

# PETERLEE TOWN COUNCIL

SHOTTON HALL PETERLEE COUNTY DURHAM SR8 2PH

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Your Ref:

Our Ref:

28 February 2017

Date:

A MEETING OF THE FINANCE & GENERAL PURPOSES COMMITTEE WILL BE HELD ON MONDAY 6<sup>TH</sup> MARCH 2017 IN THE COUNCIL CHAMBER SHOTTON HALL, PETERLEE at 6.30pm

THIS WILL BE FOLLOWED BY MEETINGS OF THE PLANNING COMMITTEE & ESTABLISHMENT COMMITTEE

Mr I Morris M.C.I.H

Town Clerk

## AGENDA

The Chairman shall now advise both Members of the committee and members of the public that part of the meeting may be recorded by both audio and video, and it may be that photographs are taken.

### FINANCE & GENERAL PURPOSES COMMITTEE

1. Apologies for Absence

Members are cordially invited to inform the Deputy Town Clerk of their apologies as soon as practicable

2. To receive declarations of interest
3. Citizens Advice County Durham  
  
To welcome Sarah Ward, Client Services Manager for Peterlee & Seaham Offices of CAB County Durham (Circulated)
4. To Approve the Minutes of the Last Meeting
5. Report of the Scrutiny Meeting of the 3<sup>rd</sup> February 2017  
Members are asked to note the content of the report of the Scrutiny Meeting (Circulated)
6. The Report of the Finance Sub Committee Meeting of the 9<sup>th</sup> February 2017  
Members are asked to note the approval of the payments listed and made (Circulated)
7. Peterlee Youth Opportunities – Notes from the 1<sup>st</sup> Meeting of this Group held on 1 February 2017  
For Members to note the discussions of the Group relating to Youth Provision in Peterlee. This report is of particular relevance to the ongoing conversation regarding youth provision in Peterlee. Members are also asked to note that the Town Clerk/Deputy Town Clerk will continue to participate in this Group and keep Members updated. (Circulated)
8. Summary of Income & Expenditure by Budget Heading 31<sup>st</sup> March To 31<sup>st</sup> December 2016  
Members are asked to receive the summary report circulated and a verbal report from the Town Clerk (Circulated)
9. Publications, Minutes, Bulletins etc
  - (a) The Durham Ask – an opportunity to provide services locally
  - (b) Charter & Charter Revision

- (c) DCC – Outcome of the Gambling Act 2005, Statement of Principles consultation
- (d) Parish Polls
- (e) Direct Information Service, Issue 901 – NALC news, other news, planning, rural affairs and events
- (f) Section 137 expenditure figure for 2017/18  
To note that the appropriate sum for the purpose of section 137(4) of the local Government Act 1972 for local (parish and town) councils in England for 2017/18 is £7.57.

All of the information given here has been received via CDALC. Members are requested to note the information listed and given above and contact the Office should they require copies of the documents not circulated.

10. Town Community Initiative Fund

Report of the Deputy Town Clerk advising of the balance of the fund. Members are asked to consider the use of the remaining balance of the fund. (Circulated)

11. Requests for a Grant/Concessionary Use

(a) Acre Rigg Social Club Over Sixties – Request for help with expenses for coach trips out, stationery, bingo books, raffle tickets, club cards etc in club lunches and social gatherings. To consider this request for funding

(b) Horden & Peterlee RFC, - Request to use the Banqueting Suites at a concessionary rate on 13<sup>th</sup> May 2017 for an Awards Evening, with approximately 180 persons attending. To consider this request for concessionary use

(c) AIMS - Health & Well Being - Request for funding

(d) Event Fundraising in aid of Muscular Dystrophy UK & Merrington Twins Wish List, request for concessionary use of Shotton Hall Friday 22<sup>nd</sup> December 2017, deferred from the previous meeting

(e) Letter of Thanks & Appreciation – East Durham Trust

Members are requested to note receipt of this letter (Circulated)

12. Automated External Defibrillator Policy

The attached Policy has been referred from the Health & Safety Meeting for consideration and adoption. (Circulated)

13. Peterlee Show, Medical Cover & Fireworks and Parks Department Training

To seek approval to accept the tenders for the Show and for the training provision (Circulated)

14. Brewery Tenders

Verbal progress report of the Town Clerk

## **PLANNING COMMITTEE**

15. To Approve the Minutes of the Last Meeting

16. Planning Applications

- (i) 23 O'Neill Drive  
Conversion of original garage into living accommodation and erection of integral side garage
- (ii) Castle Eden Dene, Stanhope Chase  
Extension to existing building

For consideration and comment

17. Delegated Planning Decisions

18. Sites in Peterlee – Potential New Residential Homes – Update

To advise County Durham Housing Group have now confirmed they have received funding from the HCA for development on the sites at Matterdale Road, Thames Road and Tamar Close in January 2017 and they are currently working up proposals and seeking some planning advice from Durham County Council on these sites.

They are looking to holding public consultation events late spring/early summer this year prior to submission of a planning application and their Development Officer, Assets and Regeneration has offered to come along and meet with the Town Council in advance of any consultation event if it would be of interest.

## **ESTABLISHMENT COMMITTEE**

19. To Approve the Minutes of the Last Meeting

20. Overtime & Additional Costs Report

Members are requested to note the information given in the report  
(Circulated)

21. Absence Report

Members are requested to note the information given in the report  
(Circulated)



Citizens Advice County Durham  
Armstrong House  
Abbeywoods Business Park  
Durham  
DH1 5GH  
0300 323 1000

www.cdca.org.uk

2<sup>nd</sup> February 2017

Establishment Committee

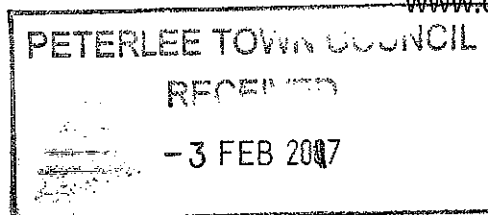
Peterlee Town Council

Shotton Hall

Peterlee

Co Durham

SR8 2PH



Dear Chairman,

Firstly can I introduce myself to you; I am Sarah Ward the Client Services Manager for Peterlee and Seaham offices of Citizens Advice County Durham. I have been in post since September 2016 after working throughout the county managing various sites. I started my career as a volunteer in the Peterlee office in 2009, where I was a generalist advisor dealing with clients on a daily basis.

Established in 1939 as an emergency war service, the Citizens Advice service has developed into the UK's largest independent advice provider. Every year the service helps over 2 million people with more than 7 million problems relating to issues including debt, benefits, employment, housing and immigration. Advisors help clients to fill out forms, write letters, negotiate with creditors, and can even represent them at court or tribunal. That being said, we are not funded by the government and are still a registered charity reliant on external funding to run sessions and therefore supporting local people.

In East Durham, we have the largest demand for our service and as such we are running at capacity. We are a volunteer led service therefore we are reliant on our valuable volunteers to provide the advice for the local residents.

The figures below show how many clients we supported in **2015/2016** from our villages, these figures only represent unique clients, meaning the first time they have presented, therefore many of these clients are receiving on-going support and have potentially returned 3-4 times following their initial contact. Consequently, the numbers from these areas could easily be doubled.



\*Supported by the European Union Youth Employment Initiative\*



LOTTERY FUNDED



We have helped **3,124** clients deal with **13,966** issues from our two offices in Peterlee and Seaham. In addition to this Citizens Advice County Durham have helped 2 out of 3 clients resolve their issues successfully and 4 out of 5 clients have said that the advice they received, enhanced their lives, reduced stress and improved their finances.

We had previously held multiple outreaches in the community and this allowed us to engage with clients in their own villages however due to funding cuts and tightening of budgets this has now ceased.

I understand that historically we have received funding from the Town Council which I would be interested in discussing. I would also like to engage with the Town Council, as I realise it's been sometime since we talked about our work and I would value the input of members.

I look forward to hearing from you and thank you for your time.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Sarah Ward', written in a cursive style.

Sarah Ward

Client Services Manager

Citizens Advice County Durham

MINUTES OF THE SCRUTINY COMMITTEE OF THE 3<sup>RD</sup> FEBRUARY  
2017

PETERLEE TOWN COUNCIL

MINUTES OF THE SCRUTINY COMMITTEE

HELD ON FRIDAY 3<sup>RD</sup> FEBRUARY 2017

IN THE COUNCIL CHAMBER, PETERLEE AT 10.00AM

PRESENT:-

Mesdames:- K Hawley

Messrs:- W M Jeffrey & A Watson

49. APOLOGIES FOR ABSENCE

Apologies for absence had been submitted by Councillor S McDonnell.

50. THE MINUTES OF THE LAST MEETING of the 13<sup>th</sup> January 2017 2016, a copy of which had been previously circulated, were accepted, subject to Councillor Jeffrey's apologies being recorded.

Members considered a motion submitted by the Scrutiny Working Group and it was agreed at the Council Meeting held on 23 January 2017:-

that "exclusive room hire by private, public or community groups will be prioritised over an open public bar, other than when a clear commercial or community opportunity exists (such as sporting events, Peterlee Show, etc).

The Town Clerk and Facilities Manager to be granted plenary powers to discern between private and community use as appropriate. A summary report on hire of the bar area to be presented to the Finance & General Purposes Committee on a quarterly basis as part of the quarterly budget outturn report for the Pavilion."

A Local Member asked if the Facilities Manager could foresee any problems in applying this, he felt as long as it was communicated to the relevant groups fully it would work well.



51. POLICIES – UPDATE

Deputy Town Clerk to provide an update on progress with reviewing PTC policies and an amended schedule of policies had been circulated. It was stressed the equality and diversity policy should be classed as a draft with work in progress to complete at a later date. Equality and diversity would need to be embedded in and underpinned by the council service plan and all HR policies and procedures. The Council may wish to wait until the service plan was in place and other HR policies adopted before it continued further with the Equality & Diversity Policy.

The Town Clerk advised that the format of committee reports would also make reference to equality and diversity.

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

52. RESTRUCTURE – UPDATE

The Town Clerk gave a brief verbal update, he reported he was working with DCC on job descriptions with a standard format document, then a job evaluation process would be carried out, he had a structure but needed to cost it which he was working on with DCC HR. He hoped to be presenting to Council at the end of February with consultation taking place in March 2017.

The Town Clerk also reported he had commissioned a piece of work on the current and proposed committee structure that would make committees more focussed and he hoped to have that in draft for March/April.

**RECOMMENDED the information given be noted and progress be awaited.**

53. USE OF RESERVES – PROJECT BRIEF

The Town Clerk took Members through the project brief on the use of reserves and the main objectives of a policy. He advised he was to work with an accountant on the level of reserves when the closing of accounts

MINUTES OF THE SCRUTINY COMMITTEE OF THE 3<sup>RD</sup> FEBRUARY  
2017

was being carried out and in considering the level of reserves reference was made to the investment of reserves and the type of legacy projects that may be identified by the Council to be funded from reserves.

**RECOMMENDED the links to the documents be sent to the Group for feedback and comment and a draft use of reserves policy be prepared for the next meeting.**

54. DATE & TIME OF NEXT MEETING

It was agreed the next meeting be held on **Friday 24<sup>th</sup> February 2017 at 10.00am in the Council Chamber, Shotton Hall.**

MINUTES OF THE FINANCE SUB COMMITTEE OF THE 9<sup>TH</sup> FEBRUARY 2017

PETERLEE TOWN COUNCIL

FINANCE SUB-COMMITTEE

HELD IN THE COUNCIL CHAMBER,

SHOTTON HALL, PETERLEE

ON THURSDAY 9<sup>TH</sup> FEBRUARY 2017

PRESENT:- Councillors

L Cook, G Cowie, C Robbins &  
A Watson

18. PAYMENTS MADE BY DIRECT DEBIT & USING THE DEBIT CARD

**RECOMMENDED the list of payments made in January 2017 by direct debit or using the debit card, be accepted.**

19. ACCOUNTS FOR PAYMENT

The accounts for payment for February 2017 amounting to £33,200.47 including all payments made for that month, a copy of which had been circulated to each Member, were considered. There was a query about the civic taxi bill, which was clarified and also one on the purchase of memorial benches/plaques.

**RECOMMENDED the payments as listed, be made.**

*Peterlee Youth Opportunities  
Strategy Meeting 1<sup>st</sup> February 2017  
Minutes*

**Attendance**

Wayne Gibson – East Durham AAP  
Julie Bearpark – East Durham AAP  
Kay Tweddle – Peterlee Town Council  
Kathryn Green – Groundwork North East  
Helen Taylor – Oakerside Community Centre  
Natalie Holmes – PCSO Peterlee Police

**Apologies**

Ian Morris – Peterlee Town Council  
Michelle Burr – Peterlee Police  
Michelle Harland – Creative Youth Opportunities  
Brenda Hodgson – DCC One Point

**1. Welcome and Introduction**

Wayne welcomed everyone to the meeting and gave a background to the reason for the meeting. Everyone introduced themselves and which centre/group/organisation they were representing.

**2. Draft Strategy Name**

Members were asked to comment on the name of the strategy 'Peterlee Youth Opportunities Strategy'. Group agreed the name was ok.

**3. Aims and Objectives**

Wayne circulated draft aims and objectives for the group to review and approve. Feedback from group members supported the aims and objectives. Possible scope to alter aims and objective as the group develops. Copy attached for information.

**4. Age Range**

The group were happy to support a 0-25 age range which fitted in to a number of other strategies and allowed the group to cover training, further education and

**5. Current Opportunities Available**

Members were asked to complete a service provider sheet detailing session/service they provided and to circulate with other groups / agencies that they know of. This would give us an overview of what is taking place. Publication of this information could help show what services are available in Peterlee. Information to be send back to Wayne to collate.

## **6. Children and Young People's Consultation Event**

Looking at an event possibly on Saturday 25<sup>th</sup> February to consult with Children and Young People about activities/services they see as a priority in Peterlee.

Looking at the Rugby Club or Groundwork office in Peterlee as the venue. For those that could not attend a paper based questionnaire would be available.

Draft questionnaire and further event information/posters will be circulate as soon as possible.

## **7. Any Other Business**

Discussions between members took place, which identified other service providers to invite to future meetings. These included:

John Walker – Sports Development  
Peterlee Library  
Eden Hill Rugby Club  
East Durham College  
Leisure Centre Manager  
Castle Dean Business Manger  
Kay Woodhall – Community Safety  
One Point Service – Sure Start / Youth Staff  
Management from McDonald and ASDA

Current issues within Peterlee Town Centre on a Friday / Saturday night with issues in McDonalds and ASDA and young people congregating. Kathryn informed the group of detached wok taking place in and around this area for the next two weeks with the Groundwork Office after that being open on a Friday evening 6:00pm –8:00pm to provide diversionary activities and engage the young people.

Other discussion took place regarding projects that had worked in the past at reducing anti-social behavior including Friday Night Music Project which attracted big numbers and is something that the group may want to revisit in the future subject to funding.

Police offered to publicise any events / information on their Facebook page.

AAP can also advertise any information on their Facebook page.

Current situation with Peterlee Youth Centre – The Management Committee of the Youth Centre surrendered the lease for the building back to Durham County Council who are the trustees of the building but the actual building belongs to the developers who built the site.

11:39

## Summary Income &amp; Expenditure by Budget Heading 31/12/2016

Month No : 9

## Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
102 Democratic Costs	Expenditure	42,641	22,980	42,000	19,020		19,020	54.7 %
103 Corporate Management	Expenditure	30,360	15,764	18,650	2,886		2,886	84.5 %
105 Other Costs and income	Expenditure	8,587	10,694	6,000	-4,694		-4,694	178.2 %
	Income	1,528,625	1,544,333	8,000	1,536,333			19304.2 %
262 Eden Lane Depot	Expenditure	25,336	14,516	26,010	11,494		11,494	55.8 %
201 S/Hall Banqueting Suite	Expenditure	178,524	129,448	211,690	82,242		82,242	61.1 %
	Income	71,097	51,564	83,100	-31,536			62.1 %
210 Shotton Hall Bar	Expenditure	62,582	47,993	98,780	50,787		50,787	48.6 %
	Income	138,056	100,634	175,000	-74,366			57.5 %
215 Shotton Hall Catering	Expenditure	105,055	71,933	125,000	53,067		53,067	57.5 %
	Income	136,495	97,993	150,000	-52,007			65.3 %
221 The Pavilion (Inc Sports Fac)	Expenditure	284,747	212,973	296,110	83,137		83,137	71.9 %
	Income	83,950	66,994	67,210	-216			99.7 %
225 The Pavilion Bar	Expenditure	63,033	36,095	63,280	27,185		27,185	57.0 %
	Income	84,813	56,248	83,600	-27,352			67.3 %
261 Eden Lane Community Fac	Expenditure	49,782	38,506	54,465	15,959		15,959	70.7 %
	Income	16,711	8,439	16,122	-7,683			52.3 %
242 Lowhills Road Bowling Club	Expenditure	4,378	4,475	7,426	2,951		2,951	60.3 %
	Income	550	550	550	0			100.0 %
101 Central & Civic HQ Costs	Expenditure	418,970	305,525	446,155	140,630		140,630	68.5 %
	Income	50	62	0	62			0.0 %
241 Lowhills Road Community Fac	Expenditure	18,574	18,807	30,256	11,449		11,449	62.2 %
	Income	12,476	8,248	9,400	-1,152			87.7 %
263 Eden Lane Bowling Club	Expenditure	5,915	4,197	5,196	999		999	80.8 %
	Income	550	550	550	0			100.0 %
290 Sports Development	Expenditure	71,856	57,354	71,000	13,646		13,646	80.8 %
	Income	23,883	26,186	21,000	5,186			124.7 %
280 Woodhouse Park	Expenditure	32,638	29,686	45,744	16,058		16,058	64.9 %
301 Parks General	Expenditure	370,546	264,987	312,010	47,023		47,023	84.9 %
	Income	480	0	0	0			0.0 %
325 Cemetery & Burials	Expenditure	50,190	36,047	47,545	11,498		11,498	75.8 %
	Income	13,374	10,241	12,000	-1,759			85.3 %
350 Allotments	Expenditure	2,917	3,449	8,160	4,711		4,711	42.3 %
	Income	1,607	1,423	2,040	-617			69.7 %
401 Town Centre Office	Expenditure	21,188	16,824	21,735	4,911		4,911	77.4 %
	Income	0	58	0	58			0.0 %

11:39

## Summary Income &amp; Expenditure by Budget Heading 31/12/2016

Month No : 9

## Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
410 Town Activities (S.137 Exp)	Expenditure	4,869	4,912	15,765	10,853		10,853	31.2 %
430 Town Events	Expenditure	68,504	76,185	70,100	-6,085		-6,085	108.7 %
	Income	9,526	9,115	11,000	-1,885			82.9 %
901 Capital Projects	Expenditure	360,175	56,684	242,500	185,816		185,816	23.4 %
	Income	12,438	460	0	460			0.0 %
<b><u>INCOME - EXPENDITURE TOTALS</u></b>								
	Expenditure	<b>2,281,369</b>	<b>1,480,033</b>	<b>2,265,577</b>	<b>785,544</b>	<b>0</b>	<b>785,544</b>	<b>65.3 %</b>
	Income	<b>2,134,681</b>	<b>1,983,097</b>	<b>639,572</b>	<b>1,343,525</b>			<b>310.1 %</b>
	Net Expenditure over Income	<b>146,688</b>	<b>-503,064</b>	<b>1,626,005</b>	<b>2,129,069</b>			

Month No : 9

## Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>101</u>	<u>Central &amp; Civic HQ Costs</u>							
4000	Salaries, Wages, Superan, NI	145,828	119,039	197,300	78,261		78,261	60.3 %
4001	Sick Pay	64,303	1,216	0	-1,216		-1,216	0.0 %
4002	Holiday Pay	20,967	18,622	0	-18,622		-18,622	0.0 %
4003	Overtime	0	0	1,500	1,500		1,500	0.0 %
4006	Building Maint. Contracts	241	243	0	-243		-243	0.0 %
4010	Cleaning Wages	4,110	3,363	4,040	677		677	83.2 %
4011	Facilities Staff - Wages	10,139	6,680	10,000	3,320		3,320	66.8 %
4099	Pension Cont - Former Staff	12,300	3,628	12,000	8,372		8,372	30.2 %
4100	Training & Development - Staff	6,948	1,859	12,000	10,141		10,141	15.5 %
4175	Personnel Services	8,465	3,750	20,000	16,250		16,250	18.8 %
4190	Wages Processing DCC	4,484	4,484	5,000	516		516	89.7 %
4200	Electricity	3,620	2,422	3,500	1,078		1,078	69.2 %
4201	Gas	2,172	1,629	4,000	2,371		2,371	40.7 %
4202	Water	743	1,000	840	-160		-160	119.0 %
4205	Rates	2,806	2,263	2,875	612		612	78.7 %
4209	Trade Refuse Costs	163	171	0	-171		-171	0.0 %
4210	Alarm System & CCTV	293	207	300	93		93	68.8 %
4211	Ins XS/Vandalism	0	0	250	250		250	0.0 %
4213	Hygiene Services	664	0	0	0		0	0.0 %
4220	Window Cleaning	215	150	400	250		250	37.5 %
4225	Cleaning Materials	4,418	2,526	7,000	4,475		4,475	36.1 %
4230	Furniture	0	0	250	250		250	0.0 %
4240	Miscellaneous Expenditure	226	335	2,000	1,665		1,665	16.8 %
4250	Repairs & Decoration	834	2,903	2,000	-903		-903	145.1 %
4350	Small Plant & Tools	1,715	3,478	6,000	2,522		2,522	58.0 %
4400	Telephones	871	704	1,150	446		446	61.2 %
4401	Mobile Phone	2,534	1,579	1,950	371		371	81.0 %
4405	Postage	3,800	4,037	6,000	1,963		1,963	67.3 %
4406	Petty Cash	0	300	400	100		100	75.0 %
4410	Office Machine Hire & Mtce	7,454	12,888	13,000	112		112	99.1 %
4412	Stationery & New Office Equip	2,593	3,176	5,000	1,824		1,824	63.5 %
4420	Publicity/Council Publications	0	127	4,000	3,873		3,873	3.2 %
4425	Insurance	77,704	85,671	85,000	-671		-671	100.8 %
4498	Health & Safety	324	1,150	3,750	2,600		2,600	30.7 %
4499	Occupational Health	2,352	1,302	3,000	1,698		1,698	43.4 %
4500	Fuel & Oils	9,967	9,079	14,500	5,421		5,421	62.6 %
4501	Road Fund Tax	565	41	650	609		609	6.3 %
4502	Vehicle Maintenance/Spares	15,151	5,504	16,000	10,496		10,496	34.4 %
4503	Motor Insurance XS	0	0	500	500		500	0.0 %
	Central & Civic HQ Costs :- Expenditure	<b>418,970</b>	<b>305,525</b>	<b>446,155</b>	<b>140,630</b>	<b>0</b>	<b>140,630</b>	<b>68.5 %</b>



Month No : 9

## Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1015	Postal Refunds	50	62	0	62			0.0 %
	Central & Civic HQ Costs :- Income	50	62	0	62			
	<b>Net Expenditure over Income</b>	<b>418,920</b>	<b>305,463</b>	<b>446,155</b>	<b>140,692</b>			
<u>102</u>	<u>Democratic Costs</u>							
4101	Training & Dev - Councillors	664	150	5,000	4,850	4,850		3.0 %
4125	Mayors Personal Allowance	2,175	1,125	1,500	375	375		75.0 %
4126	Mayors Civic Duties	7,604	1,563	5,000	3,437	3,437		31.3 %
4127	Participation Allowances	27,144	19,701	28,000	8,299	8,299		70.4 %
4470	Civic Regalia	0	0	1,000	1,000	1,000		0.0 %
4530	Twinning	5,054	441	1,500	1,059	1,059		29.4 %
	Democratic Costs :- Expenditure	42,641	22,980	42,000	19,020	0	19,020	54.7 %
	<b>Net Expenditure over Income</b>	<b>42,641</b>	<b>22,980</b>	<b>42,000</b>	<b>19,020</b>			
<u>103</u>	<u>Corporate Management</u>							
4426	Subs to L.A. Bodies	3,667	4,006	3,400	-606	-606		117.8 %
4430	Elections	15,917	4,903	6,000	1,097	1,097		81.7 %
4450	Audit Fees	7,239	3,651	6,000	2,349	2,349		60.9 %
4455	Banking Pick Up Service	600	616	750	134	134		82.1 %
4458	Card Machine/Bank Fees	2,937	2,588	2,500	-88	-88		103.5 %
	Corporate Management :- Expenditure	30,360	15,764	18,650	2,886	0	2,886	84.5 %
	<b>Net Expenditure over Income</b>	<b>30,360</b>	<b>15,764</b>	<b>18,650</b>	<b>2,886</b>			
<u>105</u>	<u>Other Costs and income</u>							
4460	General Fund	587	5,694	1,000	-4,694	-4,694		569.4 %
4461	Castle Eden Dene Centre	8,000	5,000	5,000	0	0		100.0 %
	Other Costs and income :- Expenditure	8,587	10,694	6,000	-4,694	0	-4,694	178.2 %
1045	Precept Received	1,229,336	1,251,968	0	1,251,968			0.0 %
1046	Precept Support Grant	288,304	288,198	0	288,198			0.0 %
1209	Bank Interest	10,985	4,167	8,000	-3,833			52.1 %
	Other Costs and income :- Income	1,528,625	1,544,333	8,000	1,536,333			19304.2
	<b>Net Expenditure over Income</b>	<b>-1,520,039</b>	<b>-1,533,639</b>	<b>-2,000</b>	<b>1,531,639</b>			
<u>201</u>	<u>S/Hall Banqueting Suite</u>							
4000	Salaries, Wages, Superan, NI	68,848	51,885	99,070	47,185	47,185		52.4 %
4001	Sick Pay	0	573	0	-573	-573		0.0 %

Month No : 9

## Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4002	Holiday Pay	22,408	7,661	0	-7,661		-7,661	0.0 %
4003	Overtime	0	1,875	8,500	6,625		6,625	22.1 %
4006	Building Maint. Contracts	805	814	1,000	186		186	81.4 %
4010	Cleaning Wages	5,476	4,324	7,210	2,886		2,886	60.0 %
4070	Wages - Shotton Hall Grounds	19,278	17,126	24,900	7,774		7,774	68.8 %
4174	Clothing & Uniforms	474	0	500	500		500	0.0 %
4200	Electricity	12,120	8,109	12,000	3,891		3,891	67.6 %
4201	Gas	7,054	5,454	10,000	4,546		4,546	54.5 %
4202	Water	2,487	3,343	2,500	-843		-843	133.7 %
4205	Rates	9,395	7,577	9,660	2,083		2,083	78.4 %
4208	Licences	3,460	1,266	3,500	2,234		2,234	36.2 %
4209	Trade Refuse Costs	544	571	1,200	629		629	47.6 %
4210	Alarm System & CCTV	982	691	1,000	309		309	69.1 %
4211	Ins XS/Vandalism	0	0	250	250		250	0.0 %
4213	Hygiene Services	2,296	0	2,250	2,250		2,250	0.0 %
4215	Refreshments	1,379	1,026	1,300	274		274	79.0 %
4220	Window Cleaning	500	500	600	100		100	83.3 %
4230	Furniture	1,497	0	5,000	5,000		5,000	0.0 %
4240	Miscellaneous Expenditure	1,319	1,108	3,000	1,892		1,892	36.9 %
4250	Repairs & Decoration	1,843	2,224	3,500	1,276		1,276	63.5 %
4400	Telephones	2,954	2,358	3,850	1,492		1,492	61.2 %
4420	Publicity/Council Publications	1,618	634	2,900	2,266		2,266	21.9 %
4421	Shotton Hall Events	2,455	1,328	2,000	672		672	66.4 %
4424	Bond	4,945	4,150	6,000	1,850		1,850	69.2 %
4428	Hire Chair Covers, Swags	1,717	1,569	0	-1,569		-1,569	0.0 %
4429	Hire Discos, Lights etc.	2,350	3,050	0	-3,050		-3,050	0.0 %
4431	Sweetie Cart Expenditure	231	84	0	-84		-84	0.0 %
4433	Hire Bouncy Castle	90	150	0	-150		-150	0.0 %
	S/Hall Banqueting Suite :- Expenditure	<b>178,524</b>	<b>129,448</b>	<b>211,690</b>	<b>82,242</b>	<b>0</b>	<b>82,242</b>	<b>61.1 %</b>
1305	Electricity Refunds - Caterer	1,632	2,323	4,500	-2,177			51.6 %
1306	Gas Refunds - Caterer	424	18	1,600	-1,582			1.1 %
1312	Miscellaneous Income	35	17	500	-483			3.4 %
1319	Hire Income	56,535	36,710	68,000	-31,290			54.0 %
1320	Refreshment Income	1,725	1,637	2,000	-363			81.9 %
1321	Hire of Equipment	1,075	1,184	1,500	-316			78.9 %
1322	Shotton Hall Events	3,719	3,176	5,000	-1,824			63.5 %
1323	Hire Chair Covers, Swags etc.	2,302	2,174	0	2,174			0.0 %
1324	Hire Discos, Lights etc.	2,806	3,967	0	3,967			0.0 %
1325	Hire Sweetie Cart	742	208	0	208			0.0 %
1327	Hire Bouncy Castle	100	150	0	150			0.0 %
	S/Hall Banqueting Suite :- Income	<b>71,097</b>	<b>51,564</b>	<b>83,100</b>	<b>-31,536</b>			<b>62.1 %</b>
	<b>Net Expenditure over Income</b>	<b>107,427</b>	<b>77,884</b>	<b>128,590</b>	<b>50,706</b>			

Month No : 9

## Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>210</b>	<b><u>Shotton Hall Bar</u></b>							
4005	Bar Gas	557	318	450	132		132	70.7 %
4030	Bar Wages - Casuals	18,058	11,374	29,330	17,956		17,956	38.8 %
4214	Stocktaking Fees	880	560	1,000	440		440	56.0 %
4570	Bar Purchases	43,087	35,741	68,000	32,259		32,259	52.6 %
	Shotton Hall Bar :- Expenditure	<b>62,582</b>	<b>47,993</b>	<b>98,780</b>	<b>50,787</b>	<b>0</b>	<b>50,787</b>	<b>48.6 %</b>
1315	Bar Income	138,056	100,634	175,000	-74,366			57.5 %
	Shotton Hall Bar :- Income	<b>138,056</b>	<b>100,634</b>	<b>175,000</b>	<b>-74,366</b>			<b>57.5 %</b>
	<b>Net Expenditure over Income</b>	<b>-75,474</b>	<b>-52,642</b>	<b>-76,220</b>	<b>-23,578</b>			
<b>215</b>	<b><u>Shotton Hall Catering</u></b>							
4572	Catering Expenditure	105,055	71,933	125,000	53,067		53,067	57.5 %
	Shotton Hall Catering :- Expenditure	<b>105,055</b>	<b>71,933</b>	<b>125,000</b>	<b>53,067</b>	<b>0</b>	<b>53,067</b>	<b>57.5 %</b>
1312	Miscellaneous Income	0	61	0	61			0.0 %
1329	Catering Franchise	20,320	15,240	20,000	-4,760			76.2 %
1330	Catering Income	116,175	82,692	130,000	-47,308			63.6 %
	Shotton Hall Catering :- Income	<b>136,495</b>	<b>97,993</b>	<b>150,000</b>	<b>-52,007</b>			<b>65.3 %</b>
	<b>Net Expenditure over Income</b>	<b>-31,441</b>	<b>-26,060</b>	<b>-25,000</b>	<b>1,060</b>			
<b>221</b>	<b><u>The Pavilion (Inc Sports Fac)</u></b>							
4000	Salaries, Wages, Superan, NI	95,340	73,676	108,740	35,064		35,064	67.8 %
4001	Sick Pay	3,323	586	0	-586		-586	0.0 %
4002	Holiday Pay	7,156	7,503	0	-7,503		-7,503	0.0 %
4003	Overtime	0	2,373	4,000	1,627		1,627	59.3 %
4006	Building Maint. Contracts	830	1,395	3,370	1,975		1,975	41.4 %
4009	Bistro Expenditure	12,851	13,613	11,500	-2,113		-2,113	118.4 %
4010	Cleaning Wages	18,040	14,739	18,150	3,411		3,411	81.2 %
4056	Wages-Helford Rd Cricket Fld	7,512	8,039	7,225	-814		-814	111.3 %
4057	Wages-Helford Rd F/Fields	1,046	1,921	5,395	3,474		3,474	35.6 %
4061	Wages-Helford Road MUGA	2,415	1,392	3,400	2,008		2,008	40.9 %
4081	Wages-Helford Rd Grounds Maint	9,145	10,608	8,050	-2,558		-2,558	131.8 %
4174	Clothing & Uniforms	23	224	500	276		276	44.8 %
4200	Electricity	14,081	6,863	15,500	8,637		8,637	44.3 %
4201	Gas	5,914	4,043	8,610	4,567		4,567	47.0 %
4202	Water	4,006	4,200	4,000	-200		-200	105.0 %
4205	Rates	12,079	9,744	12,130	2,386		2,386	80.3 %
4208	Licences	3,188	3,215	5,000	1,785		1,785	64.3 %
4209	Trade Refuse Costs	671	779	1,000	221		221	77.9 %

Month No : 9

## Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4210	Alarm System & CCTV	3,542	1,778	2,400	622		622	74.1 %
4211	Ins XS/Vandalism	0	0	250	250		250	0.0 %
4213	Hygiene Services	1,009	0	1,050	1,050		1,050	0.0 %
4215	Refreshments	1,182	97	0	-97		-97	0.0 %
4216	Line Cleaning Costs	1,300	217	1,300	1,083		1,083	16.7 %
4217	Lift Maintenance Costs	2,051	1,055	2,000	945		945	52.8 %
4220	Window Cleaning	880	800	1,000	200		200	80.0 %
4230	Furniture	380	0	1,000	1,000		1,000	0.0 %
4240	Miscellaneous Expenditure	3,540	2,303	1,000	-1,303		-1,303	230.3 %
4250	Repairs & Decoration	2,307	1,639	3,500	1,861		1,861	46.8 %
4400	Telephones	3,177	2,309	2,940	631		631	78.5 %
4406	Petty Cash	0	0	200	200		200	0.0 %
4410	Office Machine Hire & Mtce	1,614	1,751	1,250	-501		-501	140.0 %
4412	Stationery & New Office Equip	487	296	750	454		454	39.5 %
4420	Publicity/Council Publications	0	131	1,500	1,369		1,369	8.8 %
4424	Bond	11,602	7,650	5,000	-2,650		-2,650	153.0 %
4581	Poole Table Costs	572	429	950	521		521	45.2 %
4584	Sattelite TV Costs	3,034	2,380	3,000	620		620	79.3 %
4585	Loan Repayment	50,452	25,226	50,450	25,224		25,224	50.0 %
	<b>The Pavilion (Inc Sports Fac) :- Expenditure</b>	<b>284,747</b>	<b>212,973</b>	<b>296,110</b>	<b>83,137</b>	<b>0</b>	<b>83,137</b>	<b>71.9 %</b>
1312	Miscellaneous Income	2,528	1,464	1,800	-336			81.3 %
1314	Bistro Sales	16,562	17,721	13,500	4,221			131.3 %
1319	Hire Income	40,265	30,591	30,000	591			102.0 %
1320	Refreshment Income	346	414	500	-86			82.8 %
1321	Hire of Equipment	35	80	50	30			160.0 %
1341	Pool Table Income	407	178	1,000	-822			17.8 %
1507	Helford Road Cricket Facility	1,000	1,000	900	100			111.1 %
1508	Helford Road Football Field	1,100	850	1,700	-850			50.0 %
1509	Helford Road MUGA	21,707	14,696	17,760	-3,064			82.7 %
	<b>The Pavilion (Inc Sports Fac) :- Income</b>	<b>83,950</b>	<b>66,994</b>	<b>67,210</b>	<b>-216</b>			<b>99.7 %</b>
	<b>Net Expenditure over Income</b>	<b>200,797</b>	<b>145,979</b>	<b>228,900</b>	<b>82,921</b>			
<u>225</u>	<u>The Pavilion Bar</u>							
4005	Bar Gas	419	458	550	92		92	83.2 %
4030	Bar Wages - Casuals	24,511	11,722	21,730	10,008		10,008	53.9 %
4214	Stocktaking Fees	880	560	1,000	440		440	56.0 %
4570	Bar Purchases	37,222	23,355	40,000	16,645		16,645	58.4 %
	<b>The Pavilion Bar :- Expenditure</b>	<b>63,033</b>	<b>36,095</b>	<b>63,280</b>	<b>27,185</b>	<b>0</b>	<b>27,185</b>	<b>57.0 %</b>
1315	Bar Income	84,813	56,248	83,600	-27,352			67.3 %
	<b>The Pavilion Bar :- Income</b>	<b>84,813</b>	<b>56,248</b>	<b>83,600</b>	<b>-27,352</b>			<b>67.3 %</b>
	<b>Net Expenditure over Income</b>	<b>-21,781</b>	<b>-20,153</b>	<b>-20,320</b>	<b>-167</b>			

Month No : 9

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>241</b> <u>Lowhills Road Community Fac</u>							
4010 Cleaning Wages	1,370	1,352	2,450	1,098		1,098	55.2 %
4055 Wages-lowhills Rd F/Fields	2,318	3,230	10,350	7,120		7,120	31.2 %
4079 Wages-L/Hill Rd Grounds Maint	3,526	5,016	3,130	-1,886		-1,886	160.3 %
4200 Electricity	7,117	5,512	5,952	440		440	92.6 %
4202 Water	2,085	1,710	1,995	285		285	85.7 %
4205 Rates	780	708	840	133		133	84.2 %
4209 Trade Refuse Costs	99	0	250	250		250	0.0 %
4210 Alarm System & CCTV	540	378	1,014	637		637	37.2 %
4211 Ins XS/Vandalism	0	0	250	250		250	0.0 %
4213 Hygiene Services	192	0	200	200		200	0.0 %
4220 Window Cleaning	88	80	75	-5		-5	106.7 %
4240 MiscellaneousExpenditure	50	23	500	478		478	4.5 %
4250 Repairs & Decoration	239	672	3,000	2,328		2,328	22.4 %
4400 Telephones	170	128	250	122		122	51.1 %
<b>Lowhills Road Community Fac :- Expenditure</b>	<b>18,574</b>	<b>18,807</b>	<b>30,256</b>	<b>11,449</b>	<b>0</b>	<b>11,449</b>	<b>62.2 %</b>
1307 Water Refunds - Surestart	666	555	500	55			110.9 %
1308 Electricity Refund - Surestart	2,372	1,837	1,400	437			131.2 %
1319 Hire Income	6,138	4,278	5,500	-1,223			77.8 %
1506 Lowhills Road Football Field	3,300	1,579	2,000	-421			79.0 %
<b>Lowhills Road Community Fac :- Income</b>	<b>12,476</b>	<b>8,248</b>	<b>9,400</b>	<b>-1,152</b>			<b>87.7 %</b>
<b>Net Expenditure over Income</b>	<b>6,098</b>	<b>10,558</b>	<b>20,856</b>	<b>10,298</b>			
<b>242</b> <u>Lowhills Road Bowling Club</u>							
4010 Cleaning Wages	552	485	566	81		81	85.7 %
4054 Wages-Lowhills Rd B/Green	3,379	3,554	5,680	2,126		2,126	62.6 %
4200 Electricity	428	336	630	294		294	53.4 %
4240 MiscellaneousExpenditure	19	100	250	150		150	40.0 %
4250 Repairs & Decoration	0	0	300	300		300	0.0 %
<b>Lowhills Road Bowling Club :- Expenditure</b>	<b>4,378</b>	<b>4,475</b>	<b>7,426</b>	<b>2,951</b>	<b>0</b>	<b>2,951</b>	<b>60.3 %</b>
1505 Lowhills Road Bowling Green	550	550	550	0			100.0 %
<b>Lowhills Road Bowling Club :- Income</b>	<b>550</b>	<b>550</b>	<b>550</b>	<b>0</b>			<b>100.0 %</b>
<b>Net Expenditure over Income</b>	<b>3,828</b>	<b>3,925</b>	<b>6,876</b>	<b>2,951</b>			
<b>261</b> <u>Eden Lane Community Fac</u>							
4010 Cleaning Wages	3,054	835	3,580	2,745		2,745	23.3 %
4051 Wages-Eden Lane F/Fields	3,780	2,465	8,080	5,615		5,615	30.5 %
4080 Wages-E/Lane Grounds Maint	22,090	24,359	18,625	-5,734		-5,734	130.8 %

Month No : 9

## Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4200	Electricity	3,008	1,603	3,000	1,397		1,397	53.4 %
4201	Gas	2,247	2,090	5,500	3,410		3,410	38.0 %
4202	Water	2,380	2,271	2,500	229		229	90.8 %
4205	Rates	1,392	385	1,500	1,115		1,115	25.6 %
4208	Licences	293	0	500	500		500	0.0 %
4210	Alarm System & CCTV	935	545	1,030	485		485	53.0 %
4211	Ins XS/Vandalism	0	0	450	450		450	0.0 %
4213	Hygiene Services	130	0	200	200		200	0.0 %
4215	Refreshments	28	41	100	59		59	40.6 %
4218	Sports Equipment	340	0	500	500		500	0.0 %
4220	Window Cleaning	88	56	100	44		44	56.0 %
4240	Miscellaneous Expenditure	815	49	150	101		101	32.7 %
4250	Repairs & Decoration	6,302	2,346	4,950	2,604		2,604	47.4 %
4400	Telephones	147	160	200	40		40	80.1 %
4406	Petty Cash	0	0	50	50		50	0.0 %
4410	Office Machine Hire & Mtce	216	108	50	-58		-58	216.0 %
4420	Publicity/Council Publications	0	0	1,200	1,200		1,200	0.0 %
4475	Communication Mast Exp	2,540	1,193	2,200	1,007		1,007	54.2 %
	<b>Eden Lane Community Fac :- Expenditure</b>	<b>49,782</b>	<b>38,506</b>	<b>54,465</b>	<b>15,959</b>	<b>0</b>	<b>15,959</b>	<b>70.7 %</b>
1210	Communication Mast Rental	7,620	3,580	7,322	-3,742			48.9 %
1309	Electricity Refunds - Rugby	0	686	0	686			0.0 %
1310	Gas Refunds - Rugby	0	152	0	152			0.0 %
1311	Water Refunds - Rugby	0	1,421	0	1,421			0.0 %
1316	Alarm Hire & Maint - Rugby	0	234	0	234			0.0 %
1319	Hire Income	4,599	1,550	5,200	-3,650			29.8 %
1332	Activities (Classes etc)	2,917	0	2,000	-2,000			0.0 %
1343	Rent - Rugby	0	1	0	1			0.0 %
1502	Eden Lane Football Fields	1,575	815	1,600	-785			50.9 %
	<b>Eden Lane Community Fac :- Income</b>	<b>16,711</b>	<b>8,439</b>	<b>16,122</b>	<b>-7,683</b>			<b>52.3 %</b>
	<b>Net Expenditure over Income</b>	<b>33,071</b>	<b>30,067</b>	<b>38,343</b>	<b>8,276</b>			
<u>262</u>	<u>Eden Lane Depot</u>							
4010	Cleaning Wages	4,488	4,304	4,555	251		251	94.5 %
4200	Electricity	5,898	3,427	5,250	1,823		1,823	65.3 %
4202	Water	364	268	600	332		332	44.7 %
4205	Rates	3,504	3,180	3,780	600		600	84.1 %
4210	Alarm System & CCTV	1,385	984	1,575	591		591	62.5 %
4211	Ins XS/Vandalism	420	0	250	250		250	0.0 %
4213	Hygiene Services	192	0	0	0		0	0.0 %

Month No : 9

## Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4215	Refreshments	0	149	0	-149		-149	0.0 %
4230	Furniture	800	0	250	250		250	0.0 %
4240	MiscellaneousExpenditure	1,190	190	750	560		560	25.4 %
4250	Repairs & Decoration	3,745	218	2,000	1,782		1,782	10.9 %
4400	Telephones	1,062	688	3,000	2,312		2,312	22.9 %
4410	Office Machine Hire & Mtce	1,930	595	3,000	2,405		2,405	19.8 %
4412	Stationery & New Office Equip	358	513	1,000	487		487	51.3 %
	<b>Eden Lane Depot :- Expenditure</b>	<b>25,336</b>	<b>14,516</b>	<b>26,010</b>	<b>11,494</b>	<b>0</b>	<b>11,494</b>	<b>55.8 %</b>
	<b>Net Expenditure over Income</b>	<b>25,336</b>	<b>14,516</b>	<b>26,010</b>	<b>11,494</b>			
<u>263</u>	<u>Eden Lane Bowling Club</u>							
4010	Cleaning Wages	842	531	566	35		35	93.9 %
4050	Wages-Eden Lane B/Green	4,333	3,531	3,880	349		349	91.0 %
4240	MiscellaneousExpenditure	94	63	250	187		187	25.2 %
4250	Repairs & Decoration	646	71	500	429		429	14.2 %
	<b>Eden Lane Bowling Club :- Expenditure</b>	<b>5,915</b>	<b>4,197</b>	<b>5,196</b>	<b>999</b>	<b>0</b>	<b>999</b>	<b>80.8 %</b>
1501	Eden Lane Bowling Green	550	550	550	0			100.0 %
	<b>Eden Lane Bowling Club :- Income</b>	<b>550</b>	<b>550</b>	<b>550</b>	<b>0</b>			<b>100.0 %</b>
	<b>Net Expenditure over Income</b>	<b>5,365</b>	<b>3,647</b>	<b>4,646</b>	<b>999</b>			
<u>280</u>	<u>Woodhouse Park</u>							
4010	Cleaning Wages	3,020	2,589	3,330	741		741	77.7 %
4078	Wages-Woodhouse Park	22,068	16,756	30,960	14,204		14,204	54.1 %
4200	Electricity	1,815	2,384	4,024	1,640		1,640	59.2 %
4202	Water	329	267	630	363		363	42.4 %
4206	Rent	1,500	1,125	1,500	375		375	75.0 %
4210	Alarm System & CCTV	807	497	750	253		253	66.2 %
4211	Ins XS/Vandalism	0	0	250	250		250	0.0 %
4213	Hygiene Services	192	0	0	0		0	0.0 %
4240	MiscellaneousExpenditure	539	207	1,050	843		843	19.7 %
4250	Repairs & Decoration	1,829	5,023	3,000	-2,023		-2,023	167.4 %
4400	Telephones	540	839	250	-589		-589	335.4 %
	<b>Woodhouse Park :- Expenditure</b>	<b>32,638</b>	<b>29,686</b>	<b>45,744</b>	<b>16,058</b>	<b>0</b>	<b>16,058</b>	<b>64.9 %</b>
	<b>Net Expenditure over Income</b>	<b>32,638</b>	<b>29,686</b>	<b>45,744</b>	<b>16,058</b>			
<u>290</u>	<u>Sports Development</u>							
4001	Sick Pay	155	2,684	0	-2,684		-2,684	0.0 %

Month No : 9

## Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4002	Holiday Pay	7,569	6,543	0	-6,543		-6,543	0.0 %
4062	Wages - Sport Development	48,574	35,291	56,950	21,659		21,659	62.0 %
4063	Coaches Forum	238	1,833	0	-1,833		-1,833	0.0 %
4064	Neighbourhood Expenditure	850	0	0	0		0	0.0 %
4065	Marketing	257	383	500	117		117	76.6 %
4067	Activities/Events	12,559	10,006	12,000	1,994		1,994	83.4 %
4068	Equipment	363	170	300	130		130	56.6 %
4069	Training & Development	420	60	600	540		540	10.0 %
4073	Licences, Membership Ins	219	192	250	58		58	76.7 %
4082	Move into Sport	604	0	0	0		0	0.0 %
4174	Clothing & Uniforms	0	168	200	32		32	83.9 %
4215	Refreshments	0	18	50	32		32	35.3 %
4412	Stationery & New Office Equip	48	8	150	142		142	5.4 %
	<b>Sports Development :- Expenditure</b>	<b>71,856</b>	<b>57,354</b>	<b>71,000</b>	<b>13,646</b>	<b>0</b>	<b>13,646</b>	<b>80.8 %</b>
1510	Activities Ex Classes & Events	22,191	16,842	16,000	842			105.3 %
1512	Move Into Sport	604	874	0	874			0.0 %
1513	Funding Grant	0	1,000	5,000	-4,000			20.0 %
1514	Coaches Forum	238	3,270	0	3,270			0.0 %
1515	Neighbourhood Grant	850	4,200	0	4,200			0.0 %
	<b>Sports Development :- Income</b>	<b>23,883</b>	<b>26,186</b>	<b>21,000</b>	<b>5,186</b>			<b>124.7 %</b>
	<b>Net Expenditure over Income</b>	<b>47,974</b>	<b>31,169</b>	<b>50,000</b>	<b>18,831</b>			
<b>301</b>	<b>Parks General</b>							
4000	Salaries, Wages, Superan, NI	50,626	41,571	60,150	18,579		18,579	69.1 %
4001	Sick Pay	31,525	18,274	12,390	-5,884		-5,884	147.5 %
4002	Holiday Pay	60,929	53,381	50,580	-2,801		-2,801	105.5 %
4003	Overtime	32,480	14,905	12,000	-2,905		-2,905	124.2 %
4071	Wages-Dene Parks	11,044	5,887	16,665	10,778		10,778	35.3 %
4072	Wages-Parks Attendants	39,102	53,578	57,720	4,142		4,142	92.8 %
4074	Wages-Misc. None Site Duties	2,207	2,545	2,495	-50		-50	102.0 %
4075	Wages-General Open Spaces	55,350	22,530	25,805	3,275		3,275	87.3 %
4076	Wages-Play Areas	13,005	6,553	15,480	8,927		8,927	42.3 %
4174	Clothing & Uniforms	3,046	710	3,000	2,290		2,290	23.7 %
4202	Water	170	123	175	52		52	70.2 %
4211	Ins XS/Vandalism	0	0	500	500		500	0.0 %
4240	Miscellaneous Expenditure	1,200	1,553	250	-1,303		-1,303	621.0 %
4300	Equipment & Supplies	8,270	7,602	7,900	298		298	96.2 %
4305	Manures, Fertilizers & Seeds	11,159	10,275	10,000	-275		-275	102.7 %
4310	Bedding Plants, Shrubs & Bed Ma	22,526	16,031	20,000	3,969		3,969	80.2 %



Month No : 9

## Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4360	Play Equipment-Repairs	16,517	2,845	5,000	2,155		2,155	56.9 %
4370	Tree Maint, Surveys & Services	4,140	0	6,500	6,500		6,500	0.0 %
4371	Public Seats & Bins	1,536	0	1,500	1,500		1,500	0.0 %
4373	Hire of Skips	5,715	6,624	3,900	-2,724		-2,724	169.8 %
	<b>Parks General :- Expenditure</b>	<b>370,546</b>	<b>264,987</b>	<b>312,010</b>	<b>47,023</b>	<b>0</b>	<b>47,023</b>	<b>84.9 %</b>
1312	Miscellaneous Income	480	0	0	0			0.0 %
	<b>Parks General :- Income</b>	<b>480</b>	<b>0</b>	<b>0</b>	<b>0</b>			
	<b>Net Expenditure over Income</b>	<b>370,066</b>	<b>264,987</b>	<b>312,010</b>	<b>47,023</b>			
<u>325</u>	<u>Cemetery &amp; Burials</u>							
4000	Salaries, Wages, Superan, NI	38,196	26,579	35,815	9,236		9,236	74.2 %
4200	Electricity	531	407	680	273		273	59.9 %
4211	Ins XS/Vandalism	0	0	250	250		250	0.0 %
4240	Miscellaneous Expenditure	500	0	200	200		200	0.0 %
4250	Repairs & Decoration	1,337	0	0	0		0	0.0 %
4300	Equipment & Supplies	1,285	718	900	182		182	79.8 %
4502	Vehicle Maintenance/Spares	0	0	1,000	1,000		1,000	0.0 %
4701	Past Burials-Contrib to Hord	8,343	8,343	8,700	357		357	95.9 %
	<b>Cemetery &amp; Burials :- Expenditure</b>	<b>50,190</b>	<b>36,047</b>	<b>47,545</b>	<b>11,498</b>	<b>0</b>	<b>11,498</b>	<b>75.8 %</b>
1702	Burials and Charges	13,374	10,241	12,000	-1,759			85.3 %
	<b>Cemetery &amp; Burials :- Income</b>	<b>13,374</b>	<b>10,241</b>	<b>12,000</b>	<b>-1,759</b>			<b>85.3 %</b>
	<b>Net Expenditure over Income</b>	<b>36,817</b>	<b>25,806</b>	<b>35,545</b>	<b>9,739</b>			
<u>350</u>	<u>Allotments</u>							
4000	Salaries, Wages, Superan, NI	1,787	610	3,250	2,640		2,640	18.8 %
4202	Water	829	644	1,260	616		616	51.1 %
4211	Ins XS/Vandalism	0	0	250	250		250	0.0 %
4240	Miscellaneous Expenditure	0	1,115	400	-715		-715	278.8 %
4250	Repairs & Decoration	86	0	0	0		0	0.0 %
4300	Equipment & Supplies	215	1,080	500	-580		-580	216.0 %
4306	Allotment Access Paths	0	0	2,500	2,500		2,500	0.0 %
	<b>Allotments :- Expenditure</b>	<b>2,917</b>	<b>3,449</b>	<b>8,160</b>	<b>4,711</b>	<b>0</b>	<b>4,711</b>	<b>42.3 %</b>
1754	Allotment Rents & Water	1,607	1,423	2,040	-617			69.7 %
	<b>Allotments :- Income</b>	<b>1,607</b>	<b>1,423</b>	<b>2,040</b>	<b>-617</b>			<b>69.7 %</b>
	<b>Net Expenditure over Income</b>	<b>1,310</b>	<b>2,026</b>	<b>6,120</b>	<b>4,094</b>			

Month No : 9

## Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>401</b>	<b>Town Centre Office</b>							
4010	Cleaning Wages	0	69	0	-69		-69	0.0 %
4200	Electricity	299	233	310	77		77	75.1 %
4202	Water	0	0	325	325		325	0.0 %
4205	Rates	5,300	4,334	5,410	1,076		1,076	80.1 %
4206	Rent	12,000	9,000	12,000	3,000		3,000	75.0 %
4207	Service Charges	3,038	2,412	3,090	678		678	78.1 %
4210	Alarm System & CCTV	540	315	600	285		285	52.5 %
4240	Miscellaneous Expenditure	12	32	0	-32		-32	0.0 %
4250	Repairs & Decoration	0	279	0	-279		-279	0.0 %
4425	Insurance	0	151	0	-151		-151	0.0 %
	Town Centre Office :- Expenditure	<b>21,188</b>	<b>16,824</b>	<b>21,735</b>	<b>4,911</b>	<b>0</b>	<b>4,911</b>	<b>77.4 %</b>
1312	Miscellaneous Income	0	58	0	58			0.0 %
	Town Centre Office :- Income	<b>0</b>	<b>58</b>	<b>0</b>	<b>58</b>			
	<b>Net Expenditure over Income</b>	<b>21,188</b>	<b>16,767</b>	<b>21,735</b>	<b>4,968</b>			
<b>410</b>	<b>Town Activities (S.137 Exp)</b>							
4427	Donations	1,800	3,810	11,000	7,190		7,190	34.6 %
4715	Clock Maintenance	0	0	515	515		515	0.0 %
4720	Gritting Service & Bins	3,069	1,102	2,000	898		898	55.1 %
4725	Dog Fouling Maint. & Bins	0	0	2,250	2,250		2,250	0.0 %
	Town Activities (S.137 Exp) :- Expenditure	<b>4,869</b>	<b>4,912</b>	<b>15,765</b>	<b>10,853</b>	<b>0</b>	<b>10,853</b>	<b>31.2 %</b>
	<b>Net Expenditure over Income</b>	<b>4,869</b>	<b>4,912</b>	<b>15,765</b>	<b>10,853</b>			
<b>430</b>	<b>Town Events</b>							
4730	Peterlee Show	51,033	59,389	50,000	-9,389		-9,389	118.8 %
4733	Garden Competition	1,636	1,695	1,500	-195		-195	113.0 %
4740	Fireworks Display	8,868	8,906	10,000	1,094		1,094	89.1 %
4742	Mayoress at Home/Carol Concert	973	918	2,000	1,082		1,082	45.9 %
4751	Senior Citizens	1,095	33	1,800	1,767		1,767	1.8 %
4756	Summer Events	1,329	2,047	2,000	-47		-47	102.4 %
4757	Childrens Pantomime	3,570	3,198	2,800	-398		-398	114.2 %
	Town Events :- Expenditure	<b>68,504</b>	<b>76,185</b>	<b>70,100</b>	<b>-6,085</b>	<b>0</b>	<b>-6,085</b>	<b>108.7 %</b>
1851	Peterlee Show	9,526	9,115	11,000	-1,885			82.9 %
	Town Events :- Income	<b>9,526</b>	<b>9,115</b>	<b>11,000</b>	<b>-1,885</b>			<b>82.9 %</b>
	<b>Net Expenditure over Income</b>	<b>58,979</b>	<b>67,071</b>	<b>59,100</b>	<b>-7,971</b>			

Month No : 9

## Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>901</b>	<b>Capital Projects</b>							
4912	New Vehicles	24,740	33,468	38,500	5,032		5,032	86.9 %
4913	Capitalised Maint - S/Hall	6,571	0	50,000	50,000		50,000	0.0 %
4920	Consultants Fees	273,386	5,844	9,000	3,156		3,156	64.9 %
4930	Eden Lane Works	17,445	17,372	50,000	32,628		32,628	34.7 %
4940	Helford Road MUGA Sinking Fund	0	0	45,000	45,000		45,000	0.0 %
4941	Eden Lane Works	28,082	0	0	0		0	0.0 %
4954	Organisational Strategy Fund	0	0	25,000	25,000		25,000	0.0 %
4955	Play Equipment	9,950	0	25,000	25,000		25,000	0.0 %
	Capital Projects :- Expenditure	<b>360,175</b>	<b>56,684</b>	<b>242,500</b>	<b>185,816</b>	<b>0</b>	<b>185,816</b>	<b>23.4 %</b>
1980	Disposal of Assets	2,488	460	0	460			0.0 %
1981	Big Lottery Funding	9,950	0	0	0			0.0 %
	Capital Projects :- Income	<b>12,438</b>	<b>460</b>	<b>0</b>	<b>460</b>			
	<b>Net Expenditure over Income</b>	<b>347,737</b>	<b>56,224</b>	<b>242,500</b>	<b>186,276</b>			

## Kay Tweddle

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**From:** Stephen Ragg <Stephen.Ragg@durham.gov.uk>  
**Sent:** 23 February 2017 10:06  
**Subject:** The Durham Ask - an opportunity to provide services locally.

Good morning All

I've been asked to remind parish and town councils that they have the opportunity to take over the management and delivery of council services and facilities by transferring assets to local community control. This can be done through the "Durham Ask". Please take a moment to look at the [Durham Ask by using this link](#).

If you feel as though your council wishes to take control of any local assets or services currently provided by DCC then this is your opportunity to approach DCC to do so.

A number of parish councils have taken control of community centres mainly through leases with DCC but one has managed to purchase the freehold of the Community Centre. Other councils are looking to take over grass cutting, play areas, allotments, horticultural services etc in their area. Other councils are providing or considering providing youth services in their area. A number of case studies can be found in the link shown above.

If you are interested in providing any of your local services that are currently provided by DCC then please submit your expressions of interest for consideration.

Your council can of course work with other organisations/partnerships to provide local services and can, if you have the appropriate powers, help by providing grants etc to enable services to be provided locally.

Steve Ragg  
County Durham Association of Local Councils

03000 269921  
[cdalc@durham.gov.uk](mailto:cdalc@durham.gov.uk)

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# Community assets and services

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We are inviting organisations to submit an 'Expression of Interest' in taking over our assets or helping to run our services in the future.

## 'The Durham Ask'

The Durham Ask is an exciting opportunity for local communities and organisations to take over the management and delivery of council services and facilities by transferring assets to local community control.

## Why are we doing this?

We are facing unprecedented financial challenges and we need to consider providing some services differently if we are to continue to provide them. One way in which we hope to do this, is to work imaginatively with local communities through the Durham Ask.

Over the last three years, with support and advice from us and our partner agencies, communities across Durham have come together and already taken responsibility for community buildings, leisure centres and a golf course. Under community control many of these vital facilities have been able to access money not available to the council, allowing them to thrive and improve what they are able to offer to local people.

We are now looking for ideas from local communities and organisations wishing to take over the running and management of other council owned facilities and services such as leisure centres, libraries, play areas, household waste recycling centres, museums, theatres and bowling greens.

## What is involved in asset transfer?

If you are interested in the running and management of council services or facilities it would mean the responsibility for the building or service including any ongoing repairs, maintenance and daily management of the building would be transferred to your organisation.

Full support and assistance will be available throughout the asset transfer process.

Please see 'Related Documents' above for an Expression of Interest form, examples of Case Studies; Frequently asked Questions and information on the different Stages of asset transfer including 'Your Proposal'; 'Preparing for Asset Transfer' and 'Handover'.

## Submit an expression of interest

Interested parties or individuals should complete and return the expression of interest form. Although not subject to a detailed analysis at this stage, all successful proposals will need to be sustainable, provide a financial case and meet local need. An Expression of Interest is not legally binding and is only to establish if there might be any current or possible future interest and to help you plan for the future.

## What happens next?

We will contact those who make a submission to explain the next stage of the process.

## Kay Tweddle

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**From:** Stephen Ragg <Stephen.Ragg@durham.gov.uk>  
**Sent:** 21 February 2017 11:58  
**Subject:** Charter and Charter Revision  
**Attachments:** Charter - Final Version.pdf

Dear All

At our latest Larger and Smaller Council Forum meetings we discussed the issue of a revised Charter between CDALC (parish and town councils) and Durham County Council. Some members were unaware of the existence of a Charter and I was asked to provide councils with a copy of the existing charter. Please find attached a copy of the Charter as it currently stands. Please distribute to your council members so they are aware of the existing charter.

This Charter is due for renewal/updating as many changes have happened since its inception in 2010. Members of our Larger and Smaller Council Forums were of the opinion that a revised Charter should be produced and in a much shorter format. Once this opinion has been ratified by the CDALC Executive Committee I will work with DCC officers to revise the Charter. A draft will be produced which will be reported to the Larger and Smaller Councils Forum members for your comments and subsequently back to CDALC Executive Committee and Durham County Council before any new Charter is introduced.

I look forward to working with you on the introduction of a revised Charter.

Many thanks.

Steve Ragg  
County Durham Association of Local Councils

03000 269921  
[cdalc@durham.gov.uk](mailto:cdalc@durham.gov.uk)

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## Kay Tweddle

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**From:** Stephen Ragg <Stephen.Ragg@durham.gov.uk>  
**Sent:** 14 February 2017 11:29  
**Subject:** DCC - Outcome of the Gambling Act 2005 Statement of Principles consultation

Dear All

DCC has asked me to let councils and councillors have details of the Outcome of the Gambling Act 2005 Statement of Principles consultation. Please pass this information to your councilors for information.

### **Adoption of new Gambling Act 2005 Statement of Principles**

Last summer DCC carried out a public consultation to seek views on the proposed changes to Durham County Council's Gambling Act 2005 Statement of Principles, more commonly referred to as the "gambling policy". And thank those who responded. After considering feedback from the consultation the policy has been reviewed and approved and changes came into effect on 7 December 2016.

The revised policy incorporates changes to national guidance covering:

- Local risk assessments
- Guidance relating to primary authorities and enforcement action
- Government amendments to stakes and prizes for gaming machines

If you have any queries on the policy please contact the licensing team on 03000 261 016 or see the [Gambling Act 2005 statement of principles](#) in full on the council website.

Steve Ragg  
County Durham Association of Local Councils

03000 269921  
[cdalc@durham.gov.uk](mailto:cdalc@durham.gov.uk)

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## Kay Tweddle

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**From:** Stephen Ragg <Stephen.Ragg@durham.gov.uk>  
**Sent:** 08 February 2017 08:05  
**Subject:** Parish Polls

Dear All

As we all know there was a recent (2 years ago!) consultation on parish polls to make it harder for the electorate to call a poll.

NALC welcomes the Government's proposals to modernise the process for holding parish polls and bring them in line with other electoral arrangements.

After pressure from NALC to reform the rules which govern parish polls – a direct democracy tool used to give people in an area say on a local issue – the Government is to finally introduce regulations that keep up to date with the 21st century. These include extending the hours of the poll to bring it in line with elections and increasing the number of people who can call for the poll in the first place.

However, NALC would like the Government to introduce them without delay as the proposals, which have widespread support, were first suggested in 2015.

These proposals will reduce the number of vexatious appeals and reduce costs for ratepayers. Also NALC would have liked them to go further and allow for the use of on-line voting.

NALC believes that if the regulations are quickly enacted by Parliament they will help to maintain the relevance of parish polls as a local referendum tool for residents.

Cllr Sue Baxter, NALC Chairman said this in support of the regulations: "NALC fully supports these revised regulations which we have campaigned for many years. It brings the process in line with other elections, reduces costs for ratepayers and will stop expensive polls being triggered by a tiny number of voters. We urge the Government to enact the proposals as soon as possible."

Steve Ragg  
County Durham Association of Local Councils

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**Report to:** Peterlee Town Council Finance & General Purposes Committee  
**Date of Meeting:** 6<sup>th</sup> March 2017  
**Subject:** Peterlee Town Council – Town Community Initiative Fund  
**Report of:** Kay Tweddle, Deputy Town Clerk

**Report Purpose:** To update Members on the balance in the fund as at the end of February 2017.

Members are advised that of the £11,000 budget, £500 per elected Member, there is an amount of £7,230 remaining in the budget at the end of February 2017.

As can be seen from the attached Appendix, five of the 22 Councillors have not committed any of their fund to a group or organisation. One Member has only £30 remaining in their budget.

An Officer from CAB is at the meeting tonight and for reference in the past a donation of £1,500 was awarded in January 2014 and 2016.

Saved as community initiative fund report march 17

<b>MIF 2016/17</b>	
<b>Name</b>	<b>Available</b>
<u>ALVEY JIMMY</u>	£500.00
<u>BENNETT MBE HARRY</u>	£500.00
<u>CARTWRIGHT MARY</u>	£480.00
<u>COOK LEE</u>	£230.00
<u>COWIE GEORGE</u>	£500.00
<u>CURTIS RONNIE</u>	£160.00
<u>HAWLEY KAREN</u>	£390.00
<u>JEFFREY BILL</u>	£395.00
<u>KYLE BOB</u>	£200.00
<u>LIDDELL KARON</u>	£250.00
<u>MCDONNELL SUSAN</u>	£120.00
<i>(Garden Carne)</i> <u>MEASOR JANICE</u> <i>(250.00)</i>	£500.00
<u>METCALFE CHRIS</u>	£385.00
<u>MILES STEVE</u>	£200.00
<u>ROBBINS CLIVE</u>	£450.00
<u>SILLITO DERICK</u>	£300.00
<u>SIMPSON SHIELA</u>	£30.00
<u>THOMPSON MANDY</u>	£500.00
<u>WATKINS COLLIN</u>	£245.00
<u>WATSON ANDREW</u>	£195.00
<u>WATSON VICTORIA</u>	£400.00
<u>WOOD LILLIAN</u>	£410.00
Budget per member	£500.00
Total budget remain	<b>£7,340.00</b>

## Health and Wellbeing Proposal

It is proposed that if this 12 week taster course is successful it will be delivered as a much more extensive two year programme, which will be self-funding.

The following outcomes hope to be achieved.

- **Connecting** = Engaging with the more vulnerable members of the community, combating concerns such as loneliness, dementia, depression and stress.
- **Be Active** = Encouraging an active lifestyle. No matter the health, you can be active.
- **Take notice** = Becoming more aware of our personal health levels and doing something positive.
- **Keep Learning** = Learning how to be more healthy in a natural and sustainable way.
- **Give** = Passing on knowledge to the general community. Train new trainers.

### Section 1

#### **6 week Mindfulness programme**

The programme provides a basic understanding of what Mindfulness is and how it can have a huge positive influence on the body and mind by identifying triggers of stress and how to create a feeling of calm within the body.

Costed at

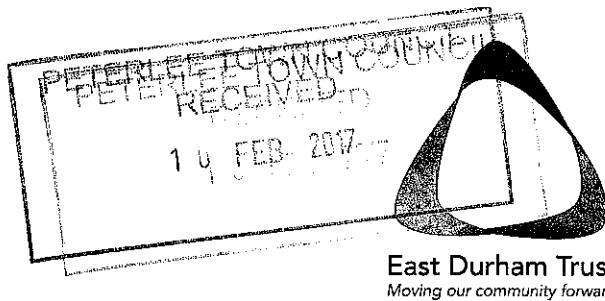
£450

#### **6 week Health and Wellbeing programme**

The programme provides a basic understanding of how the food we eat has a direct influence on our health. During the sessions you will learn about how the body works, what our eating triggers are and how to start improving our diet in a natural, sustainable way by making sensible lifestyle choices.

Costed

at £450



East Durham Trust  
Moving our community forward

Mr I. Morris  
Town Clerk  
Peterlee Town Council  
Shotton Hall  
Peterlee  
SR8 2PH

9<sup>th</sup> February 2017

Dear Mr Morris,

We would like to convey our gratitude to Peterlee Town Council for the recent support provided to East Durham Trust, with a particular thank you to Councillor Bob Kyle for the contribution of £250 from his members initiative fund which supported a Christmas Family Event at Community House on the 20<sup>th</sup> December 2016.

The event was attended by over 100 local people who enjoyed Christmas themed art and crafts activities, a buffet lunch as well as a visit and present from Santa. Feedback from those who attended was extremely positive.

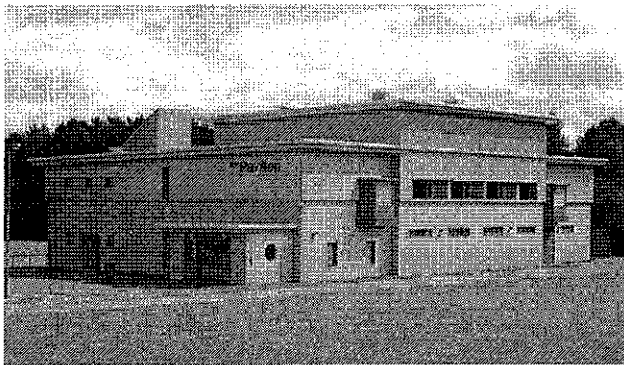
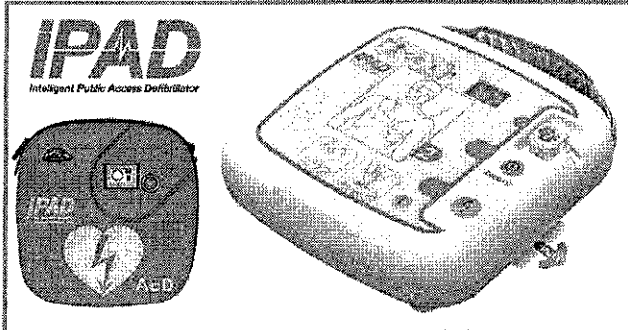
We sincerely value the support which enabled the Trust to provide local families with a free Christmas event.

Yours sincerely

A handwritten signature in black ink, appearing to be 'Lindsey Wood'.

Lindsey Wood.

Deputy Manager



# PETERLEE TOWN COUNCIL AUTOMATED EXTERNAL DEFIBRILLATOR POLICY

Applicable to the Helford Road Pavilion and any other Council buildings where AED are located.

## EXPLANATORY NOTE

This document sets out Peterlee Town Council's policy for the use of automated external defibrillators (AEDs) hosted by Peterlee Town Council. AEDs are medical devices used to treat people who have suffered from a sudden cardiac arrest by providing a high-energy shock to restore the heart's normal rhythm. Several PTC staff are trained in the use of the AED held at the Helford Road Pavilion community and sports facility.

Ian Morris, Town Clerk  
November 2016

## Contents

1. Purpose and Scope.....	2
2. Aim .....	2
3. Supervision of Defibrillators.....	4
4. Training and Authorisation .....	4
5. User and Casualty Safety .....	5
6. Routine Maintenance and Safety Checks .....	5
Appendix 1: List of Authorised AED Users and First Aiders – Helford Road Pavilion .....	6
Appendix 2: AED Maintenance & Safety schedule – Helford Road Pavilion.....	7
Appendix 3: AED Risk Assessment .....	8
Automated external defibrillator (AED) RISK ASSESSMENT.....	9

## 1. Purpose and Scope

- 1.1 This policy outlines the use of automated external defibrillators (AEDs) at Peterlee Town Council should staff, Members or visitors within the Council's buildings and environs suffer a sudden cardiac arrest.
- 1.2 Sudden Cardiac Arrest is a condition that occurs when the electrical impulses of the human heart malfunction, causing a disturbance in the heart's electrical rhythm called ventricular fibrillation (VF). This is an erratic and ineffective electrical heart rhythm which causes complete cessation of the heart's normal function of pumping blood, resulting in sudden death. The most effective treatment for this condition is the administration of an electrical current to the heart by a defibrillator, delivered within a short space of time of the onset of VF.
- 1.3 An automated external defibrillator (AED) is a medical device used to treat victims who experience sudden cardiac arrest. It is only to be applied to victims who are unconscious, without pulse and no signs of circulation or normal breathing. The AED will analyse the heart rhythm and advise the operator if a shockable rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and advise the operator when to deliver a shock.
- 1.4 At the time of writing (November 2016) the only AED located in a Council building is in the Helford Road Pavilion community and sports facility. This policy applies to that AED and to any other AEDs that the Council may decide to locate within its buildings or environs in the future.

## 2. Aim

- 2.1 The aims of this policy is to provide guidance on the deployment and use of AEDs including:
  - Supervision of defibrillators
  - Training and authorisation



- User and casualty safety
- Routine maintenance and safety checks

2.2 The Resuscitation Council's (UK) advice regarding SCA<sup>1</sup> is that electrical defibrillation is well established as the only effective therapy for cardiac arrest caused by ventricular fibrillation (VF) or pulseless ventricular tachycardia (VT). The scientific evidence to support early defibrillation is overwhelming; the delay from collapse to delivery of the first shock is the single most important determinant of survival. If defibrillation is delivered promptly, survival rates as high as 75% have been reported. The chances of successful defibrillation decline at a rate of about 10% with each minute of delay; basic life support e.g. cardiopulmonary resuscitation (CPR) will help to maintain a shockable rhythm but it is not a definitive treatment.

2.3 The Resuscitation Council (UK) also recommends strongly a policy of attempting defibrillation with the minimum of delay in victims of VF/VT cardiac arrest. They have also stated that to avoid delay in using an AED:

- a) An AED can be used safely and effectively without previous training. Therefore, the use of an AED need not be restricted to trained rescuers. However, training should be encouraged to help improve the time to shock delivery and correct pad placement;
- b) Short video/computer self-instruction courses, with minimal or no instructor coaching, combined with hands-on practice can be considered as an effective alternative to instructor-led AED courses. Such courses should be validated to ensure that they achieve equivalent outcomes to instructor led courses;
- c) When using an AED, minimise interruptions in chest compression to the shock times. Do not stop to check the victim or discontinue CPR unless the victim starts to show signs of regaining consciousness, such as coughing, opening their eyes, speaking, or moving purposefully AND starts to breathe normally.

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<sup>1</sup> See the Resuscitation Council's guide to AEDs here: <https://www.resus.org.uk/publications/a-guide-to-aeds/>

### 3. Supervision of Defibrillators

Council Building	Responsible Person
Helford Road Pavilion, Helford Road, Peterlee	Sharon Pounder, Sports Development Officer

Table 1: list of AED responsible persons for each Council building in which an AED is located (correct at November 2016)

3.1 It shall be the duty of the Responsible Person within the Council building in which the AED is located to ensure that:

- First aid training is given to those expected to use the equipment;
- Training on the use of the supplied defibrillator is given to staff;
- Maintenance and safety checks have been allocated to individuals and that these are carried out; and,
- Training, testing and maintenance records are kept, these actions to be carried out as per the manufacturer's recommendations

### 4. Training and Authorisation

4.1 Those expected to use the equipment will be given training on its use. A list of authorised users will be posted beside the equipment.

4.2 It is Peterlee Town Council's policy that only those trained in the use of the equipment should use it. However, where no trained personnel are available and the equipment is fully automated then it may be used by untrained personnel following the instructions given by the equipment. If in doubt, advice should be sought from a line manager or other member of the Council's Senior Management Team.

4.3 Moving and handling advice will also form part of the training in the event that casualties have to be moved.

## 5. User and Casualty Safety

### 5.1 Training given to AED users will cover:

- The precautions to be adopted by users when using the equipment
- Categories of persons that the equipment can be used on
- Precautions to be taken when casualties are wet, receiving CPR, receiving oxygen etc.

5.2 This policy applies to the use of AEDs within Council buildings or immediate environs. If an incident occurs outside of a Council building or immediate environs and a member of staff is requested to attend to use the AED then this may be done at the individual's discretion and provided that the employee does not put themselves in danger. If possible, the member of staff should be accompanied by a colleague or Council Member, in line with the Council's Lone Working Policy. If in doubt, advice should be taken from a line manager or member of the Council's Senior Management Team.

## 6. Routine Maintenance and Safety Checks

6.1 The equipment will be maintained in accordance with the manufacturer's instructions. The Responsible Person at each site where an AED is located will identify suitable persons to carry out daily, weekly and monthly checks on the equipment to ensure that it can be used when called upon. The checks required will include as a minimum:

- Battery state
- Two sets of adult pads and one child pads present
- Tuff Cut Shears
- Razor
- Gloves
- Resuscitation face shield
- Patient wipe

## Appendix 1: List of Authorised AED Users and First Aiders – Helford Road Pavilion

Name	Role	Contact details	AED User?	First Aider?
Sharon Pounder	Sports Development Officer		Yes	Yes – 3 day
Elaine Hancock			Yes	
Deborah Woodhall			Yes	
Trish				
Adrian				
Allan				
Dan				
Chris				
Julian				

Appendix 2: AED Maintenance & Safety schedule – Helford Road Pavilion

[TBC]

## Appendix 3: AED Risk Assessment



Automated external defibrillator (AED) RISK ASSESSMENT

**Location**    **THE PAVILION**

**Assessor:**  
Sharon Pounder

**Date:**  
01/11/2016

**Checked by Manager:**  
Ian Moris

**Review Date:**  
01/11/2017

**TASK/ACTIVITY:** Use of automated external defibrillator (AED) to persons suffering a cardiac arrest until the arrival of the statutory ambulance service personnel.

What are the hazards? What could happen? Please list	Who is particularly at risk?	What precautions or existing control measures are presently taken?	Risk of accident/dangerous occurrence High/Medium/Low	If High or Medium, what addition precautions or control measures need to be taken to reduce risk to low?
Inadequate number of staff trained to use the AED	members and visitors	Existing staff trained to use the equipment Annually refresher training	Medium	Additional training required for staff new to The Pavilion and for casual staff
Misuse of equipment	members and visitors	Only trained staff are required to use the equipment. Equipment stored away and not at risk of misuse.	Low	

What are the hazards? What could happen? Please list	Who is particularly at risk?	What precautions or existing control measures are presently taken?	Risk of accident/dangerous occurrence High/Medium/Low	If High or Medium, what additional precautions or control measures need to be taken to reduce risk to low?
Unsecure /unsuitable storage of equipment	Staff	Equipment is stored in a safe and secure place in the back office as reception	Low	
Inability to access equipment	staff	The equipment is located in a place where it is easy to access for staff members	Low	
Battery running out	Staff, members and visitors	Staff to check to equipment to ensure that it is in correct working order. Check list to be completed on a weekly basis by nominated staff.	Low	
Post traumatic stress	First Aider/ member of staff	Counselling is available via North East Ambulance service as part of the written agreement. Access to Oc. Health for staff if required.	LOW	



EXEMPT

PETERLEE TOWN COUNCIL

SHOW REPORT FOR FINANCE & GENERAL PURPOSES COMMITTEE

MONDAY 6<sup>th</sup> MARCH 2017

REPORT OF THE SHOW CO-ORDINATOR

**1.MEDICAL COVER**

Quotations were requested from 5 companies. Detailed below are the quotations received:-

	<b>SHOW</b>	<b>BONFIRE NIGHT</b>
COMPANY A -	£1,781.87	£405.62
COMPANY B -	£2,422.00	£695.00
COMPANY C -	£2,695.56	£835.56

**RECOMMENDED** that the quotation of **COMPANY A, NERAMS** of **Ferryhill** in the sum of **£1,781.87** and **£405.62** excluding vat to be accepted.

**2.FIREWORKS**

Quotations were requested from 7 companies. Detailed below are the quotations received:-

	<b>SHOW</b>	<b>BONFIRE NIGHT</b>
COMPANY A -	£2,250.00	£3,640.00
COMPANY B -	£2,600.00	£4,000.00

**RECOMMENDED** that the quotation of **COMPANY A, Nemisis of Cheshire** in the sum of **£2,250.00** and **£3,640.00** excluding vat to be accepted.

## 2.TRAINING

Quotations have been requested from training companies for the following training courses which are due to be renewed for staff;

- manual handling
- food hygiene
- risk assessment
- COSHH
- working at heights

Durham County Council can provide all the above training for a cost of £300.00 per day instead of £600.00 per day for up to 10 delegates which is the most competitive price against other providers.

Other training requirements within the Parks Department for 3 members of staff are;

Spring maintenance of fine sports turf at a cost of £130.00 per person.

Cricket wicket preparation and maintenance at a cost of £130.00 per person.

Both of the above 2 course are a one day training course.

**Approval be given to book all of the above training courses using the training budget within this financial year. The total cost would be £2,480.00 and this can be accommodated form the current training and development budget, (as at December 2016 only £1,859 spent out of the £12,000 allocated budget).**

**DEPUTY TOWN CLERKS MONTHLY REPORT - March 2017**

MONTH	SHOTTON HALL		PARKS DEPARTMENT	CASUAL BAR STAFF	PAVILION	CLEANER	TOTAL
	HALL ADMIN	SHOTTON HALL FACILITIES					
APRIL		£1,155.00	£1,257.00	£1,778.00			£3,190.00
MAY		£1,390.27	£1,729.59	£2,747.73	£40.00		£5,907.59
JUNE		£436.14	£1,749.00	£4,701.00	£189.00		£7,075.14
JULY							£0.00
AUG		£1,402.15	£2,877.59	£8,728.42	£60.00		£13,068.16
SEP		£1,580.03	£1,464.40	£3,997.78			£7,042.21
OCT		£583.89	£963.58	£4,930.17	£91.03		£6,568.67
NOV		£79.65	£1,117.00	£2,527.96			£3,724.61
DEC		£415.22	£1,318.00	£2,637.30			£4,370.52
JAN		£176.00	£810.00	£2,020.00			£3,006.00
FEB		£624.00	£508.00	£1,894.00			£3,026.00
MARCH							£0.00
<b>TOTAL</b>	<b>£0.00</b>	<b>£6,842.35</b>	<b>£13,794.16</b>	<b>£35,962.36</b>	<b>£380.03</b>	<b>£0.00</b>	<b>£56,978.90</b>

PETERLEE TOWN COUNCIL  
REPORT OF THE DEPUTY TOWN CLERK  
TO THE ESTABLISHMENT COMMITTEE  
TO BE HELD ON MONDAY 6<sup>TH</sup> MARCH 2017

**ABSENCE REPORT – PERIOD COVERING FEBRUARY 2017**

**1. PARKS & CEMETERY DEPARTMENT**

There have been two absences in the Department, one short term and one long term.

**2. SHOTTON HALL ADMINISTRATION**

There has been one long term absence in the Department since the last meeting.

**3. SHOTTON HALL BANQUETING SUITES**

There has been one long term absence with a full return to work in the Department during this reporting period.

**4. THE PAVILION**

There have been no absences this month.

All absences are being managed in conjunction with DCC and in line with the sickness absence management policy.

**This report is for Member's information only.**