

THE MINUTES OF THE MEETING OF THE

FINANCE AND GENERAL PURPOSES COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE

ON MONDAY 1ST JULY 2013

PRESENT: COUN R KYLE (CHAIR)

Mesdames:- M Milsom, L Wood, S Simpson, V Watson,
K Liddell & M Thompson

Messrs:- C J Metcalfe, C Robbins, W M Jeffrey, D Milsom, S
Miles, C Watkins, A Watson, R Curtis & F Price

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

24. APOLOGIES FOR ABSENCE

Apologies for absence were submitted and accepted from Councillors
D Sillito, G Cowie and C Baty, (all ill) and Councillors J I Measor & J
Alvey, (at another meeting).

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

Matters Arising

Minute Number 5 – Web Site - Update

Further to discussions at the last meeting the Deputy Town Clerk
made reference to the Code of recommended practice for Local
Authorities on Data Transparency published in September 2011. This
related to the publication of information by local authorities about the
discharge of their functions and other related matters. The Code sets
out principles for local authorities in creating greater transparency
though the publication of public data. The Deputy Town Clerk

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advised on the categories of public data that should, as a minimum, be released as follows:-

- Expenditure over £500;
- Senior employees salaries (above £58,200);
- An organizational chart of the staff structure including salary bands;
- The pay multiple;
- Councillor allowances and expenses;
- Copies of contracts and tenders;
- Grants to the voluntary community and social enterprise sector;
- Audit reports;
- The asset register – location of land and building assets;
- Data of democratic running of the authority.

She explained that the web site was now maintained by several members of staff following the redundancy of the Information Centre Staff and whilst she would do all she could to follow the principles of the Code, this would have to be done within the current resources available to the Town Council.

RECOMMENDED the Town Council do all it could to provide information to the public on its web site in an effort to make its business open and transparent and reactive to. and have a proactive approach. to review and pursue higher standards of accessible data, and to also meet the growing expectations of the public in relation to the information they can access.

26. THE REPORT OF THE FINANCE SUB COMMITTEE MEETING OF THE 20TH JUNE 2013 copies of which had been previously circulated, were accepted. There had been several queries on the accounts and these had been answered; there were several queries given verbally and these would be answered individually.

27. EAST DURHAM ASSOCIATION OF TOWN & PARISH COUNCILS, MINUTES OF THE ORDINARY MEETING OF THE 19TH MARCH 2013, a copy of which had been circulated, were accepted.

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28. LCAS ANNUAL SEMINAR 2013 – 26TH SEPTEMBER, SHOTTON HALL, 9.30 – 1.15 – INVITATION TO ATTEND

Members were circulated with details of this Seminar and asked if anyone was interested in going along.

RECOMMENDED initially one place be reserved for a member of the Parks staff to attend and any member wishing to go along also contact the Deputy Town Clerk for a further place(s) to be reserved.

29. LOCAL COUNCILS WORKING GROUP – NOTES OF THE MEETING HELD ON 16TH APRIL 2013 a copy of which had been circulated, were accepted.

30. HORDEN & MURTON PARISH COUNCIL – CIVIC INVITES - REQUEST TO INCLUDE THEM ON THE CIVIC GUEST LIST

This item had been referred to Committee by the Mayor, Councillor Curtis. Previous Mayors also spoke at the meeting on this matter and suggested that this had been discussed and a course of action agreed previously and it was asked that this be investigated.

RECOMMENDED this item be referred to the Council Meeting for further consideration.

31. NHS PUBLIC EVENT – WEDNESDAY 3RD JULY, SHOTTON HALL

Members were circulated with details of this drop in event being held at Shotton Hall by the NHS and they were encouraged to go along if they could.

RECOMMENDED the information given be noted.

32. INTERNAL STANDARDS COMMITTEE – TO AGREE COMPOSITION

This item had been deferred from the Council Meeting on 17th June 2013, (suggest no more than 5 persons).

RECOMMENDED this matter be considered further at the council Meeting.

33. 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.

34. STOCK REPORTS PERIODS ENDING

(A) Shotton Hall

(B) The Pavilion

Consideration was given to the stock reports for the above three periods for all of the Town Councils licensed premises.

RECOOMENDED that the reports be accepted.

35. USAGE REPORTS

(a) Shotton Hall

(b) The Pavilion

Consideration was given to the usage reports received.

RECOMMENDED the reports be accepted.

36. PETERLEE SHOW 2012 – INCOME & EXPENDITURE REPORT

Consideration was given to the report detailing the income and expenditure for the 2012 show which had an overspend of £3,517.47 and several explanations were given for the additional costs involved

with the event that year. It was suggested by Members it would be helpful for future reports to have the previous year's figures shown for comparison purposes.

RECOMMENDED the report be accepted and the suggested extra columns to show the previous year's figure be provided in future reports.

37. FINANCIAL RISK ASSESSMENT – REVIEW OF BANKING ARRANGEMENTS

Members considered the report prepared by the Deputy Town Clerk.

RECOMMENDED:-

- (i) it be noted that the risk had been fully assessed;**
- (ii) further developments be awaited with the Bank and its charges;**
- (iii) Officers be given authority to invest monies in short term fixed rate deposit accounts within the Co Operative Bank to obtain preferential interest rates;**
- (iv) in the meantime the Town Council continue to do all of its banking with the Co Operative Bank.**

38. CIVIC REGALIA – MEMBER'S MEDALS

Members gave consideration to this report and the various options available to the Town Council.

RECOMMENDED:-

- (a) 10 no medals be ordered in the style of the existing medals at a cost of £278.00, and these be issued to the members that did not currently have a medal if they wanted one, (and the offer of Members to purchase their own medal be accepted;**
- (b) 30 no lapel pins be ordered at a cost of £129.00;**
- (c) any Member who did not wish to keep their existing medal return it to the Town Council for re issue.**

39. INTERNAL AUDIT REPORT – THE PAVILION

A copy of the internal audit report prepared following a review of The Pavilion providing a risk based assessment of the systems in place, was considered. The report was graded with substantial assurance as control objectives were largely achieved but could be improved.

RECOMMENDED the points in the action plan be implemented. FURTHER RECOMMENDED a till be purchased for both the Bistro and the main reception at The Pavilion to allow immediate reconciliation of all cash and card payments with a daily takings sheet.

40. LAND AT FORMER ITEC SITE – AGREEMENT FOR A DEED OF RELEASE

Members were given details of the signing and sealing of the documents relating to this transaction.

RECOMMENDED that the action taken in this regard, be endorsed.

PRIOR TO CONSIDERATION OF THE FOLLOWING ITEM COUNCILLOR C J METCALFE DECLARED AN INTEREST IN THE FOLLOWING ITEM AND TOOK NO PART IN THE DISCUSSION WHICH ENSUED.

41. SHOTTON HALL IN HOUSE CATERING PROVISION – UPDATE & REQUEST FOR DELEGATED & PLENARY POWERS

Members were asked to consider the granting of delegated powers to the Shotton Hall Sub Committee in relation to the interview and appointment of the in house caterer for Shotton Hall. Progress with the selection process was reported and tenders were to be returned on Monday 8th July 2013.

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RECOMMENDED delegated powers be granted to the Shotton Hall Sub Committee to interview and appoint on the night on 22nd July 2013, the in house caterer for Shotton Hall and plenary powers be granted for this decision to be actioned immediately.