

THE MINUTES OF THE MEETING OF THE  
FINANCE AND GENERAL PURPOSES COMMITTEE  
HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE  
ON MONDAY 5<sup>TH</sup> SEPTEMBER 2016

PRESENT: COUN S McDONNELL (CHAIR)

Mesdames:- S Simpson, L M Wood, K Hawley &  
M J Thompson

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

**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.**

39. APOLOGIES FOR ABSENCE

Apologies had been submitted and accepted from Councillors K Liddell, (on holiday), H Bennett, (holiday), J Alvey, G Cowie, (ill).

**RECOMMENDED the Council approve the reason submitted for absence received from the Councillors listed, on the grounds where given above, and their apologies for absence be recorded.**

40. NOTICES OF MOTION RECEIVED

Councillor M J Thompson had submitted a written request for the

following items to be included on an agenda:-

(i) ICO Data Protection Action Plan Update

A Local Member expressed her concerns that there were outstanding actions in relation to Data Protection. The Town Clerk assured Council that he was to use the Information Commissioners Office Data Protection self assessment tool kit and had spoken to both the Information Commissioner's Office, and the Information and Records Manager at Durham County Council on this matter. A summary of the self assessment and the ensuing Action Plan would be brought for consideration and approval by Council as soon as possible.

**RECOMMENDED that the proposed action suggested by the Town Clerk be agreed and a further report be awaited.**

(ii) Call for immediate end to tax payer funded hospitality for Councillors with a named vote

The Local Member that had made this proposal felt that in times of austerity hospitality (eg tea, coffee etc), should be stopped at Council Meetings. There was discussion on this item and reference was made to hospitality offered by nearby authorities. The Town Clerk confirmed that if every Member drank one cup of coffee with milk and sugar at every committee meeting the cost would be in the region of £200.00 per year.

There was a named vote taken on the motion which was as follows:-

For:- Councillors W M Jeffrey & M J Thompson

Against:- Councillors L Cook, L M Wood, R Kyle, C J Metcalfe, D Sillito, S Simpson, A Watson, S McDonnell.

Abstained:- Councillors C Robbins & K Hawley

**RECOMMENDED tea and coffee continue to be provided for Council Meetings.**

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

Matters Arising

- (a) Minute Number 27 – Training – Your Council, Your Finances

etc 8<sup>th</sup> September

This was a reminder and a request to amend the minute to include Councillor A Watson on the attendance list.

**RECOMMENDED this amendment be made.**

(b) Minute Number 30 – Request for a grant

The Deputy Town Clerk gave further advice in relation to a recent grant that had been approved for a local gymnast.

**RECOMMENDED the grant not be made until the General Power of Competence was in place for the Town Council.**

(c) Woodhouse Park, Ice Cream Van

The Town Clerk offered the advice he had been given by DCC Procurement Team on this offer. Members requested that the Town Clerk work with the procurement service in letting a public service concession for the provision of ice cream and other refreshments in the Council's Parks in 2017.

**RECOMMENDED the operator be given permission to operate in Woodhouse Park immediately until 31<sup>st</sup> December 2016. FURTHER RECOMMENDED this offer be made formally for the start of 2017.**

42. THE REPORT OF THE FINANCE SUB COMMITTEE MEETINGS OF THE 21<sup>ST</sup> JULY & 25<sup>TH</sup> AUGUST 2016 copies of which had been circulated to each Member, were approved.

43. MINUTES OF THE SCRUTINY COMMITTEE HELD ON 25<sup>TH</sup> JULY 2016 copies of which had been circulated to each Member, were approved.

44. PUBLICATIONS, MINUTES, BULLETINS ETC  
(a) Minutes of the Meeting of the Castle Eden National Nature Reserve Stakeholder Management Committee held on 13<sup>th</sup> November

2015, a copy of which had been circulated to each Member were considered. There was reference made to an item in the minutes relating to Natural England's promotion of Peterlee within their promotional material and how the Town Council could be more involved as stakeholders in the Castle Eden Nature Reserve.

**RECOMMENDED the Town Clerk meet with the Reserve Manager to discuss these and other issues.**

(b) Public Meeting Organised by Peterlee Youth Centre to take place on 14<sup>th</sup> September at 3.15pm to discuss the Future of Peterlee Youth Club – The Charity

**RECOMMENDED those that could attend this meeting do so and report back to the Council.**

(c) Northumbrian Water: Essential work taking place on your area Members were circulated with details of works being undertaken by Northumbrian Water in the Town. The Town Clerk assured in future information that was time driven would be disseminated to Members more effectively.

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

(d) NALC, copies of Direct Information Service, July 2016

(e) Bulletin on national developments & meetings 1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup> & 29<sup>th</sup> July 2016

(f) 2016 Annual Review of Register of Interest Forms

**RECOMMENDED clarification be obtained from Durham County Council on the preferred format for any alterations to existing forms.**

(g) Revised Legal Topic Notes – Copies of Planning Documents, Anti Social Behaviour & Harassment

Members were circulated with extracts of the above documents and updates, with full copies being made available on request.

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

45. REQUESTS FOR A GRANT/CONCESSIONARY USE

(a) Learning Library

**RECOMMENDED further information be obtained from this Group to support their application.**

(b) Hartlepool Hospice

**RECOMMENDED free use of the Banqueting Suites be granted on 29<sup>th</sup> September 2016 for the AGM of the Hartlepool & District Hospice.**

(c) 1<sup>st</sup> Peterlee Scout Group

**RECOMMENDED the following grants be approved:-**

**Councillor D Sillito £100; Councillors A Watson, W M Jeffrey, L Cook, S McDonnell, R J Curtis, S Miles, S Simpson and C Robbins all at £50.00 each, making a total of £500.00.**

(d) Letter of thanks – Peterlee Helford FC

**RECOMMENDED the letters of thanks following a grant being made towards the running costs of the Club, be noted.**

46. USE OF THE FORMER TIC – APOLLO MY VIEW, PHOTOGRAPHY PROJECT

Members were circulated with a request received from East Durham Creates to host an exhibition in the empty shop unit forming part of the Peterlee Art Festival planned for 22<sup>nd</sup> – 29<sup>th</sup> October 2016.

**RECOMMENDED approval be given in principle for this use, with utilities and council tax being charged.**

47. TWINNING – FURTHER CONSIDERATION

Consideration was given to the report of the Deputy Town Clerk, a copy of which had been previously circulated to each Member. There were several issues raised in relation to the Twinning arrangements where further information was requested.

**RECOMMENDED a further report be awaited.**

48. EXTERNAL AUDIT REPORT, BDO

It was reported the conclusion of the Audit Notice was awaited and would be reported to Council as soon as it was received.

**RECOMMENDED the Notice of the conclusion of the Audit be awaited.**

49. QUARTERLY BUDGET MONITORING REPORT – APRIL TO JUNE 2016

Members were circulated with a summary of the income and expenditure for the period 1<sup>st</sup> April 2016 to 30<sup>th</sup> June 2016. The Town Clerk reported that he was carrying out quarterly budget monitoring meetings with all Managers and future reports made to Members would include an update on budget performance on an exception reporting basis.

**RECOMMENDED the report be accepted.**

50. 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.

51. STOCK REPORTS PERIOD ENDING 6<sup>TH</sup> JULY 2016

(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 the line cleaning which would be addressed individually with the Member

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that had raised it. It was suggested that consideration of a price increase should be considered at the next meeting of the Shotton Hall Committee.

**RECOMMENDED that the reports be accepted. FURTHER RECOMMENDED a price increase for the bar products be considered at the next meeting of the Shotton Hall Committee.**