



# STANLEY TOWN COUNCIL

## NOTICE OF MEETING

I hereby give notice that a meeting of the Communications and Events Committee of Stanley Town Council will be held on Tuesday, the 13<sup>th</sup> October at 6.30pm at Stanley Civic Hall, Front Street, Stanley, Co. Durham, DH9 0NA.

### TO ALL MEMBERS of STANLEY TOWN COUNCIL COMMUNICATIONS AND EVENTS COMMITTEE

D. Mills (Chair)	M. Wilkinson	L. Marshall	C. Bell	D. Tully
R. Harrison	D. McMahon	J. Nicholson*	W. Nixon*	

\*ex-officio

You are hereby summoned to attend a meeting of the **Communications and Events Committee** of **Stanley Town Council** to be held in **Stanley Civic Hall, Front Street, Stanley**, on **Tuesday the 13<sup>th</sup> October 2015 at 18.30** in order to transact the following business:

Yours sincerely,

**Alan Shaw**  
**Town Clerk**  
**8<sup>th</sup> October 2015**

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 MINUTES (ATTACHMENT A)

To **APPROVE** as a correct record and sign the minutes of the Communications and Events Committee meeting held on 29<sup>th</sup> September 2015.

#### 6 BUDGET SETTING 2016/17 (ATTACHMENT B)

Members to review the forward plan and **DECIDE** what level of resources should be allocated to the Committee to take forward projects in the next financial year.

Projects which have been planned/ delivered or considered by this Committee in the current year:

(i) Music Festival

- Tea in the Park
- Blues Event (Funding only)
- Pubs & Clubs
- Karaoke
- Fringe
- Outdoor Cinema
- View Lane Community Day
- 2<sup>nd</sup> Wind
- Fools Gold (Civic Hall and Old Peoples Homes)
- Joan Smith (Old Peoples Homes)

(ii) Fireworks (Funding only)

(iii) Moria Con (Funding only)

(iv) Christmas Events

- Santa's Grotto
- Christmas Lights
- Old People's lunch
- Reindeers
- Christmas Fayre

(v) Cycling Event

(vi) Golf Event

Projects put forward for consideration for 2016/17:

- (i) Armed Forces Day (June)
- (ii) Community Radio
- (iii) Community Contacts
- (iv) Business Links
- (v) Community Newsletter/Magazine
- (vi) Brass Festival
- (vii) Community Fun Days (various locations)
- (viii) 'Play in the Park' days
- (ix) Remembrance Events

Members are also requested to consider the current scope and terms of reference of the Committee and make **RECOMMENDATIONS** to Full Council about any required changes to the democratic structure and projects that should be funded for delivery in 2016/17.

## 7 COMMUNITY CONSULTATION QUESTIONNAIRE (ATTACHMENT C)

A draft has been prepared for a Community Consultation questionnaire. A draft is attached. A webpage has been prepared and the survey has been set up on SurveyMonkey.

The original consultation that was prepared in 2007 was used to set objectives for service delivery. There were issues with the original survey. Issues and options were identified from a table top study of existing evidence gathered from a number of sources. From these sources, a survey was prepared. The sources used were primarily Crime studies, Environmental surveys and highways and transport data. It is the opinion of the Town Clerk that the sources used in the tabletop study skewed the issues and options that were put forward to residents. The survey was therefore leading residents to identify priorities based on crime and environment issues and as a result was biased.

The proposed approach to obtain truly representative data from residents is to ask a smaller number of very open questions to find out what people are actually concerned about and what they want to see provided in their communities. To try and get the best data possible, a number of matters we cannot get involved with are identified upfront.

This information should be gathered from a number of sources. The usual channels of social media, website and physical advertising should be used. In addition to this, there are a number of other options available to try and capture information from the widest possible cross-section of our residents, like:

- (a) Focus groups at Village Halls, Community Centres, to be facilitated by officers and ward members.
- (b) Mailshots
- (c) Placement at community venues
- (d) Door knocking
- (e) Other media channels (DCC magazine, bus stop advertising, roadside banners)
- (f) STC stand on Stanley Market

All of these methods have cost implications. Once the data from the first stage is gathered, issues and options should be identified and a second consultation should be prepared which should be the one used to build a medium term plan. Similar methods will need to be employed at both stages.

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Members are requested to **CONSIDER** the attached draft questionnaire and above information and **DECIDE**:

- (i) If they agree with the general approach laid out above;
- (ii) If the questions proposed in the first stage of consultation are the right ones to be asked;
- (iii) To consider the options and cost implications of the various methods of consultation and make **RECOMMENDATIONS** to Council about how to take this matter forward.

## 8 DATE, TIME AND VENUE OF NEXT MEETING

Tuesday, 10<sup>th</sup> November 2015, 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.*