

THE MINUTES OF THE CLERKS ADVISORY COMMITTEE
HELD IN THE MAYOR'S ANTECHAMBER, SHOTTON HALL,
PETERLEE

ON MONDAY 13TH JULY 2009

PRESENT: COUN W M JEFFREY (CHAIR)

Mesdames: L Wood & J I Measor

Messrs: H Bennett MBE, C Austin, R Kyle,
D Langan, 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.

9. APOLOGIES FOR ABSENCE

No apologies for absence were submitted.

10. APPOINTMENT OF CHAIRMAN & VICE CHAIRMAN

This item had not been included in the previous minutes although a Chairman and Vice Chairman had been elected.

RECOMMENDED that Councillor W M Jeffrey be appointed to the position of Chairman and Councillor R Kyle as Vice Chairman.

11. TO APPROVE THE MINUTES OF THE LAST MEETING a copy of which had been previously circulated to each Member, were accepted.

Matters Arising

(a) Minute Number 3- Requests for Financial Assistance



Further consideration was given to these requests for financial assistance following further information being obtained on them.

(i) Music Workshops

RECOMMENDED that consideration of this item be deferred until further information was received.

(ii) National Play Day Steering Committee

RECOMMENDED that further information be obtained on this request.

(iii) Peterlee Pumas

RECOMMENDED a donation of £500.00 be made towards Pumas running costs and they be asked to publicize this donation.

(iv) Peterlee Zodiacs

RECOMMENDED a donation of £300.00 be made towards the cost of uniforms for the Peterlee Zodiacs.

(v) Shotton Hall School - "What difference can I make?" Project

RECOMMENDED that further information be obtained on this request.

(b) Minute Number 5 - Request for Concessionary Use Of Eden Lane Football Club In August 2009 - Zodiac Jazz Band

Members were advised that to date an application had not been submitted to the Safety Advisory Group at Durham County Council.

RECOMMENDED the use of Eden Lane by the Zodiac Jazz Band in August 2009 not be allowed.

12. REQUESTS FOR FINANCIAL ASSISTANCE

Consideration was given to the requests for financial assistance received from the following organizations:-

(i) Peterlee Helford Utd FC

(ii) Old Shotton Black Bull FC

(iii) Peterlee EBG Football Club

RECOMMENDED that consideration of these requests be deferred.

(iv) Oakerside Mother & Toddlers, Peterlee

RECOMMENDED that a donation of £100.00 be made towards the costs of the Toddlers Summer Trip.

(v) County Durham Society for Blind & Partially Sighted

RECOMMENDED that a donation of £100.00 be made towards the costs of producing the talking newspapers across Durham.

For Future Consideration under the Power of Well Being

- (a) Miss Mary Lloyd – workshop & tutoring
- (b) Lewis Deakin – National Youth Theatre
- (c) Miss Stephanie Bell – Scientific expedition to S W Greenland

RECOMMENDED that these requests be received and re-considered when the Power of Well Being had been adopted by the Town Council.

13. **REQUEST FOR CONCESSIONARY USE OF SHOTTON HALL BANQUETING SUITES**

Consideration was given to these requests to use Shotton Hall Banqueting Suites.

- (i) East Durham Trust, Community Learning Awards – 24th June 2009

RECOMMENDED that the additional hire charge levied for the second suite for this event, be waived on this occasion.

- (ii) St Bedes Catholic Comprehensive School, Year 11 Prom – 2nd July 2010

RECOMMENDED that free use of the Banqueting Suites be granted for the Year 11 Prom, St Bede's Catholic Comprehensive School.

14. **REQUEST FOR CONCESSIONARY USE OF HILL RIGG HOUSE Community Spirit – Tuesday 14th July, Monday 27th July – 31st August 2009 – (3 hours per day), Youth Project**

RECOMMENDED that free use of Hill Rigg House on the above dates by Community Spirit for their six week project, be agreed.

15. **LETTER OF THANKS & APPRECIATION – EAST DURHAM FC**

The Deputy Town Clerk reported receipt of a letter of thanks from East Durham FC following their concessionary use of the Banqueting Suites. The letter was extremely complimentary about the staff and



the facilities and it was asked that a copy be forwarded to staff. Deputy Town Clerk confirmed that this had already been done.

RECOMMENDED that the letter be received.

16. 2009 NALC LEADERSHIP ACADEMY - 15TH - SEPTEMBER, WARWICK UNIVERSITY

The Deputy Town Clerk advised receipt of an invitation to attend event. The costs were given as £808.45, (which included accommodation, refreshments and meals).

RECOMMENDED that this item be deferred to the Council Meeting for further consideration with costs being provided last year's course.

17. ADVERTISING OPPORTUNITIES

(i) The Pavilion, New Brochure

Details of a proposal to produce a brochure for The Pavilion were given to Members.

RECOMMENDED that this item be considered further at the Council Meeting when the number of brochures to be produced was known.

(ii) Peterlee Guide, North East Press

RECOMMENDED that a full page advertisement be taken out in the Town Council in the Peterlee Guide at a cost of £350.00+vat.

18. RULES ON CANCELLATION THE PAVILION

Members were asked to give consideration to this matter. It was confirmed that if concessionary use was granted for Shotton Hall Banqueting Suites, in the letter sent granting the concession, it was made clear that should the event be cancelled then the organization/group would be liable to pay the full hire charge. Members were asked if they wished for this arrangement to be

The duplicated for any concessions granted for The Pavilion.

RECOMMENDED this cancellation arrangement when a concession had been granted, be duplicated at The Pavilion.

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