

THE MINUTES OF THE MEETING OF THE  
FINANCE AND GENERAL PURPOSES COMMITTEE  
HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE  
ON MONDAY 7<sup>TH</sup> APRIL 2014

PRESENT: COUN R KYLE (CHAIR)

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

Messrs:- D Milsom, L Cook, J Alvey, D Sillito, W M Jeffrey, C  
Watkins, S Miles & R Curtis

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

132. APOLOGIES FOR ABSENCE

There was a discussion on the submission of apologies and it was agreed that apologies should be submitted to the office prior to the meeting, not verbally at the meeting. Apologies for absence were submitted and accepted on behalf of Councillors G Cowie, (ill), P Price, (ill), C J Metcalfe, (on holiday), A Watson, (on holiday).

133. THE MINUTES OF THE LAST MEETING, a copy of which had been circulated to each Member, along with suggested amendments from Councillor Thompson, previously circulated, were considered.

Matters Arising

Minute Number 192 – EDPIP

It was reported that unfortunately the event they had hoped to host had to be cancelled.

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

134. THE REPORT OF THE FINANCE SUB COMMITTEE MEETINGS OF THE 6<sup>TH</sup> & 27<sup>TH</sup> MARCH 2014 copies of which had been circulated to each Member, were approved.

135. NEIGHBOURHOOD PROTECTION TEAM – PERFORMANCE REPORT FOR FEBRUARY 2014

The Peterlee Area Performance Report for February 2014 was circulated for each Member's information.

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

136. STADT NORDENHAM – SHOW WEEKEND

Members were asked to give consideration to if an invitation should be extended to German guests from the twin town of Nordenham, Germany to the Show 2014.

**RECOMMENDED an invitation be extended to the Burgermeister and the Stadt Director of the Twin Town of Nordenham to attend this years Show weekend.**

137. NALC LARGER LOCAL COUNCILS COMMITTEE – REQUEST FOR SUBMISSION OF ITEMS FOR THE NEXT AGENDA FOR THE NEXT MEETING HELD IN LONDON ON 29<sup>TH</sup> APRIL 2014

Members were asked to consider items they may wish to be considered at this next meeting in London at the end of April. There were no current items where it had been suggested they be considered by NALC.

**RECOMMENDED the information given be noted.**

138. EAST DURHAM ASSOCIATION OF TOWN & PARISH COUNCILS

(i) Minutes of an Ordinary Meeting of the 14<sup>th</sup> January 2014

Members were circulated with copies of the minutes of the recent meetings of the Association.

**RECOMMENDED the minutes be received.**

(ii) To seek approval to host the meeting on 10<sup>th</sup> June 2014, at The Pavilion.

Members were asked to agree the free use of facilities at The Pavilion for the meeting of the Association in June.

**RECOMMENDED approval be given to this free use of the Pavilion on 10<sup>th</sup> June 2014.**

139. CHANGES TO OAKERSIDE DRIVE POST OFFICE

Members were circulated with details of changes that were to take place with this Post Office where feedback was invited. Members were asked to contact the Office with any comments/feedback so that it could be relayed to the Area Manager.

**RECOMMENDED any comment be given to the Office as soon as possible.**

140. THE CO-OPERATIVE BANK

Members were circulated with a letter of thanks received from the Chief Executive of the Co-operative Bank. Whilst accepting the letter Members felt the banking arrangements still needed to be kept under close and constant review.

**RECOMMENDED the information given be noted and the Clerk continue to monitor the Town Council's banking arrangements.**

141. DONATIONS & CONCESSIONARY USE GRANTED

Members were circulated with a report detailing the concessionary uses and donations granted during the recent financial year. It was noted that requests were considered and recorded at the Clerk's Advisory Committee and uses agreed also included in the Facility Manager's report to the Shotton Hall Sub Committee.

**RECOMMENDED the information given, be noted, and regular updates be awaited.**

142. AUDIT

(i) Internal Audit Plan for 2014/15

**RECOMMENDED that the draft Internal Audit Plan for 2014/15 be approved, at the cost as detailed, and the timetable of audit be agreed by the Town Clerk.**

(ii) Internal Audit "Annual Report 2013/14"

Members considered the Internal Audit Annual Report for 2013/14 which gave the Town Council a substantial assurance level. The Auditor was satisfied that there were sufficient and robust action plans in place.

**RECOMMENDED the Internal Audit "Annual Report for 2013/14" be accepted.**

(iii) Internal Audit Report – Budgetary Control

Members considered the internal audit report on Budgetary Control where substantial assurance had been given. There were two items identified on the Action Plan relating to the Medium Term Financial Plan which would be addressed during the development of the Plan. Issues were also raised in relation to "value for money" and effectiveness of the current SLA for payroll provision. The arrangements would be reviewed by the Town Clerk in due course.

**RECOMMENDED the internal Audit Report – Budgetary Control be accepted and the actions required by the Auditor, be addressed.**

(iv) Internal Audit Report – Section 137 Grants & Concessionary Use

Members considered the internal audit report on Section 137 Grants and concessionary use where full assurance was given.

**RECOMMENDED that the internal audit report on Section 137 grants & concessionary use, be accepted.**

(v) Notice of the Annual Audit of Accounts for the year ending 31 March 2014

Members were circulated with details of the annual audit of accounts for the year ending 31<sup>st</sup> March 2014.

**RECOMMENDED the information given be noted and the necessary paperwork be supplied to BDO Stoy Haward in accordance with their timetable.**

143. DRAFT FINANCIAL REGULATIONS

Members were circulated with a copy of this draft document to commence the process of updating Financial Regulations in accordance with the NALC model. The values needed to be set that were appropriate for this Council and then the Financial Regulations would be re submitted to Council for approval and adoption.

**RECOMMENDED the updated version of the Financial Regulations be considered at the meeting of this Committee in June 2014.**

144. 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, 1960 & THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985.

145. STOCK REPORTS PERIOD ENDING 12<sup>TH</sup> MARCH 2014

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

Consideration was given to the stock reports for the above period for all of the Town Councils licensed premises.

**RECOMMENDED that the reports be accepted.**

147. FORMER ITEC SITE AGREEMENT & DEED OF RELEASE

Members gave consideration to the report of the Town Clerk outlining the conclusion of the work carried out in this regard which resulted in a welcome boost to the Town Council's finances.

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

148. EDEN LANE CONTRACT

The Town Clerk gave details of a complaint received from one of the tenderers for the Eden Lane roofing contract.

The Town Clerk had fully investigated this complaint and she was concerned that the contractor making the complaint was able to quote a great deal of confidential information that appeared to have been "leaked" to him. She had sought advice from Durham County Council and felt that the council should still proceed with the job adhering to the arrangements made by the Consultants used for the re

tendering this exercise. The works were urgently required and the contract itself was of a low value. The Council had engaged the services of a recommended architect to deal with the process on the Town Council's behalf and it was advisable to adhere to their advice which had also been to proceed. The Town Clerk assured she would keep Members advised.

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