



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 14th October 2015 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 14th October 2015 at 18.30** in order to transact the following business:

Yours sincerely,

Alan Shaw
Town Clerk
6th 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 Finance & General Purposes Committee meeting held on 9th September 2015.

6 ACCOUNTS FOR PAYMENT & BANK RECONCILIATION

Statutory Basis: Accounts & Audit (England) Regulations 2011

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

Committee is requested to **CONSIDER** the attached information, **APPROVE** the payment of accounts for September 2015 and **NOTE** the Bank Reconciliation.

7 BUDGETARY CONTROL TO 30th SEPTEMBER 2015

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

(ATTACHMENT H)	Budgetary Control to 30th September 2015
(ATTACHMENT I)	Budget Details

Committee is requested to **CONSIDER** the attached financial summary and **DECIDE** if any action is required at this time.

8 NEW BUDGET STRUCTURE (ATTACHMENTS J-M)

The RBS Omega Software for managing the Council's Finances was installed on site in September. The accounts for 2015/16 are in the process of being migrated to the RBS System. Examples of the standard reports which Omega can produce are attached for information/ discussion. The information on the example reports is not complete although the base budgets are correct.

Members are requested to **CONSIDER** the attached reports and **DECIDE**:

- (i) If the reports lack any specific information they would like included on routine reports;
- (ii) If the Cost Centres that have been included on the report are adequate;
- (iii) If there are any specific nominal codes/ budget allocations that should be included on next year's budget.

9 COMMUNITY CONSULTATION QUESTIONNAIRE (ATTACHMENT N)

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.

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.

10 DATE, TIME AND VENUE OF NEXT MEETING

Wednesday, 11th November 2015, 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.