

PETERLEE TOWN COUNCIL

MINUTES OF MEETING OF THE TOWN COUNCIL HELD

IN THE BURDON SUITE, SHOTTON HALL, PETERLEE

ON MONDAY 21<sup>st</sup> MAY 2018 AT 6.30PM

PRESENT: COUN M A CARTWRIGHT (CHAIR)

Mesdames: S Simpson, A C Long, K Hawley, V Watson, K Liddell, L Fenwick & K J Duffy

Messrs: G L Carne, S Miles, S P Franklin, R Moore, A T Wilkinson, A S H Meikle, A Watson, T Duffy, C Watkins & J M S Robinson

MEMBERS WERE REMINDED OF THE NEED TO DISCLOSE ANY INTEREST PREJUDICIAL OR PERSONAL IN ACCORDANCE WITH THE CODE OF CONDUCT.

1. To Elect a Chair/Mayor for the Ensuing Year

Members were asked to elect a Mayor for the ensuing year. There were two nominations put forward for this position, Councillors A S H Meikle and R Kyle and a vote was taken by way of show of hands.

**RESOLVED that Councillor Meikle be elected as Chair/Mayor for the ensuing year.**

Councillor Meikle thanked the former Chair/Mayor, Councillor Cartwright saying she had done a tremendous job through some very difficult times and hers were big boots to fill.

The Chair, thanked his colleagues for their support and pledged he would do his best to represent the Town and the people of Peterlee in his role as Chair/Mayor. He said it was an honour to serve Peterlee and pledged to give 110% to the role. He then appointed his fiancée Kareen as his Consort/Mayoress.

**RESOLVED the information given, be noted.**

2. To Sign the Declaration of Acceptance of Office

The Mayor then signed the Declaration of Acceptance of Office to the role of Chair/mayor.

**RESOLVED the information given, be noted.**

3. Presentation to Former Mayor of Peterlee to Mark her Year of Office

As the newly elected Mayor, Councillor Meikle presented Councillor M A Cartwright with a medal to mark her year of office. Councillor Cartwright made a short speech,

stating that the last year had been incredibly busy and she hoped that the good work achieved and the positive vibe would continue. She thanked everyone that had supported her during what had been an enjoyable time in office.

**RESOLVED the information given, be noted.**

4. Register of Disclosable Pecuniary Interests & other Registerable Interests

All Members were asked to make sure they update and amended their current forms should their circumstances have changed during the year.

**RESOLVED Members amend their forms if necessary.**

5. To Elect a Vice Chair/Deputy Mayor & Consort

Nominations for the post of Vice Chair/Deputy Mayor were invited. Two nominations were put forward for this position, Councillors T Duffy and R Kyle and a vote was taken.

**RESOLVED Councillor T Duffy be elected as Vice Chair/Deputy Mayor for the ensuing year. Councillor Duffy advised his Consort would be his wife Karen.**

6. To Announce a Spokesperson for the Majority Party

**RESOLVED Councillor A Watson be named as the spokesperson for the majority party.**

7. To Announce a Spokesperson of the Minority Party

**RESOLVED Councillor L Fenwick be named as the spokesperson for the minority party.**

8. Apologies for Absence

Apologies for absence were submitted and accepted on behalf of Councillor S McDonnell, S McGlen & S Kirkup.

**RESOLVED the Council approve the apologies for absence received, (if given), and their apologies for absence be recorded.**

9. PATHH Holistic wellbeing pilot proposal

Members considered the report from the Town Clerk recommending funding for a proposed holistic wellbeing pilot project involving the Clinical Commissioning Group and a local well being provider. Members asked that it be made clear in the associated paperwork that media consent was not a compulsory condition to joining the project.

**RESOLVED:-**

- (i) **the contents of this report be noted and specifically that for the PATHHS pilot project the Easington Sedgefield Clinical Commissioning Group were acting as Data Controller and Senses Yoga as data processor for the purposes of GDPR legislation;**

- (ii) the Council agree to the sponsorship of the PATHHS Holistic Wellbeing pilot proposal with the Easington & Sedgefield Clinical Commissioning Group and Senses Yoga to the estimated value of £7,290, as detailed in the report.
10. The Minutes of the Last Meeting, a copy of which had been previously circulated to each Member, were approved as a true and correct record subject to item 168 Leader's Report - being amended to read "there was no finer place to go and watch cricket".
11. Review of Delegation Arrangements to Staff  
Members were asked to review the Scheme of Delegation arrangements to staff.  
**RESOLVED the delegation arrangements to staff be confirmed.**
12. Review and Adoption of The Town Council's Standing Orders and Financial Regulations  
Members were asked to review the Council's Standing Orders and Financial Regulations.  
**RESOLVED the Standing Orders and Financial Regulations be adopted.**
13. To Confirm the Dates of the Meetings for the Forthcoming Year  
Members agreed and confirmed the dates of the meetings for the forthcoming year.  
**RESOLVED the dates of the meetings for the 2018/19 civic year, be confirmed.**
14. Review of the Terms of Reference for committees  
(i) Members were asked to review the terms of reference for the Town Council's committees.  
**RESOLVED the terms of reference for the committees, be accepted.**  
(ii) Motion submitted by Councillor A Watson to amend the Scrutiny Committee name to "Scrutiny and Progress Committee" and to increase its membership to 14.  
**RESOLVED THE Scrutiny and Progress Committee take the place of the Scrutiny Committee and this have 14 Members and report directly to Council.**
15. To confirm the arrangements for insurance cover in respect of all insured risks  
Members were asked to note the insurance arrangements with Zurich Municipal for the forthcoming year.  
**RESOLVED the insurance arrangements for the Council, be noted.**

16. Review of inventory of land and assets including buildings and office equipment

The Town Clerk circulated a copy of the information produced by the Accountant when he closed the Town Council's accounts which was a summary of the assets and net value of them. He then went on to explain the difference between the net value and the insurance value.

**RESOLVED the information given, be noted.**

17. Review of the Council's complaints procedure

Members were asked to review the Council's complaints procedure, along with the associated vexatious complaints policy.

**RESOLVED the complaints procedure and policy for handling complaints, be confirmed.**

18. Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000

Members were asked to review the Council's procedures for handling FOI requests under the Freedom of Information Act 2000. Whilst confirming the procedures it was asked that this be amended to include requests being reported to Council when they had been received.

**RESOLVED the procedure be confirmed with the amendment FOI Requests be reported to Council when received.**

19. Committees & Sub-Committees, Chairs & Vice Chairs

**RESOLVED the membership and Chair, Vice Chair of the Town Council's Committees, sub committees and working parties be confirmed as follows:-**

- Council – all 22 members, Chair S Meikle, Vice Chair T Duffy
- Resources Committee – all 22 members, Chair A Watson, Vice Chair T Duffy
- Community & Environment Committee – all 22 members, Chair M A Cartwright, Vice Chair R Moore
- ◆ Human Resources Sub – R Moore, (Chair), Vice Chair S Kirkup, A Watson, S Meikle, T Duffy, J Robinson, A C Long, S Franklin, K Duffy, G Carne, S Simpson & K Liddell
  - Appeals Sub Committee – Chair K Duffy, Vice Chair T Duffy, R Moore, J Robinson & A C Long
  - Town Clerk's Appraisal Sub Committee – A Watson, K Hawley, S

Meikle, T Duffy and R Moore.

- ◆ Health & Safety Sub Committee – A Long (Chair), G Carne (Vice Chair) and A Watson, S Meikle, T Duffy, R Moore, J Robinson, S Franklin, K Duffy, S Miles, M A Cartwright & S Kirkup.
- ◆ Events sub committee - all 22, Chair S Meikle, Vice Chair K Duffy
- ◆ Sports & Wellbeing Sub Committee – 12, Chair M A Cartwright, Vice Chair S Franklin, S Meikle, T Duffy, R Moore, A C Long, J Robinson, S Miles, A Watson, V Watson, S Kirkup & G Carne.
- ◆ Facilities Sub Committee – 12, Chair R Moore, Vice Chair K Duffy, A Watson, S Meikle, T Duffy, A Long, J Robinson, S Franklin, V Watson, S Kirkup, G Carne & S Miles.
- ◆ Finance Sub Committee – 7, R Moore, K Duffy, A Watson, L Fenwick, K Liddell, S Miles & S Simpson
- ◆ Scrutiny and Progress Committee – 14, Chair A Watson, Vice Chair K Hawley, S Miles, T Duffy, K Duffy, J Robinson, S Franklin, S McDonnell, S Meikle, M A Cartwright, R Moore, A C Long, L Fenwick & C Watkins
  - Shotton Hall Working Party - 6 (Events), Chair K Hawley, Vice Chair A C Long, A Watson, S Meikle, T Duffy, R Moore, J Robinson, S Franklin, K Duffy, A Wilkinson, V Watson & S Miles
  - The Pavilion Working Party – 12 (Events) Chair A Watson, Vice Chair T Duffy, S Meikle, K Hawley, K Duffy, K Liddell, R Moore, A C Long, J Robinson, S Kirkup, G Carne & A Wilkinson
  - Parks & Play Areas Working Party – now all 22 Members, Chair R Moore, Vice Chair A C Long
  - Woodhouse Park Working Party now all 22 - Chair R Moore, Vice Chair A C Long
  - Peterlee Show Working Party (Events), now all 22- Chair K Hawley Vice Chair S Miles
  - Environment Working Party - now all 22 Members, Chair A Watson, Vice Chair S Franklin
  - Twinning Working Party – 7, Chair S Miles, Vice Chair R Kyle, S Kirkup, A C Long, J Robinson, S Meikle & S Franklin
  - Mayor’s Committee (Events)
  - Remembrance Day Parade and Armed Forces Day working party (Events)

20. Delegates to Other Bodies  
**RESOLVED the following representatives be appointed to serve on behalf of the Town Council on the following bodies:-**
1. County Durham Association of Local Councils Larger Local Council Forum  
M A Cartwright, A Watson & T Duffy
  2. Easington Area (Durham County Association of Parish & Town Councils)  
S Miles, S Franklin & A C Long
  3. Castle Eden Dene Joint Management Committee  
S Franklin, K Duffy & V Watson
  4. Peterlee Town Band  
A Watson & S Meikle
  5. Passmore Pavilion Local Steering Group  
A Watson
  6. Shotton Airfield Consultative Committee  
A C Long
  7. Healthworks, Easington  
A Wilkinson
  8. Peterlee Cricket Club  
A Watson

21. Possible delegation to meet Rt Hon Nick Hurd, Minister of State for Policing  
At the Council Meeting held in March 2018, Durham Police & Crime Commissioner Ron Hogg came along and heard first hand from Councillors and members of the public reports of some of the crime and ASB issues they are facing living in Peterlee. As a result Mr Hogg wrote to Amber Rudd, (former Home Secretary), summarizing some of the issues raised and appealing for her to receive a delegation from Peterlee so that she could hear local concerns first hand. Following Ms Rudd's departure from the role that letter was responded to by Rt Hon Nick Hurd MP, Minister of State for Policing.  
The Town Clerk reported receipt of a response from the Rt Hon Nick Hurd MP, stating he would be pleased to meet Peterlee Town Council Members to discuss their concerns.

**RESOLVED Mr Hurd be invited to Peterlee, and if that was not possible then a video conference call be arranged.**

22. Spokesperson for the North East Party Member's Report

Councillor A Watson reported this had been an eventful year, with Councillor Cartwright stepping into the breach and carrying out a fantastic job. There had been huge changes and he had received very positive feedback from the public

with more help being given to community groups. He said “well done” to the new councillors on completing their first year of office and that it was onwards and upwards. **RESOLVED the information given, be noted.**

23. Spokesperson of the Labour Minority Member’s Report

Councillor Fenwick offered her congratulations to both the newly elected Chair/Mayor and Vice Chairman. She said she was looking forward to the forthcoming council year 2018/19 and hoped the whole of the Council would go on to do good things and make valuable decisions for the people of Peterlee. **RESOLVED the information given, be noted.**

24. Young Heroes Awards Night, 11<sup>th</sup> May 2018

The Town Clerk reported receipt of a letter of sincere thanks from the Neighbourhood Policing Team, Inspector Lee Blakelock and PCSO Michelle Burr, for the Town Council in being part of the awards night. They advised they were immensely proud to have such a great working relationship with the Town Council. Special thanks were given to the Mayor, Councillor Cartwright and Councillors Meikle and A Watson and to the Town Clerk for their support, helping the Constabulary achieve the vision they had many months ago for this event. In reply Councillor A Watson commented that PCSO Michelle Burr was a credit to the Constabulary and had worked over and above to make the event such a success.

**RESOLVED the content of the letter, be noted.**