

THE MINUTES OF THE MEETING OF THE

FINANCE AND GENERAL PURPOSES COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE

ON MONDAY 1<sup>ST</sup> FEBRUARY 2016

PRESENT: COUN K HAWLEY (CHAIR)

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

Messrs:- S Miles, H Bennett MBE, W M Jeffrey, C Watkins, L  
Cook, R Kyle, C Robbins, A Watson & C J Metcalfe

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

**The Chairman advised Members of the committee that part of the  
meeting may be recorded by both audio and video, and it may be that  
photographs were taken.**

85. APOLOGIES FOR ABSENCE

Apologies had been submitted and accepted from Councillors M A  
Cartwright, (personal engagement) and G Cowie, (ill).

**RECOMMENDED the Council approve the reason submitted for  
absence received from Councillors listed on the grounds given  
above, and their apologies for absence be recorded.**

86. MACMILLAN INFORMATION & SUPPORT CENTRE,  
PETERLEE

The Chair welcomed Joanne Benson, Macmillan Health Improvement Specialist to the meeting.

Ms Benson explained the background to the Centre with Peterlee being the first community to get a community based centre and they were unique. Ms Benson then outlined the centres history and their work and she asked for the councils help in spreading the word about what was on offer at the Centre and the support available offering a range of services to those with cancer, their carers and families. She invited Members to go along to the Centre to see for themselves what was on offer.

The Chairman thanked Ms Benson for attending the meeting and for the informative presentation.

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

87. THE MINUTES OF THE LAST MEETING a copy of which had been previously circulated, were approved.
88. THE REPORT OF THE FINANCE SUB COMMITTEE MEETING OF THE 14<sup>TH</sup> JANUARY 2016 a copy of which had been circulated to each Member, was approved.
89. NEIGHBOURHOOD PROTECTION TEAM UPDATE – MONTHLY PERFORMANCE REPORT DECEMBER 2015

A copy of the monthly performance report was circulated for the information of Members.

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

90. PUBLICATIONS, MINUTES ETC
  - (a) NALC Newsletter
  - (b) DIS Extra Issue 875 & 876
  - (c) Bulletin on National Developments & Meetings
  - (d) Minutes of the East Durham Association of Parish & Town Councils of the 13 October 2015
  - (e) Draft Larger Councils' Committee Minutes of 20 October 2015

- (f) The Queen's 90<sup>th</sup> Birthday Beacons – 21<sup>st</sup> April 2016
- (g) County Durham Devolution Poll 2016
- (h) CDALC Larger Local Councils Forum 12 February
- (i) NALC Larger Councils Committee
- (j) 280<sup>th</sup> Meeting of NALC, 27 October 2015

Members were circulated with extracts of the above documents and updates, with full copies being made available on request.

**RECOMMENDED the information given be noted.**

91. PARISH POLL & RESPONSE TO PRECEPT QUESTIONS

Members were circulated with the items presented at the Council meeting held on 21 December and the e mail sent to the Mayor and also Durham County Council regarding a parish poll being requested and the procedure to be followed. The Acting Town Clerk advised that she was preparing a full reply to Mr Hall on behalf of the Town Council.

In considering this matter the Acting Town Clerk brought to Member's attention an e mail from Durham County Council following the submission of the Town Council's precept figure to them, a copy of which had been circulated to each member at the meeting. It was reported the figure would represent a decrease of 1% on the 2015/16 Band D and it was this comparative that would appear on council tax bills. Members were asked to confirm this and they did so.

**RECOMMENDED the reply be sent to Mr Hall, advising the decrease of 1%, with a precept of £1,251,968 equivalent to a Band D charge of £294.90, had been agreed by the Council.**

92. TOWN ACTIVITIES

- (i) New Year OAP Party

Members were circulated with a letter sent to the Mayor from a local resident regarding how the tickets for this event were allocated.

Following consideration it was **RECOMMENDED tickets could be posted out to applicants, on the understanding that proof of being a resident of Peterlee would have to be shown prior to admittance to the party.**

(ii) Pantomime, Peter Pan

Member were circulated with a copy of a letter of thanks from Howlatch Lane Primary School on behalf of the staff and children that came along to one of the four sessions of Pantomimes held at Shotton Hall and hosted, free of charge, by the Town Council.

**RECOMMENDED the letter be received.**

93. COUNTY DURHAM POVERTY ACTION PLAN

Members were circulated with a copy of the draft Plan, which was subject to change as discussions with partners was held. Members were asked if they had any comments to offer.

**RECOMMENDED no comment be offered on the draft County Durham Poverty Action Plan.**

COUNCILLOR C J METCALFE DECLARED AN INTEREST IN THE FOLLOWING ITEM AND TOOK NO PART IN THE VOTING OR DISCUSSION WHICH ENSUED.

94. THORNTREE GILL LEISURE GARDENERS ASSOCIATON

Members were circulated with a copy of the Minutes of the AGM of Thorntree Gill Leisure Gardeners Association held on 5 December 2015.

**RECOMMENDED the information given be noted.**

95. INTERNAL AUDIT - TERMS OF REFERENCE FOR THE REVIEW OF THE MAIN ACCOUNTING SYSTEM

Members were circulated with a copy of the terms of reference to be used for the internal audit of the main accounting system held at Peterlee Town Council.

**RECOMMENDED the information given be noted.**

96. BUSINESS CARDS FOR MEMBERS

Members were asked to give consideration to the production of business cards for use by Local Members. A Local Member commented that this type of stationery should be financed by the individual and not the Town Council.

**RECOMMENDED business cards not be ordered for Councillors.**

97. 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.

98. STOCK REPORTS PERIOD ENDING 16<sup>TH</sup> DECEMBER 2015  
(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.

**RECOMMENDED that the reports be accepted.**

99. RENTAL OF THE FORMER TIC – PROGRESS

Progress was outlined for Members on the proposed sub let/ rental of the former TIC at and the difficulties that had been encountered in entering into a lease for the use of the unit by another organisation. Members were extremely disappointed at this result and felt that this

should be made public and the owners should be “named and shamed”. The Acting Town Clerk advised that she was currently looking into how a sub let could be progressed with other organisations and assured she would keep Members updated.

**RECOMMENDED the information given be noted and progress be awaited.**

100. CLAIM FORM RECEIVED

Members were reported of receipt of a claim form on 25 January 2016, and brief details of the claim were outlined, from M J Thompson. This had been passed to the Town Councils insurers for their attention and action. A Local Member suggested in the light of a claim being lodged there should be no discussion on the matter pending the investigation, and this was a claim against the Council, all 22 members, of which she was part as an elected representative.

**RECOMMENDED progress be awaited.**

101. WEBSITE DEVELOPMENT SERVICE SLA

Members were circulated with details of the introduction of an annual charge for hosting the Town Councils web site. Members felt that the Town Council should source alternative prices for this service support and suggested nearby parishes be contacted to seek details of other web site providers.

**RECOMMENDED this course of action be followed.**

102. THE SHOW 2016 - HEALTH & SAFETY SUPPORT & BANDS

Members were circulated with a report produced by the Show Co Ordinator along with an addendum giving further details of bands that were available and their prices.

**RECOMMENDED:-**

- (i) **JT Services of Durham be engaged to provide event Safety Cover for the Show at the cost as detailed in the report;**

- (ii) A Queen Tribute band be booked to headline the event, at the cost as detailed in the report;**
- (iii) Gangsters of Ska be booked, however should they not be available U2 Tribute be booked;**
- (iv) The remainder of the suggested line up, as detailed in the report, be agreed.**

**FURTHER RECOMMENDED plenary powers be granted to allow these booking to be made.**