



12th December 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 18th DECEMBER 2023 at 6.30pm

Ian Morris, M.A., 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. To receive declarations of interest
Members are reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. Please seek advice from the Town Clerk or Deputy

Town Clerk prior to the meeting if in doubt. Members are reminded that they can check their published declaration of interests here: <https://bit.ly/2wVyeLA>

4. To Approve the Minutes of the last meeting of the 27th November 2023
The minutes of the previous meeting are attached for consideration and approval as a true and correct record. (attached)
5. Notes of the Finance Sub Committee of the 27th November 2023
To confirm and endorse the resolution of the Finance Sub Committee to approve BACS payments paid (attached)
6. The Minutes of the Community & Environment Meeting held on Monday 4th December 2023
The minutes/notes of this meeting are attached for information (attached)
7. Royal Garden Party 2024
Cllr Burnip would like to be nominated, seek approval to do this.
8. Catch 22 College – Request for a letter of support for their grant funding bid
To update Members on a site visit held on Friday 8th December 2023 with Cllrs Howarth, McCue, Scott, Simpson, K Hawley and R Moore in attendance.
(Verbal report of the Deputy Town Clerk)
9. Exploring the potential of a community business initiative as part of Shotton Hall: Phase 2
To consider a proposal from Plunkett Foundation for a second phase of work to support the Town Council in developing a steering group, business plan, governance structures and funding plan for a community business model to secure the future of Shotton Hall as a public asset.
(Proposal from the Plunkett Foundation, attached)
Plus verbal Feedback from the visit to The Bank, Chopwell
10. Draft budget for the 2024/5 Financial Year

To seek feedback from Members on the interim draft budget for 2024/5 and particularly the level of precept to be set. The Council is required to determine its precept requirement and notify Durham County Council of the precept demand by 19th January 2024.

(Presentation from the Town Clerk)

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 27th NOVEMBER 2023 at 6.30PM

PRESENT: - Cllr A Laing (Chair)

K Liddell, M McCue, S Simpson, S Franklin, H Stockport, E Watson, R Moore, J Black, K Hawley, R Scott, K Duffy, T Duffy, D Howarth & M A Cartwright

81. Apologies for Absence

Apologies for absence were offered from Councillors B Fishwick, S Meikle, R Burnip, M Sanderson, S McDonnell & D Hawley. RESOLVED Council note the apologies that had been submitted.

82. Public Participation Session

There were no members of the public present at the meeting. RESOLVED the information given, be noted.

83. To receive declarations of interest

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

84. To Approve the Minutes of the last meeting of the 23rd October 2023

The minutes of the previous meeting were attached for consideration and approval as a true and correct record. RESOLVED the minutes be approved and duly signed.

85. Notes of the Finance Sub Committee of the 23rd October 2023

Members confirmed and endorsed the resolution of the Finance Sub Committee to approve BACS payments paid.

86. The Minutes of the Resources Meeting held on Monday 13th November 2023

The notes of this meeting were attached for information. RESOLVED the minutes be noted.

87. Apologies for absence

The Clerk reported on a request from Cllr Meikle for the Council to agree to accept his ongoing reasons for absence from meetings due to ill health. RESOLVED that the Council accept Cllr Meikle's reasons for non-attendance at meetings for the duration of his medical treatment.

88. Policies

Members considered and reviewed the following policies:-

- (a) Learning & Development Policy
- (b) No Smoking Policy
- (c) Parental Leave Policy
- (d) Mutual Respect and Dignity Policy
- (e) Mental Wellbeing Policy

RESOLVED the policies listed be approved and adopted with immediate effect.

89. 2023/24 Financial Year 2nd quarter budget update report

Members received a report from the Town Clerk outlining the Council's budget performance to the end of the second quarter, 30th September 2023. The Clerk highlighted a number of area of interest for Members and took questions on energy costs and staffing issues at Shotton Hall and The Pavilion. RESOLVED the report be accepted and its contents noted.

Prior to the consideration of the following three reports, the Chair asked the members in attendance if they felt the spokesperson reports were necessary. It was suggested that should any Councillor – spokesperson or otherwise – wish to provide members of the council with an update they were able to propose an agenda item to the Clerk/Deputy Clerk in the usual way. Following a vote it was agreed this was the preferred course of action moving forward, rather than separate reports being standing items on the Council agenda.

90. Spokesperson of the Independent Members' Report

No report was given.

91. Spokesperson of the North East Party's Report

Councillor Cartwright reported the christmas tree recycling scheme was going well and Hope & Grace were to take on a unit in the Town Centre for the period 4th – 17th

December to use as a base for a toy recycling scheme. In closing she said she was looking forward to the work being complete and the opening of the DLI, Durham in 2024. RESOLVED the information given be noted.

92. Spokesperson of the Labour Political Party's Report

Councillor R Scott reported that the Winter Warmer café at the Methodist Church was still going well with a few new faces joining. He confirmed that the café was to hold a Christmas meal on 7th December and then close for a month over the Christmas period. He reported that the Mayor's Civic Events and the Town Events were going well and he encouraged more Councillors to take part in them. In closing he advised Kim McGuinness had been invited over to Peterlee to a future meeting. RESOLVED the information given be noted.

The Mayor thanked everyone for their attendance.

DRAFT

PETERLEE TOWN COUNCIL

FINANCE SUB-COMMITTEE

MONDAY 27TH NOVEMBER 2023

Present:-
S Simpson & K Liddell

7. ACCOUNTS FOR PAYMENT

Members were provided with the accounts and invoices for November 2023 to be paid by BACS in the sum of £29,389.07. Following checking of the documents provided, it was RECOMMENDED that the accounts presented be paid.

THE MINUTES OF THE MEETING
OF THE COMMUNITY & ENVIRONMENT COMMITTEE
HELD IN THE COUNCIL CHAMBER,
SHOTTON HALL, PETERLEE ON MONDAY 4th DECEMBER 2023 AT 6.30PM

PRESENT: R MOORE (CHAIR)

M McCue, S Simpson, F Black, D Hawley & R Scott

The meeting was not quorate and so could not proceed. There was an informal discussion about the items on the agenda.

Pride in Peterlee – improving the Catch 22 College (former Youth Centre, Peterlee Town Centre)

Members were informed that a visit/tour of the facility had been arranged for Friday 8th December 2023 at 10.00am. All Members have received an email invitation to this event.

Visit to the Bank, Chopwell – progress update

Members were advised that the proposed site visit to The Bank at Chopwell, a community business supported by the Plunkett Foundation, had been provisionally booked for 14th December 2023. All Members will receive an email invitation to this event.

Christmas Toy Appeal – progress update

Members were provided with an update on the Christmas Toy Appeal including funding and a summary of referrals received to date.



Exploring the potential of a community business initiative as part of Shotton Hall: Phase 2

A proposal for Peterlee Town Council December 2023

Background

Peterlee is a town in County Durham with a population of approximately 23,000. It became a town in 1948 and today is well connected by road and rail to larger settlements. The town has a leisure centre, library, supermarkets and several community centres.

Peterlee Town Council is considering the future of Shotton Hall, an 18th century manor house located in landscaped gardens on the outskirts of the town. The Hall is currently the council's civic and administrative headquarters as well as a venue for private functions including civil wedding ceremony and conferences. The council has been maintaining the fabric of this historic building since it took ownership of it in the 1984, but for several years it has been operating at a loss, leading the council to begin to explore what the future of the building may look like. In order to keep Shotton Hall as a public asset, one option would be for a community owned business to take on the building, either through its purchase or perhaps by leasing it from the council.

During June – September 2023, Plunkett Foundation led on a community consultation with residents of Peterlee and local stakeholders, to assess the strength of local support for a community business initiative and gain an understanding of the needs and concerns of the community. The consultation heard the views of 229 people, and demonstrated broad community support for the project – 91% of respondents stated they would like Shotton Hall to be available for community use.

This proposal outlines the support Plunkett can provide in phase two of the project to establish a community business at Shotton Hall.

Who are Plunkett Foundation?

Plunkett Foundation is a national charity with a vision for resilient, thriving and inclusive communities. To achieve this, we support people to set up and run a wide range of businesses which are genuinely owned by local communities, whereby members have equal and democratic control. Today, we represent over 800 'community businesses' in rural and urban areas throughout the UK, from shops and pubs through to woodlands, farms and fisheries.

Through our support for community businesses, we have a specific mission to create innovative, impactful and inclusive spaces. We achieve this by helping community businesses to:

- Provide a wide range of services and amenities that communities value and need
- Stimulate the local economy through localised supply chains
- Create access to employment, training and volunteering opportunities, often supporting people who are excluded from the labour market
- Tackle climate change through delivery of environmentally sustainable initiatives
- Promote equality, diversity and inclusion by creating safe and welcoming spaces for all

In practical terms, Plunkett raises awareness of the community business model UK-wide and provides business support and training to help these businesses start-up and go on to thrive. As a membership organisation, we also seek to represent the interests of rural community businesses through research, policy and public affairs.

Exploring the potential of a community business at Shotton Hall

Following the consultation carried out earlier this year, Plunkett provided a report and recommendations of next steps for the consideration of Peterlee Town Council. The table below outlines the potential steps Plunkett could take, with the support of Peterlee Town Council, to create a community business proposal in preparation for an application to the Community Ownership Fund in 2024.

Timeframe to be agreed in line with the Town Council's requirements.

1.	Share consultation findings and recommendations	
	<p>Present findings and recommendations:</p> <ul style="list-style-type: none"> - Open presentation and discussion session with local community - Share report with key stakeholders - Identify founder members of the community business steering group <p>Plunkett and Peterlee Town Council to host an open presentation and discussion session to share the key findings of the consultation with the community, in person at Shotton Hall.</p> <p>Plunkett will lead a presentation outlining the findings, introducing the concept of community ownership and the role of Plunkett in supporting community businesses across the UK, followed by Q&A.</p> <p>In addition, Plunkett will share the consultation report and recommendations with key local stakeholders, including one-to-one meetings as appropriate.</p> <p>These activities will result in us identifying the founder members of a community business steering group – engaged individuals who will drive the project forward with the local community and become the initial committee once the business is incorporated.</p>	<p>In-person support</p> <p>4 days £2100 + VAT</p>
2.	Develop a community business proposal	
	<p>Action plan:</p> <ul style="list-style-type: none"> - Create a community business vision - Action planning <p>Plunkett will work closely with the steering group to create a visioning document which articulates the concept of a community business at Shotton Hall – based on the consultation findings. Following this, Plunkett will guide the group through a process of action planning, so they fully understand the steps that need to be taken to make their project a reality.</p>	<p>In-person/remote support</p> <p>3 days £1525 + VAT</p>
3.	<p>Governance:</p> <ul style="list-style-type: none"> - Identify appropriate legal structure - Establish principles of good governance from the outset - Roles and responsibilities of a committee <p>Plunkett will work closely with the steering group to ensure the principles of good governance can be adopted from the outset. We will provide guidance on</p>	<p>Remote support</p> <p>4 days £2100+VAT</p>

	<p>selecting the right legal model and management structure to fit the community's vision and the resources available.</p> <p>If the Community Benefit Society model is appropriate, we can assist the group to incorporate using Plunkett's Model Rules pre-approved by the FCA; this service usually costs £310 + VAT, but would be offered at no cost as part of the wider project.</p> <p>In addition, we would assist the steering group to recruit additional committee members if required, and deliver training on the roles and responsibilities of a committee.</p>	
4.	<p>Create a fundraising plan (to include COF)</p> <p>Once the community steering group has developed their vision for a community business, Plunkett can provide support to develop a fundraising plan. We hope this initial support would then lead to a package of in-depth support delivered as part of the Community Ownership Fund programme; which would assist the group with development of a strong management case, business plan and full financial forecasting, and application to COF. Although this support cannot be guaranteed, we can recommend it to the consortium as a delivery partner on the programme.</p>	<p>Remote support</p> <p>1 days £525 + VAT</p>
7.	<p>Direct costs/travel and subsistence/contingency, to include printing and distribution of flyers and posters advertising community meeting.</p>	<p>£2,500 +VAT</p>
	<p>TOTAL</p>	<p>£8,750 + VAT</p>

Plunkett's project management approach

Much of the support that Plunkett provides to new and existing community businesses is delivered through funded projects. As a result we have developed robust project management processes to ensure our projects are well managed and delivered on time and on budget.

We use Salesforce to keep accurate records, manage all our procurement and payments as well as the support we provide through our network of independent advisers. This network stretches right across the UK and is made up of over 50 mentors and specialist advisers all with their own lived or professional experiences of supporting community businesses to set up and thrive. Our advisers provide us with frequent updates and recommendations on the groups they are supporting, plus a final report once their work is complete.

Plunkett operates with robust financial and risk management procedures including an internal anti-fraud policy, a double signatory requirement for any payments from the bank and bespoke risk assessments and checklists for projects where it is deemed necessary to ensure standardised effective consideration is given to the potential for fraud.



Your project team

Susie Middleton, Project Manager

Susie manages several large-scale projects at Plunkett, supporting a range of community businesses across the UK and co-ordinating support, training and networking opportunities. Susie joined Plunkett in October 2021. Prior to this she worked for local government, managing a multi-million pound spatial planning project, delivered in partnership with a diverse range of stakeholders.

Specialist Advisers

We will use specialist advisers from our network as appropriate to support with the visioning, action planning, business planning and governance advice; likely to include Charlotte Foster, who worked on the Peterlee community consultation, alongside the specialist advisers in Plunkett's in-house team – Alison Macklin, Nick Comley and Misty Bower.

Claire Spendley, Head of Community Business

Claire is a senior manager at the Plunkett Foundation and leads Plunkett's Community Business Team, overseeing all frontline activities including: advisory support, training, consultancy, project and contract delivery, membership and our Model Rules service. Claire joined Plunkett in April 2020, having previously worked in a number of membership, marketing and public relations roles across the housing, pharmaceutical and legal sectors.

It is proposed that Susie would be the contract lead, managing the project plan, liaising with key stakeholders and writing the report of recommendations at the end of the first stage of the commission. Claire would oversee the work, manage key relationships and provide ad hoc support.

Outcomes

- Establishing a community steering group to move the project forward
- Developing a vision and action plan for a community business at Shotton Hall
- Ensuring community steering group members have the knowledge, skills and confidence to establish the principles of good governance from the outset
- Choosing an appropriate legal structure for the community business
- Developing a business plan and fundraising plan for the project

Depending on the outcome of this phase of support, we would recommend the project as a candidate for further in-depth support under the Community Ownership Fund programme.

Overall project management:

- Regular meetings with Peterlee Town Council updating on progress against plan
- Ensuring project remains on time and on budget and working with the local community and Peterlee Town Council to achieve project outcomes

We do hope this proposal is of interest to the Peterlee Town Council and please don't hesitate to get in touch to discuss this proposal further.

Contact details:

- Claire Spendley, Head of Community Business, 07891 916032, claire.spendley@plunkett.co.uk
- Susie Middleton, Project Manager, 01993 630022, susie.middleton@plunkett.co.uk