

PETERLEE TOWN COUNCIL

THE MINUTES OF THE MEETING OF THE ESTABLISHMENT  
COMMITTEE,

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE

ON MONDAY 4<sup>TH</sup> SEPTEMBER 2006

PRESENT: COUN M A CARTWRIGHT (CHAIR)

Mesdames: J I Measor, M Milsom, A E  
Laing

Messrs: A Geldard, D Milsom, E W Hall,  
B Joyce, B Scott, D Coates, W M Jeffrey  
& R Huitson

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

IN THE ABSENCE OF BOTH THE CHAIRMAN AND VICE  
CHAIRMAN, COUNCILLOR M A CARTWRIGHT WAS  
NOMINATED TO TAKE THE CHAIR.

16. APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Councillors G  
Cowie, C J Metcalfe, H Bennett & G Calvert.

17. THE MINUTES OF THE LAST MEETING, a copy of which had  
been circulated to each Member, were approved.

18. ADVISORY BULLETINS

- (i) No 515 – Employment Relations
- (ii) No 516 – July 2006 Update
- (iii) No 517 – Pay Advice
- (iv) Work & Families: Additional Paternity Leave & Pay  
Consultation

Members gave consideration to extracts circulated from the above bulletins. With regard to Circular No 515 – the Town Clerk advised that he was to make further enquiries with both Durham County Council and the District of Easington before the Town Council could determine its own policy regarding discretionary compensation with cases of early termination of employment.

**RECOMMENDED that the information given be noted and further details be awaited on enquiries into the information contained in Circular No 115.**

19. REVIEW OF THE TOWN COUNCIL'S SMOKING POLICY

Consideration was given to the report prepared by the Town Clerk. In discussions, the Town Clerk asked the Committee to consider the impact a total no smoking ban, particularly in the grounds of Shotton Hall, may have on the Banqueting Suite operation.

**RECOMMENDED that a Working Party be established to consider and review the Town Council's Smoking Policy and this group meet as soon as possible to begin discussions.**

20. VACANCY AT CASTLE EDEN DENE NATIONAL NATURE RESERVE

The Town Clerk gave a progress report on the appointment by Natural England of a replacement for Rob Lamboll as Manager at Castle Eden Dene.

**RECOMMENDED that the information given be noted and further information be awaited.**

21. 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 & PUBLIC FROM THE MEETING, PURSUANT TO THE PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT

1961 AND THE LOCAL GOVERNMENT (ACCESS TO  
INFORMATION), ACT 1985.

22. OVERTIME REPORT

The Overtime Report and Hours Worked by Facilities Staff Report, a copy of which had been circulated to each Member, was considered.

**RECOMMENDED that the contents of the report be accepted.**

23. ABSENCE REPORT

The Absence Report detailing staff absence since the last meeting of this Committee had been circulated to each Member for their information.

**RECOMMENDED that the contents of the report be accepted.**