



20 March 2018

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 26th March 2018 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 26th February 2018

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 5th March 2018

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 12th March 2018

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

(attached)

7. Debt Recovery Process

Report of the Deputy Town Clerk informing Members of progress with the review and update of the Council's debt recovery process and recommending the adoption of a new streamlined process for recovering debt.

(Report of the Deputy Town Clerk attached)

8. Final Budget 2018

Report of the Town Clerk seeking members' approval of the final detailed budgets for 2018/19 (attached)

a) PTC Budget 2018/19 (attached)

9. Policy on the use of Council Facilities & Resources by Councillors

Members are recommended to approve this policy for the reasonable use of facilities and resources to assist Members in carrying out their duties as councilors or holders of an office within the Council.

(Report of the Deputy Town Clerk attached)

10. Town Community Initiative Fund – Applications

- (i) Howletch Lane Primary School – towards the purchase of Small World Play toys
- (ii) 1st Peterlee Scout Group – tables for inside and outside work
- (iii) Durham Constabulary (Peterlee Police) – request for a prize for use in the Youth awards on 11 May 2018
- (iv) Peterlee Cricket Club – Keeping Kids Active – finance towards new equipment, providing professional coaching for the Juniors

11. Refurbishment of Woodhouse Park Toilets

Report of the Town Clerk seeking Members' approval of a proposal to refurbish the public toilets at Woodhouse Park with new stainless steel sanitary ware, cubicles, etc. at a cost of £19,363.95 (attached)

12. Spokesperson of the North East Party's Report

13. Spokesperson of the Labour Party's Report

PETERLEE TOWN COUNCIL

MINUTES OF THE MEETING OF THE TOWN COUNCIL

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE

ON MONDAY 26TH FEBRUARY 2018 at 6.30PM

PRESENT:- COUN M A CARTWRIGHT(CHAIR)

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

Messrs:- A T Wilkinson, A S H Meikle, S Kirkup, R Kyle, C Watkins, G L Carne, T Duffy, R Moore, S Miles, S P Franklin & A Watson

127. Apologies for Absence

No apologies had been submitted.

128. Public Participation Session

A public participation session was held to allow members of the public an opportunity to put questions to the Council. Fifteen members of the public had come along to the meeting to meet and speak to Mr Hogg. Chief Inspector Lee Blakelock along with PCSO Michelle Burr was also in attendance at the meeting.

129. To receive declarations of interest

Members were reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. Councillor A S H Meikle declared an interest in item 9 relating to the naming of the cricket oval.

130. Policing in Peterlee

The Mayor welcomed Mr Ron Hogg, Crime and Police Commissioner, to the meeting, she then also welcomed the public to the meeting and opened the meeting for a question and answer session and the following issues were raised:-

- Parking on grass verges, particularly outside Shotton Hall Academy;
- Off road bikes and quads;
- Gangs of youths and the fear of intimidation and attack;

PETERLEE TOWN COUNCIL MINUTES OF THE COUNCIL MEETING OF THE 26th FEBRUARY 2018

- The request for more Police on the beat
- Private landlords
- Drugs mis use.

Mr Hogg also met with the public on a one to one basis after the meeting to hear their concerns.

131. Youth Provision in Peterlee Town

Members considered the letter received from Inspector Lee Blakelock, a copy of which had been circulated to each Member requesting the Town Council's assistance with the future funding of sustainable youth provision in the area. Members were keen to support youth provision and offer a longer term commitment for up to the next 3 years, it was **RESOLVED a report be submitted to the next meeting of the Community & Environment Meeting for approval.**

132. Proposals for a Community Garden, Woodhouse Park

This proposal had been agreed in principle at the Woodhouse Park Working Party held on Monday 19th February 2018. Following discussion it was **RESOLVED this proposal be agreed and the Town Clerk be given authority to work on the detail with Durham County Council and The Police.**

The area to the Rear of Vibe nightclub, Bede Way was also discussed and the report of the Architectural Liaison Officer was circulated. It was agreed that works be carried out by the Town Council to clear the overgrown nature of the area and if possible the Skill Mill also be involved in the project, following permissions being requested by the owners of the area below the rotunda.

133. The Minutes of the Council Meeting of the 29TH January 2018 and Special Meeting held on 22nd January 2018 a copy of which had been circulated to each Member, were approved.

134. The Minutes of the Resources Committee of the 5th February 2018 a copy of which had been circulated to each Member, were approved.

Matters Arising – Quiet Fireworks

It was reported that the cost of low noise fireworks was no greater than the original tender price received, from both companies. **RESOLVED low noise fireworks be trialed at the Fireworks Event on Monday 5th November 2018.**

135. The Minutes of the Community & Environment Committee of the 12th February 2018 a copy of which had been circulated to each Member, were approved.

Matters Arising – “The Roy Simpson Oval”

RESOLVED the cricket square be named “The Roy Simpson Oval”.

136. The Minutes of the Special Council Meeting of the 19th February 2018 a copy of which had been circulated to each Member, were approved.
137. The Minutes of the Extra Ordinary Meeting of the 20th February 2018 a copy of which had been circulated to each Member, were approved, subject to Councillor Long’s apologies being recorded.
138. Exclusion of the Press and Public
RESOLVED in view of the confidential nature of the 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 1961 & the Local Government (Access to Information) Act, Part 1, paragraphs 2 & 8.
139. Shotton Hall Catering Procurement
The report of the Town Clerk, a copy of which had been previously circulated, was considered. The Town Clerk also reported he had now received the external fabric report for Shotton Hall as well as the design work report was due and he suggested a Meeting of the Facilities Committee be convened to consider these reports. **RESOLVED the contents of the report be noted and the commencement of a competitive concession exercise as detailed in this report, be agreed.**
140. Spokesperson of the NEP Member’s Report
Councillor A Watson reported he was concerned at the crime levels in the Town, he hoped that there would be a difference in resources as promised by Mr Hogg and if in 4-5 weeks this did not happen he would be chasing this up.
141. Spokesperson of the Labour Political Party’s Report
Councillor Fenwick agreed with Councillor Watson saying the problems with crime seemed to be getting out of hand and she felt the best way to tackle this was to work together and in fighting it together we may see a way out of the situation.

THE MINUTES OF THE MEETING OF THE
RESOURCES COMMITTEE HELD IN THE COUNCIL CHAMBER, SHOTTON HALL,
PETERLEE ON MONDAY 5TH MARCH 2018 AT 6.30PM

PRESENT: COUN A WATSON (CHAIR)

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

Messrs:- S D McGlen, S Miles, A T Wilkinson, R Moore, A S H Meikle, T Duffy & C Watkins

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.

Prior to the start of the meeting the Chair expressed his sincere appreciation for all workers, council staff, emergency services, the man and woman in the street, neighbours etc who had gone above and beyond for each other in the recent bad weather, he said he really appreciated their efforts and felt it showed that community spirit was alive and kicking in Peterlee.

83. Apologies for Absence

Apologies had been submitted and accepted from Councillors S McDonnell, S Kirkup, J Robinson, G Carne and S P Franklin. **RESOLVED the Council approve the reasons submitted at the meeting for absence received from the Councillors listed, and their apologies for absence be recorded.**

84. To receive declarations of interest

Members were reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. **RESOLVED it be noted both Councillors Meikle and A Watson declared an interest in item 7 relating to a request for concessionary use by the Cricket Club.**

85. The Minutes of the Last Meeting

Members approved the minutes of the last meeting of this Committee held on 8 January 2018 and they were signed as a true and correct record.

86. Report of the Finance Sub Committee of the 8th February 2018

Members were requested to note the payments approved at the meeting of this sub committee held on 8th February 2018, a copy of the minutes had been previously circulated. **RESOLVED the payments made at the meeting held on 8th February 2018, be endorsed.**

87. Quarter 3 budget outturn report: 1 April 2017 to 31 December 2017

Members were presented with a summary report of the budget outturn figures for the first three quarters of the current financial year, 1st April 2017 to 31st December 2017. **RESOLVED the contents of the report, be noted, along with Appendices 1 & 2 of the report which set the quarter 3 variances by budget head and summary explanations for each variance over 15%.**

88. Policy on the use of Council Facilities & Resources by Councillors

Members were asked to consider and agree a policy on the use of council facilities and resources by Councillors. **RESOLVED this item be referred to the Council Meeting for further consideration.**

89. Request for concessionary use of Shotton Hall Banqueting Suites

Members were asked to consider the following application for concessionary use of Town Council Facilities:

Peterlee Cricket Club, Sportsman's Dinner, Thursday 29th March 201

(power: Local Government Act 1972, s.144)

RESOLVED free use of Shotton Hall Banqueting Suites for this event be agreed, subject to over 150 persons attending.

90. Dene Community School, Duke of Edinburgh Award, Fundraising towards new equipment, transport and site fees

(power: Local Government Act 1972 s137)

Members gave consideration to this request for financial support, **RESOLVED a donation of £2,293.24 be made towards the cost of pupils from Dene Community School taking part in the Duke of Edinburgh Award.**

91. Honoraria Guidance

Members were asked to approve an 'Honoraria Guidance' document for Managers to use when considering awarding honoraria payments for staff. **RESOLVED approval be given and the guidance document be adopted for use by the Town Council.**

92. Peterlee Town Council budget 2018/19

Members were to be presented with a report on the final draft budget for 2018/19, prior to final approval by Council later in March. There were several queries and the Chair took Members through the report page by page and the Clerk in turn noted the items raised to adjust the draft accounts as discussed. **RESOLVED the contents of the report be noted and the final detail budget for 2018/19 be presented to the Council Meeting.**

THE MINUTES OF THE MEETING OF THE
COMMUNITY & ENVIRONMENT COMMITTEE HELD IN THE COUNCIL CHAMBER, SHOTTON HALL,
PETERLEE ON MONDAY 12TH MARCH 2018 AT 6.30PM

PRESENT: COUN M A CARTWRIGHT (CHAIR)

Mesdames:- K Liddell, L Fenwick, S Simpson, K J Duffy, K Hawley, & A C Long

Messrs:- A Watson, R Moore, T Duffy, G L Carne, A S H Meikle, S Miles, R Kyle, C Watkins, A Wilkinson & S P 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.

80. Apologies for Absence

Apologies had been submitted and accepted from Councillors S McDonnell, S D McGlen, (work commitments), S Kirkup, V Watson & J Robinson, (work commitments). **RESOLVED the Council approve the reason submitted for absence received from the Councillors listed, and their apologies for absence be recorded.**

81. 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 T & K Duffy declared an interest in item No. 89 – Thorntree Gill Leisure Gardens.

82. The Minutes of the last Meeting held on 12 February 2018, a copy of which had been circulated, were approved and signed as a true and correct record.

83. Minutes of the Events Working Parties of the 7th & 20th February 2018

The Minutes from these working parties, copies of which had been previously circulated to each Member, were considered. **RESOLVED the contents of these minutes be noted and approved, subject to the minutes of the 7th February 2018 including apologies from Councillor T Duffy.**

84. Minutes of the Woodhouse Park Working Party of the 19th February 2018

The Minutes from this working party, a copy of which had been previously circulated to each Member, were considered. **RESOLVED the contents of these minutes be noted and approved.**

85. Update on Sports Development Activities

The report of the Sports Development Officer providing information for Members about teqball, Parkinson's & dementia work, PACES activities and Lowhills Road changing rooms was circulated for the consideration of Members. **RESOLVED the contents of the report be accepted and the information given, be noted.**

86. Youth Provision in Peterlee Town Centre

This item had been referred from the Council meeting held on 26 February 2018 where it was agreed in principle the Town Council financially support youth provision in the town. The Town Clerk advised he was currently working with Groundwork on costings and he intended making a further report as soon as he had these. **RESOLVED the report be awaited.**

87. North Denes, SLA with Durham County Council

This item had been referred from the last meeting of this Committee and there had been several discussions with DCC on the matter and a further report would be submitted to Council. The Town Clerk was pleased to report a positive initial response by the Clean & Green Team, DCC on the collection of rubbish collected by volunteers with the Litter Respect Campaign. **RESOLVED a further report be awaited.**

88. Opening and Closing of the Play Areas, the Park and Cemetery – progress

The Town Clerk gave a presentation to Members a presentation outlining measures required for Woodhouse Park before it could remain open. He intended to report back to Council with details of the proposals along with costs and further information. **RESOLVED a further report be awaited.**

89. Thorntree Gill Leisure Gardens – proposed building – progress

The Town Clerk reported he had now met on site with the Architect who was now preparing drawings for the build. The Architect would prepare plans only and the services of a professional would be required for the quantity surveying procurement etc. It was

asked if this Architect be asked to consider the proposed patio area at The Pavilion. **RESOLVED plans for Thorntree Gill new build be awaited and the Architect be asked to draw up plans for a patio area at the Pavilion.**

90. Lowhills Road Fencing

The Town Clerk gave details of the measurements and cost of material for this work. He explained that he needed to consult with Northern Gasworks as there was a supply running alongside the highway on Lowhills Road. Durham County Council would also need to be consulted on the proposal. It was suggested depending on the replies from the various agencies this go out to public consultation. The Sports Development Officer offered the suggestion of fencing the pitches themselves which would protect them and offer improved facilities. **RESOLVED further progress be awaited.**

91. Cricket Fence, Helford Road

The Town Clerk gave an update to council on this project. The tender documentation was out to interested firms following it being made available on several government procurement portals. The closing date was Friday 23rd March 2018 and a report would be submitted for consideration by council in due course. Mention was made on the manhole cover at the edge of the outfield on the cricket pitch which was noted for attention. **RESOLVED further progress be awaited.**

Report To: Peterlee Town Council

Date: 26th March 2018

Subject: **Peterlee Town Council Debt Recovery Process**

Report of: Kay Tweddle, Deputy Town Clerk

Purpose: This report is intended to inform members of progress with the review and update of the Council's debt recovery process and recommends the adoption of a new streamlined process for recovering debt.

Background: In December 2017 the Council's internal auditors produced their final report relating to the area of Core Financial Systems. A moderate assurance opinion was given to the report. One of the medium priority findings was the debt recovery process had not been reviewed since November 2015 and did not reflect current practices in place with regards to recovery action, as this is no longer carried out by an appointed solicitor.

The recommended action from Internal Audit was to have a strategy which would include details of:-

- (i) The minimum balances which will be pursued via the Money Online Claims Process (court fees range from £25.00 up to £410 for amounts under £10,000).
- (ii) The write off of bad debts and the approval process via Council.

Current Debt:

	Total amount	Number of debtors	Average per debtor
Less than £100	£67.60	3	£23.00
£100 - £1,000	£3,218.75	8	£402.00
More than £1,000	0	0	0
Total	£3,286.35	11	£298.76

New Process: As part of the review of the previous debt recovery process Officers investigated the use of the HM Courts & Tribunal Service 'Money Claim Online' service¹. Money Claim Online is a convenient and secure way of making a money claim via the internet, and will enable council officers to instigate debt recovery action through the courts without the need to refer to a solicitor in most cases.

¹ <https://www.moneyclaim.gov.uk/web/mcol/welcome>

The new process will involve Council officers making best efforts to recover debt by 'phone, email and/or letter, and after 3 months of chasing, if the debt remains unpaid the matter will be referred to the Town Clerk for a decision to either recommend for write-off (in which case this will be reported to Resources Committee), or referral to Money Claim Online. Further detail of the process is provided in Appendix 1 to this report.

Recommendations: Members are recommended to note the contents of this report and approve the new Debt Recovery Process as provided in Appendix 1.

Appendix 1 : Peterlee Town Council Debt Recovery Process

1. Invoices will be issued with a request to pay within 28days.
2. A statement is issued at the end of the month when the invoice was originally issued.
3. A second statement is sent out the following month.
4. After three months if the invoice is still not paid, a letter before action is issued, (ensuring no disagreement about any contract terms), giving 7 days to pay.
5. If the amount still remains unpaid, the Accounts Team consider the amount owing. If it is under £100 write the debt off (report to Resources Committee for endorsement). A "Write off" of a debt may incur further sanctions e.g. withdrawal of access to credit for services, room bookings, MUGA use etc until such time as debt is recovered.
6. If the amount owed is £100 or more then Accounts Team proceed through the Money Online Claims Process and issue a summons in the small claims court.
7. the amount owed will include the cost of issuing the claim via the court.

Appendix 2: Implications

Finance – The proposed debt recovery process is intended to improve the Council's success rate in debt recovery and increase income generation; the cost of Money Online referrals will be recovered from debtors as part of the recovery process;

Staffing - no direct implications

Risk – Reputational if do not act in a professional manner and pursue bad debts; risk to income if the council does not have robust and effective debt recovery processes in place

Equality and Diversity / Public Sector Equality Duty - no direct implications

Accommodation - no direct implications

Crime and Disorder - no direct implications

Human Rights - no direct implications

Consultation – The Council's Internal Auditors have been consulted in the development of this new process

Procurement - no direct implications

Disability Issues - no direct implications

Legal Implications - no direct implications

Report to: Peterlee Town Council

Date: 26th March 2018

Report of: Ian Morris, Town Clerk

Subject: Peterlee Town Council final budget 2018/9

Report Purpose: To seek Members approval of the final draft revenue and capital budgets for 2018/19.

Background: At the Full Council meeting on Monday 22nd January 2018 Members approved a balanced budget for 2018/19 and set the precept figure of £1,274,085 – representing a 0% increase in individual taxpayer precept contributions compared to 2017/18.

Members also considered the detailed draft budgets and made a number of recommendations relating to various elements of income and expenditure for the 2018/19 financial year. On Monday 19th February Members approved a draft structure for the launch of restructure consultation with staff and Unions, and on 26th February Members provided the Town Clerk with clear direction around a number of proposed projects. Those recommendations were addressed by Officers and a final detailed draft budget was presented to Resources Committee on 5th March 2018, where members scrutinised the detail of the proposed budgets from the 2018/19 financial year.

As a result of the feedback from Members and a number of developments since the 5th March report a number of additional amendments have been made to the final budget, including:

- Addition of a budget line for the Citizen Advice Bureau Welfare Advisor project that members made a commitment to supporting for 3 financial years 2018/19 to 2020/21 (an additional cost of £12,000 for 2018/19);
- A reduction in the estimate for Insurance costs following receipt of the renewal proposal from Zurich (a saving of £20,000 for 2018/19);
- Reallocation of Parks staff salary costs across various budget costs centres (no net effect to the total budget).

Headlines:

Total projected expenditure 2018/19:	£2,815,877
Total projected income (before precept):	£1,000,781
Projected use of Reserves:	£541,012
Of which – Revenue	£1,012
Capital	£540,000
Precept demand:	£1,274,085
Average Council Tax Band D cost:	£289.00 (0% increase from 2017/8)

Commentary: The 2018/19 budget (attached) provides for a total turnover (gross expenditure) of £2,815,877 for 2018/19, an increase of £320,274 from 2017/18.

Members have agreed that the 2018/19 precept sum be set at £1,274,085 which will equate to a Council Tax band D payment of £289.00, representing a 'freeze' (0% increase) compared to 2017/18.

The 2018/19 balanced budget requires a planned use of reserves of £541,012, of which £540,000 is capital expenditure and £1,012 is revenue expenditure. The capital expenditure includes the following proposed projects:

- Repairs and refurbishment to Shotton Hall to help maximise income generation;
- Contribution towards major improvement works at the club house at Eden Lane;
- Replacement of the playing surface at the Helford Road Pavilion MUGA;
- A new wet room/storage area at Thorntree Gill Leisure Gardens;
- A new fence for the cricket oval at Helford Road Pavilion;
- Improvements at Woodhouse Park and other play areas across the Town

It should be noted that these are budget allocations only, and each of the projects will be subject to further report(s) to Council prior to commencement.

Of the £540,000 of capital expenditure identified in the budget £268,398 is funded from useable capital receipts and £271,602 from earmarked reserves. A revised use of reserves policy will be presented to Council in April/May 2018.

The detailed budget for 2018/19 is attached.

Recommendation:

Members are recommended to note the contents of this report and to approve the budget for 2018/19.

Appendix 1: final budget for 2018/19 (correct as at 13th March 2018)

Peterlee Town Council 2018/19
Forward Budget Detail - By Centre

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

		2017/18	2018 /19	Variance £
101	Central & Civic HQ Costs	£	£	
4000	Salaries, Wages, Superan, NI	222573	358205	135632
4003	Overtime	1575	1575	0
4010	Cleaning Wages	5755	5755	0
4011	Facilities Staff - Wages	10000	10000	0
4099	Pension Cont - Former Staff	4500	0	-4500
4100	Training & Development - Staff	12000	12000	0
4175	Personnel Services	20000	10000	-10000
4190	Wages Processing DCC	5000	8000	3000
4200	Electricity	3675	3491	-184
4201	Gas	4200	3990	-210
4202	Water	882	926	44
4205	Rates	3019	3170	151
4210	Alarm System & CCTV	300	300	0
4211	Ins XS/Vandalism	250	250	0
4220	Window Cleaning	400	400	0
4225	Cleaning Materials	7000	7000	0
4230	Furniture	250	3000	2750
4240	MiscellaneousExpenditure	1000	1000	0
4250	Repairs & Decoration	5000	5000	0
4350	Small Plant & Tools	1000	1000	0
4400	Telephones	1150	2000	850
4401	Mobile Phone	2200	2600	400
4405	Postage	4500	3000	-1500
4406	Petty Cash	200	200	0
4410	Office Machine Hire & Mtce	13000	18000	5000
4412	Stationery & New Office Equip	10000	10000	0
4420	Publicity/Council Publications	2000	2000	0
4425	Insurance	90000	70000	-20000
4498	Health & Safety	3750	3750	0
4499	Occupational Health	3000	3000	0
4500	Fuel & Oils	15225	13000	-2225
4501	Road Fund Tax	650	650	0
4502	Vehicle Maintenance/Spares	16000	8000	-8000
4503	Motor Insurance XS	500	500	0
Total Over Head Expenditure		470,553	571762	101209

Total Income	0	0	0
Central & Civic HQ Costs - Net Expenditure	470,553	571762	101209

102	Democratic Costs	2017 /18	2018 19	
4101	Training & Dev - Councillors	7500	5000	-2500
4125	Mayors Personal Allowance	1500	1500	0
4126	Mayors Civic Duties	5000	1000	-4000
4127	Participation Allowances	28000	28000	0
4470	Civic Regalia	1000	500	-500
4530	Twinning	5500	1500	-4000
Total Over Head Expenditure		48500	37500	-11000
Democratic Costs - Net Expenditure		48500	37500	-11000
103	Corporate Management	2017/ 18	2018/ 19	
4426	Subs to L.A. Bodies	4000	4000	0
4430	Elections	24000	5000	-19000
4450	Audit Fees	6900	7500	600
4455	Banking Pick Up Service	1000	1500	500
4458	Card Machine/Bank Fees	5000	5500	500
Total Over Head Expenditure		40900	23500	-17400
Corporate Management - Net Expenditure		40900	23500	-17400
105	Other Costs and income	2017/ 18	2018/ 19	
TBC	CAB Case Worker project	0	12000	
TBC	Youth Provision	0	20000	
4460	General Fund - staffing increases inc restructure costs	500	500	0
4461	Castle Eden Dene Centre	5000	5000	0
Total Over Head Expenditure		5500	37500	0
1045	Precept Received	1256977	1,274,085	17108
1046	Precept Support Grant	238870	257551	18681
1209	Bank Interest	2000	2000	0
Total Income		1497847	1533636	35789
Other Costs and income - Net Expenditure		-1492347	-1496136	-35789

201	S/Hall Banqueting Suite	2017/ 18	2018/ 19	
4000	Salaries, Wages, Superan, NI	105484	104285	-1199
4003	Overtime	8925	5000	-3925
4006	Building Maint. Contracts	1000	1000	0
4010	Cleaning Wages	11509	11509	0
4070	Wages - Shotton Hall Grounds	26180	26180	0
4174	Clothing & Uniforms	500	500	0
4200	Electricity	12600	11970	-630
4201	Gas	10500	9975	-525
4202	Water	2625	2756	131
4205	Rates	10143	10650	507
4208	Licences	3500	3500	0
4209	Trade Refuse Costs	1200	1200	0
4210	Alarm System & CCTV	1000	1000	0
4211	Ins XS/Vandalism	250	250	0
4213	Hygiene Services	1125	1125	0
4215	Refreshments	1843	1843	0
4220	Window Cleaning	600	600	0
4230	Furniture	3000	10000	7000
4240	MiscellaneousExpenditure	1000	1000	0
4250	Repairs & Decoration	2500	10000	7500
4400	Telephones	0	0	0
4420	Publicity/Council Publications	4110	4110	0
4421	Shotton Hall Events	2835	2835	0
4424	Bond	0	0	0
Total Over Head Expenditure		212428.917	221288	8859
1305	Electricity Refunds - Caterer	4725	4489	-236
1306	Gas Refunds - Caterer	1600	1520	-80
1312	Miscellaneous Income	0	0	0
1319	Hire Income	92000	71760	-20240
1320	Refreshment Income	2970	2970	0
1321	Hire of Equipment	2228	2228	0
1322	Shotton Hall Events	7425	7425	0
1323	Hire Chair covers etc	3267	3267	0
1324	Hire disco lights etc	5495	5495	0
Total Income		119710	99154	-20556
S/Hall Banqueting Suite - Net Expenditure		92718.9166	122134	29415

210	Shotton Hall Bar	2017 18	2018/ 19	
4005	Bar Gas	638	498	-140
4030	Bar Wages - Casuals	41533	32396	-9137
4214	Stocktaking Fees	1100	858	-242
4570	Bar Purchases	96390	75184	-21206
Total Over Head Expenditure		139661	108936	-30725
1315	Bar Income	259875	202703	-57173
Total Income		259875	202703	-57173
Shotton Hall Bar - Net Expenditure		-120214	-93767	26447
215	Shotton Hall Catering	2017/ 18	2018/ 19	
4572	Catering Expenditure	177188	138207	-38981
Total Over Head Expenditure		177188	138207	-38981
1329	Catering Franchise	20000	20000	0
1330	Catering Income	193050	150579	-42471
Total Income		213050	170579	-42471
Shotton Hall Catering - Net Expenditure		-35862	-32372	3490

221	The Pavilion (Inc Sports Fac)	2017 /18	2018/ 19	
4000	Salaries, Wages, Superan, NI	126482	166276	39794
4003	Overtime	4200	4200	0
4006	Building Maint. Contracts	3400	3500	100
4009	Bistro Expenditure	25600	37788	12188
4010	Cleaning Wages	24745	24745	0
4056	Wages-Helford Rd Cricket Fld	7608	7789	181
4057	Wages-Helford Rd F/Fields	5681	5817	136
4061	Wages-Helford Road MUGA	3580	3666	85
4081	Wages-Helford Rd Grounds	8477	8679	202
4174	Clothing & Uniforms	500	600	100
4200	Electricity	16275	17089	814
4201	Gas	9041	8588	-452
4202	Water	4200	3990	-210
4205	Rates	12737	13373	637
4208	Licences	500	6000	5500
4209	Trade Refuse Costs	1000	1100	100
4210	Alarm System & CCTV	2400	2400	0
4211	Ins XS/Vandalism	250	250	0
4213	Hygiene Services	525	525	0
4216	Line Cleaning Costs	0	0	0
4217	Lift Maintenance Costs	2000	2000	0
4220	Window Cleaning	1000	1000	0
4230	Furniture	1000	1000	0
4240	MiscellaneousExpenditure	1000	2000	1000
4250	Repairs & Decoration	2500	3000	500
4400	Telephones	2940	2500	-440
4406	Petty Cash	100	100	0
4410	Office Machine Hire & Mtce	1250	2500	1250
4412	Stationery & New Office Equip	750	1750	1000
4420	Publicity/Council Publications	1500	1500	0
4424	Bond	0	0	0
4581	Pool Table Costs	950	600	-350
4584	Sattelite TV Costs	3000	3500	500
4585	Loan Repayment	50450	50450	0
Total Over Head Expenditure		325639.98	388275	62635

		2017 /18	2018/ 19	
1312	Miscellaneous Income	1500	2000	500
1314	Bistro Sales	29700	44105	14405
1319	Hire Income	44550	42000	-2550
1320	Refreshment Income	743	400	-343
1321	Hire of Equipment	50	50	0
1341	Pool Table Income	500	400	-100
1507	Helford Road Cricket Facility	1000	1000	0
1508	Helford Road Football Field	1700	1100	-600
1509	Helford Road MUGA	18000	20000	2000
	Total Income	97743	111055	13312
The Pavilion (Inc Sports Fac) - Net Expenditure		227896.98	277221	49324

225	The Pavilion Bar	2017/ 18	2018/ 19	
4005	Bar Gas	780	600	-180
4030	Bar Wages - Casuals	30802	33882	3080
4214	Stocktaking Fees	1050	1000	-50
4570	Bar Purchases	56700	40000	-16700
Total Over Head Expenditure		89332	75482	-13850
1315	Bar Income	124146	85000	-39146
Total Income		124146	85000	-39146
The Pavilion Bar - Net Expenditure		-34814	-9518	25296
241	Lowhills Road Community Fac	2017/ 18	2018/ 19	
4010	Cleaning Wages	3380	3453	73
4055	Wages-lowhills Rd F/Fields	5565	5817	252
4079	Wages-L/Hill Rd Grounds	3229	3375	146
4200	Electricity	6250	5938	-313
4202	Water	2095	2200	105
4205	Rates	882	926	44
4209	Trade Refuse Costs	250	0	-250
4210	Alarm System & CCTV	1014	500	-514
4211	Ins XS/Vandalism	250	250	0
4213	Hygiene Services	100	100	0
4220	Window Cleaning	75	100	25
4240	MiscellaneousExpenditure	500	500	0
4250	Repairs & Decoration	1500	5000	3500
4400	Telephones	250	200	-50
Total Over Head Expenditure		25340	28357	3017
1307	Water Refunds - Surestart	525	800	275
1308	Electricity Refund - Surestart	1470	2440	970
1319	Hire Income	5500	6000	500
1506	Lowhills Road Football Field	2000	1800	-200
Total Income		9495	11040	1545
Lowhills Road Community Fac - Net Expenditure		15845	17317	1472

242	Lowhills Road Bowling Club	2017/ 18	2018/ 19	
4010	Cleaning Wages	563	0	-563
4054	Wages-Lowhills Rd B/Green	5859	6124	265
4200	Electricity	662	629	-33
4240	MiscellaneousExpenditure	0	0	0
4250	Repairs & Decoration	6500	0	-6500
Total Over Head Expenditure		13584	6753	-6831
1505	Lowhills Road Bowling Green	550	0	-550
Total Income		550	0	-550
Lowhills Road Bowling Club - Net Expenditure		13034	6753	-6281
261	Eden Lane Community Fac	2017/ 18	2018/ 19	
4010	Cleaning Wages	0	0	0
4051	Wages-Eden Lane F/Fields	8335	5763	-2572
4080	Wages-E/Lane Grounds Maint	19212	17288	-1924
4200	Electricity	0	0	0
4201	Gas	0	0	0
4202	Water	0	0	0
4205	Rates	0	0	0
4208	Licences	0	0	0
4210	Alarm System & CCTV	0	0	0
4211	Ins XS/Vandalism	0	0	0
4213	Hygiene Services	0	0	0
4215	Refreshments	0	0	0
4218	Sports Equipment	0	0	0
4220	Window Cleaning	0	0	0
4240	MiscellaneousExpenditure	0	0	0
4250	Repairs & Decoration	1000	1000	0
4400	Telephones	0	0	0
4406	Petty Cash	0	0	0
4410	Office Machine Hire & Mtce	0	0	0
4420	Publicity/Council Publications	0	0	0
4475	Communication Mast Exp	0	0	0
Total Over Head Expenditure		28547	24051	-4496
1210	Communication Mast Rental	2400	6000	3600
1319	Hire Income	1	350	349
1332	Activities (Classes etc)	0	0	0
1502	Eden Lane Football Fields	800	800	0
Total Income		3201	7150	3949

Eden Lane Community Fac - Net Expenditure

25346

16901

-8445

262	Eden Lane Depot	2017/ 18	2018/ 19	
4010	Cleaning Wages	6196	6330	134
4200	Electricity	5513	5237	-276
4202	Water	630	662	32
4205	Rates	3969	4167	198
4210	Alarm System & CCTV	1575	1575	0
4211	Ins XS/Vandalism	250	250	0
4230	Furniture	250	250	0
4240	MiscellaneousExpenditure	500	500	0
4250	Repairs & Decoration	2000	2000	0
4400	Telephones	1000	1000	0
4410	Office Machine Hire & Mtce	2000	1000	-1000
4412	Stationery & New Office Equip	2000	2000	0
Total Over Head Expenditure		25883	24971	-912
den Lane Depot - Net Expenditure		25883	24971	-912
263	Eden Lane Bowling Club	2017/ 18	2018/ 19	
4010	Cleaning Wages	563	575	12
4050	Wages-Eden Lane B/Green	4002	4183	181
4240	MiscellaneousExpenditure	250	0	-250
4250	Repairs & Decoration	500	1000	500
Total Over Head Expenditure		5315	5759	444
1501	Eden Lane Bowling Green	550	550	0
Total Income		550	550	0
Eden Lane Bowling Club - Net Expenditure		4765	5209	444
280	Woodhouse Park	2017/ 18	2018/ 19	
4010	Cleaning Wages	4506	4604	98
4078	Wages-Woodhouse Park	31937	33379	1442
4200	Electricity	4225	4014	-211
4202	Water	662	695	33
4206	Rent	1500	1500	0
4210	Alarm System & CCTV	750	750	0
4211	Ins XS/Vandalism	250	250	0
4240	MiscellaneousExpenditure	500	500	0
4250	Repairs & Decoration	4000	4000	0
4400	Telephones	250	250	0
Total Over Head Expenditure		48580	49941	1361
Woodhouse Park - Net Expenditure		48580	49941	1361

290	Sports Development	2017/ 18	2018/ 19	
4062	Wages - Sport Development	58649	65094	6445
4065	Marketing	500	500	0
4067	Activities/Events	15600	18720	3120
4068	Equipment	300	300	0
4069	Training & Development	0	0	0
4073	Licences, Membership Ins	300	300	0
4174	Clothing & Uniforms	200	200	0
4215	Refreshments	50	50	0
4412	Stationery & New Office Equip	150	150	0
Total Over Head Expenditure		75749	85314	9565
1514	Coaches Forum income	2000	0	-2000
1510	Activities Ex Classes & Events	20800	29500	8700
1513	Funding Grant	1000	0	-1000
Total Income		21800	29500	5700
Sports Development - Net Expenditure		53949	55814	3865

301	Parks General	2017/ 18	2018/ 19	
4000	Salaries, Wages, Superan, NI	64645	41718	-22927
4001	Sick Pay	12781	13358	577
4002	Holiday Pay	52175	54532	2357
4003	Overtime	12000	12600	600
4071	Wages-Dene Parks	17191	23051	5860
4072	Wages-Parks Attendants	59086	0	-59086
4074	Wages-Misc. None Site Duties	2574	2690	116
4075	Wages-General Open Spaces	26619	27821	1202
4076	Wages-Play Areas	15968	16689	721
4174	Clothing & Uniforms	3000	3000	0
4202	Water	184	193	9
4211	Ins XS/Vandalism	500	500	0
4240	MiscellaneousExpenditure	250	250	0
4300	Equipment & Supplies	7900	8000	100
4305	Manures,Fertilizers & Seeds	10000	11000	1000
4310	Bedding Plants,Shrubs & Bed	18000	15000	-3000
4360	Play Equipment-Repairs	5000	3000	-2000
4370	Tree Maint, Surveys & Services	8500	5000	-3500
4371	Public Seats & Bins	1500	1500	0
4373	Hire of Skips	6000	7000	1000
TBC	Vehicle Leasing	13600	15000	1400
Total Over Head Expenditure		337473	261903	-75570

Total Income	0	0	0
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Parks General - Net Expenditure	337473	261903	-75570
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325	Cemetery & Burials	2017/ 18	2018/ 19	
4000	Salaries, Wages, Superan, NI	36945	38613	1668
4200	Electricity	714	750	36
4211	Ins XS/Vandalism	250	0	-250
4240	MiscellaneousExpenditure	1200	1000	-200
4300	Equipment & Supplies	1000	2000	1000
4502	Vehicle Maintenance/Spares	0	0	0
4701	Past Burials-Contrib to Hord	4350	0	-4350
Total Over Head Expenditure		44459	42363	-2096

1702	Burials and Charges	12000	20000	8000
Total Income		12000	20000	8000

Cemetery & Burials - Net Expenditure	32459	22363	-10096
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350	Allotments	2017/ 18	2018/ 19	
4000	Salaries, Wages, Superan, NI	3353	3504	151
4202	Water	1323	1389	66
4211	Ins XS/Vandalism	250	250	0
4240	MiscellaneousExpenditure	500	500	0
4300	Equipment & Supplies	500	1000	500
4306	Allotment Access Paths	2500	2500	0
Total Over Head Expenditure		8426	9143	717

1754	Allotment Rents & Water	2040	3500	1460
Total Income		2040	3500	1460

Allotments - Net Expenditure		6386	5643	-743
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401	Town Centre Office	2017/ 18	2018/ 19	
4200	Electricity	326	310	-16
4202	Water	341	358	17
4205	Rates	5681	5965	284
4206	Rent	12000	12000	0
4207	Service Charges	3090	3090	0
4210	Alarm System & CCTV	600	600	0
Total Over Head Expenditure		22038	22323	285

Total Income		0	0	0
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Town Centre Office - Net Expenditure		22038	22323	285
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410	Town Activities (S.137 Exp)	2017/ 18	2018/ 19	
4427	Donations	11000	11000	0
4715	Clock Maintenance	515	500	-15
4720	Gritting Service & Bins	2000	2000	0
4725	Dog Fouling Maint. & Bins	2250	2250	0
4726	Remembrance Parade/Armed Forces	2000	6000	4000
Total Over Head Expenditure		17765	21750	3985

Town Activities (S.137 Exp) - Net Expenditure		17765	21750	3985
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430	Town Events	2017/ 18	2018/ 19	
4730	Peterlee Show	65000	65000	0
4733	Garden Competition	1500	1500	0
4740	Fireworks Display	15000	10000	-5000
4742	Carol Concert/Tree Lighting	2000	5000	3000
4751	Senior Citizens	1800	1800	0
4756	Summer Events	2000	4000	2000
4757	Childrens Pantomine	3500	3500	0
TBC	Fake Festival	28000	0	-28000
Total Over Head Expenditure		118800	90800	-28000
Total Direct Expenditure		0	0	0
1852	Fake Festival	30000	1000	-29000
1851	Peterlee Show	11000	1000	-10000
Total Income		41000	1000	-39000
Town Events - Net Expenditure		77800	89800	11000

901	Capital Projects	2017/ 18	2018/ 19	
4912	New Vehicles	26000	15000	-11000
4913	Capitalised Maint - S/Hall	50000	200000	150000
4920	Consultants Fees	9166	20000	10834
4930	Eden Lane Works	24775	25000	225
4940	Helford Road MUGA	54000	50000	-4000
4954	Organisational Strategy Fund	25000	0	-25000
TBC	Woodhouse Park Toilets	0	20000	20000
TBC	Thorntree Gill LG shelter	0	30000	30000
TBC	Dene Parks	0	25000	25000
TBC	Cricket Fence	0	30000	
4955	Play Equipment	25000	125000	100000
Total Over Head Expenditure		213941	540000	326059
Total Income		0	0	0
Capital Projects - Net Expenditure		213941	540000	326059
Total Budget Expenditure :		2,495,603	2815877	320274
Income :		2403007	2274866	-128141
Net Expenditure		92,596	541012	448415
of which, revenue exp		-121,345	1,012	
2,265,577 capital exp		213941	540000	
income less precept		1146030	1000781	-145249
Capital expenditure		Useable capital receipt	£268,398	
		Earmarked reserves	£271,602	
		total	£540,000	

Report To: Peterlee Town Council Resources Committee

Date: 5th March 2018

Subject: **Policy on the use of Council Facilities & Resources by Councillors**

Report of: Kay Tweddle, Deputy Town Clerk

Purpose: To consider and agree a policy for use of Councils Buildings by political parties

Background: Under the Local Government, (Miscellaneous Provisions) Act 1976, Section 19.....(2) A local authority may make any facilities provided by it in pursuance of the preceding subsection available for use by any such persons as the authority thinks fit wither without charge or on payment.

You must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986 and guidance on the use of resources by Councillors.

It is proposed Members may use Council facilities and resources for political purposes, in connection with the following business:-

- (a) Holding ward surgeries
- (b) Dealing with correspondence from constituents
- (c) Communicating group activities
- (d) Meetings between group members.

The Council is prohibited from publishing any material of a party political nature and Members should ensure that when using or authorising the use by others of the Council's facilities and resources, that such facilities and resources are not used for purely political purposes and that the use of Council premises is restricted to premises available to the public generally and paid for at the full hire costs.

A Member's use of Council facilities and resources must not extend to political parties more generally. Use of Council owned premises for party political purposes (where such meetings are used to further the political aims and objectives of the party concerned) must be restricted to premises available to the public generally and are paid at the full hire costs.

Budget: The use of meeting rooms etc would be a notional cost against democratic services and whilst there currently is not a cost centre for this that can be included as an expenditure heading.

Recommendations: Members are recommended to approve this policy for the reasonable use of facilities and resources to assist Members in carrying out their duties as councilors or as holders of an office within the Council.

Risk & Implications

Finance – notional cost of the facilities

Staffing - support for the meeting

Risk – none

Equality and Diversity / Public Sector Equality Duty - None

Accommodation - None

Crime and Disorder - None

Human Rights - None

Consultation - None

Procurement - None

Disability Issues - None

Legal Implications - None

Item 11: Refurbishment of Woodhouse Park Toilets

Report to: Peterlee Town Council
Date: 26th March 2018
Subject: Refurbishment of public toilets, Woodhouse Park
Report of: Ian Morris, Town Clerk
Brendan Arnell, Horticulture Supervisor

Purpose: This report is intended to seek Member's approval of a proposal to substantially refurbish the public toilets at Woodhouse Park with new stainless steel fixtures and fittings, at a cost of £19,363.95.

Background: Members will be aware that the Town Council currently provides public toilet facilities at Woodhouse Park. The current fixtures and fittings are of a standard residential specification and quality, and unfortunately have been subject to regular vandalism and damage that have resulted in one or more of the toilets being closed for prolonged periods of time, and a substantial cost to the Town Council in materials and time taken for repairs.

Even without the issue of vandalism, the toilets themselves are looking tired and would benefit from some form of refurbishment to make them a more pleasant environment for park visitors.

The Council's Community & Wellbeing Committee tasked officers with exploring options for refitting the toilets with heavy grade, vandal resistant stainless steel fittings and following research into market options have engaged with the direct services team at Durham County Council to develop a proposal to replace the sanitary ware and cubicles and make good.

Proposal: The work briefly comprises of:

DISABLED WC

Strip out existing wc pan and basin and dispose off-site.
Install new stainless steel wc pan, cistern & washbasin.
Alter existing waste and services in connection.
Install new guard to existing tube heater.
Earth bond new stainless steel sanitary ware.
Box in existing services to the left of the wash hand basin.
Existing grabrails to remain.
Supply and fit stainless steel pipe boxing in corner between toilet and washbasin.

FEMALE WC

Strip out existing wc pans and basins and dispose off-site.
Install new stainless steel wc pans ,cisterns & washbasins.
Alter existing waste and services in connection.

Earth bond new stainless steel sanitary ware.
Remove cubicle doors and frames and make good tiled walls.
Demolish blockwork partition wall between WC cubicles and wall above cubicles doors and make good ceiling, tiled wall and floor.
Supply and fit new Solid Grade Laminate cubicles with 1200mm high rear ducts.

MALE WC

Strip out existing wc pans, urinal and basins and dispose off site.
Install new stainless steel wc pans, cisterns & washbasins.
Install new stainless steel single bowl urinal and cistern.
Alter existing waste and services in connection.
Earth bond new stainless steel sanitary ware.
Remove cubicle doors and frames and make good tiled walls.
Demolish blockwork partition wall between WC cubicles and wall above cubicles doors and make good ceiling, tiled wall and floor.
Supply and fit new Solid Grade Laminate cubicles with 1200mm high rear ducts.

Procurement: Regulation 12 of the Public Contracts Regulations 2015¹ enables the Town Council and Durham County Council to contract with another authority without a competitive procurement process, where they are co-operating to provide services to the public and the agreement between the two Councils is motivated solely by 'considerations in the public interest'. It is my view, and the view of the Council's corporate procurement advisor, that the public interest test is met here because: the quote is provided on the same basis as an in-house DCC department; DCC are actually the legal owners of Woodhouse Park and so have an interest in ensuring high quality work; and the direct award to DCC will reduce the time taken to have the toilets refurbished and open for the public (as opposed to a drawn-out tendering and evaluation process).

The Direct Services team have indicated that should an award be made the works could commence in late April (4 weeks lead in) and will take 2-2.5 weeks to complete.

Conclusion: The refurbishment and upgrade of the Woodhouse Park toilets is long overdue and having researched options available on the open market and compared to the proposal from the Durham County Council Direct Services team I consider the proposal detailed in this report to be a pragmatic way forward that should see the new toilets open by early May 2018.

Recommendations:

Members are recommended to agree to the proposed refurbishment of Woodhouse Park toilets as set out in this report, for the sum of £19,363.95

¹ <http://www.legislation.gov.uk/uksi/2015/102/regulation/12/made>

APPENDIX 1: IMPLICATIONS

Finance – The budget for the proposed refurbishment is from an established capital line item in the 2018/19 budgets;

Staffing – No direct implications;

Risk – DCC Direct Services will carry out their own site risk assessments as part of standard working practices;

Equality and Diversity, Cohesion and Integration – No direct impact;

Crime and Disorder – It is anticipated that the proposed refurbishment of the toilets at Woodhouse Park will significantly reduce the incidences of criminal damage at the site;

Consultation & Communication – the proposals have been discussed at the Woodhouse Park Working Party and were supported by local residents who were in attendance;

Procurement – As detailed in the report, the direct award of the contract to Durham County Council is in line with regulation 12 of the Public Contracts Regulations 2015;

Legal – No direct impact.