

THE MINUTES OF THE MEETING OF THE

FINANCE AND GENERAL PURPOSES COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE

ON MONDAY 6<sup>TH</sup> OCTOBER 2014

PRESENT: COUNCIL BATY (CHAIR)

Mesdames:- L Wood, S Simpson & V Watson

Messrs:- S Miles, D Sillito, W M Jeffrey, L Cook, J Alvey, C  
Robbins, C J Metcalfe & A Watson

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

49. APOLOGIES FOR ABSENCE

Apologies were submitted and accepted from Councillors K Liddell, (on holiday), G Cowie, (on holiday), C Watkins, (ill) and D & M Milsom, (Mayoral duties).

50. THE MINUTES OF THE LAST MEETING a copy of which had been previously circulated, were approved.

Matters Arising

Minute Number 42 – Fly a Flag for the Commonwealth, 9<sup>th</sup> March 2015

To note at the Council meeting it was agreed the Council support this event.

51. THE REPORT OF THE FINANCE SUB COMMITTEE MEETINGS OF THE 28<sup>TH</sup> AUGUST & 25<sup>TH</sup> SEPTEMBER 2014 copies of which had been circulated to each Member, were approved.

52. COUNTY DURHAM ASSOCIATION OF LOCAL COUNCILS – VARIOUS ITEMS

- (i) Bulletin – SCA Board Meeting
- (ii) Election to NALC Larger Councils Committee
- (iii) County Durham & Darlington Fire & Rescue Service – public consultation
- (iv) NALC Update following the Labour Party Conference
- (v) East Durham Association of Parish & Town Councils, Minutes of the Ordinary Meeting held on 10<sup>th</sup> June 2014

**RECOMMENDED the information given in the various releases and updates be noted.**

53. GRANTS, DONATIONS & CONCESSIONARY USE

Members were circulated with the update of grants and concessionary uses granted from April to September 2014.

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

54. INVITATIONS TO THE SHOWMEN'S GUILD OF GREAT BRITAIN – ANNUAL LUNCHEON, 12<sup>TH</sup> NOVEMBER 2014

Members were advised of receipt of invitations for the following to this event:-

The Mayor, the Chairman of the Show Committee, the Leader of the Council and the Town Clerk. A personal invite was to follow for the Show Co Ordinator.

Councillor Kyle expressed his disappointment that the year he was Mayor and Chair of the Show Committee he did not receive an invitation to attend. There was also comment made in relation to the invitation to the Leader and it was asked that this be clarified with the Guild that there were two acknowledged political leaders/spokepersons at the Town Council.

**RECOMMENDED the invitations be accepted.**

55. 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.

56. STOCK REPORTS PERIODS ENDING 9<sup>TH</sup> SEPTEMBER 2014  
(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 was comment on the wastage report in relation to the syrup running out on the mixer drinks causing wastage; this was unavoidable and had been an issue that had been highlighted and considered many times with previous reports.

**RECOMMENDED that the reports be accepted.**

57. INTERNAL AUDIT REPORTS  
(i) Accounts Payable (creditors)  
(ii) Income Collection & Banking

Copies of the reports received following these internal audits were circulated to each member. Both reports had been awarded full assurance and had no action plans to follow.

**RECOMMENDED the reports be accepted and their contents approved.**

58. AUDIT OF ACCOUNTS 13/14

The Deputy Town Clerk reported that the external audit report was overdue; as soon as it was received it would be reported to Council.

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

COUNCILLOR A WATSON DECLARED AN INTEREST IN THE FOLLOWING ITEM AND TOOK NO PART IN THE DISCUSSION WHICH ENSUED.

59. PURCHASE OF NEW SERVER & DESK TOPS

Members were circulated with a further report in relation to this item. It was requested that each of the three companies be asked to give their “best price”.

**RECOMMENDED this matter be considered further at the Council Meeting.**

60. ATTEMPTED BREAK IN – SHOTTON HALL ANNEX BUILDING/GARAGES

Details were given of a recent break in. It was felt that the storage provided by the building should be maintained. It was asked if the building was demolished what the implications may be for future potential planning applications. It was agreed that the appropriate notices needed to be put in place immediately.

**RECOMMENDED the future of this building be considered further at the budget setting meetings.**

61. STOPPING UP ORDERS

An offer had been received from the Officer dealing with this matter to meet Members to consider their concerns about the orders in more detail with them face to face.

**RECOMMENDED this offer be accepted and arrangement be made to meet on Friday 10<sup>th</sup> October 2014 if possible.**

62. TOWN CLERK’S GRIEVANCE

Following considerable discussion it was **RECOMMENDED that the Panel be instructed to continue with its handling of the Town Clerk's Grievance and it be recommended the two Members concerned attend the meeting with them.**