

PETERLEE TOWN COUNCIL

MINUTES OF THE MEETING OF THE PETERLEE INFORMATION  
CENTRE COMMITTEE,

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL,  
PETERLEE

ON MONDAY 10<sup>TH</sup> JULY 2006

PRESENT: Coun R CURTIS (CHAIR)

Mesdames: A E Laing

Messrs: H Bennett, D Coates, E W Hall, W  
M Jeffrey, T Jones, R Huitson, D Milsom, G  
Calvert, C J Metcalfe, C Robbins & G  
Cowie

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

1. APOLOGIES FOR ABSENCE

Apologies for absence submitted were submitted by B Scott, M  
Milsom, B Joyce, R Jones and A Lowden.

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

3. THE INFORMATION CENTRE MANAGER'S REPORT, a copy of  
which had been circulated to each Member, was considered under the  
following headings:-

Staff

ONE Tourist Team

Peterlee Web Site  
Peterlee Town Council Events  
Office Usage

In relation to the staffing item, in particular trainees, Members suggested that a more permanent contract/arrangement be made with the college in an effort to reduce turnover, taking into account the staff time taken in training a young person. It was also suggested in an effort to do this the College be asked to monitor and assess their student before placing them with the Centre.

The Teddy Bear's Picnic was discussed at some length, in particular with regard to hot and cold refreshments and it was agreed that this be the subject of a further report from the Town Clerk and Organiser.

A member also asked about CRB checks for staff and volunteers and the Manager assured that she would investigate this matter.

**RECOMMENDED that the information contained within the report, be noted, and the actions where suggested be taken.**

4. STATISTICS, INCOME & COMMISSION

Statistics relating to the number of visitors and enquiries to the Centre had been circulated to each Member for their information.

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