

THE MINUTES OF THE MEETING OF THE

FINANCE AND GENERAL PURPOSES COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE

ON MONDAY 14<sup>TH</sup> JUNE 2010

PRESENT: COUN C J METCALFE (CHAIR)

Mesdames:- S Mc Donnell, L Wood, J I Measor &  
J Black

Messrs:- R Kyle, T A Jones, J Alvey, H Bennett MBE,  
J Hardy, W M Jeffrey, R Curtis, R W Jones, D Langan,  
R Huitson, D Milsom, C Austin & E W Hall

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

1. APOLOGIES FOR ABSENCE

Apologies for absence were submitted and accepted from Councillor  
G Cowie, (asthma).

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

Minute Number 188 – Power to confer Honorary Titles

It be noted it had been RESOLVED that this be supported by the  
Town Council.

(i) Stadt Nordenham “Sail Festival”

It be noted it had been RESOLVED that it be noted that the partners  
would be paying for themselves for this trip and an extra two nights  
stay be approved so that the Mayor could stay over after the Twinning  
trip had left and then take up the invite to this event. Following this

meeting the Mayor had decided to decline the invitation.

Minute Number 195 – Child Protection Policy – Draft

It be noted it had been RESOLVED that the Child Protection Policy be adopted by the Town Council.

3. THE REPORTS OF THE FINANCE SUB COMMITTEE MEETINGS OF 22<sup>ND</sup> APRIL & 20<sup>TH</sup> MAY 2010 were agreed.

4. MINUTES OF MEETINGS

(a) Castle Eden Joint Management Committee of the 13<sup>th</sup> November 2009

A copy of the minutes from this meeting were circulated for each Member's information.

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

(b) Minutes of the Executive Committee Meeting of CDLAC of the 3<sup>rd</sup> March 2010

A copy of the minutes from this meeting were circulated for each Member's information.

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

(c) Apollo Pavilion Steering Group of the 6<sup>th</sup> April 2010

A copy of the minutes from this meeting were circulated for each Member's information.

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

(d) Larger Local Councils Committee of the 13<sup>th</sup> April 2010

A copy of the minutes from this meeting were circulated for each Member's information.

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

(e) Report of the Environmental Theme Group of the 7<sup>TH</sup> May 2010

A copy of the minutes from this meeting were circulated for each Member's information. A Local Member advised that this Group had been a useful tool in getting action taken at Crimdon Dene recently.

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

5. PROPOSED SKATE PARK – PROGRESS REPORT

Members were given an update with discussions on this proposal with Town Council, County Council Members and the young people from the Youth Centre in Peterlee. It had been agreed that the skate park would be located in Woodhouse Park. One Local Member expressed his concern at this decision as he felt it was a big mistake to site the skate park within the confines of the Park.

**RECOMMENDED that:-**

- (i) Permission be given to waive Standing Orders and to award the contract for the provision of a skate park to Record RSS for reasons of added value and partnership working with another local council;**
- (ii) plenary powers be granted to award the contract immediately;**
- (iii) a small working project team be established; who would sit on the Team being considered further at the Council Meeting;**
- (iv) a letter of thanks be forwarded to Seaham Town Council for their assistance and support with this project.**

6. DURHAM DIGITAL REGION

Members were circulated with details of discussions on the Durham Digital Region.

Durham County Council in association with One North East was planning to acquire funding to deliver next generation broadband services through public sector leadership. It planned to build upon the positive elements of Durham County Council's current initiatives in this area to create and realise a vision that has been called *Digital Durham*.

Digital Durham had the potential to be an enabler and driver of the Councils priority themes and there was an opportunity for East Durham to lead a pilot scheme as part of the proposed project. Priority themes included:-

- **Economic Wellbeing:**
- **Healthier Communities:**

- **People Enjoying, Achieving and making a positive contribution:**
- **Transformation:**

Durham County Council were in the process of preparing a business case for submission to cabinet on 21<sup>st</sup> July 2010. There is an opportunity for East Durham to pilot at least one 'digitally' themed priority. For the purposes of the working group it was agreed that we would endeavour to become part of a tele-medicine pilot service being offered by Microsoft. Further details of this pilot will be provided once they are received.

**RECOMMENDED that further developments be awaited.**

7. FLY THE FLAG EVENT, MONDAY 21<sup>ST</sup> JUNE 2010 – 10.30am  
SHOTTON HALL

Members were reminded of the Flying the Flag event to be held on Monday 21<sup>st</sup> June 2010 at 10.30am in support of the Armed Forces.

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

8. PARISH & TOWN COUNCILLOR REGISTER OF INTERESTS

Members were asked to make sure they had all completed the forms as requested by the Monitoring Officer, Durham County Council.

**RECOMMENDED any Member that had not yet filled in their form do so and forward it to the Office.**

9. REGISTER OF INTERESTS

Members were reminded of the need to complete a form to be used to record and notify the monitoring Officer of any gifts or hospitality received exceeding £25.00 and only should be completed as and when the need arises. Members asked if this applied to Officers also. The Deputy Clerk advised that she would look into this and advise.

**RECOMMENDED that the outcome of investigations be awaited.**

10. PASSFIELD & DISTRICT COMMUNITY ASSOCIATION –  
LETTER OF THANKS

Members were circulated with a letter of thanks from the Passfield & District Community Association following Eddie Watson, their former Treasurer, being awarded the Frank Turnbull Memorial Award.

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

11. GT GROUP BAND PETERLEE

Members were circulated with a copy of an e mail from Trevor Langthorne, the Secretary of GT Group Band, Peterlee updating the Town Council on the band's progress since promotion to the Championship in January.

**RECEMMENDED that a letter of congratulations be sent to the band on their fantastic achievements.**

12. CASTLE DENE SHOPPING CENTRE, PETERLEE: CHANGE OF  
MANAGING AGENT

Members were circulated with details advising that Savills had replaced Storey:ssp as managing agents of Castle Dene Shopping Centre.

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

13. COUNTY DURHAM ASSOCIATION OF LOCAL COUNCILS  
EXECUTIVE COMMITTEE – REQUEST FOR NOMINATIONS

Members were asked to consider nominations for positions on the Executive Committee of the County Durham Association of Local Councils.

**RECOMMENDED that the Town Council support the suggested nominations as given in the correspondence, and the Town Council's representative be given the mandate to vote at the Meeting.**

14. 2010 COUNTY DURHAM SURVEY OF RESIDENTS

Members were circulated with details of the face to face household survey of County Durham residents during May and June 2010 being conducted by Durham County Council and County Durham PCT.

**RECOMMENDED that the information given, be noted and the results of the survey be awaited.**

15. EAST DURHAM LEADER CELEBRATION EVENT – THURSDAY 17<sup>TH</sup> JUNE 2010, SHOTTON HALL

Members were advised of an invitation to attend this event on 17<sup>th</sup> June 2010 at Shotton Hall, Peterlee. The Deputy Town Clerk advised the LEADER programme was a mechanism for delivering the Rural Development Programme for England.

**RECOMMENDED that Leader attend this event on the Town Council's behalf.**

16. LOCAL COUNCIL ADVISORY SERVICE – ANNUAL SEMINARS 2010 – 24<sup>TH</sup> JUNE 2010 – SHOTTON HALL, PETERLEE

It was reported that the invitation to attend this yearly Seminar had been received.

**RECOMMENDED that the Horticultural Supervisor attend on the Town Council's behalf and if any Member from the Health & Safety Committee wished to attend they advise the Office.**

17. NALC MEMBERS' NETWORKING LUNCH – 10<sup>TH</sup> SEPTEMBER 2010, DURHAM

**RECOMMENDED that this item be referred to the Clerk's Advisory Committee to agree representation.**

18. AREA & NEIGHBOURHOOD WORKING IN THE NORTH EAST – DRAFT REPORT

Members were circulated with a copy of this draft mapping report on area and neighbourhood working in the North East. This was part of work being undertaken by the North East Neighbourhoods Network for the Regional Improvement and Efficiency Partnership (REIP). The document was in two sections. Section One provided a general commentary on what was happening in the region. Section Two was a more factual summary of what's happening in each local authority area. Before the final version was published any comments on the draft were welcomed.

**RECOMMENDED that no comments be made on the draft report and the final report be awaited.**

19. GOVERNANCE & ACCOUNTABILITY FOR LOCAL COUNCILS

Members were advised that NALC and the SLCC had just released the 4<sup>th</sup> Edition of Governance and Accountability for Local Councils – A Practitioners' Guide (England) 2010. This new edition of the guide presented, for the first time, guidance for the largest local councils, (budget over £1million).

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

20. SUMMARY INCOME & EXPENDITURE BY BUDGET HEADING  
1<sup>ST</sup> APRIL 2009 – 31<sup>ST</sup> MARCH 2010

Members were circulated with the final copy of the Summary of Income and Expenditure from 1<sup>st</sup> April – 31<sup>st</sup> March 2010 which now included the wages costs.

**RECOMMENDED that the report be received.**

21. PETERLEE TOWN COUNCIL – ANNUAL AUDIT FEE 2010/11

Members were circulated with correspondence from the Audit Commission outlining the audit work they proposed to undertake for 2010/11 financial year at Peterlee Town Council and the associated fee for that work. The fee was based on the risk-based approach to audit planning as set out in the Code of Audit Practice and work mandated by the Commission for 2010/11. The total audit fee was given as £15,400 for 2010/11.

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

22. INTERNAL CONTROL REPORT – THE PAVILION

Members were circulated with a copy of the internal control report – contracted audits: Peterlee Town Council in relation to The Pavilion.

It was reported that the Action Plan for implementation was being addressed by Officers.

**RECOMMENDED that the report be accepted and the recommendations given in the report be acted upon.**

23. DURHAM GROWTH POINT ACCESS PRIORITISATION

Members were circulated with a summary report of the Durham Growth Point Access Prioritisation Study – A Study of access priorities in Spennymoor and Seaham. This was following a pilot



project where Peterlee took part and the Town Clerk had spoken to the consultants who were commissioned to compile the report and the town Council were thanked for their contribution and for being part of this successful pilot project.

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

24. CIVIL PARKING ENFORCEMENT

Details were circulated to Members advising that Durham County Council was to pursue an application to the Secretary of State for Transport for civil parking enforcement posers in the north of the county. It was hoped Civil Parking enforcement could commence in October 2008. Views on this proposal were invited.

**RECOMMENDED that no comment be made on this proposal.**

25. NALC LLCC – PROPOSED AFFILIATE MEMBERSHIP SCHEME

Members were circulated with details of the proposed scheme for larger local councils to have associate membership of the Local Government Association. The proposal had been supported in principle but more information on the subscription fee was sought. The figure provisionally agreed was £1,000 p.a. Committee members were consulted and there was no opposition to this proceeding. It was suggested that the Town Councils representative advise further after the meeting in July 2010.

**RECOMMENDED that further developments be awaited.**

26. CASTLE EDEN DENE JOINT MANAGEMENT COMMITTEE

- (a) Memorandum of Agreement: Durham County Council and Natural England
- (b) Castle Eden Dene Joint Management Committee – Terms of Reference

Members gave consideration to these documents.

**RECOMMENDED that they be considered further at the Council Meeting.**

27. REQUEST FOR REDUCTION IN COSTS – TWINNING TRIP, NORDENHAM 2010

Consideration was given to a request received from the Northern Lights Dance Group for a reduction in the costs of them taking part in the Twinning Trip.

**RECOMMENDED that this request be considered further at the next meeting of the Clerk’s Advisory Committee.**

28. FEES & CHARGES

Members were circulated with a copy of the various fees and charges for consideration. It was suggested all fees, other than the cemetery fees, needed to be considered in further detail.

**RECOMMENDED that the cemetery fees, as circulated, increased by the rate of inflation, be approved.**

**FURTHER RECOMMENDED that consideration of the remainder of all of the fees and charges for room hire and sports lettings etc, be deferred.**

29. 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.

30. STOCKTAKE SUMMARY SHEETS

Members were circulated with a copy of stock take sheets for the three licensed premises belonging to the Town Council.

Reference was made to the wastage not being properly presented to Members. Concern was also expressed at the length of time there was an issue with cellar services at the Football Club.

**RECOMMENDED that the reports be accepted and the Facilities Manager investigate the issue relating to cellar services support.**

31. LOWHILLS ROAD – REQUEST TO SITE TOILETS AND CABIN ON HARDSTANDING AREA – ABLE CONSTRUCTION

**RECOMMENDED that this item be withdrawn.**

32. PARTIAL DEMOLITION OF THE EXISTING PAVILION & PROVISION OF CAR PARKING

The Deputy Town Clerk advised that monies had been allocated for this contract over two financial years. It had now been agreed to begin the contract and have the works completed before the Show.

**RECOMMENDED that authority be given to vire the sum of £56,000 from reserves to the capital maintenance budget in order for these works to be carried out as one single contract.**

33. NALC REGENERATION & HOUSING CONFERENCE – DELEGATE'S REPORT

Members were circulated with a copy of the delegate's report following their attendance at this Conference. It was asked that in future Members included a section in their reports their opinion as to whether the contents of the conference had been of interest and

benefit to the workings of the Town Council and their attendance had been beneficial.

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

34. EDDIE PLEWS – SPENNYMOOR – FORMER MAYOR

It was reported that Eddie Plews had recently passed away.

**RECOMMENDED that a letter of condolence be sent on behalf of the Town Council.**

35. HASWELL & DISTRICT MENCAP SOCIETY – THIRD ANNIVERSARY CARNIVAL EVENT

Members were advised of an invitation to attend this event at the Lisa Dixon Centre Haswell on Saturday 26<sup>th</sup> June 2010 from 10.00am – 2.00pm.

**RECOMMENDED that the invitation be noted and any Member wishing to go along do so.**