

THE MINUTES OF THE MEETING OF THE

FINANCE AND GENERAL PURPOSES COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE

ON MONDAY 6TH SEPTEMBER 2010

PRESENT: COUN C J METCALFE (CHAIR)

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

Messrs:- T A Jones, J Alvey, H Bennett MBE, C
Watkins, D Milsom, R Huitson & W M Jeffrey

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

47. APOLOGIES FOR ABSENCE

Apologies for absence were submitted and accepted from Councillors
J Hardy, (at County Durham Local Government Committee Meeting),
and G Cowie, (asthma).

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

Matters Arising

Minute Number 5 Proposed Skate Park – Progress Report

The Deputy Town Clerk outlined progress with this project. The
Leader also advised that he had been visiting the site regularly since
the Contractors had started on site.

**RECOMMENDED that a meeting of the Skatepark Working
Party, along with the County Councillors and appropriate
representatives being invited to attend, be called asap.**

49. THE REPORTS OF THE FINANCE SUB COMMITTEE MEETINGS OF 29TH JULY & 26TH AUGUST 2010 were agreed, subject to Councillor D Milsom as being shown as in the Chair.

At the Finance Sub Committee concern had been expressed at the amounts being paid for security services. It was suggested that this should be discussed at a future meeting.

50. APOLLO PAVILION COMMUNITY ASSOCIATION – MINUTES OF A MEETING OF THE 8TH JUNE 2010, a copy of which had been circulated to each Member, were received.

51. REPORT OF THE ENVIRONMENTAL THEME GROUP MEETING OF THE 13TH JULY 2010 a copy of which had been circulated to each Member, were received.

In considering these minutes reference was made to discussions on Winter Maintenance with Durham County Council, and it was asked that Members be kept advised on progress with this matter.

52. TOWN COUNCIL AUDITS – ANNOUNCEMENT ABOUT THE DISBANDMENT OF THE AUDIT COMMISSION

Members were circulated with details about the disbandment of the Audit Commission. It was advised that there would be no immediate change to the audit arrangements for 2009/10. Further details on the future audit programme and any changes to audit arrangements would follow in due course.

RECOMMENDED that the information given, be noted, and further progress be awaited.

53. NO NEED FOR NUCLEAR – HOUSE OF COMMONS EARLY DAY MOTION NO 557

Consideration was given to this request for support.

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

54. BT WIND FOR CHANGE – JUNCTION HOUSE, EASINGTON, COUNTY DURHAM

Members were circulated with an update on proposals for wind turbines at Easington, which had now been reduced from three to two units.

RECOMMENDED that the information given, be noted.

55. COUNTY DURHAM LOCAL INVOLVEMENT NETWORK – AGM – 28TH SEPTEMBER 2010, 1-4PM, XCEL CENTRE, AYCLIFFE

Members were advised of an invitation to attend this event.

RECOMMENDED any Member interested in attending advise the Deputy Town Clerk as soon as possible.

56. DURHAM COUNTY COUNCIL STANDARDS COMMITTEE, PARISH & TOWN COUNCILS CONFERENCE, 19TH JULY 2010 – DELEGATE'S REPORT

Members were circulated with a copy of the Delegates' report following their attendance at this event. Both Councillor McDonnell and Councillor Metcalfe gave further details on topics that had been discussed at the Conference.

RECOMMENDED the delegates' report be received.

57. INTERNAL AUDIT REPORT – PAYROLL AUDIT

Consideration was given to the report produced by the Internal Auditor acting on the Town Council's behalf on the payroll service

provided by Durham County Council. The overall objective of the review was to provide a risk based assessment of the systems in place in order to form an opinion as to whether they were robust and provided an adequate basis for effective control.

Payroll was found to be accounted for correctly and accurately using the preparation and processing check list forms. As in accordance with the SLA, DCC payroll staff checked the exception reports and these were found to be properly produced prior to processing and had been properly checked and authorized by a supervisor. The review highlighted two issues as low priority as follows:-

- For the establishment list to be updated with employees names and confirmed by Managers at the next budget setting process;
- An updated SLA be agreed by Durham County Council and Peterlee Town Council.

RECOMMENDED that the report be accepted and the two items given in the report, be attended to as soon as possible.

58. EAST DURHAM ASSOCIATION OF PARISH & TOWN COUNCILS

- Minutes of the Meeting of the 9th March 2010
- Annual & Financial Report 2009/10
- Minutes of the AGM Meeting of the 30th June 2010
- Minutes of the Meetings of the 13th July 2010

Copies of the above were circulated for Members information.

RECOMMENDED that the Secretary be contacted to request the appropriate Officer from Durham County Council be invited to the meeting to speak on the item relating to gypsy travellers and for this item to be discussed first at the meeting.

59. THE PAVILION – FEASIBILITY STUDY - RE BALCONY

Members were asked to give consideration to a feasibility report being commissioned for this work.

RECOMMENDED that this item be considered at the next meeting of the Helford Road Management Committee to be held on 7th September 2010.

60. RECRUITMENT OF A PUBLIC REPRESENTATIVE TO THE EAST DURHAM AAP BOARD

Members were circulated with details of a vacancy on the East Durham AAP Board and an opportunity to recruit a new Public Representative. Councillor Measor advised that she was to re apply and that the closing date for applications was the 10th September 2010.

RECOMMENDED that progress be awaited.

61. DURHAM COUNTY COUNCIL - LICENSING ACT 2003 – STATEMENT OF LICENSING POLICY – CONSULTATION

Members were circulated with a copy of this consultation document.

RECOMMENDED that this item be referred to the Council Meeting for further consideration.

62. 2010 RATING REVALUATION – BUSINESS RATES - UPDATE

Members were circulated with an update from Storey Sons and Parker Limited on the 2010 rating assessment and lodging the appropriate appeals.

RECOMMENDED that progress with these appeals on the Town Council's properties be awaited.

63. DURHAM ASSOCIATION NEWS – ISSUE 31

Members were circulated with a copy of the August edition of the Durham Association News. One of the items gave information on the control of dogs. In this connection a Local Member advised of

problems raised at a recent meeting of the Acre Rigg Residents Association with dog fouling on the playing fields at Lowhills Road. It had been suggested that further dog bins should be erected along with increased signage. It was suggested that the Horticultural Supervisor be asked if this was a particular problem for Town Council operatives when working at Lowhills Road and Members be advised of the outcome.

RECOMMENDED that this course of action be followed.

64. NALC
(a) E BULLETIN FOR COUNTY ASSOCIATIONS & NATIONAL COUNCIL
(b) LOCAL (PARISH & TOWN) COUNCIL PAYMENTS

Members were circulated with the latest e bulletin by the National Association of Local Councils which was an update on national developments.

Details were also given on cheque payments and moves being made for other methods of payment to be allowed to be used by Parish & Town Councils.

RECOMMENDED that progress be awaited and the information in the e bulletin, be noted.

65. DECISIONS ON ELECTORAL BOUNDARY CHANGES FOR COUNTY DURHAM PUT BACK

Members were advised that the independent body looking at the boundaries of electoral wards in Durham had advised that recommendations for changes would not be published until 2011.

RECOMMENDED that progress be awaited.

66. COUNTY ASSOCIATION SLCC STANDARDS COMMITTEE COMPACT

Members were advised that Standards for England had released details of a Parish Council Compact. The Compact was designed to formalise the way that a County Association of Local Councils and the Standards Committee of a principal authority in an area would work together with local representatives of the Society of Local Council Clerks to support Parish & Town Councils in their area.

RECOMMENDED that progress with the Parish Council Compact be awaited.

67. PRE PLANNING CONSULTATION ON DENE COMMUNITY SCHOOL & GLENDENE SCHOOL & COMMUNITY ART COLLEGE – OPEN EVENINGS

Members were advised that Dene Community School and Glendene School & Community Arts College were both included in the government initiative to transform secondary education by renewing or refurbishing these schools. An invitation had been received to view the designs and put forward any comments at open evenings being held on 8th September 2010, at Glendene School and 9th September at Dene Community School, along with plans being on display in local libraries from 6th – 10th September 2010.

RECOMMENDED that any Member wishing to go along to these events do so.

68. PROJEKT SENSATION

Members were asked to give approval to the Town Council organising and funding future music events for under 18's in the Town. These events were very well attended and had made a positive impact on reducing the amount of anti social behaviour reported to the Police.

RECOMMENDED that the Town Council continue to support Projekt Sensation Events for the current scholastic year.

69. STOCKTAKE SUMMARY SHEETS

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

RECOMMENDED that the reports be accepted.

70. 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.

71. CYCLE RACKS – HELFORD ROAD

Members were asked to give approval to including 10 no. cycle racks within the current contract for the car park at Helford Road.

RECOMMENDED that cycle racks be ordered at a cost of £1,429.37 plus vat, to be included in the current contract.

72. SCORE BOX – HELFORD ROAD

Members were asked to give consideration to necessary brickwork repairs to the cricket score box and to raise the lintol over the vehicular access door to its maximum allowable height at a cost of £800.00, being included within the current contract.

RECOMMENDED that these works be agreed at a cost of £800.00.

73. SHOWMENS GUILD OF GREAT BRITAIN – ANNUAL LUNCHEON, RAMSIDE HALL HOTEL, DURHAM, WEDNESDAY 10TH NOVEMBER 2010

The Deputy Town Clerk reported receipt of invitations to attend this event for the Mayor, Chairman of the Show Committee, Council Leader and the Town Clerk.

RECOMMENDED that the invitations be received.

74. RECENT FIRE AT HELFORD ROAD

Members were advised of the recent fire at Helford Road and recent press releases were circulated for Member's information. Reports from the relevant organisations were awaited.

RECOMMENDED that further information be awaited.