



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 April 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 April 2016 at 18.30** in order to transact the following business:

Yours sincerely,

Alan Shaw
Town Clerk
19th April 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** any 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 22nd March 2016.

6 MINUTES OF COMMITTEE MEETINGS

To receive the Minutes of the following Committee Meetings:

5th April 2016	Planning	(ATTACHMENT B)
5th April 2016	Personnel	(ATTACHMENT C)
6th April 2016	Crime & Community Safety	(ATTACHMENT D)
12th April 2016	Communications & Events	(ATTACHMENT E)
13th April 2016	Finance & General Purposes	(ATTACHMENT F)

7 DURHAM MONEY ADVICE - REQUEST FOR FUNDING (ATTACHMENT G)

An application for funding has been received from Durham Money Advice. The request has been considered by the Crime & Community Safety Committee and the Finance Committee at their meetings held on the 6th and 13th April respectively.

The applicant has provided a copy of the last set of audited accounts and a detailed breakdown of the total income and expenditure in the current year to date, a projected budget for 2016/17 and details of other sources of funding so that members can understand what they are being asked to fund and how else the service is funded.

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

The Crime & Community Safety Committee and Finance & General Purposes Committee considered a request for funding from Durham Money Advice and make the following **RECOMMENDATIONS** to Council:

- (a) **CRIME & COMMUNITY SAFETY**
 - (i) The Money Advice Service provides support to a large number of families in the Stanley area and deserves the support of Council. Council should consider granting funding of at least £20,000 to the project.
- (b) **FINANCE**
 - (i) The revenue budget for 2015-16 is underspent in the region of £60,000. Therefore, a grant award could be made without reducing the overall general reserve to dangerous levels or diverting resources from other budgets.

Note: No provision was made for this in the Council's budget. If Council wishes to set aside large sums of money to support external service providers through grant funding, this should be done during the budget setting process. It is unlikely that there will be significant underspends in future years. The underspend in the budget in 2015-16 was due to Council's decision to terminate the contract for enhanced services from DCC after the budget had been set.

8 ANNUAL GOVERNANCE STATEMENT (ATTACHMENT H)

The Accounts and Audit Regulations 2015 require that full Council **APPROVES** an Annual Governance Statement prior to **APPROVAL** of the annual accounts.

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

RECOMMENDATION:

Council should **APPROVE** the Annual Governance Statement in relation to the financial year 2015/16, subject to any agreed changes.

9 COMMUNITY CONSULTATION (ATTACHMENT I)

The results of the consultation survey were considered by Council at the Ordinary Council meeting held on 22nd March 2016.

A report which broke down the issues identified by residents as priorities into themes with some possible options for delivery identified was considered by the Crime & Community Safety Committee at their meeting held on 6th April 2016.

The Communications & Events Committee considered this report at their meeting held on 6th April 2016 and made the following **RECOMMENDATIONS** to Council:

- (i) There is no necessity for a 'second stage' to the consultation. The results from the first stage are quite clear in setting out a range of issues that residents consider to be priorities;
- (ii) An assessment should be made of the individual issues should be graded according to the ability of STC to deliver them;
- (ii) An Extraordinary Meeting of Council should be convened to discuss the issues in depth.

The Town Clerk has amended the report presented to the Crime & Community Safety to attempt to rate the issues in order of deliverability by the Town Council over the next 5 years.

Council is requested to **CONSIDER** this matter and **DECIDE** how to proceed with the process.

10 FREQUENCY OF MEETINGS (ATTACHMENT J)

The Town Clerk has already identified to members that he does not feel we have sufficient staff capacity to support the current Schedule of Meetings and work towards the outcomes that Council wants to deliver.

There is an opportunity now to make some changes to the Schedule for 2016/17. The reasons for change, in the view of the Town Clerk, are:

- (i) Monthly meetings of every committee mean that there is often insufficient time between meetings to follow up actions and report back properly;
- (ii) A significant amount of staff resource is taken up supporting 5 meetings a month which could be used to deliver better outcomes;
- (iii) On some occasions there is not enough business to justify a meeting. Less frequent meetings would ensure that there is enough business to warrant the meeting and that those meetings are more focused.
- (iv) Additional meetings can always be called if required and urgent business can be dealt with at Full Council.
- (v) Payments can be agreed by Full Council in the months there is no Finance meeting.

Note: The Crime & Community Safety, Personnel and Finance Committees **RECOMMEND** that the revised Schedule of Meetings be agreed. The Communications & Events Committee did not consider the matter at its meeting on 6th April.

A draft frequency of meetings is attached. Council is requested to **CONSIDER** this matter and **DECIDE** what to do.

RECOMMENDATIONS:

- (i) The Finance & General Purposes, Communications & Events and Crime & Community Safety Committees should be scheduled 5 times a year, in accordance with the draft schedule attached.
- (ii) The Personnel Committee should be scheduled twice a year, in accordance with the draft schedule attached.
- (iii) Additional meetings of the above Committees should be convened as required.
- (iv) The Planning Committee should be convened as required.
- (v) A forward plan should be produced for consideration at the Annual General Meeting to ensure that all essential business of Committees is dealt with at a relevant time.

11 EXCLUSION OF PRESS AND PUBLIC*

***Any members recording the proceedings must stop at this point.**

To **RESOLVE** 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: Staff Confidentiality.

12 TOWN CLERK APPRAISAL OBJECTIVES (ATTACHMENT K)

The Town Clerk joined the Council in July 2015 and was not set specific objectives by Council at that time. At the Ordinary Council meeting held on 28th July 2015, Members agreed a report prepared by the Clerk in which the Clerk had identified some areas of work to focus on. (*Minute #STC.54-15 refers*). A copy of that report is attached.

The Personnel Committee at its meeting held on 5th April **CONSIDERED** whether the Town Clerk had delivered against the objectives agreed in July 2015 and identified objectives for the 2016/17 Financial year.

Council is requested to **CONSIDER** the attached report and **RECOMMENDATIONS** of the Personnel Committee and **DECIDE** on the objectives for Town Clerk in 2016/17.

13 DATE, TIME AND VENUE OF NEXT MEETINGS

Annual Parish Meeting

Tuesday, 17th May 2016, 18.30 at the Civic Hall

Annual General Meeting

Tuesday, 24th May 2016, 18.30 at the **Masonic Hall**, Scott St, Stanley. DH9 8AD.

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.