

PETERLEE TOWN COUNCIL

THE MINUTES OF THE ESTABLISHMENT COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL  
PETERLEE

ON MONDAY 2<sup>ND</sup> NOVEMBER 2009

PRESENT: COUN R KYLE (CHAIR)

Mesdames: S McDonnell & L Wood

Messrs: T A Jones, J Alvey, W M Jeffrey,  
R W Jones, D Langan, G Cowie, C J Metcalfe,  
H Bennett MBE, C Robbins & R Huitson

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

41. APOLOGIES FOR ABSENCE

Apologies for absence were submitted and approved on behalf of Councillors R Curtis, (on holiday); J I Measor, (swine flu); J Black, (personal reasons); D Milsom and M Milsom, (on holiday), and J Hardy, (Council business).

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

43. ADVISORY BULLETINS & CIRCULARS

- i) Employment Relations No 556 – September 2009 update
- ii) Employees at age 65
- iii) Working Arrangements – Christmas Day & Boxing Day 2009

Members were circulated with extracts from these bulletins and circulars and the Town Clerk mentioned items that may be of interest to Members.

**RECOMMENDED that the information given be noted.**

44. RESOLUTION TO EXCLUDE THE PRESS AND 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 & THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985.

45. CASTLE EDEN DENE NNR – TUPE TRANSFER

The Town Clerk gave Members details on progress with these negotiations.

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

46. NOTICE OF RESIGNATION & APPOINTMENT OF TEMPORARY CLEANER

Members were advised of receipt of a letter of resignation from Mrs Sandra Blake, Cleaner at Shotton Hall. Mrs Blake had worked with the Town Council for nearly thirty years and Members were sorry to receive her notice. They suggested that a small reception be held at

some time in the future to acknowledge her service with the Town Council.

The Town Clerk also reported on the appointment of a temporary cleaner to cover this position.

**RECOMMENDED that the action taken, be endorsed.**

47. 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.**

48. 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.**