



16th April 2024

In accordance with Paragraphs 8 & 10(2) (b) of Schedule 12 of the Local Government Act 1972 I hereby summon you to attend a Meeting of **PETERLEE TOWN COUNCIL** to be held in the **COUNCIL CHAMBER, SHOTTON HALL, PETERLEE, SR8 2PH** on **MONDAY 22ND APRIL 2024 at 6.30pm**

Ian Hall
Acting Town Clerk (Proper Officer of the Council)

Members of the Committee and members of the public are reminded that the public part of the meeting may be recorded in both audio and video, and photographs may be taken.

Members of the public are very welcome to attend our meetings. We have a limited number of designated public seating in our Council Chamber and so any members of the public wishing to attend to observe the meeting are advised to contact the Council in advance so that we can reserve a seat for you: council@peterlee.gov.uk or (0191) 5862491.

BUSINESS TO BE TRANSACTED

1. **Apologies for Absence**

2. **To receive declarations of interest**

Members are 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 are reminded that they can check their published declaration of interests here: <https://bit.ly/2wVyeLA>

3. **Public Participation Session**

Members of the public will have an opportunity to put questions to the Council. This item of business to last no more than 15 minutes, as per Council Standing Orders.

a. **Reps from Peterlee Cricket Club cricket club future plans.**

PCC - Club Development Plan

PCC - Social Space 2024

b. **Lee House Development**

To welcome Mr Jordan Southam, Property Developer to the meeting.

4. **To Approve the Minutes of the last meeting of the 25th March 2024**
The minutes of the previous meeting are attached for consideration and approval as a true and correct record. (copy attached)
5. **Notes of the Finance Sub Committee of the 25th March 2024**
To confirm and endorse the resolution of the Finance Sub Committee to approve BACS payments paid. (attached)
6. **Notes of the Scrutiny Committee of the 28th March 2024** (attached)
7. **The Minutes of the Resources Meeting 8th April 2024**
The minutes of this meeting are attached for information. (copy attached)
8. **Notes of the Scrutiny Committee of the 12th April 2024** (copy attached)
9. **Eden Hill Skatepark Project**
Report from the Acting Town Clerk (attached)
10. **Entrance Doors Hill Rig House**
Report from the Acting Town Clerk (attached)
11. **Recruitment Update**
Report from the Locum Democratic Services Manager (attached)
12. **Policies**
To review and confirm any updates to these policies:-
 - (i) PPE Policy [To view the draft policy please use this link](#)

Please contact the office should you require a printed copy or for us to e mail you a copy of the policies listed.
13. **Summer Music Event, Eden Lane**
Report from the Corporate Services Manager (attached)
14. **Excluded from the Press and Public**
Members are requested to move the following motion:
“That in accordance with the provision of Section 1 of the Public Bodies (Admission to Meetings) Act 1960, as amended by Section 100 of the Local Government Act 1972, the Council do now exclude the public and press for the remaining items on the Agenda by reason of the confidential nature of the business to be transacted since publicity would be prejudicial to public interest.”
15. **Extension to Sick Pay Request**
Report from the Acting Town Clerk (attached)

The press and public are welcome to attend this meeting. Space in the public gallery is limited and you are advised to contact the council in advance if you do wish to attend.

Contact: Ian Hall, Acting Chief Officer & Town Clerk, Peterlee Town Council, Shotton Hall, Peterlee Co Durham SR8 2PH

E-mail: council@peterlee.gov.uk

PETERLEE TOWN COUNCIL

MINUTES OF THE MEETING OF THE TOWN COUNCIL

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE

ON MONDAY 25TH MARCH 2024 at 6.30PM

PRESENT: - Cllr A Laing (Chair)

K Liddell, M McCue, S Simpson, R Burnip, R Moore, R Scott & M A Cartwright

Prior to the start of the meeting the Mayor thanked Kay Tweddle, Deputy Town Clerk/Democratic Services Manager for her 30 years of service for the Town Council and wished her all the best for her retirement.

133. Apologies for Absence

Apologies for absence were offered from Councillors J Black, S McDonnell, K Hawley, D Howarth & M Sanderson. **RESOLVED Council note the apologies that had been submitted.**

134. Public Participation Session

There were no members of the public present at the meeting. **RESOLVED the information given, be noted.**

135. To receive declarations of interest

Members were reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. No interests were declared.

136. To Approve the Minutes of the last meeting of the 26th February 2024

The minutes of the previous meeting were circulated for consideration and approval as a true and correct record. **RESOLVED the minutes be approved and duly signed.**

137. Notes of the Finance Sub Committee of the 26th February 2024

RESOLVED the BACS payments be confirmed and endorsed.

138. The Minutes of the Resources Meeting 11th March 2024

Matters Arising

Minute Number 61- Insurance cover 2024/25

RESOLVED the minutes of the Resources Meeting be noted. FURTHER RESOLVED arrangements be made to renew the insurance cover for 2024/2025 with Zurich Municipal at a cost of £84,027.08.

139. Notes of the Scrutiny Meeting of 15th March 2024

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

140. 2023/2024 Financial Year 3rd quarter Budget Update report

The report of the Interim Town Clerk outlining the Council's budget performance to the end of the third quarter, 31st December 2024 was considered. He explained the Town Council was in a better financial position than forecast by approximately £38,000. **RESOLVED the quarter 3 Budget Update Report be accepted and the information contained within it, be noted.**

141. Peterlee Town Council Events 2024 – Suppliers' Quotations

The report of the Corporate Services Manager presenting Members with the list of quotes from various companies to provide supplies for Peterlee Town Council Events to be held in 2024 was considered. After consideration it was RESOLVED:-

- (i) **the quotation from Company A, Hinton Security from Trimdon, for security cover for the 2024 events at the hourly rates as detailed in the report, be accepted;**
- (ii) **the quotation from Company A, Medics UK from Stockton, in the total amount of £2,050.75 for the medical cover for the events be accepted; and**
- (iii) **the quotation from Company A, Teesdale Event and site Services from Barnard castle, for provision of portaloos in the amount of £1,198.00, be accepted.**

142. Policies

- (i) Maternity Policy
- (ii) Flexible Working Policy

Changes to accommodate Government changes, had been made and the policies were now presented for approval. Changes to the introduction of the flexible working policy had also been made and circulated to each Member prior to the meeting. **RESOLVED the the amends and updates be accepted and these policies be confirmed and adopted immediately.**

143. Code of Conduct Complaint

The Report of the Acting Town Clerk informing Members of the result of an investigation by the Monitoring Officer into a Code of Conduct complaint against a Town Councillor was considered. The investigation had concluded that no further action was to be taken by the Monitoring Officer, they did however recommend training on the use of social media be undertaken within three months. The Acting Town Clerk confirmed this training session had been offered to all Members and taken place on Thursday 21st March 2024. The slides from the training had now been circulated to each Member for their reference. **RESOLVED that the information given, be noted along with the “no further action” recommendation.**

PETERLEE TOWN COUNCIL

FINANCE SUB-COMMITTEE

MONDAY 25th MARCH 2024

Present:- K Liddell, S Simpson & R Burnip

11. ACCOUNTS FOR PAYMENT

Members were provided with the accounts and invoices for March 2024 to be paid by BACS in the sum of £69,961.13 Following checking of the documents provided, it was **RECOMMENDED that the accounts presented be paid.**

THE MINUTES OF THE MEETING OF THE SCRUTINY COMMITTEE
HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE
ON THURSDAY 28th MARCH 2024

PRESENT: COUN K HAWLEY (CHAIR)
D Hawley, D Howarth, R Scott, R Burnip, and R Moore

16. Apologies for Absence

Apologies for absence were offered from Councillors A Laing and M McCue. **RESOLVED That the apologies be noted.**

17. The Minutes of the Last Meeting held on 15th March 2024

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

18. The Pavilion, Helford Road

Members discussed in detail their ideas for the purpose of the building and its services moving forward.

It was noted that at a recent engagement event, young people had commented that they were unaware of the Pavilion until the event. They thought the decoration was bland and uninviting for young people. The Sport and Wellbeing Manager would give full feedback at a future meeting.

Members were of the opinion that:-

- Young people had done some impressive artwork on walls at the College which had made it more welcoming to young people. It was suggested that the same could be done at the Pavilion.
- Bench tables in the Bistro did not work as some users did not want to share a table. These arrangements were not conducive to private discussions.
- Previous changes to the pavilion were undertaken without sufficient consultation.
- There was confusion around the pricing of room hire with different rates seemingly being applied. Charges needed to be easily understood and transparent.
- Hire charges were prohibitive for smaller groups.

- Discounted room hire rates should be offered to attract new users. It was suggested that new community groups (i.e. not for profit groups) could be offered six months hire free of charge. Businesses could be offered a 50% discount for new bookings for 6 months. The success of the concessions could be reviewed 6 months after implementation.
- Concessionary pricing scheme worked well for the MUGA (Multi Use Games Area), but use had fallen when the scheme ended. It was suggested that this could be tried again. The Acting Town Clerk commented that the cost of MUGA's in other areas was being sought to be able to compare cost and usage.

Discussion took place with regard to the Bistro. Whilst concerns were expressed relating to the current offer, it was agreed to continue to implement the recently agreed changes and a review take place when the impact of the discounted room hire charges could be undertaken.

The Acting Town Clerk gave an update regarding previously agreed actions.

- The Council's new website would shortly be live which provide an opportunity to better advertise the facilities and charges.
- Sport England had been contacted with regard to potential implications if an area of the Pavilion was used by another organisation by way of a lease or partnering arrangement.
- There was currently only one booking to run a paid for class at the Pavillion.
- The Cricket Club had been invited to the next Council meeting to present a proposal.

- RECOMMENDED**
1. That concessionary fees be applied to new room bookings for a 6 month trial period as follows:-
 - Community Groups (i.e. not for profit groups) be offered the first 6 months free of charge.
 - Businesses be offered 50% discount for the first 6 months.
 2. That the College be approached to see if students could do artwork on walls in the lobby area.
 3. That a comparison of costs of local MUGA's be undertaken.

19. Next Meeting

The next meeting would take place on Thursday, 11th April 2024. An update on Shotton Hall would be given at this meeting.

PETERLEE TOWN COUNCIL

MINUTES OF THE MEETING OF THE RESOURCES COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE

ON MONDAY 8TH APRIL 2024 at 6.30PM

PRESENT:- Councillor R Moore (Chair) and

Councillors J Black, R. Burnip, M.A. Cartwright, B. Fishwick, A. Laing, K. Liddell, R. Scott

Also Present: D Leask (NEREO)

62. Apologies for Absence

Apologies for absence were noted from Councillors D. Hawley, K. Hawley, D. Howarth, S. Simpson, S. McDonnell and A Stockport.

63. To receive declarations of interest

Members were reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise.

64. To approve the minutes of the previous meeting

RESOLVED the minutes of the previous meeting of the Resources Committee held on Monday 11th March 2024, be approved as a true and correct record.

65. Exclusion of Press and Public

RESOLVED that in view of the confidential nature of the 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, Part 1, due to the commercial and personal information contained in the report.

Mr Hall, Acting Town Clerk, declared an interest in the following item and left the meeting.

66. Town Clerk Vacancy Candidate Pack

Consideration was given to a draft candidate pack for the Town Clerks position, which had been proposed by NEREO.

RESOLVED That the candidates pack be agreed and the vacancy be advertised in the next few days.

THE MINUTES OF THE MEETING OF THE SCRUTINY COMMITTEE
HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE
ON THURSDAY 12th APRIL 2024

PRESENT: COUN K HAWLEY (CHAIR)

R. Burnip, M. Cartright, D. Hawley, D Howarth, A Laing, K Liddell and R Moore

20. Apologies for Absence

Apologies for absence were offered from Councillors M Sanderson and R Scott.
RESOLVED That the apologies be noted.

21. The Minutes of the Last Meeting held on 28th March 2024

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

22. Exclusion of Press and Public

RESOLVED that in view of the confidential nature of the 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, Part 1, due to the commercial and personal information contained in the report.

23. The Pavilion, Helford Road

The Acting Town Clerk (ATC) advised Members that the Pavilion Manager had tendered his resignation and would be leaving the employment of the Council on 9th May. Implications of the Manager's departure were discussed.

The ATC advised that he was to meet with staff to discuss arrangements to minimise disruption in the short term following the Manager's departure. He would ensure that current bookings were honoured, although general opening hours may need to be adjusted because of operational capacity.

Discussions also took place in relation to a review of the staffing structure, particularly at management level, which had previously been proposed. Given that the Council has commenced the process of recruiting a Town Clerk, it was suggested that NEREO be asked to advise on the process of a restructure.

The recruitment to the Town Clerk's position was briefly discussed. It was advised that a report would be submitted to the next Council meeting regarding the recruitment process.

The ATC advised that he had met with the College who had expressed an interest in booking rooms at the Pavilion to deliver various classes. Further meetings would take place to discuss the details of the potential hire.

A local artist had requested to display his artwork at the Pavilion. The ATC was to meet with the artist to progress.

RECOMMENDED That the information be noted.

24. Shotton Hall

The ATC gave feedback from the Plunkett Foundation outlining the results of their community consultation.

The Foundation had recommended the following in order to move the project forward to the next stage:

1. Grow the steering group (in particular with key skills that are missing)
2. For the group and the Town Council to proactively and positively work together to answer questions, share vision and move the project and building forwards into the hands of the community
3. Ensure the steering group understands what involvement is required from them and what the steps to completion would be
4. Review the business canvas in detail and create a separate one for each clearly defined activity
5. Research what 'elevating' Peterlee looks like and develop a plan for this, including: employment, perception and tourism

Members commented that they were disappointed that only 8 members of the public had come forward to express an interest in being part of a steering group. It was suggested that additional people with required key skills could be encouraged to come forward. There was however limited time available to establish a steering group to submit a funding application by the deadline of early June.

General concern was raised on whether the Plunkett approach was viable. Wider discussion took place on possible options for the building, including community ownership, retaining ownership and possible sale.

It was suggested that a meeting/workshop be arranged so that all Members had the opportunity to discuss in detail the issues and possible options, together with implications to be able to arrive at a considered decision concerning the future of the building.

RECOMMENDED

1. That the recommendations of the Plunkett Foundation be noted.
2. That a meeting/workshop be arranged to consider in detail the issues and possible options, together with implications, to enable members to arrive at a considered decision concerning the future of Shotton Hall.

DRAFT

Report to: Peterlee Town Council

Date: 22nd April 2024

Report of: Ian Hall, Acting Chief Officer/Town Clerk

Report Title: Eden Hill Skatepark Project

Purpose: This report recommends the award of a contract for the provision of a new skatepark at the Town Council depot/rugby club site at Eden Lane to Wheelscape/Active Legacy Ltd.

Background: As Members will be aware, Council Officers have been working on a proposal for a new skatepark in the Eden Hill area for some time. The Council made a successful bid for £90,000 of section 106 planning grant funding for the project in February 2022, and the Council has already approved an indicative provision of £110,000 in the capital budget for the current financial year for this project.

The proposed location of the skatepark is the decommissioned 'teen' play area to the west of the MUGA and east of the storage compound at the Town Council's depot/tennis courts/rugby club off Eden Lane:



Figure 1: location of proposed Eden Lane Skate Park. Eden Lane, Peterlee SR8 5DJ

Procurement: In summer 2022 the Town Council published an open public tender opportunity using the government's 'Find a Tender' procurement portal¹ and also directly contacted a number of known skatepark companies to inform them about the tender opportunity. The opportunity was advertised at a minimum contract value of £110,000 + VAT but with an ambition to go to an increased contract value in the region of £150,000 +VAT if the successful tenderer was able to work with the Council to secure other sources of external grant funding to complement the existing secured funding for the project.

¹ Although now closed, the tender opportunity remains available to view here: <https://www.find-tender.service.gov.uk/Notice/023540-2022?origin=SearchResults&p=1>

The only suitable tender response received was from a recognised skatepark design and installation company, Wheelscape (a trading name of Active Legacy Ltd)². The tender response satisfied all of the mandatory criteria and is in itself a comprehensive proposal.

Proposal: Wheelscape had provided a comprehensive proposal that sets out their credentials as an established skatepark designer and installer. The company had also provided two indicative designs to help the Council to visualise what the new skate park might look and feel like.

The proposal was for an end-to-end process that includes a site survey; concept design; 2x consultation sessions; detailed design; construction drawings; steel fabrication and galvanising; project and H&S/CDM management; site establishment, facilities and security during build phase; groundworks and drainage; sub-base preparation including shuttering, reinforcement and steel; concrete pour; ancillary items including seating; post installation inspection and a public opening/launch event.

The company have supplied their final design for the members to agree with the available budget, please see appendix 2

Funding: The Council has already secured £90,000 in s106 planning grant from Durham County Council and had made initial provision for £110,000 expenditure in the current financial year. Wheelscape did identified a number of potential grant funders who they have experience of working with and are confident of being able to support the Town Council to secure the additional £60,000 (or possibly more) to maximise the quality of the skatepark installation in terms of size and features. The potential funders include Biffa; ASDA; Sport England; National Lottery; and Crowdfunding. Unfortunately this has been a none starter for different reasons, the council were ineligible to apply and we couldn't set up a community group to apply. The budget for the Skatepark project is the £110,000 in the capital budget for the current financial year for this project which includes the £90,000 of section 106 planning grant funding.

Consultation: Wheelscape came up in May 2023 and conducted 2 consultation discussions with people that were around the existing play area and tennis courts, 1 in the afternoon and 1 on the evening and received great feedback and a feel of what they wanted.

Recommendation:

Wheelscape are an established skatepark design and installation company with a substantial portfolio of case studies of similar projects around the country. They did identify a credible proposal for increasing the council's existing funding of £90,000 up towards a target of £150,000 for the project. For reasons above the budget is only £110,000 now and its recommended to approve the new design for that

² Wheelscape's product portfolio and case studies can be viewed here: [Wheelscape Skatepark Portfolio — Wheelscape \(squarespace.com\)](https://www.wheelscape.co.uk/)

amount for the new skate park at Eden Lane to Wheelscape so we can now progress with the installation in May 2024.

Appendix 1: Implications

Finance – The report contains details about the financial arrangements for the proposed project. The Council has already made provision for a project sum of £110,000 of which £90,000 has already been secured from s106 planning grant funding

Staffing - No direct implications.

Risk – The contractor’s tender proposal includes specific allowance for Health & Safety and CDM compliance. The contractor has committed to achieving BSEN 14974 as a minimum.

Equality and Diversity / Public Sector Equality Duty – the proposal includes specific reference to the ‘make space for girls’ design standards that promote equality of access to girls and women. The contractor has also committed to working within the SEN code of practice 2014, Equalities Act 2010 and Children and Families Act 2014

Accommodation - No direct implications.

Crime and Disorder – The provision of high quality physical activity at this site is intended to address issues of crime and anti social behaviour by encouraging positive use and more ‘eyes and ears’ in the area. It is hoped that both the rugby club and Eden Hill Peoples Centre will be able to engage with the users of the new skate park in a positive way.

Human Rights - No direct implications.

Consultation – The report contains proposals, two consultation sessions with local users as well as a public launch event once the park is complete.

Procurement – The procurement process outlined in this report is in line with the Council’s Financial Regulations and used a full open public tender process advertised through the government’s Find a Tender service as well as direct contact with potential park providers

Disability Issues - No direct implications.

Legal Implications - No direct implications.

Data Protection - No direct implications.

Appendix 2:





Report to: Peterlee Town Council

Date: 22nd April 2024

Report title: Repairs to Entrance Doors, Hill Rigg House

Report of: Ian Hall, Acting Chief Officer/Town Clerk

Report Purpose: To advise Members of action taken by the Acting Town Clerk, in consultation with the Mayor and Chairman of Resources Committee, to arrange repairs to the entrance doors at Hill Rigg House, Peterlee.

1. Detail

Repairs are required to the entrance doors at Hill Rigg House, Lowhills Rd, Peterlee. On inspection it was discovered that the doors have not been serviced for a number of years. It is a health and safety requirement that mechanical sliding doors of this type should be serviced annually.

Dormakaba Doors, manufacturer and suppliers of the doors, have quoted £5,243.72 to repair and service the doors.

An alternative contractor has advised that, whilst they could attempt a repair, Dormakaba are the specialist supplier and best placed to carry out repairs and servicing.

In accordance with Council's Scheme of Delegation 9, which gives authorisation to the Town Clerk to act in cases of urgency in consultation with the Mayor and relevant Chair, and Financial Regulation 12.a.iii which gives exemption from three quotations where repairs can only be satisfied by one possible contractor, the Acting Town Clerk, in consultation with the Mayor and Chairman of Resources Committee, has placed an order with Dormakaba Doors.

In accordance with the above a report is to be presented to the next meeting of Council.

Recommendation:

1. That the actions of the Acting Town Clerk, in consultation with the Mayor and Chair of Resources Committee, be endorsed.

Appendix 1: Implications

Finance – The expenditure can be met within existing budgets.

Staffing – no direct implications .

Risk – the Council will be at risk if the repairs and service are not carried out.

Equality and Diversity, Cohesion and Integration – no direct implications

Crime and Disorder – no direct implications

Consultation & Communication – no direct implications

Procurement – no direct implications

Legal – no direct implications .

Report to: Peterlee Town Council

Date: 22nd April 2024

Report title: Recruitment Update

Report of: David Anderson, Locum Democratic Services Manager

Report Purpose: To update Members on recruitment to the positions of Chief Officer & Town Clerk and Hospitality Manager, Peterlee Pavilion which have been agreed by members. The report also considers the position of Pavilion Manager which will become vacant on 9th May 2024.

In addition, as agreed at the Scrutiny Committee held on 12th April 2024. NEREO has been requested to advise on the timing a process of a staffing restructure in view of the key position of Town Clerk being vacant.

1. Staffing Restructure

At a meeting of the Scrutiny Committee held on 12th April 2024, members discussed a pending review of the staffing structure, particularly at management level. Given that the Council had commenced the process of recruiting a Town Clerk, it was agreed that NEREO be requested to advise on the timing and process of a restructure.

NEREO has provided the following advice:-

Step 1:

- Begin the process once the new Chief Officer has been appointed and commenced duties.

Step 2:

- Hold focus groups with the councillors to develop a future vision for what services the Council wants to provide, outsource, co-deliver etc. and break this down by functions and services (there may be new services that the council doesn't currently deliver for example). This will then require council agreement.
- Carry out a Health check with existing staff on the operational side of the Council (for example are there any issues and challenges with the current structure).

Step 3:

- Build the required staffing structure to deliver the Councils future vision, including Job Evaluation and pay and grading reviews.

NEREO has advised that they can provide support to assist in the review.

2. Chief Officer & Town Clerk

Arrangements for the recruitment to the post of Chief Officer and Town Clerk were agreed at the Resources Committee held on 8th April 2024. (Minute No 66 refers)

The timescale for appointment is as follows

Closing date for application:	Sunday, 28 th April 2024
Shortlisting	w/c 29 th April 2024
Assessment and Interviews	Thursday, 9 th May 2024

Shortlisting

NEREO will shortlist candidates against essential criteria.

Assessment and Interviews

NEREO will carry out psychometric testing on the morning of 9th May. All members and senior staff will be invited to meet candidates at lunchtime, with formal interviews being held that afternoon.

Establishment of Chief Officers Appointments Panel

There does not seem to be an appointments panel established to interview candidates and therefore Members are requested to establish a Chief Officer Appointments Panel consisting of 5 members.

3. Hospitality Manager

The Scrutiny Committee agreed to fill this vacant position at its meeting held on 1st March 2024. (Minute No 11 refers).

The timescale for appointment is as follows:-

Closing date for application:	Thursday, 25 th April 2024
Shortlisting	w/c 29 th April 2024
Interviews	Wednesday 8 th May 2024.

This is not a senior post and therefore shortlisting and interviews will be undertaken by a panel of officers. For clarification, as the current Pavilion Manager is leaving his post on 9th May he will not be involved in the recruitment process.

4. Pavilion Manager

This post will be come vacant on 9th May.

Given the advice of NEREO in section 1 above, it is suggested that this post be held vacant until a staffing restructure can be undertaken.

Arrangements will be made to minimise disruption to the operation of the Pavilion as far as possible, within the capacity to deliver services, whilst managing potential risk to users and staff. Members should note that

current bookings will be honoured, but the current level of service may not always be possible in the short term.

- Recommendations:**
1. That the advice obtained from NEREO regarding the proposed staffing restructure be accepted.
 2. That a Chief Officers Appointments Panel be established comprising of 5 members
 3. That the information regarding the recruitment to the post of Hospitality Manager be noted.
 4. That the post of Pavilion Manager be held vacant pending a staffing restructure.

Appendix 1: Implications

Finance – Financial implications of recruitment of Chief Officer & Town Clerk and Hospitality Manager have been previously considered.

Financial implication of a review of the staffing structure will be considered as part of that exercise.

Staffing – noted in the report.

Risk – Re Pavilion, Operation of the Pavilion will be maintained as far as possible, within capacity, whilst managing potential risk to users and staff

Equality and Diversity, Cohesion and Integration – Recruitment will be carried out with due regard to these policies.

Crime and Disorder – no direct implications

Consultation & Communication – no direct implications

Procurement – no direct implications

Legal – Recruitment will be carried out with due regard to legal obligations of the Council.

Report to: Peterlee Town Council

Date: 22nd April 2024

Report title: Summer Music Event, Eden Lane

Report of: Janet Hugill, Corporate Services Manager

Report Purpose: For members to agree a charity for the event.

Detail Council, at its meeting held on 26th February 2024, resolved that a one day summer music event be organised by the Town Council in the grounds of Peterlee & Horden Rugby Club and a small charge be levied for the tickets, where a split would be made to local cancer and mental health charities. (Minute No 127 refers).

It has not been possible to identify charities that operate only within the Peterlee area, with all suggested charities being part of a national organisation, eg Macmillan (Durham), Andy Man's Club, as detailed in the email sent on 10th April. Further emails were sent asking members for suggestions for any local charities with only one being received for Hartlepool Hospice.

Charities need to be identified so that they can be included on the promotion material and added to ticket source, which need to be printed as soon as possible to allow them to go on sale. Members are requested to provide further direction on an appropriate charitable beneficiary for the donation.

It is anticipated the maximum donation would be in the region of £5,000 in total, i.e. £2,500 per charity.

Recommendation: That Members consider appropriate charities to receive the donation.

Appendix 1: Implications

Finance – The cost of the event has been taken into account within the Council’s events budget.

Staffing – no direct implications .

Risk – no direct implications .

Equality and Diversity, Cohesion and Integration – no direct implications

Crime and Disorder – no direct implications

Consultation & Communication – no direct implications

Procurement – no direct implications

Legal – no direct implications .