



PETERLEE TOWN COUNCIL

SHOTTON HALL PETERLEE COUNTY DURHAM SR8 2PH

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Your Ref:

Our Ref:

Date:

17th January 2017

In accordance with Paragraphs 7 & 10(2) (b) of Schedule 12A of the Local Government Act 1972 I hereby summon you to attend a Meeting of **PETERLEE TOWN COUNCIL** to be held in the Council Chamber, Shotton Hall, Peterlee, on **MONDAY 23RD JANUARY 2017 at 6.45pm**

..... Ian Morris M.C.I.H.

Town Clerk

(Proper Officer of the Council)

MEMBERS ARE REMINDED OF THE NEED TO DISCLOSE ANY INTEREST, PREJUDICIAL OR PERSONAL, IN ACCORDANCE WITH THE CODE OF CONDUCT.

The Chairman advised Members of the committee and the public that part of the meeting may be recorded by both audio and video, and it may be that photographs were taken.

BUSINESS TO BE TRANSACTED

1. **APOLOGIES FOR ABSENCE**

2. **POLICE UPDATE**

Presented by Inspector Lee Blakelock, Peterlee NPT, Durham Constabulary

A PACT Meeting shall be held at 6.00pm at Shotton Hall, prior to the Council Meeting for members of the public and Councillors to raise local Police related issues before the main meeting.

3. **PUBLIC PARTICIPATION SESSION**

Will be held to allow Members of the public an opportunity to put questions to the Council

4. **TO APPROVE THE MINUTES OF THE COUNCIL MEETING OF THE 19TH DECEMBER 2016** (Circulated)

5. **THE MINUTES OF THE MAYOR'S COMMITTEE OF THE 19TH DECEMBER 2016** (Circulated)

6. **THE MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE OF THE 9TH JANUARY 2017** (Circulated)

7. **THE MINUTES OF THE PLANNING COMMITTEE OF THE 9TH JANUARY 2017** (Circulated)

8. THE MINUTES OF THE ESTABLISHMENT COMMITTEE OF THE 9TH JANUARY 2017 (Circulated)
9. THE MINUTES OF THE PARKS & CEMETERY MEETING OF THE 16TH JANUARY 2017 (Circulated)
10. THE MINUTES OF THE SHOW WORKING PARTY OF THE 16TH JANUARY 2017 (Circulated)
11. PLANNING
(a) Application – Land to the East of 5 Durham Way, proposed dwelling and garage within the grounds of hot food takeaway, Mahil's

For consideration and comment

(b) The development of a new cremation facility, Castle Eden Brewery, Castle Eden

To note the appeal has been allowed and planning permission has now been granted for this proposal
12. 2017/18 BUDGET

Report of the Town Clerk
To agree and set the precept for Peterlee Town Council of £1,282,638 for the 2017/18 budget (Circulated)
13. APPOINTMENT OF CONTRACTOR TO PROVIDE PLAY EQUIPMENT FOR HAMPSHIRE PLACE PLAY PARK

Report of the Town Clerk
To seek Council's approval to award a contract for the provision of new play equipment at Hampshire Place at a value of £24,906.50 + VAT to Kompan UK ltd.

14. THE PAVILION – USE OF BAR SPACE

To consider a motion submitted by the Scrutiny Working Group that “exclusive room hire by private, public or community groups will be prioritised over an open public bar, other than when a clear commercial or community opportunity exists (such as sporting events, Peterlee Show, etc).

The Town Clerk and Facilities Manager to be granted plenary powers to discern between private and community use as appropriate. A summary report on hire of the bar area to be presented to the Finance & General Purposes Committee on a quarterly basis as part of the quarterly budget outturn report for the Pavilion.”

15. SPOKESPERSON OF THE LABOUR POLITICAL PARTY’S REPORT

16. SPOKESPERSON OF THE NEP MEMBER’S REPORT

17. RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC
IN VIEW OF THE CONFIDENTIAL NATURE OF THE FOLLOWING ITEMS TO BE DISCUSSED, THE COMMITTEE IS ASKED TO 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 (ACCESS TO INFORMATION) ACT 1985.

18. TOWN CLERK SIX MONTH APPRAISAL AND SALARY REVIEW

Report of the Mayor, Councillor M A Cartwright. The committee is recommended to agree the successful completion of the Town Clerk’s six month probation period and to the regrading of the post to the ‘above substantive’ grade for LC4, as detailed in the report.

(Circulated)

MINUTES OF THE COUNCIL MEETING OF THE 19TH DECEMBER 2016

PETERLEE TOWN COUNCIL

MINUTES OF THE MEETING OF THE TOWN COUNCIL

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE

ON MONDAY 19TH DECEMBER 2016 at 6.45PM

PRESENT:- COUN M A CARTWRIGHT (CHAIR)

Mesdames:- S Simpson, S McDonnell, L M Wood & K Hawley

Messrs:- G L Carne, C J Metcalfe, L Cook, C Watkins, S Miles,
D Sillito, W M Jeffrey, R J Curtis, R Kyle, G Cowie, R Kyle &
A Watson

98. APOLOGIES FOR ABSENCE

Apologies had been submitted from Councillor K Liddell, J Alvey & H Bennett, MBE, (ill).

RESOLVED the Council approve the reasons submitted for the absences received on the grounds where given above, and the Councillor's apologies for absence be recorded.

99. POLICE UPDATE

Sgt Jim Peel had attended the PACT Meeting immediately prior to the Council Meeting and Council Members as well as members of the public had been in attendance. As various issues had been addressed during the PACT meeting, Members were happy for him to leave before the Council Meeting commenced.

100. PUBLIC PARTICIPATION SESSION

A public participation session was held to allow Members of the public an opportunity to put questions to the Council. A member of the public

MINUTES OF THE COUNCIL MEETING OF THE 19TH DECEMBER 2016

was in attendance at the meeting however she did not wish to raise any matters with the Council.

101. THE MINUTES OF THE COUNCIL MEETING OF THE 21ST NOVEMBER 2016 a copy of which had been circulated to each Member, were approved.
Councillor A Watson asked for a minor amendment to be made to Minute Number 95, to include “some” so that the minutes read, “Councillor A Watson advised he had also attended the Planning Enquiry and echoed the sentiments expressed by some Members that the objections were ludicrous”.
102. THE MINUTES OF THE MAYOR’S COMMITTEE OF THE 21ST NOVEMBER 2016 a copy of which had been circulated to each Member, were approved.
103. THE MINUTES OF THE EXTRA ORDINARY MEETING OF THE TOWN COUNCIL OF THE 5TH DECEMBER 2016 a copy of which had been circulated to each Member, were approved.
104. THE MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE OF THE 5TH DECEMBER 2016 a copy of which had been circulated to each Member, were approved.
105. THE MINUTES OF THE PLANNING COMMITTEE OF THE 5TH DECEMBER 2016 a copy of which had been circulated to each Member, were approved.
106. THE MINUTES OF THE ESTABLISHMENT COMMITTEE OF THE 5TH DECEMBER 2016 a copy of which had been circulated to each Member, were approved.

Councillor McDonnell came into the meeting at 7pm.

107. THE MINUTES OF THE PARKS & CEMETERY MEETING OF THE 12TH DECEMBER 2016 a copy of which had been circulated to each Member, were approved.

Matters Arising

(a) Minute Number 48 (ii), Shotton Hall Driveway

Councillor Hawley spoke again on the contract for the tarmacking of the driveway at Shotton Hall where works were linked to other tarmac works required by the Town Council. Details of the guarantee for the works were supplied for Members.

RESOLVED the works as detailed, proceed. **FURTHER RESOLVED** that the Town Clerk review previous Committee decisions on the procurement of a technical survey of all of the Council's tarmacked surfaces.

(b) Monthly Progress Report – Peterlee Leisure Gardens

Progress with this matter was requested. The Town Council confirmed that the recommendations made at the Parks & Cemetery Committee were being actioned. He did however, advise he would be preparing a report for Council in relation to having a policy on the operation of leisure gardens by the Town Council.

RESOLVED the report be awaited.

108. PROCUREMENT OF OFF SITE DOCUMENT STORAGE SERVICES FOR PETERLEE TOWN COUNCIL

Members considered the report of the Town Clerk, a copy of which had been previously circulated.

RESOLVED the contents of the report be noted and approval be given to the appointment of Box-It North as service providers for the Town Council's off site document management, storage and disposal. **FURTHER RESOLVED** the Town Clerk be granted plenary powers to award the contract to Box-It North to a maximum value of £2,434 in the current financial year and £1,464 per year thereafter, subject to final confirmation of the actual contract requirement once the "purge on paper" was completed.

109. PROPOSALS FOR THE SHOW 2017

Members considered the joint report of the Town Clerk and Show Co Ordinator. Following discussion it was **RESOLVED:-**

- (i) **The date of the 2017 Show be set as 2 & 3 September;**
- (ii) **The 2018 Show be held on the Bank holiday in August to be ratified at the AGM in May 2017;**
- (iii) **The Show Committee be re designated as the Show Working Party**

110. LICENCE FOR PETERLEE FAKE FESTIVAL 2017

Members considered the report of the Town Clerk regarding the possibility of the Town Council holding a “fake festival” in Peterlee 2017 a copy of which had been previously circulated. Members asked that in particular parking be considered very carefully in the organisation of the event.

RESOLVED:-

- (i) **the content of this report be noted;**
- (ii) **the date of the Peterlee Fake Festival be agreed as 27th May 2017;**
- (iii) **the location of the Peterlee Fake Festival be agreed as Eden Lane, Peterlee;**
- (iv) **agree that the Council enters into a license agreement for the event as specified in this report, at a cost of £12,420 + VAT; and,**
- (v) **the Town Clerk be granted plenary powers to continue to develop the plans for the event with the organisers, with further reports to come to the Parks & Cemetery Committee in due course.**

111. 2017/18 BUDGET – HEADLINES & PRINCIPLES

The Town Clerk asked for this item to be withdrawn.

112. SPOKESPERSON OF THE LABOUR POLITICAL PARTY'S REPORT

Councillor Jeffrey explained he had nothing to report, he did however

wish everyone a Happy Christmas and New Year to his colleagues, and the staff and workforce.

RESOLVED the information given, be noted.

113. SPOKESPERSON OF THE NEP MEMBER'S REPORT

Councillor A Watson echoed Councillor Jeffrey's sentiments and wished everyone all the best for the festive season.

114. MAYORAL CHAIN

The Mayor asked for approval to mount the chain on a velvet facing so that it could be worn more easily, at no cost to the Council. Members were in favour of this.

PETERLEE TOWN COUNCIL

THE MINUTES OF THE MAYOR'S COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL,
PETERLEE

ON MONDAY 19TH DECEMBER 2016 AT 6.15PM

PRESENT: S MILES (CHAIR)

Mesdames:- S Simpson, M A Cartwright & K Hawley

Messrs:- R Kyle, G Cowie, R J Curtis, C Watkins, G L Carne, L Cook & D Sillito

40. APOLOGIES FOR ABSENCE

Apologies had been submitted from Councillor K Liddell, H Bennett MBE and J Alvey.

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

41. THE MINUTES OF THE LAST MEETING, a copy of which had been circulated to each Member, were accepted.

42. MONIES RAISED SINCE THE LAST MEETING OF THIS COMMITTEE

It was reported that £534.69 had been raised at the bag packing day at Asda and £10 each had been donated in lieu of Christmas Cards by Councillors Robbins and Kyle.

RECOMMENDED the information given, be noted.

43. CHARITY CHRISTMAS PARTY NIGHTS, SHOTTON HALL

Details of the tickets sales for these events was given, the 10th & 17th December had sold out and 94 tickets had been sold for the event on 16th December 2016. It was reported the events had been a success and feedback had been positive.

RECOMMENDED the information given, be noted.

44. DESIGN A CHRISTMAS CARD COMPETITION FOR THE MAYOR

The Mayor, supported by her Secretary, had organised a competition to design the Civic Christmas Card involving two local schools. These cards had been sent to Civics, contacts, Members etc. Thanks were offered to the Mayor's Secretary for her support with this activity and Members commented they hoped future Mayor's may do something similar.

RECOMMENDED the information given, be noted.

45. NEW YEARS EVE GALA NIGHT 2016

It was reported that 251 tickets had been sold to date for this event and it was a "sell out".

RECOMMENDED the information given, be noted.

46. SENIOR CITIZENS NEW YEAR PARTY – FRIDAY 6TH JANUARY 2017

Members were circulated with a flyer for this event and encouraged to come along and support the event.

RECOMMENDED the information given, be noted.

47. CHARITY EVENT – BURNS NIGHT, 28TH JANUARY 2017

Members were circulated with a flyer for this event and encouraged to support it.

RECOMMENDED the information given, be noted.

48. CASH 4 KIDS – TFM RADIO – “MISSION CHRISTMAS”
APPEAL

The Mayor asked for approval to make a donation of £200 to this Appeal and she outlined what the Appeal was about, purchasing present and gifts for children in care homes, foster families etc.

RECOMMENDED the Committee support this donation from the Mayors Charity Appeal Fund.

THE MINUTES OF THE MEETING OF THE
FINANCE AND GENERAL PURPOSES COMMITTEE
HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE
ON MONDAY 9TH JANUARY 2017 AT 6.30PM

PRESENT: COUN K HAWLEY (CHAIR)

Mesdames:- S McDonnell, S Simpson, M J Thompson &
V Watson

Messrs:- G L Carne, S Miles, D Sillito, W M Jeffrey,
C Watkins, R J Curtis, R Kyle, J Alvey, C J Metcalfe & A
Watson

**MEMBERS WERE REMINDED OF THE NEED TO DISCLOSE ANY
INTEREST PREJUDICIAL OR PERSONAL IN ACCORDANCE
WITH THE CODE OF CONDUCT.**

**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.**

84. APOLOGIES FOR ABSENCE

Apologies had been submitted and accepted from Councillors K
Liddell, (work commitments), L M Wood, H Bennett, (MBE) and G
Cowie, L Cook & M A Cartwright.

**RECOMMENDED the Council approve the reasons submitted for
absence received from the Councillors listed, on the grounds where
given above, and their apologies for absence be recorded.**

85. THE MINUTES OF THE LAST MEETING a copy of which had been
previously circulated, were approved.

86. CDALC/NALC MEMBERSHIP

The Chair welcomed Councillor David Bell, Chair of CDALC and Mr Steve Ragg, CDALC Executive Officer, to the meeting. Councillor Bell spoke on the advantages of membership of this body, his colleague Steve Ragg ran through some of the benefits including supporting parish and town councils, working closely with the Clerk, offering information, advice and support. 98% of the parishes in the area, (101 of the 103 parishes) were a member of CDALC. CDALC was owned and run by its members, for its members with its main focus being to work with the parish councils and DCC to make life better for people on the county.

The Chair opened the meeting for a short question and answer session and in closing the Chair thanked Councillor Bell and Mr Ragg for coming along to the meeting and reminding the council of the benefits of being a member of the Association.

RECOMMENDED he information given be noted.

87. REPORT OF THE SCRUTINTY MEETING of the 2nd December 2016

The Minutes from this meeting had been circulated to each Member for their consideration and information.

RECOMMENDED the minutes be accepted.

88. 2017/18 BUDGET – KEY PRINCIPLES

The Town Clerk gave a presentation to Members on the 2017/18 Setting out the key principles, financial pressures and opportunities facing the council in setting the 2017/18 budget and precept demand. The presentation included a visual illustration of the budget on a page which highlighted the main budget issues facing the Council in 2017/18. Members discussed various issues relating to the 2017/18 budget during the meeting and asked for further detail of the individual budget headings within the 2017/18 budget.

RECOMMENDED the contents of the presentation be noted and the detailed draft budget be considered further at the Parks & Cemetery Meeting to be held on Monday 16th January 2017.

89. KLASSIK IM PARK

Members were asked to consider the invitation to attend this event on Saturday 12th August 2017, Nordenham. It was felt that should anyone wish to take part, they do so at their own cost.

RECOMMENDED the Council not be represented officially at the Event, and Town Council staff or Members wishing to go along could do so at their own cost.

90. THE REPORT OF THE FINANCE SUB COMMITTEE MEETING OF THE 15TH DECEMBER 2016 a copy of which had been circulated to each Member, was approved.

91. CHEQUE AUTHORISATION PROCESS

This Motion had been submitted by Councillor Thompson and she spoke to Council on her views on the subject.

It was noted the '*Legislative Reform (Payments by Parish Councils, Community Councils and Charter Trustees) Order 2014*,' had removed the statutory requirements for 2 Members signatures on cheques or other forms of payment authorisation. However, it was also noted that the Council's Financial Regulations, revised and adopted by Council in October 2016, had continued the practice of 3 Members authorisation, on the basis of additional financial controls. The Town Clerk also advised the Council's Internal Auditors had carried out a review of Financial Controls in 2016 and had not raised the current practice of 3 Members signatures on cheques as an issue.

Members were referred to sections 6 & 7 of the Council's Financial Regulations. Members felt that the Financial Regulations currently in

MINUTES OF THE FINANCE & GENERAL PURPOSES COMM OF THE 9TH
JANUARY 2017

place were robust and served the Council well and they had no wish to amend or change them in accordance with the suggested motion.

Members noted that the Town Clerk was currently pursuing a move to full internet banking, and that this would facilitate a move away from cheque payments to electronic transfer.

There motion was put to a vote and defeated.

RECOMMENDED the Town Council continue to use the Finance Sub Committee to authorise payments and Financial Regulations not be altered.

92. PUBLICATIONS, MINUTES, BULLETINS ETC

- (a) Durham Association News, December 2016
- (b) Public Service Ombudsman & Draft Bill
- (c) No extension of referendum principles
- (d) The Casey review
- (e) National Developments & Bulletins
- (f) NALC – Grants & Funding Bulletin
- (g) DIS Issue 897 & 898 – copies available

Members were requested to note the information listed and points of particular interest were given at the meeting.

RECOMMENDED the information contained in the bulletins and circulars be noted.

93. REQUESTS FOR A GRANT/CONCESSIONARY USE

- (a) Lowhills Bowling Club

Councillor Alvey advised that he had been instructed by this group to withdraw their application for funding.

RECOMMENDED the information given, be noted.

MINUTES OF THE FINANCE & GENERAL PURPOSES COMM OF THE 9TH
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(b) Letters of thanks & appreciation, Acre Rigg Academy & All Stars

Members were circulated with expressions of thanks and appreciation following recent grants being awarded to these groups/clubs/organisations.

RECOMMENDED the information given, be noted.

(c) Joan Bailey MBE – Request for concessionary use of the Banqueting Suites, 9th January 2017

Members were advised the Mayor had agreed to use one of her concessionary uses for this event. Several Members felt that this was not necessary and that the Council should grant free use for this event as a mark of respect for the work and commitment Joan Bailey had given to residents of the Town.

RECOMMENDED free use of the Banqueting Suites be agreed for the wake held to honour Joan Bailey MBE at Shotton Hall Banqueting Suites.

94. RESIDENT EQUITY OF ACCESS TO PUBLIC PURSE FOR LEGAL FEES

A verbal report on access to s137 funding was given by Councillor Thompson.

Members noted that without further detail as to who specifically wanted the funding, what for and for how much, they were unable to properly consider the request.

RECOMMENDED that Councillor Thompson use the Members Initiative Fund grant application form as a template should the residents she spoke about wish to submit an application for s137 grant funding to the Town Council.

95. POLICIES

- (i) Officers Code of Conduct
- (ii) Mental Wellbeing in the Workplace

The Deputy Town Clerk gave Members a verbal update on progress with policies.

RECOMMENDED the information given, be noted.

96. LOCAL COUNCIL ADVISORY SERVICE SEMINARS 2017 –
SHOTTON HALL WEDNESDAY 1ST FEBRUARY 2017

Members were advised of the invitation to attend this seminar and asked if they were interested in attending, to advise the office asap. This was also to be considered at the next SMT meeting and places reserved.

RECOMMENDED approval be given for places as required to be reserved on this seminar.

97. RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC
IN VIEW OF THE CONFIDENTIAL NATURE OF THE
FOLLOWING ITEMS TO BE DISCUSSED, THE COMMITTEE
PASSED 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 (ACCESS TO INFORMATION)
ACT 1985.

98. STAFF CHARITABLE DONATIONS VIA PAYROLL

Members considered a verbal report given by Councillor Thompson where she made reference to staff making charitable donations via payroll.

MINUTES OF THE FINANCE & GENERAL PURPOSES COMM OF THE 9TH
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RECOMMENDED the information given be noted, however the Town Clerk clarify the process for staff charitable donations via payroll, with the information being forwarded to staff.

99. PETERLEE SHOW 2017 – SATURDAY NIGHT BANDS

Members had been circulated with a report of the Show Co ordinator.

RECOMMENDED this matter be considered at the Show Working Party and then be confirmed at the Parks & Cemetery Committee.

PETERLEE TOWN COUNCIL

MINUTES OF THE PLANNING COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL,
PETERLEE

ON MONDAY 9TH JANUARY 2017

PRESENT: COUN A WATSON (CHAIR)

Mesdames:- S McDonnell, S Simpson, M J Thompson,
K Hawley & V Watson

Messrs:- G L Carne, S Miles, D Sillito, W M Jeffrey,
C Watkins, R J Curtis, R Kyle, J Alvey & C J Metcalfe

MEMBERS WERE REMINDED OF THE NEED TO DISCLOSE ANY INTEREST PREJUDICIAL OR PERSONAL IN ACCORDANCE WITH THE CODE OF CONDUCT.

26. APOLOGIES FOR ABSENCE

Apologies had been submitted and accepted from Councillors K Liddell, (work commitments), L M Wood, H Bennett, (MBE) and G Cowie, L Cook & M A Cartwright.

RECOMMENDED the Council approve the reason submitted for absence received from the Councillors listed, on the grounds where given above, and their apologies for absence be recorded.

27. THE MINUTES OF THE LAST MEETING a copy of which had been previously circulated, were approved.

28. PLANNING APPLICATIONS

Members were advised there had been no details of the planning applications submitted to Durham County Council since the last meeting of this Committee.

RECOMMENDED the information given be noted.

29. DELEGATED PLANNING DECISIONS

Members were advised of the following planning decision and were requested to note the details:-

1 Church Close, sub division of existing property to create separate dwelling

RECOMMENDED that the information given, be noted.

30. COUNTY DURHAM PLAN

Members were circulated with an e mail outlining progress with the County Durham Plan in that Government driven changes were resulting in a change to the timetable for the production of the County Durham Plan.

RECOMMENDED progress be awaited.

PETERLEE TOWN COUNCIL

THE MINUTES OF THE ESTABLISHMENT COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL
PETERLEE

ON MONDAY 9TH JANUARY 2017

PRESENT: COUN C J METCALFE (CHAIR)

Mesdames:- K Hawley, S McDonnell, S Simpson, M J
Thompson & V Watson

Messrs:- G L Carne, S Miles, D Sillito, W M Jeffrey, C Watkins, R
J Curtis, R Kyle, J Alvey & A Watson

**MEMBERS WERE REMINDED OF THE NEED TO DISCLOSE ANY
INTEREST PREJUDICIAL OR PERSONAL IN ACCORDANCE WITH
THE CODE OF CONDUCT.**

**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.**

54. APOLOGIES FOR ABSENCE

Apologies had been submitted and accepted from Councillors K Liddell,
(work commitments), L M Wood, H Bennett, (MBE) and G Cowie, L Cook
& M A Cartwright.

**RECOMMENDED the Council approve the reason submitted for
absence received from the Councillors listed, on the grounds where
given above, and their apologies for absence be recorded.**

55. THE MINUTES OF THE LAST MEETING a copy of which had been
previously circulated, were approved.

56. OVERTIME & ADDITIONAL COSTS REPORT

Members considered an overtime report and facilities staffing report.

RECOMMENDED the overtime report be accepted.

57. ABSENCE REPORT

The Sickness Absence Report, detailing sickness absence figures for the previous month, had been circulated to each Member for information. A Local Member referred to the report being presented in a manner to allow comparisons and statistics to be analysed more easily.

RECOMMENDED the contents of the report be accepted and the report be presented differently.

PETERLEE TOWN COUNCIL

MINUTES OF THE MEETING OF THE PARKS &
CEMETERY COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL

ON MONDAY 16TH JANUARY 2017 AT 6.30PM

PRESENT: COUN M A CARTWRIGHT (CHAIR)

Mesdames: L M Wood, S McDonnell, K Liddell, K Hawley
& S Simpson

Messrs: C J Metcalfe, J Alvey, G L Carne, R J Curtis,
C Watkins, S Miles, W M Jeffrey, C Robbins, L Cook,
R Kyle & A Watson

**MEMBERS WERE REMINDED OF THE NEED TO DISCLOSE
ANY INTEREST, PREJUDICIAL OR PERSONAL, IN
ACCORDANCE WITH THE CODE OF CONDUCT.**

52. APOLOGIES FOR ABSENCE

Apologies had been submitted and accepted from Councillor G Cowie,
H Bennett MBE & D Sillito.

**RECOMMENDED the Council approve the reasons submitted for
absence received from Councillors, and their apologies for absence
be recorded.**

53. THE MINUTES OF THE LAST MEETING a copy of which had been
circulated to each Member, were accepted.

54. MONTHLY PROGRESS REPORT OF THE HORTICULTURAL
SUPERVISOR

Members considered the progress report giving details of Shotton Hall,
Leisure Gardens, Eden Lane, Peterlee Rugby Club & Summer Bedding
Schemes. In considering the summer bedding schemes a Local Member
spoke about his desire to see wildflower beds around the Town and

there was a discussion on the current areas that were being planted with wildflowers and the possibility of extending this further to other areas. The Parks & Horticulture Supervisor explained that wild flowers had some specific needs in terms of locations, soil types etc and that proper consideration should be given before making a decision on future wild flower locations. It was asked if the appropriate Officer from DCC who takes the lead on the planting of wild flower bedding schemes be invited to a future meeting.

RECOMMENDED the information contained with in the progress report be noted. FURTHER RECOMMENDED an invite be extended to an appropriate DCC Officer to come along to a future meeting to discuss wild flower planting with the Town Council.

PRIOR TO CONSIDERATION OF THE FOLLOWING ITEM
COUNCILLORS C J METCALFE, J ALVEY AND W M JEFFREY
DECLARED AN INTEREST.

55. UPDATE ON MANAGEMENT ARRANGEMENTS FOR PETERLEE
LEISURE GARDEN SITES

Members considered the report of the Town Clerk, a copy of which had been previously circulated to each member, which provided an update on progress with management arrangements for the Lowhills Road and Thorntree Gill leisure gardens sites.

Members discussed a number of issues relating to the report, and acknowledged that the Thorntree Gill Leisure Gardens had formed a constituted committee and submitted various documentation including accounts and minutes of their November 2016 AGM to the Council. Representatives from the Thorntree Gill site who were present at the meeting expressed concerns about the Council's proposal to collect rents directly for the Thorntree Gill site, and asked that the Committee be allowed to do this themselves, making the appropriate payments to the Council for site rents and water bills when due.

Following a long discussion, Members agreed to this request and noted that if and when a properly constituted committee was established at Lowhills Road, a similar arrangement could be put in place at that site for future years.

Members also discussed the wider issues of the ongoing management of the Council's leisure gardens and the role of the local committees. The

Town Clerk advised that the Council's Internal Auditors had completed a review of the Council's arrangements for the leisure gardens service and that the DCC Audit and Fraud Manager was due to report his findings to the Town Council's Finance & General Purposes meeting in February 2017. The Clerk advised that decisions on future management arrangements be postponed until that report and recommendations had been received by the Council.

RECOMMENDED the contents of the report be noted and:-

- 1) the Council await the internal audit report on Leisure Gardens in February 2017, and to monitor the implementation of the report's action plan once agreed;**
- 2) agree that the Leisure Garden rent level is set at £45 per plot (£22.50 per half plot) on both sites for the 2017/18 financial year, and the principle of making surplus balances from the rent collected available to the local committees for investment in their locally-agree priorities for their sites. (Further detail on this process to be agreed by this Committee at a future date); and**
- 3) Thorntree Gill site collect their own rents and the Council issue an invoice to them for payment of the rent and water bills as appropriate; the Council to collect the rents from Lowhills Road plot holders directly;**
- 4) agree that the Town Council formally withdraws permission for the operation of the shop at the Lowhills Road site, with the Town Clerk granted plenary powers to arrange for the closure of the shop on that site as soon as practicable.**

56. NUMBER OF BURIALS

Members were circulated with the number of burials carried out at the Eden Lane cemetery since 1992 to date, on a year by year basis.

RECOMMENDED the information given be noted.

57. BANDS FOR THE SHOW

This item had been referred from the Finance Meeting held on Monday 9th January 2017 and then the Show Working Party held on Monday 16th January 2017 to agree the Bands to perform at this year's Event.

RECOMMENDED the line up to be as follows at a total cost of £4,150 and plenary powers be granted for these bands to be booked immediately:-

**One Man Revival
The Wish
Bon Jovi Forever
Gangsters of Ska
Flash Queen**

58. PROVISION OF SALT BINS – REQUEST MADE BY A LOCAL RESIDENT TO DCC

This item had been submitted by Councillor A Watson, and a copy of the residents request made to DCC was circulated to each Member, along with the reply received. Members felt that this was a location that would benefit from a grit being located there and there was discussion on the current location of Town Council and DCC grit bins around the Town.

RECOMMENDED:-

- (i) **The Horticultural Supervisor present the current list of grit bins to the next meeting for Member's consideration, and,**
- (ii) **The Town Council use its existing resources to provide a grit bin on the junction of Eastfield /Eastdene adjacent to the speed hump.**

59. DRAFT BUDGET 2017/18

Members were circulated with a copy of the report of the Town Clerk are asked to note the contents of the report and provide feedback. There was discussion about the use of reserves and the Town Clerk confirmed that a use of reserves policy was being developed at the Scrutiny Committee and he hoped to present this to the Council for approval before the close of this financial year.

RECOMMENDED the draft budget be approved and the final draft budget be presented to Council on 23rd January 2017 for approval.

PETERLEE TOWN COUNCIL

MINUTES OF A MEETING OF THE PETERLEE SHOW WORKING
PARTY

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL,
PETERLEE

ON MONDAY 16TH JANUARY 2017 AT 10.00AM

PRESENT: COUN S MILES (CHAIR)

Mesdames: S Simpson & K Hawley

Messrs: L Cook, R J Curtis, G L Carne & A Watson

**MEMBERS WERE REMINDED OF THE NEED TO DISCLOSE ANY
INTEREST PREJUDICIAL OR PERSONAL IN ACCORDANCE WITH
THE CODE OF CONDUCT.**

1. APOLOGIES FOR ABSENCE

Apologies had been submitted from Councillor K Liddell, C J Metcalfe, H Bennett, (MBE) and G Cowie.

**AGREED the Council approve the reasons submitted for absence
received and the apologies for absence be recorded.**

2. THE MINUTES OF THE LAST MEETING

The last meeting had not been quorate and as such merely a note of the meeting was made. At the Council Meeting held on 19 December 2016 it was agreed that the Show Meeting should be now renamed and classified as a Working Party to avoid issue with quorum and allow progress to be made with arrangements for this years event.

AGREED the information given be noted.

3. THE REPORT OF THE SHOW CO ORDINATOR

Members gave consideration of the report of the Show Co ordinator and discussed the layout and types of activity within the event at length.

Members considered what type of main arena acts would be a draw and be enjoyed by residents coming along to the event. They discussed once again how much interest had been shown in the arts and crafts open show and the horticulture marquees and it was felt there was not enough interest or participation to justify them being included this year. There was also the wish to have the dog show outside to attract more interest. It was suggested the marquees be reduced to one large one and should the budget permit, the stage be contained in a covered festival tent.

The Co Ordinator gave details of the various activities she was working with the Sports Development Officer and advised she would report on further progress.

AGREED:-

- (i) approval be given to Karen Kennedy being booked to provide the stage hosting;
- (ii) the bands Bon Jovi Forever, Flash Queen, Gangsters of Ska, The Wish and One Man Revival be recommended to Council for this years main stage, (however, if possible a price be obtained for an Abba tribute band to give more variety to the line up in the place of Bon Jovi Forever);
- (iii) subjects to budgets, Officers look at the option of a covered area in a festival marquee for the stage bands;
- (iv) only one large marquee be ordered for use by the voluntary organisations and Events 2 Go Go and Steve's Animal Ark on the Saturday and the vintage stalls and the Dog Show administration, (including potential wet weather provision) on the Sunday;
- (v) a licenced Dog Show be held and this be outside, weather permitting;
- (vi) both the Horticulture and Arts and Crafts elements of the Show not be held this year;
- (vii) Inch Perfect Trials motorbike Team be booked to perform on the Saturday only at the cost as given in the report;
- (viii) Birds of Prey display be booked to perform on the Saturday;
- (ix) Steve's Animal Ark (spiders etc) be booked;
- (x) Consideration of further main arena acts be considered at the next meeting.

4. DATE & TIME OF NEXT MEETING

It was **AGREED** the next meeting be held on Monday 30th January 2017 at 10.00am.

Report to: Peterlee Town Council

Date: 23rd January 2017

Report of: Ian Morris, Town Clerk

Subject: Peterlee Town Council budget and precept demand 2017/8

Report Purpose: To seek Members approval of the final budget for the Town Council for 2017/18 for and to set the precept level for 2017/18 at £1,282,638.

Background: At the Financial & General Purposes Committee meeting on Monday 9th January 2017 Members received a presentation from the Town Clerk that set out the key principles, financial pressures and opportunities facing the council in setting the 2017/18 budget and precept demand. The presentation included a visual illustration of the 'budget on a page' which highlighted the main budget issues facing the Council in 2017/18.

Members discussed various issues relating to the 2017/18 budget during that meeting and asked for further detail of the individual budget headings within the 2017/18 budget. On 16th January 2017 Members received a further report on the draft budget which included a detailed breakdown of planned income and expenditure for the 2017/18 across the various budgets and cost centres.

This report sets out final draft budget for 2018/18, with the headlines for the budget provided in the report and the detailed budget provided in Appendix 1.

Headlines:	Total budgeted expenditure:	£2,467,416 (up £201,839 from 2016/167)
	Total budgeted income (before precept):	£1,117,930 (up £190,160 from 2016/17)
	Use of Reserves:	£66,848 (down £18,991 from 2016/17)
	Precept demand:	£1,282,638
	Average Council Tax band B cost:	£294.90 (up 0% from 2016/17)

Commentary: The draft budgets provide for a total turnover (gross expenditure) of £2,467,416 for 2017/8, an increase of £201,839 from 2016/17.

A number of pressures including:

- reduction in revenue support grant (c£48,000);
- annual pay rises and increments (c£20,000);
- employers pension costs (c£3,000), and
- other inflation (c£51,000)

have been offset by:

- ambitious targets for increased income generation (c£122,000 (net));
- efficiencies identified by Managers from their discretionary budgets (c£69,000, representing 15% of discretionary budget spend);
- an increasing tax base (c£30,000), and
- use of reserves (c£67,000).

The 2017/18 budget requires a precept sum of £1,282,638 which will equate to a Council Tax band D payment of £294.90 – the same figure as 2016/17 – thus delivering the Council's undertaking to freeze the Town Council's element of the Council Tax precept for local residents.

Reserves: The forecast reserves at the end of 2016/17 will be in the region of £1,167,000 – subject to confirmation of year-end expenditure.

The Council's Scrutiny Committee has begun work on a Use of Reserves Policy for the Town Council and this will be presented to the Council as a draft policy before the end of the financial year. The aim of the policy will be to identify a prudent level of reserves towards which the Council should work, and a plan for investing the balance of reserves into a number of 'legacy projects' for the people of Peterlee.

Risk: The 2017/18 budget has been prepared in accordance with the financial principle of 'prudence', and the council's Senior Management Team has been directly involved in setting the budgets for their service areas. The key budget principles and headlines have also been communicated to individual members of staff through presentations and team meetings.

A risk assessment has been carried out to identify the key risks facing the council in setting the 2017/18 budget, and a summary of these risks was presented to the Finance & General Purposes Committee on 9th January. These risks include:

- the council does not meet the ambitious targets for increased turnover in its revenue-generating activities;
- bar and other costs increase above the forecast levels of inflation;
- insurance costs increasing as a result of the forthcoming procurement exercise for new insurance cover from 1 April 2017;
- forthcoming estates surveys reveal additional costs and pressures;
- the new Council elected in May 2017 may have new or additional priorities.

A number of mitigating actions have been put in place to bring these risks within tolerance and the ongoing work on the Use of Reserves Policy will bring additional comfort to the Council that it has adopted a prudent approach to the budget and future spending plans.

Regular budget monitoring by the Town Clerk and individual budget holders will be supplemented with quarterly budget reports to Finance & General Purposes committee, ensuring that the budget and risks are properly monitored throughout the financial year. Work has also commenced with the council's Internal Auditors on agreeing the Internal Audit plan for 2017/18, providing a further level of risk mitigation.

Recommendation:

Members are recommended to note the contents of this report and:

1. Approve the Peterlee Town Council budget for 2017/18 as detailed in this report and attached appendix; and
2. Set the precept at £1,282,638 equivalent to an increase in Town Council Tax for individual Council Tax payers of 0%

**Peterlee Town Council 2016/17
Forward Budget Detail - By Centre**

Note :- (-) Net Expenditure means INCOME is greater than EXPENDITURE

	2016/17	2017/18 (Draft)		
	£	£	Variance £	Variance %
101 Central & Civic HQ Costs				
4000 Salaries, Wages, Superan, NI	197300	217793	20493	10%
4003 Overtime	1500	1575	75	5%
4010 Cleaning Wages	4040	5633	1593	39%
4011 Facilities Staff - Wages	10000	10000	0	0%
4099 Pension Cont - Former Staff	12000	4500	-7500	-63%
4100 Training & Development - Staff	12000	12000	0	0%
4175 Personnel Services	20000	20000	0	0%
4190 Wages Processing DCC	5000	5000	0	0%
4200 Electricity	3500	3675	175	5%
4201 Gas	4000	4200	200	5%
4202 Water	840	882	42	5%
4205 Rates	2875	3019	144	5%
4210 Alarm System & CCTV	300	300	0	0%
4211 Ins XS/Vandalism	250	250	0	0%
4220 Window Cleaning	400	400	0	0%
4225 Cleaning Materials	7000	7000	0	0%
4230 Furniture	250	250	0	0%
4240 Miscellaneous Expenditure	2000	1000	-1000	-50%
4250 Repairs & Decoration	2000	5000	3000	150%
4350 Small Plant & Tools	6000	1000	-5000	-83%
4400 Telephones	1150	1150	0	0%
4401 Mobile Phone	1950	2200	250	13%
4405 Postage	6000	4500	-1500	-25%
4406 Petty Cash	400	200	-200	-50%
4410 Office Machine Hire & Mtce	13000	13000	0	0%
4412 Stationery & New Office Equip	5000	10000	5000	100%
4420 Publicity/Council Publications	4000	2000	-2000	-50%
4425 Insurance	85000	90000	5000	6%
4498 Health & Safety	3750	3750	0	0%
4499 Occupational Health	3000	3000	0	0%
4500 Fuel & Oils	14500	15225	725	5%
4501 Road Fund Tax	650	650	0	0%
4502 Vehicle Maintenance/Spares	16000	16000	0	0%
4503 Motor Insurance XS	500	500	0	0%
Total Over Head Expenditure	446,155	465,652	19,497	4%
Total Income	0	0	0	0
Central & Civic HQ Costs - Net Expenditure	446,155	465,652	19,497	4%

Budget assuming 0% precept

102	Democratic Costs	2016/17	2017/18 (Draft)		
4101	Training & Dev - Councillors	5000	7500	2500	50%
4125	Mayors Personal Allowance	1500	1500	0	0%
4126	Mayors Civic Duties	5000	5000	0	0%
4127	Participation Allowances	28000	28280	280	1%
4470	Civic Regalia	1000	1000	0	0%
4530	Twining	1500	5500	4000	267%
Total Over Head Expenditure		42000	48780	6780	16%
Democratic Costs - Net Expenditure		42000	48780	6780	16%
103	Corporate Management	2016/17	2017/18 (Draft)		
4426	Subs to L.A. Bodies	3400	4000	600	18%
4430	Elections	6000	14000	8000	133%
4450	Audit Fees	6000	6900	900	15%
4455	Banking Pick Up Service	750	1000	250	33%
4458	Card Machine/Bank Fees	2500	5000	2500	100%
Total Over Head Expenditure		18650	30900	12250	66%
Corporate Management - Net Expenditure		18650	30900	12250	66%
105	Other Costs and income	2016/17	2017/18 (Draft)		
4460	General Fund	1000	500	-500	-50%
4461	Castle Eden Dene Centre	5000	5000	0	0%
Total Over Head Expenditure		6000	5500	-500	-8%
1045	Precept Received	1251968	1,282,638	30670	2%
1046	Precept Support Grant	288198	238870	-49328	-17%
1209	Bank Interest	8000	2000	-6000	-75%
Total Income		1548166	1523508	-24658	-2%
Other Costs and income - Net Expenditure		-1542166	-1518008	24158	-2%

Budget assuming 0% precept

201	S/Hall Banqueting Suite	2016/17	2017/18 (Draft)		
4000	Salaries, Wages, Superan, NI	99070	103350	4280	4%
4003	Overtime	8500	8925	425	5%
4006	Building Maint. Contracts	1000	1000	0	0%
4010	Cleaning Wages	7210	11266	4056	56%
4070	Wages - Shotton Hall Grounds	24900	25644	744	3%
4174	Clothing & Uniforms	500	500	0	0%
4200	Electricity	12000	12600	600	5%
4201	Gas	10000	10500	500	5%
4202	Water	2500	2625	125	5%
4205	Rates	9660	10143	483	5%
4208	Licences	3500	3500	0	0%
4209	Trade Refuse Costs	1200	1200	0	0%
4210	Alarm System & CCTV	1000	1000	0	0%
4211	Ins XS/Vandalism	250	250	0	0%
4213	Hygiene Services	2250	1125	-1125	-50%
4215	Refreshments	1300	1843	543	42%
4220	Window Cleaning	600	600	0	0%
4230	Furniture	5000	3000	-2000	-40%
4240	Miscellaneous Expenditure	3000	1000	-2000	-67%
4250	Repairs & Decoration	3500	2500	-1000	-29%
4400	Telephones	3850	0	-3850	-100%
4420	Publicity/Council Publications	2900	4110	1210	42%
4421	Shotton Hall Events	2000	2835	835	42%
4424	Bond	6000	0	-6000	-100%
Total Over Head Expenditure		211690	209516	-2174	-1%
1305	Electricity Refunds - Caterer	4500	4725	225	5%
1306	Gas Refunds - Caterer	1600	1600	0	0%
1312	Miscellaneous Income	500	0	-500	-100%
1319	Hire Income	68000	92000	24000	35%
1320	Refreshment Income	2000	2970	970	49%
1321	Hire of Equipment	1500	2228	728	49%
1322	Shotton Hall Events	5000	7425	2425	49%
1323	Hire Chair covers etc	0	3267	3267	#DIV/0!
1324	Hire disco lights etc	0	5495	5495	#DIV/0!
Total Income		83100	119710	36610	44%
S/Hall Banqueting Suite - Net Expenditure		128590	89806	-38784	-30%

Budget assuming 0% precept

210	Shotton Hall Bar	2016/17	2017/18 (Draft)		
4005	Bar Gas	450	638	188	42%
4030	Bar Wages - Casuals	29330	41533	12203	42%
4214	Stocktaking Fees	1000	1100	100	10%
4570	Bar Purchases	68000	96390	28390	42%
Total Over Head Expenditure		98780	139661	40881	41%
1315	Bar Income	175000	259875	84875	49%
	Total Income	175000	259875	84875	49%
Shotton Hall Bar - Net Expenditure		-76220	-120214	-43994	58%
215	Shotton Hall Catering	2016/17	2017/18 (Draft)		
4572	Catering Expenditure	125000	177188	52188	42%
Total Over Head Expenditure		125000	177188	52188	42%
1329	Catering Franchise	20000	20000	0	0%
1330	Catering Income	130000	193050	63050	49%
	Total Income	150000	213050	63050	42%
Shotton Hall Catering - Net Expenditure		-25000	-35862	-10862	43%

Budget assuming 0% precept

221	The Pavilion (Inc Sports Fac)	2016/17	2017/18 (Draft)		
4000	Salaries, Wages, Superan, NI	108740	123892	15152	14%
4003	Overtime	4000	4200	200	5%
4006	Building Maint. Contracts	3370	3400	30	1%
4009	Bistro Expenditure	11500	25600	14100	123%
4010	Cleaning Wages	18150	24222	6072	33%
4056	Wages-Helford Rd Cricket Fld	7225	7453	228	3%
4057	Wages-Helford Rd F/Fields	5395	5565	170	3%
4061	Wages-Helford Road MUGA	3400	3507	107	3%
4081	Wages-Helford Rd Grounds	8050	8304	254	3%
4174	Clothing & Uniforms	500	500	0	0%
4200	Electricity	15500	16275	775	5%
4201	Gas	8610	9041	431	5%
4202	Water	4000	4200	200	5%
4205	Rates	12130	12737	607	5%
4208	Licences	5000	500	-4500	-90%
4209	Trade Refuse Costs	1000	1000	0	0%
4210	Alarm System & CCTV	2400	2400	0	0%
4211	Ins XS/Vandalism	250	250	0	0%
4213	Hygiene Services	1050	525	-525	-50%
4216	Line Cleaning Costs	1300	0	-1300	-100%
4217	Lift Maintenance Costs	2000	2000	0	0%
4220	Window Cleaning	1000	1000	0	0%
4230	Furniture	1000	1000	0	0%
4240	Miscellaneous Expenditure	1000	1000	0	0%
4250	Repairs & Decoration	3500	2500	-1000	-29%
4400	Telephones	2940	2940	0	0%
4406	Petty Cash	200	100	-100	-50%
4410	Office Machine Hire & Mtce	1250	1250	0	0%
4412	Stationery & New Office Equip	750	750	0	0%
4420	Publicity/Council Publications	1500	1500	0	0%
4424	Bond	5000	0	-5000	-100%
4581	Pool Table Costs	950	950	0	0%
4584	Sattelite TV Costs	3000	3000	0	0%
4585	Loan Repayment	50450	50450	0	0%
Total Over Head Expenditure		296110	322010	25900	9%
1312	Miscellaneous Income	1800	1500	-300	-17%
1314	Bistro Sales	13500	29700	16200	120%
1319	Hire Income	30000	44550	14550	49%
1320	Refreshment Income	500	743	243	49%
1321	Hire of Equipment	50	50	0	0%
1341	Pool Table Income	1000	500	-500	-50%
1507	Helford Road Cricket Facility	900	900	0	0%
1508	Helford Road Football Field	1700	1700	0	0%
1509	Helford Road MUGA	17760	18000	240	1%
Total Income		67210	97643	30433	45%
The Pavilion (Inc Sports Fac) - Net Expenditure		228900	224367	-4533	-2%

Budget assuming 0% precept

225	The Pavilion Bar	2016/17	2017/18 (Draft)		
4005	Bar Gas	550	780	230	42%
4030	Bar Wages - Casuals	21730	30802	9072	42%
4214	Stocktaking Fees	1000	1050	50	5%
4570	Bar Purchases	40000	56700	16700	42%
Total Over Head Expenditure		63280	89332	26052	41%
1315	Bar Income	83600	124146	40546	49%
Total Income		83600	124146	40546	49%
The Pavilion Bar - Net Expenditure		-20320	-34814	-14494	71%
241	Lowhills Road Community Fac	2016/17	2017/18 (Draft)		
4010	Cleaning Wages	2450	3380	930	38%
4055	Wages-lowhills Rd F/Fields	10350	5565	-4785	-46%
4079	Wages-L/Hill Rd Grounds	3130	3229	99	3%
4200	Electricity	5952	6250	298	5%
4202	Water	1995	2095	100	5%
4205	Rates	840	882	42	5%
4209	Trade Refuse Costs	250	250	0	0%
4210	Alarm System & CCTV	1014	1014	0	0%
4211	Ins XS/Vandalism	250	250	0	0%
4213	Hygiene Services	200	100	-100	-50%
4220	Window Cleaning	75	75	0	0%
4240	MiscellaneousExpenditure	500	500	0	0%
4250	Repairs & Decoration	3000	1500	-1500	-50%
4400	Telephones	250	250	0	0%
Total Over Head Expenditure		30256	25339	-4917	-16%
1307	Water Refunds - Surestart	500	525	25	5%
1308	Electricity Refund - Surestart	1400	1470	70	5%
1319	Hire Income	5500	5500	0	0%
1506	Lowhills Road Football Field	2000	2000	0	0%
Total Income		9400	9495	95	1%
Lowhills Road Community Fac - Net Expenditure		20856	15844	-5012	-24%
242	Lowhills Road Bowling Club	2016/17	2017/18 (Draft)		
4010	Cleaning Wages	566	563	-3	0%
4054	Wages-Lowhills Rd B/Green	5680	5859	179	3%
4200	Electricity	630	662	32	5%
4240	MiscellaneousExpenditure	250	0	-250	-100%
4250	Repairs & Decoration	300	6500	6200	2067%
Total Over Head Expenditure		7426	13584	6158	83%
1505	Lowhills Road Bowling Green	550	550	0	0%
Total Income		550	550	0	0%
Lowhills Road Bowling Club - Net Expenditure		6876	13034	6158	90%

Budget assuming 0% precept

261	Eden Lane Community Fac	2016/17	2017/18 (Draft)		
4010	Cleaning Wages	3580	0	-3580	-100%
4051	Wages-Eden Lane F/Fields	8080	8335	255	3%
4080	Wages-E/Lane Grounds Maint	18625	19212	587	3%
4200	Electricity	3000	0	-3000	-100%
4201	Gas	5500	0	-5500	-100%
4202	Water	2500	0	-2500	-100%
4205	Rates	1500	0	-1500	-100%
4208	Licences	500	0	-500	-100%
4210	Alarm System & CCTV	1030	0	-1030	-100%
4211	Ins XS/Vandalism	450	0	-450	-100%
4213	Hygiene Services	200	0	-200	-100%
4215	Refreshments	100	0	-100	-100%
4218	Sports Equipment	500	0	-500	-100%
4220	Window Cleaning	100	0	-100	-100%
4240	MiscellaneousExpenditure	150	0	-150	-100%
4250	Repairs & Decoration	4950	1000	-3950	-80%
4400	Telephones	200	0	-200	-100%
4406	Petty Cash	50	0	-50	-100%
4410	Office Machine Hire & Mtce	50	0	-50	-100%
4420	Publicity/Council Publications	1200	0	-1200	-100%
4475	Communication Mast Exp	2200	0	-2200	-100%
Total Over Head Expenditure		54465	28547	-25918	-48%
1210	Communication Mast Rental	7322	2400	-4922	-67%
1319	Hire Income	5200	1	-5199	-100%
1332	Activities (Classes etc)	2000	0	-2000	-100%
1502	Eden Lane Football Fields	1600	800	-800	-50%
Total Income		16122	3201	-12921	-80%
Eden Lane Community Fac - Net Expenditure		38343	25346	-12997	-34%
262	Eden Lane Depot	2016/17	2017/18 (Draft)		
4010	Cleaning Wages	4555	6196	1641	36%
4200	Electricity	5250	5513	263	5%
4202	Water	600	630	30	5%
4205	Rates	3780	3969	189	5%
4210	Alarm System & CCTV	1575	1575	0	0%
4211	Ins XS/Vandalism	250	250	0	0%
4230	Furniture	250	250	0	0%
4240	MiscellaneousExpenditure	750	500	-250	-33%
4250	Repairs & Decoration	2000	2000	0	0%
4400	Telephones	3000	1000	-2000	-67%
4410	Office Machine Hire & Mtce	3000	2000	-1000	-33%
4412	Stationery & New Office Equip	1000	2000	1000	100%
Total Over Head Expenditure		26010	25883	-127	0%
Eden Lane Depot - Net Expenditure		26010	25883	-127	0%

Budget assuming 0% precept

263	Eden Lane Bowling Club	2016/17	2017/18 (Draft)		
4010	Cleaning Wages	566	563	-3	0%
4050	Wages-Eden Lane B/Green	3880	4002	122	3%
4240	MiscellaneousExpenditure	250	0	-250	-100%
4250	Repairs & Decoration	500	1000	500	100%
Total Over Head Expenditure		5196	5566	370	7%
1501	Eden Lane Bowling Green	550	550	0	0%
	Total Income	550	550	0	0
Eden Lane Bowling Club - Net Expenditure		4646	5016	370	8%
280	Woodhouse Park	2016/17	2017/18 (Draft)		
4010	Cleaning Wages	3330	4506	1176	35%
4078	Wages-Woodhouse Park	30960	31937	977	3%
4200	Electricity	4024	4225	201	5%
4202	Water	630	662	32	5%
4206	Rent	1500	1500	0	0%
4210	Alarm System & CCTV	750	750	0	0%
4211	Ins XS/Vandalism	250	250	0	0%
4240	MiscellaneousExpenditure	1050	500	-550	-52%
4250	Repairs & Decoration	3000	4000	1000	33%
4400	Telephones	250	250	0	0%
Total Over Head Expenditure		45744	48580	2836	6%
Woodhouse Park - Net Expenditure		45744	48580	2836	6%
290	Sports Development	2016/17	2017/18 (Draft)		
4062	Wages - Sport Development	56950	58649	1699	3%
4065	Marketing	500	500	0	0%
4067	Activities/Events	12000	15600	3600	30%
4068	Equipment	300	300	0	0%
4069	Training & Development	600	0	-600	-100%
4073	Licences, Membership Ins	250	300	50	20%
4174	Clothing & Uniforms	200	200	0	0%
4215	Refreshments	50	50	0	0%
4412	Stationery & New Office Equip	150	150	0	0%
Total Over Head Expenditure		71000	75749	4749	7%
1514	Coaches Forum income	0	2000	2000	
1510	Activities Ex Classes & Events	16000	20800	4800	30%
1513	Funding Grant	5000	1000	-4000	-80%
	Total Income	21000	23800	2800	13%
Sports Development - Net Expenditure		50000	51949	1949	4%

Budget assuming 0% precept

301	Parks General	2016/17	2017/18 (Draft)		
4000	Salaries, Wages, Superan, NI	60150	64645	4495	7%
4001	Sick Pay	12390	12781	391	3%
4002	Holiday Pay	50580	52175	1595	3%
4003	Overtime	12000	12600	600	5%
4071	Wages-Dene Parks	16665	17191	526	3%
4072	Wages-Parks Attendants	57720	59086	1366	2%
4074	Wages-Misc. None Site Duties	2495	2574	79	3%
4075	Wages-General Open Spaces	25805	26619	814	3%
4076	Wages-Play Areas	15480	15968	488	3%
4174	Clothing & Uniforms	3000	3000	0	0%
4202	Water	175	184	9	5%
4211	Ins XS/Vandalism	500	500	0	0%
4240	MiscellaneousExpenditure	250	250	0	0%
4300	Equipment & Supplies	7900	7900	0	0%
4305	Manures,Fertilizers & Seeds	10000	11000	1000	10%
4310	Bedding Plants,Shrubs & Bed	20000	18000	-2000	-10%
4360	Play Equipment-Repairs	5000	5000	0	0%
4370	Tree Maint, Surveys & Services	6500	8500	2000	31%
4371	Public Seats & Bins	1500	1500	0	0%
4373	Hire of Skips	3900	6000	2100	54%
TBC	Vehicle Leasing	0	13600	13600	#DIV/0!
Total Over Head Expenditure		312010	339073	27063	9%
Total Income		0	0	0	#DIV/0!
Parks General - Net Expenditure		312010	339073	27063	9%
325	Cemetery & Burials	2016/17	2017/18 (Draft)		
4000	Salaries, Wages, Superan, NI	35815	36945	1130	3%
4200	Electricity	680	714	34	5%
4211	Ins XS/Vandalism	250	0	-250	-100%
4240	MiscellaneousExpenditure	200	1200	1000	500%
4300	Equipment & Supplies	900	1000	100	11%
4502	Vehicle Maintenance/Spares	1000	0	-1000	-100%
4701	Past Burials-Contrib to Hord	8700	4350	-4350	-50%
Total Over Head Expenditure		47545	44209	-3336	-7%
1702	Burials and Charges	12000	12000	0	0%
Total Income		12000	12000	0	0%
Cemetery & Burials - Net Expenditure		35545	32209	-3336	-9%

Budget assuming 0% precept

350	Allotments	2016/17	2017/18 (Draft)		
4000	Salaries, Wages, Superan, NI	3250	3353	103	3%
4202	Water	1260	1323	63	5%
4211	Ins XS/Vandalism	250	250	0	0%
4240	Miscellaneous Expenditure	400	500	100	25%
4300	Equipment & Supplies	500	500	0	0%
4306	Allotment Access Paths	2500	2500	0	0%
Total Over Head Expenditure		8160	8426	266	3%
1754	Allotment Rents & Water	2040	2040	0	0%
Total Income		2040	2040	0	0%
Allotments - Net Expenditure		6120	6386	266	4%
401	Town Centre Office	2016/17	2017/18 (Draft)		
4200	Electricity	310	326	16	5%
4202	Water	325	341	16	5%
4205	Rates	5410	0	-5410	-100%
4206	Rent	12000	12000	0	0%
4207	Service Charges	3090	3090	0	0%
4210	Alarm System & CCTV	600	600	0	0%
Total Over Head Expenditure		21735	16357	-5378	-25%
Total Income		0	0	0	#DIV/0!
Town Centre Office - Net Expenditure		21735	16357	-5378	-25%
410	Town Activities (S.137 Exp)	2016/17	2017/18 (Draft)		
4427	Donations	11000	11000	0	0%
4715	Clock Maintenance	515	515	0	0%
4720	Gritting Service & Bins	2000	2000	0	0%
4725	Dog Fouling Maint. & Bins	2250	2250	0	0%
TBC	Remembrance Parade	0	2000	2000	#DIV/0!
Total Over Head Expenditure		15765	17765	2000	13%
Town Activities (S.137 Exp) - Net Expenditure		15765	17765	2000	13%
430	Town Events	2016/17	2017/18 (Draft)		
4730	Peterlee Show	50000	65000	15000	30%
4733	Garden Competition	1500	1500	0	0%
4740	Fireworks Display	10000	15000	5000	50%
4742	Mayoress at Home/Carol	2000	2000	0	0%
4751	Senior Citizens	1800	1800	0	0%
4756	Summer Events	2000	2000	0	0%
4757	Childrens Pantomime	2800	3500	700	25%
TBC	Fake Festival	0	25000	25000	#DIV/0!
Total Over Head Expenditure		70100	115800	45700	65%
Total Direct Expenditure		0	0	0	#DIV/0!
TBC	Fake Festival	0	30000	30000	
1851	Peterlee Show	11000	11000	0	0%
Total Income		11000	11000	30000	273%
Town Events - Net Expenditure		59100	104800	15700	27%

Budget assuming 0% precept

901	Capital Projects	2016/17	2017/18 (Draft)		
4912	New Vehicles	38500	26000	-12500	-32%
4913	Capitalised Maint - S/Hall	50000	50000	0	0%
4920	Consultants Fees	9000	9000	0	0%
4930	Eden Lane Works	50000	25000	-25000	-50%
4940	Helford Road MUGA Sinking	45000	54000	9000	20%
4954	Organisational Strategy Fund	25000	25000	0	0%
4955	Play Equipment	25000	25000	0	0%
Total Over Head Expenditure		242500	214000	-28500	-12%
Total Income		0	0	0	#DIV/0!
Capital Projects - Net Expenditure		242500	214000	-28500	-12%
Total Budget Expenditure :		2,265,577	2467416	201839	9%
Income :		2179738	2400568	220830	10%
Net Expenditure		85,839	66848	-18991	-22%

Budget assuming 0% precept

Report to: Peterlee Town Council

Date of Meeting: 23rd January 2017

Subject: Appointment of contractor to provide play equipment for Hampshire Place play park

Report of: Ian Morris, Town Clerk
Brendan Arnell, Parks & Horticulture Supervisor

Report Purpose: To seek Council's approval to award a contract for the provision of new play equipment at Hampshire Place at a value of £24,906.50 + VAT to Kompan UK Ltd.

Background: In 2015 the Council appointment Groundwork North East & Cumbria to produce a report on the play areas provided by Peterlee Town Council. The Council received the resulting report in October 2015, and subsequently agreed to proceed with provision of new equipment at Hampshire Place, with a budget allocation of £25,000 in the 2016/7 capital budget.

In June 2016 the Parks & Horticulture Supervisor approached a number of reputable play equipment contractors and requested quotes for the provision of new equipment at Hampshire Place. Three quotes were returned, summarised as follows:

Company A – did not provide an adequate specification

Company B - £24,906.50 + VAT

Company C - £29,967 + VAT

Review of quotes: As the specifications provided by companies B & C varied considerably, the Town Clerk met with representatives from both companies to discuss the proposals and come to a view on the most economically advantageous proposal – the balance between price and quality.

The Town Clerk also met with local Members from the Acre Rigg ward to discuss the proposals provided by the suppliers.

Based on the information provided, the recommendation is to appoint company B, Kompan Uk Ltd, for the provision of the play equipment for Hampshire Place, with the costs taken from the the 2016/7 capital budget. As the contractor has expressed a desire to agree the final layout and exact specification of the equipment in consultation with local Members and resident, it is also recommended that the Town

Clerk is granted plenary powers to agree the final detail of the scheme with the contractor in consultation with local Members.

Play Area Strategy: Whilst the award of the contract for new play equipment at Hampshire Place is a positive step for the Council and local residents, the issue of the wider Play Strategy remains unresolved.

Members may recall that in January 2017 the Town Council's Scrutiny Committee began work on a 'Use of Reserves Policy' and it is recommended that this policy consider the future funding of a comprehensive Parks and Play Area Strategy as part of this work.

This will ensure that the Council is able to develop and publicise a forward plan for the refurbishment/renewal of all of the Council's play areas across the Town and allow for adequate provision to be made in future budgets/use of reserves.

An update on progress with the Use of Reserves Policy will be reported back to the Parks & Cemetery Committee and Council as soon as practicable.

Recommendations: Members are recommended to note the contents of this report and:

1. agree the award of the contract for the provision of play equipment at Hampshire Place, Acre Rigg ward, to Kompan UK Ltd as outlined in this report;
2. grant plenary powers to the Town Clerk to agree the exact layout and specification of the equipment with the contractor, in consultation with local Members; and
3. await a report from the Scrutiny Committee on proposals for a future Parks and Play Area Strategy as part of the forthcoming Use of Reserves Policy.