



PETERLEE TOWN COUNCIL

Date of Issue: 29TH August 2019

A MEETING OF THE SCRUTINY & PROGRESS COMMITTEE WILL BE HELD ON FRIDAY 13TH SEPTEMBER 2019 IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE at 10.00AM

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.

3. To exclude the press and public

Members are asked to resolve that in view of the confidential nature of the items to be discussed, the committee pass the formal resolution to exclude the press and public from the meeting, pursuant to the Public Bodies (Admissions to Meetings) Act

1960 & the Local Government Act 1972, due to various items relating to commercial operations and staffing issues at Shotton Hall.

4. The notes of the Scrutiny Working Party held on 9th August 2019
(attached)

3. Shotton Hall

4. The Pavilion

To:-

Scrutiny & Progress Working Party – 14 members, Chair A Watson & Vice Chair K Hawley, T Duffy, S Franklin, M A Cartwright, K Duffy, S Miles, K Liddell, R Moore, D Howarth, G Carne, S McDonnell, C Watkins and L Fenwick.

THE NOTES OF THE MEETING OF THE SCRUTINY WORKING PARTY
HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE
ON FRIDAY 9TH AUGUST 2019 AT 10.00AM

PRESENT: COUN A WATSON (CHAIR)
Mesdames:- M A Cartwright, S McDonnell & K Hawley
Messr:- T Duffy
Councillor D Howarth (observer)

1. Apologies for Absence

Apologies for absence were offered from Councillor K Duffy and R Moore.

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, none were given.

3. The notes of the last meeting held on 19th July 2019 were considered and the Town Clerk recapped on the discussions held and Members agreed the contents.

4. Shotton Hall

The Town Clerk provided further details following the full structural survey that had been carried out on all of the Town Council's buildings and he gave the detailed figures which amounted to £275,000 in capital works that were required to Shotton Hall. This did not include costs for a refurbishment of the toilets in the Banqueting Suites nor the cost to make improvements to the Heritage and Mayor's Ante Chamber.

Certain items were raised and it was agreed they would be "benched" for discussion at a future meeting, they were as follows:-

- Accommodation
- Market knowledge – what do customers want?
- Food costs/profits margins
- Breaking down a wedding package
- The Shotton Hall "overhead"
- Design and brand, the look and feel
- Staffing structure – how do we deliver this?

RESOLVED the series of meetings continue to be held focussing on Shotton Hall, the next meeting to concentrate on events and bookings in the diary for the next two years; food costs and the profit margin and a breakdown on the costing for 3 example events.