

THE MINUTES OF THE MEETING OF THE

FINANCE AND GENERAL PURPOSES COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE

ON MONDAY 5TH MARCH 2012

PRESENT: COUN L WOOD (CHAIR)

Mesdame: J Black

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

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

120. APOLOGIES FOR ABSENCE

Apologies for absence were submitted and accepted from Councillors
G Cowie, (asthma), R Kyle, J I Measor, S McDonnell, (all ill).

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

Matters Arising

(i) Halloween Party Budget 2011

**RECOMMENDED that this report be accepted. FURTHER
RECOMMENDED a list of Town Activities be presented for
Member's consideration and be discussed as part of the budget
setting process.**

(ii) Meeting with Grahame Morris, MP – Monday 13th February
2012 at 11.00am, Shotton Hall

RECOMMENDED that the offer of quarterly meetings with the MP be accepted, and an agenda be prepared to focus discussions. FURTHER RECOMMENDED the new Manager of Castle Dene Shopping Centre be invited to a future meeting to discuss, amongst other issues, parking in the Town Centre.

122. THE REPORT OF THE FINANCE SUB COMMITTEE MEETING OF THE 9TH FEBRUARY 2012 a copy of which had been circulated to each Member, was agreed. There were several queries on the accounts presented and they were answered.

RECOMMENDED a report be prepared on the issue of Personal Protective Equipment to Town Council staff.

123. EAST DURHAM ASSOCIATION OF PARISH & TOWN COUNCILS – MINUTES OF THE MEETING OF THE 10TH JANUARY 2012, a copy of which had been circulated to each Member, were received.

The Leader of the Council advised that he had been invited to attend a meeting of the Executive Committee of the County Durham Association of Local Councils to be held on Wednesday 7th March 2012 at Shildon.

RECOMMENDED that the Leader's attendance at this meeting be endorsed.

124. EAST DURHAM AREA ACTION PARTNERSHIP – MINUTES OF THE MEETING OF THE 19TH JANUARY 2012 a copy of which had been circulated to each Member, were received.

A Local Member was concerned that the proposed closure of the Thornley waste recycling centre may result in an increase in fly tipping.

RECOMMENDED this concern be forwarded if the due date for making views known with this consultation had not already closed.

125. DURHAM ASSOCIATION NEWS – ISSUE 38

Members were circulated with issue 38 of the Durham Association News produced by the County Durham Association of Local Councils.

RECOMMENDED that the information be noted.

126. DIS EXTRA – NALC’S DIRECT INFORMATION SERVICE – ISSUE 777

Members were advised of receipt of this issue of the Direct Information Service update.

RECOMMENDED that the information given be noted.

127. “SIP FOR STROKE”, OPEN AFTERNOON, 23RD MAY 2012, 1.00PM – 4.00PM, THE PAVILION, PETERLEE

Members were advised of receipt of an invitation to attend this open afternoon at the Pavilion. Councillor Alvey indicated he would like to go along to this event.

RECOMMENDED any Member wishing to attend do so.

128. LIBRARY CONSULTATION

Members were circulated with details in relation to the Library Consultation. It was noted the County Council was looking to keep all of its libraries open with savings being achieved by reducing working hours. The closing date for commenting was 29th April 2012.

RECOMMENDED that no comments be made on this consultation.

129. 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.

130. TWINNING – SUMMER VISIT TO NORDENHAM

It was reported that the Peterlee and Nordenham and Friendship Association had not held their meeting and so were not in a position to advise on the number of youngsters that were expected to take part in the summer's visit.

RECOMMENDED that this matter be considered further at the Council Meeting.

131. STOCK REPORTS – SHOTTON HALL & THE PAVILION

Consideration was given to the stock reports received for the licensed premises.

Concern was expressed at the level of wastage at the Pavilion and it was suggested that the brewery be contacted to provide cellar training for staff. It was suggested that in house mentor type training be carried out.

RECOMMENDED the reports be accepted. FURTHER RECOMMENDED contact be made with the brewery on issues including – communication with Facilities Managers; wastage allowances; gifts; staff training and delivery procedures.

132. FINANCIAL CONTROL & BUDGET MONITORING –
PROGRESS REPORT

The Town Clerk advised that all of the following issues were all being progressed and she intended presenting a full report to the Council or to a Special Council Meeting.

- (a) Review of Risk Assessment
- (b) Statement of effectiveness of internal control
- (c) Procedure for Budget Monitoring throughout the year
- (d) Fixed Asset Register
- (e) Budget Monitor – April 2011 – 31st December 2012
- (f) Contribution to Castle Eden Dene NNR

RECOMMENDED that:-

- (i) **further information be obtained on the contribution to Castle Eden Dene NNR;**
- (ii) **all of the items be considered at a Special Meeting of Council.**

133. FUTURE OF TOWN ACTIVITIES & PUBLICATION OF THE
ABOUT TOWN

The Town Clerk asked for Members consideration of the production of the About Town Newsletter. It was currently produced quarterly and had been dealt with by staff at the Information Centre.

Members felt that the newsletter should be used for Members to report on progress in their wards with various issues.

RECOMMENDED the administration of the newsletter be dealt with at Shotton Hall.

134. EMPLOYMENT TRIBUNAL

A Local Member advised that he had been contacted by the claimant's solicitor to act as a witness on behalf of the claimant.

RECOMMENDED that the information given be noted.