

**MINUTES OF ORDINARY MEETING OF STANLEY TOWN COUNCIL
HELD AT STANLEY CIVIC HALL, FRONT STREET, STANLEY, DH9 0NA
TUESDAY 24th FEBRUARY 2015 AT 6:30PM**

PRESENT

C. Bell	J. Charlton	A. Clegg	T. Davinson	L. Elliott
R. Ferris	R. Harrison	D. Marshall	L. Marshall	D. Mills
D. McMahon	B. Nair	J. Nicholson	W. Nixon	C. Thompson
D. Tully	D. Walker	M. Wilkinson	G. Graham	

APOLOGIES

Cllr: C. Malin.

OFFICIALS

D. Shingleton – Acting Town Clerk
J. Harper – Community Development Manager
N. James – PA (Note Taker)

OTHERS IN ATTENDANCE

Ian Thompson – Corporate Director, Regeneration and Economic Development (Durham County Council)
4 Members of the Public

Cllrs B. Nixon and L. Marshall informed Members that they would be recording this meeting.

STC.186-14 **APOLOGIES**

Apologies received from Cllr C. Malin were accepted by the Council.

STC.187-14 **DECLARATION OF INTEREST**

Cllr Bell declared an interest as being Chair of Stanley Traders.

STC.188-14 **PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIRMAN**

The Chairman reminded members of his statement that he has announced in previous meetings.

STC.189-14 **ECONOMIC REGENERATION**

Mr Ian Thompson, Corporate Director, Regeneration and Economic Development for Durham County Council attended the meeting to discuss the possible Tesco development. He noted that there will be no major Tesco development in Stanley. Tesco will be acting as a developer on the site, carrying out surveys of the buildings to see what can be located on the site i.e. retail or a full scale redevelopment.

Tesco have said they will be clearing the rubbish on the site, and they will be coming back to DCC with their plans after 6-8 weeks. Ian said that he would keep STC informed. When the lease ends at Clearance Bargains, that building will then become the property of Tesco as they own all of the land and car parks.

Ian was asked by members to see if STC could use some of the Genesis money to help develop the site, as the money was intended for Derwentside, and Stanley has received

none of it. Stanley Town Council will be able to have an input into the development of the site, through the Planning applications, briefings and presentations.

Ian Thompson left the meeting.

STC.190-14 **REGENERATION**

James updated Members on the situation regarding the works on the Front Street.

He noted that he and Derek had been in talks with an independent company who has provided advice re: the tarmac – a detailed report is to follow. They said that they can see faults in the work, and have questions we can ask DCC.

In relation to the broken benches, DCC have spoken to the supplier and they have agreed to replace 15 benches that are similar in style but better quality.

Cllr McMahan requested that detailed minutes be taken of future meetings with DCC to ensure decisions are recorded clearly.

Cllr D. Marshall requested that James ask DCC if they had progressed tidying up the school wall area as they had previously agreed to look into.

STC.191-14 **MINUTES**

It was proposed by Cllr D Mills, seconded by Cllr R Harrison and **RESOLVED** by all Members that the minutes of the Full Council meeting on 27.01.15 be confirmed as a correct record.

It was proposed by Cllr D Marshall, seconded by Cllr D Mills and **RESOLVED** that the minutes of the Crime and Community Safety Committee meeting on 07.01.15 be received, the minutes of the Communications and Events Committee meeting on 13.01.15 be received, the minutes of the Finance and General Purposes Committee meeting on 14.01.15 be received and the minutes of the Planning Committee meeting on 16.09.14 be received.

STC.192-14 **PUBLIC PARTICIPATION**

There were no questions from Members of the Public in attendance.

Mr Kevin Reay emailed a question to STC to be asked in the meeting. The Acting Town Clerk noted that he had not discussed the issue in question with Members yet, so he would not be able to respond to Mr Reay's questions until after the meeting.

STC.193-14 **COMMITTEES**

Planning Committee: There were no recommendations from the Planning Committee meeting on 17.02.15.

Crime & Community Safety Committee: The following recommendations from the Crime and Community Safety Committee meeting held on 18.02.15 were agreed by all members:

- Dog bags will be stored in the cellar at the Civic Hall and will be distributed by Members / Officers.
- The Acting Town Clerk will reply to the letter from DCC Councillors re: enhanced services.

It was **AGREED** that OTIS will update the relevant ward member in relation to progress made by the OTIS team.

Communications & Events Committee: The following recommendations from the Communications and Events Committee meeting held on 10.02.15 were agreed by all members:

- It was too late to do anything significant for Armed Forces Day for 2015, but STC should consider progressing soon, for 2016.
- Members will distribute posters / leaflets to local community notice boards and centres.
- The 2015 photo competition calendar is now ready for sale for a 'faith donation'.
- The Acting Town Clerk will look into the costs of replicating the Heaviside walk at Shield Row in 2017.
- The Committee support the possibility of holding an open mic night at the Civic Hall to raise funds to purchase a sound unit for the youth centre. Sgt D Clarke will provide the committee with more information.
- A Working Group will be set up to look into how to spend the Events budget.

Finance & GP Committee: There were no specific recommendations from the Finance and GP Committee meeting held on 11.02.15. However, the Chairman noted the following decisions:

- Payment schedules were approved and the total balances at the bank at the end of Jan 2015 were noted.
- Members noted the situation in relation to the Civic Hall income and expenditure.
- The Acting Town Clerk will progress looking at the issue in relation to the cost of electricity.
- Members noted the budget position for the current year and the projected actual figures for the full year to 31 March 2015.
- Members noted the final budget.

STC.194-14 **ENHANCED SERVICES**

The Acting Town Clerk noted an email he had received from Kevan Jones and an email he had sent to Ian Houlst at DCC. He noted that STC were unhappy with the service that was currently being provided. It was **AGREED** that officers would come up with options for Members to consider in relation to how the budget for Environmental Services will be spent. The Acting Town Clerk is to reply to DCC and explain that STC will not reconsider their decision and that we will use our money to deliver environmental services in a different way. It was **AGREED** that the Crime and CS Committee scheduled for 04.03.15 be swapped with the Communications and Events Committee on 10.03.15 to discuss Enhanced Services only. A special Full Council meeting will follow immediately after.

Cllr D McMahon left the meeting

STC.195-14 **CIVIC HALL**

The Acting Town Clerk noted that he will be signing the lease for the Civic Hall this week hopefully. It was **AGREED** that the Acting Town Clerk could sign the lease without bringing it back to Members for approval. 2 issues were parking and the boiler.

STC.196-14 **CORRESPONDENCE**

Letter from Thornhill Primary School – It was **AGREED** that STC will not provide funding other than if Members want to provide MIF monies. The Acting Town Clerk will write back to Thornhill Primary School.

Cllr C Bell left the meeting

Letter from Army Cadet Force – Members **AGREED** that STC will not provide funding. We should suggest to the ACF that they should hold a fundraiser to raise monies.

STC.197-14 **EXCLUSION OF PUBLIC AND PRESS**

It was **RESOLVED** that in accordance with Section 1 of the Public Bodies (Admissions to Meetings) Act 1960, as amended by Section 100 of the Local Government Act 1972, the Council excludes the press and public on the grounds of the confidential nature of the business to be transacted since publicity would be prejudicial to the public interest.

STC.198-14 **STAFFING ISSUES**

Town Clerk: The Acting Town Clerk noted that there is a shortlist of 6 candidates for the Town Clerk position. The ATC is in talks with all candidates to try and arrange a suitable date and time for interviews.

Civic Hall Staffing: The Acting Town Clerk noted that following the approval of the new structure for the Civic Hall, it had been discussed that Dawn Caine would be given the job in the Box Office, and that Hazel Herring would be considered for the Events Officer post. The post of Bar Manager will be advertised. Following a discussion with Claire and the Chair & Vice-Chair, it was agreed that STC take disciplinary action against Hazel. This would delay filling the Events Officer post. Daniel is no longer Asst Caretaker, he will now take up the role of a casual Doorman. Peter was previously interviewed for the Asst Caretaker post and was unsuccessful, however he has been working at the Civic Hall as a volunteer. It was agreed that Peter would take up the role of General Assistant. Members voted retrospectively and it was **AGREED** that Peter would take the role of General Assistant (13 for, 4 against).

STC.199-14 **DATE, TIME AND VENUE OF NEXT MEETING**

Tuesday 24th March 2015, 6.30pm, Stanley Civic Hall.

**MINUTES OF ORDINARY MEETING OF STANLEY TOWN COUNCIL
HELD AT STANLEY CIVIC HALL, FRONT STREET, STANLEY, DH9 0NA
TUESDAY 10th MARCH 2015 FOLLOWING THE CRIME & CS COMMITTEE MEETING**

PRESENT

J. Charlton	A. Clegg	R. Ferris	R. Harrison	D. Mills
B. Nair	J. Nicholson	W. Nixon	C. Thompson	D. Tully
D. Walker	M. Wilkinson	G. Graham		

APOLOGIES

Cllrs: C. Bell, T. Davinson, L. Elliott, C. Malin, D. Marshall, L. Marshall, D. McMahon.

OFFICIALS

D. Shingleton – Acting Town Clerk
J. Harper – Community Development Manager
B. Hall – Community Services Officer
N. James – PA (Note Taker)

STC.200-14 **APOLOGIES**

Apologies received from Cllrs C. Bell, T. Davinson, L. Elliott, C. Malin, D. Marshall, L. Marshall, D. McMahon were accepted by the Council.

STC.201-14 **DECLARATION OF INTEREST**

Cllr Charlton declared her standing declaration as a County Councillor.

STC.202-14 **PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIRMAN**

None.

STC.203-14 **ENVIRONMENTAL SERVICES**

Members considered the recommendation from the Crime and Community Safety Committee – to continue with the current Groundwork contract + 1 apprentice for another year, and not to enter a contract with DCC for Neighbourhood Wardens or the Police for PCSOs for the interim.

Cllr Ron Harrison proposed that members accept this recommendation subject to further information re: Neighbourhood Wardens being obtained and circulated to members, so they could reconsider the contract options. This was seconded by Cllr David Tully and **APPROVED** by full council.

STC.204-14 **DATE, TIME AND VENUE OF NEXT MEETING**

Tuesday 24th March 2015, 6.30pm, Stanley Civic Hall.

STANLEY TOWN COUNCIL: CRIME & COMMUNITY SAFETY COMMITTEE

MINUTES OF MEETING

MEETING TIME: 18:30hrs; DATE: 18/02/15; VENUE: Stanley Civic Hall, Front Street, Stanley, DH9 0NA

PRESENT - CLLRS: B. Nair (Chair), C. Thompson, J. Charlton, D. Walker, R. Ferris, L. Elliott, C. Bell, A. Clegg & J. Nicholson.

APOLOGIES – CLLR: D. Mills.

OFFICIALS – B. Hall (Community Services Officer) and N. James (PA / Note Taker).

OTHERS IN ATTENDANCE – 1 member of the public, Insp Kelly Martin, Cllrs B Nixon and D Tully.

MINUTE	SUBJECT:	NOTE/S:	ACTION/S:
CCS.96-14	Item 1 - Apologies	Apologies received from Councillor D. Mills were accepted by the Committee.	
CCS.97-14	Item 2 - Declarations of Interest	Cllr J Charlton declared her standing declaration as a County Councillor. Cllr C Bell declared her interest as Chair of the Traders.	
CCS.98-14	Item 3 - Procedural and Appropriate Announcements from the Chairman	Cllr David Walker requested that the committee discuss the letter received from DCC Stanley Councillors in relation to enhanced services. It was agreed that this will be discussed after item 12.	
CCS.99-14	Item 4 - Minutes	It was proposed by Cllr C Thompson, seconded by Cllr A Clegg and RESOLVED that the minutes of the Committee meeting held on 7 th January 2014, be approved as a correct record.	
CCS.100-14	Item 5 - Public Participation	<p>5.1 Insp Kelly Martin updated members on the recent fires in Stanley:</p> <ul style="list-style-type: none"> - At Burnside Primary, play articles were set alight. Asbestos in the building caused problems with safety. Enquiries are ongoing to find the culprit. - Bins had been set fire to in Joicey Gardens, Reynolds Close and Byron Close. Forensic evidence is still being looked at. 	

		<ul style="list-style-type: none"> - There is no evidence to show that elderly or vulnerable people are being targeted. - Kelly will provide an update to Brian when the police know more. - Derwentside Homes may be looking into providing residents with more secure bins with locks, and having a clear up around the targeted area. <p>5.2 There were no written questions.</p>	
CCS.101-14	Item 6 - Ward Issues	New Kyo – Cllr R. Ferris noted that there are still issues in the New Kyo area. Residents are asking what the Council is doing in relation to untidy dirty gardens. She also noted that there had been a report of cannabis growing at Windsor Terrace. Cllr Ferris told Insp Kelly Martin that when she called to report the cannabis, she was told to throw it in the bin, which she did not feel was the correct response. It was AGREED Kelly would look into the call Rose made, and see what the response was from the call handler. The Chairman advised Cllr Ferris that all issues in New Kyo are being looked at by the O.T.I.S team.	Kelly
CCS.102-14	Item 7 - Current Initiatives	Abused parking on the Front Street – Brian noted that James was making progress. Dog Waste Bins – Deferred.	
CCS.103-14	Item 8 – Public Realm	Brian will be meeting with the Beat Officer Graham Davison to discuss the damage to the seats on the Front Street. There has been no further damage recently.	Brian
CCS.104-14	Item 9 – Dog Waste Bags	Members discussed the effectiveness of the new dog bag distribution list. It was AGREED that Tyne Road Community Centre would be re added to the list, and that any other distributors that had been removed would not be re added. It was AGREED Future deliveries of dog bags will be stored in the Cellar at the Civic Hall, and will be distributed by Members / Officers. Each distributor will get 3 boxes which will have to last 3 months.	Nicola
CCS.105-14	Item 10 – The Word	Deferred.	
CCS.106-14	Item 11 – O.T.I.S	Brian updated members on the progress O.T.I.S was making. He noted that the team was looking at New Kyo as the first priority. There will be a scan of the area, a consultation will be carried out in the next few weeks, door knocks and coffee mornings will be held to find out the current issues.	

		The team will follow the OSARA model to get lasting results. Members will be provided with updated following each meeting.	Brian
CCS.107-14	Item 12 – Youth Involvement / School Council	Brian noted that he has contacted the staff at North Durham Academy and Tanfield. Booth schools seem keen to be involved with the Town Council. The next step will be to organize an event, to get the pupils together as a forum. Daniel O’Brien and Andrea Boyd have also expressed an interest as part of Stanley AAP.	
CCS.108-14	Extra Item – DCC Letter re: Enhanced Services	<p>Members AGREED that the Acting Town Clerk would write a letter of response to the DCC Stanley Councillors who sent the letter of concern in relation to Enhanced Services.</p> <p>The Acting Town Clerk should include the following in his reply letter:</p> <ul style="list-style-type: none"> - The Town Council did not think that there was an enhancement being provided. - No answers had been provided from DCC that STC had requested. - STC feel that we can run the services better ourselves. <p>Cllr J. Charlton wished to inform members that she did not know that the letter was being written, she had not been asked to sign the letter, however she does agree with it.</p> <p>Cllr J. Nicholson was concerned how DCC knew STC’s decision, as the decision had been taken in Part B of our Full Council meeting. She also did not like the tone of the letter.</p>	Derek
CCS.109-14	Date, Time and Venue of Next Meeting	Wednesday 4 th March 2015, 6.30pm, Stanley Civic Hall. This meeting will just be to discuss how members would like to spend the Environmental Services budget.	
End of ‘Action Point’ Minutes	Notes taken by N. James	<p>Minutes approved by:</p> <p>----- (Chair);</p> <p>----- (Date)</p>	

STANLEY TOWN COUNCIL: COMMUNICATIONS & EVENTS COMMITTEE			
MINUTES OF MEETING			
MEETING: TIME: 18.30hrs; DATE: 10/02/15 VENUE: Stanley Civic Hall, Front Street, Stanley, DH9 0NA			
PRESENT – CLLRS: R. Harrison. L. Marshall, D. Tully, A. Clegg (acting Chair), and J. Nicholson.			
APOLOGIES – CLLRS: D. McMahon, C. Bell M. Wilkinson and D. Mills.			
ABSENT – CLLRS: R. Ferris And C. Malin.			
OFFICIALS – D. Shingleton (Acting Town Clerk); J. Harper (Community Development Manager); B. Hall (Community Services Officer); N. James (PA/Note Taker) and Claire Howe (Civic Hall Manager).			
OTHERS IN ATTENDANCE – Cllr: B. Nixon.			
MINUTE	SUBJECT	NOTE/S	ACTION/S
<i>Cllr Alex Clegg took the role of Chairman for this meeting, as the Chair and Vice-Chair were not in attendance.</i>			
CEC.85-14	Item 1 - Apologies	Apologies received from Cllrs McMahon, Bell, Wilkinson and Mills were accepted by the Committee.	
CEC.86-14	Item 2 - Declarations of Interest	None.	
CEC.87-14	Item 3 - Procedural and Appropriate Announcements from the Chairman	None.	
CEC.88-14	Item 4 - Minutes	It was proposed by Councillor Tully, seconded by Councillor Nicholson and RESOLVED that the minutes of the meeting held on 13 th January 2015 be approved as a correct record.	
CEC.89-14	Item 5 - Public Participation	5.1 There were no questions from any members of the public at the meeting. 5.2 There were no written questions submitted ahead of the meeting.	
CEC.90-14	Item 6 – Armed Forces Day	Members wish to hold a Fun Day for Armed Forces Day on 27 th June. Consett are having a Fun Day on this date. George McKay said that he would help Stanley Town Council organize a Fun Day. Members will be emailed to see if they want to be involved in a working group to organize a Fun Day. George McKay, Pauline Gill, Anne Musgrove, John Noble and DCC should be contacted re: the Fun Day.	Brian / Nicola

		Brian will progress.	
CEC.91-14	Item 7 – Advertising Civic Hall Events	Members discussed how every Councillor can help to advertise Civic Hall events in their Wards. It was AGREED that a list of community notice boards and centres be gathered, and posters will be given to Members to distribute to these community centres. James will liaise with a contact in ASDA to try and advertise in the main shop.	Nicola / Brian / James
CEC.92-14	Item 8 – Calendar	Brian noted that the calendar is done. We have ordered 100 copies today @ £225. Members AGREED that copies be on sale for a 'faith donation' at the Civic Hall. Each entrant will receive a free copy.	
CEC.93-14	Item 9 – WW1	The Acting Town Clerk updated members on the role of the WW1 Working Group. The Group have no power to spend any money. The Group is made up of members and officer. Notes are taken of the meetings, which are informal. Cllr Linda Marshall requested that agendas be prepared for the meetings and that notes be circulated after meetings. The next meeting will be around 23 rd February. There have been no firm commitment from local schools, this will be followed up. Cllr Linda Marshall requested the Acting Town Clerk to look into replicating the Heaviside walk at Shield Row in 2017. Members AGREED to do this, subject to a report and costings.	Brian Derek
CEC.94-14	Item 10 – Sound Unit	Members AGREED in principle to support the possibility of holding an open mic night at the Civic Hall to raise money to purchase a sound unit for the youth café. James will ask Sgt Dave Clarke to attend the next Communications and Events Committee meeting to discuss whether the sound unit is a good idea.	James
CEC.95-14	Item 11 – General Update	Deferred.	
CEC.96-14	Item 12 – Events Programme 2015	It was AGREED that a working group be set up to look into what the committee can do with the events budget. How these ideas can be progressed and when they should be. A review needs to be carried out of 2014 events to note the good, the bad and changes needed. Claire noted that she needs ideas for Christmas so she can book time in the diary.	Nicola / Derek
CEC.97-14	Item 13 – Date, Time and Venue of Next Meeting	10 th March 2015, 6:30pm, Stanley Civic Hall	

	Notes taken by Nicola James	Minutes approved by: ----- (Chair); ----- (Date)	

cttee approved 04.03.15

**STANLEY TOWN COUNCIL
FINANCE & GENERAL PURPOSES COMMITTEE**

MINUTES

MEETING: TIME: 18:30; DATE: 11/02/15; VENUE: Stanley Civic Hall, Front Street, Stanley, DH9 0NA

PRESENT: CLLRS: D. Marshall (Chair), D. Walker (Vice-Chair), T. Davinson, D. Tully, R. Harrison, A. Clegg and J. Nicholson.

APOLOGIES: CLLRS: B. Nair, D. Mills and C. Bell.

ABSENT: CLLRS: R. Ferris.

OFFICIALS: D. Shingleton (Acting Town Clerk), N. James (PA/Note Taker)

OTHERS IN ATTENDANCE: Cllr B. Nixon.

MINUTE	SUBJECT:	NOTE/S	ACTION/S
FGP.80-14	ITEM 1 - Apologies	Apologies received from Cllrs B. Nair, D. Mills and C. Bell were accepted by the Committee.	
FGP.81-14	ITEM 2 - Declarations of Interest	None.	
FGP.82-14	ITEM 3 - Procedural and Appropriate Announcements from the Chair	None.	
FGP.83-14	ITEM 4 - Minutes	It was RESOLVED that the minutes of the meeting held on 14 th January 2015 be approved as a correct record.	
FGP.84-14	ITEM 5 - Public Participation	There were no public in attendance, and no written questions submitted before the meeting.	
FGP.85-14	ITEM 6 - Invoices for Payment and Bank Reconciliation	The Acting Town Clerk talked members through his report. It was RESOLVED that Members: a) Approve the payments schedules. b) Note the total balances at the bank at the end of January 2015.	

		<p>c) Note that the bank balances and Sage accounting figures both agree, indicating that all transactions are properly accounted for.</p> <p>In future, payments to be approved will be split into – paid – to pay.</p>	
FGP.86-14	ITEM 7 - Civic Hall Income and Expenditure	<p>Members noted the situation in relation to the Civic Hall income and expenditure, as laid out in the Acting Town Clerk’s report.</p> <p>The Chairman noted that the Acting Town Clerk would bring information relation to the Civic Hall Petty Cash at next month’s meeting. There are some issues with coding, and the staff may need to be trained.</p> <p>A trading account on the bar receipts will be produced.</p> <p>The cost of electricity was queried again. The Acting Town Clerk will contact his brother in law to see if the costs are accurate. The Acting Town Clerk will also look into the energy efficiency of the Civic Hall.</p> <p>The Acting Town Clerk also noted that he had received borrowing consent for the £200,000 loan.</p>	<p>Derek</p> <p>Derek</p> <p>Derek</p>
FGP.87-14	ITEM 8 - Budgetary Control to 31 January 2015	<p>The Acting Town Clerk noted his report on budgetary control to 31 January 2015.</p> <p>Members noted the budget position for the current year and the projected actual figures for the full year to 31 March 2015.</p>	
FGP.88-14	ITEM 9 - Budget 2015/2016	<p>The Acting Town Clerk noted his report on the Budget 2015/16. He had included figures to show the effect on Council Tax for each of the 8 Bands for information.</p> <p>Members noted the final budget for 2015/16.</p>	
FGP.89-14	ITEM 10 - Date, Time and Venue of Next Meeting	<p>11 March 2015, 6:30pm, Stanley Civic Hall</p>	

	Notes taken by Nicola James (PA to the Town Clerk)	Notes approved by: ----- (Chair); ----- (Date).	
--	---	---	--

Committee approved 11.03.15

STANLEY TOWN COUNCIL: CRIME & COMMUNITY SAFETY COMMITTEE

MINUTES OF MEETING

MEETING TIME: 18:30hrs; DATE: 10/03/15; VENUE: Stanley Civic Hall, Front Street, Stanley, DH9 0NA

PRESENT - CLLRS: B. Nair (Chair), C. Thompson, J. Charlton, D. Walker, R. Ferris, D. Mills, A. Clegg & J. Nicholson.

APOLOGIES – CLLRS: L. Elliott & C. Bell.

OFFICIALS – D. Shingleton (Acting Town Clerk), J. Harper (Community Development Manager), B. Hall (Community Services Officer) and N. James (PA / Note Taker).

OTHERS IN ATTENDANCE – Cllrs B Nixon, D Tully, R. Harrison, M. Wilkinson and G. Graham.

MINUTE	SUBJECT:	NOTE/S:	ACTION/S:
CCS.110-14	Item 1 - Apologies	Apologies received from Councillors Elliott and Bell were accepted by the Committee.	
CCS.111-14	Item 2 - Declarations of Interest	Cllr J Charlton declared her standing declaration as a County Councillor.	
CCS.112-14	Item 3 - Procedural and Appropriate Announcements from the Chairman	The Chair noted that due to the business being discussed, non-committee members were welcome to speak during the meeting.	
CCS.113-14	Item 4 - Minutes	It was proposed by Cllr C Thompson, seconded by Cllr A Clegg and RESOLVED that the minutes of the Committee meeting held on 18 th February 2014, be approved as a correct record.	
CCS.114-14	Item 5 - Public Participation	<p>5.1 Cllr Billy Nixon queried with the Chair why he refused to attend a meeting in New Kyo recently. The Chairman said he would address this directly with Billy after the meeting.</p> <p>5.2 There were no written questions.</p>	

CCS.115-14	Item 6 – Environmental Services	<p>The Acting Town Clerk talked members through his report on Service Delivery Options.</p> <p>Following a discussion, members required the following queries to be answered:</p> <ul style="list-style-type: none"> - Are the police vehicles, that STC purchased, run into the ground? - Do any new DCC Neighbourhood Wardens need new uniforms? We already have staff with uniforms. - How many PCSOs do we have in Stanley already? - How long is the GNE apprenticeship for? <p>Members looked at the Service Delivery Options, Estimated Costs. It was RESOLVED that STC will continue the current Groundwork contract for 1 year + 1 apprentice.</p> <p>Members then discussed the options for DCC and PCSOs. It was proposed by Cllr David Walker, seconded by Cllr David Mills and RESOLVED that STC will not enter a new contract with DCC or PCSOs for the interim. Further discussions are to be taken.</p>	
CCS.116-14	Date, Time and Venue of Next Meeting	Wednesday 8 th April 2015, 6.30pm, Stanley Civic Hall.	
End of 'Action Point' Minutes	Notes taken by N. James	<p>Minutes approved by:</p> <p>----- (Chair);</p> <p>----- (Date)</p>	

STANLEY TOWN COUNCIL: COMMUNICATIONS & EVENTS COMMITTEE

MINUTES OF MEETING

MEETING: TIME: 18.30hrs; DATE: 04/03/15 VENUE: Stanley Civic Hall, Front Street, Stanley, DH9 0NA

PRESENT – CLLRS: M. Wilkinson, R. Harrison, D. Mills, D. Tully and A. Clegg (acting Chair).

APOLOGIES – CLLRS: D. McMahon, C. Bell, L. Marshall, and J. Nicholson.

ABSENT – CLLRS: R. Ferris And C. Malin.

OFFICIALS – D. Shingleton (Acting Town Clerk); J. Harper (Community Development Manager); B. Hall (Community Services Officer); N. James (PA/Note Taker) and Claire Howe (Civic Hall Manager).

OTHERS IN ATTENDANCE – Sgt D. Clarke & C. Potts (ITC Services).

MINUTE	SUBJECT	NOTE/S	ACTION/S
<i>Cllr Alex Clegg took the role of Chairman for this meeting, as the Chair and Vice-Chair were not in attendance.</i>			
CEC.98-14	Item 1 – Apologies	Apologies received from Cllrs D. McMahon, C. Bell, L. Marshall and J. Nicholson were accepted by the Committee.	
CEC.99-14	Item 2 - Declarations of Interest	None.	
CEC.100-14	Item 3 - Procedural and Appropriate Announcements from the Chairman	None.	
CEC.101-14	Item 4 – Minutes	It was proposed by Councillor R. Harrison, seconded by Councillor D. Tully and RESOLVED that the minutes of the meeting held on 10 th February 2015 be approved as a correct record, subject to adding that Cllr A. Clegg acted as Chairman for the meeting.	
CEC.102-14	Item 5 - Public Participation	<p>5.1 There were no questions from any members of the public at the meeting.</p> <p>5.2 There were no written questions submitted ahead of the meeting.</p>	
CEC.103-14	Extra Item – Music POD Shelter	<p>Sgt Dave Clarke attended the meeting to discuss the Music Pod Shelter. He noted that as the Youth Café was increasing to 2 nights a week, come April, the Pod could help support the Youth Café and reduce ASB in the area. The Pod could be located out the back of the Tommy Armstrong Centre, where it will be covered by CCTV.</p> <p>The cost of the Pod is £12,000. £4,000 would be needed for 4 types of play/exercise equipment.</p>	

		£4,000 would be needed for ongoing costs. Members agreed that the Pod was a good way to address ASB. It was RESOLVED that Sgt Clarke should be asked how much funding he requires from STC. It was also agreed that the funding for this Pod come from the Crime and CS Budget.	<i>James</i>
CEC.104-14	Item 12 – IT	Chris Potts from ITC Services came along to discuss IT issues with Members. Following a discussion, it was noted that the main issues were the age of the equipment and battery life. It was proposed by Cllr D. Mills, seconded by Cllr R. Harrison and RESOLVED that the current laptops be replaced by new. The old laptops will be wiped of any data, and then either donated to a local organisation or used to reduce the costs of new equipment for Members.	<i>Derek / Nicola</i>
CEC.105-14	Item 6 – Events	Members discussed the following events – Music Festival, Horticultural Show, Fireworks Festival, Christmas Festival and Others. Cllr D. Mills passed out some ideas he had drafted together re: Proms in the Park, Disco, Pub Night etc. It was AGREED that: <ul style="list-style-type: none"> - Music Festival - The Council look into promoters, discuss ideas brought to the meeting by Cllr D. Mills and speak to Stanley Events to see what they plan to do, and how STC can link in with them, and possibly create a 3 week music festival event. - Fireworks Festival – The Council will tender out to various companies, including Stanley Events, to see what quotes they receive back for carrying out a Fireworks Festival. - Christmas Festival – There will be a specific Christmas Festival Committee meeting. The Council will write to the Traders to see how they can be involved. 	<i>Derek</i> <i>Derek</i>
CEC.106-14	Item 9 – Cycling Festival	The idea of a Cycling Festival was an idea from local resident, Doug Carmichael. It was AGREED that he be invited to a Committee meeting to discuss his idea.	<i>James / Nicola</i>
CEC.107-14	Item 10 – Folk Music Festival	It was AGREED that STC try to include the idea of a Folk Festival to the 3 week music festival event.	
CEC.108-14	Item 13 – Mini Rock Festival	A proposal from Duncan Barnett was discussed by the Committee. It was AGREED that more information was required from Duncan. There needs to be an item in relation to door staff included in the proposal. Claire also noted that the Main Hall can only hold 220 people standing.	<i>Nicola</i>
CEC.109-14	Item 11 – Golf Trail	Brian noted that he had already been in touch with local golf clubs in the area, including the Hobson and South Moor clubs. He noted that the response from the clubs was positive and they would like to be involved in a tournament / trail with the Town Council. Brian will progress.	<i>Brian</i>
CEC.110-14	Item 7 – Armed	Brian noted that he had spoken to George McKay in relation to Stanley Town Council hosting an	

	Forces Day	<p>armed forces day / fund day in 2015. He said that it was too late to do anything on the scale of the Consett armed forces day. Brian will work with George to organise something for 2016 and he will meet with the Working Group next week.</p> <p>Brian and Derek will liaise to try and arrange something for this year.</p>	<p>Brian</p> <p>Brian / Derek</p>
CEC.111-14	Item 8 – WW1	<p>Brian noted that the schools did not seem keen to arrange any commemoration event. However, Beamish Museum are keen. They suggested an event in the summer holidays, possibly 2 days in the Civic Hall. Kids will be able to come and dress up. South Moor Choir and the Silver Singers will be involved. A re-enactment group may be able to attend also.</p> <p>Brian will be meeting with the working group before he meets with Beamish Museum in April.</p>	<p>Brian</p>
CEC.112-14	Date, Time and Venue of Next Meeting	14 th April, 6:30pm, Stanley Civic Hall.	
	Notes taken by Nicola James	<p>Minutes approved by:</p> <p>----- (Chair);</p> <p>----- (Date)</p>	

STANLEY TOWN COUNCIL
FINANCE & GENERAL PURPOSES COMMITTEE

MINUTES

MEETING: TIME: 18:30; DATE: 11/03/15; VENUE: Stanley Civic Hall, Front Street, Stanley, DH9 0NA

PRESENT: CLLRS: D. Walker (Acting Chair), B. Nair, D. Tully, R. Harrison, D. Mills, R. Ferris, A. Clegg and J. Nicholson.

APOLOGIES: CLLR: D. Marshall.

ABSENT: CLLRS: T. Davinson, C. Bell.

OFFICIALS: D. Shingleton (Acting Town Clerk), N. James (PA/Note Taker).

OTHERS IN ATTENDANCE: Cllr B. Nixon.

MINUTE	SUBJECT:	NOTE/S	ACTION/S
FGP.90-14	ITEM 1 - Apologies	Apologies received from Cllr D. Marshall were accepted by the Committee.	
FGP.91-14	ITEM 2 - Declarations of Interest	None.	
FGP.92-14	ITEM 3 - Procedural and Appropriate Announcements from the Chair	None.	
FGP.93-14	ITEM 4 - Minutes	It was RESOLVED that the minutes of the meeting held on 11 th February 2015 be approved as a correct record.	
FGP.94-14	ITEM 5 - Public Participation	There were no public in attendance, and no written questions submitted before the meeting.	
FGP.95-14	ITEM 6 - Invoices for Payment and Bank Reconciliation	The Acting Town Clerk talked members through his report. It was RESOLVED that Members: a) Approve the payments schedules. b) Note the total balances at the bank at the end of February 2015. c) Note that the bank balances and Sage accounting figures both agree, indicating	

		that all transactions are properly accounted for.	
FGP.96-14	ITEM 7 - Civic Hall Income and Expenditure	<p>The Acting Town Clerk noted his report on Income and Expenditure.</p> <p>Members questioned the cost of electricity again. The ATC noted that his Brother In Law would be coming in next week to look at the electricity usage in the building. The Hub will also be questioned as to where they receive their electricity and gas from and how much they pay each month.</p> <p>Cllr Nicholson questioned the charges for taking card payments. It was discussed that as they were increasing each month, and the Council were being charged for banking cash, it might be worth looking into changing banks to where charges were not incurred for banking money.</p> <p>It was RESOLVED that members noted the situation with Income and Expenditure.</p>	<p>Derek</p> <p>Derek</p>
FGP.97-14	ITEM 8 - Budgetary Control to 28 February 2015	<p>The Acting Town Clerk noted his report on Budgetary Control to 28 February 2015.</p> <p>He informed members that there would be an estimated underspend of £123,000. This money could be carried forward to 2015-16, which will be looked at in the end of year report.</p> <p>Once the earmarked £225,000 has been deducted from the remaining balance, there will be around £365,000 reserves uncommitted.</p> <p>It was RESOLVED that Members noted the budget position for the current year and the projected actual figures for the full year to 31 March 2015.</p>	
FGP.98-14	ITEM 9 - Date, Time and Venue of Next Meeting	8 th April 2015, 6:30pm, Stanley Civic Hall	
	Notes taken by Nicola James (PA to the Town Clerk)	<p>Notes approved by:</p> <p>----- (Chair); ----- (Date)</p>	

STANLEY TOWN COUNCIL

To: Full Council

Date: 24th March 2015

From: D Shingleton, Acting Town Clerk

Subject: IT MAINTENANCE AND SUPPORT

1. The issue of the reliability of Members' IT equipment has been discussed for several months now. At the meeting on 25 November 2014 the Council agreed to appoint ITC Services Ltd to provide support in relation to the IT requirements of the Council.
2. At the meeting of the Communication and Events Committee held on the 4th March 2015 Chris Potts, from ITC, spoke to Members about the options available. These included each Member making their laptop or tablet available to ITC, who would then check the equipment to assess whether it was still practical to continue using. The Committee discussed the options available and overall believed that the age of the equipment justified the replacement of all laptops and tablets with more up to date models. This would give Members the option, once the equipment is wiped, of either donating it to charities or voluntary organisations, or selling it and recovering some element of the cost.
3. In the light of the views of the Communication and Events Committee, I would **RECOMMEND** that Members:
 - a) Confirm the wish to continue using electronic means for the receipt of Agendas, Minutes and Reports;
 - b) Confirm that all existing equipment be replaced with more up to date models;
 - c) The Acting Town Clerk prepares a report for Finance and General Purposes Committee detailing costs; and
 - d) Members consider how to dispose of exiting equipment.

Derek Shingleton
Acting Town Clerk

STANLEY TOWN COUNCIL

To: Full Council

Date: 24th March 2015

From: D Shingleton, Acting Town Clerk

Subject: MEMBER OFFICER RELATIONS PROTOCOL

1. There have been a couple of incidents recently where, I feel, some Members have been unreasonable in the way they have handled matters with staff. The matters related to situations where the Members felt they had not been involved in meetings or discussions where they should have been. I have spoken to the Members concerned and pointed out two things. Firstly, Members should not expect to be invited to every meeting where officers are discussing, often with other agencies represented, matters that we are progressing. No matter how relevant or interested Members are there is a right time for them to be involved. Officers will involve Members at the right time, where meaningful progress can be made and this is not normally where fine details are being considered. Secondly, there is a way to speak to staff about issues, no matter how annoyed or upset a Member may be. It is not acceptable for staff be shouted at, sworn at or constantly interrupted when trying to explain a situation. I don't expect this at my level in the Council let alone lower levels of staff.
2. As I said above I have spoken to the Members involved and hope that this will be the last time a report such as this is required.
3. On a separate, but linked, issue I had a discussion recently with Councillor Davinson, Chair of Personnel Committee. The conversation initially concerned my failure to keep her informed of developments on staffing issues, which I fully accepted and apologised for. However the conversation developed into communication issues in general and the need for everyone – Members and Officers - to know their roles and the boundaries between them.
4. I have given the issue a lot of thought and believe that a starting point is to adopt a Member-Officer Relations Protocol, and a proposed document is attached as Appendix 1. It addresses the roles of Members and Officers, what each can expect from the other, limitations on behaviour, the role of political groups and what to do if things go wrong.
5. In simple terms, it is the role of Members to determine policies and give political leadership, to monitor and review performance, to represent the Council externally and to act on behalf of the electorate.

6. It is the role of officers to implement policies agreed by the Council, provide Members with information and advice, to manage and provide Council services, to initiate proposals for changes to policies and services and to ensure the Council acts lawfully.
7. It is not the role of Members to involve themselves in the day to day management or operation of the Council's services. I have mentioned on previous occasions it is illegal for individual Members to make any decision, including incurring expenditure.
8. It is also not the role of Members to tell staff what to do. I would positively encourage Members to come up with ideas as to how things may be improved for the people of Stanley. However, any such ideas must be submitted to the appropriate Committee for a decision. Where the issue is more of an operational nature, then staff may be asked to take action but this should be in the light of existing workload and priorities, and with the knowledge of the officer's line manager or Town Clerk as appropriate.
9. In relation to communication between Members and officers it would be an advantage to have some form of formalised procedure in place. I believe that there is a case for the appropriate officer to keep the Chair and Vice-Chair of each Committee up to date with current issues. I already meet with the Chair and Vice-Chair of the Council on a regular basis (ideally fortnightly although this sometimes slips) to discuss current issues. This could be improved by having a standard item on the agenda of each Committee meeting where updates can be provided for Members.
10. The third issue I would like to raise is Member access to the office. I have been fairly relaxed about allowing Members to call into the office to discuss issues without notice. However, there are times when staff are busy and cannot afford to give up time to discuss issues with Members, which sometimes takes a considerable time, without the opportunity of arranging an appointment. I don't want to completely stop Members from calling in at the office but if the issue is likely to take some time I would appreciate the Member calling the officer first.
11. In the light of the above I **RECOMMEND** that Members:
 - a) Accept that all employees (and other Members) must be treated with respect, dignity and courtesy at all times and expect the same from employees;
 - b) Consider and adopt the attached Member-Officer Relations Protocol, subject to any agreed changes;
 - c) Establish a formal process for communications between officers and Members, involving regular updates for Chairs and Vice Chairs of Committees and a standard item on all Agendas; and
 - d) Members consider the need to visit the office and, where the issue to be discussed may take some time, contact the appropriate officer first.

Derek Shingleton

Acting Town Clerk

STANLEY TOWN COUNCIL

MEMBER/OFFICER RELATIONS PROTOCOL

1. INTRODUCTION

- 1.1 The relationship between members and officers is an essential ingredient that can contribute significantly to the successful working of the Council. This relationship should be characterised by mutual respect, trust, understanding and informality, where appropriate. The purpose of this Protocol is to help members and officers to perform effectively by providing guidance on their respective roles and expectations, and on their relationship with each other. It also provides guidance on what to do when things go wrong. Responsibility for the operation of the Protocol lies with the Town Clerk.
- 1.2 The Protocol should be read and operated in the context of any relevant legislation, national and local Codes of Conduct and any procedure for confidential reporting.

2. THE ROLES OF MEMBERS AND OFFICERS

- 2.1 The respective roles of members and officers can be summarised as follows:

Members and officers are servants of the public and they are indispensable to one another. But their responsibilities are distinct. Members are responsible to the electorate and serve only as long as their term of office lasts. Officers are responsible to the Council. Their job is to give information and advice to members and to the Council, and to carry out the Council's work under the direction and control of the Council and relevant committees.

Mutual respect between members and officers is essential to the successful working of the Council.

- 2.2 Members have four main areas of responsibility:

1. To determine the policies of the Council and to give them political leadership.
2. To monitor and review the performance of the Council in implementing policies and delivering services.
3. To represent the Council externally.
4. To act as advocates on behalf of their constituents and the wider community.

- 2.3 **It is not the role of members to involve themselves in the day to day management or operation of the Council's services.**

2.4 Chairmen and Vice Chairman

Chairmen and Vice-Chairmen of the Council and its Committees have additional responsibilities (although they do not involve making decisions on behalf of the Council). As a result of these responsibilities their relationship with employees may be different from, and more complex than, those of members without those responsibilities. This is recognised in the expectations they are entitled to have. However, such members must respect the impartiality of officers, must not ask them to undertake work of a party political nature or to implement decisions not made by the council, or to do anything which would put officers in difficulty in the event of a change in the political composition of the Council.

2.5 Individual Members

As individual members, all members have the same rights and obligations in their relations with officers and should be treated equally. Where a political group forms an administration, either alone or in partnership with another group or groups, it is recognised that the relationship between officers, particularly those at a senior level in the organisation, and the administration will differ from that with opposition groups.

2.6 Officers

The role of officers is to give information and advice to members and to implement the policies determined by the Council. Officers are accountable to their line manager and ultimately the Town Clerk. Officers will always seek to assist members where possible, but they will not go beyond the bounds of whatever authority they have been given by their line manager or Town Clerk.

In giving such advice to members and in preparing and presenting reports, it is the responsibility of the officer to express his or her own professional views and recommendations. Whilst an officer may report the views of individual members on an issue, if the member wishes to express a different view he or she must not seek to put pressure on the officer to make a recommendation which is contrary to the officer's professional view.

Reports should, wherever possible and appropriate, include recommendations.

Certain officers, such as the Town Clerk and Responsible Financial Officer (RFO), have responsibilities in law over and above their obligations to the Council and to individual members. Members **MUST** respect these obligations, and must not obstruct the Town Clerk in the discharge of these responsibilities and must not victimise him or her for discharging the duties.

3. EXPECTATIONS

3.1 What Members Can Expect From Officers:

- a) A commitment to the Council as a whole, and not to any group of members;
- b) A working partnership;

- c) An understanding of and support for respective roles, workloads and pressures;
- d) Timely responses to enquiries and complaints;
- e) Professional advice, not influenced by political views or preference, which does not compromise the political neutrality of officers;
- f) Regular, up to date information on matters that can reasonably be considered appropriate and relevant to members' needs, having regard to any individual responsibilities that they have and positions that they hold;
- g) Awareness of and sensitivity to the political environment;
- h) Respect, dignity and courtesy;
- i) Training and development in order to carry out their role effectively;
- j) Integrity, mutual support and appropriate confidentiality;
- k) Not to have personal issues raised with them by officers outside the agreed procedures;
- l) That officers will not use their relationship with members to advance their personal interests or to influence decisions improperly;
- m) That officers will at all times comply with the Employees' handbook; and
- n) Support for the roles of members, as the local representatives of the Council, within any scheme of support for members which may be approved by the Council.

3.2 What Officers Can Expect From Members

- a) A working partnership;
- b) An understanding of and support for respective roles, workloads and pressures;
- c) Political leadership of and support for respective roles, workloads and pressures;
- d) Respect, dignity and courtesy;
- e) Integrity, mutual support and appropriate confidentiality;
- f) Not to be subject to bullying in any form, or to be put under undue pressure. Members should have regard to the seniority of officers in determining what are reasonable requests, to the power relationship between members and officers and to the potential vulnerability of officers, particularly at junior levels. Junior staff should not be asked to deal with matters outside their level of authority;
- g) Members will not use their position or relationship with officers to advance their personal interests or those of others or to influence decisions improperly;
- h) Members will at all times comply with the Council's Member Code of Conduct.

3.3 Limitations On Behaviour

The distinct roles of members and officers necessarily impose limitations on behaviour. By way of illustration, but not as an exhaustive list:

- a) Close personal relationships between members and officers can often confuse these separate roles and get in the way of the proper discharge of the Council's functions, not least in creating the perception in others that a particular member or officer may secure advantageous treatment;

- b) The need to maintain the separate roles means that there are limits to the matters on which members can seek the advice of officers, both in relation to personal matters and party political issues;
- c) Relationships with particular individuals or party groups should not be such as to create public suspicion that an employee favours that member or group above others. The issue of officer attendance and advice to political groups is specifically covered.

4. GROUPS

4.1 The operation of groups is an integral feature of the workings of a local council, and such groups have an important part to play in the development of policy and political management of the Council. It is in the interests of the Council to support the effective operation of groups, but it should be recognised that their operation can pose particular dangers in terms of the impartiality of officers.

4.2 Reports

- a) Groups may request the Town Clerk to prepare written reports on matters relating to the Council for consideration by the Group.
- b) Officer reports to Groups will be limited to a statement of material facts and identification of options and the advantages and disadvantages of such options for the Council. Reports will not deal with any political implications of the matter or any option, and officers will not make any recommendation to a Group.
- c) Where a report is prepared for a Group, the Town Clerk will advise all other Groups that the report has been prepared and will provide a copy of that report to any Group upon request.

4.3 Officer Attendance

- a) Any Group may request the Town Clerk to attend a meeting of the Group to advise on any particular matter relating to the Council.
- b) The Town Clerk may arrange for the attendance of a representative in his or her place, or may decline to attend or provide a representative where he or she is of the opinion that the particular nature of the matter would result in the attendance being inappropriate.
- c) Officers' advice to Groups will be limited to a statement of material facts and identification of options and the advantages and disadvantages of such options for the Council. Advice will not deal with any political implications of the matter or any option, and officers will not make any recommendation to a Group.

- d) Where an officer attends a Group, the Town Clerk will advise all other Groups that the officer has attended and the subject upon which he or she has advised.
- e) Officers will respect the confidentiality of any matter which they hear in the course of attending a Group meeting.

5. WHEN THINGS GO WRONG

5.1 Procedure For Officers

From time to time the relationship between members and officers may break down or become strained. Whilst it will always be preferable to resolve matters informally, through conciliation by an appropriate senior manager or members, officers may have to resort to the Grievance Procedure or to the County Council Monitoring Officer, as appropriate in the circumstances. The Town Clerk may consider a report to Full Council in the light of what or she believes to be a breach of this Protocol.

5.2 Procedure for Members

In the event that a member is dissatisfied with the conduct, behaviour or performance of an officer, the matter should be raised with the Town Clerk. The Town Clerk will investigate the complaint and decide on how it should be resolved. Where the employee concerned is the Town Clerk, the matter should be raised with the Chairman of the Town Council. If the matter cannot be resolved informally, it may be necessary to invoke the Council's Disciplinary Procedure.

STANLEY TOWN COUNCIL

To: Full Council

Date: 24th March 2015

From: D Shingleton, Acting Town Clerk

Subject: SPENDING TO BE FINANCED FROM LOAN

1. Members will be aware that, following approval by the Council at its meeting on 28 October 2014, I submitted an application for borrowing approval to the Department of Communities and Local Government (DCLG) in the sum of £200,000. Approval was given, and the loan from the PWLB was received on 16 March 2015. The loan is for a ten year period and the interest rate, which is fixed for the full period, is 2.28% which I believe to be very competitive. Loan repayments will be half-yearly on the 16th of March and the 16th of September.
2. The application was based on various works to improve the Civic Hall. At a meeting of the Management Board on Monday, 16 March 2015, options for using the loan were further considered. These were categorised into various headings, as follows:
3. **Structural Engineers Report** – I recently commissioned a structural engineer to carry out a full survey of the Hall and to identify the work required over a ten year period. A report has been received which is a comprehensive assessment of the condition of the building and the work required. The Report categorises the work on a scale of A to F, where A is “Good, performing as intended” and F is a “Health and Safety Risk”. Although the Report identifies work costing an estimated £82,000 in Year 1, not all of this is categorised being urgent. The Management Board agreed that I identify from the Report, all work classes as a Health and Safety issue and obtain estimates for the work required to address the issues.
4. **Seating** – it was identified early in the process of considering taking over the Civic Hall that the seats may need to be replaced in the theatre, to allow the re-introduction of showing films. We have an estimate for the full replacement of the seats which is in the region of £97,000. However, the Management Board considered the option of replacing the seats only, but not the mechanism. This may substantially reduce the costs. The Board agreed to ask the Civic Hall Manager to obtain from an appropriately qualified company an assessment in writing of the estimated useful life of the mechanism, and to obtain estimates for replacing the seats only. I would reassure Members at this point that, due to the possible costs involved, a proper tendering exercise may be required.

5. **Kitchen** – there is an urgent need to have the kitchen refurbished to allow the preparation and storage of food. There will be a significant financial advantage to the Council in being able to open the long talked about coffee shop, to be able to offer a provision for catering at functions, especially now that we have a wedding license and Claire has already taken a number of bookings. The downstairs kitchen would be a priority to enable the café to be opened.
6. **Building** – staff and Members have identified a number of issues themselves regarding the building. These may already be included in the Structural Engineers Report, but we need to highlight some specifically which we feel need to be addressed. These include particularly the toilets which badly let the building down, and lighting in some areas, particularly the Lumley Room, where a recent potential booking was lost as a result of the poor lighting. There is also a need to replace carpets in parts of the building.
7. **Operational** – there are other issues which need to be addressed which I would class as operational:

Ticket Machine - Claire feels that the acquisition of a ticket and venue booking system would be a major advantage in terms of accurate bookings, saving time on manually recording bookings and provide a more efficient service to the customer.

Access Control – for security reasons I believe the Hall should have electronic access control system, preferably using some form of card which can be swiped in front of a reader.

CCTV – the current CCTV system is inadequate and requires upgrading.

Access for Office Staff – it is currently inconvenient to have office staff walking through the Hall to access the Warkworth Suite. I strongly believe that access should be provided into the corridor past the Durham Room. This will require addressing the alarm system.

Solar Panels – the Management Board considers that at least investigating the current situation regarding grants, feed-in tariffs etc would be useful to gauge whether acquiring solar panels would be worth the costs involved.

8. We currently have few estimates of costs for the items identified above. However, the purpose of this Report is to obtain Members support for priorities. Once I have a clear picture of priorities I can obtain estimates, following the requirements of Standing Orders and Financial Regulations as appropriate, and bring back a Report to Members as soon as possible.

9 I **RECOMMEND** that Members agree to the following:

- a) Any Health and Safety issues, or otherwise urgent works, are identified from the Structural Engineers Report and estimates for addressing them are obtained;
- b) The Civic Hall Manager obtains a written assessment of the estimated useful life of the seat mechanism, and obtains estimates for replacing the seats only;

- c) The Civic Hall Manager obtains estimates for the work and equipment required to enable food to be prepared and stored in the kitchen;
- d) The Civic Hall Manager prepares proposals for the opening of a Community Café/Coffee Shop;
- e) The Civic Hall Manager obtains estimates for the refurbishment of all toilets and lighting, as necessary, within the building;
- f) The above confirmed by Members as priorities, but that estimates are obtained for all identified works and equipment with a view to determining the use of any remaining funds.

Derek Shingleton
Acting Town Clerk

STANLEY TOWN COUNCIL

To: Full Council

Date: 24th March 2015

From: D Shingleton, Acting Town Clerk

Subject: FUNDING OF POLICE VEHICLES

1. Members may be aware that in early 2012, the Council provided financial support of just under £37,000 for two Police vehicles to be dedicated to the Stanley area. The vehicles are two Vauxhall Astras and, as well as Police markings, bear the Stanley Town Council logo.
2. On 17 March 2015 myself and James Harper had a meeting with Chief Inspector Sue Robinson and Sergeant Mike McGowan of Durham Constabulary. Chief Inspector Robinson informed us that the financing for the vehicles runs out in October this year. She said that the vehicles had done blow average mileage, were well maintained and the force would like to run them for another year. This would cost £3,500 per vehicle and she was asking if the Council would be prepared to commit this level of resources to secure the vehicles until October 2016. She is prepared to increase the size of our logo so that it more clearly recognises Stanley Town Council. The cost of £3,500 per vehicle compares with a cost or around £6,100 per vehicle per year based on the original contribution.
3. I strongly believe that we should support the continued use of the Police vehicles. The request is for a relatively small amount and it will guarantee the use of the vehicles for another 19 months. In terms of financing the contribution, I would propose to use this year's budget for Weeks in Action, amounting to £14,000, which hasn't been spent.
4. I would **RECOMMEND** that Members support the provision of £7,000 to allow the continued use by Durham Constabulary of two vehicles dedicated to the Stanley area.

Derek Shingleton
Acting Town Clerk

PROPOSAL

To inaugurate a Key to Stanley/Freedom of the Town award.

Given to mark and honour any individual's continued outstanding contribution to our town in whatever field or realm that may be.

This could be an annual/biennial award with the recipient to be decided upon by full Council.

The recipients to be considered from Chairman's medal nominees, from public nominees specifically for this honour (we would invite the public to nominate), from councillors or officers nominations, or from any, or all, of the aforementioned.

The recipient (plus companions) would be invited as guest of honour to the Chairman's Charity gala night (or some such event) where they would receive a framed certificate and key, accompanied by a subsequent press release and a write up on the Councils website and/or profile page.

The recipient would be allowed to attend all events held by the Town Council free of charge. (Any guests they bring would be responsible for themselves) Otherwise the award is purely honorary and would hold no rights or privileges that maybe associated with any other awards of this type and nature.

If the above proposal is accepted by the council I would like start by nominate Hamphlets (née Moulds) newsagents for the award. It was a family run newsagents in South Moor that recently sadly had to close its doors, after 120+yr continued service, due to the unfortunate ill health of the family, also, and I'm not 100% on this but, to my recollection it was the last dedicated newsagents in the area.

For the actual award I was thinking of something similar to this but obviously with STC's branding etc on it and with a different key set off to the right flanked to the left by STC's crest and I would anticipate the cost to be around £50-£150 dependent upon the choice of materials.

