

PETERLEE TOWN COUNCIL

MINUTES OF THE MEETING OF THE TOWN COUNCIL

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE

ON MONDAY 26<sup>th</sup> JUNE 2023 at 6.30PM

PRESENT: - Cllr A E Laing (Chairman)

K Liddell, M McCue, S Simpson, R Burnip, R Moore, D Hawley, R Scott, M A Cartwright,  
D Howarth & M Sanderson

23. Apologies for Absence  
Apologies for absence were offered from Councillors J Black, K Hawley, S McDonnell, A Stockport, S Meikle & D Quinn. **RESOLVED Council note the apologies that had been submitted.**
24. Public Participation Session  
There were no Members of the public present at the meeting.
25. To receive declarations of interest  
Members were reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. Please seek advice from the Town Clerk or Deputy Town Clerk **prior to the meeting** if in doubt. Members were reminded that they could check their published declaration of interests here: <https://bit.ly/2wVyeLA>
26. To Approve the Minutes of the last meeting of the 15<sup>th</sup> May 2023  
The minutes of the previous meeting were attached for consideration and approval as a true and correct record.  
Matters Arising from the Minutes  
Minute Number 17 – Committees and Sub Committees  
(a) Human Resources Sub Committee – 14 members, only 11 nominated at the meeting and so three places remaining for nominations.  
(b) Scrutiny Committee 14 members only 12 nominated and therefore 2 places remaining for nominations.  
Following consideration it was **RESOLVED the sub committee and committee remain as agreed at the Annual Meeting.**
27. Internal Auditor's Reports  
(i) Internal Auditor's Progress Report for Quarter 4 2022/2022  
(ii) Annual Internal Auditor's Opinion  
The Chair welcomed Nicola Cooke, Audit Manager and she presented the Internal Auditor's reports that had been previously circulated to Members. It was noted that

all of the internal audits that had been completed in the 2022/23 financial year had returned a 'substantial assurance' report and the Internal Auditor has returned an overall 'substantial assurance' opinion. The Chair thanked Ms Cooke for coming along to address the meeting. **RESOLVED the Audit reports be received for the 2022/3 financial year. FURTHER RESOLVED staff be congratulated on their efforts in achieving the successful audit reports.**

28. Wellbeing for Life (WBFL)

The Chair welcomed Shaun Gooch, WBFL East Hub Co Ordinator to the meeting. Mr Gooch gave a very brief summary of the service and explained the remit of his team. He appealed to Members of the Council to contact him to provide him with information about the health needs of their local communities. He suggested that WBFL had previously struggled to engage with some parts of the local community, and he provided contact cards and other hard-copy publicity materials for Members to use to help promote the service to local residents.

Mr Gooch thanked the Council for the opportunity to come along to the meeting and asked they keeping touch with him, The Chair thanked Mr Gooch for the information and for coming along to the meeting. **RESOLVED the information given, be noted.**

29. Notes of the Finance Sub Committee of the 12 June 2023

Members confirmed and endorsed the resolution of the Finance Sub Committee to approve BACS payments paid.

30. The Minutes of the Resources Committee of the 12<sup>th</sup> June 2023

The notes of this meeting were attached for information. **RESOLVED the minutes be noted.**

31. Proposed new electoral arrangements for Durham County Council

The Town Clerk provided for Council to discuss the proposed changes to the town's electoral divisions for County Council seats. Members are advised to review the proposals online prior to the meeting, see pages 27-29 here: <https://www.lgbce.org.uk/sites/default/files/2023-05/durham - dr - report v2.pdf>

**RESOLVED no comment or representations be offered on behalf of the Town Council.**

32. 2022/23 Year End budget outturn report

Members were asked to review and approve the 2022/3 financial year budget outturn report and the Town Clerk outlined for Members the 2022/23 budget variances by budget heads along with the material variances by budget head. Members took the opportunity to thank the Clerk for his advice and guidance managing the budget in

very difficult and challenging circumstances. **RESOLVED the contents of the report be noted along with the Council's 2022/23 budget outturn position.**

33. Peterlee Town Council Annual Return 2022/23

Members were requested to consider the following items that comprise the Council's Annual Return for the 2022/3 financial year and copies had been circulated prior to the meeting:

- (i) Annual Internal Audit Report – to receive and note
- (ii) Annual Governance Statement – to approve
- (iii) Accounting Statements – to approve

**RESOLVED the documents be approved and the Chairman and Town Clerk sign the Annual Governance Statement and the Chairman sign the Accounting Statements.**

34. Proposals for a long-term lease with Peterlee Cricket Club

Members considered the proposals for the granting of a long-term lease to Peterlee Cricket Club for the use of the cricket oval, scoreboard and associated assets.

**RESOLVED the contents of this report be noted and:**

1. **approve the leasehold disposal of the subject site to Peterlee Cricket Club CIC as per the heads of terms provided and at a peppercorn rent (£1 per annum, if demanded) to reflect the social benefit brought to the town and surrounding areas by this community sport and social club;**
2. **authorise the Town Clerk to complete all requisite legal processes in relation to execution of the lease in consultation with the Council Chairman as required.**

35. Policies

Members were asked to confirm and adopt the following policies:-

- (a) Appeals policy & guidance
- (b) Probationary period policy
- (c) Working in the sun policy
- (d) Document retention policy
- (e) Equality and diversity policy
- (f) Safeguarding policy
- (g) Drugs, Alcohol and Substance misuse

Members reviewed and considered the policies presented.

**RESOLVED the policies be reviewed, accepted and adopted immediately.**

36. Spokesperson of the North East Party's Report

Councillor Cartwright reported on work carried out supporting the elderly and disabled to tidy their gardens. Litter picking had also been done in hot spots around the town. Free food donations and nappies etc had been delivered to some residents in need. **RESOLVED the information given, be noted.**

37. Spokesperson of the Labour Political Party's Report

Councillor Scott reported the café at the Methodist Church was still going well and with rising inflation and increases in food prices cafes and warm hubs were becoming even more important. He felt it had been the right decision to focus funds on many small community based events rather than one large event. **RESOLVED the information given, be noted.**

38. Spokesperson of the Independent Members Report

Councillor Howarth reported the local warm hubs and cafes were providing a vital lifeline for those that were struggling. They would be continuing to support different projects and together they would keep on helping residents. **RESOLVED the information given, be noted.**