



14th October 2026

Dear Councillor,

I hereby summon you to attend a meeting of **Peterlee Town Council** on
Monday 19th October 2026 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 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 **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. Energising East Durham

A presentation from East Durham Trust

5. Minutes

To approve the Minutes of the following meeting:-

- a. Council Meeting held on 5 October 2026 (Copy attached)

- 6. Peterlee Central Club Request for Financial Support for Remembrance Sunday 2026**
Report of the Town Clerk (Attached)
- 7. CALM CIC Replacement Roller Shutters**
A report of the Town Clerk (Attached)
- 8. Peterlee War Memorial and Remembrance Garden**
Report of the Town Clerk (Attached)
- 9. Payroll Services – Termination of existing Service Level Agreement (SLA) from Durham County Council**
Report of the Resources Manager (Attached)
- 10. Exclusion of the Press & 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, paragraphs 11.
- 11. Car Park Resurfacing and Maintenance Contribution**
Report of the Town Clerk (Attached)
- 12. Telecommunications Mast Eden Lane**
Report of the Town Clerk (Attached)

PETERLEE TOWN COUNCIL

Minutes of the **Town Council** meeting held on **Monday 5th October 2026** at **6.30pm** in the Council Chamber, Shotton Hall, Peterlee.

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

Also Ian Hall (Chief Officer and Town Clerk) and Deborah Woodhall (Resources Manager)

Councillor R Moore joined the meeting at 7:01pm.

C.83/26 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors D Hawley, D Howarth and M Sanderson.

RESOLVED: That the apologies be noted.

C.84/26 DECLARATIONS OF INTEREST

No interests were declared

C.85/26 PUBLIC PARTICIPATION

No members of the public were in attendance.

C.86/26 MINUTES

- a. Council Meeting held on 21st September 2026.
- b. Events Committee Meeting held on 29th September 2026.

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

C.87/26 PETERLEE COMMUNITY FUND

Consideration was given to a report of the Town Clerk, which had previously been circulated, to present four applications received under the Peterlee Community Grant Scheme and to invite the relevant Ward Members to consider whether they wish to support the applications from their individual grant allocations.

East Durham FC

Consideration was given to an application from East Durham FC for Winter Jackets and the following Members agreed to support the funding request:

P Brown	£100
D Burrell	£100
I Pygall	£100
S Simpson	£100
D Wright	£100
Total	£500

Little Treasures Autism Charity

Consideration was given to an application from Little Treasures Autism Charity.

There was some confusion over what the funds were requested for, as they had mentioned it was for room hire, but also concessionary use.

Members asked the Town Clerk to contact Little Treasures to clarify the request for room hire/concessionary use and the following Members agreed to support the funding request:

P Cartwright	£250
B Fishwick	£250
A Laing	£250
D Meadows	£250
Total	£1,000

Lowhills Road Allotment Society

Consideration was given to an application from Lowhills Road Allotment Society for a replacement defibrillator battery.

Members discussed if the defibrillator was accessible to the public in an emergency or just for allotment tenants. The Town Clerk said he would check with the society and request the defibrillator not be listed on the circuit as it is behind a locked gate.

Members S Simpson, D Burrell, D Wright, I Pygall, D Meadows, H Pygall, S Franklin, B Fishwick, P Brown and M Cartwright Ten Members agreed to support the application, using their individual Member allocations, towards the cost of replacing a defibrillator battery. The total funding supported was £228.78.

Durham Coast Youth FC

Members considered an application from Durham Coast Youth FC for Socketed Ball Stop Nets at Helford Road playing fields. Members were concerned that Peterlee Town Council had not received a request to install the nets. A discussion took place regarding the size of the nets and where they would be stored.

Members, therefore, agreed that consideration of the remaining application under this agenda item should be deferred to a future meeting to allow sufficient time for further information to be requested.

Member K Hawley proposed that the application be deferred to a future meeting. The motion was seconded by Member J Black.

RESOLVED

1. That East Durham FC receive £500 from the Peterlee Community Grant Fund Scheme.
2. That Little Treasures Autism Society receive £1,000 from the Peterlee Community Grant Fund Scheme.
3. That Lowhills Road Allotment Society receive £228.78 from the Peterlee Community Grant Fund Scheme.
4. That the Town Clerk contact Little Treasures Autism Society to clarify the request for room hire/concessionary use.
5. That the Town Clerk contact Lowhills Road Allotment Society to request their defibrillator is removed from The Circuit.
6. That consideration of the Durham Coast FC application be deferred to a future meeting, to allow for further information to be requested.

C.88/26 CCLA PUBLIC SECTOR DEPOSIT FUND AUTHORISED SIGNATORIES

Consideration was given to a report of the Town Clerk, which had previously been circulated, requesting formal Council approval of the signatories for the Councils CCLA Public Sector Deposit Fund to enable the completed application, and the supporting Council minute to be submitted to the CCLA.

RESOLVED:

1. That approval be given for the following councillors to be authorised signatories, which were appointed at the Annual Council meeting on 18th May 2026, in accordance with Financial Regulation 6.10, for the Council's CCLA Public Sector Deposit Fund account:
 - M Cartwright
 - P Cartwright
 - B Fishwick
 - A Laing
 - D Wright
2. That approval also be given to the following officers to become authorised signatories for the Council's CCLA Public Sector Deposit Fund:
 - Ian Hall – Chief Officer/Town Clerk and Responsible Financial Officer

- Deborah Woodhall – Resources Manager
- Helen Young – Finance Officer

3. That approval be given for the CCLA account to be operated in accordance with the mandate approved by Council and the Council's Financial Regulations, including the appropriate authorisation requirements for transactions.
4. That authorisation be given for the Town Clerk and Responsible Financial Officer to submit the completed application, along with a copy of the minute confirming this decision and any other documentation reasonably required by CCLA to establish and operate the account.

C.89/26 VARIATION OF ORDER OF BUSINESS

The Town Clerk requested a variation to the order of business on the agenda. It was agreed that Agenda Item 9 - Exclusion of the Press and Public, be brought forward and considered as Agenda Item 8, and that Agenda Item 8 - Telecommunications Mast, Eden Lane, be moved to Agenda Item 9.

RESOLVED:

That the order of business be varied, with Agenda Item 9 - Exclusion of the Press and Public, being taken as Agenda Item 8, and Agenda Item 8 - Telecommunications Mast, Eden Lane, being taken as Agenda Item 9, as requested by the Town Clerk.

C.90/26 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.91/26 TELECOMMUNICATIONS MAST EDEN LANE

Consideration was given to a report of the Town Clerk, which had previously been circulated, updating Members on the position regarding the proposed disposal of the telecommunications mast site at Eden Lane and to consider the two alternative proposals received following withdrawal of Cellnex from the proposed transaction.

Members discussed both alternative proposals.

Councillor R Moore proposed that Council agree to option 2 – Telecom Infrastructure Partners (TIP), and the Town Clerk to try and negotiate a higher price.

The motion was seconded by Councillor M Cartwright and a vote was taken:

For: 15

Against: 1

Following the decision, Councillor P Cartwright sought to explain the reasons for his objection to the proposal. A Point of Order was raised on the grounds that the matter had already been determined by Council, and no further debate was permissible. The Chair upheld the Point of Order and moved to the next item of business.

RESOLVED:

1. That it be noted that the previously proposed transaction with Cellnex will no longer proceed.
2. That authority be delegated to the Town Clerk, in consultation with Align Property Services, to continue negotiations with Telecom Infrastructure Partners (TIP) in respect of Option 2, offering £126,766.58 payable over seven years in return for a 99-year lease, with the final terms of any proposed disposal to be reported back to Council for approval before any legally binding agreement is entered into.
3. That the Town Clerk seek to negotiate an improved financial offer from Telecom Infrastructure Partners (TIP).

C.92/26 SHOTTON HALL PROPOSED SALE UPDATE

Consideration was given to a report of the Town Clerk, which had previously been circulated, updating Members following the workshop held on 17th September 2026 regarding the proposed sale of Shotton Hall to Harklam Group, to provide Members with the latest professional advice received and to enable Council to consider the next steps in relation to the proposed disposal.

The Town Clerk gave a verbal update regarding:

1. The rented land dispute with a resident in Lorimers Close, which could delay the sale by up to 12 months
2. The prospective purchaser's planning application, which had been expected to be considered by the Planning Committee on 13 October 2026 but was not included on the published agenda for that meeting.

Following a lengthy discussion, Councillor R Moore proposed the following motion:

1. That the Council withdraw from the proposed sale of Shotton Hall, accepting the potential professional costs associated with the withdrawal, which could exceed £20,000.
2. That the Council retain ownership of Shotton Hall.
3. That the Town Clerk be authorised to obtain quotations for the immediate repair works required to the roof, electrical installations and fire alarm system, through Durham County Council's procurement arrangements under the Service Level Agreement.
4. That, upon commencement of the procurement process, details of the opportunity be published on the Council's website to enable local contractors and tradespeople to participate and submit quotations in accordance with the Council's procurement requirements.
5. That the Council seek to terminate the rental agreement relating to the property in Lorimers Close.
6. That the Council seek to withdraw direct access to the Shotton Hall grounds from the properties in Shadforth Close.

The motion was seconded by Councillor K Hawley and a vote was taken:

For: 16

Against: 0

The Town Clerk explained the process and requirements associated with obtaining a loan from the Public Works Loan Board (PWLB), should the Council wish to pursue this option. Members were advised that any loan application would be subject to approval and might not be successful. The Town Clerk further explained that a Business Plan would be required in support of any application and that, should the Council wish to proceed, an application would need to be submitted through the Debt Management Office (DMO), an executive agency of HM Treasury.

RESOLVED:

1. That the Council withdraw from the proposed sale of Shotton Hall, accepting the potential professional costs associated with the withdrawal, which could exceed £20,000.
2. That the Council retain ownership of Shotton Hall.
3. That the Town Clerk, in conjunction with the Council's professional property adviser, be authorised to commence the process of withdrawing from the proposed sale of Shotton Hall.

4. That the information provided by the Town Clerk regarding the rented land dispute relating to the property in Lorimers Close be noted.
5. That the information provided by the Town Clerk regarding the prospective purchaser's planning application be noted.
6. That the Town Clerk be authorised to obtain quotations for the immediate repair works required to the roof, electrical installations and fire alarm system at Shotton Hall through the Council's Service Level Agreement with Durham County Council's procurement service.
7. That, upon commencement of the procurement process, details of the opportunity be published on the Council's website to enable local contractors and tradespeople to participate in the procurement process and submit quotations in accordance with the Council's procurement requirements.
8. That the Town Clerk, in conjunction with the Council's legal representatives, be authorised to seek to terminate the rental agreement relating to the property in Lorimers Close.
9. That the Town Clerk, in conjunction with the Council's legal representatives and professional property adviser, be authorised to take the necessary steps to seek the withdrawal of direct access to the Shotton Hall grounds from the properties in Shadforth Close.

Report to: Peterlee Town Council

Date: 19th October 2026

Report of: Ian Hall Chief Officer/Town Clerk

Subject: **Peterlee Central Club Request for Financial Support for Remembrance Sunday 2026**

Report Purpose: To inform Members of an application received from Peterlee Central Club requesting £300 towards the provision of entertainment and refreshments for the local community and ex-service veterans attending Remembrance Sunday 2026.

To seek Members' consideration of whether financial support should be provided through the Council's Events Budget, the Peterlee Community Fund or the individual ward grant allocations of Councillors representing Dene House and Eden Hill.

Background: Peterlee Central Club has traditionally provided refreshments for those attending the annual Remembrance Parade, including veterans, community representatives, civic guests, parade participants and members of the public.

At its meeting held on 15th September 2025, Members considered a request from Peterlee Central Club for financial assistance towards the provision of food at the annual Remembrance Parade.

Members unanimously agreed to provide a donation of £300, which was funded through the Council's Events Budget.

The decision was recorded under Minute C.83/25:

RESOLVED: That a donation of £300 be made to the Central Club to support the provision of food at the 2025 Remembrance Parade.

Detail: Peterlee Central Club has submitted an application through the Peterlee Community Fund requesting a small grant of £300 towards its Remembrance Sunday activities on 8th November 2026.

The application provides the following information:

Description	Details
Organisation	Peterlee Central Club
Initiative	Community Day
Event date	8th November 2026
Amount requested	£300

Total project cost	£700
Match funding declared	£0
Residents expected to benefit	150+
Expected attendance	120+
Purpose	Entertainment and refreshments for the community and ex-service veterans
Total project cost	£700
Match funding declared	£0
Residents expected to benefit	150+
Expected attendance	120+
Purpose	Entertainment and refreshments for the community and ex-service veterans

The Club has confirmed that the funding would contribute towards entertainment and refreshments for the community and ex-service veterans attending the Remembrance Sunday event.

Unlike the previous year, when the Club submitted a direct request for a donation, the current request has been submitted through the Council's Community Fund application process.

The application also identifies a total project cost of £700, with £300 requested from the Council and no match funding declared.

Clarification may be required regarding how the remaining £400 will be funded.

Peterlee Central Club is situated on the boundary between the Dene House and Eden Hill wards.

The Council's Peterlee Community Fund provides individual allocations to Councillors, who may choose to pledge funding towards eligible applications.

Given the Club's location, Members representing Dene House and Eden Hill may wish to consider whether they would support the £300 application from their respective Community Fund allocations.

Contributions may be made by one or more Councillors, subject to available allocations and approval by Council.

Dene House Ward

- Councillor Audrey Laing
- Councillor Bobby Fishwick
- Councillor Darren Meadows
- Councillor Paul Cartwright

Eden Hill Ward

- Councillor Diane Howarth
- Councillor Louise Marie Sanders
- Councillor Martin Sanderson
- Councillor Mary Cartwright

Alternatively, Members may wish to consider whether the request should be supported through the Council's Events Budget, consistent with the approach taken in September 2025.

Recommendation:

Members are asked to:

Consider the request from Peterlee Central Club for £300 and determine whether to fund it through the Peterlee Community Fund, the Council's Events Budget, or decline the request.

Appendix 1: Implications

Area	Implication
Finance:	The application requests £300 towards an overall project cost of £700. Any financial contribution would need to be met from the Council's available Events Budget or Peterlee Community Fund allocations, subject to the appropriate approval arrangements.
Staffing:	No direct implications.
Risk:	There is a potential financial and reputational risk associated with awarding funding outside the Council's agreed grant criteria or budgetary arrangements. This can be managed by ensuring that any award is appropriately authorised and recorded.
Equality & Diversity:	The proposed event provides an opportunity for veterans, local residents and members of the wider Peterlee community to come together as part of the annual Remembrance Sunday commemorations.
Crime & Disorder:	No direct implications.
Consultation:	No direct implications.
Procurement:	No direct implications.
Legal:	The Council must ensure that any financial contribution is made under an appropriate statutory power and in accordance with its approved financial and grant procedures. Section 137 of the Local Government Act 1972 may provide a power to support expenditure that is in the interests of, and brings direct benefit to, the Council's area or its inhabitants, where no other specific statutory power is available and the relevant statutory conditions are satisfied.
Data Protection:	Any personal or financial information supplied as part of the application must be processed in accordance with the Council's data protection obligations.

Report to: Peterlee Town Council

Date: 19th October 2026

Report of: Ian Hall Chief Officer/Town Clerk

Subject: **CALM CIC Replacement Roller Shutters**

Report Purpose: To seek Members' consideration of a request from CALM CIC for consent to replace two existing roller shutters at the former Bowls Pavilion, Lowhills Road, Peterlee.

Background: CALM CIC occupies the premises under a lease granted by Peterlee Town Council dated 2nd November 2020.

CALM CIC has submitted a specification from AB Roller Doors, dated 17th September 2026, for the replacement of two existing roller shutters.

The organisation is seeking external funding for the works and has requested confirmation of the Council's approval process to support its funding application.

Detail: The proposed works include:

- Replacement of two existing roller shutters with 20-gauge galvanised steel shutters.
- Powder-coated fir green to match existing shutters.
- One key-switch-operated shutter.
- One remote-operated shutter with hold-to-run operation.
- Manual overrides for use during power failures.
- Removal and disposal of the existing shutters.

Under Schedule 2, paragraph 7.2 of the lease, the tenant must obtain the Council's consent before undertaking external or structural alterations or additions to the property.

The lease provides that such consent must not be unreasonably withheld or delayed.

Clause 10.1 allows the Council to impose reasonable conditions when granting consent.

Members are therefore requested to consider whether consent should be granted for the proposed replacement shutters.

Recommendation:

Members are asked to:

1. Consider the request from CALM CIC for consent to replace two existing roller shutters at the premises.
2. Determine whether consent should be granted in accordance with the terms of the lease, subject to appropriate safety requirements and any necessary statutory consents.
3. Consider authorising the Chief Officer and Town Clerk to confirm the Council's decision in writing to CALM CIC for its funding arrangements.

Appendix 1: Implications

Area	Implication
Finance:	CALM CIC has indicated that external funding is being sought to cover the cost of the proposed works. No financial contribution has been requested from Peterlee Town Council, and there are no anticipated direct financial implications for the Council.
Staffing:	No direct implications.
Risk:	The replacement shutters may improve the security and operation of the premises. CALM CIC should ensure that the works are undertaken by a competent contractor and that the shutters comply with relevant health and safety requirements. Appropriate arrangements for ongoing inspection, maintenance and insurance should be confirmed in accordance with the lease.
Equality & Diversity:	No direct implications.
Crime & Disorder:	The replacement shutters may contribute towards improved security of the premises and help reduce the risk of unauthorised access, vandalism and criminal damage.
Consultation:	No direct implications.
Procurement:	The proposed works are to be arranged and funded by CALM CIC, and no direct procurement by Peterlee Town Council is anticipated. CALM CIC will be responsible for complying with any procurement requirements imposed by its external funders.
Legal:	Under Schedule 2, paragraphs 7.2 and 7.3 of the lease dated 2 November 2020, CALM CIC is required to obtain the Council's consent before undertaking the proposed alterations. The lease provides that consent must not be unreasonably withheld or delayed. Any approval should be confirmed in writing and subject to compliance with the lease and any necessary statutory consents.
Data Protection:	No direct implications.

Report to: Peterlee Town Council

Date: 19th October 2026

Report of: Ian Hall Chief Officer/Town Clerk

Subject: **Peterlee War Memorial and Remembrance Garden**

Report Purpose: To update Members on progress regarding the proposed enhancement of Peterlee's War Memorial and the development of a Remembrance Garden at St Cuthbert's Church, following the Council's resolution of 16th June 2025.

The report also provides details of recent discussions with representatives of St Cuthbert's Church and other stakeholders, the architect's fee proposal, potential funding arrangements and the next steps for the project.

Background: At its meeting held on 16th June 2025, Peterlee Town Council considered a Motion on Notice submitted by Councillor D. Meadows and seconded by Councillor B. Fishwick.

The motion stated:

That Peterlee Town Council acknowledge the importance of remembering the sacrifices made by those who served in times of conflict and commit to exploring the possibility of enhancing Peterlee's War Memorial.

The motion was unanimously supported (Minute No. C.19/25).

Members acknowledged that engagement with relevant organisations and wider consultation would be required before any alterations to the memorial could be considered.

The Council's decision was to explore potential enhancements, rather than approve a specific scheme or financial commitment.

Peterlee Town Council currently undertakes the maintenance of the existing War Memorial site. The Council therefore has an established role in maintaining the memorial and its surrounding area.

The proposed enhancement of the memorial and creation of a Remembrance Garden would build upon these existing arrangements, although the extent of any additional maintenance responsibilities would need to be considered as the project develops.

Detail:

A meeting was held at St Cuthbert's Church on 7th October 2026 to discuss proposals for the War Memorial and associated Remembrance Garden.

The meeting was attended by representatives from St Cuthbert's Church, the Diocese of Durham, Peterlee Town Council and Harrison Architects Studio Ltd.

The architect, Sarah Harrison, presented initial concept proposals for a new memorial and landscaped remembrance area.

The proposed scheme includes:

- Development of a new War Memorial and associated monuments.
- Integration of the existing War Memorial within the wider design.
- Creation of a landscaped Remembrance Garden.
- Improvements to pathways, seating and accessibility.
- Opportunities for community participation and involvement in planting and landscaping.

Several design options were discussed, and the architect has agreed to prepare a further option for consideration.

The intention is to develop a suitable memorial space that provides a lasting place for remembrance and reflection for residents, veterans and future generations.

The project group hopes to complete the scheme in time for Remembrance Sunday 2027, although this will depend on consultation, necessary approvals and funding.

Those attending the meeting recognised the importance of ensuring that the wider community has an opportunity to contribute to the development of the proposals.

It was suggested that initial consultation could take place during the Remembrance Sunday event in November 2026.

Organisations identified for engagement include veterans' groups, community organisations, local residents, Durham County Councillors and other interested parties.

Peterlee Town Council has been asked to assist with promoting the consultation and encouraging community participation.

The project group also recognised that community ownership and involvement would be important to the long-term success of the scheme.

Discussions took place regarding the most appropriate arrangements for managing the project, including responsibility for contracts, funding and delivery.

St Cuthbert's Church has indicated that it will seek approval to act as the contracting organisation for the architect and to hold project funding on behalf of the wider group.

However, these arrangements have not yet been formally confirmed.

It was also agreed that a smaller task group would need to be established to progress the project.

Peterlee Town Council currently maintains the existing War Memorial site. While St Cuthbert's Church is considering acting as the contracting organisation and holding project funds, the Council's existing maintenance responsibilities should be recognised when determining the future management arrangements.

Any proposed extension of the Council's maintenance responsibilities to include new landscaping, structures, pathways or other features should be clearly defined and considered by Members before agreement.

The project is expected to require external funding, including potential contributions from grant-making organisations, community groups and individuals.

Possible sources discussed include National Lottery community funding and other charitable grants.

St Cuthbert's Church has confirmed that it is unable to make a financial contribution to the project due to existing financial commitments associated with the maintenance and operation of the church.

However, the Church has indicated that it would make the additional land available for the proposed memorial scheme without charge, which may represent an in-kind contribution to funding applications.

At present, no overall project budget, confirmed external funding package or detailed construction cost estimate has been provided.

As Peterlee Town Council currently maintains the existing War Memorial site, Members may wish to consider whether the Council should make a financial contribution towards the proposed improvements.

Item 8

At present, no overall project cost has been established, and any contribution would be at the discretion of Council. Members may wish to indicate their willingness in principle to support the project financially, with the level of any contribution to be determined once detailed costings and funding arrangements are available.

As the proposals involve land associated with St Cuthbert's Church, appropriate permissions and agreements will need to be established before works commence.

These may include, where applicable:

- Agreement from St Cuthbert's Parochial Church Council and the Diocese of Durham.
- Ecclesiastical permissions or faculty approval.
- Planning permission and other statutory consents.
- Confirmation of land ownership and rights to undertake works.
- Appropriate construction, accessibility and health and safety arrangements.
- Responsibility for ongoing maintenance, insurance and public liability.

The project group has identified the following actions:

1. Harrison Architects Studio Ltd to prepare a fifth design option.
2. St Cuthbert's Church to seek approval regarding its proposed role as contracting organisation and holder of project funds.
3. Further consideration to be given to establishing a smaller project task group.
4. Arrangements to be developed for wider consultation, potentially commencing at the November Remembrance Sunday event.
5. Potential funding opportunities to be explored.
6. The next project meeting is scheduled for Monday 30th November 2026 at 6.00 pm at St Cuthbert's Community Hall.

Recommendation:

That Members considers:

1. The progress made in developing proposals for the enhancement of Peterlee's War Memorial and the creation of a Remembrance Garden.
2. Whether to continue supporting the project through partnership working, consultation and officer involvement.
3. Whether to nominate representatives to the proposed project task group.

4. The Council's existing maintenance responsibilities for the War Memorial site and the potential implications of maintaining any additional facilities or landscaping.
5. That Council considers whether it wishes to make a financial contribution towards the proposed War Memorial and Remembrance Garden project and, if so, determines an appropriate level of funding, subject to the availability of funds and satisfactory project governance arrangements.

Appendix 1: Implications

Area	Implication
Finance:	Peterlee Town Council currently maintains the existing War Memorial site. The proposed enhancements may result in additional maintenance costs associated with landscaping, pathways, seating and memorial features. Council is asked to consider whether it wishes to make a financial contribution towards the project. No overall project budget or confirmed funding package is currently available.
Staffing:	The Council's Neighbourhood Services Team currently maintains the existing War Memorial site. The proposed enhancements may increase maintenance requirements depending on the final design. Officer involvement may also be required to support consultation, publicity, partnership working and project meetings.
Risk:	Potential risks include insufficient project funding, increasing professional fees, delays in obtaining permissions and uncertainty regarding project ownership and contractual responsibilities. Additional landscaping and memorial features may also increase the Council's ongoing maintenance and public safety responsibilities.
Equality & Diversity:	The proposed development aims to provide an inclusive place of remembrance for the wider community. The design and consultation process should consider the needs of all residents and comply with relevant equality legislation.
Crime & Disorder:	No direct implications
Consultation:	Wider consultation with veterans' organisations, residents, community groups and other stakeholders is proposed. Peterlee Town Council has been asked to assist with promoting the consultation and encouraging community involvement
Procurement:	No direct implications
Legal:	The Council currently maintains the existing War Memorial site. Any proposed extension of these responsibilities should be clearly defined and formally agreed. The project may require landowner consent, ecclesiastical permissions, planning approval and other statutory consents. Any financial contribution must be supported by an appropriate statutory power and comply with the Council's governance and financial requirements.

Area	Implication
Data Protection:	No direct implications.

Report to: Peterlee Town Council

Date: 19th October 2026

Report of: Deborah Woodhall, Resources Manager

Subject: **Payroll Services – Termination of existing Service Level Agreement (SLA) from Durham County Council**

Report Purpose: To inform Members that the Council's current payroll provider- Durham County Council, has given notice of its intention to terminate the existing Payroll Service Level Agreement (SLA) with effect from 31 March 2027, and to seek approval for the appointment of an alternative payroll provider to ensure the continued delivery of payroll services to Council employees and Members.

Background: On 3 July 2026, the Council received formal notification from its current payroll provider- Durham County Council that it would be terminating the existing Payroll Service Level Agreement with effect from 31 March 2027.

The Council currently receives a fully managed payroll service, including payroll processing, statutory reporting and associated payroll administration, at an annual cost of £7,990.00.

In order to ensure continuity of service beyond 31 March 2027, the Council engaged the services of Durham County Council's Procurement Team to explore alternative providers capable of delivering a comparable full-service payroll provision. Following a detailed procurement exercise, two potential options have been identified for Members' consideration.

Option 1 - HR Connect

HR Connect is a public sector framework provider awarded under the Public Contracts Regulations 2015 through a trading arm of Kent County Council. The service offered is comparable to the full-service payroll provision currently received by the Council.

The proposed cost is £4.80 per payslip per month. Based on the Council's current establishment of 36 contracted employees, 15 casual employees and 22 Members, the maximum annual cost would be approximately £4,204.00, although this figure may fluctuate depending on the number of employees paid in any given month.

In addition, a one-off onboarding fee of £9.00 per individual would apply to establish the payroll portal and framework arrangements, giving a total implementation cost of £657.00.

This option would provide a like-for-like outsourced service whilst delivering an estimated annual saving of £3,786.00 when compared with the current payroll contract.

Option 2 - In-House Payroll Service

An alternative approach would be for the Council to undertake payroll processing in-house through the purchase of dedicated payroll software and the employment of a payroll clerk.

For example, Sage Payroll software is available at a cost of £23.00 per month for a standard package covering up to five employees, with an additional charge of £3.40 per employee thereafter. Based on the Council's current workforce and members, software costs are estimated to be approximately £3,050.00 per annum.

In addition, the Council would need to recruit and employ a part-time Payroll Clerk. Based on current market averages, this is estimated to cost approximately £26,000 per annum on a pro-rata basis, plus any associated employer costs.

Whilst this option would bring payroll administration under direct Council control, it presents a number of operational risks, particularly around business continuity. In the event of sickness, annual leave, resignation or other absence of the Payroll Clerk, there may be insufficient internal expertise available to process payroll within statutory timescales, potentially resulting in delays or additional pressure on other employees.

Officers also consulted with other Town Councils that currently administer their payroll services in-house. Feedback received highlighted that payroll administration can be time consuming, ensuring compliance with HMRC requirements, processing statutory payments, pension contributions and keeping up to date of legislative changes. Councils also identified challenges in maintaining staffing cover, as the absence of the officer responsible for payroll can create significant business continuity risks and said they were trying to outsource the service.

Recommendation: Members are asked to:

1. Consider the options presented and determine the Council's preferred payroll provision from 1 April 2027.
2. That Members approve Option 1 (HR Connect) as the Council's payroll provider from 1 April 2027, as it provides a like for like outsourced service, ensures business continuity, reduces operational risk and delivers a significant annual saving when compared to the current Payroll Service Level Agreement.

Appendix 1: Implications

Area	Implication
Finance:	Depending on which option is chosen, there could either be a saving of £3,050 per year or a cost to recruit and employ a Payroll Clerk.
Staffing:	Depending on which option is chosen, there could be the need to recruit and employ a Payroll Clerk.
Risk:	No direct implications.
Equality & Diversity:	No direct implications.
Crime & Disorder:	No direct implications.
Consultation:	No public consultation required.
Procurement:	Complies with council procedures for a specialist service.
Legal:	No direct implications.
Data Protection:	No direct implications.