



24<sup>th</sup> January 2023

In accordance with Paragraphs 8 & 10(2) (b) of Schedule 12 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 30<sup>th</sup> JANUARY 2023 at 6.30pm**

Ian Morris, F.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.

Members of the public are very welcome to attend our meetings. Due to ongoing precautions for COVID and other seasonal illnesses we have a limited number of designated public seating and so any members of the public wishing to attend Shotton Hall to observe the meeting are advised to contact the Council in advance so that we can reserve a seat for you: council@peterlee.gov.uk or 0191 5862491

### **BUSINESS TO BE TRANSACTED**

1. **Apologies for Absence**
2. **Public Participation Session**  
Will be held to allow Members of the public an opportunity to put questions to the Council. This item of business to last no more than 15 minutes, as per Council Standing Orders.
3. **To receive declarations of interest**  
Members are reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. Please seek advice from the Town Clerk or Deputy Town Clerk **prior to the meeting** if in doubt. Members are reminded that they can check their published declaration of interests here: <https://bit.ly/2wVyeLA>

4. To Approve the Minutes of the last meeting of the 19<sup>th</sup> December 2022  
The minutes of the previous meeting are attached for consideration and approval as a true and correct record. (attached)
5. Notes of the Finance Sub Committee of the 16<sup>th</sup> January 2023  
To confirm and endorse the resolution of the Finance Sub Committee to approve BACS payments paid (attached)
6. The Minutes of the Resources Committee of the 16<sup>th</sup> January 2023  
The minutes of this meeting are attached for information purposes only.  
(attached)
7. Update from the Events Working Party held on Tuesday 24<sup>th</sup> January 2023  
Decisions required are as follows:-
  - (i) Fireworks Display Friday 3<sup>rd</sup> November 2023
  - (ii) Remembrance Parade 12<sup>th</sup> November 2023
  - (iii) Request from Planet Circus to hold a circus at Eden Lane 18<sup>th</sup> – 25<sup>th</sup> June 2023
  - (iv) Emergency Services Day, Shotton Hall, Saturday 9<sup>th</sup> September 2023
8. Notice of Resignation, Councillor G Johnson  
To advise receipt of Councillor Johnson's resignation and provide an update on arrangements to fill the vacancy.
9. Nomination to the DCC Standards Committee  
To consider whether to nominate up to two Members for a vacancy on the Durham County Council Standards Committee. Nominations are only open to Town Councillors who are not County Councillors. If any member of the Council would like more information about the position please contact Kay Tweddle prior to the meeting.
10. Peterlee Town Council draft budget and precept demand 2023/24  
To receive a report from the Town Clerk with an update on the outline budget for the 2023/24 financial year and to set the precept figure for 2023/24 as detailed in the report.  
(Report of the Town Clerk, attached)

11. Warm Welcome Café

To confirm receipt of a grant from Durham County Council to establish a 'Warm Welcome Café' project in The Pavilion Sports and Community Centre and to approve the purchase of supplies and equipment to enable the project to launch as soon as possible.

(Verbal report of the Town Clerk and Cllr Karen Hawley, copy of bid attached)

12. Review of Committees and Committee Cycle

To review the Terms of Reference for the Council's Committees and also the frequency and location of meetings.

(Committee terms of reference attached)

13. Spokesperson of the North East Party's Report

14. Spokesperson of the Labour Political Party's Report

15. Exclusion of press and public

In view of the confidential nature of the matter to be discussed, Council are advised to resolve to exclude the press and public from the meeting for the following item, pursuant to s.1, Public Bodies (Admissions to Meetings) Act 1960

16. Peterlee 75

To receive a report from the Town Clerk outlining proposal for a program of activity to mark Peterlee's 75<sup>th</sup> anniversary and to agree the final submission of a grant funding bid to the Heritage Lottery as outlined in the report.

(Report of the Town Clerk, to follow)

Contact:- Ian Morris, Town Clerk, Peterlee Town Council, Shotton Hall, Peterlee  
Co Durham SR8 2PH      e mail: [council@peterlee.gov.uk](mailto:council@peterlee.gov.uk)

PETERLEE TOWN COUNCIL

MINUTES OF THE MEETING OF THE TOWN COUNCIL

HELD IN THE BRANDLING SUITE, SHOTTON HALL, PETERLEE

ON MONDAY 19<sup>TH</sup> DECEMBER 2022 at 6.30PM

PRESENT: - Cllr R Moore (Chairman)

M McCue, S Simpson, K Duffy, T Duffy, B Fishwick, M A Cartwright & M Sanderson

87. Apologies for Absence

Apologies for absence were offered from Councillors K Liddell, D Howarth, D Hawley, A Stockport, K Hawley, S McDonnell, S Meikle, S Franklin, A E Laing, R Burnip, J Black & G Johnson. **RESOLVED the apologies for absence from these Councillors be noted.**

88. Public Participation Session

There were no members of the public present at the meeting.

89. 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.

90. To Approve the Minutes of the last meeting of the 28<sup>th</sup> November 2022

The minutes of the previous meeting are attached for consideration and approval as a true and correct record. **RESOLVED the minutes be accepted and signed as a true and correct record.**

91. Notes of the Finance Sub Committee

Members considered the accounts presented for payment for the month of December 2022 and it was **RESOLVED the payments be accepted and paid.**

92. Minutes of the Community & Environment Meeting of the 5<sup>th</sup> December 2022

The Minutes of the Community & Environment Meeting held on 5<sup>th</sup> December 2022 were attached for information purposes only. **RESOLVED the record of the meeting be noted.**

93. Peterlee Town Council outline budget 2023/24

The Town Clerk provided Members with an outline draft budget for 2023/24 financial year and sought feedback on options to balance the budget in the forthcoming year.

The Town Clerk once again outlined the key risks with the challenges of the increase in utility charges, inflationary increases and the national pay deal, along with the need to bolster dwindling reserves. He stressed should any Member have any questions or feedback to get in touch with him directly. **RESOLVED the information given be noted and the budget be discussed further in January 2023.**

94. Shotton Hall Angling Club

Members were provided with a verbal update on progress with this matter and feedback from the public meeting. Members were keen for this to be progressed and were pleased that another facility was going to be offered for the residents of the town and surrounding areas. It was suggested there be an opening ceremony and perhaps a tribute/plaque erected for the local gentleman who had made significant progress with the Club. **RESOLVED approval be given for the Shotton Hall Angling Club to be launched.**

95. Peterlee Town Council – Big Conversation – Wednesday 4<sup>th</sup> January 2023 at 6.00pm The Pavilion, Peterlee

It was confirmed the Council's 'Big Conversation' workshop with community partners and groups on Wednesday 4<sup>th</sup> January 2023. All groups were welcome to attend and Members were encouraged to bring others along to the event. **RESOLVED the details be noted.**

96. Spokesperson of the North East Party's Report

Councillor Cartwright spoke about the Christmas Event held in the Rugby Club where Councillor Fishwick had played the role of Santa Claus. She thanked everyone who had supported the People's Gift Recycled Toys and games effort from a unit in Peterlee Town Centre. She reported on the successful Christmas craft fayre held at The Pavilion. In closing she wished staff and councillors a Happy Christmas. **RESOLVED the details be noted.**

97. Spokesperson of the Labour Political Party's Report

Councillor McCue thanked everyone that had helped and supported with the Toy Appeal at Shotton Hall. Along with this project she felt there was lots of fantastic work happening with churches, charities and individuals all around the town making donations and helping out across Wards and organisations. She felt it had been a successful year working cross party delivering for the residents. She wished the Councillors staff and their families a Merry Christmas.

In closing the Mayor mentioned his disappointment at the decision made by DCC about the DLI site at Durham. He also mentioned the Award he had recently given to a young resident who had gifted some of his pocket money and birthday gifts to the local foodbank. To end the meeting Councillor Moore wished everyone a very Happy Christmas.



Date of issue: 13<sup>th</sup> January 2023

A MEETING OF THE FINANCE SUB-COMMITTEE

WILL BE HELD ON MONDAY 16<sup>th</sup> JANUARY 2023 AT 6.15pm

IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE SR8 2PH

Mr I Morris, PSLCC  
Town Clerk

## A G E N D A

1. ACCOUNTS FOR PAYMENT

To Examine & Pass accounts for payment.

**Members of the Committee: R Moore, K Liddell, T Duffy, K Duffy, S Simpson,  
G Johnson, J Black, R Burnip**

PETERLEE TOWN COUNCIL

MINUTES OF THE MEETING OF THE RESOURCES COMMITTEE

HELD IN THE BRANDLING SUITE, SHOTTON HALL, PETERLEE

ON MONDAY 16<sup>TH</sup> JANUARY 2023 at 6.30PM

PRESENT:- COUN K HAWLEY (CHAIR)

Councillors M McCue, S Simpson, R Moore, F Black, K Duffy, B Fishwick, M A Cartwright & M Sanderson

13. Apologies for Absence

Apologies for absence were offered to the meeting and accepted from Councillors D Quinn, D Hawley, A E Laing, K Liddell, T Duffy, D Howarth & S McDonnell.

14. To receive declarations of interest

Members were reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. **RESOLVED the information given, be noted.**

15. To approve the minutes of the previous meeting

**RESOLVED the minutes of the previous meeting of the Resources Committee held on Monday 14<sup>th</sup> November 2022 be approved as a true and correct record.**

16. Exclusion of the Press and Public

**RESOLVED in view of the confidential nature of the matter to be discussed, the committee pass the formal resolution to exclude the press and public from the meeting for the following item, pursuant to s.1, Public Bodies (Admissions to Meetings) Act 1960**

17. Peterlee 75

Members received a presentation from the Town Clerk on proposals for a program of community events and activities to mark Peterlee's 75<sup>th</sup> anniversary, in partnership with East Durham Trust, East Durham Creates, East Durham College, the Apollo Pavilion CIC and Durham County Council. The Clerk asked Members to agree and confirm the next steps which were:-

- (i) For the Clerk to continue with the development of the Heritage Lottery funding bid with the main partner organisations;
- (ii) The Events Working Party consider the PTC events in more detail prior to submission to Council for approval;

**RESOLVED the information provided be noted and approval be given for the Town Clerk to progress with the Heritage Lottery bid and next steps necessary to arrange the Peterlee 75 programme.**

At the conclusion of this item the meeting was reopened to the press and public.

18. Peterlee Town Council draft budget and precept demand 2023/24

Members received a report from the Town Clerk with an update on the outline draft budget for the 2023/24 financial year and sought the Committee's agreement of a provisional precept figure subject to ratification by Council on 30th January 2023.

**RESOLVED Members note the contents of this report and to:**

- (i) **Recommend to Council that the 2023/24 precept be set at £1,606,537.05 which is equivalent to an increase in individual Band A households' council tax of £26.42 for the year or 51p per week (13%)**
- (ii) **Recommend to Council that the 2023/4 charges for general council services and activities be increased by a target amount of 15%**

19. Replacement of water softener – The Pavilion Sports & Community Centre

Members received a report from the Pavilion Centre Manager requesting approval for the purchase of a new water softener for the centre.

**RESOLVED approval be given to the award of contract to NE Water Softeners Ltd of Hartlepool, for the supply and installation of a Kinetico CP210 sOD duplex unit at a total cost of £3,878.92 + VAT**



**Report to:** Peterlee Town Council

**Date:** 30<sup>th</sup> January 2023

**Report of:** Ian Morris, Chief Officer & Town Clerk

**Subject:** Peterlee Town Council draft budget and precept demand 2023/24

**Report Purpose:** To provide Members with an update on the outline draft budget for the 2023/24 financial year and seek agreement of a precept demand of £1,606,537.05.

If Members have any specific questions about any of the detail contained in this report they are recommended to contact the Town Clerk prior to the meeting if possible. This will ensure that proper consideration of the questions can be given prior to the meeting.

**Background:** Members have been engaged in an ongoing discussion about the 2023/24 budget since September 2022. The Council and its committees have received presentations and detailed budget information and have discussed options at meetings on 29<sup>th</sup> September, 24<sup>th</sup> October, 14<sup>th</sup> & 28<sup>th</sup> November, 5<sup>th</sup> & 19<sup>th</sup> December 2022 and 16<sup>th</sup> January 2023.

The Council's Resources Committee meeting on 16<sup>th</sup> January 2023 received a report from the Town Clerk that set out the key principles, financial pressures and options facing the council in setting the 2023/24 budget and precept demand. The Committee resolved to recommend to Council that the precept be set at 1,606,537.05 which is equivalent to an increase in individual Band A households' council tax of £26.42 for the year or 51p per week (13%). The Committee also resolved to recommend to Council that the 2023/4 charges for general council services and activities be increased by a target amount of 15%.

**Current position:** The Town Clerk has continued to work on the draft budget with Senior Managers and their teams and the only material change to the budget position since the 16<sup>th</sup> January Resources Committee report is an increase in the projected gas energy costs for the year. The latest projections of gas prices for 2023/24 are significantly higher than the estimates used in previous iterations of the draft budget, placing an additional circa £10,000 onto the projected gas energy costs for the next budget year.

A copy of the latest draft budget is attached as Appendix 2 to this report. Although the draft budget is used to calculate the precept demand for 2023/4 the actual detail between individual budgets and cost centres can be further refined after the precept has been agreed, and would normally be approved as a final budget in February or March before the start of the financial year on 1<sup>st</sup> April.

The Town Council is faced with a very challenging budget situation, with significant inflationary pressures on expenditure and uncertainty around commercial income while running on a level of general reserves that are significantly lower than the Council's own Use of Reserves Policy target prudent level. As outlined in the 19<sup>th</sup> December and 16<sup>th</sup> January reports, there are a number of substantial financial and operational risks affecting the draft budget and precept proposals and as such a degree of caution has been used in the estimation of income and expenditure – this is in line with the concept of financial 'prudence'.

**Reserves:**

Since 2017/18 the Town Council has successfully pursued a policy of investing Council reserves into a variety of capital projects across the Town. These capital projects have included:

- Investing around £500,000 in renewing the town's play areas;
- A new community amenity building at the Thorntree Gill leisure gardens site; and
- Fencing to improve safety and security at the Pavilion Sports & Community Centre and Lowhills Road playing fields

The Town Council has also invested reserves to protect local residents from Council Tax increases for the Town Council's element of the Council Tax precept. With a 2% Council Tax reduction in 2017/18 followed by 0% 'freezes' in 2018/19 to 2021/22 and a 6% increase in 2022/23, the Town Council has forgone approximately £430,000 of income that would have been raised had it increased precept in line with inflation from 2017 to the present day.

The combination of capital investment and revenue protection from Council Tax increases has resulted in the Town Council's reserves reducing from a peak of £1,286,918 in April 2018 to £317,712 at the end of March 2022. The Town Council did set a small surplus budget in the current financial year, but the substantial inflationary pressures being felt by the Council mean that the current year-end estimate reserves at the end of March 2023 are in the region of £250,000 to £300,000. Members are reminded that the Council's approved prudent level of reserves is £428,000, which was set in 2018 as approximately 3 months of operating costs.

The Council has previously established two earmarked reserves funds for the Helford Road MUGA resurfacing and for a future Play Area Renewal programme and will need to continue to contribute to these earmarked reserves as well as ensuring that a surplus budget is set to slowly build the general reserve back up to prudent levels. The draft budget and precept demand level set out in this report is expected to enable a contribution to the two ring fenced reserves as well as a contribution to general reserves of around £13,500 in the next financial year to start to bring the Council's reserves back up the prudent level set in the Council's policy.

**Precept:**

Members will be aware that each 1% of precept increase/decrease equates to an increase/decrease of precept income to the Town Council of around £14,000. The table below sets out the effect on the annual, monthly and weekly precept payments for households in Council Tax Bands A – E for each 1% of precept increase or decrease.

	<b>Band A c. 75% of households in Peterlee</b>	<b>Band B c. 7% of households</b>	<b>Band C c. 9% of households</b>	<b>Band D c. 6% of households</b>	<b>Band E c. 3% of households</b>
<b>Current annual precept</b>	£203.21	£237.07	£270.94	£304.81	£372.55
<b>Each 1% +/-</b>	£2.03	£2.37	£2.71	£3.05	£3.73
<b>Monthly equivalent</b>	17p	20p	23p	25p	31p
<b>Weekly equivalent</b>	4p	5p	6p	6p	8p

*Table 1: illustration of precept levels per Council Tax band*

So, for every £14,000 in additional income to the Council raised by a 1% increase, 75% of households in Peterlee would face an additional £2.03 in precept for the year – equivalent to an additional cost of around 4 pence per week.

The latest draft budget includes provision for a precept increase of 13% in order to set a balanced budget, which would look like:

	<b>Band A c. 75% of households in Peterlee</b>	<b>Band B c. 7% of households</b>	<b>Band C c. 9% of households</b>	<b>Band D c. 6% of households</b>	<b>Band E c. 3% of households</b>
<b>Current annual precept</b>	£203.21	£237.07	£270.94	£304.81	£372.55
<b>With 13% increase</b>	£229.63	£267.90	£306.17	£344.44	£420.98
<b>Additional annual cost</b>	£26.42	£30.83	£35.23	£39.63	£48.43
<b>Monthly additional</b>	£2.20	£2.57	£2.94	£3.30	£4.04
<b>Weekly additional</b>	£0.51	£0.59	£0.68	£0.76	£0.93

*Table 2: example of cost to individual Council Tax payers of a 13% precept increase*

A 13% precept increase would result in approximately 75% of households in Peterlee facing an additional £26.42 for the year for the Town Council's element of their Council Tax bill, equivalent to around £2.20 a month or 51p a week. Residents in the highest-rated Band E properties (approximately three in every hundred properties in Peterlee)

would see an increase of £48.43 for the year, equivalent to around £4.04 a month or 93p a week.

**Service charges:** Members have previously expressed a strong desire to protect Council Tax payers in Peterlee from any rises in precept charges as far as possible. In order to close the current budget deficit Members have considered a number of options but the basic choices boil down to increasing income or reducing expenditure, or both. In terms of increasing income, aside from the 'increasing precept income' option discussed earlier in this report, Members have also considered the option to increase charges for Council services. These services/activities include:

- 11 a side grass football facilities seasonal hire
- Lawn green bowls facility hire
- Hourly hire rates for rooms and MUGA sports facility and sports/wellbeing classes at The Pavilion Sports & Community Centre, Helford Road
- Peterlee Cemetery fees
- Leisure Garden (allotment) fees

The Council also provides sports grounds maintenance services to Peterlee & Horden Rugby Club and Peterlee Cricket Club. These service charges are subject to separate commercial discussions with the two clubs.

Following detailed consideration of the desire to balance the pressure on general council tax payers versus users of council services, the budget has been set on the basis of a target 15% increase in service charges and fees in 2023/24.

**Recommendation:** Members are recommended to note the contents of this report and to:

- i. Set the 2023/24 precept at £1,606,537.05 which is equivalent to an increase in individual Band A households' council tax of £26.42 for the year or 51p per week (13% increase)
- ii. Agree that the 2023/4 charges for general council services and activities be increased by a target amount of 15%

## Appendix 1: Implications

- Finance** This report sets out the proposals for a Town Council budget of around £2,396,928 expenditure in 2023/4 with a contribution to reserves of around £13,500. The report recommends a target increase of 15% on the council's general service charges. The precept requirement to balance the draft budget is £1,606,537.05 which is equivalent to an increase in the Town Council's element of individual Band A households' council tax of £26.42 for the year or 51p per week (a 13% increase)
- Staffing** The draft budget includes a provisional allowance of 5% staff pay increase in the 2023/4 financial year. This is obviously subject to national negotiations by the National Joint Council for Local Government Services
- Risk** Setting a balanced budget for the 2023/24 financial year is an important element of the Council's approach to managing risk, particularly given the relatively low level of reserves and the ongoing uncertainties around COVID-19 and impact on commercial services and the wider economy.

**Equality and Diversity, Cohesion and Integration** – no direct implications

**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 2023/24. Previous presentations and reports on the budget have been delivered to Members in September 2022 to January 2023. The Town Council is planning to host a 'Big Conversation' event with community partners in February 2023 and the feedback received at this event will inform further deliberations about the Council's budget and services/activities. Once agreed, the precept demand and budget will be featured in an article in the Peterlee Magazine and shared through the Council's social media channels.

**Procurement** – no direct implications

**Legal** the legal powers and duties to raise a precept is enshrined in statute, predominantly the Local Government Finance Act 1992 (cIV) and Localism Act 2011 (s78).



Peterlee Town Council  
Draft Annual Budget 2023/24 as at 24/01/23

<u>101</u>	<u>Central &amp; Civic HQ Costs</u>	2022/3 Budget	2023/4 Budget	variance
4000	Salaries, Wages, Superan, NI	364,068	402,689	38,622
4006	Building Maint. Contracts	300	330	30
4010	Cleaning Wages	13,390	16,421	3,031
4011	Facilities Staff - Wages	26,518	28,541	2,022
4099	Pension Cont - Former Staff	4,500	4,500	0
4100	Training & Development - Staff	15,000	15,000	0
4175	Personnel Services	5,000	5,000	0
4190	Wages Processing DCC	7,000	7,700	700
4200	Electricity	3,000	4,380	1,380
4201	Gas	2,000	5,308	3,308
4202	Water	750	750	0
4205	Rates	3,250	3,575	325
4209	Trade Refuse Costs	0	0	0
4210	Alarm System & CCTV	3,500	3,850	350
4211	Ins XS/Vandalism	500	500	0
4213	Hygiene Services	250	275	25
4220	Window Cleaning	250	275	25
4225	Cleaning Materials	4,500	4,950	450
4230	Furniture	1,500	1,500	0
4240	MiscellaneousExpenditure	1,500	1,500	0
4250	Repairs & Decoration	1,000	1,000	0
4350	Small Plant & Tools	1,000	1,000	0
4400	Telephones	2,600	2,860	260
4401	Mobile Phone	500	550	50
4405	Postage	1,000	1,000	0
4406	Petty Cash	200	200	0
4410	Office Machine Hire & Mtce	21,000	23,100	2,100
4412	Stationery & New Office Equip	5,000	5,500	500
4420	Publicity/Council Publications	10,000	11,000	1,000
4425	Insurance	100,000	110,000	10,000
4498	Health & Safety	1,500	1,650	150
4499	Occupational Health	3,000	3,300	300
4500	Fuel & Oils	11,000	12,100	1,100
4501	Road Fund Tax	800	880	80
4502	Vehicle Maintenance/Spares	15,000	16,500	1,500
4503	Motor Insurance XS	500	500	0
Central & Civic HQ Costs :- Expenditure		630,876	698,184	67,308
		2022/3 Budget	2023/4 Budget	variance
1312	Miscellaneous Income	0	0	0
	total income	0	0	0
	Net expenditure/(income)	630,876	698,184	67,308

<u>102</u>	<u>Democratic Costs</u>	2022/3 Budget	2023/4 Budget	variance
4101	Training & Dev - Councillors	1,500	1,500	0
4103	Dene School Awards	0	0	0
4125	Mayors Personal Allowance	500	500	0
4126	Mayors Civic Duties	500	500	0
4127	Participation Allowances	28,000	28,000	0
4470	Civic Regalia	500	500	0
TBC	Neighbourhood Plan	0	0	0
	total expenditure	31,000	31,000	0
	Net expenditure/(income)	31,000	31,000	0

<u>103</u>	<u>Corporate Management</u>	2022/3 Budget	2023/4 Budget	variance
4426	Subs to L.A. Bodies	4,500	4,950	450
4430	Elections	0	0	0
4450	Audit Fees	10,500	11,550	1,050
4455	Banking Pick Up Service	500	550	50
4458	Card Machine/Bank Fees	5,000	5,500	500
				0
	Corporate Management :- Expenditure	20,500	22,550	2,050
				0
	Net expenditure/(income)	20,500	22,550	2,050
				0
				0

<u>105</u>	<u>Other Costs and income</u>	2022/3 Budget	2023/4 Budget	variance
4460	General Fund	500	500	0
				0
	Other Costs and income :- Expenditure	500	500.00	0
1045	Precept Received	1,401,425	1,606,537.05	205112
1046	Precept Support Grant	268,744	283,265.00	14521
1312	Miscellaneous Income	11,160	0.00	-11160
				0
	Other Costs and income :- income	1,681,329	1,889,802.05	208473
				0
	Net expenditure/(income)	-1,680,829	-1,889,302.05	-208473
				0



<u>201</u>	<u>S/Hall Banqueting Suite</u>	2022/3 Budget	2023/4 Budget	variance
4000	Salaries, Wages, Superan, NI	26,518	28,541	2,022
4003	Overtime	0	0	0
4005	Bar Gas	0	0	0
4006	Building Maint. Contracts	1,200	1,320	120
4010	Cleaning Wages	4,463	5,474	1,010
4030	Bar Wages - Casuals	0	0	0
4070	Wages - Shotton Hall Grounds	29,121	28,477	-644
4174	Clothing & Uniforms	0	0	0
4200	Electricity	7,500	14,666	7,166
4201	Gas	7,500	17,774	10,274
4202	Water	2,000	2,000	0
4205	Rates	12,000	13,200	1,200
4208	Licences	1,000	1,100	100
4209	Trade Refuse Costs	1,500	1,650	150
4210	Alarm System & CCTV	5,000	5,500	500
4211	Ins XS/Vandalism	250	275	25
4213	Hygiene Services	1,000	1,100	100
4214	Stocktaking Fees	0	0	0
4215	Refreshments	250	275	25
4220	Window Cleaning	500	550	50
4230	Furniture	0	0	0
4240	MiscellaneousExpenditure	1,000	1,000	0
4250	Repairs & Decoration	2,500	2,500	0
4420	Publicity/Council Publications	500	500	0
4570	Bar Purchases	5,000	5,500	500
4572	Catering Expenditure	1,000	1,100	100
				0
	S/Hall Banqueting Suite :- Expenditure	109,803	132,502	22,699
	<b>Income</b>			0
1302	Concessionary Use	5,000	5,000	0
1312	Miscellaneous Income	1,000	1,000	0
1315	Bar Income	15,000	16,500	1,500
1319	Hire Income	15,000	16,500	1,500
1320	Refreshment Income	500	550	50
1321	Hire of Equipment	500	550	50
	Furlough Grant	0	0	0
				0
	S/Hall Banqueting Suite :- Income	37,000	40,100	3,100
				0
	Net expenditure/(income)	72,803	92,402	19,599
				0

<u>221</u>	<u>The Pavilion</u>	2022/3 Budget	2023/4 Budget	variance
4000	Salaries, Wages, Superan, NI	186,993	207,769	20,776
4003	Overtime	0	0	0
4005	Bar Gas	600	600	0
4006	Building Maint. Contracts	1,000	1,000	0
4009	Bistro Expenditure	20,000	22,000	2,000
4010	Cleaning Wages	13,390	16,421	3,031
4030	Casual staff	15,000	16,500	1,500
4174	Clothing & Uniforms	1,000	1,000	0
4200	Electricity	19,000	33,070	14,070
4201	Gas	5,000	14,580	9,580
4202	Water	5,600	5,600	0
4205	Rates	10,000	10,000	0
4208	Licences	5,000	5,000	0
4209	Trade Refuse Costs	1,000	1,100	100
4210	Alarm System & CCTV	6,500	7,150	650
4211	Ins XS/Vandalism	250	250	0
4213	Hygiene Services	500	550	50
4214	Stocktaking Fees	1,000	1,100	100
4215	Refreshments	150	165	15
4217	Lift Maintenance Costs	3,500	3,850	350
4220	Window Cleaning	1,000	1,100	100
4230	Furniture	2,000	2,000	0
4240	MiscellaneousExpenditure	6,000	6,000	0
4250	Repairs & Decoration	3,000	9,000	6,000
4400	Telephones	2,500	2,750	250
4410	Office Machine Hire & Mtce	2,000	2,200	200
4412	Stationery & New Office Equip	2,000	2,000	0
4420	Publicity/Council Publications	2,000	2,000	0
4570	Bar Purchases	26,000	28,600	2,600
4581	Pool Table Costs	200	200	0
4584	Sattelite TV Costs	4,000	4,400	400
4585	Loan Repayment	50,452	50,452	0
	The Pavilion: Expenditure	396,635	458,407	61,772
				0
1312	Miscellaneous Income	10,000	11,000	1,000
1314	Bistro Sales	50,000	55,000	5,000
1315	Bar Income	52,000	57,200	5,200
1319	Hire Income	50,000	55,000	5,000
1320	Refreshment Income	500	550	50
1321	Hire of Equipment	250	275	25
1341	Pool Table Income	400	400	0
	Concessionary Use	5,000	5,000	0
	The Pavilion: Income	168,150	184,425	16,275
	Net expenditure/(income)	228,485	273,982	45,497

<u>240</u>	<u>Sport &amp; Leisure</u>	2022/3 Budget	2023/4 Budget	variance
4050	Wages-Eden Lane B/Green	7,276	7,975	699
4051	Wages - Eden Lane Rugby	3,638	3,988	350
4055	Wages - Lowhills Rd F/Fields	3,638	3,988	350
4056	Wages-Helford Rd Cricket Fld	14,552	15,950	1,398
4057	Wages-Helford Rd F/Fields	18,190	19,938	1,748
4059	Cricket Roller Hire	0	0	0
4061	Wages-Helford Road MUGA	3,638	3,988	350
4075	Wages-General Open Spaces	109,140	119,625	10,486
4300	Equipment & Supplies	3,000	3,300	300
				0
	Sports & Leisure: Expenditure	163,071	178,750	15,679
				0
1501	Eden Lane Bowling Green	550	633	83
1502	Eden Lane Football Fields	2,000	2,500	500
1506	Lowhills Road Football Field	4,400	5,060	660
1507	Helford Road Cricket Facility	1,500	2,000	500
1508	Helford Road Football Field	2,750	3,163	413
1509	Helford Road MUGA	25,000	28,750	3,750
	Sports & Leisure: Income	36,200	42,105	5,905
	Net expenditure/(income)	126,871	136,645	9,774

<u>241</u>	<u>Hill Rigg House</u>	2022/3 Budget	2023/4 Budget	variance
4010	Cleaning Wages	3,571	4,379	808
4200	Electricity	10,000	23,420	13,420
4202	Water	3,000	3,000	0
4205	Rates	1,100	1,100	0
4209	Trade Refuse Costs	700	700	0
4210	Alarm System & CCTV	2,000	2,000	0
4211	Ins XS/Vandalism	250	250	0
4213	Hygiene Services	100	100	0
4220	Window Cleaning	0	0	0
4240	MiscellaneousExpenditure	500	500	0
4250	Repairs & Decoration	3,000	3,000	0
4400	Telephones	200	220	20
				0
	Hill Rigg House: Expenditure	24,421	38,669	14,248
				0
1307	Water Refunds - Surestart	1,000	1,000	0
1308	Electricity Refund - Surestart	4,500	4,500	0
1319	Hire Income	6,350	6,350	0
	Hill Rigg House: Income	11,850	11,850	0
	Net expenditure/(income)	12,571	26,819	14,248

<u>242</u>	<u>Lowhills Road Bowling Club</u>	2022/3 Budget	2023/4 Budget	variance
4010	Cleaning Wages	0	0	0
4200	Electricity	0	0	0
4240	MiscellaneousExpenditure	500	500	0
	Lowhills Road Bowling Club :- Expenditure	500	500	0
	Hire Income	1	1	0
	Net expenditure/(income)	499	499	0

<u>261</u>	<u>Eden Lane Community Fac</u>	2022/3 Budget	2023/4 Budget	variance
4201	Gas	0	0	0
4202	Water	0	0	0
4213	Hygiene Services	0	0	0
4250	Repairs & Decoration	0	0	0
	Eden Lane Community Fac :- Expenditure	0	0	0
				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)	-6,001	-6,001	0

<u>262</u>	<u>Eden Lane Depot</u>	2022/3 Budget	2023/4 Budget	variance
4010	Cleaning Wages	4,463	5,474	1,010
4200	Electricity	10,000	18,528	8,528
4202	Water	500	500	0
4205	Rates	4,500	4,500	0
4210	Alarm System & CCTV	6,500	6,500	0
4211	Ins XS/Vandalism	250	250	0
4213	Hygiene Services	70	70	0
4230	Furniture	250	250	0
4240	MiscellaneousExpenditure	500	500	0
4250	Repairs & Decoration	1,000	1,000	0
4400	Telephones	750	750	0
4410	Office Machine Hire & Mtce	500	500	0
4412	Stationery & New Office Equip	1,500	1,500	0
	Eden Lane Depot: Expenditure	30,783	40,322	9,538
	Net expenditure/(income)	30,783	40,322	9,538

<u>263</u>	<u>Eden Lane Bowling Club</u>	2022/3 Budget	2023/4 Budget	variance
4010	Cleaning Wages	893	1,095	202
4240	MiscellaneousExpenditure	0	0	0
4250	Repairs & Decoration	1,000	1,000	0
	Eden Lane Bowling Club :- Expenditure	1,893	2,095	202
	Net expenditure/(income)	1,893	2,095	202

<u>280</u>	<u>Woodhouse Park</u>	2022/3 Budget	2023/4 Budget	variance
4010	Cleaning Wages	4,463	5,474	1,010
4078	Wages-Woodhouse Park	54,570	59,813	5,243
4200	Electricity	3,000	4,560	1,560
4202	Water	500	500	0
4206	Rent	1,500	1,500	0
4210	Alarm System & CCTV	5,500	5,500	0
4211	Ins XS/Vandalism	250	250	0
4213	Hygiene Services	70	70	0
4240	MiscellaneousExpenditure	500	500	0
4250	Repairs & Decoration	2,000	2,000	0
4400	Telephones	700	700	0
	Woodhouse Park: Expenditure	73,053	80,866	7,813
	Net expenditure/(income)	73,053	80,866	7,813

<u>290</u>	<u>Sports &amp; Wellbeing</u>	2022/3 Budget	2023/4 Budget	variance
4062	Wages - Sport Development	76,591	83,875	7,284
4065	Marketing	1,000	1,000	0
4067	Activities/Events	15,000	15,000	0
4068	Equipment	500	550	50
4073	Licences, Membership Ins	400	440	40
4174	Clothing & Uniforms	250	250	0
4215	Refreshments	50	50	0
4412	Stationery & New Office Equip	150	150	0
	Sports Development: Expenditure	93,941	101,315	7,374
1510	Activities Ex Classes & Events	35,000	40,250	5,250
1511	Funding Grant	10,000	10,000	0
1513	Taste Buddies Funding	1,600	1,600	0
	Sports Buddies funding	0	0	
	Sports Development: Income	46,600	51,850	5,250
	Net expenditure/(income)	47,341	49,465	2,124

<u>301</u>	<u>Parks General</u>	2022/3 Budget	2023/4 Budget	variance
4000	Salaries, Wages, Superan, NI	54,418	58,500	4,082
4003	Overtime	4,000	4,000	0
4071	Wages-Dene Parks	36,380	39,875	3,495
4074	Wages-Misc. None Site Duties	7,276	7,975	699
4076	Wages-Play Areas	29,104	31,900	2,796
4084	Yoden Quarry Landscape Works	0	0	0
4174	Clothing & Uniforms	3,250	3,250	0
4202	Water	200	200	0
4211	Ins XS/Vandalism	250	250	0
4240	MiscellaneousExpenditure	250	250	0
4300	Equipment & Supplies	5,000	5,500	500
4305	Manures,Fertilizers & Seeds	11,000	12,100	1,100
4310	Bedding Plants,Shrubs & Bed Ma	16,000	17,600	1,600
4360	Play Equipment-Repairs	2,000	2,200	200
4370	Tree Maint, Surveys & Services	5,000	5,500	500
4371	Public Seats & Bins	1,500	1,650	150
4373	Hire of Skips/waste removal	6,300	6,930	630
4375	Vehicle Leasing	15,000	22,500	7,500
	UTCf trees	0	0	0
4943	Dene Parks	15,000	15,000	0
	Parks General: Expenditure	211,928	235,180	23,252
1312	Miscellaneous Income	10,000	10,000	0
	Net expenditure/(income)	201,928	225,180	23,252

<u>325</u>	<u>Cemetery &amp; Burials</u>	2022/3 Budget	2023/4 Budget	variance
4000	Salaries, Wages, Superan, NI	58,208	63,800	5,592
4200	Electricity	700	882	182
4240	MiscellaneousExpenditure	1,000	1,100	100
4300	Equipment & Supplies	1,000	1,100	100
	Cemeter & Burials: Expenditure	<b>60,908</b>	66,882	5,974
1702	Burials and Charges	26,000	29,900	3,900
	Net expenditure/(income)	34,908	36,982	2,074

<u>350</u>	<u>Allotments</u>	2022/3 Budget	2023/4 Budget	variance
4000	Salaries, Wages, Superan, NI	7,276	7,975	699
4200	Electricity	250	382	132
4202	Water	1,000	1,000	0
4211	Ins XS/Vandalism	250	250	0
4240	MiscellaneousExpenditure	5,000	5,000	0
4250	Repairs & Decoration	300	300	0
4300	Equipment & Supplies	2,000	2,000	0
	Allotments: Expenditure	16,076	16,907	831
1754	Allotment Rents & Water	3,000	3,450	450
	Net expenditure/(income)	13,076	13,457	381

<u>410</u>	<u>Town Activities</u>	2022/3 Budget	2023/4 Budget	variance
4427	Donations	0	0	0
4434	Concessionary Use	10,000	10,000	0
4436	Friends of the Parks Project	1,000	1,000	0
4461	Castle Eden Dene Centre	5,000	5,000	0
4462	CAB Case Worker Project	20,000	20,000	0
4725	Dog Fouling Maint. & Bins	0	0	0
4726	Remembrance Parade/Armed	3,000	3,000	0
	Town Activities: Expenditure	39,000	39,000	0
	Net expenditure/(income)	39,000	39,000	0

<u>430</u>	<u>Town Events</u>	2022/3 Budget	2023/4 Budget	variance
4733	Garden Competition	1,500		-1,500
4740	Fireworks Display	10,000		-10,000
4742	Xmas Tree Lighting Event	3,000		-3,000
4751	Senior Citizens	1,800		-1,800
4756	Summer Events	6,500		-6,500
4757	Childrens Pantomine	3,500		-3,500
	Peterlee Music Fest	51,000		-51,000
	unallocated (to be agreed)		77,300	
	<b>Town Events: Expenditure</b>	<b>77,300</b>	<b>77,300</b>	<b>-77,300</b>
	Peterlee Music Fest	25,000	0	-25,000
1854	Circus income	500	0	-500
	Nobles income	500	0	-500
	unallocated (to be agreed)	0	31,000	
	Town Events: Income	26,000	31,000	-26,000
	Net expenditure/(income)	51,300	46,300	-51,300

<u>901</u>	<u>Capital Projects</u>	2022/3 Budget	2023/4 Budget	variance
4912	New Vehicles	30,000	10,000	-20,000
4913	Capitalised Maint - S/Hall	0	0	0
4920	Consultants Fees	10,000	15,000	5,000
4925	Emergency Works	5,000	5,000	0
4940	Helford Road MUGA Sinking Fund	6,000	6,000	0
0	Play Area Strategy sinking fund	25,000	25,000	0
4943	Dene Parks	5,000	5,000	0
	Thontree Gill wind turbine	25,000	0	-25,000
4955	Play Equipment	0	0	0
	WHP dog fencing	25,000	0	
	Eden Lane MUGA/Skate	100,000	110,000	10,000
	Capital Projects: Expenditure	231,000	176,000	-30,000
1980	Disposal of Assets	10,000	0	-10,000
	s106 funding	125,000	110,000	-15,000
	WHP dog fencing income	25,000	0	
	AAP NB funding	0	0	0
	Capital Projects: Income	160,000	110,000	-50,000
	Net expenditure/(income)	71,000	66,000	20,000
		2022/3 Budget	2023/4 Budget	variance
	Total Expenditure	2,213,188	2,396,928	183,740
	Total Income	2,212,131	2,410,484	198,353
	<b>Net Expenditure/(income)</b>	<b>1,057</b>	<b>-13,555.69</b>	<b>-14,613</b>



# AAP Funding Application - Warm Welcome Cafe

Case Reference - FS-Case-458424225

Key Project Details

Please indicate the fund that you wish to access: Neighbourhood Budget

APP: East Durham

APP Responsible Officer for East Durham: John Murphy

Project name: Warm Welcome Cafe

Key priority/issue to be addressed: Older People

Vision Statement: Connected Communities

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**Organisation Details**

Name of organisation: Peterlee Town Council

Organisation address: ,

When did your organisation start?: 01/01/1960

Is your organisation registered for VAT?: yes

VAT number: 368 9444 96

Type of organisation: Parish or Town Council

Does your organisation have any of the following?: Public Liability Insurance

Further details: Peterlee Town Council has Public Liability Insurance

Does your organisation involve work with children, young people under the age of 18 or vulnerable adults?: yes

Does your group have safeguarding policies and procedures and are these reviewed regularly?: yes

Do all staff and volunteers have regular DBS checks?: no

Do you carry out rigorous recruitment and selection for staff and volunteers?: yes

Does your organisation have a health and safety policy in place?: yes

Does your organisation comply with the Data Protection Act 2018?: yes

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## Contact Details

Title: Miss

First name: Sharon

Last name: Pounder

Position in organisation: Sport and Wellbeing Manager

Correspondence Address the same as the Company Address?: no

Address for Correspondence: The Pavilion  
Helford Road

Postcode: SR8 1ER

Telephone number: 01915869957

Email address: sharon.pounder@peterlee.gov.uk

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## About your project

**Project Description:** Peterlee Town Council will provide a hot meal to help support people who are struggling and vulnerable. The overall aim of the project is to help support local people during the cost-of-living crisis. The meal will be offered to anyone in need, this includes the elderly, people who are socially isolated and lonely, people on a low income, with an addiction and/or mental health issues.

We will provide a warm, welcoming, and safe place to eat on a weekly basis without reprimand or judgement. This will enable relationships and trust to develop between staff, volunteers, and attendees. Staff and volunteers will be on-hand to listen, chat support and signpost people onto activities and further support if needed.

Volunteers and staff will prepare, cook, and serve the food from 12.00 noon. - 5.00 p.m. every Friday with hot drinks and a warm space available from 10.00 a.m. at The Pavilion Community and Sport facility. A small donation will be required to cover the basic cost of food provision, and there will be free hot drinks provided throughout. Additional fresh food will be available to purchase at a reduced cost to take home. This will help sustain the activity beyond the length of funding.

The funding will be spent on buying equipment to be able to prepare, cook, serve, and store food. There will be an initial setup fee to purchase items that can be used on a weekly basis, and items to promote the project.

Will this project take place within the elected member(s) division(s)?: yes

Start date Fixed or Flexible: Flexible

Start Date: 05/12/2022

End Date: 09/06/2023

**Evidence of need identified:** There are new challenges facing our community as we recover from Covid and enter into a cost-of-living crisis with increased energy bills and an increase in household spending. There are already a high number of families in East Durham accessing free school meals; 37.9%, which is above the national average of 23.5% (Source: individual school data from 2021 <https://www.compare-school-performance.service.gov.uk/> accessed 08/10/22)

In Peterlee there are 30.8% of children in absolute low-income families, with the national average being 15.4% in England (Source: Children in Low-income families, Department for Work and Pensions 2020).

There is evidence from users accessing services provided by PTC e.g. the Shielding Support Service during Covid, and the Taste Buddies session, that people are living in isolation and are lonely, some are living with mental health, and some are on a low income.

**How will you ensure your project is sustainable into the future?:** - By asking for a small donation towards the cost of the hot meal and drinks, and selling additional 'takeaway' items at a reduced cost, which will be put back into the project.

- By recruiting a team of volunteers to assist with project delivery. Recruitment will be on-going, and -

- PTC will continue to provide space, facilities, and staff to support delivery to enable the project to continue past the grant assistance.

- PTC will invest in and value its volunteers to ensure they remain with the project for as long as

possible.

- The need for the project will also dictate sustainability.

A fee for hot meals could be introduced rather than a donation to help with sustaining the project past the grant assistance, however, this will only be considered if there are no other options.

Main risk factors and how will they be addressed?: High Running Costs - PTC will look at energy saving initiatives, and will always source the best value for money supplies. The Town Council will ask for donations of food produce should this become an issue.

Demand for project drops off - Awareness raising will be done via social media and Town Council marketing strategies. Partner organisations supporting the target market will be approached to help promote the project. If the need is still not there, the project will end and any underspend will be given back to the funders.

Lack of volunteers - on-going recruitment of volunteers will take place to ensure the project is fully supported. Staff will also support if volunteer numbers are low.

Covid - If staff/volunteers are affected by Covid, the project might have to be postponed for a very short period of time until there are enough people to deliver.

Risk assessment in place to cover project activities?: yes

Does your project involve work on land or buildings, including refurbishment?: no

Delivery arrangements: The project will be delivered from The Pavilion; Community and Sport facility, by a team of volunteers (some already identified). These volunteers will prep the food, cook it, and then serve it throughout the day.

PTC catering staff will be assisting with food preparation, cooking, and serving as and when required.

The Town Council Sport and Wellbeing Manager will be responsible for promoting the project to the local community, and to organisations already working with the target market. She will also be responsible for completing any monitoring and evaluation information for the funders, customer engagement, and sign-posting customers onto further services if required.

The Deputy Town Clerk will be responsible for recruitment and overseeing volunteers.

The Pavilion Manager will be responsible for placing the initial orders for equipment, food and items required for project setup, and weekly food orders. He will have overall responsibility for managing the budget for the project.

Maintenance & Insurance: Peterlee Town Council will be responsible for maintaining and insuring the project for as long as is financially viable to do so. Staff and facilities will be committed by the Town Council for as long as is financially viable and while there is a need for the project.

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## Planning Approvals

Consulted any Organisations?	Name of Organisation	Name of Contact	Contact Telephone Number	Outcome of consultation
Yes	Healthworks (NHS)	Gillian Moore	0191 3728710	Sign-posting and help with promo
Yes	East Durham Trust	Graham Easterlow	0191 5693511	Links with the Covid Resilience team to promote the project
Yes	Eden Hill People Centre	Maureen Conway	07930330717	Gaps in services identified. Help with promotion

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## The Difference Your Project Will Make

### Outcomes

Local residents provided with a warm and safe place to spend some time in

Local residents provided with a warm and nutritious meal at a heavily subsidised price

Local residents provided with opportunities to socialise and make new friends

Using volunteers to increase social capital and sustainability of the project

How will the project attract new beneficiaries and anticipated number of new users?: The Town Council Marketing Officer will use Facebook and other social media channels to promote the project and reach the intended target market. Emails will be sent to partner organisations with flyers and information on the project.

Maintain an active working partnership with key organisations including East Durham Trust, and Healthworks who will signpost people and help promote the project.

22 PTC elected Council members will be informed to help promote in their wards.

Articles and adverts in the Town Council magazine will be placed.

A press release in the East Durham Life Newspaper will be submitted along with info for the what's on guide.

The Sport and Wellbeing Manager and staff will embark on community engagement and networking to raise awareness of the project as much as is possible, this will include attendance at community events, coffee mornings and other warm spaces projects.

Milestone	Timescale
Grant funding approved!	24/12/2022
Project launch through social media, print media and word of mouth via partners etc	13/01/2023
Warm Welcome Cafe open and serving local residents	13/01/2023
First project evaluation	28/04/2023

Confirmation to The Equality Act 2010: yes

Confirmation that your policy to consider the needs of disabled people and make reasonable adjustments to allow them equal access: yes

How will you ensure your project is inclusive?: The project is designed to remove any stigma attached to people on a low income.

People attending the project will benefit from having a non-judgmental place to relax, unwind, and somewhere where they can remain comfortably all day if they wish.

We will address any individual needs by having staff sign-post participants to services, and by inviting relevant service providers to the warm welcome cafe to support attendees.

Volunteers and staff involved in delivering the project will receive training that highlights factors that could affect people accessing the project, such as low-confidence, low self-esteem, discrimination, mental health issues, health challenges, poor diet, lack of social support, unemployment and other needs, so that they understand the barriers low-income families face. We will do our best to help people accessing the project overcome these barriers and fulfil any need through positive and meaningful interaction.

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## Cost

Amount of funding applied for: 9433.60

Total project cost: 24152.63

Item or Activity	Cost of Item/Activity	Amount Requested
Buffalo Steel Plate Griddle	395.98	395.98
Buffalo Countertop Food Display	839.98	839.98
Samsung Commercial Microwave Digital 26ltr 1850W	719.98	719.98
Polar G-Series Countertop Pre Fridge 10 x 1/4GN 230w	755.98	755.98
Buffalo Commercial Rice Cooker 6ltr 1.95w	215.98	215.98
KitchenAid K5 Heavy Duty Stand Mixer 5KPM5BER	455.98	455.98
Dynamic Dynamix Stick Blender MX050	107.98	107.98
Roband Milkshake & Drink Mixer Red DM31R 2 speed	698.98	698.98
Dualit 6 slice Vario Toaster Black 60145	203.98	203.98
Waring Food Processor 1.75 ltr WFP7K 410w	227.98	227.98
Back bar cooler 2 sliding doors 220 ltr Stainless steel/ Adexa SSBC02PS	682.80	682.80
Buffalo Dehydrator (code DB234)	129.00	129.00
Cutlery, bowls, plates, kitchen knives, glasses, mugs and ladles	550.00	550.00
Tea towels, dishcloths, washing up liquid, rubber gloves, water flasks, tablecloths.	200.00	200.00
Setup products (herbs, spices, condiments, cooking oil, flour, tinned products, flavourings, stock cubes, margarine) and food for purchase for first few weeks	750.00	750.00
Volunteer Uniforms (Aprons, t-shirts, hair nets, PPE etc)	300.00	300.00



Marketing - 5,000 a5 flyers, social media paid advertising, and advert in local press	699.00	699.00
Food Hygiene courses for up to 10 volunteers	200.00	200.00
Fuel for minibus (Peterlee & Horden RFC minibus) to bring people with no access to transport to the project	300.00	300.00
Takeaway cartons for soup, sandwich boxes, food containers, Serviettes	1000.00	1000.00
Room hire at The Pavilion for delivery and food prep (kitchen and bar)	6760.00	0.00
PTC Staffing Costs	7959.03	0.00

Total cost of Item and activities: 24152.63

Total amount requested of Item and activities: 9433.60

Shortfall: 14719.03

Do these costs include VAT?: yes

Councillor and Electoral division	Contribution
Karen Hawley - Passfield	9433.60

Councillor Contribution Calculation: 9433.60

Funding Source	Amount of Funding	Has amount been secured?
Peterlee Town Council (In-kind) contribution for Room Hire	6760.00	Yes
Peterlee Town Council In-kind contribution for staffing costs	7959.03	Yes

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## **PI's and Beneficiaries**

### More and Better Jobs

MBJ1 - No of jobs created: 0

MBJ2 - No of jobs safeguarded: 0

MBJ3 - No of people supported into employment: 0

MBJ4 - No of people supported into self-employment: 0

MBJ5 - No of people receiving debt advice and support: 0

MBJ6 - No of people undertaking training courses: 10

MBJ7 - No of apprenticeships supported: 0

MBJ8 - No of businesses supported/advised: 0

MBJ9 - No of tourism initiatives supported: 0

MBJ10 - No of IT connectivity initiatives supported: 0

MBJ11 - No of schemes aimed at nurturing business creation, development and growth: 0

MBJ12 - No of schemes that aim to ensure our towns and villages will be vibrant, well used, clean, attractive and safe: 0

MBJ13 - No of schemes aimed at improving the housing offer: 0

MBJ14 - No of schemes that reduce the impact of poverty deprivation: 1

MBJ15 - No of young people supported into education, training and employment: 0

### Connected Communities

CC1 - No of voluntary and community groups supported: 0

CC2 - No of community buildings/facilities supported: 1

CC3 - No No of people accessing new/improved community buildings and facilities: 0

CC4 - No of people engaged in voluntary work: 10

CC5 - No of new users of community buildings/facilities/services: 100

CC6 - No of initiatives aimed at reducing anti-social behaviour: 0

CC7 - No of road safety initiatives: 0

CC8 - No of people benefitting from schemes aimed at protecting victims and vulnerable people from harm: 0

CC9 - No of people benefitting from community safety initiatives: 0

CC10 - No of people benefitting schemes aimed at reducing alcohol and substance misuse: 0

## Long and Healthy Lives

LHL1 - No of children and young people benefiting from schemes that aim to support them in achieving and maintaining optimum mental health and wellbeing: 0

LHL2 - No families benefiting from schemes aimed at improving support and outcomes for families: 0

LHL3 - No of C&YP benefiting from schemes that provide high quality support to those with special educational needs and disabilities 0

LHL4 - No of people involved in initiatives aimed at improving mental health/ wellbeing: 0

LHL5 - No of schemes aimed at helping people live independently: 0

LHL6 - No of people benefiting from schemes aimed at helping them to live independently: 0

LHL7 - No of people benefiting from schemes that provide opportunities to be physically active and achieve a healthy weight: 0

LHL8 - No of schemes aimed at reducing carbon emissions and adapting to the impact of climate change: 0

LHL9 - No of schemes aimed at delivering a cleaner, more attractive, and sustainable environment: 0

LHL10 - No of organisations supported to minimise emissions related to their own operations: 0

LHL11 - No of facilities benefiting from improved energy efficiency: 0

LHL12 - No of electric vehicle charging points installed: 0

LHL13 - No of schemes that promote and encourage recycling: 0

LHL14 - Net carbon emission reduction. (KW) as a result of project/scheme (\*\* Your AAP team can help you work this out.): 0

The total number of individual beneficiaries for this project is: 110

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## Additional Information

Please tick which documents you have uploaded: Risk Assessment

Uploaded Documents: sandbox-files://63725fa5f0d6a541911145

Any additional information relating to the project: We will continue to develop and expand the project to add value for people accessing it for as long as the need for the project exists.

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**Declaration**

Name for Declaration: Miss Sharon Pounder

Date for Declaration: 16/11/2022

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**Report to:** Peterlee Town Council

**Date of Meeting:** 17th May 2021

**Subject:** Peterlee Town Council – Review of Committee Structures & Terms of Reference

**Report of:** Deputy Town Clerk/Democratic Services Officer

**Report Purpose:** To review the current committee structure (in place since May 2017) and the terms of reference.

**Background:** As per the Local Government Act 1972, s101 (1)(2) 102, a local authority may arrange for the discharge of any of their functions (a) by a committee, a sub committee or an officer of the authority: or (b) by any other local authority.

Since the revised committee structure in 2017 has developed, it uses the three main meetings to conduct its main business and continues to use 'working parties' as task and finish groups of Officers, Councillors, members of the public and external experts to help with specific projects or problems ie Events. Regular Scrutiny Meetings are also held. This would appear to be working well allowing council business to be conducted in a timely and efficient manner.

**Recommendations:** Members are recommended to note the content of the report and approve the terms of reference as given.

Committee Name:	Peterlee Town Council
Reports to:	n/a
Membership:	All 22 elected members of the Council (quorum = 8)
Chair & Vice Chair:	T Duffy & M A Cartwright
Responsibilities:	<p>All business of the Council, including all statutory powers and duties of the Council. Specifically including:</p> <ul style="list-style-type: none"> <li>- Setting the final annual budget and the precept</li> <li>- Approving the annual return and accounting statements</li> <li>- Approving the annual governance statement</li> <li>- borrowing</li> <li>- declaring eligibility for the power of well-being</li> <li>- approve any grant, contract or single financial commitment of £30,000 or more</li> </ul>
Delegated authority:	n/a as the Council has authority for all council decisions
Budgets:	All budgets
Meeting Frequency:	Annual Meeting in May 2020 and then 4 <sup>th</sup> Monday of the month thereafter, with the exception of August and Bank holidays when it will be the third Monday
Public and Press access to meeting:	Yes, with specific public questions item on agenda. 10 minute open session at the start of the meeting
Council Officers advising the Committee:	Town Clerk and all senior Managers of the Council



Committee Name:	<b>Resources Committee</b>
Reports to:	Council
Membership:	All 22 elected members of the Council (quorum = 8)
Chair & Vice Chair:	A Watson & R Moore
Responsibilities:	<p>Responsible for the overall control and management of the Council's money, people, building and land resources including:</p> <p><u>Finance</u></p> <ol style="list-style-type: none"> <li>1.Oversight of capital and revenue expenditure, budget process and financial performance (excluding agreement of final annual budget, accounts and governance statement);</li> <li>2.payment of accounts;</li> <li>3. arrangements for the collections of revenues and accounts due to the Council and to recommend necessary directions for their recovery;</li> <li>4. receipt of quarterly budget reports;</li> <li>5.consideration of applications for financial assistance and grants from outside bodies;</li> <li>6. receiving reports and recommendations from both the Council's internal and external Auditors and monitoring the implementation of approved action plans;</li> </ol> <p><u>Corporate</u></p> <ol style="list-style-type: none"> <li>8. response to consultation documents where other Committees do not take the lead;</li> <li>9.advising the Council in the formulation of the Council Plan;</li> <li>10. oversight of the development and delivery of the Council's performance management framework;</li> <li>11. oversight of insurance in respect of the Council's property, Members and employees;</li> <li>12. oversight of strategic and operational issues for the acquisition and development of Information Technology for the Council;</li> <li>13.oversight of the Council's Risk Management Strategy;</li> <li>14. reviewing standing orders and financial regulations as required and at least every 3 years;</li> <li>15. to authorise Members attendance at conferences, courses and meetings;</li> <li>16. to make appointments to outside bodies between Annual Meetings of the Council</li> </ol> <p><u>Asset Management</u></p> <ol style="list-style-type: none"> <li>17.To recommend on the acquisition and renewal of council vehicles, plant and machinery and the discharge of all statutory duties relating to their maintenance and condition;</li> <li>2.To determine overall strategic asset management priorities on a medium term basis by maintaining the asset plan.</li> </ol>

## TERMS OF REFERENCE AND CONSTITUTION OF THE COUNCIL'S COMMITTEES

RESOURCES cont.....)	-
Specific delegated authority:	<ul style="list-style-type: none"> <li>- approval of expenditure of less than £30,000 provided that this is met from within approved budgets</li> <li>- virement between budgets of more than 15% of budget value (virement of 15% or less is delegated to the RFO)</li> <li>- reviewing and approving Council policies with the exception of standing orders, financial regulations and code of conduct</li> </ul>
Delegated Budgets:	Civic & Central Costs Democratic Costs Corporate Management Town Activities (including s137) Capital Projects
Meeting Frequency:	2 <sup>nd</sup> Monday in every month except May and August.
Public and Press access to meeting:	Yes.
Council Officers advising the Committee:	Town Clerk and all senior Managers of the Council

Committee Name:	<b>Community &amp; Environment Committee</b>
Reports to:	Council
Membership:	All 22 elected members of the Council (quorum = 8)
Chair & Vice Chair:	M A Cartwright & R Moore
Responsibilities:	<p>Responsible for the overall control and management of the Council's community and environment services including parks, play areas, recreation, sports and well-being, and community engagement activities, including:</p> <p><u>Public space, Parks &amp; Play Areas:</u></p> <ol style="list-style-type: none"> <li>1. oversight of the use, care, management, regulation and control of all parks, play areas, sports and recreation grounds, open spaces, and amenity areas of the Council;</li> <li>2. exercising the powers and duties of the Council as burial authority including the provision, care and management of Peterlee cemetery;</li> <li>3. exercising the powers and duties of the Council for the provision of allotments (Leisure Gardens) across the council's two leisure gardens sites;</li> </ol> <p><u>Sports and Wellbeing:</u></p> <ol style="list-style-type: none"> <li>4. oversight for the provision of sports and wellbeing development by the Council, including support for sports clubs, societies, and classes;</li> <li>5. promotion of physical and mental wellbeing improvement through the council's internal and external policies, services and resources;</li> </ol>

## TERMS OF REFERENCE AND CONSTITUTION OF THE COUNCIL'S COMMITTEES

	<p>Community &amp; Environment cont.....</p> <p>6. oversight of the council's provision of events, conferences, weddings and other social occasions from the council's land or premises</p> <p><u>Council &amp; Democracy:</u></p> <p>7. oversight of civic and ceremonial functions of the Town Council including public relations and marketing;</p> <p>8. oversight of all electoral matters affecting the council;</p> <p>9. promotion of public engagement in the council's services and functions.</p>
Specific delegated authority:	<p>For those services and budgets that fall within the auspices of the responsibilities of the committee:</p> <ul style="list-style-type: none"> <li>- approval of expenditure of less than £30,000 provided that this is met from within approved budgets</li> <li>- virement between budgets of more than 15% of budget value (virement of 15% or less is delegated to the RFO)</li> <li>- reviewing and approving Council policies</li> </ul>
Delegated Budgets:	<p>Shotton Hall Banqueting Suite, Bar &amp; Catering</p> <p>The Pavilion</p> <p>Lowhills Road Community Facility</p> <p>Lowhills Road &amp; Eden Lane Bowling Clubs</p> <p>Eden Lane Depot</p> <p>Woodhouse Park</p> <p>Sports Development</p> <p>Parks General</p> <p>Cemetery &amp; Burials</p> <p>Allotments</p> <p>Town Events</p>
Meeting Frequency:	2 <sup>nd</sup> Monday of every month except May and August.
Public and Press access to meeting:	Yes.
Council Officers advising the Committee:	<p>Town Clerk /Deputy Town Clerk</p> <p>Sport &amp; Wellbeing Manager</p> <p>Parks Manager</p>

## TERMS OF REFERENCE AND CONSTITUTION OF THE COUNCIL'S COMMITTEES

Committee Name:	<b>Human Resources Sub-Committee</b>
Reports to:	Resources Committee
Membership:	14 Members of the Council (quorum = 5) Due to the confidential nature of much of the business of this committee membership will not be available to non-councillors.
Chair & Vice Chair:	S Franklin & R Moore
Responsibilities:	1.To make recommendations to the Resources Committee with regard to Human Resources policies and practices for the Town Council; 2.To appoint an Appeals Panel if required under a council policy; 3. To appoint the Town Clerk's appraisal committee
Specific delegated authority:	- appointment of Appeals Panel - appointment of Town Clerk's appraisal committee
Delegated Budgets:	none
Meeting Frequency:	Quarterly or as required.
Public and Press access to meeting:	No.
Council Officers advising the Committee:	Town Clerk/Deputy Town Clerk

Committee Name:	<b>Health &amp; Safety Sub-Committee</b>
Reports to:	Resources Committee
Membership:	22 Members of the Council (quorum = 8) The Committee may appoint non-councillors as standing or co-opted members as required.
Chair & Vice Chair:	A C Long & G Carne
Responsibilities:	1.To make recommendations to the Resources Committee with regard to Health & Safety issues, policies and practices for the Town Council; 2.To receive reports from council officers on accident and incident monitoring.
Specific delegated authority:	n/a
Delegated Budgets:	none
Meeting Frequency:	Quarterly or as required.
Public and Press access to meeting:	No.
Council Officers advising the Committee:	Town Clerk and all Senior Managers of the Council

## TERMS OF REFERENCE AND CONSTITUTION OF THE COUNCIL'S COMMITTEES

Committee Name:	<b>Events Sub-Committee</b>
Reports to:	Community & Environment Committee
Membership:	22 Members (quorum = 8) The Committee may appoint non-councillors as standing or co-opted members as required.
Chair & Vice Chair:	S Miles & R Moore
Responsibilities:	1. to make recommendations to the Community & Environment Committee about the planning and delivery of social, civic and democratic events by the Town Council; 2. oversight of the Town's main events, including Peterlee Show, Peterlee Fake Festival, Mayoral/civic calendar, Pantomime, Annual Parish Meeting, etc
Specific delegated authority:	<ul style="list-style-type: none"> <li>- to oversee and agree the specification of services related to the planning and provision of events</li> <li>- to make recommendations to Council, Resources or Community &amp; Environment Committees on expenditure for Town Events</li> </ul>
Delegated Budgets:	Town Events (within individual budget heading limits agreed by Community & Environment Committee)
Meeting Frequency:	Monthly
Public and Press open access to meeting:	Yes.
Council Officers advising the Committee:	Town Clerk /Deputy Town Clerk Corporate Services Manager/Events Coordinator

Committee Name:	<b>Scrutiny Committee</b>
Reports to:	Council
Membership:	14 Members (quorum = 5) The Committee may appoint non-councillors as standing or co-opted members as required.
Chair & Vice Chair:	A Watson & K Hawley
Responsibilities:	Without prejudice to the responsibilities of the service committees, to review the effectiveness of all of the Council's work and the standards and levels of service provided.
Specific delegated authority:	N/A
Delegated Budgets:	none
Meeting Frequency:	As required
Public and Press open access to meeting:	Yes.
Council Officers advising the Committee:	Town Clerk and appropriate Manager(s)