



PETERLEE TOWN COUNCIL

Date of Issue: 31st October 2017

A MEETING OF THE **RESOURCES COMMITTEE** WILL BE HELD ON **MONDAY 6th NOVEMBER 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 2nd October 2017 as a true and correct record.

(Minutes of previous meeting, copy attached)

4. Internal Audit Reports

To welcome Stephen Carter, DCC Audit and Fraud Manager, to the meeting to present a progress report relating to the Council's Internal Audit programme.

(Report of the Audit & Fraud Manager, circulated – to follow)

5. Friends of the Apollo Pavilion

Suggestion made by Councillor A Watson that the Town Council join the "Friends of the Pavilion" scheme at £30.00 a year.

6. Audit of Accounts

(Verbal update report of the Town Clerk)

7. Review of the Council's Risk Register

Members are asked to consider the Town Clerk's report on the review of internal controls for the management of risk and the review of the Council's Risk Register for 2017/18

(Report of the Town Clerk, circulated – to follow)

8. Replacement of Tent on Rugby Club Veranda with a permanent Structure

Permission requested from the Town Council to remove the temporary gazebo on the veranda and replace it with a permanent roofed structure to provide a more suitable outside area for the club and community.

(Verbal report of the Deputy Town Clerk)

9. Requests for grant funding:-

(a)Howletch Lane Primary School, £500 requested towards the enhancement of indoor and outdoor resources for the nursery department
Indoor – work bench & tools will develop fine and gross motor skills;
outdoors – a shed to provide role play area to develop communication and language skills

(Power: Local Government Act 1972, s137)

(b)Haswell & District Mencap, Club & Social Activity Running Costs, £500 requested

(Power: Local Government Act 1972, s 137)

(Verbal report of the Deputy Town Clerk, individual applications are available at the meeting for information/reference)

10. Request for concessionary use of The Pavilion

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

(a) The Clarke Lister Brain Haemorrhage Foundation, 25 November 2017, Fundraiser

(b) Peterlee Newtown, Boys FC, Presentation Night, 8 October 2017 (retrospective)

(A verbal report of the Deputy Town Clerk, the application forms will be available at the meeting for information/reference)

11. CDALC Revised Code of Conduct June 2017

Members are recommended to adopt the revised Model Code of Conduct produced by NALC.

(attached)

12. Minutes of the Health & Safety Sub Committee held on 18 September 2017

(a copy of the minutes of the Sub Committee attached to approve as a true and correct record)

13. Policy on the Use of Mobile phones and other hand held Devices

Members are recommended to approve the adoption of a new mobile phone policy for the Town Council.

(a copy of the new policy is attached)

THE MINUTES OF THE MEETING OF THE
RESOURCES COMMITTEE HELD IN THE COUNCIL CHAMBER, SHOTTON HALL,
PETERLEE ON MONDAY 2ND OCTOBER 2017 AT 6.30PM

PRESENT: COUN A WATSON (CHAIR)

Mesdames:- K Hawley, S Simpson, L Fenwick, K Liddell M A Cartwright, V Watson & S McDonnell

Messrs:- A Wilkinson, R Moore, 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.

Prior to the start of the meeting the Chairman asked for a minutes silence as a mark of respect for the victims of the recent tragic event in Las Vegas, America.

The Chair then welcomed everyone to the meeting.

34. Apologies for Absence

Apologies had been submitted and accepted from Councillors A C Long, K & T Duffy (on holiday), A S H Meikle, S McGlen. **RESOLVED the Council approve the reason submitted for absence received from the Councillors listed, and their apologies for absence be recorded.**

35. 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.**

36. 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.

Minute Number 31(3) Out of School Hours, request for support

It was noted at the Council Meeting held on 25 September 2017 it was agreed that a payment of £500.00 be made towards this activity in Peterlee Schools. (power: Local Government (Miscellaneous Provisions) Act 1976, s19 (3)).

37. Mayor at Home

This item had been referred from the Events Sub Committee for further discussion. Following debate and a vote it was **RESOLVED a “Mayor’s at Home” Event not be held for the 2017/18 Civic Year.**

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

Copies of the report from the meeting held in September was circulated to each Member. **RESOLVED the payments listed and made, be noted.**

39. 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)

RESOLVED a set of accounts be requested from the School and the request be further considered when they had been received.

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

- (power: Local Government Act 1972, s137)

Councillors Carne and Simpson declared an interest in the following application.

RESOLVED a set of accounts be requested from the School and the request be further considered when they had been received.

(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)

RESOLVED this request be refused at the present time.

40. Request for concessionary use of The Pavilion

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

RESOLVED a concession be granted for this fund raising event to be held at The Pavilion by Peterlee Helford FC.

41. Chairman's Allowance & Member's allowances

The report of the Deputy Town Clerk, a copy of which had been circulated, was considered. **RESOLVED the information given be noted.**

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

The report of the Deputy Town Clerk, a copy of which had been circulated, providing information on the concessions granted for the various sports groups, was considered. **RESOLVED the information given, be noted and a bi annual report be provided to the Committee.**

43. Equality & Diversity Policy

A copy of the Equality & Diversity Policy was circulated for the reference of Members.
The Town Clerk

RESOLVED the Equality & Diversity Policy be approved and appropriate training be arranged for all staff and made available to Members.

44. Audit for the year ended March 2017

The Town Clerk reported he was awaiting the formal audit notice from the Town Council's Auditors BDO. **RESOLVED the notice be awaited.**

County Durham Association of Local Councils
Model Code of Conduct for Local Councils.

Introduction

Pursuant to section 27 of the Localism Act 2011, Parish/Town Council ('the Council') has adopted this Code of Conduct to promote and maintain high standards of behaviour by its members and co-opted members whenever they conduct the business of the Council, including the business of the office to which they were elected or appointed, or when they claim to act or give the impression of acting as a representative of the Council.

This Code of Conduct is based on the principles of selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

Promotion and Maintenance of Standards

A member shall

- familiarise him/herself with the Councils Code of Conduct and any other policies or standing orders of the council which relate to members conduct.
- support the council in the promotion of high standards, and in ensuring access by the public to the Council's records regarding the registration and declaration of member's interests.

Nothing in this Code shall prevent a member from disclosing any other interest if the individual wishes to do so.

Definitions

For the purposes of this Code, a 'co-opted member' is a person who is not a member of the Council but who is either a member of any committee or sub-committee of the Council, or a member of, and represents the Council on any joint committee or joint sub-committee of the Council, and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee.

For the purposes of this Code, a 'meeting' is a meeting of the Council, any of its committees, sub-committees, joint committees or joint sub-committees.

For the purposes of this Code, and unless otherwise expressed, a reference to a member of the Council includes a co-opted member of the Council.

Member obligations

When a member of the Council acts, claims to act or gives the impression of acting as a representative of the Council, he/she has the following obligations.

1. He/she shall behave in such a way that a reasonable person would regard as respectful.
2. He/she shall not act in a way which a reasonable person would regard as bullying or intimidatory.
3. He/she shall not behave in a manner which a reasonable person would regard as likely to bring the Council, or his/her office as a member of the Council into disrepute.
4. He/she shall not seek to improperly confer an advantage or disadvantage on any person.
5. He/she shall use the resources of the Council in accordance with its requirements.
6. He/she shall not disclose information which is confidential or where disclosure is prohibited by law.
7. He/She will be required to declare an interest at the meeting, even though that interest may already appear on their Register of Interests. This is to make fellow-members, the press and the public aware of a member's interest, if that member does not articulate it when the council are discussing a relevant matter which affects that interest.

Registration of interests

8. Within 28 days of this Code being adopted by the Council, or the member's election or the co-opted member's appointment (where that is later), he/she shall register with the Monitoring Officer the interests which fall within the categories set out in Appendices A and B.
9. Upon the re-election of a member or the re-appointment of a co-opted member, he/she shall within 28 days re-register with the Monitoring Officer any interests in Appendices A and B.
10. A member shall register with the Monitoring Officer any change to interests or new interests (including sensitive interests) in Appendices A and B within 28 days of becoming aware of it.

A member need only declare the existence but not the details of any interest which the Monitoring Officer agrees is a 'sensitive interest'. A sensitive interest

is one which, if disclosed on a public register could lead the member or a person connected with the member to be subject to violence or intimidation.

Failure without reasonable excuse to register a Disclosable Pecuniary Interest (Appendix A Interest) is a criminal offence under the Localism Act 2011 as well as a breach of the Code

Declaration of interests at meetings

11. Where a matter arises at a meeting which relates to an interest in Appendix A the member shall

- Declare what his/her interests are;
- not participate in a discussion or vote on the matter (Localism Act s31(4) .
- If the councils Standing Orders dictate, the member shall leave the room while the matter is being discussed and voted on.

If it is an interest which has not already been disclosed to the Monitoring Officer, the member shall disclose the nature of it and let the Monitoring Officer know of the existence of a new interest within 28 days

12. Subject to the above, where a matter arises at a meeting which relates to an interest in Appendix A which is a sensitive interest, the member shall

- Declare an interest but not the nature of it
- not participate in a discussion or vote on the matter(Localism Act s31(4)
- If the councils Standing Orders dictate, the member shall leave the room while the matter is being discussed and voted on.

If it is a sensitive interest which has not already been disclosed to the Monitoring Officer, the member shall disclose he/she has an interest but not the nature of it and let the Monitoring Officer know of the existence of a new sensitive interest within 28 days.

13. Where a matter arises at a meeting which relates to an interest in Appendix B, the member shall

- Declare what his/her interests are
- He/she may speak on the matter only if members of the public are also allowed to speak at the meeting.
- not vote on the matter.

- If the councils Standing Orders dictate, once the member has spoken they shall leave the room while the matter is being discussed and voted on.

If he/she holds an interest in Appendix B which is a sensitive interest not already disclosed to the Monitoring Officer, he/she shall declare the interest but not the nature of the interest.

14. Where a matter arises at a meeting which relates to a financial interest of a friend, relative or close associate (other than an interest of a person in Appendix A), the member shall

- disclose the nature of the interest.
- He/she may speak on the matter only if members of the public are also allowed to speak at the meeting.
- not vote on the matter.
- If the councils Standing Orders dictate, once the member has spoken they shall leave the room while the matter is being discussed and voted on.

Dispensations

15. On a written request made to the Council's proper officer, prior to the relevant item being discussed the Council may grant a member a dispensation to participate in a discussion and vote on a matter at a meeting even if he/she has an interest in Appendices A and B if the Council believes

- that the number of members otherwise prohibited from taking part in the meeting would impede the transaction of the business; or
- it is in the interests of the inhabitants in the Council's area to allow the member to take part or
- it is otherwise appropriate to grant a dispensation.

Appendix A Disclosable Pecuniary Interests

Interests defined by regulations made under section 30 (3) of the Localism Act 2011 and described in the table below. They include interests which are held by the member; his/her spouse or civil partner, a person with who he/she is living as husband and wife; or a person with whom he/she is living as if they are civil partners, and the member is aware that the other person has the interest.

Interests described in the table below.

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain by the member or by his/her spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partners.
Sponsorship	Any payment or provision of any other financial benefit (other than from the Council) made to the member during the 12 month period ending on the latest date referred to in paragraph 6 above for expenses incurred by him/her in carrying out his/her duties as a member, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992 .
Contracts	Any contract made between the member or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the Council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land held by the member or by his/her spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partner which is within the area of the Council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the member or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.
Licences	Any licence (alone or jointly with others) held by the member or by his/her spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partners to occupy land in the area of the Council for a month or longer.

Corporate tenancies	<p>Any tenancy where (to the member's knowledge)—</p> <p>(a) the landlord is the Council; and</p> <p>(b) the tenant is a body that the member, or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>
Securities	<p>Any beneficial interest held by the member or by his/her spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partners in securities* of a body where—</p> <p>(a) that body (to the member's knowledge) has a place of business or land in the area of the Council; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the member, or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p>

*'director' includes a member of the committee of management of an industrial and provident society.

*'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Appendix B

An interest which relates to or is likely to affect:

- (i) any body of which the member is in a position of general control or management and to which he/she is appointed or nominated by the Council but only when the item under discussion involves potential funding or transfer of assets from the Council to that body.
- (ii) any body—
 - (a) exercising functions of a public nature;
 - (b) directed to charitable purposes; or
 - (c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

of which the member of the Council is a member or in a position of general control or management;

any gifts or hospitality worth more than an estimated value of £50 which the member has received by virtue of his or her office.

PETERLEE TOWN COUNCIL

THE MINUTES OF THE MEETING OF THE

HEALTH & SAFETY CONSULTATIVE COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE

ON MONDAY 25TH SEPTEMBER 2017 AT 6.30PM

PRESENT:- A WATSON (CHAIR)

Mesdame:- K Duffy

Messrs:- T Duffy, J Robinson & S McGlen

Councillors K Hawley & R Moore (Observers)

Representatives:- Mrs J Hugill, Mrs K McMenam & Mr J P Hunt

1. APOLOGIES FOR ABSENCE

Apologies had been submitted and accepted from Councillors A C Long, (on holiday), S Meikle, A Wilkinson and A Maddison.

RECOMMENDED the Council approve the absences received and the apologies for absence be recorded.

2. THE MINUTES OF THE LAST MEETING held on 30th January 2017, a copy of which had been circulated, were approved.

3. HEALTH & SAFETY REPORTS/INCIDENT REPORTS

The Committee were given details of accidents and reports made since the last meeting of this committee:-

- (a) Member of staff jammed finger in a door, The Pavilion
- (b) Pavilion customer tripped whilst walking upstairs, bruised front of the shin
- (c) Member of staff, Woodhouse Park, cleaning the toilets, banged her head
- (d) Member of staff, Shotton Hall, loading items onto a vehicle, cut lip

MINUTES OF THE HEALTH & SAFETY COMM OF THE 25TH SEPTEMBER 2017

- (e) Member of staff, Woodhouse Park, carrying out pruning and chipping duties, twisted his back
- (f) A minor, The Pavilion, walked into the corner of a toilet door bumping his head
- (g) A minor, The Pavilion, jammed their finger in the door
- (h) Class member, performing a takedown in taekwondo, bruised ribs
- (i) Part of the running club, tripped and fell over in Castle Eden Dene
- (j) Part of the health walk, slipped on a wet path, injured her knee
- (k) Member of staff, grazed his leg and bumped his forehead when getting the roller out of the scoreboard
- (l) A minor, cut their foot while playing, path leading to the MUGA

Members asked for further detail on some of the reports made and this was given by the relevant Managers. **RECOMMENDED the information given, be noted.**

4. DATE & TIME OF NEXT MEETING

RECOMMENDED the next meeting be held on Monday 19th March 2018 at 6.30pm.