

THE NOTES OF THE MEETING OF THE SCRUTINY WORKING PARTY
HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE
ON FRIDAY 9TH AUGUST 2019 AT 10.00AM

PRESENT: COUN A WATSON (CHAIR)
Mesdames:- M A Cartwright, S McDonnell & K Hawley
Messr:- T Duffy
Councillor D Howarth (observer)

1. Apologies for Absence

Apologies for absence were offered from Councillor K Duffy and R Moore.

2. To receive declarations of interest

Members were reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise, none were given.

3. The notes of the last meeting held on 19th July 2019 were considered and the Town Clerk recapped on the discussions held and Members agreed the contents.

4. Shotton Hall

The Town Clerk provided Members with a detailed breakdown of the 2018 structural survey findings and associated capital works that were required to Shotton Hall. Members also discussed the need for refurbishment of the toilets in the Banqueting Suites and the proposals to make improvements to the Heritage and Mayor's Ante Chamber.

Certain items were raised and it was agreed they would be "benched" for discussion at a future meeting, they were as follows:-

- Accommodation
- Market knowledge – what do customers want?
- Food costs/profits margins
- Design and brand, the look and feel
- Staffing structure – how do we deliver this?

RESOLVED the series of meetings continue to be held focussing on Shotton Hall, the next meeting to concentrate on events and bookings in the diary for the next two years; food costs and the profit margin and a breakdown on the costing for 3 example events.