



10<sup>th</sup> June 2025

Dear Councillor,

I hereby summon you to attend a meeting of **Peterlee Town Council** on  
**Monday 16th 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. Minutes

To approve the Minutes of the following meeting:-

- a. Council Meeting held on 2<sup>nd</sup> June 2025 (Copy attached)
- b. Events Meeting held on 3<sup>rd</sup> June 2025 (Copy attached)

### 5. Motions on Notice

Moved by Councillor Meadows:

"That Peterlee Town Council acknowledge the importance of remembering the sacrifices made by those who served in times of conflict and commit to exploring the possibility of enhancing Peterlee's War Memorial."

**6. Lease of Land at Helford Road to Peterlee Cricket Club CIC**

Report of Town Clerk

**7. End of Year Budget Summary, 2024/25**

Report of Town Clerk

**8. Annual Governance and Accountability Return 2024/25**

Members will be asked to consider the following items that comprise the Council's Annual Return for the 2024/5 financial year (copies attached):

- a. Annual Internal Audit Report (page 3) – to receive and note
- b. Annual Governance Statement (page 4) – to approve
- c. Accounting Statements (page 5) – to approve

## PETERLEE TOWN COUNCIL

Minutes of the **Town Council** meeting held on **Monday 2<sup>nd</sup> June 2025** at 6.30pm in the Council Chamber, Shotton Hall, Peterlee.

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

**Also Present:** Ian Hall (Chief Officer and Town Clerk), David Anderson (Locum Democratic Services Manager), Deborah Woodhall (Resources Manager), Wayne Harriman (Neighbourhood Services Manager) and Louise Hudson (Democratic Services Assistant)

### **C.1/25 APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Councillor M Sanderson.

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

### **C.2/25 DECLARATIONS OF INTEREST**

No declarations of interest were submitted.

### **C.3/25 PUBLIC PARTICIPATION**

No members of the public were present

### **C.4/25 MONTHLY UPDATES FOR DURHAM COUNTY COUNCILLORS**

Councillor Dawn Bellingham attending the meeting to provide a verbal update to Members, detailing the complaints she had received from Peterlee residents. Namely issues surrounding overgrown trees, traffic issues, parking issues and anti-social behaviour.

Councillor Bellingham explained the next steps she is taking to resolve those issues and the partners she will be working with to achieve the right outcomes.

A written update had been provided by Councillor Scott Woodhouse, which was read out by the Locum Democratic Services Manager. The update firstly congratulated the new Mayor, Councillor Rob Moore and to the new Deputy Mayor, Councillor Audrey Laing and expressed thanks to Councillor Diane Howarth and Councillor Ray Burnip for everything they had done for the Peterlee Community as Mayor and Deputy Mayor.

He also said thank you and well done to everyone involved in the VE day celebrations and provided updates on the following subjects: Roadworks, the latest Police report, and interactions he'd had with residents.

**C.5/25**

## **MINUTES**

a. Council held on 19th May 2025

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

**C.6/25**

### **DONATION OF SURPLUS SANTA'S WISH GIFTS**

Consideration was given to a report of the Town Clerk, which had been circulated with the agenda, to seek 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.

**RESOLVED** That the surplus gifts be donated to Social Services and/or a registered charity which benefits the Peterlee Community.

**C.7/25**

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

**RESOLVED:** That in view of the confidential nature of the items to be discussed, the Council passed a 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.

**C.8/25**

### **REQUEST TO USE COUNCIL LAND – CIRCUS**

Consideration was given to a report of the Events Officer, which had been circulated with the agenda, to seek Members' consideration of a request from Circus Montini to hire Eden Lane training pitch for the purpose of staging an all-human circus event.

#### **RESOLVED**

1. That a formal hire agreement be entered into.
2. That a rental fee of £750.00 is to be charged for hire of the land
3. That responsibility for any damage rests with Circus Montini.
4. That water usage is monitored and charged accordingly.
5. That all relevant health, safety, and insurance documentation is submitted in advance.

**C.9/25**

**REQUEST TO USE COUNCIL LAND – FUNFAIR**

Consideration was given to a report of the Events Officer, which had been circulated with the agenda, to consider the final proposal from Noble's Funfairs for the hire of land at Helford Road for a funfair in August/September 2025.

Members discussed the ride prices and requested that the voucher each attendee receives is worth £6.00 to cover the cost of up to 2 rides.

**RESOLVED**

1. That rides will cost up to £3.00 each.
2. That a £2.00 entry fee is to be charged per person.
3. That each paying attendee receives £6.00 worth of ride vouchers redeemable within the fair.

**C.10/25**

**PETERLEE TOWN COUNCIL EVENTS SUPPORT**

Consideration was given to a report of the Events Officer which presented Members with quotations received from potential suppliers for Event Safety and First Aid provision for the Council's events programme in 2025, and to make recommendations for appointments based on value for money and service offer.

**RESOLVED**

1. That Company B, TJR Events be appointed to provide Safety Officer services for 2025 events, at a cost of £18.00 per hour.
2. That Company B, AED Medical Ltd be appointed, at a cost of £936.75 to provide medical cover for the 2025 events, offering comprehensive cover and equipment.

**C.11/25**

**IT SUPPORT CONTRACT**

Consideration was given to a report of the Resources Manager, which had been circulated with the agenda, to present members with three quotations for IT support services and request approval to proceed with the most appropriate option based on cost-effectiveness and service reliability.

An addendum to the report explained that while companies were asked to quote for 21 users, one company had in fact quoted for 24 and so their quote was adjusted for fair comparison.

**RESOLVED**

That Members appoint Company B, Document Solutions for IT support services, at a cost of £9,349.20 for 1 year on the basis of:

- Competitive pricing
- Strong references from other councils
- Compliance with the existing service specification

**C.12/25****CAPITAL WORKS LOWHILLS ROAD ALLOTMENTS**

Consideration was given to a report of the Town Clerk, which had been circulated with the agenda, to approve the appointment of contractors for the refurbishment of the allotment building and the resurfacing of the entrance road at Lowhills Road Allotments, funded through Section 106 contributions.

Members previously approved the use of Section 106 funds, at Council on 23<sup>rd</sup> September 2024, minute number C.63/24 to:

- Refurbish the unused building at Lowhills Road Allotments
- Resurface the entrance road to the site

**RESOLVED**

1. That Company B, Sonic Building Services be appointed for the refurbishment of the allotment building at a cost of £12,870.00.
2. That Company B, Youll Construction Ltd be appointed for the resurfacing of the entrance road at a cost of £7,962.00.

**C.13/25****PROVISION FOR MEMBERS PHONES**

Detailed consideration was given to a report of the Town Clerk, which had been circulated with the agenda, recommending the approval of mobile devices for Members, namely a mobile phone, plus either a tablet or a laptop, to improve security and to reduce the amount of paper used as per the Paperless Policy which was previously approved by Council.

**RESOLVED**

1. That mobile phones be ordered for 18 Members.
2. That the decision to order a tablet or a laptop be deferred to the next Council meeting on 16<sup>th</sup> June 2025.

**C.14/25****LEASE REVIEW (CALM CIC)**

Detailed consideration was given to a report of the Town Clerk, which had been circulated with the agenda, to seek approval for the Council to appoint Align Property Solutions to carry out the scheduled rent review for the CALM CIC lease at Lowhills Road, Peterlee, in accordance with the lease agreement.

**RESOLVED**

1. That Align Property Solutions be appointed to carry out the rent review for the CALM CIC lease at Lowhills Road as per the lease terms.
2. That delegated authority be given to the Town Clerk to instruct Align and to take any necessary actions to conclude the rent review process.

**C.14/25**

**EXTENSION OF DEMOCRATIC SERVICES SUPPORT**

Detailed consideration was given to a report of the Town Clerk, which had been circulated with the agenda, to seek Council approval to continue the engagement of David Anderson to provide support services to the Council's work in the area of Democratic Services until 31st January 2026.

**RESOLVED**

That David Anderson provide Democratic Services support until 31st January 2026.

DRAFT

## PETERLEE TOWN COUNCIL

Minutes of the **Events Committee** meeting held on **Tuesday 3rd June 2025** at 6.30pm in the Council Chamber, Shotton Hall, Peterlee.

**Present:** Councillor K Hawley (Chair) and Councillors D Burrell, M A Cartwright, P Cartwright, B Fishwick, S Franklin, D Howarth, A Laing, D Meadows, S Simpson, M T Tough and L Sanders.

**Also Present:** Ian Hall (Chief Officer and Town Clerk), Laura Freeman (Events Officer), Deborah Woodhall (Resources Manager), Richard Parker (Pavilion Supervisor (Hospitality)) and Louise Hudson (Democratic Services Assistant)

**E.1/25 APOLOGIES FOR ABSENCE**  
No apologies were received.

**E.2/25 DECLARATIONS OF INTEREST**  
No declarations of interest were submitted.

**E.3/25 EVENTS FOR 2026/27 FINANCIAL YEAR**  
The Events Officer and The Pavilion Supervisor (Hospitality) first gave Members brief updates on the events planned for 2026/26.

In addition to the events already being planned, Members asked if the following could also be looked into:

- Halloween Disco/Party
- Over 60's Party
- Brunch with Santa
- Polar Express Event (Chargeable, with a voucher being given on arrival to redeem on the night)
- Big Market
- Peterlee Bingo (25% of monies go to charities/groups in the Peterlee Community)
- Makers Market (Outside)

A Halloween Disco/Party and an Over 60's Party would be organised by The Pavilion Supervisor (Hospitality), to be held at The Pavilion as these were something the Council had done for many years. For the other events mentioned above, both the Events Officer and The Pavilion Supervisor (Hospitality) would look into the viability of each and report back to the Events Committee.

In addition, Members suggested exploring the possibility of acquiring a food van, enabling The Pavilion Catering Staff to provide on-site catering at events. This would not only generate additional income but also help



offset event costs. The Events Officer would look into this and report back to the Events Committee.

The Events Officer invited Members to put forward suggestions for events to be organised during the 2026/27 financial year. Members gave detailed consideration to larger events held in previous years; however, due to the associated cost implications, it was agreed that a decision would be deferred to a future meeting to allow for further consideration.

## **RESOLVED**

1. That a Halloween Disco/Party be organised
2. That an Over's 60's Party be organised
3. That the Events Officer and The Pavilion Supervisor (Hospitality) investigate the viability of each additional event mentioned above and report back to the Events Committee.
4. That the Events Officer investigate sourcing a food van to provide on-site catering at events
5. That the decision to hold larger events in 2026/27 would be deferred to a future meeting.

**E.4/25**

## **NEXT EVENTS COMMITTEE MEETING**

### **RESOLVED**

That the next Events Meeting be held on Tuesday 24<sup>th</sup> June at 10.00am in the Council Chamber, Shotton Hall.

**Report to:** Peterlee Town Council

**Date of Meeting:** 16<sup>th</sup> June 2025

**Subject:** **Lease of Land at Helford Road to Peterlee Cricket Club CIC**

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

**Report Purpose:** To update Members on the current position with regard to the proposed lease of land to Peterlee Cricket Club CIC and seek confirmation of its decision to lease land to Peterlee Cricket Club CIC.

**Background:** Peterlee Cricket Club currently uses the cricket oval and associated structures at Helford Road, adjacent to The Pavilion Sports & Community Centre. The Council has supported the Club for many years, providing access to facilities, grounds maintenance services, and general development support.

In June 2023, the Council resolved to grant a 30-year lease to Peterlee Cricket Club CIC for use of the cricket oval, scoreboard and associated assets at a peppercorn rent of £1 per annum (Minute No 34 refers). The lease was granted to reflect the social benefit brought to the town and surrounding areas by this community sport and social club.

The lease would provide the Cricket Club with long term security in the land enable them to access grant funding to invest in the long-term sustainability of the Club.

The proposed lease includes:

- The cricket oval, scoreboard, practice areas, and containers within the fenced site.
- Use for cricket and related community cricket activities only.
- Responsibility for maintenance, insurance, and repairs being assigned to the tenant.

For clarity ownership and control of the Pavilion buildings and car park is not included in the lease. This would remain with the Council.

A full market valuation by the Valuation Office Agency placed the annual rental value at £2,000 per year, resulting in an under-value of £60,000 over the 30-year term. However, the Council can legally proceed under the General Disposal Consent (England) 2003, as the lease promotes community wellbeing.

The original report and minute can be viewed using the links below:

[Agenda\\_2023-06-26.pdf](#)

[Minutes\\_2023-06-26.pdf](#)

A lease has been drafted but has not been signed by the either party. This is mainly due to further requests from the Cricket Club to develop its presence at Helford Road, including taking over the Pavilion.

<b>Current Position</b>	The Cricket Club has now confirmed that it wishes to progress the lease in its original form, citing its importance for two major grant applications related to developing an all-weather practice area. These grant submissions are time-sensitive and must be completed by the end of July 2025.
<b>Considerations</b>	<p>The Council has previously supported the granting of the lease, recognising:</p> <ul style="list-style-type: none"><li>• Social and health benefits of sport.</li><li>• Youth engagement and volunteerism.</li><li>• Increased opportunity for external funding to reduce pressure on Town Council budgets.</li></ul>
<b>Recommendation:</b>	<ol style="list-style-type: none"><li>1. That Council confirm its decision of 26<sup>th</sup> June 2023 (Minute No 34) to grant a 30 year lease to Peterlee Cricket Club CIC on terms contained in that report.</li></ol>

## Appendix 1: Implications

**Finance** – The proposals contained within this report will provide an income of £1 per year (if demanded for the site) which represents an under-valuation of £1,999 per annum or just under £60,000 over the lifetime of the lease. The lease contains provision for a rent review on the 5th Anniversary of the lease and every 5 years thereafter, enabling the council to assess the rental situation at regular intervals throughout the 30 year lease period;

**Staffing** – No direct implications.

**Risk** – No direct implications.

**Equality and Diversity, Cohesion and Integration** – the proposed lease will support a local community sports team that provides sport and social involvement across a range of ages and abilities. The club has nominated safeguarding leads and a club development plan.

**Crime and Disorder** – No direct implications.

**Consultation & Communication** – the proposed lease heads of terms have been developed in close consultation with the cricket club.

**Procurement** – No direct implications.

**Legal** – the legal power for the Town Council to dispose of this land is enshrined withing s123 & 126 of the Local Government Act 1972 and the ability to dispose at less than market value is provided by the General Disposal Consent (England) 2003 regulations. In agreeing to dispose of the land at less than market value the Council must be satisfied that the undervalue will help to secure the promotion or improvement of the economic, social or environmental well-being of the area. The process followed for the proposed disposal is intended to comply with these regulations. The lease document will be developed with support from the Council's solicitors Wellers Law, one of the leading firms in the Local Council sector.

**Report to:** Peterlee Town Council

**Date of Meeting:** 16<sup>th</sup> June 2025

**Subject:** **End of Year Budget Summary, 2024/25**

**Report of:** Ian Hall, Town Clerk

**Report Purpose:** To provide the Council with a budget summary report for the 2024/25 financial year, in line the Council's Financial Regulations<sup>1</sup>.

**Background:** Section 5.8 of the Council's Financial Regulations requires that Members are provided with a statement comparing actual expenditure to that planned in the budget for each head of the Council's budgets on a quarterly basis.

The working process that enables this report is as follows:

- End of Quarter budget report produced and circulated to Budget holders by Finance Team;
- 1:1 meetings between budget holders, Town Clerk and Finance Officer;
- Variance report produced and discussed with each budget holder;
- Report to Council for discussion and approval.

This report represents the Council's position at the end of the 2024/25 Financial Year, i.e. as at 31<sup>st</sup> March 2025.

**Summary:** The 2024/25 overall budget outturn per budget head is provided in Appendix 1 to this report.

A number of individual budget heads have variances in excess of the 'material' 15% limit prescribed in the Financial Regulations. Explanations for these material variances are provided in Appendix 2 to this report.

**Please note the Appendices are being finalised and will be circulated prior to the meeting.**

The actual budget outturn net expenditure for the year was a surplus of £246,667.

The year-end position can be summarised as:

	<b>Budget</b>	<b>Actual</b>
Total Income	2,425,154	2,340,129
Total Expenditure	<u>2,415,547</u>	<u>2,000,173</u>
<b>Contribution to Reserves</b>	<b>9,607</b>	<b>339,956</b>

### **Reserves**

As Members will be aware from the Council's Annual Accounts, the overall movement in reserves for the 2024/25 financial year is an increase of £83,934 from £422,347 to £506,281. These reserves are made of up earmarked reserves and a general reserve as follows:

<sup>1</sup> A copy of the Council's Financial Regulations are available from the Town Clerk or Deputy Town Clerk or can be viewed online here <https://peterlee.gov.uk/peterlee-town-council/policies/>

<b>Reserve Type</b>	<b>Opening Balance</b>	<b>Movement</b>	<b>Closing Balance</b>
General Reserve	£394,630	+£246,667	£641,297
Earmarked Reserves	£89,642	+£93,291	£182,933
<b>Total Reserves</b>	<b>£484,272</b>	<b>+£339,958</b>	<b>£824,230</b>

Members are advised that the tolerable threshold for reserves set by the External auditor, Forvis Mazars, (i.e. the maximum recommended) is 1.15 x the higher of the percept or total payments. For Peterlee Town Council this equates to £2,300,198.

Whilst the Council's reserves are far below the tolerable threshold this is not a major cause for concern. The Council has previously agreed to increase earmarked reserves over time to ensure there are sufficient funds to support a capital programme to replace equipment and carry out planned building works at appropriate intervals.

**Recommendation:** Members are recommended to note the content of this report and the Council's budget outturn position for 2024/25.

# Annual Governance and Accountability Return 2024/25 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2024/25

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
  - **Sections 1 and 2** **must** be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2025**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2025**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2025
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2024/25

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2025 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2024/25**, approved and signed, page 4
- **Section 2 - Accounting Statements 2024/25**, approved and signed, page 5

Not later than 30 September 2025 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2024/25

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2025.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2024) equals the balance brought forward in the current year (Box 1 of 2025).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2025**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at <b>31 March 2025</b> been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.		

*\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)



# Annual Internal Audit Report 2024/25

ENTER NAME OF AUTHORITY Peterlee Town Council

www.peterlee.gov.uk ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")</i>			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).</i>	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR <i>(see AGAR Page 1 Guidance Notes).</i>	✓		
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

3/2/2025 4/2/2025 6/2/2025

MARK FETTER

Signature of person who carried out the internal audit



Date

3/6/2025

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

## Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

EN Peterlee Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed			
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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## Section 2 – Accounting Statements 2024/25 for

### EN Peterlee Town Council

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	422,348	484,272	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	1,570,996	1,773,833	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	602,723	56,629	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	1,271,465	1,182,738	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	50,452	50,452	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	789,878	766,982	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	484,272	824,230	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	506,831	878,394	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	6,606,360	6,458,013	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	876,925	865,812	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval**

*(Signature area)*

Date *(Signature area)*

I confirm that these Accounting Statements were approved by this authority on this date:

*(Signature area)*

as recorded in minute reference:

*(Signature area)*

Signed by Chair of the meeting where the Accounting Statements were approved

*(Signature area)*

## Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of

EN Peterlee Town Council TY

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2024/25

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

### 3 External auditor certificate 2024/25

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

\*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date