

THE MINUTES OF THE MEETING OF THE

FINANCE AND GENERAL PURPOSES COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE

ON MONDAY 3RD OCTOBER 2011

PRESENT: COUN L WOOD (CHAIR)

Mesdames: M Milsom, J Black, S McDonnell & J I Measor

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

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

45. APOLOGIES FOR ABSENCE

Apologies for absence were submitted and accepted from Councillors
C Austin, (Wedding Anniversary), R Kyle, (away in Derbyshire), J
Hardy, (County Durham Local Government Meeting), E W Hall, (ill),
& G Cowie, (ill).

46. THE MINUTES OF THE LAST MEETING a copy of which had
been circulated, were approved.

Matters Arising

- (i) Minute Number 33 – To agree a date for the Finance/Budget
Working Party

**RECOMMENDED that all Members of the Council be invited to
attend any future Finance Sub Committee meeting that were to be
held to discuss precept/budget matters and all of the relevant
financial information be sent to Members prior to the meeting to
allow for proper consideration.**

(ii) Minute Number 38 – Showmen’s Guild Annual Luncheon

This item had been referred from the Special Council Meeting held on 26th September 2011 for further consideration. It was reported that invitations had been received for the Show Co Ordinator and a further invite for the Leader of the Town Council.

RECOMMENDED that a letter be forwarded to Mr Noble explaining that for various reasons all invites were to be refused on this occasion.

(iii) Minute Number 40 – Remembrance Day Parade it being noted that the application to the Safety Advisory Group was to be made by the Organisers of the Parade, the Royal British Legion and they had been advised of this process.

(iv) Minute Number 44 – Recovery of bad debts – Progress report
RECOMMENDED an urgent progress report be requested on this matter.

47. THE REPORT OF THE FINANCE SUB COMMITTEE MEETING OF THE 22ND SEPTEMBER 2011 a copy of which had been circulated to each Member, were agreed.

48. DIS EXTRA – NALC’S DIRECTION INFORMATION SERVICE – ISSUE 767

Issues included within this Bulletin were local standards still key to making localism work; putting planning on the front foot; plan to increase affordable homes; bowling greens to be given special protection; innovative rural bus service expands; Britain faces rural housing shortfall; make your community flood aware and prepared.

RECOMMENDED that the information given be noted.

49. DURHAM POLICE AUTHORITY STAKEHOLDER NEWSLETTER, ISSUE 1

Members were circulated with a copy of this newsletter for their information.

RECOMMENDED that the information given, be noted.

50. STOCKTAKE SUMMARY SHEET 30TH AUGUST 2011

Members were circulated with a copy of stock take sheets for the licensed premises belonging to the Town Council. The Town Clerk commented that the reported as presented these reports were complex and detailed for Members to analyse and she was looking into understand and had looked at an alternative report being prepared. She had taken advice from nearby authorities and engaged a second stock take on a trial basis. She would report back on any inadequacies of the reports made and also present the report of the internal auditor which was also currently being undertaken.

RECOMMENDED that the stock take reports be accepted, and the action taken by the Town Clerk in this regard be supported and fully endorsed and a further report be awaited.

51. INTERNAL AUDIT – PETERLEE INFORMATION CENTRE

Consideration was given to the report of the Internal Auditor on the Information Centre.

RECOMMENDED:-

(i) new written procedures for the and stringent controls on financial procedures for the handling and transferring of cash from safes to the bank be adopted and the Town Clerk be given authority to adopt methods to achieve this.

(ii) the report be accepted and the controls and action plan be adopted.

(iii) Special Council Meeting be convened to discuss the Information Centre Service and associated budget in approximately four weeks and that the Town Clerk summarise

and report on the surveys that Members of the public had submitted.

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

53. TOWN CENTRE CLOCK

Consideration was given to the report of the Deputy Town Clerk, a copy of which had been circulated to each Member.

RECOMMENDED that to allow this matter to be concluded, an urgent price be obtained to take down the bell, make good the area on the roof and maintain the clock in good working order.

54. HEALTH & SAFETY ANNUAL SITE INSPECTION

Consideration was given to the report of the Deputy Town Clerk, a copy of which had been circulated to each Member.

RECOMMENDED that Zurich Municipal be engaged to carry out this year's Health & Safety site Inspection at the cost as detailed in the report.

55. THE ARRIVAL

Members were asked if they would consider providing a statement to be included on the web site of the Arrival and this was read out for consideration.

RECOMMENDED that this statement be approved.