



PETERLEE TOWN COUNCIL

Date of Issue: 2nd November 2021

A Meeting of the Resources Committee will be held on Monday 8th November 2021 in The Banqueting Suites, Shotton Hall, Peterlee, SR8 2PH at 6.30pm

Mr I Morris P.S.L.C.C.

Town Clerk

A G E N D A

Due to the current COVID situation the capacity of the meeting room is reduced and public admission to the meeting will be limited. Any members of the public wishing to attend Shotton Hall to observe the meeting are strongly advised to contact the Council in advance to reserve a seat: council@peterlee.gov.uk or 0191 5862491

Members of the Committee and members of the public are reminded that the public part of the meeting may be recorded in both audio and video, and photographs may be taken.

1. Apologies for Absence

Members are cordially invited to inform the Deputy Town Clerk of their apologies as soon as practicable.

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 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>

3. To approve the minutes of the previous meeting

Members are recommended to approve the minutes of the previous meeting of the Resources Committee on Monday 13th September 2021 as a true and correct record.

(Minutes of previous meeting, copy attached)

4. Appraisal & Development Policy and Process

To receive a presentation outlining the Council's approach to staff appraisal and development from the Town Clerk

5. The Report of the Scrutiny Committee of the 27th September 2021

Members are asked to consider the recommendation made by Scrutiny Committee on 27th September 2021 that the Town Council should invest in Shotton Hall as a venue for community use and events and not a commercial hospitality/banqueting venue and to approve the Town Clerk proceeding on this basis (attached).

6. The notes of the Events Working Party of the 6th October 2021

For Members to note the contents of the notes of this Working Party (attached)

7. Repairs to the Showers – Lowhills Road Sports Changing Rooms

The Report of the Facilities Manager requesting endorsement of action taken in making the showers fully operational for the football season
(report of the Facilities Manager, to follow)

PETERLEE TOWN COUNCIL

MINUTES OF THE MEETING OF THE RESOURCES COMMITTEE

HELD ONLINE USING VIDEO CONFERENCING TECHNOLOGY

ON MONDAY 13TH SEPTEMBER 2021 at 6.30PM

PRESENT:- COUN M A CARTWRIGHT (CHAIR)

Mesdames:- E Watson, J Black, M McCue, D Quinn, K Hawley, D Howarth & K Duffy

Messrs:- S Franklin, B Fishwick, T Duffy & R Moore

8. Apologies for Absence

Apologies for absence were offered to the meeting and accepted from Councillors S Simpson, G Johnson, S McDonnell, D Hawley & M Sanderson.

9. To receive declarations of interest

Members were reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. None were offered. **RESOLVED the information given, be noted.**

10. To approve the minutes of the previous meeting

RESOLVED the minutes of the previous meeting of the Resources Committee held on Monday 14th June 2021 be approved as a true and correct record.

11. Policies

Members were asked to review and adopt the following policies:

- (i) **Standing Orders** - updated to reflect post-Brexit procurement regulations
- (ii) **Financial Regulations** – updated to reflect post-Brexit procurement regulations and the Council's move from cheque payments to internet banking

(iii) **Peterlee Town Council Complaints Procedure** - first adopted in April 2017, no substantive amendments proposed.

(iv) **Abusive, unreasonable and vexatious complaints policy** – first adopted in July 2017, no substantive amendments proposed.

RESOLVED the reviewed policies as presented be accepted, approved and be adopted immediately.

12. Budget outturn report for 2021/22 financial year – quarter 1

Members were asked to consider and approve a report from the Town Clerk providing the first quarter budget outturn for the 2021/22 financial year. The Town Clerk provided an explanation of budget variances over 15% as per financial regulations, and confirmed that there were no budgetary concerns at the end of the first quarter of the financial year. **RESOLVED the contents of the report be accepted and noted.**

THE MINUTES OF THE MEETING OF THE SCRUTINY COMMITTEE
HELD IN THE BRANDLING SUITE, SHOTTON HALL, PETERLEE
ON FRIDAY 24th SEPTEMBER 2021

PRESENT: COUN K HAWLEY (CHAIR)

Mesdames: - M A Cartwright, D Howarth, M McCue, J Black
& K Liddell, S Simpson

Messrs:- M Sanderson, R Moore, B Fishwick, T Duffy & B Fishwick

6. Apologies for Absence

Apologies for absence were submitted and accepted on behalf of Councillors D Quinn, K Duffy, G Johnson and S McDonnell. **RESOLVED the Council approve the reasons submitted at the meeting for absence received, and their apologies for absence be recorded.**

7. To receive declarations of interest

Members were reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. No declarations were offered.

8. Exclusion of the Press & Public

RESOLVED that in view of the confidential nature of the items to be discussed, the committee passed 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, (due to sensitive commercial and staffing nature of the issues being discussed).

9. Shotton Hall

Members and Officers continued discussions from the previous meeting about future options for Shotton Hall Banqueting Suites and voted on their decision, as follows:-

- A) Arrange full refurbishments and keep the building as a banqueting suite – **0 votes**
- B) Change into building offered for community use and events – **12 votes (all members present)**
- C) Close the building – **0 votes**

AGREED Members' decision would be presented to all Council Members at the next Resources Meeting to be agreed/endorsed.

THE NOTES OF THE MEETING OF THE EVENTS WORKING PARTY HELD IN THE BRANDLING SUITE, SHOTTON HALL, PETERLEE ON WEDNESDAY 6TH OCTOBER 2021 AT 10.00am

Present: Cllr K Hawley (Chair)

Councillors: S Simpson, J Black, M Sanderson, M McCue, B Fishwick & R Moore

Officers: J Hugill, L Freeman, L Hudson & K Tweddle

1. Apologies for Absence

Apologies for absence were offered and accepted from Councillors K Duffy & M A Cartwright.

2. The Notes from the last meeting held on 6th September 2021 were considered and agreed as a true and correct record.

3. Fireworks Event – Friday 5th November 2021

Progress with the arrangements for this event were given to the meeting. It was reported a grant application had been made to DCC for funding towards the cost of hosting this event.

4. Remembrance Day Event, Sunday 14th November 2021

A verbal update on the organisation and arrangements for this event were given by the Corporate Services Manager.

5. Christmas Tree Lighting, 3rd December 2021

Further consideration was given to this event along with a verbal update by the Corporate Services Manager.

6. Music Festival event, Saturday 18th & Sunday 19th June 2022

The Group considered and agreed a name for the event, "Peterlee Music Fest 2022"

A verbal update report was provided by the Corporate Services Manager, she advised the event would be a ticket event held inside the fence of the cricket ground closing at 10.30pm each night. Bands already booked to perform were tribute bands for Bon Jovi, Thin Lizzy and Queen on the Saturday with local bands playing on the afternoon, and Sunday would be an Electric 80's themed day with tribute bands Duran Duran, UB40, Madness and the Pet Shop Boys. She anticipated early bird tickets being offered for sale from November 2021 via ticketsource. It was agreed the action taken in this regard, be endorsed.

7. Fun Fair -Request made by Colin Noble for 2022

A verbal report will be made by the Corporate Services Manager on the request made to host an event modelled on the Peterlee Show. It was agreed Mr Colin Noble, (Jnr) be invited to come to a future meeting to provide the exact details for the Working Party to consider.

8. Food Festival

The Corporate Services Manager reported on this item and it was agreed her Team get in touch with Seaham and Bishop Auckland on what they charge for the stalls and did they provide their own gazebos.

9. Christmas Fair/Market

It was reported the Sport & Well Being Activity Officer was organizing an event at The Pavilion on 20th November 2021.

Report to: Resources Committee

Date of Meeting: 8th November 2021

Subject: Repairs to the showers, Lowhills Road Sports Changing Rooms

Report of: Julian Hunt, Facilities Manager

Report Purpose: This report is intended to provide the Committee with a summary of actions taken to recommission the showers at the Town Council's changing rooms in Hill Rigg House, Lowhills Road.

Background: One of the requirements of the Sunday league football played from the Town Council's Lowhills Road playing fields is the need for changing room and shower facilities to be provided for home and away teams.

The showers at Hill Rigg House have not been operational since the 2019/20 season for a number of reasons. Whilst alternative facilities were offered to the teams through the use of the Pavilion Sports & Community Centre changing facilities and showers this was not acceptable to the teams as a long-term solution and the Facilities Manager has worked to ensure that the showers are operational again.

Actions taken: The first phase of work in July 2021 was an initial electrician's investigation and report at a cost of £608.00. This initial investigation looked at why the showers, water boilers and BMS Panel had previously been condemned and then provide information and a quotation on any works necessary for the showers to work safely.

The investigation found that the three megaflow direct water heaters had stagnant water inside them. This presented a potential high risk context for legionella. The pressure in the water heaters was rising to over 7 bar which indicated there was no expansion in the cylinders. Engineers were unable to perform an expansion air gap test due to the risk of legionella from running the water. It was recommended the whole system was flushed out and cleaned to remove any stagnant water and any risk of legionella, following which an engineer would carry out checks on the thermostatic mixing valves and other components that may be faulty. These work had to be carried out on a weekend as the building's water supply could not be in use for the duration of the works. The cost of the works was £1,504.80.

In late August 2021 the tests had been returned from the laboratory regarding legionella and the boilers were deemed safe to work on.

Further tests were performed on the boilers and it was found that when they were switched on the pressure rose exponentially until it exceeded the safety relief valves.

Chlorination of the system was carried out and the results came back all clear which the engineers to work safely on the system.

In mid-September the next step of the works required an engineer to partly drain down and reinstate the air gap that was causing pressure in the boilers. This allowed the boilers to operate and highlight any issues in the system. This operation was completed at a cost of £344.00.

In mid-October an engineer isolated the power to the control panel and removed a faulty timer clock. They then supplied and installed a programmable replacement timer clock for the system, and the costs of these works was £358.38.

On 19th October all works were completed and the showers are now fully operational at a total cost of £2,815.18

Recommendation **Members are requested to note the content of this report and the costs incurred in taking remedial action to recommission the Hill Rigg House boiler and shower facilities for use by the football teams that play at the Town Council's pitches at Lowhills Road.**

Appendix 1: Implications

Finance – there is no allocation for these works in the current budget and as such the repairs budget for Hill Rigg House will be over-budget this financial year

Staffing – none

Risk – the works to the boiler were risk assessed by the contractor and appropriate legionella testing and cleansing were completed before works commenced; the repairs to the showers will enable their safe use by sports teams using the Lowhills road pitches and reduce the risk of reputational damage from the showers remaining out of use.

Equality and Diversity, Cohesion and Integration – none

Crime and Disorder – none

Consultation & Communication – engagement with the football teams playing from Lowhills Road has occurred via the Sports Development & Wellbeing Manager

Procurement – the procurement of the works was carried out in accordance with the Council's Financial Regulations

Legal – no direct implications