



17th September 2019

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 23RD SEPTEMBER 2019 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.

Margaret Hotham Treasurer of Acre Rigg Social Club intends coming along to address the Council about the car park.

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. Members are reminded that they can check their published declaration of interests here: <https://bit.ly/2wVyeLA>

4. Police Report

5. Mayor's/Chair's Report

6. To Approve the Minutes of the last meeting of the 19th August 2019 & Extra Ordinary Meeting held on 2nd September 2019

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

7. The Minutes of the Resources Committee of the 2nd September 2019

The minutes of the meeting of the Resources Committee are attached for Members to note their contents. (attached)

8. The Minutes of the Community & Environment Committee of the 9th September 2019

The minutes of the Community & Environment meeting are attached for Members to note their contents. (attached)

9. Reports from the Scrutiny Working Party Meetings held on Friday 19th July 2019, Friday 9th August 2019 and 13th September 2019
(attached)

10. Planning Applications, signs for the Peterlee Hand Car wash Bede Way & free standing canvas weather canopy supported off cantilevered structure and columns

Consideration

11. Fees & charges for football pitch hire

Members will receive a report from the Town Clerk and Sports & Wellbeing Manager confirming a review of fees and charges for football pitch hire for the 2019/20 season.
Report of the Town Clerk (copy to follow)

12. Notice of conclusion of Audit 2018/19

Members will receive a verbal report from the Town Clerk on the conclusion of the external audit for the financial year ending 31st March 2018.

(Auditors letter, completed AGAR form and draft Completion Notice attached)

13. Christmas Tree – Post Office roundabout

Update from the Town Clerk

14. Spokesperson of the North East Party's Report

15. Spokesperson of the Labour Political Party's Report

PETERLEE TOWN COUNCIL

MINUTES OF THE MEETING OF THE TOWN COUNCIL

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE

ON MONDAY 19TH AUGUST 2019 at 6.30PM

PRESENT:- COUN T DUFFY (CHAIR)

Mesdames:- K Hawley, K Liddell, L Fenwick, S McDonnell, D Howarth & S Simpson

Messrs:- S Miles, R Moore, G Carne, A Watson, S Meikle & C Watkins

The Mayor reported on the passing of former Town Councillor and Mayor, Trevor Jones and he asked the Committee to hold a minute of silence as a mark of respect.

50. Apologies for Absence

Apologies for absence were offered and accepted from Councillors K Duffy, M A Cartwright, S McGlen, R Kyle, S Franklin & A Wilkinson.

51. Public Participation Session

A public participation session was held to allow members of the public an opportunity to put questions to the Council. No questions were received.

52. The Project

The Chair welcomed Joanne Holloway Youth Performance Lead, Groundwork NE Cumbria and Aaron Green, Lead Youth Worker. Joanne advised this was the second year of delivery and was still going well. Sessions take place on a Thursday and Friday early evening and have between 40-60 young people attending throughout the session. It was asked if some out reach work could be done, which the representatives said was possible but would be subject to staffing levels.

RESOLVED a written report be requested from Groundwork NE & Cumbria on the Project.

53. To receive declarations of interest

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

54. Police Report
The Police were not in attendance at the meeting. It was suggested the Deputy Police Commissioner be requested to come along to the public meeting, as well as inviting the Neighbourhood Inspector to a future council meeting for the Police report item.
RESOLVED these invitations be extended as agreed.
55. Mayor's/Chair's Report
The Mayor, Councillor Terry Duffy, offered his report to Council on the civic duties he had carried out this month, (attached). **RESOLVED the information given, be noted.**
56. The Minutes of the last meeting of the 22nd July 2019 copy of which had been circulated to each Member, were approved and signed as a true and correct record, subject to Councillor Watkins being shown as in attendance at the meeting.
57. Speeding Traffic in Peterlee – 20's Plenty Campaign
The Mayor had requested this item be considered again by the Council. Members felt that all residential roads in the Town should be classified as 20mph; they felt in making this a blanket cover it would be more clear to motorists what the speed limit was, it was reported applying a 20mph limit not only made roads safer it improved traffic flow. It was also suggested the approach road into the Town, Burnhope Way (B1320), should be re classified to a 30mph.
RESOLVED these suggestions be forwarded to Durham County Council for their consideration.
58. Membership of the Scrutiny Working Party
RESOLVED the membership of the Scrutiny be amended with Councillor V Watson standing down and Councillor Howarth taking her place.
59. Spokesperson of the North East Party's Report
Councillor A Watson reported on the recent public meeting with the Managers of the Town Centre and overall he said he would like to think they took away from the meeting the public's concern about items including the lift, lack of investment, need for a ramp and car parking. Praxis representatives had been asked to return in 6 month's time for a progress meeting. In relation Travellers camped at Lowhills Road and advised that local ward Members were to call an extra ordinary Council Meeting to demonstrate the measures that the Council had gone to to tackle this issue. In closing he commented he was very disappointed the Police were not at the meeting tonight. **RESOLVED the information given, be noted.**
60. Spokesperson of the Labour Political Party's Report

Councillor Fenwick reported it was with sadness she reported on the passing of Trevor Jones, former Mayor and Town Councillor. He was a well respected member of the Labour Party and would be sadly missed and she passed her sincere condolences on to his family. On a happier note she said it was good to read PCSO's Walters e mail reporting on 13 young people from the Peterlee area who have recently received young hero awards for their good deeds. She also reported our MP Grahame Morris was recently at East Durham College supporting and encouraging young students in their efforts to bring awareness and funding to charities such as Teenage Cancer and One Punch Can Kill. She said it was good to come from a town with such aspiring young people.

In closing she said the playground consultation went well and the council had received some good feedback and she thanked the public for taking part. **RESOLVED the information given be noted.**

MAYOR'S REPORT AUGUST 2019

I had the pleasure of announcing and presenting the awards and prizes for the Peterlee in Bloom competition. As I said last month, Peterlee has some very talented gardeners and it was a privilege to choose the Mayors winning garden.

I nominated the six children, that I gave a Mayor's award to last month, for a Young Heroes Award and was pleased to see the media coverage of these children receiving their well-deserved awards. The flowers they planted are now well established and in full bloom and I often see the children tending their little garden. Once again, well done to them all.

I was invited to East Durham College to meet with the students that had taken part in the National Citizen Service programme this year. The students have learned valuable life skills and gained self confidence whilst raising money for good causes including Crawford House at the Royal Victoria Hospital. They have also worked with One Punch and at East Durham Trust foodbank, raising awareness and providing a donation of much needed food. The Presentation evening was well attended and it was a pleasure to award these young adults with their NCS award pack.

On Saturday I had the honour of representing Peterlee Town Council at Sunderland cenotaph during the 50th anniversary of Operation Banner. Veterans and their families attended the service to remember the servicemen that lost their lives during their deployment in Northern Ireland. Operation Banner began in 1969 and ended in 2007 and Sunderland lost at least 6 servicemen in this time. It was an honour to lay a wreath, on behalf of this council. After the service, I had the opportunity to meet up with some long-lost friends, that served in Northern Ireland, and share a Port and a great chat.

PETERLEE TOWN COUNCIL

MINUTES OF THE EXTRA ORDINARY MEETING OF THE TOWN COUNCIL

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE

ON MONDAY 2ND SEPTEMBER 2019 at 6.30PM

PRESENT:- COUN T DUFFY (CHAIR)

Mesdames:- M A Cartwright, S Simpson, K Duffy, V Watson, A C Long & D Howarth

Messrs:- M McGlen, C Watkins, G Carne, A Watson, S Miles, R Moore, A Wilkinson

One member of the public was present at the meeting

61. Apologies for Absence

Apologies for absence were offered and accepted from Councillors L Fenwick, K Liddell & S McDonnell.

62. Notice of motion received from Councillors Gordon Carne, Steve Miles, Karon Liddell & Sheila Simpson

"In accordance with the Local Government Act 1972 and Standing Orders, we request an extraordinary meeting of Peterlee Town Council. The Town Council investigates available options and takes all reasonable steps to prevent unauthorised encampments on Lowhills Road playing fields and all other Town Council Land.

Received on Monday 26th August 2019 by the Mayor, Councillor T Duffy.

The Mayor gave an update to the meeting outlining the measures the Town Council had gone to to tackle this issue. In considering erecting a fence at the Lowhills Road site he explained this was a safety issue for dog walkers and children and adults playing at the site to prohibit unauthorised access by vehicles to the open spaces.

The Mayor invited the member of the public present to speak about her recent experiences and problems with the open space at Lowhills Road.

Councillor A Watson thanked the Town Council staff for their hard work and efforts on how they dealt with the unauthorised encampments at the site. Councillor Miles echoed that sentiment. The Town Clerk outlined for the meeting the legal process that had been followed and what the Town Council's options were in relation to this open piece of land.

Members praised their colleagues Councillors Miles and Carne for their efforts with keeping residents and officers informed about activity at the site. Following discussion it was **RESOLVED the action taken to prevent access in the short term, be confirmed. FURTHER RESOLVED the Town Clerk be granted delegated authority to go ahead with the ordering and installation of a fence at Lowhills Road, up to a maximum value of £30,000.**

THE MINUTES OF THE MEETING OF THE
RESOURCES COMMITTEE HELD IN THE COUNCIL CHAMBER,
SHOTTON HALL, PETERLEE
ON MONDAY 2ND SEPTEMBER 2019 AT 6.30PM

PRESENT:- COUN A WATSON (CHAIR)

Mesdames:- A C Long, S Simpson, S McDonnell, V Watson, K J Duffy, M A Cartwright, D Howarth & K Hawley

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

22. Apologies for Absence

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

23. To receive declarations of interest

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

24. To approve the minutes of the previous meeting

Members approved the content of the draft minutes as a true and correct record of the last meeting of this Committee held on 1st July 2019, subject to Councillor K J Duffy as being shown as in attendance.

25. Reports of the Finance Sub Committees of the 17th July and 7th August 2019 copies of which had been circulated to each Member, was agreed.

26. Neighbourhood Engagement Project

(a) Oakerside Community Centre

Request for help with the cost of the upkeep of their grounds, small grant requested of £740.00.

RESOLVED the offer be made to the Community Centre that PTC Parks Department would cut their grass for a twelve month period, the cost of which would be funded by an equal grant made by each of the Members present at the meeting.

(b) Peterlee Evolution

Request for £700 towards the cost of clothing and training equipment for under 11's football team.

RESOLVED grants of £50.00 each be made by Councillors T Duffy, K Duffy, K Hawley, S McDonnell & S McGlen and £25.00 from each of the following Councillors A Watson, C Watkins, R Moore and A C Long, making a total of £350.00.

Grants were made under the powers of General Power of Competence, The Localism Act 2011, as 1-8.

27. Contracts for the play area strategy

The joint report provided Members with an update on progress with the procurement of the Council's play area strategy and provided a recommendation for the award of contracts for Woodhouse Park and Eden Lane play area renewals.

Councillor Hawley asked for it to be recorded that a future PTC budget be considered for a scheme for Lowhills Road former bowling green site.

The Members of the Passfield Ward asked to meet with the Parks Manager and for consultation to take place.

RESOLVED:-

- (i) Approval be given to the award of contract for the renewal of play areas at Woodhouse Park to Wicksteed Leisure Ltd to a value of £181,811.00 and a Section 106 funding bid be made towards the Woodhouse Park project;
- (ii) Approval be given to the award of contract for the renewal of play areas at Eden Lane to Kompan Ltd to a value of £61,489.15;
- (iii) A report on the proposed contract reward for the Heath Close project at a future meeting.

28. Establishing a youth council

Members considered the report of the Democratic Services Officer outlining proposals for the establishment of a PTC Youth Council. Members commended the work of Miss Greenhow, Special Project Officer, (work experience) report of the Deputy Town Clerk/Democratic Services Manager. **RESOLVED** it be agreed to the establishment of a

PTC Youth Council, and the Democratic Services Team be nominated as the Youth Champions for PTC.

29. Planning Applications

(a) Bus Shelter opposite Hale Rise, Surtees Road, Clear Channel

RESOLVED an objection be offered to DCC on this application and Councillor Watson represent PTC at the meeting if necessary.

(b) 27 The Chare, change of use of public Walkway into shop floorspace for Salford Estates

RESOLVED no comment be made on this application.

30. Events Safety Officer Services

The report of the Corporate Services Manager presenting to Members a proposal received to provide both consultancy and operational support for the Town Council public events from January 2020 for a period of 3 years was considered.

RESOLVED the quote from J T Event Services be accepted for the Town Council's annual events as listed in the report over the period 2020, 2021 and 2022 at a total of £16,370 for the delivery of safety support.

31. Peterlee Bogey Derby 2019

Members received a verbal update on progress with arrangements for Peterlee's inaugural bogey derby. To date there had been 13 confirmed entries and it was agreed the event be offered free of charge, with charity collections made for the Mayor's charities. **RESOLVED the information given be noted.**

THE MINUTES OF THE MEETING
OF THE COMMUNITY & ENVIRONMENT COMMITTEE
HELD IN THE COUNCIL CHAMBER,
SHOTTON HALL, PETERLEE ON MONDAY 9TH SEPTEMBER 2019 AT 6.30PM

PRESENT: COUN M A CARTWRIGHT (CHAIR)

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

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

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.

20. Apologies for Absence

Apologies had been submitted and accepted from S Simpson & G Carne. **RESOLVED the Council approve the reason submitted for absence received from the Councillors listed, and their apologies for absence be recorded.**

21. To receive declarations of interest

Members were reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. None were given.

22. The Minutes of the Last Meeting a copy of which had been circulated to each Member were approved and signed as a true and correct record.

23. Smoke-free Playgrounds

This item had been referred from the Community & Environment Committee held on 8th July 2019. Members received a brief verbal report from the Town Clerk to consider adopting the smoke free play area initiatives in Peterlee and there was discussion and full support for adopting this initiative, whilst appreciating it was not enforceable and not compulsory. **RESOLVED the Town Council adopt a voluntary smoke free playground policy and back this up with appropriate signage and communications activity.**

24. Award of contract – Heath Close Play Area renewal

Members received a report from the Parks Manager and Town Clerk recommending the award of a contract for the renewal of the play area at Heath Close to HAGS-SMP Ltd to the value of £101,285.53.

RESOLVED approval be given to the award of the contract for the renewal of the play area at Heath Close to HAGS-SMP Ltd to a value of £101,285.53.

25. Minutes of the Woodhouse Park Working Party of the 14th August 2019 a copy of which had been circulated, were noted.

26. Woodhouse Park Safety Improvements & Security Survey

A copy of the risk analysis survey completed by the Crime Prevention Officer, Durham Police, and the zoning concept plan prepared by the Town Clerk in February 2018 were considered. In discussing the issue of off road bikes in the Park Members reported there were other areas in the Town, which they felt suffered from problems with off road bikes to a greater degree than Woodhouse Park. It was suggested there should be a pinch point project looking at Peterlee as a whole and see where they can be engineered in to slow motorbikes down. Partners including the Police, Durham County Council and Believe Housing should be included as well as Local Members speaking to residents to find out areas of concern from them. **RESOLVED a Peterlee Pinch Point Project Working Party (The 4P's Working Party for short) be established part of their aim to improve reporting and inter agency communication and identifying current "rat runs" and prioritising areas for attention. FURTHER RESOLVED Members to collect local information about hot spot areas for off road bikes/vehicles and bring these to the first meeting of the Working Party in November 2019.**

THE NOTES OF THE MEETING OF THE SCRUTINY WORKING PARTY
HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE
ON FRIDAY 19TH JULY 2019 AT 10.00AM

PRESENT: COUN A WATSON (CHAIR)
Mesdames:- M A Cartwright, L Fenwick & K Hawley
Messrs:- C Watkins & S Miles

1. Apologies for Absence

No apologies for absence were offered.

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, none were given.

3. To exclude 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 Act 1972, due to various items relating to commercial operations and staffing issues at Shotton Hall.

4. Shotton Hall

Members received a verbal update from the Town Clerk on the current situation regarding financial performance, income, costs and investment priorities for Shotton Hall.

The Town Clerk outlined the options open to the Council Members agreed to hold a number of scrutiny meetings to focus on Shotton Hall, the next meeting to focus on more detail on income and expenditure and the subsequent meeting to focus on the various options for the future

At the meeting the Town Clerk mentioned a government website/document regarding alternative delivery models for council services:

<https://www.gov.uk/government/publications/libraries-alternative-delivery-models-toolkit/alternative-delivery-models-explained>

RESOLVED a series of meetings be held focussing on Shotton Hall.

THE NOTES OF THE MEETING OF THE SCRUTINY WORKING PARTY
HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE
ON FRIDAY 9TH AUGUST 2019 AT 10.00AM

PRESENT: COUN A WATSON (CHAIR)
Mesdames:- M A Cartwright, S McDonnell & K Hawley
Messr:- T Duffy
Councillor D Howarth (observer)

1. Apologies for Absence

Apologies for absence were offered from Councillor K Duffy and R Moore.

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, none were given.

3. The notes of the last meeting held on 19th July 2019 were considered and the Town Clerk recapped on the discussions held and Members agreed the contents.

4. Shotton Hall

The Town Clerk provided Members with a detailed breakdown of the 2018 structural survey findings and associated capital works that were required to Shotton Hall. Members also discussed the need for refurbishment of the toilets in the Banqueting Suites and the proposals to make improvements to the Heritage and Mayor's Ante Chamber.

Certain items were raised and it was agreed they would be "benched" for discussion at a future meeting, they were as follows:-

- Accommodation
- Market knowledge – what do customers want?
- Food costs/profits margins
- Design and brand, the look and feel
- Staffing structure – how do we deliver this?

RESOLVED the series of meetings continue to be held focussing on Shotton Hall, the next meeting to concentrate on events and bookings in the diary for the next two years; food costs and the profit margin and a breakdown on the costing for 3 example events.

THE NOTES OF THE MEETING OF THE SCRUTINY WORKING PARTY
HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE
ON FRIDAY 13TH SEPTEMBER 2019 AT 10.00AM

PRESENT: COUN A WATSON (CHAIR)

Mesdames:- S McDonnell, K Liddell, D Howarth, L Fenwick
& K Hawley

Messrs:- C Watkins & S Miles

1. Apologies for Absence

Apologies had been submitted and accepted from K Duffy, R Moore, T Duffy & G Carne.

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, none were given.

3. To exclude 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 Act 1972, due to various items relating to commercial operations and staffing issues at Shotton Hall.

4. The Minutes of the Last Meeting held on 9th August 2019 a copy of which had been previously circulated were approved as a true and correct record subject to Councillor L Fenwick's apologies being recorded.

5. Shotton Hall

The Town Clerk outlined for Members the "story so far" and then he went on to demonstrate the profit/loss on a selection of events, including a big Wedding, a small Wedding, Zen Christmas Party, The Jacksons Christmas Party, a "Manager's Special" a Christening and lastly New Years Eve and he went into the detail costs and income involved with each event. There was discussion and then the meeting went on to consider how busy Shotton Hall is and the pipeline figures. **It was agreed at the next meeting consideration be given to the costs involved in the toilet, kitchen, Mayors Ante Chamber and Heritage Room being refurbished.**

6. The Pavilion

It was asked if the Pavilion could be considered at a future meeting, its cost, how did it compare to other community centres, perhaps a benchmarking exercise could be carried out. It was asked if the marketing for the last six months could also be considered at the meeting.

The Town Clerk confirmed the budget figure for the first six months of the year would be available in October and he asked if **a meeting be convened for the end of October to consider this item.**

(NAME): Peterlee Town Council

Notice of conclusion of the audit
Annual Return for the year ended 31st March 2019

Section 25 of the Local Audit and Accountability Act 2014
Accounts and Audit (England) Regulations 2015

	Notes
<p>1. The audit of accounts for the Council for the year ended 31 March 2019 has been concluded.</p> <p>2. The Annual Governance and Accountability Return is available for inspection by any local government elector of the area of the Council on application to:</p> <p>(b)The Chief Officer/Town Clerk</p> <p>Peterlee Town Council Shotton Hall Peterlee County Durham SR8 2PH</p> <p>2. Copies will be provided to any local government elector on payment of £ nil for first copy, £1 per copy thereafter (c) for each copy of the Annual Return.</p> <p>Announcement made by: (d) Ian Morris, Chief Officer</p> <p>Date of announcement: (e) 24th September 2019</p>	<p>(a) Delete as appropriate</p> <p>(b) Insert name, position and address of the person to whom local government electors should apply to inspect the Annual Return</p> <p>(c) Insert a reasonable sum for copying costs</p> <p>(d) Insert name and position of person placing the notice</p> <p>(e) Insert date of placing of the notice</p>

Annual Governance and Accountability Return 2018/19 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with Proper Practices.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **annual internal audit report** is completed by the authority's internal auditor.
 - **Sections 1 and 2** are to be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2019**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both):
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2019
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2018/19

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the review and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2019 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2018/19**, approved and signed, page 4
- **Section 2 - Accounting Statements 2018/19**, approved and signed, page 5

Not later than 30 September 2019 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 & 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

**for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.*

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the Annual Governance and Accountability Return contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both).
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2018) equals the balance brought forward in the current year (Box 1 of 2019).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2019**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', is an explanation provided?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations from last year to this year been provided?	✓	
	Has the bank reconciliation as at 31 March 2019 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	✓	

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2018/19

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 2019.

The internal audit for 2018/19 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.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. (<i>"Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR</i>)			✓
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			Not applicable ✓
M. (For local councils only)	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

Name of person who carried out the internal audit

26 06 18

10 09 18

23 01 19

Stephen Carter

Signature of person who carried out the internal audit

S Carter

Date

08 05 19

*If the response is 'no' you must include a note to 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).

Mr I Morris
Peterlee Town Council
Council Offices
Shotton Hall
Old Shotton
Peterlee
Durham
SR8 2PH

Direct line +44 (0)191 383 6348
Email local.councils@mazars.co.uk

16 September 2019

Dear Mr Morris

Completion of the audit for the year ended 31 March 2019

We have completed our audit for the year ended 31 March 2019 and I have pleasure in enclosing the certified Annual Governance and Accountability Return. The External Auditor's Certificate and Report is given in Section 3.

If there are any significant matters arising from the audit, they are summarised in the External Auditor's certificate in Section 3. If we have identified minor scope for improvement we have recorded this on page 2 of this letter. The Council must consider these matters and decide what action is required. In most cases this will be self-evident. In some instances we have referred to further guidance available, in particular, in the publication "*Governance and Accountability for Local Councils – A Practitioners' Guide (England) 2010*". This can be obtained via your NALC or SLCC branch, or downloaded free of charge.

Action you are required to take

The Accounts and Audit (England) Regulations 2015 set out what you must do at the conclusion of the audit. In summary, you are required to:

Publish (which must include publication on the authority's website) a statement:

- that the audit has been concluded and that the statement of accounts has been published;
- of the rights of inspection conferred on local government electors by section 25 of the Local Audit and Accountability Act 2014; and
- the address at which, and the hours during which, those rights may be exercised.
- Keep copies of the Annual Governance and Accountability Return for purchase by any person on payment of a reasonable sum.
- Ensure that the Annual Governance and Accountability Return remains available for public access for a period of not less than five years beginning with the date on which the Annual Governance and Accountability Return was first published.

The Accounts and Audit (England) Regulations 2015 do not specify the period the Completion Notice needs to be on the council's website but this period must be reasonable.

Mazars LLP – Salvus House - Aykley Heads - Durham - DH1 5TS
Tel: +44 (0) 191 383 6300 – Fax: +44 (0) 191 383 6350 – www.mazars.co.uk

Mazars LLP is the UK firm of Mazars, an integrated international advisory and accountancy organisation. Mazars LLP is a limited liability partnership registered in England and Wales with registered number OC308299 and with its registered office at Tower Bridge House, St Katharine's Way, London E1W 1DD.

We are registered to carry on audit work in the UK and Ireland by the Institute of Chartered Accountants in England and Wales. Details about our audit registration can be viewed at www.auditregister.org.uk under reference number C001139861.

VAT number: 839 8356 73

Minor scope for improvement in 2019/20

The Council have published the 18/19 unaudited AGAR on the website but they incorrectly described it as '17/18 annual return form (unaudited)'. In future the Council should ensure that the description is correct before publication on the website.

Audit fee

We enclose our fee note for the audit, which is in accordance with the audit fee scales set by SAAA, and available at <http://www.localaudits.co.uk/fees.html>

We would be grateful if you could arrange for this to be paid at the earliest opportunity.

Mazars Green Policy

Protection of the environment in which we live and operate is part of Mazars' values and principles and we consider it to be sound business practice. One of our impact areas is to reduce our consumption of paper per staff member by 5% year on year.

In order to help us to achieve this, we will only be returning a hard copy of your AGAR to the council on request. Please email us no later than **31 October 2019** if you require a hard copy of your AGAR otherwise we will securely dispose of it.

Yours sincerely



Cameron Waddell
Partner

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

Peterlee Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
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.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
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 authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

240619

and recorded as minute reference:

minute no. 30

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

www.peterlee.gov.uk

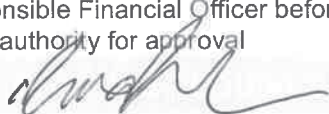
Section 2 – Accounting Statements 2018/19 for

Peterlee Town Council

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	1,122,519	1,286,918	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.
2. (+) Precept or Rates and Levies	1,256,977	1,274,085	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	836,948	798,703	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	1,025,966	1,137,683	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.
5. (-) Loan interest/capital repayments	50,452	50,452	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	853,108	971,671	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,286,918	1,199,899	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,384,024	1,307,472	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.
9. Total fixed assets plus long term investments and assets	6,192,256	6,182,334	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.
10. Total borrowings	934,150	925,641	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

03/06/2019

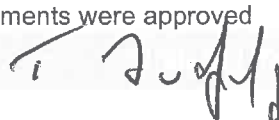
I confirm that these Accounting Statements were approved by this authority on this date:

24/06/19

as recorded in minute reference:

min. No. 30

Signed by Chairman of the meeting where the Accounting Statements were approved



Section 3 – External Auditor Report and Certificate 2018/19

In respect of

Peterlee Town Council

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2018/19

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

Not applicable

3 External auditor certificate 2018/19

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

*We do not certify completion because:

Not applicable

External Auditor Name

Mazars LLP, Durham, DH1 5TS

External Auditor Signature

Mazars LLP

Date

16 September 2019

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)