

THE MINUTES OF THE MEETING OF THE
FINANCE AND GENERAL PURPOSES COMMITTEE
HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE
ON MONDAY 11TH JUNE 2012

PRESENT: COUN J HARDY (CHAIR)

Mesdames: S McDonnell, L Wood, J I Measor & J Black

Messrs: R Kyle, T A Jones, J Alvey, W M Jeffrey, C Watkins,
D Langan, C J Metcalfe, R Huitson & C Austin

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

1. APOLOGIES FOR ABSENCE

Apologies for absence were submitted and accepted from Councillors D & M Milsom, H Bennett MBE, (on holiday), R W Jones, G Cowie, R Curtis and E W Hall, (all ill).

2. THE MINUTES OF THE LAST MEETING a copy of which had been circulated to each Member, were approved.

Matters Arising

(i) Letter from Asda – Replies to various issues

RECOMMENDED progress with the issue of indiscriminate parking by HGV's on the grass verge next to Asda and measures being taken to stop this, be awaited.

(ii) Olympic Torch – Progress & Request for a donation

The Mayor reported that he had been informed that the Chairman of Durham County Council was to welcome the Olympic Torch into Peterlee and he was concerned that as a courtesy the Town Council had not been advised. The Town Clerk assured she would contact the

Officer involved immediately and clarify the situation and advise the Mayor.

The previous Mayor had donated £400.00 to the Dene PTA/“Friends of Dene Group” towards the event organised for the 17th June 2012.

RECOMMENDED the action be taken as indicated and no further donation be made by the Town Council.

(iii) Peterlee in Bloom

The Town Clerk advised that no prizes had been donated for this year’s raffle at the event. Councillor Alvey advised that this was all in hand.

RECOMMENDED that the information given be noted.

3. THE REPORT OF THE FINANCE SUB COMMITTEE MEETINGS OF THE 26TH APRIL & 31ST MAY 2012 a copy of which had been circulated to each Member, was agreed. There were several queries on the accounts presented and they were answered.

A Local Member commented that it was wrong to expect staff to purchase items for Council use from their own funds and to be reimbursed at a later date and he asked if measures could be introduced to avoid this. The Town Clerk stated that she had previously highlighted this matter and requested a debit card facility but this was not yet forthcoming.

RECOMMENDED that arrangements be put in place for a debit card in the Town Clerk’s name and appropriate security and monitoring procedures be put in place for its authorised use.

4. LARGER LOCAL COUNCILS FORUM MEETING OF THE 18TH MAY 2012

The latest agenda and minutes from the previous meeting of the Larger Local Council were circulated to each Member for their information.

RECOMMENDED that the information given be noted.

5. LEARNING & DEVELOPMENT

- (i) Annual Local Advisory Service Half Day Seminar – 20th June 2012, Shotton Hall

RECOMMENDED that endorsement be given to the action of bookings the places as reported and any Member interested advise the Office as soon as possible if they wished to go along to this training.

- (iii) Chairing Skills for Elected Members – 3rd July 2012, Belmont
RECOMMENDED that no places be reserved on this course.

- (iv) PRINCE2 Project Management

RECOMMENDED that the action taken in the Show Co Ordinator undertaking this learning and development, be endorsed.

- (iv) Staff Training Courses – Sickness Absence, Grievance/Bullying/Harassment & Performance, Discipline & Capability Training Events – Various Dates & Venues

RECOMMENDED the Town Clerk be given authority to reserve places on these training events as was felt appropriate.

6. NOTES FROM THE SERIES OF SITE MEETINGS HELD TO VIEW THE TRAFFIC PROBLEMS AT SCHOOLS IN THE TOWN:-

- (i) Passfield Way, Shotton Hall
(ii) Acre Rigg Primary School
(iii) Dene Community School
(iv) St Bedes, Byron Sixth Form & Our Lady of the Rosary Primary School

Members were circulated with notes from the various site meetings held to view the traffic problems outside of four of the Town's schools.

RECOMMENDED that the action points from the meetings be fed back to Durham County Council. FURTHER RECOMMENDED the schools also be given a copy of the notes

and asked for their continued support in trying to tackle the school gate parking problems.

7. BUDGET & AUDIT ISSUES

(a) Consultation on appointment of external auditor for 2012/13 and future years

RECOMMENDED no comment be made on this consultation.

(b) Annual Return 31st March 2012 – for approval

RECOMMENDED that approval be given to the Accounting Statements for Peterlee Town Council and authority be given for the Mayor and Clerk to sign them on the Town Council's behalf.

FURTHER RECOMMENDED approval also be given to the Annual Governance Statement for Peterlee Town Council and authority be given for the Mayor and Clerk to sign them also.

(c) Statement of Accounts – Year ended 31st March 2012

Members were circulated with a Statement of Accounts for the year ended 31st March 2012, prepared on the Town Council's behalf by RBS.

RECOMMENDED that approval be given to the Statement of Accounts for the year ended 31st March 2012.

(d) Summary of Income & Expenditure for the year ended 31st March 2012

Members were circulated with a copy of the summary of income and expenditure for the year ended 31st March 2012.

There was comment on several of the variances during the year and it was **RECOMMENDED that full budget monitoring and scrutiny be given to the first quarter's budget when prepared to consider and react fully to any significant variances.**

8. PARKING IN THE TOWN CENTRE – MEETING TO BE HELD ON 20TH JULY 2012 WITH INTERESTED PARTIES, (INCL GRAHAME MORRIS MP) – INVITATION TO ATTEND (2 PERSONS)

RECOMMENDED the Town Clerk and Leader attend this meeting on the Town Council's behalf.

9. LICENSING ACT 2003 – NEW PREMISES APPLICATION – WENDY'S NEWSAGENTS, 56 YORK ROAD, PETERLEE

RECOMMENDED that an objection be made to this application on the grounds that it was felt there were already sufficient premises that sold alcohol in the area and a further outlet may increase the anti social behaviour already being experienced in this area due to under age drinking.

10. COMMUNITY RIGHT TO CHALLENGE FOR SERVICES

Members were circulated with a copy of this draft document.

In considering services provided by the Town Council the Town Clerk reported on mis use of the public toilets in Woodhouse Park.

RECOMMENDED that the reports relating to the mis use of Woodhouse Park be investigated fully prior to any action being taken, and the Town Clerk be given authority to implement whatever action she felt was appropriate in this case.

FURTHER RECOMMENDED that no comment be made by the Town Council on the consultation document and the fully approved document be awaited.

11. RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC
IN VIEW OF THE CONFIDENTIAL NATURE OF THE FOLLOWING ITEMS TO BE DISCUSSED, THE COMMITTEE PASSED THE FORMAL RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC FROM THE MEETING, PURSUANT TO THE PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT, 1961 & THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985.

12. AUDIT ISSUES

- (a) Internal Audit Report
- (b) Audit Plan for 2012/13

RECOMMENDED the Internal Audit Plan for 2012/13 be accepted.

- (c) Internal Audit Report – The Pavilion Bars
- (d) Internal Audit Report – Banqueting Suites
- (e) Internal Audit Report – Shotton Hall Bars
- (f) Internal Audit Report – Income & Collection & Banking

FURTHER RECOMMENDED that an update report be submitted on all outstanding issues from the Internal Audit reports carried out in 2011/12.

13. STOCK REPORTS

Consideration was given to the stock reports received for the licensed premises. Members discussed at length the issues given in the stock taker's correspondence and urgent measures that had been taken by the Town Clerk as a result.

- (A) **SHOTTON HALL**
 - (i) Period Ending 5th April 2012
 - (ii) Period ending 3rd May 2012
- (B) **THE PAVILION**
 - (i) Period Ending 5th April 2012
 - (ii) Period ending 5th May 2012

RECOMMENDED the reports be accepted. FURTHER RECOMMENDED that an alternative managerial model be adopted and implemented by the Town Clerk, at The Pavilion, immediately to fully address current shortfalls.

14. TAKINGS/USAGE/STAFFING REPORT – SHOTTON HALL & THE PAVILION

The Town Clerk confirmed that she had drafted the reports in the format requested by Members and this would be finalised shortly however phasing in implementation and use of these reports would take several weeks due to training requirements necessary to provide

officers with assistance. She stressed that training and mentoring would be carried out by Officers to support them in compiling such reports and that written procedures and requirements would be necessary so progress/compliance could be properly monitored and measured.

RECOMMENDED the finalised reports be awaited.

15. FIREWORKS – 5TH NOVEMBER

RECOMMENDED the action taken by the Show Co Ordinator, in consultation with the Town Clerk and Chairman of the Show Committee, in accepting the price from G2 Fireworks, at the price as indicated in the report, to provide fireworks on November 5th 2012, be endorsed.

16. SECURITY REVIEW – PROGRESS

(a) Tenders

The Town Clerk circulated around the meeting a report detailing prices received for security cover for all of the Town Council's premises.

RECOMMENDED the price submitted by Company One for security services, as detailed in the report, be accepted.

FURTHER RECOMMENDED that a progress monitoring report be provided where necessary to record progress with this service.

(b) Endorsement of action taken in approving works

The Town Clerk asked for endorsement of action taken by her in installing additional security equipment at The Pavilion.

RECOMMENDED approval be given to the action taken in this regard.

17. CAPITAL PROJECTS

(i) Cricket Club – demolition

RECOMMENDED the tender price submitted by Tolent Construction as detailed by the Town Clerk, be accepted and authority be given for this work to commence immediately.

FURTHER RECOMMENDED local residents be kept advised of works.

(ii) Scorebox

RECOMMENDED that works to provide a digital score box as detailed by the Town Clerk, be carried out immediately.

(iii) Bell – Shotton Hall

RECOMMENDED that the tender price submitted by Kraftwerkx at the price as given by the Town Clerk, be accepted, and works commence as soon as possible.

18. SHOW CO ORDINATOR'S REPORT – HEALTH & SAFETY ISSUES

Consideration was given to the report of the Show Co Ordinator a copy of which had been circulated to each Member.

RECOMMENDED:-

- (i) approval be given to a Health & Safety support package being implemented for the Show, and the Town Clerk be given authority to determine which package was best suited and was the most cost effective for the Town Council's needs;
- (ii) endorsement of the action taken, in consultation with the Town Clerk and Show Committee Chairman in booking the stage entertainment and other entertainment, as detailed in the report, be endorsed;

FURTHER RECOMMENDED that tickets for Amelia Lily:-

- (a) Be sold at a nominal price of £2.00 each;
- (b) Peterlee residents be given priority for tickets in the first instance. Appropriate distribution arrangements to be implemented by the Town Clerk;
- (c) transport arrangements be requested to give an early indication of parking requirements;

(d) **A limit of four tickets per buyer be set.**

19. APPROVED JUDGMENT – S BURROUGHS v PETERLEE TOWN COUNCIL – INVESTIGATION REPORT

The Town Clerk confirmed that as instructed she had carried out a full investigation into this matter and statements were circulated at the meeting. She suggested no further action could be taken other than operational issues that required action from the Judgement.

It was **RECOMMENDED that no further action be taken on the investigation into the holding back of this Judgement.**

Councillor J Black did not wish to be involved in any vote or discussion on this matter as she had a friendship with a person mentioned in the Judgement.

Councillor D Langan, C Austin and L Wood were opposed to this recommendation. They believed that the Deputy Town Clerk was not responsible for what they felt was a deliberate with holding of this judgement. They believed that the Council Leader had blatantly disregarded the principles of selflessness and openness applicable to the Code of Conduct of public representatives.

20. APPLICATIONS FOR GRANTS OR CONCESSIONARY USE OF TOWN COUNCIL FACILITIES

(i) **Grants**

(a) Oakerside Toddlers – Diamond Jubilee Party

RECOMMENDED a donation of £50.00 be made towards this event.

(b) Peterlee Disability Support

RECOMMENDED this organisation be signposted to EDPIP to see if they could assist.

(c) St Cuthbert's Fabric Fund

RECOMMENDED that no donation be made as a donation had already been made by the outgoing Mayor.

(d) Sophie Allen, Young Gymnast

RECOMMENDED a donation of £150.00 be made under the Power of Well Being and the requirements relating to such a donation be followed.

(ii) **Concessionary Use**

COUNCILLOR S McDONNELL DECLARED AN INTEREST IN THE FOLLOWING ITEM AS SHE WAS A SCHOOL GOVERNOR AT SHOTTON HALL ACADEMY.

(a) The Academy Shotton Hall, Community Dinner Theatre Event, Shotton Hall Banqueting Suites, Wednesday 11th July 2012 (80 in the audience)

RECOMMENDED free use of the Banqueting Suites be granted for this event. FURTHER RECOMMENDED the Academy be approached regarding taking part in the Peterlee Show.

COUNCILLOR W M JEFFREY DECLARED AN INTEREST IN THE FOLLOWING ITEM AND ITEM (D) AS HE WAS THE TREASURER OF EDPIP.

(b) EDPIP Charity Ball, Shotton Hall Banqueting Suites, 15th November 2012 (100 – 150 persons)

RECOMMENDED free use of the Banqueting Suites be granted for this event.

(c) Wellbeing & Recovery Outreach Service – Home Group, (Stonham) – Eden Lane Community Facility, weekly groups, (5-20 per session)

RECOMMENDED Stonham be granted a reduced rate of 50% the normal hourly rate of hire for these sessions at Eden Lane Community Building.

(d) EDPIP Out of School Activities, Monday evenings & possible Fun Days, Eden Lane Community Facility

RECOMMENDED EDPIP be granted a reduced rate of 50% the normal hourly rate of hire for these sessions at Eden Lane Community Building.

(e) Childreach International – The Pavilion Function Room, Friday
13th July 2012 (over 100 invited)

RECOMMENDED free use of the Pavilion be granted for this event.

COUNCILLOR C AUSTIN & L WOOD DECLARED AN INTEREST IN THE FOLLOWING ITEM.

(f) Coral Bookmakers raising funds for Macmillan, The Pavilion,
Sunday 24th June 2012

RECOMMENDED free use of the Pavilion be granted for this event. FURTHER RECOMMENDED Coral be requested to match monies raised on the evening.

(g) Charity Event for Brain Tumour UK, The Pavilion, Saturday 7th
July 2012, (50 – 100 people expected to attend)

RECOMMENDED free use of the Pavilion be granted for this event.

(h) Help for Heroes, use of Football Fields for a Football Tournament
on 20th October & The Pavilion Function Room on 27th October
2012 (150 people expected)

RECOMMENDED free use of the football fields and the Pavilion be granted for these events.

(i) RAOB – Letter from D Cusworth

RECOMMENDED that the decision that this use could not be accommodated, be re-affirmed.

(j) Louise Garrigan – Wedding 28th July 2012

RECOMMENDED this request be refused.

(iii) LETTER OF THANKS & APPRECIATION – CHILDREACH
INTERNATIONAL

RECOMMENDED that this letter be accepted.