



12th December 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, SR8 2PH, on **Monday 18th December 2017 at 6.30pm**

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

Town Clerk

(Proper Officer of the Council)

Members of the Committee and members of the public are reminded that the public part of the meeting may be recorded in both audio and video, and photographs may be taken.

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. This item of business to last no more than 15 minutes, as per Council Standing Orders.

3. To receive declarations of interest

Members are reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. Please seek advice from the Town Clerk or deputy Town Clerk **prior to the meeting** if in doubt.

4. To Approve the Minutes of the Council Meeting of the 27th November 2017

The minutes of the previous meeting are attached for consideration and approval as a true and correct record.

(attached)

5. The Minutes of the Resources Committee of the 4th December 2017

The minutes of the previous meeting are attached for consideration and approval as a true and correct record.

(attached)

6. The Minutes of the Community & Environment Committee of the 11th December 2017

The minutes of the previous meeting are attached for consideration and approval as a true and correct record.

(attached)

7. Matters Arising from the Minutes

8. 2017/2018 Financial Year – second quarter budget summary report

Members will be provided with a budget summary report to the end of the second quarter of the 2017/2018 financial year.

(The report of the Town Clerk, circulated)

9. Key Budget Principals for the 2018/19 Financial Year

Members will receive a presentation from the Town Clerk on the key budget principles affecting the Town Council's budget for 2018/19.

10. Peterlee Cricket Club update

Members will be updated on a number of implications from the aspirations and club development plan for Peterlee Cricket Club.

(Joint Report of the Town Clerk, Horticultural Supervisor and Sports Development Officer, copy to follow)

11. Exclusion of the Press and Public

To resolve that in view of the confidential nature of the items to be discussed, the committee pass the formal resolution to exclude the press and public from the meeting, pursuant to the Public Bodies (Admissions to Meetings) Act 1961 & the Local Government (Access to Information) Act, Part 1, paragraphs 2 & 8.

12. Approval of an ex gratia payment to a Member of Staff

Members will be asked to approve an ex gratia payment to a member of staff in recognition of additional duties and responsibilities whilst covering an unfilled post.

(Confidential report of the Town Clerk, copy to follow)

13. Interior design – Shotton Hall

Members will be updated on a number of issues relating to revenue generation by the Town Council and asked to approve the award of an interior design contract for Shotton Hall.

(Report of the Town Clerk, circulated)

14. Consideration of legal opinion on the issue of future Horden Cemetery contributions

A verbal report from the Town Clerk on initial legal opinion received on future contributions to Horden Parish Council relating to Horden Cemetery. This item is for information only, a further report to come to Council for decision in due course.

15. Spokesperson of the NEP Member's Report

16. Spokesperson of the Labour Political Party's Report

PETERLEE TOWN COUNCIL

MINUTES OF THE MEETING OF THE TOWN COUNCIL

HELD IN THE BRANDLING SUITE, SHOTTON HALL, PETERLEE

ON MONDAY 27TH NOVEMBER 2017 at 6.30PM

PRESENT:- COUN M A CARTWRIGHT(CHAIR)

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

Messrs:- G Carne, T Duffy, R Moore, S D McGlen, S Miles, S P Franklin, J Robinson, C Watkins, S Meikle, S Kirkup, R Kyle & A Watson,

83. Apologies for Absence

Apologies had been submitted from Councillors L Fenwick, K Liddell and V Watson. **RESOLVED the Council approve the reasons submitted for the absences received on the grounds where given above, and the Councillors' apologies for absence be recorded.**

84. 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 spoke about a scheme that she was developing with a local GP practice for holistic therapies on referral. She outlined the key features of the proposed 12 week program which was being developed in consultation with a local Patients Participation Group. The member of the public stated that she had developed a written proposal for the scheme and this was handed to Cllr K Hawley.

A number of residents from Horden attended the public participation session. A spokesman for the group addressed the Council and set out a number of issues and concerns relating to the recent decision by the Community & Wellbeing Committee to withdraw Town Council funding for Horden Cemetery. The Town Clerk confirmed that Horden Parish Council had already written to the Town Council asking for a review of the decision, and the Town Council had replied confirming that legal opinion was being sought on the matter. The Town Clerk confirmed that the Town Council would consider the decision once the opinion

had been returned, probably in January 2017.

The Chairman thanked the members of the public for their attendance and participation.

85. TO RECEIVE DECLARATIONS OF INTEREST

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

86. POLICE UPDATE

Apologies had been received from the Police who were unable to attend the meeting. Following a motion proposed by Cllr A Watson and seconded by Cllr R Moore, it was **RESOLVED that the Town Clerk right to Inspector Blakelock to inform him of the importance placed on Police attendance and participation at Council meetings, and to request attendance at future meetings if at all possible.**

The Town Clerk circulated a draft monthly police crime statistics sheet for Peterlee, which had been developed from police stats taken from the Police website: <https://www.police.uk/durham/154/>

Members confirmed that it was useful to see these monthly statistics, and that they should be presented as part of this standing agenda item in the future.

87. THE MINUTES OF THE COUNCIL MEETING OF THE 23RD OCTOBER 2017 a copy of which had been circulated to each Member, were approved.

88. THE MINUTES OF THE RESOURCES COMMITTEE MEETING OF THE 6TH NOVEMBER 2017 a copy of which had been circulated to each Member, were approved.

89. THE MINUTES OF THE COMMUNITY & ENVIRONMENT COMMITTEE OF THE 13TH NOVEMBER 2017 a copy of which had been circulated to each Member, were approved.

90. ARMED FORCES DAY/WEEK – EVENT 30TH JUNE 2018

Members considered this item which had been referred from the Events Working Party of 25th October 2017. Following a discussion by Members on the proposal it was **RESOLVED that the Town Council would hold an Armed Forces Day Event on 30th June 2018, with further detail on the event to be drawn up by the Events Committee and submitted as part of 2018/19 budget setting. FURTHER RESOLVED that the Town Clerk write to the contractor for the reenactment show to confirm the booking for 30th June 2018 at an initial estimate cost of £350.**

91. ADOPTION OF MEMBERS CODE OF CONDUCT

Members considered this item referred from the Resources Committee of 6th November 2017 and it was **RESOLVED the new Members Code of Conduct be adopted by the Town Council with immediate effect.**

92. REVIEW OF COUNCIL'S APPROACH TO RISK AND RISK REGISTER

The Town Clerk presented a report to Members outlining the council's approach to identifying and managing risk at strategic, tactical and operational levels. Members were presented with and discussed a range of activities used to identify, record, control and managed risk including an example internal audit control risk assessment and the detailed corporate risk matrix. **RESOLVED that the Town Clerk's report be noted and the latest version of the Council's Risk Matrix be approved.**

93. SPOKESPERSON OF THE NEP MEMBER'S REPORT

Councillor A Watson thanked the Town Clerk and other members of staff for their hard work on installing the tree and lights and organizing the forthcoming Christmas tree lighting event to be held at Shotton Hall on 1st December 2017. **RESOLVED the information given be noted.**

94. SPOKESPERSON OF THE LABOUR POLITICAL PARTY'S REPORT

Councillor Kyle echoed Cllr Watson's sentiments regarding the tree. **RESOLVED the information given be noted.**

THE MINUTES OF THE MEETING OF THE
RESOURCES COMMITTEE HELD IN THE COUNCIL CHAMBER, SHOTTON HALL,
PETERLEE ON MONDAY 4TH DECEMBER 2017 AT 6.30PM

PRESENT: COUN A WATSON (CHAIR)

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

Messrs:- S Kirkup, A Wilkinson, R Moore, S Miles, G Carne, C Watkins, T Duffy, R Kyle & S Franklin.

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.

58. Apologies for Absence

Apologies had been submitted and accepted from Councillors S McGlen, J Robinson & S Meikle. **RESOLVED the Council approve the reasons submitted at the meeting for absence received from the Councillors listed, and their apologies for absence be recorded.**

59. To receive declarations of interest

Members were reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. Councillors S Simpson & G Carne declared an interest in item 5 (a) on the agenda- request for grant funding from Acre Rigg Academy and Acre Rigg Infant Schools. **RESOLVED the information given, be noted and the declarations be recorded.**

60. The Minutes of the Last Meeting

Members approved the minutes of the last meeting of this Committee and they were signed as a true and correct record.

61. Audit of Accounts for the year ended 31 March 2017

The Town Clerk advised that the final notice confirming the closure of the accounts from the external auditors, BDO Stoy Hayward, had now been received and the annual return

had been qualified as a result of the risk assessment review not being minuted during the year. **RESOLVED the information given, be noted.**

62. Requests for grant funding:-

- (a) Evolution Bradley FC, (Power: Local Government Miscellaneous Provisions) Act 1976, s19(3)). **RESOLVED a grant of £1,250 be made towards this Club and they be requested to include the Town Council's badge and name as sponsors on their sportswear.**
- (b) East Durham Community Development Trust, (Power: Local Government Miscellaneous Provisions) Act 1976, s19(3)). **RESOLVED a grant of £250.00 be made towards the Christmas Event aimed at local families.**
- (c) Acre Rigg Academy, (Power: Local Government Miscellaneous Provisions) Act 1976, s19(3)). **RESOLVED a grant of £500.00 be granted towards the Acre Rigg Academy Allotment Project.**
- (d) Acre Rigg Infant School, (Power: Local Government Miscellaneous Provisions) Act 1976, s19(3)). **RESOLVED a grant of £500.00 be made towards the Playground Project at Acre Rigg Infant School.**

63. Letter of Thanks & Appreciation

The Deputy Town Clerk advised of receipt of a letter of thanks from Peterlee Helford United on behalf of the children in the squad following a grant being awarded to them. **RESOLVED the letter be received.**

64. Policy on the Use of Mobile phones and other hand held Devices

Members were recommended to approve the adoption of a new mobile phone policy for the Town Council. **RESOLVED the policy on the use of Mobile phones and other hand held devices, as circulated, be approved and adopted immediately by the Town Council.**

Report to:	Peterlee Town Council
Date of Meeting:	18 th December 2017
Subject:	2017/18 financial year – second quarter budget summary report
Report of:	Ian Morris, Town Clerk
Report Purpose:	To provide the Council with a budget summary report to the end of the second quarter of the 2017/18 financial year, in line the Council's Financial Regulations ¹ .
Background:	<p>Section 5.8 of the Council's Financial Regulations provides that as the Council's Responsible Financial Officer (RFO) I am required to provide a statement comparing actual expenditure to that planned in the budget for each head of the Council's budgets.</p> <p>The working process that enables this report is as follows:</p> <ul style="list-style-type: none"> - End of Quarter budget report produced and circulated to Budget holders by Finance Team; - 1:1 meeting between budget holders, Town Clerk and Finance Assistant; - Variance report produced and discussed with each budget holder; - Report to Council for discussion and approval. <p>This report represents the Council's position at the end of the second quarter of the 2017/18 Financial Year, i.e. as at 30th September 2017.</p>
Q2 summary:	<p>The 2017/18 quarter 2 overall budget outturn per budget head is provided in Appendix 1 to this report. In basic terms, net expenditure is below the pro rata budget expenditure for the first six months by £113,980. This is due in part to a number of efficiencies that have been made during the year, but substantially due to the Council carrying a number of vacancies in its staffing structure.</p> <p>The only real item of concern is the underperformance in income generation at Shotton Hall, which was almost £30,000 (gross) behind target at the end of September 2017. A separate report is being prepared for Members to deal with this specific issue.</p>
Q2 variances:	A number of individual budget heads have variances in excess of the 'material' 15% limit prescribed in the Financial Regulations.

¹ Council's financial regulations are available from the Town Clerk on request or here: <http://www.peterlee.gov.uk/wp-content/uploads/sites/37/2016/04/Financial-regs-amended-June-2017.pdf>

Summary explanations for these material variances are provided in Appendix 2 to this report.

Members are asked to note that the quarter 2 outturn figures are being used as the basis for the 2017/18 budgetary process. I have now met with each of the SMT members to begin work on initial draft budgets for 2017/18 and will bring these to the Committee in due course.

Recommendation: Members are recommended to note the content of this report and Appendices 1 and 2 which set out the quarter 2 variances by budget head and summary explanations for each variance over 15%.

Appendix 1: 2017/18 quarter 2 variance table by budget heads

N.B. Members' attention is drawn in particular to columns G and H which provide the *pro rata* (i.e. quarter 2 position) variances. Column H describes pro rata over or underspend at the half-way point in the year, assuming 50% of budget.

A: Code	B: Budget head	C: 2017/18 Budget	D: Q2 Actual	E: Variance	F: % of Budget	G: pro rata variance%	H: pro rata variance
101	Central & Civic HQ Costs (net)	£467,606	£246,538	£221,068	52.7%	5.4%	£12,735.00
102	Democratic Costs	£48,780	£17,185	£31,595	35.2%	-29.5%	-£7,205.00
103	Corporate Management	£30,900	£8,153	£22,747	26.4%	-47.2%	-£7,297.00
105	Other Costs & Income (net)	-£1,492,347	-£742,557	-£749,790	49.8%	-0.5%	£3,616.50
201	Shotton Banqueting Suite (net)	£89,806	£32,274	£57,532	35.9%	-28.1%	-£12,629.00
210	Shotton Hall Bar (net)	-£120,214	-£30,585	-£89,629	25.4%	-49.1%	£29,522.00
215	Shotton Hall Catering (net)	-£35,862	-£18,656	-£17,206	52.0%	4.0%	-£725.00
221	The Pavillion (net)	£224,367	£104,354	£120,013	46.5%	-7.0%	-£7,829.50
225	The Pavillion Bar (net)	-£34,814	-£8,133	-£26,681	23.4%	-53.3%	£9,274.00
241	Lowhills Road Community facility (net)	£15,844	£7,407	£8,437	46.7%	-6.5%	-£515.00
242	Lowhills Road Bowling Club (net)	£13,034	£2,258	£10,776	17.3%	-65.4%	-£4,259.00
261	Eden Lane Community Facility (net)	£25,346	£10,592	£14,754	41.8%	-16.4%	-£2,081.00
262	Eden Lane Depot (net)	£25,883	£10,094	£15,789	39.0%	-22.0%	-£2,847.50
263	Eden Lane Bowling Club (net)	£5,015	£2,132	£2,883	42.5%	-15.0%	-£375.50
280	Woodhouse Park	£48,580	£11,816	£36,764	24.3%	-51.4%	-£12,474.00
290	Sports Development (net)	£51,949	£22,376	£29,573	43.1%	-13.9%	-£3,598.50
301	Parks General (net)	£339,073	£169,124	£169,949	49.9%	-0.2%	-£412.50
325	Cemeteries & Burials (net)	£32,209	£9,767	£22,442	30.3%	-39.4%	-£6,337.50
350	Allotments (net)	£6,386	-£559	£6,945	-8.8%	-117.5%	-£3,752.00
401	Town Centre office (net)	£22,038	£11,193	£10,845	50.8%	1.6%	£174.00
410	Town Activites (section 137)	£17,765	£3,729	£14,036	21.0%	-58.0%	-£5,153.50
430	Town Events (net)	£74,800	£45,436	£29,364	60.7%	21.5%	£8,036.00
901	Capital Projects	£214,000	£7,154	£206,846	3.3%	-93.3%	-£99,846.00
Totals		£70,144	-£78,908	£149,052	-112.5%	-325.0%	-£113,980

Appendix 2: material (>15%) variances for quarter 2 by budget head

NB – negative variances are enclosed in (parenthesis) and indicate an underspend, whether through reduced expenditure or increased income or both.

Code	Budget Head	Variance	Variance %	Summary Explanation
102	Democratic Costs	(£7,205)	(29.5%)	Uncommitted 'Training & Dev- Councillors' and 'Mayors Civic Duties' funds.
103	Corporate Management	(£7,297)	50.3%	Haven't yet been invoiced for election fees for 2017/18 – DTC is chasing this up with DCC.
201	Shotton Banqueting Suite (net)	(£12,629)	(28.1%)	Underspend on salaries due to Facilities Assistant vacancy; underspend on publicity budget.
210	Shotton Hall Bar (net)	£29,522	49.1%	Significant underperformance on bar income offset by underspend on stock.
225	The Pavillion Bar (net)	£9,274	53.3%	Significant underspend on bar income offset by underspend on stock.
242	Lowhills Road Bowling Club (net)	(£4,259)	(65%)	Underspend on wages and other expenditure – subject to separate committee report.
261	Eden Lane Community Facility	(£2,081)	(16.4%)	Increase in expenditure on staffing costs (first full season), offset by increased mast rental.
262	Eden Lane Depot	(£2,847.50)	(22%)	Underspend on repairs & decoration, expected to catch up for year-end.
280	Woodhouse Park	(£12,474)	(51.4%)	Underspend on wages due to Parks vacancy.
325	Cemeteries & Burials	(£6,337.50)	(39.4%)	Underspend on wages due to team shortages.
350	Allotments	(£3,752)	(117.5%)	Underspend on wages; increase in income due to full utilisation.
410	Town Activities s137	(£5,153)	(58%)	Underspend on Members grants fund, expected to adjust by year-end; not yet billed by DCC for dog bins/maintenance.
430	Town Events	£8,036	21.5%	Due to profile of spend – expected to adjust for Q3.
901	Capital Projects	(£99,846)	(93%)	A number of large single items not yet committed: Shotton Hall (£50k); Play Equipment (£25k); Organisational Strategy Fund (£25k).