







THE MINUTES OF THE CLERKS ADVISORY COMMITTEE  
HELD IN THE MAYOR'S ANTECHAMBER, SHOTTON HALL  
ON MONDAY 19<sup>TH</sup> JANUARY 2009

PRESENT: COUN W M JEFFREY (CHAIR)

Messrs: R Curtis, J Alvey, C J Metcalfe & T  
Jones

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

55. APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Councillor J I  
Measor & M A Cartwright.

56. THE MINUTES OF THE LAST MEETING, a copy of which had  
been previously circulated to each member, were accepted.

Matters Arising

(a) Minute Number 43 – Civic Gifts

The Town Clerk had obtained samples from Vaughtons which the  
Committee examined, but decided to defer a decision until further  
samples/quotes were received from other companies.

**RECOMMENDED that this course of action be agreed.**

(b) Minute Number 48 Hartlepool & District Hospice –  
Wedding Fair

To note the Council decision that no concessionary use be granted



for this event and that a policy be formed on the booking of Wedding Fairs.

(c) Minute Number 52 – NAC – Tackling Violent Crime & Disorder, 16<sup>th</sup> – 18<sup>th</sup> January 2009

To note the Council decision that this invitation be accepted and two Members be allocated from the rota and that attendance at conferences be reviewed at the Annual Meeting.

(d) Minute Number 54 - Town Centre Christmas Tree – Reply from the Town Centre Owners

**RECOMMENDED that the letter be received.**

57. REQUEST FOR FINANCIAL ASSISTANCE – EASINGTON & DISTRICT CAB

Consideration was given to the request for financial assistance received from the Easington & District CAB. A substantial increase in the financial support from the Town Council had been requested to meet the increasing demand for the CAB services.

**RECOMMENDED that this request received further consideration at the April meeting of this Committee.**

58. REQUESTS FOR CONCESSIONARY USE OF SHOTTON HALL

Consideration was given to the following requests to use Shotton Hall Banqueting Suites:-

(i) Huntington's Disease Association Easington District Branch – Thursday 12<sup>th</sup> February 2009

**RECOMMENDED that free use of a Banqueting Suite be granted to the above organization.**

(ii) District of Easington – Social Activities Club – Thursday 26<sup>th</sup> March 2009

**RECOMMENDED that free use of the Banqueting Suites be granted to the District of Easington Social Activities Club to mark the end of the Club at it's final event to be held on 26<sup>th</sup> March 2009.**



- (iii) Peterlee Town Youth FC – Friday 27<sup>th</sup> March 2009 – Sportsman's Dinner

**RECOMMENDED** that free use of the Banqueting Suites be granted to Peterlee Town Youth FC on 27<sup>th</sup> March 2009 to raise funds to meet its operational costs.

- (iv) Peterlee Cricket Club – Thursday 9<sup>th</sup> April 2009 – Sportsman's Dinner

**RECOMMENDED** that free use of the Banqueting Suites be granted to Peterlee Cricket Club on 9<sup>th</sup> April 2009 to raise funds to meet its operational costs.

59. USE OF HILL RIGG HOUSE

Consideration was given to requests to use Hill Rigg House by the following organizations:-

- (a) Neighbourhood Policing Team – Monthly Resident's Meeting

**RECOMMENDED** that the Neighbourhood Policing Team be granted free use of Hill Rigg House on 9<sup>th</sup> February 2009 and monthly thereafter for one hour for a beat Surgery/Resident's Meeting.

- (b) Peterlee Ladies Focus Group

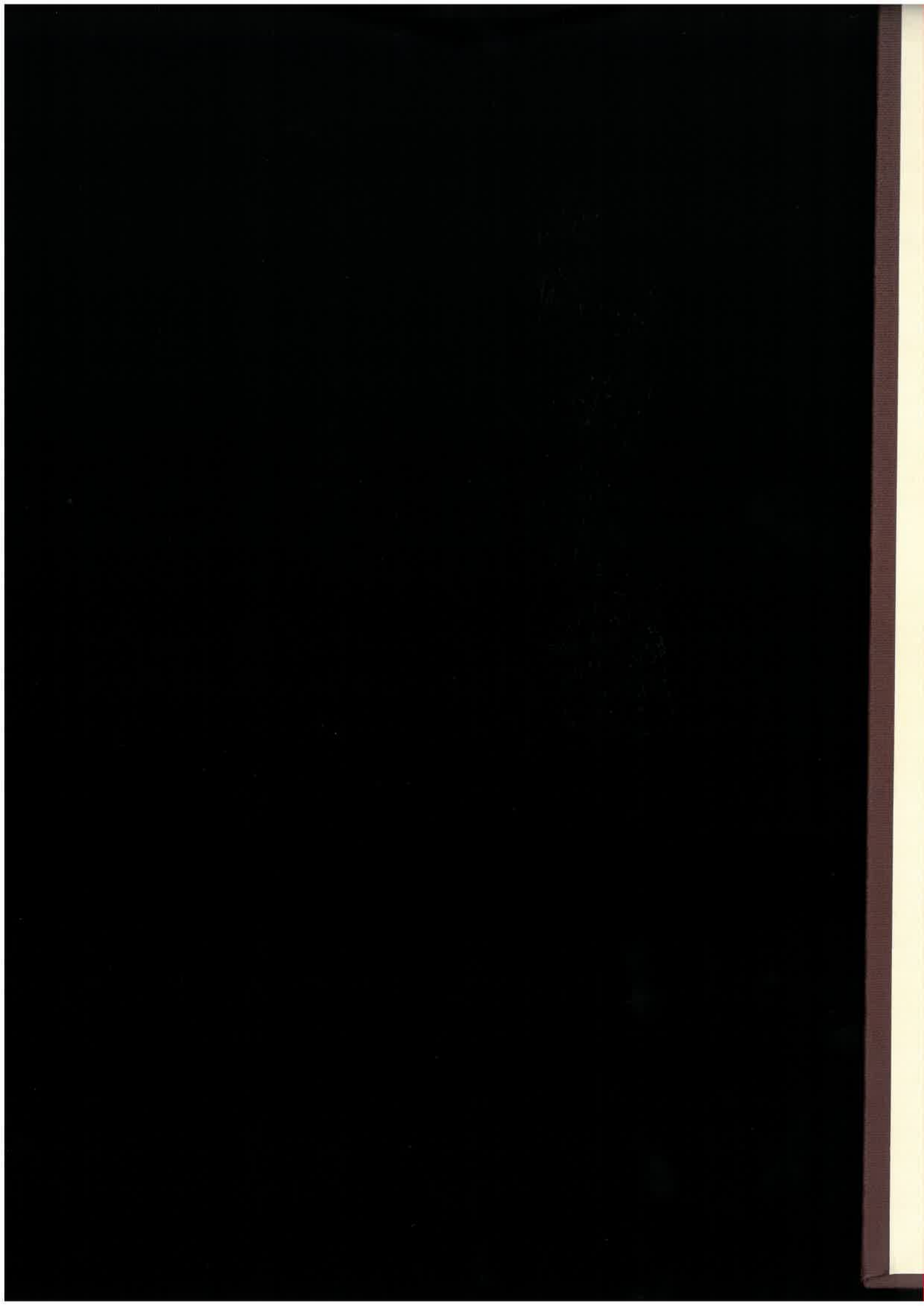
**RECOMMENDED** that the above organization be granted free use of a room in Hill Rigg House until 31<sup>st</sup> March 2009 for their fortnightly meeting from 6.30pm – 7.45pm.

60. LETTER OF THANKS & APPRECIATION – COMMUNITY SPIRIT – USE OF HILL RIGG HOUSE

The Town Clerk reported receipt of a letter of appreciation from Community Spirit following concessionary use being granted for them to use Hill Rigg House.

**RECOMMENDED** that the letter be received.





61. LEARNING & DEVELOPMENT – THE 2009 GREEN MATTERS CONFERENCE FOR LOCAL COUNCILS – 27<sup>TH</sup> MARCH 2009 - AYLESBURY

Consideration was given to the invitation received to attend this Seminar.

**RECOMMENDED** that the invitation be accepted and two Members from the Conference Rota attend the above Conference on the Town Council's behalf.

62. RESOLUTION TO EXCLUDE THE PRESS AND THE PUBLIC IN VIEW OF THE CONFIDENTIAL NATURE OF THE FOLLOWING ITEMS TO BE DISCUSSED THE COMMITTEE PASSED THE FORMAL RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC FROM THE MEETING, PURSUANT TO THE PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1961 AND THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985.

63. "ABOUT TOWN" NEWSLETTER

Members were circulated with a copy of a proposal to produce and circulate the quarterly newsletter on behalf of the Town Council.

**RECOMMENDED** that the quotation submitted by The Print Factory of Hartlepool in the sum of £1,498.00 per issue, (including delivery), be accepted, this being for the calendar year 2009, (4 issues).

