

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 September, 2006 at 6.45p.m.

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

Councillors Miss S.L.Armstrong, J.C.Culine, I.Harrington, M.T.B.Jones, Mrs.E.Maddison, J.W.Smith, Mrs.M.Smith, Mrs.C.Sproat, G.Tolley, F.Walker, W.Waters and P.Welsh.

Also in attendance Mrs.P.Wilson (Town Clerk)
G. Nicklin (Principal Finance Officer)
Miss E.V.Russell (Admin Assistant)
C. Andrew (Audit Commission)

APOLOGIES: Councillors Mrs.C.Bainbridge, Mrs.S.A.Fleetham, J.V.Graham, Mrs.C.Kennedy, J.M.Marr, J.Parkin, Mrs.S.I.Plews (Town Mayor) and Mrs. E. Summerson.

33/06. **DECLARATION OF INTERESTS.**

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

34/06. **MINUTES.**

RESOLVED - That the Minutes of the Meeting held on Tuesday 25th July, 2006 be confirmed and signed as a correct record.

35/06. **MAYOR'S COMMUNICATIONS.**

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

- a) Thursday 27th July - Town Mayor visited Fred and Freda Chapman of Aged Miners, Middlestone Moor on their Diamond Wedding Anniversary
- b) Thursday 27th July - Town Mayor visited William and Mary Coates of Bamburgh Parade on their Diamond Wedding Anniversary
- c) Sunday 30th July - Town Mayor attended Seaham Carnival
- d) Monday 7th August - Town Mayor and Chair of Services and Amenities Cttee judged the Xmas Decoration Competition, 3 winners were selected and their entries are being transferred into designs, to be displayed on the lampposts outside the Town Hall.
- e) Thursday 10th August - Town Mayor visited Elsie and John Grieveson of Ridgeside on their Diamond Wedding Anniversary
- f) Friday 11th August Town Mayor attended Sedgfield Borough Council Charity Evening held in Trimdon Labour Club

- g) Wednesday 23rd August - Deputy Mayor visited Tom and Teresa Salmon of Durham Road on their Golden Wedding Anniversary
- h) Thursday 24th August -Deputy Mayor visited Margaret and Edward Brain of Craddock Street on their Golden Wedding Anniversary
- i) Sunday 27th August -Deputy Mayor attended Great Aycliffe Show
- j) Sunday 27th August - Deputy Mayor attended Middlestone Moor Open Show and presented Trophies.
- k) Tuesday 29th August - Town Mayor attended An Evening on Board the Prince Bishop River Cruiser
- l) Saturday 2nd September -Town Mayor attended Peterlee Show
- m) Saturday 2nd September - Deputy Mayor launched ASDA Tickled Pink Street Party
- n) Saturday 2nd September - Deputy Mayor attended the Official Opening of Durham and Northumberland Fuchsia Society Show
- o) Sunday 3rd September - Town Mayor attended Wear Valley District Council Civic Service
- p) Sunday 3rd September - Town Mayor attended the Closing Ceremony of the Fuchsia Show and presented trophy for the North East Champion.
- q) Sunday 3rd September - Town Mayor attended Durham City Civic Service.
- r) Friday 8th September - Town Mayor, Members and Town Clerk attended the funeral service of Councillor Ron Campion
- s) Friday 8th September Town Mayor attended Ferryhill Town Council Charity Night
- t) Sunday 10th September - Town Mayor attended Derwentside District Council Service of Thanksgiving
- u) Monday 11th September -Town Mayor and Project Manager attended Northumbria in Bloom Presentations – Spennymoor received a Bronze Award in the Large Town Category and Eden Resident’s Association received an Award of Merit.
- v) Friday 15th September - Town Mayor visited Jean and Alan Hull of St.David’s Close on their Golden Wedding Anniversary.
- w) Sunday 17th September - Town Mayor’s Civic Service held in St.Paul’s Church
- x) Tuesday 19th September - Town Mayor attended Seaham Town Council Mayor’ At Home
- y) Thursday 21st September - Town Mayor attended Sedgefield Borough Council’s Night At the Races
- z) Saturday 23rd September - Deputy Mayor attended The St.John Council Service of Re-dedication at Durham Cathedral
- aa) Saturday 23rd September - Deputy Mayor visited past Chair of Urban District Council and former Town Councillor– Rachel Orton on her 80th birthday
- bb) Sunday 24th September - Deputy Mayor attended Sedgefield Borough Council’s Civic Service
- cc) Monday 25th September - Deputy Mayor visited Lily Roche of Wood Vue on her 80th birthday.

36/06.

COMMITTEE MINUTES.

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

Allotments	5 th September, 2006
Finance and General Purposes	5 th September, 2006

Planning and Highways	12 th September, 2006
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(Subject to the following:-
(P.&H.26/06. *Councillors Mrs.E.Maddison and F. Walker declared a prejudicial interest in items 4(d) and (e) and left the meeting* be removed from this item and;

the following added before item P.&H.27/06
‘Councillors Mrs.E.Maddison and F.Walker returned to the meeting before item 27/06 was discussed’.

Services and Amenities	12 th September, 2006
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Special Finance and General Purposes	12 th September, 2006
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37/06.

AUDIT.

The Auditor was in attendance and presented her Annual Management letter to the Council.

RESOLVED - To thank the Auditor for her attendance and answering Members questions.

There being no further business the Deputy Town Mayor declared the meeting closed

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

Spennymoor Town Council

Minutes of the proceedings of a meeting of the ALLOTMENTS COMMITTEE held in the Council Chamber, Town Hall, Spennymoor on Tuesday 3rd October, 2006 at 6.45p.m.

PRESENT: Councillor G.Tolley (Chair) and

Councillors J.C.Culine, Mrs.S.A.Fleetham, J.V.Graham, M.T.B.Jones, Mrs.C.Kennedy, Mrs.E.Maddison, J.M.Marr, J.Parkin, J.W.Smith, Mrs.M.Smith, Mrs.C.Sproat, F.Walker and Mrs.J.L.Wood.

Also in attendance Mrs.P.Wilson (Town Clerk)
Mrs.B.Fryer (Principal Admin Officer)

APOLOGIES: Councillors Mrs.C.Bainbridge (Vice-Chair), I.Harrington, Mrs.S.I.Plews, Mrs.E.Summerson, W.Waters and P.Welsh.

A.19/06. **DECLARATION OF INTERESTS.**

RESOLVED - Declaration of personal interest was received from Councillor Mrs.J.L.Wood.

DURHAM ROAD ALLOTMENTS.

A.20/06. **Application to erect a Polytunnel and Greenhouse.**

Reference was made to Minute A.24/06 and further consideration was given to the application from B.Hunter for an 18' x 20' poly tunnel and an 8' x 10' greenhouse on allotment No.41 on the above estate.

The Association has no objection to the application.

- 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; and
 - iii) That Best Value Committee for Allotments give consideration to the Rules for Allotments especially the one concerning two-thirds cultivation of allotment.

A.21/06. **Application to erect a Shed and two Greenhouses.**
Reference was made to Minute A.25/06 and further consideration was given to the application from B.Constable for an 8' x 6' shed and an 8' x 6' greenhouse and a 6' x 6' greenhouse (joined) on allotment No.13 on the above estate.

The Association has no objection to the application.

- 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.22/06. **Application to erect a Polytunnel.**
(Councillor Mrs.J.L.Wood declared a personal interest in this matter and left the meeting)
Reference was made to Minute A.26/06 and further consideration was given to the application from B.Wood for a 13' x 6' poly tunnel on allotment No.29 on the above estate.

The Association has no objection to the application.

- 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.23/06. **SPENNYMOOR ALLOTMENT ASSOCIATION.**
RESOLVED - That the Minutes of the meeting held on 7th September, 2006 be received.

A.24/06. **KIRK MERRINGTON ALLOTMENT ASSOCIATION.**
RESOLVED - That the letter from Mrs.J.Ravenshear notifying us that she is resigning as Secretary of the above Allotments and that the new Secretary is Mrs.A.Richardson, be received.

A.25/06.

BEST KEPT ALLOTMENT COMPETITION.

Considerable discussion ensued on the request for a special recognition award to be presented to a 90 year old allotment tenant who had been in the top 3 for his estate for many years.

- RESOLVED -
- i) That Standing Orders be waived and the allotment holder be invited to the October Council Meeting to receive a special recognition award and a years free rent for one allotment.

There being no further business, the Chair declared the meeting closed.

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 3rd October, 2006 on the rising of the Allotments Committee.

PRESENT: Councillor J.Parkin (Vice-Chair), and

Councillors J.C.Culine, Mrs.S.A.Fleetham, J.V.Graham, M.T.B.Jones, Mrs.C.Kennedy, Mrs.E.Maddison, J.M.Marr, J.W.Smith, Mrs.M.Smith, Mrs.C.Sproat, G.Tolley, F. Walker and Mrs.J.L.Wood.

Also in attendance Mrs.P.Wilson (Town Clerk)
Mrs.B.Fryer (Principal Admin Officer)

APOLOGIES: Councillors Mrs.C.Bainbridge, I.Harrington (Chair), Mrs.S.I.Plews, Mrs.E.Summerson, W.Waters and P.Welsh

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

109/06. RESOLVED - Declaration of personal interest was made by Councillors J.V.Graham, Mrs. C.Kennedy and J.W.Smith.

FINANCIAL ASSISTANCE.

F.&G.P. **Grants for Pre-schools.**

110/06. Reference was made to Minute F.&G.P.56/06 and it was

RESOLVED – That the letter of appreciation be received

F.&G.P. **Royal British Legion.**

111/06. Consideration was given to letter dated 5th September, 2006 from A.Sanderson.

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

F.&G.P. **The Learning Library.**

112/06. Consideration was given to letter dated 19th July, 2006 and to the completed S.137 application form.

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

F.&G.P. **Conoco Phillips**
113/06. Consideration was given to letter received on 14th September, 2006.

RESOLVED - That the letter be received and noted.

F.&G.P. **Helyn Bennett Family Fund.**
114/06. *(Councillor Mrs.C.Kennedy declared a personal interest in this matter and left the meeting)*
Consideration was given to letter dated 18th September, 2006 from the organiser of the Charity Event held on 5th September.

RESOLVED – That a grant of £52.50 be made in accordance with S.137 of the Local Government Act 1972.

CONFERENCES & COURSES.

F.&G.P. **National Association of Councillors.**
115/06. **Women Networking with Purpose Conference June 2006.**

RESOLVED - To receive the report on the above.

F.&G.P. **Street Renaissance National Conference.**
116/06. Consideration was given to the notification of the above to be held on 15th November, 2006 in London.

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

F.&G.P. **N.E.R.E.O.**
117/06. **Community Leadership for Front-line Councillors.**
Consideration was given to the notification of the following one day seminars:-

Active Community Engagement – Thurs.2nd November

Councillors as Champion and Advocate of their Local Community Tuesday 9th January 2007

Influence and Negotiation- In the Community and Within Political Structures – Wednesday 7th February 2007

RESOLVED - That the Town Clerk make arrangements for the training to be undertaken inhouse.

F.&G.P. **COUNTY DURHAM ASSOCIATION OF LOCAL COUNCILS.**
118/06. RESOLVED - That the following correspondence be received:-

Minutes of Executive Meeting held on 7th June, 2006;
Durham Association News – Issue 8;
Letter dated 29th August – Overview and Scrutiny.

CHRISTMAS LIGHTING.

F.&.G.P.
119/06.

Electricity.

Consideration was given to the report of the Principal Finance Officer.

RESOLVED - That the time for the Christmas lights remain as in the past.

ACCOUNTS FOR PAYMENT.

F.&.G.P.
120/06.

Paid Accounts.

RESOLVED - That payment of accounts in the sum of £3,196.85 for September authorised by the Chair of Committee and reimbursement of the Imprest Account in the sum of £14,375.60 for September be approved.

F.&.G.P.
121/06.

Accounts to Authorise.

To authorise the payment of accounts in the sum of £41,800.94 for September.

RESOLVED -

- i) To authorise the payment of accounts in the sum of £41,800.94 for September;
- ii) That Standing Orders be waived in order that payment can be made immediately.

F.&.G.P.
122/06.

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.

FINANCIAL ASSISTANCE.

F.&.G.P.
123/06.

Chikara Dojo of Kyokushin Karate.

(Councillors J.V.Graham and J.W.Smith declared a personal interest in this matter)

Reference was made to Minute F.&.G.P.94/06 and further consideration was given to this deferred matter and to the Year End Accounts, which have been supplied for Members' information.

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

F.&G.P.
124/06.

CHILDREN'S PLAY IN TUDHOE.

Consideration was given to letter dated 22nd September, 2006 from P.Ball, Director of Leisure Services, Sedgefield Borough Council.

RESOLVED - That the request from Sedgefield Borough Council for the lease of the land situated at the rear of the Community Centre be agreed to, subject to a satisfactory lease being agreed between the parties.

F.&G.P.
125/06.

CCTV.

Provision of a CCTV Camera in the Vicinity Clyde/Whitworth Terrace.

Reference was made to Minute F.&G.P.81/06 and consideration was given to letter dated 9th September, 2006 from D.Maclaughlan, Treasurer of St. Paul's Residents Association.

RESOLVED - That the letter be received and noted.

F.&G.P.
126/06.

ESTABLISHMENT.

Review of Caretaking Arrangements.

Consideration was given to the letter dated 29th August 2006 and the detailed report of the HR Consultant.

RESOLVED - That the recommendations contained in the report be implemented with the addition of two identified areas to the cleaning rota (namely stairs to Bandroom and Stairs to Mayor's Room).

F.&G.P.
127/06.

BUDGET REPORTS.

RESOLVED - That the Budget Reports for August, 2006 showing year to date Financial Information be received and noted.

F.&G.P.
128/06.

BYERS GREEN VILLAGE HALL – FLOOR.

Consideration was given to the report of the Town Clerk.

RESOLVED - That Standing Orders be waived and the recommendations contained in the report be implemented immediately.

F.&G.P.
129/06.

RISK MANAGEMENT.

CONDITION SURVEY REQUIREMENT FOR ALL TOWN COUNCIL OWNED BUILDINGS.

Consideration was given to the verbal report of the Town Clerk, explaining that the District Auditor had recommended a full condition survey of all Town Council owned properties to assist with risk management.

RESOLVED - That Standing Orders be waived and the Town Clerk be authorised to proceed in obtaining estimates for the necessary Full Condition Survey of all Town Council properties.

F.&G.P.
130/06.

TOWN HALL.

Shop 32 High Street.

Consideration was given to letter dated 21st September, 2006 from Evans & Co., Solicitors.

RESOLVED - That the verbal report of the Town Clerk be received and noted and to await further developments.

There being no further business, the Chair declared the meeting closed.

Councillor J.Parkin
Vice-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 10th October, 2006 at 6.45p.m.

PRESENT: Councillor Miss S.L.Armstrong (Chair) and

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

Also in attendance Mrs.P.Wilson (Town Clerk)
Mrs.B.Fryer (Principal Admin Officer)

APOLOGIES: Councillors Mrs.C.Kennedy (Vice-Chair), Mrs.M.Smith, Mrs.C.Sproat, Mrs.E.Summerson and P. Welsh.

P.&.H. . **DECLARATION OF INTERESTS.**

38/06. RESOLVED - Declaration of interest was received from Councillors M.T.B.Jones and W.Waters.

P.&.H. **POLICE REPORT**

39/06. The Chair reported that no Police Report had been received.

RESOLVED - That the Town Clerk contact the Police to ask why the monthly report had not been submitted this month.

P.&.H. **PLANNING APPLICATIONS.**

40/06. *(Councillor W.Waters declared a prejudicial interest in item 4 and left the meeting*

Members had before them the schedule of planning applications received to date from Sedgefield Borough Council, since the last meeting and the comments made upon them by the Chairman.

RESOLVED - That the information and the Chairman's action be received and noted.

P.&.H. **PLANNING DECISIONS.**

41/06. Members had before them details of planning decisions made by Sedgefield Borough Council.

RESOLVED - That the information be received and noted.

P.&.H.
42/06.

7/2005.477DM – Land off Whitworth Road, Whitworth Park, Spennymoor.

(Councillor M.T.B.Jones declared a prejudicial interest in this item and left the meeting)

Reference was made to Minute P&H27/06 and it was

RESOLVED - To receive the Statement of the Local Planning Authority in respect of the above appeal.

P.&.H.
43/06.

PLANNING SIMPLIFIED FOR COUNCILLORS.

Consideration was given to email dated 26th September, 2006 from A.Jones, LGIU forwarded by County Durham Association of Local Councils requesting member's comments to the specified questions.

RESOLVED - That Members reply as individuals to the specified questions.

P.&.H.
44/06.

NAMING AND NUMBERING.

Erection of Dwelling, Land Adjacent Olgarry, Durham Road, Spennymoor.

RESOLVED - That the contents of letter dated 12th September 2006 from Sedgefield Borough Council confirming the name of the above development as Garden House, Durham Road be received and noted.

P.&.H.
45/06.

Erection of two 3 storey apartment blocks consisting of 9 and 4 apartments, 30 King Street, Spennymoor.

RESOLVED - That the contents of letter dated 29th September, 2006 from Sedgefield Borough Council be received and noted.

P.&.H.
46/06.

DURHAM COUNTY COUNCIL.

Notification of Works – Craddock Street.

RESOLVED - That the contents of letter giving details of the above works to commence on 23rd October, 2006 be received and noted.

P.&.H.
47/06.

Un-named footpath off St.Andrew's Lane, Bessemer Park, Spennymoor – Temporary Footpath Closure.

RESOLVED - That the contents of letter dated 27th September, 2006 be received and noted.

P.&H.
48/06.

PERFORMANCE INDICATORS

Condition of Bus Shelters.

Reference was made to Minute P.&H.37/06 and consideration was given to the report of the Town Clerk.

Considerable discussion ensued on this matter and it was

RESOLVED - That the Town Council workforce carries out the remedial work identified in the report.

There being no further business, the Chair declared the meeting closed.

Councillor Miss S.L.Armstrong
Chair

Spennymoor Town Council

Minutes of the proceedings of a meeting of the SERVICES AND AMENITIES COMMITTEE on Tuesday, 10th October, 2006 on the rising of the Planning and Highways Committee.

PRESENT: Councillor J.C.Culine (Chair), and

Councillors Miss S.L.Armstrong, Mrs. C. Bainbridge, Mrs.S.A.Fleetham, J.V.Graham, I.Harrington, M.T.B.Jones, Mrs.E.Maddison, J.M.Marr, J.Parkin, Mrs.S.I.Plews, J.W.Smith (Vice-Chair), G.Tolley, F.Walker, W. Waters and Mrs.J.L.Wood.

Also in attendance Mrs.P.Wilson (Town Clerk)
Mrs.B.Fryer (Principal Admin Officer)

APOLOGIES: Councillors Mrs.C.Kennedy, Mrs.M.Smith, Mrs.C.Sproat, Mrs.E.Summerson and P. Welsh.

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

38/06. RESOLVED - No personal or prejudicial interest was made by any Member.

PARKS AND OPEN SPACES.

S.&.A. **Goal Posts.**

39/06. Consideration was given to the report of the Principal Finance Officer.

RESOLVED - That the report be received and recommendations implemented.

CEMETERIES AND CLOSED CHURCHYARDS

S.&.A. **Spennymoor Cemetery – Memorial Seat**

40/06. Consideration was given to letter dated 11th September, 2006 requesting permission to erect a memorial seat.

RESOLVED - To agree to the request contained in the letter to erect a Memorial Seat within the Cemetery and to notify Mr.Watson of the cost of the Memorial Seat.

S.&.A. **NORTHUMBRIA IN BLOOM 2006 COMPETITION**

41/06. Consideration was given to the Judges Reports and the schedule of minor awards.

Considerable discussion ensued on this matter and it was

- RESOLVED -
- i) To receive the Judges Reports and the schedule of minor awards;
 - ii) That the Town Clerk seek clarification from the Judges on their comments relating to the flower beds and the position on entering Tudhoe Village and the Cemetery in the next competition; and
 - ii) The Workforce be asked for their suggestions and ideas to enhance the Town Council's entries in this Competition.

S.&.A.
42/06.

APPRECIATION.
RESOLVED -

That the following letters of appreciation be received and noted:-

Mr and Mrs Grieveson – 11th August, 2006
Mr. & Mrs. T.Salmon – 23rd August, 2006
P.Marshall – 11th September, 2006.

NEWSLETTER.

S.&.A.
43/06.

Spennymoor Amateur Photography Competition.

RESOLVED -

- i) That the report be received; and
- ii) Standing Orders be waived in order that the presentation to the winner and two runners can take place at the Council Meeting on Tuesday 24th October, 2006.

S.&.A.
44/06.

REQUEST FOR SCROLL OF HONOUR

(The Town Clerk declared a personal interest in this matter and left the meeting.)

Consideration was given to the request for a Scroll for the former head of English at Spennymoor Comprehensive, Mr Turner.

RESOLVED -

- i) That a Scroll of Honour be presented to Mr.Turner; and
- ii) Standing orders be waived in order the presentation can take place at the Council Meeting on Tuesday 24th October, 2006.

S.&A.
45/06.

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.
46/06.

CHILDREN'S PLAY IN TUDHOE

Consideration was given to letter dated 22nd September, 2006 from P.Ball, Director of Leisure Services, Sedgefield Borough Council.

RESOLVED - That the letter be received and noted and the decision of the Finance and General Purposes Committee be confirmed.

There being no further business, the Chair declared the meeting closed.

Councillor J.C.Culine
Chair

SPENNYMOOR TOWN COUNCIL

Minutes of the Audit Committee held on 11th May 2006

In Attendance: - Councillors Mrs.S.A.Fleetham, J.V.Graham, J.W.Smith and F.Walker (Chair)

Mrs P. Wilson (Town Clerk)
G.O'Hehir (Internal Auditor)

APOLOGIES: Councillors J.C. Culine, J.M.Marr and Mrs C.Sproat.

DECLARATION OF INTEREST

There were no declarations of interests made.

MINUTES OF LAST MEETING

The Minutes of the last meeting held on 17th January 2006 were approved as a true and accurate record with the exception that it be noted that Councillor J.W.Smith had registered his apologies.

MATTERS ARISING.

Hours Worked by G.Smith.

The Committee were informed that G.Smith (on average) worked ten hours on administration in addition to hours spent on functions. Discussions took place as to how the administration hours had been agreed. It was assumed that recommendations had been forthcoming from our H.R. Advisor G.Brown.

For purposes of clarification, it was agreed that G.Nicklin provide details of hours worked by G.Smith from July, 2005.

Staffing Levels.

It was agreed that staffing levels should be in accordance with anticipated numbers of attendees i.e.

1 - 50	Bar Manager Only
51 - 100	Bar Manager plus 1
101 - 150	Bar Manager plus 2 etc.

Non Profit Making Functions.

It was agreed that such functions be the exception rather than the norm.

At the time of a Town Hall Booking, Admin Staff should consult with the Bar Manager, if due to forecast low anticipated attendees, a full bar service would result in losses being incurred. In such cases, we should provide for a limited Bar Function (no draught to be provided).

It was agreed that the provision of a reduced Bar Function be written into our Terms and Conditions of Hire.

Bar Prices.

G.Nicklin was advised that the Internal Auditor had evidenced levels of profitability ranging from 35% to 45% approximately. The Committee agreed that a consistent level of 45% should be aimed for. This would necessitate increases in Bar Prices.

Internal Audit Report.

The report of the Internal Auditor was circulated at the meeting. The contents of the report were accepted.

Internal Procedures.

The Town Clerk advised that substantial progress had been made in this area. It was agreed that staff procedures would be progressed as part of the Town Clerks Staff Meeting.

Town Clerk's Annual Report.

The Town Clerk's report was accepted with the exception that Item 1 should be amended to read:-

Review of Members Allowances Claim Form procedure.

It was agreed that the Internal Auditor would liaise with the Principal Finance Officer regarding work already carried out on the Asset Register.

Letter from Audit Commission.

A letter was presented at the meeting regarding the extension of the appointment of the Audit Commission as our External Auditor.

It was agreed that Standing Orders be waived to respond to the Audit Commission approving the extension.

This concluded the business of the Committee.

Councillor F.Walker
Chair

Spennymoor Town Council

Minutes of the proceedings of a meeting of the SPECIAL SERVICES AND AMENITIES COMMITTEE on Monday 23rd October, 2006 at 6.30p.m.

PRESENT: Councillor J.W.Smith (Vice-Chair) and

Councillors Mrs.S.A.Fleetham, J.V.Graham, M.T.B.Jones,
Mrs.E.Maddison, J.M.Marr, G.Tolley, F.Walker and W. Waters.

Also in attendance Mrs.P.Wilson (Town Clerk)
Mrs.B.Fryer (Principal Admin Officer)

E.Andersen (RPII Registered Inspector
Tyne and Wear Play Association)

APOLOGIES: Councillors J.C.Culine (Chair), Mrs.C.Kennedy, Mrs.C.Sproat,
P. Welsh and Mrs.J.L.Wood.

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

47/06. RESOLVED - No personal or prejudicial interest was made by
any Member.

S.&.A. **ANNUAL PLAYGROUND INSPECTIONS.**

48/06. Reference was made to Minute S.&.A. 22/06 and Eric Andersen from
Tyne and Wear Play Association was in attendance to give a
Presentation to Members on the recent inspections and to answer any
questions.

Members had been concerned as to the interpretation of the score
given for the risk assessment.

Mr.Andersen explained that the inspection was carried out in three
stages:

First Stage was to inspect the equipment using the current
European Standards, which gave the minimum requirement for
new equipment. Majority of existing equipment predates these
standards.

Second Stage was to carry out the risk assessment

Third Stage was to make recommendations

Members put questions to Mr.Andersen in connection with equipment
in their particular Wards.

It was reported that the majority of play equipment were installed in
1992.

Questions were asked relating to the different types of safety surfacing and there seemed to be a general problem of the tiles lifting and shrinking. Mr.Andersen advised “wet pore” was an ideal replacement for the safety tiles.

Out of the 13 sites of play equipment inspected, four sites needed attention as soon as possible; these were Jubilee Park East; Kirk Merrington; Oval Park and St.Paul’s.

It was advised that the Town Council should arrange a programme of work to cover all identified problems, these should be carried out as soon as reasonable practicable.

The original installation documents and certificates from the manufacturer should be the basis of any risk assessment and should be kept on file.

- RESOLVED -
- i) That Mr.Andersen be thanked for his informative presentation; and
 - ii) The matter be further considered at the next meeting of the Committee.

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

Councillor J.W.Smith
Vice-Chair