

PETERLEE TOWN COUNCIL

MINUTES OF A MEETING OF THE PETERLEE INFORMATION
CENTRE COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL,
PETERLEE

ON MONDAY 11th APRIL 2011

PRESENT: COUN M MILSOM (CHAIR)

Mesdames: J Black, J I Measor & L Wood

Messrs: T A Jones, D Milsom, R Huitson, J Hardy, R
Kyle, C Austin, C Robbins, W M Jeffrey, H Bennett
MBE, J Alvey, D Langan & C Watkins

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

15. APOLOGIES FOR ABSENCE

Apologies for absence were submitted and received on behalf of
Councillors S McDonnell, (tummy bug), R W Jones, (ill), & G
Cowie, (in hospital).

RECOMMENDED that these apologies be accepted.

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

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

1. NEW AGENCIES

Since the last meeting, a further two coach travel agencies Roberts of Wingate & Northstar Travel of Seaham had been secured and were due to commence at the Information Centre very shortly. It was confirmed that this was on a 10% commission basis.

RECOMMENDED that the information given, be noted.

2. DEVELOPMENTS WITHIN THE TOURISM SECTOR

2.1 - North East England Tourism Awards 2011

Details were given relating to this award and it was reported that an application would be made by the Information Centre.

RECOMMENDED that progress be awaited.

2.2 - Regional Developments with TICs in County Durham

Progress with changes in the structure of the Information Centres in the region, particularly in County Durham was given and the Leader reported on a recent radio interview following a press article on the closure of Durham City's Information Centre.

RECOMMENDED that progress be awaited.

2.3 - Visitors Figures

The Manager gave an estimate of the number of visitors that used the Centre from both within and outside the Town. It was asked that more precise visitor information be gathered from users of the Centre in an attempt to demonstrate where the service was used. It was suggested that for ease post codes could be recorded. This information was required urgently and it was asked that it be maintained immediately and reported in due course.

RECOMMENDED that visitor information statistics be gathered on where users were from when accessing the service of the Centre.

3. EVENTS

3.1 - Easter Egg Competition

Details were given for arrangements for this year's event.

RECOMMENDED that the information given, be noted.

3.2 - Teddy Bears' Picnic

It was suggested that reductions in the cost of the event be made by having only one face painter. It was felt that this was a popular part of the activities and that this was not an area that should be reduced. Comment was made however on the number of picnics that adults took, which were for the children only.

RECOMMENDED that the information given, be noted.

3.3 - St George's Evening Event

Details were given on the arrangements made for this event at The Pavilion. The Manager advised that Shotton Hall School was still keen to be involved in the event with a 15 minute performance by the children.

RECOMMENDED that the information given, be noted.

18. STATISTICS, INCOME & COMMISSION REPORT

A copy of the above reports had been circulated to Member's for their information. Also circulated at the meeting was a brief indication on the cost of the service which Members asked for clarification on some of the items listed, which was duly given.

RECOMMENDED that the information given, be noted.

19. RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC IN VIEW OF THE CONFIDENTIAL NATURE OF THE FOLLOWING ITEM 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 1961 AND THE LOCAL GOVERNMENT (ACCESS TO INFORMATION ACT 1985)

20. REPORT OF THE INFORMATION CENTRE MANAGER

The report of the Manager was considered under the following headings:-

a) Repairs and Maintenance Front Entrance Door

Further consideration was given to the report prepared outlining costs for this annual maintenance agreement.

RECOMMENDED that the option for a 3 star maintenance cover at a cost of £227.00 be accepted.

b) Temporary Information Assistant (Maternity Cover)

RECOMMENDED that approval be given to re-offer Mrs C McKiver the post of Information Assistant, (Maternity cover) until July 2011 with the current post holder's return to work.

FURTHER RECOMMENDED the need to engage seasonal cover be fully assessed and a further report be made to Members for consideration.