

Spennymoor Town Council

Minutes of the proceedings of a Meeting of SPENNYMOOR TOWN COUNCIL held in the Council Chamber, Town Hall, Spennymoor on Tuesday 26th May, 2009 at 6.45p.m.

PRESENT: Councillor I.Harrington (Town Mayor), and

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

Also in attendance: Mrs.B.Fryer (Principal Admin Officer/Minutes Officer)
Miss E.V.Russell (Admin Assistant)

and approx. 45 Members of the Public

APOLOGIES: none received

110/08. **DECLARATION OF INTERESTS.**

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

111/08. **PUBLIC QUESTIONS.**

The following public question was received:-

“With reference to Minute F.&G.P. 257/08 **Why is it unreasonable?**

- i) Have they been asked on too many occasions before, to get up extra early, or this the first time ?
- ii) Have they got medical conditions that prevent them rising early, if they have, a substitute delegate should be chosen?
- ii) Would they stay an extra night in an hotel, if they were paying with their own money?
- iv) What is the **specific** reason for sending **3** delegates?
- v) If it is "unreasonable to expect members to rise early" why not reduce the delegates to **2** and at least show **some** effort to control Council expenditure? ”

Spennymoor Town Council attends those conferences and seminars which it believes are of value in terms of the services the Council provides and which concern national issues affecting the local council sector. It is perhaps unfortunate, but a fact of life, that a large number of these conferences are held in the South of the country where the largest venues are to be found.

As part of the budget setting process each year a budget is set for Conferences and their associated costs. This budget is monitored on a regular basis and steps are taken to ensure that it is not overspent.

The Councillors who attend Conferences are those who have a responsibility for the service concerned, or who have a responsibility for the wider performance of the Council as a whole.

Councillors are unpaid for attending Conferences, apart from the reimbursement of expenses. It is not considered unreasonable to agree to travel arrangements which minimise the inconvenience of being **away** from home, involving travelling long distances, participating in a long day, and all on Council business for the benefit of the local community.

Turning to the specific questions:

1. The Conference at the heart of this issue is the Cremation and Burial Conference to be held in Bournemouth in July. The train time to Bournemouth from Durham is at least six hours, and could be as much as nine hours, with the possibility of several changes of train. The first flight out of Newcastle airport to Southampton is 7.05am, obviously requiring a very early start to allow for check-in, arriving at Southampton at 8.20am. There is then a train journey to Bournemouth taking around 45 minutes.

For these reasons it is considered impractical to travel on the day the Conference starts.

2. For Conferences lasting several days, Councillors are not asked to get up early. Where a Conference lasts for only one day then in general travel takes place on the day of the Conference.
3. Any information regarding the health of individuals is personal information and cannot be disclosed.
4. The question of whether Councillors would pay with their own money is irrelevant. Members are attending Conferences on Council business and the issue of them paying out of their own pockets would never arise.
5. Spennymoor Town Council will be sending 2 delegates to Bournemouth, not three. The third delegate, who happens also to be a Spennymoor Town Councillor, will attend on behalf of Durham Crematorium Committee who will bear the cost.
6. As I have said, two delegates will be attending from Spennymoor Town Council. And I would repeat that the budget for Conferences is monitored and controlled on a regular basis.

112/08. **MINUTES.**
 RESOLVED - That the Minutes of the Council Meeting held on Tuesday 28th April, 2009 be confirmed and signed as a correct record subject to the following addition

105/08 – which referred to Minute F.&G.P.300/08 – the Town Council would be represented by TWO delegates as the third delegate would be attending on behalf of the Central Durham Crematorium Joint Committee

113/08. **MAYOR'S COMMUNICATIONS.**
 The Mayor reported on the functions he had attended since the last

- a) Thursday 30th April - Town Mayor visited Norman & Jenny Price of Wood Street, Middlestone Moor on their Diamond Wedding;
- b) Thursday 30th April - Town Mayor attended Sedgefield Town Council Indian Magic Night;
- c) Friday 1st May - Town Council hosted Informal Reception for the 5 Larger Local Councils;
- d) Thursday 7th May - Town Mayor attended Chilton Town Council cheque presentation evening;
- e) Thursday 14th May - Town Mayor attended Peterlee Town Council cheque presentation evening;
- f) Monday 18th May - Town Mayor attended Spennymoor Rotary Club for cheque presentation;

114/08. **COMMITTEE MINUTES.**
 RESOLVED – That the Minutes of the meetings of the following Committees be approved

Allotments	5 th May, 2009
<i>Subject to the following additions</i>	
<i>“Minute A.98/08 – i) due to an earlier decision</i>	
<i>ii) That assistance be given with the removal of rubbish subject to the availability of resources</i>	
Finance and General Purposes	5 th May, 2009
Planning and Highways Services and Amenities	12 th May, 2009 12 th May, 2009

115/08.

PERFORMANCE MANAGEMENT ACTION PLAN.

RESOLVED - That the schedule referring to decisions taken at meetings held in May Minutes be received.

There being no further business the Town Mayor declared the meeting closed at 6.58pm.

**Councillor I.Harrington
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 26th May, 2009 at 7p.m.

PRESENT: Councillor I.Harrington (Town Mayor) and

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

Also in attendance:- Mrs. Brenda Fryer (Principal Admin. Officer/Minutes Officer)
Miss E.V.Russell (Admin. Assistant)

and approx. 45 Members of the Public.

COUNCILLOR I.HARRINGTON RETIRING TOWN MAYOR IN THE CHAIR

Prior to the formal business of the meeting commencing, the retiring Town Mayor, Councillor Ian Harrington took the opportunity to say a few words.

“Madam Mayoress, Madam Deputy Mayor, Fellow Councillors, Friends, Ladies and Gentlemen,

As I now rapidly come to the end of my Mayoral Year and before I present cheques to the recipients of my Charity Appeal, I would like to say a few words of thanks and appreciation.

It goes without saying, my thanks and appreciation to the fellow Councillors who have supported me this year in many different ways, and to the Town Hall Staff who are fully aware of the esteem in which they are held by Gill and I.

I would also like to thank the members of the local business community for their generous support in what are distinctly hard times.

My thanks also to the residents of Clarence Court and Spennymoor Rotary Club for their superb contributions to my Charity Appeal and for the gift of friendship they have bestowed upon Gill and I.

I now wish to make some specific presentations.

Firstly, to a man who is seldom seen in this Council Chamber, but whose presence in this Town Hall is paramount to our success. Without him and his staff our events and occasions here would be poor affairs.

I want to say a big "thank you" to Mr. Graham Smith, our Town Hall Caterer and Bar Manager.

Whatever request we have made, for whatever function we have had, Graham's reply has always been, "Nah, can't do that boss!"

Seriously, his professionalism and culinary skill are without equal. The cuisine served in this Town Hall is the envy of every council in the County. His helpfulness and advice, during my year in office, has been of tremendous value.

Graham, on behalf of Gill and I, could I present you with this small token of our gratitude and appreciation.

Secondly, I wish to say "thank you" to a man who has provided such a service as to be almost impossible to describe. He has been a complex combination of driver, informant, confident, navigator, bat man and body guard.

He has provided so much, over and above that which he has been contracted to do, that I believe no Mayor can function fully without him.

I would like to ask our Town Council Photographer, Mr. George Teasdale, to step forward please.

George, again, on behalf of Gill and I, please accept this small token of our gratitude and appreciation.

Finally, as they say, I come to the one I could not have done without.

On so many occasions she has struggled to rush home from work, jump in the shower, do the hair, put "the slap" on, get all dressed up and accompany me to somewhere where she knew no one and had very little mutual conversation.

Nevertheless, on over 100 occasions this past year, she put her own feelings, wants and needs aside in order to accompany me, in her role as Mayoress,

Madam Mayoress, my wife, my life, my love, from me to you, thank you!

Now to business, as I can see the Deputy Mayor glancing at her watch and champing at the bit!

During this year there have been several functions and events that have raised money for my Charity Appeal. The money so raised has also been supported by private donations from both individuals and groups, some already mentioned.

Due to the current banking and financial crisis, it has not been easy raising money for anything this year, let alone a Charity Appeal, but, despite this, people have still been generous and have given that which they could afford.

Therefore, the total sum raised this year has not been as large as some in the past.

Nevertheless, it is with profound and sincere thanks and appreciation that I can announce that my Charity Appeal has raised the total amount of £8,252.

This sum, is divided in equal measure between the Myasthenia Gravis Association

and "Heel and Toe."

Therefore, I would like to ask Mr. Andrew Brown of the Myasthenia Gravis Association and Mrs. Karen Calcutt to come forward to receive this cheque for their share.

Andrew Brown on behalf of the Myasthenia Gravis Association thanked the Mayor for helping their Association that wasn't very well known and the money would help with care; education of the medical profession and also research.

My other nominated charity is "Heel and Toe" which, over the past year has had a rough ride, one way and another, but now looks set to prosper and grow.

The leading light of "Heel and Toe", Mrs. Jackie Bannister, cannot be with us this evening, as it being half term, she and her family have a previously booked visit, prior to her daughter returning to hospital.

Nevertheless, I am pleased to ask Mr. Doug Long, the Chief Fundraiser for Heel and Toe, to come forward and receive their cheque.

Doug Long on behalf of Heel and Toe thanked the Mayor for the donation which would help enormously with their small ever growing organisation that was not funded by the NHS

Madam Mayoress, Madam Deputy Mayor, Fellow Councillors, Ladies and Gentlemen, I must now continue with the Order of Business.
I thank you all. "

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 Ian Harrington on his excellent year in office, a position he had filled with honour and dignity. The amount raised was an example of his strong will and determination and on behalf of Council Members and Staff he wished him well for the future.

1/09.

ELECTION OF TOWN MAYOR.

RESOLVED -That Councillor Miss S.L.Armstrong, be elected Town Mayor for the ensuing year. The Town Mayor read and signed the Declaration of Office.

COUNCILLOR MISS S.L.ARMSTRONG, TOWN MAYOR, IN THE CHAIR.

2/09.

TOWN MAYOR'S ADDRESS

Councillor Miss Sarah Armstrong thanked everyone for attending and said how much she was looking forward to serving as the Mayor for the forthcoming year.

In taking over from Councillor Ian Harrington she hoped she could perform her duties with as much grace and dignity that he had. She was looking

forward to working hard for the people of Spennymoor and her chosen charity would be The Butterwick Hospice. She had visited the Hospice and realised the value the facility brought to so many, the help and support that the Butterwick offered to those in need and their carers is invaluable.

Her efforts would be channeled into raising enough funds to assist their work. The people of Spennymoor were always generous and everyone appreciated their support given to Mayoral Charities.

She knew she could rely on the Town Hall staff throughout her year of office and their support and guidance had always been unflinching.

This year would be different, in that the friends from the Borough and District would be missing, however, in her choice of Mayoress, she thought she would be keeping a little bit of the Borough with her. It was a new era with Durham County Council and the Town Council must look forward to working more closely with them.

She appreciated the honour of becoming Town Mayor and, with the support of colleagues, she would do her utmost to be a credit to Spennymoor Town Council and the people of the Town.

The Mayor then presented the retiring Town Mayor, Councillor I.Harrington with a gift as a memento of his year in office, together with his past Town Mayor's badge.

3/09.

DEPUTY TOWN MAYOR.

RESOLVED- That Councillor Gary Heslop be elected Deputy Town Mayor for the ensuing year.

4/09.

DEPUTY TOWN MAYOR'S ADDRESS.

Councillor Gary Heslop congratulated the Town Mayor on her election to office and thanked his proposer, Councillor W.Waters and seconder Councillor F.Walker.

He took the opportunity to thank his fellow Councillors for their support and vote of confidence in proposing him for the position. It was a great honour for him and his family and he pledged to support the Town Mayor and fulfil his responsibilities with enthusiasm and commitment and promised to work hard and do his best for the people of Spennymoor as Deputy Town Mayor.

5/09. **APOLOGIES.**

None received

6/09. **LEADER**

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

7/09. **LEADERS ADDRESS**

The Leader thanked Councillor Fred Walker for proposing him as Leader and Councillor Jim Smith for seconding the proposal and extended his thanks to the Deputy Leader, Elected Members and all Town Council staff for the support and commitment they have given to me during the past year as Leader of the Council.

He gave a warm welcome to everyone present including Durham County Councillors and former Sedgefield Borough Councillors some are were there t with their titles of Honorary Aldermen.

The Area Action Partnership for Spennymoor and surrounding areas was launched on 6th May. Spennymoor Town Council will have representation and participation in the decision making process within the Partnership

With the demise of industry in Spennymoor and the current recession members were conscious of the struggle people were experiencing - thanks to a windfall from Durham County Council for double taxation we were able to set our precept for this year at 0%.

Over the last financial year the Town Council had given £16,500 to charitable and community organisations that operate within the Township through the Section 137 grant process and would continue to do so.

The new play area at Tudhoe Moor which was announced last year was now at the Planning Approval stage – and he announced for this year that the Council had approved a budget of £160,000 on new play equipment for Jubilee Park.

A joint venture between Office and Park staff to create a new Crazy Golf Course in the park had been successful. They had been successful in obtaining £20,000 of Grant funding towards the project

Together with the Town Clerk he had met with the Chief Executive Officer, Leader and Cabinet Member of Durham County Council to reflect the concerns of members on three issues:-

- the distribution of S106 monies,
- the future of Durham Crematorium
- and additional land to extend Rock Road Cemetery.

In conclusion Mayor, some members present like himself were past Mayors and knew what a busy year she would have. He wished her every success during her term of office, and, with the support of family and friends, members of the Council, the Town Clerk and all of the staff, he knew she would have an enjoyable and successful year.

8/09. **DEPUTY LEADER**
RESOLVED- That Councillor J.M.Marr be elected as Deputy Leader.

9/09. **DEPUTY LEADER'S ADDRESS**
Councillor J.M.Marr thanked his proposer, Councillor G.Tolley and his seconder Councillor J.C.Culine 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.

10/09. **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**;

11/09. **SPECIAL COMMITTEE.**
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, J.M.Marr, J.E.Plews and F.Walker together with 1 Liberal Democrat representative. (10)

12/09. **APPEALS COMMITTEE.**
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 1 Liberal Democrat representative (7)

- 13/09. **AUDIT COMMITTEE.**
 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);
- 14/09. **TOWN HALL FACILITIES SUB - COMMITTEE.**
 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 1 Liberal Democrat Representative (9)
- 15/09. **EDITORIAL SUB - COMMITTEE.**
 RESOLVED - That the following Members shall serve on the Editorial Sub-Committee:-
- Councillors Miss S.L.Armstrong, J.C.Culine, F.Walker, Mrs.E.M.Wood and Mrs.J.L.Wood. (5)
- 16/09. **HEALTH AND SAFETY WORKING PARTY.**
 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.
- 17/09. **PLAY AREA WORKING PARTY.**
 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)

- 18/09. **TOWN CLERKS APPRAISAL PANEL.**
 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, Mrs.E.Maddison and F.Walker. (6)
- 19/09. **NORTHUMBRIA IN BLOOM WORKING PARTY.**
 RESOLVED - That the membership be increased to 6 and 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 M.T.B.Jones and Mrs.J.L.Wood. (6)
- 20/09. **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 J.M.Marr be appointed;
 - iii) Item 13 – Councillor Mrs.J.L.Wood be appointed;
 - iv) Item 14 – Councillors J.M.Marr and J.V.Graham and the Town Clerk be appointed;
 - v) Item 15 – Councillor G.Heslop be appointed
 - vi) Item 16 – Councillors Miss T.Graham and J.E.Plews be appointed;
 - vii) Item 17 – Councillor J.M.Marr be appointed;
 - viii) Items 18-20 inclusive as set out on **Appendix II** be agreed.
- 21/09 **CYCLE OF MEETINGS.**
 RESOLVED- That the Cycle of Meetings for the ensuing year shall be as set out in **Appendix III.**

22/09

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.W.Smith, F.Walker, W.Waters and Mrs.J.L.Wood plus either the Town Clerk, Principal Admin Officer or Principal Resources Officer.

23/09

STANDING ORDERS.

RESOLVED- That the report on the amended Standing Orders be deferred for further clarification.

There being no further business the Town Mayor declared the meeting closed at 7.55p.m.

**Councillor Miss S.L.Armstrong
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, 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

2009/20010

	ORGANISATION / BODY	No.of Reprs.	NOMINATIONS
1	Byers Green Village Hall Community Association	6	Mrs.C.Bainbridge, G.Heslop, J.Parkin, Mrs.C.Sproat, K.Thompson and W.Waters Ward Members
2	Central Durham Crematorium Joint Committee	3	J.M.Marr, F.Walker and Mrs.J.L.Wood
3	County Durham Association of Local Councils Area Action Partnership	3	J.M.Marr and J.W.Smith Town
4	Cow Plantation Management Committee	6	Miss S.L.Armstrong, I.Harrington, C.Maddison, J.M.Marr, F.Walker and Mrs.J.L.Wood Ward Members
5	English Region Association of Councillors	1	J.W.Smith
6	Kirk Merrington Community Centre Management Committee	6	Mrs.C.Bainbridge, G.Heslop, J.Parkin, Mrs.C.Sproat, K.Thompson and W.Waters Ward Members
7	Kirk Merrington Pre School Ltd.	1	Mrs.C.Bainbridge Ward Member
8	Middlestone Moor Community Centre Management Committee	6	Mrs.C.Bainbridge, G.Heslop, J.Parkin, Mrs.C.Sproat, K.Thompson and W.Waters Ward Members
9	National Society of Allotment and Leisure Gardeners Standing Orders Committee	1	J.V.Graham Nominated 2009-2011 AGM 6/6/09
10	National Society of Allotment and Leisure Gardeners Management Committee	2	G.Tolley 2 years (expires June 2010) and Mrs.J.L.Wood nominated 2009 -2012 AGM 6/6/09

11	Newfield Liaison Committee	1	Chair Planning & Highways Committee and Town Clerk
12	Police Community Consultative Group	1	J.M.Marr C.Maddison
13	Sedgefield and District Citizens Advice Bureau	1	Mrs.J.L.Wood Mrs.E.Maddison
14	Sedgefield Local Councils Committee ????????????	2	J.M.Marr and J.V.Graham and Town Clerk Mrs.C.Sproat
15	Spennymoor Pub Watch	1	G.Heslop C.Maddison
16	Spennymoor Town Band Committee	2	Miss T.Graham and J.E.Plews
17	Spennymoor Youth and Community Association	1	J.M.Marr Mrs.E.Maddison
18	Tudhoe Community Centre Management Committee	4	J.C.Culine, J.V.Graham, Ms. T.Graham and J.W.Smith Ward Members
19	Tudhoe Cricket Pavilion and Village Hall Management Committee	4	J.C.Culine, J.V.Graham, Ms. T.Graham and J.W.Smith Ward Members
20	School Governors		
	King Street Primary	1	
	North Park Primary	1	J.M.Marr
	Rosa Street Primary	1	(03/11/2009) Not maintaining after this date
	Tudhoe St. Charles Primary School	1	J.V.Graham

**Spennymoor Town Council
CYCLE OF MEETINGS
2009/2010**

Meeting	2008
Allotment Cttee / Finance & General Purposes Cttee	3 rd June
Planning & Highways Cttee / Services & Amenities Cttee	10 th June
Town Council	24 th June
Allotment Cttee / Finance & General Purposes Cttee	1 st July
Planning & Highways Cttee / Services & Amenities Cttee	8 th July
Town Council	22 nd July
<i>R E C E S S</i>	
Allotment Cttee / Finance & General Purposes Cttee	2 nd September
Planning & Highways Cttee / Services & Amenities Cttee	9 th September
Town Council	23 rd September
Allotment Cttee / Finance & General Purposes Cttee	7 th October
Planning & Highways Cttee / Services & Amenities Cttee	14 th October
Town Council	28 th October
Allotment Cttee / Finance & General Purposes Cttee	4 th November
Planning & Highways Cttee / Services & Amenities Cttee	11 th November
Town Council	25 th November
Allotment Cttee / Finance & General Purposes Cttee	2 nd December
Planning & Highways Cttee / Services & Amenities Cttee	9 th December
Town Council	16 th December
2009	
Allotment Cttee / Finance & General Purposes Cttee	6 th January
Planning & Highways Cttee / Services & Amenities Cttee	13 th January
Town Council	27 th January
Allotment Cttee / Finance & General Purposes Cttee	3 rd February
Planning & Highways Cttee / Services & Amenities Cttee	10 th February
Town Council	24 th February
Allotment Cttee / Finance & General Purposes Cttee	3 rd March
Planning & Highways Cttee / Services & Amenities Cttee	10 th March
Town Council / Annual Town Meeting (Meeting of Electors)	24 th March
Allotment Cttee / Finance & General Purposes Cttee	7 th April
Planning & Highways Cttee / Services & Amenities Cttee	14 th April
Town Council	28 th April
Allotment Cttee / Finance & General Purposes Cttee	5 th May
Planning & Highways Cttee / Services & Amenities Cttee	12 th May
Town Council / Annual Town Council	26 th May

Spennymoor Town Council

Minutes of the proceedings of a Meeting of the ALLOTMENT COMMITTEE held in the Council Chamber, Town Hall, Spennymoor on Tuesday 2nd June, 2009 at 6.45p.m.

PRESENT: Councillors Mrs.C.Bainbridge, J.C.Culine MBE, 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.J.L.Wood

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

5 members of the public

APOLOGIES: Councillors Miss S.L.Armstrong, G. Heslop,
Miss T.Graham and Mrs.E.M.Wood.

A.1/09. **APPOINTMENT OF CHAIR.**

RESOLVED - That Councillor Mrs.J.L.Wood be elected as Chair of the Committee for the ensuing year.

A.2/09 **APPOINTMENT OF VICE-CHAIR.**

RESOLVED - That Councillor G.Tolley be elected as Vice-Chair of the Committee for the ensuing year.

A.3/09 **DECLARATION OF INTERESTS.**

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

A.4/09. **PUBLIC QUESTIONS.**

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

A.5/09. **DURHAM ROAD ALLOTMENTS.**

Allotment No. 20(b) - Erection of Greenhouse Extension.

Members further considered Minute A.86/08 in connection with the application from the tenant of Allotment No. 20 (b) for a greenhouse extension 8'x8'x6.

RESOLVED - i) That the application be approved subject to the use of satisfactory materials in the construction thereof;

ii) That all risks associated with the development be borne by the Allotment holder. The Town Council will not accept liability for any injury caused during construction.

A.6/09. **KIRK MERRINGTON ALLOTMENTS.
Blue House Estate.**

Members further considered Minute A.84/08 and the letter received on 7th May 2009 from the tenant.

- RESOLVED -
- i) That a site visit be arranged to view the Allotment fence;
 - ii) That the site visit try to identify whether the zigzag footpath is part of the allotment or a public right of way.

A.7/09. **CLYDE TERRACE ALLOTMENTS.
Allotment No. 3 - Erection of Sheds.**

Members further considered Minute A.100/08 and the application in respect of Allotment No. 3.

- RESOLVED -
- i) That the application for the shed be approved subject to the use of satisfactory materials in the construction thereof;
 - ii) That all risks associated with the development be borne by the Allotment holder. The Town Council will not accept liability for any injury caused during construction.
 - iii) That a meeting be set up with the Youth Engagement Service to discuss the issue of clearance of allotments, together with the Chair, Vice-Chair, Town Clerk, Leader and Leader of the Liberal Democrat party.

A.8/09. **MIDDLESTONE MOOR ALLOTMENTS.
South View – Allotment No. 11 - Erection of Shed.**

Members considered the application dated 11th May 2009 from the tenant of allotment No. 11.

- RESOLVED -
- i) That the application be approved subject to the use of satisfactory materials in the construction thereof;
 - ii) That all risks associated with the development be borne by the Allotment holder. The Town Council will not accept liability for any injury caused during construction.

A.9/09.

BYERS GREEN ALLOTMENTS.

Allotment No. 3 “The Gardens”.

Members considered the application from the tenants of the above allotment together with letter from Mr. Morgan the Secretary of the Association.

- RESOLVED -
- i) That the application for the greenhouse be approved subject to the use of satisfactory materials in the construction thereof;
 - ii) That all risks associated with the development be borne by the Allotment holder. The Town Council will not accept liability for any injury caused during construction;
 - iii) That residents on High Street be canvassed for their opinions with regards to the shed application, due to a previous restriction.

A.10/09

EDEN ROAD ALLOTMENTS.

Allotment No. 19.

(Minute A.102/08 refers)

Members further considered Minute A.102/08 and the report and photographs from the Project Manager as requested.

- RESOLVED -
- i) That at a meeting be set up with the Youth Engagement Service to discuss the issue of clearance of allotments, together with the Chair, Vice-Chair, Town Clerk, Leader and Leader of the Liberal Democrat party;
 - ii) That assistance be given with the removal of rubbish, subject to the availability of resources.

A.11/09.

WINDSOR AVENUE ALLOTMENTS.

Allotment No. 21b.

Members considered the report of the Project Manager.

- RESOLVED -
- i) That at a meeting be set up with the Youth Engagement Service to discuss the issue of clearance of allotments, together with the Chair, Vice-Chair, Town Clerk, Leader and Leader of the Liberal Democrat party;
 - ii) That assistance be given with the removal of rubbish, subject to the availability of resources.

A.12/09. **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.13/09. **WHITE MOOR ALLOTMENTS.**
Allotment No. 83.
Reference was made to Minute A.94/08 and Members considered the letter dated 13th May 2009 appealing against the decision to issue Notice to Quit.

RESOLVED - That the previous decision to issue Notice To Quit be upheld.

A.14/09. **Grazing Paddock No.2.**
Members considered the letter received 22nd May, 2009 from Mrs.P.Lister.

RESOLVED - That an appropriate letter be sent.

A.15/09 **TIMOTHY TERRACE ALLOTMENTS.**
Allotment No. 28.
Members considered the letter received on 7th May from the tenant of the above allotment together with the report of the Project Manager.

RESOLVED - i) That an appropriate letter be sent to the tenant;
ii) That the Project Manager re-evaluate the chemicals used.

A.16/09. **Allotment No. 13.**
Members considered the report of the Project Manager.

RESOLVED - i) That the tenant be asked to remove the rubbish or reimburse for the cost of removal by a private contractor;
ii) That Notice to Quit be issued.

A.17/09. **NORTH ROAD POULTRY CENTRE.**
Members considered the report of the Project Manager.

RESOLVED - That the contents of the report be received and noted.

A.18/09. **NORTH ROAD ALLOTMENTS.**
Allotment No.23
Members considered the report of the Project Manager.

RESOLVED - That the item be deferred until next month to enable the tenant to proceed with cultivation and to report findings back to Committee.

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

A.19/09. **WASTE REMOVAL.**
The Chair of Committee informed Members of the ongoing situation with regards to the Allotments.

RESOLVED - That the Town Hall Office Staff investigate alternative methods of removal.

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

Councillor Mrs.J.L.Wood
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 2nd June, 2009 on the rising of the Allotments Committee.

PRESENT: Councillors Mrs.C.Bainbridge, J.C.Culine MBE, 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.J.L.Wood

Also in attendance Mrs.P.Wilson (Town Clerk)
Miss E.V.Russell (Admin Assistant/Minutes Officer)
D.Shingleton (Consultant Accountant)

5 members of the public

APOLOGIES Councillors Miss S.L.Armstrong, Miss T.Graham, G. Heslop and Mrs.E.M.Wood.

F.&G.P. **APPOINTMENT OF CHAIR.**
01/09. RESOLVED - That Councillor W.Waters be appointed Chair of
Committee for the ensuing year.

F.&G.P. **APPOINTMENT OF VICE-CHAIR.**
02/09 RESOLVED - That Councillor I.Harrington be appointed Vice-
Chair of the Committee for the ensuing year.

F.&G.P. **DECLARATION OF INTERESTS.**
03/09. RESOLVED - Declarations of Interest were received from
Councillor K.Thompson, G.Tolley, F.Walker and
Mrs.P.Wilson (Town Clerk).

F.&G.P. **PUBLIC QUESTIONS.**
04/09. The following question had been received:-
***“What procedures are in place for evaluating conferences in
respect of attendance and value for money?”***

The Chair of Committee replied:-

‘As I previously announced a full review into our Policy on allocating conferences is taking place following discussions I had when I was Vice-Chair of this Committee with the District Auditor, until that review has taken place and is considered by the Council I have little further to say on this.

What I will say is that as a former Mayor of the Tow Council and Chairman of the Borough Council, with over 33 years public service, I take my responsibility as Chairman of this Finance Committee and my responsibilities to the local tax payer very seriously indeed.

The budget allocated for Member Training is closely monitored and all Councillors who attend conferences are required to bring back a full report to Council. Copies of these reports are considered formally as an agenda item and placed in the Member Library so that we can all benefit as Councillors, both Labour and Opposition Members, from what our colleagues has learned.

Needless to say if a conference is felt not to be value for money we do not attend as occurred recently. I did have a meeting with the Consultant Accountant, Mr. Derek Shingleton about a review which will be presented to Committee in June/July.

FINANCIAL ASSISTANCE.

F.&G.P.
05/09

Spennymoor Cricket Club.

Reference was made to Minute F.&G.P.276/08 and it was

RESOLVED – That the letter of appreciation dated 30th April 2009 from the above be received.

F.&G.P.
06/09.

Sponsorship for Charity Sky Dive.

Reference was made to Minute F.&G.P.283/08 and Members further considered this matter and letter received on 1st May 2009 from Laura Dartnell.

RESOLVED - To advise her that all street collection permits are obtained through Durham County Council.

F.&G.P.
07/09

Spennymoor & District Catholic Club – Annual Open Produce Show

(Councillors K.Thompson, G.Tolley and F.Walker declared a personal interest in this item but remained in the meeting).

Members considered letter dated 6th May 2009 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.
08/09

Deerbolt Aid to Orphans

Members considered letter received on 12th May 2009 from J.M.McAdams.

RESOLVED - To reimburse the Town Hall Hire.

F.&G.P.
09/09.

Ben Shaw

Members considered email dated 12th May 2009 from the parents of Ben Shaw.

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

F.&G.P. **TOWN HALL BAR.**
22/09 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. **NALC.**
23/09 **The Balance of Power: Central and Local Government – Report of the House of Commons Communities and Local Government Committee.**

Members considered the briefing together with the report.

RESOLVED – That the contents of the briefing be received and noted.

F.&G.P. **NEREO.**
24/09 **Briefing Paper on Communities in Control White Paper and Local Democracy Bill.**

Members considered the notification of the half day seminar.

RESOLVED – That the contents of the briefing be received and noted.

There being no further business the Chair declared the meeting closed at 8.17p.m.

Councillor W.Waters
Chair

Spennymoor Town Council

Minutes of the proceedings of a Meeting of the PLANNING AND HIGHWAYS COMMITTEE held in the Council Chamber, Town Hall, Spennymoor on Tuesday 9th June, 2009 at 6.45p.m.

Councillors Councillors J.C.Culine MBE, 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.J.L.Wood

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

5 members of the public
2 representatives from Spennymoor Police

APOLOGIES: Councillors Mrs.C.Bainbridge, Miss T.Graham, G.Heslop and Mrs.E.Wood

P.&H. **APPOINTMENT OF CHAIR.**
1/09 That Councillor Mrs.C.Bainbridge be elected as Chair of the Committee for the ensuing year.

P.&H. **APPOINTMENT OF VICE-CHAIR.**
2/09 That Councillor J.Parkin be elected as Vice -Chair of the Committee for the ensuing year.

Councillor J.Parkin took the Chair

P.&H. **DECLARATION OF INTERESTS.**
3/09. RESOLVED - No personal or prejudicial interests were received.

P.&H. **PUBLIC QUESTIONS.**
4/09. RESOLVED - No questions had been received from Members of the Public in accordance with Standing Order 12.

P.&H. **POLICE.**
5/09. **Report.**
RESOLVED - That the Police Report be received.

P.&H. **PLANNING APPLICATIONS.**
6/09. Members had before them the schedule of planning applications received to date from Durham County Council since the last meeting and the comments made upon them by the Chair of Committee.

RESOLVED - That the information be received and noted.

P.&H.
7/09.

SECTION 106 AGREEMENTS.

Members considered the contents of the email dated 29th May, 2009 from J.Miller, Customer Services Manager, Durham County Council.

RESOLVED - That the contents of the email be received and noted.

P.&H.
8/09.
...

TRAFFIC REGULATIONS

Rosa Street Primary School – Proposed Traffic Regulation Order

Members considered the contents of the letter dated 11th May 2009 from Durham County Council.

RESOLVED - That the contents of the letter be received and noted.

P.&H.
9/09.

**Unclassified Road – Carr Lane, Spennymoor
Request for Zebra Crossing**

Members considered the contents of the letter dated 12th May 2009 from Durham County Council.

- RESOLVED -
- i) That the contents of the letter be received and noted;
 - ii) That a copy of the email received from Greenways Residents Association be passed onto K.Jameson, Area Traffic Engineer at Durham County Council;
 - iii) That the concerns of the Town Council be expressed.

There being no further business the Chair declared the meeting closed at 7.20p.m.

**Councillor J.Parkin
Vice-Chair**

Spennymoor Town Council

Minutes of the proceedings of a Meeting of the Service and Amenities Committee held in the Council Chamber, Town Hall, Spennymoor on Tuesday 9th June, 2009 on the rising of the Allotments Committee.

PRESENT: Councillors J.C.Culine MBE, 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.J.L.Wood

Also in attendance Mrs.P.Wilson (Town Clerk)
Miss E.V.Russell (Admin Assistant/Minutes Officer)
Mrs.C.Jackson (Temporary Admin Assistant)
5 members of the public

APOLOGIES:Councillors Mrs.C.Bainbridge, Miss T.Graham, G.Heslop and Mrs.E.M.Wood.

S.&A. **APPOINTMENT OF CHAIR.**
1/09. That Councillor J.W.Smith be elected as Chair of the Committee for the ensuing year.

S.&A. **APPOINTMENT OF VICE-CHAIR.**
2/09. That Councillor J.C.Culine be elected as Chair of the Committee for the ensuing year.

S.&A. **DECLARATION OF INTERESTS.**
3/09. RESOLVED - No personal or prejudicial interest was made by any Member.

S.&A. **PUBLIC QUESTIONS.**
4/09. RESOLVED - No questions had been received from Members of the Public in accordance with Standing Order 12.

S.&A. **PARKS AND OPEN SPACES.**
5/09. **Northumbria In Bloom - Front Garden Competition**
Members considered the report from the Admin Assistant.

RESOLVED - i) To agree to the recommendations outlined in the report;
ii) To waive Standing Orders.

S.&A. **Jubilee Park – Water Fountain**
6/09. Members considered the report from the Project Manager.

RESOLVED - That the casting be restitched, sandblasted and repainted.

S.&A.
7/09. **Play Area – The Dene**
Members considered the report of the Town Clerk on the Consultation.

RESOLVED - That a final consultation letter be resent to all Residents.

CEMETERIES & CLOSED CHURCHYARDS

S.&A.
8/09. **Spennymoor Cemetery**
Reference was made to Minute S.&A.171/08 and Members considered the report from the Project Manager.

RESOLVED -

- i) That costings be obtained in respect of the collapsed drain;
- ii) Sedgefield Borough Housing /Mears be contacted regarding community help with fault finding in drainage system.

ALLOCATION OF FOOTBALL FIELDS

S.&A.
9/09. **Tudhoe Community Centre Football Field**
Members considered letter dated 20th May 2009 in connection with Tudhoe United.

RESOLVED - That Tudhoe United be allowed use of the field but denied use of the changing facilities.

S.&A
10/09. **Schedule of Applications**
Members considered the schedule of applications received.

RESOLVED -

- i) That the applications shown in the schedule be approved; and
- ii) That the additional application be first reserve if any teams withdraw;
- iii) That Durham County Council be contacted to inform them about the state of the Playing Field pitch at Middlestone Moor which is leased to the Council on a peppercorn rent.

S.&A.
11/09. **PLAY AREA WORKING PARTY**
RESOLVED - That the minutes of the following meetings be received:-

meeting held on Tuesday 10th February 2009;
meeting held on Thursday 14th May 2009;
meeting held on Thursday 21st May 2009.

S.&A.
12/09. **APPRECIATION.**
RESOLVED - That the following correspondence be received
and the contents noted:-

Thank You card from Joan Rowcroft;
Thank You card from A.J.Coia BA;
letter dated 20th May 2009 from Spennymoor
Farmers and Tradesmen's Assoc.

S.&A.
13/09. **FORMAL CONSULTATION ON DURHAM COUNTY COUNCIL'S IN
HOUSE PROVIDED MENTAL HEALTH DAY SERVICE.**
Members considered letter dated 28th May 2009 from Durham County
Council together with the Consultation Document.

RESOLVED - That the contents of the letter be received and
noted.

S.&A.
14/09. **EXCLUSION OF THE PRESS AND PUBLIC.**
RESOLVED - That in accordance with the provisions 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 the public interest.

S.&A.
15/09. **PARKS AND OPEN SPACES.**
Jubilee Park Depot – Stolen Equipment.
Members considered the report from the Project Manager.

RESOLVED - i) That a site visit be arranged at Jubilee Park
depot;
ii) That all equipment be marked;
iii) That Civil Action be taken against the
individuals identified.

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

Councillor J.W.Smith
Chair

Spennymoor Town Council

Minutes of the proceedings of a Meeting of the SPECIAL FINANCE AND GENERAL PURPOSES COMMITTEE held in the Council Chamber, Town Hall, Spennymoor on Tuesday 9th June, 2009 on the rising of the Services and Amenities Committee.

Councillors Councillors J.C.Culine MBE, 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.J.L.Wood

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

5 members of the public

APOLOGIES: Councillors Mrs.C.Bainbridge, Miss T.Graham, G.Heslop and Mrs.E.Wood

F.&G.P. **DECLARATION OF INTERESTS.**
25/09. RESOLVED - No personal or prejudicial interest was made by any Member.

F.&G.P. **PUBLIC QUESTIONS.**
26/09. RESOLVED - No questions had been received from Members of the Public in accordance with Standing Order 12.

F.&G.P. **ELECTORAL REVIEW OF COUNTY DURHAM UNITARY AUTHORITY.**
27/09.

Proposed Electoral Divisions.

Members considered the report of the Town Clerk.

- RESOLVED -
- i) That Spennymoor and Middlestone Moor be kept as it currently is and add to that North Close, Kirk Merrington and part of Tudhoe (as suggested);
 - ii) An alternative be offered – To take in Binchester and newfield and Coundon then becomes a one man Ward;
 - iii) That Standing Orders be waived.

There being no further business the Chair declared the meeting closed at 8.29p.m.

**Councillor W.Waters
Chair**

Spennymoor Town Council

Minutes of the proceedings of a Meeting of the SPECIAL FINANCE AND GENERAL PURPOSES COMMITTEE held in the Council Chamber, Town Hall, Spennymoor on Tuesday 23rd June, 2009 at 6.30p.m.

PRESENT: Councillor W.Waters (Chair),

Councillors J.C.Culine MBE, J.V.Graham, I.Harrington (Vice-Chair), G. Heslop, C.Maddison, Mrs.E.Maddison, J.M.Marr, J.Parkin, J.E.Plews, F.E.Ryder, Mrs.C.Sproat, G.Tolley and F.Walker.

Also in attendance: Mrs.P.Wilson (Town Clerk)
Miss E V Russell (Admin Assistant/Minutes Officer)
Mrs C Jackson (Temp Admin Assistant/Minutes Officer)
Mr D Shingleton (Consultant Accountant)

2 members of the public

APOLOGIES: Councillors Miss T.Graham, M. T B Jones and Mrs J L Wood

F.&G.P. **DECLARATION OF INTERESTS.**

28/09. RESOLVED - No personal or prejudicial interest was made by any Member.

F.&G.P. **PUBLIC QUESTIONS.**

29/09. RESOLVED - No questions had been received from Members of the Public in accordance with Standing Order 12.

FINANCIAL ASSISTANCE.

F.&G.P. **St.Peter's Church, Byers Green.**

30/09. Reference was made to Minute F.&G.P.219/08 & 274/08 and consideration was given to the completed S.137 Grant Application Form.

RESOLVED - That a grant of £1,000 be made in accordance with S.137 of the Local Government Act 1972.

F.&G.P. **Whitworth Parish Church.**

31/09. Reference was made to Minute F.&G.P.221/08 & 275/08 08 and consideration was given to the completed S.137 Grant Application Form.

RESOLVED - That a grant of £1,000 be made in accordance with S.137 of the Local Government Act 1972.

F.&G.P. 32/09. **Tudhoe Methodist Church.**
Reference was made to Minute F.&G.P.277/08 and consideration was given to the completed S.137 Grant Application Form.

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

F.&G.P. 33/09. **Sedgefield and District Citizens Advice Bureau.**
Reference was made to Minute F.&G.P.278/08 and consideration was given to the completed S.137 Grant Application Form.

RESOLVED - i) That a grant of £1,000 be made in accordance with S.137 of the Local Government Act 1972;
ii) That the Town Clerk obtain information from other local authorities.

F.&G.P. 34/09. **Spennynews Community Newspaper**
Reference was made to Minute F.&G.P.282/08 refers and consideration was given to the completed S.137 Grant Application Form.

RESOLVED - That a grant of £1,000 be made in accordance with S.137 of the Local Government Act 1972.

F.&G.P. 35/09. **S137 Grant Application Form.**
Members gave consideration to the revision of the above form.

RESOLVED - That the Town Clerk review the S.137 form and refer back to committee.

There being no further business the Chair declared the meeting closed at 6.37 p.m.

Councillor W.Waters
Chair