



5th May 2023

In accordance with Paragraphs 7 and 10(2)(b) of Schedule 12 of the Local Government Act 1972, I hereby summon you to attend the ANNUAL MEETING OF PETERLEE TOWN COUNCIL to be held in the COUNCIL CHAMBER, Shotton Hall, Peterlee SR8 2PH on MONDAY 15th MAY 2023 at 6.30pm

The business to be transacted at the meeting is set out in the Agenda below.

Ian Morris F.S.L.C.C.

Town Clerk

(Proper Officer of the Council)

Attendance of the Public at the Meeting

Whilst members of the public are welcome to observe our Council meetings, public viewing space is limited. If you would like to come along to observe the meeting you are strongly advised to contact the office to make sure there are facilities to allow you to come and join us safely. Please telephone 0191 5862491 ext 205 or e mail kay.twedde@peterlee.gov.uk for more details.

A G E N D A

1. To Elect a Chairman for the Ensuing Year
To receive and consider nominations for the position. By tradition the incoming Chairman usually names their consort once elected.
2. To Sign & Complete the Declaration of Acceptance of Office
For the new Chair to sign their acceptance to the role of Chairman of Peterlee Town Council
3. Apologies for Absence
4. Presentation to the Former Chair of Peterlee to Mark His Year of Office

5. Register of Disclosable Pecuniary Interest & other Registerable Interests
Members are reminded that they are personally responsible for ensuring that these declaration forms are complete and are kept up to date and that they should be submitted to the Monitoring Officer at Durham County Council. This is a legal requirement.
6. To Elect a Vice Chairman for the Ensuing Year
To receive nominations and agree the Vice Chairman of Peterlee Town Council. By tradition the incoming Vice Chairman usually names their consort once elected.
7. To Announce a Spokesperson for the Majority Party
8. To Announce a Spokesperson for the Minority Party
9. To Approve the Minutes of the Last Meeting
Members are asked to agree the attached minutes as a true and correct record of the meeting.
(Minutes of the meeting held on 24th April 2023 are attached or available on the web site)
10. Review and Adoption of The Town Council's Standing Orders and Financial Regulations along with the Scheme of Delegation
Members are asked to review the Council's Standing Orders and Financial Regulations (copy available on the Council's web site, <https://bit.ly/2Q4iSNO> and <https://bit.ly/3FxRamG> or in hard copy from the Deputy Town Clerk by request). No amendments are being recommended by Officers.
11. To Confirm the Dates of the Meetings for the Forthcoming Year
Calendar of meetings available on the web site [to view please use this link](#) and is also attached.
12. Review of the Terms of Reference for committees
Members are asked to review and approve the terms of reference for the Town Council's committees (attached). No amendments are being recommended by Officers.
13. To confirm the arrangements for insurance cover in respect of all insured risks
Members will be asked to note the insurance arrangements with Zurich Municipal for the forthcoming year (verbal report of the Town Clerk)

14. Review of inventory of land and assets including buildings and office equipment
Members are asked to review and approve the inventory of land and assets held by the Town Council (attached)
15. Review of the Council's complaints procedure
Members are asked to review the Council's complaints procedure (copies available on the Council's web site, [to view please use this link](#) or in hard copy from the Deputy Town Clerk by request)
16. Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000
Members are asked to review the Council's procedures for handling FOI requests, (procedure available on the Council's web site, [to view please use this link](#) or from the Deputy Town Clerk by request)
17. Committees, Sub Committees, Working Parties and their Chair and Vice Chair To appoint representatives to the following committees and elect their Chair and Vice Chair:-
- Council – all 22 members
 - Resources Committee – all 22 members
 - Community & Environment Committee – all 22 members
 - ◆ Human Resources Sub – 14 members
 - Appeals Sub Committee – 5 members
 - Disciplinary Hearings – 7 members
 - Town Clerk's Appraisal Sub Committee – 5 members
 - ◆ Health & Safety Sub Committee – all 22 members
 - ◆ Events Working Party – all 22 members
 - ◆ Finance Sub Committee – 8 (volunteers to be included as signatories on the bank account. This will involve credit checks being carried out by the Bank)
 - Scrutiny & Progress Working Party – 14 members
 - Parks & Play Areas Working Party – all 22 members
 - Woodhouse Park Working Party – all 22 members
 - Lowhills Road Working Party – all 22 members
 - Environmental Park (Pony Fields area) Working Party – 14 members

18. Delegates to Other Bodies

To appoint representatives of the Town Council to serve on the following bodies:-

1. County Durham Association of Local Councils (3 Reps - 3 elected Members or 2 and the Town Clerk)
2. East Durham Association of Parish & Town Councils (3 Reps)
3. Castle Eden Dene Joint Management Committee (3 Reps)
4. Passmore Pavilion Local Steering Group (1 Rep)
5. Healthworks, Easington (1 rep)
6. Peterlee Cricket Club (1 Rep)
7. Peterlee & Horden Rugby Club (2Reps)

19. General Power of Competence

For the Council to resolve its ongoing eligibility to use of the General Power of Competence as per the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 and Localism Act 2011, on the basis that both the Clerk and Deputy Clerk hold the mandatory Certificate in Local Council Administration (CILCA) qualification and that more than 2/3 of the Council stood for election in May 2021.

20. Spokesperson for the North East Party Member's Report

21. Spokesperson of the Labour Party Member's Report

PETERLEE TOWN COUNCIL

MINUTES OF THE MEETING OF THE TOWN COUNCIL

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE

ON MONDAY 24th APRIL 2023 at 6.30PM

PRESENT: - Cllr R Moore (Chairman)

M McCue, S Simpson, R Burnip, J Black, T Duffy, B Fishwick, A Laing, R Scott, M A Cartwright & M Sanderson

141. Apologies for Absence
Apologies for absence were offered from Councillors K Liddell, K Hawley, D Hawley, S McDonnell, A Stockport, S Meikle, D Quinn, D Howarth, K Duffy. RESOLVED Council note the apologies that had been submitted.
142. Public Participation Session
There were no members of the public present at the meeting.
143. To receive declarations of interest
Members were reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. None were given.
144. The Minutes of the last meeting of the 27th March 2023
The minutes of the previous meeting were attached for consideration and approval as a true and correct record. RESOLVED the minutes be accepted and signed as a true and correct record subject to Minute No 138 being amended to include "the use of social media, which in Cllr Duffy's opinion amounted to hate speech, should resign" being added to the minute.
145. Minutes of the Scrutiny Committee Meeting of the 30th March 2023
The notes of this meeting were attached for information. RESOLVED the minutes be noted.
146. Minutes of the Finance Sub Committee of the 24th April 2023
The Deputy Town Clerk reported unfortunately it had not been possible to close the accounts for the end of the 2022/23 Financial year and so the accounts for April could not be presented. RESOLVED approval be given for the payments for April 2023 to be circulated to Members via e mail to seek their approval prior to payment.

147. Insurance Cover 2023/24

The Deputy Town Clerk confirmed that the Town Council had renewed its insurance cover with Zurich Municipal for the 2023/4 financial year and would be conducting a procurement exercise for future years' insurance cover later in 2023. Members were also given information relating to a refund applied by Zurich Municipal on the Town Council's account. It was asked if there were any clauses attached to this. The Deputy Town Clerk advised she would seek clarification on the enquiry. RESOLVED the information given be noted and the action taken in renewing the Town Council's insurance cover for 2023/24 with Zurich Municipal at a cost of £79,523.00, be approved.

148. Award of contract for a conditions and options reports for the community facilities provision at Woodhouse Park

Members considered the report of the Town Clerk providing them with an update on proposals to carry out a condition and options study for the community facilities at Woodhouse Park. RESOLVED the contents of this report be noted and approval be given to the award of contract for the condition and options study for the community facilities at Woodhouse Park to Durham County Council's Construction Consultancy Service (DCC CCS) at a cost of £9,435.00 + VAT.

149. Investors In People Feedback Report

Members considered the report from Investors In People confirming that the Town Council has retained its 'Investors in People' accreditation for a second time.

Members noted the positive aspects of the survey including that people enjoyed working for the Town Council and the relationships that they had with their colleagues. Staff continued to feel that it was a much-improved organisation, with a culture that they appreciated, and it was clear that they were very committed to its ongoing success. They found the leadership style demonstrated by the Chief Officer and other senior leaders very effective, motivational and reassuring, notwithstanding the financial challenges the organisation currently faced. Members also noted that the Town Council had been awarded a benchmark survey score of 755, which compared favourably with an average IIP benchmark across all sectors of 728 and very favourably with the IIP Public Administration and Defence sector benchmark of 683.

RESOLVED the report be accepted.

150. Invitation for the Town Mayor to visit Nordenham, Germany

The Deputy Town Clerk reported receipt of and consider an invitation for the Mayor to attend Nordenham, Germany in June 2023. The Mayor/Chair was due to be elected on 15 May 2023 at the Annual Meeting of the Council and it was RESOLVED this

invitation be re considered following the Council's Annual Meeting, it being noted any visit would be at the Mayor's personal expense.

151. Policies

i. To review and then confirm adoption of the amended policies as follows:-

- (a) Maternity/Paternity/Adoption & Surrogacy Policy
- (b) Special Leave Policy Bereavement & Emergency Leave Policy
- (c) Supporting Staff with Public Duties Policy
- (d) Redundancy Guidance
- (e) Automated External Defibrillator Policy

ii. New Policy: Grants Policy Members reviewed and considered the policies presented. RESOLVED the policies be reviewed, accepted and adopted immediately.

152. Establishment of a Health & Safety Working Party

Members were asked to agree to the establishment of a Member/Staff Working Party with the key tasks of reviewing the Council's Health & Safety Policy and operational processes and reporting recommendations back to Council for consideration. Several Members expressed an interest in being part of this Working Party namely Councillors Moore, Burnip, Black and Cartwright. RESOLVED a meeting of the Working Party be convened and they report back to Council with their recommendations.

153. 1st, 2nd & 3rd September 2023 Helford Road, Fun Fair

Members were asked to consider a request for permission from the Council for Nobles Fun Fair to use PTC land at Helford Road. Following discussion it was RESOLVED this request be agreed to and it be given to the Corporate Services Manager to negotiate the terms of this permission.

154. Spokesperson of the North East Party's Report

The Spokesperson had no report to make.

155. Spokesperson of the Labour Political Party's Report

Councillor McCue spoke to the meeting about the absence of a Town Councillor. Members asked that their warmest regards and best wishes be sent to the Councillor.

Councillor McCue said she hoped that the warmer weather of spring would help ease the burden on families on the use of gas and electric and would help people to feel more hopeful. She thanked Members that had been involved with local litter picking, community events and Kings Coronation celebrations. RESOLVED the information given be noted.

Dates of Meetings 2023/2024

Annual Meeting of Council	15 th May 2023
Resources Meeting	12 th June
Council Meeting	26 th June
Community & Environment Meeting	10 th July
Council Meeting	24 th July
Council Meeting	21 st August
Resources Meeting	11 th September
Council Meeting	25 th September
Community & Environment Meeting	9 th October
Council Meeting	23 rd October
Resources Meeting	13 th November
Council Meeting	27 th November
Community & Environment Meeting	4 th December
Council Meeting	18 th December
2024	
Resources Meeting	15 th January 2022
Council Meeting	29 th January
Community & Environment Meeting	12 th February

Council Meeting	26 th February
Resources Meeting	11 th March
Council Meeting	25 th March
Community & Environment Meeting	8 th April
Council Meeting	22 nd April
Annual Council Meeting	20 th May 2024

Report to: Peterlee Town Council

Date of Meeting: 16th May 2022

Subject: Peterlee Town Council – Review of Committee Structures & Terms of Reference

Report of: Deputy Town Clerk/Democratic Services Officer

Report Purpose: To review the current committee structure (in place since May 2017) and the terms of reference.

Background: As per the Local Government Act 1972, s101 (1)(2) 102, a local authority may arrange for the discharge of any of their functions (a) by a committee, a sub committee or an officer of the authority: or (b) by any other local authority.

Since the revised committee structure in 2017 has developed, it uses the three main meetings to conduct its main business and continues to use 'working parties' as task and finish groups of Officers, Councillors, members of the public and external experts to help with specific projects or problems ie Events. Regular Scrutiny Meetings are also held. This would appear to be working well allowing council business to be conducted in a timely and efficient manner.

Recommendations: Members are recommended to note the content of the report and approve the terms of reference as given.

Committee Name:	Peterlee Town Council
Reports to:	n/a
Membership:	All 22 elected members of the Council (quorum = 8)
Chair & Vice Chair:	M A Cartwright & R Moore
Responsibilities:	All business of the Council, including all statutory powers and duties of the Council. Specifically including: <ul style="list-style-type: none"> - Setting the final annual budget and the precept - Approving the annual return and accounting statements - Approving the annual governance statement - borrowing - declaring eligibility for the power of well-being - approve any grant, contract or single financial commitment of £30,000 or more
Delegated authority:	n/a as the Council has authority for all council decisions
Budgets:	All budgets
Meeting Frequency:	Annual Meeting in May 2020 and then 4 th Monday of the month thereafter, with the exception of August and Bank holidays when it will be the third Monday
Public and Press access to meeting:	Yes, with specific public questions item on agenda. 10 minute open session at the start of the meeting
Council Officers advising the Committee:	Town Clerk and all senior Managers of the Council

Committee Name:	Resources Committee
Reports to:	Council
Membership:	All 22 elected members of the Council (quorum = 8)
Chair & Vice Chair:	K Hawley & K Liddell
Responsibilities:	<p>Responsible for the overall control and management of the Council's money, people, building and land resources including:</p> <p><u>Finance</u></p> <ol style="list-style-type: none"> 1. Oversight of capital and revenue expenditure, budget process and financial performance (excluding agreement of final annual budget, accounts and governance statement); 2. payment of accounts; 3. arrangements for the collections of revenues and accounts due to the Council and to recommend necessary directions for their recovery; 4. receipt of quarterly budget reports; 5. consideration of applications for financial assistance and grants from outside bodies; 6. receiving reports and recommendations from both the Council's internal and external Auditors and monitoring the implementation of approved action plans; <p><u>Corporate</u></p> <ol style="list-style-type: none"> 8. response to consultation documents where other Committees do not take the lead; 9. advising the Council in the formulation of the Council Plan; 10. oversight of the development and delivery of the Council's performance management framework; 11. oversight of insurance in respect of the Council's property, Members and employees; 12. oversight of strategic and operational issues for the acquisition and development of Information Technology for the Council; 13. oversight of the Council's Risk Management Strategy; 14. reviewing standing orders and financial regulations as required and at least every 3 years; 15. to authorise Members attendance at conferences, courses and meetings; 16. to make appointments to outside bodies between Annual Meetings of the Council <p><u>Asset Management</u></p> <ol style="list-style-type: none"> 17. To recommend on the acquisition and renewal of council vehicles, plant and machinery and the discharge of all statutory duties relating to their maintenance and condition; 2. To determine overall strategic asset management priorities on a medium term basis by maintaining the asset plan.

RESOURCES cont.....)	-
Specific delegated authority:	<ul style="list-style-type: none"> - approval of expenditure of less than £30,000 provided that this is met from within approved budgets - virement between budgets of more than 15% of budget value (virement of 15% or less is delegated to the RFO) - reviewing and approving Council policies with the exception of standing orders, financial regulations and code of conduct
Delegated Budgets:	<p>Civic & Central Costs Democratic Costs Corporate Management Town Activities (including s137) Capital Projects</p>
Meeting Frequency:	1 st Monday in every month except May and August.
Public and Press access to meeting:	Yes.
Council Officers advising the Committee:	Town Clerk and all senior Managers of the Council

Committee Name:	Community & Environment Committee
Reports to:	Council
Membership:	All 22 elected members of the Council (quorum = 8)
Chair & Vice Chair:	M A Cartwright & G Johnson
Responsibilities:	<p>Responsible for the overall control and management of the Council's community and environment services including parks, play areas, recreation, sports and well-being, and community engagement activities, including:</p> <p><u>Public space, Parks & Play Areas:</u></p> <ol style="list-style-type: none"> 1. oversight of the use, care, management, regulation and control of all parks, play areas, sports and recreation grounds, open spaces, and amenity areas of the Council; 2. exercising the powers and duties of the Council as burial authority including the provision, care and management of Peterlee cemetery; 3. exercising the powers and duties of the Council for the provision of allotments (Leisure Gardens) across the council's two leisure gardens sites; <p><u>Sports and Wellbeing:</u></p> <ol style="list-style-type: none"> 4. oversight for the provision of sports and wellbeing development by the Council, including support for sports clubs, societies, and classes; 5. promotion of physical and mental wellbeing improvement through the council's internal and external policies, services and resources;

	<p>Community & Environment cont.....</p> <p>6. oversight of the council's provision of events, conferences, weddings and other social occasions from the council's land or premises</p> <p><u>Council & Democracy:</u></p> <p>7. oversight of civic and ceremonial functions of the Town Council including public relations and marketing;</p> <p>8. oversight of all electoral matters affecting the council;</p> <p>9. promotion of public engagement in the council's services and functions.</p>
Specific delegated authority:	<p>For those services and budgets that fall within the auspices of the responsibilities of the committee:</p> <ul style="list-style-type: none"> - approval of expenditure of less than £30,000 provided that this is met from within approved budgets - virement between budgets of more than 15% of budget value (virement of 15% or less is delegated to the RFO) - reviewing and approving Council policies
Delegated Budgets:	<p>Shotton Hall Banqueting Suite, Bar & Catering The Pavilion Lowhills Road Community Facility Lowhills Road & Eden Lane Bowling Clubs Eden Lane Depot Woodhouse Park Sports Development Parks General Cemetery & Burials Allotments Town Events</p>
Meeting Frequency:	2 nd Monday of every month except May and August.
Public and Press access to meeting:	Yes.
Council Officers advising the Committee:	<p>Town Clerk /Deputy Town Clerk Sport & Wellbeing Manager Parks Manager</p>

TERMS OF REFERENCE AND CONSTITUTION OF THE COUNCIL'S COMMITTEES

Committee Name:	Human Resources Sub-Committee
Reports to:	Resources Committee
Membership:	14 Members of the Council (quorum = 5) Due to the confidential nature of much of the business of this committee membership will not be available to non-councillors.
Chair & Vice Chair:	R Moore & G Johnson
Responsibilities:	1.To make recommendations to the Resources Committee with regard to Human Resources policies and practices for the Town Council; 2.To appoint an Appeals Panel if required under a council policy; 3. To appoint the Town Clerk's appraisal committee
Specific delegated authority:	- appointment of Appeals Panel - appointment of Town Clerk's appraisal committee
Delegated Budgets:	none
Meeting Frequency:	Quarterly or as required.
Public and Press access to meeting:	No.
Council Officers advising the Committee:	Town Clerk/Deputy Town Clerk

Committee Name:	Health & Safety Sub-Committee
Reports to:	Resources Committee
Membership:	22 Members of the Council (quorum = 8) The Committee may appoint non-councillors as standing or co-opted members as required.
Chair & Vice Chair:	D Quinn & M A Cartwright
Responsibilities:	1.To make recommendations to the Resources Committee with regard to Health & Safety issues, policies and practices for the Town Council; 2.To receive reports from council officers on accident and incident monitoring.
Specific delegated authority:	n/a
Delegated Budgets:	none
Meeting Frequency:	Quarterly or as required.
Public and Press access to meeting:	No.
Council Officers advising the Committee:	Town Clerk and all Senior Managers of the Council

Committee Name:	Events Working Party
Reports to:	Community & Environment Committee
Membership:	22 Members (quorum = 8) The Committee may appoint non-councillors as standing or co-opted members as required.
Chair & Vice Chair:	K Hawley & K J Duffy
Responsibilities:	1. to make recommendations to the Community & Environment Committee about the planning and delivery of social, civic and democratic events by the Town Council; 2. oversight of the Town's main events, including Peterlee Show, Peterlee Fake Festival, Mayoral/civic calendar, Pantomime, Annual Parish Meeting, etc
Specific delegated authority:	<ul style="list-style-type: none"> - to oversee and agree the specification of services related to the planning and provision of events - to make recommendations to Council, Resources or Community & Environment Committees on expenditure for Town Events
Delegated Budgets:	Town Events (within individual budget heading limits agreed by Community & Environment Committee)
Meeting Frequency:	Monthly
Public and Press open access to meeting:	Yes.
Council Officers advising the Committee:	Town Clerk /Deputy Town Clerk Corporate Services Manager/Events Coordinator

Committee Name:	Scrutiny Committee
Reports to:	Council
Membership:	14 Members (quorum = 5) The Committee may appoint non-councillors as standing or co-opted members as required.
Chair & Vice Chair:	K Hawley & R Moore
Responsibilities:	Without prejudice to the responsibilities of the service committees, to review the effectiveness of all of the Council's work and the standards and levels of service provided.
Specific delegated authority:	N/A
Delegated Budgets:	none
Meeting Frequency:	As required
Public and Press open access to meeting:	Yes.
Council Officers advising the Committee:	Town Clerk and appropriate Manager(s)

PETERLEE TOWN COUNCIL

SUMMARY OF FIXED ASSETS 31 MARCH 2023

Land and Buildings

Eden Lane Cemetery & Office

E/Lane Pavilion, Changing Room, Field (leased to Peterlee & Horden RFC)

E/Lane Bowls/Pav/Tennis Courts

Shotton Hall

Hill Rigg House, Lowhills Road Offices & Changing Room

Lowhills Road Bowls Pavilion & CALM CiC Annex Building

The Pavilion Sports & Community Centre, Helford Rd

Woodhouse Park Pavilion, Toilets, Greenhouses, etc

Helford Road Car Park

Community Building, Thorntree Gill Leisure Gardens

Vehicles & Equipment

Haytor Harrier Mower 1996

Grays Roller 3/97

Small Equipment

Water Bowser

Diesel Tanks

Fraser Industrial Trailer

Wiedenmann Terraspikes

Cemetery CCTV/Lighting

John Deere Ride on Mower

Power Brush

Dennis 20" Mower

Carpets Shotton Hall

New Seats Shotton Hall

Helford Rd Fittings

Cricket Scoreboard

Gazebo and Bell

Dance Floor
Case Tractor
Ford Ranger NU15 GKD
John Deere Lawn Tractor
Citroen Van NL16 NHY
John Deer Front Mower
Striker Rear Mounted Mower
Trimax Flail Mower
John Deer Tractor/Loader/backhoe
Gator Utility Vehicle
Cinema Equipment
Drop Side Trailer
Welder Generator
Augertorque 1200 Earth Drill
Isis Twin Play Brush Frame
Wessex Deck Mower (new)

Play Equipment

Hampshire Place
Hill Rig House
Helford Road
Multi use Sports Facility-Woodhouse Park
Multi use Sports Facility-Eden Lane
Multi Use Sportsfacility - Helford Road
Skatepark, Pump Track and Parkour area, Woodhouse Park
Outdoor Exercise Equipment – relocated
Play Equipment Heath Close
Play Equipment Eden Lane
Play Equipment-Woodhouse Park
Shotton Hall - BURDON SUITE
Tables, Chairs, Table tops

Dance Floor

Dudley Safe

Cellar Cooling Equipment

2x Bottle Cabinets

Shotton Hall - BRANDING SUITE

Tables, Chairs, Table tops

Cooling Equipment

Carpet

Pews

2x Cooker Ranges

Wall Grill

Foster Coldroom

Monarch Wall Shelves

Sink Units

Extractor Canopy

Dishwasher

Shotton Hall - OTHER

1 Chaise Longue

3 Leather Chesterfields

Chairs

Boardroom Table

Computer Server room

Computers

Tills

CCTV Shotton Hall

CCTV Eden Lane

CCTV The Pavilion

CCTV Woodhouse Park

Community Assets

Civic Chains