

PETERLEE TOWN COUNCIL

MINUTES OF A MEETING OF THE PETERLEE INFORMATION  
CENTRE COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL,  
PETERLEE

ON MONDAY 13<sup>th</sup> JUNE 2011

PRESENT: COUN. MRS J I MEASOR (CHAIR)

Mesdames: S McDonnell, J Black,  
M Milsom & L Wood

Messrs: T Jones, J Hardy, R Huitson,  
W M Jeffrey, C Robbins, D Milsom,  
H Bennett MBE, D Langan, R Jones,  
C Watkins & E W Hall

**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 were submitted by Councillors; J Alvey (ill health), G Cowie (ill health), C J Metcalfe (holiday) and C Austin (holiday).

**RECOMMENDED that these apologies be accepted.**

2. THE MINUTES OF THE LAST MEETING, a copy of which had been circulated to each Member, were approved.
3. THE MANAGER'S PROGRESS REPORT, a copy of which had been circulated to each Member, was considered under the following headings:-

### 1.0 EXHIBITIONS

The Information Centre had provided exhibition space to the following craftspeople during April and May 2011:-

Annette Baines with jewellery  
June Lennard with greetings cards  
Pat Blackburn with greetings cards

Apart from a two week slot in August, the window area had been fully booked with craftspeople for the rest of 2011.

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

### 2.0 POOP SCOOP BAGS

As Members were aware, Durham County Council no longer provided poop scoop bags free of charge. The last of the Council's supplies had been distributed in March. Enquiries had been made to various outlets, including Great Aycliffe Town Council, who were ordering bags on behalf of other local authorities. This service was however, no longer available and the Town Council would need to purchase directly from the supplier.

The cost of supplying the standard bags (economy ones were quite flimsy) from the company used by Durham County Council and Great Aycliffe Town Council was £10.15 per 1,000 for an order of 30,000 bags. This equated roughly to 1p per bag. The Organiser suggested, based on the amount previously distributed that 40,000 bags per annum may be sufficient for demand. This would allow the Centre to give out one bundle of 50 no. bags to 15 no. people per day and leave some at the Town Council buildings/parks areas.

Following discussions with some dog owners in the Town, it was further suggested that the Council pass on the cost to dog owners, ie 50p per bundle of 50 no. as owners had raised no objection to this suggestion.

**RECOMMENDED that the Centre Manager contact Great Aycliffe Town Council to ascertain if an order for poop scoop bags could still be placed. If this was not possible, then the Manager place an order separately for the better quality bags and a nominal fee be charged to the public in the sum of 50p per bundle of 50 no. bags.**

### 3.0 EVENTS

#### 3.1 **Easter Egg Competition 2011**

Once again this event had been a success with Asda supplying prizes and approximately 100 no. entries had been received.

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

#### 3.2 Teddy Bears Picnic – Sunday 19<sup>th</sup> June, 2011

Arrangements were in place for this year's Teddy Bears' Picnic:

Entertainment: Ian Wragg Magic Show and Balloon Modelling (CRB Checked)

Bouncy Castle x 2 – Tom Garside (CRB checked with another organisation)

Kid's Fairground Rides – P. Cooper

St. John Ambulance

Competitions: Colouring; Best dressed bear; Name the bear; How many sweets in the jar.

Hays Travel (awaiting confirmation of attendance)

Picnic donations: Walkers crisps and Julie Cockburn, Sausage Rolls. The remainder of the picnic items would be purchased from Asda.

Face Painters x 2 includes hair braiding and temp tattoos (Pirates and Princesses, CRB checked with another organisation).

Volunteers were required to help on the day.

Issues from 2010 were addressed relating to the Judging of the Best Dressed Bear Competition and the Distribution of food.

**RECOMMENDED that the Organiser's ensure to adhere to the published timetable on the day and a clear announcement be given in advance to alert children who wished to participate in the Best Dressed Bear Competition.**

**FURTHER RECOMMENDED that tickets be issued on the day to each child in order to obtain a picnic.**

### 4.0 CRB CHECKS

The Centre Manager highlighted some uncertainties around the necessity of CRB checks for individuals working on the Council's behalf, where children may be concerned.

It was understood that children's entertainers, such as Punch and Judy/magicians etc were required to have a CRB check, but questioned the need for other operatives eg. Fairgrounds, bouncy castle providers etc. to have similar checks.

Discussions with the Show Co-ordinator, Safety Advisory Group and Sedgefield Town Council had produced no hard and fast rules relating to this issue.

**RECOMMENDED that the Organiser contact the CRB Office helpline to resolve any queries relating to this issue.**

#### 5.0 PUBLIC USE COMPUTERS

The two public use computers in the Centre were now seven years old. They had been incredibly well used over the years and had of late become very slow and unresponsive. GBM Solutions had sourced and installed two reconditioned computers. Members were informed that at zero cost to the Council, although two new keyboards had been purchased at £4.00 each.

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

#### 4. STATISTICS, INCOME & COMMISSION

A copy of the above reports had been circulated to Members for their information.

The newly implemented Enquiry/Visitor Statistics had been circulated to Members, the Centre Manager advised that it was virtually impossible to question every customer when dealing with other enquiries, although every effort would be made to collect the information on an on-going basis.

The Centre manager agreed to include further information to the age profile of visitors to the next report.

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