

PETERLEE TOWN COUNCIL

MINUTES OF A MEETING OF THE PETERLEE INFORMATION
CENTRE COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL,
PETERLEE

ON MONDAY 12th SEPTEMBER 2011

PRESENT: COUN. MRS J I MEASOR (CHAIR)

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

Messrs: R Kyle, C Austin, C J Metcalfe,
D Milsom, R Huitson, J Alvey,
W M Jeffrey, R Curtis, H Bennett MBE,
C Robbins, 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.**

5. APOLOGIES FOR ABSENCE

Apologies for absence were submitted by Councillor J Hardy
(Mayor's duties).

RECOMMENDED that these apologies be accepted.

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

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

a) STAFF NEWS

Hayley Tempest had returned from maternity leave on 23rd July 2011, which maintained the staff level at three full time members of staff.

RECOMMENDED that the information given, be noted.

b) SUMMER 2011/AUTUMN 2011

This Summer the workload had appeared to be at a high level, due to not having a seasonal member of staff and some aspects of the roles/tasks of the Information Centre had taken a back seat. However, now the busiest time of year had passed, the Staff would be spending the Autumn months catching up with 'back office' work, including the website as a priority and the office filing system.

RECOMMENDED that the information given, be noted.

c) INTERNAL AUDIT REPORT

During August, the Internal Auditor visited the Information Centre and advised 'Substantial Assurance' on financial procedures. This Report would be submitted to the next Finance & General Purposes Committee.

RECOMMENDED that the information given, be noted.

d) NORTH EAST ENGLAND TOURISM AWARDS 2011

An application had been made to enter the above Awards although unfortunately the Information Centre had not been short listed this year. Feedback highlighted strengths and weaknesses and pointed out good to see partnership working with voluntary groups.

RECOMMENDED that the Centre Manager send a letter expressing the Council's extreme disappointment and advising them that the Town Council would not be entering this Award scheme next year.

e) VISIT COUNTY DURHAM

A letter had been received from the above organization assuring that they would still be working on systems to support the new style tourism network and had not forgotten that the Council were still interested in joining that network. It was clear that the Centre should be placed at Level 1, which was the highest level.

RECOMMENDED that the Town Clerk email Durham County Council, Visit County Durham, reminding them of the meeting which was to be re-convened in September.

f) POOP SCOOP BAGS

Poop Scoop bags had been purchased directly from the supplier. These were proving very popular with no objections heard from the public with regard to paying for the bags, all monies paid out for the bags would return to the Council budget. The Centre were selling more than was originally anticipated, at a cost of 50p for 50 no. bags.

RECOMMENDED that the information given, be noted.

8. STATISTICS, INCOME & COMMISSION

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

RECOMMENDED that the Centre Manager provide a simplified version of the Origin/Beneficiary of an Enquiry Report and also itemise the poop scoop bags income as a separate item in future.