this report and to approve the proposal to suspend the football pitch hire fees for the new 2020/21 season for teams who were hirers for the previous 2019/20 season.

Appendix 1: Implications

Finance – a decision to suspend pitch hire fees for renewing teams could result in a reduction in forecast income of up to £5,810 (if all current teams renew).

Staffing –none.

Risk – the proposed reduction in income is not considered to present a material risk to the Town Council. A number of clubs have contacted the council to inform us of serious problems associated with a loss of income from cancelled games and post-season socials/fund raisers and the suspension of the fees for the next season could mitigate the risk of some of those clubs folding.

Equality and Diversity, Cohesion and Integration – none

Crime and Disorder –none

Consultation & Communication – football clubs who are current hirers have asked for a refund of the past season's fees due to the combination of bad weather and COVID -19 preventing many/most scheduled matches. Officers have discussed the option of a suspension of next year's fees instead and they have welcomed this proposal.

Procurement – none.

Legal – if agreed, the renewing teams would still be required to complete the pitch hire agreement and would be held to the terms of that agreement with the fee being suspended for the 2020/21 season.

Appendix 2: List of pitch hires for 2019/20 season

| Peterlee Adult Teams | Adult Teams outside Peterlee | Peterlee Junior Teams | Junior Teams outside Peterlee | |
|-----------------------------|-------------------------------------|------------------------------|--------------------------------------|-----------|
| Acre Rigg SC | Easington Southside | Peterlee Newtown | Easington AFC u14 Girls | |
| Peterlee Helford over 40s | Easington Victory Men's | Bradley Improtec | Lyons FC Girls u13s | |
| Peterlee Hearts | Easington Leather Cap | Peterlee Evolution | Blackhall Monks u12s | |
| Peterlee Helford Adults | | Peterlee Helford u13s | Shotton Colts u17s | |
| East Durham Blue Bells | | Peterlee Helford Tigers u17s | Shotton Colts u16s | |
| East Durham Men's | | Peterlee Helford u15s girls | Shotton Colts reds u14s | |
| | | Peterlee Helford u14s | Shotton Colts u14s | |
| | | East Durham u13s | | |
| | | East Durham Blues u13s | | |
| | | East Durham u15s | | |
| | | East Durham Youth u17s | | |
| | | East Durham Blues u11s | | |
| | | Peterlee Alpha's u13s boys | | |
| | | Peterlee Helford u11s | | |
| 6 | 3 | 14 | 7 | 30 |