

Seaham Town Council



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Tel: Wearside (0191) 581 8034

Town Clerk: Dianne Rickaby
Deputy Town Clerk: Paul Fletcher

DR/AR

15th July, 2020

In accordance with Paragraphs 7 & 10(2) (b) of Schedule 12A of the Local Government Act 1972 and The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 , I hereby summon you to attend a Meeting of SEAHAM TOWN COUNCIL to be held online on TUESDAY 21st JULY 2020 at 6.30PM

Members of the press and public who wish to attend this meeting please email info@seaham.gov.uk to request the zoom login details.

Dianne Rickaby
Town Clerk

A G E N D A

MEMBERS ARE REMINDED OF THE NEED TO DISCLOSE ANY INTEREST, PREJUDICIAL OR PERSONAL, IN ACCORDANCE WITH THE CODE OF CONDUCT

1. ACCEPTANCE OF AMENDMENT

DECISION REQUIRED Accept the amendment to the standing orders to incorporate the new regulations from the Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, to conduct virtual council meetings.

2. OPEN SESSION (6.30 P.M. – 6.45 P.M.)

In accordance with Council policy the first 15 minutes of the meeting are made available for members of the press and public present at the meeting to raise questions appertaining to the agenda items. If there is a request for a new matter to be addressed by Council this will be added (if applicable) to the next Council meeting as an agenda item.

If a member of the public logs into the meeting late it will on the discretion of the Council if that member is allowed to speak outside of public participation

3. **TO CONSIDER THE MINUTES OF THE MEETING OF SEAHAM TOWN COUNCIL HELD ON 25TH FEBRUARY, 2020**

- To Approve the Minutes as an accurate record of proceedings

(Pages 22 - 25)

4. **TO CONSIDER THE MINUTES OF THE ARTS AND INFORMATION COMMITTEE HELD ON 3RD MARCH, 2020**

- To Approve the Minutes as an accurate record of proceedings

(Pages 26 - 30)

5. **TO CONSIDER THE MINUTES OF THE PARKS AND EVENTS COMMITTEE HELD ON 3RD MARCH, 2020**

- To Approve the Minutes as an accurate record of proceedings

(Pages 31- 37)

6. **TO CONSIDER THE MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 10TH MARCH, 2020**

- To Approve the Minutes as an accurate record of proceedings

(Pages 38 - 41)

7. **TO CONSIDER THE MINUTES OF THE PLANNING AND ENVIRONMENTAL COMMITTEE HELD ON 10TH MARCH, 2020**

- To Approve the Minutes as an accurate record of proceedings

(Pages 42 - 43)

8. **TO CONSIDER THE MINUTES OF THE CLERKS ADVISORY SUB COMMITTEE HELD ON 10TH MARCH, 2020**

- To Approve the Minutes as an accurate record of proceedings

(Pages 44 - 48)

9. **TO CONSIDER THE MINUTES OF THE ESTABLISHMENT SUB-COMMITTEE HELD ON 10TH MARCH, 2020**

- To Approve the Minutes as an accurate record of proceedings

(Pages 49 - 51)

10. TO CONSIDER THE MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD ON 3RD JULY 2020

- To Approve the Minutes as an accurate record of proceedings

(Pages 52 - 57)

FINANCE AND GENERAL PURPOSES

11. ANNUAL INTERNAL AUDIT REPORT – (AGAR-Page 3 of 6)

Attached at Appendix A is a copy of the Annual Internal Audit report completed and signed by the Council's Internal Auditor.

DECISION REQUIRED This item is for information purposes only.

12. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2019/20

The Council's annual accounts are produced in the format of an Annual Governance and Accountability Return (AGAR). Normally Sections 1 and 2 of the AGAR must be approved and published (unaudited) by 1st July. However, due to the impact caused by the Coronavirus the date for approval has been extended to 31st August.

The publication date for final, audited, accounts has moved from 30th September to 30th November 2020 for all local authorities.

a) Section 1 – Annual Governance Statement – Page 4 of 6

Attached at Appendix B is a copy of the above statement.

DECISION REQUIRED Authority is requested for Section 1 of the AGAR to be approved and signed by the Chair and Clerk.

b) Section 2 – Accounting Statements – Page 5 of 6

Attached at Appendix C is a copy of the Accounting Statements which have been completed and signed by the Finance Officer and reflect the information provided within the Financial Statements.

DECISION REQUIRED Authority is requested for Section 2 of the AGAR to be approved and signed by the Chair.

13. PUBLIC INSPECTION PERIOD

The requirement for the public inspection period to include the first 10 working days of July has been removed. Instead, smaller authorities must commence the public inspection period on or before 1st September 2020.

This means that the period for the exercise of public rights can now be held any time after the approval of the AGAR.

Following approval of Sections 1 and 2 as above the Finance Officer will publish the unaudited statements and the dates for the public inspection period on the Councils website.

DECISION REQUIRED This item is for information purposes only.

14. PAYSHEETS 1 & 2 FOR APRIL AND MAY 2020

The reports showing the Income and Expenditure for April and May were circulated to all Councillors during the shutdown. Payments were approved by the Panel made up of 4 Councillors and the Town Clerk.

DECISION REQUIRED Members are asked to retrospectively approve Paysheet 1 and 2.

15. PAYSHEET 3 – JUNE 2020

Attached at Appendix D are the reports showing the Income and Expenditure for June together with the Bank Balances held at 30th June 2020. The payments were approved by the Town Clerk using delegated authority.

DECISION REQUIRED Members are asked to retrospectively approve Paysheet 3.

16. QUARTERLY BUDGETARY REVIEW – 30TH JUNE 2020

Attached at Appendix E is a copy of the schedule showing all income and expenditure received from 1st April to 30th June 2020.

The only issues to report regarding the expenditure incurred is in relation to improvement work to the café and extra provision is having to be put in place for security and items in relation to the Coronavirus. The expenditure to date is shown below and regarding the security and the Coronavirus more expenditure will be incurred, and Members will be kept updated.

Code 4105 450 – Security-Parks/Play Areas	£4,403
Code 4113 450 – Covid Safety Items	£6,590
Code 4913/4914 – Café	£5,830

Officers will answer any queries raised in relation to any of the figures presented.

DECISION REQUIRED Members are asked to accept the information presented.

17. FINANCIAL STATEMENTS

Attached at Appendix F is a copy of the Financial Statements for the year ended 31st March, 2020.

DECISION REQUIRED This item is for information purposes only.

18. FINANCIAL REGULATIONS

Attached at Appendix G is a copy of the above regulations which have been updated and amended by the Finance Officer.

DECISION REQUIRED Members are asked to approve the amended Finance Regulations.

19. MEDIUM TERM FINANCIAL PLAN

Attached at Appendix H is a copy of the above plan which provides Members with the financial overview up to the financial year 2022/2023.

Section 4 of the report includes the issues the Council faces with regard to finances in relation to the Coronavirus and Members will be updated regularly about any financial impact on the Council during this unprecedented time.

DECISION REQUIRED. Members are asked to accept the report.

20. PURCHASE OF KUBOTA TRACTOR AND FLAIL

As per the decision of the Budget Sub-Committee and subsequently the approval of the Finance and General Purposes Committee the sum of £25,000 was allocated to the Machinery Reserve for the purchase of a Kubota ST371 and a Flail MP300 (Hedgecutter).

Three quotes have now been sought 2 of which include part exchange of the HPX Gator which was purchased in 2014 at a cost of £4,700.

Table showing amounts as per quotes received

Company	Part Ex Amount	Purchase Amount including Part Ex
F J Machinery	Not available	£29,500
Henderson Grass Machinery Ltd	£2,000	£27,500

Lloyd Ltd	£2,500	£25,960
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As shown all 3 quotes are higher than the budget allocated but savings of £1,500 on the purchase of a Brushcutter in April has been achieved and this amount has been transferred towards the purchase of the tractor/flail giving a revised amount of £26,500.

Based on the above information it is suggested that we accept the quote from Lloyd Ltd.

DECISION REQUIRED Members to approve the purchase of the machinery from Lloyd Ltd.

21. PURCHASE OF DENNIS FT510 MOWER & 10 BLADED CYLINDER

The Parks Supervisor has requested the purchase of the above machine to replace the old machine which is no longer fit for purpose. The Finance Officer has checked the Machinery Reserve and can confirm that there is sufficient funds to cover the purchase.

Three quotes have been sought as shown below

Company	Part Ex Amount	Purchase Amount including Part Ex
Thomas Sheriff Ltd	£1,500	£3,621
Dennis UK Ltd	0	£5,690
NGM Ltd	0	£5,690

All three quotes were for £5,690 but Thomas Sherriff Ltd provided a discount and included part exchange for the old machine. Based on the above information it is suggested that we accept the quote from Thomas Sheriff Ltd.

DECISION REQUIRED Members to approve the purchase of the machinery from Thomas Sherriff.

22. SPORTS CLUBS/ALLOTMENTS/GRAVE PLANT – INCOME

As was agreed prior to the shutdown no invoices relating to Sports and Allotments have been issued.

Allotments

The annual allotments invoices will be issued when it is safe for the Town Hall to be open to allow people to pay using cash/card/cheque as experience shows that this is the preferred method of payment by the users.

Sports

The sports users invoices have been issued and have been re-calculated to take into account any disruption to the usage of the facilities due to shortened seasons and government guidelines.

Grave Planting

The annual grave planting service was cancelled due to the impact of the Coronavirus – the impact financially to the Council is a loss of only around £1,000.

DECISION REQUIRED This item is for information purposes only.

23. GRANT APPLICATION

Eastlea Community Centre

Attached at Appendix I is a grant application from Eastlea Community Centre for £1000 towards the cost of an automated internal entrance accessible door. Eastlea Community Centre were awarded a grant of £1000 towards the costs of new chairs in June 2019 and awarded £875 in May 2018 towards the cost of accessible external double doors at the main entrance.

DECISION REQUIRED Members further instructions are requested.

TRUSTEES OF SEAHAM PARK AND DAWDON PARK CHARITY

24. Seaham Park Charity – Paysheet 1 – 3 (April – June 2020)

Attached at Appendix J are copies of the Income and Expenditure reports for the months of April, May and June 2020. All payments have been previously approved, and income has only been received into the account in June.

DECISION REQUIRED The Trustees are requested to retrospectively approve the payments made.

25. Dawdon Park Charity – Paysheet 1-3 (April – June 2020)

Attached at Appendix K are copies of the Income and Expenditure reports for the months of April, May and June 2020. All payments have been previously approved, and income has only been received into the account in June.

DECISION REQUIRED The Trustees are requested to retrospectively approve the payments made.

PARKS AND EVENTS

26. ALLOTMENTS WORKING PARTY MINUTES

Attached at Appendix L are the Allotments Working Party Minutes from the meetings held on 13th November 2019, 20th November 2019 and 15th January 2020.

DECISION REQUIRED Members to approve the minutes of the Allotments Working Party.

27. ALLOTMENTS DRAFT LEASE

Attached at Appendix M is a copy of the draft lease for Dawdon Hill, Fishbone, Parkside, and Deneside Allotment Associations and feedback from the Associations. Members are asked to read them prior to the meeting and then decide at the meeting whether to implement the leases.

DECISION REQUIRED Members to approve the draft lease.

28. ALLOTMENTS UPDATE

Durham County Council has written again to the person with vehicles stored on the allotment next to The Villas at Dawdon and confirmed that the storing of caravans and vehicles on the allotment breaches Planning Regulations. The tenant has had plenty of time to move the caravans but has chosen not to and therefore the Council finds itself in a position requiring bailiffs to serve notice to remove the caravans at a cost of £350 plus £50 for every other vehicle found on site. If the Town Council does not have them removed it may be liable to action and fines from Durham County Council and the complainant is adamant to involve the ombudsman if the caravans are not removed.

DECISION REQUIRED Members to approve the removal of the caravans and vehicles at the allotment plot next to The Villas, Dawdon.

29. RE-OPENING OF PLAY AREAS AND FACILITIES

Pursuant to the last Council meeting held on 3rd July 2020 Members agreed to review the opening of children's play areas at this meeting. Attached at Appendix N is a report from the Deputy Town Clerk for Members perusal.

DECISION REQUIRED Members to decide whether to open these areas up and in what manner, such as with the wording for a sign as detailed at Appendix N.

30. GREENSCAPE LEASE

Officers are currently working on a new draft lease which will be brought to Members shortly for approval.

DECISION REQUIRED Members to note the information.

31. PARKS SECURITY – TERRACE GREEN

The weekend parks security has been extended to include the Terrace Green and a CCTV camera is currently being installed to help reduce the number of times the barriers are breached and to help with anti-social behaviour as and when the Terrace Green is opened up again. Costs for the CCTV are £395 per week. This includes a loudspeaker attached for social distancing messages and monitoring of the camera by the security guards and they can be called out or call the Police to deal with any issues. Marking the grass with socially distanced markers such as circles, hearts or just safety messages is also an option. The Deputy Town Clerk has contacted Durham County Council who have the powers to implement a PSPO. A further option is to include floor marking's for social distancing purposes.

DECISION REQUIRED Members to note the information being reported and Members to make a decision on the removal of the barriers at Terrace Green.

32. PARKS STAFF TRANSITION BACK TO WORK PLAN

If the virus continues to reduce in this area it is expected that the Parks staff could return to normal working hours in September. However, this will be reviewed nearer the time.

DECISION REQUIRED Members views, if any, are requested.

33. TEMPORARY PARKS STAFF

The Town Clerk has had approval from the Chair of Finance for taking on 3 extra Temporary Seasonal staff for 3 months at an approximate cost of £14,517. This is to help catch up with time lost due to the current virus crisis along with a number of staff taking holidays this time of year and sickness absence.

DECISION REQUIRED Members to note the information being provided and approve the actions taken

34. DAWDON CRICKET CLUB COMPLETION REPORT

Attached at Appendix O is a copy of the completion report and final summary/account for Dawdon Cricket Club.

DECISION REQUIRED Members to note the information.

35. SALE OF LAND AT UNION STREET

The Council have received a further request to purchase the above land. The tenant has asked if the Council could relax the covenant regarding the building of a garage on the site, however, if not, he still wishes to purchase the land regardless and intends to landscape the site.

DECISION REQUIRED Members further instructions are requested.

36. LONDONDERRY STATUE

Mr E Cooper will be requested to inform Members of the Heritage of the Londonderry Statue.

DECISION REQUIRED Members to decide if they wish to work with the Heritage Group to restore and take ownership of the statute.

37. SEATON PARISH COUNCIL - SLA

As approved by Council on 1st June 2020, we have commenced a Service Level Agreement with Seaton Parish Council to water their flowerbeds from June – September. Seaton Parish Council have agreed to pay a service charge per week (all covered in the signed SLA).

DECISION REQUIRED Councillors to note the information provided.

CLERKS ADVISORY

38. COUNCILLOR DISPENSATION

Members are requested to approve dispensation for Councillors non-attendance of meetings during the lockdown period.

DECISION REQUIRED Members approval is requested.

39. BEREAVEMENT POLICY- Replaces point 18 (section 2) in the Employee Handbook

Members to review and approve the new legislation contained in the policy that was brought into force from April 2020 which is attached at Appendix P. This draft policy has been checked by Durham HR.

DECISION REQUIRED Members to approve the new bereavement policy to replace the section in the handbook.

40. VEXATIOUS SERIAL COMPLAINTS POLICY

The independent investigator engaged to carry out a recent investigation has produced the attached document at Appendix Q.

**DECISION
REQUIRED** Members views, if any, are requested

41. COMPLAINTS PROCEDURE – replaces point 24 (section 2) of the Employee Handbook

The independent investigator engaged to carry out a recent investigation has produced the attached document at Appendix R.

**DECISION
REQUIRED** Members views, if any, are requested.

42. DRAFT CODE OF CONDUCT

Attached at Appendix S is the LGA updated Code of Conduct.

**DECISION
REQUIRED** This item is for information purposes only.

43. POLICIES

Policies that need to be reviewed by Council some of which are updated, some of which are new and these will be sent out to Members during recess for review in September's meeting.

- Annual Plan/Report
- Scheme of Delegation
- Draft new Standing Orders
- Proposal for Committee Restructure
- Other policies that we haven't had and some that need updating.

**DECISION
REQUIRED** This item is for information purposes only.

44. RETURN TO WORK PLAN FOR ADMINISTRATION STAFF

Members to approve a date and transitional plan for administration staff to return to the Town Hall.

**DECISION
REQUIRED** Members views are requested.

45. BOOKINGS FROM SEPTEMBER – SEAHAM TOWN HALL

The Town Clerk to give Members an update.

DECISION Members further instructions are requested.
REQUIRED

46. SEAHAM TOWN PARK - CAFÉ LEASE

Attached at Appendix T is a copy of the lease relating to the café at Seaham Town Park.

DECISION This item is for Members approval.
REQUIRED