



15th August 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 21st AUGUST 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. Three members of the public had indicated they intended coming along to speak to the meeting.
3. Police
To welcome a representative from the local Neighbourhood Policing Team to the meeting.

4. CALM CiC
To receive a presentation from Barbara Chrisp, CALM CIC, on activity at the Lowhills Road site that they lease from the Town Council.
5. To receive declarations of interest
Members are reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. Please seek advice from the Town Clerk or Deputy Town Clerk prior to the meeting if in doubt. Members are reminded that they can check their published declaration of interests here: <https://bit.ly/2wVyeLA>
6. To Approve the Minutes of the last meeting of the 24th July 2023
The minutes of the previous meeting are attached for consideration and approval as a true and correct record. (attached)
7. The notes of the Scrutiny Meeting of the 7th August 2023
The minutes of this meeting are attached for information (attached)
8. Notes of the Finance Sub Committee of the 24th July 2023
To confirm and endorse the resolution of the Finance Sub Committee to approve BACS payments paid (attached)
9. DCC Consultation on proposed reduction in LCTRS grant to Parish & Town Councils for 2024/25 and 25/26

To consider proposals by Durham County Council to reduce the LCTRS grant for Parish & Town Councils by 50% over the next two financial years, including a potential response to the formal consultation.

(Report of the Town Clerk and letter from DCC, attached)
10. Disposal of Town Council Land - adjacent to the garage off Essington Way

Members will be asked to approve the commercial sale of Town Council land adjacent to the garage and filling station off Essington Way, Peterlee.

(Report of the Town Clerk, attached)
11. Appointment of a new Internal Auditor

Members will be asked to approve the appointment of Clive Owens LLP as the Council's Internal Auditor for a three year period 2023/24 – 2025/26.

(Procurement details, 2023/24 Programme and 3 year Programme attached)

12. Proposals to install Electric Vehicle Charging Points (EVCPs) at Shotton Hall and The Pavilion Sports & Community Centre

Members will be asked to approve the award of three-year leases to Durham County Council to enable the installation of new public EVCPs at the Town Council's car parks at Shotton Hall and The Pavilion.

(Draft heads of terms and site plans, attached)

13. Helford Road Resurfacing

Members will be asked to approve the award of contract for the resurfacing of the access road between The Pavilion Sports & Community Centre and Helford Road at a budget cost of £16,110.61

(Report of the Neighbourhood Services Manager, attached)

14. Policies

To consider and review the following policies:-

- (a) Flexible working Policy [To view the flexible working policy please use this link](#)
- (b) Information and information Management Policy [To view the Information & Information Management Policy please use this link](#)
- (c) Lone Working Policy [To view this policy please use this link](#)

Members can access the policies using the links provided above. Hard copies are available from the Democratic Services Team on request.

15. Spokeperson of the Independent Party's Report

16. Spokesperson of the North East Party's Report

17. 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

PETERLEE TOWN COUNCIL

MINUTES OF THE MEETING OF THE TOWN COUNCIL

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE

ON MONDAY 24th JULY 2023 at 6.30PM

PRESENT: - Cllr D Howarth (Chair)

K Liddell, S Simpson, R Burnip, S McDonnell, R Moore, D Hawley, R Scott, K Duffy, T Duffy & M A Cartwright

39. Apologies for Absence

Apologies for absence were offered from Councillors A Stockport, J Black, B Fishwick, K Hawley, A E Laing, M Sanderson, S Franklin & E Watson. **RESOLVED Council note the apologies that had been submitted.**

40. Public Participation Session

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

41. To receive declarations of interest

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

42. To Approve the Minutes of the last meeting of the 26th June 2023

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

43. Police

The Chair welcomed Acting Sergeant Aimee Brown to the meeting. Members relayed their concerns over the substantial vandalism being experienced in the Town Council's play areas, especially at the Oakerside play area. A/S Brown confirmed that there were regular visits to that area by Beat Officers including evenings and weekends. The Town Clerk suggested that a campaign regarding the financial and human cost of this vandalism could be co-ordinated with various partners including the Community Safety Team and the Police and this was agreed as a good idea. Several other issues were reported and discussed and the Chair thanked A/S Brown for her attendance at the meeting.

44. Notes of the Finance Sub Committee of the 12th June 2023
Members confirmed and endorsed the resolution of the Finance Sub Committee to approve BACS payments paid.
45. The Minutes of the Community & Environment Committee of the 10th July 2023
The notes of this meeting were attached for information. **RESOLVED the minutes be noted.**
46. The notes of the Health & Safety visit to Eden Lane on Friday 14th July 2023
The notes of this meeting were attached for information. **RESOLVED the contents be noted.**
47. Policies
The following policies had been updated and were presented for review, consideration and approval:-
- (i) Attendance Management Policy
 - (ii) Attendance Management Guidance for Managers
 - (iii) Cemetery Policy – Procedure for Memorial
 - (iv) Grievance Policy
 - (v) Recruitment Policy
- RESOLVED the policies be reviewed, accepted and adopted immediately.**
48. Spokesperson of the Independent Party's Report
The spokesperson was not present and no report was given.
49. Spokesperson of the North East Party's Report
Councillor Cartwright expressed sincere condolences for a member of staff who had recently lost a close relative. She reported on the CALM CiC open day which had gone very well. She thanked Councillors Mr & Mrs Duffy for their help and support following a fire at Denehouse School. She said she was looking forward to hearing the work of the local schools in writing a song to celebrate the Town's 75th Birthday. Cllr Cartwright congratulated families whose sons/daughters had recently graduated from school or college. She warned and alerted everyone to the dangers of Asian Giant Hornets that were being reported. She reported that she had attended a recent County Council meeting which had been an eye-opener for her and noted that their meetings are very different to the Town Council's meetings. She congratulated Mencap on their opening of a community and sensory garden. In closing Councillor Cartwright wished everyone a great summer break. **RESOLVED the information given, be noted.**

50. Spokesperson of the Labour Political Party's Report

Councillor Scott congratulated everyone that had helped to deliver an excellent Over 60s afternoon tea event. He wished everyone a relaxing stress free six weeks summer holiday.

RESOLVED the information given, be noted.

DRAFT

THE MINUTES OF THE MEETING OF THE SCRUTINY COMMITTEE
HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE
ON MONDAY 7TH AUGUST 2023

PRESENT: COUN K HAWLEY (CHAIR)
K Liddell, R Scott, R Moore, D Hawley & D Howarth

1. Apologies for Absence

Apologies for absence were submitted.

2. The Minutes of the Last Meeting held on 30th March 2023

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.

3. Review of the Funk a Deli Bistro and The Pavilion, Helford Road

Members of the Scrutiny Committee were presented with information about the financial performance and operation of the Pavilion Sports & Community Centre, Helford Road including the Funk a Deli Bistro.

Following considerable discussion and consideration the following suggestions were made:-

- (a) That Officers plan and deliver a marketing campaign for The Pavilion specifically aimed at encouraging more use by local community groups;
- (b) A suggestion box be provided in the Bistro to allow for feedback from current users about what they would like to see on the menu;
- (c) A chalkboard or other similar promotional visual display be used to brighten the place up and promote the menu, daily specials, etc;
- (d) A joint staff/member working group be set up to meet as appropriate to work on ways to promote the building and contribute to the Pavilion Improvement Plan.

4. Next Meeting

It was agreed the next meeting be held on Monday 21st August 2023 at 10.00am to consider the Durham County Council consultation on proposed reductions in Local Council Tax Reduction Scheme (LCTRS) grant payments to Town & Parish Councils.

PETERLEE TOWN COUNCIL

FINANCE SUB-COMMITTEE

MONDAY 24TH JULY 2023

Present:-

K Liddell, S Simpson & R Burnip

3. ACCOUNTS FOR PAYMENT

Members were provided with the accounts and invoices for July 2023 to be paid by BACS in the sum of £57,505.12 Following checking of the documents provided, it was **RECOMMENDED** that the accounts presented be paid.

Report to: Peterlee Town Council

Date: 21st August 2023

Report of: Ian Morris, Chief Officer & Town Clerk

Subject: Durham County Council (DCC) consultation on proposed cuts to the Local Council Tax Reduction Scheme (LCTRS) grant to Parish & Town Councils for 2024/25 and 25/26

Report Purpose: This report is intended to update Members on DCC's current consultation on proposals to cut the LCTRS grant funding to parish & town councils by 50% over the next two financial years. The report also suggests that the Council submit a formal response to the consultation, delegated to the Town Clerk in consultation with the Chair of the Council's Scrutiny and Resources Committees.

Background: Members have previously been made aware that Durham County Council has formally notified the town & parish councils in the county of proposals to reduce the amount of LCTRS grant funding by 50% over the next two financial years.

The LCTRS grant replaced the previous Council Tax Benefit subsidy in April 2013 and is paid by HM Government direct to Principal Authorities. Durham County Council is the principal authority for our area. This grant payment includes an element relating to town & parish councils, and although Durham County Council is one of very few principal authorities that have continued to pass this element on to their local councils there is no legal requirement for them to do so.

In the current financial year (2023/24) the local councils in the DCC area will receive £1.501million in LCTRS grant payments from DCC. Peterlee Town Council's 'share' of this sum is £283,265 in 2023/24.

On 12th July 2023 the DCC Cabinet considered a report from the Corporate Director of Resources that included a proposal to reduce the LCTRS grant support to town & parish councils by 50% phased over two years to assist with budgeting and medium term financial planning¹.

¹ The full Cabinet report can be viewed here:
<https://democracy.durham.gov.uk/documents/s176640/Cabinet%2012.07.23%20-%20FINAL%20Master%20-%20203%20July%2023.pdf>

DCC have written to Peterlee Town Council to consult with us on these proposals as well as outlining two variations of how the proposed reductions could be applied. A copy of the letter from DCC is attached as appendix 2 to this report.

DCC Proposals: The DCC letter provides two potential methods for apportioning the proposed 50% cuts across the 2024/25 and 2025/26 financial years:

Option 1 – simple pro-rata reduction in the grant received in the current financial year;

Option 2 – pro-rata to changes in tax-raising capacity of the individual parish & town councils (this is how the LCTRS grant payments have previously been distributed).

Based on indicative estimated council tax base figures (and so not yet finalised figures) the financial impact of each option is summarised in table 1 below:

	Actual 2023/24 LCTRS	Proposed 2024/25 LCTRS	Net change (including tax base adjustment)	Standstill % increase in Council Tax	Standstill Increase in Band D annual charge	Standstill Increase in Band A annual charge
Option 1	£283,265	£212,449	(£76,508)	4.88%	£16.44	£10.96
Option 2	£283,265	£219,159	(£64,106)	4.45%	£15.00	£10.00

Table 1: summary of impact of each option on Council Tax levels in 2024/25

It is clear from these figures that either option would result in a substantial reduction in income for Peterlee Town Council and would require an increase in Council Tax of either 4.45% or 4.88% simply to 'standstill' against the current year's budget. While neither scenario is desirable, Option 2 has the least-worse impact, with a negative impact after tax base adjustment of £64,106, equivalent to 4.45% of current precept amount.

The latest version of the Town Council's Medium Term Financial Plan (MTFP) assumes general inflation rate of 5% for the 2024/25 financial year. This would suggest that if the DCC option 2 proposals were to be implemented the 'standstill' precept demand may be more like 9.45% to 9.88% increases for the 2024/25 financial year.

Scrutiny: The Town Council's Scrutiny Committee is due to consider the DCC LCTRS proposals and the impact on the MTFP in detail on Monday 21st August and a verbal report will be provided at the Council meeting.

Consultation: The DCC letter attached as appendix 2 invites views on the LCTRS grant reduction proposals in general as well on preference over options 1 or 2. The deadline for submission of this consultation is 30th September 2023 so that the consultation responses can inform tax base decisions by the DCC Cabinet in November 2023.

Recommendation:

Members are recommended to note the contents of this report and the initial feedback from the Scrutiny Committee that will be provided verbally at the meeting.

Members are further recommended to approve the submission of a response to the proposals by the Town Clerk in consultation with the Chairs of the Scrutiny and Resources Committees.

Appendix 1: Implications

Finance – The proposals contained in the report will have a substantial impact on the Town Council's budgets and will require either substantial budget cuts or precept increases to mitigate the impact of the reduced grant income;

Staffing – No direct implications.

Risk – The proposals by DCC to reduce the LCTRS in this way clearly pose a substantial risk to the Council's budget. The Town Clerk will reflect this in the corporate risk register which will be presented to Council for review later this year.

Equality and Diversity, Cohesion and Integration – No direct implications.

Crime and Disorder – no direct implications.

Consultation & Communication – the proposed LCTRS reductions are subject to consultation, and DCC have requested a response from the Town Council by 30th September 2023. The matter is being considered by the Town Council's Scrutiny Committee and will also be included in budget-setting discussions when they begin in earnest in September 2023.

Procurement – no direct implications.

Legal – no direct implications.

Appendix 2: Letter from Durham County Council

Contact: Joanne Smart
Direct Tel: 03000 266243
email: joanne.smart@durham.gov.uk
Our ref: JCS/PD



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

06 July 2023

Dear Parish / Town Clerk

2024/25 Budget Planning – Tax Base and LCTRS Grant

Each year, during July / August, the council usually provides an indicative tax base and Local Council Tax Reduction Scheme (LCTRS) grant share for the following year to Town and Parish councils, to support budget planning. This letter seeks to provide an update on taxbase movement as well as providing details on a consultation the council intends to commence on utilising council tax flexibilities in relation to empty homes and second homes, which could impact on the tax base for your authority.

The letter will also explain the financial challenges faced by the County Council and a consultation process which will be progressed in the coming weeks in relation to the LCTR grant paid to Town and Parish Councils.

Tax Base Forecast

On 12 July 2023, Cabinet will consider a report providing an update on the development of the 2024/25 budget and the Medium Term Financial Plan (MTFP(14)) covering the period 2024/25 to 2027/28. The report will also consider a review of the Local Council Tax Reduction Scheme for 2024/25 and proposed changes to the Council Tax Discretionary Discounts and Premiums Policy in line with new powers we expect to be given shortly.

The Levelling-up and Regeneration Bill, which is currently progressing through parliament, supports the Government's objective to reduce geographical disparities between different parts of the United Kingdom by spreading opportunity. It specifically seeks to:

Resources

Durham County Council, County Hall, Durham DH1 5UE
Main Telephone 03000 26 0000
Text messaging service: 07786027280 – please start your message with the word INFO

- (a) Amend the definition / duration of what is classed as a 'long-term empty dwelling' from two years to one, this will allow local authorities to charge the 100% premium a year earlier;
- (b) Provide an amended definition of 'long-term empty dwelling' which will come in after 1 April 2024;
- (c) Insert a new clause into the Local Government Finance Act 1992 which provides billing authorities in England with the discretion to increase the council tax payable on a dwelling where there is no resident, and which is substantially furnished, often referred to as second home.

The report includes a recommendation to consult upon a proposal to utilise the additional council tax flexibilities for empty and second homes, which would result in a 100% premium being applied to homes that have been empty for more than twelve months rather than the current policy of applying this after twenty four months, and a 100% premium applied to second homes.

There are also proposals to consult on applying a 300% premium to homes that have been empty for more than ten years, for which we currently have the powers to apply but for which we have not chosen to do so to date.

If agreed the changes to empty homes premium can be applied in from April 2024. The second home premium change can only be applied from April 2025.

The forecast tax base detailed in this letter for your council takes into account

- (a) The current tax base for your council area, based on the position to 31 May 2023, which may have changed since budget setting due to new build and demolitions as well movement in the incidence of Council Tax Reduction and other discounts which impact on the tax base;
- (b) An adjustment for the forecast growth in the tax base up to 31 March 2025; and
- (c) An adjustment based upon the forecast impact upon the tax base if the empty premium changes are ultimately adopted after consultation for 2024/25.

Performance in recovering the additional sums levied as a result of the empty homes discount changes introduced will need to be carefully monitored. The aim of these charges is to provide a financial disincentive to absent owners and landlords to bring these properties back into use.

The updated tax base forecasts compared to the existing budget assumptions varies across individual Town & Parish areas depending on local circumstances. Whilst this provides an indication for budget planning purposes, **the position set out below is not the final position**, as this will be based on the tax base forecasts undertaken in October 2023. **The forecasts included in this letter should therefore not be used for final budget setting but for your budget planning purposes only.**

Using the updated tax base figures the forecast position for your council is detailed below:

T&PC Name	
Current tax base (2023/24) [A]	4,664.2
Indicative Tax base for 2024/25 [B]	4,647.3
Tax base increase/(decrease) from 2023/24 [C] = [B] - [A]	(16.9)
Current Band D Council Tax (2023/24) [D]	£336.82
Increase/(Decrease) in Council Tax Yield [E] ([C] x [D])	(£5,692.26)

LCTRS Grant

From April 2013, the LCTRS grant replaced the previous Council Tax Benefit subsidy grant payments and was payable directly to the council and the major precepting bodies (Police and Fire). The council's grant payment included an element relating to Town & Parish Councils and whilst local authorities were encouraged to pass this on, there is no statutory requirement to do so. The council previously made a commitment to pass on this grant, albeit with pro-rata reductions to the County Council's core funding reduction applied by Central Government since 2023.

In 2023/24 Town and Parish Councils are receiving £1.501 million in total by way of LCTRS grant allocations. The County Council remains one of only a handful of authorities who still pay this grant to Town and Parishes. Most councils withdrew the grant payment many years ago.

Although the County Council is not presently facing government grant funding reductions, we are facing significant unavoidable base budget pressures. Budgets are being significantly impacted by both high levels of inflation and significant increases in demand from both adults and children's services. The council is also experiencing by the loss of income linked very much to the impact of the pandemic. These pressures cannot be met from council tax increases as government funding falls short of meeting the difference.

At the present time it is forecast that the council will need to find savings of £56 million over the 2024/25 to 2027/28 planning period, with £12.1 million falling in 2024/25 – this is after we have factored in increases in council, tax in line with the maximum sums permitted without a referendum.

The funding deficit is very much driven by factors outside our control, including additional demand, an expectation that public sector grant settlements from 2025/26 onwards will be limited in line with announcements by the Chancellor of the Exchequer but also due to the low tax base of the council and the current referendum limits on council tax.

In the face of such financial challenges, and after a decade of funding reductions and significant savings challenges, the council is faced with some very difficult choices.

One of these options is to reduce the LCTRS grant payments to Town and Parish Councils.

The report to Cabinet on 12 July includes a recommendation to retain payment of LCTRS grant to Town and Parish Councils but to begin consultation on reducing the grant by 50% - phased in over the next two financial years.

It is important to note that no final decisions have been made at this point and we very much wish to listen to the views of Town and Parishes, recognising that whilst you may be facing some of the inflationary challenges we face, you do not face the same pressures we face in terms of social care and also do not have the same restriction on council tax levels as the County Council does.

If the council agrees to apply a reduction, then options will be available as to how the reduction is applied across Town and Parishes. Attached to this letter is an analysis which details the precepts and tax base movements for all Town and Parishes but also two variations on how any grant reduction could be applied and the net impact these proposals and the updated tax base forecasts would have on each authority. The two methods of apportioning the LCTRS grant modelled are:

- (a) Pro rata reduction to the 2023/24 grant received; or
- (b) Pro rata to changes in tax raising capacity of the individual authorities (this is how the LCTRS grant payments have previously been distributed)

The council would be prepared to consider other options as part of the consultation process.

Summary

The actual tax base forecasts for 2024/25 budget setting purposes will be compiled in October 2023. At that point, as is usual, we will write to you to inform you of your actual tax base for 2024/25 and set out details of the deadlines for submitting precept demands etc., which would usually be by **20 January 2024**. **Please be mindful of this deadline when arranging your council meeting to approve your budget for 2024/25.** The actual tax base will be reported to Cabinet in November 2024.

The consultation process on the LCTRS grant will commence after the Cabinet meeting on 12 July 2023. **We would welcome your views on these proposals and on your preferred method of apportionment of the LCTRS Grant that will continue to be paid by 30 September 2023** so that it can inform decisions when we set the tax base at Cabinet in November 2023.

We will look forward to receiving the views of Town and Parishes on these proposals.

I trust you find the above information useful in terms of budget planning for 2024/25, please note my earlier comments about these figures being provisional.

You can respond to the consultation by emailing Consultations@durham.gov.uk by 13 September 2023.

Should you require any further information with regards the taxbase of your Town and Parish, please do not hesitate to contact Joanne Smart, Accountant, email joanne.smart@durham.gov.uk.

Yours sincerely

Paul Darby

Paul Darby
Corporate Director of Resources

Appendix 1: Impact on Town & Parish Councils & The Charter Trust for the City of Durham 2024/25: OPTION 1: Straight 25% Cut Against 2023/24 LCTRS Grant

Locality	Parish Area	2023/24 Precept	Increase / (Decrease) in Council Tax Base Band D Equivalent in 2024/25	Band D Council Tax 2023/24	Increase / (Loss) of Tax Raising Capacity	Parish Element of LCTRS Grant 2023/24	Parish Element of LCTRS Grant 2024/25 - OPTION 1	Increase / (Decrease) in LCTRS Grant Year on Year	Net Position After Distribution of LCTRS Grant	Increase / (Decrease) Required in Band D Council Tax to Standstill	Increase / (Decrease) in Band D Council Tax Required to Standstill	Increase / (Decrease) in Band A Council Tax Required to Standstill
Barnard Castle	Barnard Castle Town Council	£ 229,250.00	No. 2.2	£ 122.50	£ 269.50	£ 0.00	£ 0.00	£ 0.00	£ 269.50	% -0.12%	£ (0.14)	£ (0.10)
Barnard Castle	Barningham Parish Council	£ 1,600.00	0.7	£ 20.73	£ 14.51	£ 259.00	£ 194.00	£ (65.00)	£ (50.49)	% 3.12%	£ 0.65	£ 0.43
Barnard Castle	Boldron Parish Council	£ 260.00	0.6	£ 4.61	£ 2.77	£ 0.00	£ 0.00	£ 0.00	£ 0.00	% -1.05%	£ (0.05)	£ (0.03)
Barnard Castle	Bowes Parish Council	£ 5,775.00	3.9	£ 33.00	£ 128.70	£ 0.00	£ 0.00	£ 0.00	£ 128.70	% -2.18%	£ (0.72)	£ (0.48)
Barnard Castle	Cockfield Parish Council	£ 22,789.11	4.9	£ 55.62	£ 272.54	£ 3,801.00	£ 2,851.00	£ (950.00)	£ (677.46)	% 2.93%	£ 1.63	£ 1.09
Barnard Castle	Cotherstone Parish Council	£ 8,250.00	2.4	£ 29.57	£ 70.97	£ 0.00	£ 0.00	£ 0.00	£ 70.97	% -0.85%	£ (0.25)	£ (0.17)
Barnard Castle	Eggleston Parish Council	£ 8,670.00	0.8	£ 43.09	£ 34.47	£ 0.00	£ 0.00	£ 0.00	£ 34.47	% -0.40%	£ (0.17)	£ (0.11)
Barnard Castle	Etherley Parish Council	£ 29,371.75	7.9	£ 43.26	£ 341.75	£ 449.00	£ 337.00	£ (112.00)	£ 229.75	% -0.77%	£ (0.33)	£ (0.22)
Barnard Castle	Evenwood and Barony Parish Council	£ 56,826.38	(6.1)	£ 83.79	£ (511.12)	£ 2,494.00	£ 1,871.00	£ (623.00)	£ (1,134.12)	% 2.01%	£ 1.68	£ 1.12
Barnard Castle	Forest and Frith Parish Council	-	(1.4)	£ -	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	% 0.00%	£ 0.00	£ 0.00
Barnard Castle	Gainford & Langton Parish Council	£ 36,848.00	3.6	£ 73.83	£ 265.79	£ 703.00	£ 527.00	£ (176.00)	£ 89.79	% -0.24%	£ (0.18)	£ (0.12)
Barnard Castle	Hamsterley Parish Council	£ 4,750.00	1.2	£ 24.47	£ 29.36	£ 0.00	£ 0.00	£ 0.00	£ 29.36	% -0.61%	£ (0.15)	£ (0.10)
Barnard Castle	Hutton Magna Parish Council	£ 900.00	(0.3)	£ 18.60	£ (5.58)	£ 53.00	£ 40.00	£ (13.00)	£ (18.58)	% 2.08%	£ 0.39	£ 0.26
Barnard Castle	Ingletton Parish Council	£ 9,305.77	(1.1)	£ 50.22	£ (55.24)	£ 146.00	£ 110.00	£ (36.00)	£ (91.24)	% 0.98%	£ 0.49	£ 0.33
Barnard Castle	Larlington Parish Council	£ 1,664.00	2.2	£ 25.60	£ 56.32	£ 139.00	£ 104.00	£ (35.00)	£ 21.32	% -1.24%	£ (0.32)	£ (0.21)
Barnard Castle	Lunedale Parish Council	£ 217.00	0.8	£ 5.29	£ 4.23	£ 19.00	£ 14.00	£ (5.00)	£ (0.77)	% 0.35%	£ 0.02	£ 0.01
Barnard Castle	Lynesack and Softley Parish Council	£ 12,000.00	3.7	£ 28.94	£ 107.08	£ 0.00	£ 0.00	£ 0.00	£ 107.08	% -0.88%	£ (0.26)	£ (0.17)
Barnard Castle	Marwood Parish Council	£ 13,707.35	2.4	£ 44.68	£ 107.23	£ 30.00	£ 23.00	£ (7.00)	£ 100.23	% -0.72%	£ (0.32)	£ (0.22)
Barnard Castle	Mickleton Parish Council	£ 6,900.00	1.6	£ 40.00	£ 64.00	£ 93.00	£ 70.00	£ (23.00)	£ 41.00	% -0.59%	£ (0.24)	£ (0.16)
Barnard Castle	Middleton in Teesdale & Newbigin in Teesdale Parish Council	£ 30,291.00	1.2	£ 59.62	£ 71.54	£ 0.00	£ 0.00	£ 0.00	£ 71.54	% -0.24%	£ (0.14)	£ (0.09)
Barnard Castle	Ovington Parish Council	£ 2,360.00	4.3	£ 32.91	£ 141.51	£ 44.00	£ 33.00	£ (11.00)	£ 130.51	% -5.21%	£ (1.72)	£ (1.14)
Barnard Castle	Rokeby, Brignall and Egglestone Abbey Parish Council	£ 1,856.07	0.4	£ 26.29	£ 10.52	£ 28.00	£ 21.00	£ (7.00)	£ 3.52	% -0.19%	£ (0.05)	£ (0.03)
Barnard Castle	Romaldkirk Parish Council	£ 6,703.00	(0.6)	£ 9.63	£ (5.78)	£ 87.00	£ 65.00	£ (22.00)	£ 55.45	% -0.82%	£ (0.58)	£ (0.38)
Barnard Castle	South Bedburn Parish Council	£ 21,250.00	3.5	£ 45.37	£ 158.80	£ 23.00	£ 17.00	£ (6.00)	£ (11.78)	% 1.53%	£ 0.15	£ 0.10
Barnard Castle	Staindrop Parish Council	£ 20,260.00	22.2	£ 42.51	£ 943.72	£ 46.00	£ 35.00	£ (11.00)	£ 147.80	% -0.69%	£ (0.31)	£ (0.21)
Barnard Castle	Startforth Parish Council	£ 8,191.40	1.3	£ 51.91	£ 67.48	£ 0.00	£ 0.00	£ 0.00	£ 943.72	% -4.44%	£ (1.89)	£ (1.26)
Barnard Castle	Stainton & Streatham Parish Council	£ 7,219.00	1.6	£ 58.22	£ 93.15	£ 84.00	£ 63.00	£ (21.00)	£ 17.48	% -0.21%	£ (0.11)	£ (0.07)
Barnard Castle	Whorlton & Westwick Parish Council	£ 10,200.00	(1.3)	£ 49.61	£ (64.49)	£ 171.00	£ 128.00	£ (43.00)	£ (107.49)	% 1.06%	£ 0.53	£ 0.35
Barnard Castle	Woodland Parish Council	£ 2,900.00	1.8	£ 37.86	£ 68.15	£ 165.00	£ 124.00	£ (41.00)	£ 27.15	% -0.91%	£ (0.35)	£ (0.23)
Chester-le-Street	Bournmoor Parish Council	£ 13,460.00	20.1	£ 21.00	£ 422.10	£ 725.00	£ 544.00	£ (181.00)	£ 241.10	% -1.73%	£ (0.36)	£ (0.24)
Chester-le-Street	Edmondsley Parish Council	£ 7,731.78	2.7	£ 53.88	£ 145.48	£ 1,697.00	£ 1,273.00	£ (424.00)	£ (278.52)	% 3.53%	£ 1.90	£ 1.27
Chester-le-Street	Great Lumley Parish Council	£ 68,549.94	5.0	£ 61.26	£ 306.30	£ 0.00	£ 0.00	£ 0.00	£ 306.30	% -0.44%	£ (0.27)	£ (0.18)
Chester-le-Street	Kimblesworth and Plawsworth Parish Council	£ 23,911.44	21.6	£ 38.97	£ 841.75	£ 0.00	£ 0.00	£ 0.00	£ 841.75	% -3.40%	£ (1.32)	£ (0.88)
Chester-le-Street	Little Lumley Parish Council	£ 10,750.00	4.6	£ 21.32	£ 98.07	£ 144.00	£ 108.00	£ (36.00)	£ 62.07	% -0.57%	£ (0.12)	£ (0.08)
Chester-le-Street	North Lodge Parish Council	£ 36,149.15	20.8	£ 31.53	£ 655.82	£ 0.00	£ 0.00	£ 0.00	£ 655.82	% -1.78%	£ (0.56)	£ (0.37)
Chester-le-Street	Ouston Parish Council	£ 36,000.00	4.5	£ 40.72	£ 183.24	£ 0.00	£ 0.00	£ 0.00	£ 183.24	% -0.51%	£ (0.21)	£ (0.14)
Chester-le-Street	Pelton Parish Council	£ 216,585.00	(2.3)	£ 121.93	£ 524.30	£ 0.00	£ 0.00	£ 0.00	£ 524.30	% -0.24%	£ (0.29)	£ (0.20)
Chester-le-Street	Sacriston Parish Council	£ 58,190.93	4.3	£ 45.91	£ (105.59)	£ 8,855.00	£ 6,641.00	£ (2,214.00)	£ (2,319.59)	% 3.99%	£ 1.83	£ 1.22
Chester-le-Street	Urpeth Parish Council	£ 40,162.00	32.6	£ 37.10	£ 1,209.46	£ 838.00	£ 629.00	£ (209.00)	£ 1,000.46	% -2.41%	£ (0.90)	£ (0.60)
Chester-le-Street	Waldridge Parish Council	£ 65,750.64	5.4	£ 44.97	£ 242.84	£ 638.00	£ 479.00	£ (159.00)	£ 83.84	% -0.13%	£ (0.06)	£ (0.04)

Locality	Parish Area	2023/24 Precept	Increase / (Decrease) in Council Tax Base Band D Equivalent in 2024/25	Band D Council Tax 2023/24	Increase / (Loss) of Tax Raising Capacity	Parish Element of LCTRS Grant 2023/24	Parish Element of LCTRS Grant 2024/25 - OPTION 1	Increase / (Decrease) in LCTRS Grant Year on Year	Net Position After Distribution of LCTRS Grant	Increase / (Decrease) Required in Band D Council Tax to Standstill	Increase / (Decrease) in Band D Council Tax Required to Standstill	Increase / (Decrease) in Band A Council Tax Required to Standstill
		£	No.	£	£	£	£	£	£	%	£	£
Crook	Bishop Auckland Town Council	237,621.94	17.0	54.71	930.07	5,762.00	4,322.00	(1,440.00)	(509.93)	0.21%	0.12	0.08
Crook	Dene Valley Parish Council	16,532.00	17.7	20.23	358.07	0.00	0.00	0.00	358.07	-2.12%	(0.43)	(0.29)
Crook	Greater Willington Town Council	115,312.00	(5.3)	62.51	(331.30)	1,187.00	890.00	(297.00)	(628.30)	0.55%	0.34	0.23
Crook	Stanhope Parish Council	48,000.00	15.5	29.02	449.81	0.00	0.00	0.00	449.81	-0.93%	(0.27)	(0.18)
Crook	Tow Law Town Council	43,752.09	15.5	85.47	1,324.78	1,994.00	1,496.00	(498.00)	826.78	-1.83%	(1.57)	(1.04)
Crook	West Auckland Parish Council	23,108.87	7.0	36.89	258.23	4,116.00	3,087.00	(1,029.00)	(770.77)	3.29%	1.21	0.81
Crook	Witton le Wear Parish Council	7,500.00	6.3	26.06	164.18	191.00	143.00	(48.00)	116.18	-1.51%	(0.39)	(0.26)
Durham	Wolsingham Parish Council	25,687.00	(0.4)	25.93	(10.37)	513.00	385.00	(128.00)	(138.37)	0.54%	0.14	0.09
Durham	Bearpark Parish Council	24,021.03	6.0	43.18	259.08	1,551.00	1,163.00	(388.00)	(128.92)	0.53%	0.23	0.15
Durham	Belmont Parish Council	101,416.00	1.7	34.58	58.79	6,256.00	4,692.00	(1,564.00)	(1,505.21)	1.48%	0.51	0.34
Durham	Brancepeth Parish Council	21,185.00	(0.3)	93.91	(28.17)	11.00	8.00	(3.00)	(31.17)	0.15%	0.14	0.09
Durham	Brandon & Byshottes Parish Council	242,684.00	(34.1)	44.88	(1,530.41)	0.00	0.00	0.00	(1,530.41)	0.63%	0.28	0.19
Durham	Cassop-cum-Quarrington Parish Council	74,572.51	44.7	40.11	1,792.92	0.00	0.00	0.00	1,792.92	-2.34%	(0.94)	(0.63)
Durham	Coxhoe Parish Council	147,415.00	30.5	107.67	3,283.94	0.00	0.00	0.00	3,283.94	-2.18%	(2.34)	(1.56)
Durham	Croxdale & Hett Parish Council	65,295.87	43.9	58.49	(204.72)	1,067.00	800.00	(267.00)	(471.72)	-2.72%	1.59	1.06
Durham	Framwellgate Moor Parish Council	14,959.67	(3.1)	64.93	253.23	0.00	0.00	0.00	1,524.65	-2.28%	(0.79)	(0.53)
Durham	Kelkoe Parish Council	31,947.00	3.9	32.14	83.56	9.00	7.00	(2.00)	155.23	4.06%	1.78	1.19
Durham	Pittington Parish Council	20,008.87	2.6	32.14	83.56	9.00	7.00	(2.00)	155.23	-0.48%	(0.31)	(0.21)
Durham	Shadforth Parish Council	24,965.34	30.9	27.01	834.61	2,258.00	20.00	(564.00)	270.61	-0.41%	(0.13)	(0.09)
Durham	Sherburn Village Parish Council	30,839.00	6.0	42.80	256.80	27.00	1,694.00	(7.00)	249.80	-0.80%	(0.34)	(0.23)
Durham	Shincliffe Parish Council	36,689.94	13.7	51.80	709.66	2,582.00	1,937.00	(645.00)	64.66	-0.17%	(0.09)	(0.06)
Durham	West Rainton & Leamside Parish Council	32,000.00	4.5	41.74	187.83	344.00	258.00	(86.00)	101.83	-0.32%	(0.13)	(0.09)
Durham	Witton Gilbert Parish Council	242,166.56	(166.1)	52.17	(8,665.44)	0.00	0.00	0.00	(8,665.44)	3.71%	1.93	1.29
Easington	Castle Eden Parish Council	10,000.00	(0.5)	27.93	212.27	0.00	0.00	0.00	212.27	0.16%	0.05	0.03
Easington	Darton-le-Dale Parish Council	15,439.70	7.6	29.48	501.30	72,961.00	54,721.00	(18,240.00)	(17,738.70)	-1.35%	(0.38)	(0.25)
Easington	Easington Colliery Parish Council	337,317.36	1.7	180.00	8,460.00	0.00	0.00	0.00	8,460.00	-5.09%	15.46	10.31
Easington	Easington Village Parish Council	157,482.00	47.0	138.40	(13.84)	10,720.00	8,040.00	(2,680.00)	(2,693.84)	4.05%	5.61	3.74
Easington	Haswell Parish Council	66,404.32	4.9	47.33	231.92	212.00	159.00	(53.00)	178.92	-1.81%	(0.86)	(0.57)
Easington	Hawthorn Parish Council	631,309.00	(0.2)	366.76	(73.35)	115,982.00	86,987.00	(28,995.00)	(29,068.35)	4.60%	16.66	11.24
Easington	Hutton Henry Parish Council	38,000.00	(1.8)	87.98	(158.36)	4,595.00	3,419.00	(1,140.00)	(1,298.36)	3.43%	3.01	2.01
Easington	Monk Hesleden Parish Council	297,555.00	9.0	202.66	1,825.74	45,314.00	33,983.00	(11,327.00)	(9,501.26)	3.17%	6.43	4.29
Easington	Merton Parish Council	335,841.96	3.5	185.14	647.99	46,314.00	34,736.00	(11,578.00)	(10,930.01)	3.24%	6.00	4.00
Easington	Penrilee Town Council	1,570,995.64	(16.9)	336.82	(5,692.26)	283,265.00	217,449.00	(70,816.00)	(76,508.26)	4.88%	16.44	10.96
Easington	Seaham Town Council	1,207,837.00	20.5	256.55	5,293.28	187,115.00	140,356.00	(46,759.00)	(41,519.72)	3.42%	8.77	5.85
Easington	Seaton with Slingley Parish Council	12,266.00	9.7	28.30	274.51	0.00	0.00	0.00	274.51	-2.19%	(0.62)	(0.41)
Easington	Shotton Parish Council	139,999.00	4.5	121.02	544.59	0.00	0.00	0.00	544.59	-0.39%	(0.47)	(0.31)
Easington	South Hetton Parish Council	110,000.00	(3.7)	155.79	(576.42)	15,642.00	11,732.00	(3,910.00)	(4,486.42)	4.09%	6.38	4.25
Easington	Thorley Parish Council	157,874.18	11.9	251.87	2,997.25	11,033.00	8,275.00	(2,758.00)	239.25	-0.15%	(0.37)	(0.25)
Easington	Trindon Foundry Parish Council	63,000.00	3.4	176.52	600.17	12,969.00	9,727.00	(3,242.00)	(2,641.83)	4.15%	7.32	4.88
Easington	Wheatley Hill Parish Council	117,166.00	13.3	150.29	1,998.86	9,321.00	6,991.00	(2,330.00)	(331.14)	0.28%	0.42	0.28
Easington	Wingate Parish Council	172,046.00	33.5	144.93	4,855.16	0.00	0.00	0.00	4,855.16	-2.74%	(3.97)	(2.65)

Locality	Parish Area	2023/24 Precept	Increase / (Decrease) in Council Tax Base Band D Equivalent in 2024/25	Band D Council Tax 2023/24	Increase / (Loss) of Tax Raising Capacity	Parish Element of LCTRS Grant 2023/24	Parish Element of LCTRS Grant 2024/25 - OPTION 1	Increase / (Decrease) in LCTRS Grant Year on Year	Net Position After Distribution of LCTRS Grant	Increase / (Decrease) Required in Band D Council Tax to Standstill	Increase / (Decrease) in Band D Council Tax Required to Standstill	Increase / (Decrease) in Band A Council Tax Required to Standstill
Spennymoor	Bishop Middleton Parish Council	£ 51,796.35	0.7	£ 123.56	£ 86.49	£ 2,651.00	£ 1,968.00	£ (663.00)	£ (576.51)	1.11%	£ 1.37	£ 0.91
Spennymoor	Bradbury and The Isles Parish Council	2,003.90	(0.2)	34.08	(6.82)	61.00	46.00	(15.00)	(21.82)	-0.39%	(0.87)	(0.58)
Spennymoor	Chilton Town Council	270,780.00	4.8	222.44	1,067.71	0.00	0.00	0.00	1,067.71	-0.39%	(0.87)	(0.58)
Spennymoor	Cornforth Parish Council	66,220.00	(6.5)	110.33	(717.15)	28,205.00	21,154.00	(7,051.00)	(7,768.15)	11.84%	13.06	8.71
Spennymoor	Eldon Parish Council	12,004.00	5.0	120.28	601.40	1,526.00	1,145.00	(381.00)	220.40	-1.75%	(2.10)	(1.40)
Spennymoor	Ferryhill Town Council	537,746.00	10.9	233.40	2,533.16	175,654.00	131,741.00	(43,913.00)	(41,379.84)	7.65%	17.77	11.85
Spennymoor	Fishburn Parish Council	103,000.00	4.4	160.56	706.46	12,443.00	9,332.00	(3,111.00)	(2,404.54)	2.32%	3.72	2.48
Spennymoor	Great Aycliffe Town Council	1,890,739.00	32.4	274.19	8,883.76	204,911.00	153,683.00	(51,228.00)	(42,344.24)	2.23%	6.10	4.07
Spennymoor	Middridge Parish Council	15,402.35	39.5	63.28	2,499.56	0.00	0.00	0.00	2,499.56	-13.94%	(8.82)	(5.88)
Spennymoor	Morden Parish Council	2,358.60	0.2	20.14	4.03	22.00	17.00	(5.00)	(0.97)	0.04%	0.01	0.01
Spennymoor	Sedgefield Town Council	422,367.09	68.8	194.92	13,410.50	0.00	0.00	0.00	13,410.50	-3.07%	(5.99)	(3.99)
Spennymoor	Shildon Town Council	753,070.00	(23.2)	301.24	(6,988.77)	60,898.00	45,674.00	(15,224.00)	(22,212.77)	2.97%	8.96	5.97
Spennymoor	Spennymoor Town Council	1,488,159.06	49.4	229.64	11,344.22	0.00	0.00	0.00	11,344.22	-0.76%	(1.73)	(1.16)
Spennymoor	Trimdon Parish Council	176,182.65	3.8	161.68	614.38	32,264.00	24,198.00	(8,066.00)	(7,451.62)	4.21%	6.80	4.54
Spennymoor	Windlesstone Parish Council	6,300.00	2.5	54.88	137.20	416.00	312.00	(104.00)	33.20	-0.51%	(0.28)	(0.19)
Stanley	Burnhope Parish Council	7,800.00	5.9	18.92	111.63	662.00	497.00	(165.00)	(53.37)	0.67%	0.13	0.08
Stanley	Cornsay Parish Council	16,791.00	5.7	61.35	349.69	1,093.00	820.00	(273.00)	76.69	-0.45%	(0.27)	(0.18)
Stanley	Esh Parish Council	110,065.68	20.3	42.72	1,557.01	279.00	209.00	(70.00)	1,487.01	-1.33%	(1.02)	(0.68)
Stanley	Greencroft Parish Council	6,215.76	0.9	76.70	38.45	214.00	161.00	(53.00)	24.69	0.23%	0.10	0.07
Stanley	Healeyfield Parish Council	13,461.00	2.3	25.95	59.69	140.00	105.00	(35.00)	130.04	-0.18%	(0.05)	(0.03)
Stanley	Hedleyhope Parish Council	5,368.95	(1.2)	89.93	(107.92)	0.00	0.00	0.00	(107.92)	2.05%	1.84	1.23
Stanley	Lanchester Parish Council	73,487.21	7.4	49.60	367.04	947.00	710.00	(237.00)	(58.06)	-0.18%	(0.09)	(0.06)
Stanley	Muggleswick Parish Council	1,200.00	(1.7)	24.74	(42.06)	66.00	50.00	(16.00)	(21.74)	5.01%	1.24	0.83
Stanley	Satley Parish Council	4,500.00	(0.6)	36.23	(21.74)	0.00	0.00	0.00	(21.74)	0.48%	2.70	1.80
Stanley	Stanley Town Council	818,813.00	57.8	101.10	5,843.58	111,547.00	83,660.00	(27,887.00)	(22,043.42)	2.67%	2.70	1.80
		#####	676.00	n/a	73,317.24	1,501,456.00	1,126,101.00	(375,355.00)	(302,037.76)			
Durham	City of Durham Charter Trust	53,937.40	(1.8)	2.00	(3.60)	6,544.00	4,908.00	(1,636.00)	(1,639.60)			
Unparished areas			272.10									
TOTAL AS PER TAX BASE TAB			948.10									
					73,313.64	1,508,000.00	1,131,009.00	(376,991.00)	(303,677.36)			
					@rounding	376,991.00						
					@25%	377,000.00						

Appendix 2: Impact on Town & Parish Councils & The Charter Trust for the City of Durham 2024/25: OPTION 2: Redistribute
Reduced LCTRS In line with Previous Methodology

Locality	Parish Area	2023/24 Precept	Increase / (Decrease) in Council Tax Base Band D Equivalent in 2024/25	Band D Council Tax 2023/24	Increase / (Loss) of Tax Raising Capacity	Parish Element of LCTRS Grant 2023/24	Parish Element of LCTRS Grant 2024/25 - OPTION 2	Increase / (Decrease) in LCTRS Grant Year on Year	Net Position After Distribution of LCTRS Grant	Increase / (Decrease) in Band D Council Tax Required to Standstill	Increase / (Decrease) in Band D Council Tax Required to Standstill	Increase / (Decrease) in Band A Council Tax Required to Standstill
		£	No.	£	£	£	£	%	£	%	£	£
Barnard Castle	Barnard Castle Town Council	229,250.00	2.2	122.50	269.50	0.00	0.00	0.00	269.50	-0.12%	(0.14)	(0.10)
Barnard Castle	Barningham Parish Council	1,600.00	0.7	20.73	14.51	259.00	185.00	-40.00%	(59.49)	3.68%	0.76	0.51
Barnard Castle	Boldron Parish Council	260.00	0.6	4.61	2.77	0.00	0.00	0.00	2.77	-1.05%	(0.05)	(0.03)
Barnard Castle	Bowes Parish Council	5,775.00	3.9	33.00	128.70	0.00	0.00	0.00	128.70	-2.18%	(0.72)	(0.48)
Barnard Castle	Cockfield Parish Council	22,789.11	4.9	55.62	272.54	3,801.00	2,676.00	-29.60%	(852.46)	3.69%	2.05	1.37
Barnard Castle	Cotherstone Parish Council	8,250.00	2.4	29.57	70.97	0.00	0.00	(1,125.00)	0.00	-0.85%	(0.25)	(0.17)
Barnard Castle	Eggleston Parish Council	8,670.00	0.8	43.09	34.47	0.00	0.00	0.00	34.47	-0.40%	(0.17)	(0.11)
Barnard Castle	Etherley Parish Council	29,371.75	7.9	43.26	341.75	449.00	81.00	-81.96%	(26.25)	0.09%	0.04	0.03
Barnard Castle	Evenwood and Barony Parish Council	56,826.38	(6.1)	83.79	(511.12)	2,494.00	2,279.00	-8.62%	(776.12)	1.29%	1.08	0.72
Barnard Castle	Forest and Frith Parish Council	-	(1.4)	-	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
Barnard Castle	Gaiford & Langton Parish Council	36,848.00	3.6	73.83	265.79	703.00	332.00	-52.77%	(105.21)	0.28%	0.21	0.14
Barnard Castle	Hansterley Parish Council	4,750.00	1.2	24.47	29.36	0.00	0.00	0.00	29.36	-0.61%	(0.15)	(0.10)
Barnard Castle	Huton Magna Parish Council	900.00	(0.3)	18.60	(5.58)	53.00	44.00	-16.98%	(14.58)	1.63%	0.30	0.20
Barnard Castle	Ingletton Parish Council	9,305.77	(1.1)	50.22	(55.24)	146.00	153.00	4.79%	(48.24)	0.52%	0.26	0.17
Barnard Castle	Larlington Parish Council	1,664.00	2.2	25.60	56.32	139.00	63.00	-54.68%	(19.68)	1.14%	0.29	0.19
Barnard Castle	Lunedale Parish Council	217.00	0.8	5.29	4.23	19.00	11.00	-42.11%	(3.77)	1.70%	0.09	0.06
Barnard Castle	Lynessack and Softley Parish Council	12,000.00	3.7	28.94	107.08	0.00	0.00	-100.00%	107.08	-0.88%	(0.26)	(0.17)
Barnard Castle	Marwood Parish Council	13,707.35	2.4	44.68	107.23	30.00	22.00	-100.00%	77.23	-0.56%	(0.25)	(0.17)
Barnard Castle	Mickleton Parish Council	6,900.00	1.6	40.00	64.00	93.00	0.00	(71.00)	(7.00)	0.10%	0.04	0.03
Barnard Castle	Middleton in Teesdale & Newbiggin in Teesdale Parish Council	30,291.00	1.2	59.62	71.54	0.00	0.00	-76.34%	71.54	-0.24%	(0.14)	(0.09)
Barnard Castle	Ovington Parish Council	2,360.00	4.3	32.91	141.51	44.00	0.00	-100.00%	97.51	-3.89%	(1.28)	(0.85)
Barnard Castle	Rokeby, Brignall and Egglestone Abbey Parish Council	1,856.07	0.4	26.29	10.52	28.00	14.00	(14.00)	(1.00)	0.19%	0.05	0.03
Barnard Castle	Romaldkirk Parish Council	6,703.00	1.1	70.41	77.45	87.00	8.00	(79.00)	(1.55)	0.02%	0.02	0.01
Barnard Castle	South Bedburn Parish Council	777.00	(0.6)	9.63	(5.78)	23.00	22.00	-90.80%	(6.78)	0.88%	0.08	0.06
Barnard Castle	Staindrop Parish Council	21,250.00	3.5	45.37	158.80	46.00	0.00	-100.00%	112.80	-0.53%	(0.24)	(0.16)
Barnard Castle	Startforth Parish Council	20,260.00	22.2	42.51	943.72	0.00	0.00	(46.00)	943.72	-4.44%	(1.89)	(1.26)
Barnard Castle	Stairton & Streadam Parish Council	8,191.40	1.3	51.91	67.48	200.00	101.00	-49.50%	(31.52)	0.38%	0.20	0.13
Barnard Castle	Whorlton & Westwick Parish Council	7,219.00	1.6	58.22	93.15	84.00	0.00	-100.00%	9.15	0.55%	0.28	0.18
Barnard Castle	Winston Parish Council	10,200.00	(1.3)	49.61	(64.49)	171.00	179.00	4.68%	(56.49)	0.12%	(0.07)	(0.05)
Barnard Castle	Bournmoor Parish Council	13,460.00	1.8	37.86	68.15	165.00	74.00	-55.15%	(22.85)	0.77%	0.29	0.19
Barnard Castle	Edmondsley Parish Council	7,731.78	2.7	53.88	145.48	725.00	230.00	-68.28%	(72.90)	0.52%	0.11	0.07
Barnard Castle	Great Lumley Parish Council	66,549.94	5.0	61.26	306.30	0.00	0.00	-30.64%	(374.52)	4.75%	2.56	1.71
Barnard Castle	Kimbleworth and Plawsworth Parish Council	23,911.44	21.6	38.97	841.75	0.00	0.00	0.00	306.30	-0.44%	(0.27)	(0.18)
Barnard Castle	Little Lumley Parish Council	10,750.00	4.6	21.32	98.07	144.00	35.00	-75.69%	841.75	-3.40%	(1.32)	(0.88)
Barnard Castle	North Lodge Parish Council	36,149.15	20.8	31.53	655.82	0.00	0.00	0.00	(10.93)	0.10%	0.02	0.01
Barnard Castle	Ouston Parish Council	36,000.00	4.5	40.72	183.24	0.00	0.00	0.00	655.82	-1.78%	(0.56)	(0.37)
Barnard Castle	Pelton Parish Council	216,585.00	4.3	121.93	524.30	0.00	0.00	0.00	183.24	-0.51%	(0.21)	(0.14)
Barnard Castle	Sacriston Parish Council	58,190.93	(2.3)	45.91	(105.59)	885.00	0.00	-23.24%	(2,163.59)	3.72%	1.71	1.14
Barnard Castle	Waldridge Parish Council	40,162.00	32.6	37.10	1,209.46	838.00	0.00	-100.00%	371.46	-0.90%	(0.33)	(0.22)
Barnard Castle	Waldridge Parish Council	65,750.64	5.4	44.97	242.84	638.00	300.00	-52.98%	(95.16)	0.14%	0.06	0.04

Locality	Parish Area	2023/24 Precept	Increase / (Decrease) in Council Tax Base Band D Equivalent in 2024/25	Band D Council Tax 2023/24	Increase / (Loss) of Tax Raising Capacity	Parish Element of LCTRS Grant 2023/24	Parish Element of LCTRS Grant 2024/25 - OPTION 2	Increase / (Decrease) in LCTRS Grant Year on Year	Net Position After Distribution of LCTRS Grant	Increase / (Decrease) Required in Band D Council Tax to Standstill	Increase / (Decrease) in Band D Council Tax Required to Standstill	Increase / (Decrease) in Band A Council Tax Required to Standstill
Crook	Bishop Auckland Town Council	237,621.94	17.0	54.71	930.07	5,762.00	3,665.00	(2,097.00)	(1,165.93)	0.49%	0.27	0.18
Crook	Dene Valley Parish Council	16,532.00	17.7	20.23	358.07	0.00	0.00	0.00	358.07	-2.12%	(0.43)	(0.29)
Crook	Greater Willington Town Council	115,312.00	(5.3)	62.51	(331.30)	1,187.00	1,151.00	(36.00)	(367.30)	0.32%	0.20	0.13
Crook	Stanhope Parish Council	48,000.00	15.5	29.02	449.81	0.00	0.00	0.00	449.81	-0.93%	(0.27)	(0.18)
Crook	Tow Law Town Council	43,752.09	15.5	85.47	1,324.78	1,994.00	508.00	(1,486.00)	(161.22)	0.36%	0.31	0.20
Crook	West Auckland Parish Council	23,108.87	7.0	36.89	258.23	4,116.00	2,926.00	(1,190.00)	(931.77)	3.98%	1.47	0.98
Crook	Witton le Wear Parish Council	7,500.00	6.3	26.06	164.18	191.00	20.00	(171.00)	(6.82)	0.09%	0.02	0.02
Crook	Wolsingham Parish Council	25,687.00	(0.4)	25.93	259.08	513.00	397.00	(116.00)	(126.37)	0.49%	0.13	0.08
Durham	Bearpark Parish Council	24,021.03	6.0	43.18	259.08	1,551.00	980.00	(571.00)	(131.92)	1.28%	0.55	0.37
Durham	Belmont Parish Council	101,416.00	1.7	34.58	58.79	6,256.00	4,700.00	(1,556.00)	(9.17)	1.47%	0.51	0.34
Durham	Brancepeth Parish Council	21,185.00	(0.3)	93.91	(28.17)	11.00	30.00	19.00	(1,497.21)	0.04%	0.04	0.34
Durham	Brandon & Byshtottes Parish Council	242,684.00	(34.1)	44.88	(1,530.41)	0.00	0.00	0.00	(369.41)	0.15%	0.07	0.05
Durham	Cassop-cum-Quarrington Parish Council	74,572.51	44.7	40.11	1,792.92	0.00	0.00	0.00	1,792.92	-2.34%	(0.94)	(0.63)
Durham	Coxhoe Parish Council	147,415.00	30.5	107.67	3,283.94	0.00	0.00	0.00	3,283.94	-2.18%	(2.34)	(1.56)
Durham	Croxdale & Hett Parish Council	17,500.00	(3.5)	58.49	(204.72)	1,067.00	965.00	(102.00)	(306.72)	1.77%	1.04	0.69
Durham	Framwellgate Moor Parish Council	65,295.87	43.9	34.73	1,524.65	0.00	0.00	0.00	1,524.65	-2.28%	(0.79)	(0.53)
Durham	Kelloe Parish Council	14,959.67	(3.1)	43.87	(136.00)	1,864.00	1,517.00	(347.00)	(483.00)	3.25%	1.43	0.95
Durham	Pittington Parish Council	31,947.00	3.9	64.93	253.23	391.00	104.00	(287.00)	(33.77)	0.10%	0.07	0.05
Durham	Shadforth Parish Council	20,008.87	2.6	32.14	83.56	9.00	0.00	(9.00)	74.56	-0.37%	(0.12)	(0.08)
Durham	Sherburn Village Parish Council	24,965.34	30.9	42.80	256.80	2,258.00	1,079.00	(1,179.00)	(344.39)	1.33%	0.36	0.24
Durham	Shindcliffe Parish Council	30,839.00	6.0	27.01	709.66	2,582.00	1,420.00	(1,162.00)	(452.34)	-0.74%	(0.32)	(0.21)
Durham	West Rainton & Leamside Parish Council	36,689.94	13.7	51.80	709.66	2,582.00	1,420.00	(1,162.00)	(37.17)	0.12%	0.05	0.03
Durham	Witton Gilbert Parish Council	32,000.00	4.5	41.74	187.83	0.00	12.00	12.00	(2,093.44)	0.90%	0.47	0.31
Durham	City of Durham Parish Council	242,166.56	(166.1)	52.17	(8,665.44)	0.00	0.00	0.00	212.27	-1.35%	(0.38)	(0.25)
Easington	Castle Eden Parish Council	10,000.00	(0.5)	31.90	(15.95)	0.00	0.00	0.00	(3.95)	0.04%	0.01	0.01
Easington	Dakota-le-Dale Parish Council	15,439.70	7.6	27.99	212.27	0.00	0.00	0.00	212.27	-1.35%	(0.38)	(0.25)
Easington	Easington Colliery Parish Council	337,317.36	1.7	294.88	501.30	72,961.00	54,957.00	(18,004.00)	(17,502.70)	5.17%	15.25	10.17
Easington	Easington Village Parish Council	157,482.00	47.0	180.00	8,460.00	0.00	0.00	0.00	8,460.00	-5.09%	(9.16)	(6.11)
Easington	Haswell Parish Council	66,404.32	(0.1)	138.40	(13.84)	10,720.00	8,141.00	(2,579.00)	(2,592.84)	3.90%	5.40	3.60
Easington	Hawthorn Parish Council	9,632.00	4.9	47.33	231.92	212.00	0.00	(212.00)	19.92	-0.20%	(0.10)	(0.06)
Easington	Horden Parish Council	631,309.00	(0.2)	366.76	(73.35)	115,982.00	88,022.00	(27,960.00)	(28,033.35)	4.43%	16.26	10.84
Easington	Hutton Henry Parish Council	38,000.00	9.0	87.98	(158.36)	4,559.00	3,578.00	(981.00)	(1,139.36)	3.01%	2.64	1.76
Easington	Monk Hesleden Parish Council	297,555.00	9.0	202.86	1,825.74	45,310.00	32,981.00	(12,329.00)	(10,503.26)	3.50%	7.11	4.74
Easington	Murton Parish Council	335,843.96	3.5	185.14	647.99	46,314.00	34,635.00	(11,679.00)	(11,031.01)	3.27%	6.06	4.04
Easington	Peterlee Town Council	1,570,995.84	(16.9)	336.82	(5,692.26)	283,265.00	219,159.00	(64,106.00)	(69,798.26)	4.45%	15.00	10.00
Easington	Seaham Town Council	1,207,837.00	20.5	256.55	5,259.28	187,115.00	137,928.00	(49,187.00)	(43,927.72)	3.62%	9.28	6.18
Easington	Seaton with Slingley Parish Council	12,266.00	9.7	28.30	274.51	0.00	0.00	0.00	274.51	-2.19%	(0.62)	(0.41)
Easington	Shotton Parish Council	139,999.00	4.5	121.02	544.59	0.00	0.00	0.00	544.59	-0.39%	(0.47)	(0.31)
Easington	South Hetton Parish Council	110,000.00	(3.7)	155.79	(576.42)	15,642.00	12,301.00	(3,341.00)	(3,917.42)	3.57%	5.57	3.71
Easington	Thornley Parish Council	157,874.18	11.9	251.87	2,997.25	11,033.00	6,095.00	(4,938.00)	(1,940.75)	1.20%	3.03	2.02
Easington	Trimdon Foundry Parish Council	63,000.00	3.4	176.52	600.17	12,969.00	9,381.00	(3,588.00)	(2,987.83)	4.69%	8.28	5.52
Easington	Wheatley Hill Parish Council	117,166.00	13.3	150.29	1,998.86	9,321.00	5,554.00	(3,767.00)	(1,768.14)	1.48%	2.23	1.48
Easington	Wingate Parish Council	172,046.00	33.5	144.93	4,855.16	0.00	0.00	0.00	4,855.16	-2.74%	(3.97)	(2.65)

Locality	Parish Area	2023/24 Precept	Increase / (Decrease) in Council Tax Base Band D Equivalent in 2024/25	Band D Council Tax 2023/24	Increase / (Loss) of Tax Raising Capacity	Parish Element of LCTRS Grant 2023/24	Parish Element of LCTRS Grant 2024/25 - OPTION 2	Increase / (Decrease) in LCTRS Grant Year on Year	Net Position After Distribution of LCTRS Grant	Increase / (Decrease) Required in Band D Council Tax to Standstill	Increase / (Decrease) in Band D Council Tax Required to Standstill	Increase / (Decrease) in Band A Council Tax Required to Standstill
Spenny Moor	Bishop Middleton Parish Council	£ 51,796.35	No. 0.7	£ 123.56	£ 86.49	£ 2,651.00	£ 1,945.00	£ (706.00)	£ (619.51)	% 1.19%	£ 1.47	£ 0.98
Spenny Moor	Bradbury and The Isles Parish Council	2,003.90	(0.2)	34.08	(6.82)	61.00	52.00	(9.00)	(15.82)	0.79%	0.27	0.18
Spenny Moor	Chilton Town Council	270,780.00	4.8	222.44	1,067.71	0.00	0.00	0.00	1,067.71	-0.39%	(0.87)	(0.58)
Spenny Moor	Cornforth Parish Council	66,220.00	(6.5)	110.33	(717.15)	28,205.00	21,936.00	(6,269.00)	(6,986.15)	10.65%	11.75	7.83
Spenny Moor	Eldon Parish Council	12,004.00	5.0	120.23	601.40	1,526.00	701.00	(825.00)	(223.60)	1.77%	2.13	1.42
Spenny Moor	Ferryhill Town Council	537,746.00	10.9	232.40	2,533.16	175,654.00	131,303.00	(44,351.00)	(41,817.84)	7.73%	17.96	11.97
Spenny Moor	Fishburn Parish Council	103,000.00	4.4	160.55	706.46	12,443.00	8,902.00	(3,541.00)	(2,834.54)	2.73%	4.38	2.92
Spenny Moor	Great Aycliffe Town Council	1,890,739.00	32.4	274.19	8,883.76	204,911.00	148,676.00	(56,235.00)	(47,351.24)	2.49%	6.82	4.55
Spenny Moor	Middridge Parish Council	15,402.35	39.5	63.28	2,499.56	0.00	0.00	0.00	2,499.56	-13.94%	(8.82)	(5.88)
Spenny Moor	Mordon Parish Council	2,358.60	0.2	20.14	4.03	22.00	14.00	(8.00)	(3.97)	0.17%	0.03	0.02
Spenny Moor	Sedgefield Town Council	422,367.09	68.8	194.92	13,410.50	0.00	0.00	0.00	13,410.50	-3.07%	(5.99)	(3.99)
Spenny Moor	Shildon Town Council	753,070.00	(23.2)	301.24	(6,988.77)	60,898.00	51,488.00	(9,410.00)	(16,398.77)	2.19%	6.61	4.41
Spenny Moor	Spenny Moor Town Council	1,488,159.06	49.4	229.64	11,344.22	0.00	0.00	0.00	11,344.22	-0.76%	(1.73)	(1.16)
Spenny Moor	Trimdon Parish Council	176,182.65	3.8	161.68	614.38	32,264.00	24,005.00	(8,259.00)	(7,664.62)	4.32%	6.98	4.65
Stanley	Windlestone Parish Council	6,300.00	2.5	54.88	137.20	416.00	212.00	(204.00)	(66.80)	1.04%	0.57	0.38
Stanley	Burnhope Parish Council	7,800.00	5.9	18.92	111.63	662.00	418.00	(244.00)	(132.37)	1.67%	0.32	0.21
Stanley	Cornsay Parish Council	16,791.00	5.7	61.35	349.69	1,093.00	564.00	(529.00)	(179.31)	1.04%	0.64	0.43
Stanley	Est Parish Council	110,065.68	20.3	76.70	1,557.01	279.00	0.00	(279.00)	1,278.01	-1.14%	(0.58)	(0.58)
Stanley	Greencroft Parish Council	6,215.76	0.9	42.72	38.45	214.00	134.00	(80.00)	(41.55)	0.66%	0.28	0.19
Stanley	Healeyford Parish Council	13,461.00	2.3	25.95	59.69	140.00	61.00	(79.00)	(19.31)	0.14%	0.04	0.02
Stanley	Hedleyhope Parish Council	5,368.95	(1.2)	89.93	(107.92)	0.00	82.00	82.00	(25.92)	0.49%	0.44	0.29
Stanley	Lanchester Parish Council	73,487.21	7.4	49.60	367.04	947.00	440.00	(507.00)	(139.96)	0.19%	0.09	0.06
Stanley	Muggleswick Parish Council	1,200.00	(1.7)	24.74	(42.06)	66.00	82.00	16.00	(26.06)	2.25%	0.56	0.37
Stanley	Satley Parish Council	4,500.00	(0.6)	36.23	(21.74)	0.00	17.00	17.00	(4.74)	0.11%	0.04	0.03
Stanley	Stanley Town Council	818,813.00	57.8	101.10	5,843.58	111,547.00	80,171.00	(31,376.00)	(25,532.42)	3.09%	3.13	2.08
		£ 15,089,511.36	676.00	n/a	£ 73,317.2	£ 1,501,456.0	£ 1,126,044.00	£ (375,412.00)	£ (302,094.76)			
Durham	City of Durham Charter Trust	£ 53,937.40	(1.8)	2.00	(3.60)	6,544.00	4,966.00	(1,578.00)	(1,581.60)			
<div><div>73,313.64</div><div>1,508,000.00</div><div>1,131,010.00</div><div>(376,990.00)</div><div>-25.00%</div><div>(303,676.36)</div></div> <div><div>@rounding</div><div>376,990.00</div><div>@25%</div><div>377,000.00</div></div>												

Report to: Peterlee Town Council

Date: 21st August 2023

Report of: Ian Morris, Chief Officer & Town Clerk

Subject: Disposal of Town Council land – land adjacent to garage/filling station, Essington Way

Report Purpose: This report seeks authority to dispose of Town Council land situated adjacent to the garage/filling station off Essington Way, Peterlee to Easington Tyre and Auto Services Ltd. The proposed disposal is a commercial sale by way of freehold transfer with full title guarantee, with the land not to be used for any other purposes than as a commercial garage.

Background: Members may be aware that Peterlee Town Council has previously agreed in principle to the sale of this land to Easington Tyre and Auto Services. The transaction has been delayed for several years for a number of reasons but the purchaser is now keen to make progress and to acquire the land.

Proposed sale: The site for the proposed lease is set out in the area of the red polygon in Appendix 2 to this document. It is bounded to the north by Horden burn, to the east by the existing garage/filling station and to the west by the Council's playing fields off Lowhills Road. The land is part of a former tree nursery and is currently populated with semi-mature trees. It is not actively used by the Council and is of low public amenity value.

Future use: The detail of the terms of the land transfer are set out in the draft transfer document attached as appendix 3 to this report. The transfer includes a restriction that the land will not be used for any other purpose than as a commercial garage. The transfer also includes a covenant that the land cannot be disposed of by the purchaser without written consent of the Town Council. There is also a 'clawback' clause that provides that if the land is disposed of for purposes other than the permitted use as a garage in the next 99 years the Town Council will receive 80% of any increase in value of that land.

Value: The agreed purchase price is £21,500 + VAT, and I can confirm that following a revaluation of the land in 2023 this figure represents a competitive open-market offer. The purchaser will also pay a sum for the Town Council's legal and survey costs.

Public Notice: As the land in question is part of public open space the General Consent regulations require that the intention to dispose must be advertised for two weeks in a local newspaper. In Autumn 2022 the notice of intention to dispose of the land was placed in the Peterlee Magazine (which is distributed to every residential property in the town) and no comments or adverse representations were received.

Recommendation: Members are recommended to note the contents of this report and resolve to approve the sale of the land identified in Appendix 2 to Easington Tyre and Auto Services Ltd as set out in this report.

Appendix 1: Implications

Finance – The proposed sale of this land will provide a capital receipt of £21,500 for the Town Council. This sum will be held as a capital receipt in the Council's reserves and can only be spent on capital projects in the future;

Staffing – No direct implications.

Risk – No direct implications.

Equality and Diversity, Cohesion and Integration – No direct implications.

Crime and Disorder – no direct implications.

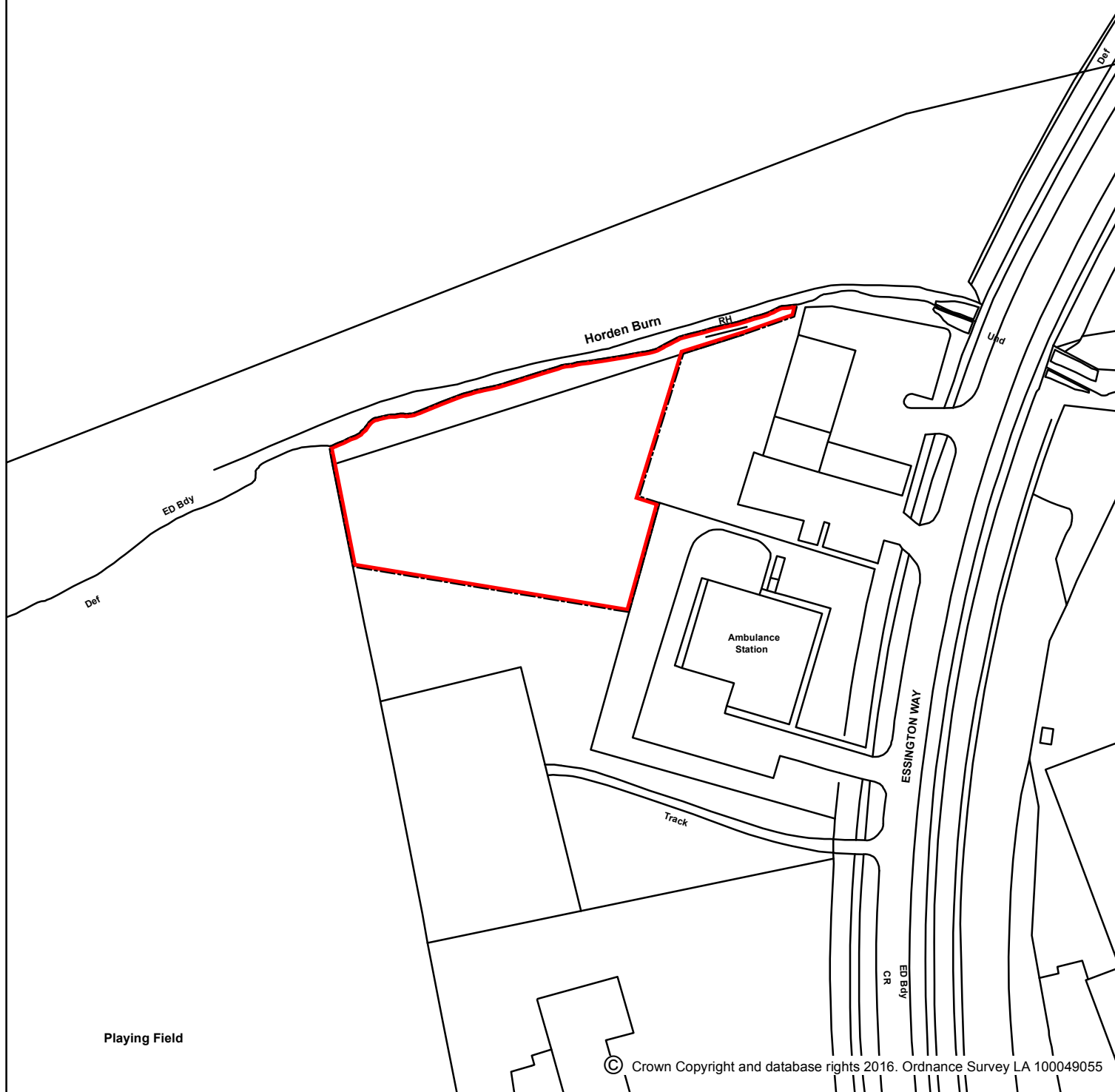
Consultation & Communication – the proposed disposal of the site was advertised in the Peterlee Magazine in Autumn 2022 and no comments or adverse representations were received by the Town Council.

Procurement – the proposed disposal of land has been subject to a prolonged engagement process and the required valuation was conducted by the Valuation Agency Office.

Legal – the legal power for the Town Council to dispose of this land is enshrined within s123 & 126 of the Local Government Act 1972. The process followed for the proposed disposal is compliant with these regulations. The sale documents have been developed by solicitors at Durham County Council.

Appendix 2: Site Plan of land proposed for sale

N



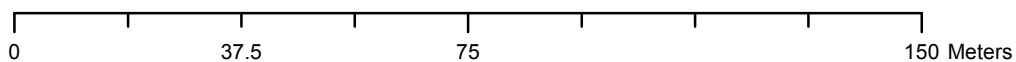
PETERLEE, ESSINGTON WAY - 1.

Plan Ref : ARC-16-328. Scale : 1:1,250

Total Area Verged Red : 3287.195 m², 0.812 Acres or thereabouts.

Based Upon O.S Map : NZ4242. Date: 10/10/2016

UPRN NO : N/A.



IAN THOMPSON
REGENERATION AND LOCAL
SERVICES,
COUNTY HALL,
DURHAM,
DH1 5UJ.
TEL 03000 260 000
ASSET MANAGEMENT DIVISION.

Any parts of the form that are not typed should be completed in black ink and in block capitals.

If you need more room than is provided for in a panel, and your software allows, you can expand any panel in the form. Alternatively use continuation sheet CS and attach it to this form.

Leave blank if not yet registered.

When application for registration is made these title number(s) should be entered in panel 2 of Form AP1.

Insert address, including postcode (if any), or other description of the property transferred. Any physical exclusions, such as mines and minerals, should be defined.

Place 'X' in the appropriate box and complete the statement.

For example 'edged red'.

For example 'edged and numbered 1 in blue'.

Any plan lodged must be signed by the transferor.

Give full name(s) of **all** of the persons transferring the property.

Complete as appropriate where the transferor is a company.

Give full name(s) of **all** the persons to be shown as registered proprietors.

Complete as appropriate where the transferee is a company. Also, for an overseas company, unless an arrangement with Land Registry exists, lodge either a certificate in Form 7 in Schedule 3 to the Land Registration Rules 2003 or a certified copy of the constitution in English or Welsh, or other evidence permitted by rule 183 of the Land Registration Rules 2003.

1	Title number(s) out of which the property is transferred: DU347352
2	Other title number(s) against which matters contained in this transfer are to be registered or noted, if any:
3	<p>Property: Land at Essington Way Peterlee Easington</p> <p>The property is identified</p> <p><input checked="" type="checkbox"/> on the attached plan and shown: Edged red</p> <p><input type="checkbox"/> on the title plan(s) of the above titles and shown:</p>
4	Date:
5	<p>Transferor: Peterlee Town Council</p> <p><u>For UK incorporated companies/LLPs</u> Registered number of company or limited liability partnership including any prefix:</p> <p><u>For overseas companies</u> (a) Territory of incorporation:</p> <p>(b) Registered number in the United Kingdom including any prefix:</p>
6	<p>Transferee for entry in the register: Easington Tyre and Auto Services Limited</p> <p><u>For UK incorporated companies/LLPs</u> Registered number of company or limited liability partnership including any prefix:</p> <p><u>For overseas companies</u> (a) Territory of incorporation:</p> <p>(b) Registered number in the United Kingdom including any prefix:</p>

Each transferee may give up to three addresses for service, one of which must be a postal address whether or not in the UK (including the postcode, if any). The others can be any combination of a postal address, a UK DX box number or an electronic address.

Place 'X' in the appropriate box. State the currency unit if other than sterling. If none of the boxes apply, insert an appropriate memorandum in panel 12.

Place 'X' in any box that applies.

Add any modifications.

Where the transferee is more than one person, place 'X' in the appropriate box.

Complete as necessary.

The registrar will enter a Form A restriction in the register *unless*:

- an 'X' is placed:
 - in the first box, or
 - in the third box and the details of the trust or of the trust instrument show that the transferees are to hold the property on trust for themselves alone as joint tenants, or
- it is clear from completion of a form JO lodged with this application that the transferees are to hold the property on trust for themselves alone as joint tenants.

Use this panel for:

- definitions of terms not defined above
- rights granted or reserved
- restrictive covenants
- other covenants
- agreements and declarations
- any required or permitted statements
- other agreed provisions.

The prescribed subheadings may be added to, amended, repositioned or omitted.

Any other land affected by rights granted or reserved or by restrictive covenants should be defined by reference to a plan.

7 Transferee's intended address(es) for service for entry in the register:

*

8 The transferor transfers the property to the transferee

9 Consideration

- ☒ The transferor has received from the transferee for the property the following sum (in words and figures):
[to be confirmed pending valuation]
- ☐ The transfer is not for money or anything that has a monetary value
- ☐ Insert other receipt as appropriate:

10 The transferor transfers with

- ☒ full title guarantee
- ☐ limited title guarantee

11 Declaration of trust. The transferee is more than one person and

- ☐ they are to hold the property on trust for themselves as joint tenants
- ☐ they are to hold the property on trust for themselves as tenants in common in equal shares
- ☐ they are to hold the property on trust:

12 Additional provisions

Definitions

12.1 In this Transfer:

- 12.1.1 "the Retained Land" means the land remaining in the above-mentioned title
- 12.1.2 words importing one gender shall be construed as importing any other gender
- 12.1.3 words importing the singular shall be construed as importing the plural and vice versa

Any other land affected should be defined by reference to a plan and the title numbers referred to in panel 2.

Include words of covenant.

- 12.1.4 words importing persons shall be construed as importing corporate body and/or a partnership and vice versa
- 12.1.5 where any party comprises more than one person the obligations and liabilities of that party under this transfer shall be joint and several obligations and liabilities of those persons

Rights reserved for the benefit of other land

12.2 There shall be reserved (if required) to the Transferor and its successors in title and all others entitled or authorised by it full rights and liberty:-

12.2.1 To the free running of water soil gas electricity and any other service or supply through the sewers drains watercourses pipes cables wires or other channels or conductors now laid or to be laid during the period beginning with the date hereof and enduring for 80 years (which period shall be the perpetuity period applicable to this clause) in under or over the Property with liberty for the Transferor and others entitled or authorised by the Transferor to enter thereon for the purposes of making connections with repairing renewing maintaining inspecting or cleansing all or any of such sewers drains watercourses pipes cables wires channels or conductors

12.2.2 All rights of drainage passage light and water and all liberties privileges and advantages now used or enjoyed (whether as easements quasi-easements or otherwise and whether or not continuous apparent or reasonably necessary) with the Retained Land

12.2.3 At all reasonable times to enter the Property with or without vehicles for the purpose of inspecting the state and condition of or repairing rebuilding or maintaining adjoining premises or adjoining roadways

the Transferor making good any damage occasioned to the Property by the exercise of the rights of entry reserved by paragraphs 12.2.1 12.2.2 and 12.2.3 above

12.2.4 The right to the Transferor notwithstanding anything to the contrary herein to deal with the Transferor's other lands in such parcels and upon such terms and conditions and subject to or free from any restrictions as the Transferor thinks fit

Restrictive covenants by the transferee

12.3 The Transferee hereby covenants for himself and his successors in title with the Transferor and its successors in title (and where appropriate covenant in pursuance of Section 33 of the Local Government (Miscellaneous Provisions) Act 1982) to observe and perform the covenants contained in this schedule and Part 1 the Schedule of Covenants and Restrictions hereinafter contained

12.3.1 Not to use the property for any other purpose than as a Commercial Garage

Positive Covenants by the Transferee

12.4 The Transferee covenants with the Transferor:

12.4.1 for the benefit of the Retained land, with the intention of binding the property and with the consent of the Transferor to construct fencing to a stock proof condition along points A-B and B-C on the plan. The Transferee to remove any debris and spoil created by the construction of the fencing and thereafter to maintain it in good repair and to stock proof condition.

12.4.2 to observe and perform the covenants and conditions restrictions and stipulations in the Registers of the above mentioned title and to indemnify the Transferor against any costs claims or demands arising from any breach or non-observance or non-performance of the same

Incumbrances

12.5 The Property is transferred subject to:

12.5.1 The rights of any person or service undertaker having an interest in any mains cables wires sewers drains pipes or other conducting media or apparatus which may or might affect the Property or any part or parts thereof

12.5.2 The exceptions of all such (if any) of the mines and minerals under the Property as the Transferor is unable to dispose of and all rights and powers belonging to any owner of the mines and minerals so excepted or of any other mines or minerals in or over the Property sold but so that the Transferee shall be entitled to the benefit of all (if any) rights of compensation which the Transferor may have in respect of damage caused by the exercise of such rights and powers whether such damage has accrued before or after the date hereof

12.5.3 The exceptions reservations rights covenants and conditions and other matters contained mentioned or referred to in the Registers of the above-mentioned title so far as the same are still subsisting and capable of being enforced and affect the Property

12.5.4 All public rights of way whether registered on the definitive map or acquired by long user affecting the Property together with all private rights and easements affecting the Property

Insert here any required or permitted statements, certificates or applications and any agreed declarations and so on.

Other

12.6 It is hereby agreed and declared that:-

- 12.6.1 This Transfer shall not include (save as may be expressly provided) any easements of way drainage light air or other easements or right which would or might interfere with the free use of the Retained Land for building or any purpose whatsoever
- 12.6.2 That for the avoidance of doubt nothing contained herein or implied shall prevent the Transferor from exercising its rights powers duties and obligations in the exercise of its functions as a local authority in the same way as if this Transfer had been made by a third party
- 12.6.3 Nothing contained in this Transfer is to be deemed to operate as an assignment of any benefit of any covenant or covenants imposed at any time by the Transferor or any sale or other disposal of property in this title

SCHEDULE OF COVENANTS AND RESTRICTIONS

PART 1

The Transferee applies to the Chief Land Registrar to enter into the proprietorship register of the title of the Property the following restriction in Land Registry Form NN:

"No disposition of the registered estate (other than a charge) by the proprietor of the registered estate is to be registered without a written consent signed by Peterlee Town Council of Shotton Hall Old Shotton Peterlee County Durham DH1 5UL or their conveyancer or a certificate signed by Peterlee Town Council or their conveyancer that the provisions of paragraphs 3.1 and 9.1 of the Schedule to a Transfer dated _____ and made between Peterlee Town Council (1) _____ (2) have been complied with or that they do not apply to the disposition"

The address for Service of the Transferor shall be:- Peterlee Town Council Shotton Hall Old Shotton Peterlee County Durham DH1 5UL

SCHEDULE

1. PREAMBLE

- 1.1 The purpose of this Schedule is to identify increases in the value of the Property resulting from the grant of planning permission within the period from the date hereof until _____ 2102 and to provide for a proportion of this increase (the "Due Payment") to be paid to the Transferor
- 1.2 This paragraph 1 is an explanatory introduction only and does not override the provisions which follow
- 1.3 If planning permission is granted on or before _____

2102 the amount to be paid by the Transferee (or any subsequent owner) shall be Eighty per cent of the increase in value of the Relevant Property

1.4 The amount of the increase is calculated by assessing the value of the Relevant Property with all planning permissions accrued at the Assessment Date (which is the date of a subsequent sale or other disposal by the Transferee or the date the Transferee implements a planning permission) and deducting from this value the aggregate of the Current Use Value (disregarding any planning permissions or hope value attributable to the possibility of such permissions) the costs incurred in achieving any planning permissions

1.5 If the restrictions on sales are inhibiting the ability to conclude any Disposal until final valuations are known a Provisional Payment may be paid to facilitate a transaction and the appropriate adjustments will be made when the final figures are available

1.6 The provisions are to remain binding upon successive owners of the Property

2. DEFINITIONS

2.1 "Assessment Date" means in relation to each Trigger Event either

2.1.1 the date of a Disposal affecting the Relevant Property or any part thereof or

2.1.2 the date four weeks after a material operation is effected to implement the planning permission which is the subject of the Trigger Event

whichever shall occur first following each Trigger Event (and for the avoidance of doubt the Assessment Date may occur after)

2.2 "Clawback Sum" means the excess (if any) of the Enhanced Value of the Relevant Property over the aggregate of the Current Use Value of the Relevant Property

2.3 "Current Use Value" of the Relevant Property means either

2.3.1 the Market Value of the same (as agreed between the Transferee and the Transferor or in the absence of agreement determined in accordance with paragraph 8 of this Schedule) on the Assessment Date but disregarding all elements of Market Value attributable to any planning permission (except in

relation to any such planning permission in respect of which an Assessment Date has previously occurred or which had been granted prior to the date of this Deed) or the prospects of obtaining any planning permission (including in particular the Trigger Event) affecting the Relevant Property or any other part of the Property or any other property in the vicinity thereof or

2.3.2 the Original Purchase Price of the Relevant Property whichever is the higher

2.4 "Disposal"

means

2.4.1 a conveyance or transfer of the freehold

2.4.2 a grant of a lease or

2.4.3 any other transaction or

2.4.4 any other transaction or arrangement (including an agreement for sale or lease which is or has become unconditional) relating to a Relevant Property (or an interest therein) whereby money or moneys' worth becomes payable (whether immediately or otherwise) but excluding a tenancy or licence granted for agricultural purposes

2.5 "Due Payment"

means 80 per cent of the Clawback Sum in the case of it becoming payable as a result of a Trigger Event occurring on or before 2102

2.6 "Enhanced Value"

of the Relevant Property means either:-

2.6.1 the Market Value of the same (as agreed between the Transferee and the Transferor or in the absence of agreement determined in accordance with paragraph 8 of this Schedule) on the Assessment Date less the Qualifying Expenditure properly attributable to the Relevant Property or

2.6.2 if the Assessment Date occurs as a result of a sale of the freehold of the Relevant Property (without any other property) at arms length in the open market

and upon terms which do not reserve any right to the payment of any sums or other consideration after the date of such sale the consideration (excluding Value Added Tax) payable thereunder less the Qualifying Expenditure properly attributable to the Relevant Property

2.7 "Trigger Event"

means the grant on or before 2102 of planning permission (whether at first instance or following any appeal) for any development upon the Property or any part thereof provided that if the planning permission the subject of the Trigger Event expires without an Assessment Date having occurred in respect thereof then it shall be deemed that such Trigger Event shall not have occurred

2.8 "Original Purchase Price" of the Relevant Property" means the purchase price referred to in Panel 8 of this Transfer divided by the acreage of the Property and multiplied by the acreage of the Relevant Property

2.9 "Provisional Payment"

means the gross proceeds of sale of the Relevant Property (or if the same is not sold at market value the Market Value thereof) less the aggregate of:-

2.9.1 the proper legal and surveyor's fees attributable to the Disposal and

2.9.2 the Original Purchase Price of the Relevant Property and

2.9.3 an inflationary allowance calculated at 2% per annum (and so in proportion for any part of the year) compounded with annual rests on the figure in paragraph 2.9.2 above and

2.10 "Qualifying Expenditure" means any reasonable fees and charges (and Value Added Tax so far as it is irrecoverable) reasonably and necessarily incurred by the Transferee by the date of the Trigger Event to secure the planning permission the subject of the Trigger Event

provided that where the planning permission relates to land in addition to the Relevant Property only a due proportion properly attributable to the Relevant Property (as agreed between the Transferee and the Transferor or in the absence of agreement determined in accordance with paragraph 8 of this Schedule) shall be applicable

2.11 "Relevant Property" means the part of the Property (including the whole as the case may be) which is the subject of the Trigger Event

2.13 "Market Value" means market value as defined by The Statements of Asset Valuation Practice issued from time to time by the Royal Institution of Chartered Surveyors

2.14 In this Schedule "the Transferor" means Peterlee Town Council or the person from time to time entitled to the benefit of the provisions of this Schedule and "the Transferee" means Easington Tyre and Auto Services Limited and his successors in title to the Property or the relevant part thereof

2.15 In this Schedule "planning permission" "development" and "material operations" shall have the meanings ascribed to them respectively in the Town and Country Planning Act 1990

2.16 Any reference in this Schedule to a statute shall include any statutory modification or re-enactment of such statute and any regulation or order made pursuant to such statute

3. PAYMENT

3.1 Upon each Assessment Date the Transferee shall pay the Due Payment to the Transferor

3.2 If a Due Payment has not been ascertained upon the Assessment Date (which arises as a result of a sale in the circumstances described in paragraph 2.6.2 of this Schedule) and the Transferee elects to have discharged all inhibitions in this Deed on it effecting that relevant Disposal (arising by virtue of the requirement that no Disposal shall take place without the Due Payment being paid to the Transferor) it shall be entitled to pay the Provisional Payment to the Transferor whereupon the provisions of paragraph 5.2 of this Schedule shall come into effect

3.3 The Transferee shall not complete any Disposal without paying either the Due Payment or the Provisional Payment

3.4 The Transferee shall notify the Transferor of every Trigger Event not later than 14 days thereafter (and shall at the

same time supply the Transferor with a copy of the relevant planning permission)

- 3.5 The Transferee shall notify the Transferor at least 14 days prior to every Assessment Date and shall at the same time supply the Transferor with the Transferee's reasonable estimate of:

3.5.1 the Open Market Value of the Relevant Property on the Assessment Date calculated in accordance with paragraph 2.3.1 of this Schedule

3.5.2 the Qualifying Expenditure properly attributable to the Relevant Property and

together with (in the case of a Disposal) full details of the terms and conditions of such Disposal and certification as to whether the Disposal is a sale in the circumstances described in paragraph 2.6.2 of this Schedule

- 3.6 Upon written request by the Transferor following any notification under paragraph 3.5 above or the occurrence of any Assessment Date the Transferee shall within 28 days of such request at its own cost provide to the Transferor a written valuation from an independent firm of chartered surveyors which shall contain that firm's opinion as to

3.6.1 the Current Use Value of the Relevant Property as at the Assessment Date and

3.6.2 the Enhanced Value of the Relevant Property as at the Assessment Date

- 3.7 Until 2102 the Transferee shall use the Property for the purposes of a Commercial Garage and filling station (in respect of any Relevant Property only and provided that the Transferee is not in breach of any of the provisions contained in this Schedule) the use authorised by the planning permission the subject of the Trigger Event

- 3.8 Upon written request by the Transferor (but not more frequently than once every twelve months) the Transferee shall certify in writing whether or not during the period since either the date of the last such certificate relating to that part of the Property owned by the Transferee or (if no such certificate has previously been supplied) the date of this Transfer there has occurred in relation to the Property (or that part then or within such period belonging to the Transferee) any Trigger Event or any Assessment Date and if any such certificate shall reveal the occurrence of a Trigger Event or an Assessment Date not previously notified to the Transferor pursuant to paragraphs 3.4 and 3.5 above the Transferee shall at the same time supply to the Transferor the information required to be supplied under those paragraphs

4. SUBSEQUENT DISPOSALS AND TRIGGER EVENTS

The provisions of this Schedule shall apply to each Trigger Event affecting any part of the Property on or before 2102 The fact that an Assessment

Date may have occurred in respect of part of the Property shall not expressly or impliedly release the balance of the Property from the provisions of this Schedule nor shall it release the Relevant Property from the provisions of this Schedule

5. ADJUSTMENTS

- 5.1 If upon any Assessment Date the Transferee fails to pay the Due Payment then (subject to paragraph 5.2 below) the same shall carry interest at the rate of 4% per annum above the base rate of The Co-operative Bank Plc from time to time which shall be compounded with quarterly rests and continue to accrue until the Due Payment together with all interest accrued thereon is paid
- 5.2 If on the Assessment Date a Provisional Payment is made in accordance with paragraph 3.2 of this Schedule no interest shall accrue (subject to Paragraph 5.3 below) as soon as the Due Payment has been agreed or in the absence of agreement determined in accordance with paragraph 8 of this Schedule then if the Provisional Payment was a greater sum the excess shall be refunded by the Transferor to the Transferee and if the Provisional Payment is a lesser sum then the deficiency shall be paid by the Transferee to the Transferor in each case within 14 days of the agreement or determination of the correct figure
- 5.3 Payments under paragraph 5.2 above which are not paid within the said 14 day period shall bear interest with effect from the end of the said 14 day period at the rate and in accordance with the provisions set out in paragraph 5.1 above
- 5.4 If a Due Payment is not made on the relevant Assessment Date where there has been no Disposal and the Enhanced Value has not been agreed or determined (but if the only element in the Enhanced Value that has not been determined is the Qualifying Expenditure then the Enhanced Value shall be deemed to have been determined for the purposes of this paragraph) then for the period of one month following the Assessment Date the rate of interest shall be the base rate of Co-operative Bank Plc in lieu of the rate referred to in paragraph 5.1 above but thereafter the rate of interest shall be the rate referred to in paragraph 5.1 above

6. PROVISION OF INFORMATION

- 6.1 The Transferee shall forthwith supply the Transferor free of charge with a copy of any information in the possession or control of the Transferee which relates to any matter the subject of the provisions of this Schedule or which otherwise is or may be relevant for the purposes of determining whether a Due Payment is or may be payable and if so the amount thereof
- 6.2 The Transferee shall permit the Transferor and its authorised agents upon reasonable notice to enter upon and inspect the Property for any purposes in

connection with the provisions contained in this Schedule

7. NOTICES

- 7.1 Any written notice to be given pursuant to the provisions of this Schedule will be validly served if sent by registered or recorded delivery post to the address of the person to whom it is addressed
- 7.2 Any notice sent in accordance with paragraph 7.1 above will be conclusively treated as having been served on the third working day after posting (excluding the day of posting)
- 7.3 The provisions for postal service set out above are not to prevent any other effective form of service such as facsimile

8. DISPUTES

Any dispute between the Transferee and the Transferor as to any matter affecting or relating to the provisions of this Schedule may be referred by either of them to an independent chartered surveyor for determination such surveyor (in the absence of agreement between the Transferee and the Transferor) to be appointed by or on behalf of the President for the time being of the Royal Institution of Chartered Surveyors and such surveyor shall make a determination on all the matters which have not been agreed and that are required to be determined for the purposes of this Schedule His determination shall be made acting as expert and not as arbitrator and he shall determine who should be responsible to pay his costs (but failing any determination of such issue as to costs his costs shall be borne by the Transferee and the Transferor in equal shares)

9. SUCCESSORS IN TITLE

- 9.1 The Transferee shall not on or before 2102 convey or transfer the freehold or grant a lease (excluding an agricultural tenancy from year to year) of the Property or any part thereof to any person (which for the avoidance of doubt under this paragraph 9 includes a corporate body or any other legal entity) without obtaining from such person a covenant in favour of the Transferor to comply fully with the provisions of this Schedule (including this paragraph 9) in relation to that part of the Property (including the whole as the case may be) the subject of such conveyance transfer or lease
- 9.2 The Transferee shall furnish the Transferor with a duplicate of every instrument giving effect to any such conveyance transfer or lease as is referred to in paragraph 9.1 above such duplicate instrument to be duly stamped executed by every person covenanting thereunder in favour of the Transferor and supplied to the Transferor within six weeks from the date of execution thereof
- 9.3 The Transferee shall pay the reasonable costs and expenses incurred by the Transferor in connection with

any request by or on behalf of the Transferee for the Transferor to approve in advance a draft of any instrument referred to in paragraph 9.2 above or any related matter

9.4 Provided that the Transferee (in this paragraph 9.4 meaning the person disposing of all its estate and interest in the Property or (as the case may be) any part thereof) has fully complied with all of its obligations under the provisions of this Schedule (including under this paragraph 9 but (in circumstances where the Transferee has made a Provisional Payment under paragraph 3.2 of this Schedule and the Due Payment has not yet been agreed or determined) excluding the obligations under paragraphs 5.2 and 5.3 of this Schedule)

9.4.1 the Transferee shall have no further liability under the provisions of this Schedule (except (if applicable) under paragraphs 5.2 and 5.3 of this Schedule) once it has disposed of all its estate and interest in the Property or in the case of a disposal of all its estate and interest in part of the Property no further liability thereunder (except as aforesaid) in respect of that part of the Property (but without prejudice to the Transferee's subsisting liability thereunder in respect of the remainder of the Property) and

9.4.2 the Transferor will upon written request from the Transferee (which shall be accompanied by a certificate in writing from the Transferee certifying that the Transferee has fully complied with all of its obligations (except (if applicable) under Paragraph 5.2 and 5.3 of this Schedule) under the provisions of this Schedule) at the cost of the Transferee provide its written consent to any disposition of or dealing with the Property or any part thereof by the Transferee

The transferor must execute this transfer as a deed using the space opposite. If there is more than one transferor, all must execute. Forms of execution are given in Schedule 9 to the Land Registration Rules 2003. If the transfer contains transferee's covenants or declarations or contains an application by the transferee (such as for a restriction), it must also be executed by the transferee.

If there is more than one transferee and panel 11 has been completed, each transferee must also execute this transfer to comply with the requirements in section 53(1)(b) of the Law of Property Act 1925 relating to the declaration of a trust of land. Please refer to [Joint property ownership](#) and [practice guide 24: private trusts of land](#) for further guidance.

13 Execution

EXECUTED as a DEED
By PETERLEE TOWN COUNCIL

SIGNED AS A DEED

.....
TOWN CLARK

SIGNED AS A DEED

.....
TOWN COUNCILLOR

SIGNED as a DEED by
Easington Tyre and Auto Services Limited
in the presence of:

DIRECTOR



WARNING

If you dishonestly enter information or make a statement that you know is, or might be, untrue or misleading, and intend by doing so to make a gain for yourself or another person, or to cause loss or the risk of loss to another person, you may commit the offence of fraud under section 1 of the Fraud Act 2006, the maximum penalty for which is 10 years' imprisonment or an unlimited fine, or both.

Failure to complete this form with proper care may result in a loss of protection under the Land Registration Act 2002 if, as a result, a mistake is made in the register.

Under section 66 of the Land Registration Act 2002 most documents (including this form) kept by the registrar relating to an application to the registrar or referred to in the register are open to public inspection and copying. If you believe a document contains prejudicial information, you may apply for that part of the document to be made exempt using Form EX1, under rule 136 of the Land Registration Rules 2003.

Contract for the Provision of Internal Audit Services

Contract overview

Contract for the provision Internal Audit Services.

Contract from 28 February 2023 to 31 January 2025.

Price

Service	Day Rate (£)
Review/document client systems – based on a max of a one day visit Then £1,400 per visit – One day onsite/one day report writing. The number of visits could be scaled up or down depending upon the size and complexity of the individual council. This is based on the work being undertaken July/August and the November/December.	£600/day £1,400 per one day onsite plus one day report writing All costs are <i>exclusive</i> of VAT.

Supplier details

Clive Owen LLP

Chris.beaumont@cliveowen.com

01325 349700 / 01642 548830

How to order

Orders are to be placed direct to the supplier using your usual systems.

All contract management is the responsibility of the client.

Procurement contact details

For further information on Durham County Council Procurement SLAs please contact Durham County Council Corporate Procurement:

Email - corporate.procurement@durham.gov.uk Tel - 03000 268987



Peterlee Town Council
Internal Assurance Work
Programmes
2023-24

The Financial Regulations Manual for Peterlee Town Council governs the conduct of financial management by the council. It is one of the council's three governing policy documents providing procedural guidance for members and officers.

Financial Regulations are one of the Council's three governing policy documents providing procedural guidance for Members and Officers. Financial Regulations must be observed in conjunction with the Council's Standing Orders and any individual Financial Regulations relating to contracts and procurement.

The Council is responsible in law for ensuring that its "financial management is adequate and effective" and that the Council has a "sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk".

The Council's accounting control systems must include measures:

- for the timely production of monthly and quarterly financial information;
- that provide for the safe and efficient safeguarding of public money;
- to prevent and detect inaccuracy and fraud; and
- identify the duties of Officers.

At least once a year, prior to approving the Annual Governance and Accountability Return (AGAR) the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

Internal assurance plays an important part in assessing and devising a plan to respond to any risks.

Section 3 of the Financial Regulations refers to the requirement and purpose of the internal audit services.

The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.

The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.

The internal auditor shall:

- *be competent and independent of the financial operations of the council;*
- *report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;*
- *to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and*
- *have no involvement in the financial decision making, management or control of the council.*

To respond to the varying risks faced across the sector we have produced the following internal assurance work programme for the upcoming year. This will allow for the Resources committee to direct the testing to those areas they perceive to be of most importance or highest risk.

The internal assurance work will also assist the Council in completion of the Annual Governance and Accountability Return and to confirm compliance with the Joint Panel on Account ability and Governance Practitioners Guide March 2023.

The table below sets out the various potential work programmes and there is a separate section that follows on each of the areas which explains the work covered.

Area
Month end procedures
Budgeting and financial management
Procurement
Income Collection and Cash Security
HR and staffing
Payroll
GDPR and Data Protection Compliance
Risk management and insurance
VAT returns
Regularity and Compliance

Time allocations for each of the above areas will be discussed on an individual client by client basis.

In addition to the options that you select above, at each visit we will undertake the following work:

- Consider responses to previous recommendations;
- Review any amendment to your financial regulations manual; and
- Review minutes of governing body and finance meetings for any relevant matters.

If you have any queries or would like further information on anything in this document, please do not hesitate to contact your usual Clive Owen LLP contact.

Month End Procedures

Our work programme in this area will give assurance over the following areas through reviewing the robustness of procedures, the effectiveness of controls and the sampling of transactions to ensure operating as planned.

- Are opening balances correct and have funds been carried forward correctly in the accounting system;
- Consider appropriateness of accounting system and nominal ledger for the size and structure of the Council;
- Where a change of accounting system, ensure balances have been brought across correctly;
- Review of any funds not held in the accounting system and consider appropriateness of treatment;
- Review of bank reconciliation preparation and authorisation, including actions taken against older items;
- Process for reconciling any other bank deposits;
- Review of bank statements during the period of review for unusual items;
- Should the authority have a bank balance in excess of £100,000 is there a suitable investment strategy in place?
- Review of control account reconciliations and authorisation;
- Review of petty cash reconciliations and control procedures;
- Review of process for identifying accruals and deferred income, prepayments and accrued income, other debtors, and other creditors. Ensure latest balances are appropriately calculated;
- Review of nominal ledger for large or unusual miscellaneous income codes, consider appropriateness of treatment;
- Review other income / other grants to ensure appropriate and meaningful allocation;
- Review of financial procedures manual and compliance of key process flows with documented procedure;
- Review of fixed asset policy. Compare with fixed asset register and ensure all additions are appropriately identified and capitalised;
- Incorporate a review of key expenditure codes such as repairs and IT costs;
- Review asset depreciation policies for reasonableness;
- Review fixed asset register to ensure it includes all key information such as funding source;
- Ensure that all long term investments (those for over a 12-month period) are covered by the Investment Strategy and are reported as assets in the AGAR at section 2, line 9
- Review whether management accounts are prepared monthly;
 - what is included and what should be included.
 - Who shared with,
 - how often discussed at board meetings?

Budgeting and Financial Management

Our work programme in this area will give assurance over the procedures that are detailed in section 4 of the Financial Regulations through reviewing the robustness of procedures, the effectiveness of controls and the sampling of transactions to ensure compliance.

- How does the Council ensure that the Authority remains a going concern and ensure rigour and scrutiny in financial management?
- Review how the Council demonstrates sound internal control, risk management, and assurance processes around financial management;
- Has the Council ever been overdrawn at the bank?
- Review the procedures followed in preparation of financial reports prior to issuing to the Resources Committee;
- Consider adequacy of budgeting process in terms of detail produced and time period considered;
- Undertake a review of the budgeting financial forecasts including how they are prepared, including consideration of the data used for income streams, wages and salaries costs, other costs, asset replacement cycles, future contingencies;
- Review whether the Council have approved a budget and any significant changes for the new upcoming financial year?

The Resources Committee should have reviewed its three year forecast of revenue and capital receipts and payments. Having regard to the forecast, it should formulate and submit proposals for the following financial year to the council not later than the end of December each year including any proposals for revising the forecast (as per section 4.1 of the Financial Regulations)

Was this prepared by the Responsible Financial Officer (RFO) by the end of January 2023 for the 2023-24 financial year for Council consideration (as per 4.2 of the Financial Regulations)?
Was this formally minuted at the meeting?

- Review whether adequate long-term financial planning (such as 3-year budget) is evidenced and discussed in the minutes of meetings (as per section 4.3 of the Financial Regulations)
- Ensure that the authority has sought and obtained appropriate DMO approval for all loans acquired
- Ensured that the authority has accounted for the loan appropriately (i.e., recorded the full value of the loan. Any arrangement fee should be regarded as an admin expense) in the year of receipt
- Ensure that the combined principal loan repayment and interest for the year is correctly recorded in the AGAR at section 2 line 5
- Ensure that the outstanding loan liability as at 31st March each year is correctly recorded in the AGAR at section 2, line 10 (value should be verified via the DMO website)
- Where the Authority has issued loans to local bodies, they should ideally seek signed indemnities from the recipient body, or their members, agreeing to underwrite the loan debt
- Review whether management accounts are required to be created (if annual turnover exceed £200,000) – are they prepared monthly on an income and expenditure basis to facilitate budget reporting;

- what is included?
- Who are these shared with?
- Are these financial reports discussed at board meetings?
- IAs should ensure that, all relevant criteria are met (receipts and payments each totalled less than £25,000)
 - the correct exemption certificate was prepared and minuted in accordance with the statutory submission deadline
 - that it has been published, together with all required information on the Authority's website and noticeboard

Procurement

Our work programme in this area will give assurance over the following areas through reviewing the robustness of procedures, the effectiveness of controls and the sampling of transactions to ensure operating as planned in line with section 7 and section 11 of the Financial regulations).

- Select an appropriate number of invoice payments and orders made within the year and ensure:
 - order correctly authorised
 - that the order has been placed with an appropriate supplier
 - goods or services have been certified as received
 - invoice agrees to order
 - invoice correctly authorised for payment
 - payment correctly recorded in accounting system
 - consider whether transaction is part of a series of transactions, and ensure that authorisation is appropriate for size of whole order
- How does the Council demonstrate that it continually seeks Value for Money and achieves efficiencies in its procurement of goods and services?
- Review of contract review schedule and contracts contained therein;
- Review of documented financial procedures for procurement;
- Review of quotation and tender limits and adherence to these;
- Review a sample of invoice transactions to ensure that they have been entered on the finance system showing the net amounts and the VAT element (where applicable);
- Review a sample of debit / credit card transactions to ensure that they have been entered on the finance system showing the net amounts and the VAT element (where applicable);
- Select an appropriate sample of expense claims for mileage / hotels / meals etc, agree to supporting documentation, ensure appropriately authorised and correctly posted onto the accounting system;
- Review procedures for transactions with related parties;
- Review of petty cash procedures and transactions (in compliance with section 7.22 of the Financial regulations);
- Review of a sample of nominal ledgers for compliance with procedures;

Income Recording and Cash Security

Our work programme in this area will give assurance over the following areas through reviewing the robustness of procedures, the effectiveness of controls and the sampling of transactions to ensure operating as planned as detailed in section 10 of the Financial Regulations.

- Review of income streams received by the Council;
- Verification of a sample of cash receipts and remittances to source documentation and correct entry on the main accounting systems;
- Review of process for recording income from receipt of income to entering on financial system to ensure coding is appropriate;
- Review of nominal code structure for income and appropriateness thereof;
- Review a sample of nominal codes to ensure correct recording of income;
- Review processes for raising sales invoices and ensuring appropriate VAT treatment;
- Review processes for recovering and recording of debtor balances;
- Review of process for safeguarding cash and cheques prior to banking;
- Review banking process to ensure minimises risk to the Council and employees (in line with sections 10.5 and 10.6 of the Financial regulations);
- Review of processes for setting prices on other income such as a Scale of Charges;
- Review of physical cash income received and procedures to evidence receipt such as cash floats for bars, catering etc (in line with section 10.9 of the Financial regulations);
- Where bar or catering facilities are in place ensure that appropriate cashing up procedures are in place and reconcile the physical cash takings to the “Z” total readings and investigate any discrepancies.

Human Resources and Staffing / Recruitment

Our work programme in this area will give assurance over the following areas through reviewing the robustness of procedures, the effectiveness of controls and the sampling of transactions to ensure operating as planned and in line with legislation.

- Review of appropriateness of staff appointment process, from identification of job need to completion of interviews;
- Review whether there is a formal induction process in place for new members of staff and what it incorporates;
- Review if safer recruitment training been undertaken by any senior members of staff/
If so who and when;
- Has evidence of the training been retained on personnel files by the Council?
- Review personnel files to ensure content retained is following legislation;
- Review procedures for vetting new employees and recording details on personnel files and adherence to these;
- Review the processes in place to notify the payroll provider of any amendments to contracts / new starters / leavers and verify that these are followed in line with GDPR. Are changes authorised appropriately?
- Ensure that salaries paid are in accordance with signed contract, or agreed variations;
- Review of process for responding to HR issues and advice sought;
- Review of Authority policy on sickness absence and return to work and adherence to this;
- Has the Council a Pay Policy in place;
- What are the processes for reviewing staffing structures and pay awards;
- Review if a single central record of all staff checks is maintained?

Payroll

Our work programme in this area will give assurance over the following areas through reviewing the robustness of procedures, the effectiveness of controls and the sampling of transactions to ensure operating as planned in accordance with section 8 of the Financial regulations.

- Review of procedures for notifying payroll of monthly payments and adherence to these;
- Review of procedures for notifying payroll about starters and leavers and adherence to these;
- Review of procedures for approval of payroll and adherence to these;
- Review of controls around access to payroll information;
- Review of payroll payments in comparison to staffing chart;
- Review of payments process and adherence to this;
- Review of process for making any payments in kind;
- Review for any conflict of interest in payroll or expense authorisation process;
- Check a sample of salaries paid back to personnel files and pay scales;
- Check a sample of amendments to ensure authorised and agrees to authorised documentation;
- Test check a sample of payroll deduction calculations;
- Test check a sample of pension deductions to ensure at correct rates;
- Select a sample of starters and agree
 - details to offer letter,
 - agree pension banding;
- Review balance sheet payroll reconciliations to ensure appropriately prepared;
- Review expenditure payroll reconciliations to ensure appropriately prepared;
- Review procedures for amending staff bank account details.
- Review payroll records and ensure no payments are made to Authorityees for their role as Authorityee, unless made in line with the Charity Commission guidance.

GDPR and Data Protection

Our work programme in this area will give assurance over the following areas through reviewing the robustness of procedures, the effectiveness of controls and the sampling of transactions to ensure operating as planned.

- Ensure appropriate registration with Information Commissioner;
- Who has been tasked with taking the lead on GDPR implementation and compliance?
If so, who?
Are they aware of the GDPR requirements and have they completed suitable training;
- Are there records of any GDPR training undertaken?
- Review of processes for storage of personal data;
- Review of security measures over the storage and retention of data;
- Review of process for deciding whether to appoint a data protection officer;
- Review of guidance and training programme given to staff regarding data protection;
- Confirm how staff and governors are made aware of their Data Protection and Security procedures and requirements relating to the safeguarding personal and sensitive data?
Is this covered as part of induction processes?
- Review of Data Protection Policy if adopted;
- Review of process for issuing privacy notices to employees;
- Review of the guidance and security over usage of portable IT equipment such as laptops or memory sticks;
- Has the Council adopted a separate Data Breach Management Policy to detail how any data breaches will be identified, reported, and managed?
- Has a person been tasked with dealing with SARS and FOI requests and are they aware of required timescales and procedures?
- Has a data audit been undertaken?
If so when and by whom?
- Has the school a GDPR file where all documentation is stored for ease of viewing?

Risk Management and Insurance

Our work programme in this area will give assurance over the following areas through reviewing the robustness of procedures, the effectiveness of controls and the sampling of transactions to ensure operating as planned in accordance with sections 17 and 19 of the Financial regulations.

- Have the Council put in place a Risk Management Strategy setting out the overall arrangements, roles, and responsibilities on risk management?
Has it been reviewed at least annually (as per section 19.1 of the Financial regulations)
- Have management and senior leaders of the Council and those with designated responsibilities in the Risk Management Strategy undertaken any form of Risk Management training?
- Review of Authority risk register and the designated responsibility for its updating;
- Review of processes and agreements for the tolerance of risks;
- Review of processes for consideration of risk reduction;
- Review of complete fixed asset register;
- Review of complete asset inventory list;
- Does the Council maintain a record of IT equipment that has been allocated or loaned to staff?
- Review of security procedures and school access, including access granted to keyholders and any non-employees;
- Review usage of safes and other security measures;
- Review of adequacy of insurance levels in terms of value of assets and activities of the Council;
- Review whether copies of appropriate insurances are checked for third parties such as contractors.

VAT, Corporation tax and other taxes

Our work programme in this area will give assurance over the following areas through reviewing the robustness of procedures, the effectiveness of controls and the sampling of transactions to ensure operating as planned.

- Review VAT position and ensure correct methodology is being adopted by the authority;
- Review workings to ensure VAT is being correctly reclaimed;
- Review a sample of invoice and credit card transactions to ensure that they have been entered on the finance system showing the net amounts and the VAT element (where applicable);
- Review to confirm that the authority is benefitting from reduced VAT rate of 5% on energy bills.
- Review other income streams to consider if any trading activities that could be subject to Corporation tax;

Regularity and Compliance

Our work programme in this area will give assurance over the following areas through reviewing the robustness of procedures, the effectiveness of controls and the sampling of transactions to ensure operating as planned.

- IAs should review the Authority's website ensuring that all required documentation is published in accordance with the relevant legislation;
- IAs should acquire / examine a copy of the required "Public Notice" ensuring that it clearly identifies the statutory 30 working day period when the Authority's records are available for public inspection;
- IAs may also check whether councils have minuted the relevant dates at the same time as approving the AGAR;
- IAs should ensure that the statutory disclosure / publication requirements in relation to the prior year's AGAR have been met as detailed on the front page of the current year's AGAR;
- Confirm that all charities of which the council is a Trustee are up to date with CC filing requirements
 - that the council is the sole trustee on the Charity Commission register
 - that the council is acting in accordance with the Trust deed
 - that the Charity meetings and accounts recorded separately from those of the council
 - review the level and activity of the charity and where a risk based approach suggests such, review the Independent Examiners report

Peterlee Town Council 3 Year Audit Programme

Internal Audit Services	Year 1	Year 2	Year 3
Strategic Audit Plan	2023-24	2024-25	2025-26
Corporate Governance Risks			
Corporate Governance Arrangements	1	1	1
Risk Management Arrangements	1	1	1
General Power of Competence	1	1	1
Financial Management Procedures			
Key Financial Systems such as: - Accounts Payable - Accounts Receivable - Payroll - Income Collection and Cash Security - Main Accounting - Budgeting and Financial Management - VAT - Asset Management - Month End Accounting and Reporting Procedures	5	5	5
HR and Staffing / Recruitment	1		
Shotton Hall Bar and Catering	1		1
Activities and Events	1		
Leisure Gardens		1	
Members Allowances		1	
Use of Community Buildings		1	
Project Management			1
General Data Protection Regulations (GDPR)			1
Management			
Service Support	2	2	2
TOTAL DAYS	13	13	13



**HEADS OF TERMS – LEASE
(SUBJECT TO CONTRACT AND
COUNCIL APPROVAL)
IN RESPECT OF LAND AT SHOTTON
HALL, OLD SHOTTON, PETERLEE,
COUNTY DURHAM, SR8 2PH**

UPRN: TBC

Date: 25th April 2023

1.	DEMISE:	<p>The leased area is shown edged red on the attached plan, which is for information only and may be subject to change.</p> <p>The access route is shown coloured brown.</p>
2.	LANDLORD:	<p>Peterlee Town Council Shotton Hall Old Shotton Peterlee County Durham SR8 2PH</p>
3.	TENANT:	<p>The County Council of Durham County Hall Durham DH1 5UL</p>
4.	TERM:	<p>Lease to be granted for a term of 3 years at the earliest convenience (exact timing to be confirmed).</p>
5.	LANDLORD & TENANT ACT:	<p>The Lease will be granted inside of the Security of Tenure provisions of the Landlord & Tenant Act 1954 part II (Sections 24-28).</p>
6.	RENT:	<p>ONE PEPPERCORN</p>
7.	RENT REVIEW:	<p>No rent review provision.</p>
8.	ALIENATION:	<p>Not to assign, sub-let or part with possession of part only of the demised</p>

		premises. Not to assign, sub-let or part with possession of the whole of the demised premises without the Landlord's prior written consent.
9.	REPAIR:	The Lease is to be drawn on a full repairing and insuring basis.
10.	RATES/OUTGOINGS:	The Tenant will be responsible for the payment of any rates and outgoings associated with the use of the property.
11.	ALTERATIONS:	No future extensions, improvements or alterations are to be carried out without the Landlord's approval to plans and specifications, such approval not to be unreasonably withheld. The Landlord reserves the right for the land to be reinstated at the end of the term.
12.	USE:	To be used as Electrical Vehicle Charging Points with associated access only.
13.	PLANNING:	Tenant to obtain necessary planning permission (if applicable).
14.	INSURANCE:	The Tenant is to indemnify the Landlord against any claims which may arise as a result of the grant of the Lease.
15.	RIGHT OF WAY:	The Tenant shall not interfere with the any Public Rights of Way which cross the property.
16.	PROFESSIONAL FEES:	Each part to pay their own reasonable Legal and Surveyors Fees incurred with the Lease.
17.	CONDITIONS:	Subject to Contract Subject to Council Approval

I confirm that **Peterlee Town Council** hereby agree to the above terms.

Signed: _____ (Authorised Signatory for and
on behalf of Landlord)

Print Name: _____

Position: _____

Date: _____

DRAFT

EV Bay Specification

Mer Charging UK

Overview

Individual EV Bay Dimensions: 5000mm x 3000mm (L x W)

Walkway Dimensions: 5000mm x 1200mm

Overall Dimensions: 5000mm x 7200mm

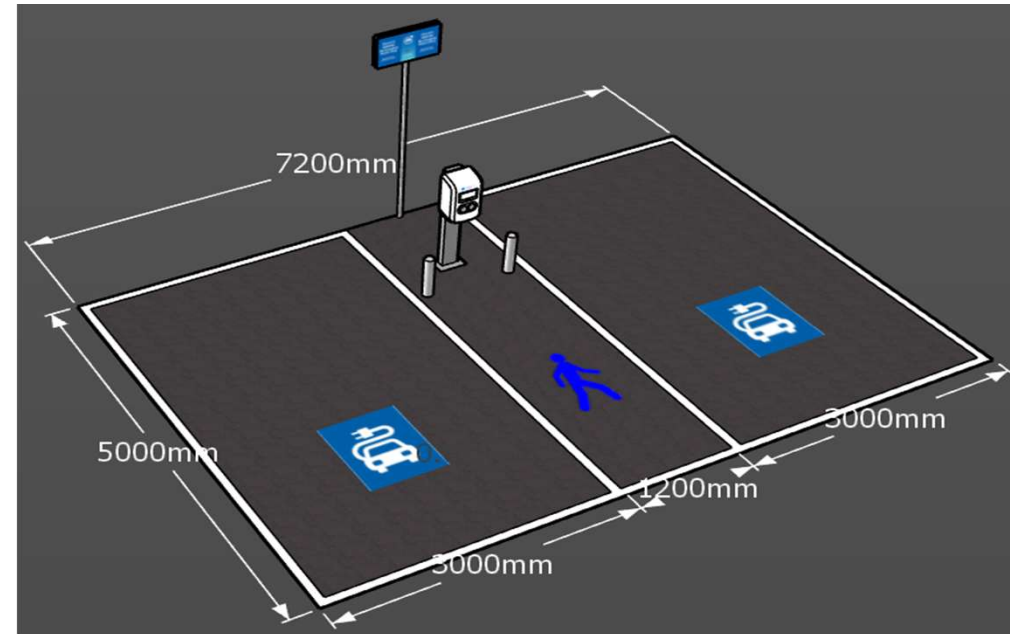


Figure 1: Expected EV bay layout

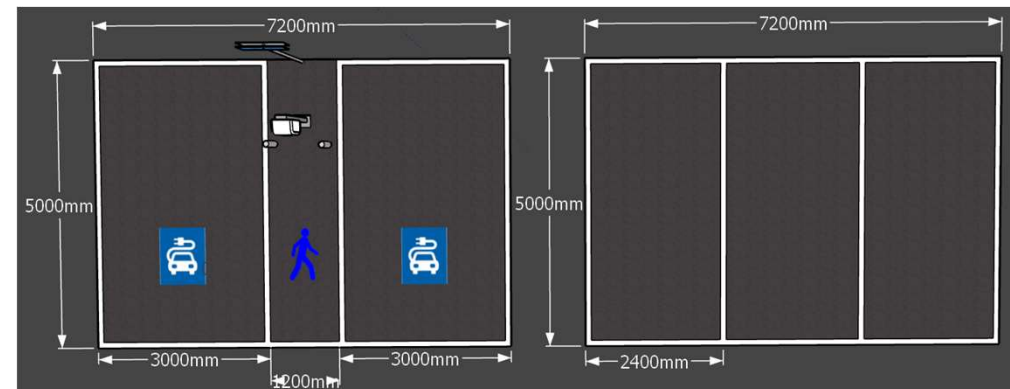


Figure 2: (i) expected EV bay layout (ii) existing bay specification

Bay Marking

On EV Bay:
Dimensions – 1000mm x 800mm
Colour of Paint – Blue, RAL 5005

On Walkway:
Dimensions – 1000mm x 600mm
Colour of Paint – Blue, RAL 5002

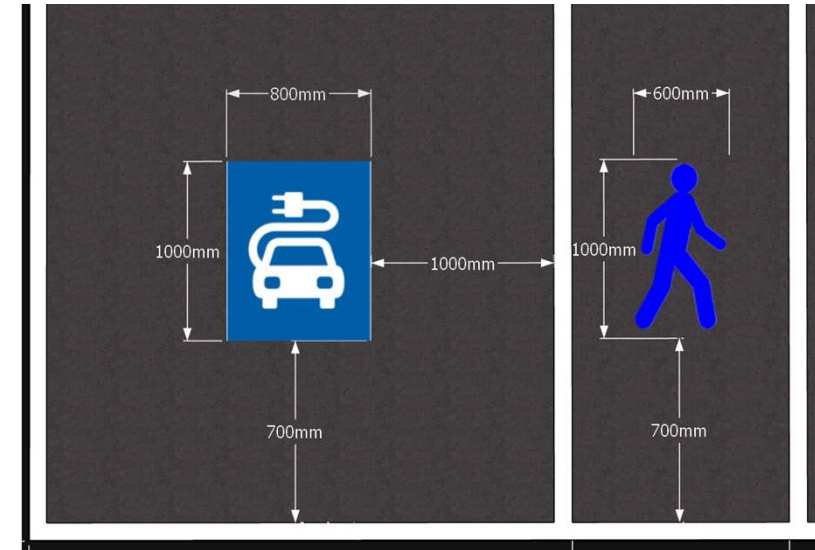


Figure 3: Expected in-bay markings specification

Line Marking

Dimensions: 10mm (W)
Colour of Paint: White, RAL 9010

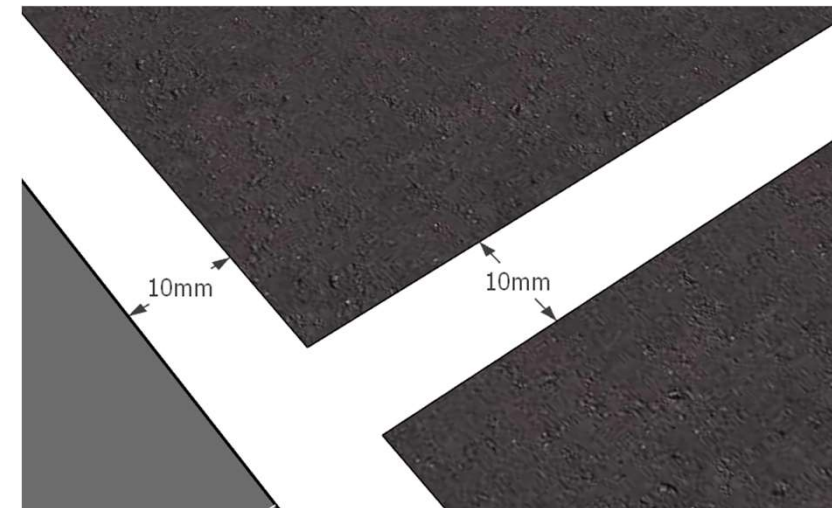


Figure 4: Expected line marking specification

EVCP Placement

Dimensions: 150mm from back

Bollard Placement

Dimensions: 600mm from back
300mm from edge

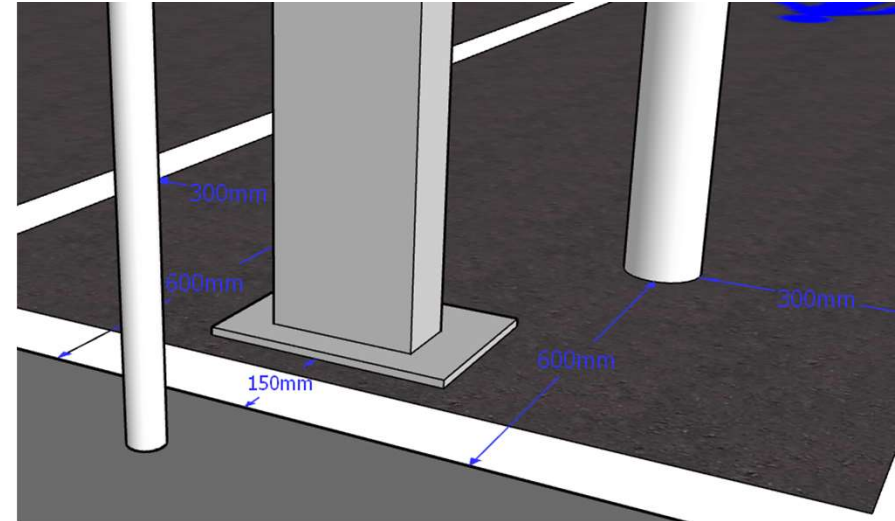


Figure 5: Expected layout of (i) EVCP and (ii) 2x impact protection bollards

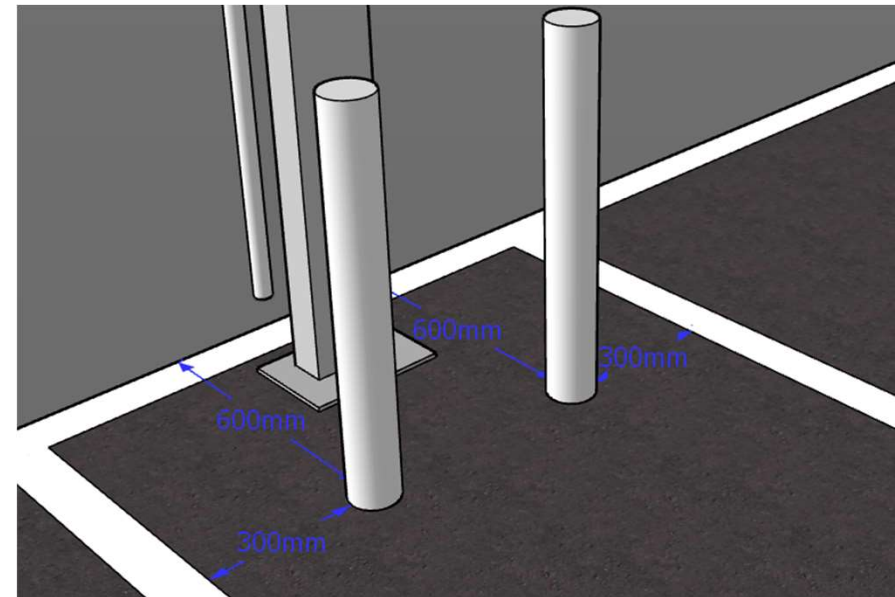


Figure 6: Alternative view of (i) EVCP and (ii) 2x impact protection bollards

East Durham
Football Club



The Pavilion





Report to Peterlee Town Council
Date: 21st August 2023
Report of: Ian Hall, Neighbourhood Services Manager
Report Title: Resurfacing of The Pavilion access road, off Helford Road Peterlee

Purpose: This report seeks approval of proposals to resurface the access road to The Pavilion Sports and Community Centre, off Helford Road and to award the contract to Jem Road Construction at a cost of £21,110.61 + VAT

Background: As members will be aware, the Town Council's Neighbourhood Services department maintain all highways owned by PTC.

In 2020 the Town Council agreed to resurface the access road between Helford Road and The Pavilion Sports & Community Centre as it had deteriorated and was requiring regular patch repairs. The proposed works were delayed by the COVID-19 pandemic and then by the proposals by Northumbria Water (NWL) to use the road for heavy plant access to their recent works to renew their pipelines adjacent to the area.

Although the road was already in a state of deterioration and in need of resurfacing prior to the NWL project, they had agreed to make a contribution toward the costs of the work as a goodwill gesture once the project was completed and the heavy plant had been removed from the site. The Neighbourhood Services Manager has confirmed that he has secured £5,000.00 contribution from Northumbria water towards the resurfacing works.

The Neighbourhood Services Manager had previously completed a competitive quote process for the proposed works, however due to the length of time since this was completed he has sought further quotes for the works. The work includes resurfacing the main roadway into The Pavilion Helford Road including the turning point and 2 speed humps. The specification includes planing-out to form tie-ins and regulate low levels; bond coat; 10mm SMA surface course to a 40mm depth; joint sealing.

Despite the best efforts to only two quotes were received, both from competent contractors:

Company A £21,110.61 + VAT

Company B £26,563.36 + VAT

(N.B. VAT can be reclaimed by the Town Council on this project)

The lowest quotation was from Company A, Jem Constuction Ltd. This contractor has previously completed similar work for the Town Council to a satisfactory standard.

Budget: The £5,000.00 contribution from Northumbria water reduces the budget requirement for this work to £16,110.61. There is no provision in the current year's capital budget for this work and as such Members are recommended to agree to fund the proposed resurfacing works from General Reserves.

Recommendations:

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

- (i) Award the contract for the proposed resurfacing of the access road to The Pavilion Sports & Community Centre to Company Jem Road Construction for a sum of £21,110.61 + VAT; and
- (ii) Approve the balance of £16,110.61 to be drawn down from General Reserves.

Appendix 1: Implications

Finance – The recommendations of this report will commit the Council to a contract for £21,110.61 of which £5,000 will be funded by a contribution by Northumbria Water and £16,110.61 will be drawn from General Reserves

Staffing - No direct implications.

Risk – The proposed resurfacing works will significantly reduce the risk of claims for damage to vehicles or injury to pedestrians arising from further deterioration of the road surface.

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

Accommodation – The proposed works will improve access to the Council's sports and community facility and MUGA.

Crime and Disorder - No direct implications.

Human Rights - No direct implications.

Consultation - No direct implications.

Procurement – The procurement process outlined in this report is in line with the Council's Financial Regulations

Disability Issues - No direct implications.

Legal Implications - No direct implications.

Data Protection - No direct implications.