

MINUTES OF THE CLERK'S ADVISORY COMMITTEE OF THE 9<sup>TH</sup> SEPTEMBER  
2013

PETERLEE TOWN COUNCIL

THE MINUTES OF THE CLERK'S ADVISORY COMMITTEE

HELD IN THE MAYORS ANTE CHAMBER, SHOTTON HALL, PETERLEE

ON MONDAY 9<sup>TH</sup> SEPTEMBER 2013

PRESENT: COUN R KYLE (CHAIR)

Messrs: R Curtis, C J Metcalfe, W M Jeffrey, S  
Miles & D Milsom

C Robbins (Observer)

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

15. APOLOGIES FOR ABSENCE

Apologies for absence had been submitted and were accepted from  
Councillors M Milsom & M Thompson.

16. THE MINUTES OF THE LAST MEETING a copy of which had  
been previously circulated, were approved.

Matters Arising

Minute Number 13 Archives

The Deputy Town Clerk gave details of this service offered, at no  
charge, by Durham County Council.

**RECOMMENDED this offer not be taken up at this present time  
but be kept in mind for the future if space was needed.**

17. REQUEST FOR CONCESSIONARY USE OF COUNCIL OWNED  
BUILDINGS/FACILITIES

(i) Shotton Hall Banqueting Suites



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Whilst no applications had been received, the Deputy Town Clerk reported that notice of cancellation had been received from Alison Lister following the grant of concessionary use of the Banqueting Suites at a reduced rate of 50% the normal hourly rate of hire for their event on 12<sup>th</sup> September 2013. Usual practice was to charge for an event if cancelled which would be £156.00. A request had been made for this charge to be waived in this instance.

**RECOMMENDED this be considered further at the council Meeting.**

(ii) **The Pavilion**

The Bistro, Aphasia Communication Support Hub, September 2013 – March 2014

**RECOMMENDED that a concession of 50% the normal rate of hire be granted for this use.**

(iii) **The MUGA, Helford Road**

Integrated Offender Management Unit, Peterlee Police, over the summer period

**RECOMMENDED that the action taken in granting concessionary use of the MUGA for the Integrated Offender Management Unit, Peterlee Police, for one session, once a week during the Summer period, be endorsed.**

(iv) **Hill Rigg House**

Horizon Art Group – Progress

Members were advised that this Group had successfully re located to Hill Rigg House from Eden Lane Community Facility.

**RECOMMENDED that the information given, be noted.**

(v) **Eden Lane Community Facility**

No applications had been received.

18. **REQUEST FOR FINANCIAL ASSISTANCE**

Visual Impairment Problem Solving In County Durham



Members gave consideration to further information submitted to support their application for financial support.

**RECOMMENDED a donation of £100.00 be made to this group**

19. IT'S A KNOCKOUT COMPETITION

Members were circulated with a report giving feedback from this event where the Town Council had sponsored the cost of a Team taking part. It was asked that a letter of thanks be sent to those that had taken part and supported the Town Council Team.

**RECOMMENDED the information given be noted and a letter be sent to the members of the Team.**

20. LETTER OF THANKS – MISS S ALLEN

Members were circulated with a copy of a letter of thanks received from the parents of Miss Sophie Allen, gymnast following a donation made. It was asked if any Members were aware of any funding opportunities they pass them to the Deputy Town Clerk to pass on to Mr & Mrs Allen.

**RECOMMENDED the letter be received.**

21. CILCA QUALIFICATION

Members were circulated with details of the Certificate in Local Council Administration learning and development opportunity.

**RECOMMENDED the information be circulated to all Members.**

22. MAYOR'S CIVIC CHAIN OF OFFICE

Members were given details of this matter. It was reported it would cost £430.14 to replace this retaining chain.

**RECOMMENDED this be considered further at the Council Meeting.**

