

## PETERLEE TOWN COUNCIL

Minutes of the **Town Council** meeting held on **Monday 1 June 2026** at **6.30pm** in the Brandling Suite, Shotton Hall, Peterlee.

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

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

1 Member of public

### **C.1/26 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors M-L Franklin, S Franklin, A. Laing, H. Pygall and M. Sanderson

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

### **C.2/26 DECLARATIONS OF INTEREST**

No interests were declared

### **C.3/26 PUBLIC PARTICIPATION**

Member of the public was present, however, chose not to participate.

### **C.4/26 MONTHLY UPDATES FOR DURHAM COUNTY COUNCILLORS**

No updates were received.

### **C.5/26 MINUTES**

- a. Annual Meeting held on 18<sup>th</sup> May 2026
- b. Events Committee Meeting held on 28<sup>th</sup> April 2026

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

### **C.6/26 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2025/26**

Consideration was given to the Annual Governance and Accountability Return (AGAR) for 2025/26, together with the period for the exercise of public rights.

- RESOLVED:**
1. That the Annual Audit Report (page 3 of the AGAR) be noted.
  2. That the Annual Governance Statement (page 4 of the AGAR) be approved.

3. That the Accounting Statement (page 5 of the AGAR) be approved.
4. That the period for the Exercise of Public Rights for the year ending 31st March 2026 commence on 3rd June 2026 and end on 14th July 2026.

**C.7/26 AMENDMENTS TO QUARTER 1 AND QUARTER 2 BUDGET MONITORING REPORTS 2025/26**

Consideration was given to a report of the Town Clerk, which had previously been circulated, to advise Members of amendments identified during the preparation of the Council's Annual Governance and Accountability Return (AGAR) for 2025/26 which impact upon the previously reported Quarter 1 and Quarter 2 budget monitoring figures.

**RESOLVED:**

1. That the amendments identified within the Quarter 1 and Quarter 2 Budget Monitoring Reports for 2025/26 be noted; and
2. That the inclusion of the revised figures within the Council's final financial records and AGAR working papers be approved.

**C.8/26 END OF YEAR BUDGET SUMMARY, 2025/26**

Consideration was given to a report of the Town Clerk, which had previously been circulated, to provide Members with the budget outturn position for the 2025/26 financial year, based upon the Council's year-end accounts and supporting schedules, in accordance with the Council's Financial Regulations. The report presents the final income and expenditure position together with the movement in reserves and overall financial performance for the year ended 31 March 2026. Based on the year-end accounts the Council generated a net surplus of £339,272 during the year.

**RESOLVED:** That the content of this report and the Council's budget outturn position for 2025/26 be noted.

**C.9/26 EVENTS COMMITTEE UPDATES**

Detailed consideration was given to a report of the Events Officer, which had previously been circulated, to present Members with an update following the Events Committee meeting held on 28<sup>th</sup> April 2026 and to seek consideration of the recommendations arising from the meeting.

**RESOLVED:**

1. That the contents of the report and the updates provided by the Events Committee, be noted.
2. That updates from the Pavilion Supervisor (Hospitality) were no longer required at future Events Committee meetings, be approved.

3. That the additional security costs associated with implementing measures in line with Martyn's Law for future Council events, be noted.
4. That the continuation of the Summer Fun Day event scheduled for 12<sup>th</sup> August 2026 at The Pavilion, be approved.
5. That no Christmas Tree Light Switch On event be held during 2026 and that the first official switch on event take place in 2027, once the newly planted tree is established, be approved.
6. That the revised stall holder arrangements, whereby the stall fee remains at £30 per pitch and the previous 50% refund arrangement ceases, be approved.
7. That two showings of a Beauty & the Beast Christmas Pantomime to be arranged on 21 December 2026, be approved; and
8. That the 'Unallocated' events budget be used to pay for the Christmas Pantomime, be approved; and
9. That the ticket price for the Christmas Pantomime be set to £4.50 for both adults and children, with a maximum of 2 adults per booking, be approved.
10. That the principle of arranging two Over 60's events during December 2026 and February 2027, be supported.
11. That the food budget for each of the Over 60's events be increased from £500.00 to £750.00, be approved.
12. That the Over 60's event at The Pavilion being catered by Pavilion catering staff, be approved.
13. That approval be given to the Events Officer to liaise with Eden Hill Peoples Centre to enquire about catering the Over 60's event at Peterlee & Horden Rugby Club, with costs covered and a donation made to the charity.
14. That the principle of introducing a "Peterlee Has Talent event during 2027, be supported.
15. That the cost of Halloween Party and the Halloween Arts and Crafts sessions be taken from the 'Unallocated' Events Budget, be approved.
16. That free Halloween Arts and Crafts sessions, to be organised during the October 2026 Half-Term week, be approved.

17. That approval be given for a Halloween Party to be organised on Friday 30 October 2026; and
18. That tickets for the Halloween Party will be sold at £4.50 per child, with 2 adults maximum, per booking, be approved.
19. That approval be given, in principle, to remove the “Unallocated” events budget from future years and the introduction of individual event budget allocations from 2027/28 onwards.
20. That a meeting be held in September or October each year to determine the following year’s events, enabling a set budget to be allocated to each event, be supported.
21. That approval be given, in principle, that the budget allocation for the three Summer Fun Days events in 2026 be increased by £1,000.

**C.10/26 APPOINTMENT OF SUBSTITUTE MEMBERS TO COMMITTEES**

Consideration was given to a report of the Town Clerk, which had previously been circulated, to consider requests received from Members regarding appointment to the Council’s substitute members list in accordance with the Council’s Standing Orders.

**RESOLVED:**

1. That Councillor Pauline Brown be appointed as a substitute member representing the Independent Party.
2. That Councillor Irene Pygall be appointed as a substitute member representing the Independent Party for the Events Committee.
3. That the appointments remain in place for the remainder of the 2026/27 municipal year unless otherwise varied by Council.

Councillor Emily Sanders left the meeting.

**C.11/26 LIFT MAIN BELT REPLACEMENT AND GSM COMMUNICATION UPGRADES THE PAVILION**

Consideration was given to a report of the Town Clerk and the Deputy Pavilion Sports & Community Manager, which had previously been circulated, to present Members with quotations received for the replacement of the main hoisting belts and GSM emergency communication upgrades to both passenger lifts at The Pavilion and to seek approval for the recommended contractor.

The Town clerk further advised that since the report was written, it was determined that further information was required about the GSM emergency communication and recommended this be deferred to a future meeting.

**RESOLVED:**

1. That approval be given for Schindler Ltd to undertake replacement of the main hoisting belts on both lifts.
2. That expenditure of £13,706 excluding VAT, with VAT to be reclaimed in the normal manner, be approved; and
3. That approval be given for the cost be funded from Council reserves.
4. Members are also recommended to delegate authority to the Chief Officer to place the necessary order and arrange the works at the earliest opportunity.
5. That GSM emergency communication upgrades be deferred to a future meeting, pending further information.

**C.12/26 SERVICE DIRECT**

Detailed consideration was given to a report of the Neighbourhood Services Manager, which had previously been circulated, to seek Council approval for income generated through Service Direct Works activities, to be retained within the service area and reinvested into workforce training, professional development and operational skills enhancement.

Members agreed it would be more beneficial to increase the Training Budget by the suggested amount of £10,000, rather than create a separate budget from Service Direct income.

**RESOLVED:** That approval be given for the Training budget be increased by £10,000.

**C.13/26 SUBMISSION OF SECTION 106 FUNDING APPLICATION HILL RIGG HOUSE KITCHEN REFURBISHMENT**

Detailed consideration was given to a report of the Town Clerk, which had previously been circulated, to seek approval from Members to progress the preparation and submission of a Section 106 funding application for improvements to the kitchen facilities at Hill Rigg House, in support of the future community use of the building.

Member, R Moore moved that the funding application show the Council's intention to improve the overall facilities at Hill Rigg House to support future Community use, not just the kitchen.

Member D Burrell seconded this and a vote was taken:

For: 14  
Against: 0

**RESOLVED:**

1. That the Section 106 funding application show the Council's intention to improve the overall facilities at Hill Rigg House to support future Community use.
2. That approval be given to Officers to obtain quotations and estimated costs for the proposed refurbishment works.
3. That approval be given to Officers investigating the relevant Section 106 funding allocations to submit an application to the appropriate funding pot where eligible.

**C.14/26 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.15/26 REQUEST TO USE COUNCIL LAND – FUNFAIR**

Consideration was given to a report of the Events Officer, which had previously been circulated, to consider the proposal for the hire of land at Helford Road, for a funfair in September 2026.

A vote was taken:

For: 14  
Against: 0

**RESOLVED:**

That the request from Noble's Funfairs, to hire land at Helford Road in September 2026 for a Funfair, be approved subject to the following:-

- No hire charge
- Ride pricing and entry arrangements outlined in the report be upheld
- Completion of a satisfactory hire agreement

**C.16/26 REQUEST TO USE COUNCIL LAND – CHARITY FAMILY FUN DAY**

Detailed consideration was given to a report of the Events Officer, which had previously been circulated, to seek Members approval for a request received to hold a Charity Family Fun Day at Lowhills Football Pitches on Saturday 18 July 2026, between 10:00am and 4:00pm, and to consider waiving the notification period contained within the Council's Outdoor Events Policy.

Members confirmed that they were fully supportive of the Family Fun Day proposed to take place on Lowhills Road playing fields and recognised the positive benefits the event would bring to the community.

However, Members expressed concern about approving the event outside of the Council's adopted Events Policy, which states that event applications must be submitted a minimum of three months prior to the proposed event date, which is necessary to allow for the completion and submission of a satisfactory hire agreement and all associated documentation and planning requirements.

Member R Moore proposed that should the event be changed to a later date, to ensure the timescale detailed in the Events Policy be met, that approval be given.

A vote was taken:

For: 13

Against: 1

**RESOLVED:**

1. That the current proposal to hold a Charity Family Fun Day at Lowhills Football Pitches on Saturday 18 July 2026 be denied.
2. That should a new, satisfactory application be submitted for the event to be held at a later date, to ensure the timescales detailed in the Events Policy be met, that approval be given.