



PETERLEE TOWN COUNCIL

Date of Issue: 27th November 2018

A MEETING OF THE RESOURCES COMMITTEE WILL BE HELD ON MONDAY 3RD DECEMBER 2018 IN THE COUNCIL CHAMBER SHOTTON HALL, PETERLEE, SR8 2PH at 6.30pm

Mr I Morris M.C.I.H.,P.S.L.C.C.

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.

Members are reminded that they can check their published declaration of interests here: <https://bit.ly/2wVyeLA>

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 Tuesday 6th November 2018 as a true and correct record.

(Minutes of previous meeting, copy attached)

4. Report of the Finance Sub Committee of the 22nd November 2018

Members are requested to note the payments approved at the meeting of this sub committee. (Minutes of the Finance Sub Committee attached)

5. Town Community Initiative Fund Applications:-

(a) Bright Eyes, Durham Constabulary, to provide high visibility/reflective accessories to primary aged pupils to promote road safety and being visible during their walk to and from school; to reduce the number of child road casualties in County Durham, amount requested £1,000

(b) Summer Camp, Sho Shin Kai Karate Club, amount requested £800

(c) Georgia Pallister, Peterlee Explorer, World Scouts Jamboree in the USA in 2019, amount requested £500.00

Powers used:- Under the power of GPC, The Localism Act 2018, as 1-8.

6. Applications for concessionary use of facilities

(a) Neighbourhood Watch Force Association, use of a meeting room at Shotton Hall, for 2 hours once a month

(b) Durham Constabulary, Emergency Services Day, Shotton Hall, 18th August 2018 (retrospective)

7. Letter of thanks & appreciation, Little Treasures

8. Peterlee Show Layout 2019

To consider and agree the layout for the event

NB Members are requested to contact the Show Co Ordinator/Corporate Services Officer with any queries/feedback on their preferred layout prior to the meeting.

9. Twinning 2019

To consider the Twinning arrangements further including the financial arrangements and any support from PTC (working party notes attached for reference)

THE MINUTES OF THE MEETING OF THE
RESOURCES COMMITTEE HELD IN THE COUNCIL CHAMBER, SHOTTON HALL,
PETERLEE ON TUESDAY 6TH NOVEMBER 2018 AT 6.30PM

PRESENT: COUN A WATSON (CHAIR)

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

Messrs:- C Watkins, S P Franklin, S Miles, A Wilkinson & R Moore

39. Apologies for Absence

Apologies had been submitted and accepted from Councillors A C Long, K Liddell, G Carne & L Fenwick. **RESOLVED the Council approve the reasons submitted at the meeting for absence received from the Councillors listed, and their apologies for absence be recorded.**

40. To receive declarations of interest

Members were reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise.

41. The Minutes of the Last Meeting

Members approved the minutes of the last meeting of this Committee held on 1st October 2018 and they were signed as a true and correct record, subject to Councillor Duffy not being recorded as present.

42. Internal Audit

The Chair welcomed Stephen Carter, Audit and Fraud Manager, Internal Audit, Durham County Council, to the meeting and he presented his report advising on work undertaken by Internal Audit between 1 April 2018 and 31 March 2019 with coverage provided in accordance with their agreed SLA. Members considered the report on progress made in delivering the internal audit plan for 2018/19 together with that progress made by managers in delivering against recommendations due during the period. The Audit and

Fraud Manager also reported on the revisions made for “follow up” audits and changes to definitions for priority of recommendations and overall assurance opinion. **RESOLVED the report and revisions be accepted.**

43. The Report of the Finance Sub Committee of the 18th October 2018, a copy of which had been circulated to each Member, was agreed.

44. Request for Financial Assistance, Town Community Initiative Fund Applications
Consideration was given to each of the following requests received for support. In considering the request Members asked the new policy include reference to each application being considered individually and assessed on its merits. It was also suggested the fund be re named to the Neighbourhood Engagement Project Fund. **RESOLVED this inclusion and change of name be agreed.**

(a)Peterlee Lyons FC (under 12 girl’s team)

This was a newly established Club and were asking for support to pay for winter coaching facilities and new football equipment.

RESOLVED a grant of £275.00 be made to this team.

(b)Groundwork NE & Cumbria, The Project

Requesting a grant adding value to the youth sessions, providing a pool table and a games console.

RESOLVED a grant of £500.00 be made to the Project to purchase this equipment.

(c)Peterlee Helford United FC

Requesting funding to help start a new Team of Under 7’s to help pay the League fees.

RESOLVED a grant of £200.00 be made to this team.

(d)Great North Air Ambulance

Requesting funding towards the cost of blood transfusion equipment that could be used at the scene of an accident.

RESOLVED a grant of £250.00 be made to this Organisation.

(power: The Localism Act 2018, ss1-8, General Power of Competency)

45. Draft Appraisal & Development Policy

Members received a presentation from the Town Clerk on the draft staff Appraisal and Development Policy and they provided feedback. The Clerk was congratulated on the policy and the presentation. **RESOLVED the Appraisal & Development policy be adopted for use by the Town Council.**

46. Volunteer Policy (Amended)

The amended version of the volunteer policy was attached for consideration and approval. There were minor amendments suggested and it was **RESOLVED the policy, when amended, be adopted for use by the Town Council.**

DRAFT

PETERLEE TOWN COUNCIL

FINANCE SUB-COMMITTEE

HELD IN THE COUNCIL CHAMBER,

SHOTTON HALL, PETERLEE

ON THURSDAY 22nd NOVEMBER 2018

Present:-

Councillor L Fenwick

A Watson, (23rd November)

13. DIRECT DEBIT AND CARD PAYMENTS

RECOMMENDED the payments listed for October 2018, be accepted.

14. ACCOUNTS FOR PAYMENT

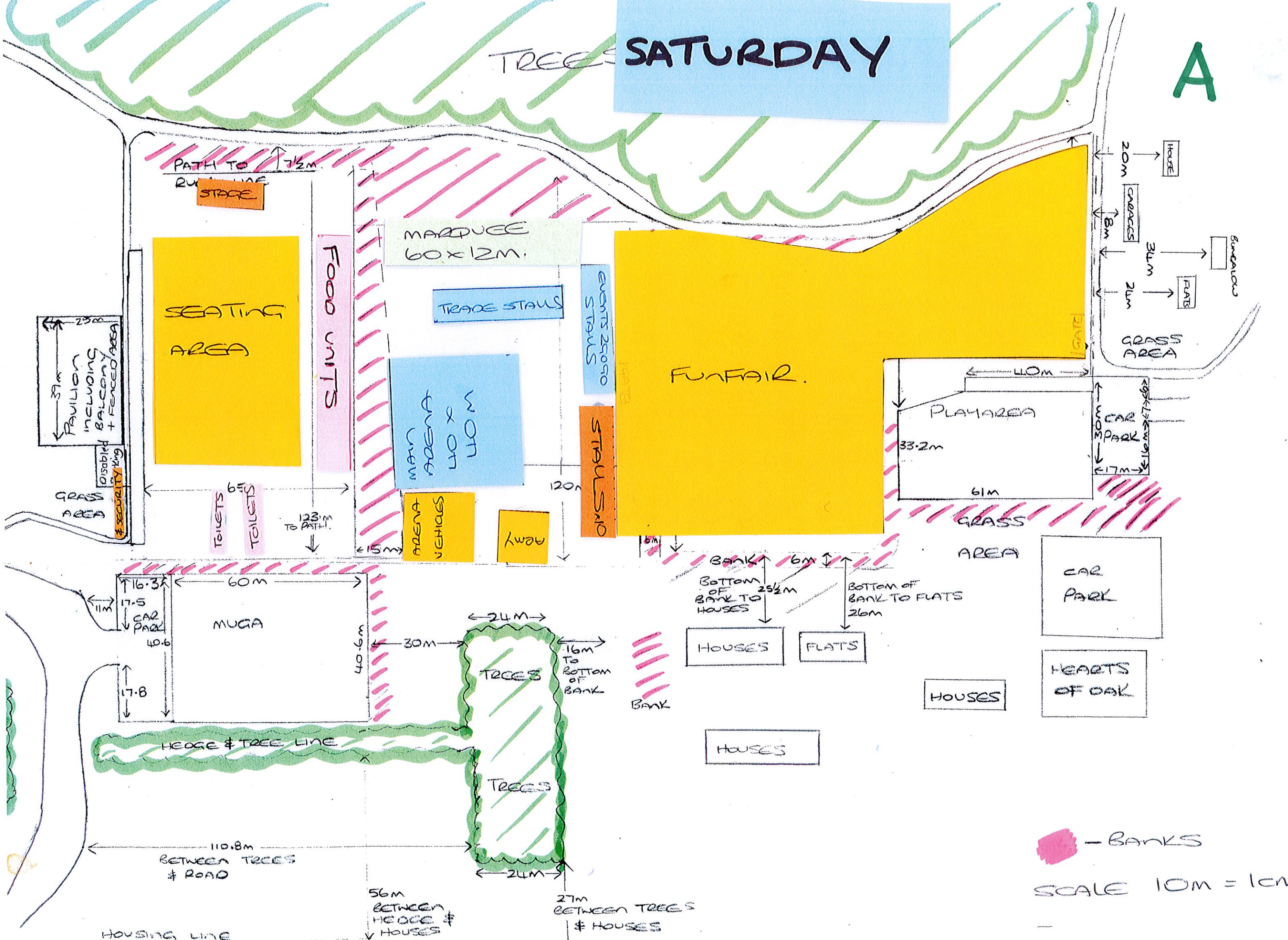
The accounts for payments for November 2018 amounting to £45,556.72, a copy of which had been circulated to each Member, were considered.


RECOMMENDED the payments as listed, be made.

SATURDAY

A

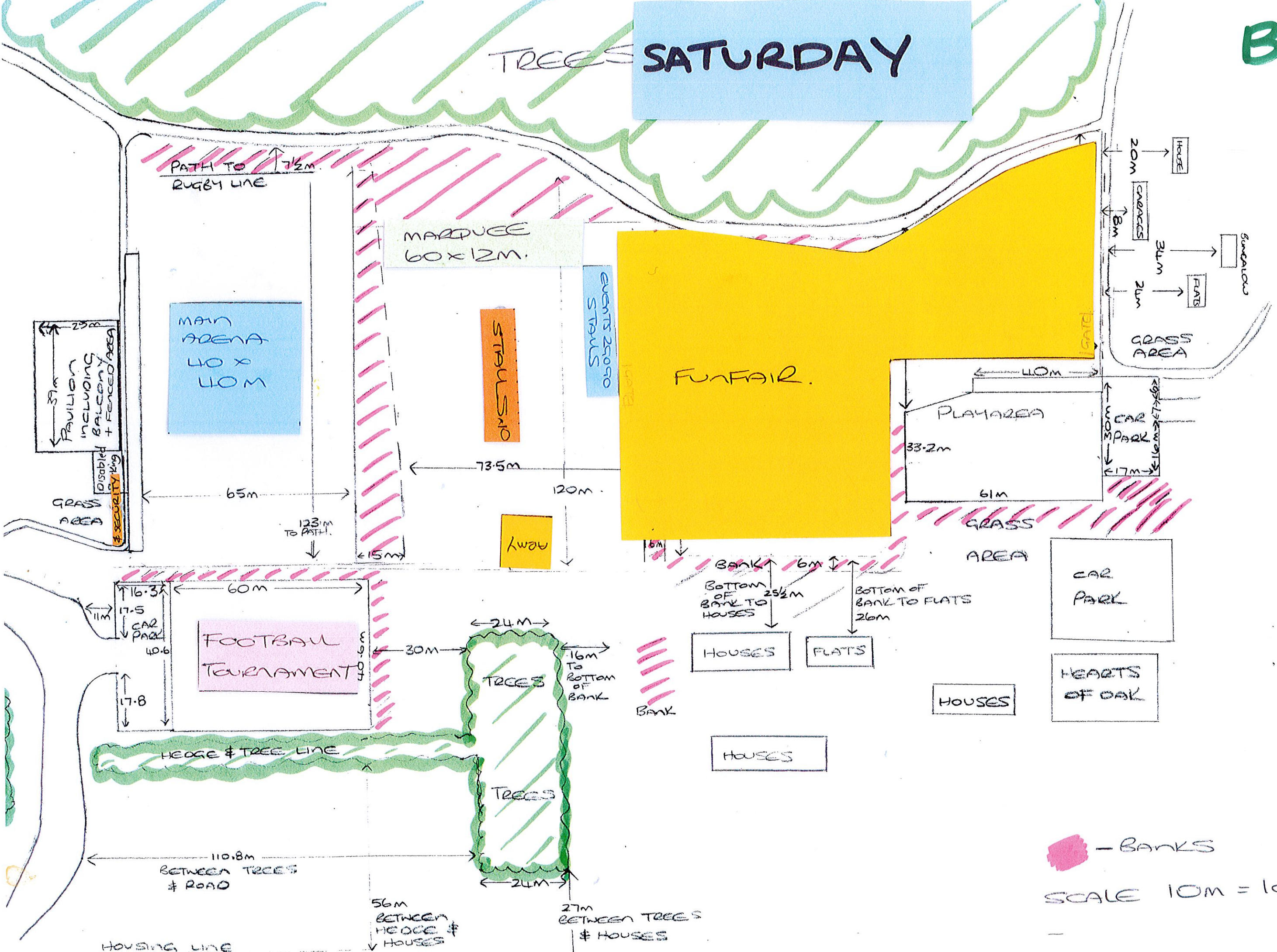
TREES




 - BANKS
 SCALE 10M = 1CM.

SATURDAY

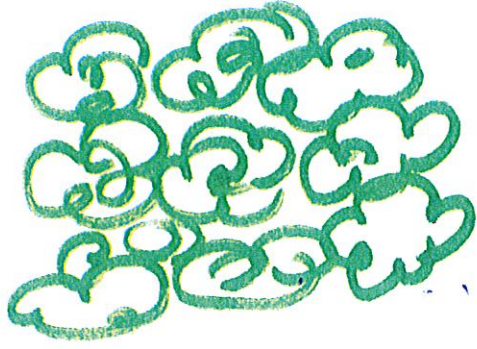
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B

HEARD FENCING
WOOD BARRIER FENCING



STAGE

STAIRS
TOILETS

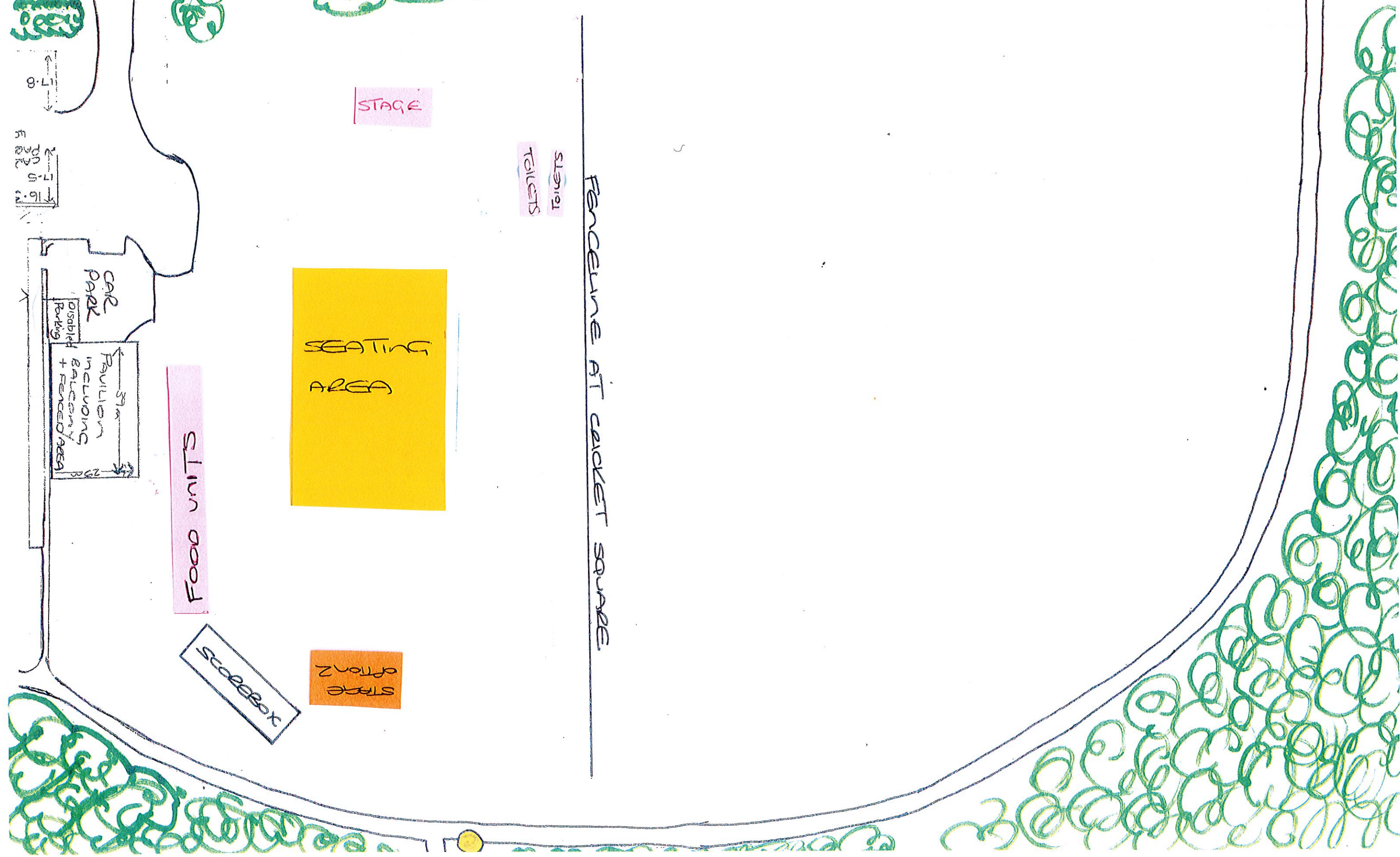
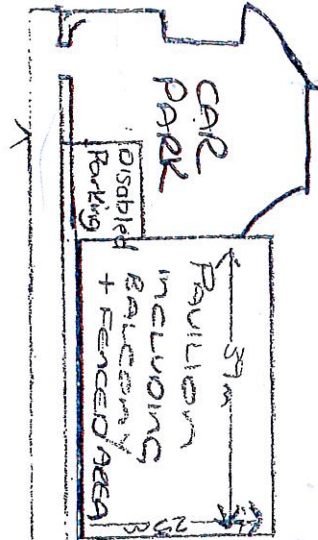
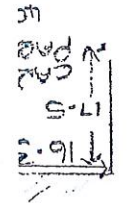
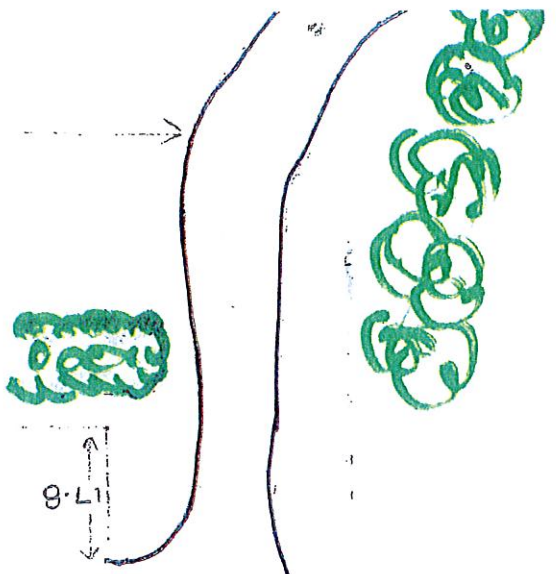
FENCELINE AT CRICKET SQUARE

SEATING AREA

FOOD UNITS

STAGE OPTION 2

SCOREBOX



THE NOTES OF THE MEETING OF THE TWINNING WORKING PARTY HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE ON MONDAY 12TH NOVEMBER 2018 AT 1.00PM

PRESENT: COUN S MILES (CHAIR)

Mesdames:- A C Long (M A Cartwright - observer)

Messrs:- R Kyle, S Meikle & S Franklin

G Stokoe & M Brown

1. Apologies for Absence

Apologies had been submitted and accepted from Councillor J Robinson and they were accepted.

2. To receive declarations of interest

Members were reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. Councillor Kyle declared an interest as Chairman of the Peterlee & Nordenham Friendship Association and Councillor S Miles as a member of the PNFA.

3. Various Items received from the PNFA

- Update on 2018 and notification of the 2018 Officials
- 2019 visit by Nordenham and PTC's support
- Request from Nordenham to bring a youth football team to play with a Peterlee Team and how to accommodate them
- Attracting new PNFA members, advertising and news articles

It was confirmed that the Chairman of the PNFA was R Kyle, Vice Chair was J Wilson, the Secretary was Mr M Brown, Mr W Davies was the Treasurer with Mr Henderson and Mr Wilson Internal Auditors.

There was discussion about how to improve engagement with the public and encourage their involvement in Town Twinning. The various methods of engaging via social media was discussed. It was noted that the current PNFA facebook group was a closed group, and that more could be done by the PNFA to make the Twinning Association more publicity visible and accessible at an approximate cost of £1,000.

The dates of the visit were proposed as 9th July to 16th July 2019.

It was asked what the PNFA were asking the Town Council for financially. They were requesting a host allowance be paid for each guest, currently at £10.00 per person, per night. For 40 guests this would be a maximum of £2,800. They also asked if the Town Council would host the farewell evening for the guests and the host families.