



12<sup>th</sup> August 2025

Dear Councillor,

I hereby summon you to attend a meeting of **Peterlee Town Council** on  
**Monday 18<sup>th</sup> August 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. Minutes Silence**

To hold a minute's silence in memory of former Councillor Janice Measor, who sadly passed away on 4 July 2025, in recognition of her service to the Council and community.

**2. Apologies for Absence**

**3. 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>

**4. 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.

**5. Presentation from CALM CIC**

Barbara Chrisp will be in attendance to give an oversight of the work of CALM CIC.

**6. Minutes**

To approve the Minutes of the following meeting:-

- a. Council Meeting held on 21<sup>st</sup> July 2025 (Copy attached)
- b. Events Meeting held on 22<sup>nd</sup> July 2025 (Copy attached)

**7. EMS Healthcare: Request to Site NHS Mobile Unit to Facilitate 'Our Future Health' Programme**

Report of Town Clerk. (Copy attached)

**8. Application for the Grant of a Premises licence**

Report of Town Clerk. (Copy attached)

**9. Live Streaming and Recording of Council Meetings**

Report of Town Clerk. (Copy attached)

**10. 2025/26 Financial Year – First Quarter Budget Summary**

Report of Town Clerk. (Copy attached)

**11. Eden Lane Depot - Update**

Report of Neighbourhood Manager. (Copy attached)

**12. Replacement of Till System at The Pavilion**

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

**13. 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.

**14. Garden Competition Disqualification - Appeal**

Report of Town Clerk. (Copy attached)

**15. Consideration of Proposal – Social & Sporting Hub Development**

Report of Town Clerk. (Copy attached)

## PETERLEE TOWN COUNCIL

Minutes of the **Town Council** meeting held on **Monday 21<sup>st</sup> July 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, I. Pygall, H 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).

Six Members of the public were in attendance

Councillor David Bell, Chair of County Durham Association of Local Councils  
Audrey Christie, Executive Officer, County Durham Association of Local Councils

### **C.35/25 PRESENTATION OF CiLCA CERTIFICATE**

Councillor David Bell, Chair of County Durham Association of Local Councils (CDALC),  
and Audrey Christie, CDALC Executive Officer, attended the meeting to formally  
present Ian Hall with his Certificate in Local Council Administration (CiLCA)  
qualification.

Councillor Bell advised that attaining the CiLCA qualification was a significant  
achievement, taking a considerable amount of time, commitment, self-motivation,  
discipline, and sacrifice. On average only 150 students achieve CiLCA a year and  
nationally only 12% of clerks have the Level 3 qualification. The Town Council are  
fortunate to have a qualified town clerk and should be proud of Ian for putting in the  
hard work to attain the qualification.

Members congratulated Mr Hall for his achievement.

### **C.36/25 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor L Sanders

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

### **C.37/25 DECLARATIONS OF INTEREST**

No declarations of interest were submitted.

### **C.38/25 PUBLIC PARTICIPATION**

In relation to Item No 7, Provision of Devices (Mobile phones, Tablets/Laptops) to  
Members, three members of the public spoke against the issue of devices to members,  
one of whom asked if there had been any data breaches in the past and if so how had  
they been resolved. One member of the public spoke in favour of the provision of  
devices.

A member of the public was in attendance to offer the Council assistance in organising  
a music festival featuring original bands. He explained that all profits would go to the  
Council to help fund the following year's festival. He was requested to leave contact  
details so that the Town Clerk could obtain further details of his proposal.

### **C.39/25 UPDATE FROM DURHAM COUNTY COUNCILLORS**

Councillor Steven Franklin advised members that Durham County Council had un-  
declared the climate emergency and declared a care emergency. The County Council

was also looking to introduce Article 4 Regulations which would mean that all HMOs regardless of size would be subject to planning approval.

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

**C.40/25 MINUTES**

a. Council held on 7<sup>th</sup> July 2025

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

**C.41/25 REQUEST FROM NOBLE'S FUNFAIR – TEMPORARY BAR FOR SEPTEMBER EVENT**

Consideration was given to a report of the Events Officer, which had previously been circulated, detailing a request from Noble's Funfairs to include a temporary bar at their September event.

Members voiced concerns that the temporary bar would be in direct competition to the Council's offer at the Pavilion.

Members unanimously agreed to decline the request.

**RESOLVED:** That Noble's Funfairs request to operate a temporary bar at their September event be declined.

**C.42/25 PROVISION OF DEVICES (SMART PHONES, TABLETS/LAPTOPS) TO COUNCILLORS**

Consideration was given to a report of the Locum Democratic Services Manager, which had previously been circulated, providing information so that members could make an informed decision in relation to the provision of electronic devices (smart phones, tablets/laptops).

The report had been submitted in accordance with a special motion agreed by Council at its meeting held on 7<sup>th</sup> July 2025. (Minute No C.28/25 refers)

During presentation of the report Councillor Sanderson briefly left the meeting and returned.

The following motion was proposed by Councillor K. Hawley, seconded by Councillor D. Howarth: 'That the decision be deferred for 6 months when the roll out of gov.uk email addresses and training would be complete'.

Following a vote taking place the motion was defeated. (For 8, Against 9)

A further motion was proposed by Councillor D. Meadows, seconded by Councillor A. Laing: 'that Councillors be provided with a tablet or laptop for Council business, but not a phone'.

Councillors D Hawley and K. Hawley left the meeting during discussion of the motion.

Following discussion and prior to the vote the wording of the motion was clarified as noted above.

Following a vote taking place the motion was agreed (For 15, Against 1)

A recorded vote was requested.

For	Against	Abstain
Cllr P Brown	Cllr J Black	Cllr M-L Franklin
Cllr D Burrell		Cllr S Franklin
Cllr M A Cartwright		
Cllr P Cartwright		
Cllr B Fishwick		
Cllr D Howarth		
Cllr A Laing		
Cllr D Meadows		
Cllr R Moore		
Cllr H Pygall		
Cllr I Pygall		
Cllr M Sanderson		
Cllr S Simpson		
Cllr M Tough		
Cllr D Wright		
<b>TOTAL VOTES: 15</b>	<b>TOTAL VOTES: 1</b>	<b>TOTAL: 2</b>

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.

- RESOLVED:**
1. That the Council provide Members with a suitable tablet or laptop for Council business, but not a phone.
  2. That the Town Clerk obtain quotes from the Councils current IT Supplier for suitable tablets and laptops

Councillor D Howarth left the meeting at this point.

#### **C.43/25 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.44/25 REQUEST TO HIRE SHOTTON HALL**

Consideration was given to a report of the Town Clerk, which had previously been circulated, regarding a request to hire Shotton Hall.

- RESOLVED:**
1. That the request to hire Shotton Hall for the negotiated fee included in the report be agreed.
  2. That the Chief Officer/Town Clerk proceed with finalising the agreement, including legal sign-off.
  3. That authority be delegated to the Chief Officer/Town Clerk to deal with any minor operational issues related to the hire.

## PETERLEE TOWN COUNCIL

Minutes of the **Events Committee** meeting held on **Tuesday 22nd July 2025** at 10.00am in the Council Chamber, Shotton Hall, Peterlee.

**Present:** Councillor K Hawley (Chair) and D Howarth, A Laing, D Burrell, B Fishwick, S Simpson, P Cartwright, M A Cartwright

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

### **E.5/25 APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Councillors D Meadows, H Pygall

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

### **E.6/25 DECLARATIONS OF INTEREST**

No declarations of interest were submitted.

### **E.7/25 UPDATE FROM THE PAVILION SUPERVISOR (HOSPITALITY)**

#### **Christmas Panto and Over 60's Afternoon Tea**

The Pavilion Supervisor (Hospitality) confirmed the Christmas Panto was booked to take place at the Pavilion on Tuesday 23 December 2025 and the Over 60's Afternoon Tea was booked on 20 January 2026, with a second date being booked as soon as possible for February 2026.

#### **Remembrance Day**

The Pavilion Supervisor (Hospitality) reported that he was organising a brunch/afternoon tea for Remembrance Day on Tuesday 11<sup>th</sup> November and Members were happy with this and asked the Events Officer to contact a Bugler for the occasion.

#### **Upcoming and new events**

The Pavilion Supervisor (Hospitality) confirmed that all ticket sales were steady for all events currently on sale and that he had plans to hold a Christmas Cabaret Night for 22 December 2025, as well as Burns Night on Saturday 24 January 2026. The Pavilion Supervisor (Hospitality) is also considering planning a Northern Soul Night and this will be looked into.

#### **Catering Van**

The Pavilion Supervisor (Hospitality) has looked into the price of a catering van and this is expected to cost between £12,000 and £15,000 for the van alone and recommended not making the purchase. Instead, he

recommended purchasing a suitable catering marquee or gazebo and the remaining items of equipment they don't currently have, which would be cheaper overall.

Members considered the recommendation from the Pavilion Supervisor (Hospitality) and asked if there was provision in the events budget to purchase the items needed to allow the Pavilion to offer outdoor events catering. The Events Officer confirmed there are funds in the unallocated events budget, however, the exact figure is unknown at present as some of the funds will be used towards existing future events.

## **RESOLVED**

1. That the Pavilion Supervisor (Hospitality) continue with his plans to arrange the above mentioned upcoming and future events.
2. That the Events Officer will contact a Bugler to perform at the Remembrance Brunch/Afternoon Tea event.
3. That a catering van would no longer be purchased.
4. That an item would be added to the next Council Meeting agenda to seek approval for the remaining Events unallocated budget from the 2025/26 financial year be used to purchase all outdoor catering equipment needed.

**E.8/25**

## **UPDATE FROM THE EVENTS OFFICER**

### **VJ Day**

The Events Officer asked Members of the events Committee how they would like to acknowledge the day. Consideration was given to other events in the UK and agreed to follow suit with raising a flag and publicising on social media.

A Member also asked that a flag be raised on 23 April 2026 for St Georges Day.

### **Garden Competition 2025**

The Events Officer confirmed the judging held on 9<sup>th</sup> July for Gardens and 10<sup>th</sup> July for allotments, as well as the presentation on 17 July were a success with 95% of feedback being positive. We also had 6 new allotment entrants and 4 new garden entrants.

Members who attended the presentation event also gave positive feedback and agreed it was a success and an enjoyable afternoon.

The Events Officer asked if this event was to be held again in 2026 and Members agreed.

## **Upcoming Summer Events**

The Events Officer gave updates on which activities, entertainment and attractions were booked for the following events:-

23<sup>rd</sup> July 2025 – Woodhouse Park

4<sup>th</sup> August 2025 – Pavilion, Helford Road

27<sup>th</sup> August 2025 – Peterlee & Horden Rugby Club

Members discussed the cost of other attractions available to hire and the Events Committee Chair asked if a Roller Rink could be sought and booked for either the 4<sup>th</sup> August or the 27<sup>th</sup> August events, depending on availability.

Members also asked for prices to be sought for a carousel and Christmas Market stalls for the Pavilion for Christmas.

#### **Events for 2026/27**

The Events Chair expressed this item should be discussed at the next meeting and Members agreed.

#### **RESOLVED**

1. That the Events Officer would purchase suitable flags to be raised on VJ Day and St Georges Day.
2. That the Garden Competition be planned for 2026.
3. That the events officer would gather quotes and available dates for a Roller Rink and book the attraction for either the 4<sup>th</sup> of August or the 27<sup>th</sup> of August Summer event.
4. That the events officer would gather quotes for a carousel and Christmas Market stalls for the Pavilion for Christmas.
5. That events for 2026/27 will be discussed at the next Events Committee Meeting.

**E.9/25**

#### **NEXT EVENTS COMMITTEE MEETING**

#### **RESOLVED**

That the next Events Meeting be held in September 2025 on a date yet to be determined, at 10:00am in the Council Chamber, Shotton Hall.



**Report to:** Peterlee Town Council

**Date:** 18<sup>th</sup> August 2025

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

**Subject:** **EMS Healthcare: Request to site NHS Mobile Unit to Facilitate 'Our Future Health' Programme**

**Report Purpose:** To seek Members' consideration of a request from EMS Healthcare, a logistics partner of the NHS, to temporarily host a mobile health outreach unit in the Peterlee & Horden RFC car park during winter 2025.

**Background:** EMS Healthcare is working with the national research programme *Our Future Health*, which aims to revolutionise the prevention, detection, and treatment of major health conditions such as cancer, dementia, diabetes, stroke, and heart disease.

The outreach programme involves a fully fitted mobile unit that includes two consultation rooms and runs independently with its own power supply. The unit would be used to carry out NHS-led health assessments as part of this research.

**Proposal:**

- **Dates Requested:** 28th November – 22nd December 2025
- **Location:** Peterlee & Horden RFC Car Park
- **Space Required:** 8 parking bays in total (unit + staff + participant parking)
- **Facilities Requested:** Access to on-site toilets (likely the Public toilets or Eden lane depo building)
- **Unit Size:** Approx. 7.4m long × 2.2m wide (closed) / 4m wide (with awning), height 3.1m

The project has the support of the rugby club and aligns with wider public health objectives, offering residents an opportunity to contribute to vital NHS research.

If approved, officers would liaise with EMS Healthcare to ensure the siting does not disrupt other activities in the car park or Pavilion and that any necessary access and safeguarding considerations are managed.

**Recommendations:** Members are asked to consider supporting the request from EMS Healthcare to use part of the Peterlee & Horden RFC car park from 28th November to 22nd December 2025 for the *Our Future Health* NHS outreach unit, subject to appropriate arrangements being made regarding access, safety, and facilities.

## **Appendix 1: Implications**

### **Finance:**

No direct impact.

### **Staffing:**

Minor – site access and coordination via Neighbourhood team.

### **Risk:**

No direct impact.

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

Project supports inclusive public health goals.

### **Crime and Disorder:**

No direct impact.

### **Consultation and Communication:**

Support already gained from RFC club representative.

### **Procurement:**

No direct impact.

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

Managed by NHS/EMS under their clinical protocols and GDPR standards.

**Report to:** Peterlee Town Council

**Date:** 18<sup>th</sup> August 2025

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

**Subject:** **Application for the Grant of a Premises licence**

**Report Purpose:** To consider whether to submit comments in relation to an application for the grant of a Premises Licence submitted to Durham County Council.

**Background:** Durham County Council is the responsible authority for premises licences under the Licensing Act 2003.

Applications received by DCC are posted on its website so that the public or organisation can make representations on applications.

Representation, either opposing or supporting an application, must be made in writing by the deadline date.

Any representations received must relate to at least one of the following licensing objectives:

- The Prevention of Crime and Disorder
- Public Safety
- The Prevention of Public Nuisance
- The Protection of Children from Harm

**It is an offence knowingly or recklessly to make a false statement in connection with an application.**

The Town Council is advised via CDALC of any applications received within the Peterlee Town Council area.

**Applications** Members have been advised of the following application via email. The application is included for member consideration as it seems a substantial application.

Members may support the application, submit an objection to the application within at least one of the objectives listed above or choose not to submit any comments.

**Easteye Limited, The Canny Lad and Vibe, Bede Way, Peterlee. SR8 1BU**

The details of the application is as follows:

**Application for the Grant of a Premises licence**

**Films (indoors)** Monday to Wednesday 9.00am to 1.00am, Thursday to Sunday 9.00am to 2.30am, from finish time on New

Year's Eve to start time on New Year's Day, Christmas Eve and Boxing Day until 2.30am, additional hour on the day that GMT becomes BST

**Live music** (indoors) Monday to Wednesday 9.00am to 1.00am, Thursday to Sunday 9.00am to 2.30am, from finish time on New Year's Eve to start time on New Year's Day, Christmas Eve and Boxing Day until 2.30am, additional hour on the day that GMT becomes BST

**Recorded music** (indoors) Monday to Wednesday 9.00am to 1.00am, Thursday to Sunday 9.00am to 2.30am, from finish time on New Year's Eve to start time on New Year's Day, Christmas Eve and Boxing Day until 2.30am, additional hour on the day that GMT becomes BST

**Performances of Dance** Monday to Wednesday 9.00am to 1.00am, Thursday to Sunday 9.00am to 2.30am, from finish time on New Year's Eve to start time on New Year's Day, Christmas Eve and Boxing Day until 2.30am, additional hour on the day that GMT becomes BST

**Anything of a similar description of live music, recorded music and dance (indoors)** Monday to Wednesday 9.00am to 1.00am, Thursday to Sunday 9.00am to 2.30am, from finish time on New Year's Eve to start time on New Year's Day, Christmas Eve and Boxing Day until 2.30am, additional hour on the day that GMT becomes BST

**Late night refreshment** (indoors) Monday to Wednesday 11.00pm to 1.00am, Thursday to Sunday 11.00pm to 2.30am, from finish time on New Year's Eve to start time on New Year's Day, Christmas Eve and Boxing Day until 2.30am, additional hour on the day that GMT becomes BST

**Sale of alcohol** (on and off the premises) Monday to Wednesday 9.00am to 1.00am, Thursday to Sunday 9.00am to 2.30am, from finish time on New Year's Eve to start time on New Year's Day, Christmas Eve and Boxing Day until 2.30am, additional hour on the day that GMT becomes BST

**Recommendation:** That Members consider whether to submit comments with regard to the licensing application.

## **Appendix 1: Implications**

### **Finance**

£100,000 earmarked from 2024/25 underspend. Procurement ongoing to remain within budget.

### **Staffing**

Temporary relocation remains in place until works complete.

### **Risk**

Health & safety risks being addressed through planned works.

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

No direct implications

### **Crime and Disorder**

No direct implications

### **Consultation & Communication**

No wider consultation required

### **Procurement**

All works to follow Financial Regulations, with 3 quotes obtained for key contracts.

### **Legal**

No direct implications.

**Report to:** Peterlee Town Council

**Date:** 18<sup>th</sup> August 2025

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

**Subject:** **Live Streaming and Recording of Council Meetings**

**Report Purpose:** To seek Council's views on a proposal from Cllr Laing and Cllr Moore that Peterlee Town Council begins live streaming its Full Council meetings via its website and records meetings for future public access.

**Background:** Recent years have seen an increased expectation for transparency and accessibility in local government. Many councils now livestream or publish video recordings of their meetings to encourage public engagement and ensure residents can follow decision-making processes even if they cannot attend in person.

Cllr Laing and Cllr Moore have formally requested that the Council consider implementing live streaming and recording of Full Council meetings.

**Background:** The Councillors proposal is as follows

1. Peterlee Town Council live streams all Full Council meetings via its website or social media channels.
2. Each meeting is also recorded and archived for future public access and accountability.
3. Suitable equipment and software are sourced by the Town Clerk to facilitate high-quality audio and video capture, should the Council agree in principle to this initiative.
4. Recordings are stored and managed in accordance with relevant data protection, records management, and transparency policies.
5. A review takes place after 6 months of implementation to assess public usage, technical reliability, and operational impacts.

**Recommendations:**

1. That members consider the principle of streaming and recording of Full Council meetings.
2. That, should Members agree to the proposal, the Town Clerk prepare a report in relation to the procurement of suitable equipment and software with costings, together with legal implications for data storage and management, including data protection and transparency.

## **Appendix 1: Implications**

### **Finance:**

Costs to be confirmed following agreement in principle.

### **Staffing:**

Minor increase in admin/staff time; training required.

### **Risk:**

Potential for technology or internet connection issues.

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

This proposal supports inclusion and equality by removing physical attendance barriers for residents.

### **Crime and Disorder:**

No direct impact.

### **Consultation and Communication:**

Proposal received from Cllrs Laing and Moore.

### **Procurement:**

To be undertaken in accordance with the Council's Financial Regulations.

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

Compliance with the Data Protection Act 2018 and UK GDPR is required, including appropriate notices to attendees.

<b>Report to:</b>	Peterlee Town Council
<b>Date of Meeting:</b>	18 <sup>th</sup> August 2025
<b>Subject:</b>	<b>2025/26 Financial Year – Third Quarter Budget Summary Report</b>
<b>Report of:</b>	Ian Hall, Chief Officer/Town Clerk
<b>Report Purpose:</b>	To provide the Committee with a budget summary report to the end of the first quarter of the 2025/26 financial year, in line the Council's Financial Regulations <sup>1</sup> .
<b>Background:</b>	<p>Section 5.8 of the Council's Financial Regulations provides that as the Council's Responsible Financial Officer (RFO) I am required to provide a statement comparing actual expenditure to that planned in the budget for each head of the Council's budgets.</p> <p>The working process that enables this report is as follows:</p> <ul style="list-style-type: none"> <li>• End of Quarter budget report produced and circulated to Budget holders by Finance Team;</li> <li>• 1:1 meeting between budget holders, Town Clerk and Finance Assistant;</li> <li>• Variance report produced and discussed with each budget holder;</li> <li>• Report to Council for discussion and approval.</li> </ul> <p>This report represents the Council's position at the end of the first quarter of the 2025/26 Financial Year, i.e. as at 30<sup>th</sup> June 2025.</p>
<b>Q1 summary:</b>	The 2025/26 quarter 1 overall budget outturn per budget head is provided in Appendix 1 to this report. In basic terms, net expenditure is lower than the <i>pro rata</i> forecast budget expenditure for the first 3 months by just over £80,502, equivalent to 3.31% of the total expenditure budget for the year.
<b>Q1 variances:</b>	A number of individual budget heads have variances in excess of the 'material' 15% limit prescribed in the Financial Regulations. Summary explanations for these material variances are provided in Appendix 2 to this report.
<b>Recommendation:</b>	Members are recommended to note the content of this report and Appendices 1 and 2 which set out the quarter 3 variances by budget head and summary explanations for each variance over 15%.

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<sup>1</sup> Council's financial regulations are available from the Town Clerk on request or [here](#):



## Appendix 1: 2025/26 Quarter 1 Variance Table by Budget Heads

		A 2025/26 Budget	B Q1 Forecast	C Q1 Actual	D Variance *	E % of Budget * (D/A)	F pro rata variance % * (D/B)
101	Central & Civic HQ Costs	694,993	252,689	198,515	-54,174	-8%	-21%
102	Democratic Costs	31,500	7,500	5,443	-2,057	-7%	-27%
103	Corporate Management	44,175	5,554	6,863	1,309	3%	24%
105	Other Costs and income	-2,108,755	-1,054,627	-1,054,628	-1	0%	0%
221	The Pavilion	482,090	115,107	84,221	-30,886	-6%	-27%
240	Sport & Leisure	199,389	47,341	26,456	-20,885	-10%	-44%
241	Hill Rigg House	20,761	7,405	6,275	-1,130	-5%	-15%
242	Lowhills Road Bowling Club	499	-1	-1	0	0%	0%
261	Eden Lane Community Fac	-7,001	-7,001	-7,764	-763	11%	11%
262	Eden Lane Depot	39,735	12,590	9,720	-2,870	-7%	-23%
263	Eden Lane Bowling Club	1,588	1,147	961	-186	-12%	-16%
280	Woodhouse Park	97,598	26,512	18,533	-7,979	-8%	-30%
290	Sports Development	-34,278	-6,106	-2,679	3,427	-10%	-56%
301	Parks General	260,068	67,015	57,275	-9,740	-4%	-15%
325	Cemetery & Burials	53,670	13,419	10,864	-2,555	-5%	-19%
350	Allotments	16,709	1,114	817	-297	-2%	-27%
410	Town Activities	8,000	1,250	1,065	-185	-2%	-15%
430	Town Events	45,800	8,400	1,640	-6,760	-15%	-80%
901	Capital Projects	63,000	5,000	41,645	36,645	58%	733%
950	Earmarked Reserves	74,400	10,000	28,584	18,584	25%	186%

\* Minus figures represent an underspend

**Appendix 2: material (>15%) variances for quarter 1 by budget head**

NB – negative variances are enclosed in (parenthesis) and indicate an underspend, whether through reduced expenditure or increased income or both.

Code	Budget Head	Variance * (D)	pro rata variance % * (F)	Explanation
101	Central & Civic HQ Costs	-54,174	-21%	Wage Underspend (Pay award pending)
102	Democratic Costs	-2,057	-27%	Underspend on members allowances
103	Corporate Management	1,309	24%	Overspend card machine/bank charges
221	The Pavilion	-30,886	-27%	Vacancies and Event income/exp
240	Sport & Leisure	-20,885	-44%	Funding grant (Pitchpower)
241	Hill Rigg House	-1,130	-15%	Utilities
262	Eden Lane Depot	-2,870	-23%	Utilities (Staff relocation)
263	Eden Lane Bowling Club	-186	-16%	Repair and decoration
280	Woodhouse Park	-7,979	-30%	Wages (Pay award pending) Utilities (Staff relocation)
290	Sports Development	3,427	56%	Income down, Increased costs
325	Cemetery & Burials	-2,555	-19%	Wages (Pay award pending) Seasonal income
350	Allotments	-297	-27%	Income up
410	Town Activities	-185	-15%	Underspend on concessionary use
430	Town Events	-6,760	-80%	Underspend on VE Day and seasonal
901	Capital Projects	36,645	733%	Grants section 106 paid
950	Earmarked Reserves	18,584	186%	Purchase of tractor

\* Minus figures represent an underspend

**Report to:** Peterlee Town Council

**Date:** 18<sup>th</sup> August 2025

**Report of:** Neighbourhood Services Manager

**Subject:** **Eden Lane Depot –Update**

**Report Purpose:** To consider quotations obtained to carry out essential work at Eden Lane Depot.

**Background:** Council, at its meeting held on 3rd February 2025, considered a report updating Members on the condition of Eden Lane Depot. Members noted the following (Minute No C.185/24 refers):-

- Remedial works had taken place to prevent further water ingress and damage to the Depot.
- Quotations were to be sought to carry out further works to the main roof.
- Repair of the small store was uneconomical and was therefore to be demolished and replaced with a portacabin type building. The fuel store may have required relocating to accomplish this.
- Further electrical works may be necessary following completion of the work.
- £100,000 was earmarked from the 2024/25 underspend to fund the necessary works.

**Quotations** In accordance with Financial Regulations quotations have been obtained from three contractors. During the quotation process contractors advised that the small store could be brought back into use if the walls were repointed and roof re-felting.

The following quotations therefore include repairs to the main roof, re-felting of the small store roof and repointing to the small store. The quotations do not include any minor electrical works that may be required following completion of the work to the main roof and small store.

**Company    Cost**

A	£17,500
B	£18,267
C	£59,813

**Finance** The work can be accommodated from earmarked funding.

**Recommendation:** That the contract be awarded to Company A (S and J Builders) in the sum of £17,500.

## **Appendix 1: Implications**

### **Finance**

£100,000 earmarked from 2024/25 underspend. Procurement ongoing to remain within budget.

### **Staffing**

Temporary relocation remains in place until works complete.

### **Risk**

Health & safety risks being addressed through planned works.

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

No direct implications

### **Crime and Disorder**

No direct implications

### **Consultation & Communication**

No wider consultation required

### **Procurement**

All works to follow Financial Regulations, with 3 quotes obtained for key contracts.

### **Legal**

No direct implications.

**Report to:** Peterlee Town Council

**Date:** 18<sup>th</sup> August 2025

**Report of:** Richard Parker, Deputy Supervisor (Hospitality)

**Report Title:** **Replacement of Till System at The Pavilion**

**Purpose:** To advise Members of the replacement of the till system at The Pavilion.

**Background:** Members may be aware of ongoing issues with the till system at the Pavilion, including regular breakdowns, slow transaction speeds and limited payment functionality.

The tills are now beyond their useful life and require replacement.

**Detail** Quotations have been obtained from three suppliers to replace the till system with four new tills at The Pavilion as detailed below.

<b>Supplier</b>	<b>Cost (excluding VAT)</b>
Company A	£1,621
Company B	£3,317
Company C	£3,200

The lowest quotation obtained was from Company A (Epos Now). This supplier offered the most competitive price and best balance of features and usability for The Pavilion. The system includes touchscreen terminals, integrated card payment capability, real-time inventory tracking, and detailed sales reporting.

Installation and staff training will be arranged as soon as possible.

In order to resolve current operational issues at The Pavilion without delay an order has been placed with Epos Now to provide and install four tills as per their quote. The action taken is in accordance with Financial Regulations and has been done in consultation with the Chair of Council.

**Finance:** The cost of the tills can be funded from existing budgets.

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

**Appendix 1: Implications**

<b>Implication</b>	<b>Detail</b>
<b>Finance</b>	Total cost of £1,651 excl. VAT, funded from existing budgets.
<b>Staffing</b>	No change to staffing. Training will be provided to existing team members.
<b>Equality &amp; Diversity</b>	No direct implications.
<b>Crime &amp; Disorder</b>	No direct implications.
<b>Human Rights</b>	No direct implications.
<b>Consultation</b>	No external consultation required.
<b>Procurement</b>	In accordance with the Council's Financial Regulations.
<b>Disability Issues</b>	No direct implications.
<b>Legal</b>	No direct legal implications.
<b>Data Protection</b>	No direct implications.