

THE MINUTES OF THE MEETING OF THE
FINANCE AND GENERAL PURPOSES COMMITTEE
HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE
ON MONDAY 2ND APRIL 2012

PRESENT: COUN L WOOD (CHAIR)

Mesdames: S McDonnell & J Black

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

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

140. BEREAVEMENT

The Chairman sadly advised Members that Councillor Barbara Sloan had suddenly passed away suddenly, and a minutes silence was held as a mark of respect.

RECOMMENDED that a letter of condolence be sent to Councillor Sloan's family expressing the Council's deepest sympathy.

141. APOLOGIES FOR ABSENCE

Apologies for absence were submitted and accepted from Councillors R Curtis, (on holiday), G Cowie, J I Measor, D & M Milsom, E W Hall and G Cowie, (all ill).

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

Matters Arising

Minute Number 130 – Twinning Summer Visit to Nordenham -
Donation by the Mayor

It being noted that at the Council Meeting of the 19th March 2012 it was resolved that it be noted that should a donation be made by the Mayor towards the cost of youngsters residing in Peterlee taking part in this Summer's Twinning Visit, this be the only financial assistance that could be made by the Town Council.

143. THE REPORT OF THE FINANCE SUB COMMITTEE MEETINGS OF THE 8TH MARCH 2012 & THE 29TH MARCH 2012 copies of which had been circulated to each Member, were agreed. There were several queries on the accounts presented and they were answered.

RECOMMENDED:-

- (a) **contractors be asked to submit their requests for payment on a regular basis, (rather than an invoice covering several months with jobs carried out over a period of time being submitted);**
- (b) **quotations be requested for all works of a substantial value;**
- (c) **further consideration be given to the issue of training/changing tyres on vehicles and the types of vehicles used for the Attendant Service at the Parks & Cemetery Meeting.**

144. LARGER LOCAL COUNCILS FORUM – ITEMS DISCUSSED

Members were circulated with a copy of the items that were discussed at the Larger Local Council Forum on 17th February 2012. The Leader referred to item 8 relating to the amalgamation of CDALC Committees and its possible affect on the AAP structure and it was suggested that progress be awaited with this matter.

RECOMMENDED that progress be awaited.

145. THE OLYMPIC TORCH RELAY – SUNDAY 17TH JUNE 2012

Members were asked to consider the Town Council's involvement in a Community Celebration event being organised by Local Leaders of the Line the Streets for the London 2012 Olympic Torch relay at Dene Community School on Sunday 17th June from 9.30 – 11.30am.

RECOMMENDED further information be obtained on the route and this matter be considered further at the Parks & Cemetery Committee.

146. SCHOOL GATE PARKING – MEETINGS ARRANGED FOR THURSDAY 19TH APRIL 2012 AT 2.30, ACRE RIGG PRIMARY SCHOOL AND SHOTTON HALL SCHOOL

Members were advised that meetings had been arranged at two locations on Thursday 19th April 2012 and Members were asked to assemble at 2.30pm if they wished to be involved.

RECOMMENDED that the details be noted.

147. 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.

148. STOCK REPORTS – SHOTTON HALL & THE PAVILION

Consideration was given to the stock reports received for the licensed premises. There was considerable discussion on these reports and also reference was made to the bar usage report prepared that had been submitted to the individual service committees.

RECOMMENDED that in future both the stock reports and the bar usage reports be considered at this meeting and also at their individual service committees.

149. SECURITY REVIEW – STEADFAST SECURITY SYSTEMS LIMITED, MAINTENANCE DETAILS

Members were circulated with a copy of the report prepared by the Town Council's current security providers.

RECOMMENDED that further prices be obtained for this service as a matter of urgency to ensure value for money.

150. SHOW 2012 – FINANCIAL MATTERS

a) Tenders

1) Catering

(i) Coffee

RECOMMENDED that the quotation from Company A, Senior Churro from Beverley, for the amount as detailed in the report be accepted.

(ii) General Food only Concessions – Day & Night

Tenders were requested from 11 companies.

RECOMMENDED that the tenders from Companies A, B & C as detailed in the report, be accepted.

(iii) Ice Cream

Tenders were requested from 3 companies for 2 ice-cream vans for both days of the Show.

RECOMMENDED that the tender from Coventry Event Catering from Nuneaton, for the amount as detailed in the report, be accepted.

(iv) Sweet Concessions

Tenders were requested from 3 companies.

RECOMMENDED that the tender from Gilchrists Confectionery from Northumberland, for the amount detailed in the report be accepted.

(v) Specialty Food Only Concessions – Day & Night

Tenders were requested from 21 companies.

RECOMMENDED that Companies A, B, C and D & J as detailed in the report, be accepted.

(vi) Other Food Concessions

RECOMMENDED that all prices from Deli Fresh from Bedford and Cascade Catering from Northumberland, for the amounts as detailed in the report, be accepted.

2) Fencing

Quotations were requested from 8 companies.

RECOMMENDED that the tender from Speedy Hire from Peterlee for the amount as detailed in the report be accepted.

3) St John Ambulance

RECOMMENDED the price submitted by St Johns Ambulance for their service over the weekend, be accepted.

4) Marquees

Quotations were requested from 8 companies.

RECOMMENDED that the tender from Dobson's Marquee Hire from Bishop Auckland for the sum as detailed in the report, be accepted.

(b) Provision of Stage Entertainment

Following on from last month meeting the following bands have been booked and approved by the Show Chairman and Town Clerk as two of the bands had requests for other venues on that night: Live Injection, Karen Kennedy, Souville and Brigade.

RECOMMENDED the action taken in making these bookings, be endorsed.

(c) Advertising and Hosting for the Show

A presentation for Peterlee Show 2012 had been given by Denovo Advertising, and costs were awaited.

RECOMMENDED costs be reported when received.

d) Festival Circus

RECOMMENDED a £1 charge be made for circus tickets, although the admission would be free for children in pushchairs. Tickets to be available prior to the Show and during the weekend from the Pavilion Reception.

f) Funfair

A meeting had been held with the Showman's Guild on Wednesday 28th March to discuss rent and food units within the Funfair. A verbal report was given at the meeting.

RECOMMENDED the number of food units allowed within the show ground be reduced to 3 units and the rental fee as discussed be, negotiated by the Town Clerk.

(g) Celebrity Appearance

RECOMMENDED that the action taken by the Town Clerk and Chairman of the Show Committee in booking Amelia Lily for this years' Show, be endorsed.

h) Horticultural Show

RECOMMENDED that the changes to the schedule be approved and the brochure be produced.

151. FINALISED BUDGET 2012/13

Following the Special Meeting held on 27th March 2012, Members were circulated with a copy of the finalised budget for 2012/13.

Councillor R Huitson questioned the budget and the accounting principles used in its preparation and asked that this be considered further.

RECOMMENDED a Special Meeting be arranged to discuss the matter further, the Council Leader to discuss with the Town Clerk then set a date.

152. INVITATION TO THE STADFEST – NORDENHAM 17TH – 19TH AUGUST 2012

The Deputy Town Clerk reported receipt of an invitation for the Town Clerk and Mayor to attend the Stadfest in Germany.

RECOMMENDED the invitation be accepted.

153. GARDEN COMPETITION

Dates had been approved for Peterlee in Bloom 2012, judging day was Monday 9th July, the Presentation night had now been booked at the

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Pavilion for Thursday 19th July 2012. Details of the income and expenditure for the event were circulated for Member's attention.

RECOMMENDED that prizes not be purchased for this raffle and it rely on donations. FURTHER RECOMMENDED that the prize money for the allotments gardens be clarified and confirmed.