



21<sup>ST</sup> February 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 27<sup>TH</sup> FEBRUARY 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](mailto: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 30<sup>th</sup> January 2023  
The minutes of the previous meeting are attached for consideration and approval as a true and correct record. (attached)
  
5. Vacancy for the Passfield Ward  
To consider nominations for the co-option for the vacancy for the Passfield Ward, including the opportunity for candidates to present a personal statement to the Council in support of their application. There have been two applications received for this vacancy.
  
6. Notes of the Finance Sub Committee of the 13<sup>th</sup> February 2023  
To confirm and endorse the resolution of the Finance Sub Committee to approve BACS payments to be paid on
  
7. The Minutes of the Community & Environment Committee of the 13<sup>th</sup> February 2023  
The minutes of this meeting are attached for information purposes only.  
(attached)
  
8. Write-off of Debt  
To consider a recommendation to write an outstanding debt of £264.03 off the council's accounts.  
(Report of the Town Clerk, attached)
  
9. Town Council budget 2023/4  
To seek approval of the Town Council's detailed budget for 2023/4.  
(Report of the Town Clerk, attached)
  
10. Town Events  
To consider and approve the award of contracts for the provision of various goods and services to the Council with events and activities  
(Report of the Corporate Services Manager, attached)

11. Peterlee Town Council Scheme of Delegation

To review and confirm the updated document (To view please use the following link <https://bit.ly/3Kqx7L8>)

12. Spokesperson of the North East Party's Report

13. Spokesperson of the Labour Political Party's Report

The press and public are welcome to attend this meeting. Space in the public gallery is limited and you are advised to contact the council in advance if you do wish to attend.

Contact: Ian Morris, Chief Officer & 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 COUNCIL CHAMBER, SHOTTON HALL, PETERLEE

ON MONDAY 30<sup>TH</sup> JANUARY 2023 at 6.30PM

PRESENT: - Cllr R Moore (Chairman)

M McCue, S Simpson, R Burnip, S McDonnell, S Franklin, A Stockport, J Black, D Hawley, K Hawley, K Duffy, B Fishwick, A Laing, D Howarth & D Quinn

98. Apologies for Absence

Apologies for absence were offered from Councillors M A Cartwright, M Sanderson, T Duffy, K Liddell & S Meikle. **RESOLVED the apologies for absence from these Councillors be noted.**

99. Public Participation Session

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

100. To receive declarations of interest

Members were reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. Councillors K Hawley, D Howarth, D Hawley, R Moore, M McCue & A Stockport declared an interest in item 11 on the agenda, Warm Welcome Café.

101. 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.**

102. Notes of the Finance Sub Committee of the 16<sup>th</sup> January 2023

Members considered the accounts presented for payment for the month of January 2023 and it was **RESOLVED the payments be accepted and paid.**

103. The Minutes of the Resources Committee of the 16<sup>th</sup> January 2023

The minutes of the Resources meeting were circulated for information purposes only. **RESOLVED the record of the meeting be noted.**

104. Update from the Events Working Party held on Tuesday 24<sup>th</sup> January 2023

Members were requested to consider the following events for the calendar for 2023.

It was **RESOLVED**

- (i) **The Fireworks Display Friday 3<sup>rd</sup> November 2023 not be held this year.**
- (ii) **Remembrance Parade 12<sup>th</sup> November 2023 be supported and held.**
- (iii) **The request from Planet Circus to hold a circus at Eden Lane 18<sup>th</sup> – 25<sup>th</sup> June 2023 be agreed to and the Corporate Services Manager be granted delegated authority to negotiate a fee from them for the permission to use PTC's land.**
- (iv) **Emergency Services Day, Shotton Hall, Saturday 9<sup>th</sup> September 2023 be supported and held this year.**

105. Notice of Resignation, Councillor G Johnson

Members were advised of receipt of Councillor Johnson's resignation and it was reported the deadline had now passed for the vacancy and no requests for an election had been received. The Town Council can now proceed with co-option to fill the vacancy. Details of the usual process used for co-option were provided and Members were asked to contact the office should they wish to have an application form. Alternatively any interested applicants could contact the office directly to discuss being a councillor and receive a copy of the required form. These would then be considered at the Council Meeting to be held on 27 February 2023. The closing date would be set for 20<sup>th</sup> February 2023. **RESOLVED this vacancy be advertised via the Councils' social media channels.**

106. Nomination to the DCC Standards Committee

Members were asked to consider whether to nominate up to two Members for a vacancy on the Durham County Council Standards Committee. Nominations were only open to Town Councillors who were not County Councillors. It was **RESOLVED this item be placed on the next agenda for further consideration (deadline permitting).**

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

Members received 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. Following discussion it was **RESOLVED:-**

- i) **the grant awarded to both the Citizens Advice Bureau, County Durham and CEDNNR be discontinued with no grant awarded to either organisation for 2023/24;**
- ii) **To set the 2023/24 precept at £1,570,995.84 which is equivalent to a Band A households' council tax amount of £224.55 for the year, or £4.32 a week**
- iii) **that the 2023/4 charges for general council services and activities be increased by a target amount of 15%**

- iv) a budget workshop/training be offered to councilors at the start of the budget setting process for the next year's budget.

108. Warm Welcome Café

It was confirmed that a grant bid from Cllr K Hawley's Durham County Council Neighbourhood Budget allocation to establish a 'Warm Welcome Café' project in The Pavilion Sports and Community Centre had been successful and Members were asked to approve the purchase of supplies and equipment to enable the project to launch as soon as possible. During the discussion on the item Cllr Hawley suggested that the venue be changed to Shotton Hall due to issues with room and volunteer availability. **RESOLVED that the Warm Welcome Café project be approved with the venue and timings to be confirmed once logistics had been properly considered**

109. Review of Committees and Committee Cycle

**RESOLVED the Terms of Reference for the Council's Committees and also the frequency and location of meetings be reviewed at the next meeting of the Scrutiny Committee.**

110. Spokesperson of the North East Party's Report

No report was made.

111. Spokesperson of the Labour Political Party's Report

Councillor Mc Cue wished everyone a Happy New Year. She stated that she felt this year was going to be a difficult one in the community with a rise in poverty due to economic conditions. She highlighted the need to continue to support grass roots organisations and encouraged Members to keep stepping forward in supporting their local communities.

112. Exclusion of press and public

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

113. Peterlee 75

Members received a report from the Town Clerk outlining proposal for a program of activity to mark Peterlee's 75<sup>th</sup> anniversary and he asked Council to agree the final submission of a grant funding bid to the Heritage Lottery on behalf of partner organisations, as outlined in the report. It was confirmed that the Passmore Pole structure would not be re located to town center land in private ownership as per the original bid proposal, and that the future location of the pole would be

considered further by the Council. **RESOLVED** the final grant bid be submitted to the Heritage Lottery Fund and the Clerk and Chairman be given authority to sign it on behalf of the Town Council.

DRAFT

PETERLEE TOWN COUNCIL

FINANCE SUB-COMMITTEE

MONDAY 13<sup>TH</sup> FEBRUARY 2023

Present:-

Councillors K Liddell, J Black & R Moore

7. ACCOUNTS FOR PAYMENT

Members were provided with the accounts and invoices for February 2023 to be paid by BACS in the sum of £ 29,757.43 and payments made by direct debit/using the debit card for January 2023. Following checking of the documents provided, it was **RECOMMENDED that the accounts presented be paid.**



THE MINUTES OF THE MEETING  
OF THE COMMUNITY & ENVIRONMENT COMMITTEE  
HELD IN THE COUNCIL CHAMBER,  
SHOTTON HALL, PETERLEE ON MONDAY 13<sup>th</sup> FEBRUARY 2023 AT 6.30PM

PRESENT: M A CARTWRIGHT (CHAIR)  
M McCue, R Moore, J Black, K Hawley, D Howarth, B Fishwick, K Duffy,  
K Liddell, S McDonnell, S Franklin, E Watson & M Sanderson

**The Chairman advised Members of the committee that part of the meeting may be recorded by both audio and video, and that photographs may be taken.**

12. Apologies for Absence

Apologies were submitted by Councillors T Duffy, D Hawley, S Simpson, R Burnip, A Laing & D Quinn. **RESOLVED the Council note the submitted apologies.**

13. To receive declarations of interest

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

Councillors K Hawley and D Howarth declared their interests in the Car Parking item.

14. To Approve the Minutes of the Last Meeting

The contents of the Minutes of the last meeting held on 5<sup>th</sup> December 2022, a copy of which had been previously circulated, were approved and signed as a true and correct record.

15. Community Car Park Resurfacing

The Town Clerk presented the Neighbourhood Services Manager's report recommending the award of contracts for the resurfacing of Town Council car parks at Oakerside Drive, Helford Road and Eden Lane using AAP funding supported by Cllrs K Hawley and D Howarth. **RESOLVED approval be given to award:**

**(i) the contract for the MUGA and Oakerside car parks resurfacing works to KO.DS Surfacing LTD to the value of £21,216.25; and**

**(ii) the contract for the Eden Lane car park resurfacing works to Jem Road Construction to the value of £25,968.00**

16. Policies - CCTV

The Town Clerk introduced the new CCTV policy that had previously been circulated to Members. Councillor K Hawley provided feedback about the wording in the policy describing a particular camera location. **RESOLVED the policy is approved subject to the Town Clerk making the suggested amendment.**

17. Nomination to the DCC Standards Committee  
Members were asked to consider nominees for a vacancy on the Durham County Council Standards Committee.  
Councillors J Black and M A Cartwright expressed an interest in being part of this group and a vote was held. **RESOLVED that Councillors J Black and M A Cartwright be nominated for the DCC Standards Committee vacancy.**
18. Nominations to the Royal Garden Party  
Councillors R Burnip, S Franklin & M Sanderson expressed an interest in being nominated by the Town Council into the CDALC draw for County Durham representation. Councillor S McDonnell reminded Members that travel and accommodation were not included and if chosen, the Member would have to cover these costs at their own expense. **RESOLVED that Councillors R Burnip, S Franklin & M Sanderson be nominated for the CDALC draw for County Durham representation at a Royal Garden Party.**
19. Peterlee 75  
The Town Clerk provided Members with a verbal update on progress with the proposed funding bid for a program of activities to mark Peterlee's 75<sup>th</sup> anniversary in 2023. He confirmed that an exhibition was proposed in the town center and that Members would all be invited once arrangements had been confirmed. He also confirmed that staff and students from East Durham College were working with Town Council staff to draw up proposals for a town Music Festival in July. The Council's Corporate Services Manager had circulated a list of potential bands for the festival and Members were encouraged to provide any suggestions about alternative options. **RESOLVED the information provided be noted.**

## Item 8: Write-off of Debt

Report To: Peterlee Town Council

Date: 27<sup>th</sup> February 2023

Subject: Debt Write Off 2022/3 financial year

Report of: Ian Morris, Town Clerk

Purpose: This report proposes to write off bad debts to the value of £264.03 owed from one company, in line with the Council's Debt Recovery Procedures.

Background: Under the Town Council's Debt Management policy, the Council pursues debts from unpaid invoices through phone calls and letters and then ultimately to HM Courts & Tribunal Service 'Money Claim Online' service<sup>1</sup> for unresolved debts. Money Claim Online is a convenient and secure way of making a money claim via the internet, and enables council officers to instigate debt recovery action through the courts without the need to refer to a solicitor in most cases.

Further detail of the process followed by the Town Council is provided in Appendix 1 to this report.

Write-offs: Following the adoption of the new process in March 2018 the Council has successfully recovered a number of the longstanding debts from companies and individuals. However during the current financial year one local company has not repaid their debt despite court action:

COMPANY	AMOUNT	RELATING TO
Jungle Journey	£264.03	Hire of a room in The Pavilion sport & community centre for childrens' play sessions

This debt has exhausted the Council's debt recovery process and a court judgement was made against the company's owner in November 2022, however the debt remains unpaid. In line with the Council Debt Recovery process it is recommended that the council writes these debts off the current accounts at the end of financial year. If the debtor does come forward with payment in the future this will be received as income and accounted for in the financial year in which it is received.

Recommendations: Members are recommended to note the contents of this report and approve the writing off of the listed debt to a value of £264.03 and to confirm that the hirer be barred from any further Council hires until such time as the debt is repaid in full.

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<sup>1</sup> <https://www.moneyclaim.gov.uk/web/mcol/welcome>

Appendix 1 : Peterlee Town Council Debt Recovery Process

1. Invoices will be issued with a request to pay within 28days.
2. A statement is issued at the end of the month when the invoice was originally issued.
3. A second statement is sent out the following month.
4. After three months if the invoice is still not paid, a letter before action is issued, (ensuring no disagreement about any contract terms), giving 7 days to pay.
5. If the amount still remains unpaid, the Accounts Team consider the amount owing. If it is under £100 write the debt off (report to Resources Committee for endorsement). A "Write off" of a debt may incur further sanctions e.g. withdrawal of access to credit for services, room bookings, MUGA use etc until such time as debt is recovered.
6. If the amount owed is £100 or more then Accounts Team proceed through the Money Online Claims Process and issue a summons in the small claims court.
7. the amount owed will include the cost of issuing the claim via the court.

## Item 8: Write-off of Debt

### Appendix 2: Implications

Finance – The writing off of this debt will remove £264.03 from the debtors list in the current accounts; if income is received from any of these debts in the future this will be credited to the appropriate budget code.

Staffing - no direct implications

Risk – no direct implications

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

Accommodation - no direct implications

Crime and Disorder - no direct implications

Human Rights - no direct implications

Consultation – no direct implications

Procurement - no direct implications

Disability Issues - no direct implications

Legal Implications – The Town Council's debt recovery process has been followed, including obtaining a county court judgements (CCJ) against the debtor

Report to: Peterlee Town Council

Date: 20<sup>th</sup> February 2023

Report of: Ian Morris, Town Clerk

Subject: Peterlee Town Council budget 2023/24

Report Purpose: To seek Members approval of the final draft revenue and capital budgets for the 2023/24 financial year.

Background: Due to the challenging economic conditions affecting the Town Council the formal budget setting process for 2023/24 started earlier than usual this year with reports and presentations to Council or one of its two main Committees on 29<sup>th</sup> September, 24<sup>th</sup> October, 14<sup>th</sup> November, 5<sup>th</sup> December, 19<sup>th</sup> December 2022 and 16<sup>th</sup> & 30<sup>th</sup> January 2023.

The key issues facing the Town Council for the 2023/24 financial year include:

- Substantial cost inflation in the current year, with the Council particularly sensitive to energy and staff salary inflation and with 'real terms' inflation running at around 15% - substantially higher than RPI/CPIH rates of inflation;
- Predicted continuation of high utility prices into 2023/24, with current industry advice being electricity costs at +100% and gas costs at +170% compared to 2021/22 actual costs;
- Continued uncertainty around commercial hospitality/catering operations given the combination of general economic conditions and post-COVID hospitality impact; and
- Low levels of General Reserves, which were running at a little over £305,000 at the start of 2022/23 compared to a 'prudent level' set in the Council's Reserves Policy of £428,000.

At the Resources Committee meeting of 16<sup>th</sup> January 2023 the Committee considered a draft budget for the 2023/24 and resolved to recommend to Council an initial outline budget and precept increase equivalent to 13% with a target increase of 15% on the Council's fees and service charges.

At the Full Council meeting on Monday 30<sup>th</sup> January 2023 Members discussed the recommendations of the Resources Committee and the Town Clerk and chose not to adopt them. The Council resolved to cease the grant contributions of Citizens Advice County Durham (£20,000) and Natural England (£5,000), to not hold a bonfire night fireworks event in 2023 (£10,000) and to set an initial deficit budget with a precept requirement of £1,570,995.84, equivalent to a 10.5% increase to Town Council element of the council tax bills (see figure 1 below).

	Band A	Band B	Band C	Band D	Band E
2022/23	£203.21	£237.07	£270.94	£304.81	£372.55
2023/24	£224.55	£261.97	£299.40	£336.82	£411.67
difference	£21.34	£24.90	£28.46	£32.01	£39.12
%	10.5%	10.5%	10.5%	10.5%	10.5%

Figure 1: table of annual Town Council household precept amounts for 2023/4

Since the Council meeting on 30<sup>th</sup> January no further proposals for changes in the detailed draft budget have been received from Members. The Town Clerk has worked with the Council's senior managers to identify opportunities for further savings to rebalance the budget and enable contributions to the Council's reserves as follows:

Reserve type	Amount
General Reserves	£6,102
Earmarked reserve – MUGA sinking fund	£6,000
Earmarked reserve – Play Area Strategy sinking fund	£25,000
Total contribution to reserves	£37,102

Figure 2: table of proposed contributions to reserves for 2023/24

Summary budget:	Total projected expenditure 2023/24:	£2,332,991
	Total projected income (including precept):	£2,370,093
	Contributions to reserves:	£37,102
	Of which,	
	general reserves	£6,102
	earmarked reserves	£31,000

The 2023/24 budget (attached) provides for a total turnover (gross expenditure) of £2,332,991 for 2023/24. The forecast income is £2,370,093 of which £1,570,996 consists of council tax precept and £799,097 from other sources. The budget allows for contribution to reserves of £37,102 of which £31,000 goes to earmarked reserves for future replacement of play areas and the Helford Road MUGA playing surface, and £6,102 into general reserves.

Town Events: As Members will be aware, there has been substantial discussion about the Town Council's program of Town Events in 2023/24, including the marking of Peterlee's 75<sup>th</sup> anniversary. The Council has already resolved not to hold a fireworks event in 2023, but to go ahead with the Remembrance Day and Emergency Service Day events. The current budget for 2023/24 includes provision for a gross events budget of £49,300 which includes the costs of these events plus provision for a Peterlee Music Festival, summer family fun days, garden competition, Christmas tree lighting, Halloween house/garden competition, plus an additional £5,000 of currently unallocated budget for further events/activities, subject to further discussion by the Events Working Party and agreement by Council in due course.

Recommendation: Members are recommended to note the contents of this report and to approve the budget for 2023/24 as detailed Appendix 2.

## Appendix 1: Implications

Finance – This report sets out the budget for the Town Council for the 2022/23 financial year, with a precept requirement of £1,570,996 (equivalent to a 10.5% increase for individual council tax payers) and a planned contribution to reserves of £37,102

Staffing – The budget includes an assumption of a 5% pay settlement for the 2023/4 financial year, however details of the national pay award have not yet been confirmed and so this figure is subject to change.

Risk – the budget has been set with regard to the Town Council’s Strategic Risk register.

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 2023/24. The draft budget was also considered by Council and Resources Committee throughout September 2022 – February 2023.

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: draft budget for 2023/24

Peterlee Town Council  
Final Draft Annual Budget 2023/24

<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	10,000	-5,000
4175	Personnel Services	5,000	2,500	-2,500
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	Miscellaneous Expenditure	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	12,000	2,000
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	691,684	60,808
		2022/3 Budget	2023/4 Budget	variance
1312	Miscellaneous Income	0	0	0
	total income	0	0	0
	Net expenditure/(income)	630,876	691,684	60,808

<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
	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	£1,570,995.84	169571
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	1,854,260.84	172932
				0
	Net expenditure/(income)	-1,680,829	-1,853,760.84	-172932
				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	Miscellaneous Expenditure	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	Miscellaneous Expenditure	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	1,000	-1,000
4570	Bar Purchases	26,000	17,000	-9,000
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	445,807	49,172
				0
1312	Miscellaneous Income	10,000	11,000	1,000
1314	Bistro Sales	50,000	50,000	0
1315	Bar Income	52,000	50,000	-2,000
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	172,225	4,075
	Net expenditure/(income)	228,485	273,582	45,097

<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	27,913	13,361
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	190,713	27,641
				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	148,608	21,736

<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	9,000	4,500
1319	Hire Income	6,350	7,000	650
	Hill Rigg House: Income	11,850	17,000	5,150
	Net expenditure/(income)	12,571	21,669	9,098

<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
1210	Communication Mast Rental	6,000	7,000	1,000
1310	Gas Refunds - Rugby	0	0	0
1319	Hire Income	1	1	0
	Eden Lane Community Fac :- Income	6,001	7,001	1,000
	Net expenditure/(income)	-6,001	-7,001	-1,000

<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	10,000	-5,000
	Parks General: Expenditure	211,928	230,180	18,252
1312	Miscellaneous Income	10,000	10,000	0
	Net expenditure/(income)	201,928	220,180	18,252

<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	0	-5,000
4462	CAB Case Worker Project	20,000	0	-20,000
4725	Dog Fouling Maint. & Bins	0	0	0
4726	Remembrance Parade/Armed	3,000	3,000	0
	Town Activities: Expenditure	39,000	14,000	-25,000
	Net expenditure/(income)	39,000	14,000	-25,000

<u>430</u>	<u>Town Events</u>	2022/3 Budget	2023/4 Budget	variance
4733	Garden Competition	1,500	1,000	-500
4740	Fireworks Display	10,000	0	-10,000
4742	Xmas Tree Lighting Event	3,000	1,000	-2,000
4751	Senior Citizens	1,800	0	-1,800
4756	Summer Events	6,500	8,000	1,500
4757	Childrens Pantomine	3,500	0	-3,500
	Peterlee Music Fest	51,000	61,000	10,000
	Emergency Services Day	0	5,000	5,000
	Best dressed Halloween	0	500	500
	unallocated (to be agreed)	0	5,000	5,000
	<b>Town Events: Expenditure</b>	<b>77,300</b>	<b>81,500</b>	<b>-800</b>
	Peterlee Music Fest	25,000	31,000	6,000
1854	Circus income	500	700	200
	Nobles income	500	500	0
	unallocated (to be agreed)	0	0	0
	Town Events: Income	26,000	32,200	6,200
	Net expenditure/(income)	51,300	49,300	-7,000

<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	2,332,991	119,803
	Total Income	2,212,131	2,370,093	157,962
	<b>Net Expenditure/(income)</b>	<b>1,057</b>	<b>-37,101.97</b>	<b>-38,159</b>

Report to: Peterlee Town Council

Date: Monday 27<sup>th</sup> February 2023

Subject: Peterlee Town Council Events 2023 – Supplier Quotations

Report of: Janet Hugill, Corporate Services Manager

Report Purpose: To consider and approve the award of contracts for the provision of various goods and services for a number of the Council's events and activities in 2023.

Background: As per the Council's financial regulations and previous years' practice, the Council's Corporate Services team invited a range of suppliers and contractors to submit quotes for various supplies and services for this year's town events and activities. This report sets out the quotes received and makes recommendations for the award of contract in each service area.

1. Security – companies were invited to provide quotations for the provision of security services for town events. They were provided with a specification for safety stewards, SIA-accredited stewards, supervisors and managers as well as facilities for lost children and vulnerable adults.

Company	Steward hourly rate	SIA hourly rate	Supervisor hourly rate	Manager hourly rate	Additional costs e.g. for radios, CCTV, etc
A	£15.50	£17.50	£22.50	£25.00	Free hire of radios, welfare tent & CCTV
B	£14.80	£15.50	£16.00	£17.00	Not included in quote
C	£15.50	£17.00	£17.50		Not included in quote
D	£23.00		£25.00		£8.00 hire charge per radio per event

RECOMMENDED that the quotation from Company A, SISCO Security from Seaham, for the events be accepted.

My recommendation is based on the excellent service this company provided in 2022. They were very professional and dealt with any issues efficiently and effectively. A number of staff and members of the public commented on how safe they felt. The SISCO service included the lost children and vulnerable adults facility as well as CCTV on the main entry and exit.

2. Fencing – companies were invited to provide quotations for the hire of fence panels for the events, however only two quotes were received.

Company	Peterlee 75 Music Event	Emergency Services Day	Total
A	£800.00	£290.00	£1090.00
B	£2,886.50	Not included in the quote	

RECOMMENDED that the quotation from Company A, Altrad Generation Hire and Sales from Birtley, for the total amount of £1,090.00 for the events be accepted.

3. Medical Cover – companies were invited to provide quotations for medical cover for three main events based on estimate numbers attending, duration and nature of the event, etc.

Company	Peterlee 75 Music Event	Emergency Services Day	Remembrance Parade	Total
A	£2,200.00	£370.00	£148.00	£2,718.00
B	£2,973.50	£832.00	£156.00	£3,961.50
C	3,936.00	£810.00	£228.00	£4,974.00

RECOMMENDED that the quotation from Company A, Medics UK from Stockton, for the total amount of £2,718.00 for the events be accepted.

4. Fire Extinguishers – companies were invited to provide quotations for the hire of fire extinguishers for Peterlee 75 Music Event.

Company	Peterlee 75 Music Event
A	Free

RECOMMENDED that the free offer from Company A, Hutton Fire Protection from Hartlepool, be accepted.

5. Traffic Management - companies were invited to provide quotations for advanced road signs and the management of the road closure on Sunday 12<sup>th</sup> November for the Remembrance Parade.

Company	Remembrance Parade
A	£2,395.00
B	£2,400.00

RECOMMENDED that the quotation from Company A, Chevron Traffic Management Services from Nottinghamshire, for the amount of £2,395.00 be accepted.

6. Toilets – companies were invited to provide a quotation for the hire of portaloos for a Peterlee 75 Music Event.

Company	Quote
A	£1,880.00
B	£1,970.00
C	£2,533.00
D	£2,795.00
E	£4,978.10

RECOMMENDED that the quotation from Company A, Teesdale Event and Site Services from Barnard castle, for the amount of £1,880.00 be accepted.

## Appendix 1: Risk and Implications

Finance – The recommendations set out in this report are for expenditure that is contained within the current draft budgets for 2023/24.

Staffing - None

Risk – The contracting of event services to competent external suppliers is one of the ways that the Town Council mitigates risks of town events. Insurance and certifications are checked as part of the procurement process where applicable.

Equality and Diversity / Public Sector Equality Duty – No direct implications

Accommodation – No direct implications

Crime and Disorder – The recommendation for the security contract award will enable the Council to mitigate risks of crime and disorder at its events and activities.

Human Rights – No direct implications

Consultation – No direct implications

Procurement – The procurement processes outlined in this report are in line with the Town Council's Standing Orders/Financial Regulations.

Legal Implications – No direct implications