

THE MINUTES OF THE MEETING OF THE

FINANCE AND GENERAL PURPOSES COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE

ON MONDAY 5TH JANUARY 2015

PRESENT: COUN C BATY (CHAIR)

Mesdames:- K Liddell, L Wood, S Simpson, M A
Cartwright, J I Measor & V Watson

Messrs:- S Miles, W M Jeffrey, C Watkins, L Cook, R Kyle, C
J Metcalfe, D Sillito, D Milsom & A Watson

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

**The Chairman advised Members of the committee that part of the
meeting may be recorded by both audio and video, and it may be that
photographs were taken.**

The Chairman wished everyone a Happy New Year and apologised for not
making the first item of business to welcome Councillor M A Cartwright
back on to the Town Council as the newly elected Edenhill Ward Member.

88. APOLOGIES FOR ABSENCE

Apologies had been previously submitted and accepted from
Councillor C Robbins on the grounds of ill health.

**RECOMMENDED the Council approve the reasons submitted
for absence received from Councillors C Robbins, on the grounds
given above, and his apologies for absence be recorded.**

89. THE MINUTES OF THE LAST MEETING a copy of which had been previously circulated, were approved.

Matters Arising

Minute Number 84 (i) Eden Lane FC Floodlights urgent repair - progress

The Deputy Town Clerk reported on progress with these works.

RECOMMENDED the information given be noted.

90. THE REPORT OF THE FINANCE SUB COMMITTEE MEETING OF THE 18TH DECEMBER 2014 a copy of which had been circulated to each Member, was approved.

91. DURHAM HERITAGE COAST

Members were circulated with an update on the work of the Heritage Coast Team. In considering the letter a Local Member commented there was no mention or reference to Peterlee's coastline, and he felt this deserved a mention.

RECOMMENDED this feedback be given to the Heritage Coast Team.

92. COUNTY DURHAM & DARLINGTON FIRE & RESCUE AUTHORITY – THREE YEAR STRATEGIC PLAN 2015/16 - 2017/18

Members were circulated with details of this plan.

RECOMMENDED the information given be noted.

93. MEETING WITH POLICE & CRIME COMMISSIONERS

Details of the Police & Crime Commissioner Consultation Event to be held on Friday 30th January 2015 at 2.30pm at County Hall Durham.

RECOMMENDED the information given, be noted.

94. COUNTY DURHAM ASSOCIATION OF LOCAL COUNCILS –
VARIOUS ITEMS

- (a) Provisional Local Government Finance Settlement 2015/16
- (b) Pension Fund Deficits
- (c) The Durham Ask & funding boost to support services
- (d) Saving & securing community assets
- (e) East Durham Association of Parish & Town Councils, meeting to be held on 13th January 2015
- (f) Local Councils Working Group – key points raised at the meeting on 9th December 2014
- (g) County Durham Flag
- (h) Christmas 2014 Opening hours (DCC)
- (i) Royal Garden Party Nominations
- (j) Local Council Award Scheme
- (k) Results of Elections to National Council
- (l) Results of Direct Elections to NALC Larger Councils Committee
- (m) Fly Tipping Campaign CCTV Leaflet
- (n) NALC Newsletter
- (o) Government Consultation on Parish Polls

RECOMMENDED:-

- (i) the cost of the County Durham Flag be obtained;**
- (ii) feedback be given to Durham County Council regarding issues with refuse collections;**
- (iii) the information given in the various releases, bulletins and updates be noted.**

95. STOPPING UP ORDER – TEIGN CLOSE

Members were given further details of a stopping up order at Teign Close.

RECOMMENDED no concerns be offered on this Order, subject to a guarantee that the land in question would remain open space amenity land.

96. THE WHITE HOUSE – COMMUNITY ASSET TRANSFER

Councillor A Watson had requested that this item be placed on the Agenda for consideration at this meeting. He spoke at length about the value to the community of this old building and he outlined the possibilities and ideas he had in connection with it. It was reported there as a possible right of way through the land next to the building and it was suggested that this would need to be considered.

Following discussion it was **RECOMMENDED a cost for a valuation to be carried out for all of the Town Councils assets, both land and buildings, be obtained.**

97. ALCOHOL HARM REDUCTION STRATEGY – FRIDAY 6TH
FEBRUARY 2015

Members were circulated with details of this event.

RECOMMENDED the information given, be noted.

98. CASTLE EDEN DENE NATIONAL NATURE RESERVE BID FOR
FINANCIAL CONTRIBUTION

Members were circulated with details of the bid request made by the Reserve Manager which outlined what the grant would be used for, if agreed. Members asked if further information could be obtained prior to the budget meeting regarding the level of contribution made by Natural England to the reserve.

RECOMMENDED this request be considered further upon receipt of the information.

99. 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.

100. STOCK REPORTS PERIODS ENDING 8TH DECEMBER 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. There was a query on one of the wastage reports and it was agreed that this be taken up with the individual Member and a direct reply be given.

RECOMMENDED that the reports be accepted.

101. HEALTH & SAFETY SUPPORT – ARCO

Consideration was given to the health & safety support for the Town Council. As discussed previously at some length at the Health & Safety Meeting, it had now been clarified that the contract with Arco ran from September 2014 to September 2015 and the costs were supplied to Members at the meeting. Members suggested that contact should be made with Newton Aycliffe Town Council with regard to their in house approach to health and safety for future consideration by this Town Council. In the meantime it was asked if ARCO be contacted to request that payments to them be made by instalments ie quarterly.

RECOMMENDED this be considered further at the Council Meeting.

102. PAYROLL AUDIT

- (i) The Internal Audit Report
- (ii) Payment of TOIL time – Facilities Team

Members were circulated with a copy of the report prepared by the Internal Auditor on the payroll which gave the Town Council substantial assurance on this area of work. The report observed that owing to the nature of the Banqueting Suites service, the Facilities Team at Shotton Hall had built up a large amount of hours of lieu time. It was noted there was no formal policy in place relating to the accrual and use of lieu time. The recommendation from the Auditor was that a report be submitted to Council to agree to the payment of the hours currently owing and a policy be put in place on the working of lieu time.

The Deputy Town Clerk gave Members the details of the current balance of hours owing to the Team and what the approximate cost of paying this would be. The Deputy Town Clerk reported that this was not a new issue and one which had existed for some time now and she gave the history of it and explained that this had been outlined and considered in detail within the organisational review documents issued to Council previously.

RECOMMENDED:-

- (i) the balances of hours owing to the Facilities Team be noted;**
- (ii) it be accepted there needed to be a policy applied for the accrual and use of lieu time by all staff;**
- (iii) Durham County Council be asked if they could assist in considering the Banqueting Suite service in further detail during the process of updating the job descriptions for all employees currently being undertaken.**