

PETERLEE TOWN COUNCIL

Minutes of the **Town Council** meeting held on **Monday 20 July 2026** at **6.30pm** in the Council Chamber, Shotton Hall, Peterlee.

Present: Councillor M. A. Cartwright (Mayor) and
Councillors P. Brown, P. Cartwright, B. Fishwick, K. Hawley, D. Howarth, A. Laing, S. Simpson, M. Sanderson and D. Wright.

Also Ian Hall (Chief Officer and Town Clerk) and Louise Hudson (Democratic Services Assistant)

C.43/26 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors D. Burrell, M-L Franklin, S Franklin, D Hawley, D. Meadows, R. Moore, I. Pygall, H Pygall.

RESOLVED: That the apologies be noted.

C.44/26 DECLARATIONS OF INTEREST

No interests were declared

C.45/26 PUBLIC PARTICIPATION

A member of the public was in attendance to observe only.

C.46/26 MINUTES

a. Council Meeting held on 6th July 2026

The Town Clerk advised that Councillor Diane Wright had been recorded as present at the Council meeting held on Monday 6 July 2026, however, she had not been recorded as voting under agenda items C.36/26, C.37/26, C.38/26 and C.39/26, nor had her appointment as a volunteer Trustee been recorded under item C.38/26.

Members were asked to approve the minutes subject to the above amendments.

RESOLVED: That the minutes of the above meeting be approved, subject to the amendments outlined above.

C.47/26 GSM EMERGENCY COMMUNICATION UPGRADE PASSENGER LIFTS, THE PAVILION

Consideration was given to a report of the Town Clerk, which had previously been circulated, to provide Members with the additional information requested following the deferral of this item at the Council meeting held on 1st June 2026 and to seek a decision regarding the appointment of a contractor to undertake the GSM emergency communication upgrades to the passenger lifts at The Pavilion.

RESOLVED:

1. That the additional information obtained following the Council's decision to defer consideration of the GSM emergency communication upgrades at the meeting held on 1st June 2026, be noted.
2. That the written responses received from Schindler Ltd, Pickerings Lifts and Ascendant Lifts regarding the operation and future flexibility of their proposed communication systems, be noted.
3. That the additional quotation submitted by Document Solutions following a site visit to The Pavilion, be noted.
4. That Company D, Document Solutions be contracted as the most economically advantageous solution for the Council, taking into account cost, operational requirements, compatibility with the existing lift installation, future flexibility and long-term value for money.
5. That authority be delegated to the Chief Officer to place the necessary order and arrange the works in accordance with the decision of Council.

C.48/26 APPOINTMENT OF INTERNAL AUDITOR 2026/27 TO 2028/29

Detailed consideration was given to a report of the Town Clerk, previously circulated, to seek Members' approval for the appointment of Clive Owen LLP as Peterlee Town Council's Internal Auditor for a further three-year period covering the financial years 2026/27 to 2028/29.

A vote was taken:

For: 10
Against: 0

RESOLVED:

1. That the appointment of Clive Owen LLP as Peterlee Town Council's Internal Auditor for the three-year period commencing 1 April 2026 and ending 31 March 2029, be approved.
2. That the proposed contract value of £32,525 plus VAT, comprising annual fees of £10,350 plus VAT for 2026/27, £10,825 plus VAT for 2027/28 and £11,350 plus VAT for 2028/29, be approved.
3. That authority be given to the Town Clerk and Responsible Financial Officer to enter into the necessary Letter of Engagement and any associated contractual documentation on behalf of the Council.

**C.49/26 DURHAM COUNTY COUNCIL CONSULTATION PROPOSED NEW
SELECTIVE LICENSING SCHEME (2027–2032)**

Consideration was given to a report of the Town Clerk, which had previously been circulated, to inform Members of Durham County Council's consultation on the proposed introduction of a new Selective Licensing Scheme for privately rented properties and to seek a decision on whether Peterlee Town Council wishes to submit a corporate response to the consultation.

Members sought clarification on whether every private landlord was required to be part of the selective licensing scheme and the Town Clerk explained that currently, only certain areas of Peterlee were subject to this scheme, and so no, not every private landlord in Peterlee is required to be part of this scheme.

Members expressed that they would like to submit a response advising that every landlord operating in Peterlee should be a part of the Selective Licensing Scheme.

RESOLVED:

1. That the contents of this report be noted.
2. That the Town Clerk, on behalf of Peterlee Town Council, submit a corporate response to the consultation, proposing every landlord operating in Peterlee should be a part of the Selective Licensing Scheme.

C.50/26 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.51/26 LICENSING ACT 2003 REPRESENTATION

Consideration was given to a report of the Town Clerk, which had previously been circulated, to advise Members that Durham County Council had arranged a Licensing Sub-Committee hearing in respect of an application to vary a Premises Licence and to seek Council's direction as to whether it wished to maintain or withdraw its representation.

RESOLVED:

That Peterlee Town Council withdraws its representation in respect of the application to vary the Premises Licence and authorises the Town Clerk to notify Durham County Council accordingly.

C.51/26 RENT REVIEW

Detailed consideration was given to a report of the Town Clerk, which had previously been circulated, to present the findings of the independent rental valuation undertaken by Align Property Partners in relation to the lease review and to enable Members to determine the Council's position regarding the current rent review.

Member K Hawley reminded the Town Clerk that a breakdown of finances had been requested previously and suggested this information be seen prior to making a decision.

Member A Laing proposed deferring this item to a future meeting to allow the Town Clerk to gather this additional information.

Member D Howarth seconded the motion.

RESOLVED: That the item be deferred to a future meeting, when a financial breakdown can be provided.