

MINUTES OF THE FINANCE & GENERAL PURPOSES COMM OF THE 4<sup>TH</sup>  
NOVEMBER 2013

THE MINUTES OF THE MEETING OF THE

FINANCE AND GENERAL PURPOSES COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE

ON MONDAY 4<sup>TH</sup> NOVEMBER 2013

PRESENT: COUN R KYLE (CHAIR)

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

Messrs:- D Milsom, A Watson, L Cook, D Sillito, W M Jeffrey,  
C Watkins & J Alvey

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

68. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillor Miss V  
Watson, (at college), F Price, (on holiday) and S Miles, (ill).

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

Matters Arising

(i) Minute Number 61 – Data Protection & FOI Training

To note at the Council meeting it was **RESOLVED Councillor A  
Watson's name be added to the seven places/names already  
submitted for this training when arranged.**

(ii) Minute Number 76 East Durham Rail Service

To note at the Council Meeting a Local Members asked for further  
information on this matter explaining that he had not been at the

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meeting and he had read a differing report on the Durham County Council web site. The County Councillor present confirmed that this was the case.

**RESOLVED the information given be noted.**

70. THE REPORT OF THE FINANCE SUB COMMITTEE MEETING OF THE 24<sup>TH</sup> OCTOBER 2013 a copy of which had been previously circulated, was accepted.

71. NALC LARGER LOCAL COUNCILS COMMITTEE – NOMINATIONS

Members were asked to give consideration to nominations for the Larger Local Councils Committee with the National Association of Local Councils. It was explained that there was not a representative for the North and local Councils were being asked to consider making a nomination so that the North could be represented nationally.

Whilst noting that Peterlee did not attend conferences it was accepted that there was an important element to them in networking and keeping up to date with appropriate issues and it was suggested that this policy be re visited when the budget for 2014/15 was being set. If the Council did make a nomination and it was successful the costs of attending meetings would be fully covered by NALC.

**RECOMMENDED:-**

- (i) Councillor W M Jeffrey be nominated for a position on the NALC Larger Local Councils Committee;**
- (ii) further consideration be given to the attendance at Conferences during the current budget setting process.**
- (iii) it be agreed that Councillor Jeffrey represent the Town Council at the Conference in London on 27<sup>th</sup> November 2013.**

72. NEXT LARGER LOCAL COUNCILS FORUM – 15<sup>TH</sup> NOVEMBER 2013 – PETERLEE, SHOTTON HALL

It was noted the next meeting was to be hosted at Peterlee, now at The Pavilion.

**RECOMMENDED that the Town Council cover the costs for hosting this meeting.**

73. NEW MODEL STANDING ORDERS

Members were circulated with details of the new model Standing Orders issued by NALC which had been adjusted to reflect the impact of the localism Act changes. It was suggested that all councils consider adopting or adapting their Standing Orders to provide them with a comprehensive set of Standing Orders to adhere to when meeting.

**RECOMMENDED all of the model standing orders that were shown in bold type be adopted as they were statutory requirements; those not in bold designed to help councils operate effectively, but were not statutory requirements, would then be amended to suit this Council's needs and issued to all Members for their use and reference.**

74. FORMER EDEN COMMUNITY PRIMARY SCHOOL

Members were circulated with consultation regarding the County Council's proposals to dispose of playing field land at the former Eden Lane Community Primary School's closure of the school in 2008.

**RECOMMENDED that no comments be forwarded to Durham County Council on this matter.**

75. RESIDENTIAL CARE HOMES CONSULTATION

Members were circulated with details of consultation by Durham County Council on the future of the five Council run residential care homes in the County.

**RECOMMENDED concern be expressed at the jobs that would be lost with these closures and also that the current residents had a high standard of care and if and when transferred would they still enjoy the same standard of care, was a great concern.**

76. REVIEW OF THE STATEMENT OF LICENCING ACT 2003  
POLICY

Members were circulated with consultation details received from Durham County Council asking for views on the current licensing policy and the changes the proposed to this for the next five years.

**RECOMMENDED no comment be made in response to this consultation.**

77. DETAILED INCOME & EXPENDITURE REPORT 1<sup>ST</sup> APRIL –  
30<sup>TH</sup> SEPTEMBER 2013

Members were circulated with the report showing the income and expenditure for the first six months of this year. The Town Clerk advised that this was to be considered fully by the Strategic Management Team shortly in beginning the budget preparation and process.

**RECOMMENDED the information given, be noted and a further report be awaited detailing budget proposals.**

78. 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.

79. STOCK REPORTS PERIODS ENDING 24<sup>TH</sup> SEPTEMBER 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. It was reported that at the recent Shotton Hall Sub Committee it had been suggested consideration should be given to an increase in prices for drinks in the Banqueting Suites and progress would be reported in due course.

**RECOMMENDED that the reports be accepted.**

80. AUDIT

- (i) External Audit – BDO Report

**RECOMMENDED the report be received and the recommendations contained within it be attended to, where necessary.**

- (ii) Internal Audit – Accounts payable

**RECOMMENDED the report be accepted noting there were no issues to be addressed following the audit.**

- (iii) Internal Audit – Sports Lettings

**RECOMMENDED the report be accepted and the Action Plan be implemented in relation to:-**

- (a) **the review of fees and charges be included within the budget process, this to include attention to consistency on the fees being charged;**
- (b) **a clear definition be determined and applied on the fees applied to Teams outside the Town;**
- (c) **all teams complete a booking form before a match takes place.**