

PETERLEE TOWN COUNCIL

MINUTES OF MEETING OF THE TOWN COUNCIL HELD

IN THE BRANDLING SUITE, SHOTTON HALL, PETERLEE

ON MONDAY 16<sup>TH</sup> MAY 2022 AT 6.30PM

PRESENT: R A MOORE (Chair)

K Liddell, M McCue, S Simpson, S McDonnell, S P Franklin, H A Stockport, F J Black, D Hawley, K Hawley, K Duffy, T Duffy, B Fishwick, A E Laing, M A Cartwright, D Howarth, D Quinn & M W Sanderson

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

1. To Elect a Chairman for the Ensuing Year

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

Councillor Moore said he felt the Council had worked well as a Team together in their first year following the elections in 2021. He was concerned that the current difficulties in Eastern Europe would have a negative impact on economies and feared there may be unprecedented poverty in the community. He hoped the Council would continue to work together to help combat these problems. **RESOLVED the information given, be noted.**

2. 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.**

3. Apologies for Absence

Apologies for absence had been submitted for Councillors E Watson, S Meikle, R Burnip & G Johnson. **RESOLVED the information given be noted.**

4. Presentation to Former Mayor of Peterlee to Mark her Year of Office

Councillor M A Cartwright was awarded with a medal to mark her year of office. She thanked everyone for their support and said it had been a difficult year due to COVID-19. She offered her best wishes to Councillor Moore for his year in office. **RESOLVED the information given, be noted.**

5. Register of Disclosable Pecuniary Interests & other Registerable Interests  
All Members were asked to make sure they considered the content of their current forms and were reminded that should their circumstances change they were required to update their forms either via the office or DCC. **RESOLVED Members consider if their forms needed to be updated and return their forms as soon as possible and no later than 4 June 2021.**
  
6. To Elect a Vice Chair/Deputy Mayor & Consort  
Nominations for the post of Vice Chairman were invited. **RESOLVED Councillor S Franklin be elected to the position of Chair/Deputy Mayor for the ensuing year.**
  
7. To Announce a Spokesperson for the Majority Party  
**RESOLVED Councillor MA Cartwright be named as the spokesperson for the majority party.**
  
8. To Announce a Spokesperson of the Minority Party  
**RESOLVED Councillor M McCue be named as the spokesperson for the minority party.**
  
9. 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.
  
10. Review and Adoption of The Town Council's Standing Orders and Financial Regulations  
Members were asked to review the Council's Standing Orders and Financial Regulations that had previously been circulated and the Clerk confirmed there were no major amends to them. **RESOLVED the Standing Orders and Financial Regulations be adopted.**
  
11. To Confirm the Dates of the Meetings for the Forthcoming Year  
Members agreed and confirmed the dates of the meetings for the forthcoming year. **RESOLVED the dates of the meetings for the 2022/23 civic year, be confirmed.**
  
12. 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.**
  
13. 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.**

14. 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.**

15. 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.**

16. 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.**

17. 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 R Moore, Vice Chair S Franklin
- Resources Committee – all 22 members, Chair K Hawley, Vice Chair R Moore
- Community & Environment Committee – all 22 members, Chair R Moore, Vice Chair M A Cartwright
- ◆ Human Resources – all 22 members – Chair M A Cartwright, Vice Chair, R Moore
  - Appeals Sub Committee – 5 members, Chair T Duffy, Vice Chair D Howarth and K Hawley, K J Duffy & D Hawley.
  - Disciplinary Hearings – 7 members, Chair R Moore, Vice Chair M A Cartwright, K Liddell, S Simpson, J Black, B Fishwick & D Hawley.
  - Town Clerk's Appraisal Sub Committee – 5 members, Chair R Moore, Vice Chair D Howarth and K Hawley, T Duffy and W Fishwick.
- ◆ Health & Safety Sub Committee – all 22 members, Chair M A Cartwright, Vice Chair M Sanderson
- ◆ Events Working Party – all 22 members, Chair K Hawley & B Fishwick
- ◆ 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

M A Cartwright, S Franklin, K Lidell, T Duffy, B Fishwick, M A Cartwright, D Howarth, D Hawley, G Johnson, M Sanderson, E Watson, K Liddell, M McCue  
G Johnson & R Burnip

- Parks & Play Areas Working Party – all 22 members, Chair S Franklin & Vice Chair K Duffy
- 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 – this be removed and resurrected as and when necessary

18. 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 & M Sanderson**

**2. Easington Durham Association of Parish & Town Councils**

**Councillors M A Cartwright, M McCue & J Black**

**3. Castle Eden Dene Joint Management Committee**

**Councillors M A Cartwright, K J Duffy & T Duffy**

**4. Passmore Pavilion Local Steering Group**

**Councillor S McDonnell**

**5. Shotton Airfield Consultative Committee**

**Councillor Martin Sanderson**

**6. Healthworks, Easington**

**Councillor M A Cartwright**

**7. Peterlee Cricket Club**

**Councillor D Hawley**

**8. Peterlee & Horden Rugby Club**

**Councillor D Hawley & B Fishwick**

19. 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.

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

Councillor Cartwright reported she had worked with colleagues to resolve a local housing issue. There had been issues relating to dog bins in the Denehouse Area that had also been successfully resolved. In closing she said she looked forward to progress being made with living with COVID 19 and the difficulties it had presented. **RESOLVED the report be noted.**

21. Spokesperson of the Labour Minority Member's Report

Councillor McCue thanked all of the Council staff and council colleagues for their support and patience helping them to resolve issues in their various ward. She was happy to see successful cross party working taking place which was beneficial to all residents. This was the current Council's second year and she felt there were difficult times ahead for our communities, however with cross party co operation the council would continue to offer help to residents. **RESOLVED the report be noted.**