

THE MINUTES OF THE MEETING OF THE SCRUTINY COMMITTEE
HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE
ON THURSDAY 30TH MARCH 2023

PRESENT: COUN K HAWLEY (CHAIR)

K Liddell, R Burnip, R Scott, R Moore, D Hawley, W Fishwick & D Howarth

12. Apologies for Absence

No apologies for absence were submitted.

13. The Minutes of the Last Meeting held on 28th February 2023

The minutes of the previous meeting are attached for consideration and approval as a true and correct record. **RESOLVED the minutes be accepted and signed as a true and correct record.**

14. To consider the following three items received from the Chair for consideration:-

- (a) Review of the Council's policies and procedures, standing orders and any delegated authority

The Town Clerk advised the Town Council had 54 policies in place with a rolling programme of review for every 3 years. Policies would also be updated as and when necessary in line with legislation and recommendations from Internal Audit and or other bodies.

Members confirmed acceptance of the current policies that were in place.

In relation to the Scheme of Delegation it was **AGREED**

- **For substantial items where delegated authority was exercised, the Chair be sent an e mail advising of the action(s)**
- **In the case of the Clerk appearing or making representation to a tribunal or public enquiry into any matter where the council has an interest, the Chair be advised/updated.**
- **The Chair be e mailed re the closure of the Council Offices in the Christmas/New Year period.**
- **The Clerk report back to Council on how the Council may be involved in the interview /selection process for Senior Managers.**

In the future the Chair and Chair of Resources and Community & Environment Committee be advised in advance of any Heritage Lottery Funding Bids by the Town Council.

(b) To review all the leases the council have entered into where peppercorn rent applies, for Members to ensure the leaseholders are upholding what is stipulated in their leases

The Clerk advised there were only two formal leases in operation currently with the Rugby Club and CALM CiC both of which were based on peppercorn rents.

The committee had asked the Clerk to contact CALM to get an update on how the CALM CIC hub at Lowhills Road was doing in terms of community use.

Members of the committee were minded to the fact that the Council agreed the discounted peppercorn rate on the basis of social benefit to the community. Although the next rent review was not due until July 2026 they were keen to ensure that the Council was being kept up to date with the extent to which the site was being used for local community benefit commensurate with the discount on the market rent value of the site. It was suggested that the CALM CIC board prepare a short report or presentation for Council later in the year.

Members also suggested that it might be a good idea to invite the local Ward Councillors to visit the Lowhills site so that they can get a chance to see/hear about community activities first-hand.

AGREED this course of action be taken and feedback be awaited.

(c) Use of the kitchen in the Pavilion by community groups

It was confirmed that community groups such as the cricket club, were able to use the kitchen in the Pavilion, working with the Pavilion Manager and his Team on the practicalities and relevant legislation/conditions. AGREED this be noted.

15. Next Meeting

Councillor Moore asked if the Bistro could be considered at the next meeting of this Committee.