

OF THE FINANCE & GENERAL PURPOSES COMM OF THE 3<sup>RD</sup>  
2016

THE MINUTES OF THE MEETING OF THE  
FINANCE AND GENERAL PURPOSES COMMITTEE  
IN THE COUNCIL CHAMBER SHOTTON HALL PETERLEE  
ON MONDAY 3<sup>RD</sup> OCTOBER 2016

PRESENT: COUN K HAWLEY (CHAIR)

Mesdames:- S Simpson, L M Wood, S McDonnell,  
V Watson, K Liddell & M J Thompson

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

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

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

52. APOLOGIES FOR ABSENCE

Apologies had been submitted and accepted from Councillors H  
Bennett MBE, (ill) and 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.**

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

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Matt Arisin

- (i) Minute Number 44 b Public Meeting or anised b Peterlee Youth Centre

To note at the Council meeting held on 19<sup>th</sup> September it was RESOLVED an update and further report be prepared for the next meeting on the Youth Centre and Youth Provision in Peterlee.

The Town Clerk provided a brief update for Council and advised he would keep Members updated.

- (ii) Northumbrian Water: Essential Work Taking place in our area

To note at the Council Meeting held on 19<sup>th</sup> September it was RESOLVED Northumbrian Water's offer to attend a future meeting be accepted.

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

4. INTERNAL AUDIT PROGRESS REPORT

Chair welcomed Mr Steve Carter, Audit and Fraud Manager, Internal Audit, Risk and Fraud who was in attendance to go through the Internal Audit Progress Report, a copy of which had been circulated to each Member.

**COMMENDED Members note the progress made to date on bringing the Internal Audit Plan for 2016/17 together with that by Managers in responding to the work of internal audit to assurance on the adequacy and effectiveness of the internal control environment.**

55. THE REPORT OF THE FINANCE SUB COMMITTEE MEETING OF THE 22<sup>ND</sup> SEPTEMBER 2016 a copy of which had been circulated to each Member, was approved.

56. PUBLICATIONS MINUTES BULLETINS ETC  
(a) NALC's Direct Information Service Issue 890

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- (b) Meeting with MP's and Parliamentary outreach workshop
- (c) County Durham Association of Local Councils — Report of the Deputy Town Clerk
- (d) Durham County Council Budget Consultation 2017/18, AAP Meetings held on 14 September, (copies sent out previously to all elected Members

**RECOMMENDED: -**

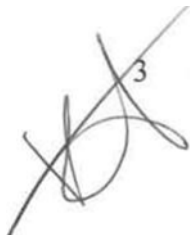
- (a) **the information contained in the bulletins and circulars be noted;**
- (b) **Councillor A Watson & S Miles attend the meeting and workshop on 14 October 2016 at Murton and attend the CDALC AGM on 22<sup>nd</sup> October on behalf of the Town Council;**
- (c) **The Town Council give its support to the Notice of Motion proposed by Bishop Auckland Town Council and its progress at the AGM be awaited;**
- (d) **The Town Clerk seek further advice from CDALC with regard to representation at the AGM and the Executive Committee.**

57. PAYPHONE KIOSK REMOVALS

Members were circulated with details of a further proposals from BT to remove telephone kiosks at the following locations:- Opposite 32 Oakerside Drive, Junction of Essington Way and Yoden Road, Junction of Chapehill Road and Yoden Way and 96 Edenhill Road.

Members were concerned that there were a number of elderly and vulnerable residents in this area and potentially this kiosk could provide a lifeline to those that may not have access to a land line or mobile telephone. The availability of a non pay 999 service was important and in areas where there were vulnerable residents, the lack of a public payphone was a serious issue.

**RECOMMENDED the Town Council express its strongest objection to these payphones being removed.**



58. REQUESTS FOR A GRANT/CONCESSIONARY USE

(a) Fairclough Court Group

**RECOMMENDED a grant of £100.00 be made towards this group funded by Councillor C J Metcalfe.**

**COUNCILLOR SIMPSON DECLARED AN INTEREST IN THE FOLLOWING TWO ITEMS, BEING A SCHOOL GOVERNOR ON BOTH SCHOOLS.**

(b) Acre Rigg Infant School

**RECOMMENDED a grant of £500 be made towards the purchase of waterproofs and wellington boots for this school, with this being made up of grants from Councillor Simpson, £200; S Miles & K Liddell, £100.00 each and D Sillitto and S McDonnell at £50.00 each.**

(c) Acre Rigg Academy — Healthy Eating, healthy bodies & minds

**RECOMMENDED a grant of £500 be made towards healthy eating, healthy bodies and minds for this school, with this being made up of grants from Councillor Simpson, £200; S Miles & K Liddell, £100.00 each and D Sillitto and S McDonnell at £50.00 each.**

(d) Salvation Army Retreat Wednesday 11 January 2017, Shotton Halt Banqueting Suites

(e) St Cuthberts Church 60<sup>th</sup> Anniversary Celebrations, 4<sup>th</sup> March 2017, The Pavilion

**RECOMMENDED free use of the facilities be granted for these events.**

59. "WE WANT YOUR VIEWS ON A POTENTIAL NEW RAILWAY STATION AT HORDEN"

Find out more in person at Horden Social Welfare Centre, Miners Hall, Seventh Street, Thursday 6<sup>th</sup> October 2016 between 3.30 and 8.00pm

[gov.uk/article/7707/Proposal-for-a-new-railway-station-at-](http://gov.uk/article/7707/Proposal-for-a-new-railway-station-at-horden)

Horden

Members were circulated with details of this public consultation and were encouraged to go along and it was agreed that this item be placed

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on the agenda for the next meeting to allow any feedback/representations to be made on behalf of the Town Council.

**RECOMMENDED this course of action be agreed.**

**60. CONTRACT FOR THE COLLECTION OF CASH FROM THE TOWN COUNCILS PREMISES**

It was reported the Councils provider of Banking services were to no longer offer a cash collection service. Details and prices for alternative providers had been sourced and the opportunity to join the County Council's cash collection service had been offered and this could include a change delivery service also.

**RECOMMENDED approval be given to link into Durham County Council's cash collection arrangements and this also to include change delivery.**

**61. WEB SITE DESIGN & SUPPORT, DURHAM COUNTY COUNCIL**

Members were requested to give approval to extend the existing contract for web site design and support with DCC, (in line with Financial Regulations 11(a)(iv)) and details were given on this proposal.

**RECOMMENDED THE Town Council sign up to a one year SLA from April 2017 with Durham County Council for the provision of their web site design and support service at a cost of £575.00.**

**62. COUNCILLORS' ALLOWANCES — FURTHER ADVICE RECEIVED**

The Town Clerk advised Council further on this item whereby the Town Council could not withhold the Parish Basic Allowance as had previously been agreed. There was further discussion on the scheme and the payment of allowances to Members. Councillor Thompson asked for it to be recorded that she had arranged for her Member's Allowance to be paid to her nominated charity(ies).



**RECOMMENDED** as per the advice provided by NALC the Town Council do not withhold the parish basic allowance from any Member. **FURTHER RECOMMENDED** the Town Clerk prepare a further report on future options that may be open to the Council in relation to the Member's Allowance Scheme.

Councillor Miss V Watson left the meeting at this point.

**63**    EXTERNAL AUDIT REPORT, BDO

Members were asked to note the conclusion of the audit and consider the matters arising, as detailed within the progress report of the Deputy Town Clerk, a copy of which had been circulated to each Member.

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

PROCUREMENT OF HORTICULTURAL MATERIALS FOR SEASONAL MAINTENANCE OF BOWLING GREENS & CRICKET PITCHES

The report of the Town Clerk in the above regard, a copy of which had been circulated to each member, was considered.

**RECOMMENDED** the quote submitted by Firm A, Turfcare Supplies Limited, for the provision of soil, seeds and fertilisers and associated machinery at a value of £2,358.00, be accepted.

- 65.**    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.

- 46.**    CORE FINANCIAL SYSTEMS — REPORT WITH A LIMITED ASSURANCE OPINION

**The** report of DCC Internal Auditor on the Core Financial systems, a copy of which had been circulated to each Member, was considered.

**RECOMMENDED** the Action Plan prepared to address each of the recommendations highlighted in the report, be accepted, with it being noted seven of the given actions had already been completed. A follow up Review was to be scheduled as a revision to the 2016/17 agreed Internal Audit Plan.

**67. FIREWORKS, 5<sup>TH</sup> NOVEMBER RECEIPT OF TENDERS**

**RECOMMENDED:-**

**(a) the following quotes be accepted for the provision of goods and services for this year's Fireworks Event on 5<sup>th</sup> November:-**

- **Security — Phoenix Eye Security of Newcastle, in the sum of £680.00;**
- **Fire Extinguishers — Hutton Fire Protection from Hartlepool, FOC;**
- **Lighting Towers — SPL of Stockton for the sum of £698.00;**
- **Medical Cover — Medics UK of Redcar in the sum of £695.00**
- **Fencing — Beaver 84 in the sum of £534.00.**

**(b) a local band be booked to perform at a cost of £300.00 in the Pavilion on Bonfire Night;**

**( ) in relation to the PA system to be used on the night for the Fireworks, further clarification be sought and this be agreed in conjunction with the Town Clerk and the Chair/Mayor/Chair of this Committee.**

**68. SHOWMEN'S GUILD INVITATIONS**

It was reported invitations had been received for this Annual Luncheon to be held on 9<sup>th</sup> November 2016.

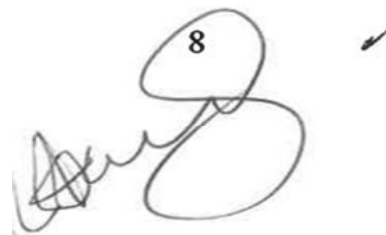
**69.RECOMMENDED** the invitation for the Mayor and her Consort,

**69. UPDATE WITH POLICIES WORK/TIMETABLE**

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Members were circulated with a draft schedule of HR Policies for adoption by the Council as considered at the recent scrutiny meeting.

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

A handwritten signature in black ink, followed by the number '8' written inside a circle. A small arrow points to the right from the circle.