



PETERLEE TOWN COUNCIL

Date of Issue: 29th January 2019

A MEETING OF THE RESOURCES COMMITTEE WILL BE HELD ON MONDAY 4TH FEBRUARY 2019 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

AGENDA

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 Monday 7th January 2019 as a true and correct record.

(Minutes of previous meeting, copy attached)

4. Report of the Finance Sub Committee of the 24th January 2019

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

(Minutes of the Finance Sub Committee attached)

5. Request for Concessionary Use of the Banqueting Suites, Tuesday 22nd January 2019, 10.00am - 1.30pm (retrospective), Community Alcohol Partnerships, (CAP), Action Planning Session and Tuesday 5th March 2019, 9.00am - 1.00pm, Community Alcohol Partnerships (CAP) Launch

To seek Member's approval for concessionary use of the facilities for this meeting.

(Verbal report of the Town Clerk)

6. Report of the Corporate Services Manager – 2019 Events Tender Quotations

Members are requested to consider and approve the tenders/quotes submitted for the Town Council's 2019 Events programme.

(Report of the Corporate Services Manager, attached)

7. Budget 2019/20

Members are asked to consider the report of the Town Clerk on the detail of the draft 2019/20 budget.

(Report and presentation of the Town Clerk, to follow)

THE MINUTES OF THE MEETING OF THE
RESOURCES COMMITTEE HELD IN THE COUNCIL CHAMBER, SHOTTON HALL,
PETERLEE ON MONDAY 7th JANUARY 2019 AT 6.30PM

PRESENT: COUN A WATSON (CHAIR)

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

Messrs:- C Watkins, S McGlen, S P Franklin, G Carne, S Miles, A Wilkinson
R Moore, S Kirkup & J Robinson

56. Apologies for Absence

Apologies had been submitted and accepted from Councillors T Duffy, & 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.

57. To receive declarations of interest

Members were reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. No declaration of interests were received.

58. Citizens Advice Reporting

The Committee welcomed Sarah and Wendy from Citizens Advice, Durham to the meeting. Sarah circulated a report to the Committee outlining the work that Citizens Advice have been able to do with the £12,000 grant made available by Peterlee Town Council for the employment of a Benefits Caseworker, with statistics for the calendar year January to December 2018.

Members noted that during this period the caseworker had dealt with 245 unique clients and 738 issues, of which, 699 were issues relating to benefits and tax credits. These issues had resulted in 364 interventions by the caseworker on behalf of the clients. As a direct result of these interventions there has been an income gain for Peterlee residents of at least £724,023 – the equivalent of £60.33 of income gain for every £1.00 invested by Peterlee Town Council in the project.

Following a number of questions and answers, Members gave a round of applause for Wendy, the caseworker and thanked Sarah and Wendy for their attendance at the

meeting. Members supported a proposal to increase the funding to around £18,000 per annum to allow the caseworker service to be extended to 3 days a week, and it was **RESOLVED that the Town Clerk with Citizens' Advice to develop proposals for the expansion of the current project in the 2018/19 financial year, subject to approval as part of the wider budget-setting process.**

59. The Minutes of the Last Meeting

Members approved the content of the draft minutes of the last meeting of this Committee held on 3rd December 2018 and noted the typographical error in the 6th November 2018 minutes relating to the grant made to the Helford Under 7's being amended to £250.00 and not £200.00 as previously stated. The minutes were signed as a true and correct record.

60. The Report of the Finance Sub Committee of the 13th December 2018 a copy of which had been circulated to each Member, was agreed.

61. Neighbourhood Engagement Project Applications

The item on the Bright Eyes Initiative funding for road safety items was deferred to a future meeting.

PETERLEE TOWN COUNCIL

FINANCE SUB-COMMITTEE

HELD IN THE COUNCIL CHAMBER,

SHOTTON HALL, PETERLEE

ON THURSDAY 24th JANUARY 2019

Present:-

Councillor L Fenwick

Councillor A Watson

Councillor S Miles

17. DIRECT DEBIT AND CARD PAYMENTS

RECOMMENDED the payments listed for December 2018, be accepted.

18. ACCOUNTS FOR PAYMENT

The accounts for payments for January 2019 amounting to £44,263.23, a copy of which had been circulated to each Member, were considered.

RECOMMENDED the payments as listed, be made.

Report to: Peterlee Town Council Resources Committee

Date of Meeting: Monday 4th February 2019

Subject: 2019 Events – suppliers Quotations

Report of: Janet Hugill, Corporate Services Manager

Report Purpose: To present Members with the list of quotes from various companies to provide supplies for Armed Forces Day, Peterlee Show, Bonfire Night, Remembrance Parade and Christmas tree Light Switch On 2019.

Introduction: A total of 91 letters were sent to different companies inviting them to quote for various supplies for the 2019 events. Some of the quotes received are not required for all of the events. All are listed in the tables below.

Security – companies were requested to provide quotations for events stewards for the 4 events. They were provided with a specification and schedule for both events and the option to meet to discuss the requirements to help with the breakdown and schedule they were requested to provide.

Company	Peterlee Show	Bonfire Night	Armed Forces Day	Christmas Tree Light Switch On	Total
A	£7934.65	£932.32	£	£	£
B	£8149.00	£1088.00	Not quoted for.	Not quoted for.	

RECOMMENDED that the quotation from Company A, Phoenix Security from Newcastle, for the total amount of £**** for the 4 events be accepted. One other company quoted for 2 of the events but did not provide and breakdown of costs which was asked for in the letter. There is an increase in the number of stewards required for the weekend due to the change in layout and using the cricket pitch for the stage entertainment.

Fencing – companies were requested to provide quotations for the hire of 430 fence panels for Peterlee Show and 100 fence panels for Bonfire Night, including delivery and collection.

Company	Peterlee Show	Bonfire Night	Total
A	£1150.00	£370.00	£1520.00

RECOMMENDED that the quotation from Company A, Altrad (formerly Beaver 84) from Gateshead, for the total amount of £1520.00 for the 2 events be accepted.

Medical Cover - companies were requested to provide quotations for medical cover for the 5 events. They were provided with a specification for all the 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.

Company	Peterlee Show	Bonfire Night	Armed Forces Day	Remembrance Parade	Christmas Tree Light Switch On	Total
A	£2250.00	£590.00	£500.00	£125.00	£320.00	£3785.00
B	£2990.00	£436.00	£189.00	£81.00	£40.50	£3736.50

RECOMMENDED that the quotation from Company A, Medics UK from Stockton, for the total amount of £3785.00 for the 5 events be accepted.

Fireworks – companies were requested to provide a quotation for a Low noise choreographed and synchronised 18-minute display on Bonfire Night.

Company	Bonfire Night
A	£2920.00

RECOMMENDED that the quotation from Company A, Nemisis Fireworks from Nantwich, for the amount of £2920.00 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.

Company	Peterlee Show	Bonfire Night
A	Free	Free

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

Traffic Management - companies were requested to provide quotations for Peterlee Show, Armed Forces Day and Christmas Tree Light Switch On advanced road signs and advanced road signs and the management of the road closure on Bonfire Night and the remembrance Parade.

Company	Peterlee Show	Bonfire Night	Armed Forces Day	Remembrance Parade	Christmas Tree Light Switch On	Total
A	£468.96	£733.46	£221.82	£1647.88	£369.70	£3441.82
B	£892.50	£1295.00	£318.00	£1402.50	£315.00	£4223.00

RECOMMENDED that the quotation from Company A, Colas from Swalwell, for the total amount of £3441.82 for the 5 events be accepted.

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

Company	Quote
A	£2756.00
B	£5384.00

RECOMMENDED that the quotation from Company A, Teesdale Event Services from Barnard Castle, for the amount of £2756.00 be accepted.

Skips – companies were requested to provide a quotation for the hire of 5 skips for Peterlee Show.

Company	Quote
A	£750.00

RECOMMENDED that the quotation from Company A, Dents Skip Hire from Seaham, for the amount of £750.00 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	£2660.00
B	£5661.00

RECOMMENDED that the quotation from Company A, Dobson's Marquee Hire from Bishop Auckland, for the amount of £2660.00 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.

Company	Peterlee Show
A	£430.00

RECOMMENDED that the quotation from Company A, A Plant from Stockton, for the amount of £430.00 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.

Peterlee Show

Company	Stage	PA & Lighting	Generators & Lighting	Total cost	Full Package
A	<u>£4000.00</u> Or <u>£2950.00</u>	£4250.00	£3900.00	£12,150.00	£11,950.00
B			£3086.00		
C	<u>£2600.00</u> Or <u>£950.00</u>	£4800.00	Not quoted	£7400.00	Waiting costs for package
D	<u>£2450.00</u>	£3400.00	Not quoted	£5850.00	

RECOMMENDED that the quotation from Company C, Northern Productions from Sunderland, for the amount of £7,400.00 be accepted for the hire of the stage and PA & lighting. The quotation from company B, John F Hunt Power from Sunderland for the amount of £3086.00 for the hire of generators and lighting towers be accepted.

The stage quotes underlined are for a stage 8 x 6 metres. The quotes for £4000.00 and £2600.00 are for stages 10 x 8 metres.

Bonfire Night

Company	Lighting Towers
A	£660.00

RECOMMENDED that the quotation from company A, John F Hunt Power from Sunderland for the amount of £660.00 for the hire of lighting towers be accepted.

