

PETERLEE TOWN COUNCIL

SHOTTON HALL PETERLEE COUNTY DURHAM SR8 2PH

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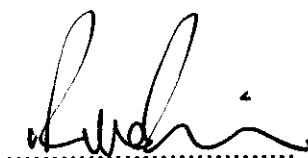
E-MAIL: clerk@peterlee.gov.uk

Your Ref:

Our Ref:

Date: 11th April 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 **TUESDAY 18TH APRIL 2017 at 6.30pm**


..... 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. PUBLIC PARTICIPATION SESSION
Will be held to allow Members of the public an opportunity to put questions to the Council
3. TO APPROVE THE MINUTES OF THE COUNCIL MEETING OF THE 20TH MARCH 2017 (Circulated)
4. THE MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE OF THE 3RD APRIL 2017 (Circulated)
5. THE MINUTES OF THE PLANNING COMMITTEE OF THE 3RD APRIL 2017 (Circulated)
Matters Arising
To advise the use of land as car wash at Peterlee Lodge Hotel, Bede Way has now been approved
6. THE MINUTES OF THE ESTABLISHMENT COMMITTEE OF THE 3RD APRIL 2017 (Circulated)
7. THE MINUTES OF THE PARKS & CEMETERY MEETING OF THE 10TH APRIL 2017 (Circulated)
8. PURCHASE OF A NEW TELEPHONY SYSTEM FOR PETERLEE TOWN COUNCIL

To seek Members approval for the award of a three year contract for

a new telephony system and telephone/broadband lines supply for
the Town Council (Circulated)

9. ASSETS OF COMMUNITY VALUE

To consider and discuss the process and powers that are available to
PTC to protect Assets of community value in local communities -
Councillor A Watson (Circulated)

10. REVIEW OF COMMITTEES

Members are asked to note the proposed revised committee
structure and provide feedback prior to its presentation to the new
Council in May 2017 (Circulated)

11. COMPLAINTS POLICY

To consider and adopt the attached policy

12. SPOKESPERSON OF THE LABOUR POLITICAL PARTY'S REPORT

13. SPOKESPERSON OF THE NEP MEMBER'S REPORT

PETERLEE TOWN COUNCIL MINUTES OF THE COUNCIL MEETING OF THE
20TH MARCH 2017

PETERLEE TOWN COUNCIL

MINUTES OF THE MEETING OF THE TOWN COUNCIL

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE

ON MONDAY 20TH MARCH 2017 at 6.30PM

PRESENT:- COUN M A CARTWRIGHT (CHAIR)

Mesdames:- S McDonnell, V Watson & K Hawley

Messrs:- G L Carne, L Cook, S Miles, C Watkins, W M Jeffrey,
D Sillito & A Watson

156. APOLOGIES FOR ABSENCE

Apologies had been submitted from Councillor K Liddell, S Simpson,
L M Wood, G Cowie, J Alvey & C J Metcalfe

**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.**

157. POLICE UPDATE

Inspector Lee Blakelock Peterlee NPT, Durham Constabulary was
not available at the meeting. A Local Member once again reported
a near miss and incidents with a youth on an off road motorbike
and a resident next to Beck Place. A Local Member made reference
to a community safety budget where bids had to be made by 28
April 2017, with a suggestion that joint bids could perhaps be put
together to install pinch points at specific locations throughout the
town to help combat the problems being experienced with off road

PETERLEE TOWN COUNCIL MINUTES OF THE COUNCIL MEETING OF THE
20TH MARCH 2017

bikes. It was suggested that perhaps a purpose built bike track should be established however it was generally felt that this would not solve the issues.

RESOLVED the information given, be noted.

158. PUBLIC PARTICIPATION SESSION

A public participation session was held to allow Members of the public an opportunity to put questions to the Council. There were several members of the public in attendance at the meeting and the Chair welcomed them to the meeting then allowed each to speak in turn. The first speaker spoke on issues relating to a pair of garages next to Balliol Close that were in need of attention. It was also reported there were issues with broken glass and dog dirt on a well used footpath next to Balliol Close.

RESOLVED the information given, be noted.

159. THE MINUTES OF THE COUNCIL MEETING OF THE 20TH FEBRUARY 2017 a copy of which had been circulated to each Member, were approved.

Matters Arising

(i) Minute Number 134 – Police Update

Members asked if any progress had been made with a) lobbying the Peterlee Community Hospital to get the parking charges removed completely and b) a representative of the AAP coming to a future meeting to explore how the Town Council could actively engage with youth provision in the Town.

RESOLVED this matters be actioned and progress be reported in due course.

160. THE MINUTES OF THE MAYOR'S COMMITTEE OF THE 20TH FEBRUARY 2017 a copy of which had been circulated to each Member, were approved.

PETERLEE TOWN COUNCIL MINUTES OF THE COUNCIL MEETING OF THE
20TH MARCH 2017

161. THE MINUTES OF THE SHOW WORKING PARTIES OF THE 23RD FEBRUARY 2017 & 13TH MARCH 2017 a copy of which had been circulated to each Member, were approved.

PRIOR TO CONSIDERATION OF THE FOLLOWING ITEM COUNCILLOR S MILES DECLARED AN INTEREST AND TOOK NO PART IN THE MATTER OR DISCUSSION WHICH ENSUED.

162. THE MINUTES OF THE MEETING OF THE TWINNING SUB COMMITTEE OF THE 27TH FEBRUARY 2017 a copy of which had been previously circulated to each Member, were noted. Members considered the report of the Town Clerk regarding financial support to this Summer's Twinning visit and following considerable discussion it was **RESOLVED:-**
- (i) approval be given for grant funding of £2,110.00 towards the costs of the 2017 twinning visit, representing a host allowance for all of the hosts living in the former EDC boundary, and towards the bowling activity, with the Town Clerk granted plenary powers to confirm the final figure with the PNFA;**
 - (ii) the Town Council fund the cost of the Farewell Evening, not to include any gratis drinks and a meal costing no more than £10.00 a head;**
 - (iii) agree the recommendations that the Council conducts a review of future twinning arrangements in conjunction with officials from Nordenham following the election of the new Town Council in May 2017.**

163. THE MINUTES OF THE SHOTTON HALL COMMITTEE OF THE 27TH FEBRUARY 2017 a copy of which had been circulated to each Member, were approved.

164. THE MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE OF THE 6TH MARCH 2017 a copy of which had been circulated to each Member, were approved.
Matters Arising

(i) Minute Number 125 - Members Initiative Fund

Members considered any final awards from their current budget and to confirm awards agreed to the Citizens Advice Bureau. The following requests were considered:-

(a) Oakerside Community Centre

RESOLVED grants be made under s19 Local Government (Miscellaneous Provisions) Act 1976 as follows:-

£250.00 from Councillor M J Thompson, **£150.00** from Councillor D Sillito, **£100.00** from Councillors Cook, W M Jeffrey and V Watson and **£95.00** from A Watson.

(b) Peterlee Cricket Club, (Junior Cricket)

RESOLVED grants be made under s19 Local Government (Miscellaneous Provisions) Act 1976 towards the cost of safety helmets for the Juniors funded by **£150.00** Councillor Sillito and **£100.00** form Councillor V Watson.

(ii) Application for Grant Funding – County Durham Citizens Advice

Members considered the report of the Town Clerk, a copy of which had been circulated advising of an application for grant funding from County Durham Citizens Advice to provide additional sessional worker support and volunteer recruitment for the Peterlee Area.

RESOLVED:-

- (i) The provision of a grant of **£12,000** for support and advice services by Citizens Advice County Durham, under s142(2A) of the Local Government Act 1972, be agreed, and
- (ii) It be agreed this proposal would be funded form a grant award from the Members Initiative Fund with any balance being taken from reserves.

165. THE MINUTES OF THE PLANNING COMMITTEE OF THE 6TH MARCH 2017a copy of which had been circulated to each Member, were approved.

PETERLEE TOWN COUNCIL MINUTES OF THE COUNCIL MEETING OF THE
20TH MARCH 2017

Councillor V Watson left the meeting at 8.05pm

166. THE MINUTES OF THE ESTABLISHMENT COMMITTEE OF THE 6TH MARCH 2017 a copy of which had been circulated to each Member, were approved.
167. THE MINUTES OF THE PARKS & CEMETERY MEETING OF THE 13TH MARCH 2017 a copy of which had been circulated to each Member, were approved.
168. THE MINUTES OF THE EXTRA ORDINARY COUNCIL MEETING OF THE 13TH MARCH 2017 a copy of which had been circulated to each Member, were approved.
169. BREWERY TENDER

Members were circulated with the report of the Town Clerk advising them of the conclusion of the procurement process to select a supplier for the Council's brewery contract and the recommendation to award a contract for the provision of draught beers, wines and packaged goods. A Local Members reported it had been a delight to work with the Brewery Tender Working Party and asked that their thanks be conveyed to the DCC Strategic Procurement Officer.

RESOLVED the contents of the report be noted and:-

- (a) the Council accept the unanimous recommendation of the Brewery Tender Working Party to approve the award of the brewery contract, as detailed in this report, to Primo Drinks for a period of 2 years plus one year on successful evaluation of contract performance: and**
- (b) the Town Clerk be granted plenary powers to agree an appropriate form of contract with support from DCC Corporate Team and in consultation with the Chair and Vice**

Chair of the Finance Committee.

170. 1 – 5 ELLISON MEADOW – PROPERTIES TO BE INCLUDED IN THE EDENHILL WARD

Members were requested to note this inclusion of properties previously aligned to the Horden Division.

RESOLVED the information given, be noted.

171. ST BEDES, OUR LADY OF THE ROSARY, BYRON COLLEGE – 20MPH SPEED LIMIT

Members were circulated with further details of the proposal to reduce traffic speeds around the school during the school drop off and pick up times where comments and views requested by DCC for no later than 31st March 2017. The Town Council had previously submitted comments they were against this proposal as they felt it would confuse motorists, and instead they suggested the County Council should consider introducing a compulsory, permanent 20mph speed limit in urban areas where people live.

RESOLVED these comments be re submitted.

172. PROPOSED ALTERATIONS TO PETERLEE TRAFFIC REGULATION ORDERS

Details from DCC on proposed alterations for O'Neill Drive, Birchwood Drive, Westway and Church Close were circulated. With reference to the parking issues at O'Neill Drive Members felt this was an ongoing problem and was as a result of bad planning.

RESOLVED the information given, be noted.

173. SPOKESPERSON OF THE LABOUR POLITICAL PARTY'S REPORT

Councillor Jeffrey commented on the parking problems outside Shotton Hall Academy stressing that recent measures were merely pushing the parking problems further along the highway. He felt school gate parking and traffic enforcement were serious ongoing issues.

RESOLVED the information given, be noted.

174. SPOKESPERSON OF THE NEP MEMBER'S REPORT

Councillor A Watson also spoke on school gate and parking issues. He reported on a recent layby being built in Southway which unfortunately had not addressed the parking problems there. He felt it was a culture problem and if the streets could be made safe then children could walk to school.

RESOLVED the information given, be noted.

THE MINUTES OF THE MEETING OF THE
FINANCE AND GENERAL PURPOSES COMMITTEE
HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE
ON MONDAY 3RD APRIL 2017 AT 6.30PM

PRESENT: COUN K HAWLEY (CHAIR)

Mesdames:- S Simpson, V Watson, K Liddell &
M A Cartwright

Messrs:- G L Carne, L Cook, W M Jeffrey, S Miles,
C Watkins & 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.

130. APOLOGIES FOR ABSENCE

Apologies had been submitted and accepted from Councillors S McDonnell, D Sillito, C J Metcalfe, C Robbins, R Kyle, J Alvey and G Cowie.

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

131. The Minutes of the Last Meeting a copy of which had been previously circulated, were approved.

132. Report of the Scrutiny Meeting of the 3rd March 2017

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

RECOMMENDED the minutes be accepted.

133. The Report of the Finance Sub Committee Meeting of the 2nd March 2017 a copy of which had been circulated to each Member, was approved.

134. Publications, Minutes, Bulletins etc

(a) Direct Information Service Issues 903 & 904 – NALC News, other news, planning, rural affairs & events

(b) Councillor & Chairmanship Training – date to be agreed

(c) New Public Space Protection Order, (PSPO), to be introduced 1 June 2017 where it will become a fineable offence in County Durham to:-

- Allow a dog to stray
- Failure to put a dog on a lead when asked by an authorised officer;
- Allow dogs into fenced off designated play areas

The existing offence for allowing a dog to foul without picking up will continue. The Town Clerk reported that he was currently looking into Town Council Officers being trained to be an Authorised Officer, to carry out enforcement, and issue fixed penalty notices, on a voluntary basis.

The majority of the information given had been received via CDALC. 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. FURTHER RECOMMENDED further details on the PSPO enforcement in relation to dog fouling, be awaited.

135. Request for Concessionary use of the Council's Facilities

(a) Shotton Hall Banqueting Suite, Thursday 13th April 2017, Sportsman Dinner, Peterlee Cricket Club

Members considered the request from Peterlee Cricket Club to use the Banqueting Suites at a concessionary rate on 13th April 2017 for a Sportsman's Dinner.

RECOMMENDED free use be granted as a concession under s19, Local Government (Miscellaneous Provisions) Act 1976, subject to a minimum of 150 persons attending.

Prior to consideration of the following item Councillor Cartwright declared an interest.

(b) The Pavilion, Friday 28th April 2017, Charity Night, raising funds for MIND and Alzheimer's

RECOMMENDED that free use not be agreed as it was to an individual, however the Mayor grant an award through her Charity Appeal Fund.

(c) Shotton Hall, garden and lawned areas 23/24/25 May 2017, Outdoor & Adventurous Activities, Easington School Sports Partnership

RECOMMENDED free use be granted as a concession under s19, Local Government (Miscellaneous Provisions) Act 1976, for this event.

136. Letter of Thanks & Appreciation

Members were circulated with this expression of thanks and appreciation following the recent grant being awarded to this organisation.

RECOMMENDED the information given, be noted.

137. Purchase of a new telephony system and the rental of lines

RECOMMENDED this report be considered at a future meeting.

138. Peterlee Show – Catering Tenders and Sunday Entertainment

Members were presented with the list of catering options and the tender amounts received to attend this year's Show all of which were agreed, as detailed in the report. Members considered the options for entertainment for the Sunday afternoon of the Show and it was **RECOMMENDED** Sheridan the Dog on a bike be booked for the Show,

plus other walkabout characters, (budget permitting). FURTHER RECOMMENDED the tenders received for coffee – Barista Sisters of Darlington; general food – Kindersley’s from Hartlepool; ice cream – Monster Whippy from Blackhall; sweets – Sweets of Yesteryear, Hetton le Hole; and speciality foods – Ronnie’s Plaice, Gateshead, Memories of the Blackforest from Gosforth, Charlton’s from Peterlee and other foods – Lilly’s Coffee & Donuts from Hetton le Hole, Sweets of Yesteryear form Hetton le Hole, Truly Madly Pizzas from Seaham, at the prices detailed in the report, to the total of £4,620.00, be accepted.

PETERLEE TOWN COUNCIL

MINUTES OF THE PLANNING COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL,
PETERLEE

ON MONDAY 3RD APRIL 2017

PRESENT: COUN K HAWLEY (CHAIR)

Mesdames:- S Simpson, V Watson, K Liddell &
M A Cartwright

Messrs:- G L Carne, L Cook, W M Jeffrey, S Miles,
C Watkins & A Watson

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

41. APOLOGIES FOR ABSENCE

Apologies had been submitted and accepted from Councillors S McDonnell, D Sillito, C J Metcalfe, C Robbins, R Kyle, J Alvey and G Cowie.

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

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

43. PLANNING APPLICATIONS

MINUTES OF THE PLANNING MEETING OF THE 3RD APRIL 2017

Members were advised the following planning applications had been submitted to Durham County Council since the last meeting of this Committee:-

- (i) 8 Elliott Road, two storey side extension
- (ii) 19 Tees Close, single storey extension
- (iii) 146 Oakerside Drive, construction of pitched roof over existing dwelling

RECOMMENDED the information given be noted and no comments be given.

PETERLEE TOWN COUNCIL

THE MINUTES OF THE ESTABLISHMENT COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL
PETERLEE

ON MONDAY 3RD APRIL 2017

PRESENT: COUN K HAWLEY (CHAIR)

Mesdames:- S Simpson, V Watson, K Liddell &
M A Cartwright

Messrs:- G L Carne, L Cook, W M Jeffrey, S Miles,
C Watkins & 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.**

67. APOLOGIES FOR ABSENCE

Apologies had been submitted and accepted from Councillors S
McDonnell, D Sillito, C J Metcalfe, C Robbins, R Kyle, J Alvey and G
Cowie.

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

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

69. Notification of New Steward

Members noted receipt of a letter from the Union Unison advising that Mrs Hugill was the duly nominated UNISON shop steward for members working at Peterlee Town Council.

RECOMMENDED the information given be noted.

70. Overtime & Additional Costs Report

Members considered an overtime report and facilities staffing report.

RECOMMENDED the overtime report be accepted.

71. Absence Report

The Sickness Absence Report, detailing sickness absence figures for the previous month and for 2016/17, had been circulated to each Member for information. A Local Member made reference to an incentive/reward for 100% attendance by staff and it was agreed that the Town Clerk would research good practice in the sector and report back to the Committee as appropriate.

RECOMMENDED the contents of the report be accepted.

PETERLEE TOWN COUNCIL

MINUTES OF THE MEETING OF THE PARKS &
CEMETERY COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL

ON MONDAY 10TH APRIL 2017 AT 6.30PM

PRESENT: COUN L COOK (CHAIR)

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

Messrs: G L Carne, C Watkins, S Miles, W M Jeffrey,
R Kyle & A Watson

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

71. APOLOGIES FOR ABSENCE

Apologies had been submitted and accepted from Councillors L M Wood, C Robbins, C J Metcalfe, H Bennett MBE & G Cowie.

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

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

73. MAINTENANCE OVERVIEW

Members considered the report of the Parks Supervisor giving an update on the Eden Lane Quarry project, Woodhouse Park/Helford Road, (under 7's football pitches), Leisure Gardens sites and Eden Lane Cemetery. There was discussion on the type of fencing for the Eden Lane quarry site and it was felt something less industrial and more

aesthetic would be preferred. On considering the fencing of the site reference was made to the fly tipping and it was asked had there been an increase in the fines being applied by DCC for fly tipping. It was reported there had been a site inspection of the two bowling greens and a further report would be made to Committee following this visit with the outcome.

RECOMMENDED:-

- (i) the information contained in the progress report, be noted;**
- (ii) fines for fly tipping be looked into and publicised on the Town Council's web site/social media;**
- (iii) a further report be made on the outcome of the visit to the two bowling greens.**

74. NORTHUMBRIAN WATER: IMPROVEMENT WORK TAKING PLACE ON OUR AREA

Members were circulated with details of works by Northumbrian Water at Wapping Burn rising main beginning on 3 April through to Friday 3 November 2017.

RECOMMENDED the information given, be noted.

75. EDEN PARK SECONDARY DRAINAGE OPTIONS SCHEME

Members were circulated with a report advising of the need to address drainage problems at Eden Lane sports field and recommend the award of a contract to install a secondary drainage sand silt system to Turfcare Specialists Ltd.

There was considerable discussion on the use of the pitches and the commitment already made to improving the facilities at Eden Lane in partnership with Horden and Peterlee Rugby Club.

RECOMMENDED a further report be prepared giving details on the pitch usage, current and future aspirations, along with details on other capital project expenditure that was projected for Eden Lane.

76. SITE MANAGEMENT PLAN FOR YODEN VILLAGE QUARRY

Members were circulated with a draft Site Management Plan for the Yoden Village Quarry, for discussion and feedback on the recommendations to encourage physical and intellectual access to the site (see page 15) made in the report. It was agreed this was a tremendous opportunity for the Town Council to work in partnership to develop this 10 year Management Plan with such an important and unique site.

A Local Member asked could a report be made to DCC regarding the public toilet facilities at Crimdon Dene.

RECOMMENDED the contents of the Management Plan be accepted and further progress with the site, be awaited.

77. PLAY AREAS

The Mayor reported she had members of the public in touch with her about the condition of the play areas, in particular making reports of broken glass. The Parks Supervisor gave details of the daily, weekly and yearly inspections carried out on all of the play areas. The Town Clerk advised that although there was a process already in place, if the public were getting in touch about problems, then this needed to be considered to make improvements to address these shortfalls.

RECOMMENDED a further report be made to Council on the inspection and cleaning etc of the Councils play areas.

Report to: Peterlee Town Council

Date of Meeting: 18th April 2017

Subject: Purchase of a new telephony system for the Town Council

Report of: Kay Tweddle, Deputy Town Clerk

Report Purpose: To seek Members approval for the award of a 3 year contract for a new telephony system and telephone/broadband lines supply for the Town Council.

Background: The current telephone system at Shotton Hall has been in place for approximately 20 years. The hardware is fast becoming obsolete and replacement handsets are now becoming difficult to source. The system is out of date and needs to be upgraded to cope with the demands and aspirations of the Town Council and its customers.

Problems encountered with the current system include:

- Obsolete hardware that is increasingly costly to maintain;
- Lack of a 'call attendant' (answer phone, automatic switchboard, etc) function;
- Lack of personal voicemail;
- Lack of direct dial numbers for departments/individual staff;
- Lack of intelligent call routing e.g. hunt groups;
- Limited internal call transfer capability;
- Lack of capability for conference calling;
- No capability for call monitoring/management reporting on call traffic, waiting times, popular numbers, missed calls, etc.

The current situation results in an old-fashioned, non-fit-for-purpose system that can be frustrating for customers/members of the public, contractors and partners, and staff alike. The age of the hardware also poses a significant risk in so much as a serious hardware failure could potentially render the whole system redundant.

Over the past few months the Deputy Town Clerk and Town Clerk have researched a number of potential options for on-site, hosted and hybrid telephony system solutions. This research has included meeting with a number of bona fide technology and service providers.

Based on this research a basic specification was drawn up for the provision of a new telephony system for the three main sites of the

Town Council at Shotton Hall, Eden Lane and the Helford Road Pavilion. This specification was sent to three potential suppliers to seek estimates, in line with the Council's Financial Regulations.

Procurement:

Three companies were approached to provide a new telephone system, to include:

- Provision of telephone lines and fibre broadband to Woodhouse Park, Eden Lane, Lowhills Road, Shotton Hall and the Helford Road Pavilion
- UK Landline and UK Mobile calls from Council landline numbers
- Telephone system, desk handsets, cordless handsets, voicemail software, mobile extensions, automated attendant and SIP trunk capability
- Staff Training
- Annual Maintenance
- Installation and programming

Companies A & B submitted proposals and pricing based on the same industry-leading core system: the NEC SV9100. Company C proposed a fully hosted system with a significantly different specification which upon further evaluation is not appropriate for the Council's needs. As such company C's pricing has been discluded from this evaluation.

In summary, the total cost of ownership over the 36 month contract period proposed by companies A & B are as follows:

Company A - £24,678

Company B - £22,812

Company B, Russell Telecom, is the cheapest supplier and is also the supplier used by Durham County Council. Russell Telecom have recently re-won the contract for the provision of all of DCC's telephony services (including schools) for the 3rd successive 4-year term and are also suppliers to Darlington Borough Council, Newcastle and Sunderland City Councils and Gateshead MBC.

Costs:

It is proposed that to avoid leasing costs the hard-wear required for the initial installation is purchased as a one-off payment from reserves of £4,995. This will save the Council in the region of £1,125 in lease hire costs over the 3 year period.

The approximate monthly costs for line rental and system maintenance over the three year contract period will be as follows:

Year 1: £462 pcm (year one includes free maintenance)

Year 2 & 3: £512pcm (includes £600 per annum maintenance fee)

It should be noted that these figures are indicative only, based on an analysis of the last year's call volumes. Actual costs will be dependent on actual call volume and charges. Russell Telecom have suggested that actual charges could well be lower than this as there is potential to reduce the total number of lines that the Council operates during/after the installation process.

For comparative purposes, the average monthly cost of the Council's current telephone system in 2016/17 was £790 pcm, suggesting that the new system has the potential to save the Council in excess of £300 pcm in revenue expenditure over the course of the contract.

Monthly revenue costs of the system will be met from current operational budgets.

Change control:

The new hardware and software features will present a new way of working for staff and full training will be provided as part of the installation project before the current system is decommissioned. There will of course be a period for the physical changeover of systems and this will be arranged for outside normal office working hours to limit any down time.

The price submitted by Russell Telecom includes full on-site staff training.

Three reasons to support this proposal are as follows:

- A reduction in revenue running costs to the council of c£300 pcm;
- The current system is beyond repair and has no maintenance regime which is a risk to the business;
- An improved and more professional service for users and customers including hold music, voicemail, direct dial, site to site transfers of calls, and management information on call volumes etc

Recommendations: Members are recommended to approve the award of a 36 month contract for a new telephone system as detailed in this report to Russell Telecom, and:

- Agree an up-front payment of £4,995 for the purchase of the telephony system hardware;
- Agree the transfer of all of the Council's landlines and broadband connections to Russell Telecom;
- Grant the Town Clerk plenary powers to progress the installation and commissioning of the new system with Russell Telecom.

Nominations Received					Decision		Notice to dispose			
Our Ref	Nomination	Property Type	DCC Property (Owner)	Nominated by	Actual Date Decision to list	Delegated Authority Report Reference	Receipt of notice to dispose	Receipt from Community group to be treated as preferential bidder	Site notice published	End of protected period
SUCCESSFUL NOMINATIONS										
003-14	Sedgefield Library, Front Street, Sedgefield, County Durham, TS21 3AT	Library	Yes	Sedgefield Town Council	14/04/2014	RED 1434				
004-14	Middleton-in-Teesdale Field Study Centre Bridge Street, Middleton-in-Teesdale, County Durham, DL12 0QB	School Outdoor Centre (Surplus)	Yes	Upper Teesdale Agricultural Support Services	20/05/2014	RED 1517	03/11/2014	10/11/2014	3/11/2014	
005-14	Woodleigh, Barnard Castle Flatts Road, Barnard Castle, County Durham DL12 8AA	Administrative Office	Yes	Barnard Castle Town Council	20/05/2014	RED 1516	19/09/2016		20/09/2016	
007-14	Stanley Day Centre Wear Road, Stanley, County Durham, DH9 6HH	Surplus	Yes	Derwentside CVS	23/07/2014	RED 1613	03/11/2014	10/11/2014		02/05/2016
008-14	Middleton-in-Teesdale Ambulance Station (Disused) Masterman Place, Middleton-in-Teesdale, County Durham, DL12 0ST	Ambulance Station (disused)	No	Durham Dales Enterprise CIC (DDECIC)	10/11/2014	RED 1766	16/06/2016	11/07/2016		
010-14	Trimdon Village Library Church Road, Trimdon, County Durham, TS29 6PY	Library	Yes	Trimdon Parish Council	February 2015	RED 2931				
011-14	Middridge Village Hall Walkers Lane, Middridge, Newton Aycliffe, Durham DL5 7JN	Village Hall	No	Middridge Parish Council	10/11/2014	RED 1767				
012-14	Middridge The Bay Horse Southside, Middridge, Neton Aycliffe, Durham DL5 7JD	Public House	No	Middridge Parish Council	10/11/2014	RED 1767				
013-14	Middridge Allotments Shildon Road, Middridge, Newton Aycliffe, County Durham, DL5 7JA	Allotment	Yes	Middridge Parish Council	20/01/2015	RED 2915				
014-14	Sedgefield Library Car Park Front Street, Sedgefield, County Durham, TS21 3AT	Car Park	Yes (Part)	Sedgefield Town Council	20/01/2015	RED 2916				

LIST OF ASSETS OF COMMUNITY VALUE

001-15	Fervymount Residential Care Home North Street, Ferryhill, County Durham, DL17 8HX.	Residential Care Home	Yes	The Social Resource Centre Ltd	05/03/2015	RED 2943	19/03/2015	8/04/2015	19/03/2015	N/a
006-15	Sedgefield Methodist Church North End, Sedgefield, County Durham, TS21 3BT	Place of worship (Church)	No	Sedgefield Town Council	15/10/2015	RED 2226	19/09/2016		20/09/2016	
001-16	Square & Compass PH 7 The Green, Cornforth, County Durham, DL17 9JQ.	Public House	No	Durham CAMRA (Contact - Mr D Thornton)	23/03/2016	RED 2464				
002-16	E cafe 31 and 32 Market Street, Ferryhill, County Durham, DL17 8JH	E cafe	No	Immanuel Christian Fellowship	23/03/2016	RED 2463	04/05/2016	05/05/2016	06/05/2016	N/a
003-16	The Cross Keys Inn Front Street, Esh, County Durham, DH7 9RQ.	Public House	No	Cross Keys Esh Supporters (Contact - Mr A J Hardwick)	03/05/2016	RED 2523				
004-16	Stapylton Arms The Green, Hawthorn, Seaham, County Durham, SR7 8SD	Public House	No	Hawthorn Parish Council	20/06/2016	RED 2597	22/09/2016	N/a	22/09/2016	22/03/2018
005-16	The Bridge Inn Whorlton, County Durham, DL12 8XD. (Revised boundary to listing)	Public House	No	Whorlton & Westwick Parish Council	20/06/2016	RED 2678				
006-16	The Smelters Arms Car Park, Front Street, Castleside, County Durham, DH8 9AR	Public House	No	Healeyfield Parish Council	20/06/2016	RED 2599				
007-16	The Dun Cow Primrose Hill, Bourmoor, Houghton-le- Spring, DH4 6DY	Public House	No	Durham CAMRA (Contact - Mr D Thornton)	28/07/2016	RED 2677				
008-16	Millbank Arms, Barningham	Public House	No	Darlington CAMRA (Contact - Mrs J Betts)	06/09/2016	RED 2755				
010-16	Shotley Bridge Community Hospital Shotley Bridge Consett County Durham DH8 0NB	Hospital	No	Greater Consett Labour Party	19/12/2016	RLS 340				

LIST OF ASSETS OF COMMUNITY VALUE

[illegible]



Right to Bid (Assets of Community Value)

Background

The Localism Act introduces a Community Right to Bid (Assets of Community Value) which aims to ensure that buildings and amenities can be kept in public use and remain an integral part of community life.

Locality, and previously the DTA, has called for a similar piece of legislation like this ever since 2003, when the Land Reform (Scotland) Act 2003 came into force. This stimulated a series of community land buy-outs in Scotland with more than half of the Western Isles now in community ownership. The Right to Bid therefore marks an important symbolic and legislative step forward in the drive to increase community asset ownership in England.

How will the Right to Bid work?

Under the Localism legislation, voluntary and community organisations and parish councils can nominate an asset to be included in a 'list of assets of community value'. The local authority will then be required to maintain this list. If the owner of a listed asset then wants to sell the asset a **moratorium period** will be triggered during which the asset cannot be sold. This is intended to allow community groups time to **develop a proposal and raise the required capital to bid** for the property when it comes onto the open market at the end of that period.

What is the procedure for including land on the 'assets of community value' list?

- The local authority will determine the format of the list, any modifications made to any of the entries on the list and any removal of an entry from the list.
- A community nomination must come from a parish council, a community council or a locally connected voluntary or community body. The nomination has to be made for land or buildings in the nominee's local area.
- If the local authority deems that the asset does have community value, and it is in their local area, then it will add that asset to the 'assets of community value' list.
- If the nomination is unsuccessful the local authority must notify the nominee in writing and provide an explanation as to why the nomination was unsuccessful.
- The local authority must notify the landowner, the occupier and the community nominee of any inclusion or removal of an asset to the list.
- A landowner can ask the local authority to review the inclusion of the asset from the list and there will be a process for an appeal to an independent body.
- The local authority must also maintain a list of 'land nominated by an unsuccessful community nomination'.
- If land is included in the list of assets of community value it will remain on that list for five years.

What is defined as 'community value'?

A building or piece of land will be deemed to have community value only if:

- The use of the land or building currently, or in the recent past, furthers the social well-being or cultural, recreational or sporting interests of the local community.
- This use (as described above) of the building will continue to further the social well-being or interests of the local community.
- The use of the building or land must not be deemed 'ancillary', i.e. of secondary purpose. This means that the use of the land or building to further social well-being or interests of the community must be its principle use.
- The regulations set out by the Secretary of State will provide more detail on assets that will be exempt from listing and who has the power to make this exemption.

What is the Moratorium period?

If a building or piece of land is listed as an 'asset of community value' and the owner wants to sell the asset, they must inform the local authority. This will then trigger a moratorium period. **During a moratorium period the owner cannot conclude the sale of the asset.**

There are two moratorium periods to note, both of which start from the date the owner of the asset notifies the local authority of their intention to sell the asset:

- **'Interim moratorium period'** - this is a six week period during which a community group wishing to bid for the asset must notify the local authority that they wish to be considered as a potential bidder. If this does not happen the owner can proceed to a sale.
- **'Full moratorium period'** - this is a six month period during which a community group can develop a proposal and raise the capital required to purchase the asset.

There is also a **'protected period'** of 18 months from the same start date to protect the owner from repeated attempts to block a sale.

*Please note there are some circumstances when the disposal of an asset that is listed as having community value can be exempt from the regulations concerning the moratorium period.

These include:

- If the disposal is a gift
- If the disposal is made between members of the same family.
- If the land or building being disposed of is part of a bigger estate.
- If the disposal is of a building or piece of land on which going-concern business is operating, provided that the sale is to a new owner to continue the same business (for example if an owner of a pub wants to sell the pub to a new owner, to continue running it as a pub).

Why is the Community Right to Bid so important?

In short, community asset ownership can stimulate social, environmental and economic growth and regeneration.

In neighbourhoods across the country there are buildings and amenities that are integral to the communities that use them. This could be a village shop, a pub, a community centre or a library for example. Many provide a base from which to deliver public services to the local community. The closure or sale of such buildings and amenities can create lasting damage in communities and threaten the provision of services. The Right to Bid offers greater opportunity for communities to keep such buildings in public use and ensure they remain a social hub for the community.

Evidence from the Asset Transfer Unit¹ suggests that many community assets are already used to support enterprise activities and new businesses. The recently published Portas Review² - an independent review into the demise of high streets and town centres across England- supports this view and promotes the use of the Right to Bid to empower communities to stimulate local economic growth. The report suggest that the numerous empty shops and buildings that make up many high streets in England could surely be put to better use by members of the community who have innovative ideas for enterprise ventures and new businesses. Whilst the Right to Bid will not make this happen overnight, it does lay the foundations for community groups to take their first steps towards acquiring an asset and this must surely be welcomed.

¹ See <http://atu.org.uk/> for case studies.

²Portas, M (2011) http://www.maryportas.com/wp-content/uploads/The_Portas_Review.pdf

Report to: Peterlee Town Council
Date of Meeting: 18th April 2017
Subject: Peterlee Town Council – Review of Committee Structures
Report of: Kay Tweddle, Deputy Town Clerk

Report Purpose: To seek consideration and feedback on a proposed new committee structure for the Town Council to operate from May 2017

Background: As per the Local Government Act 1972, s101 (1)(2) 102, a local authority may arrange for the discharge of any of their functions (a) by a committee, a sub committee or an officer of the authority: or (b) by any other local authority.

In the Town Councils Standing Orders produced in 1979/80 the list of Committees was given as follows:-

Finance & General Purposes
Arts and Information
Parks
Establishment
Planning
Carnival
Joint Consultative Health & Safety
Clerks Advisory.

Over the past several years the Clerks Advisory meeting has been disbanded and then resurrected and then disbanded. More recently the Show Meeting has been made a working party following a number of non-quorate meetings and the Health and Safety and Shotton Hall Sub Committees established to include all Members.

According to Standing Orders, every committee appointed by the Council may appoint a sub-committee for the purposes to be specified by the Committee.

The Town Clerk and Deputy Town Clerk have reviewed the current operation of the existing committee structure as well as researching good practice from other Town Councils of similar size. On 7th April a summary of these findings were presented to the Scrutiny Working

Party, who made a number of changes to the proposals. The contents of this report reflect the amended version of the proposed new Committee structure to adopted by the Council as part of the Annual Meeting in May 2017.

Issues to consider There are several matters that need to be addressed in considering a new structure as follows:

- currently there is no reporting structure for Sports Development & Well Being, but this is an important and growing area of the Council's services;
- engaging with Members, low attendance at some committees, and committees not being quorate e.g. Show Committee being changed to a working party to enable it to function in the event of low attendance
- engaging with the public and the "Asda test"
- what structure would serve the council better and going into the future?

Suggestions

& Aim of a restructure

It is suggested that:

- Main meetings will remain on a Monday night and on a calendar month four week cycle, first second and fourth week; (third week for any working parties/sub committees that may be required);
- the number of committees required to conduct Council business is reduced;
- decision-making powers and budgets are delegated to the two main committees to enable more meaningful debate and speed up the decision-making process;
- draft minutes for each committee are drafted within 3 days of the meeting, agreed with the Chairman of the committee and then immediately published as draft minutes. The published draft minutes would be approved/amended at the next available meeting;
- below the three main committees (Council, Resources, and Community & Wellbeing) the sub-committees are made up of 12 members and not the full 22 as per current practice. This will reduce the burden on individual members, enable members to come forward to be part of committees that appeal to their areas of interest or expertise, and reduce the requirements for quorate meetings from 8 members to 4 members.

- Introduce much clearer responsibilities, delegated authorities and budgets for all of the standing committees.
- Continue to use 'working parties' as task and finish groups of Officers, Councillors, members of the public and external experts to help with specific projects or problems. Examples of some of the suggested working parties under the new structure is provided in the attached draft structure plan. These are indicative only, and it is envisaged that each of the new committees would establish their own working parties at, or soon after, their first meetings.

The Scrutiny Working Party has recommended that a briefing event be held on the evening of Tuesday 9th May for all Members of the Council to be introduced to senior members of staff, be provided with new induction packs, and to receive a detailed presentation on the new Committee structure prior to its formal adoption at the Council's Annual Meeting.

Political parties:

Unlike with Principal Authorities, there is no statutory requirement for Town Council's committees to reflect the political makeup of the wider Council. However, it is taken as good practice for Town Council's to encourage a fair balance of representation of the political parties present within the Council.

Having taken advice from NALC and SLCC on the matter, the Town Clerk is advising that members adopt a policy of seeking to appoint membership of the various committees in such a way as to reflect the political makeup of the new Council. For example:

New Council	22 members	11 members Party A, 8 Members Party B, 3 Member independent
Sub-Committee	12 members	6 members Party A, 4 members party B, 2 Members independent

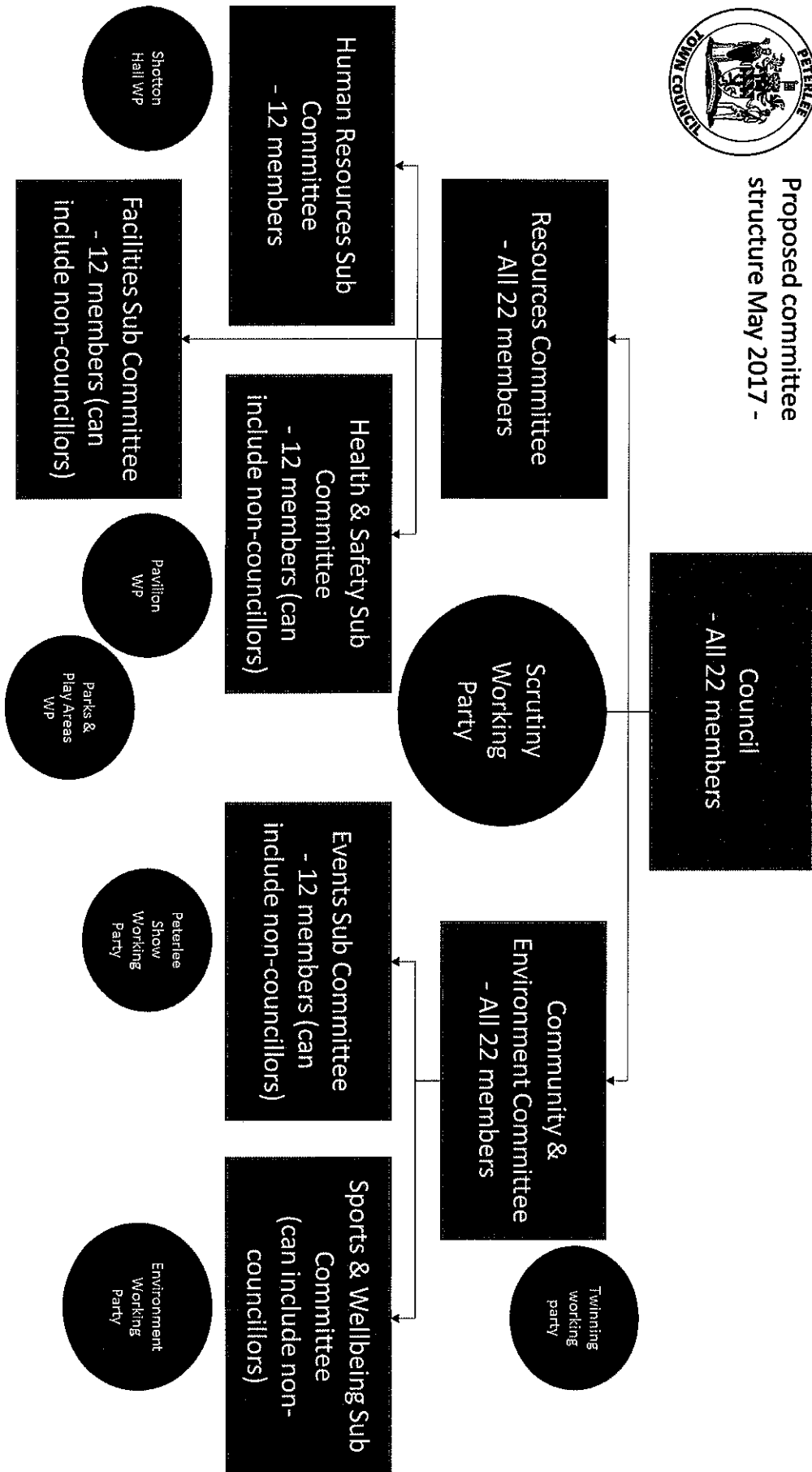
In the situation where one or more party was not able to fill their allotted seats then membership could be filled by offering to all members, or by co-option (if the committees terms of reference allowed).

Recommendations:

Members are recommended to note the content of the report and provide feedback at the meeting.



Proposed committee structure May 2017 -



Committee Name:	Peterlee Town Council
Reports to:	n/a
Membership:	All 22 elected members of the Council (quorum = 8)
Chair & Vice Chair:	
Responsibilities:	<p>All business of the Council, including all statutory powers and duties of the Council. Specifically including:</p> <ul style="list-style-type: none"> - Setting the final annual budget and the precept - Approving the annual return and accounting statements - Approving the annual governance statement - borrowing - declaring eligibility for the power of well-being - approve any grant, contract or single financial commitment of £30,000 or more
Delegated authority:	n/a as the Council has authority for all council decisions
Budgets:	All budgets
Meeting Frequency:	Annual Meeting in May 2017 and then 4 th Monday of the month thereafter
Public and Press access to meeting:	Yes, with specific public questions item on agenda
Council Officers advising the Committee:	Town Clerk and all senior Managers of the Council

Committee Name:	Resources Committee
Reports to:	Council
Membership:	All 22 elected members of the Council (quorum = 8)
Chair & Vice Chair:	
Responsibilities:	<p>Responsible for the overall control and management of the Council's money, people, building and land resources including:</p> <p>Finance</p> <ol style="list-style-type: none"> 1. Oversight of capital and revenue expenditure, budget process and financial performance (excluding agreement of final annual budget, accounts and governance statement); 2. payment of accounts; 3. arrangements for the collections of revenues and accounts due to the Council and to recommend necessary directions for their recovery; 4. receipt of quarterly budget reports; 5. consideration of applications for financial assistance and grants from outside bodies; 6. receiving reports and recommendations from both the Council's internal and external Auditors and monitoring the implementation of approved action plans; <p>Corporate</p> <ol style="list-style-type: none"> 8. response to consultation documents where other Committees do not take the lead; 9. advising the Council in the formulation of the Council Plan; 10. oversight of the development and delivery of the Council's performance management framework; 11. oversight of insurance in respect of the Council's property, Members and employees; 12. oversight of strategic and operational issues for the acquisition and development of Information Technology for the Council; 13. oversight of the Council's Risk Management Strategy; 14. reviewing standing orders and financial regulations as required and at least every 3 years; 15. to authorise Members attendance at conferences, courses and meetings; 16. to make appointments to outside bodies between Annual Meetings of the Council <p><u>Asset Management</u></p> <ol style="list-style-type: none"> 17. To recommend on the acquisition and renewal of council vehicles, plant and machinery and the discharge of all statutory duties relating to their maintenance and condition; 2. To determine overall strategic asset management priorities on a medium term basis by maintaining the asset plan.

Specific delegated authority:	approval of expenditure of less than £30,000 provided that this is met from within approved budgets Virement between budgets of more than 15% of budget value (Virement of 15% or less is delegated to the RFO) reviewing and approving Council policies with the exception of standing orders, financial regulations and code of conduct
Delegated Budgets:	Civic & Central Costs Democratic Costs Corporate Management Town Activities (including s137) Capital Projects
Meeting Frequency:	1 st Monday in every month except May and August
Public and Press access to meeting:	Yes
Council Officers advising the Committee:	Town Clerk and all Senior Managers of the Council

Committee Name:	Community & Environment Committee
Reports to:	Council
Membership:	All 22 elected members of the Council (quorum = 8)
Chair & Vice Chair:	
Responsibilities:	<p>Responsible for the overall control and management of the Council's community and environment services including parks, play areas, recreation, sports and well-being, and community engagement activities, including:</p> <p><u>Public space, Parks & Play Areas:</u></p> <ol style="list-style-type: none"> 1. oversight of the use, care, management, regulation and control of all parks, play areas, sports and recreation grounds, open spaces, and amenity areas of the Council; 2. exercising the powers and duties of the Council as burial authority including the provision, care and management of Peterlee cemetery; 3. exercising the powers and duties of the Council for the provision of allotments (Leisure Gardens) across the council's two leisure gardens sites; <p><u>Sports and Wellbeing:</u></p> <ol style="list-style-type: none"> 4. oversight for the provision of sports and wellbeing development by the Council, including support for sports clubs, societies, and classes; 5. promotion of physical and mental wellbeing improvement through the council's internal and external policies, services and resources; 6. oversight of the council's provision of events, conferences, weddings and other social occasions from the council's land or premises <p><u>Council & Democracy:</u></p> <ol style="list-style-type: none"> 7. oversight of civic and ceremonial functions of the Town Council including public relations and marketing; 8. oversight of all electoral matters affecting the council; 9. promotion of public engagement in the council's services and functions.
Specific delegated authority:	<p>For those services and budgets that fall within the auspices of the responsibilities of the committee:</p> <ul style="list-style-type: none"> - approval of expenditure of less than £30,000 provided that this is met from within approved budgets - variation between budgets of more than 15% of budget value (variation of 15% or less is delegated to the RFO) - reviewing and approving Council policies
Delegated Budgets:	Shotton Hall Banqueting Suite, Bar & Catering The Pavilion

	Lowhills Road Community Facility Lowhills Road & Eden Lane Bowling Clubs Eden Lane Depot Woodhouse Park Sports Development Parks General Cemetery & Burials Allotments Town Events
Meeting Frequency:	2 nd Monday of every month except May and August
Public and Press access to meeting:	Yes
Council Officers advising the Committee:	Town Clerk /Deputy Town Clerk Sports Development Officer Parks & Horticulture Supervisor Events Coordinator

Committee Name:	Human Resources Sub-Committee
Reports to:	Resources Committee
Membership:	12 Members of the Council (quorum = 4) Due to the confidential nature of much of the business of this committee membership will not be available to non-councillors.
Chair & Vice Chair:	
Responsibilities:	1. To make recommendations to the Resources Committee with regard to Human Resources policies and practices for the Town Council; 2. To appoint an Appeals Panel if required under a council policy; 3. To appoint the Town Clerk's appraisal committee
Specific delegated authority:	appointment of Appeals Panel appointment of Town Clerk's appraisal committee
Delegated Budgets:	none
Meeting Frequency:	Quarterly or as required.
Public and Press access to meeting:	No.
Council Officers advising the Committee:	Town Clerk/Deputy Town Clerk

Committee Name:	Health & Safety Sub-Committee
Reports to:	Resources Committee
Membership:	12 Members of the Council (quorum = 4) The Committee may appoint non-councillors as standing or co-opted members as required.
Chair & Vice Chair:	
Responsibilities:	1. To make recommendations to the Resources Committee with regard to Health & Safety issues, policies and practices for the Town Council; 2. To receive reports from council officers on accident and incident monitoring.
Specific delegated authority:	n/a
Delegated Budgets:	none
Meeting Frequency:	Quarterly or as required.
Public and Press access to meeting:	No.
Council Officers advising the Committee:	Town Clerk and all Senior Managers of the Council

Committee Name:	Facilities Sub-Committee
Reports to:	Resources Committee
Membership:	12 Members of the Council (quorum = 4) The Committee may appoint non-councillors as standing or co-opted members as required.
Chair & Vice Chair:	
Responsibilities:	1. To make recommendations to the Resources Committee with regard to the Facilities of the Town Council including stock condition, building management, fire and security issues.
Specific delegated authority:	n/a
Delegated Budgets:	none
Meeting Frequency:	Quarterly or as required.
Public and Press access to meeting:	No
Council Officers advising the Committee:	Town Clerk and Facilities Manager

Committee Name:	Sports, Environment & Wellbeing Sub-Committee
Reports to:	Community & Environment Committee
Membership:	12 Members (quorum = 4) The Committee may appoint non-councillors as standing or co-opted members as required.
Chair & Vice Chair:	
Responsibilities:	1. To make recommendations to the Resources Committee with regard to the Council's sports and wellbeing development activities; 2. To make recommendations to the Resources Committee with regard to the Council's public spaces, parks and play areas;
Specific delegated authority:	n/a
Delegated Budgets:	none
Meeting Frequency:	Quarterly or as required.
Public and Press access to meeting:	No
Council Officers advising the Committee:	Town Clerk/Deputy Town Clerk Sports Development Officer Parks & Horticulture Supervisor

Committee Name:	Events Sub-Committee
Reports to:	Community & Environment Committee
Membership:	12 Members (quorum = 4) The Committee may appoint non-councillors as standing or co-opted members as required.
Chair & Vice Chair:	
Responsibilities:	1. to make recommendations to the Community & Environment Committee about the planning and delivery of social, civic and democratic events by the Town Council; 2. oversight of the Town's main events, including Peterlee Show, Peterlee Lake Festival, Mayoral/civic calendar, Pantomime, Annual Parish Meeting, etc.
Specific delegated authority:	<ul style="list-style-type: none"> to oversee and agree the specification of services related to the planning and provision of events to make recommendations to Council, Resources or Community & Environment Committees on expenditure for Town Events
Delegated Budgets:	Town Events (within individual budget heading limits agreed by Community & Environment Committee)
Meeting Frequency:	As required, quarterly as a minimum
Public and Press open access to meeting:	Yes
Council Officers advising the Committee:	Town Clerk /Deputy Town Clerk Events Coordinator

Report to: Peterlee Town Council
Date of Meeting: 18th April 2017
Subject: Peterlee Town Council – Complaints Procedure
Report of: Ian Morris, Town Clerk

Report Purpose: To seek approval of a new Complaints Procedure for the Town Council.

Background: There is no statutory duty requiring Town and Parish Councils to adopt a formal complaints policy or process, however it is widely recognised as good practice to adopt and regularly review a complaints policy.

The Society of Local Council Clerks (SLCC) advice note NL 146 'Complaints Handling and Model Complaints Procedure'¹ sets out advice for Parish and Town Councils on the provision of 'proportionate and timely' responses to complaints. The advice note also provides a model complaints procedure 'which can be adapted by parish and community councils to suit their own particular circumstances.

The new complaints policy that is attached as appendix 1 to this report has been based predominantly on the model procedure from the SLCC advice note, with some minor amendments to reflect local circumstances.

Recommendations: Members are recommended to note the content of this report and agree the adoption of the attached Complaints Policy with immediate effect.

¹ Available from the Town Clerk by request



PETERLEE TOWN COUNCIL COMPLAINTS PROCEDURE

Adopted April 2017

SUMMARY

This complaints procedure has been adapted from the national model Town & Parish Council complaints procedure published by the Society of Local Council Clerks (SLCC). The model is based on the guidance on handling complaints produced by the Local Government Ombudsman. This document sets out how you may complain to the Council and how we shall go about resolving your complaint.

Ian Morris
Town Clerk

Peterlee Town Council

Complaints Procedure

Adopted April 2017

1. Peterlee Town Council is committed to providing a quality service for the benefit of the people who live or work in the Peterlee area or are visitors to the locality. If you are dissatisfied with the standard of service you have received from this council, or are unhappy about an action or lack of action by this council, this Complaints Procedure sets out how you may complain to the council and how we shall try to resolve your complaint.
2. This Complaints Procedure applies to complaints about council administration, procedures and services and may include complaints about how council employees have dealt with your concerns.
3. This Complaints Procedure does not apply to:
 - 3.1. complaints by one council employee against another council employee, or between a council employee and the council as employer. These matters are dealt with under the council's disciplinary and grievance procedures.
 - 3.2. complaints against councillors. Complaints against councillors are covered by the Code of Conduct for Members adopted by the Council in 2012 and if a complaint against a councillor is received by the Town council it will be referred to the Standards Committee of Durham County Council in line with this policy. Further information on the process of dealing with complaints against councillors may be obtained from the Monitoring Officer of Durham County Council here: <http://www.durham.gov.uk/ethicalstandards> or by contacting the Committee's Support Officer Jill Errington on 03000 269 703
4. The appropriate time for influencing Council decision-making is by raising your concerns before the Council debates and votes on a matter. You may do this by writing to the Council in advance of the meeting at which the item is to be discussed, or by contacting your local Town Council ward member. You can find out who your local ward members are via the Town Council's website here: <http://www.peterlee.gov.uk/councillors/>

Town Council meeting agendas are published at least 3 days before all of our meetings here: <http://www.peterlee.gov.uk/agendas-minutes/>

There may also be the opportunity to raise your concerns in the public participation section of Council meetings. This section usually occurs between 6.45pm – 7pm at full Council meetings.

5. If you are unhappy with a Council decision, you may raise your concerns with the Council, but Standing Orders prevent the Council from re-opening issues for six months from the date of the decision, unless there are exceptional grounds to consider this necessary and the special process set out in the Standing Orders is followed.
6. You may make your complaint about the council's procedures, services or administration to the Town Clerk. You may do this in person, by phone, or by writing to or emailing the Clerk:

Ian Morris, Town Clerk 0191 586 2491 clerk@peterlee.gov.uk

Peterlee Town Council, Shotton Hall, Old Shotton, Peterlee SR8 2PH

7. Wherever possible, the Town Clerk will try to resolve your complaint immediately and without referring to the formal procedure. If this is not possible, the Clerk will normally try to acknowledge your complaint within five working days and will instigate the formal procedure.
8. If you do not wish to report your complaint to the Clerk, you may make your complaint directly to the Chairman of the Council who will liaise with the Clerk in resolving your complaint:

CLlr Mary Cartwright 07776 465222 mary.cartwright@thenortheastparty.org.uk
57 Roseby Road, Peterlee, SR8 4RN

9. If the formal procedure is invoked you will be asked to put your complaint in writing, either on paper or by email. You must submit your name, address and either a telephone or email address where you can be contacted. The Town Clerk will investigate your complaint, obtaining further information as necessary from you and/or from staff or members of the Council (as appropriate).
10. The Clerk will notify you within 20 working days of the outcome of your complaint of what action (if any) the Council proposes to take as a result of your complaint. (In exceptional cases the twenty working days timescale may have to be extended. If it is, you will be kept informed.)
11. If you are dissatisfied with the response to your complaint, you may ask for your complaint to be referred to the Appeals Committee of the Town Council. This referral will be made by the Clerk or Chairman of the Council at their discretion and the result of the referral will be reported to full Council. You will be notified in writing of the outcome of the review of your original complaint, usually within 8 weeks of the complaint, although this period may be extended in exceptional circumstances.
12. If the complaint is about the Town Clerk, the Chairman of the Council will manage the process for the complaint in conjunction with another suitable officer, most probably a Senior Officer from Durham County Council.
13. Some disputes may need to be handled outside of this complaints procedure, for instance where legal proceedings are involved or where a claim for compensation is made that we need to refer to our insurers. If this is the case the Town Clerk will seek legal advice before advising you of the process to be followed.