



16th January 2024

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 22nd JANUARY 2024 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.
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 18th December 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 18th December 2023
To confirm and endorse the resolution of the Finance Sub Committee to approve BACS payments paid (attached)

6. The Minutes of the Resources Meeting held on Monday 15th January 2024
The minutes of this meeting are attached for information.
(copy attached)

7. Review of approach to risk
To consider a report outlining the Town Council's approach to risk and the updated corporate strategic risk register.
(Report of the Town Clerk, attached)

8. General biodiversity objective
To consider what policies, objectives and action that the Town Council can take consistent with the legal duty to conserve and enhance biodiversity in the town, pursuant to the Natural Environment and Rural Communities Act 2006, s.40 & Environment Act 2021, s.102.
(Presentation by the Town Clerk)

9. Setting of the Council Tax precept for 2024/5
To consider a report of the Town Clerk recommending the Town Council's precept requirement for the 2024/5 financial year.
(Report of the Town Clerk, attached)

10. Policies - Resignation Policy
To consider and review this policy. Hard copies are available from the Democratic Services Team on request. (attached)

11. Purchase of grass cutting/mulching machinery

To consider a report from the Town Clerk recommending the purchase of a Ferris FW25 grass cutting/mulching machine at a cost of £5,250 + VAT.

(Report of the Town Clerk, attached)

12. Provision of a new Town Council Web Site

To consider the report of the Deputy Town Clerk/Democratic Services Manager recommending accepting the offer of Michell Digital to rebuild and modernise the Town Council's web site.

(Report of the Democratic Services Officer/DTC attached)

13. Potential Music Event, Eden Lane, Friday 27th - Sunday 29th September 2024

To consider a request received to hold this event on Town Council land

(application form attached for consideration)

14. Exclusion of The Press & Public

To resolve that in view of the confidential nature of the items to be discussed, the committee pass the formal resolution to exclude the press and public from the meeting, pursuant to the Public Bodies (Admissions to Meetings) Act 1960 & the Local Government (Access to Information) Act, Part 1, due to the commercial and personal information contained in the report.

15. Recruitment of a new Town Clerk

To re consider the report recommending the appointment of a recruitment consultant to support the Council in the recruitment of a new Town Clerk following the resignation of the current Town Clerk in December 2023 which was deferred to this meeting by the Resources Committee on 15th January 2024.

(Report of the Town Clerk, attached)

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 18th DECEMBER 2023 at 6.30PM

PRESENT: - Cllr A Laing (Chair)

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

93. Apologies for Absence

Apologies for absence were offered from Councillors A Stockport, D Hawley, R Moore, B Fishwick, K Duffy & T Duffy. **RESOLVED Council note the apologies that had been submitted.**

94. Public Participation Session

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

95. 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.

96. To Approve the Minutes of the last meeting of the 27th November 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.**

97. Notes of the Finance Sub Committee of the 27th November 2023

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

98. The Notes of the Community & Environment Meeting held on Monday 4th December 2023

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

99. Royal Garden Party 2024

The Deputy Town Clerk confirmed that CDALC had sought expressions of interest for a draw for two attendees at a Royal Garden Party at Buckingham Palace. All members had received an email offering this opportunity and only Cllr Burnip had put his name forward. **RESOLVED that Councillor Burnip nominated into the draw, with attendance at his own cost if successful.**

100. Catch 22 College – Request for a letter of support for their grant funding bid

Members were given an update on a site to the Catch 22 Facility in Hailsham Place, Peterlee Town Centre on Friday 8th December 2023 which Cllrs Howarth, McCue, Scott, Simpson, K Hawley and R Moore had attended. **RESOLVED a letter of support be provided on confirmation of the renewal of a longer-term lease for the building.**

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

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Members were asked 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. It was noted that a group of Members and Officers had attended the recent visit to a successful community business at The Bank, Chopwell on Thursday 14th December 2023. **RESOLVED that Plunkett Foundation be appointed for phase 2 of the community business model for the Shotton Hall project, at a cost of £8,750.00 plus vat.**

102. Draft budget for the 2024/5 Financial Year

The Clerk delivered a presentation and sought feedback from Members on the interim draft budget for 2024/5 and particularly the level of precept to be set. It was noted that within the budget considerations was the reduction in LCTRS grant funding from Durham County Council, which equated to around £43,000 loss of income for the Town Council next year. The Clerk advised on the next steps which was for a detailed draft budget to be circulated to Members in early January 2024 and council meetings on the 15th & 22nd January where the budget would be discussed and precept agreed, with the precept demand being submitted to DCC on 23 January 2024. **RESOLVED the information given, be noted.**

On closing the meeting the Mayor wished everyone a Merry Christmas and Happy New Year.