



PETERLEE TOWN COUNCIL

Date of Issue: 26TH September 2017

A MEETING OF THE **RESOURCES COMMITTEE** WILL BE HELD ON **MONDAY 2ND OCTOBER 2017** IN THE **COUNCIL CHAMBER SHOTTON HALL, PETERLEE, SR8 2PH** at **6.30pm**

Mr I Morris M.C.I.H

Town Clerk

A G E N D A

Members of the Committee and members of the public are reminded that the public part of the meeting may be recorded in both audio and video, and photographs may be taken.

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

Members are reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. Please seek advice from the Town Clerk or Deputy Town Clerk prior to the meeting if in doubt.

3. To approve the minutes of the previous meeting

Members are recommended to approve the minutes of the previous meeting of the Resources Committee on Monday 4th September 2017 as a true and correct record.

(Minutes of previous meeting, circulated)

4. Mayor at Home

Item referred from the Events Sub Committee for further discussion

5. Report of the Finance Sub Committee of the 21st September 2017

Members are requested to note the payments approved at the meeting of the Finance Sub-Committee.

(Minutes of the Finance Sub Committee, 21ST September 2017, circulated)

6. Town Community Initiative Fund Applications

Requests received from the following organisations:-

(a) Acre Rigg Infant School, Playground Project, £500 requested

- (power: Local Government Act 1972, s137)

(b) Acre Rigg Academy, Allotment Project, £500 requested

- (power: Local Government Act 1972, s137)

(c) Durham Helicopter Museum Ltd, Developing Durham Helicopter Museum, £500 requested

- (power: The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, section 1)

A copy of a supporting letter from the Group is attached for member's consideration.

(verbal report of the Deputy Town Clerk, individual applications will be available at the meeting for information)

7. Request for concessionary use of Shotton Hall Banqueting Suites

Peterlee Helford FC, (Children's Football, Helford Utd), Consideration of the request for concessionary use of the Pavilion for a fund raiser on 27 October 2017

A verbal report of the Deputy Town Clerk, the application form is available at the meeting for information/reference

8. Chairman's Allowance & Member's allowances

The report of the Deputy Town Clerk for the information of Members (attached)

9. Concessionary Use of Town Council Facilities – various Sports Groups

The report of the Deputy Town Clerk for the information of Members (attached)

10. Equality & Diversity Policy

To seek consideration and approval of the attached Policy.
(copy of the Equality & Diversity Policy attached for the reference of Members)

11. Audit for the year ended March 2017

To consider the report from the external auditor and their Issues Arising Report
(Copy to follow)

THE MINUTES OF THE MEETING OF THE
RESOURCES COMMITTEE HELD IN THE COUNCIL CHAMBER, SHOTTON HALL,
PETERLEE ON MONDAY 4th SEPTEMBER 2017 AT 6.30PM

PRESENT: COUN A WATSON (CHAIR)

Mesdames:- K Hawley, K Duffy, A C Long, S Simpson, L Fenwick, K Liddell
M A Cartwright & S McDonnell

Messrs:- S McGlen, R Moore, T Duffy, S Meikle, S Miles, G Carne & R Kyle

The Chairman advised Members of the committee that part of the meeting may be recorded by both audio and video, and it may be that photographs were taken.

The Chair also took this opportunity to welcome the newly elected Councillor for the Denehouse Ward, Councillor Louise Fenwick.

25. Apologies for Absence

Apologies had been submitted and accepted from Councillors A Wilkinson, J Robinson, (on holiday), S Kirkup and S Franklin.

RESOLVED the Council approve the reason submitted for absence received from the Councillors listed, and their apologies for absence be recorded.

26. To receive declarations of interest

Members were reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. **RESOLVED the information given, be noted.**

27. The Minutes of the Last Meeting

Members approved the minutes of the last meeting of this Committee and they were signed as a true and correct record.

28. The Reports of the Finance Sub Committee Meetings of the 20th July & 24th August 2017

Copies of the reports from the meetings held in July and August were circulated to each Member. **RESOLVED the payments listed and made, be noted.**

29. Notes of the Human Resources Sub Committee of the 17 July 2017

RESOLVED the contents be noted the minutes of the meeting of this Sub Committee held on 17 July 2017 be agreed as a true record, subject to Councillor McGlen being recorded as in attendance. A Local Member asked for progress on a staffing matter detailed in the report and the Town Clerk advised the appropriate action had been taken.

30. Internal Audit Reports – Shotton Hall & Events & Activities

The report of the Town Clerk providing Members with a summary of the findings and actions from the recent internal audits into Shotton Hall and Events and activities, was considered. Members asked for their thanks to be recorded to Town Council Officers for their work with these audits. **RESOLVED** the contents of the report be noted and a further progress report on identified actions from the DCC Internal Audit Manager, be awaited. **FURTHER RESOLVED** the risk implication as detailed in the report, be noted.

31. Requests for grant funding:-

Members considered the following requests for grant funding from the Town Council Members Initiative Fund:-

1. Football for Children, Peterlee Helford Utd FC

RESOLVED a grant of £350.00 be made to this group to help fund children playing football, buying footballs, poles and help pay for the MUGA and fees.

(power: Local Government (Miscellaneous Provisions) Act 1976, s19 (3))

2. Oakerside Toddlers

RESOLVED a grant of £250.00 be made to this group to replace old and broken toys; to do an activity like baking (healthy eating), to buy musical instruments and to organize events such as the Christmas Party.

(power: Local Government (Miscellaneous Provisions) Act 1976, s19 (3))

3. Out of School Hours

RESOLVED further supporting information be obtained on the request for a contribution towards sports equipment in delivery of out of school hours clubs

in local primary school projects and the request be re considered. (power: Local Government (Miscellaneous Provisions) Act 1976, s19 (3))

4. GT Group Band

RESOLVED a grant of £1,000 be made to the Band to buy music and music stands and help sustain the band. (power: Local Government Act 1972 s145)

5. Howlatch Residents Association

Councillors K Liddell, A C Long and R Moore declared an interest in this item as they attended the Resident's Association meetings.

RESOLVED a grant of £200.00 be made to enable residents in the Howlatch area to meet for a coffee and get to know each other, also towards a future trip/visit by the Group. (power: Local Government Act 1972 s137)

6. MS Active

RESOLVED as the application did not meet the requirement of having a minimum of 51% of the organisation's members/users that were Peterlee residents, it be noted a grant could not be made at this time.

32. Request for concessionary use of Shotton Hall Banqueting Suites

Members are asked to consider the following applications for concessionary use of Town Council Facilities:-

- (i) Families First North East, Charity Ball on 23 September 2017, Shotton Hall Banqueting Suites

RESOLVED concessionary use of the Banqueting Suites be granted for this event.

(power: Local Government Act 1972, s.144)

- (ii) Durham Deafened Support, Social Event, Out of the Comfort Zones, 15 June 2017, Shotton Hall Banqueting Suites

RESOLVED concessionary use of the Banqueting Suites be granted for this event.

(power: Local Government Act 1972, s.144)

- (iii) Cancer Utd, Support and Social Club, 13 September – 13 December, Harry Bennett Room, The Pavilion, 14 weeks

RESOLVED concessionary use of a meeting room at The Pavilion be granted for this support/social group from 13 September to 13 December 2017.

(power: Local Government Act 1972, s.144)

- (iv) Peterlee Cricket Club, Presentation Evening, 9 September 2017, The Pavilion

RESOLVED concessionary use of The Pavilion be granted to the Cricket Club for their presentation evening. (power: Local Government Act 1972, s.144)

33. Expressions of thanks and appreciation

- (i) Peterlee Bowling Club & Cleveland Hedgehog Society

Letters of thanks and appreciation following grants made under the Members' Initiative Fund were circulated for Member's information. **RESOLVED** the information given be noted.

- (ii) Citizens Advice Bureau

An update on how the project, sponsored by the Town Council, was being delivered by CAB was given. From advising clients on benefits, completing benefit checks to look at entitlement and completing appeals on their behalf, approximately £164,000 of expected gained benefit income had been projected. Having both the drop in services for clients that attend on the day and appointments available to those who required it had been very successful with appointments being filled with a small waiting list. **RESOLVED** the information given, be noted.

Prior to the close of the meeting Members expressed their thanks and appreciation to Town Council Officers for their hard work and effort in making this year's Peterlee Show a huge success.

PETERLEE TOWN COUNCIL

FINANCE SUB-COMMITTEE

HELD IN THE COUNCIL CHAMBER,

SHOTTON HALL, PETERLEE

ON THURSDAY 21 SEPTEMBER 2017

PRESENT:- Councillors

R Moore & A Watson (S Simpson & S Miles)

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

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

10. ACCOUNTS FOR PAYMENT

The accounts for payment for September 2017 amounting to £65,803.62 including all payments made for that month, a copy of which had been circulated to each Member, were considered. There were several queries, all of which were answered, relating to the payment of a VAT invoice for an insurance claim, payment for a pair of glasses for a member of staff and the choice of supplier of catering stock for the Bistro and bar snacks at The Pavilion.

RECOMMENDED the payments as listed, be made.

Durham Helicopter Museum Limited
The Airfield
Shotton Colliery
County Durham
SR8 1AL

14 September 2017

Dear Grant Manager

I would be grateful if your councillors would consider our application for funding from Durham Helicopter Centre. We are based at Shotton airfield we will exclusively employ military veterans, the site will have a café, engineering area, visitor attractions, gift shop with the aim of bringing aircraft to people in the local area and help to engage young people in STEM subjects in the local area to raise attainment.

We are currently developing our strategic plan and would be grateful for a grant on £500 to support this. Within our development we are actively seeking volunteers from Peterlee who can assist in the running of our centre.

We are developing activities to engage with local schools and uniformed youth groups, such as the cubs, brownies and the armed forces cadets, to give them an opportunity to undertake team building, communication and basic engineering workshops. This will give young people skills which they can take forward in their education and every-day lives. We are also developing a Lads and Dads series of sessions which will engage disadvantaged people in Peterlee and offer them an opportunity to strengthen family relationships.

Durham Helicopter Museum will be open during weekends and school holidays and available for weekday bookings. This grant will help us to engage professional services which can work with us to ensure that our activities meet National Curriculum standards, that our service is robust and that we can apply for additional funding to make us future proof and sustainable.

We would be incredibly grateful if you would consider our application for funding and should you require any further information please contact me directly.

Yours sincerely

Robert Cairns
Fundraising Director
Durham Helicopter Museum
E: cunzi78@live.co.uk
M: 07758 939 535

Item 8

Report To: Peterlee Town Council Resources Committee

Date: 2nd October 2017

Subject: Chairman's Allowance & Member's allowances

Report of: Kay Tweddle, Deputy Town Clerk

Purpose: To provide Members with information on the Chairman's/Mayor's allowance, Member's Allowances and the Mayor's Charity Account

Background: This Council is enabled to pay Members allowances under s25(1)(b) of the Local Government Act 1972.

An authority may pay an allowance for each year, (parish basic allowance) a) to its Chairman only or b) to each of its Members. The amount of that allowance payable to its Chairman may differ from that payable to each other member of the authority, but otherwise that amount shall be the same for each such Member.

Budget: Each Member currently is able to claim a basic allowance of £100.57 per month. This is intended to contribute towards incidental costs related to carrying out the role of councillor such as telephone costs, postage, travel. This amount was agreed and set by the former District Council Panel established to consider Member's Allowances across East Durham.

A travel claim can also be submitted for travel carried out when attending as a council representative to a meeting, (the lesser of the cost of travel ie bus fare is paid). If Members were to attend a conference or a meeting further afield they would be eligible to claim overnight expenses, and meal allowances paid at a nationally agreed rate.

The Mayor is allocated an additional personal allowance of £1,375 a year to cover for such items as the purchase of new clothes and incidental personal expenses relating to carrying their role of Mayor, (for example buying raffle tickets at charity events they attend). This is paid monthly to the Mayor and is taxable.

There is also a budget for Mayor's Civic Duties which, at the meeting held on 21 August 2017, it was agreed this budget allocation of £5,000 be frozen and expenditure currently stands at £956.03.

Typically this has been used to finance the cost of tickets attending

other council's charity events which can range from £15.00 through to as high as £50.00 each; taxi fares; catering for Mayor's civic events; printing costs.

For reference the amount spent in:-

2013/14	£7,867.00
2014/15	£5,782.00
2015/16	£6,604.00
2016/17	£2,337.00
2017/18	£956.00.

Within the Town Events 2017/18 budget there is a sum of £2,000 in total allocated for the Mayor at Home & Carol Concert.

Finally, there is the Mayor's Charity Appeal Fund which is a totally separate to the Town Councils budget and accounts. It holds its own bank account and begins with the Mayor's term of office and ends at the close of their term with all monies raised, awarded by the Mayor leaving a zero balance. The balance currently stands at £80.00. It is suggested this has been as a result of the reduction in events being attended by the Mayor outside the Town and the knock on effect of reciprocal invitations. The Mayor is granted six concessionary uses of the Banqueting Suites plus for the Mayor's Charity Ball.

Recommendations: Members are recommended to note the information provided and use this information when considering the budget allocation for 2018/19.

Appendix 1

Finance – Members have already resolved to freeze the Mayor’s civic duties budget for the current financial year at £965.03. There are no direct financial implications arising from this report.

Staffing - None

Risk - None

Equality and Diversity / Public Sector Equality Duty - None

Accommodation - None

Crime and Disorder - None

Human Rights - None

Consultation - None

Procurement - None

Disability Issues - None

Legal Implications – This Council is enabled to pay Members allowances under s25(1)(b) of the Local Government Act 1972.

Item 9

Report To: Peterlee Town Council Resources Committee

Date: 2nd October 2017

Subject: Concessionary use of Town Council Facilities – various sports Groups

Report of: Kay Tweddle, Deputy Town Clerk

Purpose: To provide an update on the various concessionary uses granted for the Pavilion and Shotton Hall Banqueting Suites to the various sports groups that operate in the Town for the information of Members.

Background: The Town Council is able to, under various powers included in the Local Government Act 1972, s144, to grant concessionary use of its facilities to local groups and organisations.

At the Council Meeting held on 21 August 2017 Members asked for details of what concessions had been recently granted to the various sports users. The information requested is as follows:-

Club	Venue	date	concession	Value £ (ex vat)
Peterlee Pumas	The Pavilion	16 September	FOC	100.00
Peterlee Cricket Club	(i) Shotton Hall	13 April	FOC subject to 150 attending	150.00
	(ii)The Pavilion	29 July	FOC	100.00
	(iii)The Pavilion	9 September	FOC	120.00
Holden & Peterlee FC	Shotton Hall	13 May 2017	FOC subject to 150 attending – paid for the room hire	270.00

Recommendations: Members are recommended to note the information provided.

Finance – The notional cost of the concessionary uses granted to the sports clubs supported by PTC equates to £740.00 in the current financial year.

Staffing - none

Risk - None

Equality and Diversity / Public Sector Equality Duty – none

Accommodation – Council owned buildings

Crime and Disorder - None

Human Rights - None

Consultation - None

Procurement - None

Disability Issues - None

Legal Implications - None

Item 10

Equality and Diversity Policy



Please think before printing this document.

Where printing is necessary, please ensure that it is printed double sided and in greyscale.

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1 Background

This policy outlines the Council's position on equality and diversity. **The Council is committed to equality of opportunity in all aspects of employment, and to employing a workforce which reflects the composition of the population it serves. The Council is equally committed to equality of service provision to all sections of the community.**

2 Protected characteristics

The Equality Act 2010 introduced a number of protected characteristics. Under the Act the Council is not allowed to discriminate, harass or victimise another person because they have any of the protected characteristics. There is also protection against discrimination where someone is perceived to have one of the protected characteristics or where they are associated with someone who has a protected characteristic

The protected characteristics under the Act are:

- age;
- disability;
- gender reassignment;
- marriage and civil partnership;
- pregnancy and maternity,
- race;
- religion and belief;
- sex; and
- sexual orientation.

As an employer and provider of services, Peterlee Town Council is committed to advancing equality of opportunity and providing fair access and treatment in employment and when delivering or procuring services, or working in partnership.

3 Equality duty

This policy reinforces the Council's responsibility under the public sector equality duty which was created under the Equality Act 2010 and consists of a general equality duty and specific duties.

3.1 General duty

The Council has a general duty to:

- **eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act;**
- **advance equality of opportunity between people who share a protected characteristic and those who do not; and**
- **foster good relations between people who share a protected characteristic and those who do not.**

3.2 Specific duty

The Council has a specific duty to meet our statutory equality duties as defined in legislation, particularly the Equality Act 2010 for Town Councils, which includes providing training to all staff as identified from time to time in order to raise awareness of equality issues and to ensure compliance with this policy.

The specific duties help the Council improve performance on the general duty, by improving focus and transparency. The Council will take all reasonable steps to ensure that discrimination, harassment or victimisation is not tolerated.

4 Policy statement

Peterlee Town Council is committed to meeting the varied needs and circumstances of its residents and employees and to ensuring that services are equally appropriate to all without discrimination. The Council's goal is to support the development of strong, secure, self reliant communities, free from unlawful discrimination.

In support of this commitment, the Council has adopted this policy statement for employment and service delivery. This policy underpins all corporate policies, procedures and strategies so that it is an integral in the operations of Peterlee Town Council and the conduct of councillors, employees and partners.

5 Responsibilities

The responsibility for fulfilling this key policy lies not with specialist posts or committees, but with every Member and employee of the Council. It is an integral part of every aspect of the Council's operations. This means that management of equal opportunities in both employment and service provisions forms part of the Council's normal management processes, ie with Committee, the office of the town Clerk, and on a cascade basis, through personal aims and objectives.

It is each and every individual's responsibility to:

- **treat others fairly, with dignity and respect;**
- **follow Council policies and procedures;**
- **ensure documentation, information and activity is lawful;**
- **consider reasonable adjustments and other requirements relating to disabled people;**
- **challenge discrimination and unfair treatment, reporting it where appropriate;**
- **attend relevant training; and**
- **ask for advice where necessary.**

All actions which are contrary to this policy will be dealt with under the Council's appropriate disciplinary procedure and Code of Conduct.

Failing to challenge or report discrimination and unfair treatment may also lead to disciplinary action in line with the Council's Code of Conduct.

6 Our commitment

The Council uses a variety of methods to demonstrate and progress its commitment to equality. The Council is committed to integrating equality into planning, development, delivery and management of our services. This is also evident through policy documentation, budgetary decisions and allocation of resources.

This policy will be reviewed on a regular basis and updated as necessary.

7 Equality Objectives and outcomes

7.1 As a community leader and advocate

We are committed to working for a socially inclusive and cohesive community and in the exercise of all of the Town Council's functions will have regard to the need to:

- Advance equality of opportunity between those who share a protected characteristic and those who do not.
- Foster good relations between those who share a protected characteristic and those who do not
- Eliminate unlawful discrimination, harassment and victimisation
- Identify and address the barriers that different groups face to participation in community life
- Promote equal access to employment, services and information and fair and equitable distribution of resources.
- Respect and celebrate the diversity of our community.
- Work with others to ensure that Peterlee is a safe place in which to live, work or visit.
- Listen and respond to the views of our communities through appropriate consultation and participation mechanisms which are accessible to all.
- Ensure the Council's communications and events positively reflect and promote the diversity of our communities and are fully accessible.

7.2 As a service provider

We are committed to ensuring that our services are accessible to all by:

- Ensuring our customers are aware of our services and that we deliver our services in ways that are sensitive to customers' needs.
- Ensuring that all those in the community are able to visit our offices, facilities and open spaces.
- Ensuring that the information we provide about our services is accessible to our community.
- Consulting on the development and monitoring of our policies and services in ways which enable all sections of our community to participate.

7.3 As an employer

Our aim is that our workforce will be truly representative of all sections of society and each employee feels respected and able to give of their best. All employees, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential to maximise the efficiency of the organisation. Our commitment:

- To create an environment in which individual differences and the contributions of all our staff are recognised and valued.
- Every employee is entitled to a working environment that promotes dignity and respect to all. No intimidation, bullying or harassment will be tolerated.
- Training and development opportunities are available to all staff.
- Equality in the workplace is good management practice and makes sound business sense.
- We will keep all our employment practices and procedures under review to ensure fairness.
- Breaches of our equality policy will be regarded as misconduct and can lead to disciplinary proceedings.
- Policies will be monitored and reviewed annually to ensure they are compliant with current equal opportunities legislation and best practice.

7.4 As a procurer of goods and services

We are committed to ensuring that those contractors and others from whom we procure goods and who deliver our services share and implement our equality vision and values by:

- Demonstrating that all practicable steps are being taken to allow equal access and equal treatment in employment and service delivery for all, as appropriate to the nature of the contract concerned.

7.5 Complaints

There are a number of ways to report equality issues or complaints:

- Employees can raise issues informally with their line manager or Town Clerk. Formal complaints should follow the grievance procedure.**
- Councillors can report issues through the member officer protocol or the code of conduct depending on the nature of the complaint.**
- Members of the public can use the corporate and statutory complaints procedures. We will take prompt action to investigate any complaints. Anyone who has complained will not be treated unfavourably or victimised. However, if a complaint is found to be malicious this will be dealt with under the appropriate disciplinary procedure.**

7.6 Contact details

If you would like any further advice or would like the document in an alternative format, please contact the Town Clerk (or nominated representative) using the contact details below:

Email: clerk@peterlee.gov.uk
Tel: 0191 5862491