

PETERLEE TOWN COUNCIL

Minutes of the **Annual Town Council** meeting held on **Monday 19th May 2025** at 6.30pm
in The Brandling Suite, Shotton Hall, Peterlee.

Present: Councillor R. Moore (Mayor) and Councillors J. Black, P. Brown, D. Burrell, M. Cartwright, P. Cartwright, B. Fishwick, ML. Franklin, S. Franklin, D. Hawley, K. Hawley, D. Howarth A. Laing, D. Meadows, H. Pygall, I. Pygall, E. Sanders, L. Sanders, M. Sanderson, S. Simpson, D. Wright

Also

Present Ian Hall, (Chief Officer and Town Clerk), David Anderson (Locum Democratic Services Manager), Deborah Woodhall (Resources Manager) and Louise Hudson (Democratic Services Assistant)

1 member of the public was in attendance.

C.1/25 ELECTION OF MAYOR FOR THE ENSUING YEAR

Nominations were received and seconded for Councillor M. A. Cartwright, R. Moore and M. Tough.

A vote was taken by way of show of hands.

Councillor M. A. Cartwright	6 votes
Councillor R. Moore	13 votes
Councillor M. Tough.	1 vote

RESOLVED: That Councillor R Moore be elected Mayor for the ensuing year.

Following election as Mayor, Councillor Moore signed a Declaration of Acceptance of Office.

C.2/25 APOLOGIES FOR ABSENCE

Apologies for absence were offered from Councillor L. Sanders

RESOLVED: That the apologies be noted.

C.3/25 PRESENTATION OF THE FORMER MAYOR OF PETERLEE TO MARK HER YEAR OF OFFICE

Councillor Moore congratulated Councillor Howarth on her successful term of office.

C.4/25 DECLARATIONS OF INTEREST

Members were reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise and also to update their declaration forms on an annual basis.

No interests were declared.

C.5/25 ELECTION OF DEPUTY MAYOR FOR THE ENSUING YEAR

Nominations were received and seconded for Councillor B. Fishwick and Councillor A. Laing.

A vote was taken by way of show of hands.

Councillor B Fishwick	8 votes
Councillor A Laing	13 votes

RESOLVED: That Councillor A Laing be elected Deputy Mayor for the ensuing year.

Following election as Deputy Mayor, Councillor Laing signed a Declaration of Acceptance of Office.

C.6/25 MINUTES

a. Council held on 7th April 2025

RESOLVED: That the Minutes of the above meeting be approved as a correct record and recommendations contained therein be adopted.

C.7/25 REVIEW OF COMMITTEES & PANELS

Following consideration of recommendations made by the Governance Committee, Council agreed the establishment of committees and panels, at its meeting held on 7th April 2025, detailed at appendix 2, with effect from the Annual Meeting 2025. (Minute No C.181/25 refers).

RESOLVED:

1. That the Committees and Panels detailed in appendices 2, be approved.
2. That the Terms of Reference detailed at appendix 3 be approved

C.8/25 DATES OF MEETINGS FOR THE FORTHCOMING YEAR

Members considered a schedule of meetings for the forthcoming year, which had been previously circulated.

RESOLVED:

1. That the schedule of meetings be approved for Council Meetings and Governance & Performance Meetings.
2. Events Committee meeting dates will be discussed with its appointed Members to confirm that best days and times to meet.

C.9/25 APPOINTMENTS TO COMMITTEES, SUB-COMMITTEES, WORKING PARTIES

Seats have been allocated in accordance with political proportionality.

Events Committee, 15 Members (Meets monthly)

It was proposed that 15 members be appointed to the Events Committee, as follows:- Independent SUFY 8, North East Party 3, Independent 2, Labour 1, Reform UK 1.

Party Group Description	Nominated Member	Chair / Vice-Chair
Independent SUFY	Karen Hawley	Chair
Independent SUFY	Louise Sanders	
Independent SUFY	Diane Howarth	
Independent SUFY	Emily Sanders	
Independent SUFY	David Hawley	
Independent SUFY	Helen Pygall	
Independent SUFY	Dennis Burrell	
Independent SUFY	Sheila Simpson	
North East Party	Mary Cartwright	
North East Party	Paul Cartwright	
North East Party	Bobby Fishwick	
Independent	Darren Meadows	Vice Chair
Independent	Matthew Tough	
Labour	Audery Laing	
Reform UK	Steven Franklin	

- RESOLVED:**
1. That the proposed members be appointed to the Events Committee
 2. That Councillor K Hawley be appointed Chairman of the Events Committee for the forthcoming year.
 3. That Councillor D Meadows be appointed Vice-Chairman of the Events Committee for the forthcoming year.

Governance & Performance Committee, 6 Members (Meets quarterly or as and when required.)

It was proposed that 6 members be appointed to the Governance & Performance Committee, as follows:- Independent SUFY 3, Labour 1, North East Party 1, Reform UK 1

Party Group Description	Nominated Member	Chair / Vice-Chair
Independent SUFY	Rob Moore	Chair
Independent SUFY	Irene Pygall	Vice-Chair
Independent SUFY	Pauline Brown	
Labour	Audery Laing	
North East Party	Mary Cartwright	
Reform UK	Steven Franklin	

- RESOLVED:**
1. That the proposed members be appointed to the Governance & Performance Committee
 2. That Councillor R Moore be appointed Chairman of the Governance & Performance Committee for the forthcoming year.
 3. That Councillor I Pygall be appointed Vice-Chairman of the Governance & Performance Committee for the forthcoming year.

Human Resources Committee, 5 Members (Meets as and when required)

It was proposed that 5 members be appointed to the Human Resources Committee, as follows:- Independent SUFY 3, Labour 1, North East Party 1

Party Group Description	Nominated Member	Chair / Vice-Chair
Independent SUFY	Diane Howarth	Chair
Independent SUFY	Pauline Brown	Vice-Chair
Independent SUFY	Irene Pygall	
Labour	Diane Wright	
North East Party	Mary Cartwright	

- RESOLVED:**
1. That the proposed members be appointed to the Human Resources Committee
 2. That Councillor D Howarth be appointed Chairman of the Human Resources Committee for the forthcoming year.
 3. That Councillor P Brown be appointed Vice-Chairman of the Human Resources Committee for the forthcoming year.

Health & Safety Committee, 5 Members (Meets as and when required)

It was proposed that 5 members be appointed to the Health & Safety Committee, as follows:- Independent SUFY 3, North East Party 1, Reform UK 1

Party Group Description	Nominated Member	Chair / Vice-Chair
Independent SUFY	Louise Sanders	Chair
Independent SUFY	Irene Pygall	Vice Chair
Independent SUFY	Pauline Brown	
North East Party	June Black	
Reform UK	Mary-Lynn Franklin	

- RESOLVED:**
1. That the proposed members be appointed to the Health & Safety Committee
 2. That Councillor L Sanders be appointed Chairman of the Health & Safety Committee for the forthcoming year.
 3. That Councillor I Pygall be appointed Vice-Chairman of the Health & Safety Committee for the forthcoming year.

Disciplinary & Grievance Panel, 5 Members (Meets as and when required)

NB Members on this Committee cannot sit on the Appeals Panel.

It was proposed that 5 members be appointed to the Disciplinary & Grievance Panel, as follows:- Independent SUFY 3, Independent 1, North East Party 1

Party Group Description	Nominated Member	Chair / Vice-Chair
Independent SUFY	Sheila Simpson	Chair
Independent SUFY	David Hawley	Vice-Chair
Independent SUFY	Dennis Burrell	
Independent	Darren Meadows	
North East Party	Bobby Fishwick	

- RESOLVED:**
1. That the proposed members be appointed to the Disciplinary & Grievance Panel
 2. That Councillor S Simpson be appointed Chairman of the Disciplinary & Grievance Panel for the forthcoming year.
 3. That Councillor D Hawley be appointed Vice-Chairman of the Disciplinary & Grievance Panel for the forthcoming year.

Appeals Panel, 5 Members (Meets as and when required)

NB Members on this Panel cannot sit on the **Disciplinary & Grievance Panel**

It was proposed that 5 members be appointed to the Appeals Panel, as follows:-
Independent SUFY 3, Independent 1, North East Party 1

Party Group Description	Nominated Member	Chair / Vice-Chair
Independent SUFY	Helen Pygall	Chair
Independent SUFY	Diane Howarth	Vice-Chair
Independent SUFY	Karen Hawley	
Independent	Matthew Tough	
North East Party	Mary Cartwright	

- RESOLVED:**
1. That the proposed members be appointed to the Appeals Panel
 2. That Councillor H Pygall be appointed Chairman of the Appeals Panel for the forthcoming year.
 3. That Councillor D Howarth be appointed Vice-Chairman of the Appeals Panel for the forthcoming year.

Town Clerk's Appraisal Panel, 5 Members (Meets as and when required)

Independent SUFY 3, Labour 1, North East Party 1,

Party Group Description	Nominated Member	Chair / Vice-Chair
Independent SUFY	Rob Moore	Chair
Independent SUFY	Sheila Simpson	
Independent SUFY	Dennis Burrell	
Labour	Audery Laing	Vice Chair
North East Party	Bobby Fishwick	

- RESOLVED:**
1. That the proposed members be appointed to the Town Clerk's Appraisal Panel
 2. That Councillor R Moore be appointed Chairman of the Town Clerk's Appraisal Panel for the forthcoming year.
 3. That Councillor A Laing be appointed Vice-Chairman of the Town Clerk's Appraisal Panel for the forthcoming year.

C.10/25 DELEGATES TO OTHER BODIES

- RESOLVED:**
1. That Councillors M Cartright and J Black, together with the Town Clerk, be appointed to County Durham Association of Local Councils.
 2. That Councillors J Black, B Fishwick and M Cartwright be appointed to the East Durham Association of Parish & Town Councils.
 3. That Councillor K Hawley be appointed to the Passmore Pavilion Local Steering Group.
 4. That it was no longer necessary to appoint a delegate to Peterlee cricket Club.

C.11/25 APPOINTMENT OF AUTHORISED SIGNATORIES

Consideration was given to a report from the Town clerk to appoint five members as authorised signatories to approve payments in accordance with Financial Regulation 6.10.

- RESOLVED:** That Councillors M Cartwright, P Cartwright, B Fishwick, A Laing and S Simpson be appointed as authorised signatories.

C.12/25 GENERAL POWER OF COMPETENCE

Consideration was given to a report of the Town Clerk to review the Councils eligibility for the General Power of Competence which gives the Council, “the power to do anything that individuals generally may do” rather than relying on specific powers. This power applies if the action is not specifically prohibited by other legislation.

- RESOLVED:** That the Council confirms its eligibility to use of the General Power of Competence.

C.13/25 REVIEW AND ADOPTION OF POLICIES AND PROCEDURES

Members reviewed the following policies and procedures.

- a. Standing Orders
- b. Financial Regulations
- c. Scheme of Delegation
- d. Complaints Procedure
- e. Procedures for Handling Requests made under the Freedom of Information and Data Protection Legislation
- f. Recruitment and Selection Policy

- RESOLVED:** That the above Policies and Procedures be approved and adopted.

C.14/25 REVIEW OF INVENTORY OF LAND AND ASSETS

Members reviewed an inventory of land and assets held by the Town Council, which had been previously circulated.

RESOLVED: That the inventory of Land and Assets be approved.

DRAFT