



Date of Issue: 5<sup>TH</sup> September 2023

A Meeting of the Resources Committee will be held on Monday 11<sup>th</sup> September 2023 in the Council Chamber, Shotton Hall, Peterlee, SR8 2PH at 6.30pm

Mr I Morris F.S.L.C.C.

Town Clerk

## AGENDA

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 12<sup>th</sup> June 2023 as a true and correct record.

(Minutes of previous meeting, copy attached)

4. Use of PTC owned premises by outside bodies

Item from Councillor Rob Moore requesting the use of community facilities to be discussed

5. Policies

To consider and review the following policies:-

(a) Flexible working Policy [To view the flexible working policy please use this link](#)

(b) Information and information Management Policy [To view the Information & Information Management Policy please use this link](#)

(c) Lone Working Policy [To view the Lone Working policy please use this link](#)

Members can access the policies using the links provided above. Hard copies are available from the Democratic Services Team on request.

6. Outstanding Debt to be written off

Report requesting approval to write a debt off, details included (attached)

PETERLEE TOWN COUNCIL

MINUTES OF THE MEETING OF THE RESOURCES COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE

ON MONDAY 13<sup>TH</sup> JUNE 2023 at 6.30PM

PRESENT:- COUN R MOORE (CHAIR)

Councillors: M McCue, S Simpson, H Stockport, FJ Black, K Hawley, R Scott, B Fishwick, A Laing, D Howarth

25. Apologies for Absence

Apologies for absence were noted from Councillors K Liddel, R Burnip, S McDonnell, S Franklin, D Hawley, K Duffy, T Duffy, M Cartwright, D Quinn & M Sanderson

26. To receive declarations of interest

Members were reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. Cllr FJ Black declared an interest in item 31 Draft Tenancy Agreement & Allotment Rules **RESOLVED the information given, be noted.**

27. To approve the minutes of the previous meeting

**RESOLVED the minutes of the previous meeting of the Resources Committee held on Monday 13<sup>th</sup> March 2023, be approved as a true and correct record.**

28. Provision of stalls for charitable organisations at Town Council events

Item requested by Cllr K Hawley. The Council's Corporate Services Manager confirmed that due to previous incidents of no-shows at some council events, charitable organisations requesting stalls at Council events were now being asked to make a refundable deposit. Members endorsed this approach, and it was **RESOLVED that charitable organisations would be charged a £10 refundable deposit for stalls at Council events, to be refunded only if the organisation did attend the event.**

29. Community Business Model consultancy support

Members considered the report from the Town Clerk regarding proposal from the Plunkett Foundation for a feasibility study into establishing a community business model in Peterlee. **RESOLVED that the contract be awarded to the Plunkett Foundation at a cost of £8,300 + VAT as set out in the proposal document.**

30. Health & Safety Policy

Members considered the updated Health & Safety Policy that had previously been circulated. Cllr Moore confirmed that the proposed policy had been considered by the Health & Safety Working Party on 22<sup>nd</sup> May 2023. **RESOLVED that the Health & Safety Policy be adopted by the Town Council with immediate effect.**

31. Draft tenancy agreement and rules for Leisure Gardens

Members considered the draft tenancy agreement and rules for Leisure Gardens that had been previously circulated. The Town Clerk confirmed that both of the Council's leisure gardens sites were being managed by the Council, and that the new tenancy agreements and rules document were intended to help both the gardeners and the Council to understand the rights and responsibilities of being a leisure garden tenant. Cllr J Black had previously declared an interest and did not take part in the discussion or vote on this item. **RESOLVED that the tenancy agreement and rules be approved and issued to leisure gardeners as soon as practicable.**

32. Planning Application – 1 Hailsham Place DM/23/01429/FPA

Members considered this planning application to convert the existing betting shop into a drinking establishment. Members raised a number of concerns about the proposal including the high number of existing drinking establishments in the town, the proximity of the site to the youth club and nursery buildings, and the impact on pedestrian and cycle access to this important gateway into the town centre. **RESOLVED that the Town Clerk issue an objection to the planning application on behalf of the Council. FURTHER RESOLVED that Cllr A Laing represent the Town Council to voice these objections at DCC Planning Committee, if called.**

33. Christmas Tree – Peterlee roundabout

Members considered the options around the provision of a Christmas tree on the Burnhope Way/Essington Way town centre roundabout this year. It was noted that the Town Council does not own the roundabout, and that there have been issues with the quality of trees supplied by the County Council in recent years. **RESOLVED that the Town Council will not fund a Christmas tree being placed on the Burnhope Way/Essington Way town centre roundabout this year.**

Report To: Resources Committee, Peterlee Town Council

Date: 11<sup>th</sup> September 2023

Subject: Debt Write Off 2023/4 financial year

Report of: Ian Morris, Town Clerk

Purpose: This report proposes to write off bad debts to the value of £584.18 owed from one individual, in line with the Council's Debt Recovery Procedures.

Background: Under the Town Council's Debt Management policy, the Council pursues debts from unpaid invoices through phone calls and letters and then ultimately to HM Courts & Tribunal Service 'Money Claim Online' service<sup>1</sup> for unresolved debts. Money Claim Online is a convenient and secure way of making a money claim via the internet, and enables council officers to instigate debt recovery action through the courts without the need to refer to a solicitor in most cases.

Further detail of the process followed by the Town Council is provided in Appendix 1 to this report.

Write-offs: Following the adoption of the new process in March 2018 the Council has successfully recovered a number of the longstanding debts from companies and individuals. However during the current financial year one local company has not repaid their debt despite court action:

COMPANY	AMOUNT	RELATING TO
Glynn J Fidgeon	£584.18	Hire of a room in The Pavilion sport & community centre for Judo classes

This debt has exhausted the Council's debt recovery process and a court judgement was made against the person in August 2023, however the debt remains unpaid. In line with the Council Debt Recovery process it is recommended that the council writes these debts off the current accounts at the end of financial year. If the debtor does come forward with payment in the future this will be received as income and accounted for in the financial year in which it is received.

Recommendations: Members are recommended to note the contents of this report and approve the writing off of the listed debt to a value of £584.18 and to confirm that the hirer be barred from any further Council hires until such time as the debt is repaid in full.

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<sup>1</sup> <https://www.moneyclaim.gov.uk/web/mcol/welcome>

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## Appendix 1 : Peterlee Town Council Debt Recovery Process

1. Invoices will be issued with a request to pay within 28days.
2. A statement is issued at the end of the month when the invoice was originally issued.
3. A second statement is sent out the following month.
4. After three months if the invoice is still not paid, a letter before action is issued, (ensuring no disagreement about any contract terms), giving 7 days to pay.
5. If the amount still remains unpaid, the Accounts Team consider the amount owing. If it is under £100 write the debt off (report to Resources Committee for endorsement). A "Write off" of a debt may incur further sanctions e.g. withdrawal of access to credit for services, room bookings, MUGA use etc until such time as debt is recovered.
6. If the amount owed is £100 or more then Accounts Team proceed through the Money Online Claims Process and issue a summons in the small claims court.
7. the amount owed will include the cost of issuing the claim via the court.

## Appendix 2: Implications

Finance – The writing off of this debt will remove £584.18 from the debtors list in the current accounts; if income is received from any of these debts in the future this will be credited to the appropriate budget code.

Staffing - no direct implications

Risk – no direct implications

Equality and Diversity / Public Sector Equality Duty - no direct implications

Accommodation - no direct implications

Crime and Disorder - no direct implications

Human Rights - no direct implications

Consultation – no direct implications

Procurement - no direct implications

Disability Issues - no direct implications

Legal Implications – The Town Council's debt recovery process has been followed, including obtaining a county court judgements (CCJ) against the debtor