



27th May 2025

Dear Councillor,

I hereby summon you to attend a meeting of **Peterlee Town Council** on  
**Monday 2nd June 2025** 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. Monthly Updates for Durham County Councillors

To receive an update from Durham County Councillors on relevant issues affecting Peterlee.

### 5. Minutes

To approve the Minutes of the following meeting:-

- a. Annual Meeting held on 19th May 2025 (Copy attached)

**6. Donation of Surplus Santa's Wish Gifts**

Report of the Town Clerk (Attached)

**7. 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/or personal information contained in the report.

**8. Request to use Council Land – Circus**

Report of Events Officer (Attached)

**9. Request to use Council Land – Funfair**

Report of Events Officer (Attached)

**10. Peterlee Town Council Events Support**

Report of Events Officer (Attached)

**11. IT Support Contract**

Report of Resources Manager (Attached)

**12. Capital Works Lowhills Road Allotments**

Report of the Town Clerk (To follow)

**13. Provision for Members Phones**

Report of the Town Clerk (Attached)

**14. Lease Review (CALM CIC)**

Report of the Town Clerk (To follow)

**15. Extension of Democratic Services Support**

Report of Town Clerk (Attached)

- Report to:** Peterlee Town Council
- Date of Meeting:** 2<sup>nd</sup> June 2025
- Subject:** **Monthly Updates from Durham County Councillors**
- Report of:** Ian Hall, Chief Officer/Town Clerk
- Report Purpose:** To request that Durham County Councillors representing Peterlee divisions provide a monthly update to Peterlee Town Council on key developments, decisions, and events taking place at Durham County Council which may impact the town and its residents.
- Background:** Peterlee Town Council works closely with Durham County Council to deliver services, represent local interests, and address issues affecting the town. Many matters discussed or decided at County level such as highways, education, planning, public health, and social services have direct relevance to the town council and its residents.
- Proposal:** It is proposed that Peterlee Town Council formally requests its elected Durham County Councillors to provide a brief written or verbal update at Full Council meeting monthly, either first or last meeting of the month. This update should highlight:
- Key decisions made by Durham County Council
  - Consultations or public engagement relevant to Peterlee
  - Projects, funding opportunities, or service changes in the town
  - Any County-level matters requiring feedback or input from the Town Council
- Where a councillor is unable to attend a meeting, a short written report would be welcomed to ensure continuity of information.
- Benefits** Provides:
- Improved Communication: Strengthens links between the two tiers of local government.
  - Timely Awareness: Ensures the Town Council is kept informed of County matters.
  - Better Coordination: Supports collaborative working on local projects and service delivery.
  - Transparency and Accountability: Enhances public trust and councillor engagement.
- Recommendation:** That all Durham County Councillors representing the Peterlee area are invited to provide a monthly update to Full Council meetings, either in person or in writing, to support partnership working and shared priorities for the benefit of the community.

## **Appendix 1: Implications**

### **Finance**

No additional cost to the council.

### **Staffing**

Minimal administrative input to receive and circulate updates.

### **Risk**

Improves decision-making and reduces reputational risk.

### **Equality and Diversity, Cohesion and Integration**

Positive impact – Promotes inclusivity through open and transparent governance

### **Crime and Disorder**

Helps identify and respond to County-led community safety initiatives.

### **Consultation & Communication**

Supports effective community engagement.

### **Procurement**

No direct implications.

### **Legal**

Supports principles of good governance and information sharing

## PETERLEE TOWN COUNCIL

Minutes of the **Annual Town Council** meeting held on **Monday 19<sup>th</sup> 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 7<sup>th</sup> 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.

<b>Party Group Description</b>	<b>Nominated Member</b>	<b>Chair / Vice-Chair</b>
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

**Report to:** Peterlee Town Council

**Date of Meeting:** 2<sup>nd</sup> June 2025

**Subject:** **Donation of Surplus Santa's Wish Gifts**

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

**Report Purpose:** To seek Members' approval to donate surplus gifts from the Santa's Wish project to local social services or a registered charity that supports families and individuals in need within the Peterlee community and to formally note that the scheme will be paused for 2025 due to the lack of facilities as a consequence of the sale of Shotton Hall, together with limited capacity to successfully deliver the scheme. It is proposed that the scheme be reconsidered for delivery in 2026.

**Background:** Each year, Peterlee Town Council supports the Santa's Wish initiative, aimed at providing festive gifts to children and families experiencing hardship. The scheme once again received generous donations from residents, businesses, and community groups for Christmas 2024.

Following distribution in 2024, a small number of surplus gifts remain. Rather than storing these items or allowing them to go unused, it is proposed that the remaining items be donated to either:

1. Peterlee Social Services Team (Children and Families)
2. A local charity or community organisation that supports disadvantaged individuals or families in Peterlee

The donation of surplus gifts will ensure that:

- The council continues to support vulnerable residents in a meaningful and timely way.
- Community goodwill and generosity are fully utilised.

This approach would align with the Council's community first ethos and social responsibility objectives.

Additionally, with the ongoing sale and transition of Shotton Hall, which has previously served as the central hub for gift storage and distribution, the Members who usually coordinate the Santa's Wish initiative have decided to place the scheme on hold for Christmas 2025. This will allow the Council time to review its logistical options and assess community need in light of current resource constraints.

**Recommendation:** It is recommended that Members:

1. Approve the donation of surplus Santa's Wish gifts to Peterlee Social Services Team (Children and Families) or failing that a suitable local charity.
2. Agree to pause the Santa's Wish initiative for 2025.
3. Consider revisiting and reinstating the scheme for Christmas 2026, subject to review of facilities and capacity.

## **Appendix 1: Implications**

### **Finance**

No additional cost to the council.

### **Staffing**

Minimal – limited to arranging the handover of gifts.

### **Risk**

Low. The donation is in keeping with the original spirit of the Santa's Wish initiative.

### **Equality and Diversity, Cohesion and Integration**

Positive impact – supports vulnerable and disadvantaged individuals in the community.

### **Crime and Disorder**

None.

### **Consultation & Communication**

Officers will liaise with the chosen recipient to ensure appropriate distribution and community benefit.

### **Procurement**

Not applicable.

### **Legal**

No legal concerns identified, provided the donation is made to a registered organisation or recognised public body.