

PETERLEE TOWN COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE TOWN COUNCIL

HELD IN THE BRANDLING SUITE, SHOTTON HALL, PETERLEE

ON MONDAY 15<sup>TH</sup> MAY 2023 AT 6.30PM

PRESENT: A E LAING (Chair)

K Liddell, M McCue, S Simpson, R Burnip S McDonnell, S P Franklin, R Moore, H A Stockport, E Watson, , F J Black, D Hawley, K Hawley, R Scott, S Meikle, K Duffy, T Duffy, B Fishwick, M A Cartwright, D Howarth, D Quinn & M W Sanderson

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

Prior to commencement of the meeting Councillor Moore presented Mayor's Awards to Councillors Hawley and Howarth in recognition of their work volunteering with various projects in the town.

1. To Elect a Chairman for the Ensuing Year

Members were asked to elect a Chairman for the ensuing year. **RESOLVED that Councillor A E Laing be elected as Chairman/Town Mayor for the ensuing year.**

Councillor Laing thanked the former Mayor Councillor Moore for a fantastic year of office, and she stated that he had made Peterlee proud with the way he carried out his duties. She thanked her colleagues for electing her as Chairman and Town Mayor, and assured she would do her best to serve the Town. **RESOLVED the information given, be noted.**

2. To Sign and complete the Declaration of Acceptance of Office

Cllr Laing signed the Declaration of Acceptance of Office to the role of Chairman. **RESOLVED the information given, be noted.**

3. Apologies for Absence

No apologies for absence had been submitted. **RESOLVED the information given be noted.**

4. Presentation to Former Mayor of Peterlee to Mark his Year of Office

Councillor R Moore was awarded with a medal to mark his year of office. Councillor Moore thanked everyone for their support and said the highlight of his year had been making the proclamation of the King on behalf of the Council. **RESOLVED the information given, be noted.**

5. Register of Disclosable Pecuniary Interests & other Registerable Interests

Members were reminded that they should each review and update their 'register of interests' forms held by the Monitoring Officer at Durham County Council. Members were asked to contact the Deputy Clerk for assistance if required. **RESOLVED all Council Members to review and update their register of interest forms as required.**

6. To Elect a Vice Chair/Deputy Town Mayor

Nominations for the post of Vice Chairman were invited. **RESOLVED Councillor D Howarth be elected to the position of Chair/Deputy Mayor for the ensuing year.**

7. To Announce a Spokesperson for the majority party

**RESOLVED Councillor MA Cartwright be acknowledged as the spokesperson for the North East Party.**

8. To Announce a Spokesperson for the minority party

**RESOLVED Councillor R Scott be named as the spokesperson for the Labour Party; and, RESOLVED Councillor K Hawley be named as the spokesperson for the independent group.**

9. 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.

10. 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 that had previously been circulated and the Clerk confirmed there were no major amends to them. **RESOLVED the Standing Orders and Financial Regulations be adopted.**

11. 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 2023/24 civic year, be confirmed.**

12. Review of the Terms of Reference for committees

Members were asked to review the terms of reference for the Town Council's committees. **RESOLVED the terms of reference as circulated, be accepted.**

13. 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.**
14. Review of inventory of land and assets including buildings and office equipment  
The Town Clerk circulated a summary of the Town Council's assets as provided through the year end accounting process. **RESOLVED the information given, be noted.**
15. 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.**
16. Review of the Council's procedure 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. **RESOLVED the procedure be confirmed.**
17. Committees, Sub Committees, Working Parties and their Chair and Vice Chair  
**RESOLVED the following be approved as Chair, Vice Chair and members of the following:-**
- Council (all 22 members) - Chair A E Laing, Vice Chair D Howarth
  - Resources Committee (all 22 members) - Chair R Moore, Vice Chair R Burnip
  - Community & Environment Committee (all 22 members) - Chair R Moore, Vice Chair R Burnip
  - Human Resources sub-committee (14 members) – Chair R Scott, Vice Chair D Howarth plus M McCue, R Burnip, D Howarth, K Hawley, S Simpson, D Hawley, K Liddell, R Moore, A E Laing & D Quinn
  - Appeals sub-committee (5 members) - Chair M McCue, Vice Chair K Liddell plus D Hawley, A E Laing & K Hawley.
  - Disciplinary sub-committee (7 members) - Chair R Moore, Vice Chair D Howarth plus S Simpson, R Burnip, A Stockport, R Scott and S Meikle.
  - Town Clerk's Appraisal sub-committee (5 members) - Chair A E Laing, Vice Chair D Howarth plus M McCue, K Hawley, & R Scott.
  - Health & Safety working party – all 22 members, Chair M McCue, Vice Chair S Simpson
  - Events Working Party (all 22 members) - Chair R Burnip Vice Chair K Hawley
  - Finance sub-committee (7 members, to be signatories on the Council bank

account) K Liddell, T Duffy, S Simpson, K J Duffy, G Johnson, A Stockport & R Burnip

- Scrutiny Committee (14 members) - Chair K Hawley & Vice Chair R Moore plus A E Laing, M McCue, R Scott, S Simpson, D Howarth, S Meikle, K Liddell, D Hawley, R Burnip & A Stockport

18. Delegates to Other Bodies

**RESOLVED the following members be appointed as representatives of the Town Council to serve on the following bodies:-**

- County Durham Association of Local Councils- Councillors D Howarth & D Hawley, plus the Town Clerk
- East Durham Association of Parish & Town Councils - Councillors D Howarth, A E Laing & M McCue
- Passmore Pavilion Local Steering Group - Councillor M McCue
- Peterlee Cricket Club - Councillor D Hawley

19. General Power of Competence

**RESOLVED the Council confirm its ongoing eligibility to use of the General Power of Competence as per the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 and Localism Act 2011**, on the basis that both the Clerk and Deputy Clerk hold the mandatory Certificate in Local Council Administration (CILCA) qualification and that more than 2/3 of the Council stood for election in May 2021.

20. Spokesperson for the North East Party Members report

Councillor Cartwright stated that she could see a light at the end of the tunnel as we got through the worst of the COVID pandemic. She noted that the Council was doing its best to support local people in various ways including warm hubs, litter picking and environmental projects and she thanked Councillors T Duffy and Fishwick for their recent flower-planting in the town. She wished everyone good luck for the ensuing year.

**RESOLVED the report be noted.**

21. Spokesperson of the Labour Party Members report

Councillor Scott stated that he was pleased to report a well-attended coronation party in the Methodist Church. He referred to the recent local election results and his concerns about the voter ID requirements that seemed to have discouraged people to vote and be involved in local elections in other parts of the country. **RESOLVED the report be noted.**

22. Spokesperson of the Independent Party Members report

Councillor Hawley thanked volunteers working with the Warm Welcome Café at Shotton Hall which she reported was growing in its success. **RESOLVED the report be noted.**