

## Spennymoor Town Council

Minutes of the proceedings of a Meeting of SPENNYMOOR TOWN COUNCIL held in the Council Chamber, Town Hall, Spennymoor on Tuesday 27<sup>th</sup> May, 2008 at 6.45p.m.

PRESENT: Councillor Mrs.J.L.Wood (Town Mayor) and

Councillors Miss S.L.Armstrong, Mrs.C.Bainbridge, J.C.Culine, J.V.Graham, Miss T.Graham, I.Harrington (Deputy Town Mayor), M.T.B.Jones, C.Maddison, Mrs.E.Maddison, J.M.Marr, J.Parkin, J.E.Plews, F.E.Ryder, J.W.Smith, Mrs.C.Sproat, K. Thompson, G.Tolley, F.Walker, W.Waters and Mrs.E.M.Wood.

Also in attendance Mrs.P.Wilson (Town Clerk)  
Miss E.V.Russell (Admin Assistant) (Minutes Officer)

58 Members of the Public.

APOLOGIES: Councillor G. Heslop.

104/07. **DECLARATION OF INTERESTS.**

RESOLVED - No personal or prejudicial interest was made by any Member.

105/07 **PUBLIC QUESTIONS.**

RESOLVED - No questions had been received from Members of the Public in accordance with Standing Order 12.

106/07. **MAYOR'S COMMUNICATIONS.**

The Mayor reported on the functions she had attended since the last meeting:-

- a) Tuesday 22<sup>nd</sup> April - Town Mayor and Members visited TA Centre at Bishop Auckland;
- b) Wednesday 23<sup>rd</sup> April - Town Mayor's St.George's Day event – over £500 raised for Mayor's Charity Appeal;
- c) Friday 25<sup>th</sup> April - Town Mayor attended Derwentside District Council Civic Ball;
- d) Friday 25<sup>th</sup> April - Deputy Mayor attended Shildon Town Council Charity Evening;
- e) Sunday 27<sup>th</sup> April - Town Mayor attended City of Durham Civic Service;
- f) Monday 28<sup>th</sup> April - Town Mayor visited Clarence Court where she was presented with a cheque amounting to £700;
- g) Monday 28<sup>th</sup> April - Town Mayor attended St.John Ambulance Presentation Evening;
- h) Friday 2<sup>nd</sup> May - Town Mayor attended Seaham Town Council Civic Ball;
- i) Saturday 3<sup>rd</sup> May - Town Mayor attended Ferryhill Town Council Wine & Cheese Evening;

- j) Thursday 8<sup>th</sup> May - Deputy Mayor attended Chilton Town Council Charity Night;
- k) Tuesday 13<sup>th</sup> May - Town Mayor attended Peterlee Town Council Casino Night;
- l) Friday 16<sup>th</sup> May - Town Mayor attended Sedgefield Borough Annual meeting;
- m) Saturday 17<sup>th</sup> May - Town Mayor attended Sycamore Lodge May Fayre;
- n) Sunday 18<sup>th</sup> May - Town Mayor attended Ox Close School May Fayre;
- o) Thursday 22<sup>nd</sup> May - Town Mayor Presented Awards at Boots the Chemist at Enterprise City;
- p) Thursday 22<sup>nd</sup> May - Town Mayor attended Hartlepool Borough Council Annual Meeting;
- q) Friday 23<sup>rd</sup> May - Town Mayor attended a Charity Evening organised by the Rotary Club of Spennymoor in aid of her Charity Appeal – over £1,200 raised;
- r) Saturday 24<sup>th</sup> May - Deputy Mayor visited Joan and Eddy Airey of Kirk Merrington on their Golden Wedding Anniversary.

107/07.

**COMMITTEE MINUTES.**

RESOLVED – That the Minutes of the meetings of the following Committees be approved

Allotments	6 <sup>th</sup> May, 2008
Finance and General Purposes	6 <sup>th</sup> May, 2008

Subject to the following amendment

Minute F.&G.P. 287/07 to read -

*'It was moved that the name be changed to a Working Party. Councillor Mrs.E.Maddison requested a named and recorded vote in respect of this change'.*

Planning and Highways	13 <sup>th</sup> May, 2008
Services and Amenities	13 <sup>th</sup> May, 2008

There being no further business the Town Mayor declared the meeting closed at 6.50 p.m.

**Councillor Mrs.J.L.Wood  
Town Mayor**

## **Spennymoor Town Council.**

Minutes of the proceedings of the ANNUAL MEETING of the Town Council held in the Council Chamber, Town Hall, Spennymoor on Tuesday 27<sup>th</sup> May, 2008 at 7p.m.

PRESENT: Councillor Mrs.J.L.Wood (Town Mayor) and

Councillors Miss S.L.Armstrong, Mrs.C.Bainbridge, J.C.Culine, J.V.Graham, Miss T.Graham, I.Harrington, M.T.B.Jones, C.Maddison, Mrs.E.Maddison, J.M.Marr, J.Parkin, J.E.Plews, F.E.Ryder, J.W.Smith, Mrs.C.Sproat, K.Thompson, G.Tolley, F.Walker, W.Waters and Mrs.E.M.Wood

Also in attendance Mrs.P.Wilson (Town Clerk)  
Miss E.V.Russell (Admin Assistant) (Minutes Officer)

and 58 Members of the Public.

### **COUNCILLOR MRS.J.L.WOOD RETIRING TOWN MAYOR IN THE CHAIR**

Prior to the formal business of the meeting commencing, the retiring Town Mayor, Mrs.J.L.Wood took the opportunity to say a few words.

She extended a very warm welcome to civic guests, family and personal guests, all council members and members of staff here for this annual meeting.

Prior to the formal business of the meeting she said a few words before she presented the proceeds of her charity appeal to the representatives of her nominated charity.

She started by saying that she would like to say a big thank you to Brian, her husband and consort who had supported her in all kinds of ways throughout the year but most importantly she thanked him for just being there with her -and for her.

On behalf of, Brian and herself, she expressed their very warmest thanks for what has certainly been an extremely busy, enjoyable, and memorable civic year.

She remarked that the year has passed so quickly, but she and Brian had made so many special memories to look back on and had been privileged to attend a variety of events and to meet some lovely people - some they already knew, some were strangers; nevertheless they leave their position much richer in friends.

She gave special sentiments of thanks and acknowledgement to members of Spennymoor Town Council for their support and in particular to her Deputy Mayor - Councillor Ian Harrington.

Sincere thanks were also given to the Mayors Secretary, Mrs. Brenda Fryer for her professionalism and support, to the Town Clerk, Mrs. Pauline Wilson, and to all of the staff for their help and assistance throughout the year.

Very special thanks was extended to a gentleman who she was proud to know, who does a brilliant job but who had always offered her more and had given tremendous support and sometimes advice throughout her year. That gentleman was Mr. George Teasdale.

As is the usual practice, during the mayoral term of office she has had the opportunity to raise funds for charity - her chosen charity being "The Great North Air Ambulance."

She expressed very warm thanks and appreciation to the many people who have given such kind and tremendous support to her charity appeal. Special thanks to the members of the council, to people in the local community, the business sector, the Spennymoor section of the Rotary Club, residents of Clarence Court and to members of staff for their donations and support of raffles and events which had been held to raise funds. She was sincerely grateful to all those who have given their time, effort and energies in helping her raise money for her chosen charity.

She proudly announced that the total amount raised during her mayoral year - for "The Great North Air Ambulance." was £12,672.00 and said that it gave her great pleasure to ask Mandy Drake (Representative of the Great North Air Ambulance) to come forward to receive the cheque.

Mandy Drake expressed a huge thank you on behalf of the Great North Air Ambulance on raising such an unbelievable amount, a sum which would mean so much to them. She advised that the Organisation receives no government funding and it costs over three and a half million to keep the Air Ambulance functioning each year. Every penny raised helps to keep the helicopter in the air and helps to maintain a life saving service and is not spent on administration.

Thank you so much.

#### **RESPONSE BY LEADER OF THE COUNCIL.**

Councillor J.V.Graham said that it would be remiss of him if he did not congratulate the outgoing Mayor Mrs. Joan Wood on her excellent year in office, a position she had filled with honour and dignity. The amount raised was an example of her strong will and determination and on behalf of Council Members and Staff he wished her well for the future.

1/08.

#### **ELECTION OF TOWN MAYOR.**

RESOLVED -

That Councillor I.Harrington, be elected Town Mayor for the ensuing year. The Town Mayor read and signed the Declaration of Office.

**COUNCILLOR I.HARRINGTON, TOWN MAYOR, IN THE CHAIR.**

2/08.

## **TOWN MAYOR'S ADDRESS**

Councillor Ian Harrington stated that it was with a very real and deep sense of both pride and humility that he accepted the Chain of office and the position of Town Mayor for the ensuing year.

With the support of his wife Gillian, as Mayoress, he aimed to fulfill all those duties and responsibilities placed before him, to the best of his ability.

His Charity Appeal this year would support two, very different, but equally worthy, causes. Both of these were suggested to him by people from within the community of the Township and he was very pleased to see those people, in the public gallery this evening. He hoped that the results of his fundraising would therefore have a direct impact within the community of our Township.

His Charity Appeal this year would support, in equal measure, the Myasthenia Gravis Association and the Conductive Education Centre "Step Together."

He said that he would not go into further detail here but would direct your attention to the information provided on the tables, in the Main Hall.

He said that he would also like to pay tribute to the Retiring Mayor, Councillor Mrs. Joan Wood saying:-

*"Joan, not only have you raised an outstanding sum for your chosen Charity Appeal, an amount that I am already envious of, but, I'm sure I speak for all Members present here this evening when I say that you have brought a special dimension to the office of Mayor, during the year of your tenure.*

*Poise, grace and dignity are attributes of yours that we already were aware of, but you have added something extra to the role, something that I call "the sparkle of innovation."*

*Your ideas and suggestions during your year in office have sometimes been controversial, often thought provoking, occasionally almost impossible, but always, always interesting.*

*During your year of office, most ably supported by your Consort and Husband Brian, the perception of the Town Mayor has subtly changed.*

*I only hope that the "Sparkle of Innovation" which you brought to the job, will not desert my year of office and Gill and I will be able to build upon that which you have initiated.*

*Joan and Brian, on behalf of all assembled here this evening, fellow Councillors, members of staff, family and members of the public, may I, from the bottom of my heart, thank you both for your year of office'.*

The Mayor then presented the retiring Town Mayor, Mrs.J.L.Wood with a gift as a memento of her year in office together, together with her past Town Mayor's badge.

3/08. **DEPUTY TOWN MAYOR.**

RESOLVED- That Councillor Miss S.L.Armstrong be elected Deputy Town Mayor for the ensuing year.

4/08. **DEPUTY TOWN MAYOR'S ADDRESS.**

Councillor Miss S.L.Armstrong congratulated the Town Mayor on his election to office and thanked her proposer, Councillor J.M.Marr and seconder J.C.Culine.

She took the opportunity to thank her fellow Councillors for their support and vote of confidence in proposing her for the position. She pledged to support the Town Mayor and fulfill her responsibilities with enthusiasm and commitment and promised to work hard and do her best for the people of Spennymoor as Deputy Town Mayor.

5/08. **APOLOGIES.**

Councillor G.Heslop,

6/08. **LEADER**

RESOLVED- That Councillor J.V.Graham be elected as Leader.

7/08. **LEADERS ADDRESS**

Councillor Graham thanked his proposer and seconder and elected members, the Town Clerk and all Town Council staff for the support and commitment that had been given to him during his first year as Leader of the Council and went on to say:-

*'The Council continued to make policies in the Council Chamber to further enhance the services provided to the public, **OUR PUBLIC.***

*Over the past financial year £11000 had been given to Charitable and Community organisations that operate within the Township through the section 137 grant process.*

*In the last 10 years the Mayor's Charity (excluding the fantastic some raised by the outgoing Mayor, Councillor Joan Wood) had raised a staggering total of £102,946 00 for local, regional and national Charitable causes.*

*This year, the Town Council had received Quality Status Accreditation in preparation for the devolving of services by the new County Unitary when it is effective from April next year.*

*The Town Council was ready to embrace the Government policy of decentralisation and the devolution of power from Whitehall to the*

*doorstep. As local representatives closest to the community, this would be an exciting time and he looked forward to working closely with the County Councillor who had been given the portfolio responsibility for engaging with our sector. He was committed as ever, to continued investment in Member and Staff training to prepare us as a Council to take us forward and improve our capacity to take on any additional responsibilities and functions.*

*The Town Council came second in the nationally acclaimed Cemetery of the Year Awards for our Tudhoe Cemetery.*

*Working in Partnership is important, we have consulted with schools, residents and organisations in partnership with Groundwork trust to improve the play equipment in Jubilee Park and Tudhoe Moor as part of our ongoing programme to improve all Town Council owned play areas.*

*We provide storage and welfare facilities in Jubilee Park for their horticultural equipment and staff. We have received grant funding from Durham County Council to assist us in maintaining our Parish paths, and we have secured £25,000 urban renaissance grant from Durham County Council sponsored by the County Councillor for the Tudhoe Electoral Division to assist us in our improvement works to Tudhoe Moor Play Area and with the assistance of our partners Groundwork we are in the process of applying for Local Improvement Monies from Sedgfield Borough Council.*

*Our staff are trained in Traffic Management so that we can assist in road closures to support local community events, marches and carnivals.*

*Our burial records are now easily accessible through our website.*

*The longstanding problems associated with the Brewery Field were satisfactorily concluded when we completed their long lease, enabling them to secure grant funding in their own right.*

*We have invested in new stage lighting and PA systems in the Town Hall, new chairs, new stage curtains, new carpets within the Hall and refreshment room and new flooring to the lift corridor. Again our own workforce have redecorated the Main Hall staircase, lift corridor and toilets at minimum cost to the taxpayers of the Town.*

*In the next twelve months the process of registering all Town Council land will be completed and by working in Partnership with RPS the Parish Plan will also be in place in time for vesting day for the new Single County Unitary authority.*

*A substantial Capital receipt from the sale of land is anticipated which will be utilised to fund other Capital projects for the benefit of our Community, as approved by this Council.*

*A report will be brought to Members in the next committee cycle setting out proposals for the funding of a temporary allotment officer.*

*The Town Council will also look into the possibility of securing The National Green Flag award for our Cow Plantation Nature Reserve.*

*The Town Council will invest money in a new road at Spennymoor Cemetery to enable the funeral cortege to leave via South View. A project for a new path with street lighting to Tudhoe Community Centre funded by Neighbourhood Enhancement Money given by the two ward members on Sedgfield Borough Council will be completed.*

*Initial plans are in place, to install a disabled platform access lift to the front entry stairs to the Town Hall to improve access for people with disabilities to the Council Chamber and we aim to progress our plans to bring the aerodrome field at Middlestone Moor into sporting and recreational use.*

*In conclusion, Mayor, some Members here tonight, like myself are past Mayors and know what a very busy year you are going to have. May I wish you and your wife Gill every success during your term of office and with the support of your family and friends, Members of the Council, the Town Clerk and all our staff, I know you will have an enjoyable and success full year'.*

8/08. **DEPUTY LEADER**

RESOLVED- That Councillor J.M.Marr be elected as Deputy Leader.

9/08. **DEPUTY LEADER'S ADDRESS**

Councillor J.M.Marr thanked his proposer, Councillor G.Tolley and his seconder Councillor J.E.Plews and fellow Councillors for endorsing him in this position.

He endorsed the comments of the Leader, Councillor J.V.Graham and promised to continue to support the Leader in taking the Council forward.

10/08.

**STANDING COMMITTEES**

RESOLVED- (i) That all Members of the Council shall serve on each of the following Standing Committees for the ensuing year:-

Allotments  
Finance and General Purposes

Planning and Highways  
Services and Amenities

(ii) That the terms of reference of the Standing Committees for the ensuing year shall be set out in the previously circulated **Appendix I**;

11/08.

**SPECIAL COMMITTEE.**

Nominations were made as per the circulated schedule.

A request was made from Councillor Mrs.E.Maddison for a named and recorded vote.

The amendment for 2 Liberal Democrat Representatives was defeated 13 votes to 6.

**For –** Councillors M.T.B.Jones, C.Maddison, Mrs.E.Maddison, Mrs.C.Sproat, K.Thompson and Mrs.E.M.Wood.

**Against -** Councillors Mrs. C.Bainbridge, J.C.Culine, J.V.Graham, Miss T.Graham, J.M.Marr, J.Parkin, J.E.Plews, F.E.Ryder, J.W.Smith, G.Tolley, F.Walker, W.Waters and Mrs.J.L.Wood.

The substantive motion was carried:-

**For -** Councillors Mrs. C.Bainbridge, J.C.Culine, J.V.Graham, Miss T.Graham, J.M.Marr, J.Parkin, J.E.Plews, F.E.Ryder, J.W.Smith, G.Tolley, F.Walker, W.Waters and Mrs.J.L.Wood.

**Against –**Councillors M.T.B.Jones, C.Maddison, Mrs.E.Maddison, Mrs.C.Sproat, K.Thompson and Mrs.E.M.Wood.

RESOLVED - That the following Members shall serve on the Special Committee for the ensuing year:-

Mayor  
Chairmen of the four Standing Committees  
plus Councillors J.V.Graham, G.Heslop, J.M.Marr  
and F.Walker together with 1 Liberal Democrat  
representative. (10)

12/08.

**APPEALS COMMITTEE.**

Nominations were made as per the circulated schedule.

A request was made from Councillor Mrs.E.Maddison for a named and recorded vote.

The amendment for 2 Liberal Democrat Representatives was defeated 13 votes to 6.

**For –** Councillors M.T.B.Jones, C.Maddison, Mrs.E.Maddison, Mrs.C.Sproat, K.Thompson and Mrs.E.M.Wood.

**Against -** Councillors Mrs. C.Bainbridge, J.C.Culine, J.V.Graham, Miss T.Graham, J.M.Marr, J.Parkin, J.E.Plews, F.E.Ryder, J.W.Smith, G.Tolley, F.Walker, W.Waters and Mrs.J.L.Wood.

The substantive motion was carried:-

**For -** Councillors Mrs. C.Bainbridge, J.C.Culine, J.V.Graham, Miss T.Graham, J.M.Marr, J.Parkin, J.E.Plews, F.E.Ryder, J.W.Smith, G.Tolley, F.Walker, W.Waters and Mrs.J.L.Wood.

**Against –** Councillors M.T.B.Jones, C.Maddison, Mrs.E.Maddison, Mrs.C.Sproat, K.Thompson and Mrs.E.M.Wood.

**RESOLVED -** That the following Members shall serve on the Appeals Committee for the ensuing year:-

Deputy Mayor  
Vice-Chairs of 4 Standing Committees, Miss T.Graham and J.E.Plews (7)

13/08.

**AUDIT COMMITTEE.**

Nominations were made as per the circulated schedule.

A request was made from Councillor Mrs.E.Maddison for a named and recorded vote.

The amendment for 2 Liberal Democrat Representatives was defeated 13 votes to 6

**For –** Councillors M.T.B.Jones, C.Maddison, Mrs.E.Maddison, Mrs.C.Sproat, K.Thompson and Mrs.E.M.Wood.

**Against -** Councillors Mrs. C.Bainbridge, J.C.Culine, J.V.Graham, Miss T.Graham, J.M.Marr, J.Parkin, J.E.Plews, F.E.Ryder, J.W.Smith, G.Tolley, F.Walker, W.Waters and Mrs.J.L.Wood.

The substantive motion was carried:-

**For -** Councillors Mrs. C.Bainbridge, J.C.Culine, J.V.Graham, Miss T.Graham, J.M.Marr, J.Parkin, J.E.Plews, F.E.Ryder, J.W.Smith, G.Tolley, F.Walker, W.Waters and Mrs.J.L.Wood.

**Against** – Councillors M.T.B.Jones, C.Maddison, Mrs.E.Maddison, Mrs.C.Sproat, K.Thompson and Mrs.E.M.Wood.

RESOLVED - That the following Members shall serve on the Audit Committee for the ensuing year:-

Chairman and Vice-Chairman of the Services and Amenities and Finance and General Purposes Committee plus Councillors J.V.Graham, G.Heslop, J.M.Marr and F.Walker together with 1 Liberal Democrat representative. (9);

14/08.

**TOWN HALL FACILITIES SUB - COMMITTEE.**

Nominations were made as per the circulated schedule.

A request was made from Councillor Mrs.E.Maddison for a named and recorded vote.

The amendment for 2 Liberal Democrat Representatives was defeated 13 votes to 6.

**For** – Councillors M.T.B.Jones, C.Maddison, Mrs.E.Maddison, Mrs.C.Sproat, K.Thompson and Mrs.E.M.Wood.

**Against** - Councillors Mrs. C.Bainbridge, J.C.Culine, J.V.Graham, Miss T.Graham, J.M.Marr, J.Parkin, J.E.Plews, F.E.Ryder, J.W.Smith, G.Tolley, F.Walker, W.Waters and Mrs.J.L.Wood.

The substantive motion was carried:-

**For -** Councillors Mrs. C.Bainbridge, J.C.Culine, J.V.Graham, Miss T.Graham, J.M.Marr, J.Parkin, J.E.Plews, F.E.Ryder, J.W.Smith, G.Tolley, F.Walker, W.Waters and Mrs.J.L.Wood.

**Against** – Councillors M.T.B.Jones, C.Maddison, Mrs.E.Maddison, Mrs.C.Sproat, K.Thompson and Mrs.E.M.Wood.

RESOLVED - That the following Members shall serve on the Town Hall Facilities Sub-Committee:-

Leader and Deputy Leader of the Council  
Chair and Vice-Chair of Services & Amenities  
Committee  
plus Councillors I.Harrington, J.Parkin, F.Walker  
and W.Waters and Liberal Democrat  
Representative (9)

15/08.

**EDITORIAL SUB - COMMITTEE.**

Nominations were made as per the circulated schedule.

RESOLVED - That the following Members shall serve on the Editorial Sub-Committee:-

Councillors Miss S.L.Armstrong, J.C.Culine,  
F.Walker and Mrs.J.L.Wood and Liberal Democrat  
Representative (5)

16/08.

**HEALTH AND SAFETY WORKING PARTY.**

Nominations were made as per the circulated schedule.

A request was made from Councillor Mrs.E.Maddison for a named and recorded vote.

The amendment for 1 Liberal Democrat Representatives was defeated 13 votes to 6.

**For –** Councillors M.T.B.Jones, C.Maddison, Mrs.E.Maddison, Mrs.C.Sproat, K.Thompson and Mrs.E.M.Wood.

**Against -** Councillors Mrs. C.Bainbridge, J.C.Culine, J.V.Graham, Miss T.Graham, J.M.Marr, J.Parkin, J.E.Plews, F.E.Ryder, J.W.Smith, G.Tolley, F.Walker, W.Waters and Mrs.J.L.Wood.

The substantive motion was carried:-

**For -** Councillors Mrs. C.Bainbridge, J.C.Culine, J.V.Graham, Miss T.Graham, J.M.Marr, J.Parkin, J.E.Plews, F.E.Ryder, J.W.Smith, G.Tolley, F.Walker, W.Waters and Mrs.J.L.Wood.

**Against –** Councillors M.T.B.Jones, C.Maddison, Mrs.E.Maddison, Mrs.C.Sproat, K.Thompson and Mrs.E.M.Wood.

RESOLVED - That the following Members shall serve on the Health and Safety Working Party:-

Leader, Chair and Vice-Chair of Services and Amenities (3),  
Town Clerk, Member of Town Hall Staff, Project Manager and a Member of the Workforce.

17/08. **PLAY AREA WORKING PARTY.**

Nominations were made as per the circulated schedule.

A request was made from Councillor Mrs.E.Maddison for a named and recorded vote.

The amendment for 1 Liberal Democrat Representatives was defeated 13 votes to 6.

**For –** Councillors M.T.B.Jones, C.Maddison, Mrs.E.Maddison, Mrs.C.Sproat, K.Thompson and Mrs.E.M.Wood.

**Against -** Councillors Mrs. C.Bainbridge, J.C.Culine, J.V.Graham, Miss T.Graham, J.M.Marr, J.Parkin, J.E.Plews, F.E.Ryder, J.W.Smith, G.Tolley, F.Walker, W.Waters and Mrs.J.L.Wood.

The substantive motion was carried:-

**For -** Councillors Mrs. C.Bainbridge, J.C.Culine, J.V.Graham, Miss T.Graham, J.M.Marr, J.Parkin, J.E.Plews, F.E.Ryder, J.W.Smith, G.Tolley, F.Walker, W.Waters and Mrs.J.L.Wood.

**Against –** Councillors M.T.B.Jones, C.Maddison, Mrs.E.Maddison, Mrs.C.Sproat, K.Thompson and Mrs.E.M.Wood.

RESOLVED - That the following Members shall serve on the Play Area Working Party:-

Leader and Deputy Leader, Chair & Vice-Chair of Service and Amenities and Finance and General Purposes Committees (6)

18/08. **TOWN CLERKS APPRAISAL PANEL.**

Nominations were made as per the circulated schedule.

RESOLVED - That the following Members shall serve on the Town Clerk's Appraisal Panel:-

Leader and Deputy Leader, plus Councillors J.C.Culine, I.Harrington and F.Walker and Liberal Democrat Representative. (6)

19/08.

**NORTHUMBRIA IN BLOOM WORKING PARTY.**

Nominations were made as per the circulated schedule.

A request was made from Councillor Mrs.E.Maddison for a named and recorded vote.

The amendment for 1 Liberal Democrat Representatives was defeated 13 votes to 6.

**For –** Councillors M.T.B.Jones, C.Maddison, Mrs.E.Maddison, Mrs.C.Sproat, K.Thompson and Mrs.E.M.Wood.

**Against -** Councillors Mrs. C.Bainbridge, J.C.Culine, J.V.Graham, Miss T.Graham, J.M.Marr, J.Parkin, J.E.Plews, F.E.Ryder, J.W.Smith, G.Tolley, F.Walker, W.Waters and Mrs.J.L.Wood.

The substantive motion was carried:-

**For -** Councillors Mrs. C.Bainbridge, J.C.Culine, J.V.Graham, Miss T.Graham, J.M.Marr, J.Parkin, J.E.Plews, F.E.Ryder, J.W.Smith, G.Tolley, F.Walker, W.Waters and Mrs.J.L.Wood.

**Against –** Councillors M.T.B.Jones, C.Maddison, Mrs.E.Maddison, Mrs.C.Sproat, K.Thompson and Mrs.E.M.Wood.

RESOLVED - That the following members shall serve on the Northumbria in Bloom Working Party

Chair and Vice-Chair of Services and Amenities Committee, Mayor and Deputy Mayor plus Councillor Mrs.J.L.Wood.

20/08.

**REPRESENTATIVES ON OUTSIDE BODIES.**

- RESOLVED-
- i) That the Town Council's representatives on Outside Bodies for the ensuing year for items 1-11 inclusive shall be as set out on **Appendix II** be agreed;
  - ii) Item 12 - Councillor Miss T.Graham be appointed;
  - iii) Items 13-17 inclusive as set out on **Appendix II** be agreed;
  - iv) Item 18 – Councillors Miss S.L.Armstrong and J.W.Smith be appointed;

- v) Items 19-22 inclusive as set out on **Appendix II** be agreed;

21/08

**CYCLE OF MEETINGS.**

RESOLVED- That the Cycle of Meetings for the ensuing year shall be as set out in **Appendix III.**

22/08

**SIGNATORIES FOR CHEQUES**

RESOLVED- That the signatories for the Council's General Account shall be any two from: Councillors J.V.Graham, I.Harrington, Mrs.E.Maddison, J.M.Marr, J.Parkin, J.W.Smith, F.Walker and Mrs.J.L.Wood plus either the Town Clerk, Finance Manager or Principal Admin Officer

23/08

**FINANCIAL REGULATIONS.**

Members gave consideration to the report from the Finance Manager.

RESOLVED- That the amended Financial Regulations be agreed.

There being no further business the Town Mayor declared the meeting closed at 7.56p.m.

**Councillor I.Harrington  
Town Mayor**

**SPENNYMOOR TOWN COUNCIL**

**Terms of Reference of Committees**

**ALLOTMENTS**

The provision and management of the statutory allotments in the town including their maintenance, repair and letting and the general oversight of the private and non-statutory allotments in the district.

Ensuring the effective service delivery, performance management and continuous improvement of all matters within the remit of the Committee

Each committee will have control over its own precepted budget in each financial year.

**FINANCE AND GENERAL PURPOSES**

The overall control and management of the Council's finances including: -

- The overall control of capital and revenue expenditure;
- The payment of accounts;
- The keeping of accounts; and
- Consideration of applications for financial assistance from outside bodies.

Ensuring the effective service delivery, performance management and continuous improvement of all matters within the remit of the Committee

The management of the Council's establishment as regards the appointment and dismissal of staff and terms and conditions of employment and the overall management of the Council's employees including the terms and conditions of their employment.

The provision and management of office accommodation and supplies and services thereto.

Dealing with all matters relating to the wards and boundaries of the Town Council and representation nationally, at county level and locally and to the powers, duties, responsibilities, and organisation of local government generally.

The appointment of representatives on outside bodies and of matters relating generally to the functions and powers of local authorities including matters relating to local authority associations.

To determine the terms of letting of the Town Hall Shops.

Each committee will have control over its own precepted budget in each financial year.

## **PLANNING AND HIGHWAYS**

The exercise of the functions of the council relating to planning applications and the Council's powers in relation thereto.

The Provision and management including the employment of manual workers, the provision of supplies and services, maintenance and repair in connection therewith of the following:-

Public Conveniences;

Footpaths and Bridleways for which the Council is the responsible authority;

Footway Lighting;

Bus Shelters;

Roadside Seats; and

Litter Bins.

Ensuring the effective service delivery, performance management and continuous improvement of all matters within the remit of the Committee

Each Committee will have control over its own precepted budget in each financial year.

## **SERVICES AND AMENITIES**

The provision and management of:-

Public Open Spaces; Parks; Recreation Grounds; Play Areas and facilities;

Sports facilities;

Cemeteries; Burial Grounds and Crematoria; and

Public Buildings (i.e. Town Hall and its use) including, subject to the overall control of the finance Committee, the determination of charges for the services and the use of accommodation.

To be responsible for the repair and improvements of the fabric of the Town Hall Shops.

The encouragement of entertainment; sport and leisure activities within the town and for the benefit of the inhabitants of the Town.

The management of the affairs of the council on all matters relating to Civic Ceremony.

Ensuring the effective service delivery, performance management and continuous improvement of all matters within the remit of the Committee

Each Committee will have control over its own precepted budget in each financial year.

## **AUDIT COMMITTEE**

The purpose of the audit committee is to provide independent assurance of the adequacy of the risk management framework and the associated control environment, independent scrutiny of the Council's financial and non-financial performance to the extent that it affects the Council's exposure to risk and weakens the control environment, and to oversee the financial reporting process.

The Council's audit committee can achieve the above by adopting the following terms of reference based upon the CIPFA guidance:

The Audit Committee will:

- consider the effectiveness of the Council's risk management arrangements, the internal control environment and associated anti-fraud and anti-corruption arrangements
- seek assurances, and satisfy itself, that action is being taken on risk-related issues or weaknesses identified by auditors
- satisfy itself that the Council's assurance statements, including the Annual Governance Statement, properly reflect the risk environment and any actions required to improve it
- consider the internal auditor's annual report and opinion on the effectiveness of the internal control environment
- review the system of internal audit
- approve the Council's internal audit strategy and audit plan, and monitor its performance
- review reports on internal audit activity and the main issues arising, and seek assurances that action has been taken where necessary
- consider the reports of the external auditor and in particular review the Annual Management Letter
- to review any issue referred to it by the Town Clerk, the Internal Auditor or the Finance Manager
- to review any issue referred to it by the Town Clerk, the Finance Manager and the Principal Admin Officer resulting from a matter raised by any other member of staff
- review the scope and depth of external audit work and ensure that they provide value for money
- raise the profile of audit, risk management and the internal control environment
- ensure that there are effective relationships between external and internal audit
- review the financial statements, external auditor's opinion and reports to members, and monitor management action in response to the issues raised by internal and external audit.

## **APPEALS COMMITTEE**

To consider those matters referred to it for final determination in accordance with the Council's published complaints procedure, *(i.e. those Complaints already considered and determined by the Town Clerk, when the complainant remains dissatisfied and wishes to appeal)*

Any three Members of the Committee acting as a Panel may determine all Appeals relating to Grievance and Disciplinary matters.

## **HEALTH AND SAFETY WORKING PARTY**

### **TERMS OF REFERENCE**

#### **1. OBJECTS**

- 1.1 The Health and Safety Working Party has been established under the Safety Representatives and Safety Committees Regulations (SI 1977 No. 500) and the Health and Safety Consultation with Employees Regulations.
- 1.2 The object of the Health and Safety Working Party is to promote and keep under review the health, safety and welfare of all employees of Spennymoor Town Council. In accordance with the Health and Safety at Work Act 1974 and all other legislative duties placed upon the Town Council as an employer to ensure the Health Safety and wellbeing of Town Council employees.

#### **2. FUNCTIONS**

- 2.1 The functions of the Health and Safety Working Party shall be: -
  - (a) To promote co-operation between employers and employees in investigating, developing and carrying out measures to ensure the health and safety at work of the employees;
  - (b) The study of accident and notifiable diseases statistics and trends for staff, so that reports can be made to management on unsafe and unhealthy conditions and practices, together with recommendations for corrective action;
  - (c) Examination of safety audit reports concerning Spennymoor Town Council employees on a similar basis, so that reports can be made to Management on unsafe and unhealthy conditions and practices, together with recommendations for corrective action;
  - (d) Consideration of reports and factual information provided by inspectors of the enforcing authority appointed under the Health and Safety at Work Act while these have a bearing on employees' working arrangements;
  - (e) Consideration of reports which safety representatives may wish to submit for Spennymoor Town Council staff;
  - (f) Assistance in the development of safety rules and safe systems of work;
  - (g) An overview of the effectiveness of the safety content of employee training;

- (h) An overview on the adequacy of Safety and Health communication and publicity in the Spennymoor Town Council workplace

**3. CONSTITUTION**

3.1 The Health and Safety Working Party shall comprise the following: -

- 3 elected Members with full voting rights (appointed annually)
- 3 members of Management (namely by position Town Clerk; Principal Admin Officer; Project Manager)
- Safety Representatives with full voting rights covering the following departments/areas: -

Town Hall Staff	1
Workforce	1

3.2 If a member of the Health and Safety Working Party ceases to be an elected Member or an employee of Spennymoor Town Council, they shall thereupon cease to be a member of the Safety Committee and the vacancy shall be filled either by the Town Council in respect of an elected Member or a suitable substitute should be appointed for the appropriate area.

3.3 A Safety Representative will normally be required to have at least two years continuous service with Spennymoor Town Council and be at least 18 years of age. The Town Clerk may raise with the respective Trade Union or Line Manager the appointment of a particular Safety Representative who in their opinion would prejudice the smooth working of the Agreements between the Council and the Trade Union or the Council's operation. Any dispute which cannot be resolved over the suitability of a representative will be referred to the Council's Appeals Panel who will hear all interested parties and then rule on the suitability of the representative. In all cases the decision of the Council's Appeals Panel shall be final.

3.4 In carrying out their functions, Safety Representatives will act in accordance with the terms of all Agreements between Spennymoor Town Council and the Trade Unions and in accordance with all the rules and regulations of Spennymoor Town Council and, if a member of a Trade Union, the relevant Trade Union.

3.5 Representatives to the Health and Safety Working Party will at all times foster and further good relations between Spennymoor Town Council, its employees and the Trade Unions.

- 3.6 Spennymoor Town Council will support the efforts of the Trade Unions in providing suitable safety training for their Safety Representatives to enable them to understand fully and undertake properly their functions.
- 3.7 Safety Representatives should liaise with their immediate supervisors when undertaking their duties (this may be done via the telephone). Employees should also liaise with their immediate supervisor before consulting Safety Representatives on relevant matters.
- 3.8 A Safety Representative will normally only act for the group of employees for which they have been elected. If the Safety Representative for a particular group of employees is absent for whatever reason, and then another Safety Representative may represent that particular group of employees in addition to their own group.
- 3.9 The functions of a Safety Representative are as follows: -
- (a) To investigate potential hazards and dangerous occurrences at the workplace (whether or not they are drawn to their attention by the employees they represent) and to examine the causes of accidents at the workplace, in conjunction with the Safety Officer;
  - (b) To investigate complaints by any employee they represent relating to that employee's health, safety or welfare at work, in conjunction with the Safety Officer;
  - (c) To make representations to the employer on matters arising out of sub-paragraphs (a) and (b) above, in conjunction with the Safety Officer;
  - (d) To make representations to the employer on general matters affecting the health, safety or welfare at work of the employees at the workplace;
  - (e) To carry out inspections in accordance with the Regulations;
  - (f) To represent the employees they were appointed to represent in consultation at the workplace with the inspectors of the Health and Safety Executive and of any other enforcing authority;
  - (g) To receive information from inspectors in accordance with Section 28(8) of the 1974 Act; and
  - (h) To attend meetings of the Health and Safety Working Party in their capacity as a Safety Representative in connection with any of the above functions.

4. **CHAIRMAN**

4.1 A Chairman and a Vice-Chairman shall be appointed by the Health and Safety Working Party at their first meeting in each year. If the Chairman appointed is a Member, the Vice-Chairman may be appointed from the employee side and vice-versa.

5. **SECRETARY TO THE SAFETY COMMITTEE**

5.1 The Agenda will be prepared, and the Minutes of the meeting will be recorded by a member of the Town Clerk's Department.

6. **CO-OPTED MEMBERS**

6.1 Either side of the Health and Safety Working Party shall have the right to co-opt in a consultative capacity, Representatives of the section of Spennymoor Town Council affected by the question under discussion and not directly represented on the Committee. The additional representation shall be made only for the period during which the question affecting the particular section of Spennymoor Town Council is before the Health and Safety Committee.

6.2 It shall be open for Safety Representatives to arrange for the attendance in an advisory capacity of any Trade Union official at the meeting of the Health and Safety Working Party while business particularly affecting the said Union is under discussion. If Safety Representatives propose to take advantage of these clauses they shall notify the Safety Officer or the Management Team Representative (or substitute) beforehand.

7. **RULES AND REGULATIONS**

7.1 The Health and Safety Working Party shall meet quarterly. The Chairman or Vice-Chairman, in the absence of the Chairman, may direct the Committee to call a meeting at any time. In addition, a meeting shall be called within seven days of the receipt of a requisition signed by not less than one half of the members of the Committee. The matters to be discussed at any meeting of the Health and Safety Working Party shall be stated upon the notice summoning the meeting. Any Other Business will be considered as appropriate.

7.2 The quorum of the Health and Safety Working Party shall be one elected Member, one Management Representative and two Safety Representatives.

7.3 Whilst the Health and Safety Working Party is an advisory body without any budget in its own right, nevertheless, when any particular course of action is agreed by Management, it should be implemented by Management, subject to Financial Regulations.

- 7.4 The Minutes of the Committee will be made available to all Members and Safety Representatives, and the recommendations of any meeting of the Health and Safety Working Party shall be reported to the Finance and General Purposes Committee as an Agenda Item.
- 7.5 Decisions will usually be reached by consensus; however, if necessary, voting will be on a show of hands.

### **PLANNING APPLICATION SUB-COMMITTEE**

When Spennymoor Town Council receives formal consultation on a planning application from Sedgefield Borough Council or Durham County Council BUT the timescale for response is such that the matter cannot be considered by Planning and Highways Committee within the given timescale, then delegated authority be granted to the Chair of Planning and Highways Committee in consultation with the Vice-Chair and the relevant Ward Members to respond to the consultation on the Town Council's behalf. Such a response to be reported to the next meeting of Planning and Highways for information only.

### **SPECIAL COMMITTEE**

To consider and make recommendations to Council on all appointments to positions within the Council, below the spinal column point 37.

Any three Members of the Committee acting as a Panel may determine all those matters relating to Grievance or Disciplinary matters in those circumstances where the Town Clerk is by virtue of interest or pre-disposition unable to act.

REPRESENTATIVES ON OUTSIDE BODIES  
NOMINATIONS

**2008/2009**

	<b>ORGANISATION / BODY</b>	<b>No. of Reprs.</b>	<b>NOMINATIONS</b>
1	Byers Green Village Hall Community Association	6	Mrs.C.Bainbridge, G.Heslop, J.Parkin, Mrs.C.Sproat, K.Thompson and W.Waters <b>Local Ward Members</b>
2	Central Durham Crematorium Joint Committee	3	J.M.Marr, F.Walker and Mrs.J.L.Wood
3	Cow Plantation Management Committee	6	Miss S.L.Armstrong, I.Harrington, C.Maddison, J.M.Marr, F.Walker and Mrs.J.L.Wood <b>Ward Members</b>
4	Kirk Merrington Community Centre Management Committee	6	Mrs.C.Bainbridge, G.Heslop, J.Parkin, Mrs.C.Sproat, K.Thompson and W.Waters <b>Local Ward Members</b>
5	Kirk Merrington Pre School Ltd.	1	Mrs.C.Bainbridge <b>Ward Member</b>
6	Middlestone Moor Community Centre Management Committee	6	Mrs.C.Bainbridge, G.Heslop, J.Parkin, Mrs.C.Sproat, K.Thompson and W.Waters <b>Local Ward Members</b>
7	National Society of Allotment and Leisure Gardeners Standing Orders Committee	1	J.V.Graham <b>Appointed 2007-2009</b>
8	National Society of Allotment and Leisure Gardeners Management Committee	2	G.Tolley <b>appointed 2006 for 2 years (expires June 2008)</b> and Mrs.J.L.Wood <b>appointed 2006 for 3 years</b>
9	Newfield Liaison Committee	1	Chair Planning & Highways Committee and Town Clerk
10	National Association of Councillors	1	J.W.Smith
11	Police Community Consultative Group	1	J.M.Marr
12	Sedgefield and District Citizens Advice Bureau	1	<b>Ms.T.Graham</b> <b>Liberal Democrat Representative</b>
13	Sedgefield Area 1 Forum	2	Miss S.L.Armstrong and J.V.Graham
14	Sedgefield Borough/Parish Member Working Party	2	J.M.Marr and J.V.Graham and Town Clerk
15	Sedgefield Local Councils Committee	2	J.M.Marr and J.V.Graham and Town Clerk
16	Spennymoor Pub Watch	1	G.Heslop
17	Spennymoor Town Band Committee	2	J.E.Plews and F.E.Ryder

18	Spennymoor Town Centre Forum	2	Miss S.L.Armstrong and J.W.Smith Liberal Democrat Representative
19	Spennymoor Youth and Community Association	1	J.M.Marr
20	Tudhoe Community Centre Management Committee	4	J.C.Culine, J.V.Graham, Ms. T.Graham and J.W.Smith <b>Ward Members</b>
21	Tudhoe Cricket Pavilion and Village Hall Management Committee	4	J.C.Culine, J.V.Graham, Ms. T.Graham and J.W.Smith <b>Ward Members</b>
22	<b>School Governors</b>		
	Byers Green Primary	1	Not maintaining
	King Street Primary	1	G.Tolley (19/12/2008)
	Merrington Primary	1	
	Middlestone Moor Primary	1	Not maintaining
	North Park Primary	1	J.M.Marr
	Ox Close Primary	1	Not maintaining
	Rosa Street Primary	1	(03/11/2009) Not maintaining after this date
	Tudhoe Colliery Primary	1	J.V.Graham
	Tudhoe St. Charles Primary School	1	Not maintaining

## Spennymoor Town Council

Minutes of the proceedings of a Meeting of the ALLOTMENT COMMITTEE held in the Council Chamber, Town Hall, Spennymoor on Tuesday 3<sup>rd</sup> June, 2008 at 6.45p.m.

PRESENT: Councillors Miss S.L.Armstrong, Mrs.C.Bainbridge, J.C.Culine, J.V.Graham, I.Harrington, M.T.B.Jones, C.Maddison, Mrs.E.Maddison, J.M.Marr, J.Parkin, J.E.Plews, F.E.Ryder, J.W.Smith, Mrs.C.Sproat, K. Thompson, G.Tolley, F.Walker, W.Waters and Mrs.E.M.Wood.

Also in attendance Mrs.P.Wilson (Town Clerk)  
M.S.Rowe (Finance Manager)  
Mrs.B.Fryer (Principal Admin Officer/Minutes Officer)

Name	Representing
N.Freeman	Spennymoor Allotment Association

APOLOGIES: Councillors Miss T.Graham, G. Heslop and Mrs.J.L.Wood

- A.1/08. **APPOINTMENT OF CHAIR.**  
RESOLVED - That Councillor G.Tolley be appointed as Chair of the Committee for the ensuing year.
- A.2/08. **APPOINTMENT OF VICE-CHAIR.**  
RESOLVED - That Councillor Mrs.J.L.Wood be appointed as Vice-Chair of the Committee for the ensuing year.
- A.3/08. **DECLARATION OF INTERESTS.**  
RESOLVED - Declaration of personal interest was received Councillor Mrs.E.Maddison.
- A.4/08. **PUBLIC QUESTIONS.**  
RESOLVED – No questions had been received from Members of the Public in accordance with Standing Order 12.
- A.5/08 **NATIONAL SOCIETY OF ALLOTMENT AND LEISURE GARDENERS.**  
**Local Authority Allotment Competition.**  
RESOLVED - That the results of the Local Authority Allotment be received and noted.
- A.6/08. **BEST KEPT ALLOTMENT COMPETITION.**  
**Procedure in Previous Years.**  
Consideration was given to the report of the Town Clerk.  
  
RESOLVED - That the procedure as carried out in previous years be agreed but that either Ward Councillors or Stewards of Allotments be asked to meet the Judges at each Estate.

A.7/08. **DURHAM ROAD ALLOTMENTS.  
Boundary Fence.**

Reference was made to Minute A.95/07 and members considered the report of the Project Manager.

- RESOLVED -
- i) seek clarification from the Project Manager on the need to treat the fencing;
  - ii) That the work be carried out by County Durham Youth Engagement Service if possible.

A.8/08. **Top Entrance Gate**

Members considered the report of the Project Manager.

- RESOLVED -
- That the Town Clerk approach Sedgefield Borough Council and the Police to try to resolve the problems relating to parked vehicles opposite this entrance.

A.9/08. **CLEARANCE OF ALLOTMENTS.**

*(Councillor Mrs.E.Maddison declared a personal interest in this matter but remained in the meeting)*

Members considered the suggestion to request the County Durham Youth Engagement Service to carry out works on the allotments.

- RESOLVED -
- That the Town Clerk arrange to meet representatives of the County Durham Youth Engagement Service to offer work on the allotments.

A.10/08 **Green Lane Allotments.**

Members considered the email from L.Dando in connection with the condition of the adjacent allotment.

- RESOLVED -
- That the Project Manager arrange to remove the offending material and investigate why the allotment has been allowed deteriorate in this way.

A.11/08 **WHITE MOOR ALLOTMENTS  
Grazing Land.**

Members considered letter received 19<sup>th</sup> May 2008 from Gemma Yurttas in connection with the small piece of grazing land.

- RESOLVED -
- That the applicant be advised that the Council's Policy state that no buildings can be erected on the grazing land.

A.12/08

**TUDHOE ALLOTMENTS**

Reference was made to Minute A.71/07 and Members considered the project Manager's report dated 20<sup>th</sup> May 2008.

RESOLVED - That the contents of the report be received and a meeting be arranged with the Tudhoe Allotment Association to discuss the installation of the additional 3 water meters.

A.13/08.

**EXCLUSION OF THE PRESS AND PUBLIC.**

RESOLVED - That in accordance with the provision of S1 of the Public Bodies (Admission to Meetings) Act 1960, as amended by S100 of the Local Government Act 1972, the Council do now exclude the press and public for the remaining items of the Agenda by reason of the confidential nature of the business to be transacted since publicity would be prejudicial to public interest.

A.14/08.

**GREEN LANE ALLOTMENTS.**

**Rental – Allotments No. 69, 72 and 73.**

Members considered the report from the Project Manager.

RESOLVED - That the recommendations contained in the report be approved and implemented.

There being no further business the Chair declared the meeting closed at 7.40 p.m.

**Councillor G.Tolley**  
**Chair**

## Spennymoor Town Council

Minutes of the proceedings of a Meeting of the Finance and General Purposes Committee held in the Council Chamber, Town Hall, Spennymoor on Tuesday 3<sup>rd</sup> June, 2008 on the rising of the Allotments Committee

PRESENT: Councillors Miss S.L.Armstrong, Mrs.C.Bainbridge, J.C.Culine, J.V.Graham, I.Harrington, M.T.B.Jones, C.Maddison, Mrs.E.Maddison, J.M.Marr, J.Parkin, J.E.Plews, F.E.Ryder, J.W.Smith, Mrs.C.Sproat, K. Thompson, G.Tolley, F.Walker, W.Waters and Mrs.E.M.Wood.

Also in attendance Mrs.P.Wilson (Town Clerk)  
M.S.Rowe (Finance Manager)  
Mrs.B.Fryer (Principal Admin Officer/Minutes Officer)

APOLOGIES: Councillors Miss T.Graham, G. Heslop and Mrs.J.L.Wood

F.&G.P. **APPOINTMENT OF CHAIR.**  
1/08 RESOLVED - That Councillor J.Parkin be appointed as Chair of the Committee for the ensuing year.

F.&G.P. **APPOINTMENT OF VICE-CHAIR.**  
2/08 RESOLVED - That Councillor W.Waters be appointed as Vice-Chair of the Committee for the ensuing year.

F.&G.P. **DECLARATION OF INTERESTS.**  
3/08 RESOLVED - Declaration of personal interest was received from Councillors I.Harrington, G.Tolley and F.Walker

F.&G.P. **PUBLIC QUESTIONS.**  
4/08 RESOLVED – No questions had been received from Members of the Public in accordance with Standing Order 12

F.&G.P. **CREATION OF A YOUTH COUNCIL.**  
5/08 Reference was made to Minute F.&G.P.236/07 and Councillors John and Maxine Robinson of Sedgefield Town Council and A.Coulthard, Sedgefield Borough Council were in attendance to address Members on this matter.

The Chair thanked the representatives for their helpful presentations.

RESOLVED - That the information be received and noted.

F.&G.P. **FINANCIAL ASSISTANCE.**  
**Spennymoor Cricket Club.**  
6/08 Reference was made to Minute F.&G.P 250/07 and it was

RESOLVED - That the letter of appreciation received on 28<sup>th</sup> April, 2008 from the above be received and noted.

F.&G.P.  
7/08. **Step Together.**  
*(Councillor I.Harrington declared a personal interest in this matter but remained in the meeting)*  
Members considered letter dated 12<sup>th</sup> May 2008 from Jackie Bannister from the above.

RESOLVED - That a grant of £100 be made in accordance with S.137 of the Local Government Act 1972.

F.&G.P.  
8/08 **Durham Miners Heritage Group.**  
Members considered letter dated 12<sup>th</sup> May 2008 from the above.

RESOLVED - That a grant of £100 be made in accordance with S.137 of the Local Government Act 1972.

F.&G.P.  
9/08. **Spennymoor Boxing Academy.**  
Members considered letter received 19<sup>th</sup> May 2008 from the above.

RESOLVED - That a grant of £500 be made in accordance with S.137 of the Local Government Act 1972.

F.&G.P.  
10/08 **The Weardale Railway Locomotive Preservation Group.**  
Members considered letter dated 19<sup>th</sup> May 2008 from the Organiser of the recent exhibition in the Town Hall

RESOLVED - That a grant of £100 be made in accordance with S.137 of the Local Government Act 1972,

F.&G.P.  
11/08 **Spennymoor & District Catholic Club.**  
*(Councillors G.Tolley and F.Walker declared personal interests in this matter but remained in the meeting)*  
Members considered letter received on 20<sup>th</sup> May 2008 from the Show Secretary.

RESOLVED - That a grant of £300 be made in accordance with S.137 of the Local Government Act 1972

F.&G.P.  
12/08 **Friends of Appleton Lodge.**  
Members considered the email dated 26<sup>th</sup> May, 2008 from Margaret Gibson, Secretary of the above.

RESOLVED - That the applicant be requested to complete a S.137 form.

F.&G.P.  
13/08 **CENTRAL DURHAM CREMATORIUM JOINT COMMITTEE.**  
RESOLVED - That the Minutes of the Meeting held 30<sup>th</sup> April be received and noted.



F.&G.P.  
21/08

**ESTABLISHMENT.**

**Appointment of Temporary Allotment Officer.**

Members considered the report of the Finance Manager.

RESOLVED - That consideration of this item be deferred for a more detailed report to be submitted.

F.&G.P.  
22/08

**Unison.**

RESOLVED - That the correspondence be received and noted.

F.&G.P.  
23/08

**Flexible Retirement Policy.**

RESOLVED - That the recommendation in the report be approved.

F.&G.P.  
24/08

**Certificate of Proficiency in Cremator Operation.**

RESOLVED - That the correspondence from Central Durham Crematorium Joint Committee be received and the two Members of staff be congratulated on the successful completion of the Cremator Operator training.

F.&G.P.  
25/08

**TOWN HALL.**

**Replacement of Tables.**

RESOLVED - That the recommendation contained in the report be approved.

F.&G.P.  
26/08

**BUDGET CONTROL.**

RESOLVED - That the Budget Control reports showing information up to 19<sup>th</sup> May 2008 be received and noted.

F.&G.P.  
27/08

**TOWN HALL BAR.**

RESOLVED - That the report on Monthly Profit and Loss be received and noted.

**The Chair of Committee exercised his statutory discretion to take an urgent item of Council business, which was not on the Agenda.**

F.&G.P.  
28/08

**LOCAL COUNCILS AND MARKETS**

Members considered the report of the Town Clerk.

RESOLVED - That the Town Council be represented by the Town Clerk and either the Chair or Vice-Chair of the Services and Amenities Committee.

There being no further business the Chair declared the meeting closed at 9.10 p.m.

**Councillor J.Parkin  
Chair**

## Spennymoor Town Council

Minutes of the proceedings of a Special meeting of the Service and Amenities Committee held in the Council Chamber, Town Hall, Spennymoor on Tuesday 3<sup>rd</sup> June, 2008 on the rising of the Finance and General Purposes Committee

PRESENT: Councillors Miss S.L.Armstrong, Mrs.C.Bainbridge, J.C.Culine, J.V.Graham, I.Harrington, M.T.B.Jones, C.Maddison, Mrs.E.Maddison, J.M.Marr, J.Parkin, J.E.Plews, F.E.Ryder, J.W.Smith, Mrs.C.Sproat, K. Thompson, G.Tolley, F.Walker, W.Waters and Mrs.E.M.Wood.

Also in attendance Mrs.P.Wilson (Town Clerk)  
M.S.Rowe (Finance Manager)  
Mrs.B.Fryer (Principal Admin Officer/Minutes Officer)

APOLOGIES: Councillors Miss T.Graham, G. Heslop and Mrs.J.L.Wood

- S.&A.           **APPOINTMENT OF CHAIR.**  
1/08           RESOLVED -       That Councillor J.C.Culine be appointed as Chair of the Committee for the ensuing year.
- S.&A.           **APPOINTMENT OF VICE-CHAIR.**  
2/08           RESOLVED -       That Councillor J.W.Smith be appointed as Vice-Chair of the Committee for the ensuing year.
- S.&A.           **DECLARATION OF INTERESTS.**  
3/08           RESOLVED -       No personal or prejudicial interests were received.
- S.&A.           **INVESTMENT IN FIXED PLAY AREAS.**  
4/08           Members considered the report of the Play Area Working Party meeting held on 27<sup>th</sup> May 2008.  
  
RESOLVED -       That the report be received and noted.

There being no further business the Chair declared the meeting closed at 9.20 p.m.

**Councillor J.C.Culine**  
**Chair**



P.&H.  
8/08

**TREE PRESERVATION ORDER.  
North Close.**

*(Councillors Mrs.E.Maddison, W.Waters and Mrs.E.M.Wood declared a prejudicial interest in this matter and left the meeting)*

RESOLVED - That the letters dated 13<sup>th</sup> May and 9<sup>th</sup> June from Roger Lowe, Tree Preservation Officer, Sedgefield Borough Council be received and noted.

*(Councillors Mrs.E.Maddison, W.Waters and Mrs.E.M.Wood returned to the meeting)*

P.&H.  
9/08

**SURFACE DRESSING PROGRAMME – VARIOUS ROADS.  
Temporary Closure and Speed Restrictions.**

RESOLVED - That the information previously circulated be received and noted.

P.&H.  
10/08

**BUS SHELTER  
Attwood Terrace, Tudhoe**

Reference was made to Minute P.&H. 113/07 and consideration was given to email dated 3<sup>rd</sup> June 2008 from the applicant.

Considerable discussion ensued on this matter in relation to the creation of possible hazards.

RESOLVED - That a site meeting be held, for the benefit of all Members, as soon as possible.

There being no further business the Chair declared the meeting closed at 7p.m.

**Councillor F.E.Ryder  
Chair**

## Spennymoor Town Council

Minutes of the proceedings of a meeting of the Services and Amenities Committee held in the Council Chamber, Town Hall, Spennymoor on Tuesday 10<sup>th</sup> June, 2008 on the rising of the Planning and Highways Committee

PRESENT: Councillors Miss S.L.Armstrong, Mrs.C.Bainbridge, J.C.Culine, J.V.Graham, Miss T.Graham, I.Harrington, Mrs.E.Maddison, J.M.Marr, J.Parkin, J.E.Plews, F.E.Ryder, Mrs.C.Sproat, G.Tolley, F.Walker, W.Waters, Mrs.J.L.Wood and Mrs.E.M.Wood.

Also in attendance Mrs.P.Wilson (Town Clerk)  
M.S.Rowe (Finance Manager)  
Mrs.B.Fryer (Principal Admin Officer/Minutes Officer)

APOLOGIES: Councillors G. Heslop, C.Maddison, J.W.Smith(Vice-Chair) and K. Thompson,

S.&A. **DECLARATION OF INTERESTS.**

5/08 RESOLVED –No declaration of interests were received.

S.&A. **PUBLIC QUESTIONS.**

6/08 RESOLVED - No questions had been received from Members of the Public in accordance with Standing Order 12.

S.&A. **PARKS AND OPEN SPACES.**

7/08 **Middlestone Moor Community Centre Football Field.**

RESOLVED - That no action be taken in this matter until the outcome of the meeting with the Football Foundation was known.

S.&A. **ALLOCATION OF FOOTBALL FIELDS.**

8/08 RESOLVED - i) That the applications shown in the schedule be approved; and  
ii) That the additional application be first reserve if any teams withdraw.

S.&A. **TUDHOE CRICKET CLUB.**

9/08 RESOLVED - That Mr.B.Johnston be allowed to purchase two memorial seats including the brass plaques.

S.&A.  
10/08                    **APPRECIATION.**  
RESOLVED -            That the following correspondence be received  
and the contents noted:-

- i) Letter received on 7<sup>th</sup> May from Spennymoor  
Stage and Song;
- ii) Card from Victoria & Christopher Todd  
received 20<sup>th</sup> May;
- iii) Best Value questionnaire in connection with  
function on 17<sup>th</sup> May;
- iv) Email received on 24<sup>th</sup> May from Elizabeth  
Collingham in connection with the scanned  
cemetery records;
- v) Card dated 27<sup>th</sup> May from Gillian Wales,  
Bishop Auckland Town Hall;
- vi) Card dated 1<sup>st</sup> June from Joan Airey.

S.&A.  
11/08                    **CAMPAIGN TO PROTECT RURAL ENGLAND.**  
RESOLVED -            That the Quarterly Newsletter from the above be  
received and noted.

S.&A.  
12/08                    **POST OFFICE NETWORK.**  
Reference was made to Minute S.&A.18/07 refers and Members were  
requested to consider letter dated 12<sup>th</sup> May 2008 from Post Office Ltd.

RESOLVED -            i) That the letter be received and noted; and

- ii) That clarification be sort on the situation  
with Kirk Merrington Post Office.

S.&A.  
13/08                    **THE SEDGEFIELD SHADOW LOCAL CHILDREN'S BOARD.**  
**Local Stakeholder Events.**  
Members considered the notification in connection with the above.

RESOLVED -            That Town Clerk and any Member attend the  
event (Members to notify Town Clerk as soon as  
possible of the venue they wish to attend.

S.&A.  
14/08                    **SEDGEFIELD COMMUNITY SAFETY PARTNERSHIP.**  
**Partnership Newsletter.**  
RESOLVED -            That Issue 5 of Partnership Newsletter be received  
and noted.

S.&A.  
15/08                    **Executive Working Group.**  
RESOLVED -            That minutes of the above held on 12<sup>th</sup> May 2008  
be received and noted.

**The Chair of Committee exercised his statutory discretion to take an urgent item  
of Council business, which was not on the Agenda.**

S.&A.  
16/08

**LOCAL COUNCIL ELECTIONS**

Members considered the report of the Town Clerk and copy letter dated 20<sup>th</sup> May 2008 from Communities and Local Government.

RESOLVED - That the recommendations contained in the report be approved and implemented.

S.&A.  
17/08

**TUDHOE RESIDENTS ASSOCIATION.**

Reference was made to Minute S.&A.164/07 and Members considered the report of the Town Clerk.

- RESOLVED -
- i) That the recommendation contained in the report be agreed and implemented;
  - ii) That Standing Orders be waived to enable the letter to be sent without delay.

There being no further business the Chair declared the meeting closed at 7.32p.m.

**Councillor J.C.Culine**  
**Chair**

## Spennymoor Town Council

Minutes of the proceedings of a Special meeting of the Finance and General Purposes Committee held in the Council Chamber, Town Hall, Spennymoor on Tuesday 10<sup>th</sup> June, 2008 on the rising of the Services and Amenities Committee

PRESENT: Councillor J.Parkin (Chair) and

Councillors Miss S.L.Armstrong, Mrs.C.Bainbridge, J.C.Culine, J.V.Graham, Miss T.Graham, I.Harrington, Mrs.E.Maddison, J.M.Marr, J.E.Plews, F.E.Ryder, Mrs.C.Sproat, G.Tolley, F.Walker, W.Waters(Vice-Chair), Mrs.J.L.Wood and Mrs.E.M.Wood.

Also in attendance Mrs.P.Wilson (Town Clerk)  
M.S.Rowe (Finance Manager)  
Mrs.B.Fryer (Principal Admin Officer/Minutes Officer)

APOLOGIES: Councillors G. Heslop, C.Maddison, J.W.Smith and K. Thompson,

F.&G.P. **DECLARATION OF INTERESTS.**  
29/08 RESOLVED – No declaration of interests were received.

F.&G.P. **ANNUAL REPORT.**  
30/08 RESOLVED - That the Annual Report be approved, availability advertised and copies issued to:-  
  
Local Authorities  
Library  
Published on Website

F.&G.P. **DRAFT UNAUDITED ACCOUNTS.**  
31/08 Members considered the Draft Unaudited Accounts and following considerable discussion

Councillor Mrs.E.Maddison asked for a recorded vote on an addition to item e) on page 5. This matter was defeated 14 to 3.

RESOLVED - That the Draft Unaudited Accounts be approved.

F.&G.P.. **DISCLOSURE CHECKLIST 2007/2008 ACCOUNTS.**  
32/08 RESOLVED - That the Disclosure Checklist 2007/2008 Accounts be received and noted.

There being no further business the Chair declared the meeting closed at 8p.m.

**Councillor J.Parkin**  
**Chair**