

THE MINUTES OF THE MEETING OF THE  
FINANCE AND GENERAL PURPOSES COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE

ON MONDAY 6<sup>TH</sup> FEBRUARY 2017 AT 6.30PM

PRESENT: COUN K HAWLEY (CHAIR)

Mesdames:- K Liddell, M A Cartwright & S Simpson

Messrs:- G L Carne, S Miles, D Sillito, W M Jeffrey,  
C Watkins, R Kyle, C Robbins, L Cook & 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.**

100. APOLOGIES FOR ABSENCE

Apologies had been submitted and accepted from Councillors S McDonnell (ill), J Alvey (ill), C J Metcalfe, 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.**

101. INTERNAL AUDIT PROGRESS REPORT

The Chair welcomed Paul Bradley, Chief Internal Auditor and Corporate Fraud Manager and Steve Carter, Audit Fraud Manager, Internal Audit, Risk and Fraud, DCC who advised Members on work undertaken by Internal Audit between 1 April 2016 and 31 March 2017. Mr Carter took Members through his report, a copy of which had been previously circulated. The Town Clerk thanked the DCC Internal Audit Service

Team for their exemplary service, operationally the Team had been well received and had provided a good quality service and provided positive challenge to the Council on its current operations.

**RECOMMENDED Members note progress made to date on delivering the internal audit plan for 2016/17.**

PRIOR TO CONSIDERATION OF THE FOLLOWING ITEM COUNCILLOR W M JEFFREY DECLARED AN INTEREST AND TOOK NO PART IN THE DISCUSSION WHICH ENSUED.

102. LEISURE GARDENS INTERNAL AUDIT FINDINGS & ACTION PLAN

The report of the Town Clerk provided a summary of the findings of the recent Internal Audit of the Council's Leisure Gardens Service which had concluded with a limited assurance. The report outlined a proposed action plan to address the weaknesses highlighted in the report, a copy of which had been circulated to each Member.

**RECOMMENDED the contents of the report be noted and the actions, responsibilities and timescales as set out in the Action Plan, be agreed. FURTHER RECOMMENDED approval be given to the inclusion of a follow-up Audit of the Leisure Gardens Service as part of the 2017/18 Internal Audit Plan.**

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

104. REPORT OF THE SCRUTINTY MEETING of the 13<sup>th</sup> January 2017

The Minutes from this meeting had been circulated to each Member for their consideration and information.

**RECOMMENDED the minutes be accepted.**

105. PETERLEE TOWN COUNCIL DRAFT BUDGET 2017/18

Members feedback was sought on the detailed budget for 2017/18 prior to the final budget detail being presented to Council for approval in February 2017 and a copy of the report of the Town Clerk had been

circulated to each Member. It was reported at recent meetings several areas had been raised and questions asked about particular budget detail areas. This included Town Twinning where there was considerable discussion and it was agreed that the amount included in the budget be agreed, in principle, and if the Peterlee and Nordenham Friendship Association wished to apply for funding towards the visit from Nordenham in the Summer of 2017, they would need to come along to a future meeting and make their request to council in line with other s137 funding requests, (eg MIF applications).

There was discussion on the day of the fireworks event and it was agreed it be held on the Saturday 4<sup>th</sup> November 2017. The Town Clerk advised that at the recent Scrutiny Meeting it had been suggested an allocation be made in the budget for bi elections and Members agreed an additional £10,000 be allocated to the budget as provision for bi elections in 2017/18. It was agreed there be no change to the Mayor's personal allowance and civic duties budget, and an allocation of £2,000 be made for the potential costs of the Town Council organising the Remembrance Day Parade in 2017.

**RECOMMENDED the final detail budget be presented to Council for approval in February 2017.**

106. THE REPORT OF THE FINANCE SUB COMMITTEE MEETING OF THE 12<sup>TH</sup> JANUARY 2017 a copy of which had been circulated to each Member, was approved.
107. PUBLICATIONS, MINUTES, BULLETINS ETC
- (a) Super Councils' Network
  - (b) NALC – Benefits of membership - briefing note
  - (c) External Auditors & their reports -
  - (d) SAAA announcement of appointed auditors by county area 2017/18 – 2021/22
  - (d) NALC Direct Information Service Issue 899 & 900 – copies available
  - (e) Briefing Note to Members of Arrangements to count votes at the May 2017 Elections, Report of Head of Legal & Democratic Services  
Members felt the votes should be counted immediately following the close of the poll, not two days later, and also asked could the count be held more locally.
  - (f) County Durham & Darlington Fire & Rescue Service public consultation

The majority of the information given had been received via CDALC. Members were requested to note the information listed and points of particular interest were given at the meeting.

**RECOMMENDED the information contained in the bulletins and circulars be noted. FURTHER RECOMMENDED representations be made to DCC regarding the timing and location of the counting of votes.**

Councillor S Simpson and S Miles left the meeting at approximately 7.45pm as they had a prior engagement.

108. THE FUTURE FOR LOCAL GOVERNMENT YOUTH SERVICES, 24<sup>TH</sup> – 26<sup>TH</sup> FEBRUARY 2017, SOUTHPORT

Members considered attendance by the Council at this conference and whilst youth services was a topic of interest, it was **RECOMMENDED that no places be reserved on the event.**

109. REQUESTS FOR A GRANT/CONCESSIONARY USE

(a) Event Fundraising in aid of Muscular Dystrophy UK & Merrington Twins Wish List, use of Shotton Hall Friday 22<sup>nd</sup> December 2017

**RECOMMENDED this request for concessionary use be considered when further information on the event was known.**

(b) Letters of thanks & appreciation, Great North Air Ambulance

Members were circulated with expressions of thanks and appreciation following the recent grant being awarded to this organisation.

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

110. POLICIES

(i) Officers Code of Conduct

(ii) Mental Wellbeing in the Workplace

Members considered the policies, as considered by the Scrutiny Committee. There was an amendment made on p 3 of the Officers Code of Conduct, where it was agreed that in the line - You must not: be under

the influence of alcohol or unprescribed drugs, the ending “so as to adversely affect your work” be removed.

It was reported there would be training arranged for the Officers Code of Conduct for all members of staff, and the Mental Wellbeing in the workplace would be presented to SMT with training.

**RECOMMENDED the policies, subject to the amendment given, be adopted by the Town Council and appropriate training be provided.**

111. BREWERY TENDERS UPDATE

Members were requested to endorse the action taken on 20 January 2017 following interviews held, in scoring the five companies in terms of their presentations.

**RECOMMENDED the action taken be endorsed and progress be awaited.**

112. CLOSING OF THE ACCOUNTS

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

**RECOMMENDED approval be given for RBS Software to be commissioned to complete the year end accounts on the Town Council’s behalf and provide additional support at a cost of £1,735.00 as per s12.1.v of the Council’s Financial regulations. .**

113. CASH COLLECTION ARRANGEMENTS

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

**RECOMMENDED approval be given to the continued use of Loomis for the provision of the banking pick up service for the Town Council.**

114. 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.

115. PETERLEE SHOW 2017 - VARIOUS

Members considered the report of the Show Co Ordinator, a copy of which had been circulated to each Member.

**RECOMMENDED** plenary powers be granted for the Officer to action these recommendations immediately. **FURTHER RECOMMENDED** approval be given to accept the following tenders:-

1. SECURITY

**RECOMMENDED** that the quotation of Phoenix Eye Security of Newcastle in the sum of £5,742.50 excluding vat to be accepted.

2. MARQUEES

**RECOMMENDED** that the quotation of Jeff Dobson Marquee Hire of Bishop Auckland in the sum of £2,682.00 excluding vat to be accepted.

3. TOILETS

**RECOMMENDED** that the quotation of Teesdale Event & Site Services Ltd of Bishop Auckland in the sum of £1,720.00 excluding vat to be accepted.

4. FIRE EXTINGUISHERS

**RECOMMENDED** that the offer of Hutton Fire Protection from Hartlepool, be accepted.

5. SKIPS

**RECOMMENDED** that the quotations of Dents Skip Hire of Seaham for the sum of £600.00 excluding vat to be accepted.

6. TEMPORARY ACCOMODATION

**RECOMMENDED** that the quotation of A Plant of Stockton, in the sum of £425.00 excluding vat to be accepted.

**7. STAGE, PA & LIGHTING, GENERATORS**

**RECOMMENDED** that the quotation of SPL of Stockton, for the full package, in the sum of £11,000.00 excluding vat to be accepted.

**8. TRAFFIC MANAGEMENT**

**RECOMMENDED** that the quotation of Colas of Swalwell, Tyne & Wear in the sum of £394.08 excluding vat to be accepted.

**9. FENCING**

**RECOMMENDED** that the quotation of Beaver 84 of Gateshead in the sum of £1,020.00 excluding vat to be accepted.

**10. ARENA ENTERTAINMENT**

**RECOMMENDED** H&M Dog Display Team and the Bread & Butter Theatre, along with Steve's Animal Arc, be engaged to provide main arena entertainment at a cost of £4,080.00.

**11. FESTIVAL MARQUEE**

**RECOMMENDED** the traditional stage area be used for this year. **FURTHER RECOMMENDED** depending on the weather, the Town Council provide for sale, (at cost price), adult and children sized rain ponchos.

**12. PANTOMIME PERFORMANCES 2018**

**RECOMMENDED** approval be given to the engagement of M and M Productions for performances of Robin Hood for January 24<sup>th</sup> & 25<sup>th</sup> 2018 at a cost of £3,198.00. **FURTHER RECOMMENDED** these events be well publicised.

**116. E MAIL CORRESPONDENCE TO THE MAYOR FROM A LOCAL MEMBER**

The Mayor reported to Council that she had received several upsetting e mails from another Town Councillor. The Chairman asked for it to be recorded she felt this behaviour was a disgrace.