



15<sup>th</sup> October 2024

Dear Councillor,

I hereby summon you to attend a meeting of **Peterlee Town Council** on **Monday 21<sup>st</sup> October 2024** In the **Council Chamber, Shotton Hall, Peterlee, SR8 2PH** at **6.30pm**

Mr I Hall  
Town Clerk

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](mailto:council@peterlee.gov.uk) or (0191) 5862491.

## AGENDA

### 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

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.

### 4. Minutes

To approve the Minutes of the following meeting:-

- a. Council held on 7<sup>th</sup> October 2024
- b. Events Working Party held on 8<sup>th</sup> October 2024
- c. Council held on 15<sup>th</sup> October 2024 (To follow)

### 5. Establishment of a Governance Committee

Report of the Town Clerk (attached)

**6. Exclusion of Press and Public**

To resolve that in view of the confidential nature of the items to be discussed, the committee pass 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

**7. Relocation of Easington School Sports Partnership**

Report of the Town Clerk (attached)

**8. Former Employee Claim for Noise-Induced Hearing Loss**

Report of the Town Clerk (attached)

## PETERLEE TOWN COUNCIL

Minutes of the **Town Council** meeting held on **Monday, 7<sup>th</sup> October 2024** at 6.30pm in the Council Chamber, Shotton Hall, Peterlee.

**Present:** Councillor D. Howarth (Mayor) and Councillors J Black, R. Burnip, S. Franklin, K. Hawley, A. Laing, K. Liddell, 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)

13 members of the public

### **C.69/24 APOLOGIES FOR ABSENCE**

Apologies for absence were offered from Councillors M Cartwright, K. Duffy, T. Duffy, B. Fishwick, D. Hawley, S. McDonnell, S. Meikle, D Quinn, A Stockport and E Watson.

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

### **C.70/24 DECLARATIONS OF INTEREST**

Councillors S. Franklin and R. Moore declared an interest in respect of Item No 3a 'Public Participation - East Durham Communities Standing Together', as they were members of the core group of East Durham Communities Standing Together.

Councillors D. Howarth and K. Hawley declared an interest in respect of Item No 3a 'Public Participation- East Durham Communities Standing Together' (EDCST) as they had appeared in a photo in a recent Northern Echo article regarding EDCST's campaign for the introduction of an Article 4 Declaration to manage Houses in Multiple Occupation in east Durham coastal area. Councillor Howarth stated that although she had been pictured with the group, she had an open mind and would decide how to vote following the debate on the subject.

### **C.71/24 PUBLIC PARTICIPATION**

#### **Peterlee Cricket Club**

Mr James Pratt, Peterlee Cricket Club, was present at the meeting to seek assurance that the Cricket Club would not be adversely affected by the sale of Shotton Hall. The Town Clerk advised that the Cricket Club would not be directly affected by the sale. Discussions were ongoing with the Cricket Club about the ongoing support of the Town Council and how this could be developed for the future.

#### **East Durham Communities Standing Together**

Dr Brian Brown, on behalf of East Durham Communities Standing Together (EDCST), asked the Council to:-

1. Publicly state the Town Council's support for the group's campaign for the introduction of an Article 4 Declaration covering the whole of the east coast area of County Durham to manage the number of Homes of Multiple Occupation
2. Write to Durham County Council requesting that it considers the introduction of an Article 4 Declaration covering the whole of the east coast area of County Durham.  
A copy of the letter to be sent to Grahame Morris MP

The group were of the opinion that without the introduction of an Article 4 Declaration to limit the number of HMO's in East Durham communities, which had ranked highly on the index of multiple deprivation for many years, the area would suffer further deterioration.

A member of the public asked how many properties had been converted to HMO's in a 5 mile radius, how many homeless people had been housed in HMO's and how many properties in the 'Richmond development' would be HMO's?

Members stated that the Town Council was not responsible for housing and therefore did not have the information requested. It was clarified that Durham County Council was responsible for housing and planning. Councillor R. Moore, on a point of information, advised that based on his research there were 5 HMO's in East Durham, of which 2 were in Peterlee.

Councillor K. Hawley spoke in favour of supporting EDCST's request and encouraged all members also to support it.

Clarification was asked as to which members could vote on the item. The Locum Democratic Services Manager advised that members who had declared an interest in the item should withdraw from the meeting and not take part.

On a vote being taken, the Council agreed to support the request. Councillor R. Moore, having declared an interest in the item, did not vote. All other members present at the meeting voting in favour.

- RESOLVED:**
1. That the Council agree to support the East Durham Communities Standing Together campaign for the introduction of an Article 4 Declaration covering the whole of the east coast area of County Durham to manage the number of Homes of Multiple Occupation.
  2. That a letter be sent to Durham County Council, with a copy sent to Grahame Morris MP, requesting that it considers the introduction of an Article 4 Declaration covering the whole of the east coast area of County Durham to manage the number of Homes of Multiple Occupation.

#### **C.72/24 MINUTES**

- a. Council meeting held on 23<sup>rd</sup> September 2024

**RESOLVED:** That the Minutes of the above meeting be approved as a correct record.

#### **C.73/24 COMPLETION OF AUDIT YEAR ENDING 31 MARCH 2024**

Members noted the completion of the audit process for the year ending 31 March 2024. Particular attention was drawn to the feedback given to the Auditors Letter and Annual Governance and Accountability Return, which had been circulated with the agenda, highlighting only a minor scope for improvement in 2024/25.

The letter also highlighted that whilst the Practitioners Guide 2024 did not mandate the use of .gov.uk email addresses, the External Auditor expected the Council and Councillors to have generic email address to use for official council correspondence. If this was not in place by 31 March 2025 it could result in either a qualification or other matter on the 2024/25 AGAR.

Members noted that the Notice of Conclusion of the Audit was published on 23<sup>rd</sup> September. A copy of which had been circulated with the agenda.

**RESOLVED:** 1. That the audited AGAR be approved and accepted.

2. That the publication of the Notice of Completion of Audit on 23<sup>rd</sup> September 2024 be noted.

**C.74/24 DISMISSAL POLICY**

This item had been deferred from the previous Council meeting as Members had requested additional time to consider the wording of the document. (Minute No C.60/24 refers).

Members requested that a Governance Committee be established, and this and other policies be considered by that committee once established.

- RESOLVED:**
1. That a report be submitted to the next Council meeting to establish a Governance Committee.
  2. That the Dismissal Policy be considered by the Governance Committee once established.

**C.75/24 REVIEW OF AUTHORISED OFFICERS SIGNATORY LIST**

Consideration was given to a report of the Town Clerk, which had been circulated with the agenda, proposing amendments to the Authorised Officers Signatory List to allow officers that were 'acting up' to be formally authorised to use a Council debit card and approve invoices, purchase orders, contracts and timesheets as detailed in the table included in the report.

It was noted that the list would be reviewed following the approval of a new staffing structure.

- RESOLVED:**
1. That the proposed list of delegated authorisations be approved.
  2. That a further review be undertaken following the approval of a new staffing structure.

**C.76/24 EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:** 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 press and public be excluded for the remaining item by reason of the confidential nature of the business to be transacted.

**C.77/24 STAFFING RESTRUCTURE - HR SUPPORT**

Consideration was given to a report of the Town Clerk, which had been circulated with the agenda, proposing the provision of additional HR support to assist with the implementation of a new staffing structure when approved by Council and oversee the recruitment process.

Members were of the opinion that additional HR support should be sought from NEREO who were already supporting the restructure process.

**RESOLVED:** That additional HR Support be sought from NEREO if required.



## PETERLEE TOWN COUNCIL

Minutes of the meeting of the **Events Working Party** on **Tuesday, 8<sup>th</sup> October 2024** at 10.00 am in the Council Chamber, Shotton Hall, Peterlee.

**Present:** Councillor Ray Burnip (Chair) and Councillors K Hawley, A Laing, M. McCue, S Simpson and R Scott,

**Also Present:** Ian Hall, (Chief Officer and Town Clerk), Deborah Woodhall (Acting Corporate Services Manager), Laura Freeman (Administration Assistant) and David Anderson (Locum Democratic Services Manager)

**EWP.4/24 APOLOGIES FOR ABSENCE**

Apologies were noted from Councillors K. Liddell and R. Moore.

**EWP.5/24 DECLARATIONS OF INTEREST**

No interests were declared.

**EWP.6/24 EVENTS FOR THE FINANCIAL YEAR 2024/25**

Consideration was given to events that had previously been agreed by the Working Party and subsequently approved by Council at its meeting held on 23<sup>rd</sup> September 2024. (Minute No 59/24 refers).

Further discussion was given to the viability of delivering the events.

**RECOMMENDED:**

That Council agree the following updates to the Events programme for 2025/26:-

- a. **Best Dressed Halloween House (Wed 30th October 2024)**  
This event would proceed as planned
- b. **Christmas Tree Light Switch on and Christmas Fayre, Shotton Hall. (Fri 29th November to Sun 1st December 2024)**  
This event would no longer be held. There had been little take up of stalls for the event. It was thought that the event would not as successful without the stalls.
- c. **Children's Christmas Party, Pavilion (Fri 13 December 2024)**  
This event would be held as planned. The cost would be minimal as Cllr R Burnip had offered to provide the disco and Santa free of charge.
- d. **Nursing Homes Christmas Party, Pavilion. (Date to be confirmed)**  
This event was to be held. Given concerns with regard to an assessment of risks involved with holding the event in a first floor hall it was agreed to hold the event at the College or the Methodist Church Hall if available and within budget.
- e. **Peterlee Music & Food Festival 2025, subject to budget allocation for 2025/26. (Date TBC)**  
Given the uncertainty regarding available budget together with the lead time to organise the event it was agreed that the event not take place in summer 2025 and that discussions be made after the election (May 2025) with a view to consider holding an event in summer of 2026.

In addition that:-

- f. Two **pumpkin carving events** be held during **October 2024** at a cost of £500 each, if County Councillor funding could be ascertained to cover the cost.
- g. That **Fun and Food** event be held during school holidays in **February 2025**, if funding could be granted.

**EWP.7/24**

**EVENTS FOR THE FINANCIAL YEAR 2025/26**

Discussion took place in relation to events that could be held during 2025/26 financial year.

Members agreed in principle that the events programme for 2025/26 be the same as 2024/25 excluding the additional events. The following events would therefore be held subject to budget allocation as follows:-

Emergency Services Day  
Halloween Best Dressed House  
Children's Halloween Party \*  
Remembrance Parade  
Children's Christmas Party \*  
Summer Fun Days (Parks)  
Garden Competition

Peterlee Music & Food Festival would not take place in 2025. (See above minute re 2026)

Given the lead times required to book performers and equipment it was agreed that arrangements be made for the Halloween and Christmas 2025.

It was also agreed that the Town Council work in partnership with other organisations where possible to co-ordinate effort and resources to achieve better outcomes for communities, whilst minimising duplication and clashing events.

**AGREED:-**

1. That a programme of events for 2025/26 as detailed above be agreed in principle, subject to budget allocation.
2. That arrangements be made for the Halloween and Christmas 2025
3. That the Town Council seek opportunities to work in partnership with other organisations wherever possible to co-ordinate effort and resources in order to achieve better outcomes for communities, whilst minimising duplication and clashing events.



## PETERLEE TOWN COUNCIL

Minutes of the **Town Council** meeting held on **Tuesday, 15<sup>th</sup> October 2024** at 6.00pm in the Council Chamber, Shotton Hall, Peterlee.

**Present:** Councillor D. Howarth (Mayor) and Councillors J. Black, M. Cartwright, T. Duffy, B. Fishwick, K. Hawley, A. Laing, M. McCue, R. Moore, R. Scott, S. Simpson

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

Chris Black and Kelsey (Align Property Services)

**C.78/24**

### **APOLOGIES FOR ABSENCE**

Apologies for absence were offered from Councillors K. Duffy, S. Franklin, K. Liddell, D. Hawley, R. Burnip and S. McDonnell

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

**C.79/24**

### **DECLARATIONS OF INTEREST**

None submitted.

**C.80/24**

### **EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:** 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 press and public be excluded for the remaining item by reason of the confidential nature of the business to be transacted.

**C.81/24**

### **SHOTTON HALL**

Members noted that 2 sealed bids had been received in respect to the sale of Shotton Hall. The sealed bids were opened at the meeting in the presence of members.

It was noted that Align Property Services would analyse the bids and prepare a report for Council consideration on 28<sup>th</sup> October 2024.

- RESOLVED:**
1. That the receipt of 2 bids be noted.
  2. That a report be submitted to Council to be held on 28<sup>th</sup> October 2024 to consider an analysis of the bids received.



**Report to:** Peterlee Town Council

**Date of Meeting:** 21<sup>st</sup> October 2024

**Subject:** **Establishment of a Governance Committee**

**Report of:** Chief Officer / Town Clerk

**Report Purpose:** To consider the establishment of a Governance Committee.

**Background:** Council, at its meeting held on 7<sup>th</sup> October, resolved to establish a Governance Committee to consider a dismissal policy that had been deferred at that Council meeting. The Governance Committee was also to review all Council policies in due course.

Draft terms of reference are set out below for consideration.

Committee Name:	<b>Governance Committee</b>
Reports to:	Council
Membership:	6 Members (quorum = 3)
Chair & Vice Chair:	
Responsibilities:	To reviewing and make recommendations to the Council in respect of new and existing policies, including Standing Orders and Financial Regulations.
Specific delegated authority:	None
Delegated Budgets:	None
Meeting Frequency:	As and when required.
Public and Press access to meeting:	Yes.
Council Officers advising the Committee:	Town Clerk and all senior Managers of the Council

It is suggested that the Committee comprise of 6 members.

Although the political proportionality rules established in the Local Government and Housing Act 1989 do not apply to town and parish council, it is suggested that the principles be adopted to ensure fairness in the allocation of seats on the Committee.

Members have been requested to confirm if they are a member of a political party or group, or indeed if they are not members of a group. This will be reported at the meeting together with the number of seats to be allocated, if the proportionality principle is agreed.

**Recommendation:** That Members consider the establishment of a Governance Committee with the terms of reference set out in the report.

**Appendix 1: Implications**

**Finance**                    No direct implications.

**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 wider consultation required

**Procurement**            No direct implications.

**Legal**                        No direct implications