

THE MINUTES OF THE MEETING OF THE

FINANCE AND GENERAL PURPOSES COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE

ON MONDAY 7<sup>TH</sup> OCTOBER 2013

PRESENT: COUN D MILSOM (CHAIR)

Mesdames:- S Simpson, C Baty, M Thompson  
& L Wood

Messrs:- S Miles, D Sillito, W M Jeffrey, C Watkins, J Alvey,  
C J Metcalfe

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

57. APOLOGIES FOR ABSENCE

Apologies for absence were submitted and accepted from Councillors  
M Milsom, (ill), K Liddell, (on holiday), V Watson, (away), G Cowie,  
(ill), F Price, (ill), C Robbins, (on holiday) & A Watson, (away).

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

Matters Arising

(i) Minute Number 43 – Purchase of a combined services flag

To note it had been agreed to purchase such a flag at a cost of £40.00

(ii) Minute Number 52 – Town Twinning – Coach Tenders

To note the tender received from Lee's Coaches, Durham had been  
accepted.

RR

59. THE REPORT OF THE FINANCE SUB COMMITTEE MEETING OF THE 29<sup>TH</sup> AUGUST 2013 & 26<sup>TH</sup> SEPTEMBER 2013 copies of which had been previously circulated, were accepted. There was a query regarding the payment of monies spent on extensions to the dug outs at Eden Lane and it was asked that the arrangement with South Shields FC be clarified. The situation required full monitoring and review and following an evaluation of these arrangements, consideration needed to be given to the implementation of a formal agreement, where appropriate.

**RECOMMENDED that this course of action be agreed.**

60. CODE OF CONDUCT

(i) Advice from Durham County Council

Members were circulated with correspondence received from Durham County Council advising that the resolution of any formal Code of Conduct complaints about any councillor from another Councillor, member of staff or member of the public must be administered by the county Councils Monitoring Officer. The Town Council were prohibited, (under S28 (4) of the Localism Act 2011), from carrying out investigations and making decisions in relation to allegations of breach of the Code of Conduct.

It was however suggested that if the Council felt the need to nip Code of Conduct Breaches before they were committed they could perhaps establish an Ethical Standards Committee which could deal, internally, with the promotion and maintenance of high standards of conduct by Members, identify any training requirements and be the committee responsible for improving ethical standards within the Council. The Town Council had already, in June 2013, adopted a policy to cover such a system and this would need to be amended to reflect this advice.

**RECOMMENDED this advice be noted.**

(ii) Amended Policy

In line with the advice received it was reported that there needed to be a re draft of the policy.



**RECOMMENDED** that the policy be amended and the Town Council's Respect & Dignity at Work and Member/Employee Relations Protocol Report also be amended to reflect the advice given.

(iii) Register of Disclosable Pecuniary & Other Registerable interests

Members were advised of receipt of correspondence from Durham County Council advising that the Register of Interest forms completed by Councillors were now published on Durham County Council's website.

**RECOMMENDED** Members check their details and complete a new form as and when their details change.

61. DATA PROTECTION & FREEDOM OF INFORMATION TRAINING EVENT – REQUEST FOR EXPRESSIONS OF INTEREST

Members were circulated with details of this learning and development opportunity, on a date to be arranged. It was asked that anyone interested in attending, advise the Office as soon as possible.

**RECOMMENDED** the following names be listed for the training and any further interest be given to the Office as soon as possible: Councillors S Miles, C Baty, L Wood, C J Metcalfe, W M Jeffrey, M Thompson and the Town Clerk or Deputy.

62. ANNUAL PARKS & BUILDINGS INSPECTION – 21<sup>ST</sup> & 28<sup>TH</sup> SEPTEMBER

Members made reference to various items raised during the inspection and it was **RECOMMENDED**:-

- (i) that these items be discussed in detail at the next Parks & Cemetery Meeting;
- (ii) contact be made with the ESME service to discuss issues affecting Town Council land with them and the Police as a multi agency approach;



- (iii) **the current SLA held with Durham County Council in relation to their works at Dene Parks, be reviewed as a matter of urgency.**

63. 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, 1960 & THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985.

64. STOCK REPORTS PERIODS ENDING 28<sup>TH</sup> AUGUST 2013  
(A) Shotton Hall  
(B) The Pavilion

Consideration was given to the stock reports for the above period for all of the Town Councils licensed premises. There were issues with wastage with regard to cellar management. It was suggested that these be considered in more detail at their appropriate service Committee.

**RECOOMENDED that the reports be accepted and discussed in more detail as suggested.**

65. INSURANCE CASE SETTLEMENT

Members were circulated with details of a settlement that had been agreed by the Town Council's insurers for a claim by a member of staff.

**RECOMMENDED the information given be noted.**

66. REQUEST FOR CONCESSIONARY USE OF THE PAVILION – PETERLEE PUMAS



Members were asked to consider a request for concessionary use of The Pavilion on 12<sup>th</sup> October & 9<sup>th</sup> November 2013 by Peterlee Pumas.

**RECOMMENDED free use of the Pavilion be agreed for Peterlee Pumas on 12<sup>th</sup> October & 9<sup>th</sup> November 2013.**

67. EAST DURHAM RAIL SERVICE

It was reported for Member's information that there was to be a station and not just a rail halt at Horden.

**RECOMMENDED that this information.**

A handwritten signature in black ink, appearing to be 'R. King', is located at the bottom center of the page.