

THE MINUTES OF THE MEETING OF THE

FINANCE AND GENERAL PURPOSES COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE

ON MONDAY 15<sup>TH</sup> APRIL 2013

PRESENT: COUN R KYLE (CHAIR)

Mesdames:- L Wood, M Milsom & J Black

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

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

142. APOLOGIES FOR ABSENCE

Apologies for absence were submitted and accepted from Councillor  
C J Metcalfe, (on holiday) & C Robbins.

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

144. THE REPORT OF THE FINANCE SUB COMMITTEE MEETING  
OF THE 28<sup>TH</sup> JANUARY 2013 a copy of which had been circulated  
to each Member, was accepted.

There were several queries on the list of payments made and concern  
was expressed once again regarding the time taken for contractors to  
submit their invoices for payment. As part of budget monitoring and  
financial control invoices needed to be submitted in a timely manner.

**RESOLVED this matter be taken up in writing to the contractors involved.**

145. COUNCILLOR H BENNETT MBE – LENGTH OF SERVICE

Members were asked to formally acknowledge and congratulate Councillor Bennett MBE on 50 years service to the Town as Town Councillor and former Mayor. A brief letter had been sent to Councillor Bennett MBE expressing this sentiment but it was felt that this should be further acknowledged and the press be invited to cover this achievement.

**RECOMMENDED contact be made with the Press.**

PRIOR TO CONSIDERATION OF THE FOLLOWING ITEM  
COUNCILLOR E W HALL DECLARED AN INTEREST AND  
LEFT THE MEETING.

146. FREEDOM OF INFORMATION REQUEST – MR H LIDDELL

Members were circulated with a request received under the Freedom of Information Act which was currently being attended to.

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

147. MEETINGS/INVITATIONS

East Durham Association of Town & Parish Councils

The notes of the previous meetings of the East Durham Association of Parish & Town Councils were circulated for the attention of all Members.

**RECOMMENDED the information given be noted.**

148. NALC

(i) E Bulletins March 2013

(ii) Direct Information Service Issue 803

(iii) Direct Information Service Issue 804

**RECOMMENDED the information given be noted.**

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149. HOW TO INDUCT NEW COUNCILLORS – ELECTION  
TRAINING 23<sup>RD</sup> APRIL 2013, SEDGEFIELD

Members were requested to endorse the action taken in reserving one place for the Deputy Town Clerk to attend this session.

**RECOMMENDED the action taken in this regard, be endorsed.**

150. PUBLIC REPRESENTATIVES – EAST DURHAM AAP BOARD

Information was circulated which advised that East Durham AAP were reviewing the public representatives on their Board.

**RECOMMENDED the information given be noted.**

151. TOWN TWINNING

(i) Nordenham Woman of the Year 2012 – Karin Toenjes

Members were advised that the Town Council's congratulations had been forwarded to Karin following her being nominated for this award for her services to Town Twinning.

**RECOMMENDED the action taken be endorsed.**

(ii) Twinning Visit – Use of Eden Lane Community Facility

It was asked if the Town Council would consider the use of the Eden Lane Community Facility on one of the evenings during the visit for a social get together for the young people.

**RECOMMENDED that, subject to availability, this use be agreed free of charge.**

152. NOTICE OF AUDIT – 15<sup>TH</sup> JULY 2013

Members were advised of receipt of the notice of Audit as follows:-

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- Display the notice of Audit – 3<sup>rd</sup> June - 16<sup>th</sup> June
- Make records available from 17<sup>th</sup> June - 12<sup>th</sup> July 2013
- Submit the Annual Return & supporting documentation to BDO by no later than 15<sup>th</sup> July 2013

Concern was expressed that the audit was due and there had been very little budgetary control or monitoring by Members. Councillors R Huitson, D Langan & C Austin requested their concern be recorded in the minutes.

In considering this issue there was discussion on debt recovery and current debtors.

**RECOMMENDED:-**

- (i) a copy of the debt recovery policy be provided for Members;**
- (ii) an invoice be raised to recover monies paid in error to a former Town Councillor;**
- (iii) a budget monitor be issued to Members as soon as possible for their consideration.**

153. 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.

154. DONATIONS & CONCESSIONARY USE APPLICATIONS

**Concessionary Use Applications**

(a) Shotton Hall

(i) Salvation Army Day Retreat, 15<sup>th</sup> January 2014

**RECOMMENDED free use be agreed for this event.**

(ii) Skillshare North East Ltd- Adult Learners Week Awards Night, Thursday 23<sup>rd</sup> May 2013

**RECOMMENDED free use be agreed for this event.**

- (b) Eden Lane Community Community Facility
- (i) Global Sport Agency, Weekdays, Monday to Friday 9.30am - 3.30pm

**RECOMMENDED free use of Eden Lane Community Facility be granted to Global Sport Monday to Friday 9.30-3.30pm.**

- (ii) Eden Hill Youth Group – One Point, Youth Group, Friday evenings 5-7pm

**RECOMMENDED the Youth Group be granted use at Eden Lane at 50% the normal hourly rate of hire.**

**Donation**

Megan Atkinson – World Dwarf Games, USA

**RECOMMENDED further information relating to the target to be raised and supporting financial information be requested.**

**Thanks & Appreciation**

- (i) Holocaust Memorial Day, 28<sup>th</sup> January 2013
- (ii) School Sports Partnership

**RECOMMENDED the letters be received.**

155. STOCK REPORTS PERIOD ENDING 14<sup>TH</sup> FEBRUARY 2013

- (A) Shotton Hall
- (B) The Pavilion

Consideration was given to the stock reports received for the licensed premises. There were serious concerns expressed at the level of bar income for the Banqueting Suites and Councillor D Langan asked that his concern be recorded in the minutes. It was asked why a Special Meeting had not been called to discuss ideas to improve the business.

**RECOMMENDED the reports be accepted and a Special Meeting of the Shotton Hall Sub Committee be convened to discuss these issues.**

156. USAGE REPORTS

- (a) Shotton Hall
- (b) The Pavilion

Consideration was given to the usage report received.

**RECOMMENDED the report be accepted.**

157. STEADFAST SECURITY SOLUTIONS LIMITED v PETERLEE TOWN COUNCIL

A brief progress report was given on this matter.

**RECOMMENDED further progress be awaited.**

158. SITE OF THE FORMER ITEC, PETERLEE

**RECOMMENDED that the action taken in negotiating an acceptable settlement for the release of restrictive covenants to allow this site to now be developed for housing, be endorsed and further progress be reported in due course.**

159. FORMER TIC, 4 UPPER YODEN WAY

The Deputy Town Clerk advised that she had met with a representative of Praxis Real Estate Management Ltd about the unit that was leased by the Town Council in the Castle Dene Shopping Centre. She outlined briefly the options open to the Town Council.

**RECOMMENDED that a further report be prepared on this matter.**

160. SHOW TENDERS

**RECOMMENDED** that the report be accepted en bloc and the recommendations made in the report by the Show Co Ordinator in respect of tenders received for this year's event, be accepted.

**FURTHER RECOMMENDED** that the details relating to this years Peterlee in Bloom Competition be approved, other than the suggestion on the 1<sup>st</sup> prize winners.

161. INTERNAL AUDIT

- (i) Annual Report 2013/13
- (ii) Section 137 Grants & Concessionary Use
- (iii) Internal Audit Plan2013/14

Councillors C Austin, H Bennett MBE and D Langan asked that their concerns at the report which offered only moderate assurance on the areas of the bars and budgetary control, be recorded.

**RECOMMENDED** the reports be accepted.

162. NOTICE RECEIVED FROM AJ'S TO TERMINATE THEIR CONTRACT AS IN HOUSE CATERER

**RECOMMENDED** the notice be accepted and immediate arrangements be made to re let this contract, with plenary powers being granted in this regard.