

THE MINUTES OF THE MEETING OF THE  
FINANCE AND GENERAL PURPOSES COMMITTEE  
HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE  
ON MONDAY 2<sup>ND</sup> JULY 2012

PRESENT: COUN J HARDY (CHAIR)

Mesdames: S McDonnell, L Wood & J Black

Messrs: R Kyle, T A Jones, J Alvey, W M Jeffrey, H Bennett  
MBE, 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.**

21. APOLOGIES FOR ABSENCE

Apologies for absence were submitted and accepted from Councillors  
R W Jones, (ill), C Robbins, (holiday) and G Cowie, (on holiday).

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

Matters Arising

Minute Number 20 (ii)(j) Louise Garragan – Wedding 28<sup>th</sup> July 2012

It was asked if concessionary use had been granted at The Pavilion in  
the past for a wedding. It was reported from the opening of the  
Pavilion, the previous Facilities Manager had been granted authority  
to grant concessionary use and to report this back to the Management  
Board for endorsement of his actions. In February 2011 it was  
reported to the Management Board that it had been agreed the  
Facilities Manager bring future concessions for weddings to the  
Management Board for approval, prior to granting these types of

concession, time permitting. In February 2012 an amendment was then made where requests had to be considered by Committee on the required application form.

A Local Member confirmed that his niece had been married abroad and held a party on their return on 9<sup>th</sup> July 2011, and the Facilities Manager had granted 50% reduction for this event and he explained the reason why.

The Leader of the Council explained that concessionary use was not meant to be for social events and was for schools, local charities and clubs etc to use for fund raising, although each application was considered on its merits.

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

23. THE REPORT OF THE FINANCE SUB COMMITTEE MEETING OF THE 28<sup>TH</sup> JUNE 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.

Reference was made once again to staff having to use their personal funds to purchase goods on behalf of the Town Council. Details were also given of an occasion where there had been a lengthy amount of time taken to return a deposit following a function at The Pavilion. Concern was also expressed at payments being made to a self employed casual worker. The Town Clerk assured that the ordering of a debit card was in hand along with the payment of this casual worker directly through the bank. She would also investigate the delay with the returnable deposit.

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

24. EAST DURHAM ASSOCIATION OF TOWN & PARISH COUNCILS – MINUTES OF THE MEETING OF THE 13<sup>TH</sup> MARCH 2012, a copy of which had been circulated to each Member, were received.

25. SUMMER PARKS INSPECTIONS – SATURDAY 7<sup>TH</sup> JULY &  
SATURDAY 14<sup>TH</sup> JULY 2012 – ALL TO NOTE & ADVISE

Members were asked to indicate if they intended to be involved in the Summer Parks Inspections. Councillors Metcalfe, Watkins, Jeffrey, Hardy and Austin indicated they wished to come along.

**RECOMMENDED the visits take place from 9.00am – 12 noon, assembling at Shotton Hall to visit various sites on Saturday 7<sup>th</sup> & 14<sup>th</sup> July 2012.**

26. CODE OF CONDUCT – FURTHER CONSIDERATION

Members were issued with a Register of Interests Form which was required to be completed and returned to the Monitoring Officer by no later than 28<sup>th</sup> July 2012.

**RECOMMENDED Members complete and return their forms so that they could be sent to the Monitoring Officer by the required deadline.**

27. 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.

COUNCILLOR S MCDONNELL AND J ALVEY ENTERED THE MEETING AT THIS POINT, HAVING JUST ATTENDED THEIR LOCAL RESIDENT’S MEETING.

28. AUDIT ISSUES

(a) Follow up Internal Audit Report – The Pavilion Bars

- (b) Follow up Internal Audit Report – Shotton Hall Bars
- (c) Terms of Reference for the review of the Payroll System

Consideration was given to the reports prepared by the Internal Auditor. There was considerable discussion on the follow up reports on the licensed facilities. Members were extremely disappointed that the reports were still not as positive as they felt they should be, despite the efforts made to improve systems and procedures.

The Town Clerk assured Members that work was underway with an external provider to set up a web based performance management system which would be invaluable in ensuring all tasks delegated to staff for action were monitored and implemented.

**RECOMMENDED:-**

- (i) a further follow up audit report be commissioned for the licensed premises;**
- (ii) the action points in the reports be discussed in further detail at the Strategic Management Team;**
- (iii) progress be awaited with the implementation of a web based performance management system.**

29. STOCK REPORTS PERIOD ENDING 31<sup>ST</sup> MAY 2012

- (A) Shotton Hall
- (B) The Pavilion

Consideration was given to the stock reports received for the licensed premises. Concern was expressed at the loss experiences at The Pavilion and the viability of the public bar.

**RECOMMENDED:-**

- (i) the reports be accepted;**
- (ii) an income & expenditure report be circulated for The Pavilion for Member's consideration;**
- (iii) detailed consideration be given to bar opening times at The Pavilion, to reflect customer usage.**

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

- (i) Grants
- (a) Horden Banner Committee

**RECOMMENDED that no donation be granted for this group.**

PRIOR TO CONSIDERATION OF THE FOLLOWING ITEM  
COUNCILLORS W M JEFFREY AND J BLACK DECLARED AN  
INTEREST BEING FORMER MEMBERS OF PRIDE HOUSE.

- (b) PRIDE House/Eden Hill Residents Association - Community  
Party to celebrate the Jubilee

**RECOMMENDED a balance sheet be requested from the group.**

- (c) The Denehouse & Chapel Hill South Residents Group  
Consideration was given to the letter received from the Denehouse &  
Chapel Hill South Resident's Association regarding improving the  
play area at Heath Close with the youths & PCSO's in the area.

Concern was expressed at the way in which this had been approached  
and the lack of communication with the Town Council on it's play  
area at Heath Close.

Councillor Metcalfe asked that it be recorded that he supported the  
initiative and the youngsters, residents and PCSO's wishes to want to  
improve their environment and their local play area.

**RECOMMENDED:-**

- (i) **contact be made with the Resident's Association to request  
them to provide an explanation on their proposals, and,  
whilst acknowledging the vital role residents can play, it be  
made clear that the Town Council would lead on any  
proposals or works at the owner of the site in question;**
- (ii) **a report be made at the Parks Meeting on the current  
closures of play areas.**

- (ii) Concessionary Use
- (a) Helford United Under 10's – use of the MUGA (train twice a week)

**RECOMMENDED that this request be refused, but an offer be made, subject to availability, for this group to use the outside training area.**

- (b) Cast Offs – Thursdays & House Youth Club, Fridays - Hill Rigg House

Members were advised of income received from these groups towards the costs of their concessionary use.

**RECOMMENDED that a policy be formulated on concessionary use of all of the Town Council's facilities. FURTHER RECOMMENDED in the meantime, the concessionary use be considered at the Shotton Hall Sub Committee.**

- (c) Charity Event, The Pavilion – 22<sup>nd</sup> September 2012

**RECOMMENDED that free use of The Pavilion be granted for this event.**

- (iii) LETTERS OF THANKS

Letters of thanks and appreciation had been received from Peterlee Lions and School Sports Partnership.

**RECOMMENDED that the letters be received.**

### 31. LETTER OF APPEAL

Consideration was given to an e mail received regarding a recent barring from the premises imposed by the Town Council. The Town Clerk advised that only one person had received a letter barring them from the premises for three months. This matter was debated fully and following discussion it was **RECOMMENDED the person in question be requested to submit a full appeal in writing within**

**five working days and this be considered at the meeting on Monday 9<sup>th</sup> July 2012.**

32. STRUCTURE REVIEW

The Town Clerk advised that Mr Wilkinson, HR Advisor, was to be on site on Thursday 5<sup>th</sup> July 2012 and he had asked that a sample of Members be available to speak to him on their knowledge of Leadership, the committee structure and Member effectiveness; asset utilisation; organisation structure issues and people management issues.

**RECOMMENDED Councillor W M Jeffrey, C J Metcalfe, H Bennett MBE, C Austin, S McDonnell and D Langan meet with Mr Wilkinson on the 5<sup>th</sup> July 2012.**

33. REPLACEMENT DANCE FLOOR - SHOTTON HALL

Samples of the dance floor were made available for Members to view.

**RECOMMENDED that the preferred sample be from SICO and a price be submitted to the Shotton Hall Sub Committee for consideration.**