

THE MINUTES OF THE MEETING OF THE

FINANCE AND GENERAL PURPOSES COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE

ON MONDAY 3<sup>RD</sup> DECEMBER 2012

PRESENT: COUN R KYLE (CHAIR)

Mesdame:- M Milsom

Messrs:- W M Jeffrey, D Milsom, C J Metcalfe, C Austin, H  
Bennett MBE, L Cook, R Kyle, T A Jones, C Watkins, R  
Huitson & E W Hall

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

88. APOLOGIES FOR ABSENCE

Apologies for absence were submitted and accepted from Councillors  
G Cowie, L Wood and J Hardy, (all were ill).

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

Matters Arising

(a) Minute Number 74 – Income & Expenditure 1<sup>st</sup> April – 30<sup>th</sup>  
September 2012

It was RESOLVED that the recommendation be amended to read  
**“RECOMMENDED that whilst the report was presented, it was  
not considered in full as details of the wages costs to date were not  
included as the Town Council had not yet been invoiced by  
Durham County Council .”**

(b) Minute Number 76 – Changes to Bus Services

Members were circulated with the reply received from Durham

MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE OF THE 3<sup>RD</sup>  
DECEMBER 2012

County Council and also advised of the response made by Arriva. A Local Member reported that he had been advised that the timetable set between Sunderland and Durham was far too tight and this was the one of the causes of buses being late. It was also reported that there was no bus service at all around the Royal Arms, Edenhill area on a Sunday.

**RECOMMENDED that these issues be reported to Arriva.**

(c) Minute Number 81 (a) Donations

At the Council meeting it was agreed that this be amended to include **FURTHER RECOMMENDED this procedure be continued to the close of this financial year.**

(d) Minute Number 87 – Bell, Shotton Hall

At the Council meeting progress with the plaque for Tommy Hunt was requested. The Deputy Town Clerk advised that the wording had been agreed with Mr Hunt's son, Julian, and it was hoped it would be in place this week. The wording was given and Members asked that this be amended if possible. It was reported that the operators/owners of Lee House had presented the Town Council with the commemorative plaque that had been in place in the building relating to the bell for the Town Council's use.

**RESOLVED that the wording be amended if possible and the plaque be put in place as soon as possible. FURTHER RESOLVED the plaque that had been in place in Lee House with the bell be mounted on the wall at Shotton Hall.**

A Local Member made comments relating to the Minutes of the Shotton Hall Sub Committee. This was not discussed.

90. THE REPORT OF THE FINANCE SUB COMMITTEE MEETINGS OF THE 8<sup>TH</sup> NOVEMBER & 29<sup>TH</sup> NOVEMBER 2012 copies of which had been circulated to each Member, were accepted.

91. MEETINGS/INVITATIONS

MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE OF THE 3<sup>RD</sup>  
DECEMBER 2012

(i) Report of the Castle Eden Dene Joint Advisory Committee of the 13<sup>th</sup> April 2012

Members were circulated with a copy of the note of discussions at this meeting.

**RECOMMENDED that the information given be noted.**

(ii) Shotton Airfield Consultative Committee Meeting – Summary of Main points, 31<sup>st</sup> May 2012

Members were circulated with a copy of the note of discussions at this meeting.

**RECOMMENDED that the information given be noted.**

(iii) Larger Local Councils Forum, 17<sup>th</sup> August 2012

Members were circulated with a copy of the note of discussions at this meeting.

**RECOMMENDED that the information given be noted.**

(iv) East Durham Association of Town & Parish Councils of the 11<sup>th</sup> September 2012

Members were circulated with a copy of the note of discussions at this meeting.

**RECOMMENDED that the information given be noted, and it was noted that the next meeting of the Easington Area Association would be here at Shotton Hall with Durham County Council's Planning Officers in attendance.**

92. PETERLEE'S 65<sup>TH</sup> ANNIVERSARY

Members were circulated with an e mail received from the BBC regarding Peterlee's 65<sup>th</sup> Anniversary on 10<sup>th</sup> March 2013. They were interested in doing something on this for their programmes and they also had Newton Aycliffe on their patch. They especially wanted to talk to people who had moved from other parts of the country to live in Peterlee in 1948; maybe even people who were living in the same

house they were living in then. They said any photos/film from the time would also be useful.

**RECOMMENDED this matter be left in abeyance at the current time.**

93. DISPENSATIONS – FURTHER UPDATE

Members were circulated with a further update with this item, a copy which had been circulated to each Member so that they were aware of their obligations for requesting a dispensation and the correct completion of and submission of their Register of Interest Forms. Members were encouraged to be aware of their responsibilities and encouraged to comply with all of the information given in the update to ensure they did not leave themselves at risk of any non-compliance.

**RECOMMEDED the information given, be noted.**

94. TERMS OF REFERENCE FOR THE REVIEW OF THE ACCOUNTS PAYABLE SYSTEM FOR THE TOWN COUNCIL

Members were circulated with this information and advised that the Internal Auditor was currently on site carrying out this audit.

**RECOMMENDED the report be awaited.**

95. PHASE 3 DEMOLITION OF COMMUNITY CENTRE AND FENCING/LANDSCAPING

This item had been referred from the Council Meeting. It was confirmed that contact had been made with Sport England and a reply was awaited.

**RECOMMENDED the reply from Sport England be awaited.**

96. GRANT AWARD POLICY

Members considered the draft of the grant award policy. It was suggested that concessionary use should also be included in the policy.

**RECOMMENDED that the policy be amended to include concessionary use, and conditions attached to it such as minimum numbers attending events. The Policy then be signed and dated and reviewed annually.**

97. 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.

98. DONATIONS & CONCESSIONARY USE APPLICATIONS

(a) Oakerside Mother & Toddlers, donation towards their Christmas Party

**RECOMMENDED a donation of £50.00 be made towards the cost of the Christmas Party and a constitution be requested.**

(b) Harbour East Durham Refuge

**RECOMMENDED a donation of £50.00 be made towards the cost of Christmas in the Peterlee Refuge.**

(c) Shotton Colts Boys, use of the Eden Lane floodlit rear field, from Monday 26<sup>th</sup> November 2012, weekly

**RECOMMENDED the request for concessionary use of the field at Eden Lane be refused, and should Shotton Colts wish to use the facilities they do so paying up front as they used them.**

MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE OF THE 3<sup>RD</sup>  
DECEMBER 2012

- (d) Peterlee Pumas RLFC, The Pavilion, Friday 1<sup>st</sup> March 2013

**RECOMMENDED The Pavilion be offered free of charge to Peterlee Pumas on Friday 1<sup>st</sup> March 2013.**

- (e) North East Kidney Patients Assoc – Shotton Hall Banqueting Suites, Friday 12<sup>th</sup> April 2013

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

- (f) Letter of Thanks – Royal Signals Association

**RECOMMENDED the letter be received.**

- (g) List of donations and concessions made 2012

Members were circulated with an up to date list of the concessionary uses and donations that had been granted or refused in this financial year.

**RECOMMENDED that the information given be noted.**

99. STOCK REPORTS PERIOD ENDING 26<sup>TH</sup> SEPTEMBER

- (A) Shotton Hall  
(B) The Pavilion

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

**RECOMMENDED the reports be accepted.**

100. USAGE REPORTS

- (a) Shotton Hall  
(b) The Pavilion

Consideration was given to the usage reports for both Shotton Hall and The Pavilion.

**RECOMMENDED that the usage reports be accepted.**

101. BAN FROM TOWN COUNCIL PREMISES

Members were circulated with information relating to this matter.

**RECOMMENDED that the action taken in this regard, be endorsed and it be noted that the ban had now been lifted.**

102. SHOW 2013 – VARIOUS ITEMS

Consideration was given to the reports of the Show Co Ordinator, copies of which had been circulated to each Member.

**RECOMMENDED:-**

- (i) **Sheridan the Sheepdog be booked for two days at the cost as given in the report;**
- (ii) **The falconry display be booked with 2 x 30 minutes displays/shows;**
- (iii) **Pirate Pandemonium be booked completing the line up for main arena entertainment;**
- (iv) **Pirate Pandemonium and Sheridan the Sheepdog be asked to take part in the Parade, (if it was agreed the Parade was still to go ahead).**

103. FENCING – HELFORD ROAD

Consideration was given to the report of the Sports Development Officer in this regard. Members requested further details on the proposed fencing ie a plan of where it was to be installed; had the Rugby League been consulted on the type and specification of the fencing; and the fencing's compatibility for the Show weekend.

**RECOMMENDED that these issues be clarified and further consideration be given to the prices for the fencing at the Council Meeting.**

104. PETERLEE TOWN FC

Brief details were given of discussions between Town Council Officers and Peterlee Newtown FC Officials. Details were also given of a proposal for use of facilities at Eden Lane by Global Sport.

**RECOMMENDED:-**

- (i) **progress with discussions with Newtown FC be awaited and reported to Members in due course;**
- (ii) **the action taken by the Town Clerk in connection with use of facilities at Eden Lane by Global Sport, be endorsed.**

105. PAYROLL SERVICE - PROGRESS

The Town Clerk advised Members on progress with this work. She advised that from an efficiency point of view it was suggested that staff be moved to a monthly pay roll. This would need to be discussed with staff and the Trade Unions.

**RECOMMENDED a further progress report be on the production of the pay roll awaited from the Town Clerk. FURTHER RECOMMENDED a letter be sent to all staff and the Trade Unions with the proposal that all employees would be transferred to monthly pay.**

106. ITEC SITE - PROGRESS

The Town Clerk gave details of negotiations with Red One Developments on the lifting of the restrictive covenant in place at the former Itec Site.

**RECOMMENDED the Town Clerk be given authority to proceed with negotiations on the Town Council's behalf on the terms as outlined at the meeting.**

107. COURT ACTION



MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE OF THE 3<sup>RD</sup>  
DECEMBER 2012

Details were given on a recent action lodged against the Town Council. A claim would be submitted by the Town Clerk and the Town Clerk assured she would make every effort to satisfactorily resolve this issue. An offer had been made to meet with the Company rather than proceed straight to Court Action.

**RECOMMENDED progress be awaited.**