

PETERLEE TOWN COUNCIL

MINUTES OF MEETING OF THE TOWN COUNCIL HELD

IN THE BRANDLING SUITE, SHOTTON HALL, PETERLEE

ON MONDAY 17TH MAY 2021 AT 6.00PM

PRESENT: MA CARTWRIGHT (Chair)

Mesdames: A E Laing, K J Duffy, S McDonnell, D Quinn, D Howarth,
K Hawley, E Watson, J S Black, M McCue, S Simpson & K Liddell

Messrs: T Duffy, S Meikle, R Moore, B Fishwick, R Burnip, D Hawley,
M Sanderson, S Franklin & G Johnson

MEMBERS WERE REMINDED OF THE NEED TO DISCLOSE ANY INTEREST PREJUDICIAL OR PERSONAL IN ACCORDANCE WITH THE CODE OF CONDUCT.

1. To Sign & complete the Declaration of Acceptance of Office

Councillors that had not already done so signed the Declaration of Acceptance of Office as a Town Councillor. **RESOLVED the information given, be noted.**

2. To Elect a Chairman for the Ensuing Year

Members were asked to elect a Mayor for the ensuing year. **RESOLVED that Councillor M A Cartwright be elected as Chairman for the ensuing year.**

Councillor Cartwright thanked her colleagues for their votes and she said even with what had been a difficult year she hoped the council would continue to go forward. She said she looked forward to working together and hoped all councillors would enjoy their four year term together as the new Council.

RESOLVED the information given, be noted.

3. To Sign and complete the Declaration of Acceptance of Office

The Mayor then signed the Declaration of Acceptance of Office to the role of Chairman. **RESOLVED the information given, be noted.**

4. Apologies for Absence

No apologies for absence had been submitted. **RESOLVED the information given be noted.**

5. Presentation to Former Mayor of Peterlee to Mark his Year of Office

Councillor T Duffy was awarded with a medal to mark his year of office. **RESOLVED the information given, be noted.**

6. Register of Disclosable Pecuniary Interests & other Registerable Interests

All Members were asked to make sure they completed a new forms and reminded that should their circumstances change they were required t update their forms either via the office or DCC. **RESOLVED Members complete and return their forms as soon as possible and no later than 4 June 2021.**

7. To Elect a Vice Chair/Deputy Mayor & Consort

Nominations for the post of Vice Chairman were invited. **RESOLVED Councillor R Moore be elected to the position of Chair/Deputy Mayor for the ensuing year.**

8. To Announce a Spokesperson for the Majority Party

RESOLVED Councillor S McDonnell be named as the spokesperson for the majority party.

9. To Announce a Spokesperson of the Minority Party

RESOLVED Councillor R Burnip be named as the spokesperson for the minority party.

10. The Minutes of the Last Meeting, a copy of which had been previously circulated to each Member, were approved as a true and correct record.

11. Review and Adoption of The Town Council's Standing Orders

Members were asked to review the Council's Standing Orders and the Clerk confirmed there were no major amends to them. **RESOLVED the Standing Orders be adopted.**

12. To Confirm the Dates of the Meetings for the Forthcoming Year

Members agreed and confirmed the dates of the meetings for the forthcoming year, noting the Resources first meeting would be 21st June and not the 14th as given, as it clashed with Social Media training. **RESOLVED the dates of the meetings for the 2020/21 civic year, be confirmed and the meetings revert to a start time of 6.30pm.**

13. Review of the Terms of Reference for committees

Members were asked to review the terms of reference for the Town Council's committees. **RESOLVED the terms of reference as circulated, be accepted.**

14. To confirm the arrangements for insurance cover in respect of all insured risks
Members were asked to note the insurance arrangements with Zurich Municipal for the forthcoming year. **RESOLVED the insurance arrangements for the Council, be noted.**
16. Review of inventory of land and assets including buildings and office equipment
The Town Clerk circulated a summary of the Town Council's assets as provided through the year end accounting process.
RESOLVED the information given, be noted.
17. Review of the Council's complaints procedure
Members were asked to review the Council's complaints procedure, along with the associated vexatious complaints policy. **RESOLVED the complaints procedure and policy for handling complaints, be confirmed.**
18. Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000
Members were asked to review the Council's procedures for handling FOI requests under the Freedom of Information Act 2000. **RESOLVED the procedure be confirmed with the amendment FOI Requests be reported to Council when received.**
19. Committees, Sub Committees, Working Parties and their Chair and Vice Chair
RESOLVED the following be approved as Chair, Vice Chair and members of the following:-
- Council – all 22 members, Chair M A Cartwright, Vice Chair R Moore
 - Resources Committee – all 22 members, Chair K Hawley, Vice Chair K Liddell
 - Community & Environment Committee – all 22 members, Chair M A Cartwright, Vice Chair G Johnson
 - ◆ Human Resources – all 22 members – Chair R Moore, Vice Chair, G Johnson
 - Appeals Sub Committee – 5 members, Chair T Duffy, Vice Chair D Howarth and K Hawley, K J Duffy & S McDonnell.
 - Disciplinary Hearings – 7 members, Chair R Moore, Vice Chair K Liddell and D Quinn, S Simpson, J Black, M A Cartwright & D Hawley.
 - Town Clerk's Appraisal Sub Committee – 5 members, Chair M A Cartwright, Vice Chair D Howarth and K Hawley, T Duffy and D Quinn.
 - ◆ Health & Safety Sub Committee – all 22 members, Chair D Quinn, Vice Chair M A Cartwright
 - ◆ Events Working Party – all 22 members, Chair K Hawley & K J Duffy

- ◆ Finance Sub Committee – 8 (volunteered to be included as signatories on the bank account) R Moore, K Liddell, T Duffy, S Simpson, K J Duffy, G Johnson, J Black & R Burnip
- Scrutiny & Progress Working Party – 14 members, Chair K Hawley & Vice Chair R Moore and S Franklin, E Watson, B Fishwick, M A Cartwright, D Howarth, D Hawley, G Johnson, M Sanderson, J Black, K Liddell, M McCue & R Burnip
- Parks & Play Areas Working Party – all 22 members, Chair G Johnson & Vice Chair R Moore
- Woodhouse Park Working Party – this be removed and resurrected as and when necessary
- Lowhills Road Working Party – this be removed and resurrected as and when necessary
- Environmental Park (Pony Fields area) Working Party – 14 members, Chair D Quinn & Vice Chair D Howarth and B Fishwick, G Johnson, M A Cartwright, J S Black, T Duffy, E Watson, S Franklin, M Sanderson, K J Duffy, R Moore, K Liddell & S Simpson

20. Delegates to Other Bodies

RESOLVED the following members be appointed as representatives of the Town Council to serve on the following bodies:-

1. County Durham Association of Local Councils
Councillor M A Cartwright & J Black
2. Easington Durham Association of Parish & Town Councils
Councillors M A Cartwright & J Black
3. Castle Eden Dene Joint Management Committee
Councillors G Johnson, K J Duffy & T Duffy
4. Passmore Pavilion Local Steering Group
Councillors S McDonnell
5. Shotton Airfield Consultative Committee
Councillor M A Cartwright
6. Healthworks, Easington
Councillor S Franklin
7. Peterlee Cricket Club
Councillor D Hawley

21. General Power of Competence

RESOLVED the Council confirm its ongoing eligibility to use of the General Power of Competence as per the Parish Councils (General Power of Competence) (Prescribed

Conditions) Order 2012 and Localism Act 2011, on the basis that both the Clerk and Deputy Clerk hold the mandatory Certificate in Local Council Administration (CiLCA) qualification and that more than 2/3 of the Council has stood for election in May 2021.

22. Spokesperson for the North East Party Member's Report

Councillor McDonnell spoke about the work of the Town Council, being a "Can Do" Council supporting various partners such as the CAB. She said she was looking forward to the next four years and the Council working together for the benefit of the Town.

RESOLVED the report be noted.

23. Spokesperson of the Labour Minority Member's Report

Councillor Burnip said the Labour Party were working to make a positive change in the area and he hoped to work together to help the people of Peterlee. **RESOLVED the report be noted.**

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