



26<sup>th</sup> August 2025

Dear Councillor,

I hereby summon you to attend a meeting of **Peterlee Town Council** on **Monday 1st September 2025** In the **Council Chamber, Shotton Hall, Peterlee, SR8 2PH**, immediately following the **Extraordinary Council meeting** which will commence 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. Council Meeting held on 18<sup>th</sup> August 2025 (Copy attached)

### 6. Flying Flags on Council Buildings and Sites

Report of Town Clerk. (Copy attached)

### 7. Thorntree Gill Leisure Gardens – Amenity Building

Report of Town Clerk. (Copy attached)

**8. Provision of Tablets / Laptops for Members**

Report of Town Clerk. (Copy attached)

**9. Local Government Services Pay Award**

Report of Town Clerk. (Copy attached)

**10. Replacement Floor Covering, The Pavilion**

Report of Town Clerk. (Copy attached)

**11. Outdoor Catering Equipment**

Report of Duty Supervisor (Hospitality). (Copy attached)

**12. 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.

**13. Review and Consideration of Alternative Staffing Structure, Duty Supervisor, Pavilion**

Report of Town Clerk. (Copy attached)

**14. CALM CIC – Rent Review**

Report of Town Clerk. (Copy attached)

## PETERLEE TOWN COUNCIL

Minutes of the **Town Council** meeting held on **Monday 18<sup>th</sup> August 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,  
M L Franklin, S Franklin, D Hawley, K Hawley, D Howarth, A. Laing, H Pygall,  
I. Pygall, M Sanderson, S. Simpson, M.T. Tough and D. Wright.

**Also Present:** Ian Hall (Chief Officer and Town Clerk), Deborah Woodhall (Resources Manager)  
and David Anderson (Locum Democratic Services Manager).

11 members of the public were in attendance.

### **C.45/25 MINUTES SILENCE**

A minutes silence was observed in memory and in recognition of service to the Council and community of two former councillors, Janice Measor and Ken Rowe, who had both recently passed away.

### **C.46/25 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors B. Fishwick and D. Meadows

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

### **C.47/25 DECLARATIONS OF INTEREST**

Councillors J. Black and M Cartwright declarations of interest in respect of Item No 5 'Presentation from CALM CIC'.

### **C.48/25 PUBLIC PARTICIPATION**

There were no issues raised during public participation.

### **C.49/25 PRESENTATION FROM CALM CIC**

Barbara Chrisp, Director CALM CIC, was in attendance, together with 10 colleagues, to give a presentation outlining the background to CALM CIC, developments on site since 2020 and services offered to the community. Carol Macdonald presented a financial overview of CALM CIC which was circulated to Members at the meeting.

In respect to the rent review Barbara requested that the Council continue to apply the peppercorn rent and also requested additional support from the Council with a ground maintenance package.

The Chair thanked Barbara, Carol and colleagues for their presentation and attending the meeting.

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

### **C.50/25 MINUTES**

#### **a. Council held on 21<sup>st</sup> July 2025**

The following amendment to Minute No C.42/25 'Provision of Devices (Smart phones, Tablets/Laptops) to Councillors' was proposed by Councillor H. Pygall, seconded by Councillor D. Howarth,

That the following words be deleted from the Minutes:

“Further to the vote being taken, discussion took place on the cost of the tablet/laptop that would be provided. The Chairman proposed that the cost should be £150. There were no dissenting views raised against the proposal.

Town Clerk advised that if possible he would source suitable tablets/laptops in the region of £150 through a Service Level Agreement with current suppliers.”

On a vote being taken the amendment was agreed (13 votes for, 2 votes against)

**b. Events Committee held on 22<sup>nd</sup> July 2025**

**RESOLVED:** That the Minutes of the above meetings be approved, subject to the above amendment.

**C.51/25 EMS HEALTHCARE: REQUEST TO SITE NHS MOBILE UNIT TO FACILITATE ‘OUR FUTURE HEALTH’ PROGRAMME**

Consideration was given to a report of the Town Clerk, which had previously been circulated, with regard to a request from EMS Healthcare to site an NHS mobile unit in the Peterlee & Horden RFC car park from 28<sup>th</sup> November 2025 to 22<sup>nd</sup> December 2025 to facilitate ‘Our Future Health’ programme.

**RESOLVED:** That the request be agreed.

**C.52/25 APPLICATION FOR THE GRANT OF A PREMISES LICENCE**

Consideration was given to an application for the grant of a Premises Licence which had been submitted to Durham County Council by Easteye Limited in respect of The Canny Lad and Vibe, Bede Way, Peterlee. Details of the application had previously been circulated.

The Town Council was able to make representations to Durham County Council to support or object to an application or decide not to comment on an application.

Members raised concerns with regard to the sale of alcohol off premises and the requested extension of opening hours, which could have a detrimental effect on crime and disorder, public safety, public nuisance and increase the potential risk of harm to children.

**RESOLVED:** That an objection be submitted to Durham County Council to reflect the above concerns.

**C.53/25 LIVE STREAMING AND RECORDING OF COUNCIL MEETINGS**

Consideration was given to a report of the Town Clerk, which had previously been circulated, in relation to a proposal for the Town Council to livestream its full Council meetings via its website and record meetings for future public access.

Following detailed discussion where various opinions were raised, both for and against the proposal, members agreed to defer a decision to gain further information about the numbers of councils livestreaming and recording meetings and their experiences.

**RESOLVED:** That the decision be deferred pending further information being obtained relating to the experiences of other local councils recording and livestreaming their meetings.

**C.54/25 2025/26 FINANCIAL YEAR – FIRST QUARTER BUDGET SUMMARY**

Consideration was given to a report of the Town Clerk, which had previously been circulated, setting out the first quarter budget summary for 2025/26 financial year.

The report also highlighted material variances of over 15% together with an explanation for each.

**RESOLVED:** That the information be noted

**C.55/25 EDEN LANE DEPOT - UPDATE**

Consideration was given to a report of the Neighbourhood Service Manager, which had previously been circulated, providing an update on the essential works required at Eden Lane Depot, together with quotations received to undertake roofing and building work.

**RESOLVED:**

1. That the update be noted
2. That the contract to undertake roofing and building work be awarded to Company A (S and J Builders) in the sum of £17,500

**C.56/25 REPLACEMENT OF TILL SYSTEM AT THE PAVILION**

Consideration was given to a report of the Deputy Supervisor (Hospitality), which had previously been circulated, advising members of the replacement of the till system at The Pavilion.

**RESOLVED:** That Members endorse the action taken to resolve operational issues at The Pavilion by replacing the till system.

**C.57/25 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.58/25 GARDEN COMPETITION DISQUALIFICATION - APPEAL**

Consideration was given to a report of the Town Clerk, which had previously been circulated, regarding an appeal received in respect of a local resident who had been disqualified from the garden competition.

**RESOLVED:** That the Council upholds the local resident's disqualification.

**C.59/25 CONSIDERATION OF PROPOSAL – SOCIAL & SPORTING HUB DEVELOPMENT**

Consideration was given to a report of the Town Clerk, which had previously been circulated, in relation to a proposal received to develop a social and sports hub in Peterlee.

**RESOLVED:** That the Town Clerk undertake further work on the proposal and update members as necessary.

**Report to:** Peterlee Town Council

**Date:** 1<sup>st</sup> September 2025

**Report of:** Ian Hall Chief Officer & Town Clerk

**Subject:** **Flying Flags on Council Buildings and Sites**

**Report Purpose:** To advise Members of a request from a Councillor, following approaches from local residents, that Peterlee Town Council consider flying both the Union Flag and the Cross of St George on all Town Council-owned buildings and sites in Peterlee.

**Background:** Cllr D Hawley has received requests from several residents asking if the Town Council could fly the Union Flag and the Cross of St George across its sites and buildings.

At present, the Union Flag is already flown at Shotton Hall and the Pavilion. There is no formal Council policy regarding the flying of other flags, including the Cross of St George.

To extend flag flying to other Town Council sites, new flagpoles would need to be installed at:

- Woodhouse Park
- Eden Lane Cemetery
- Hill Rigg House

Locations: Members are asked to consider whether they wish to extend flag flying to any other sites.

Guidance from the Department for Levelling Up, Housing and Communities (DLUHC) and the Department for Digital, Culture, Media and Sport (DCMS) allows for a wider range of flags to be flown without the need for planning permission, including both the Union Flag and the Cross of St George. Local councils have discretion in setting their own protocols for when and where flags are flown.

**Recommendations:** Members are asked to:

1. Note that the Union Flag is already flown at Shotton Hall and the Pavilion.
2. Consider the request to also fly the Cross of St George and extend flag flying to Woodhouse Park, Eden Lane Cemetery, Hill Rigg House and any other sites.

## **Appendix 1: Implications**

### **Finance:**

Potential costs of new flagpoles at Woodhouse Park, Eden Lane Cemetery, and Hill Rigg House, plus purchase and replacement of flags.

### **Staffing:**

No direct implications.

### **Risk:**

No direct implications.

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

Members should consider perceptions within the community.

### **Crime and Disorder:**

No direct implications.

### **Consultation and Communication:**

Request originated from local residents;

### **Procurement:**

Flagpoles and flags to be sourced in line with Council financial regulations.

### **Legal & Data Protection:**

Flying of both the Union Flag and Cross of St George is permitted under government regulations.

**Report to:** Peterlee Town Council

**Date:** 1<sup>st</sup> September 2025

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

**Subject:** **Thorntree Gill Leisure Gardens – Amenity Building**

**Report Purpose:** To note the situation with regard to power supply for the amenity building at Thorntree Gill Leisure Gardens and to give some direction in seeking to resolve the issues with the power supply and future use of the building.

**Background:** In 2017, Peterlee Town Council resolved to replace the existing rain shelter at Thorntree Gill Leisure Gardens with a new amenity/meeting room and storage facility.

The design was developed in consultation with the leisure gardeners on site. The building was designed with sustainability in mind and features:

- Rainwater harvesting
- An off-grid solar photovoltaic (PV) panel system with battery storage to provide lighting, heating, and power.

Planning and building regulations approval was obtained in Spring 2019.

The facility cost £100,012 which was funded entirely from the Town Council's capital programme.

The building was completed and opened in 2020, following some delays caused by the COVID-19 pandemic.

However, during its first winter in use, the PV system failed to generate sufficient power due to shorter daylight hours and lower sunlight intensity. The batteries regularly powered down to protect themselves, leaving the building without electricity for extended periods.

In October 2022, Council considered a proposal to install a small wind turbine (Rutland 1200 Terrain 400W) to supplement the PV system and provide a trickle charge during winter months. Following debate, Council voted unanimously to turn the project down.

Subsequent to this decision:

- A site visit by an expert in the field concluded that the proposed wind turbine would still not provide enough energy to meet the building's needs during the winter.



- They also agreed with the original installers of the PV system advised that a back-up generator would still be required to ensure a reliable power supply, regardless of any wind turbine installation.

**Current Position:** At present, the Thorntree Gill Amenity Building has no viable power supply. The original PV/battery system is non-functional and need replacing.

The building has been without electricity since shortly after opening. This effectively leaves it out of use for any activity that requires lighting, heating, or electrical appliances.

When the project was first proposed, the intention was for the building to serve as both:

- A meeting and amenity space for the allotment holders at Thorntree Gill; and
- A wider community facility for use by local groups and organisations.

In practice, due to the ongoing power issues, the building has not been used to its full potential, and its operational purpose is now unclear.

## **Possible Options:**

### **Repair/Upgrade of the PV and Battery System**

- Capital Costs: Replacement or upgrade of the existing solar PV and battery system.
- Revenue Costs: Minimal ongoing costs; occasional maintenance.
- Advantages: Environmentally sustainable and aligned with Council's climate objectives; lower long-term running costs.
- Disadvantages: Winter generation likely to remain insufficient; reliability concerns already proven in practice; possible need for additional back-up supply.

### **Then the following options:**

#### **1. Back-Up Generator**

- Capital Costs: Purchase and installation of a suitable generator.
- Revenue Costs: Ongoing diesel/fuel, maintenance, and repairs.
- Advantages: Provides immediate and reliable power when required; relatively quick to install.
- Disadvantages: Ongoing fuel costs; environmental impact; noise; requires regular servicing and monitoring.

#### **2. Mains Electricity Connection**

- Capital Costs: Installation of a mains electricity supply and connection to the building (subject to feasibility and quotation).
- Revenue Costs: Ongoing electricity charges.
- Advantages: Provides a permanent and reliable power supply, enabling full use of the building.

- Disadvantages: High initial installation cost; may require trenching and disruption to site; longer installation timeframe. Also if its possible to install.

### **3. No Further Action**

- Capital Costs: None.
- Revenue Costs: None.
- Advantages: Avoids additional expenditure.
- Disadvantages: The building remains largely unusable and risks further deterioration and underutilisation of Council investment.

### **Management of facility:**

At present, there is no formal allotment association in place to oversee the operation of the Thorntree Gill Amenity Building. In the absence of such a body, responsibility for the day-to-day management and oversight of the facility would likely default to Peterlee Town Council. Key considerations for management include:

- Bookings and Access: Establishing a clear system for managing bookings, including who maintains the booking diary, how access to the facility is provided, and ensuring the building is locked and secured after use.
- Supervision and Responsibility: Identifying who will be responsible for dealing with any operational issues, responding to concerns raised by users, and carrying out periodic checks on the facility.
- Operational Policies: Development of appropriate policies and procedures covering usage, security, health and safety, cleaning, and maintenance.
- Community Involvement: Exploring opportunities to establish a user group or committee to share responsibility for the management of the building and to encourage greater community ownership of the facility.
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Without a clear management framework in place, there is a risk that the building will either remain underutilised or place additional strain on Town Council resources.

**Recommendations:** That Members note the report and consider the future of the Thorntree Gill Amenity Building

## **Appendix 1: Implications**

### **Finance:**

The reinstatement of a reliable power supply would require additional capital investment. Costs would depend on the option selected (PV repair, wind/solar hybrid, mains connection, or generator back-up). Funding source to be determined by Members.

### **Staffing:**

Officer time will be required to obtain quotations, liaise with contractors, and oversee installation. Impact on staff on management of facility.

### **Risk:**

Without power, the building remains effectively out of use, representing a lost investment. Reinstating power without clarity on usage could risk underutilisation.

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

Improved facilities could increase access for a broader range of community groups.

### **Crime and Disorder:**

A vacant or unused building may be more vulnerable to vandalism and antisocial behaviour. Active use may reduce this risk.

### **Consultation and Communication:**

Leisure gardeners were originally consulted during the design stage. Further consultation with stakeholders (including allotment representatives and potential community groups) will be required before confirming future use.

### **Procurement:**

Any works will be subject to the Council's procurement rules, including obtaining competitive quotations or tenders depending on the project value.

### **Legal & Data Protection:**

Depending on the option chosen, planning permission and/or building regulation approval may be required.

**Report to:** Peterlee Town Council

**Date of Meeting:** 1<sup>st</sup> September 2025

**Subject:** **Provision of Tablets / Laptops for Councillors**

**Report of:** Ian Hall Chief Officer & Town Clerk

**Report Purpose:** To provide Members with quotations received for the provision of suitable tablets / laptops to conduct Council business.

**Background:** Council has previously agreed to provide members with tablets/laptops to deal with Council business, particularly for the security of data following the proposed roll out of peterlee.gov.uk email addresses.

The IT equipment will be strictly for Council business and will be provided for the term of a councillor's office.

Quotations have been sought from Document Solutions, the Council's current IT support company, to ensure that there is a single point of contact to deal with any issues when required. This will avoid any disputes between separate hardware providers and IT support as to who needs to deal with a particular issue, should any arise.

**Quotations:** Document Solutions were requested to provide quotations for suitable tablets and laptops which would be suitable for Members to deal with emails and basic Word, Excel documents.

### **Tablets**

The following quotations were received

<b>Model</b>	<b>Specification</b>	<b>Unit Cost</b>	<b>Total Cost</b>
Acer Tab	64GB Wi-Fi 10.95" Screen	165.00	3,630.00
Lenovo Tab	64GB. Wi-Fi 10.1" Screen	162.00	3,564.00
Samsung Galaxy A9	64GB Wi-Fi 8" Screen	140.83	3,098.26
Honor Pad	64GB Wi-Fi 11" Screen	137.00	3,014.00
Entity Tab	32GB Wi-Fi 10.1" Screen	114.00	2,508.00

All quotations include set up costs.

In addition two Microsoft Intune Plan 1 licenses will be required costing £312.48 pa

### Laptops

Documents Solutions has advised that a cost of providing laptops will be significantly higher than tablets.

They have suggested the following laptop would be suitable for Members:

Model	Specification	Unit Cost	Total Cost
Lenovo Intel i5	Ryzen Processor, 8GB RAM, 256 GB SSD, Windows 11 pro.	£425	£9,350.00

In addition laptops require a maintenance contract of £4,092 pa for 22 (unit cost £186 per user)

### Software Licenses

In addition to the above costs, one of the following software licenses will be required.

1. **Exchange Online Plan 1**, which provides online email accounts and security at a total cost of £1,399.20 pa (£63.60 per user)
2. **Microsoft 365 Business Basic**, which provides online email accounts, together with online versions of Word and Excel etc, at total cost of £1,821.60 pa (£82.80 per user)

### Conclusion

Document Solutions have advised that it has supplied a nearby local parish council with the Lenovo tablets in November 2024. The Clerk of that parish council has advised that the tablets were initially provided to four of its Councillors as a trial. They have proved suitable for members to deal with their Council business.

It is therefore suggested that the Lenovo tablets, together with the Microsoft 365 Business Basic, would be suitable for Members of this Council.

If these tablets were acquired for all 22 Members the cost would be as follows:

22 x Lenovo Tab £3,564

### Ongoing annual costs

2 x Microsoft Intune Plan 1 licenses	£312.48
Microsoft 365 Business Basic	<u>£1,821.60</u>
	£2,134.08

### **Provision of Equipment**

If agreed by Members, equipment will be rolled out to members following the agreement of a policy governing its use.

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.

Members will also be required to successfully undertake training on GDPR and Data protection before being provided with the equipment. This is to help safeguard data and the Council as an entity.

- Recommendation**
1. That all Members be provided with a Lenovo Tab tablet as recommended by Document Solutions, together with Microsoft 365 Business Basic and supporting licenses to use for Council business.
  2. That Members be provided with the equipment following the adoption of a suitable policy and successful completion of training on GDPR and Data Protection.

## **Appendix 1: Implications**

### **Finance:**

The provision of IT equipment is not provided in the current year's budget.

### **Staffing:**

Additional staff time will be required to support members, particularly in the initial roll out of equipment and to deal with any issues that arise during its use.

### **Risk:**

No direct implications.

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

No direct implications.

### **Crime and Disorder:**

No direct implications.

### **Consultation and Communication:**

No direct consultation required

### **Procurement:**

It is proposed that the equipment be procured via the Council's IT support

### **Legal & Data Protection:**

Member must comply with requirements of GDPR and Data Protection. A policy will be submitted to the Governance and Performance Committee in due course.

Training will be provided on the requirements of GDPR and Data Protection.

**Report to:** Peterlee Town Council

**Date:** 1<sup>st</sup> September 2025

**Report of:** Ian Hall Chief Officer & Town Clerk

**Subject:** **Local Government Services Pay Agreement 2025**

**Report Purpose:** To inform Members of the National Joint Council (NJC) pay agreement for Local Government Services for 2025–2026.

**Background:** The National Joint Council for Local Government Services has reached an agreement on pay applicable from 1 April 2025 to 31 March 2026.

The agreement provides for:

- A 3.20% increase to all pay points on the NJC pay spine, effective from 1 April 2025.
- A 3.20% increase to all locally determined pay points above the maximum of the pay spine but below deputy chief officer level, in accordance with the Green Book (Part 2, Para 5.4).
- An increase of 3.20% to allowances, as detailed in Annex 2 of the NJC circular.
- The permanent deletion of Spinal Column Point 2 from 1 April 2026.

Backpay must also be provided for employees (or ex-employees) covering the period from 1 April 2025, where applicable. Employers are required to notify their Local Government Pension Scheme (LGPS) fund where arrears impact pensionable pay.

This agreement is binding on all councils that apply NJC terms and conditions (“Green Book”) to their employees.

**Recommendations:** Members are asked to note the Local Government Services Pay Agreement 2025, which provides for a 3.20% increase in NJC pay rates and allowances with effect from 1 April 2025.



## **Appendix 1: Implications**

### **Finance:**

The cost of implementing the pay award is included in the 2025/26 staffing budget.

### **Staffing:**

All staff employed under NJC terms and conditions will receive the 3.20% increase.

### **Risk:**

No direct implications.

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

The pay award applies equally to all staff on NJC terms and conditions.

### **Crime and Disorder:**

No direct implications.

### **Consultation and Communication:**

Through Unions and external bodies

### **Procurement:**

No direct implications.

### **Legal & Data Protection:**

Agreement reached under NJC collective bargaining and applicable to all councils.

**Report to:** Peterlee Town Council

**Date:** 1<sup>st</sup> September 2025

**Report of:** Ian Hall Chief Officer & Town Clerk

**Subject:** **Replacement Floor Covering- The Pavilion**

**Report Purpose:** To seek Council's consideration and approval for the replacement of flooring within the Pavilion, specifically the Stairs, Landing & Corridor, and the William Jeffery Room.

**Background:** The existing flooring at the Pavilion was installed when the building opened in 2008. After 17 years of continuous use, it is now showing significant signs of wear and deterioration.

The William Jeffery Room in particular has a tear in the flooring which has been temporarily patched with duct tape. Replacement is therefore necessary to maintain safety, appearance, and functionality of the facility

### **Quotations Received**

Three companies were invited to provide quotations for the works:

<b>Area / Room</b>	<b>(A)</b>	<b>(B)</b>	<b>(C)</b>
Stairs, Landing & Corridor	£7,575.86	£5,035.00	£4,773.86
William Jeffery Room	£3,264.00	£2,380.00	£1,768.00
<b>Total (ex VAT)</b>	<b>£10,839.86</b>	<b>£7,415.00</b>	<b>£6,541.86</b>

**Recommendations:** Members are asked to:

1. Consider the quotations received for the Pavilion flooring replacement.
2. Approve the appointment of Durham Flooring (Company C) at a cost of £6,541.86 (ex VAT), to be funded from the Building Maintenance and Miscellaneous budgets.

## **Appendix 1: Implications**

### **Finance:**

Building Maintenance Budget (current balance): £5,992.43

Miscellaneous Budget (current balance): £5,532.17

Total available: £11,524.60

The recommended quotation of £6,541.86 (ex VAT) can be met from these existing budgets.

### **Staffing:**

No direct implications.

### **Risk:**

No direct implications.

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

The replacement flooring will improve safety and accessibility for all Pavilion users, including those with mobility issues, by ensuring level and well-maintained surfaces throughout the building.

### **Crime and Disorder:**

No direct implications.

### **Consultation and Communication:**

Pavilion staff have highlighted the need for replacement due to safety concerns and appearance.

### **Procurement:**

The procurement process has been undertaken in line with the Council's Financial Regulations by obtaining three competitive quotations.

### **Legal & Data Protection:**

No direct implications.

**Report to:** Peterlee Town Council

**Date:** 1<sup>st</sup> September 2025

**Report of:** Richard Parker Duty Supervisor Hospitality

**Subject:** **Outdoor Catering Equipment**

**Report Purpose:** To seek Council's consideration of whether to allocate funds from the 2025/26 Events unallocated budget towards the purchase of outdoor catering equipment, following a recommendation from the Events Committee.

**Background:** At its meeting on 22 July 2025, the Events Committee considered options for providing outdoor catering at Council events. The Pavilion Supervisor (Hospitality) reported that a catering van would cost in the region of £12,000–£15,000 and recommended that this not be pursued. As an alternative it was suggested that a suitable gazebo and remaining catering equipment not currently held could be held be purchased.

The Committee resolved:

- that a catering van would no longer be purchased; and
- that an item be added to the next Council Meeting agenda to seek approval for the use of the unallocated Events budget from 2025/26 to purchase all necessary outdoor catering equipment

**Equipment:** The Pavilion Supervisor identified the following essential outdoor kitchen equipment and provided 3 quotes:

#### **Grills**

Company A	LPG 4 burner griddle	£839.99 inc vat
Company B	LPG 4 burner griddle	£683.99 inc vat
Company C	LPG 4 Burner griddle	£995.00 inc vat

#### **Refrigeration Units**

Company A	156 litre maxcold cool box	£255.00 inc vat
Company B	150 litre marine coolbox	£279.99 inc vat
Company C	156 litre maxcold coolbox	£279.99 inc vat

#### **Countertops and prep stations**

Company A	1200mm table	£162.49 inc vat	x4
Company B	1830mm table	£191.98 inc vat	x 3
Company C	1200mm table	£119.95 inc vat	x4

#### **Fryers**

Council have 1 lpg double fryer, which will need a gas test before use

**Sink**

Company A	Double hot water sink	£630.00 inc vat
Company B	Hot water sink	£795.58 inc vat
Company C	Double hot water sink	£580.00 inc vat

**Gazebo**

Company A	3x6 40mm frame	£955.00 inc vat
Company B	3x6 60mm frame	£1314.90 inc vat
Company C	3x6 40mm frame	£1014.00 inc vat

**Gas bottle Cage**

Company A	90x70	£211.42 inc vat
Company B	90x80	£169.99 inc vat
Company C	90x80	£109.00 inc vat

**Purchases would be:**

- Grills – LPG 4 burner griddle (recommended Supplier A – Buzz Catering, £839.99 inc. VAT, based on larger cooking surface).
- Refrigeration Units – 156 litre Maxcold coolbox (recommended Supplier A – Amazon, £255.00 inc. VAT, widely used by festival traders).
- Countertops & Prep Stations – weather resistant preparation tables (recommended Supplier B – Nisbets, 1830mm table £191.98 inc. VAT x3, chosen for best pricing and shelving).
- Fryers – the Council already owns one LPG double fryer, which requires a gas safety test before use.
- Sinks – commercial hot water double sink (recommended Supplier C – eBay, £580.00 inc. VAT).
- Gazebo – 3x6m professional frame gazebo (recommended Supplier B – Gala Tent, £1,314.90 inc. VAT, based on sturdier framework).
- Gas Bottle Cage – collapsible LPG cage (recommended Supplier C – Amazon, £109.00 inc. VAT, easier for transport).

Total cost of recommended equipment: **£3,674.83.**

The Pavilion Supervisor also suggested Members may wish to consider purchasing a shipping container for storage of equipment when not in use, with indicative prices starting from £1,400.

**Recommendations:** Members are asked to consider:

1. Approval of the purchase of outdoor catering equipment at an estimated cost of **£3,674.83**, funded from the 2025/26 unallocated Events budget.
2. Whether to also approve the purchase of a shipping container for equipment storage (estimated cost from £1,400).

## **Appendix 1: Implications**

### **Finance:**

Equipment cost: £3,674.83, Optional storage (container) from £1,400. The Events Committee requested use of the unallocated Events budget (2025/26).

### **Staffing:**

The introduction of outdoor catering will place additional demands on Pavilion staff during events. This could require adjustments to the staffing rota at the Pavilion to cover both indoor and outdoor operations simultaneously. On larger events, there may be a need to engage casual staff to support service, food preparation, and customer care.

### **Risk:**

Without suitable secure storage, the equipment may deteriorate or be at risk of theft. Equipment would enable the Pavilion to provide flexible catering at outdoor events, improving service capacity and income opportunities.

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

No direct implications.

### **Crime and Disorder:**

No direct implications.

### **Consultation and Communication:**

No direct implications.

### **Procurement:**

Three quotations have been provided for each item, in line with Financial Regulations.

### **Legal & Data Protection:**

No direct implications.