

Town Clerk
IAN MORRIS
M.C.I.H.

PETERLEE TOWN COUNCIL

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Your Ref:

28 March 2017

Our Ref:

Date:

A MEETING OF THE FINANCE & GENERAL PURPOSES COMMITTEE WILL BE HELD ON MONDAY 3RD APRIL 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. To Approve the Minutes of the Last Meeting

4. Report of the Scrutiny Meeting of the 3rd March 2017
Members are asked to note the content of the report of the Scrutiny Meeting (Circulated)

5. The Report of the Finance Sub Committee Meeting of the 2nd March 2017
Members are asked to note the approval of the payments listed and made (Circulated)

6. Publications, Minutes, Bulletins etc
 - (a) Direct Information Service Issues 903 & 904 – NALC News, other news, planning, rural affairs & events
 - (b) Councillor & Chairmanship Training – date to be agreed
 - (c) New Public Space Protection Order to be introduced 1 June 2017 where it will become a fineable offence in County Durham to:-
 - Allow a dog to stray
 - Failure to put a dog on a lead when asked by an authorised officer;
 - Allow dogs into fenced off designated play areasThe existing offence for allowing a dog to foul without picking up will continue.

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

7. Request for Concessionary use of the Council's Facilities
 - (a) Shotton Hall Banqueting Suite, Thursday 13th April 2017, Sportsman Dinner, Peterlee Cricket Club

(b) The Pavilion, Friday 28th April 2017, Charity Night, raising funds for MIND and Alzheimer's

(c) Shotton Hall, garden and lawned areas 23/24/25 May 2017, Outdoor & Adventurous Activities, Easington School Sports Partnership

To consider these applications for concessionary use

8. Letter of Thanks & Appreciation

To note the contents of the letter received from Great North Air Ambulance Service (Circulated)

9. Purchase of a new telephony system and the rental of lines

To seek approval for the purchase of a new telephone system for the Town Council and a contract for the renewal of the package of lines rented (Copy to follow)

10. Peterlee Show – Catering Tenders and Sunday Entertainment

To present Members with the list of catering options and the tender amounts received to attend this year's Show and to consider options for entertainment for the Sunday afternoon of the Show (Circulated)

PLANNING COMMITTEE

11. To Approve the Minutes of the Last Meeting

12. Planning Applications

- (i) 8 Elliott Road, two storey side extension
- (ii) 19 Tees Close, single storey extension

For consideration and comment

ESTABLISHMENT COMMITTEE

13. To Approve the Minutes of the Last Meeting

14. Notification of New Steward

Letter from the Union Unison advising that Mrs Hugill is the duly nominated UNISON shop steward for members working at Peterlee Town Council

15. Overtime & Additional Costs Report

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

16. Absence Report

Members are requested to note the information relating to staff absences for 2016/17 as given in the report (Circulated)

MINUTES OF THE SCRUTINY COMMITTEE OF THE 3RD MARCH 2017

PETERLEE TOWN COUNCIL

MINUTES OF THE SCRUTINY COMMITTEE

HELD ON FRIDAY 3RD MARCH 2017

IN THE COUNCIL CHAMBER, PETERLEE AT 10.00AM

PRESENT:- S McDonnell (Chair)

Messrs:- W M Jeffrey & A Watson

55. APOLOGIES FOR ABSENCE

Apologies for absence had been submitted by Councillor K Hawley.

56. THE MINUTES OF THE LAST MEETING of the 3rd February 2017, a copy of which had been previously circulated, were accepted.

57. POLICIES – UPDATE

Deputy Town Clerk to provide an update on progress with reviewing PTC policies. The use of the automated external defibrillator policy had been adopted at the Finance and General Purposes Committee held on 6 March 2017 and the Officers Code of Conduct and Mental Wellbeing in the workplace had been recently accepted by the Finance & General Purposes Committee. Members had considered the policies, as considered by the Scrutiny Committee. There was an amendment made on p 3 of the Officers Code of Conduct, where it was agreed that in the line - You must not: be under the influence of alcohol or unprescribed drugs, the ending “so as to adversely affect your work” be removed. It was reported there would be training arranged for the Officers Code of Conduct for all members of staff, and the Mental Wellbeing in the workplace would be presented to SMT with training. The Town Clerk and Deputy were to meet with HR Officers of DCC to agree the content of the Code of Conduct Training and agree dates.

The Smoking Policy had been considered at the Health & Safety Meeting and at the Strategic Management Team Meeting and amends had been sent to DCC.

RECOMMENDED the progress report be accepted.

58. OTHER ITEMS OF RELEVANCE REPORTED BY THE TOWN CLERK

The Town Clerk reported the draft of the use of reserves was progressing well and would be presented for feedback and comment.

The Town Council's insurance renewal was being considered with procurement support from DCC and the Town Clerk outlined areas that were being more closely scrutinised within the policy in relation to business interruption and also the period of cover for this section of the policy.

Officers had attended the elections training held at DCC and election packs were now available for collection if required. The Town Clerk asked Members to consider the date of the Annual Town Meeting taking into account the elections and purdah period. The Chair felt the meeting should be held prior to the Annual General Meeting on 15 May 2017 to allow for the current council to be represented at this meeting.

RECOMMENDED the Town Clerk seek further advice, advise Council and then agree a date for the Annual Town Meeting.

The Town Clerk spoke to the Working Party about the training for the "new council". He reported CDALC were offering Chairmanship and general councillor training and he reported on various good practice Councillor Packs and Guides that were available.

RECOMMENDED a further report be made on the key timescales with the election process and future Councillor training and induction.

The Town Clerk advised that he was currently working on a full review of the Committee structure and timetable with the intention to present a draft to the April Meeting to go "live" following the elections in May 2017 with the new council. He asked Members for any feedback they may have in relation to the current committee system. It was felt that

MINUTES OF THE SCRUTINY COMMITTEE OF THE 3RD MARCH 2017

the title of Establishment was old fashioned and that planning was an important issue. It was intended there would be clear terms of reference for each Committee, it would be clear where there were delegated decision making powers and the committees would connect to the relevant budgets. Better quality reports and improved forward planning would also be an important part of the suggested changes.

RECOMMENDED a draft of the suggested re structure of the Committees and sub committees be awaited.

59. DATE & TIME OF NEXT MEETING

It was agreed the next meeting be held **on Friday 31 March 2017 at 10.00am in the Council Chamber, Shotton Hall.**

PETERLEE TOWN COUNCIL

FINANCE SUB-COMMITTEE

HELD IN THE COUNCIL CHAMBER,

SHOTTON HALL, PETERLEE

ON THURSDAY 2ND MARCH 2017

PRESENT:- Councillors

L Cook, G Cowie & C Robbins

20. ACCOUNTS FOR PAYMENT

The accounts for payment for March 2017 amounting to £15,988.96 including all payments made for that month, a copy of which had been circulated to each Member, were considered.

RECOMMENDED the payments as listed, be made.

Report to: Peterlee Town Council Finance Committee

Date of Meeting: Monday 3rd April 2017

Subject: Peterlee Show 2017 – Catering Tenders and Sunday Entertainment

Report of: Janet Hugill, Show Co-ordinator

Report Purpose: To present Members with the list of catering options and tender amounts received to attend Peterlee Show 2017. There are also options for children's entertainment for the Sunday afternoon of the Show. Currently on the Sunday there is the Dog Show, Vintage Fair and vehicle displays, no children's entertainment.

Introduction: A total of 30 letters were sent to different companies inviting them to tender for catering space at Peterlee Show. The following list is what was requested to attend for the 2 days with all having the option to open on the Saturday night until 10.00pm.

- 2 x general food concessions
- 2 x ice cream van concessions
- 1 x healthy eating concession
- 2 x specialist food concessions
- 1 x hog roast concession
- 1 x sweets concession
- 1 x doughnut concession
- 1 x coffee concession
- 1 x slush/shaved ice concession

It was stated in the letter that all documents must be provided to support the application including menus and price lists, which are needed to compare against other food units.

Detailed below are the tenders received from companies for the various units:-

Coffee Company A - £300.00
 Company B – £60.00

RECOMMENDED that the quotation from Company A, Barista Sisters from Darlington, for the amount of £300.00 be accepted.

General Food; Company A – £1100.00
 Company B – £800.00
 Company C – £590.00

RECOMMENDED that the tender from Company A, Kindersley’s from Hartlepool, for the amount of £1,100.00 be accepted and Company B, DDC Event Catering from Tudhoe, for the amount of £800.00.

Company A have also stated that they will donate 10% of their takings to Peterlee Pumas.

Ice Cream; Company A – £500.00
 Company B - £520.00

RECOMMENDED that the tender from Company A, Monster Whippy Ice Cream from Blackhall, for the amount of £500.00 be accepted. Company B did not provide a menu and price list.

Sweets Unit; Company A - £440.00

RECOMMENDED that the tender from Company A, Sweets of Yesteryear from Hetton le Hole , for the amount of £440.00 be accepted.

One other application was received but not listed due to concerns regarding delivery and service of food.

Specialty Food; Company A - £300.00 (Fish & Chips)
 Company B – £200.00 (German food)
 Company C – £100.00 (Homemade Burgers)

RECOMMENDED that all we accept Company A, Ronnie's Plaice from Gateshead, for the amount of £300.00 be accepted, Company B, Memories of the Blackforest from Gosforth, for the amount of £200.00 be accepted and Company C Charlton's, from Peterlee, for the amount of £100.00 be accepted. Charlton's would be to replace the hog roast option as no applications were made.

One other application was received but not listed due to concerns regarding delivery and service of food.

Other Food; Company A - £380.00 (Doughnuts)
Company B – £200.00 (Doughnuts)
Company C - £300.00 (Slush drinks)
Company D - £175.00 (Crepes)
Company E - £200.00 (healthy option)
Company F – £400.00 (Churros)

RECOMMENDED that we accept Company A, Lilly's Coffee & Donuts from Hetton le Hole, for the amount of £380.00 be accepted. Company C, Sweets of Yesteryear from Hetton le Hole for the amount of £300.00 be accepted and Company E Truly Madly Pizza's from Seaham, for the amount of £200.00 be accepted. This will complete the list of food units requested to attend the Show.

If all of the above recommendations are approved and booked the total income from food units this year will be £4,620.00. Last year the total amount was £3080.00. This is an increase of £1,540.00.

CHILDREN'S ENTERTAINMENT – SUNDAY

Quotes were requested to provide children's entertainment for the Sunday of the Show weekend. The quotes below are for walk about characters to mix and mingle with children. In recent years there has been magicians and Punch and Judy show's inside the

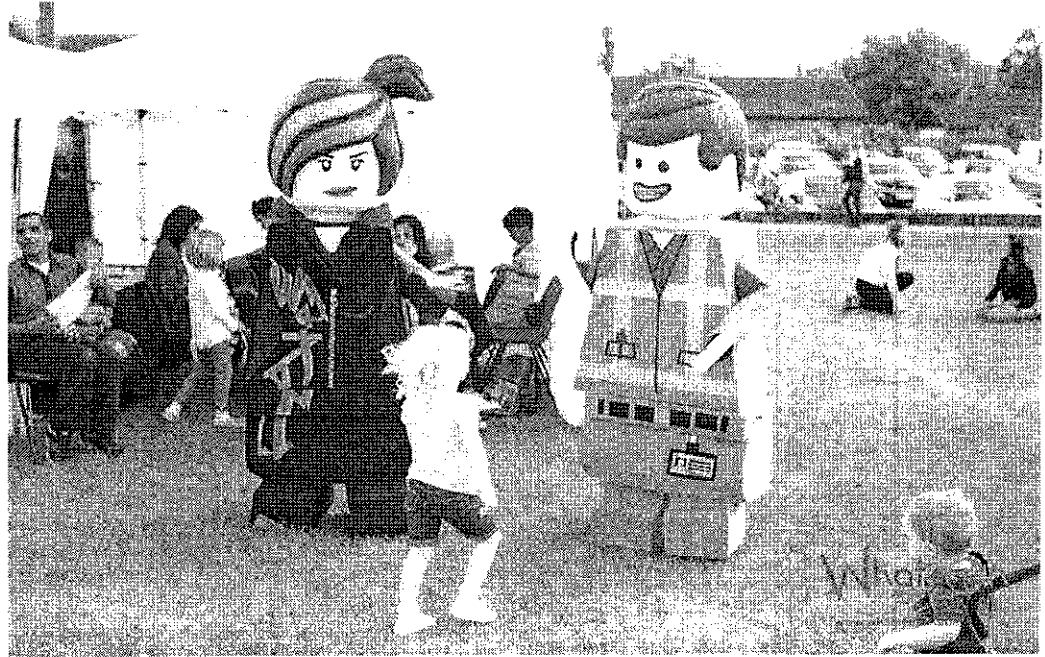
Pavilion and marquees but not many children watching. Photos below are the quotes and options received;

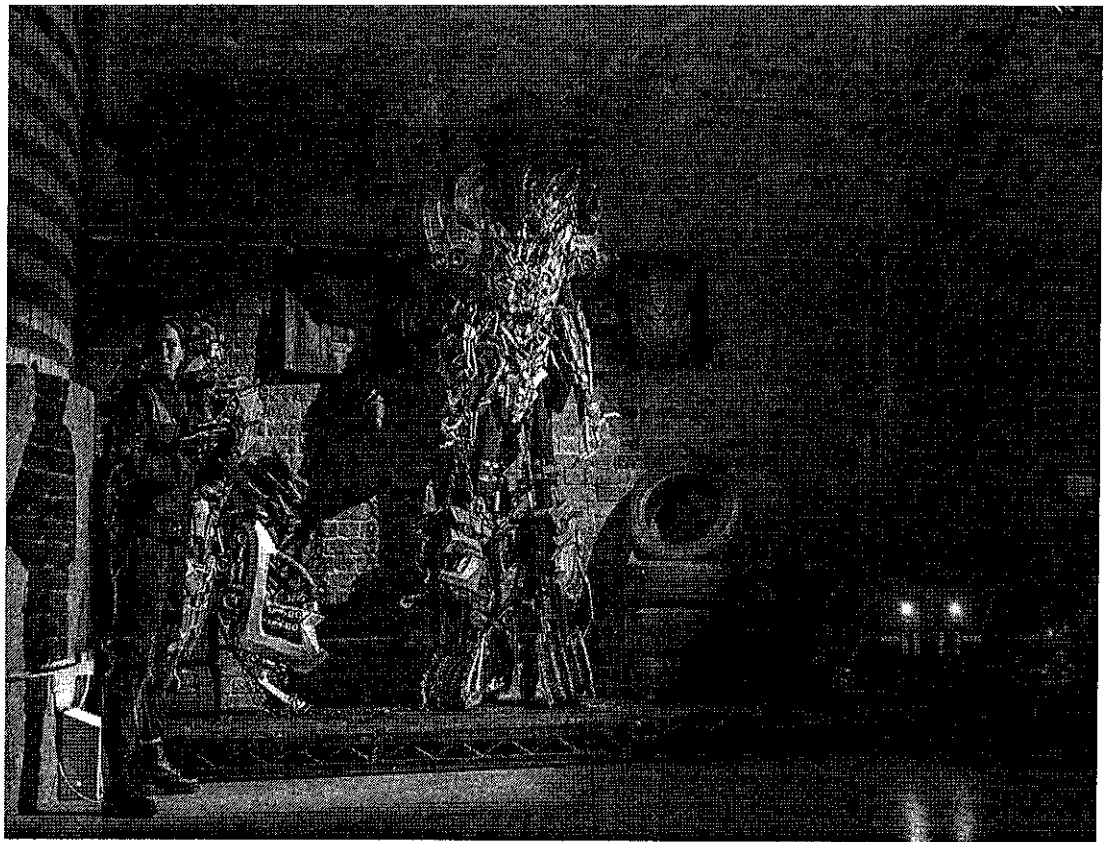
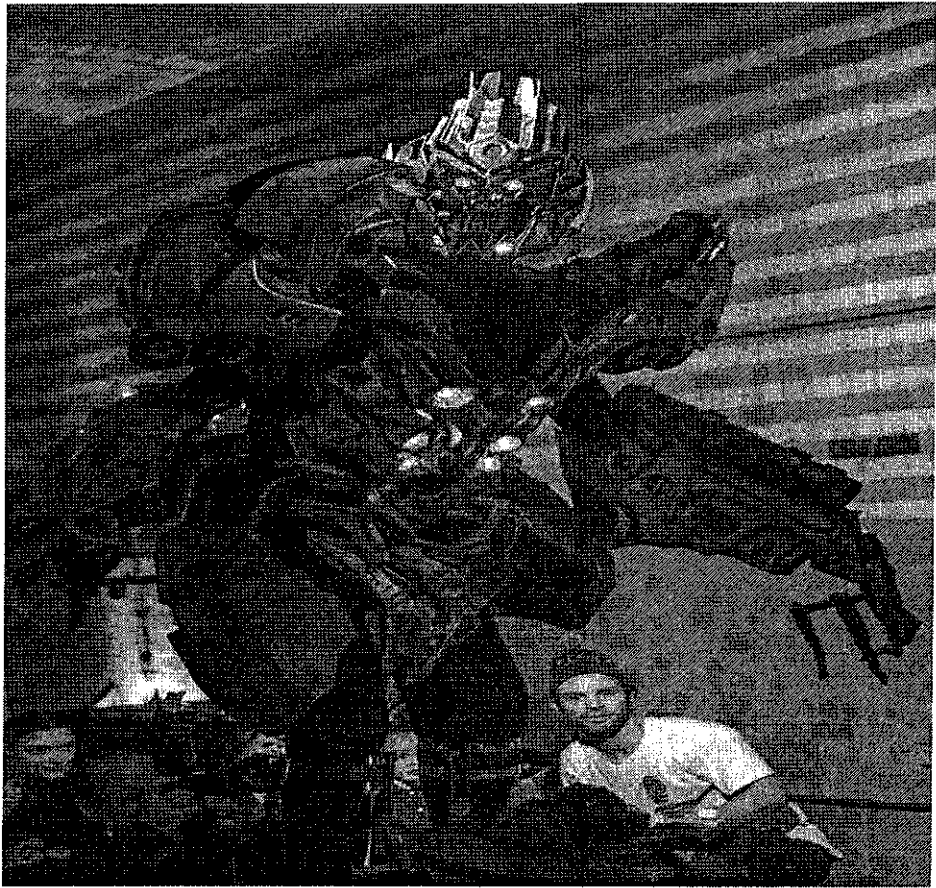
1. Sheridan and one other character on their bicycle - £625.00 for up to 5 hours walk abouts. The operatives just look like a couple having a look around the Show field but have the remote control in a bag controlling the dog and bicycle. He attended the Show a few years ago and attracted a lot of children.

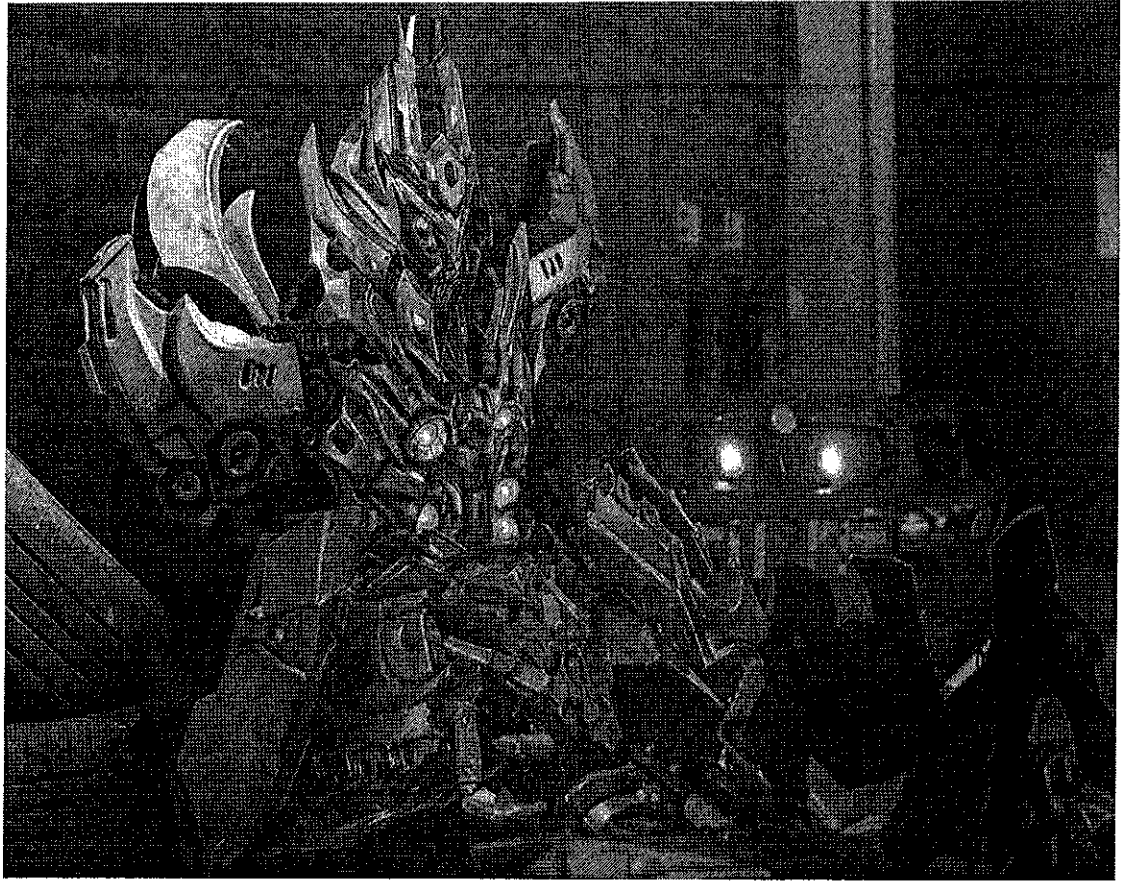


2. The following list are from Big Foot Events, the company we used last year for the dinosaur.

- Lego Men - £650.00 + VAT for two
- RO:BOT – 800 + VAT (includes costumed assistant)
- Fairy Stilts - £215 + VAT per person, plus £40 travel per 4 performers, total of £900.00









Member's views are requested on the above entertainment for the Sunday of the Show .

DEPUTY TOWN CLERK'S MONTHLY REPORT - April 2017

MONTH	SHOTTON HALL ADMIN	SHOTTON HALL FACILITIES	PARKS DEPARTMENT	CASUAL BAR STAFF	PAVILION	CLEANERS	TOTAL
		0	0	0	0		
APRIL		£155.00	£1,257.00	£1,778.00	£0.00		£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	£0.00	£0.00	£0.00		£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	£0.00		£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	£0.00		£3,724.61
DEC		£415.22	£1,318.00	£2,637.30	£0.00		£4,370.52
JAN		£176.00	£810.00	£2,020.00	£0.00		£3,006.00
FEB		£624.00	£508.00	£1,894.00	£0.00		£3,026.00
MARCH		£881.39	£468.48	£3,318.26	£0.00		£4,668.13
TOTAL	£0.00	£7,723.74	£14,262.64	£39,280.62	£380.03	£0.00	£61,647.03

Report to: Peterlee Town Council Establishment Committee

Date of Meeting: 3rd April 2017

Subject: Peterlee Town Council – Attendance Management

Report of: Kay Tweddle, Deputy Town Clerk

Report Purpose: To provide information for Members on staff absence figures for 2016/17

Background: A monthly report is made to Council giving details of short and long term absences. A Local Member asked if further information could be supplied on the trends of sickness. To date the cost of sickness absence from 1 April 2016 to 28 February 2017 is £25,864.00.

Current Month: In this reporting period there have been two long term absences, with a return to work, and two short term absences, totalling a cost of £3,451.32.
All absences are being managed in accordance with the Attendance Management Policy and with the support of DCC HR.

Issues to consider: Of the Town Councils 43 employees, (10 casual staff), 15 had no absence at all in the 2016/17 period.
The national average of days off in the public sector is 6.7 days. Below is a table showing the number of staff and four levels of absence.

category	Days absent	%
no absence	15	45%
0.5-6.6 days	8	24%
6.7-19.5 days	4	12%
20+ days	6	18%
total	33	100%

DAYS ABSENT

