



16th July 2025

Dear Councillor,

I hereby summon you to attend a meeting of **Peterlee Town Council** on
Monday 21st July 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 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. Council Meeting held on 7th July 2025 (Copy attached)
6. **Request from Nobles Funfair – Temporary Bar for September Event**
Report of Events Officer (Attached)
7. **Provision of Devices (Smart Phones, Tablets/Laptops) to Councillors**
Report of Locum Democratic Services Manager (To follow)

8. 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.

9. Request to Hire Shotton Hall

Report of Town Clerk (To follow)

PETERLEE TOWN COUNCIL

Minutes of the **Town Council** meeting held on **Monday 7th July 2025** at 6.30pm in the Brandling Suite, 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, I. Pygall, E. Sanders, M Sanderson, S. Simpson, M.T. Tough, D. Wright.

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

Three Members of the public were in attendance

C.23/25 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors, D. Meadows, H Pygall, L Sanders

RESOLVED: That the apologies be noted.

C.24/25 DECLARATIONS OF INTEREST

No declarations of interest were submitted.

C.25/25 PUBLIC PARTICIPATION

Members of the public who were present, chose not to participate.

C.26/25 MINUTES

- a. Council held on 16th June 2025
- b. Governance & Performance Committee held on 17th June 2025
- c. Events Committee held on 24th June 2025

RESOLVED: That the Minutes of the above meetings be approved.

C.27/25 REVIEW OF POLICIES

Consideration was given to the recommendations of the Governance & Performance Committee held on 17th June 2025 to approve a number of policies following a detailed review. Various amendments had been made to reflect changes in legislation and/or contact details.

RESOLVED That the following policies be approved:-

- a. Abusive, Unreasonable & Vexatious Complaints Policy
- b. Allotment Policy
- c. Annual Leave Policy
- d. Eyecare Policy

- e. Maternity Policy
- f. Menopause in the Workforce Policy
- g. Performance Appraisal Policy
- h. Redundancy Policy
- i. Retirement flexible retirement & Pensions Policy
- j. Special- Bereavement and Emergency Leave Policy
- k. Whistle Blowing Policy
- l. Working from home Policy

C.28/25 SPECIAL MOTION ON NOTICE

Consideration was given to the following special motion of notice

Moved by Councillor R. Moore and A. Laing, seconded by Councillor

“That Council rescind the decision made on 2nd June 2025 to provide Members with mobile phones and devices (Minute No C.13/25) and that Council request the Town Clerk to submit a report in due course, i.e. when all relevant information can be obtained, to enable Members to make an informed decision on the need, cost and common practice in relation to the provision of electronic devices to Town Councillors”.

Following discussion the motion was agreed.

A named recorded vote was requested.

For	Against
Cllr J Black	Cllr P Brown
Cllr M A Cartwright	Cllr D Burrell
Cllr P Cartwright	Cllr D Hawley
Cllr B Fishwick	Cllr K Hawley
Cllr M L Franklin	Cllr D Howarth
Cllr S Franklin	Cllr I Pygall
Cllr A Laing	Cllr E Sanders
Cllr R Moore	Cllr S Simpson
Cllr M Sanderson	
Cllr M Tough	
Cllr D Wright	
TOTAL VOTES: 11	TOTAL VOTES: 8

RESOLVED

That the Town Clerk submit a report to the next Council Meeting on Monday 21st July 2025, when all relevant information has been obtained, to enable Members to make an informed decision on the need, cost and common practice in relation to the provision of electronic devices to Town Councillors.

C.29/25 PARISH PLAN

Consideration was given to a report of the Town Clerk, which had previously been circulated, regarding a proposal to prepare a parish plan.

RESOLVED: That the item be deferred to a future meeting to confirm costs and timescales.

C.30/25 INSTALLATION OF A BOUNDARY FENCE ENCLOSING FOOTBALL PITCHES AT HELFORD ROAD

Consideration was given to a report of the Neighbourhood Services Manager, which had previously been circulated, regarding the installation of a boundary fence at Helford Road football pitches to help alleviate anti-social behaviour.

The item had been submitted at the request of a Councillor.

RESOLVED: That the item be deferred

C.31/25 SECTION 106 SKATEPARK PROJECT

Consideration was given to a report of the Town Clerk, which had previously been circulated, regarding the installation of a skatepark at Eden Hill.

Members noted that the skatepark had been redesigned so that it could be funded entirely from Section 106 monies.

- RESOLVED:**
1. That the previous decision of the Community & Environment Committee made on 8th July 2024 (Minute CE.3/24) not to proceed with the Eden Hill Skatepark project, be rescinded.
 2. That approval be given for the Eden Hill Skatepark project to proceed, based on a revised design that will be fully funded from the £90,000 secured Section 106 planning obligation funds.
 3. That the appointed contractor, Wheelscape/Active Legacy Ltd, be instructed to deliver the project in accordance with the previously completed procurement process.
 4. That Members authorise the Town Clerk to make the necessary arrangements for final design consultation and delivery of the scheme. Including to arrange payments.

C.32/25 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 personal information contained in the report.

C.33/25 SALE OF SHOTTON HALL

Consideration was given to a report of the Town Clerk, which had previously been circulated, updating members on progress on the sale of Shotton Hall.

RESOLVED: That the update be noted.

C.34/25 RENT REVIEW CALM CIC

Consideration was given to a report of the Town Clerk, which had been previously circulated, regarding a rent review for the CALM CIC lease at Lowhills Road and to outline the next steps.

- RESOLVED:**
1. That Council notes the outcome of the rent review process to date and the Rent Review Notice issued proposing a revised rent figure.
 2. That Council agrees to continue negotiations with Calm CIC, led by Align Property Solutions, with a view to agreeing a mutually acceptable rent.
 3. That Council acknowledges that, if negotiations fail, the lease allows for referral to an independent surveyor, whose determination will be final and binding, including cost apportionment.
 4. That delegated authority remains with the Town Clerk, in consultation with the Council's appointed valuer, to agree a final rent figure within the lease terms and report to council for approval.

Report to: Peterlee Town Council

Date: 21st July 2025

Report of: Laura Freeman Events Officer

Subject: Request from Nobles Funfair – Temporary Bar for September Event

Report Purpose: The Events Officer has received a request from Nobles Funfair regarding their upcoming event scheduled to take place on Saturday 6th and Sunday 7th September 2025. The organisers are seeking permission to include a small licensed bar within the event grounds for the sale of alcoholic beverages.

Background: Members will be aware that although Nobles have never organised this as part of their event it is something that Peterlee Town Council have had at Peterlee Show in previous years.

Detail: A small bar serving alcoholic beverages. Pricing: Alcoholic beverages (pints) will be priced between £4.50 and £6.00 (Fosters being the lower priced larger.) Additional free activities will be offered in the bar area including archery, axe throwing, mascots and possibly free face painting which they are still waiting for confirmation on. These activities aim to create a family-friendly and engaging environment alongside the sale of beverages.

Considerations: Should the Town Council approve this request, it is expected that Nobles Funfair will ensure:

- A Temporary Event Notice (TEN) is obtained for the sale of alcohol.
- Appropriate security and safeguarding measures are in place, particularly as the event is open to families and children.
- Full public liability insurance and risk assessments are submitted in line with Council and licensing requirements.

In addition to the proposal for a temporary bar on site by Nobles Funfair, Members may wish to consider the existing licensed bar facility at The Pavilion Sports and Community building adjacent to the event location. This venue is managed by the Town Council and could be utilised for the sale of food and beverages across the weekend. This could serve as a Council, run alternative to the proposed Funfair bar, retaining income within

the Council while still supporting the event's wider atmosphere. Officers could explore the feasibility of offering bar and/or catering services through Pavilion staff or casual teams, subject to bookings and capacity.

Recommendations:

Members are therefore requested to give a steer on the above so that officers can negotiate a hire charge with Noble's.

Council is asked to consider the request from Nobles Funfair and provide a decision on whether to approve the inclusion of a small, licensed bar as part of their September event.

Appendix 1: Implications

Finance:

There would be no direct cost to the council. Nobles funfair would retain any revenue from bar to go towards the free entertainment provided to families.

Staffing:

No officer time will be required for this addition. Events and Facilities teams will coordinate pre- and post-event checks as set out in the original agreement. Nobles funfair is expected to provide their own event and security personnel.

Risk:

Alcohol sales introduce an elevated risk for anti-social behaviour if not properly managed. Risk to be mitigated through adequate security presence, clear signage and restricted alcohol consumption areas, controlled access to the bar zone, thorough risk assessment and safeguarding plans.

Equality and Diversity, Cohesion and Integration:

Free entertainment (including children's activities) supports inclusive access to all age groups. Consideration should be given to signage and facilities accessible to people with disabilities. The event has the potential to bring together diverse sections of the community in a positive, inclusive setting. Activities appeal to families, young people, and adults, promoting cross-generational engagement.

Crime and Disorder:

The organiser will be required to provide security arrangements, and local police will be notified. Alcohol consumption may heighten risk of disorder. Mitigation includes; Limiting bar hours, employing licensed security, clear stewarding of public space, alcohol-free zones outside the bar area.

Consultation and Communication:

Council may wish to consult with local police, licensing authority and neighbouring residents. Event information and restrictions to be clearly communicated via Noble's platforms and signage.

Procurement:

Not applicable – Council has no direct procurement role in this activity.

Legal:

The onus is on Nobles Funfair to secure relevant Temporary Event Notice (TEN), comply with the Licensing Act 2003, ensure adherence to Health and Safety and Safeguarding Legislation.

Report to:	Peterlee Town Council
Date of Meeting:	21 st July 2025
Subject:	Provision of Devices (Smart Phones, Tablets/Laptops) to Councillors
Report of:	Locum Democratic Services Manager
Report Purpose:	To provide Members with all relevant information to enable an informed decision to be made in relation to the provision of electronic devices (smart phones and/or tablets/laptops) to Town Councillors.
Background:	<p>Council, at its meeting held on 2nd June 2025, considered a report of the Town Clerk regarding the issue of smart phones and devices to Members. Council resolved the following:</p> <ol style="list-style-type: none">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 16th June 2025. <p>Following this meeting a special motion was received by the Town Clerk which had been submitted in accordance with Standing Order 7a for consideration by Council at its meeting to be held on 7th July 2025:</p> <p>The Special Motion was as follows:-</p> <p>“That Council rescind the decision made on 2nd June 2025 to provide Members with smart phones and devices (Minute No C.13/25) and that Council request the Town Clerk to submit a report in due course, i.e. when all relevant information can be obtained, to enable Members to make an informed decision on the need, cost and common practice in relation to the provision of electronic devices to Town Councillors”.</p> <p>Following consideration by Council at its meeting held on 7th July 2025 the special motion was carried with 11 Councillors voting for the motion and 8 against. A named vote was requested. (Minute No C.28/25 refers).</p> <p>Therefore, at the request of Council, this report picks up on comments made during discussion of the item and provides the following details in order for Members to make an informed decision on the provision of smart phones and/or tablets/laptops for Council business.</p> <ul style="list-style-type: none">• General Data Protection Regulations (GDPR) and Data Protection - Legal Requirements for Members• Current Support for Members

- Common Practice in other Parish/Town Councils
- Gov.uk email addresses
- Budget Requirement
- Adoption of an Appropriate Policy

Detail

General Data Protection Regulations (GDPR) and Data Protection - Legal Requirements for Members

GDPR sets out how requirements for how organisations need to handle personal data. It also enhances the rights of people whose data is held and gives them more control over what happens to their data.

It should be noted that Councillors are not employees, but elected representatives.

The NALC Advice Note relating to Data Protection (issued in 2018) indicates that Councillors who are data controllers independent of their council (e.g. constituency casework or election canvassing) will be required to register with the Information Commissioner's Office and pay the data protection fee. Tier 1 fee, if applicable, is £52.

A guidance note issued by the Local Government Association (LGA) expands on this. Whilst the LGA gives advice to principal councils, i.e. district, county and unitary councils, the same principles apply.

The following advice is given:

Under the Data Protection Act 1998 it has been a requirement for you as a councillor to be registered as a Data Controller with the Information Commissioner's Office (ICO) and pay a fee. (Some Councils have paid the fees for their Councillors).

This is because as a councillor

1. You make use of personal data provided by your council in the same way as an officer of the council might make use of data. Council officers and its suppliers will be subject to the controls of GDPR in the same way they are under DPA 1998. You will be covered by your Council's notification and fee.
2. You use personal case work material in your own right when you collect or are given personal data through communications with your residents.
3. You access, collect and deploy personal data through your political campaigning and activation – with or without the use of political agents or political parties if you represent one.

As a Data Controller you will need to comply with the new GDPR and Data Protection Act 2018 unless as a Councillor you do not make any use whatsoever of a computer/tablet/smart phone etc in connection with your Councillor activities of any sort.

- NB**
1. Both advice notes were issued in 2018 when the Regulations came into force. I am seeking clarification whether councillors should still register as Data Controllers and whether a fee needs to be paid. An update will be given at the meeting.
 2. Members must not use Council resources, including equipment, for party political activity or for electoral purposes.

All Members have been registered with IHasco (Atlas), one of the Council's training providers for training on the general principles of GDPR. At the time of drafting this report only 7 councillors have completed the training.

It is vitally important that all members complete this training to ensure that the Council and Councillors comply with the Regulations. The Council and Councillors individually may be at risk of fines if they do not comply with the Regulations.

Current Support for Members

Members of Peterlee Town Council are supported financially as follows:

- **Members Allowances**

Parish/Town Councils can provide members with an allowance to cover expenses normally associated with the basic duties of being a local councillor. Not all parish/town councils provide an allowance. Where they are provided, the allowance is set by the town/parish council in accordance with the recommendations of an Independent Remuneration Panel established by the principal council, i.e Durham County Council for this area.

Peterlee Town Council has set a members allowance of £1,000 pa based on the recommendations of the Panel.

It is up to individual members how they use the allowance. The allowance is paid on a monthly basis. There is no requirement for members to submit claims to the Council.

- **Grant Towards Cost of a Device**

In July 2020 the Council agreed 'to support any councillor with a contribution of no more than £150.00 towards the cost of a device to support them with their remote working on council business'. The grant was limited to one payment during a member's four year term. (Minute No 40 refers).

Common Practice in other Parish/Town Councils

Research has been undertaken locally via CDALC (County Durham Association of Local Council's) and nationally via a Town Clerks' forum to identify what is common practice in the provision of smart phones and tablets/laptops.

It appears that no parish/town councils provide smart phones for their councillors.

There were a few councils that have recently provided a tablet/device to their members to support the electronic issue of agendas and communication via emails.

Provision of Smart Phones and Devices to County Councillor

Durham County Council provide County Councillors with smart phones and devices to assist with their casework and to help manage data protection and to comply with GDPR. During discussion of the special motion at the Council meeting held on 7th July it was suggested that the same should apply to Town Councillors.

It should be noted that Durham County Council as a unitary authority is responsible for an extensive range of services including adult and children's services, education and certain benefits. County Councillors may therefore be provided with sensitive personal data during the course of their role as a councillor. This could be in relation to attendance at meetings and in particular their casework.

The Town Council is responsible for more local services such as allotments, parks and open spaces, pavilion, cemetery. Town Councillors will therefore not deal with the level and volume of sensitive personal data that County Councillors are likely to.

The role of a County Councillor and Town Councillors is therefore not comparable.

Gov.uk email addresses

Amendments have been made to the Joint Panel on Accountability and Governance Practitioner's Guide 2024 in relation to email management and the use of '.gov.uk' domains.

The March 2024 version of the Practitioner's Guide, points 5.210 and 5.211, state that:

- 5.210 All Parish, Town and Community Councils are eligible to use, and are advised to use, a .gov.uk domain for their websites and email communications. Your community, suppliers and partners will now reasonably expect a local council to have a .gov.uk domain name.
- 5.211 To assist with compliance with the General Data Protection Regulations (GDPR), it is advised that clerks provide official .gov.uk email accounts to their councillors, which must only be used for official council business.

Guidance issued by the Council's external Auditor, Forvis Mazars, for the Annual Return for 2024/25 states that

While the Practitioner's Guide 2024 does not mandate the use of 'gov.uk' email addresses, we would expect the Council and its councillors to have a generic email address to use for official Council correspondence. If the Council and councillors are not using generic email address by 31 March 2025, then this could result in either a qualification or other matter on the 2024/2025 AGAR.

There has been debate within the sector regarding Forvis Mazars expectations, with a warning of a possible qualification on the audit.

Forvis Mazar has since agreed that the use of a .gov.uk generic email address will not be expected until the audit relating to the 2025/26 financial year. Clarification of the meaning of a generic gov.uk email address is still awaited.

Peterlee Town Council has used a @peterlee.gov.uk domain with official email addresses for many years. Email addresses using the @peterlee.gov.uk domain has not yet been rolled out to members, primarily due to this year's local elections and then the Council changing its IT provider earlier this month.

NALC Advice

NALC advise that Council-owned email accounts provide a clear record of communications, which is essential for transparency and communication and that all councillors should use one for council business.

Anyone receiving emails from a gov.uk address will know the communication is safe, legitimate and can be trusted. This is increasingly important as cyber scams are on the rise.

Using gov.uk email supports data protection compliance and makes managing data subject access requests and freedom of information requests easier.

This however means that Councillors could be subject to freedom of information and data access requests. In addition users of gov.uk email accounts must operate their email account securely.

Appropriate training will therefore be required for members prior to issuing gov.uk email addresses. Gov.uk email address should not be given to members that have not attended the training.

Budget Requirement

There is currently no budget allocation to cover the cost of providing smart phones and device for members or for the ongoing running costs.

When considering budget requirements for the potential provision of telephone and tablets/laptops the principle which applies to electronic equipment supplied to staff has been extended to members. That is the most cost effective (i.e. cheapest) equipment that will do the job should be provided.

Members are therefore requested to consider the principle of the provision of electronic devices rather than focusing on the make and model of device.

With this in mind the following budget requirements have been calculated. Costs are based on the provision of devices to all 22 members.

	Phones	Tablets	Laptops
Up front costs of purchase of equipment in year 1	12,892	8,778	9,350
Ongoing costs over a 4 year term			
Running costs	7,656	7,911	24,279
Gov.uk emails		7,288	7,288

Total cost over a 4 year term	20,548	23,977	40,917
Equivalent cost per year	5,137	5,994	10,229

Adoption of an Appropriate Policy

A policy to manage the provision and use of smart phones and devices has been drafted. Members have previously indicated that all policies should be considered by the Governance and Performance Committee in detail prior to being submitted to Council for approval.

Should members approve the provision of phones and/or devices the draft policy will be submitted to the next Governance and Performance Committee for consideration.

Conclusions

The following conclusions are drawn from the information obtained for this report:

1. Councillors are elected representative, not employees of the Council
2. Councillors are Data Controllers for information obtained in connection with their casework. Clarification is required on whether they need to register with the ICO as such and pay a fee
3. Councillors receive an allowance to cover expenses normally associated with basic duties
4. A grant of £150 is available to town councillors towards the cost of a device
5. It is not usual practice for town/parish councils to provide councillors with smart phones
6. There are examples of a few councils that have provided a tablet/device to their members to support the electronic issue of agendas and communication via emails.
7. The caseload of a town councillor is not comparable with that of a county councillor. There is no justification that town councillors should be provided with the same electronic equipment provided to county councillors
8. The Council should consider the roll out of gov.uk email addresses to councillors to support GDPR and data protection compliance and also to manage data subject access requests and freedom of information requests.
9. Members should note the implications and their personal responsibilities in using a gov.uk email address
10. Should the provision of gov.uk email addresses be agreed, Members must complete training on GDPR and related issues before being provided with an official email address.
11. An appropriate policy should be agreed by Council before any equipment is provided.

Given the above it would appear that there is a strong argument to provide members with an electronic device (tablet) to support:-

- The roll out of gov.uk email addresses
- GDPR and data protection compliance
- Manage data subject access and freedom of information requests for information held by members

It is not necessary to also provide members with smart phones.

Before providing members with a device and gov.uk email address:

- The Council should approve an appropriate policy.
- Members must also complete appropriate training

If members are provided with devices the grant towards the cost of a device should be withdrawn.

Recommendation That consideration be given to the provision of smart phones and tablets/laptops to members.

Appendix 1: Implications

Finance	Budget requirements are contained in the report
Staffing	Councillors may require varying levels of support, particularly for software updates (technical) or troubleshooting. Having a clear point of contact for assistance will be useful.
Risk	Non compliance with data protection and GDPR requirements. Members will be required to use Council owned equipment securely to protect the security and use of date
Equality and Diversity,	Individuals' comfort with different technologies may influence the usability of certain devices.
Crime and Disorder	Data may be at risk if devices are stolen
Consultation & Communication	
Procurement	Costs with the report have been obtained within SLA's with current suppliers.
Legal	<p>Councillors will probably handle personal and sensitive data, Councillors should be made aware of their responsibilities as data handlers, complying with UK GDPR, and data retention policies</p> <p>In line with the Council's commitment to safeguarding its digital assets and maintaining robust information security practices, all councillors are required to sign and adhere to the Town Council's Councillor Device Policy. This policy outlines the appropriate use, handling, and protection of council-issued devices, ensuring councillors understand their responsibilities and obligations when accessing council systems and data.</p> <p>Communications and documents created or stored on council devices may be subject to FOI requests. Devices should support proper archiving and retrieval of records to meet legal obligations. There should be a defined process for retrieving or wiping devices when a councillor leaves office to ensure that council data is not retained or misused.</p> <p>Under the Health and Safety (Display Screen Equipment) Regulations 1992, the council has a duty to ensure that any device used regularly for work purposes is assessed for ergonomic suitability. This includes providing guidance on posture, screen positioning, and breaks to prevent strain or injury.</p>