

MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE OF THE 3RD
SEPTEMBER 2012

THE MINUTES OF THE MEETING OF THE

FINANCE AND GENERAL PURPOSES COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE

ON MONDAY 3RD SEPTEMBER 2012

PRESENT: COUN J HARDY (CHAIR)

Mesdames: M Milsom & J Black

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

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

35. APOLOGIES FOR ABSENCE

Apologies for absence were submitted and accepted from Councillors
L Wood, (holiday), H Bennett MBE, (holiday) & G Cowie, (asthma).

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

37. THE REPORTS OF THE FINANCE SUB COMMITTEE
MEETINGS OF THE 26TH JULY & 23RD AUGUST 2012 copies of
which had been circulated to each Member, were agreed. There were
several queries on the accounts presented and they were all fully
answered.

RECOMMENDED:-

- (i) **prior to an order being placed for a service/article, the price and rate be known and recorded on the written order when placed;**
- (ii) **this order process be strictly adhered to and an instruction be given to all staff to this effect;**
- (iii) **should an item be urgent, the Town Clerk have authority to deal with it, as per financial regulations;**
- (iv) **all ordering be included within the revised financial management system being currently installed;**
- (v) **a record of the use of the Town Council's debit card be produced monthly along with cheque payments, standing orders, BACS payments etc. for the attention of the Finance Sub Committee.**

Councillor Alvey entered the meeting mid way through discussions on these items, having been at the local Resident's Meeting.

38. MEETINGS

- (i) Easington Clinical Commissioning Intentions Workshop – 16th August 2012 – Intentions

Several Members had attended this meeting held at Shotton Hall.

RECOMMENDED the information given, be noted.

- (ii) Visit to NETpark Science Park, Sedgefield, Tuesday 18th September 2012 at 2.00pm

It was reported that unfortunately all of the places for this visit had now been taken up.

RECOMMENDED the information given, be noted.

- (iii) Annual Coastal Forum, Shotton Hall, Wednesday 26th September 2012 at 9.30am

Members were advised of this event and were asked to advise the Office if they wished to attend.

RECOMMENDED the information given, be noted.

- (iv) County Durham Plan Consultation Dates

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Members were advised of these events taking place around the County. It was hoped that an event would be arranged to take place at Shotton Hall.

RECOMMENDED the information given, be noted

- (v) County Durham Partnership Community Buildings & Localism Event, 29th October 2012, Bowburn

Advance notification of this event had been received.

RECOMMENDED further details be awaited.

39. EAST DURHAM ASSOCIATION OF TOWN & PARISH COUNCILS – MINUTES OF THE MEETING OF THE 12TH JUNE 2012 a copy of which had been circulated to each Member, were received.

40. (EXPERIMENTAL) ORDER 2012 – PROHIBITION OF MOTOR VEHICLES, O'NEILL DRIVE

Members were circulated with details of the above Order. A Local Member gave further details on this application and he asked that the Town Council support this Order.

RECOMMENDED that the Town Council support the adoption of this Order.

41. CDLAC AGM, NOMINATIONS FOR THE COUNTY EXECUTIVE COMMITTEE

Details were given of the persons nominated for positions with the County Executive and notices of motion for the AGM were requested.

RECOMMENDED the Town Council representatives on CDALC support the nominations put forward for the positions listed.

42. DISCLOSABLE PECUNIARY INTEREST – DISPENSATIONS & DISCLOSABLE PECUNIARY INTERESTS

Members were circulated with further details on these issues. Training sessions were to be held and Members would be kept updated.

RECOMMENDED that the information given be noted.

43. NEW STANDARDS REGIME

Members were circulated with details on the new standards regime. It was reported that training sessions were also to be held on the new standards and Members would be kept updated.

RECOMMENDED that the information given be noted.

44. TRAFFIC/SPEEDING PROBLEMS

Members were circulated with details of discussions held at a recent meeting where the Deputy Chief Constable for Durham Constabulary offered to look into problem areas ie where speeding occurs and CDALC were to compile a list of areas as identified by include Parishes for attention.

RECOMMENDED that the following areas be submitted for attention: Durham Way and Oakerside Drive, Chapel Hill Road and Lowhills Road.

45. POLICIES OF THE TOWN COUNCIL

RECOMMENDED that a Special Meeting be convened to consider Policies and Standing Orders.

COUNCILLOR R HUITSON DECLARED AN INTEREST IN THE FOLLOWING ITEM AS HE USED THE SAME LOCAL

ACCOUNTANCY FIRM THAT WAS MENTIONED DURING THE DISCUSSIONS.

46. DETAILED INCOME & EXPENDITURE BY BUDGET HEADING
1ST APRIL – 30TH JUNE 2012

Members were circulated with a copy of this report showing detailed income and expenditure for a three month period. Members discussed the various budget headings and in particular commented on salaries and wages expenditure. It was explained that there was only one month of wages payments included. The frustration with the current invoicing system for the payroll service offered by Durham County Council was discussed and the need for more timely information to allow full and proper budget monitoring and control to be carried out effectively.

Members felt that this quarters budget monitoring report highlighted the need for further analysis of wages costs and the lack of up to date invoicing to assist and support budget monitoring.

RECOMMENDED a report be prepared outlining the various alternatives available to the Town Council for the operation of Peterlee Town Council's payroll.

47. COUNCIL TAX BASE & FUNDING FOR LOCAL PRECEPTING
AUTHORITIES – CONSULTATION

Members were circulated with details relating to consultation on this important area relating to future budget requirements. This had also been discussed at the recent meeting of the Larger Local Councils Forum attended by the Town Clerk and Member representatives of the Town Council.

RECOMMENDED that progress with this matter be awaited.

48. 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.

49. DONATIONS & CONCESSIONARY USE APPLICATIONS

Full consideration was given to the following requests:-

(a) Butterwick Children's Hospice

RECOMMENDED that a donation of £100.00 be awarded to this organisation.

(b) Peterlee Town Bowls Club

RECOMMENDED consideration of this request be deferred pending receipt of further information.

(c) Horden RFC – Presentation Evening, 17th May 2013, Shotton Hall

RECOMMENDED that free use of Shotton Hall Banqueting Suites be granted for this event.

(d) The Salvation Army, Northern DHQ, 16th January 2013, Day Retreat, Shotton Hall

RECOMMENDED that free use of Shotton Hall Banqueting Suites be granted for this event

(e) Peterlee Ladies Focus Group, Hill Rigg House, Wednesdays

RECOMMENDED this request be considered at the Shotton Hall Sub Committee.

(f) DCC One Point, Edenhill Youth Group, Eden Lane Community Venue – Friday nights 5-7pm

RECOMMENDED free use of Eden Lane Community Building be granted for this Youth Group.

(g) Durham County Council, Sports Awards, The Pavilion, Saturday 15th September 2012

RECOMMENDED a 50% reduction of the normal rate of hire be granted for this event at The Pavilion.

(h) The Stroke Association, The Pavilion, Fortnightly Meetings

RECOMMENDED a 50% reduction of the normal rate of hire be granted for this hire at The Pavilion.

(i) Letter of thanks & Appreciation – Sophie Allen

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Members were circulated with a copy of a letter of thanks and appreciation received from the parents of Sophie Allen. Members were very proud of Miss Allen's achievements and felt that she was a positive ambassador for the Town and asked that she be congratulated on her recent successes.

RECOMMENDED that an appropriate letter be sent to Miss Allen.

50. STOCK REPORTS PERIOD ENDING 28TH JUNE & 26TH JULY 2012

(A) Shotton Hall

(B) The Pavilion

Consideration was given to the stock reports received for the licensed premises. A Local Member expressed his appreciation of the Pavilion bar staff following his attendance at a family event and at another event recently.

RECOMMENDED the reports be accepted.

51. ITEMS REFERRED FROM THE COUNCIL MEETING

(i) Mayoress at Home

Concern was expressed at how the refreshments had been organised at this function and there was a lengthy discussion on the matter. The Town Clerk commented that when the budgets were set the expenditure should be agreed and then carefully monitored and discussed with the relevant parties. It was also felt there should be a consistent policy applied for hospitality at the various events organised.

RECOMMENDED the Town Clerk consider in detail the budget and policy to be applied in consultation with the Mayor, as had been done with previous Mayors.

(ii) Steadfast Security

RECOMMENDED a draft letter of reply be produced and approved by Members to be sent to Steadfast Security.

(iii) Letter of Resignation – Draft Press Release

RECOMMENDED the statement be approved, subject to the amendments suggested, and the Town Clerk be given plenary powers to issue this to the press.

It was noted that Councillors Langan and Austin abstained from supporting or voting on this recommendation.

52. BAN FROM THE PREMISES

Members fully considered the letter received in this regard. The Town Clerk explained the action that she had taken, which was accepted.

RECOMMENDED the action taken by the Town Clerk in this regard, be endorsed.