

PETERLEE TOWN COUNCIL

MINUTES OF A MEETING OF THE PETERLEE INFORMATION  
CENTRE COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL,  
PETERLEE

ON MONDAY 14<sup>th</sup> NOVEMBER 2011

PRESENT: COUN. MRS J I MEASOR (CHAIR)

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

Messrs: J Hardy, R Huitson, C Robbins,  
W M Jeffrey, C Watkins, R Kyle,  
J Alvey, C J Metcalfe & H Bennett MBE

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

9. APOLOGIES FOR ABSENCE

Apologies for absence were submitted by Councillors:- D Langan (hospital appointment) and R Jones (Wife ill).

**RECOMMENDED that these apologies be accepted.**

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

11. THE ORGANISER'S PROGRESS REPORT

a) North East England Tourism Awards 2011

The Organiser advised that she had sent a letter to 'Live Tourism' expressing the Council's disappointment at Peterlee Information

Centre not being short listed for this year's award. The letter outlined that the Centre was entirely funded and operated by an already stretched Town Council budget and that the Council would not therefore be entering into the Awards in future.

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

b) Limestone Landscapes Project

The Organiser advised that a leaflet had been passed to her with a request that she make enquiries as to the possibility of funding being sought via the Limestone project for the Information Centre. She had made contact with the appropriate personnel and was advised that no funding was available and all finance they had was earmarked for other uses. Leaflets on the project had since been received at the Information Centre for distribution to the public.

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

b) National Express Agency

The Organiser advised that Government would no longer be funding concessionary fares available to people registered disabled over the age of 60. It was a government decision to withdraw funding to National Express to enable them to pass on these concessions to the public. This was withdrawn from 31<sup>st</sup> October 2011. National Express had since introduced a coach card for seniors and disabled passengers. The card was priced at £10 and enabled them to obtain a reduction of 33.3% on standard fares for a period of twelve months. A supply of these had been obtained and would be passed on to the public. For each card sold, £1.50 commission would be earned.

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

c) VISIT DURHAM – Tourist Network Proposals

The Town Clerk had met with a representative of 'Visit Durham' to discuss their future proposals for the networking of the provision of visitor information within the County. Enquiries were made as to whether any financial support would be made available for the

Town Council as part of the new network proposals. Confirmation was given that there would be no financial support, although items such as leaflet display racks etc would be provided free of charge if required.

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

d) EVENTS -

i) Halloween Party- 30<sup>th</sup> October, 2011.

200 no. tickets had been sold for the Halloween Party, generating an income of £605.00. This was expected to be a 'break even' figure. This could be confirmed once the wages bill had been received and a balance sheet produced. The event had been a success and everyone who attended enjoyed the event. The Mayor passed on his thanks to all staff concerned.

Members expressed their concerns at the high price paid for the entertainment for this event.

**RECOMMENDED that a balance sheet be prepared and circulated to Members.**

ii) Operation Christmas Child (Shoebbox Appeal)

This Centre was once again a drop off point for shoebbox gifts for Samaritan's Purse. The boxes would be collected on 18<sup>th</sup> November, 2011.

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

iii) Santa's Postbox

It is suggested that this Centre once again be a collection point for letters to Santa Claus and for Santa to make a personal reply to each letter he receives from this office.

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

e) Peterlee Town Council Website

The web site was up to date and substantial time had been spent updating the content on the site, including updating the minutes available. Minutes had now been added for the previous twelve months, it was anticipated that earlier years back to 2008 would be added by the end of December 2011.

If any Member had any observations of out of date or incorrect information, they were to contact the Organiser.

Councillor Mrs Milsom advised that her name was incorrect on the website, it stated Maureen and should read Margaret.

A Member raised concern at exempt Council minutes being available on the website. The Leader stressed that it was not the Organiser's responsibility to select minutes for uploading. The Town Clerk advised that a Webmaster would solve such problems.

**RECOMMENDED that the Town Clerk discuss the designation of a Webmaster at Senior Management Team and report back to Members on this matter.**

f) British Legion Poppy Appeal

In line with Council policy, the British Legion Poppy Appeal had been invited to use the display unit in the Centre for the display of, and promotion of the Poppy Appeal.

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

12. STATISTICS, INCOME & COMMISSION

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

Members queried possible reasons why the number of visitors to the Centre had now doubled compared to 2010 figures, yet the income taken was decreasing compared to 2010 figures.

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