

MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE OF THE 5<sup>TH</sup>  
NOVEMBER 2012

THE MINUTES OF THE MEETING OF THE

FINANCE AND GENERAL PURPOSES COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE

ON MONDAY 5<sup>TH</sup> NOVEMBER 2012

PRESENT: COUN R CURTIS (CHAIR)

Mesdames: L Wood & J Black

Messrs: T A Jones, J Alvey, H Bennett MBE, W M Jeffrey, C J  
Metcalf, C Watkins, R Huitson, D Milsom, C Austin & E W  
Hall

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

70. APOLOGIES FOR ABSENCE

Apologies for absence were submitted and accepted from C Robbins,  
(on holiday), R W Jones, G Cowie & M Milsom, (all ill).

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

Matters Arising

Minute Number 51(i) Mayoress at Home

At the Council Meeting the Town Clerk advised that Caterpillar had  
been contacted and had confirmed that there was no complaint to be  
submitted by the Company. It was resolved this be accepted and the  
matter not be pursued any further.

72. THE REPORT OF THE FINANCE SUB COMMITTEE MEETING  
OF THE 18<sup>TH</sup> OCTOBER 2012 a copy of which had been circulated  
to each Member, was accepted. It was asked once again that a report

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be provided on the allocation, distribution etc of PPE across Departments.

**RECOMMENDED the report be produced for Members.**

73. MEETINGS/INVITATIONS

(i) Notes from the Town Centre Meeting, 19<sup>th</sup> September 2012

Members were circulated with a copy of the note of discussions at this meeting. It was noted that Councillors H Bennett MBE and J I Measor were the Town Council's representatives on the Regeneration of the Town Centre Committee.

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

(ii) Slides from the Standards Session, County Hall Durham, 11<sup>th</sup> October 2012, 6.00pm

Copies of the slides that were shown at this session were circulated for the attention of all Members. There was comment that the information needed to be read, considered and abided by.

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

(iii) Progress (County Durham PCT) Authorization Visit

Members were circulated with information regarding the progress with Durham Dales, Easington and Sedgefield PCT moving to a Clinical Commissioning Group.

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

(iv) Next Larger Local Council Forum Meeting – 16<sup>th</sup> November 2012 – Spennymoor

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

74. SUMMARY INCOME & EXPENDITURE 1<sup>ST</sup> APRIL – 30<sup>TH</sup> SEPTEMBER 2012

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Members were circulated with this report but it was explained that only four months wages were showing in the report due to the County Council's invoicing arrangements. The Town Clerk spoke on the estimated balances in hand and reported that there was a Special Meeting of the Management Team on 8<sup>th</sup> November 2012 to consider budgets and discuss requirements for 2013/14.

**RECOMMENDED that the income and expenditure report for the period April – September 2012, be noted.**

75. PRECEPT/BUDGET SETTING

Correspondence received from Durham County Council and CDALC relating to the setting of the 2013/14 budget was circulated to each Member. The Town Clerk advised that it was likely that the budget could not be finalised until January 2013 when final figures were known from Durham County Council in relation to double taxation and also council tax bases.

**RECOMMENDED preliminary work on the budget preparation continue and progress be awaited.**

76. CHANGES TO BUS SERVICES

Members were circulated with details relating to changes in the bus services and routes in the Town. This had been an emotive issue with many residents contacting their local Members about the changes made. Residents, particularly the elderly had asked if copies of timetables could be obtained.

**RECOMMENDED a letter be sent to Arriva advising of the Town Councils concerns of buses arriving late and an offer be made to assist in the distribution of bus timetables/leaflets at Town Council premises.**

77. TANDEM SKY DIVE – TO NOMINATE ONE 25 YEAR OLD FROM PETERLEE

Members were circulated with details on the above opportunity.

**RECOMMENDED this offer to nominate a resident of Peterlee to do a sky dive, not be taken up at this current time by the Town Council.**

78. LOCALISM ACT & THE COMMUNITY RIGHT TO BID

Members were circulated with an update giving information where Parish Councils would have the right to include private or publicly owned community assets on a list of community assets held by Durham County Council. The process was outlined within the e mail circulated to all Members. A full copy of the document was available at the Office.

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

79. RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC IN VIEW OF THE CONFIDENTIAL NATURE OF THE FOLLOWING ITEMS 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 & THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985.

80. INTERNAL AUDIT REPORT – BUDGETARY CONTROL

Members were circulated with a copy of the report of the Internal Auditor on budgetary control. A Local Member disagreed with the recommendation that a review of fees and charges should be carried out as part of the budget process.

**RECOMMENDED the report be accepted and the Town Clerk discuss the reports recommendations further with the Internal Auditor.**

81. DONATIONS & CONCESSIONARY USE APPLICATIONS

(a) Peterlee Town Bowls – further information

**RECOMMENDED** a donation of £230.00 be made towards the costs of the Peterlee Main Open, whilst it was noted that any future application should be made well in advance of the competition and supply all of the necessary information prior to consideration by Committee, ie balance sheet.

(b) Fund Raising Event – Shotton Hall Banqueting Suites, Friday 25<sup>th</sup> January 2013

**RECOMMENDED** free use of Shotton Hall Banqueting Suites be granted for this event but the Organiser be requested to pay the £50.00 cleaning charge.

(c) East Durham Gymnastics Club – Raffle Prize

**RECOMMENDED** the action taken by the Deputy Town Clerk in providing some Peterlee memorabilia that was surplus stock from the former TIC for this raffle, be endorsed.

(d) MUGA, Helford United Football Club

**RECOMMENDED** that this request be refused, but the offer of a concession on off peak sessions be made.

(e) Letter of Thanks – Butterwick House Children's Hospice

**RECOMMENDED** the letter be received.

82. STOCK REPORTS PERIOD ENDING 26<sup>TH</sup> SEPTEMBER

(A) Shotton Hall

(B) The Pavilion

(C) Formula to Work out the % Profit

Consideration was given to the stock reports received for the licensed premises. The Chairman asked that it be recorded how well the recent Mayor's Ball had gone, with both the catering and bar service being exceptional.

**RECOMMENDED** the reports be accepted and both the staff and caterers be thanked for their efforts on the night of the Mayor's Ball.

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83. USAGE REPORTS

- (a) Shotton Hall
- (b) The Pavilion

Mention was made at the staffing levels in the reports. The Town Clerk assured that she had just received the first draft of the Structure Review Report and she hoped to be able to call a Special Meeting shortly to consider its contents fully.

**RECOMMENDED that the usage reports be accepted. FURTHER RECOMMENDED progress with the Structure review report be awaited.**

84. STANDARDS COMMITTEE CASE LA 186

Members were circulated with a letter received on behalf of the Durham County Council Standards Committee stating there had been no breach of the Code of Conduct. The Town Clerk advised that there had been a typing error in the letter and it should read “He did not conduct himself in a manner which could reasonably be regarded as bringing his office or the Council into disrepute.”

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

85. SHOW 2013 – VARIOUS ITEMS

Consideration was given to the report, a copy of which had been previously circulated.

**RECOMMENDED:-**

- (i) **the action taken in making the bookings for the bands as detailed in the report, be endorsed;**
- (ii) **Jez Avery be booked to perform on the Saturday of the Show;**
- (iii) **Further details be obtained on Birds of Prey, animal displays etc be obtained and considered by Members.**

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86. 5<sup>TH</sup> NOVEMBER FIREWORK DISPLAY

Members that had gone along to this event reported that it had been very well attended. They made constructive suggestions for next year that more walkways should be provided and more floodlighting. It was commented that residents had remarked on there being no bonfire.

**RECOMMENDED that the information given be noted and further consideration be given to next years event and the suggestions made.**

87. BELL – SHOTTON HALL

Progress with the memorial plaque for the former Town Clerk, Tommy Hunt was requested.

**RECOMMENDED this matter be progressed as soon as possible.**