

PETERLEE TOWN COUNCIL

THE MINUTES OF THE ESTABLISHMENT COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL

PETERLEE

ON MONDAY 5<sup>TH</sup> JULY 2010

PRESENT: COUN C AUSTIN (CHAIR)

Mesdames:- L Wood, J I Measor &  
J Black

Messrs:- R Kyle, T A Jones, J Alvey, G Cowie,  
D Langan, R Huitson, D Milsom, C J Metcalfe & E W  
Hall

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

11. APOLOGIES FOR ABSENCE

Apologies for absence were submitted and accepted from Councillors H Bennett MBE, (community business), W M Jeffrey, (away on Council business), R W Jones, (family bereavement), S McDonnell, (ill), J Hardy, (at County Durham Local Government Committee Meeting).

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

13. ADVISORY BULLETIN & CIRCULARS – BUDGET STATEMENT ON PUBLIC SECTOR PAY

Members were circulated with copies of these bulletins.

**RECOMMENDED that the information given, be noted and each Member of staff be circulated with a copy of the letter from the Pm & Deputy PM.**

14. RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC  
IN VIEW OF THE CONFIDENTIAL NATURE OF THE FOLLOWING ITEMS TO BE DISCUSSED, THE COMMITTEE PASSED0 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.

15. 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.**

16. 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.**

17. TRAINING COURSES AVAILABLE

The Deputy Town Clerk reported receipt of information from the County Training Partnership that an agreement had been reached with Durham County Council which allowed parish council officers and members to attend their Corporate Learning Programme training courses.

**RECOMMENDED that details of these courses be circulated to members for their consideration.**

18. TOWN CLERK – EXPECTED RETURN TO WORK

Members asked for news on the Town Clerk's health. The Deputy Town Clerk reported that Mr Arthur was to attend his consultant that week and his own Doctor the week after with the hope of being allowed to return to work. Members were pleased to hear this news.

**RECOMMENDED that a phased return be agreed for the Town Clerk.**