



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 Wednesday, the 10th February 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. Tully D. Mills R. Harrison D. Marshall B. Nair
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 **Wednesday the 10th February 2016 at 18.30** in order to transact the following business:

Yours sincerely,

Alan Shaw
Town Clerk
5th February 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 20th January 2016.

6 ACCOUNTS FOR PAYMENT & BANK RECONCILIATION

Statutory Basis: Accounts & Audit (England) Regulations 2011

(ATTACHMENT B)	Schedule of Payments
(ATTACHMENT C)	Bank Reconciliation & Unrepresented Cheques
(ATTACHMENT D)	Schedule of Income
(ATTACHMENT E)	Current Account
(ATTACHMENT F)	Saver Account
(ATTACHMENT G)	Trial Balance
(ATTACHMENT H)	Report on Payments & Bank Reconciliation

Committee is requested to **CONSIDER** the attached information, **APPROVE** the payment of accounts for January 2016 and **NOTE** the Bank Reconciliation.

7 BUDGETARY CONTROL (ATTACHMENT I)

Statutory Basis: Accounts & Audit Regulations 2003, ss 4 & 5 (as amended by the Accounts & Audit (Amendment) (England) Regulations 2006)

Committee is requested to **CONSIDER** the report of the Finance Manager and **DECIDE** if any action is **REQUIRED**.

8 BAR PERFORMANCE

(ATTACHMENT J)	Bar Performance Report
(ATTACHMENT K)	Percentage Profit Summary
(ATTACHMENT L)	Bar Performance Spreadsheet

An analysis of the Bar stocktake figures had been prepared by the Finance Manager. Committee is requested to **NOTE** the report and **DECIDE** if any further action is required.

9 CARD MACHINES (ATTACHMENT M)

Committee is requested to **NOTE** the report of the Finance Manager and **CONSIDER** whether to **RECOMMEND** introducing charges for card payments to Council.

10 CIVIC HALL CAFE**(ATTACHMENT N)**

A report is attached containing a proposal from the Civic Hall Manager to open the Coffee Shop in the gallery for general trading.

Committee is requested to **CONSIDER** the report of the Civic Hall Manager and make **RECOMMENDATIONS** to Council.

11 DATE, TIME AND VENUE OF NEXT MEETING

Wednesday, 9th March 2016, 18.30 at the Civic Hall

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.