

MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE OF THE 3<sup>RD</sup>  
JUNE 2013

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> JUNE 2013

PRESENT: COUN R KYLE (CHAIR)

Mesdames:- K Liddell, S Simpson, C Baty, L M Wood,  
M Milsom, V Watson & M Thompson

Messrs:- D Sillito, W M Jeffrey, L Cook, R J Curtis, F Price, C  
J Metcalfe, C Robbins, D Milsom, S Miles & A Watson

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

1. APOLOGIES FOR ABSENCE

Apologies for absence were submitted and accepted from Councillor  
G Cowie, (ill), C Watkins, (work commitments), J Alvey & J I  
Measor, (at a residents meeting).

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

3. THE REPORTS OF THE FINANCE SUB COMMITTEE  
MEETINGS OF THE 28<sup>TH</sup> MARCH, 25<sup>TH</sup> APRIL & 23<sup>RD</sup> MAY  
2013 copies of which had been previously circulated, were accepted.  
There had been several queries on the accounts. Concern was  
expressed once again at the late submission of invoices by two of the  
Council's main contractors.

**RECOMMENDED a further letter be sent to the contractors advising that all invoices must be submitted as soon as work was completed.**

4. REGISTER OF DISCLOSABLE PECUNIARY INTEREST & OTHER REGISTERABLE INTERESTS

A reminder was given for all Members that had not already done so to complete and return their forms to the Office immediately. Additional Information received from CDALC on Openness and Transparency with Personal Interests – Guidance for Councillors was also circulated.

Mention was given to the current information being made available via the web site and reference was made to other local Town Council's web sites.

**RECOMMENDED:-**

- (i) all Members ensure that they had completed and returned their Disclosure Forms;
- (ii) investigations be made into what the requirements were with regard to transparency on documents posted on the Town Council's web site and appropriate alterations/additions be made.

5. STANDARDS – PARISH & TOWN COUNCILS BRIEFING SESSION 26<sup>TH</sup> JUNE 2013

Members were advised of this training that was to be held at the end of June at County Hall Durham.

**RECOMMENDED any Member wishing to attend advise the Deputy Town Clerk as soon as possible for a place to be reserved on their behalf.**

6. ARMED FORCES DAY “FLYING THE FLAG” SATURDAY 29<sup>TH</sup> JUNE 2013 (SUGGEST MONDAY 24<sup>TH</sup> JUNE 2013)

Members approved the suggested format for the event however they did ask that once the flag had been raised it not be lowered until the week had been celebrated for any reason, (ie for the photographer).

**RECOMMENDED arrangements be made for the Armed Forces Day, “Flying the Flag” to be held on Monday 24<sup>th</sup> June 2013 at the Pavilion, Peterlee commencing at 10.15am.**

7. LICENSING ACT 2003 – APPLICATION FOR A REVIEW OF A PREMISES LICENCE – UK PIZZA, PETERLEE

Members were advised of receipt of details relating to the review of this premises licence.

**RECOMMENDED that the Town Council support the Police with their concerns and object to this licence.**

8. NEIGHBOURHOOD PROTECTION TEAM UPDATE - PETERLEE AREA – PERFORMANCE REPORT FOR APRIL 2013

Members were circulated with information relating to the tasks and actions dealt with by the Neighbourhood Wardens and Anti Social Behaviour Team in the Peterlee Area during April 2013.

**RECOMMENDED the information given be noted.**

9. NALC’S DIRECT INFORMATION SERVICE ISSUES 806, 807 & 808 including items on:-

- Community Transport
- Various funding sources
- Coastal funding
- Getting your voice heard
- Nesta: Public Sector Must “Catch up” on User Engagement
- Green Spaces Wellbeing
- High Court Rules in Favour of Wind Turbines – Friends of the Earth Reaction

- Government Strives for Better Broadband

Receipt of these three circulars was reported and full copies were available on request.

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

10. LARGER LOCAL COUNCILS FORUM MINUTES OF THE MEETING HELD ON 15<sup>TH</sup> FEBRUARY 2013, a copy of which had been circulated to each Member were received.

11. WELFARE REFORM ACT CHANGES

Members were circulated with details of the changes in Welfare Payments introduced under the Governments Welfare Reform Act 2012. The main changes were:-

- **Reductions in Housing Benefit due the Under Occupancy Scheme.**
- **Non dependant deduction changes which reduce Housing Benefit and/or Council Tax Support**
- **Localising of Council Tax Support (which has affected the way in which Parish & Town Councils budgets are financed)**
- **Personal Independence Payment would replace Disability Living Allowance**
- **A national Benefit Cap which would limit the total amount of benefits a person or household can receive and**
- **the introduction of Universal Credit which amalgamate a number of benefits into one payment**

It was reported that CDALC would be inviting the Director of Public to future meetings to hear more about the Welfare Reform Act changes and how they are impacting on our communities.

**RECOMMENDED that further information be awaited.**

12. COMMUNITY ALCOHOL PARTNERSHIP

Members were circulated with details of the Community Alcohol Partnership which was a partnership between alcohol retailers, local authorities, the Police, schools, alcohol services and communities that aims to tackle underage and related anti social behaviour.

**RECOMMENDED that further reports and progress with this initiative be awaited.**

13. SUSTAINABLE COMMUNITIES ACT 2007

It was reported that last year the government consulted n the Sustainable Communities Act 2007 to parish Councils. Full details of the consultation responses and the government's decision based on these responses was circulated for each Member's attention. The vast majority of respondents agreed that parish councils should be given the power to use SCA2007 without the need to use the local authority as their vehicle to be heard. The upshot of this consultation was that the government was to make an Order giving powers to town and parish councils to submit proposals under the Sustainable Communities Act 2007. When details of the Order were known further information would be provided.

**RECOMMENDED further developments with this legislation be awaited.**

14. THE LOCAL GOVERNMENT ACT 2000 IN RELATION TO THE  
POSTION OF COUNCIL LEADER - CONSIDERATION

Further to discussions at the recent Council Meeting consideration was given to a report prepared by the Deputy Town Clerk following her investigations into this matter.

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

15. 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.
16. STOCK REPORTS PERIODS ENDING 14<sup>TH</sup> MARCH, 3<sup>RD</sup> APRIL & 1<sup>ST</sup> MAY 2013  
(A) Shotton Hall  
(B) The Pavilion

Consideration was given to the stock reports for the above three periods for all of the Town Councils licensed premises. Concern was expressed at the levels of wastage reported and it was suggested that this be discussed in more detail with the Facilities Manager at the next meeting of the Shotton Hall Sub Committee.

**RECOMMENDED that the reports be accepted and the course of action suggested, be agreed.**

17. USAGE REPORTS  
(a) Shotton Hall  
(b) The Pavilion

Consideration was given to the usage reports received.

**RECOMMENDED the reports be accepted.**

18. INCOME & EXPENDITURE 1<sup>ST</sup> APRIL – 31<sup>ST</sup> MARCH 2013

Members were circulated with a copy of the income and expenditure report from 1<sup>st</sup> April to 31<sup>st</sup> March 2013. It was reported that the closing of the accounts was to be carried out that week and these

would be presented to the Council Meeting for approval, along with any alterations to this report.

**RECOMMENDED the report be accepted.**

19. PAYMENT OF OUTSTANDING DEBTS - PROGRESS

(i) Payments made

Progress was given regarding payments made on two outstanding debts of monies owed to the Town Council. One debt had been paid in part via the Solicitor and it was anticipated this would be settled in full in a further month. A first payment of £50.00 had been received on a further debt. Members were asked to clarify the position with regard to the payment of a Twinning host allowance to an individual when a debt to the Town Council was still outstanding.

**RECOMMENDED that this payment of a host allowance be considered further at the Council Meeting.**

(ii) Payment of Member's Allowance

Members were circulated with an e mail received regarding this matter.

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

20. ALARM EQUIPMENT REPLACEMENT – ALL BUILDINGS

Consideration was given to the report outlining the necessary updates required to the security systems in all of the town Council's buildings.

**RECOMMENDED approval be given to the installation of the equipment as detailed in the report. FURTHER RECOMMENDED the support agreement with Phoenix Eye Limited be renewed for a further three years at the costs as given in the report.**

21. SHOW – VARIOUS ITEMS

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Consideration was given to the report of the Show Co Ordinator, a copy of which had been previously circulated to each Member.

1. Catering
  - a General Food only Concessions

**RECOMMENDED that the tender from Company A, Overs Event Catering from Tyne & Wear, be accepted.**

- b Sweet Concessions

**RECOMMENDED that the tender from Company A, Unwins Ices from Seaton Carew, be accepted.**

- c Specialty Food Only Concessions

**RECOMMENDED that the tender from Company A, Acorn Hogg Roast from Newton Aycliffe, Company B, Ronnies Fish & Chips from Gateshead, and Company C, Caffè Bellissimo from Coxhoe, be accepted.**

2. First Aid Cover

**RECOMMENDED that the Co Ordinator obtain a further price form the lowest tenderer for the cover, without an ambulance being provided, and this price be considered further at the Council Meeting.**

3. Stage Entertainment

**RECOMMENDED that the action taken in booking Miss Motown at the cost as given in the report, following consultation with the Chairman, be endorsed.**

4. Exotic Insects, Spiders And Snakes

**RECOMMENDED that the action taken in booking this display at the cost as given in the report, following consultation with the Chairman and Vice Chairman, be endorsed.**

5. Brass Band

Consideration was given to the costs involved with this part of the event.

**RECOMMENDED this be considered further at the Council Meeting.**

6. Replacement Helicopter Display

**RECOMMENDED the Spitfire be booked to attend the two days of the Show at the price as given in the report.**

7. Freddie the Fire Engine

Members in considering this ride asked for further information regarding the length of the ride and safety of the vehicle.

**RECOMMENDED further details be obtained and this be considered further at the Council Meeting.**

8. Sponsorship

East Durham College had confirmed they would be sponsoring the main stage at Peterlee Show.

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

9. Garden and Allotments Competition

It was reported Plants R Ross were now sponsoring the Peterlee in Bloom by donating a £10.00 gift voucher to all residents entering the Competition, hopefully this would encourage more people to enter and a verbal update was given. A suggestion was made that there should be a "street entry".

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

22. SHOTTON HALL IN HOUSE CATERING PROVISION – UPDATE  
& REQUEST FOR PLENARY POWERS

It was reported that a Special Meeting of the Shotton Hall Sub Committee had been held on Tuesday 28<sup>th</sup> May 2013 to progress this matter. The Deputy Town Clerk outlined for all Members the process that had been agreed and asked for plenary powers to take the necessary action.

**RECOMMENDED plenary powers be granted for Officers to progress the award of the in house catering franchise and Members be kept fully apprised on progress.**

23. CIVIC REGALIA

Members gave consideration to the report prepared by the Deputy Town Clerk, a copy of which had been circulated to each Member.

**RECOMMENDED:-**

- (i) **further consideration be given to the options relating to the renewal of the Mayor's Chain of Office at the time the budget was set;**
- (ii) **further details be considered at the Council Meeting relating to the prices of Member's medals, where a further seven pieces were required so that all Members had been issued with a medal.**