



19<sup>th</sup> June 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 25<sup>th</sup> June 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 21<sup>st</sup> May 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 4<sup>th</sup> June 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 11<sup>th</sup> June 2018

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

(attached)

7. The Minutes of the Scrutiny & Progress Meeting of the 8<sup>th</sup> June 2018

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

8. Financial Matters

(i) 2017/18 Financial Year Budget outturn report (copy to follow)

(ii) Statement of Accounts 2017/18

(iii) Annual Governance Statement 2017/18 – Report of the Town Clerk for approval

(iv) Section 2 – Accounting Statements 2017/18 & Annual Internal Audit Report 2017/18

(Attached)

9. Spokesperson of the NEP Member's Report
  
10. Spokesperson of the Labour Political Party's Report

PETERLEE TOWN COUNCIL

MINUTES OF MEETING OF THE TOWN COUNCIL HELD

IN THE BURDON SUITE, SHOTTON HALL, PETERLEE

ON MONDAY 21<sup>st</sup> MAY 2018 AT 6.30PM

PRESENT: COUN M A CARTWRIGHT (CHAIR)

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

Messrs: G L Carne, S Miles, S P Franklin, R Moore, A T Wilkinson, A S H Meikle, A Watson, T Duffy, C Watkins & J M S Robinson

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

1. To Elect a Chair/Mayor for the Ensuing Year

Members were asked to elect a Mayor for the ensuing year. There were two nominations put forward for this position, Councillors A S H Meikle and R Kyle and a vote was taken by way of show of hands.

**RESOLVED that Councillor Meikle be elected as Chair/Mayor for the ensuing year.**

Councillor Meikle thanked the former Chair/Mayor, Councillor Cartwright saying she had done a tremendous job through some very difficult times and hers were big boots to fill.

The Chair, thanked his colleagues for their support and pledged he would do his best to represent the Town and the people of Peterlee in his role as Chair/Mayor. He said it was an honour to serve Peterlee and pledged to give 110% to the role. He then appointed his fiancée Kareen as his Consort/Mayoreess.

**RESOLVED the information given, be noted.**

2. To Sign the Declaration of Acceptance of Office

The Mayor then signed the Declaration of Acceptance of Office to the role of Chair/mayor.

**RESOLVED the information given, be noted.**

3. Presentation to Former Mayor of Peterlee to Mark her Year of Office

As the newly elected Mayor, Councillor Meikle presented Councillor M A Cartwright with a medal to mark her year of office. Councillor Cartwright made a short speech,

stating that the last year had been incredibly busy and she hoped that the good work achieved and the positive vibe would continue. She thanked everyone that had supported her during what had been an enjoyable time in office.

**RESOLVED the information given, be noted.**

4. Register of Disclosable Pecuniary Interests & other Registerable Interests

All Members were asked to make sure they update and amended their current forms should their circumstances have changed during the year.

**RESOLVED Members amend their forms if necessary.**

5. To Elect a Vice Chair/Deputy Mayor & Consort

Nominations for the post of Vice Chair/Deputy Mayor were invited. Two nominations were put forward for this position, Councillors T Duffy and R Kyle and a vote was taken.

**RESOLVED Councillor T Duffy be elected as Vice Chair/Deputy Mayor for the ensuing year. Councillor Duffy advised his Consort would be his wife Karen.**

6. To Announce a Spokesperson for the Majority Party

**RESOLVED Councillor A Watson be named as the spokesperson for the majority party.**

7. To Announce a Spokesperson of the Minority Party

**RESOLVED Councillor L Fenwick be named as the spokesperson for the minority party.**

8. Apologies for Absence

Apologies for absence were submitted and accepted on behalf of Councillor S McDonnell, S McGlen & S Kirkup.

**RESOLVED the Council approve the apologies for absence received, (if given), and their apologies for absence be recorded.**

9. PATHH Holistic wellbeing pilot proposal

Members considered the report from the Town Clerk recommending funding for a proposed holistic wellbeing pilot project involving the Clinical Commissioning Group and a local well being provider. Members asked that it be made clear in the associated paperwork that media consent was not a compulsory condition to joining the project.

**RESOLVED:-**

- (i) **the contents of this report be noted and specifically that for the PATHHS pilot project the Easington Sedgefield Clinical Commissioning Group were acting as Data Controller and Senses Yoga as data processor for the purposes of GDPR legislation;**

- (ii) the Council agree to the sponsorship of the PATHHS Holistic Wellbeing pilot proposal with the Easington & Sedgefield Clinical Commissioning Group and Senses Yoga to the estimated value of £7,290, as detailed in the report.
10. The Minutes of the Last Meeting, a copy of which had been previously circulated to each Member, were approved as a true and correct record subject to item 168 Leader's Report - being amended to read "there was no finer place to go and watch cricket".
11. Review of Delegation Arrangements to Staff  
Members were asked to review the Scheme of Delegation arrangements to staff.  
**RESOLVED the delegation arrangements to staff be confirmed.**
12. Review and Adoption of The Town Council's Standing Orders and Financial Regulations  
Members were asked to review the Council's Standing Orders and Financial Regulations.  
**RESOLVED the Standing Orders and Financial Regulations be adopted.**
13. To Confirm the Dates of the Meetings for the Forthcoming Year  
Members agreed and confirmed the dates of the meetings for the forthcoming year.  
**RESOLVED the dates of the meetings for the 2018/19 civic year, be confirmed.**
14. Review of the Terms of Reference for committees  
(i) Members were asked to review the terms of reference for the Town Council's committees.  
**RESOLVED the terms of reference for the committees, be accepted.**  
(ii) Motion submitted by Councillor A Watson to amend the Scrutiny Committee name to "Scrutiny and Progress Committee" and to increase its membership to 14.  
**RESOLVED THE Scrutiny and Progress Committee take the place of the Scrutiny Committee and this have 14 Members and report directly to Council.**
15. To confirm the arrangements for insurance cover in respect of all insured risks  
Members were asked to note the insurance arrangements with Zurich Municipal for the forthcoming year.  
**RESOLVED the insurance arrangements for the Council, be noted.**

16. Review of inventory of land and assets including buildings and office equipment

The Town Clerk circulated a copy of the information produced by the Accountant when he closed the Town Council's accounts which was a summary of the assets and net value of them. He then went on to explain the difference between the net value and the insurance value.

**RESOLVED the information given, be noted.**

17. Review of the Council's complaints procedure

Members were asked to review the Council's complaints procedure, along with the associated vexatious complaints policy.

**RESOLVED the complaints procedure and policy for handling complaints, be confirmed.**

18. Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000

Members were asked to review the Council's procedures for handling FOI requests under the Freedom of Information Act 2000. Whilst confirming the procedures it was asked that this be amended to include requests being reported to Council when they had been received.

**RESOLVED the procedure be confirmed with the amendment FOI Requests be reported to Council when received.**

19. Committees & Sub-Committees, Chairs & Vice Chairs

**RESOLVED the membership and Chair, Vice Chair of the Town Council's Committees, sub committees and working parties be confirmed as follows:-**

- Council – all 22 members, Chair S Meikle, Vice Chair T Duffy
- Resources Committee – all 22 members, Chair A Watson, Vice Chair T Duffy
- Community & Environment Committee – all 22 members, Chair M A Cartwright, Vice Chair R Moore
- ◆ Human Resources Sub – R Moore, (Chair), Vice Chair S Kirkup, A Watson, S Meikle, T Duffy, J Robinson, A C Long, S Franklin, K Duffy, G Carne, S Simpson & K Liddell
  - Appeals Sub Committee – Chair K Duffy, Vice Chair T Duffy, R Moore, J Robinson & A C Long
  - Town Clerk's Appraisal Sub Committee – A Watson, K Hawley, S

Meikle, T Duffy and R Moore.

- ◆ Health & Safety Sub Committee – A Long (Chair), G Carne (Vice Chair) and A Watson, S Meikle, T Duffy, R Moore, J Robinson, S Franklin, K Duffy, S Miles, M A Cartwright & S Kirkup.
- ◆ Events sub committee - all 22, Chair S Meikle, Vice Chair K Duffy
- ◆ Sports & Wellbeing Sub Committee – 12, Chair M A Cartwright, Vice Chair S Franklin, S Meikle, T Duffy, R Moore, A C Long, J Robinson, S Miles, A Watson, V Watson, S Kirkup & G Carne.
- ◆ Facilities Sub Committee – 12, Chair R Moore, Vice Chair K Duffy, A Watson, S Meikle, T Duffy, A Long, J Robinson, S Franklin, V Watson, S Kirkup, G Carne & S Miles.
- ◆ Finance Sub Committee – 7, R Moore, K Duffy, A Watson, L Fenwick, K Liddell, S Miles & S Simpson
- ◆ Scrutiny and Progress Committee – 14, Chair A Watson, Vice Chair K Hawley, S Miles, T Duffy, K Duffy, J Robinson, S Franklin, S McDonnell, S Meikle, M A Cartwright, R Moore, A C Long, L Fenwick & C Watkins
- Shotton Hall Working Party - 6 (Events), Chair K Hawley, Vice Chair A C Long, A Watson, S Meikle, T Duffy, R Moore, J Robinson, S Franklin, K Duffy, A Wilkinson, V Watson & S Miles
- The Pavilion Working Party – 12 (Events) Chair A Watson, Vice Chair T Duffy, S Meikle, K Hawley, K Duffy, K Liddell, R Moore, A C Long, J Robinson, S Kirkup, G Carne & A Wilkinson
- Parks & Play Areas Working Party – now all 22 Members, Chair R Moore, Vice Chair A C Long
- Woodhouse Park Working Party now all 22 - Chair R Moore, Vice Chair A C Long
- Peterlee Show Working Party (Events), now all 22- Chair K Hawley Vice Chair S Miles
- Environment Working Party - now all 22 Members, Chair A Watson, Vice Chair S Franklin
- Twinning Working Party – 7, Chair S Miles, Vice Chair R Kyle, S Kirkup, A C Long, J Robinson, S Meikle & S Franklin
- Mayor's Committee (Events)
- Remembrance Day Parade and Armed Forces Day working party (Events)



20. Delegates to Other Bodies  
**RESOLVED the following representatives be appointed to serve on behalf of the Town Council on the following bodies:-**
1. County Durham Association of Local Councils Larger Local Council Forum  
M A Cartwright, A Watson & T Duffy
  2. Easington Area (Durham County Association of Parish & Town Councils)  
S Miles, S Franklin & A C Long
  3. Castle Eden Dene Joint Management Committee  
S Franklin, K Duffy & V Watson
  4. Peterlee Town Band  
A Watson & S Meikle
  5. Passmore Pavilion Local Steering Group  
A Watson
  6. Shotton Airfield Consultative Committee  
A C Long
  7. Healthworks, Easington  
A Wilkinson
  8. Peterlee Cricket Club  
A Watson

21. Possible delegation to meet Rt Hon Nick Hurd, Minister of State for Policing  
At the Council Meeting held in March 2018, Durham Police & Crime Commissioner Ron Hogg came along and heard first hand from Councillors and members of the public reports of some of the crime and ASB issues they are facing living in Peterlee. As a result Mr Hogg wrote to Amber Rudd, (former Home Secretary), summarizing some of the issues raised and appealing for her to receive a delegation from Peterlee so that she could hear local concerns first hand. Following Ms Rudd's departure from the role that letter was responded to by Rt Hon Nick Hurd MP, Minister of State for Policing.  
The Town Clerk reported receipt of a response from the Rt Hon Nick Hurd MP, stating he would be pleased to meet Peterlee Town Council Members to discuss their concerns.

**RESOLVED Mr Hurd be invited to Peterlee, and if that was not possible then a video conference call be arranged.**

22. Spokesperson for the North East Party Member's Report

Councillor A Watson reported this had been an eventful year, with Councillor Cartwright stepping into the breach and carrying out a fantastic job. There had been huge changes and he had received very positive feedback from the public

with more help being given to community groups. He said “well done” to the new councillors on completing their first year of office and that it was onwards and upwards. **RESOLVED the information given, be noted.**

23. Spokesperson of the Labour Minority Member’s Report

Councillor Fenwick offered her congratulations to both the newly elected Chair/Mayor and Vice Chairman. She said she was looking forward to the forthcoming council year 2018/19 and hoped the whole of the Council would go on to do good things and make valuable decisions for the people of Peterlee. **RESOLVED the information given, be noted.**

24. Young Heroes Awards Night, 11<sup>th</sup> May 2018

The Town Clerk reported receipt of a letter of sincere thanks from the Neighbourhood Policing Team, Inspector Lee Blakelock and PCSO Michelle Burr, for the Town Council in being part of the awards night. They advised they were immensely proud to have such a great working relationship with the Town Council. Special thanks were given to the Mayor, Councillor Cartwright and Councillors Meikle and A Watson and to the Town Clerk for their support, helping the Constabulary achieve the vision they had many months ago for this event. In reply Councillor A Watson commented that PCSO Michelle Burr was a credit to the Constabulary and had worked over and above to make the event such a success.

**RESOLVED the content of the letter, be noted.**

THE MINUTES OF THE MEETING OF THE  
RESOURCES COMMITTEE HELD IN THE COUNCIL CHAMBER, SHOTTON HALL,  
PETERLEE ON MONDAY 4<sup>th</sup> JUNE 2018 AT 6.30PM

PRESENT: COUN A WATSON (CHAIR)

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

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

**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.**

1. Apologies for Absence

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

2. To receive declarations of interest

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

3. The Minutes of the Last Meeting

Members approved the minutes of the last meeting of this Committee held on 9<sup>th</sup> April 2018 and they were signed as a true and correct record.

4. Internal Audit

The Chair welcomed Stephen Carter, Audit and Fraud Manager, Internal Audit, Durham County Council, to the meeting to present the following attached reports:-

- (i) Internal Audit Progress Report Quarter ended 31 March 2018
- (ii) Internal Audit Annual Report 2017/18.

Mr Carter took Members through each report in turn and answered any questions given by Members. The Town Clerk reported on a correction to Appendix 4 of the report regarding Woodhouse Park being given as a priority. Members thanked both Town Council Officers and the Internal Audit Team from Durham County Council for their work and support.

**RESOLVED Members note the outturn position on progress made in delivering the internal audit plan for 2017/18 together with that made by managers in responding to the work of the internal audit to gain assurance on the adequacy and effectiveness of the internal control environment. FURTHER RESOLVED Members note the content of the Annual Internal Audit Report and the overall “moderate assurance” opinion provided on the adequacy and effectiveness of the Council’s control environment for 2017/18.**

Councillor T Duffy joined the meeting at 6.55pm.

5. Report of the Finance Sub Committees of the 27<sup>th</sup> April & 24<sup>th</sup> May 2018

**RESOLVED the payments approved at the meeting of these sub committees held on 27<sup>th</sup> April & 24<sup>th</sup> May 2018, a copy of the minutes circulated, be noted.**

6. The Report of the Facilities Sub Committee of the 23<sup>rd</sup> April 2018

**RESOLVED the minutes of the Facilities Sub Committee meeting circulated be approved and accepted as a true and correct record.**

7. Community Related Asset Transfer – North Blunts site

The Town Clerk advised he was awaiting a reply from Durham County Council following the expression of interest submitted by the Town Council in this site. A Local Member had heard a rumor that a leisure company was interested in the site, and this had come via a former Town Councillor and he asked the County Councillor present at the meeting was she aware of this, she said she was not, and it was asked if she would be able to find out any information in this regard. **RESOLVED further information on interest in this site be awaited.**

8. Rugby Club Eden Lane

(i) Floodlights – consent from the Landlord

**RESOLVED landlord’s consent to the floodlights that had been grant funded on Pitch 2 at Eden Lane, be granted by the Town Council.**

(ii) Roofing Works at Eden Lane

**RESOLVED approval be given to the action taken in arranging for the roof works to be carried out, prior to approval from the Chair and Vice Chair of this Committee, at a cost of £11,850.00 + vat with Northern Bespoke Developments.**

Members asked that it be recorded they were 100% behind the Rugby Club.

9. Request for Concessionary Use of Facilities  
The Pavilion, football tournament, Peterlee Helford Under 9's, 28<sup>th</sup> July 2018, Use of the main hall and the MUGA  
(power: The Local Government Act 1972, s144)  
**RESOLVED free use of the Brian Joyce Function Room be agreed for this event.**
10. Request for Financial Assistance  
(a) Peterlee Indoor Bowling Club – towards an excursion  
**RESOLVED a donation of £100.00 be made to the Club.**  
(b) Peterlee Helford FC Under 9's – towards strips  
**RESOLVED further information be requested to support this application.**  
(c) Jonathon Davies, motorcycle stunt bike – to help with running costs  
**RESOLVED a donation of £450.00 be made.**  
(d) Emma Cusworth, 17<sup>th</sup> November – 8<sup>th</sup> December 2018, Bali, working with underprivileged children in the community and local hospitals  
**RESOLVED a donation of £320.00 be made.**  
(power: The Localism Act 2018, ss1-8, General Power of Competency)
- FURTHER RESOLVED the Town Council's policy with regard to awards from the Member's Initiative Fund, be re visited.**
11. Expressions of thanks and Appreciation  
(i) Peterlee 1<sup>st</sup> Scout Group  
(ii) County Durham & Darlington NHW  
(iii) Easington School Sports Partnership  
(iv) Acre Rigg Infant School  
(v) Peterlee Cricket Club
- The contents of the letters of thanks were provided for Members and it was **RESOLVED the contents be noted.**
12. Exclusion of the Press and Public  
  
RESOLVED that 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 4 & 7.
13. Debts to write off  
Members were asked to note debt write offs for the period 1 April - 31<sup>st</sup> May 2018 as per the Council's debt policy and a copy was circulated to each Member prior to the meeting.

Members were advised the net affect of these debts was £860.00 and a provision for bad debts of £4,000 had been made in the accounts. There was discussion on how to avoid bad debts arising and the processes that were in place. The Town Clerk confirmed there had been success with taking several debts through the court process.

**RESOLVED the debts as listed in the report, be written off by the Council.**

DRAFT

THE MINUTES OF THE MEETING OF THE  
COMMUNITY & ENVIRONMENT COMMITTEE HELD IN THE COUNCIL CHAMBER, SHOTTON HALL,  
PETERLEE ON MONDAY 11<sup>TH</sup> JUNE 2018 AT 6.30PM

PRESENT: COUN M A CARTWRIGHT (CHAIR)

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

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

**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.**

1. Apologies for Absence

Apologies had been submitted and accepted from Councillors S McDonnell, A C Long, J Robinson, S Kirkup & S Franklin. **RESOLVED the Council approve the reason submitted for absence received from the Councillors listed, and their apologies for absence be recorded.**

2. To receive declarations of interest

Members were reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. Councillors T & K Duffy declared an interest in item No. 15 – Thorntree Gill Leisure Gardens and Councillor Meikle in item No. 17 – Lowhills Road Leisure Gardens.

3. Horden & Peterlee Rugby Club

The Chair welcomed Paul Greener, Director of Rugby and Ian McClean, Secretary, Horden and Peterlee Rugby Club, who gave a report regarding the various improvement works and development of the Club and plans for the next season, (details of which were appended to the Sport & Wellbeing Manager's report). Members congratulated the Club on their achievements so far and assured the representatives of the Town Council's total support. There were several comments and questions to the representatives and the representatives were thanked for the update and their attendance.

4. The Minutes of the Last Meeting held on 16<sup>th</sup> April 2018 a copy of which had been circulated, were approved and signed as a true and correct record.  
Matters Arising  
(i) Minute Number 101 – Lowhills Road Bowling Club  
It was reported there had been several community organisations that were showing an interest in the building and a further report would be made in due course. **RESOLVED this matter be considered further at the next meeting.**  
(ii) Minute Number 102 – Youth Provision  
The Town Clerk gave an update for Members and it was asked if it would be possible for a representative of Groundwork NE and Cumbria to come along to a future meeting to speak to Members on the proposal. **RESOLVED an invitation to attend a future meeting be extended to a representative of Groundwork NE & Cumbria, as suggested.**
5. Minutes of the Events Working Parties of the 10<sup>th</sup>, 24<sup>th</sup> April & 16<sup>th</sup> May 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.**
6. Minutes of the Woodhouse Park Working Parties of the 24<sup>th</sup> April & 23<sup>rd</sup> May 2018  
The Minutes from these working parties, a copy of which had been previously circulated to each Member, were considered. Councillor Watson asked for it to be recorded he had suggested some type of art installation be considered for the Park, tying in with the Apollo Pavilion and NASA dates of note, with a planetary theme. It was reported the hanging baskets were now in place in the Community Garden. **RESOLVED the contents of these minutes be noted and approved and the Arts and Development Officer at DCC be contacted with regard to an art installation in the Park, themed as suggested.**
7. Peterlee Show 1 & 2 September 2018  
This item had been referred for the Events Working Party held on 16<sup>th</sup> May 2018, to consider further the time of closure of the Fairground on the Saturday evening of the Show. **RESOLVED the request received from Durham Constabulary that the fairground rides finish at 9.45 and the fair close at 10.00pm, be agreed to.**
8. Update on Sports Development Activities  
The report of the Sport & Wellbeing Manager providing information for Members about new and existing sports development activities, club development and issues raised by sports users. Members asked that where the benches next to the teqball facility were placed, be re considered. **RESOLVED the information contained in the report, be noted.**



9. Christmas Tree – South Denes

This item had been referred from the Events Working Party held on 10<sup>th</sup> April 2018.  
**RESOLVED a costing and project plan be produced for Council's consideration.**

10. Community Gardening in neighbourhoods and roadside grass verges This item had been referred from the Council Meeting held on 30 April 2018. A Local Member reported on progress made with this suggestion with residents with a leaflet drop, planned fund raising events and positive feedback on the proposal. **RESOLVED progress be noted.**

11. Woodhouse Park – leylandi planting

This item had been requested by Councillor Long, following it being discussed at the Woodhouse Park Working Party. Unfortunately she was unable to attend this meeting and it was **RESOLVED consideration of this item be deferred.**

12. Planting on the Main Roundabouts in the Town

This item had been requested by Councillor Kyle, following approaches made to him by residents. It was confirmed the summer bedding plants were on order and the Town Clerk assured members he would keep them updated on the planned planting schedule. Members did accept the weather conditions had meant planting was delayed, and this was the case all over the county. Comment was also made about the deliberate vandalism with a motor bike going over the middle of the main roundabout. It was suggested that improved communications with the public about such matters via social media may result in less complaints/negative feedback. **RESOLVED the information given, be noted.**

13. Emergency works – Eden Lane Shutter door

**RESOLVED the action taken in authorizing works at a cost of £717.00 for repairs to the shutter door at Eden Lane, following consultation with the Chair and Vice Chair, be noted. FURTHER RESOLVED a full report on works required to all shutter doors on the Town Council's building stock, be submitted in due course.**

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

It was confirmed the repairs to vandalized play equipment at Hampshire Place Play area had now been completed and the play area opened again on 6 June 2018. A Ward Member reported she was continuing to receive representations from residents, as reported previously, asking if the play area could be locked on an evening. It was confirmed, other than an anonymous letter received, no further feedback had been

received via the Office. **RESOLVED** the information given, be noted and the Town Clerk consider the most appropriate way to publicise this matter.

15. Thorntree Gill Leisure Gardens – proposed building - progress

The Town Clerk informed Members of progress with the provision of the new shelter and store at Thorntree Gill Leisure Gardens site. The plans had been received and now were with the Association for feedback and approval. They would then be given to a number of builders to obtain a price for the build for approval by Council. **RESOLVED progress be noted.**

16. Lowhills Leisure Gardens

This item had been referred from the Council Meeting held on 30 April 2018. There was considerable discussion and it was **RESOLVED that a new updated set of rules be produced for use at the Leisure Gardens, the plot holders be consulted on them and then they be confirmed by Council. FURTHER RESOLVED** this matter be considered further at the next Scrutiny & Progress Meeting.

THE MINUTES OF THE MEETING OF THE  
SCRUTINY & PROGRESS COMMITTEE HELD IN THE COUNCIL CHAMBER, SHOTTON HALL,  
PETERLEE ON FRIDAY 8<sup>TH</sup> JUNE 2018 AT 11.00am

PRESENT: COUN A WATSON (CHAIR)

Mesdames:- L Fenwick, M A Cartwright, K J Duffy & K Hawley

Messrs:- R Moore, T Duffy, G L Carne & S Miles

**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.**

1. Apologies for Absence

Apologies had been submitted and accepted from Councillors V Watson, S Simpson, C Watkins, A C Long, J Robinson & S Kirkup. **RESOLVED the Council approve the reason submitted for absence received from the Councillors listed, and their apologies for absence be recorded.**

2. Lowhills Road Allotments

Members asked for an update with this matter. The Town Clerk advised he had agreed with the representatives the Town Council would provide a meeting room for them to hold a meeting to progress various outstanding matters. It was asked what the to be appointed Parks Manager's role would be in relation to the leisure gardens; it was confirmed the Town Council would continue to manage the sites and would be clear on what was being done, ie regular site visits, manage and monitor the sites, skips, inspections etc. It was confirmed having nominated representatives in place would make it easier for the Council to communicate with the Gardeners and in turn them with the Council. **RESOLVED progress be noted.**

3. Community Cinema

It was reported the cinema was currently being installed. **RESOLVED progress be noted.**

4. Cricket Fence, Helford Road

The Clerk advised he was awaiting progress from the Planning Department, Durham County Council. Progress with the plans for a patio area was requested. **RESOLVED progress be noted.**

5. Woodhouse Park, toilet refurbishment

An update was given on the works to the toilets in the Park. Members made reference to the proposal to use the temporary building in the Park by the community on an evening also to issues with some of the planting in the park. **RESOLVED progress be noted.**

6. Items, date and time for the next meeting

**RESOLVED the items be The Pavilion, Hill Rigg House and the meeting be held on Friday 22<sup>nd</sup> June 2018 at 10.00am.**

**Peterlee Town Council**

**Statement of Accounts**

**(Not Subject to Audit)**

**31st March 2018**

**Peterlee Town Council**

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## **Peterlee Town Council**

### **Council Information**

#### **Town Mayor**

Mary Cartwright

#### **Councillors**

Gordon Carne

Karon Liddell

Stephen McGlen

Steve Miles

Sheila Simpson

Louise Fenwick

Karen Duffy

Terry Duffy

Sonny Kirkup

Jamie Robinson

Robert Kyle

Colin Watkins

Steven Franklin

Angela Long

Robert Moore

Alan Wilkinson

Karen Hawley

Susan McDonnell

Archibald Scott Meilke

Andrew Watson

Victoria Watson

### **Clerk to the Council and Responsible Financial Officer**

Ian Morris MCIH

#### **Auditors**

Mazars LLP

**Peterlee Town Council**

**Income and Expenditure Account (Unaudited)**

**for the year ended 31 March 2018**

<b><u>2017</u></b> <b><u>£</u></b> <b><u>Net</u></b> <b><u>Expenditure</u></b>		<b><u>2018</u></b> <b><u>£</u></b> <b><u>Gross</u></b> <b><u>Expenditure</u></b>	<b><u>2018</u></b> <b><u>£</u></b> <b><u>Income</u></b>	<b><u>2018</u></b> <b><u>£</u></b> <b><u>Net</u></b> <b><u>Expenditure</u></b>
<b>DIRECT SERVICES TO THE PUBLIC</b>				
(13,810)	Shotton Hall Banqueting Suite	(329,525)	319,097	(10,428)
(311,691)	Public Buildings	(481,872)	196,642	(285,230)
(40,024)	Sports & Leisure	(75,958)	30,301	(45,658)
(327,401)	Parks	(346,068)	14	(346,054)
(3,012)	Allotments	(3,189)	3,441	252
(21,799)	Town Centre Offices	(21,403)	-	(21,403)
(19,940)	Town Activities	(18,006)	1,404	(16,602)
(68,491)	Town Events	(93,471)	27,882	(65,589)
(26,011)	Cemetery and Burials	(36,306)	16,078	(20,229)
(104,198)	Capital Works	(23,145)	3,000	(20,145)
<b>DEMOCRATIC, CIVIC AND CENTRAL COSTS</b>				
(6,627)	Other Costs and Income	(5,367)	-	(5,367)
(393,658)	Central and Civic HQ Costs	(418,481)	220	(418,261)
(29,994)	Democratic Representation	(31,669)	-	(31,669)
(22,688)	Corporate Management	(45,067)	-	(45,067)
<u>(1,389,344)</u>		<u>(1,929,526)</u>	<u>598,078</u>	<u>(1,331,448)</u>
1,251,968	Annual Precept			1,256,977
288,198	Precept Support Grant			238,870
<u>150,822</u>	Net Surplus for the year			<u>164,399</u>

**Reserve Movements**

	<b><u>Balance</u></b> <b><u>April 2017</u></b>	<b><u>Movement</u></b> <b><u>for Year</u></b>	<b><u>Balance</u></b> <b><u>March 2018</u></b>
General Fund	854,121	164,399	1,018,520
Useable Capital Receipt	268,398	-	268,398
	<u>1,122,519</u>	<u>164,399</u>	<u>1,286,918</u>
	<b>Box 1</b>		<b>Box 7</b>



**Peterlee Town Council**

**Income And Expenditure Account and Annual Return Reconciliation (Unaudited)**

**For the Year Ended 31st March 2016**

Annual Return Box Numbers	Income			Expenditure			
	Box 2	Box 3		Box 4	Box5	Box 6	
	Precept	Other Income	Total	Staff Costs	Loans Repaid	Other Costs	Total
<b>Direct Services</b>							
Shotton Hall Banqueting Suite	-	319,097	319,097	133,658		195,868	329,525
Public Buildings	-	196,642	196,642	268,828	50,452	162,592	481,872
Sports & Leisure	-	30,301	30,301	59,978		15,980	75,958
Parks	-	14	14	288,087		57,981	346,068
Allotments	-	3,441	3,441	1,207		1,982	3,189
Town Centre Offices	-	-	-	-		21,403	21,403
Town Activities	-	1,404	1,404	1,774		16,232	18,006
Town Events	-	27,882	27,882	9,810		83,661	93,471
Cemetery and Burials	-	16,078	16,078	32,831		3,476	36,306
Capital Works	-	3,000	3,000	-		23,145	23,145
<b>Democratic, Management and Civic</b>							
Other Costs and Income	-	-	-	-		5,367	5,367
Central and Civic HQ Costs	-	220	220	229,794		188,687	418,481
Democratic Representation	-	-	-	-		31,669	31,669
Corporate Management						45,067	45,067
Precept Support Grant		238,870	238,870				
Precept	1,256,977	-	1,256,977				
<b>Totals Carried to Annual Return</b>	<b>1,256,977</b>	<b>836,948</b>	<b>2,093,925</b>	<b>1,025,966</b>	<b>50,452</b>	<b>853,108</b>	<b>1,929,526</b>

**Balance Sheet (Unaudited)**

**as at 31 March 2018**

<b>2017</b>		<b>Note</b>	<b>2018</b>	<b>2018</b>
<b>£</b>			<b>£</b>	<b>£</b>
	<b>Fixed Assets</b>			
	Tangible fixed assets	2		
4,601,221	Land and Buildings		4,601,221	
1,573,691	Vehicles, Plant and Equipment		1,573,691	
17,344	Community Assets		17,344	
<b>6,192,256</b>				<b>6,192,256</b>
	<b>Current Assets</b>			
12,280	Stock		19,673	
33,726	Debtors	5	20,678	
1,190,520	Cash at Bank and In-hand		1,384,024	
<b>1,236,526</b>			<b>1,424,375</b>	
	<b>Current Liabilities</b>			
114,009	Creditors and accrued expenses	6	137,459	
<b>114,009</b>			<b>137,459</b>	
<b>1,122,517</b>	<b>Net Current Assets</b>			<b>1,286,916</b>
<b>7,314,773</b>	<b>Total Assets Less Current Liabilities</b>			<b>7,479,172</b>
	<b>Long Term Liabilities</b>			
942,289	Long Term Borrowing	7		934,150
<b>6,372,484</b>				<b>6,545,021</b>
	<b>Financed by:</b>			
	<b>Reserves available to the Council</b>			
268,398	Useable Capital Receipt		268,398	
854,121	General Reserve		1,018,520	1,286,918
<b>1,122,519</b>				
	<b>Reserves Not Available to Council:</b>			
	<b>Represents the Council's Investment in Fixed Assets</b>			
	<b>less Outstanding Loans</b>			
5,249,965	Capital Financing Account			5,258,104
<b>6,372,484</b>				<b>6,545,021</b>

These accounts have been approved by the Council.

.....  
**Chair, Policy and Finance Committee**

Date: .....

.....  
**Town Clerk**

Date: .....

**Notes to the Accounts (Unaudited)**

**31st March 2018**

**1 Employees**

The average weekly number of employees during the year was as follows:

	<b>2018 Number</b>	<b>2017 Number</b>
Full and part-time permanent staff	47	47
	<hr/> 50	<hr/> 47

All staff are paid within nationally agreed pay scales

Number of employees whose remuneration excluding employers pension contributions was over £50,000 in bands of £10,000 was:

<b>Band</b>	<b>Number of Employees 2017/2018</b>	<b>Number of Employees 2016/2017</b>
£50,000 to £59,999	0	1
£60,000 to £70,000	1	0

**2 Tangible Fixed Assets**

	<b>Freehold Land and Buildings</b>	<b>Vehicles and Equipment</b>	<b>Community Assets</b>	<b>Total</b>
<b>Cost</b>	<b>£</b>	<b>£</b>		<b>£</b>
1st April 2017	4,601,220	1,573,691	17,345	6,192,256
Additions	-		-	-
Disposals	-		-	-
	<hr/> 4,601,220	<hr/> 1,573,691	<hr/> 17,345	<hr/> 6,192,256

Although classified as capital expenditure, certain minor equipment purchases are not included above as they are not material in overall value.

**3 Financing of Capital Expenditure**

	<b>2018 £</b>	<b>2017 £</b>
The following capital expenditure during the year:		
Fixed Assets purchased	-	41,076
	<hr/> -	<hr/> 41,076
was financed by:		
Grant Funding	-	9,950
Finance Leases	-	-
Revenue:		
Precept and Revenue Income	-	41,076
	<hr/> -	<hr/> 51,026

**Peterlee Town Council**

**Notes to the Accounts (Unaudited)**

**31st March 2018**

**4 Assets Purchased in the Year**

**Vehicles and Equipment**

Nil

**Asset Disposals**

Nil

**5 Debtors**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Debtors and Prepayments	22,513	27,012
V A T Recoverable	2,165	10,714
	<u>24,678</u>	<u>37,726</u>
Less: Provision for Bad and Doubtful Debts	(4,000)	(4,000)
	<u>20,678</u>	<u>33,726</u>

**6 Creditors and Accrued Expenses**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Trade Creditors	15,137	12,219
Accruals and Deferred Income	122,322	101,790
	<u>137,459</u>	<u>114,009</u>

**7 Long Term Liabilities**

At the close of business on 31 March 2010 the following loans to the Council were outstanding :

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Public Works Loan Board	934,150	942,289
	<u>934,150</u>	<u>942,289</u>

The council's loans are repayable as follows:

	<b>2018</b>	<b>2017</b>
Within one year	8,509	8,139
From one to two years	8,896	8,509
From two to five years	24,052	23,005
From five to ten years	63,346	60,590
Over ten years	829,347	842,047
Total loan commitment	<u>934,150</u>	<u>942,289</u>

Peterlee Town Council  
Annual Return 31st March 2018

		<b>2017</b>	<b>2018</b>
Box 1	Reserves Forward	971,697	1,122,519
Box 2	Precept	1,251,968	1,256,977
Box 3	Other Income	825,448	836,948
Box 4	Staff Costs	(977,172)	(1,025,966)
Box 5	Loan Repayments	(50,452)	(50,452)
Box 6	Other Costs	(898,969)	(853,108)
Box 7	Reserves Carried Forward	1,122,519	1,286,918
Box 8	Cash and Investments	1,190,520	1,384,024
Box 9	Assets at Cost	6,192,256	6,192,256
Box 10	Loans Outstanding	942,289	934,150

## **Agenda Item: 8(iii) Annual Governance Statement 2017/18**

**Report to:** Peterlee Town Council

**Date:** 25<sup>th</sup> June 2018

**Report of:** Ian Morris, Town Clerk

**Report Title:** Approval of the Annual Governance Statement 2017/18

**Purpose:** This report is intended to present the Council's Annual Governance Statement for the 2017/18 for Members' approval.

**Background:** Regulation 6 of the Accounts and Audit Regulations 2015 require that the Council must conduct a review of the effectiveness of the system of internal control and to prepare, approve and publish an Annual Governance Statement. The review of the effectiveness of internal control must be used to inform the consideration and approval of the Governance Statement.

### **2016/17**

#### **Governance**

**Statement:** A copy of section of the 2017/18 Annual Return, which incorporates the 2017/18 Governance Statement, is attached as Appendix 1 to this report.

The Annual Governance Statement consists of a number of statements about the Council's systems of governance, financial management and internal control with a 'yes' or 'no' response to each statement. All 'yes' statements should be supported by evidence, and an explanation provided to the Auditor for any 'No' responses.

The Joint Panel on Accounting Guidance (JPAG) produces a 'Governance and Accountability for Smaller Authorities in England' that sets out guidance on suitable evidence evidencing the statements in the Annual Governance Statement. Appendix 2 provides a summary of how the Council's Management Team considers that the Council has complied with the requirements for each statement.

Members are also referred to the Internal Audit progress report and Annual Internal Audit Report 2017/18 presented by Stephen Carter, Internal Audit Manager, DCC at the Resources Committee on Monday 4<sup>th</sup> June 2018 which provides detailed information on the work of internal audit on the council's key areas of control and governance over the past year.

#### **Recommendation:**

Members are recommended to note the contents of this report and approve the Annual Governance Statement as provided in Appendix 1.

## **APPENDIX 1: Annual Governance Statement 2017/18**

See electronic copy here: [https://peterleetowncouncil-my.sharepoint.com/:b:/g/personal/clerk\\_peterlee\\_gov\\_uk/EYKg9h09BaRMpdF54swasNEBCp6ieHiv7pRM2ZnP\\_WsV5Q?e=Zgh3KX](https://peterleetowncouncil-my.sharepoint.com/:b:/g/personal/clerk_peterlee_gov_uk/EYKg9h09BaRMpdF54swasNEBCp6ieHiv7pRM2ZnP_WsV5Q?e=Zgh3KX)

## Appendix 2: Compliance with statements in the Annual Governance Statement

Statement	Requirement	Examples of compliance
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	a) <u>Budgeting</u> : The Council needs to prepare and approve a budget in a timely manner before setting a precept or rates and prior to the commencement of the financial year. It needs to monitor actual performance against its budget during the year, taking corrective action where necessary. A financial appraisal needs to be undertaken before the authority commences any significant project or enters into any long term commitments.	The 2017/18 budget was set ahead of the financial year and agreed by Finance & general Purposes Committee and Council. Quarterly monitoring of the budget by the Council's Senior Management Team was reported to the F&GP committee on an exception basis, in line with Financial Regulations. All reports entailing significant expenditure include detail financial appraisals.
	b) <u>Accounting records and supporting documents</u> : All authorities, including parish meetings where there is no parish council, need to appoint an officer to be responsible for the financial administration of the authority in accordance with section 151 of the Local Government Act 1972. The authority needs to have satisfied itself that its Responsible Finance Officer (RFO) has determined a system of financial controls and discharged their duties under Regulation 4 of the Accounts and Audit Regulations 2015. The RFO needs to have put in place effective procedures to accurately and promptly record all financial transactions, and maintain up to date accounting records throughout the year, together with all necessary supporting information. The accounting statements in Section 2 of the annual return need to agree to the underlying records.	The Town Clerk is identified as the Council's Responsible Financial Officer. The current Town Clerk was appointed in July 2016 and has twice reviewed and amended the Council's Financial Regulations and Officers Scheme of Delegation in close consultation with the Council's Internal Audit and Corporate Procurement support providers. A number of internal audits were carried out during the financial year, including a major audit of internal financial controls and processes, and the resulting action plans have been reported to, and monitored by, Council. The Council has appointed a suitably qualified external consultant to support the RFO with the preparation of the Annual Accounts and supporting underlying records.
	c) <u>Bank reconciliation</u> . Statements reconciling each of the authorities bank accounts with its accounting	The Council's Finance section carry out a monthly reconciliation of the Council's bank accounts. A



Statement	Requirement	Examples of compliance
	records need to be prepared on a regular basis, including at the financial year-end, and reviewed by members of the authority.	bank reconciliation for the year end is included in the underlying records.
	d) <u>Investments</u> . Arrangements need to be in place to ensure that the authorities funds are managed properly and that any amounts surplus to requirements are invested appropriately, in accordance with an approved strategy which needs to have regard to DCLG's statutory Guidance on local government investments. If total investments are to exceed £500,000 at any time during a financial year an authority needs to produce and approve an annual Investment Strategy in accordance with the DCLG guidance.	The Council does not currently have any long term investments.
	e) <u>Statement of accounts</u> . The authority needs to ensure that arrangements are in place to enable preparation of an accurate and timely statement of accounts in compliance with its statutory obligations and proper practices.	The Council has once again employed the help of an external accountant contractor to support with the preparation of the statement of accounts. These were produced and issued to the Council on 9 <sup>th</sup> May 2018.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	a) <b>Standing Orders and Financial Regulations</b> . The authority needs to have in place standing orders and financial regulations governing how it operates. Financial regulations need to incorporate provisions for securing competition and regulating the manner in which tenders are invited. These need to be regularly reviewed, fit for purpose, and adhered to.	The Council reviewed and approved it's Standing Orders and Financial Regulations in June 2017 and again at the annual meeting on 21 May 2018.
	b) <b>Safe and Efficient Arrangements to Safeguard Public Money</b> . Practical and resilient arrangements need to exist covering how the authority orders goods and services, incurs liabilities, manages debtors, makes payments and handles receipts.	The Council has put in a place robust policies in the form of Standing Orders, Financial Regulations and Officers Scheme of Delegation and these have been formally reviewed twice in a 12 month period. Internal Audit reports on internal controls as well as specific main service areas have resulted in recommendations and

Statement	Requirement	Examples of compliance
		action points that have improved our approach to safeguarding public money. The Internal Auditor has reported on progress with individual audits and overall progress with recommendations on a quarterly basis. Risk assessments have been carried out for key decisions, including the setting of the council's budget for 2018/19.
	c) <u>Employment</u> . The remuneration payable to all employees needs to be approved in advance by the authority. In addition to having robust payroll arrangements which cover the accuracy and legitimacy of payments of salaries and wages, and associated liabilities, the authority needs to ensure that it has complied with its duties under employment legislation and has met its pension obligations.	Remuneration of all employees is in accordance with 'Green Book' terms and conditions. Payroll services are provided by a suitably experienced external contractor (Durham County Council). Pensions are dealt with as part of the County Durham Local Government Pension Scheme. Support is provided to the Council's Management Team by DCC's Human Resources team, to help ensure compliance with employment legislation.
	d) <u>VAT</u> . The authority needs to have robust arrangements in place for handling its responsibilities with regard to VAT.	The Town Clerk is responsible for ensuring VAT compliance. The Clerk has taken advice from our external accountancy consultant and HMRC on a number of VAT issues throughout the year and is not aware of any areas of non-compliance.
	e) <u>Fixed Assets and Equipment</u> . The authorities assets need to be secured, properly maintained and efficiently managed. Appropriate procedures need to be followed for any asset disposal and for the use of any resulting capital receipt.	The Council has maintained its asset register throughout the year. There have not been any significant asset disposals throughout the year, however the standing orders and financial regulations include provision for such cases in the future.
	f) <u>Loans and Long Term Liabilities</u> . Authorities need to ensure that any loan or similar commitment is only entered into after the authority is satisfied that it can	The Council has not entered into any loans or similar commitment during 2017/18. The 2017/18 and 18/19 budgets included provision

Statement	Requirement	Examples of compliance
	be afforded and that relevant approvals have been obtained. Proper arrangements need to be in place to ensure that funds are available to make repayments of capital and any associated interest and other liabilities.	for loan repayment, and all loan payments are up to date.
	g) <u>Review of effectiveness of the system of internal control.</u> Regulation 6 of the Accounts and Audit Regulations 2015 requires the authority to conduct each financial year a review of the effectiveness of the system of internal control. The review needs to inform the authority's preparation of its annual governance statement.	The Council employed an Internal Auditor to undertake audit reviews of internal controls in place for all key systems and processes. The results of these audits have been reported to relevant committees and full Council, as well as quarterly monitoring of progress against actions for each recommendation. The results from this activity have contributed to the formation of the annual return.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential noncompliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	a) <u>Acting within its powers.</u> All authorities are controlled by statute. Therefore, appropriate decision making processes need to be in place to ensure that all activities undertaken fall within an authority's powers to act. In particular authorities need to have robust procedures in place to prevent any decisions or payments being made that are ultra vires, i.e. that the authority does not have the lawful power to make. The exercise of legal powers needs always to be carried out reasonably. For that reason, authorities making decisions need always to understand the power(s) they are exercising in the context of their decision making.	Reports recommending actions or expenditure under statutory powers routinely included specific reference to those powers. The Deputy Town Clerk and Town Clerk are both CiLCA qualified. Where there is any doubt on statutory provision for decisions, advice is sought from SLCC, NALC or through external lawyers.
	b) <u>General power of competence.</u> In particular an authority seeking to exercise a general power of competence under the Localism Act 2011 needs to ensure that the power is fully understood and exercised in accordance with the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012.	The Council has resolved to exercise the general power of competence in line with statutory requirements.

Statement	Requirement	Examples of compliance
	c) <u>Regulations and proper practices</u> . Procedures need to be in place to ensure that an authority's compliance with statutory regulations and applicable proper practices is regularly reviewed and that new requirements, or changes to existing ones, are reported to members and applied. Authorities need to have particular regard to the requirements of the Accounts and Audit Regulations 2015.	Members have been routinely provided with information on new or changed legislative requirements and have attended a number of training courses and other external events throughout the year. Members have been provided with a number of publications including the Good Councillors Guide, Good Employers Guide, and the Good Councillors Guide on Finance & Transparency.
	d) <u>Actions during the year</u> . An authority needs to have satisfied itself that it has not taken any decision during the year, or authorised any action, that exceeds its powers or contravenes any laws, regulations, or proper practices.	As highlighted above, the Council has put in place a number of measures to ensure that it does not contravene or exceed its statutory powers or duties. The Council's Management Team is not aware of any areas of non-compliance.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	a) <u>Exercise of public rights</u> . The authority provided for the exercise of public rights set out in Sections 26 and 27 of the Local Audit and Accountability Act 2014. Part 5 of the Accounts and Audit Regulations 2015 requires the RFO to have published, including on the authority's website or other website: Sections 1 and 2 of the annual return; a statement that the status of the statement of accounts is 'unaudited'; and a statement that sets out details of how public rights can be exercised, as set out in Regulation 15(2)(b), which includes the period for the exercise of public rights.	The Council has published a notice and accompanying information as required by the regulations through its website, on notice boards, and via social media.
	b) <u>External Auditors Review</u> A notice of the conclusion of the external auditors limited assurance review of the annual return, together with relevant accompanying information, was published on the authorities website or other other website) in accordance with the requirements of Regulation 16 the Accounts and Audit Regulations 2015.	The Council published the notice of conclusion of the review of the annual return on the Council's website and Council notice boards.

Statement	Requirement	Examples of compliance
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	a) <u>Identifying and assessing risks.</u> The authority needs to identify, assess and record risks associated with actions and decisions it has taken or considered taking during the year that could have financial or reputational consequences.	The Council considers risk in a number of ways. During the preparation of the 2018/19 budget, for instance, the Resources committee and full council engaged in presentations/workshops that considered risks and opportunities facing the council over the forthcoming year. The Council has formally reviewed its approach to risk during the year. The comprehensive internal audit programme is based on risks to council services and processes. Individual reports from officers also include consideration of risk as appropriate.
	b) <u>Addressing risks.</u> Having identified, assessed and recorded the risks, the authority needs to address them by ensuring that appropriate measures are in place to mitigate and manage risk. This might include the introduction of internal controls and/or appropriate use of insurance cover.	The Council's insurance cover has been reviewed during 2017/18 and included the consideration of the mitigation and management of risk. Actions from the Council's numerous internal audit reviews have been logged and progress has been reported back to Council by the Internal Auditor. A number of internal controls have been improved, or introduced, as a result of this activity.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	a) <u>Internal audit.</u> The authority needs to undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes taking into account internal auditing guidance for smaller authorities.	The Council has a robust programme of internal audit reviews in place and has completed all scheduled reviews on time. The appointed auditor routinely presents back to Council in the internal audit plan, progress with individual audits, and progress made by Managers against actions agreed from past audit reviews. This process has resulted in a number of significant improvements being made and continues to drive change within the Council.
	b) <u>Provision of information.</u> The authority needs to ensure it has taken all necessary steps to	The Council's Financial Regulations makes specific reference to the provision of information

Statement	Requirement	Examples of compliance
	facilitate the work of those conducting the internal audit, including making available all relevant documents and records and supplying any information or explanations required.	to facilitate the purposes of internal audit. The Internal Auditor has reported to Council that all required information has been presented to the Internal Audit review process throughout the year.
7. We took appropriate action on all matters raised in reports from internal and external audit.	To warrant a positive response to this assertion, the authority needs to have considered all matters brought to its attention by its external auditor and internal audit and taken corrective action as appropriate.	The Internal Auditor's annual report states "Based on work undertaken, and in particular that relating to core financial systems and the follow up review of Leisure Gardens, where previously Limited Assurance Opinions had been provided, but which were subsequently revised to Moderate, the Chief Internal Auditor and Corporate Fraud Manager is able to provide a Moderate overall assurance opinion on the adequacy and effectiveness of internal control operating across the Council in 2017/18.." There was one issue raised by the external auditor in their Audit for the year ended 31 March 2017, relating to the lack of a formal minute recording the Council's review of its approach to risk. This was been addressed in the past financial year.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included	The authority needs to have considered if any events that occurred during the financial year (or after the year-end), have consequences, or potential consequences, on the authorities finances. If any such events are identified, the authority then needs to determine whether the financial consequences need to be reflected in the statement of accounts.	The Town Clerk and external accounts contractor have concluded that there have been no significant events during the financial year that have consequences on the council's finance requiring reflection in the statement of accounts.

Statement	Requirement	Examples of compliance
them in the accounting statements.		

## Section 2 – Accounting Statements 2017/18 for

### PETERLEE TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	971,697	1,122,519	<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i> <i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	1,251,968	1,256,977	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	825,448	836,948	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	977,122	1,025,966	<i>Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.</i>
5. (-) Loan interest/capital repayments	50,452	50,452	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	898,969	853,108	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	1,122,519	1,286,918	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	1,190,520	1,384,024	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	6,192,256	6,195,256	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	942,289	934,150	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
		✓	<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Date

I confirm that these Accounting Statements were approved by this authority on this date:

and recorded as minute reference:

Signed by Chairman of the meeting where approval of the Accounting Statements is given



# Annual Internal Audit Report 2017/18

## PETERLEE TOWN COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2018.

The internal audit for 2017/18 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
<b>K. (For local councils only)</b>	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

12.06.18

Name of person who carried out the internal audit

STEPHEN J. CARTER

Signature of person who carried out the internal audit

S. Carter

Date

12.06.18

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).