

THE MINUTES OF THE MEETING OF THE  
FINANCE AND GENERAL PURPOSES COMMITTEE  
HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE  
ON MONDAY 5<sup>TH</sup> JULY 2010

PRESENT: COUN C J METCALFE (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 Austin & E W Hall

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

36. 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).

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

Matters Arising

(i) Minute Number 5 Proposed Skate Park – Progress Report

Members were asked to give consideration to the composition of this Working Party. To date Councillors Metcalfe and Hardy had expressed an interest in being involved.

**RECOMMENDED the following make up the Working Party  
along with members of Durham County Council:-**

**T Jones, C Austin, C J Metcalfe, J Hardy, L Wood, W M Jeffrey & J Alvey, with a vacancy for a member from the Edenhill Ward.**

(ii) Minute Number 26 – Register of Interests

The Deputy Town Clerk confirmed that Officers were covered by a Code of Conduct, a copy of which had been issued to all employees. It was also confirmed that copies of Members forms had been sent off to Durham County Council as required.

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

38. THE REPORT OF THE FINANCE SUB COMMITTEE MEETING OF 17<sup>TH</sup> JUNUE 2010 was agreed.

There were a number of queries raised at the meeting and the Member was asked to either contact the Office to inspect the invoices in person to clarify any payments, or alternatively to ensure that he was available for the Finance Sub Committee to inspect the invoices at the time of signing.

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

39. FAIRBAIRN ROAD & JOHNSON CLOSE – TEMPORARY ROAD CLOSURE

Members were circulated with details of a temporary road closure at this location.

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

40. NEW £2M COMMUNITY WILDLIFE FUND OPENS

Members were circulated with details of Big Lottery Funds available for Parish Councils. A copy of this information had also been sent to CEDNNR.

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

41. FORMING A RESIDENTS GROUP IN HOWLETCH

Members were circulated with a request from East Durham Homes about the possibility of creating a residents group in the Howletch Area. It was reported that there were four established groups in Passfield and Sunny Blunts, Denhouse & Chapel Hill South, Edenhill & Chapel Hill North and Acre Rigg.

**RECOMMENDED that further consideration be given to this matter at the Council Meeting.**

42. INTERNAL AUDIT PLAN OF WORK 2010/11

Members were circulated with a copy of the suggested plan of work from the Internal Auditor.

**RECOMMENDED that the following action plan be agreed for internal audit 2010/11:-**

- Payroll audit – 5 days
- Peterlee Show – 3 days
- Creditors audit – 5 days
- Democratic & civic expenses – 5 days
- 2 days set aside for administration.

43. RESOLUTION TO EXCLUDE THE PRESS & PUBLIC IN VIEW OF THE CONFIDENTIAL NATURE OF THE FOLLOWING ITEMS TO BE DISCUSSED, THE COMMITTEE IS ASKED TO PASS 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.

44. 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 level of line cleaning shown in the report and it was agreed that this be clarified with the Facilities Manager and the Member advised accordingly. It was confirmed that a Meeting of the Shotton Hall Sub Committee was to be convened for Tuesday 20<sup>th</sup> July 2010 to discuss issues relating to Shotton Hall.

**RECOMMENDED that the reports be accepted and the issue of line cleaning be investigated and the Member be advised of the outcome.**

45. DECLARATION OF RESULT OF POLL

The Deputy Town Clerk advised on the recent election for the Edenhill Ward, where Colin Watkins was elected.

At this point a Local Member expressed his concern that certain workings of the Town Council, particularly in relation to finance, had been made known to the residents of Edenhill and he was concerned at the source of the information. It was suggested that this matter be discussed further at the Council Meeting. One Local member did not agree with this course of action.

**RECOMMENDED that this item be referred to the Council Meeting.**

46. PARISH & TOWN COUNCILS CONFERENCE – 19<sup>TH</sup> JULY 2010, COUNTY HALL DURHAM

The Deputy Town Clerk advised that unfortunately Councillor Cowie had advised that he was unable to attend this event and asked if another Member wished to attend in his place.

**RECOMMENDED any Member interested in going to this event advise the Office as soon as possible.**