

## PETERLEE TOWN COUNCIL

Minutes of the **Town Council** meeting held on **Monday, 24<sup>th</sup> June 2024** at 6.30pm in the Council Chamber, Shotton Hall, Peterlee.

**Present:** Councillor D. Howarth (Mayor) and Councillors J. Black, R. Burnip, D. Hawley, A. Laing, M. McCue, R. Moore, R. Scott and S. Simpson.

**Also Present** Ian Hall, (Chief Officer and Town Clerk) and David Anderson (Locum Democratic Services Manager)

1 members of the public was in attendance.

### **C.23/24 APOLOGIES FOR ABSENCE**

Apologies for absence were offered from Councillors M. Cartwright, K. Duffy, T. Duffy, B. Fishwick, K. Hawley, K. Liddell and S. Meikle

**RESOLVED:** That the apologies be noted.

### **C.24/24 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.25/24 PUBLIC PARTICIPATION**

No questions were raised during public participation.

### **C.26/24 MINUTES**

- a. Chief Officer Appointments Panel, 15<sup>th</sup> May 2024
- b. Finance Sub-Committee, 20<sup>th</sup> May 2024
- c. Annual Council, 20<sup>th</sup> May 2024
- d. Resources Committee, 10<sup>th</sup> June 2024

In respect of the minutes of Annual Council held on 20<sup>th</sup> May 2024, although Councillor K Duffy was unable to attend the meeting, she had requested an amendment by email to Minute No C.1/24. The Locum Democratic Services Manager read out the email for members consideration.

Councillors agreed unanimously that the minute reflected the discussion on that item.

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

### **C.27/24 INTERNAL AUDITOR'S REPORT 2023/24**

Consideration was given to the Internal Auditor's report, which had previously circulated, covering audits undertaken during the 2023/24 financial year.

**RESOLVED:** That the Internal Auditor's Report be accepted

**C.28/24 2023/24 FINANCIAL YEAR – END YEAR BUDGET SUMMARY REPORT**

In accordance with Financial Regulations, consideration was given to a report of the Town Clerk, which had previously been circulated, setting out a budget summary for the 2023/24 financial year.

**RESOLVED:** That the budget summary for 2023/24 financial year be agreed.

**C.29/24 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2003/24**

Consideration was given to the Annual Governance and Accountability Return (AGAR) for 2003/24, together with the period for the exercise of public rights.

**RESOLVED:**

1. That the Annual Audit Report (page 3 of the AGAR) be noted.
2. That the Annual Governance Statement (page 4 of the AGAR) be approved.
3. That the Accounting Statement (page 5 of the AGAR) be approved.
4. That the period for the Exercise of Public Rights for the year ending 31<sup>st</sup> March 2024 commence on 26<sup>th</sup> June 2024 and end on 6<sup>th</sup> August 2024.

**C.30/24 EDEN HILL SKATEPARK PROJECT, REQUEST FOR STAGED PAYMENTS**

Consideration was given to a report of the Town Clerk, which had previously been circulated, detailing a request from the contractor that had been allocated work to install a skatepark at Eden Hill, to be paid in stages.

Members noted that it was usual practice for the Council to pay for a project after its satisfactory completion, and that there was a degree of risk should be Council agree a staged payments. The contractor had however advised that they would not be able to undertake the work without staged payments.

On balance Members felt that agreeing staged payments would put public money at risk.

**RESOLVED:** That the request from the contractor for staged payments be refused due to the associated risks.

**C.31/24 SERVICE REVIEW**

Consideration was given to a report of the Town Clerk, which had previously been circulated, detailing a timeline of key activities provided by NEREO for the review of the Council's vision, services and subsequent staffing review.

**RESOLVED:** That the timeline of key activities be agreed.

**C.32/24 REVIEW OF PETERLEE MAGAZINE**

Consideration was given to a report of the Town Clerk, which had been circulated at the meeting, regarding a review of the Peterlee Magazine.

The Town Clerk advised that due to limited staff resources the Autumn edition of the magazine could not be published.

Detailed discussion took place on the pros and cons of the magazine. It was suggested that the magazine could be published on a bi-annual basis to reduce costs.

It was felt that the future of the magazine should be considered at part of the Service Review.

**RESOLVED:** That the future of the Peterlee magazine be considered as part of the Service Review.