

THE MINUTES OF THE MEETING OF THE

FINANCE AND GENERAL PURPOSES COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE

ON MONDAY 7<sup>TH</sup> DECEMBER 2009

PRESENT: COUN. L WOOD (CHAIR)

Mesdames: J I Measor & S McDonnell

Messrs: C J Metcalfe, R Curtis, R Jones, D Langan,  
W M Jeffrey, H Bennett MBE, J Alvey, D Milsom  
& E W Hall

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

111. APOLOGIES FOR ABSENCE

Apologies for absence were submitted and approved on behalf of Councillors G Cowie (flu), John Hardy (on other business), R Huitson (on holiday), C Robbins (on holiday), and T Jones (on holiday).

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

Matters Arising

(a) Minute Number 121 - More Powers to Parish & Town Councils: including Local Councils in the Sustainable Communities Act – Reply from John Cummings MP

Members were circulated with a letter from John Cummings MP confirming that he had signed Early Day Motion 1545 and assured of

his continued interest in the matter and thanked the Town Council for taking the trouble to write to him on that matter.

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

(b) Minute Number 61 - Review of Polling Stations

Members were circulated with a copy of the reply received from the County Council following concerns expressed on proposed polling arrangements. In view of the Town Council's comments on the suitability of alternative premises and following further discussion with the schools in Peterlee, it was now proposed to continue with the current arrangements for Acre Rigg. The Elections Unit would continue to monitor any alternatives as they may arise.

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

113. THE REPORT OF THE FINANCE SUB COMMITTEE MEETING OF 19<sup>TH</sup> NOVEMBER 2009 a copy of which had been circulated to each Member, was agreed.

114. THE REPORT OF THE HELFORD ROAD WORKING PARTY OF THE 21<sup>ST</sup> OCTOBER 2009 a copy of which had been circulated to each Member, was agreed.

In considering this item the Town Clerk asked for authority to accept the fee proposal submitted by DTA Consulting Engineers for partial demolition of the existing Pavilion and provision of new car park, a copy of which had been circulated to Members.

**RECOMMENDED that authority be given for the Town Clerk to accept the fee proposal submitted by DTA Consulting Engineers.**

115. SLCC ANNUAL CONFERENCE, 23<sup>RD</sup> – 25<sup>TH</sup> OCTOBER 2009 – DELEGATE'S REPORT

Members were circulated with a copy of the Town Clerk's report following his attendance at this Conference. The Clerk drew attention to proposals regarding the use of debit and credit cards by Local Councils and which was referred to as "the death of the cheque". It was understood the Cheque Guarantee Unit would fold in 2011 and there would be a need to make payments in another form. The implications for cheque signing were to be considered to find the best way for payments to be controlled.

**RECOMMENDED that the information given, be noted and progress be monitored.**

116. DURHAM COUNTY COUNCIL, TRAINING EVENT FOR PARISH & TOWN COUNCILS, STANDARDS COMMITTEE & CODE OF CONDUCT, 11<sup>TH</sup> NOVEMBER 2009 – DELEGATE'S REPORT

Members were circulated with a copy of the report prepared by delegate's following their attendance at this training event. It was noted an important point brought out during the training was that if a Member or an Officer had a prejudicial interest in an item they must leave the room for the duration of discussion on the item.

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

117. EAST DURHAM ASSOCIATION OF PARISH & TOWN COUNCILS – MINUTES OF THE MEETING HELD ON 1<sup>ST</sup> SEPTEMBER 2009, a copy of which had been circulated to each Member, were received.

In considering these minutes reference was made to the way the meetings were organized and run and it was asked if a copy of the Terms of Reference and Constitution of the Association could be obtained for consideration.

**RECOMMENDED that this course of action be followed and the documents be requested from the Easington Association.**

118. PETERLEE NEIGHBOURHOOD MANAGEMENT

(a) Report of the Neighbourhood Management Officer

Consideration was given to the progress report of the Neighbourhood Management Officer. Members asked what timescales were being used considering the nature and funding of the post.

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

(c) Article from the Pathfinder Buzz Magazine

Members were circulated with a copy of an article that had appeared in the Pathfinder Buzz Magazine regarding the Town Council's pilot into taking over the Pathfinder role.

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

119. SECTION 137 APPROPRIATE LEVEL FOR 2010/11

Members were advised that the Department for Communities and Local Government had confirmed the appropriate sum for the purposes of section 137(4)(a) of the Local Government Act 1972 for Parish and Town Councils in England for 2010/11 is £6.15. This figure had not changed from 2009/2010 as the percentage increase in the RPI was negative and the legislation did not permit a reduction in the limit. It was noted that the Town Council intended to use the Power of Well Being and would therefore not use Section 137.

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

120. AUDIT COMMISSION

(a) Audit Letter, Accounts for 2008/09 and Public Notice

Members were circulated with copies of these documents relating to the completion of the 2008/09 Audit.

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

(b) Appointment of Auditor

**RECOMMENDED that it be noted that Gavin Barker had been appointed by the Audit Commission to audit the accounts of Peterlee Town Council, up to and including, 2009/10.**

121. SECTION 106 CONTRIBUTION – YOUTH EQUIPMENT

The Town Clerk was pleased to be able to advise that the second part of the payment of Section 106 monies had been received following the installation of additional play equipment at Eden Lane.

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

122. SEAHAM TOWN COUNCIL – NETWORKING EVENT – FRIDAY 29<sup>TH</sup> JANUARY 2010 – INVITATION TO ATTEND

Members were circulated with a copy of an invitation received from Seaham Town Council to attend this event.

**RECOMMENDED that Members advise the office of their intentions with regard to this invitation as soon as possible.**

123. COUNTY DURHAM ASSOCIATION OF LOCAL COUNCILS – EXECUTIVE COMMITTEE, MINUTES OF MEETINGS OF 2<sup>ND</sup> SEPTEMBER & 11<sup>TH</sup> NOVEMBER 2009 & AGENDA FOR THE MEETING TO BE HELD ON 2<sup>ND</sup> DECEMBER 2009, copies of which had been circulated to each Member, were received. The Leader of the Council commented on the clash of dates of these meetings and National Meetings.

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

124. POWER OF WELL BEING – MOPPING UP SESSION

Members were given details of further training to be held on the Power of Well Being for those Members who had not already attended.

**RECOMMENDED that a reservation be made on this training session for any Member(s) that had not already completed this training.**

125. HILL RIGG HOUSE – ALTERATION OF PLAY ROOM TO OFFICE AREA

Members were circulated with details of proposed works that were to be carried out at Hill Rigg House on behalf of the Peterlee Cluster Sure Start Children's Centres.

**RECOMMENDED that in future Durham County Council be requested to seek permission prior to any works being carried out or cabins being brought on site.**

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

127. VISIT 2010 – NORDENHAM – LENGTH OF STAY

A request had been received from the Twin Town of Nordenham for this summer's twinning visit to be extended by a couple of days to coincide with the arrival of the Tall Ships to Braemehaven. The dates of the visit were originally planned for the 17<sup>th</sup> – 26<sup>th</sup> August 2010. To allow full consideration of this request Members asked if further information could be obtained on dates for the trip.

**RECOMMENDED that further information be obtained on possible dates for the Summer's Twinning Trip.**

COUNCILLOR J I MEASOR DECLARED AN INTEREST IN THE FOLLOWING ITEM AND TOOK NO PART IN THE DISCUSSION WHICH ENSUED.

128. STOCKTAKE SUMMARY SHEETS & INCOME FROM LICENCED PREMISES

Members were circulated with a copy of stock take sheets for the three licensed premises belonging to the Town Council. Confirmation was sought on the cost of line cleaning.

It was also asked if contact could be made with the person suggested by a Local Member regarding line cleaning equipment at The Pavilion and Football Club.

**RECOMMENDED that the reports be accepted.**

129. THE PAVILION – TERMS OF REFERENCE FOR THE REVIEW OF CONTRACTED AUDITS

Members were circulated with a copy of the suggested terms of Reference for the Review of Contracted Audits received from Internal Audit.

**RECOMMENDED that the Terms of Reference for the Review of Contracted Audits for The Pavilion, be accepted.**

130. KENMORE CAPITAL GLENROTHES LIMITED – IN ADMINISTRATION, 4 UPPER YODEN WAY

Members were circulated with information received from Grant Thornton Solicitors on the financial position of above company.

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

131. PROPOSED RELOCATION OF PETERLEE REGISTER OFFICE

The Town Clerk had circulated Members with a copy of a report issued by the Facilities Manager at Durham County Council to County Councillors.

**RECOMMENDED that a meeting of the Shotton Hall Sub Committee be held to consider this report.**

132. ZURICH MUNICIPAL – EXTENSION OF POLICY FROM 11<sup>TH</sup>  
MARCH TO 31<sup>ST</sup> MARCH 2010

The Town Clerk advised that he had made arrangements for the Town Council's Insurance policy to run from 1<sup>st</sup> April 2010 to 31<sup>st</sup> March 2011 to avoid complications during the audit of accounts. As a result the current policy had to be extended from 11<sup>th</sup> March 2010 until 31<sup>st</sup> March 2010 at a cost of £3,454.99.

**RECOMMENDED that the action taken by the Town Clerk, be endorsed.**

133. SKATEPARK UPDATE

The Town Clerk apologized that he was not currently in a position to give any further update with this project. He had hoped to be able to have information on outcome of the application for funding but this was still awaited.

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

134. ROOMS IN THE PAVILION



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DECEMBER 2009

The Chairperson suggested that photographs of the persons when rooms were named after in the new facility should be put in place.

**RECOMMENDED that this suggestion be considered further at the next Pavilion Management Board Meeting.**