

## PETERLEE TOWN COUNCIL

Minutes of the **Annual Town Council** meeting held on **Monday 18<sup>th</sup> May 2026** at 6.30pm  
in The Brandling Suite, Shotton Hall, Peterlee.

**Present:** Councillor M Cartwright (Mayor) and Councillors J. Black, P. Brown, D. Burrell, P. Cartwright, B. Fishwick, ML. Franklin, S. Franklin, K. Hawley, D. Howarth A. Laing, D. Meadows, R. Moore, I. Pygall, M. Sanderson, S. Simpson, D. Wright

**Also**

**Present** Ian Hall, (Chief Officer and Town Clerk), Deborah Woodhall (Resources Manager) and Louise Hudson (Democratic Services Assistant)

8 members of the public were in attendance.

**C.1/26 ELECTION OF MAYOR FOR THE ENSUING YEAR**

Nominations were received and seconded for Councillor M Cartwright and B. Fishwick.

A vote was taken by way of show of hands:

Councillor M Cartwright	13 votes
Councillor B Fishwick	4 votes

**RESOLVED:** That Councillor M. A. Cartwright be elected Mayor for the ensuing year.

Following election as Mayor, Councillor M Cartwright signed a Declaration of Acceptance of Office.

**C.2/26 APOLOGIES FOR ABSENCE**

Apologies for absence were offered from Councillors H. Pygall, L. Sanders and M Tough.

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

**C.3/26 PRESENTATION OF THE FORMER MAYOR OF PETERLEE TO MARK HIS YEAR OF OFFICE**

Councillor M Cartwright congratulated Councillor R Moore on his successful term of office.

**C.4/26 DECLARATIONS OF INTEREST**

Members were reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise and also to update their declaration forms on an annual basis.

No interests were declared.

**C.5/26 ELECTION OF DEPUTY MAYOR FOR THE ENSUING YEAR**

Nominations were received and seconded for Councillor B. Fishwick.

A vote was taken by way of show of hands.

Councillor B Fishwick                      17 votes

**RESOLVED:**                      That Councillor B Fishwick be elected Deputy Mayor for the ensuing year.

Following election as Deputy Mayor, Councillor Fishwick signed a Declaration of Acceptance of Office.

**C.6/26 MINUTES**

a. Council held on 20th April 2025

Member S Simpson informed that she provided her apologies for this meeting and these were not recorded.

**RESOLVED:**                      That the Minutes be updated to record Councillor S Simpson's apologies and be approved.

**C.7/26 REVIEW OF COMMITTEES & PANELS**

Consideration was given to a report from the Town clerk to review its committees and panels and their terms of reference at the Annual meeting, In accordance with Standing Order 5j.

**RESOLVED:**

1. That the Committees and Panels detailed in appendices 2, be approved.
2. That the Terms of Reference detailed at appendix 3 be approved.

**C.8/26 DATES OF MEETINGS FOR THE FORTHCOMING YEAR**

Members considered a schedule of meetings for the forthcoming year, which had been previously circulated.

**RESOLVED:**

1. That the schedule of Council meetings be approved.
2. That the Governance & Performance Committee and Events Committee meeting dates would be discussed with its appointed Members to confirm the best days and times to meet.

## C.9/26 APPOINTMENTS TO COMMITTEES AND PANELS

Seats have been allocated in accordance with political proportionality.

### Events Committee, 15 Members (Meets monthly)

It was proposed that 15 members be appointed to the Events Committee, as follows:- Independent SUFY 8, North East Party 3, Independent 2, Labour 1, Reform UK 1.

Party Group Description	Nominated Member	Chair / Vice-Chair
Independent SUFY	Karen Hawley	Chair
Independent SUFY	Louise Sanders	
Independent SUFY	Diane Howarth	Vice Chair
Independent SUFY	Emily Sanders	
Independent SUFY	David Hawley	
Independent SUFY	Helen Pygall	
Independent SUFY	Dennis Burrell	
Independent SUFY	Sheila Simpson	
North East Party	Mary Cartwright	
North East Party	Paul Cartwright	
North East Party	Bobby Fishwick	
Independent	Darren Meadows	
Independent	Matthew Tough	
Labour	Audery Laing	
Reform UK	Steven Franklin	

Councillor D Meadows requested to withdraw from the Events Committee as Vice Chair.

Member K Hawley nominated D Howarth to the role of Vice Chair.

A vote was taken by way of show of hands:

Diane Howarth: 17 votes

- RESOLVED:**
1. That Councillor D Meadows be withdrawn from the Events Committee as Vice Chair.
  2. That Councillor K Hawley be appointed Chair of the Events Committee for the forthcoming year.
  3. That Councillor D Howarth be appointed Vice-Chair of the Events Committee for the forthcoming year.

**Governance & Performance Committee, 6 Members** (Meets quarterly or as and when required.)

It was proposed that 6 members be appointed to the Governance & Performance Committee, as follows:- Independent SUFY 3, Labour 1, North East Party 1, Reform UK 1

<b>Party Group Description</b>	<b>Nominated Member</b>	<b>Chair / Vice-Chair</b>
Independent SUFY	Rob Moore	Chair
Independent SUFY	Irene Pygall	Vice-Chair
Independent SUFY	Pauline Brown	
Labour	Audery Laing	
North East Party	Mary Cartwright	
Reform UK	Steven Franklin	

- RESOLVED:**
1. That the proposed members be appointed to the Governance & Performance Committee.
  2. That Councillor R Moore be appointed Chair of the Governance & Performance Committee for the forthcoming year.
  3. That Councillor I Pygall be appointed Vice-Chair of the Governance & Performance Committee for the forthcoming year.

**Human Resources Committee, 5 Members** (Meets as and when required)

It was proposed that 5 members be appointed to the Human Resources Committee, as follows:- Independent SUFY 3, Labour 1, North East Party 1

<b>Party Group Description</b>	<b>Nominated Member</b>	<b>Chair / Vice-Chair</b>
Independent SUFY	Diane Howarth	Chair
Independent SUFY	Pauline Brown	Vice-Chair
Independent SUFY	Irene Pygall	
Labour	Diane Wright	
North East Party	Mary Cartwright	

- RESOLVED:**
1. That the proposed members be appointed to the Human Resources Committee
  2. That Councillor D Howarth be appointed Chair of the Human Resources Committee for the forthcoming year.
  3. That Councillor P Brown be appointed Vice-Chair of the Human Resources Committee for the forthcoming year.

**Health & Safety Committee, 5 Members** (Meets as and when required)

It was proposed that 5 members be appointed to the Health & Safety

Committee, as follows:- Independent SUFY 3, North East Party 1, Reform UK 1

<b>Party Group Description</b>	<b>Nominated Member</b>	<b>Chair / Vice-Chair</b>
Independent SUFY	Louise Sanders	Chair
Independent SUFY	Irene Pygall	Vice Chair
Independent SUFY	Pauline Brown	
North East Party	June Black	
Reform UK	Mary-Lynn Franklin	

- RESOLVED:**
1. That the proposed members be appointed to the Health & Safety Committee
  2. That Councillor L Sanders be appointed Chair of the Health & Safety Committee for the forthcoming year.
  3. That Councillor I Pygall be appointed Vice-Chair of the Health & Safety Committee for the forthcoming year.

**Disciplinary & Grievance Panel, 5 Members** (Meets as and when required)

**NB** Members on this Committee cannot sit on the Appeals Panel.

It was proposed that 5 members be appointed to the Disciplinary & Grievance Panel, as follows:- Independent SUFY 3, Independent 1, North East Party 1

<b>Party Group Description</b>	<b>Nominated Member</b>	<b>Chair / Vice-Chair</b>
Independent SUFY	Sheila Simpson	Chair
Independent SUFY	David Hawley	Vice-Chair
Independent SUFY	Dennis Burrell	
Independent	Darren Meadows	
North East Party	Bobby Fishwick	

- RESOLVED:**
1. That the proposed members be appointed to the Disciplinary & Grievance Panel
  2. That Councillor S Simpson be appointed Chair of the Disciplinary & Grievance Panel for the forthcoming year.
  3. That Councillor D Hawley be appointed Vice-Chair of the Disciplinary & Grievance Panel for the forthcoming year.

**Appeals Panel, 5 Members** (Meets as and when required)

**NB** Members on this Panel cannot sit on the **Disciplinary & Grievance Panel**

It was proposed that 5 members be appointed to the Appeals Panel, as follows:-  
Independent SUFY 3, Independent 1, North East Party 1

<b>Party Group Description</b>	<b>Nominated Member</b>	<b>Chair / Vice-Chair</b>
Independent SUFY	Helen Pygall	Chair
Independent SUFY	Diane Howarth	Vice-Chair
Independent SUFY	Karen Hawley	
Independent	Matthew Tough	
North East Party	Mary Cartwright	

- RESOLVED:**
1. That the proposed members be appointed to the Appeals Panel
  2. That Councillor H Pygall be appointed Chair of the Appeals Panel for the forthcoming year.
  3. That Councillor D Howarth be appointed Vice-Chair of the Appeals Panel for the forthcoming year.

**Town Clerk's Appraisal Panel, 5 Members** (Meets as and when required)

Independent SUFY 3, Labour 1, North East Party 1,

<b>Party Group Description</b>	<b>Nominated Member</b>	<b>Chair / Vice-Chair</b>
Independent SUFY	Mary Cartwright	Chair
Independent SUFY	Sheila Simpson	
Independent SUFY	Dennis Burrell	
Labour	Audery Laing	Vice Chair
North East Party	Bobby Fishwick	

- RESOLVED:**
1. That the proposed members be appointed to the Town Clerk's Appraisal Panel
  2. That Councillor M Cartwright be appointed Chair of the Town Clerk's Appraisal Panel for the forthcoming year.
  3. That Councillor A Laing be appointed Vice-Chair of the Town Clerk's Appraisal Panel for the forthcoming year.

**C.10/26 APPOINTMENT OF DELEGATES TO OTHER BODIES**

Councillor J Black requested to withdraw from the County Durham Association of Local Councils.

Nominations were received and a vote was taken by way of showing hands:

Paul Cartwright	11
Audrey Laing	5

- RESOLVED:**
1. That Councillors M Cartright and P Cartwright, together with the Town Clerk, be appointed to County Durham Association of Local Councils.
  2. That Councillors J Black, B Fishwick and M Cartwright be appointed to the East Durham Association of Parish & Town Councils.
  3. That Councillor K Hawley be appointed to the Passmore Pavilion Local Steering Group.
  4. That it was no longer necessary to appoint a delegate to Peterlee Cricket Club.

**C.11/26 APPOINTMENT OF AUTHORISED SIGNATORIES**

Consideration was given to a report from the Town clerk to appoint five members as authorised signatories to approve payments in accordance with Financial Regulation 6.10.

**RESOLVED:** That Councillors M Cartwright, P Cartwright, B Fishwick, A Laing and D Wright be appointed as authorised signatories.

**C.12/26 GENERAL POWER OF COMPETENCE**

Consideration was given to a report of the Town Clerk to review the Councils eligibility for the General Power of Competence which gives the Council, “the power to do anything that individuals generally may do” rather than relying on specific powers. This power applies if the action is not specifically prohibited by other legislation.

**RESOLVED:** That the Council confirms its eligibility to use of the General Power of Competence.

**C.13/26 REVIEW AND ADOPTION OF POLICIES AND PROCEDURES**

Members reviewed the following policies and procedures.

- a. Standing Orders
- b. Financial Regulations
- c. Scheme of Delegation
- d. Complaints Procedure
- e. Procedures for Handling Requests made under the Freedom of Information and Data Protection Legislation
- f. Recruitment and Selection Policy

**RESOLVED:** That the above Policies and Procedures be approved and adopted.

**C.14/25 APPOINTMENT OF SUBSTITUTE MEMBERS TO COMMITTEES**

Consideration was given to a report from the Town clerk, which was previously circulated, to consider the appointment of substitute members to committees of the Council for the 2026/27 municipal year, following the review of Standing Orders.

**RESOLVED:** That no members be appointed as substitute members to committees of the Council.

**C.15/25 REVIEW OF INVENTORY OF LAND AND ASSETS**

Members reviewed an inventory of land and assets held by the Town Council, which had been previously circulated.

**RESOLVED:** That the inventory of Land and Assets be approved.

**C.16/25 REVIEW OF RISK**

Consideration was given to a report from the Town clerk, which was previously circulated, to provide Members with an overview of the Council's approach to managing risk, outline the key internal risk controls, and to carry out the annual review of the Council's Risk Register as required by regulation.

The Town Clerk assured Members the Risk Review was completed in March 2026, however, was unable to bring this to Council until after the Audit report was received.

**RESOLVED:** That the contents of the report be noted.

**C.17/25 COUNCIL INSURANCE ARRANGEMENTS**

Consideration was given to a report from the Town clerk, which was previously circulated, to confirm the Council's current insurance arrangements for the forthcoming municipal year.

**RESOLVED:** That the Council's current insurance arrangements with Zurich Municipal be noted.

**C.18/25 INVESTMENT OF COUNCIL RESERVES – CCLA PUBLIC SECTOR DEPOSIT FUND**

Detailed consideration was given to a report from the Town clerk, which was previously circulated, to provide Members with further information regarding the CCLA Public Sector Deposit Fund following the deferral of this matter at the Council meeting held on 20<sup>th</sup> April 2026, and to seek a decision regarding the future management of the Council's reserves and cash balances.

**RESOLVED:**

1. That the further information provided regarding the CCLA Public Sector Deposit Fund, including that the Fund does not invest in stocks and shares and is not capital guaranteed be noted.
2. That Option 3, to retain approximately three months operational costs within the Council's bank account and invest remaining balances within the CCLA Public Sector Deposit Fund be approved.
3. That delegated authority be given to the Chief Officer / Responsible Financial Officer to implement the agreed approach and undertake the necessary arrangements for the transfer and management of funds.

**C.19/25 YEAR-END ACCOUNTS AND SUPPORTING SCHEDULES 2025/26**

Consideration was given to a report from the Town clerk, which was previously circulated, to presents the Council's unaudited year-end accounts for the financial year ending 31<sup>st</sup> March 2026.

Member R Moore thanked all staff involved in putting the Council in a positive financial position.

**RESOLVED:**

1. That the unaudited financial statements for the year ended 31<sup>st</sup> March 2026 be noted.

2. That the reserve movements as set out in section 2 be approved.
3. That the publication of the Statement of Accounts and submission of the Annual Return to the external auditor, Mazars LLP be supported.

**C.20/25 PAVILION WORKING PARTY SUMMARY UPDATE AND PROGRESS REPORT**

Consideration was given to a report from the Town clerk, which was previously circulated, to provide Members with an update following the meeting of the Pavilion Working Party held on 23<sup>rd</sup> April 2026 regarding the Pavilion office conversion project, Sport England engagement, operational staffing arrangements and future operational considerations for The Pavilion.

Member K Hawley brought the following paragraph from the report to Council's attention:

*"Members also discussed the future operational use of function rooms within The Pavilion and the potential longer-term proposal to reduce or cease private room hire for functions in order to support a revised operational model focused on hospitality, conferencing, community use, civic functions and integrated catering provision."*

She wanted to clarify that this was not a plan which was currently being implemented and that it was simply discussed as an option should current operations not be profitable.

**RESOLVED:** That the update and progress report be noted.

**C.21/25 PETERLEE CRICKET CLUB – REQUEST FOR LANDLORD CONSENT**

Detailed consideration was given to a report from the Town clerk, which was previously circulated, to present a request received from Peterlee Cricket Club seeking landlord consent for proposed improvement works at the cricket ground.

A vote was held by a way of showing hands:

Practice Area: For – 17      Against – 0

Social Area: For – 0      Against - 17

**RESOLVED:**

1. That approval be given to installation a two-lane all-weather cricket practice facility to the parameters given in the report.
2. That consent not be granted for the creation of an outdoor social seating area adjacent to the approved summer house development.