



16th March 2021

In accordance with Paragraphs 8 & 10(2) (b) of Schedule 12 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 22nd MARCH 2021 at 6.00pm**

Ian Morris, 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.

To Join the online meeting in Zoom please click on this link:

<https://us02web.zoom.us/j/83578308162?pwd=VmRoYUxOYmdSdIBTYkZDZm93QVRKQT09>

Meeting ID: 835 7830 8162

Passcode: 798127

To join the meeting by phone only please use one these phone numbers. Please check with your phone network provider before calling as providers may charge for calls to these numbers:

+44 203 481 5240 United Kingdom

+44 203 901 7895 United Kingdom

+44 131 460 1196 United Kingdom

+44 203 051 2874 United Kingdom

+44 203 481 5237 United Kingdom

Meeting ID: 835 7830 8162

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.
4. 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>
5. To Approve the Minutes of the last meeting of the 22nd February 2021
The minutes of the previous meeting are attached for consideration and approval as a true and correct record. (Minutes of the previous meeting, attached)
6. Police Update
To welcome T/Sgt 2722 Charlotte Burn, Neighbourhood Police Sergeant for Peterlee, Horden and Blackhall, to the meetings to provide an update on Police activity in the Peterlee area and take any questions or issues raised by Members.
7. Citizens Advice Update
To welcome Sarah Ward, Client Services Manager, Peterlee, Durham & Seaham to the meeting to provide an update on activity by Citizens Advice County Durham in Peterlee (progress report/update attached)
8. COVID-19 Update
To receive an update from the Town Clerk on the Council's response to the COVID-19 situation.
(verbal report of the Town Clerk)
9. NEP Fund Application(s)
To consider any details of applications, if received.

10. Review of Fees & Charges

Members will be asked to review and approve the Council's fees and charges for the 2021/22 financial year

(Report of the Town Clerk, attached)

11. Town Events – Peterlee Show 2021

Members are asked to consider the decision deferred from the February 2021 Council meeting about whether or not to hold the Peterlee Show in the first weekend of September 2021

(verbal report of the Town Clerk)

12. Peterlee Town Council budget 2021/22

Members are asked to approve the detailed final budget for the Council for the 2021/22 financial year

(Report of the Town Clerk, attached)

13. Updated Policy

The following policy is for consideration, approval and adoption by Peterlee Town Council (a draft copy of the policy is available via the link given below, or in hard copy from the Deputy Town Clerk on request).

- Document Retention & Disposal Policy (<https://bit.ly/3eyzD2i>)

14. Code of Conduct 2021

Report of the Deputy Town Clerk/Democratic Services Manager requesting the Council to consider, review and adopt the new version of the Code of Conduct.

(report attached)

15. Arrangements for Town Council Annual Meeting in May 2021

Members will receive a verbal report from the Town Clerk on proposals for a 'hybrid' (physical and online) meeting for the Annual Meeting of the Town Council following the Council elections in May 2021.

16. 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, paragraphs 11.

17. Horden Cemetery Dispute

Verbal report of the Town Clerk to provide Members with an update on the latest situation re the dispute with Horden PC over cemetery contributions and seek instructions on action to be taken.

(Verbal report of the Town Clerk)

18. Shotton Hall – Business Plan

Joint report of the Clerk and Facilities Manager providing an update for Members on options for the future operating model for Shotton Hall. This report is proposed for discussion as an excluded item as it relates to the commercial operations of the Council.

(verbal report of the Town Clerk and Facilities Manager)

19. Operation Forth Bridge

Report of the Deputy Town Clerk/Democratic Services Manager outlining suggested actions should they be necessary. This report is proposed for discussion as an excluded item as it relates to sensitive information relating to an individual.

(report attached)

20. Spokesperson of the North East Party's Report

21. Spokesperson of the Labour Political Party's Report

PETERLEE TOWN COUNCIL

MINUTES OF THE MEETING OF THE TOWN COUNCIL

HELD ONLINE USING VIDEO CONFERENCING TECHNOLOGY

ON MONDAY 22ND FEBRUARY 2021 at 6.00PM

PRESENT:- COUN T DUFFY (CHAIR)

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

Messrs:- A Wilkinson, S Kirkup, R Kyle, S Miles, C Watkins, G Carne, G Johnson, S McGlen & R Moore

119. Apologies for Absence

No apologies for absence were offered to the meeting.

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

121. Public Participation Session

Mr Keith Groves from the Horden and Peterlee Rugby Club joined the meeting. He said he wanted to come along to the meeting to share with the Council where the club was and how they were doing which he did, with the focus on youth and young players. He explained how the pandemic had affected the Club where the community focus had come into its own. He said the Club needed to improve and grow and there were various repairs that needed doing to the fabric of the building ie the roof. He thanked Ian Morris for progressing the lease with the Club and assured they would share the pending feasibility study, future building plans and outcome of grant funding applications with the Town Council. He asked for the council's continued support and thanked them again for giving the Club the opportunity to grow and improve. There was an opportunity for Members to give feedback, all of which was positive. **RESOLVED the information given be noted.**

122. 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 received.

123. The Minutes of the last meeting of the 18th January 2021

The minutes of the previous meeting were attached for consideration and approval.

RESOLVED the minutes be accepted and signed as a true and correct record.

124. Police Update

The Chair welcomed the Neighbourhood Police Sergeant covering Peterlee, Horden and Blackhall, T/Sgt 2722 Charlotte Burn. T/Sgt reported on the response plan being pulled together to deal with off road bikes and assured work was ongoing and pro active. She reported on an increase in burglaries to local schools and the Stamping Out Project dealing with ASB/youth nuisance. Details were given on community engagement, using social media and more traditional reporting/feedback with suggestion boxes being used. Several issues were raised with T/Sgt Burn which included youths walking the streets; update on a recent dog attack, off road bikes and the frustration of residents. She encouraged all to keep reporting and communicating with the Police. **RESOLVED the Council's thanks be recorded for the Polices' attendance**

S McGlen left the meeting at 6.30 due to technical issues.

125. Internal Auditor's Report

The Chair welcomed the Durham County Council Interim Internal Audit Manager, Tracy Henderson, to the meeting and she took council through the Internal Audit Progress report, a copy of which had been previously circulated to each Member. In presenting the report council were advised delivery of the audit plan was impacted following the onset of the coronavirus pandemic which resulted in Audit agreeing a new way of working with the Council through remote access and where visits needed to be made and records collected following the completion of risk assessments for each individual and location. Details were given of the amendments made to the Annual Audit Plan and there were no management responses to outstanding draft reports overdue. There were four medium priority recommendations overdue against original target implementation dates. Revised target dates have been agreed in all cases with no recommendations overdue. There were no reports issued in the period that resulted in a Limited Assurance Opinion. **RESOLVED the outturn position on progress made in delivering the internal audit plan for 2020/21 together with that made by Managers in responding to the work of internal audit to gain assurance on the adequacy and effectiveness of the internal control environment, be noted and the report be accepted.**

126. Caste Eden Dene National Nature Reserve

The Chair welcomed Joe Davies, Senior Reserve Manager to the meeting and he provided an update on activities at the Castle Eden Dene Nature Reserve. Mr Davies thanked the Town Council for their financial support and he gave reported the contribution had been used to install a footpath providing access for all into the area so that everyone could come and experience nature and enjoy the sights in the Reserve. Mr Davies provided an update on how the Reserve had been operating in the light of the pandemic and that he felt COVID19 had shown a new appreciation of the site with local residents using it to improve not only their physical health but their mental health and well being during a difficult period. The Chair thanked Mr Davies for joining the meeting. **RESOLVED the information given be noted and the grant for 2021/22 be considered further by the Town Council when the budget detail was finalised.**

127. Minutes of the Resources Meeting held on 8th February 2021

The minutes of the meeting of this meeting had been circulated for Member's information. **RESOLVED the information given be noted.**

128. COVID-19 Update

The Town Clerk gave a verbal update to Members on the Council's response to the COVID-19 situation. He confirmed that there had been no further confirmed cases of COVID 19 in the workforce, whilst there had been several tests taken. He gave an update with the Shielding Support Scheme and the fantastic appreciation being expressed by those receiving the telephone calls and care packages. He confirmed that the next round of food and support packages were due to go out that week and that an exit plan was to be formulated for the service, the packages dependent upon funding and the calls on capacity. He advised the Facilities Manager, (Shotton Hall), was currently working on "Bring your own" packages for room and bar hire and re opening plans would be considered further following announcements by the Prime Minister that night. **RESOLVED the information given, be noted and further information be awaited.**

129. Risk Management: Annual review of risk

The report of the Chief Officer provided Members with an over view of the Council's approach to managing risk, outlined the key internal risk controls, and carried out the annual review of the Council's Risk Register as required by regulation. Members noted the content of the report and it was **RESOLVED the Council's Corporate risk assessment and matrix along with the Risk Policy, be reviewed and their contents approved.**

130. Council Budget 2021/22

Members were asked to further consider the draft annual budget for the Town Council for the 2021/22 financial year, a copy of which had been circulated. Members were reminded that the draft budget had already been considered by the Town Council in January 2021 and by Resources Committee in February 2021. Resources had asked for a few issues to be clarified and wish to further consider the budget in a meeting in March. The Chief Officer reported there was currently a £144,000 forecast budget deficit. **RESOLVED this be considered further at a Resources Meeting in March.**

131. NEP Fund Application

Council considered an application from Improtech Soccer, Bradley Improtech FC requesting £600-700 towards the cost of replacement of their playing strip and the Deputy Town Clerk provided further details at the meeting. **RESOLVED a grant of £775.00 be made to this Team.**

132. Updated Policies

The following policies were for consideration, approval and adoption by Peterlee Town Council:-

- (i) COVID-19
- (ii) Officer's Code of Conduct
- (iii) Whistle Blowing Policy

RESOLVED the policies be approved for immediate adoption by the Town Council.

133. Garden Competition

Members received a report from the Corporate Services Manager presenting Members with a new option for Peterlee in Bloom 2021 where the competition would be held using photos of gardens and allotments would be viewed without the plot holder being present and details of the prizes were given. **RESOLVED this suggestion be agreed to for 2021.**

134. Spokesperson of the North East Party's Report

Councillor A Watson reported it had now been confirmed the local council elections were going ahead on 6 May 2021. It was noted the new LIDL store had opened and was a great addition to the new retail park. News of the rolling out of the covid vaccine left everyone feeling optimistic whilst everyone was encouraged to still be careful and use caution. It

was reported the North & South Denes were much improved. **RESOLVED the information given, be noted.**

135. Spokesperson of the Labour Political Party's Report

Councillor Fenwick spoke about how tough the past year had been financially for the Council with functions cancelled meaning a reduction in revenue. She felt the healthy reserve that had been built up helped the Council cope with the results of the pandemic with all of its services continuing where they could. **RESOLVED the information given, be noted.**

136. Exclusion of the Press & Public

RESOLVED 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 8.

137. CCTV

The report of the Facilities Manager requesting approval to upgrade the Council's CCTV hard-wear systems and the CCTV monitoring contract, was considered. **RESOLVED the Council place an order for the installation of new CCTV equipment with Company B, Phoenix Eye from Gosforth at a cost of £19,235.12 and for the maintenance of equipment for a fixed three year contract at £8,430.00.**

138. The Pavilion

Members received a report from the Pavilion Centre Manager to seek approval to purchase a new water boiler at the Pavilion. **RESOLVED the quotation received from Company A, CDI Energy Ltd, Peterlee for the supply and fit of a new hot water boiler and flue as detailed in the report in the sum of £18,750.00**

Report on Peterlee Town Council funded Benefits Project April 2020 to March 2021 (Lockdown report)

Peterlee Town Council have continued to fund Citizens Advice County Durham for a benefits caseworker since 2017 with great success for residents of Peterlee. Along with the increased financial commitment from the Town Council, the scope and impact the project has had for the area has also risen.

However on the 23rd March 2020 the face of the project was turned dramatically on its head due to COVID-19 and the closure of all of our offices. Staff mobilised instantly to deliver advice solely through the telephone and email. We ensured that residents of Peterlee still had the avenue of support and advice that they always did, just in a different form. The service never closed its door, one opened in a new direction.

Wendy Holliday – the advice worker - has promoted this service through posters with her direct contact details on both in the community and also across social media. The phone is answered the same times as she would be in the office and Wendy returns all calls so there is minimal expense to our clients. A dedicated email address was also created which meant that those that couldn't afford to call but had email, could email and then receive a call back.

Peterlee Town Council were also set up as a member of Advice in County Durham portal so that they could directly refer clients to us without the client needing to undertake any action.

This year has been extremely challenging for all involved and Citizens Advice County Durham would like to thank Peterlee Town Council for its support and understanding during these times.

Here are some of the key stats

Clients	138
Quick client contacts	
Issues	406
Activities	291
Cases	96

From April 2020 to 12th March 2021 Wendy has advised 138 clients with 406 issues affecting their lives. This shows that a client is likely to attend with multiple issues that they need help with. This year, the help that clients have needed has been more challenging and complex and often has resulted in more holistic support from Wendy. This has been welcomed by our client's feedback.

Financially this has meant –

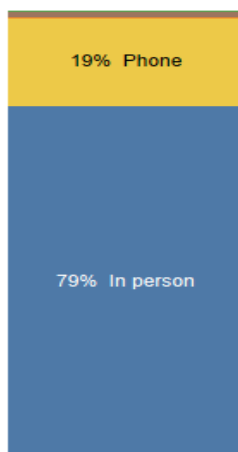
Outcomes

Income gain	£320,567
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The project has identified £320,567 of unclaimed benefits for clients. This means on average each client helped has had an income gain of £2,322. The figures are made up of both confirmed gains that clients have notified us about and also gains that we have calculated clients are entitled to. During one of the most challenging times in our recent history, this help could be invaluable.

April 2019 - 31st March 2020

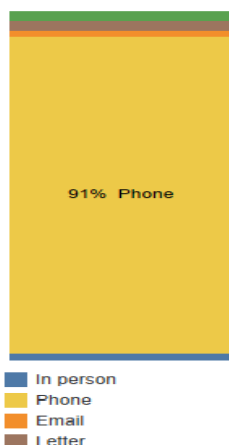
Channel



Our work was heavily focussed on face to face advice however this changed overnight in March to solely by the phone or email. Our adaptability means we can meet the needs of our clients and offer advice that is suitable to them even when we are faced with challenges.

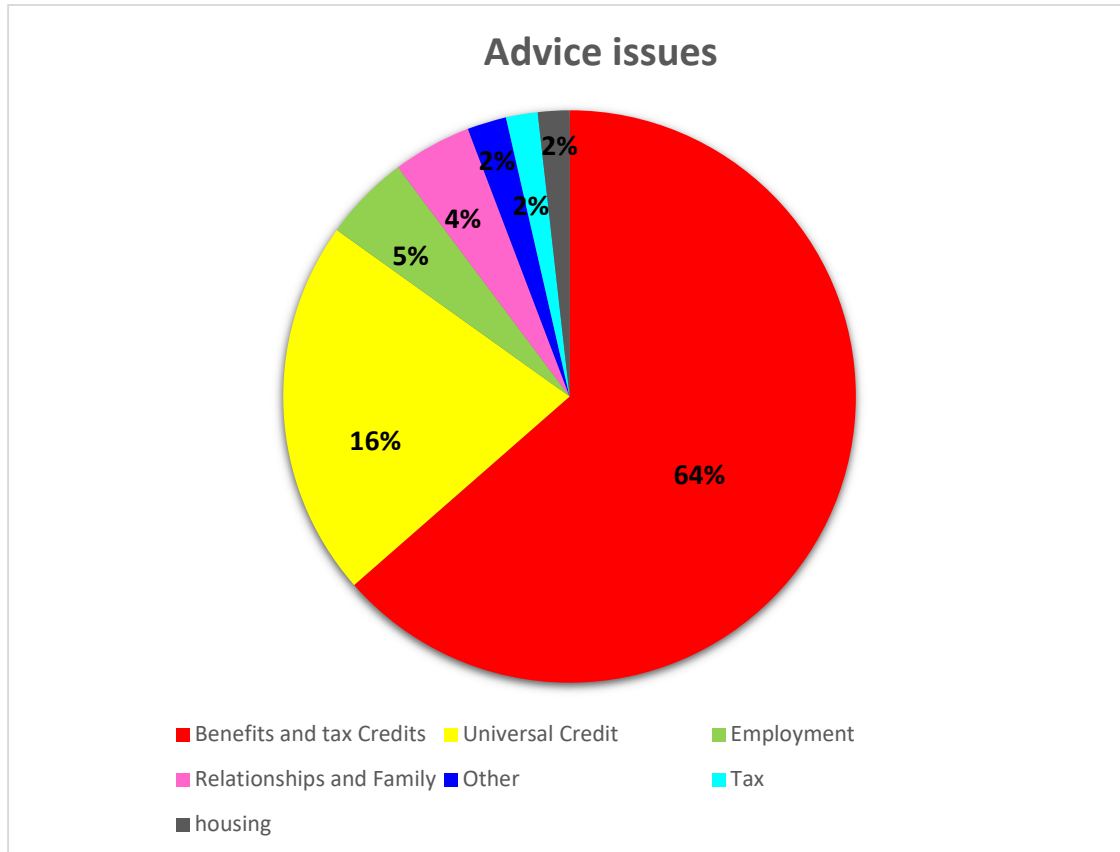
1st April 2020 – 12th March 2021

Channel



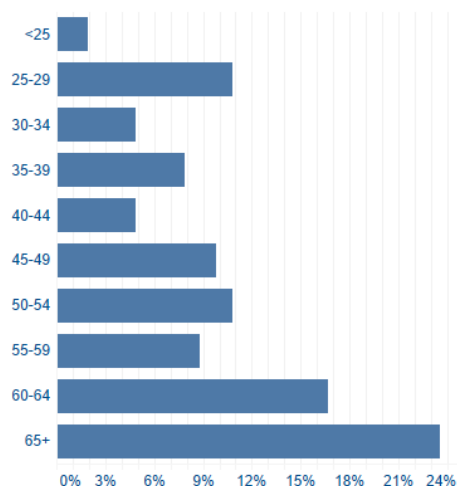
Whilst we are available to help clients through the phone, we know that there are clients out there who would usually present face to face that haven't been in touch. We are working at ways to increase our inclusiveness and reach these clients.

What topics do our clients need help with most?



Who are our clients?

Age



Gender



Female
Male

Disability / Long-term health



Disabled
Long-term health condition
Not disabled/no health problems

Projection for 2020/2021

The project funding is due to finish at the end of March 2021. However it is our belief that if this project continued to be funded, we would endeavour to continue to be adaptive and be available for the residents in Peterlee both in the office when the situation allows and also on the phone and through email. In light of the current situation in the UK, there have to be significant changes to the way this project is delivered and how it will continue to be delivered.

All staff are continuing to work from home and are not carrying out face to face appointments which unfortunately may cause some disruption to clients. In response to this, certain steps have been taken to open up channels of advice and communications across the locality –

1. The caseworker funded through this project is fully set up and working the exact same hours and days as she was in the office. She has all the resources she needs in order to ensure we still provide an effective and reliable advice service.
2. New referral routes have been created to ensure that clients in need can still get in touch with us. Peterlee Town Council are now part of the Advice in County Durham network and therefore have had the opportunity to utilise the online portal system. This enables members of PTC to refer clients in need directly to Wendy without the need for any expense of the clients. There is an agreement that these referrals are picked up and accepted within 3 working days but in reality, this is often quicker.
3. It has been agreed and shared that all members of the AiCD network are now able to refer if they have clients from Peterlee. This means that we have widened our reach.
4. We are continuing to look at ways we can help those that are in need the most and we are linking up with other members of the community to promote the service.
5. Social media will continue to advertise the direct pathway for Peterlee residents and it is our hope that Peterlee Town Council will continue to be as supportive of the project even in the changing climate.
6. When the situation allows for a return to face to face advice, we will be considering this by a phased approach that will allow us to be available and accessible for those that need us the most.

We will endeavour to deliver the advice that the residents of Peterlee need, for the problems they face, through the means that we can.

We would like to give thanks for the continued support that we receive from Peterlee Town Council. The money that you offer to fund this project has a substantial impact on clients in Peterlee.

If you want to contact me to discuss further –

Sarah.ward@citizensadvicecd.org.uk

07527973395

Report to: Peterlee Town Council
Date of Meeting: 22nd March 2021
Subject: Review of Fees & Charges
Report of: Ian Morris, Chief Officer

Report Purpose: To review and approve the Council's fees and charges for the 2021/22 financial year.

Background: Peterlee Town Council provides a range of services to local residents, sports and community groups, visitors and commercial organisations.

Many of these services are provided 'free at the point of delivery' (e.g maintaining the parks, play areas and other open spaces in the Town, organising town events such as the Peterlee Show, Remembrance Parade, Armed Forces day, Fireworks display, etc) and others are provided on a chargeable basis.

Over the past few years the Town Council has taken the approach of reviewing the fees and charges for its services on an *ad hoc* basis, i.e. it has reviewed its pitch hire fees, cemetery fees, room hire fees, etc as and when a review was deemed necessary for operational reasons.

However, the Council's Internal Auditors have recommended that the Town Council conducts an annual review of all of its fees and charges, covering all applicable charges in one go. This recommendation was accepted by Officers, and this report forms the first such annual review. Later in the report it is recommended that an annual review of fees and charges be conducted as part of the budget-setting process every year.

Fees and Charges: A copy of the proposed fees and charges is provided in Appendix 2 to this report.

Members are aware that the substantial effect of the COVID pandemic on both reduced commercial income and also additional operating costs through the requirement for additional IT, PPE, vehicle hire, etc has presented some real challenges for the Town Council for the current and future financial years.

The proposed fee increases have been made after benchmarking the council's fees and charges against other similar fees and charges in the East Durham/wider region. They are intended to provide a relatively small but nonetheless important increase in the Council's income over the next financial year while remaining affordable for local residents.

Recommendation: Members are asked to note the contents of the report and to approve the proposed fees and charges for the 2021/22 financial year as provided in Appendix 2 to the report.

Appendix 1: Implications

Finance – the proposed increases in fees and charges is intended to increase the Council's operating revenue during the 2021/22 financial year to enable it to continue to balance the costs of COVID and other inflation against the desire to keep Council Tax precept

Staffing – no direct implications

Risk – the recommended increases in fees and charges are intended to reduce the risk to the Council's financial situation due to the ongoing impact of COVID and other inflationary pressures

Equality and Diversity, Cohesion and Integration – no direct implications

Crime and Disorder – no direct implications

Consultation & Communication – if approved the increases will be communicated directly to affected service users and also published on the Council's website and public reception areas

Procurement – no direct implications

Legal – no direct implications

Appendix 2 - proposed fees & charges

Schedule of Charges – Town Council Services and Facilities 2021/22

Room Hire

(All rates are £ per hour)

Venue: The Pavilion Sports & Community Centre	1 st April 2020 to 31 st March 2021 inclusive		1 st April 2021 to 31 st March 2022 inclusive	
Room	Community rate	Commercial rate	Community rate	Commercial rate
William Jefferey	6.00	12.00	10.00	20.00
Harry Bennett	6.00	12.00	10.00	20.00
The Bar with a View	6.00	12.00	12.00	20.00
Brian Joyce (Main Hall)	12.00	24.00	20.00	30.00

Venue: Shotton Hall	1 st April 2020 to 31 st March 2021 inclusive		1 st April 2021 to 31 st March 2022 inclusive	
Room	Community rate	Commercial rate	Community rate	Commercial rate
Brandlings suite	n/a	n/a	POA	POA
Burdon suite	n/a	n/a	POA	POA
Both suites	n/a	n/a	POA	POA
Heritage Room	n/a	n/a	POA	POA
Mayor's Ante-chamber	n/a	n/a	POA	POA
Council chamber	n/a	n/a	POA	POA

n.b. Shotton Hall is currently subject to an operational review. The pricing table for this venue will be updated once the review is complete.

Grass Football Pitches

Seasonal pitch hire includes two 'friendly' games per year and one mid-week training session per week for the duration of the football season. If you would like to hire a grass pitch on either a seasonal or one-off basis please contact our Sports & Wellbeing Team on 0191 5869957 or pavilion@peterlee.gov.uk

	<u>2020/21</u>	<u>2021/22</u>
Peterlee Team Seasonal Hire (Junior team)	105.00	110.00
Peterlee Team Seasonal Hire (Senior Team)	310.00	320.00
Outside of Peterlee Seasonal Hire (Junior Team)	155.00	165.00
Outside of Peterlee Seasonal Hire (Senior Team)	465.00	475.00
Adult pitch hire single game	35.00	40.00
Junior pitch hire single game	35.00	40.00

Multi Use Games Area (MUGA) football and rugby pitch

Off peak times are 9am-4pm Monday – Friday. All other times are Peak.

To book a session on our MUGA please contact the Pavilion on 0191 5869957 or email pavilion@peterlee.gov.uk

		<u>2020/21</u>	<u>2021/22</u>
<u>Junior (u18)</u>	Off	12.00	15.00
	Peak		
	Peak	24.00	28.00
<u>Senior (18+)</u>	Off	24.00	28.00
	Peak		
	Peak	44.00	48.00

All under 18 bookings must be made by an adult, and must be supervised by at least one adult at all times.

Allotment Rents

	<u>2020/21</u>	<u>2021/22</u>
<u>Thorntee Gill Leisure Gardens site</u>		
Half plot	22.50	25.00
Full plot	45.00	50.00
<u>Lowhills Road Leisure Gardens site</u>		
Half plot	22.50	25.00
Full plot	45.00	50.00

Cemetery and Burial Fees

All fees listed here are for Peterlee residents. Non-residents will be charged double the listed fee.

	<u>2020/21</u>	<u>2021/22</u>
<u>Exclusive Rights (75 years)</u>		
9' x 5' grave space	170.00	190.00
Sanctum 2 blocks	36.00	40.00
2' x 2' cremated remains space	82.00	90.00
<u>Interment Fees</u>		
Single 9x5 grace space (18yrs +)	180.00 (252.00 on Saturdays)	200.00 (275.00 on Saturdays)
Double 9x5 grace space (18yrs +)	340.00 (447.00 on Saturdays)	360.00 (470.00 on Saturdays)
Any grave space under 18yrs	0	0
Stillborn	0	0
Ashes (18yrs +)	77.00 (100.00 on Saturdays)	87.00 (115.00 on Saturdays)
<u>Other Charges</u>		
Erection of headstone/vase/plaque	82.00	90.00
Base stone (for 2'x2' space)	33.00	40.00
Additional inscription	46.00	55.00
Placement of sanctum 2 blocks	36.00	40.00
Grave planting for 12 months	43.00	50.00

This table of cemetery and burials fees and charges should be read in conjunction with the main rules and regulations, a copy of which is available on request.

Other Fees & Charges

Dog Poo Bags (available from The Pavilion and Shotton Hall) £ 1 per roll of 10; £9 for 10 rolls

Photocopying – price per sheet (available from The Pavilion and Shotton Hall)

	Black & White	Colour
A4 1 sided	10p	15p
A4 2 sided	15p	25p
A3 1 sided	20p	30p
A3 2 sided	30p	50p
Other sizes	POA	POA

Laminating :20p per sheet of A4

Proof of residency or other statutory signatures: No charge

Report to: Peterlee Town Council

Date: 22nd March 2021

Report of: Ian Morris, Town Clerk

Subject: Peterlee Town Council budget 2021/22

Report Purpose: To seek Members approval of the final draft revenue and capital budgets for 2021/22.

Background: At the Full Council meeting on Monday 18th January 2021 Members approved a balanced budget for 2021/22 and set the precept figure of £1,294,911.44 – representing a 0% increase in individual taxpayer precept contributions compared to 2020/21. Members also considered the draft budget and made a number of recommendations relating to various elements of income and expenditure for the 2021/22 financial year.

On Monday 11th January 2021 and Monday 9th February 2021 the Council's Resources Committee scrutinised the detailed draft budgets for 2021/22 and provided further feedback on a number of issues.

As a result of the feedback from Members and a number of developments since the 18th January and 9th February meetings a number of additional amendments have been made to the final budget which is now presented to Members for final approval.

Headlines:

Total projected expenditure 2021/22:	£2,084,527
Total projected income (before precept):	£713,648
Projected use of Reserves:	£75,968
Of which – Revenue	£47,968
Capital	£28,000
Precept demand:	£1,294,911.44
Average Council Tax Band D cost:	£289.00 (0% increase from 2018/19)

Commentary: The 2019/20 budget (attached) provides for a total turnover (gross expenditure) of £2,863,172 for 2019/20.

Members have agreed that the 2019/20 precept sum be set at £1,280,443 which will equate to a Council Tax band D payment of £287.56, representing a 'freeze' (0% increase) on precept cost to Peterlee householders compared to 2020/21.

The 2020/21 budget requires a planned use of reserves of £75,968, of which £47,968 will be on revenue expenditure and £28,000 will be on capital expenditure.

A revised use of reserves policy will be presented to Council in June/July 2021 once the 2020/21 year-end outturn position is known. The Town Council has already resolved to develop a Medium Term Financial Plan during 2021.

The detailed budget for 2021/22 is attached for Members' consideration.

Recommendation:

Members are recommended to note the contents of this report and to approve the budget for 2021/22 as detailed in this report.

Appendix 1: Implications

Finance – This report sets out the budget for the Town Council for the 2021/22 financial year, with a precept requirement of £1,294,911.44 (equivalent to a 0% increase for individual council tax payers) and a planned use of reserves of £75,968

Staffing – The budget includes an assumption of a 0% ‘pay freeze’ in line with the Government’s Public Sector Pay announcements for 2021.

Risk – the budget has been set with regard to the Town Council’s Strategic Risk register which was reviewed by the Council in February 2021.

Equality and Diversity, Cohesion and Integration – the budget makes provision for a range of services and events that are aimed at promoting social interaction and inclusion including youth engagement, volunteering, and ongoing wellbeing services operating from the Pavilion sports & community centre.

Crime and Disorder – no direct implications .

Consultation & Communication –The outline budget has been developed with the Council’s management team and has included direct engagement of staff in discussions about budget requirements for 2021/22. The draft budget was also considered by Council and Resources Committee throughout December – February 2021.

Procurement –none.

Legal –the legal power to raise a precept is enshrined in a statute, predominantly the Local Government Finance Act 1992 (cIV) and Localism Act 2011 (s78). The proper consideration of the Council’s budget is one of the many ways that the Town Council fulfils the requirement under s151 Local Government Act 1972 to make arrangements for the administration of its financial affairs.

Appendix 2: final budget for 2021/22

Peterlee Town Council
Annual Budget 2021/22

<u>101</u>	<u>Central & Civic HQ Costs</u>	2020/21 Budget	2021/22 Budget	variance
4000	Salaries, Wages, Superan, NI	327,813	331,259	3,446
4003	Overtime	1,000	0	-1,000
4006	Building Maint. Contracts	300	300	0
4010	Cleaning Wages	8,176	21,324	13,148
4011	Facilities Staff - Wages	12,591	0	-12,591
4099	Pension Cont - Former Staff	4,500	4,500	0
4100	Training & Development - Staff	15,000	15,000	0
4175	Personnel Services	7,000	7,000	0
4190	Wages Processing DCC	7,000	7,000	0
4200	Electricity	3,151	3,500	349
4201	Gas	2,000	2,000	0
4202	Water	1,021	1,000	-21
4205	Rates	3,750	3,750	0
4209	Trade Refuse Costs	0	0	0
4210	Alarm System & CCTV	1,400	3,500	2,100
4211	Ins XS/Vandalism	250	500	250
4213	Hygiene Services	0	250	250
4220	Window Cleaning	200	250	50
4225	Cleaning Materials	5,000	5,500	500
4230	Furniture	1,500	1,500	0
4240	Miscellaneous Expenditure	1,000	1,500	500
4250	Repairs & Decoration	5,000	2,000	-3,000
4350	Small Plant & Tools	1,000	2,000	1,000
4400	Telephones	2,500	2,600	100
4401	Mobile Phone	2,000	1,500	-500
4405	Postage	1,500	1,500	0
4406	Petty Cash	200	200	0
4410	Office Machine Hire & Mtce	18,000	18,000	0
4412	Stationery & New Office Equip	6,000	6,000	0
4420	Publicity/Council Publications	6,000	8,000	2,000
4425	Insurance	80,000	95,000	15,000
4498	Health & Safety	2,500	2,000	-500
4499	Occupational Health	3,000	3,000	0
4500	Fuel & Oils	9,000	9,000	0
4501	Road Fund Tax	750	800	50
4502	Vehicle Maintenance/Spares	10,000	15,000	5,000
4503	Motor Insurance XS	500	500	0
Central & Civic HQ Costs :- Expenditure		550,602	576,733	26,131

		2020/21 Budget	2021/22 Budget	variance
1312	Miscellaneous Income	0	0	0
	total income	0	0	0
	Net expenditure/(income)	550,602	576,733	26,131

<u>102</u>	<u>Democratic Costs</u>	2020/21 Budget	2021/22 Budget	variance
4101	Training & Dev - Councillors	1,500	1,500	0
4102	Youth Council	2,000	0	-2,000
4103	Dene School Awards	1,000	1,000	0
4125	Mayors Personal Allowance	1,500	500	-1,000
4126	Mayors Civic Duties	500	500	0
4127	Participation Allowances	28,000	28,000	0
4470	Civic Regalia	500	500	0
4530	Twinning	0	0	0
	total expenditure	35,000	32,000	-3,000
	Net expenditure/(income)	35,000	32,000	-3,000

<u>103</u>	<u>Corporate Management</u>	2020/21 Budget	2021/22 Budget	variance
4426	Subs to L.A. Bodies	4,400	4,500	100
4430	Elections	0	15,000	15,000
4450	Audit Fees	10,000	10,500	500
4455	Banking Pick Up Service	1,500	1,000	-500
4458	Card Machine/Bank Fees	7,000	5,000	-2,000
				0
	Corporate Management :- Expenditure	22,900	36,000	13,100
				0
	Net expenditure/(income)	22,900	36,000	13,100
				0
				0

<u>105</u>	<u>Other Costs and income</u>	2020/21 Budget	2021/22 Budget	variance
4460	General Fund	500	700	200
				0
	Other Costs and income :- Expenditure	500	700	200
1045	Precept Received	1296004	1294911	-1093
1046	Precept Support Grant	264276	258646	-5630
1312	Miscellaneous Income	0	0	0
				0
	Other Costs and income :- income	1560280	1553557	-6723
				0
	Net expenditure/(income)	-1559780	-1552857	6923
				0

<u>201</u>	<u>S/Hall Banqueting Suite</u>	2020/21 Budget	2021/22 Budget	variance
4000	Salaries, Wages, Superan, NI	102,541	72,818	-29,723
4003	Overtime	1,500	0	-1,500
4005	Bar Gas	250	0	-250
4006	Building Maint. Contracts	1,200	1,200	0
4010	Cleaning Wages	11,095	4,265	-6,830
4030	Bar Wages - Casuals	35,000	0	-35,000
4070	Wages - Shotton Hall Grounds	27,573	27,784	211
4174	Clothing & Uniforms	3,000	0	-3,000
4200	Electricity	12,000	10,000	-2,000
4201	Gas	7,500	5,000	-2,500
4202	Water	2,000	2,000	0
4205	Rates	10,500	12,000	1,500
4208	Licences	2,500	1,500	-1,000
4209	Trade Refuse Costs	1,500	1,500	0
4210	Alarm System & CCTV	2,500	4,500	2,000
4211	Ins XS/Vandalism	250	250	0
4213	Hygiene Services	1,000	1,000	0
4214	Stocktaking Fees	1,000	0	-1,000
4215	Refreshments	1,500	250	-1,250
4220	Window Cleaning	600	650	50
4230	Furniture	5,000	0	-5,000
4240	Miscellaneous Expenditure	1,000	1,000	0
4250	Repairs & Decoration	10,000	5,000	-5,000
4420	Publicity/Council Publications	4,000	500	-3,500
4421	Shotton Hall Events	5,000	0	-5,000
4570	Bar Purchases	45,000	0	-45,000
4572	Catering Expenditure	75,000	0	-75,000
				0
	S/Hall Banqueting Suite :- Expenditure	370,009	151,216	-218,793
	Income			0
1301	Day Delegate Charges	0	0	0
1302	Concessionary Use	10,000	0	-10,000
1312	Miscellaneous Income	0	0	0
1315	Bar Income	145,000	0	-145,000
1319	Hire Income	45,000	0	-45,000
1320	Refreshment Income	3,500	0	-3,500
1321	Hire of Equipment	2,000	0	-2,000
1322	Shotton Hall Events	45,000	0	-45,000
1323	Hire Chair Covers, Swags etc.	1,000	0	-1,000
1324	Hire Discos, Lights etc.	250	0	-250
1325	Hire Sweetie Cart	0	0	0
1327	Hire Bouncy Castle	0	0	0
1328	5K Wedding Package	0	0	0
1330	Catering Income	120,000	0	-120,000
				0
	S/Hall Banqueting Suite :- Income	371,750	0	-371,750
				0
	Net expenditure/(income)	-1,741	151,216	152,957
				0

<u>221</u>	<u>The Pavilion</u>	2020/21 Budget	2021/22 Budget	variance
4000	Salaries, Wages, Superan, NI	181,888	180,587	-1,301
4003	Overtime	1,000	0	-1,000
4005	Bar Gas	600	600	0
4006	Building Maint. Contracts	2,000	2,000	0
4009	Bistro Expenditure	25,000	20,000	-5,000
4010	Cleaning Wages	27,446	8,530	-18,916
4030	Casual staff	34,000	32,000	-2,000
4174	Clothing & Uniforms	600	1,000	400
4200	Electricity	18,840	19,000	160
4201	Gas	5,000	5,000	0
4202	Water	5,500	5,600	100
4205	Rates	14,744	13,000	-1,744
4208	Licences	6,200	6,400	200
4209	Trade Refuse Costs	1,300	1,000	-300
4210	Alarm System & CCTV	3,000	6,500	3,500
4211	Ins XS/Vandalism	250	250	0
4213	Hygiene Services	525	500	-25
4214	Stocktaking Fees	1,500	1,500	0
4215	Refreshments	0	150	150
4217	Lift Maintenance Costs	3,500	3,500	0
4220	Window Cleaning	1,000	1,000	0
4230	Furniture	3,500	2,000	-1,500
4240	Miscellaneous Expenditure	3,000	3,000	0
4250	Repairs & Decoration	3,500	3,000	-500
4400	Telephones	2,500	2,500	0
4410	Office Machine Hire & Mtce	3,000	2,000	-1,000
4412	Stationery & New Office Equip	1,750	2,000	250
4420	Publicity/Council Publications	1,500	1,500	0
4570	Bar Purchases	36,000	26,000	-10,000
4581	Pool Table Costs	100	200	100
4584	Sattelite TV Costs	3,800	4,000	200
4585	Loan Repayment	50,450	50,452	2
	The Pavilion: Expenditure	442,993	404,769	-38,224
				0
1312	Miscellaneous Income	2,000	2,000	0
1314	Bistro Sales	60,000	50,000	-10,000
1315	Bar Income	85,000	52,000	-33,000
1319	Hire Income	66,000	50,000	-16,000
1320	Refreshment Income	400	500	100
1321	Hire of Equipment	50	250	200
1341	Pool Table Income	400	400	0
	Concessionary Use	0	10,000	10,000
	The Pavilion: Income	213,850	165,150	-58,700
	Net expenditure/(income)	229,143	239,619	20,476

<u>240</u>	<u>Sport & Leisure</u>	2020/21 Budget	2021/22 Budget	variance
4050	Wages-Eden Lane B/Green	4,731	6,674	1,943
4051	Wages - Eden Lane Rugby	4,731	3,337	-1,394
4055	Wages - Lowhills Rd F/Fields	0	0	0
4056	Wages-Helford Rd Cricket Fld	14,194	13,348	-846
4057	Wages-Helford Rd F/Fields	18,926	16,685	-2,241
4059	Cricket Roller Hire	1,800	3,000	1,200
4061	Wages-Helford Road MUGA	4,731	3,337	-1,394
4075	Wages-General Open Spaces	104,766	100,112	-4,654
4300	Equipment & Supplies	0	7,000	7,000
				0
	Sports & Leisure: Expenditure	153,879	153,493	-386
				0
1501	Eden Lane Bowling Green	550	550	0
1502	Eden Lane Football Fields	800	1,500	700
1506	Lowhills Road Football Field	1,800	4,000	2,200
1507	Helford Road Cricket Facility	1,000	1,000	0
1508	Helford Road Football Field	1,100	2,500	1,400
1509	Helford Road MUGA	25,000	25,000	0
	Sports & Leisure: Income	30,250	34,550	4,300
	Net expenditure/(income)	123,629	118,943	-4,686

<u>241</u>	<u>Hill Rigg House</u>	2020/21 Budget	2021/22 Budget	variance
4010	Cleaning Wages	1,168	853	-315
4200	Electricity	5,359	8,600	3,241
4202	Water	2,425	3,100	675
4205	Rates	1,021	1,100	79
4209	Trade Refuse Costs	0	700	700
4210	Alarm System & CCTV	1,000	4,100	3,100
4211	Ins XS/Vandalism	250	250	0
4213	Hygiene Services	100	100	0
4220	Window Cleaning	100	100	0
4240	MiscellaneousExpenditure	500	500	0
4250	Repairs & Decoration	3,000	3,000	0
4400	Telephones	200	200	0
				0
	Hill Rigg House: Expenditure	15,123	22,603	7,480
				0
1307	Water Refunds - Surestart	800	1,000	200
1308	Electricity Refund - Surestart	3,300	3,000	-300
1319	Hire Income	6,100	6,200	100
	Hill Rigg House: Income	10,200	10,200	0
	Net expenditure/(income)	4,923	12,403	7,480

<u>242</u>	<u>Lowhills Road Bowling Club</u>	2020/21 Budget	2021/22 Budget	variance
4010	Cleaning Wages	0	0	0
4200	Electricity	297	0	-297
4240	MiscellaneousExpenditure	0	500	500
	Lowhills Road Bowling Club :- Expenditure	297	500	203
	Hire Income	0	1	1
	Net expenditure/(income)	297	499	202

<u>261</u>	<u>Eden Lane Community Fac</u>	2020/21 Budget	2021/22 Budget	variance
4201	Gas	0	0	0
4202	Water	0	0	0
4213	Hygiene Services	0	0	0
4250	Repairs & Decoration	1,000	0	-1,000
	Eden Lane Community Fac :- Expenditure	1,000	0	-1,000
				0
1210	Communication Mast Rental	6,000	6,000	0
1310	Gas Refunds - Rugby	0	0	0
1319	Hire Income	1	1	0
	Eden Lane Community Fac :- Income	6,001	6,001	0
	Net expenditure/(income)	-5,001	-6,001	-1,000

<u>262</u>	<u>Eden Lane Depot</u>	2020/21 Budget	2021/22 Budget	variance
4010	Cleaning Wages	5,840	4,265	-1,575
4200	Electricity	4,727	7,500	2,773
4202	Water	729	500	-229
4205	Rates	4,595	4,500	-95
4210	Alarm System & CCTV	1,575	4,500	2,925
4211	Ins XS/Vandalism	250	250	0
4213	Hygiene Services	0	70	70
4230	Furniture	250	250	0
4240	MiscellaneousExpenditure	500	500	0
4250	Repairs & Decoration	2,000	2,000	0
4400	Telephones	750	750	0
4410	Office Machine Hire & Mtce	500	500	0
4412	Stationery & New Office Equip	2,000	1,500	-500
	Eden Lane Depot: Expenditure	23,716	27,085	3,369
	Net expenditure/(income)	23,716	27,085	3,369

<u>263</u>	<u>Eden Lane Bowling Club</u>	2020/21 Budget	2021/22 Budget	variance
4010	Cleaning Wages	584	426	-158
4240	MiscellaneousExpenditure	0	500	500
4250	Repairs & Decoration	1,000	1,000	0
	Eden Lane Bowling Club :- Expenditure	1,584	1,926	342
1501	Eden Lane Bowling Green	0	500	500
	Net expenditure/(income)	1,584	1,426	-158

<u>280</u>	<u>Woodhouse Park</u>	2020/21 Budget	2021/22 Budget	variance
4010	Cleaning Wages	4,088	2,985	-1,103
4078	Wages-Woodhouse Park	38,190	36,708	-1,482
4200	Electricity	2,000	2,500	500
4202	Water	350	350	0
4206	Rent	1,500	1,500	0
4210	Alarm System & CCTV	3,800	5,000	1,200
4211	Ins XS/Vandalism	250	250	0
4213	Hygiene Services	0	70	70
4240	MiscellaneousExpenditure	500	500	0
4250	Repairs & Decoration	2,000	2,000	0
4400	Telephones	500	700	200
	Woodhouse Park: Expenditure	53,178	52,563	-615
	Net expenditure/(income)	53,178	52,563	-615

<u>290</u>	<u>Sports & Wellbeing</u>	2020/21 Budget	2021/22 Budget	variance
4062	Wages - Sport Development	70,615	73,046	2,431
4065	Marketing	1,000	1,000	0
4067	Activities/Events	23,000	20,000	-3,000
4068	Equipment	500	500	0
4073	Licences, Membership Ins	400	400	0
4174	Clothing & Uniforms	200	200	0
4215	Refreshments	50	50	0
4412	Stationery & New Office Equip	150	150	0
	Sports Development: Expenditure	95,915	95,346	-569
1510	Activities Ex Classes & Events	40,000	40,000	0
1511	Funding Grant	9,500	10,000	500
1513	Taste Buddies Funding	0	1,600	1,600
	Sports Buddies funding	0	8,000	
	Sports Development: Income	49,500	59,600	2,100
	Net expenditure/(income)	46,415	35,746	-2,669

<u>301</u>	<u>Parks General</u>	2020/21 Budget	2021/22 Budget	variance
4000	Salaries, Wages, Superan, NI	43,799	46,386	2,587
4003	Overtime	6,000	4,000	-2,000
4071	Wages-Dene Parks	52,383	50,056	-2,327
4074	Wages-Misc. None Site Duties	4,731	3,337	-1,394
4076	Wages-Play Areas	28,726	26,696	-2,030
4084	Yoden Quarry Landscape Works	0	0	0
4174	Clothing & Uniforms	3,000	3,250	250
4202	Water	213	200	-13
4211	Ins XS/Vandalism	500	250	-250
4240	MiscellaneousExpenditure	250	250	0
4300	Equipment & Supplies	6,200	5,000	-1,200
4305	Manures,Fertilizers & Seeds	11,000	11,000	0
4310	Bedding Plants,Shrubs & Bed Ma	20,000	16,000	-4,000
4360	Play Equipment-Repairs	2,000	2,000	0
4370	Tree Maint, Surveys & Services	5,000	5,000	0
4371	Public Seats & Bins	2,500	1,500	-1,000
4373	Hire of Skips	7,000	6,300	-700
4375	Vehicle Leasing	15,000	15,000	0
4943	Dene Parks	0	25,000	25,000
	Parks General: Expenditure	208,302	221,225	12,923
1312	Miscellaneous Income	0	0	0
	Net expenditure/(income)	208,302	221,225	12,923

<u>325</u>	<u>Cemetery & Burials</u>	2020/21 Budget	2021/22 Budget	variance
4000	Salaries, Wages, Superan, NI	57,116	53,393	-3,723
4200	Electricity	827	700	-127
4240	MiscellaneousExpenditure	1,000	1,000	0
4300	Equipment & Supplies	2,000	1,000	-1,000
	Cemeter & Burials: Expenditure	60,943	56,093	-4,850
1702	Burials and Charges	22,000	23,000	1,000
	Net expenditure/(income)	38,943	33,093	-5,850

<u>350</u>	<u>Allotments</u>	2020/21 Budget	2021/22 Budget	variance
4000	Salaries, Wages, Superan, NI	4,731	6,674	1,943
4200	Electricity	0	250	250
4202	Water	1,531	1,000	-531
4211	Ins XS/Vandalism	250	250	0
4240	MiscellaneousExpenditure	9,000	9,000	0
4250	Repairs & Decoration	0	300	300
4300	Equipment & Supplies	1,000	2,000	1,000
	Allotments: Expenditure	16,512	19,474	2,962
1754	Allotment Rents & Water	3,500	3,500	0
	Net expenditure/(income)	13,012	15,974	2,962

<u>410</u>	<u>Town Activities</u>	2020/21 Budget	2021/22 Budget	variance
4427	Donations	11,000	0	-11,000
4434	Concessionary Use	10,000	10,000	0
4435	Road Safety Initiative	25,000	0	-25,000
4436	Friends of the Parks Project	1,000	1,000	0
4437	Shielding Support Scheme	0	0	0
4461	Castle Eden Dene Centre	5,000	5,000	0
4462	CAB Case Worker Project	20,000	20,000	0
4464	Youth Provision	10,000	0	-10,000
4720	Gritting Service & Bins	2,000	1,000	-1,000
4725	Dog Fouling Maint. & Bins	2,250	0	-2,250
4726	Remembrance Parade/Armed	6,000	6,000	0
	Town Activities: Expenditure	92,250	43,000	-49,250
	Net expenditure/(income)	92,250	43,000	-49,250

<u>430</u>	<u>Town Events</u>	2020/21 Budget	2021/22 Budget	variance
4730	Peterlee Show	76,000	0	-76,000
4733	Garden Competition	1,500	1,500	0
4740	Fireworks Display	10,000	10,000	0
4742	Xmas Tree Lighting Event	7,500	5,000	-2,500
4751	Senior Citizens	1,800	1,800	0
4756	Summer Events	6,000	0	-6,000
4757	Childrens Pantomine	3,500	3,500	0
4759	Soapbox Derby	7,500	0	-7,500
	Town Events: Expenditure	113,800	21,800	-92,000
1851	Peterlee Show	15,000	10,000	-5,000
1854	Soap Box Derby	0	2,500	2,500
	Town Events: Income	15,000	12,500	-2,500
	Net expenditure/(income)	98,800	9,300	-89,500

<u>901</u>	<u>Capital Projects</u>	2020/21 Budget	2021/22 Budget	variance
4912	New Vehicles	0	40,000	40,000
4913	Capitalised Maint - S/Hall	0	0	0
4914	Pavilion - emergency lighting	10,000	0	-10,000
4920	Consultants Fees	10,000	10,000	0
4925	Emergency Works	0	5,000	5,000
4930	Eden Lane Works	20,000	0	-20,000
4940	Helford Road MUGA Sinking Fund	60,000	6,000	-54,000
4942	Thorntree Gill LG Shelter	70,000	0	-70,000
4943	Dene Parks	0	0	0
4955	Play Equipment	45,000	107,000	62,000
	Capital Projects: Expenditure	215,000	168,000	-47,000
1980	Disposal of Assets	0	10,000	10,000
	s106 funding	0	107,000	107,000
	AAP NB funding	0	23,000	23,000
	Capital Projects: Income	0	140,000	140,000
	Net expenditure/(income)	215,000	28,000	-187,000
		2020/21 Budget	2021/22 Budget	variance
	Total Expenditure	2,473,003	2,084,527	-388,476
	Total Income	2,282,331	2,008,559	-273,772
	Net Expenditure/(income)	190,672	75,968	-114,704
	Of which:			
	Revenue	-24,328	47,968	72,296
	Capital	215,000	28,000	-187,000
	Income less precept	986,327	713,648	-272,679