

PETERLEE TOWN COUNCIL

MINUTES OF THE MEETING OF THE TOWN COUNCIL

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE

ON MONDAY 26TH JUNE 2017 at 6.30PM

PRESENT:- COUN L COOK (CHAIR)

Mesdames:- A Long, V Watson, M A Cartwright, S McDonnell, S Simpson, K Liddell & K Hawley

Messrs:- G L Carne, S Miles, R Moore, A Wilkinson, S McGlen, J Robinson, S Kirkup, R Kyle & A Watson

17. Apologies for Absence

Apologies had been submitted from Councillor K Duffy, (on holiday), S Franklin, (work commitments), S Meikle, (ill).

RESOLVED the Council approve the reasons submitted for the absences received on the grounds where given above, and the Councillor's apologies for absence be recorded.

18. Public Participation Session

A public participation session was held to allow Members of the public an opportunity to put questions to the Council, no members of the public were present. **RESOLVED the information given, be noted.**

19. The Minutes of the Council Meeting of the 15th May 2017 a copy of which had been circulated to each Member, were approved.

20. Acceptance of Office – Denehouse Ward

It was reported that Mr David Curry was unable to accept the office of Councillor for the Denehouse Ward. **RESOLVED a vacancy be declared for**

the Denehouse Ward and DCC be contacted to begin the process of filling this vacancy on the Town Council.

21. The Minutes of the Resources Committee of the 5th June 2017 a copy of which had been circulated to each Member, were approved.

22. The Minutes of the Community & Environment Committee Meeting of the 12th June 2017 a copy of which had been circulated to each Member, were approved.

23. 12 Month Budget outturn report, 1 April 2016 to 31 March 2017

Members considered the report of the Town Clerk providing details of the budget outturn report for the 2016/17 financial year, in line with s5.8 of the Council's Financial Regulations. Attached to the report was an analysis of 2016/17 budget outturn per budget heading, with explanatory notes for the variances of more than 10%. **RESOLVED the information given in the report, be noted and the 2016/17 budget outturn position, be approved.**

24. Audit 2016/17

Members considered the report of the Town Clerk presenting the Annual Governance Statement for approval. Details were given of the Council's compliance with the statement contained along with examples of compliance. The Town Clerk also presented the Council's Annual Accounting Statements for the 2016/17 financial year, recommending the approval of the various items of supporting information that is required to be submitted to the external auditor alongside the main accounting statements.

RESOLVED the following reports in relation to the 2016/17 Annual Governance Statement, Accounting Statement and supporting documentation, be approved:-

(i) Approval of 2016/17 Annual Governance Statement

- (ii) **Accounting Statements 16/17 for Peterlee Town Council**
- (iii) **Statement of Accounts for the period ended 1 April to 31 March 2017, (including the asset register).**

FURTHER RESOLVED approval be given for the Mayor and the Town Clerk to sign the Annual return and it be submitted to the external auditor.

25. Replacement Flooring – Hill Rigg House and Shotton Hall

The report of the Town Clerk informed Members of the recent procurement of replacement safety flooring for the kitchen area at Hill Rigg house and the bar areas at Shotton Hall. **RESOLVED Members note and endorse the action taken by the Town Clerk under delegated powers to replace safety flooring at these sites at a cost of £2,095.63, in consultation with the Chairman and Vice Chairman of Finance Committee.**

26. Review of Standing Orders, Financial Regulations and Officers Scheme of Delegation

RESOLVED Members note the review of the Council's Standing Orders, Financial Regulations and Officers Scheme of Delegation in light of the new council committee structures and to approve the new versions of these documents and other recommendations contained within the report, it being noted the level of delegated expenditure be increased from £500 to £5,000. FURTHER RESOLVED the approval to use BACS and CHAPS payments; to use bankers standing orders and direct debits where appropriate, be renewed.

27. Request for Concessionary Use, Cancer United, Support and Exercise Group for cancer patients, The Pavilion, Wednesday evenings

Members were asked to give consideration of concessionary use of a meeting room for this group during June and July 2017. **RESOLVED free use be granted to this group for the use as given.**

28. Bar Prices

Members were presented with information in relation to the recent bar price increases at Shotton Hall and The Pavilion. The Town Clerk circulated actual bar prices of a typical bar order and the difference a price increase had made of the past four years. He had also prepared a table benchmarking Shotton hall and The Pavilion with other venues. There was considerable discussion on the item and members were satisfied with the operational matters applied to the bar services run by the Town Council. Members did however refer to the recruitment policy applied to the hiring of casual staff. **RESOLVED the annual review of fees and charges include reference to the bar prices applied at Shotton Hall and Helford Road.**

29. EXCLUSION OF 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, (Schedule 12(A), paragraph 11).

30. Update on Council Staffing Structure

The Town Clerk gave a brief update on the progress with the staffing review. In doing so he needed clarification from Council on the following matters;-

- The same terms and conditions (ie Green Book) principles and rates should be applied;
- He had the same staffing budget as he has currently;
- there was a principle of no redundancies being offered or applied;
- approval be given in principle, to changes to the way play areas and the cemetery were currently managed.

Members were agreeable and gave the Town Clerk approval to proceed with the review on these terms. They did ask that he carry out benchmarking

against other councils of our size and operation. **RESOLVED progress be awaited.**

31. Spokesperson of the NEP Member's Report

Councillor Watson did not have any issues or matters to report on.

RESOLVED the information given, be noted.

32. Spokesperson of the Labour Party's report

Councillor Kyle did not have any issues or matters to report on.

RESOLVED the information given, be noted.