



# STANLEY TOWN COUNCIL

## NOTICE OF MEETING

I hereby give notice that an Ordinary meeting of the Stanley Town Council will be held on Tuesday, the 26th January 2016 at 6.30pm at Stanley Civic Hall, Front Street, Stanley, Co. Durham, DH9 0NA.

### TO ALL MEMBERS of STANLEY TOWN COUNCIL

J. Nicholson (Chair)	A. Clegg	G. Graham	C. McKee	C. Thompson
W. Nixon (Vice-Chair)	T. Davinson	R. Harrison	D. McMahan	D. Tully
C. Bell	L. Elliott	D. Marshall	D. Mills	D. Walker
J. Charlton	R. Ferris	L. Marshall	B. Nair	M. Wilkinson

You are hereby summoned to attend an **ORDINARY MEETING** of the **Stanley Town Council** to be held in **Stanley Civic Hall, Front Street, Stanley**, on **Tuesday the 26th January 2016 at 18.30** in order to transact the following business:

Yours sincerely,

**Alan Shaw**  
**Town Clerk**  
**22nd January 2016**

Please turn off all mobile phones or set to silent mode  
Please refer to the Policy for recording proceedings

## A G E N D A

### 1 APOLOGIES FOR ABSENCE

To **RECEIVE** any apologies and reasons for absence.

### 2 DECLARATIONS OF INTEREST

Members are invited to **DECLARE** disclosable pecuniary interests and other interests, along with the nature of those interests, in relation to any item on this agenda.

### 3 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIR

To **RECEIVE** announcements from the Chair or Town Clerk.

#### 4 PUBLIC PARTICIPATION

An adjournment will be allowed at the direction of the Chairman to allow for public comment and response in relation to items on this agenda or to consider written questions from the public submitted in advance of the meeting (*Individuals will be permitted a maximum of three minutes each. Total time for this session is limited to fifteen minutes*).

#### 5 CONFIRMATION OF COUNCIL MINUTES (ATTACHMENT A)

To **APPROVE** as a correct record and sign the minutes of the Ordinary Council Meeting held on 15th December 2015.

#### 6 MINUTES OF COMMITTEE MEETINGS

To receive the Minutes of the following Committee Meetings:

12th January 2016	Personnel	(ATTACHMENT B)
13th January 2016	Crime & Community Safety	(ATTACHMENT C)
19th January 2016	Comms & Events	(ATTACHMENT D)
20th January 2016	Finance & Gen. Purposes	(ATTACHMENT E)

#### 7 RECOMMENDATIONS OF COMMITTEE MEETINGS

The following **RECOMMENDATIONS** of Committee meetings held since the last Ordinary Council meeting require ratification by full Council:

(i) **PERSONNEL**

**Sickness Absence Policy (ATTACHMENT F)**

Members of the Committee **RECOMMEND** approval of the Sickness Absence policy submitted by the Town Clerk.

**Special Leave Policy (ATTACHMENT G)**

Members of the Committee **RECOMMEND** approval of the Special Leave policy submitted by the Town Clerk.

#### 8 REPORT OF THE TOWN CLERK (ATTACHMENT H)

A report from the Town Clerk on current activities and matters of interest to the Council is attached. Members are requested to **NOTE** the report and may ask the Town Clerk for further updates at the meeting.

#### 9 BUDGET & PRECEPT

**Statutory Basis:** Local Government Finance Act, s.50

The Council has a duty to calculate its budget for the forthcoming year so that it can submit a precept demand to Durham County Council in January for the year 2016/17. Over the past two months, members have been asked to consider the projects and

initiatives they would like the Town Council to deliver in 2016/17. A draft budget has been prepared taking into account the stated wishes of Council and the operational costs and overheads required to run the Council’s administration and services.

Members of the Finance & General Purposes Committee **CONSIDERED** the Draft Budget for 2016/17 that had been presented by the Town Clerk & the report of the Finance Manager at the meeting held on 9th December 2016 (*Minute #441 of 2015/16 refers*).

Council **CONSIDERED** the **RECOMMENDATIONS** of the Finance Committee last month and **RESOLVED** that:

“It was proposed by Cllr B Nair, seconded by Cllr W Nixon and **RESOLVED** that a budget showing an increase the precept of 1.9% for 2016-17 should be prepared for consideration in January to mitigate the effects of the reduction in the Local Council Tax Revenue Support Grant in the coming years. This motion was carried, Cllr L Marshall abstained from the vote.

It was further **RESOLVED** that:

- (i) Provision for the proposed enhancement to the Groundworks Community Caretaker scheme should be built into the final draft budget;
- (ii) The Commemoration of World War I should focus on the centenary of the cessation of hostilities in 1918. Instead of allocating a revenue budget to the project in 2016/17, an earmarked reserve should be established of £50,000 to fund a permanent memorial for the whole of Stanley to be unveiled and dedicated in 2018. (*Minute #441 of 2015/16 refers*)
- (iii) The current Membership Initiative Fund arrangements should continue to be the mechanism by which the Council supports the Local Community, rather than establishing a small grants fund awarded by a Committee or Council.”

(*Minute #451 of 2015/16*)

Since the last meeting of Council, the Town Clerk has received confirmation that the Parish Precept will not be subject to referendum requirements for an increase in precept of 2% or more, meaning that the Council has the freedom to set the precept at whatever level it feels is appropriate.

The Finance & General Purposes Committee met on 20th January 2016 and considered two revised draft budgets in line with the requirements of Council from the above meeting in December:

- (i) **Standstill Budget** **(ATTACHMENT I)**

Budget taken from	Cost Code	Amount
Other Grants	400/4502	£41,838
<b>Christmas Decorations</b>	320/4439	£5,000
<b>OTIS</b>	300/4311	£500
<b>Direct Salaries</b>	101/4000	£662
		<b>£48,000</b>

A budget has been prepared which would require no increase in the parish precept but would accommodate the resolution for an enhanced groundworks service. The additional £48,000 for the Groundworks Service has been found by reallocating resources within the budget as detailed above.

(ii) **2% Increase in Precept** **(ATTACHMENT J)**

A second option has been prepared with 2% growth in the precept to mitigate the reductions in the LCTRS grant over the coming years.

This option still has the reduction in the Christmas Decorations budget but the other cost centres would not be affected. In addition, £11,872 would remain on the 'Other Grants' budget line.

The Finance & General Purposes Committee were satisfied that both draft budgets are calculated correctly. Committee did not consider it appropriate to make a recommendation about which option to take forward but felt the decision should be left to full Council.

A summary of the two budgets and a report containing further information are provided for information. **(ATTACHMENTS K & L)**

Council is requested to **CONSIDER** the options and **APPROVE** either budget option (i) or (ii), or move an alternative option. In addition, Council is requested to **AUTHORISE** the Town Clerk and the Chair of the Council to sign the precept demand for the amount agreed and issue the demand to the County Council.

Members are advised that if the budget is not authorised at this time, a special meeting will be required at the earliest possible juncture to consider the matter again. The County Council requires precept demands to be submitted before the end of January. Any significant delay could result in the late receipt of precept payments in 2016/17 which would expose the Council

**10 CIVIC HALL CAPITAL EXPENDITURE** **(ATTACHMENT M)**

**Statutory Basis:** Local Government Act 1972, s.145

At the Ordinary Council meeting held on 26th May 2015, Council considered a report relating to the spending to be financed from the Public Works Board Loan for the Civic Hall. The report is attached for the information.

The decision of Council at that time was that all the works detailed in the report could go ahead (*Minute #STC.25-15*). Council did not specify the order that the works should be completed in at that time.

Cllr R Harrison has requested that the list of works be considered by Council and consideration given to the priority of the outstanding works to be financed from the loan.

**RECOMMENDATION**

To assist Members, The Civic Hall Manager has been consulted and has stated that from her perspective, the priority for completion of works is as follows:

## High Priority

- Windows throughout the hall. We have had several complaints about the state of the windows, especially the broken ones on the left of the hall, which also were a security issue as two of them did not close. Also when we have cold weather the rain came in one of them and the wind causes a terrible draft in the theatre. We have had lots of complaints about that. In the summer we had issue that some of the windows do not open which creates terrible heat and no fresh air.
- Male and Female Toilets (all building ) All toilets are in a state of disrepair. Most of them have had temporary repairs which Ged has sorted. There are leaks and flooring issues in ALL toilets. Flooring cracks in tiles, one toilet in the ladies cannot be repaired and is permanently out of order (Gallery ladies). All toilets and urinals are many years old. Taps are constantly dripping in some of the toilets and we have old fashioned towel holders which are expensive to replenish. All old fashioned and in desperate need of cosmetic upgrade, especially as we are promoting weddings and being a quality venue.
- Changing Rooms at back of stage. This can be done in house to save money.

## Lower Priority

- Kitchen Upstairs. This would provide us with catering facility to cook food for weddings, functions, parties, etc. We could make more money on our own events supplying customers with catering in house. Also we could supply food for the coffee shop as and when it opens by baking fresh scones etc. instead of buying in.
- Carpet and redecorate Bamburgh Suite. Refresh the walls and bar area. New flooring in bar and new carpet. Curtains to be fitted (that fit the window).
- Bar refit. The bar is in need of a re fit. It is very old and if nothing else the counter tops and shelving need replacing.
- Lights throughout the building should be replaced with LED lights which in turn would create a better lighting and be a cost saving on energy. Some of the lights have already been replaced where we had lights not working at all. Our electrician is currently giving us a quote for the rest of the building which has not been quoted for yet.
- Works on Stage and Theatre. Quote coming over from Highlights and their recommendation for fly towers etc.
- Theatre Curtain.

Council is requested to **CONSIDER** this matter and **DECIDE** what to do.

## 11 COUNCIL LOGO

(ATTACHMENT N)

Councillor W Nixon has tabled a motion for consideration by Council:

“Members are requested to **CONSIDER** adopting the arms of the former Stanley Urban District Council as the logo of Stanley Town Council”

A report is attached containing background information about this proposal and what steps would need to be taken if Council wished to take this matter forward.

Council is **REQUESTED** to consider this matter and **DECIDE** what to do.

**12 CRAGHEAD VILLAGE HALL - GRANT FUNDING (ATTACHMENT O)**

**Statutory Basis:** Local Government Act 1972, s.145

At the Ordinary Council Meeting held on 23rd June 2015, Council **RESOLVED** to grant £1,100 to Craghead Village Hall to help fund a Leek, Flower and Vegetable show at the Village Hall last year. (*Minute #CEC.127-14 refers*).

Craghead Village Hall have contacted the Town Clerk and advised him that they were unable to organise the event in 2015 because they were unable to get the funding in place with enough time to organise and publicise it. They have requested that they be permitted to keep the funding so that the event can be held in 2016 instead. The original funding application is attached for information.

Council is **REQUESTED** to consider this matter and **DECIDE** what to do.

**13 REQUEST FROM ROYAL BRITISH LEGION**

**Statutory Basis:** Local Government Act 1972, s.145

Representatives of the Derwentside British Legion will address the Council to request support in relation to an event to Commemorate the Centenary of the start of the Battle of the Somme in 1916.

Council is requested to **CONSIDER** this matter and **DECIDE** what to do.

**14 CDALC EXECUTIVE REPRESENTATIVE**

The Town Council is entitled to nominate a representative to the Executive of the County Durham Association of Local Councils. Council does not at present regularly send a representative the meetings of the Association and a Member has not been appointed to represent us.

Cllr Clegg has expressed an interest in taking up this appointment and attending the meetings/ feeding back information to the rest of Council.

Council is requested to **CONSIDER** this matter and **DECIDE** what to do.

**15 DATE, TIME AND VENUE OF NEXT MEETING**

Tuesday, 23rd February 2016, 18.30 at the Civic Hall

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*In accordance with the Public Bodies (Admission to Meetings) Act 1960, members of the public and press are welcome to attend the meeting. Members of the public will only be permitted to speak at the beginning of the meeting during Public Question Time.*