



Stanley Town Council

NOTICE OF MEETING

I hereby give notice that a Finance and Governance Committee meeting of Stanley Town Council will be held on Wednesday, the 13th September 2017 at 6.00pm at Civic Hall, Front Street, Stanley DH9 0NA.

TO ALL MEMBERS of the STANLEY TOWN COUNCIL FINANCE AND GOVERNANCE COMMITTEE

J Stephenson (Chair)
J Pallas
B Nair*

M Davinson
L Timbey

L Christie
H Clark

D Marshall
J Nicholson

D Carmichael
D Tully

*ex-officio

You are hereby summoned to attend a meeting of the **Finance and Governance Committee of Stanley Town Council** to be held in **Civic Hall, Stanley** on **Wednesday the 13th September 2017 at 18.00** in order to transact the following business:

Yours sincerely,

Alan Shaw
Town Clerk
6th September 2017

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 MINUTES (ATTACHMENTS A, B)

To **APPROVE** as a correct record and sign the minutes of the Finance & Governance Committee Meeting held on 14th June 2017 and the 19th July 2017.

6 GRANT FUNDING APPLICATIONS (ATTACHMENTS K, L)

The Council invites applications for grant funding to be considered at the Ordinary Council meetings in September and March each year. The following applications have been received for consideration at the forthcoming meeting:

| Applicant | Amount Requested | Purpose | Doc Ref |
|--------------------------|------------------|---------------------------|--------------|
| Derwentside MIND | £10,000 | Mental Health Services | ATTACHMENT C |
| Stanley Events | £10,000 | Fireworks Display | ATTACHMENT D |
| NE Horticultural Society | £6,000 | Pot Leek Show (2018) | ATTACHMENT E |
| NE Horticultural Society | £392 | Room Hire (Civic Hall) | ATTACHMENT F |
| Stanley Indoor Bowls | £20,000 | Building Refurbishment | ATTACHMENT G |
| Joan Dodds | £3,000 | Brass Band Competition | ATTACHMENT H |
| SHAID | £13,000 | My House My Home | ATTACHMENT I |
| Stanley FC U8s | £710 | Strip/ Training Equipment | ATTACHMENT J |

The Council's grant funding policy is attached (**ATTACHMENT K**). The year to date budget showing income and expenditure to date is also provided for information. (**ATTACHMENT L**).

Committee is requested to **CONSIDER** the funding applications received and make **RECOMMENDATIONS** to Full Council in respect of each one.

7 ACCOUNTS FOR PAYMENT AND BANK RECONCILIATION

Statutory Basis: Accounts & Audit (England) Regulations 2011

July & August 2017

| | |
|----------------------|----------------|
| Schedule of Payments | (ATTACHMENT M) |
| Schedule of Receipts | (ATTACHMENT N) |
| Bank Reconciliation | (ATTACHMENT O) |
| Bank Balances | (ATTACHMENT P) |
| Trial Balance | (ATTACHMENT Q) |

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

- (i) **APPROVE** the payment of accounts for July & August 2017; and
- (ii) **NOTE** the Bank Reconciliations for July & August 2017.

8 MEMBER'S INITIATIVE FUND (ATTACHMENTS R, S)

- (i) A breakdown of the Member's Initiative Fund (MIF) payments made since the beginning of the 2017/18 financial year is provided.

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

- (ii) The current policy covering the MIF is attached. The policy was last reviewed in July 2016. The policy requires that requests for payment under the scheme must be submitted to officers signed by all members contributing to an initiative. Currently staff are not permitted to circulate requests for MIF funding to all members but direct people seeking funding under the scheme to elected members. In practice forms are received in the office unsigned by members on a regular basis and requests are still made for MIFs to be circulated.

Committee is requested to **REVIEW** the existing policy and **RECOMMEND** any changes it feels appropriate to Full Council for decision.

9 REPORT OF THE CHAIRMAN (ATTACHMENT T)

Cllr Stephenson has prepared a report to Committee on the findings of the review she and Cllr Carmichael have begun of the Council's processes.

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

10 EXTERNAL AUDIT (ATTACHMENT U)

The external auditor has signed off the Council's accounts for 2016/17. The auditor's report is attached for information. Committee is requested to:

- (i) **NOTE** the Notice of Conclusion of Audit; and
- (ii) **DECIDE** if any action is required in respect of the issues identified.

11 DBS CHECKS POLICY (ATTACHMENT V)

Durham County Council has implemented a policy of mandatory DBS checks for elected members. The relevant Committee report and policy is attached for information.

The Chairman has requested that Committee **CONSIDER** whether or not the Town Council should adopt a similar policy.

12 DATA PROTECTION (ATTACHMENT W)

There are changes to Data Protection Legislation likely to come into force in 2018. STC processes relatively little personal data, however the changes could require the introduction of confidentiality clauses in employment contracts and other policies to be amended.

Committee is requested to **NOTE** this matter and have regard of it for forward planning.

13 APPRENTICES (ATTACHMENT X)

The Town Clerk has been approached by Gateshead Council who are involved with recruitment and placement of apprentices across the North East.

Committee is requested to **CONSIDER** whether placing one or more apprentices within the Town Council is feasible and make **RECOMMENDATIONS** to Full Council.

14 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: Commercial Sensitivity; Privacy of staff

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

15 STANLEY COUNCIL OFFICES

Committee is requested to:

- (i) Consider the report of the surveyor (previously circulated);
- (ii) Make any **RECOMMENDATIONS** they feel appropriate to Full Council.

16 STAFFING MATTER (ATTACHMENT Y)

A brief report is attached for consideration by the Committee. Committee is requested to **CONSIDER** the report and **DECIDE** what to do.

17 DATE, TIME AND VENUE OF NEXT MEETING

Finance and Governance Committee, 6.00pm, 11th October 2017

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.