



PETERLEE TOWN COUNCIL

Date of Issue: 30<sup>th</sup> January 2018

A MEETING OF THE **RESOURCES COMMITTEE** WILL BE HELD ON **MONDAY 5<sup>th</sup> FEBRUARY 2018** 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. Internal Audit Progress report**

To welcome Mr Stephen Carter, Audit & Fraud Manager, Internal Audit, Risk & Fraud, DCC to the meeting to present the report and outstanding audit recommendations as at quarter ended 31<sup>st</sup> December 2017, (reports attached).

4. 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 8<sup>th</sup> January 2018 as a true and correct record.

(Minutes of previous meeting, copy attached)

5. Report of the Finance Sub Committee of the 18<sup>th</sup> January 2018

Members are requested to note the payments approved at the meeting of this sub committee.

(Minutes of the Finance Sub Committee of the 18<sup>th</sup> January 2018 attached)

6. Town Twinning

Members are asked to give further consideration of the May 2017 Council resolution to conduct a review of future twinning arrangements in conjunction with officials from Nordenham, Germany, and the potential for establishing a Twinning Working Party to take the matter forward.

7. Long Service Awards - 2018

Members are advised that three officers namely Mr Jeff Hall (February), Mrs Kate McMenam (June) and Ms Kay Tweddle (December) will achieve 25 years service with the Town Council this year.

8. Shotton Hall Surveys - Appointment of Technical contractors

The report of the Town Clerk to inform Members of a number of recent surveys on the Council's main public building, Shotton Hall. Members are asked to note the contents of the report and to await further reports on the outcome of the surveys in due course.

(report attached)

9. Peterlee Show and Bonfire Night 2018 – suppliers' quotations

The report of the Show Coordinator presenting a list of quotes from various companies to provide supplies for the Peterlee Show and Bonfire Night 2018.

(report attached)



**RESOURCES COMMITTEE**  
**05 February 2018**  
**INTERNAL AUDIT PROGRESS REPORT**

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**REPORT OF THE HEAD OF INTERNAL AUDIT**

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**Purpose of the Report**

1. The purpose of this report is to advise Members on work undertaken by Internal Audit between 01 April 2017 and 31 March 2018 with coverage provided in accordance with the second year of our agreed SLA. The report aims to:
  - Provide a high level of assurance, or otherwise, on internal controls operating across the Authority that have been subject to audit.
  - Advise the Committee of significant issues where controls need to improve to effectively manage risks.
  - Advise the Committee of any amendments to the approved Internal Audit plan.
  - Advise the Committee of changes to audit processes and terminology.
  - Track progress on the response to internal audit reports and the implementation of agreed internal audit recommendations.
  - Provide an update on our performance indicators comparing actual performance against planned.
  
2. The appendices attached to this report are summarised below. Those marked with an asterisk are not for publication (Exempt information under Part 3 of Schedule 12a to the Local Government Act 1972, paragraph 3).
 

Appendix 1	Risks and Implications
Appendix 2	Progress against the Internal Audit Plan
Appendix 3	Internal Audit Performance Indicators
Appendix 4*	Overdue Actions

**Progress against planned work**

3. A summary of the agreed plan showing the status of each audit as at 31 December 2017 is attached at Appendix 2.
4. The Appendix shows that seven reviews are planned to be completed, of these:
  - Four assurance reviews are complete (draft or final report); and
  - Three assurance reviews are planned or in progress; and
5. Assurance reviews incorporate a consideration of the Council's Risk and Governance arrangements within each activity inspected.
6. The assurance level, if applicable, for each piece of work where a final report has been issued is shown in Appendix 2.

### **Amendments to Annual Audit Plan**

7. There have been no amendments to the annual audit plan agreed this period.

### **Outstanding management response to draft reports**

8. There are no management responses to outstanding Draft Reports overdue.

### **Response to Audit Recommendations**

9. To provide independent assurance that adequate progress is made in the implementation of agreed recommendations at the appropriate service operational level, all high and medium recommendations contained within the action plans of individual audit reports are followed up by internal audit. In addition, listings of all recommendations outstanding at the end of each quarter are produced and issued to the Town Clerk to assist the Council in its own internal monitoring processes.
10. To allow the progress made at an operational level to be tracked and monitored, the numbers of all recommendations made arising from each audit complete, and evidenced as implemented, are shown in Appendix 2. It should be noted that Internal Audit will not follow up Best Practice matters raised.
11. A summary of outstanding audit recommendations i.e. those not implemented within original agreed or revised target dates, as evidenced through Internal Audit follow up, is given in the table below:

<b>Risk</b>	<b>Actions</b>	<b>Total</b>	<b>Implemented</b>			<b>Overdue</b>	<b>Target</b>	<b>Overdue</b>
<b>Category</b>	<b>Raised</b>	<b>Due</b>	<b>(Due)</b>	<b>(Not due)</b>	<b>Total</b>	<b>Original</b>	<b>Revised</b>	<b>Revised</b>
<b>2016/17</b>								
High	3	3	3	0	3	0	0	0
Medium	24	24	22	0	22	2	2	0
<b>Total</b>	<b>27</b>	<b>27</b>	<b>25</b>	<b>0</b>	<b>25</b>	<b>2</b>	<b>2</b>	<b>0</b>
<b>2017/18</b>								
High	0	0	0	0	0	0	0	0
Medium	20	11	9	3	12	2	2	0
<b>Total</b>	<b>20</b>	<b>11</b>	<b>9</b>	<b>3</b>	<b>12</b>	<b>2</b>	<b>2</b>	<b>0</b>

12. There are four Medium priority recommendations overdue against original target implementation dates. Revised target dates have been agreed in all cases with no recommendation overdue. Details of all recommendations are shown in Appendix 4.

### **Unplanned work carried out this quarter**

13. There have been no unplanned activities carried out during the period.

### **Reports issued with a Limited Assurance Opinion**

14. No reports were issued in the period that resulted in a Limited Assurance Opinion.

## **Performance Indicators**

15. A summary of target performance indicators is given in Appendix 3.

## **Recommendation**

16. Members are asked to note the outturn position on progress made in delivering the internal audit plan for 2017/18 together with that made by managers in responding to the work of internal audit to gain assurance on the adequacy and effectiveness of the internal control environment.

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**Stephen Carter, Audit and Fraud Manager, Tel: 03000 269665**

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## **Appendix 1: Risks and Implications**

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### **Finance -**

The programme of work undertaken by Internal Audit supports the Council in maintaining safe and efficient arrangements for the proper administration of its financial affairs

### **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 -**

None

### **Other Risks**

Control risks identified / considered in relation to reviews undertaken

## Appendix 2: Summary of the status of work undertaken and recommendations made and implemented

INTERNAL AUDIT SERVICES				High		Medium		Best Practice
Reviews	Schedule	Status	Opinion	M	I	M	I	M
<b>Corporate Governance Risks</b>								
Corporate Governance Arrangements	Q1-4	In Progress	N/A					
Risk Management Arrangements	Q3-4	In Progress	N/A					
<b>Financial Management</b>								
Core Financial Systems	Q2-3	Final Report	Moderate			7	4	2
Shotton Hall Bar and Catering Arrangements	Q1	Final Report	Moderate			8	7	4
Capital	Q2-3	Final Report	Moderate			4	1	
Activities and Events (Peterlee Show and Bonfire Night)	Q1	Final Report	Substantial			1		
<b>Unplanned Activities</b>								
Leisure Gardens – Follow Up	Q4	Planned						
<b>Management</b>								
Audit Planning and Reporting	Q1-4	Complete	N/A					
<b>Total</b>						<b>20</b>	<b>12</b>	<b>6</b>

## Appendix 3 Performance Indicators for 2017/18

<b>Efficiency</b>			
<b>Objective: To provide maximum assurance to inform the annual audit opinion</b>			
<b>KPI</b>	<b>Measure of Assessment</b>	<b>Target &amp; (Frequency of Measurement)</b>	<b>Actual</b>
Planned audits completed	% of planned assurance work from original approved plan complete to draft report stage as at 31 March 2018	90% (Quarterly)	57% (4 out of 7 reviews completed)
Timeliness of Draft Reports	% of draft reports issued within 30 calendar days of end of fieldwork/closure interview Average time taken is also reported for information	90% (Quarterly)	100% (4 reports issued) 7 days
Timeliness of Final Reports	% of final reports issued within 14 calendar days of receipt of management response Average time taken is also to be reported for information	95% (Quarterly)	100% (4 report issued) 1 day
Terms of Reference	% of TOR's agreed with key contact in advance of fieldwork commencing	95% (Quarterly)	100% (4 TORs issued)
<b>Quality</b>			
<b>Objective: To ensure that the service is effective and adding value</b>			
<b>KPI</b>	<b>Measure of Assessment</b>	<b>Target &amp; (Frequency of Measurement)</b>	
Recommendations agreed	% of Recommendations made compared with recommendations accepted	95% (Quarterly)	100% (20 accepted out of 20 made)
Post Audit Customer Satisfaction Survey Feedback	% of customers scoring audit service good or above (3 out of 5) where 1 is poor and 5 is very good Average score is also reported for information	100% (Quarterly)	100% (4 out of 4 returned) Overall average score 4.38
Customers providing feedback Response	% of Customer returning satisfaction returns	70% (Quarterly)	100% (4 returns thus far from 4 surveys issued in 2017/18)



Appendix 4 Outstanding Audit Recommendations Quarter Ended 31 December 2017

	Audit	Year	Action Owner	Priority	Report Issued	Original Target	Revised Target	Recommendation	Progress Update
01	Leisure Gardens	2016/17	Town Clerk & Parks Supervisor	Medium	22/12/2016	31/03/2017	31/05/2018 31/03/2018 30/09/2017	Monitoring arrangements should be established and agreed with the Leisure Gardeners Associations so that information can be reported to the Council.	<p>QE31/03/2017 - The Thorntree Gill committee is now reporting to Council following its meetings. Work is ongoing on developing more structured monitoring arrangements.</p> <p>QE30/09/2017 - Monitoring arrangements for both sites will be agreed once the new constitution is in place with Lowhills Road Association.</p> <p>QE31/03/2017 - This work is paused whilst the emerging new committee at Lowhills Road agrees its draft constitution. A new constitution was submitted to officers on 08/01/2018 and will be taken to committee once reviewed.</p>
02	Parks	2016/17	Town Clerk	Medium	22/12/2016	31/03/2017	30/06/2018 31/03/2018 30/06/2017	<p>The Council develops and produces, with consultation with Communities, a Play Strategy for the provision and development of parks.</p> <p>This strategy should be subject to periodic review and agreed by members.</p>	<p>QE31/03/2017 - Scrutiny Committee considered the matter as part of a 'use of reserves' workshop in Q4 2016/17 however it was agreed that the scale of the investment required meant that the new council needed to make the decision. It is anticipated that an initial report will go to committee in June 2017.</p> <p>QE30/09/2017 - The Council decided that rather than appoint consultants in the first instance a Play Area Working Party should be convened to allow Members to look into the issue in more detail. This working party has been set up, a chair is in place, and it held its first meeting in August 2017.</p> <p>QE31/12/2017 - The working party is due to meet again on 22.01.18.</p>

## Appendix 4 Outstanding Audit Recommendations Quarter Ended 31 December 2017

	Audit	Year	Action Owner	Priority	Report Issued	Original Target	Revised Target	Recommendation	Progress Update
03	Shotton Hall Bar and Catering	2018	Town Clerk & Facilities Manager	Medium	22/08/2017	31/10/2017	30/06/2018	<p>Written procedure notes be developed which documents the whole process from initial enquiry, planning, organisation and delivery of the various events hosted at Shotton Hall.</p> <p>This procedure should include roles and responsibilities of each of the parties involved.</p>	<p>QE31/12/2017 - The Council is now in the process of procuring a new catering/banqueting partner following the liquidation of Oldfields in December 2017. This recommendation will be reviewed once the new working arrangements are clear.</p>
04	Activities and Events	2018	Town Clerk	Medium	22/08/2017	30/11/2017	31/03/2018	<p>Written procedures be produced which outlines the process involved in events organisation.</p> <p>This should include key activities, dates, policies and procedures.</p>	<p>QE31/12/2017 – We are mapping a generic event organisation process following completion of the 2017 Show project. This will be reported to the Community and Wellbeing Committee for ratification.</p>

THE MINUTES OF THE MEETING OF THE  
RESOURCES COMMITTEE HELD IN THE COUNCIL CHAMBER, SHOTTON HALL,  
PETERLEE ON MONDAY 8<sup>TH</sup> JANUARY 2018 AT 6.30PM

PRESENT: COUN A WATSON (CHAIR)

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

Messrs:- S Kirkup, A Wilkinson, S Miles, G Carne, T Duffy, R Kyle & S McGlen

**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.**

65. Apologies for Absence

Apologies had been submitted and accepted from Councillors R Moore, C Watkins, J Robinson & S Meikle. **RESOLVED the Council approve the reasons submitted at the meeting for absence received from the Councillors listed, and their apologies for absence be recorded.**

66. 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 and the declarations be recorded.**

67. The Minutes of the Last Meeting

Members approved the minutes of the last meeting of this Committee held on 4 December 2017 and they were signed as a true and correct record, subject to the amendment being included as discussed at the Council Meeting as follows:-

*Reference was made to there being no mention in the minutes of a comment made about how Members should allocate their Member's initiative grant funding. Councillor Watkins asked for it to be recorded that he felt the comments made at this meeting were excessive.*

68. Report of the Finance Sub Committees of the 16<sup>th</sup> November & 14<sup>th</sup> December 2017  
**RESOLVED the payments made at the meetings held on 16 November and 14 December and 2017, be endorsed.**

69. Citizens Advice, County Durham – Request for Financial Support for 2018/19

The Chair welcomed Neil Bradbury, CEO, Mr Bradbury and local Client Services Manager, Ms Ward discussed the success of the current existing project that the Town Council supported in 2017/18 and looked at what could be achieved for the next financial year. Members had been previously circulated with a report detailing the impact of their funded work which was £12,000 for the service to fund two days of benefits casework to local residents over the financial year. In summary in the first nine months it was reported for each pound the Town Council funded towards the service, this had represented an injection of £67.47 into the pockets of local residents. There was a question and answer session and in closing the Council thanked Mr Bradbury and his colleagues for the valuable work they were carrying out in the Town and how they had made a positive difference in people's lives in Peterlee.

**RESOLVED the Council agree in principle to make a grant to CAB at a minimum of £12,000. This commitment be given until the financial year 2020/21. FURTHER RESOLVED any monies remaining unspent in the MIF at the end of March 2018, be given to the CAB.**

70. Letters of Thanks and Appreciation

The Deputy Town Clerk reported the contents of the letters of thanks received from the following groups:-

(a) Letter from Haswell & District Mencap following a grant being made from the Member's initiative Fund, (the letter had been circulated).

(b) Evolution Bradley FC following a grant made towards the Club from the MIF

(c) Easington School Sports Partnership following funding towards their after school clubs

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

71. Buckingham Palace Garden Parties 2018 – 5 June

It was reported 4 places had been nominated to CDALC for the Queens Garden Party being held on 5 June 2018. Information had been previously circulated to each Member. Councillor S Kirkup had asked to be considered to represent the Town Council at this event. **RESOLVED Councillor Kirkup's name be put forward for the draw to attend this event, and if successful he would attend at his own cost.**

72. The General Data Protection Regulation and Data Protection Officer

A copy of information received from the National Association of Local Councils was attached for the consideration of the Council. The Town Clerk gave Members a further update on discussions he had with both the CEO of the ICO and the SLCC Group forum. **RESOLVED further information be awaited.**

73. Policies

(a) Whistle Blowing Policy

(b) Appeals Hearing Policy

Members were recommended to approve the adoption of the above two policies by the Town Council. There were a number of amendments agreed for the Appeals Hearing Policy. **RESOLVED the Whistle Blowing policy and Appeals Hearing Policy, (subject to the suggested amendments), as circulated, be approved and adopted immediately by the Town Council.**

PETERLEE TOWN COUNCIL

FINANCE SUB-COMMITTEE

HELD IN THE COUNCIL CHAMBER,

SHOTTON HALL, PETERLEE

ON THURSDAY 18<sup>th</sup> JANUARY 2018

Present:-

Councillors L Fenwick & A Watson

14. ACCOUNTS FOR PAYMENT

The accounts for payment for January 2018 amounting to £34,083.12 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.**

**Item 8: Shotton Hall Surveys**

**Report to:** Peterlee Town Council Resources Committee

**Date:** 5<sup>th</sup> February 2018

**Subject:** Appointment of technical contractors – Shotton Hall surveys

**Report of:** Ian Morris, Town Clerk

**Purpose:** This report is intended for inform Members of a number of recent appointments of technical contractors to carry out a range of surveys on the Council's main public building, Shotton Hall.

**Background:** Shotton Hall is one of the Town Council's main public buildings, and is both the Council's administrative base and also a conference and banqueting centre that provides the town council with it's single largest source of private income – in excess of £280,000 in 2016/17.

Shotton Hall was originally built in the mid-1700s and altered in the early 1800s, and the building is grade II listed with Historic England<sup>1</sup>. Recent issues of water ingress due to roof and guttering failures require further detailed investigation and attention, and following consultation with the conservation team at Durham County Council and Historic England I have instructed a suitably qualified surveyor to carry out a comprehensive survey of the building to identify condition and defects and prepare a report on prioritised and costed remedial works.

The building's electrical system and installations also require testing and inspection, and following a procurement process I have now instructed a suitably qualified electrical engineering company to carry out the required tests and produce a report with prioritised recommendations for addressing any areas of concern.

Further detail on the surveys is provided below.

**Electrical:** Through the Town Council's procurement Service Level Agreement (SLA) with Durham County Council we have been able to access the County Council's framework of approved electrical contractors for minor electrical projects/works. Using that framework the following companies were invited to submit quotes for the electrical surveys at Shotton Hall:

- PASSfm
- Castle Construction NE Ltd

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<sup>1</sup> See the Shotton Hall listing here: <https://historicengland.org.uk/listing/the-list/list-entry/1120948>

- OPUS Building Services
- Lytestream Electrical Engineers and Contractors Limited

PASSfm provided the best response in terms of price and specification and have been appointed to complete the electrical tests and inspections at Shotton Hall. A summary report on the findings of this work will be presented to the committee in due course.

**External:** Following consultation with Historic England, quotes were invited from Royal Institute of Chartered Surveyors (RICS) accredited building conservation surveyors who are accredited for external surveying work on listed buildings in our region:

- David Farrington, Historic England
- Hugh Garratt, Smith & Garratt
- John Jude, Building Surveyors Ltd
- Simon Nesti, RNJ Partnerships

Simon Nesti from RNJ Partnerships provided the best response in terms of price and specification and have been appointed to complete the external survey as follows:

#### Scope of Survey

Roof coverings and structure  
Parapet and valley gutters  
External Plumbing  
External Walls  
External Joinery  
Chimneys

#### Format/Content

Diagnostic condition survey including recommendations on repairs appropriately prioritised and costed.

#### Appendices

Photographs, roof plans and sketch details if necessary to illustrate findings.

A summary of the findings of this survey work will be presented to the committee in due course.

#### **Recommendation:**

Members are recommended to note the contents of this report and to await further reports on the outcome of the surveys in due course.



## APPENDIX 1: IMPLICATIONS

Finance – The cost of the electrical and external condition surveys will be taken from within existing identified budgets. Any capital works forthcoming from the two surveys will be reported back to Council for decision;

Staffing – no direct impact;

Risk – The commissioning of the two surveys are intended to reduce risk of material damage, fire, and electrical failure; The electrical surveys are a requirement arising from a recent risk assessment carried out by the Council's insurance provider;

Equality and Diversity, Cohesion and Integration – No direct impact;

Crime and Disorder – No direct impact;

Consultation & Communication – No direct impact;

Procurement – The procurement of the two surveys has been carried out in line with the Council's financial regulations and in consultation with the Council's strategic procurement advisors;

Legal – No direct impact.

**Report to:** Peterlee Town Council Resources Committee

**Date of Meeting:** Monday 5<sup>th</sup> February 2018

**Subject:** Peterlee Show and Bonfire Night 2018 – suppliers Quotations

**Report of:** Janet Hugill, Show Co-ordinator

**Report Purpose:** To present Members with the list of quotes from various companies to provide supplies for Peterlee Show and Bonfire Night 2018.

**Introduction:** A total of 89 letters were sent to different companies inviting them to quote for various supplies for Peterlee Show and Bonfire Night. Some of the quotes received are for Peterlee Show only and Bonfire Night only.

Detailed below are the quotes received from companies for the various supplies: -

**Security** – companies were requested to provide quotations for events stewards for the 2 events. They were provided with a specification and schedule for both events and the option to meet to discuss the requirements.

<b>Company</b>	<b>Peterlee Show</b>	<b>Bonfire Night</b>
<b>A</b>	<b>£6904.60</b>	<b>£724.60</b>
<b>B</b>	<b>£7500.00</b>	<b>£858.00</b>
<b>C</b>	<b>£6308.25</b>	<b>£792.40</b>

**RECOMMENDED** that the quotation from Company A, Phoenix Security from Newcastle, for the amounts of £6904.60 and £724.60 for the 2 events be accepted. There is an increase in the number of stewards required for the Saturday night from 12 to 22 due to the high attendance in 2017.

**Fencing** – companies were requested to provide quotations for the hire of 500 fence panels for Peterlee Show and 195 fence panels for Bonfire Night, including delivery and collection.

<b>Company</b>	<b>Peterlee Show</b>	<b>Bonfire Night</b>
<b>A</b>	<b>£1220.00</b>	<b>£434.60</b>

**RECOMMENDED** that the quotation from Company A, Beaver 84 from Gateshead, for the amounts of £1220.00 and £434.60 for the 2 events be accepted.

**Medical Cover** - companies were requested to provide quotations for medical cover for the 2 events. They were provided with a specification for both events. It is up to the individual companies to inform us of what medical cover we need in place based on numbers attending, event activities, duration of the event and if alcohol is being consumed.

<b>Company</b>	<b>Peterlee Show</b>	<b>Bonfire Night</b>
<b>A</b>	<b>£2250.00</b>	<b>£590.00</b>
<b>B</b>	<b>£3931.00</b>	<b>£580.00</b>

**RECOMMENDED** that the quotation from Company A, Medics UK from Stockton, for the amounts of £2250.00 and £590.00 for the 2 events be accepted.

**Fireworks** – companies were requested to provide a quotation for a 10 minute display for Peterlee Show and an 18 minute display on Bonfire Night.

<b>Company</b>	<b>Peterlee Show</b>	<b>Bonfire Night</b>
<b>A</b>	<b>£2000.00</b>	<b>£3000.00</b>
<b>B</b>	<b>£2250.00</b>	<b>£3640.00</b>

**RECOMMENDED** that the quotation from Company A, G2 Fireworks from Middlesbrough, for the amounts of £2000.00 and £3000.00 for the 2 events be accepted.

**Fire Extinguishers** – companies were requested to provide quotations for the hire of 19 fire extinguishers for Peterlee Show and 6 for Bonfire Night.

<b>Company</b>	<b>Peterlee Show</b>	<b>Bonfire Night</b>
<b>A</b>	<b>Free</b>	<b>Free</b>
<b>B</b>	<b>Free</b>	<b>Free</b>
<b>C</b>	<b>£50.00</b>	<b>£50.00</b>
<b>D</b>	<b>£100.00</b>	<b>£40.00</b>

**RECOMMENDED** that the free offers from Company A, Hutton Fire Protection from Hartlepool, or Company B, Peterlee Fire Company from Peterlee, be accepted.

**Traffic Management** - companies were requested to provide quotations for Peterlee Show advanced road signs and advanced road signs and the management of the road closure on Bonfire Night.

<b>Company</b>	<b>Peterlee Show</b>	<b>Bonfire Night</b>
<b>A</b>	<b>£398.98</b>	<b>£666.12</b>
<b>B</b>	<b>£1245.00</b>	<b>£1302.50</b>
<b>C</b>	<b>£1321.00</b>	<b>Not quoted</b>

**RECOMMENDED** that the quotation from Company A, Colas from Swalwell, for the amounts of £398.98 and £666.12 for the 2 events be accepted.

## The following quotes are for Peterlee Show only

**Toilets** – companies were requested to provide a quotation for the hire of portaloos for Peterlee Show.

Company	Quote
A	£2716.00
B	£2725.00
C	£2985.00
D	£4625.00

The amount of toilets required has increased by 16 and 2 urinals from last year due to the numbers attending on the Saturday night.

**RECOMMENDED** that the quotation from Company A, Teesdale Event Services from Barnard Castle, for the amount of £2716.00 be accepted.

**Skips** – companies were requested to provide a quotation for the hire of 4 skips for Peterlee Show.

Company	Quote
A	£600.00

**RECOMMENDED** that the quotation from Company A, Dents Skip Hire from Seaham, for the amount of £600.00 be accepted.

**Marquees** – companies were requested to provide a quotation for the hire of a marquee (200 x 40ft), 150 tables, 400 chairs and a dance floor.

Company	Quote
A	£2706.00
B	£4705.00

**RECOMMENDED** that the quotation from Company A, Dobson's Marquee Hire from Bishop Auckland, for the amount of £2706.00 be accepted.

**Temporary Accommodation** – companies were requested to provide a quotation for the hire of a 32-foot office unit for use at Peterlee Show.

<b>Company</b>	<b>Peterlee Show</b>
<b>A</b>	<b>£425.00</b>

**RECOMMENDED** that the quotation from Company A, A Plant from Stockton, for the amount of £425.00 be accepted.

**PA & Lighting, Stage, Generators & Lighting** – companies were requested to provide a quotation for the hire of a stage (10 x 8m), PA & Lighting (example specification provided, 4 generators, 6 lighting towers and electrical distribution within the marquee).

<b>Company</b>	<b>Stage</b>	<b>PA &amp; Lighting</b>	<b>Generators &amp; Lighting</b>	<b>Total cost</b>	<b>Full Package</b>
<b>A</b>	<b>£3800.00</b>	<b>£4000.00</b>	<b>£3450.00</b>	<b>£11250.00</b>	<b>£11000.00</b>
<b>B</b>	<b>£5500.00</b>	<b>£3855.00</b>	<b>Not quoted</b>	<b>£9355.00</b>	

**RECOMMENDED** that the quotation from Company A, SPL from Stockton, for the amount of £11000.00 be accepted. The full package is a saving of £250.00 on the individual costs for hire.

## The following quotes are for Bonfire Night only.

**PA & Audio** – companies were requested to provide a quotation on PA and Audio for Bonfire Night.

Company	Quote
A	£400.00
B	£495.00

**RECOMMENDED** that the quotation from Company A, R&R Entertainments from Peterlee, for the amount of £400.00 be accepted.

**Lighting Towers** – companies were requested to provide a quotation for the hire of 2 lighting towers, including delivery and collection for Bonfire Night.

Company	Quote
A	£770.00

**RECOMMENDED** that the quotation from Company A, SPL from Stockton, for the amount of £770.00 be accepted.

## **Risk and Implications**

**Finance** – Show and Bonfire Night draft budgets would cover the above quotations

**Staffing** - None

**Risk** – companies recommended are mostly what we have used in the past for events.

**Equality and Diversity / Public Sector Equality Duty** - None

**Accommodation** - None

**Crime and Disorder** - None

**Human Rights** - None

**Consultation** - None

**Procurement** – followed the standing orders/financial regulations policy

**Disability Issues** - None

**Legal Implications** - None