



Stanley Town Council

NOTICE OF MEETING

I hereby give notice that a meeting of the Finance Committee of Stanley Town Council will be held on Tuesday, the 6th December 2016 at 6.30pm at Stanley Civic Hall, Front Street, Stanley, Co. Durham, DH9 0NA.

TO ALL MEMBERS of STANLEY TOWN COUNCIL FINANCE & GENERAL PURPOSES COMMITTEE

D. Walker (Chair) D. Mills D. Marshall B. Nair R. Ferris C. Bell
J. Nicholson* W. Nixon*

*ex-officio

You are hereby summoned to attend a meeting of the Finance Committee of Stanley Town Council to be held in Stanley Civic Hall, Front Street, Stanley, on Tuesday the 6th December 2016 at 18.30 in order to transact the following business:

Yours sincerely,

Alan Shaw
Town Clerk
30th November 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 MINUTES (ATTACHMENT A)

To **APPROVE** as a correct record and sign the minutes of the Finance & General Purposes Committee meeting held on 1st November 2016.

6 ACCOUNTS FOR PAYMENT & BANK RECONCILIATION

Statutory Basis: Accounts & Audit (England) Regulations 2011

Schedule of Payments	(ATTACHMENT B)
Schedule of Receipts	(ATTACHMENT C)
Bank Reconciliation Statement	(ATTACHMENT D)
Current Account Statement	(ATTACHMENT E)
Saver Account Statement	(ATTACHMENT F)

Committee is requested to **CONSIDER** the attached information and:

- (i) **APPROVE** the payment of accounts for September 2016; and
- (ii) **NOTE** the Bank Reconciliation.

7 VAT ON TICKET SALES & HALL HIRE (ATTACHMENT G)

The Finance Officer has identified some issues with the calculation and apportionment of VAT within the Civic Hall. A brief report is attached.

Committee is requested to **NOTE** the report and **DECIDE** if any further action is required.

8 CONFIRMATION OF GRANT AND TAX BASE (ATTACHMENT H)

The County Council has issued confirmation of the tax base and the Local Council Tax Reduction Scheme (LCTRS) grant for 2017/18. The letter is attached.

The final tax base is **7508.2**, slightly below the previous estimate of 7512.5 which the last estimates were based on.

Based on last year's Band D equivalent, charge of **£89.88**, this would yield a precept income of **£674,837**.

The amount of LCTRS grant is **£112,039**. This is an increase on the estimated figure of **£107,945**.

The net position is that the precept plus LCTRS income for 2017/18 (based on no increase to Council Tax) is **£786, 876**. This is a £2851 higher income than the estimated budget which earlier drafts were prepared against, but a reduction of £8786 on last year's budget.

Based on these figures, the **maximum** income the Council can raise in 2017/18 would be **£824,417** (Band D equivalent + £5) + LCTRS grant.

	2016/17	2017/18 standstill	2017/18 maximum
Tax Base	7397.0	7508.2	7508.2
LCTRS Grant	£130,804	£112,039	£112,039
Band D	£89.88	£89.88	£94.88
Income	£795,646	£786,876	£824,417

9 COMPLIANCE WITH PENSIONS REGULATOR (ATTACHMENT I)

The Town Council is required to register compliance with the Pensions Regulator under the Pensions Act 2008 and declare that all permanently employed staff are enrolled into a pension scheme.

The Declaration of Compliance is attached for members' information. Committee is requested to **NOTE** the declaration has been made in accordance with the requirements of the legislation.

10 DRAFT BUDGET (ATTACHMENT J)

Since the last meeting of the Finance Committee on 1st November 2016, the Draft Budget has been scrutinised by the Crime and Community Safety at its meeting of 8th November 2016 and by Full Council on 22nd November 2016.

Changes for Review by Committee:

- (i) The draft budget attached takes account of Council's recommendation to create a Full Council grants budget of £50,000;
- (ii) Income targets have been included in the Civic Hall budgets to offset expenditure from the pantomime, summer stage school and theatre company;
- (iii)

11 EXCLUSION OF PRESS AND PUBLIC*

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: The consideration of staffing matters needs to be held in closed session to preserve the privacy of staff.

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

12 STAFFING REPORT

(ATTACHMENT K)

The Town Clerk has prepared a report relating to the Council's staffing structure for consideration by Committee.

The Committee is requested to **CONSIDER** this report and make **RECOMMENDATIONS** to Full Council.

12 DATE, TIME AND VENUE OF NEXT MEETING

Wednesday, 8th March 2017, 18.30, Venue TBC

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.