
MINUTES of the **FINANCE AND GOVERNANCE COMMITTEE MEETING OF STANLEY TOWN COUNCIL** held at Stanley Civic Hall, Front Street, Stanley on Wednesday 13th September 2017 at 6.00pm

PRESENT: Cllr M Davinson* Cllr L Christie Cllr D Marshall
Cllr D Carmichael Cllr H Clark Cllr J Nicholson
Cllr D Tully Cllr B Nair

*Chairman

OFFICERS: Nicola James (PA to the Town Clerk)
Alan Shaw (Town Clerk)

OTHER IN ATTENDANCE: 2 members of the public, Cllrs J Tully and A Clegg

93 **APOLOGIES**

Apologies received from Cllrs J Stephenson, J Pallas and L Timbey were accepted by the Committee.

94 **DECLARATIONS OF INTEREST**

Cllr D Marshall declared a non pecuniary interest in Stanley Events Ltd and a pecuniary interest in Graphic Print Ltd.

95 **PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIRMAN OR TOWN CLERK**

None

96 **PUBLIC PARTICIPATION**

There were no questions submitted prior to the meeting and no questions from the floor.

97 **CONFIRMATION OF MINUTES**

It was proposed by Cllr D Marshall, seconded by Cllr D Tully and **RESOLVED** that the minutes of the Finance and Governance Committee meeting held on 14th June and 19th July be approved and signed by the Chairman as a correct record.

98 **GRANT FUNDING APPLICATIONS**

It was proposed by Cllr B Nair, seconded by Cllr L Christie and **RESOLVED** that all grant funding applications and the grant funding policy should be reviewed by a working group which will consist of: Chair of the Finance and Governance

Committee, Chair of the Projects and Initiatives Committee, Cllr D Marshall as leader of the Labour Group and a member of the Derwentside Independents. They will look at the applications and make a recommendation whether to fund them or not and review the criteria for future applications to be assessed against. A report should be provided for Full Council.

99 ACCOUNTS FOR PAYMENT AND BANK RECONCILIATION

It was proposed by Cllr D Carmichael, seconded by Cllr B Nair and **RESOLVED** that the Committee **APPROVE** the payment of accounts for July & August 2017 and **NOTE** the bank reconciliations for July & August 2017.

100 MEMBER'S INITIATIVE FUND

Members **NOTED** the breakdown of MIF payments made since the beginning of 2017/18.

It was proposed by Cllr D Marshall, seconded by Cllr B Nair and **RESOLVED** that the working group established to review the grant funding policy should also review the MIF policy and provide recommendations to Committee.

101 REPORT OF THE CHAIRMAN

As Cllr Stephenson was not present at the meeting, the Town Clerk asked if Cllr D Carmichael would like to talk members through the report. Cllr Carmichael advised that this was just an initial report and the process of reviewing the Council's financial processes would be ongoing.

The Town Clerk made the following observations regarding the recommendations in the report from the Chairman:

- (i) In respect of the first recommendation the Town Clerk advised that the Bank Reconciliation Statement that is produced comes from the Omega database, and provides very similar information to the NALC template.
- (ii) In respect of the second recommendation the Town Clerk advised that the risk register was reviewed in March but if Committee wished to review it more than once a year it would be brought to the next Finance committee meeting for discussion and review.
- (iii) In respect of the 4th recommendation the Town Clerk agreed that the Civic Hall income and expenditure should be evaluated in more detail.
- (iv) Finally the Town Clerk advised Committee that there was some flexibility within the salary budgets if Council decided the Finance Officer should be allowed more hours to produce more detailed reports.

It was proposed by Cllr D Carmichael, seconded by Cllr D Marshall and **AGREED** that the recommendations of the report from the Chairman be implemented.

102 EXTERNAL AUDIT

It was proposed by Cllr D Marshall, seconded by Cllr D Carmichael and **RESOLVED** that Committee **NOTE** the Notice of Conclusion of Audit and issues identified.

103 DBS CHECKS POLICY

It was proposed by Cllr D Marshall, seconded by Cllr B Nair and **RECOMMENDED** that the Council should adopt a similar DBS policy to DCC and that elected members should be issued with ID badges.

The issue of Civic Regalia should be put onto the Full Council agenda for discussion.

104 DATA PROTECTION

Members **NOTED** the updated from the Town Clerk, that changes to Data Protection Legislation will be coming into force in 2018. The Town Clerk was also nominated as the Data Protection Officer for the Town Council.

105 APPRENTICES

It was proposed by Cllr D Marshall, seconded by Cllr D Carmichael and **RESOLVED** that the Committee **RECOMMENDS** that the Town Clerk look into the DCC scheme and explore which is best value for money.

106 EXCLUSION OF PRESS AND PUBLIC*

*Members recording the proceedings stopped at this point.

Council **RESOLVED** that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.

*Justification for excluding the public and press from consideration of the following item:
Commercial Sensitivity; Privacy of staff*

107 STANLEY COUNCIL OFFICES

It was **RESOLVED** that the Committee **RECOMMEND** that the sub committee meet to discuss the report of the surveyor and how to progress.

108 STAFFING MATTER

The Committee considered the report of the Town Clerk and established a panel to deal with the matter.

109 DATE, TIME AND VENUE OF NEXT MEETING

11th October 2017, 6:00pm, Stanley Civic Hall.