



21ST July 2020

In accordance with Paragraphs 7 & 10(2) (b) of Schedule 12A of the Local Government Act 1972 and The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, I hereby summon you to attend a Meeting of **PETERLEE TOWN COUNCIL** to be held online on **MONDAY 27th JULY 2020 at 6pm**

Ian Morris, P.S.L.C.C
Town Clerk (Proper Officer of the Council)

To join the meeting:

Either click on this link

<https://us02web.zoom.us/j/89037464831?pwd=ZVpwUHdTTjVqcFlhWTZpTWRLem1vUT09>

or use the Zoom App on your smartphone or desktop and input:

Meeting ID **890 3746 4831**
Meeting Password **523749**

Or you can phone dial into the meeting audio using one of these phone numbers:

0203 901 7895 United Kingdom

0131 460 1196 United Kingdom

0203 051 2874 United Kingdom

0203 481 5237 United Kingdom

203 481 5240 United Kingdom

Meeting ID: 890 3746 4831

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. **Mayor's/Chair's Report**

4. **Woodhouse Park – ASB Issues**
To welcome PCSO Simon Walters to the meeting

5. **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>

6. **To Approve the Minutes of the last meeting of the 22nd June 2020**
The minutes of the previous meeting are attached for consideration and approval as a true and correct record. (attached)

7. **CALM in East Durham**
To consider a request for funding, as agreed at the last meeting and welcome Ms Chrisp to the meeting (copy to follow)

8. **Application to hold a Summer Fun Fair on Helford Road Playing Fields**
Members will be asked to consider a request by Nobles Amusements to hold a summer fun fair on the Town Council's land at Helford Road.

(Verbal report of the Town Clerk and Corporate Services Manager)

9. Use of Mobile CCTV Cameras

To consider a notice of motion received from Councillor K J Duffy

‘For the Town Council to consider the use of mobile CCTV facilities and/or the improvement of current CCTV facilities to help deal with crime and ASB issues in the Town’

10. Woodhouse Park Media Pod

To consider a notice of motion from Councillor R Moore to remove the youth shelter/media pod from Woodhouse Park and it be relocated to another site

11. COVID-19 Update

To receive an update from the Town Clerk on the Council’s response to the COVID-19 situation and to consider any appropriate action by the Town Council (verbal report of the Town Clerk)

12. NEP Funding Application

(i) East Durham FC under 12s further consideration, £800 requested to help establish the Team

(ii) Stray Aid further consideration, £956 costs per day to operate the Rescue Centre

13. Provision of Devices for Council Use

Members will be presented with an update on research into the proposal to provide Council member with support for internet access and use on Council business.

Report of the Deputy Town Clerk (attached)

14. New Policies

The following policies are for consideration, approval and adoption by Peterlee Town Council copies are available of all of the policies listed, on request to Democratic Services:-

(i) Drugs, Alcohol & Substance Misuse Policy

(ii) Expenses Policy

(iii) Flexible Working Policy

- (iv) **Pensions & Retirement, (including Flexible Retirement) Policy**
- (v) **Probationary Period Policy**
- (vi) **Recruitment Policy**
- (vii) **Toil Policy**
- (viii) **Home Working Policy**
- (ix) **Working in the Sun Policy**
- (x) **Cemetery Policy – Procedure for Memorial Inspections**

15. Spokesperson of the North East Party's Report

16. Spokesperson of the Labour Political Party's Report

17. Exclusion of the Press & Public

To resolve that in view of the confidential nature of the items to be discussed, the committee pass the formal resolution to exclude the press and public from the meeting, pursuant to the Public Bodies (Admissions to Meetings) Act 1960 & the Local Government (Access to Information) Act, Part 1, paragraph 1.

18. Staffing – Parks & Cemetery Department

Members will be asked to consider a range of options in regard to the apprenticeship scheme in the Council's Parks Department.

Report of the Parks Manager (attached)

PETERLEE TOWN COUNCIL

MINUTES OF THE MEETING OF THE TOWN COUNCIL

HELD IN THE BRANDLING SUITE & ONLINE USING VIDEO CONFERENCING TECHNOLOGY

ON MONDAY 22ND JUNE 2020 at 6.00PM

PRESENT:- COUN T DUFFY (CHAIR)

**Mesdames:- K Hawley, K J Duffy, M A Cartwright, S McDonnell, D Howarth,
S Simpson, L Fenwick & K Liddell**

**Messrs:- R Moore, C Watkins, A Watson, G Johnson, S Franklin, S Miles, S McGlen,
S Kirkup & G Carne**

11. Apologies for Absence

No apologies for absence were offered to the meeting.

12. Mayor's/Chair's Report

The Mayor advised he was helping with the Shielding Support Scheme and he felt happy with how things are progressing in the town during these difficult times. He had hoisted the flag for Armed Forces Day in support of the men and women who make up the Armed Forces Community. **RESOLVED the information given, be noted.**

13. To receive declarations of interest

Members were reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. No declarations of interest were submitted.

Cllr Moore left the meeting briefly at this point due to technical issues. He re-joined soon after.

14. Public Participation Session

Mr Paul Wilding, Chairperson of Community Spirit, thanked the Council for giving him the opportunity to speak at the meeting. He voiced his concerns at the way an application for funding by Community Spirit had been considered, and provided a response to the issues that had been raised at the previous meeting. He intended sending a full statement into

the council about this and it was agreed the Town Clerk respond to it on behalf of the Council. **RESOLVED the information given, be noted.**

15. CALM in East Durham

The Council considered the second quarterly report on the CALM in East Durham project that the Town Council was supporting. Ms Crisp was in the meeting virtually and she gave an update on how the program had been delivered remotely from April 2020. She reported how proud she was of how well those in the programme had coped during the lock down, working together and supporting each other. Her priority was to start work at the Lowhills Road site and then they could start to deliver sessions there. In the meantime she asked for ideas for a shaded area outside so that users could come to the site in the summer. The Council were asked if it would be possible to release funding earlier than the original September due date. **RESOLVED CALM submit a further request for funding, including details, and this be considered at the meeting to be held in July 2020. FURTHER RESOLVED that CALM CIC be given a key for the car park gate to enable them to access the car park at times when the gate is closed.**

16. To Approve the Minutes of the last meeting of the 18th May 2020

The minutes of the previous meeting were attached for consideration and approval. It was noted that Councillor Fenwick had joined the previous meeting items 5-6 however had then left the meeting between items 6 -7, due to technical issues.

In relation to item 7(c) NEP Funding Applications –Community Spirit there was considerable discussion over what had been agreed at the meeting and the way that it was recorded in the minutes. It was confirmed that the original application for funding had not been rejected, and that £100 had been pledged by two Councillors and further information had been requested.

RESOLVED the information be noted.

17. COVID-19 Update

The Town Clerk provided an update on progress with the Council's response to the COVID situation. He confirmed that there were no known cases of COVID in the Council's workforce. The majority of staff were back at work although homeworking was still being used where appropriate. Furloughed salaried staff had now returned to work and plans were being prepared for reopening The Pavilion and Shotton Hall to the public in coming weeks, depending on the Government's announcements on the easing of restrictions. Dynamic risk assessments were in place and being sent to prospective hirers and both commercial and private hirers were being actively engaged to prepare for new business as soon as was possible. The Sports & Wellbeing Manager and Parks Manager were working with sports users to enable them to return to training as safely as possible. The Town Council's over-70s Shielding Support Service project had so far

delivered over 380 Care Packages and made almost 200 befriending phone calls to vulnerable members of the local community. The Clerk thanked all of the Elected Members who had volunteered their time and effort to assist with forming and delivering the support packages. **RESOLVED the information given be noted.**

18. MUGA Resurfacing

Members were asked to consider un-freezing the budget for the Helford Road MUGA surface to enable the contract to be awarded and work to begin while the facility was closed. Members were reminded that the resurfacing of the MUGA had already been approved by Council but was put on hold during the early days of the COVID shutdown period. Members accepted the advice of the Town Clerk and it was **RESOLVED the works go ahead on the MUGA resurfacing.**

19. Notice of Motion – Councillor A Watson

Members were asked to consider the provision of devices by the Town Council for Councillors' use. He suggested a limit be set of for example £150.00 per person to purchase a device of their choice, which would then be classed a property of the Town Council. He also spoke on the requirement to have an internet connection to use with a device. The Town Clerk reported some larger parish/town councils did provide devices for Members and he suggested he prepare a report for the next meeting for consideration. **RESOLVED a report be submitted to a future meeting on the provision of devices and support with an internet package/connection for Members to support their role as a town councillor.**

20. Investors in People

Council received a report about the recent award of Investors in People accreditation for the Town Council. Members congratulated the Town Clerk for achieving this award, they felt this was a testament to a change of attitude at the Town Council. **RESOLVED the information given, be noted.**

21. 2019/20 Financial year end budget report

Council received a report summarising the year- end budget outturn for the last financial year. The Town Clerk took Members through the report in summary there had been an underspend of 2% of the total gross budget. **RESOLVED the content of the report be noted along with the Council's 2019/20 budget outturn position.**

22. 2019/20 Final Accounts and Annual Audit

Council were requested to approve the final accounts, Annual Governance & Accountability Return and Annual Governance Statement for approval prior to the period of public rights and submission to the external auditor. **RESOLVED THE Annual Internal Audit Report 2019/20 be accepted, and Section 1 – Annual Governance Statement and Section 2 – Accounting Statements 2019/20, be approved and they be signed by the Chairman.**

23. Spokesperson of the North East Party's Report

Councillor A Watson had nothing to report to Council. **RESOLVED the information given, be noted.**

24. Spokesperson of the Labour Political Party's Report

Councillor Fenwick commented that despite the set backs as a result of Covid 19 the retail park was set to open on time. She reported Grahame Morris MP had relocated his constituency office from the Glebe Centre, Murton to Seaton Holme, Easington. Councillor Fenwick congratulated the Clerk on the Council being awarded Investors in People. **RESOLVED the information given, be noted.**

25. Use of Glysohate

The Chair Mayor asked the Council if they would re consider the Council's policy of banning the use of this weed killer. **RESOLVED this item be considered at the next Council Meeting.**

Report To: Council Meeting

Date: 27th July 2020

Subject: Provision of IT devices for council use

Report of: Kay Tweddle, Deputy Town Clerk/Democratic Services Manager

Purpose: To provide information for Council to consider the provision of a contribution towards the cost of an electronic device for Councillors for their use on council business.

Background: At the meeting of the Council held on 29th June 2020, Councillor A Watson submitted a notice of motion for consideration. Members were asked to consider the provision of devices by the Town Council for Councillors' use. He suggested a limit be set of for example £150.00 per person to purchase a device of their choice, which would then be classed a property of the Town Council. He also spoke on the requirement to have an internet connection to use with a device. The Town Clerk reported some larger parish/town councils did provide devices for Members and he suggested he prepare a report for the next meeting for consideration. At the meeting it was resolved a report be submitted to a future meeting on the provision of devices and support with an internet package/connection for Members to support their role as a town councillor.

Considerations: Members felt the Town council should be inclusive and make this offer to all of its 22 Councillors.

I have reached out to other councils in our sector and so far. Some councils do provide devices for their councillors' use, and several ask for them to be returned should the person cease to be a councillor. The replies from other parish and town councils vary from none provided, to cameras provided with sound and a tablet where councillors did not have equipment of their own to join in remote meetings.

A general e mail was sent out to all PTC Members to ask how many would want to take this up if it were to be offered. There were only three Councillors that responded to express an interest/need for help/support with the purchase of a device. None had any issues regarding their internet package.

Should this be approved, I would suggest this be done on an individual basis. Should this provision extend into the life of the new Council it

may be prudent to buy in bulk or use a contract for a larger number of devices.

A future recommendation would be to go down the route of tablets/paperless ways of working after the elections in May 2021 with a new intake of Councillors.

Recommendations: Members are recommended to note the contents of this report and agree council support councillors with a contribution of no more than £150.00 towards the cost of a device to support them with their remote working on council business.

Appendix 2: Implications

Finance – there currently is no budget allocated for the provision of devices for Councillors. However monies could be vired from the Training and Development Budget for Members.

Staffing - no direct implications

Risk – no direct implications (reputation). Use of social media already applies along with Code of Conduct.

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

Accommodation - no direct implications

Crime and Disorder - no direct implications

Human Rights - no direct implications

Consultation – no direct implications

Procurement - no direct implications. A budget amount be set and Members use it towards the purchase of a device. For any future provision in bulk a full procurement exercise would be followed. Financial Regulations.

Disability Issues - no direct implications

Legal Implications – no direct implications