

Question from Kevin Reay:

Dear Alan,

I should like to place this question before the meeting of STC, due to take place on Sept 20th. As I am unable to attend the meeting, due to my leaving the country in order to work abroad, I should like this question to be read out on my behalf.

1) Last year, in this chamber, members of STC gave assurances, that any future plans for a firework display in Stanley, would be subject to a tendering process. This assurance was intended to ensure that STC were left with a choice of providers, and would not have to use Stanley Events as a matter of course. Might I ask the members what they have done, both individually and collectively, to ensure that this tendering process took place? Might we also have an absolute assurance that any future plans would be subject to a tendering process?

2) With regard to the fireworks display. It is claimed that the recent STC survey revealed a desire among the public for such a display. In evidence we were presented with a "word cloud" which counted the number of times the word "fireworks" was mentioned. Each mention was counted as being in favour. Might I add that, in my opinion, such a tool is not indicative of any such desire. For example, the words "No fireworks" should not be counted as being supportive.

Yours sincerely

Kevin Reay

Response from Town Clerk:

Dear Kevin,

Thank you for your message.

In relation to your points, you are able to forward questions to be considered by the Council in writing as well as in person, however, I would like to clarify a couple of areas because I think I can answer your queries without the need to put the matter to Council.

You say in your first point that "members of STC gave assurances, that any future plans for a firework display in Stanley, would be subject to a tendering process." This is correct in so far as it relates to STC itself organising a fireworks display. However, when the budgets were set for the year 2016/17 (i.e. the current financial year) no provision was made in the budget for an STC organised fireworks display nor has the Council made a decision that STC will organise a fireworks display. Therefore, the members (and the staff) have collectively done nothing about organising any fireworks display because they decided not to organise one and did not budget for one.

Hypothetically, if STC took a decision to organise a fireworks event itself in the future, the Council would have to comply with its own Financial Regulations in any procurement exercise, which would require multiple tenders to be obtained.

In respect of the survey results, the data was analysed manually by STC Officers so I do not believe it is the case that responses of 'no fireworks' would have been taken as positive support for fireworks. The full unedited data captured in the survey was and remains published on our website and is available to be analysed by anybody who wants to. The link is here: <http://www.stanley-tc.gov.uk/march-agenda-uploaded/> The relevant download is the 'Raw anonymised data from survey'.

Item 4 - ATTACHMENT A

The status of the survey is that it is intended to assist in the development of a medium term plan which has not yet been put to Council for approval, therefore whilst the Council has made a decision that it will address issues identified as priorities in the survey, it had not as yet formalised what its policy will be in relation to any of these matters, which would include fireworks displays.

As I believe you are aware, the Council has received a request for funding from Stanley Events for a fireworks event they are organising in November. Council will consider the application and decide whether or not to make a grant award at the meeting on 20th September, which will be open to the public.

I believe this response covers the questions you have raised, however, if there are further questions you would like to be asked at the Council meeting please let me know. I have copied your original message and this response to all members of the Council and they will also be circulated with the Council papers so they are on public record.

Yours sincerely

Alan

Alan Shaw
Town Clerk
Stanley Town Council

Civic Hall | Front Street | Stanley | DH9 0NA
Tel: 01207 299109

www.stanley-tc.gov.uk

Question from Robert Scott:

Name: Robert Scott

E-Mail: robertscott@power-scott.co.uk

Subject: Automated External Defibrillator AED

Message: I wonder if the Town Council has considered siting an Automated External Defibrillator (AED) in Stanley. I understand that for every minute which elapses following a cardiac arrest the sufferer's chances of survival reduce by 10%. An AED can be purchased for something in the region of £2,000 . No specific training is necessary. The device is stored in a prominent position & the location can be found via the internet but if the location was made known locally to traders & businesses that would seem to be the best way of "advertising" the availability & location of the AED. You may have seen the green boxes containing an AED in other towns.

I should add I have no personal interest in such a proposal. It just seems to me to be a good use of local taxpayers money

MINUTES of the ORDINARY MEETING OF STANLEY TOWN COUNCIL

Held at The Venue, Stanley on Tuesday 19th July 2016 at 6.30pm

PRESENT: J Nicholson* A Clegg G Graham C Thompson
 W Nixon T Davinson (18:33) R Harrison D Tully
 D Mills D Walker R Ferris L Marshall
 B Nair M Wilkinson

*Chairman

OFFICERS: Alan Shaw (Town Clerk)
 Nicola James (PA to the Town Clerk)
 Derek Shingleton (Finance Manager)

IN ATTENDANCE: 5 members of the public

ABSENT: Cllr C McKee

95 APOLOGIES FOR ABSENCE

Apologies received from Cllrs D McMahon, C Bell, L Elliott, D Marshall and J Charlton were accepted by Council.

96 DECLARATIONS OF INTEREST

Cllrs C Thompson and D Tully declared an interest in Tanfield Lea Partnership.

97 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIRMAN

The Clerk reminded members that they must wait to be recognised by the Chair before speaking.
 The Chair Members waived the requirement for Members to stand whilst speaking due to the heat.
 Nobody was recording the meeting.

98 PUBLIC PARTICIPATION

Simon Green - The Fringe Photographer
 Simon expressed his thanks for the opportunity to work with the Town Council on The Fringe.

Michelle Kindleysides - Dementia Friendly Communities
 Michelle introduced Members to the Dementia Friendly Communities Alzheimer's Society initiative. Members agreed that it would be a good idea for Civic Hall staff to undertake some Dementia Awareness training.

99 CONFIRMATION OF COUNCIL MINUTES

It was proposed by Cllr L Marshall, seconded by Cllr B Nair and **RESOLVED** that the minutes of the Full Council Meeting held on 21st June 2016 be approved as a correct record and signed by the Chair.

It was proposed by Cllr R Harrison, seconded by Cllr G Graham and **RESOLVED** that the minutes of the Extraordinary Meeting held on 5th July 2016 be approved as a correct record and signed by the Chair.

100 **MINUTES OF COMMITTEE MEETINGS**

It was **RESOLVED** that the minutes of the Finance and General Purposes Committee held on 5th July 2016 be **RECEIVED** by Council.

101 **ACCOUNTS FOR PAYMENT AND BANK RECONCILIATION**

It was proposed by Cllr R Harrison, seconded by Cllr A Clegg and **RESOLVED** that the payment of accounts of June 2016 be **APPROVED** and that the bank reconciliation be noted.

102 **BUDGETARY CONTROL**

Members considered the budgetary control report prepared by the Finance Manager and it was **RESOLVED** that no further action was required.

Cllr D Walker requested that a profit and loss account for the Coffee Shop be provided at the next Full Council.

103 **MEMBERS INITIATIVE FUND**

Members **NOTED** the MIF payments report from the Town Clerk and **DECIDED** no action was required.

It was proposed by Cllr W Nixon, seconded by Cllr A Clegg and **RESOLVED** that the amendments to the MIF policy be **APPROVED** and that the policy as adopted be adhered to. Members **APPROVED** the following changes to the policy:

- (i) No funding should be granted retrospectively;
- (ii) All MIFs must be submitted by the end of February and no further payments will be made under the MIF scheme until the next financial year to avoid accounting problems experienced with MIFs being submitted too late to be processed in the correct financial year.
- (iii) MIFs must be resolved within 3 weeks of submission.
- (iv) Amendments to paragraph 3.6 in the policy - to give the Clerk or the Chairman the discretion to refer an application to Full Council in instances where the 'benefit' to Stanley is ambiguous.

104 **STREET TRADING**

It was proposed by Cllr D Mills, seconded by Cllr R Harrison and **RESOLVED** that Members give the Town Clerk authority to lobby DCC on it's behalf for the prohibition on street trading to be lifted in Front Street and for a delegation to be

made to the Town Council to permit us to authorise our own traders for events we have organised and have cleared through SAG.

105 REQUESTS FOR FUNDING

Oxhill Youth Club

It was proposed by Cllr D Walker, seconded by Cllr D Mills and **RESOLVED** that the Town Council will decline to fund the Oxhill Youth Club Pantomime. The Council already provides facilities at the Civic Hall at a heavily discounted rate.

Ball Hockey MIF

It was **RESOLVED** that Council will not fund this MIF application.

Tanfield Lea Partnership

It was proposed by Cllr D Mills, seconded by Cllr R Harrison and **RESOLVED** that £1000 be granted to Tanfield Lea Partnership from the Communications and Events Fun Days budget for their Childrens Fun Day.

North East Horticultural Society

Cllr Joan Nicholson declared an interest.

It was proposed by Cllr D Walker, seconded by Cllr D Mills and **RESOLVED** that the Town Clerk request and examine further information and accounts from the North East Horticultural Society before the Council will release funds the event.

106 USE OF PERSONAL MOBILE PHONES (STAFF)

It was proposed by Cllr R Harrison, seconded by Cllr G Graham and **RESOLVED** that the Council will make a £10 contribution per month to each member of staff using their personal devices for work purposes.

107 CHRISTMAS SHUTDOWN

Members **RESOLVED** that the Christmas shutdown period for the office staff would be as follows:

Friday 23 December	Close at 12:30pm (staff to use half day holiday or TOIL)
Monday 26 December	Closed BANK HOLIDAY
Tuesday 27 December	Closed BANK HOLIDAY
Wednesday 28 December	Closed EXTRA STATUTORY DAY
Thursday 29 December	Closed EXTRA STATUTORY DAY
Friday 30 December	Closed PAID HOLIDAY GRANTED BY COUNCIL
Monday 2 January	Closed BANK HOLIDAY
Tuesday 3 January	Reopen

108 EXCLUSION OF PRESS AND PUBLIC

Council **RESOLVED** 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:
Consideration of awards to members of the public. To protect privacy of those individuals.*

109 CHAIRMAN'S AWARDS

Members **RESOLVED** that the nominations put forward be approved.

110 DATE, TIME AND VENUE OF NEXT MEETING

Tuesday 20th September 2016, 18:30 at Stanley Civic Hall

MINUTES of the EXTRA-ORDINARY MEETING OF STANLEY TOWN COUNCIL
Held at Stanley Civic Hall, Front Street, Stanley on Thursday 28th July 2016 at 1.00pm

PRESENT: J Nicholson* A Clegg G Graham W Nixon
 R Harrison C Bell L Elliott D Marshall
 D Mills D Walker R Ferris L Marshall
 M Wilkinson

*Chairman

OFFICERS: Nicola James (PA to the Town Clerk)

IN ATTENDANCE:

111 APOLOGIES FOR ABSENCE

Apologies received from Cllrs D McMahon, D Tully and J Charlton were accepted by Council.

Cllrs T Davinson, C McKee, C Thompson and B Nair were absent.

112 DECLARATIONS OF INTEREST

None.

113 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIRMAN

None.

114 PUBLIC PARTICIPATION

There were no members of the public in attendance at this meeting.

115 EXCLUSION OF PRESS AND PUBLIC*

*Members recording the proceedings stopped at this point.

Council **RESOLVED** 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:
Staffing Matter.*

116 AUTHORITY TO RECRUIT

Following a discussion, it was proposed by Cllr L Marshall, seconded by Cllr D Mills and **RESOLVED** that the Town Clerk be granted authority to recruit a replacement Community Services Officer following the resignation of the current post holder.

117 **DATE, TIME AND VENUE OF NEXT MEETING**

Tuesday 20th September 2016, 18:30 at Civic Hall (Ordinary Meeting)

MINUTES of the PLANNING COMMITTEE MEETING OF STANLEY TOWN COUNCIL

Held at Stanley Civic Hall, Front Street, Stanley on Tuesday 30th August 2016 at 6.30pm

PRESENT: Cllr W Nixon* Cllr G Graham Cllr J Nicholson Cllr R Harrison
Cllr R Ferris

*Chairman

OFFICERS: Alan Shaw (Town Clerk)

OTHERS IN ATTENDANCE: 1 Members of the public

118 APOLOGIES FOR ABSENCE

Apologies received from Cllr C Thompson were accepted by the Committee

119 DECLARATIONS OF INTEREST

None.

120 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIRMAN OR TOWN CLERK

The Town Clerk noted that no one was recording this meeting.

121 PUBLIC PARTICIPATION

None.

122 CONFIRMATION OF MINUTES

It was **RESOLVED** that the Committee approve the minutes of the Planning Committee meeting held on 14th June 2016.

123 PLANNING APPLICATIONS

Committee **OBJECTED** to the proposal to remove conditions permitting late opening of the former Hibernian Club premises.

Members discussed the proposals for the former Sandhole Club in New Kyo and asked the Town Clerk to support the New Kyo partnership with arranging a meeting between interested residents and the developer to discuss the scheme in more detail.

124 DATE, TIME AND VENUE OF NEXT MEETING

To be confirmed.

MEMBER'S INITIATIVE FUND

Application Form 2016 – 2017



Complete pages 1,2 and 6

1.	COUNCILLOR/S (providing funding):
2.	PROJECT NAME: Fireworks Festival
3.	TOTAL COST OF PROJECT: £16565
3.1	AMOUNT REQUESTED (from STC): £9520
4.	<p>APPLICANTS DETAILS:</p> <p>Delivery Organisation: Stanley Events _____</p> <p>Project Manager / Monitoring Officer: ____Anna Marshall_____</p> <p>Position Held in Organisation: Development Manager _____</p> <p>Telephone Number: 01207 239 227 _____</p> <p>Address: Stanley Community Football Centre, Tyne Road, Stanley, Co. Durham. DH9 6PZ</p> <p>Email Address: anna@stanleyevents.co.uk</p> <p>Bank Sort Code: 30-92-79</p> <p>Bank Account Number: 34403568</p>
5.	<p>BRIEF PROJECT DESCRIPTION, ITS OBJECTIVES / EXPECTED OUTCOMES & STC WARDS TO BENEFIT FROM THE PROJECT:</p> <p>Since 2012 Stanley Events, a non for profit social enterprise, has continued to develop an annual fireworks festival as a free event for the local area. The display has continued to grow and over recent years has attracted over 9000 people per year. The event is highly regarded and visitor feedback from the event through our social media, independent research and word of mouth has been extremely positive. We continue to develop our staff base from local people, currently having trained and employed over 60 local people to support the delivery of our events and those we are contracted to support. The event has an excellent safety record and is well regarded by local partners. The event is not only a great evening out but provides an official display, ensuring that an organised display helps prevent smaller un-official displays and reducing risks to the wider public.</p> <p>Stanley Events are committed to providing a free festival in Stanley, however as the event becomes</p>

	increasingly more popular the costs of ensuring the safety of the event continue to rise as staffing and traffic management become increasingly important. The costs for this year's event are listed below and provide for a 22minute choreographed display to music, children's entertainment and live music.		
6.	ELEMENTS OF THE PROJECT AND A BREAKDOWN OF THE COSTS:		
	PR & Traffic management	£ 1620	
	Staffing	£ 2505	
	Site equipment – toilets, waste & removal, site cabin, firefighting equipment, tower lights and fencing	£ 2120	
	Site re – instatement	£800	
	Fireworks, staging and permissions	£ 9520	
		£	
6.1	PLEASE ATTACH A QUOTE / EVIDENCE OF COSTINGS TO THIS APPLICATION <i>(i.e. letter headed quote or price list from reputable supplier)</i> Done <input type="checkbox"/>		
7.	DETAILS OF ANY FINANCIAL ASSISTANCE THAT HAS BEEN SOUGHT / OBTAINED FROM OTHER BODIES:		
7.1	NAME OF ORGANISATION	AMOUNT £	CONFIRMED IN WRITING? YES / NO
	Stanley Events – Management, supervision, SAG application,	4654	yes
8.	HAS THIS ORGANISATION PREVIOUSLY APPLIED TO STC FOR FUNDING? Yes / <input type="checkbox"/> No <input type="checkbox"/> PLEASE PROVIDE DETAILS BELOW: Previous fireworks festival, Christmas festivals and Music Festivals.		
9.	ELECTED MEMBER'S DECLARATION:		
9.1	Member's involvement with the project <i>(if any)</i> :		
9.2	Member's declaration of interest <i>(if any)</i> :		
9.3	Is the interest referred to on the latest registration of your interests (ROI) form? Yes <input type="checkbox"/> No <input type="checkbox"/>		
10.	Signed (Councillor/s)	Date	

11.	Approved by (RFO)	Date
12.	Approved by (Chair of STC)	Date

1. Conditions of funding

1) Simplified Terms and Conditions:

- a) Your application sets out full details of the estimated eligible costs. Funding will only be payable in respect of money spent on the approved project. Any money spent prior to the date of any Funding Offer may be ineligible. The funding must be spent within 6 months of receipt of the funding.
- b) Any significant change to the project as described in the application must be agreed in advance by the Responsible Finance Officer.
- c) Stanley Town Council reserves the right to vary the amount of funding payable where there have been such changes.
- d) Stanley Town Council reserves the right to reduce the amount of funding if the total amount spent on the project is less than the estimated total in the Funding Offer.
- e) A monitoring report must be submitted within 6 months of the date of receipt of funding. The monitoring form will be sent to you with payment, and it is designed to collect financial and non-financial details to enable progress to be monitored.

2) Eligible Project Costs:

- a) The delivery organisation agrees that the funding must be used on the Project and must not be used for:
 - i. Payment for unfair dismissal or redundancy to staff.
 - ii. Expenditure on activities of a political or exclusively religious nature.
 - iii. Expenditure supported from other sources (for example: the total cost of the Project must not be less than the total of ALL Grants, Offers of Funding etc towards its cost).
 - iv. Expenditure on works or activities which any other person or organisation has a statutory duty to undertake.
 - v. Recoverable VAT.
 - vi. Any liability arising out of negligence.

- b) The delivery organisation should contact the RFO at Stanley Town Council (01207 299 109) if there is any doubt as to whether a particular cost is eligible to be paid out of the funding.

3) Breach of Conditions and Recovery:

- a) Stanley Town Council may also reduce, suspend or withhold funding or require all or part of the funding to be repaid, if it is believed that:
 - i. The funding has not been used for the purposes for which it was given.
 - ii. The application form was completed dishonestly or the supporting documents gave false or misleading information.
 - iii. Insufficient measures are being taken to investigate and resolve any reported irregularity.
 - iv. There are reasonable grounds to believe that it is necessary to protect public money.
 - v. There are any other reasons why continuing to fund the Project would be undesirable.

4) Maintaining Records:

- a. The delivery organisation must keep accurate records of activities and outcomes achieved by the project.
- b. These must be available for inspection at any reasonable time by Stanley Town Council.
- c. Up to date accounts must be kept with all invoices, receipts and other relevant documents relating to a claim for payment, such that a clear audit trail can be followed. These must be made available for inspection at any reasonable time.
- d. All receipts for spend must be copied and returned with the claim and monitoring forms when requested; (please only supply copies, not the original receipts).

5) Publicity:

- a. The delivery organisation must ensure that appropriate publicity is given to the approved project wherever practicable by:
 - i. Drawing attention to the benefits and opportunities afforded by the scheme.

- ii. Appropriate reference to the Stanley Town Council funding should be included on any related literature and publicity associated with the project e.g. annual report, posters etc. (with evidence provided to STC).
- iii. Digital photographs shall be provided (and other audio/visual material if applicable) for use in future Town Council publications such as Town Council News and/or the website etc.

6) Other Matters:

- a. The delivery organisation should ensure that it and anyone acting on its behalf complies with the law for the time being in force in the United Kingdom and in particular:
 - i. Takes all necessary steps to secure health, safety and welfare of all persons involved in the project.
 - ii. Does not unlawfully discriminate against any person on the grounds of sex, disability, race, age or faith.
- b. The delivery organisation should ensure that the project has the necessary authority (legislative or otherwise) for the activity proposed.

7) Insurance:

- a. The delivery organisation will maintain adequate appropriate insurance at all times.
- b. The delivery organisation must keep any assets acquired by the funding in good repair and must make sure that it has adequate insurance for all of them.

8) Financial Arrangements:

- a) The delivery organisation should have a bank account in its own name, or obtain written agreement from STC to use another organisation as an 'accountable body'. Appropriate arrangements should be in place for the management and administration for this account.
- b) The delivery organisation may be required to provide Stanley Town Council with details of all income or profit received in respect of the project.
- c) The delivery organisation must seek advice from the Responsible Finance Officer (01207 299 109) if financial problems appear likely or are actually experienced.

- d) When purchasing equipment and supplies, services etc. the delivery organisation should ensure that it is able to obtain value for money.

2. Acceptance of Funding Award / Offer of Financial Support:

- a) Any queries regarding this offer letter should be referred to the Town Council's Responsible Finance Officer.
- b) Please sign below to show that you have read and understood the Conditions of Funding above

Name _____ Signature _____

- c) Please specify to whom the cheque/s should be made payable

- d) A copy of these Conditions will be sent to you with your cheque



Stanley Events
Stanley Community Football Centre
Tyne Road, Stanley
DH9 6PZ

Dear Alan,

RE: Funding request towards Stanley Fireworks Festival 2016

Please see below a funding breakdown and proposal for the 2016 Fireworks Festival.

Since 2012 Stanley Events, a non for profit social enterprise, has continued to develop an annual fireworks festival as a free event for the local area. The display has continued to grow and over recent years has attracted over 9000 people per year. The event is highly regarded and visitor feedback from the event through our social media, independent research and word of mouth has been extremely positive. We continue to develop our staff base from local people, currently having trained and employed over 60 local people to support the delivery of our events and those we are contracted to support. The event has an excellent safety record and is well regarded by local partners. The event is not only a great evening out but provides an official display, ensuring that an organised display helps prevent smaller un-official displays and reducing risks to the wider public.

Stanley Events are committed to providing a free festival in Stanley, however as the event becomes increasingly more popular the costs of ensuring the safety of the event continue to rise as staffing and traffic management become increasingly important. The costs for this year's event are listed below and provide for a 22minute choreographed display to music, children's entertainment and live music.

PR & Traffic

Including; Marketing, Publicity, Resident Engagement, Traffic Management

Costs £1620

Staffing Costs

Including; SIA, Stewards, Event's Safety Officer, Control Room, Site Assembly, Site Dismantle and litter picking, radio hire.

Costs £2505

Site Equipment

Including; Gazebo's, Generators, Crowd Control Barrier, Toilets, Waste & removal, Fire Fighting Equipment, Tower Lights.

Costs £2120

Site Re-Instatement

Costs £800

Fireworks, Staging, Permissions

Including; Fireworks, PA System, Staging, Compere, Event Insurance, First Aid

Costs £9520

Stanley Events Contribution as *match funds*

Management, Supervision, SAG application, Licenses, Administration

Costs already secured £4654.50

Total Fundraising target required £16,565.00

Total match currently secured £4654.20

Stanley Events would like Stanley Town Council to consider funding the 2016 fireworks festival so that the popular event can remain free for families cross our local area.

Please do not hesitate to contact me if you would like to discuss the proposal further.

Kind Regards,

Anna Marshall
Stanley Events
anna@stanleyevents.co.uk
07879810960

From: Carl Marshall <carl@stanleyevents.co.uk>
Date: Thursday, 19 May 2016 at 11:35
To: Alan Shaw <alan.shaw@stanley-tc.gov.uk>
Cc: Anna Marshall <anna@stanleyevents.co.uk>
Subject: Fireworks Proposal

Hi Alan

Please see attached a proposal for this year's fireworks festival.

Anna will be more than happy to sit down and discuss anything that needs clarification.

Thanks
Carl



CURRENT - MIF
Applica...NS.doc



From: Alan Shaw alan.shaw@stanley-tc.gov.uk
Subject: Re: Fireworks Proposal
Date: 19 May 2016 at 12:10
To: Carl Marshall carl@stanleyevents.co.uk
Cc: Anna Marshall anna@stanleyevents.co.uk

Carl,

I acknowledge receipt of your message.

As this is an application for grant funding could you please complete and return the funding application form and also supply a copy of the company's most recent set of annual accounts.

Could you also expand on the application: The supporting text refers to children's entertainment and live music but there is no breakdown of costs or detail for these.

As I write, you will be aware that the Town Council did not make provision in the budget for a fireworks display in 2016/17. However, I am aware (as I am certain you are) that the fireworks event was popular with residents when we conducted a community survey earlier this year. We have published the results of our survey on our website.

The Council will be holding an extraordinary meeting in early June this year to consider how to respond to the results of the survey and may (or may not) decide to review the budgets at this time. I will obviously make members aware that your application has been received upon receipt of the completed grant funding form.

In terms of the document as it stands, I would offer the following feedback: The breakdown of funding includes the following: Radios, Gazebo's, Generators, Crowd Control Barrier, Toilets Fire Fighting Equipment, Tower Lights. Staging.

It is my understanding (and most if not all members of the Council will have the same view, I suspect) that Stanley Events already owns most if not all of these things. The Council may wish to know why funding is being requested for assets that the company already has in its possession (the same items appear on previous funding applications). Could you clarify why funding is being requested for these items.

I look forward to hearing from you.

Kind Regards

Alan

Alan Shaw
Town Clerk
Stanley Town Council

Civic Hall | Front Street | Stanley | DH9 0NA
Tel: 01207 299109

www.stanley-tc.gov.uk

From: Anna Marshall anna@stanleyevents.co.uk
Subject: Fireworks 2016
Date: 20 July 2016 at 12:39
To: Alan Shaw alan.shaw@stanley-tc.gov.uk



Hi Alan

Please see attached our application for Funding towards the Firework Festival this November. In response to your question as to why we request funding for items we already own:

Stanley Events equipment needs to be repaired, replaced and maintained on a regular basis. As company we also incur costs for transporting the equipment as well as staff to assemble it. So, unfortunately we are not able to offer these without any cost attached. Hope this can help answer your question.

Many thanks

Anna



FireworksMIF20
16.doc

Email from Cathrine Baker:

Name: Cathrine Baker
Subject: Fireworks Display

Message: I'd just like to say how much my family enjoyed last years fireworks display! As a mum with a low income, and no means to get around apart from buses, its great to have a display so close to home, and of course its free which is always a bonus! We are highly anticipating this years display.

Email from Emily White:

Name: Emily White
Subject: Stanley Fireworks Display at Oakies Park

Message: Alan Shaw/STC

Just a short note to state it would be wonderful if funding could be provided to hold the annual fireworks display at Oakies park. We have taken our children each year and they thoroughly enjoy it. It is an amazing event and enjoyed by all local residents. I understand this is being discussed at a meeting on 20th Sep and I would luv this to be held for Stanley residents again. It is so important that our children have these experiences and opportunities.

Thank you for your time with this matter, it really is appreciated.

Emily White

Email from Emma Thomas:

Name: Emma thomas
Subject: Alan Shaw

Message: Fao Alan Shaw

Please can we have funding for fireworks at Stanley again this year. I have 5 kids and don't drive. They would be heartbroken to miss out as would many other children in Stanley

Email from Adele King:

Name: Adele
Subject: Free fireworks display at Oakes

Message: I have been going to this event every year since it started. I have brought up 4 kids and 4 grandkids to this event. They thoroughly look forward to it every year come rain hail snow whatever the weather. This event is free and thousands of Stanley folk attend young and old for some (on the dole) it's the only way they can afford to take their kids to see something as

Item 7 - ATTACHMENT G

spectacular as this. It has been the talk of the town of how good it is and for many weeks after the event I have friends coming from Edinburgh just to come see this event. Don't take away the few joys Stanley has left. Give the community what they want and expect (including me my family and distant friends) Stanley town council has a display on in Chester-le -street and I see its £5 per person that is something a single mother with two kids could not afford and people from Stanley most could not attend due to transport issues . Please keep the firework display going for as many years as you can. I've been to a few in the past but nothing can compare to the firework event at Oakes.

Email from Victoria Bell:

Dear Alan,

I hope this email finds you well.

I have noticed that you are starting to advertise for the firework event at oakies park this year. I am a resident of Whinside Stanley and would like to know if there will be anyone stopping people parking on the estate as you do with all the private estates around the park, as the last two years we have been unable to park anywhere near our house and received nothing but verbal abuse when asking people if they would move there cars.

I would be grateful if you could advise how you are going to manage this problem this year, or alternatively point me in the right direction to someone who can help.

Many thanks for your help in advance.
Victoria Bell

Email from Lewis Christie:

Evening Alan,

Just a quick email regarding Tuesday 20th September at 6:30PM

I believe Stanley should host another "FREE" fireworks festival at Oakies Park in November. The event has grown since 2013 when it first was funded by STC it should make you`s as a parish council proud for the area as it brings thousands of people together not just from the Stanley Area but right across the north east and is one of the best FREE events in the region.

P.S I will be attending the meeting however I would like your permission to go "LIVE" on my Facebook page for the people wont be able to attend the meeting, I hope that is alright.

Link below of site that is proposed to go live on

Could you send an agenda too please.

"MY VIEWS ARE MY OWN"

<https://www.facebook.com/Stanleycountydurham>

Thank You for reading this ha

Kind Regards

Lewis Christie

Email from Christine McGeorge:

Alan

In response to the fb message from Carl Marshall – below

So...if you are one of the people who think this should be an event that Stanley Town Council puts some funding into I would suggest the best way to make this known is to contact them. We need to remember that this event is one of the only organised displays in the area. All others have admission fees of around £5 per person. This event and the Music Festival support local people, provide training and jobs locally as well as a really great display that everyone can afford to go to. The event will go ahead without town council funding but whether it is at the same level or without entry fees every year remains to be seen without the extra support. The decision has not yet been made to "Not fund" this and the music festival but there has been a recommendation made that they do not. This has to be agreed at a full council meeting. If you would like to see the event continue in its current format you can make your opinions known by emailing the Town Clerk alan.shaw@stanley-tc.gov.uk or writing to them at the Civic Hall. The other chance is to attend the public full council meeting on Tuesday 27-Oct at the Civic Hall. I am Double checking the time. Again can I repeat. I do not intend this to be a place to engage in arguments so if you support it send a nice polite Email or letter and tell the Council that you think its important to Stanley! Thanks all :)

There is clearly some long standing/ongoing concern around STC's continued funding of Stanley Events.

I do not understand why as I feel that the events have been a success.

However I do think that if STC intend to fund then they should have, and make public a full breakdown of all costs submitted by STC and be very clear on why the funding has been given or not

This is fast becoming a poison chalice

Kind Regards

Christine McGeorge



Accounts for Payment and Bank Reconciliation

Prepared for: Town Council, 20 September 2016

Prepared by: Derek Shingleton, Finance Manager

Date of Report: 13 September 2016

BACKGROUND

1. In order to demonstrate effective internal control arrangements and comply with Financial Regulations, the Council is required to approve all payments made.

PAYMENTS MADE

2. This report provides the latest details of all invoices and other liabilities paid by the Council by cheque, direct debit and using the Council's debit card. The last report, to the Council meeting in July, included payments by cheque up to cheque number 102163. Details of direct debit and debit card payments were provided up to 30 June 2016.
3. I now include a statement of payments made by cheque (up to cheque number 102279), and by direct debit and debit card for the month up to 31 August 2016 (ATTACHMENT I).
4. The statement is produced directly from the RBS Omega system, and combines payments by cheque, card and direct debit.
5. I have also included a summary of income received for information (ATTACHMENT J), and this is also produced directly from the new accounting system.

BANK RECONCILIATION

6. I include here information on our current account balance (reconciled with the Omega accounting system by taking into account unpresented cheques and cash in transit), and the interest earning account. The purpose of taking the actual bank balance at the end of a month and then adjusting for cheques not yet presented (and any cash in transit where appropriate) is to provide reassurance that the accounting records of the Council and the bank account both agree to the same figure, indicating that all transactions have been accounted for.
 7. Details are as follows (copies of bank statements at the end of the period are attached as ATTACHMENTS K and L to confirm the figures). I have used the starting balance as at 31 March 2016.
-

Active Saver Account

Balance at 31 March 2016	£470,000
Add:	
Precept & Grant - April 2016	£397,831
	<u>£867,831</u>
Less:	
Transfer on 7 April 2016	(£30,000)
Transfer on 26 April 2016	(£25,000)
Transfer on 16 May 2016	(£12,831)
Transfer on 23 May 2016	(£40,000)
Transfer on 31 May 2016	(£20,000)
Transfer on 20 June 2016	(£70,000)
Transfer on 3 August 2016	(£25,000)
Transfer on 16 August 2016	(£10,000)
Transfer on 23 August 2016	(£25,000)
Balance at 31 August 2016	<u>£565,000</u> =====

Current Account

Balance at 31 August 2016	£13,540.48
Less:	
Unpresented Cheques (see attached ATTACHMENT M)	£18,225.41
Add:	
Cash in Transit	£1,464.44
	<u>(£3,220.49)</u> -----

TOTAL Balances at Bank £561,779.51
=====

Total in Omega Accounts (Code 200) – including invested sum
(trial balance included as ATTACHMENT N to confirm figures) £561,779.51
=====

8. The above shows that, at 31 August 2016, the Council's bank balances totalled £561,779.51 after cheques amounting to £18,225.41 are presented and cash receipts of £1,464.44 are banked.

STANLEY TOWN COUNCIL

9. An additional reconciliation statement is shown below. The situation shown in the summary below is the true position. Unfortunately, the reconciliation statement produced by Omega and shown as attachment G does not reflect this. I am having difficulty reconciling income and sundry debtor receipts. You will see in the list of receipts (attachment D) that there is a column shown as Debtors. The figures in this column reflect income received in response to the issuing of a debtor. If the weekly income sheets do not clearly indicate that an item of income is a debtor payment, there is a risk that I will account for it as cash income and it will be counted twice. I am looking at each debtor receipt since May and the situation will be resolved before I leave the Council.

RECOMMENDATION

10. I would **RECOMMEND** that Members:

- a) Approve the payments as detailed in Attachment I;
- b) Note the total balances at the bank at 30 June 2016;
- c) Note the bank balances and Omega accounting figures both agree, indicating that all transactions are properly accounted for.

FINANCIAL IMPLICATIONS

11. There are no financial implications arising directly from the Report

LEGAL IMPLICATIONS

12. There are no legal implications arising directly from the Report

BANK RECONCILIATION

Balance at 30 June 2016:

Current Account		£39,796.93
Saver Account	<u>£670,000.00</u>	£709,796.93
Less:		
Unpresented Cheques – June		£19,437.00
Add:		
Cash in Transit – June		(£1,732.00)

		£692,091.93
Add:		
Income Received – July		£18,150.98
Income Received – August		£24,137.36

		£734,380.27
Less:		
Direct Debits & Card Payments – July	£42,423.16	
Cheques Drawn – July	<u>£45,001.14</u>	£87,424.56
Direct Debits & Card Payments - August	£39,358.45	
Cheques Drawn – August	<u>£45,817.85</u>	£85,176.30

Balance as per Trial Balance (Code 200)		£561,779.51
Add:		
Unpresented Cheques – August		£18,225.41
Less:		
Cash in Transit – August		(£1,464.44)

CURRENT BALANCE – 31 August 2016		£578,540.48
		=====
Current Account		£13,540.48
Saver Account		£565,000.00

		£578,540.48
		=====

At : 10:21

Current Bank A/c

List of Payments made between 01/07/2016 and 31/07/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
14/07/2016	Tyneside Food Service	DD03 019	377.44	DD03 019	Coffee Shop supplies
14/07/2016	Tyneside Food Service	DD03 019	-377.44	DD03 019	Coffee Shop supplies
01/07/2016	Lanchester Dairies	DD04 001	33.80	DD04 001	Milk
01/07/2016	Vodafone	DD04 002	54.99	DD04 002	Mobile Phones
01/07/2016	ITC Service Ltd	DD04 003	10.80	DD04 003	Printer Maintenance
01/07/2016	Civic Hall Petty Cash	DD04 004	200.00		Top up
04/07/2016	Amazon	DD04 005	12.99	DD04 005	Santa Claus outfit
04/07/2016	Barclays Bank	DD04 014	160.24	DD04 014	Bank charges
04/07/2016	Norton Security	DD04 010	54.99	DD04 010	Internet security
04/07/2016	Facebook	DD04 009	38.77	DD04 009	Promotion
04/07/2016	Facebook	DD04 012	155.58	DD04 012	Promotion
04/07/2016	Amazon	DD04 006	16.91	DD04 006	Cake plate covers x 2
04/07/2016	Amazon	DD04 007	25.46	DD04 007	3xladies Elf costumes
04/07/2016	Amazon	DD04 008	26.38	DD04 008	Santa Claus costume
04/07/2016	Booker	DD04 013	1,101.12	DD04 013	Alcohol, soft drinks
04/07/2016	Booker	DD04 011	129.46	DD04 011	Bar supplies
06/07/2016	Amazon	DD04 015	12.36	DD04 015	Loyalty Card rubber stamp
07/07/2016	205 Battery, 101 Regiment RA	102164	1,137.92	04 001	Supplies, donation
07/07/2016	AA Flags Ltd	102165	187.20	04 002	Gay Pride Flag
07/07/2016	Aford Awards	102166	62.25	04 003	Teardrop Crystal with Box
07/07/2016	Astravaganza Entertainment	102167	2,654.00	04 004	West Side Story ticket sales
07/07/2016	Caffe Vinci	102168	116.14	04 005	Hot chocolate, tea,
07/07/2016	J Clark Amusements	102169	1,750.00	04 006	Hire of stage etc, land train
07/07/2016	Craghead Village Hall	102170	65.00	04 007	Hire of Craghead Village Hall
07/07/2016	Suzanne Gill	102171	232.00	04 008	Suzanne Gill ticket sales
07/07/2016	Henderson Environmental Serv	102172	5,496.00	04 009	Supply/install acoustic doors
07/07/2016	Hopwells	102173	64.06	04 010	Bread, cakes
07/07/2016	ITC Service Ltd	102174	376.52	04 011	Copying charges
07/07/2016	JRB Enterprise Ltd	102175	1,116.70	04 012	126000 Dog Bags
07/07/2016	Lanchester Events Ltd	102176	395.00	04 013	Buffet 20 June for customer
07/07/2016	LWC North East	102177	1,235.32	04 014	Beer, lager
07/07/2016	Main Brothers DIY	102178	100.48	04 015	Screws, brushes, knife, glue
07/07/2016	Medics UK	102179	215.00	04 016	Medical cover
07/07/2016	Newsquest Media Group	102180	99.56	04 017	Advertiser-2 June
07/07/2016	Normans of Billingham Ltd	102181	55.96	04 018	Teab bags
07/07/2016	Pioneer Foods	102182	346.26	04 019	Credit - Jam portions
07/07/2016	SLCC Enterprises	102183	82.80	04 020	SLCC Roadshow
07/07/2016	Technogrid Ltd	102184	96.00	04 021	Cash register maintenance
07/07/2016	VONNE	102185	32.50	04 022	FINE Guide
07/07/2016	Washington Supplies	102186	506.78	04 023	Towels, cloths, gloves, soap e
07/07/2016	Paul Watson	102187	75.00	04 024	Face painting
07/07/2016	Npower	DD04 016	1,273.06	DD04 016	Electricity to 31 May
08/07/2016	Lanchester Dairies	DD04 017	21.40	DD04 017	Milk

At : 10:21

Current Bank A/c

List of Payments made between 01/07/2016 and 31/07/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
08/07/2016	DCC	DD04 018	774.00	DD04 018	Rates
08/07/2016	Adobe Creative	DD04 019	14.29	DD04 019	Software
08/07/2016	Adobe ID Creative	DD04 020	23.99	DD04 020	Software
08/07/2016	Paypal Ebay	DD04 021	54.27	DD04 021	150 Sash Chair Bows
08/07/2016	Booker	DD04 022	911.68	DD04 027	Alcohol, food, sweets, juices
11/07/2016	Post Office	DD04 023	64.00	DD04 023	Stamps
13/07/2016	UK Wristbands	DD04 025	110.83	DD04 025	Wristbands
13/07/2016	Ascot Wholesale	DD04 024	17.22	DD04 024	Disposable wine glass set
14/07/2016	Miko Coffee	102188	99.17	04 025	Coffee Espresso beans
14/07/2016	Nisbets	102189	671.79	04 026	Flykiller, chopping brds, sign
14/07/2016	Strike While the Irons Hot	102190	69.95	04 027	Wash/iron table cloths
14/07/2016	Dark Matter Events Ltd	102191	1,200.00	04 028	Retro Game hire
14/07/2016	Tynesdie Food Service	DD04 026	256.76	DD04 026	Food
14/07/2016	Ramside Hall Hotel	DD04 027	135.81	DD04 027	Accommodation
14/07/2016	Ramside Hall Hotel	DD04 028	289.62	DD04 028	Accommodation
15/07/2016	Lanchester Dairies	DD04 029	16.90	DD04 029	Milk
15/07/2016	Microsoft	DD04 030	35.00	DD04 030	Office 365 licence
15/07/2016	Royal Mail	DD04 034	2,939.20	DD04 034	Delivery of Stanley Life
15/07/2016	Virgin Trains	DD04 031	97.85	DD04 031	Rail tickets
15/07/2016	Paypal Garibaldy	DD04 032	100.00	DD04 032	Fees for buffet preparation
15/07/2016	The Moorings Hotel	DD04 033	160.00	DD04 033	Accommodation
15/07/2016	Royal Mail	DD04 054	864.47	DD04 054	Adjustment of cancellation chg
15/07/2016	Royal Mail	DD04 034	-1,728.94	DD04 034	Adjustment of cancellation chg
18/07/2016	BT	DD04 035	26.88	DD04 035	01207 281376
18/07/2016	Amazon	DD04 036	2.45	DD04 036	Santa's white gloves
18/07/2016	Amazon	DD04 037	13.98	DD04 037	Holiday wall planner 2017
18/07/2016	Amazon	DD04 038	18.98	DD04 038	Santa Claus beard and wig
18/07/2016	Amazon	DD04 041	212.20	DD04 041	4 Door Steel Lockers (2)
18/07/2016	Booker	DD04 040	135.35	DD04 040	Soft drinks, biscuits, supplies
18/07/2016	Booker	DD04 039	57.58	DD04 039	Bar supplies
19/07/2016	4imprint Direct Ltd	102193	916.26	04 030	Frisbees, Yo-yos, Notebooks
19/07/2016	Butterwick Trees CIC	102194	9,963.49	04 031	Environmental Caretakers
19/07/2016	J Clark Amusements	102195	1,120.00	04 032	Hire of portable toilets
19/07/2016	Durham County Council	102196	3,210.42	04 033	Weighbridge - June 2016
19/07/2016	Graphic Print	102197	58.00	04 035	Annual Ganesh leaflets
19/07/2016	JG Uniforms	102198	238.92	04 036	Blouses, t shirts, polo scarf,
19/07/2016	Nisbets	102199	34.72	04 037	Espresso machine cleaner
19/07/2016	Normans of Billingham Ltd	102200	389.69	04 038	Batteries
19/07/2016	Pioneer Foods	102201	64.94	04 039	Butter, cheese, crisps, scones
19/07/2016	Queen Bea Mobile Vintage Tea R	102202	475.00	04 039	Cake plus drink x 100
19/07/2016	Paul Watson	102203	125.00	04 040	Face painting, bouncy castle
19/07/2016	Autobots Entertainment	102192	250.00	04 029	Hire-Optimus Prime/Bumblebee
19/07/2016	DCC	DD04 042	9,964.82	DD04 042	Salaries Deductions - June

At : 10:21

Current Bank A/c

List of Payments made between 01/07/2016 and 31/07/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
20/07/2016	Worldpay	DD04 043	82.06	DD04 043	Card transaction fees
20/07/2016	Worldpay	DD04 044	51.98	DD04 044	Card transaction fees
20/07/2016	Fortnum and Mason	04 045	157.95	04 045	Gift
21/07/2016	Barclays	DD04 046	500.00	DD04 046	Expenses
21/07/2016	Print 24	DD04 047	184.58	DD04 047	Glossy art paper
21/07/2016	Booker	DD04 048	562.14	DD04 048	Alcohol, sweets, soft drinks
22/07/2016	Barclays	DD04 050	250.00	DD04 050	Expenses
22/07/2016	Civic Hall Petty Cash	DD04 050	250.00		Top up Civic Hall petty cash
23/07/2016	Lanchester Dairies	DD04 049	33.80	DD04 049	Milk
25/07/2016	Amazon	DD04 051	5.98	DD04 051	Microphone holder/clamp
25/07/2016	Amazon	DD04 052	24.74	DD04 052	Microphone stand
25/07/2016	Paypal	DD04 053	50.95	DD04 053	Sash bow and table runner
25/07/2016	Ramside Hall Hotel	DD04 055	240.90	DD04 055	Accommodation
25/07/2016	Booker	DD04 054	132.34	DD04 054	Bread, soft drinks
25/07/2016	Booker	DD04 054	21.59	DD04 054	Deep Fill Hinged Sandwich Wdg
26/07/2016	BOC	DD04 056	45.90	DD04 056	Suregas, suremix
26/07/2016	Ingram Sounds	04 056	1,051.26	04 056	MIF 459-This is Stanley
26/07/2016	Cult Event Management	102204	325.00	04 042	T Molloy
26/07/2016	Cult Event Management	102205	310.00	04 041	Supplies,facebook,expenses
26/07/2016	Cult Event Management	102206	1,625.00	04 043	Tardis,star trek,star wars etc
26/07/2016	Durham County Council	102207	426.00	04 044	Rates - August
26/07/2016	FX Productions	102208	139.97	04 045	MMA - 2 July
26/07/2016	Geordies Signs	102209	43.20	04 046	Loyalty card 500
26/07/2016	ITC Service Ltd	102210	314.04	04 047	Router, network maint, backup
26/07/2016	Medics UK	102211	263.50	04 048	Medical cover - 26 June
26/07/2016	Newsquest Media Group	102212	114.00	04 049	NE Weekend-16 July
26/07/2016	Pioneer Foods	102213	712.63	04 050	Ice Cream tubs
26/07/2016	Rent a Reindeer	102214	1,500.00	04 051	Reindeer display-4 December
26/07/2016	Solar 1 Electrical Ltd	102215	330.00	04 051	Box lids for light fitting
26/07/2016	South Stanley Partnership	102216	50.00	04 053	Hire of tables
26/07/2016	Stanley Events Ltd	102217	880.00	04 054	Stewards, radios, fencing
26/07/2016	Timeless Theatre Academy	102218	1,531.00	04 055	One Night Only ticket sales
27/07/2016	DCC	DD04 057	20,145.17	DD04 057	Salaries - July
28/07/2016	Barclays Bank	DD04 058	500.00	DD04 058	MIF 369-Catchgate Youth Cafe
29/07/2016	Lanchester Dairies	DD04 059	16.90	DD04 059	Milk
29/07/2016	Vodafone	DD04 060	55.10	DD04 060	Mobile Phones
29/07/2016	Booker	DD04 062	13.58	DD04 062	Hot dogs
29/07/2016	ECCS	DD04 061	200.00	DD04 061	Buffet - This is Stanley
Total Payments			87,424.56		

At : 10:22

Current Bank A/c

List of Payments made between 01/08/2016 and 31/08/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
15/08/2016	Royal Mail	DD04 034	-864.47	DD04 034	Adjustment of cancellation chg
15/08/2016	Royal Mail	DD04 054	864.47	DD04 054	Adjustment of cancellation chg
15/08/2016	Booker	DD04 054	-21.59	DD04 054	Deep Fill Hinged Sandwich Wdg
25/08/2016	Booker	DD04 054	21.59	DD04 054	Deep Fill Hinged Sandwich Wdg
01/08/2016	ITC Service Ltd	DD05 001	10.80	DD05 001	Printer maintenance
01/08/2016	Norton Security	DD05 002	54.99	DD05 002	Antivirus software
01/08/2016	Booker	DD05 003	96.81	DD05 003	Coffee shop food
02/08/2016	Philip Niall t/a Falconry Acad	102220	175.00	05 001	Birds of Prey & falconry
02/08/2016	JG Uniforms	102222	257.76	05 002	Shirts, blouses
02/08/2016	ITC Service Ltd	102223	82.68	05 003	Managed service
02/08/2016	LWC North East	102224	550.03	05 003	Lager, cider
02/08/2016	Newsquest Media Group	102225	72.00	05 004	Durham Times - 22 July
02/08/2016	Nisbets	102226	16.17	05 005	Quiche tin
02/08/2016	North of England Stocktakers	102227	138.00	05 006	Coffee Shop Stocktake
02/08/2016	Pioneer Foods	102228	130.01	05 007	Cakes
02/08/2016	Queen Bea Mobile Vintage Tea R	102230	200.00	05 008	Sam Robinson acoustic set
02/08/2016	St John Ambulance	102231	82.80	05 009	Medical cover
02/08/2016	Strike While the Irons Hot	102232	17.20	05 010	Wash & iron tablecloths
02/08/2016	Circurama	102233	275.00	05 012	Circus skills Annfield Plain
02/08/2016	Facebook	DD05 004	13.62	DD05 004	Promotion
02/08/2016	Booker	DD05 005	109.36	DD05 005	Coffee shop food
02/08/2016	Facebook	DD05 006	303.00	DD05 006	Promotion
02/08/2016	Events-Insurance	DD05 007	207.00	DD05 007	Insurance for fun days
04/08/2016	Amazon	DD05 008	28.17	DD05 008	High Visibility Jackets
04/08/2016	Barclays Bank	DD05 009	316.04	DD05 009	Charges
05/08/2016	Lanchester Dairies	DD05 010	21.40	DD05 010	Milk, cream
08/08/2016	DCC	DD05 011	774.00	DD05 011	Rates
08/08/2016	Adobe Creative	DD05 012	14.29	DD05 012	Licence
08/08/2016	Adobe Systems	DD05 013	23.99	DD05 013	Software
08/08/2016	Booker	DD05 014	36.80	DD05 014	Coffee Shop food
09/08/2016	Butterwick Trees CIC	102234	9,363.49	05 013	Env Caretakers July 2016
09/08/2016	Coupe Line	102235	295.92	05 014	Parking information signs
09/08/2016	Durham County Council	102236	5,386.22	05 015	SLA-Risk Mgement & Maint
09/08/2016	Enter CIC	102237	1,958.00	05 016	Wind Road Boys-ticket sales
09/08/2016	FX Productions	102238	236.20	05 017	Wind Road Boys
09/08/2016	Geordies Signs	102239+	120.00	05 018	Aladdin roller banners
09/08/2016	ITC Service Ltd	102240	314.04	05 019	Firewall, network, backup
09/08/2016	JC Maintenance Services Ltd	102241	119.10	05 020	Main doors repairs
09/08/2016	Tanfield Lea Partnership	102242	1,000.00	05 021	Childrens Fun Day
09/08/2016	Christopher Taylor	102243	300.00	05 022	Trophies
09/08/2016	Kyle Thompson	102244	40.00	05 023	Disco at Childrens Party
09/08/2016	Paul Watson	102245	75.00	05 024	Face Painting - 4 August 2016
09/08/2016	Norton	DD05 015	54.99	DD05 015	Antivirus software

List of Payments made between 01/08/2016 and 31/08/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
09/08/2016	Booker	DD05 016	104.72	DD05 016	Coffee Shop food
09/08/2016	Just Giving	DD05 017	312.00	DD05 017	Charity collection paid over
11/08/2016	Worldpay	DD05 018	75.00	DD05 018	Transaction fees
11/08/2016	Kayleigh Hodgson	DD05 019	100.00	DD05 019	Face painting-Play in the Park
12/08/2016	Lanchester Dairies	DD05 020	25.35	DD05 020	Milk, cream
12/08/2016	Barclays Bank	DD05 021	300.00	DD05 021	Ticket refunds-cancelled show
12/08/2016	Booker	DD05 022	223.06	DD05 022	Coffee Shop Food, Drink
12/08/2016	Booker	DD05 023	781.54	DD05 023	Alcohol, soft drinks, snacks
12/08/2016	A Patel	102246	2,000.00	05 024A	Rent
15/08/2016	Tyneside Food Services	DD05 024	323.49	DD05 014	Coffee Shop food
15/08/2016	Facebook	DD05 025	3.00	DD05 025	Promotion
15/08/2016	Microsoft	DD05 026	35.00	DD05 026	Office 365
15/08/2016	TOG 24	DD05 027	239.76	DD05 027	Clothing
16/08/2016	British Telecom	DD05 028	26.88	DD05 028	Broadband line
16/08/2016	Worldpay	DD05 029	0.03	DD05 029	Additional transaction fees
16/08/2016	Bidvest Foodservice	102247	374.25	05 026	Cakes,baguettes,cream
16/08/2016	BT Business Direct Ltd	102248	1,725.73	05 027	Flat to Wall Mount
16/08/2016	J Clark Amusements	102249	5,890.00	05 028	Hire of equipment-4 August 16
16/08/2016	CDALC	102250	3,995.85	05 031	LCR
16/08/2016	Crystal View	102251	50.00	05 032	Cleaning windows
16/08/2016	Fracino	102253	197.40	05 033	Repairs fo fridge
16/08/2016	Jaspers Catering Services	102255	534.60	05 034	Buffet for wedding-12 Aug 16
16/08/2016	Medics UK	102256	220.00	05 035	Medical cover - 4 Aug 16
16/08/2016	Miko Coffee	102257	99.17	04 026	Flykiller, chopping brds, sign
16/08/2016	Nisbets	102258	401.98	05 037	Collection & disposal service
16/08/2016	Northumbrian Water	102260	52.06	05 038	Water/sewerage charges-4 Aug
16/08/2016	C Robson - Fool's Gold	102261	300.00	05 039	Music to Care Homes
16/08/2016	Total Results Ltd	102262	200.00	05 040	Web hosting package
16/08/2016	Mr WW Hodgson t/a Castlewood	102263	195.00	05 041	Portable toilet hire
16/08/2016	D Mills	DD05 030	300.00	DD05 030	Stanley Fringe expenses
16/08/2016	Booker	DD05 031	52.78	DD05 031	Beer
16/08/2016	Booker	DD05 032	135.53	DD05 032	Coffee shop supplies
16/08/2016	British Gas	DD05 033	2,728.93	DD05 033	Electricity to 3 August 16
18/08/2016	Worldpay	DD05 034	23.94	DD05 034	Transaction fees
18/08/2016	Kayleigh Hodgson	DD05 035	100.00	DD05 035	Face painting, View Lane
19/08/2016	DCC	DD05 036	9,817.81	DD05 036	Salaries deductions-July 16
19/08/2016	Lanchester Dairies	DD05 037	25.30	DD05 037	Milk, cream
19/08/2016	Worldpay	DD05 038	49.36	DD05 038	Transaction Fees
19/08/2016	Worldpay	DD05 039	41.00	DD05 039	Transaction Fees
19/08/2016	Worldpay	DD05 040	92.50	DD05 040	Transaction Fees
19/08/2016	Paypal	DD05 041	58.99	DD05 041	Wedding Chair sashes
19/08/2016	Booker	DD05 042	185.30	DD05 042	Bar, coffee shop supplies
22/08/2016	Facebook	DD05 043	20.00	DD05 043	Promotion

At : 10:22

Current Bank A/c

List of Payments made between 01/08/2016 and 31/08/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
22/08/2016	BT	DD05 044	952.86	DD05 044	Charges to 31 Oct
22/08/2016	Barclays Bank	DD05 045	400.00	DD05 045	Ticket refund float
23/08/2016	J Clark Amusements	102265	700.00	05 043	Equipment hire-View Lane 17/8
23/08/2016	LWC North East	102266	758.03	05 044	Beer, lager, cider
23/08/2016	Durham Bangladeshi Cultural As	102267	750.00	05 045	MIF457-Eid Festival+Awards
23/08/2016	Pontop Amenities Fund	102268	250.00	05 046	MIF 458-Louisa Comm Gdn Celeb
23/08/2016	Annfield Plain Comm Centre	102269	300.00	05 047	MIF 460-Parent/Toddler Trip
23/08/2016	Tanfield Lea Comm Assoc	102270	300.00	05 048	MIF461-Art Group/Comm Ass Eqpt
23/08/2016	Durham County Council	102271	500.00	05 049	MIF462-Ramp
23/08/2016	New Kyo & Oxhill Partnership	102272	807.60	05 050	MIF463-Adventure Valley Trip
23/08/2016	View Lane Bowling Club	102273	300.00	05 051	MIF464-Junior Bowls
23/08/2016	Annfield Plain Bowling Club	102274	169.00	05 052	MIF465-Bwls Club Fridge;Heatrs
23/08/2016	Booker	DD05 046	94.38	DD05 046	Coffee Shop supplies
25/08/2016	Worldpay	DD05 047	203.50	DD05 047	Tickets refunded
26/08/2016	DCC	DD05 048	17,842.89	DD05 048	Salaries - August
26/08/2016	Lanchester Dairies	DD05 049	25.35	DD05 049	Milk, cream
26/08/2016	BOC Manchester	DD05 050	73.74	DD05 050	Suregas, suremix
26/08/2016	Amazon	DD05 051	18.08	DD05 051	Cable
26/08/2016	TV Licensing	DD05 053	145.50	DD05 053	TV Licence
26/08/2016	Ebay	DD05 054	159.99	DD05 054	Chair covers-wedding party
26/08/2016	Booker	DD05 052	110.04	DD05 052	Coffee Shop-drinks, tools etc
26/08/2016	Activia Training	DD05 055	778.80	DD05 055	Effective Time Management
30/08/2016	Bidvest Foodservice	102264	72.56	05 042	Cakes
30/08/2016	Ebay	DD05 056	101.99	DD05 056	Portable folding display board
30/08/2016	Amazon	DD05 058	23.97	DD05 058	Display stand sign holder x 3
30/08/2016	Facebook	DD05 057	40.00	DD05 057	Promotion
30/08/2016	Booker	DD05 059	81.85	DD05 059	Coffee Shop supplies
30/08/2016	Booker	DD05 060	29.49	DD05 060	Coffee Shop supplies
30/08/2016	Tanfield PCC	102279	700.00	05 057	MIF466 - Scarecrow Weekend
30/08/2016	J Clark Amusements	102275	1,120.00	05 053	Equipment-A Plain-24 Aug
30/08/2016	Mark Hodgson	102276	1,400.00	05 054	Cimbing Wall-27/7;4,10,24/8
30/08/2016	Philip Niall t/a Falconry Acad	102277	175.00	05 055	Bird of Prey display-24/8
30/08/2016	Paul Watson	102278	75.00	05 056	Face Painting-A Plain-24 Aug
31/08/2016	Booker	DD05 061	29.49	DD05 061	Coffee Shop supplies
Total Payments			85,176.30		

Date: 13/09/2016

Stanley Town Council 2016-2017

Page No: 1

Time: 12:00

Cash Book 1

User : DS

Current Bank A/c

For Month No : 4

Receipts for Month 4

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		692,091.93					692,091.93	
Banked on : 24/05/2016		72.00						
	Sales Recpts Page 25	72.00	72.00		100			Sales Recpts Page 25
Banked on : 04/07/2016		184.60						
INC04 001	Various	184.60			1005	500	184.60	Cash receipts to 4 July-No VAT
Banked on : 04/07/2016		7,882.64						
INC04 001	Various	7,882.64		1,313.76	1010	500	1,022.50	Room hire
					1010	500	54.17	Keep Fit
					1010	500	-33.33	Keep Fit fees
					1000	500	49.17	Zumba, Princess Party
					1220	505	530.54	Cash receipts to 4 July-VAT
					1020	510	4,888.66	Cash receipts to 4 July-VAT
					4104	500	0.17	Cash receipts to 4 July-VAT
					1000	500	57.00	Cash receipts to 4 July-VAT
Banked on : 07/07/2016		40.06						
INC04 004	Barclays	40.06			4999	110	40.06	Loyalty reward
Banked on : 13/07/2016		270.00						
INC04 002	Various	270.00			1005	500	270.00	Cash receipts to 13 Jly-No VAT
Banked on : 13/07/2016		2,588.86						
INC04 002	Various	2,588.86		431.48	1010	500	641.67	Room hire
					1010	500	41.67	Keep Fit
					1010	500	-33.33	Keep Fit fees
					1000	500	29.16	Zumba, Princess party
					4412	320	83.33	Show rides
					1220	505	607.13	Cash receipts to 16 July-VAT
					1020	510	771.08	Cash receipts to 16 July-VAT
					1000	500	13.33	Cash receipts to 16 July-VAT
					4104	500	3.34	Cash receipts to 16 July-VAT
Banked on : 19/07/2016		108.60						
INC04 003	Various	108.60			1005	500	108.60	Cash receipts to 19 Jly-No VAT
Banked on : 19/07/2016		1,262.66						
INC04 003	Various	1,262.66		210.44	1010	500	105.00	Room Hire
					1010	500	52.08	Keep Fit
					1010	500	-33.33	Keep Fit fees
					1000	500	30.83	Zumba
					1220	505	581.47	Cash receipts to 19 July-VAT
					1020	510	306.67	Cash receipts to 19 July-VAT
					1000	500	9.50	Cash receipts to 19 July-VAT
Banked on : 19/07/2016		140.62						
INC04 005	Ramside Hall Hotel	140.62		23.44	4413	320	117.18	Refund of accommodation fees
Banked on : 22/07/2016		360.00						
	Sales Recpts Page 24	360.00	360.00		100			Sales Recpts Page 24

Continued on Page 2

Date: 13/09/2016

Stanley Town Council 2016-2017

Page No: 2

Time: 12:00

Cash Book 1

User : DS

Current Bank A/c

For Month No : 4

Receipts for Month 4**Nominal Ledger Analysis**

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked on : 29/07/2016	510.00					
	Sales Recpts Page 36	510.00	510.00		100		Sales Recpts Page 36
	Banked on : 31/07/2016	546.00					
	Sales Recpts Page 26	546.00	546.00		100		Sales Recpts Page 26
	Banked on : 31/07/2016	366.00					
	Sales Recpts Page 27	366.00	366.00		100		Sales Recpts Page 27
	Banked on : 31/07/2016	414.00					
	Sales Recpts Page 28	414.00	414.00		100		Sales Recpts Page 28
	Banked on : 31/07/2016	834.00					
	Sales Recpts Page 29	834.00	834.00		100		Sales Recpts Page 29
	Banked on : 31/07/2016	748.00					
	Sales Recpts Page 30	748.00	748.00		100		Sales Recpts Page 30
	Banked on : 31/07/2016	192.00					
	Sales Recpts Page 31	192.00	192.00		100		Sales Recpts Page 31
	Banked on : 31/07/2016	192.00					
	Sales Recpts Page 32	192.00	192.00		100		Sales Recpts Page 32
	Banked on : 31/07/2016	200.00					
	Sales Recpts Page 33	200.00	200.00		100		Sales Recpts Page 33
	Banked on : 31/07/2016	108.00					
	Sales Recpts Page 34	108.00	108.00		100		Sales Recpts Page 34
	Banked on : 31/07/2016	576.00					
	Sales Recpts Page 35	576.00	576.00		100		Sales Recpts Page 35
	Banked on : 31/07/2016	160.00					
	Sales Recpts Page 37	160.00	160.00		100		Sales Recpts Page 37
	Banked on : 31/07/2016	126.00					
	Sales Recpts Page 38	126.00	126.00		100		Sales Recpts Page 38
	Banked on : 31/07/2016	120.00					
	Sales Recpts Page 39	120.00	120.00		100		Sales Recpts Page 39
	Banked on : 31/07/2016	24.00					
	Sales Recpts Page 41	24.00	24.00		100		Sales Recpts Page 41
	Banked on : 31/07/2016	96.00					
	Sales Recpts Page 42	96.00	96.00		100		Sales Recpts Page 42
	Banked on : 31/07/2016	126.00					
	Sales Recpts Page 43	126.00	126.00		100		Sales Recpts Page 43
	Banked on : 31/07/2016	360.00					
	Sales Recpts Page 44	360.00	360.00		100		Sales Recpts Page 44

Continued on Page 3

Date: 13/09/2016

Stanley Town Council 2016-2017

Page No: 3

Time: 12:00

Cash Book 1

User : DS

Current Bank A/c

For Month No : 4

Receipts for Month 4

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Banked on : 31/07/2016		60.00						
	Sales Recpts Page 45	60.00	60.00		100			Sales Recpts Page 45
Banked on : 31/07/2016		439.00						
	Sales Recpts Page 46	439.00	439.00		100			Sales Recpts Page 46
Banked on : 31/07/2016		3,110.90						
INC04 006	Various	3,110.90			1005	500	3,110.90	Card payments July-No VAT
Banked on : 31/07/2016		2,098.04						
INC04 006	Various	2,098.04		349.66	1010	500	1,012.08	Room hire
					1000	500	2.50	Zumba
					1000	500	12.50	Fairy Pirates Party
					1000	500	96.67	Princess Party
					1000	500	50.00	Summer Fayre
					1220	505	157.12	Takings to 31 July
					1020	510	109.50	Takings to 31 July
					4104	500	11.67	Postage costs recovered
					1000	500	296.34	Shows
Banked on : 31/07/2016		-6,201.00						
ADJ	Various	-6,201.00		-1,033.50	1010	500	-5,167.50	Debtor income double counted
Banked on : 03/08/2016		36.00						
	Sales Recpts Page 47	36.00	36.00		100			Sales Recpts Page 47
Total Receipts for Month		18,150.98	6,665.00	1,295.28			10,190.70	
Cash Book Totals		710,242.91	6,665.00	1,295.28			702,282.63	

Date: 13/09/2016

Stanley Town Council 2016-2017

Page No: 1

Time: 12:01

Cash Book 1

User : DS

Current Bank A/c

For Month No : 5

Receipts for Month 5

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		622,118.35					622,118.35	
Banked on : 09/07/2016		700.00						
	Sales Recpts Page 48	700.00	700.00		100			Sales Recpts Page 48
Banked on : 03/08/2016		340.40						
INC05 001	Various	340.40			1005	500	340.40	Cash receipts to 3 Aug-No VAT
Banked on : 03/08/2016		3,409.06						
INC05 001	Various	3,409.06		557.35	1010	500	41.67	Room hire
					1010	500	97.92	Keep Fit
					1010	500	-66.67	Keep Fit - Fees
					1000	500	12.50	Pirates Party
					1000	500	37.50	Putting on the Glitz
					1000	500	97.25	Princess Party
					1220	505	1,264.29	Cash Receipts to end July
					1020	510	1,228.34	Cash Receipts to end July
					1091	500	65.00	Sale of Artwork
					4104	500	0.50	Postage costs recovered
					1000	500	39.17	Zumba
					1000	500	34.24	Cash Receipts to 3 Aug-VAT
Banked on : 04/08/2016		79.01						
INC05 003	Barclays Bank	79.01			4999	110	79.01	Loyalty reward
Banked on : 09/08/2016		1,207.50						
INC05 002	Various	1,207.50			1005	500	1,207.50	Card payments to 9 Aug-No VAT
Banked on : 09/08/2016		396.53						
INC05 002	Various	396.53		66.09	1010	500	20.83	Pirates Party
					1000	500	200.00	Comedy Night
					1220	505	45.02	Card payments to 9 Aug-VAT
					1020	510	15.42	Card payments to 9 Aug-VAT
					4104	500	5.83	Postage costs recovered
					1000	500	43.34	Card payments to 9 Aug-VAT
Banked on : 10/08/2016		65.84						
INC05 005	Various	65.84		10.97	1010	500	8.33	Room hire
					1220	505	13.37	Card receipts to 10 Aug
					4104	500	0.83	Postage costs recovered
					1000	500	32.34	Comedy Night, Queen, Aladdin
Banked on : 11/08/2016		1,176.10						
INC05 004	Various	1,176.10			1005	500	1,176.10	Cash receipts to 11 Aug-No VAT
Banked on : 11/08/2016		917.17						
INC05 005	Various	917.17		152.85	1010	500	29.17	Keep Fit
					1010	500	-33.33	Keep Fit fees
					1000	500	12.50	Pirates Party
					1000	500	12.50	Summer Fayre

Continued on Page 2

Date: 13/09/2016

Stanley Town Council 2016-2017

Page No: 2

Time: 12:01

Cash Book 1

User : DS

Current Bank A/c

For Month No : 5

Receipts for Month 5

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
					1000	500	16.67	Comedy Night
					4407	320	41.67	Ice cream sales
					1220	505	538.56	Cash Receipts to 11 Aug
					1020	510	50.42	Cash Receipts to 11 Aug
					4104	500	1.00	Postage costs recovered
					1000	500	11.83	Queen, Bon Jovi
					4075	500	83.33	Stanley Travel advert
	Banked on : 11/08/2016	860.20						
INC05 004	N Townsen	860.20		143.37	1010	500	716.83	Hall hire - wedding
	Banked on : 22/08/2016	7,060.71						
INC05 008	HMRC	7,060.71			105		7,060.71	VAT refund to 31 July
	Banked on : 23/08/2016	152.30						
INC05 006	Various	152.30			1005	500	142.30	Cash receipts to 20 Aug-No VAT
					1091	500	10.00	Cash receipts to 20 Aug-No VAT
	Banked on : 23/08/2016	5,139.49						
INC05 006	Various	5,139.49		856.58	1010	500	68.75	Keep Fit
					1010	500	-50.00	Keep Fit Instructor Fees
					1000	500	66.67	Party;Summer Fayre,Xmas fayre;
					1220	505	1,356.43	Cash receipts to 20 Aug-VAT
					1020	510	2,785.06	Cash receipts to 20 Aug-VAT
					1028	500	35.83	Cash receipts to 20 Aug-VAT
					4104	500	2.08	Postage costs recovered
					1000	500	18.09	Cash receipts to 20 Aug-VAT
	Banked on : 23/08/2016	21.49						
REFUND	Booker	21.49			4560	505	21.49	Coffee Shop supplies
	Banked on : 24/08/2016	399.34						
INC05 007	Various	399.34			1005	500	399.34	Card Receipts to 24 Aug-No VAT
	Banked on : 24/08/2016	545.97						
INC05 007	Various	545.97		91.00	1010	500	83.33	Room hire
					1000	500	185.00	Glitz,Summer/Xmas Fayre,Comedy
					1220	505	46.97	Card receipts to 24 Aug-VAT
					1020	510	44.46	Card receipts to 24 Aug-VAT
					4104	500	2.50	Postage costs recovered
					1005	500	92.68	Card receipts to 24 Aug-VAT
					1005	500	0.03	Card receipts to 24 Aug-VAT
	Banked on : 31/08/2016	177.60						
INC05 009	Various	177.60			1005	500	177.60	Card receipts to 31 Aug
	Banked on : 31/08/2016	77.91						

Continued on Page 3

Date: 13/09/2016

Stanley Town Council 2016-2017

Page No: 3

Time: 12:01

Cash Book 1

User : DS

Current Bank A/c

For Month No : 5

Receipts for Month 5

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
INC05 009	Various	77.91		12.98	1000	500	15.00	Putting on the Glitz
					1220	505	19.59	Card receipts to 31 Aug
					4104	500	2.50	Postage costs recovered
					1000	500	27.84	Card receipts to 31 Aug
	Banked on : 31/08/2016	650.00						
ADJ	P Knowles	650.00		108.33	1010	500	541.67	Debtor income included twice
	Banked on : 31/08/2016	-650.00						
ADJ 1	Paul Knowles	-650.00		-108.33	1010	500	-541.67	Adjustment wrong way round
	Banked on : 31/08/2016	-650.00						
ADJ 1	Paul Knowles	-650.00		-108.33	1010	500	-541.67	Adjustment corrected
	Banked on : 02/09/2016	120.00						
	Sales Recpts Page 53	120.00	120.00		100			Sales Recpts Page 53
	Banked on : 02/09/2016	120.00						
	Sales Recpts Page 54	120.00	120.00		100			Sales Recpts Page 54
	Banked on : 02/09/2016	160.00						
	Sales Recpts Page 55	160.00	160.00		100			Sales Recpts Page 55
	Banked on : 06/09/2016	59.90						
	Sales Recpts Page 56	59.90	59.90		100			Sales Recpts Page 56
	Banked on : 06/09/2016	50.00						
	Sales Recpts Page 57	50.00	50.00		100			Sales Recpts Page 57
	Banked on : 06/09/2016	50.00						
	Sales Recpts Page 58	50.00	50.00		100			Sales Recpts Page 58
	Banked on : 06/09/2016	50.00						
	Sales Recpts Page 60	50.00	50.00		100			Sales Recpts Page 60
	Banked on : 06/09/2016	90.00						
	Sales Recpts Page 61	90.00	90.00		100			Sales Recpts Page 61
	Banked on : 06/09/2016	96.00						
	Sales Recpts Page 62	96.00	96.00		100			Sales Recpts Page 62
	Banked on : 06/09/2016	327.00						
	Sales Recpts Page 63	327.00	327.00		100			Sales Recpts Page 63
	Banked on : 13/09/2016	313.60						
INC06 001	Various	313.60			1005	500	313.60	Cash receipts to 31 Aug
	Banked on : 13/09/2016	1,243.34						
INC06 001	Various	1,243.34		207.22	1010	500	43.75	Keep Fit
					1010	500	-50.00	Keep Fit instructors fees
					1000	500	46.67	Zumba, Glitz, Xmas Fayre
					1220	505	851.12	Cash receipts to 31 Aug
					1020	510	92.08	Cash receipts to 31 Aug

Continued on Page 4

Date: 13/09/2016

Stanley Town Council 2016-2017

Page No: 4

Time: 12:01

Cash Book 1

User : DS

Current Bank A/c

For Month No : 5

Receipts for Month 5

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
					4104	500	1.33	Posatge costs recovered
					1000	500	51.17	Cash receipts to 31 Aug
Total Receipts for Month		24,756.46	1,822.90	1,990.08			20,943.48	

Cash Book Totals	<u>646,874.81</u>	<u>1,822.90</u>	<u>1,990.08</u>	<u>643,061.83</u>
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13 Sept 2016
 Mr John Robin Tunstall
 Email: No address currently held
 Work Email: No address currently held
 Work Tel: 01759 302027

Transactions

BUSINESS FREE AUTO TRANS

20-33-51 43231674

Available balance	£11,244.43
Last night's balance	£14,838.99
Overdraft limit	£0.00

Showing 1-4 of 4 transactions between 31/08/2016 and 31/08/2016

[Don't recognise a transaction?](#)[Export All](#)[Download all \(PDF\)](#)[Print page](#)

Date	Description	Money In	Money Out	Balance
31/08/2016	MV- 76951073 -2508	£36.00		£13,540.48
31/08/2016	MV- 76950763 -2508	£6.40		£13,504.48
31/08/2016	BOOKERECOMM		-£29.49	£13,498.08
31/08/2016	102255		-£534.60	£13,527.57

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Barclays Bank PLC. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register number: 122702). Barclays Bank PLC subscribes to the Lending Code which is monitored and enforced by the Lending Standards Board. Further details can be found at www.lendingstandardsboard.org.uk. Barclays Insurance Services Company Limited is authorised and regulated by the Financial Conduct Authority (Financial Services Register number: 312078).

Barclays Bank PLC. Registered in England. Registered no. 1026167. Barclays Insurance Services Company Limited. Registered in England. Registered no. 973765. Registered office for both: 1 Churchill Place, London E14 5HP. 'The Woolwich' and 'Woolwich' are trademarks and trading names of Barclays Bank PLC. Barclays Business is a trading name of Barclays Bank PLC.



13 Sept 2016
 Mr John Robin Tunstall
 Email: No address currently held
 Work Email: No address currently held
 Work Tel: 01759 302027

Transactions

Active Saver

20-33-51 93186547

Available balance	£550,000.00
Last night's balance	£550,000.00
Overdraft limit	n/a

Showing 1-5 of 5 transactions between 16/08/2016 and 07/09/2016

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Date	Description	Money In	Money Out	Balance
07/09/2016	203351 43231674		-£15,216.00	£550,000.00
05/09/2016	DURHAM COUNTY COUN	£216.00		£565,216.00
23/08/2016	203351 43231674		-£25,000.00	£565,000.00
16/08/2016	203351 43231674	£10,000.00		£590,000.00
16/08/2016	203351 43231674		-£20,000.00	£580,000.00

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Date: 13/09/2016

Stanley Town Council 2016-2017

Page No: 1

Time: 12:05

User : DS

Bank Reconciliation Statement as at: 31/08/2016 for Cash Book 1 Current Bank A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Savings Account	31/08/2016	9	565,000.00
Current Bank Account	31/08/2016		13,540.48
			<u>578,540.48</u>

<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>
29/06/2016 102151 Friends of Tanfield Lea	835.00
29/06/2016 102161 Tanfield Lea Countryside Group	285.00
19/07/2016 102192 Autobots Entertainment	250.00
26/07/2016 102208 FX Productions	139.97
26/07/2016 102217 Stanley Events Ltd	880.00
09/08/2016 102237 Enter CIC	1,958.00
09/08/2016 102238 FX Productions	236.20
09/08/2016 102241 JC Maintenance Services Ltd	119.10
16/08/2016 102250 CDALC	3,995.85
16/08/2016 102253 Fracino	197.40
16/08/2016 102256 Medics UK	220.00
16/08/2016 102262 Total Results Ltd	200.00
23/08/2016 102265 J Clark Amusements	700.00
23/08/2016 102266 LWC North East	758.03
23/08/2016 102267 Durham Bangladeshi Cultural As	750.00
23/08/2016 102268 Pontop Amenities Fund	250.00
23/08/2016 102269 Annfield Plain Comm Centre	300.00
23/08/2016 102270 Tanfield Lea Comm Assoc	300.00
23/08/2016 102271 Durham County Council	500.00
23/08/2016 102272 New Kyo & Oxhill Partnership	807.60
23/08/2016 102273 View Lane Bowling Club	300.00
23/08/2016 102274 Annfield Plain Bowling Club	169.00
30/08/2016 102264 Bidvest Foodservice	72.56
30/08/2016 102279 Tanfield PCC	700.00
30/08/2016 102275 J Clark Amusements	1,120.00
30/08/2016 102276 Mark Hodgson	1,400.00
30/08/2016 102277 Philip Niall t/a Falconry Acad	175.00
30/08/2016 102278 Paul Watson	75.00
12/11/2015 101805 Newsquest Media Group	366.00
08/12/2015 101854 The Seasonal Group	30.50
19/01/2016 101899 AA Hygiene	135.20
	<u>18,225.41</u>
	560,315.07

Receipts not Banked/Cleared (Plus)

02/09/2016	160.00
06/09/2016	59.90
06/09/2016	50.00
06/09/2016	50.00

Date: 13/09/2016

Stanley Town Council 2016-2017

Page No: 2

Time: 12:05

User: DS

Bank Reconciliation Statement as at: 31/08/2016 for Cash Book 1 Current Bank A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
06/09/2016		50.00	
06/09/2016		90.00	
06/09/2016		96.00	
			555.90
			560,870.97
		Balance per Cash Book is :-	561,779.51
		Difference Excluding Adjustments is :-	-908.54
 <u>Adjustments to Reconciliation</u>			
31/08/2016 Aug 001	Cash in Transit	-1,556.94	
31/08/2016 Aug 002	Cash in Trnsit	3,113.86	
			1,556.92
		Unreconciled Difference is :-	-2,465.46

Date : 13/09/2016

Stanley Town Council 2016-2017

Page No 1

Time: 10:36

Trial Balance for Month No: 6

User :DS

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
100	Debtors			11,075.95	
105	VAT Control A/c			568.27	
200	Current Bank A/c			561,779.51	
201	Civic Hall Petty Cash			1,242.02	
202	Civic Hall Refunds Float			1,283.00	
205	Office Petty Cash			166.57	
220	Civic Hall Float			2,114.00	
310	General Reserves				342,240.93
315	EM Reserve - Front Street				125,000.00
1000	Ticket Sales Retained	500	Civic Hall		3,027.87
1005	Ticket Sales Non Retained	500	Civic Hall		23,583.47
1010	Hall Hire	500	Civic Hall		33,427.43
1020	Bar Takings	510	Civic Hall Bar		22,966.11
1028	Resale Items	500	Civic Hall		39.16
1040	Fees & Charges-PAT tests	500	Civic Hall		69.00
1070	Recharges	300	Services		1,800.00
1090	IT - Sale of Equipment	110	Administration		10.00
1091	Art Work Sales	500	Civic Hall		148.50
1176	Precept	111	Precept		330,283.50
1177	LCTRS Grant	111	Precept		67,547.50
1200	Hot Drinks	505	Coffee Shop		721.33
1205	Cold Drinks	505	Coffee Shop		42.92
1210	Food	505	Coffee Shop		797.68
1220	Coffee Shop	505	Coffee Shop		9,175.41
4000	Direct Salaries	101	Staffing	62,717.49	
4000	Direct Salaries	500	Civic Hall	52,452.63	
4000	Direct Salaries	505	Coffee Shop	8,961.74	
4005	Casual Staff	500	Civic Hall	8,280.04	
4008	Training	101	Staffing	324.50	
4008	Training	500	Civic Hall	324.50	
4008	Training	505	Coffee Shop	45.00	
4009	Clothing Costs	101	Staffing	227.43	
4009	Clothing Costs	500	Civic Hall	916.65	
4009	Clothing Costs	505	Coffee Shop	197.10	
4014	Courses and Seminars	101	Staffing	69.00	
4049	Rent	305	PACT House	4,000.00	
4050	Rates	305	PACT House	3,973.43	
4050	Rates	500	Civic Hall	3,874.00	
4051	Water Rates	305	PACT House	40.97	
4051	Water Rates	500	Civic Hall	72.57	
4052	Electricity	305	PACT House	1,676.76	
4052	Electricity	500	Civic Hall	4,390.38	

Continued on Page 2

Date : 13/09/2016

Stanley Town Council 2016-2017

Page No 2

Time: 10:36

Trial Balance for Month No: 6

User :DS

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4053	Gas	500	Civic Hall	194.00	
4054	Insurance	105	Office Accommodation	6,363.91	
4054	Insurance	305	PACT House	184.25	
4055	Cleaning	105	Office Accommodation	10.99	
4055	Cleaning	500	Civic Hall	1,571.25	
4055	Cleaning	505	Coffee Shop	43.52	
4056	Alarm Maintenance	105	Office Accommodation	1,180.75	
4057	Window Cleaning	500	Civic Hall	75.00	
4058	Trade Waste	500	Civic Hall	1,486.68	
4059	Laundry	500	Civic Hall	744.30	
4065	Repairs & Maintenance	105	Office Accommodation	148.50	
4065	Repairs & Maintenance	305	PACT House	268.00	
4065	Repairs & Maintenance	500	Civic Hall	116.03	
4065	Repairs & Maintenance	505	Coffee Shop	164.50	
4066	Tools & Equipment	105	Office Accommodation	53.74	
4066	Tools & Equipment	110	Administration	28.00	
4066	Tools & Equipment	500	Civic Hall	2,779.03	
4066	Tools & Equipment	505	Coffee Shop	2,328.90	
4066	Tools & Equipment	510	Civic Hall Bar	240.00	
4067	Furniture & Fittings	500	Civic Hall	534.32	
4067	Furniture & Fittings	505	Coffee Shop	82.44	
4068	Structure	500	Civic Hall	793.85	
4069	Pest Control	105	Office Accommodation	254.22	
4070	Crockery,Cutlery etc	505	Coffee Shop	232.25	
4070	Crockery,Cutlery etc	510	Civic Hall Bar	260.37	
4071	Health & Safety - Fire	500	Civic Hall	9.00	
4073	Health and Safety	500	Civic Hall	2,572.38	
4075	Advertising	115	Publicity	829.62	
4075	Advertising	500	Civic Hall	1,050.56	
4075	Advertising	505	Coffee Shop	350.00	
4077	Licences	200	Democracy	3,150.00	
4077	Licences	500	Civic Hall	1,676.90	
4078	Parking	105	Office Accommodation	796.60	
4100	Telephones	110	Administration	196.55	
4100	Telephones	500	Civic Hall	1,852.05	
4101	Mobile Phones	110	Administration	186.03	
4102	Stationery	110	Administration	278.86	
4102	Stationery	500	Civic Hall	1,141.90	
4102	Stationery	510	Civic Hall Bar	19.13	
4103	Publications	110	Administration	32.50	
4104	Postage	110	Administration	337.85	
4104	Postage	500	Civic Hall	246.41	

Continued on Page 3

Date : 13/09/2016

Stanley Town Council 2016-2017

Page No 3

Time: 10:36

Trial Balance for Month No: 6

User :DS

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4105	Photocopying	110	Administration	223.82	
4105	Photocopying	500	Civic Hall	438.05	
4106	Subscriptions	110	Administration	3,995.85	
4111	Audit Internal	110	Administration	360.00	
4112	Professional Fees	110	Administration	4,446.85	
4112	Professional Fees	305	PACT House	111.27	
4114	Refreshments	110	Administration	42.94	
4115	Hospitality	500	Civic Hall	82.33	
4120	IT - Antivirus	110	Administration	93.66	
4120	IT - Antivirus	500	Civic Hall	45.83	
4121	IT - Website Support	110	Administration	100.00	
4121	IT - Website Support	500	Civic Hall	100.00	
4122	IT - Email Maintenance	110	Administration	802.80	
4123	IT - Support & Maintenance	110	Administration	597.56	
4123	IT - Support & Maintenance	500	Civic Hall	2.00	
4124	IT - Equipment	110	Administration	186.63	
4125	IT - Software	110	Administration	383.02	
4156	Civic Hall - Structure	800	Loan Costs	4,580.00	
4160	Civic Hall - Equipment	800	Loan Costs	1,543.93	
4200	Stanley Life	115	Publicity	6,566.00	
4201	Annual Report	115	Publicity	600.00	
4204	Community Consultation	115	Publicity	305.25	
4300	Environmental Services	300	Services	31,602.07	
4302	Dog Bags	300	Services	930.58	
4313	Mini Police	300	Services	555.50	
4402	Christmas Festival	320	Events	1,925.85	
4405	Blooming Good Fun	320	Events	638.80	
4406	Tea in the Park	320	Events	2,139.00	
4407	Play in the Park	320	Events	11,252.66	
4409	Fun Days	320	Events	4,740.55	
4412	Armed Forces Day	320	Events	3,673.26	
4413	Moria-Con	320	Events	6,976.63	
4414	Cycle Event	320	Events	4,652.65	
4416	This is Stanley	320	Events	200.00	
4417	Stanley Fringe	320	Events	1,700.00	
4418	Older People's Entertainment	320	Events	500.00	
4420	Blue Plaque Scheme	320	Events	598.00	
4425	Technical Support	500	Civic Hall	510.30	
4500	Members Initiative Fund	400	Grants	29,886.45	
4502	Other Grants	400	Grants	30,000.00	
4503	Grant Application Fees	305	PACT House	247.50	
4510	Concessions	400	Grants	708.00	

Continued on Page 4

Date : 13/09/2016

Stanley Town Council 2016-2017

Page No 4

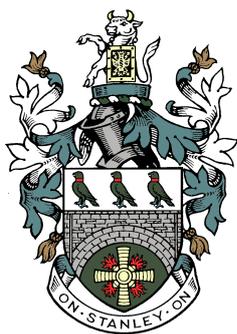
Time: 10:36

Trial Balance for Month No: 6

User :DS

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4550	Coffee Shop-Drinks (Hot)	505	Coffee Shop	623.01	
4555	Coffee Shop-Drinks (Cold)	505	Coffee Shop	854.44	
4560	Coffee Shop-Food	505	Coffee Shop	4,076.54	
4600	Bar Stock	510	Civic Hall Bar	10,267.38	
4601	Bar Supplies - Sundry Items	510	Civic Hall Bar	1,663.04	
4602	Bar - Stocktaking Costs	510	Civic Hall Bar	255.00	
4603	Bar - gas	510	Civic Hall Bar	295.10	
4625	Coffee Shop supplies	505	Coffee Shop	256.76	
4650	Events - Civic Hall	500	Civic Hall	4,372.82	
4651	Events - Externally Organised	500	Civic Hall	445.50	
4700	Ticket Sales Paid Over	500	Civic Hall	10,683.75	
4802	Other Meetings	200	Democracy	65.00	
4803	Chairmans Expenses	200	Democracy	1,205.69	
4998	Transaction Fees	500	Civic Hall	511.48	
4999	Bank Charges	110	Administration	621.06	
Trial Balance Totals :				960,880.81	960,880.81
Difference				0.00	



Budgetary Control to 31 August 2016

Prepared for: Town Council, 20 September 2016

Prepared by: Derek Shingleton, Finance Manager

Date of Report; 13 September 2016

BACKGROUND

1. It is recommended good practice that Members review the performance of actual income and expenditure against the approved budget regularly, and at least quarterly.

CURRENT POSITION

2. The current position regarding net expenditure against the agreed budget at 31 August 2016 is shown in the table below.

Ref	Cost Centre	Agreed Budget	Actual to 31 August	Projected
101	Staffing	£191,380	£63,338	£170,470
105	Office Accommodation	£1,750	£8,809	£9,420
110	Administration	£25,250	£12,904	£28,450
115	Publicity	£51,700	£8,301	£26,000
200	Democracy	£8,120	£4,421	£11,070
300	Services	£174,500	£31,288	£133,900
305	PACT House	£1,300	£10,502	£10,650
320	Events	£114,150	£38,997	£110,450
400	Grants	£81,872	£60,594	£116,872
500	Civic Hall	£146,630	£44,015	£142,020
505	Coffee Shop	£0	£7,479	£12,000
510	Civic Hall Bar	(£24,980)	(£9,966)	(£25,080)

520	Civic Hall Loan Charges	£23,990	£0	£23,990
	TOTAL	£795,662	£280,732	£770,212
	Financed By:			
	Precept	£664,858	£332,429	£664,858
	LCTRS Grant	£130,804	£65,402	£130,804
	Reserves	£0	£0	- £25,450

3. The table shows that to date the Council has incurred net costs of £280,732. The projection is that total net costs at the end of the year will be £770,212, an under-spending of £25,450. Details are provided in the attachment, and I refer below only to those issues which are significant in terms of the projected figure for the year.
4. Staffing – the projected saving is based on the assumption that the vacant post of Community Services Officer, or any alternative post, will not be filled and short term vacancies in other posts.
5. Administration – a payment has been made under Professional Fees (£4,447) in respect of an SLA with DCC for Risk Management and Maintenance.
6. Publicity – I have reduced the projected figure for Community Consultation from the budget of £30,000 to £5,000.
7. Services – I have reduced the projected figure for Environmental Services from the budget figure of £138,000 to £100,000. In addition, income of £2,700 is anticipated in relation to work at St Andrews Church at Craghead.
8. PACT House – the projection here includes a full year in respect of this year's rates (£4,260) plus £1,844 in respect of 2015/16, and electricity (£2,000).
9. Events – I have adjusted the projected figures in the light of costs incurred to date.
10. Coffee Shop – this is referred to in a separate report on the Agenda.
11. Bar – the bar is showing a surplus of £9,966 although the latest stock in hand figure is not yet available.

RECOMMENDATION

STANLEY TOWN COUNCIL

12. I recommend that Members note the current position regarding income and expenditure and the projected situation as at 31 March 2017.

FINANCIAL IMPLICATIONS

13. There are no financial implications arising directly from this Report, although it is reporting an estimated overspending at the end of the financial year.

LEGAL IMPLICATIONS

14. There are no legal implications arising directly from this Report.

Derek Shingleton

Finance Manager

Budget Detail - By Centre

Note :

	<u>Last Year</u>		<u>Current Year</u>		<u>Projected Actual</u>
	<u>Actual</u>	<u>Agreed Budget</u>	<u>Revised Budget</u>	<u>Actual YTD</u>	
101 Staffing					
4000 Direct Salaries	148,441	184,980	184,980	62,717	164,000
4008 Training	140	4,000	4,000	325	4,000
4009 Clothing Costs	0	400	400	227	400
4010 Payroll SLA	1,491	1,500	1,500	0	1,500
4012 Recruitment	253	0	0	0	0
4013 HR Advice & Support	950	500	500	0	500
4014 Courses and Seminars	0	0	0	69	70
4112 Professional Fees	45	0	0	0	0
OverHead Expenditure	151,321	191,380	191,380	63,338	170,470
101 Net Expenditure	151,321	191,380	191,380	63,338	170,470

Budget Detail - By Centre

Note :

	<u>Last Year</u>		<u>Current Year</u>		<u>Projected Actual</u>
	<u>Actual</u>	<u>Agreed Budget</u>	<u>Revised Budget</u>	<u>Actual YTD</u>	
105	<u>Office Accommodation</u>				
4000	700	0	0	0	0
4054	0	0	0	6,364	6,370
4055	7	0	0	11	50
4056	1,224	1,250	1,250	1,181	1,190
4060	1,079	0	0	0	0
4061	3,000	0	0	0	0
4065	64	0	0	149	250
4066	743	500	500	54	500
4067	275	0	0	0	0
4069	0	0	0	254	260
4078	904	0	0	797	800
4102	10	0	0	0	0
	<u>8,006</u>	<u>1,750</u>	<u>1,750</u>	<u>8,809</u>	<u>9,420</u>
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	8,006	1,750	1,750	8,809	9,420
	OverHead Expenditure				
	Total Income				
	105 Net Expenditure				

Note :

	<u>Last Year</u>		<u>Current Year</u>		<u>Projected Actual</u>
	<u>Actual</u>	<u>Agreed Budget</u>	<u>Revised Budget</u>	<u>Actual YTD</u>	
110 Administration					
4054 Insurance	4,349	5,500	5,500	0	5,000
4065 Repairs & Maintenance	20	0	0	0	0
4066 Tools & Equipment	0	0	0	28	50
4100 Telephones	514	0	0	197	200
4101 Mobile Phones	1,898	500	500	186	550
4102 Stationery	856	1,500	1,500	279	1,000
4103 Publications	120	100	100	33	100
4104 Postage	286	300	300	338	500
4105 Photocopying	874	1,500	1,500	224	1,200
4106 Subscriptions	4,387	4,550	4,550	3,996	4,400
4110 Audit External	2,000	1,600	1,600	0	1,600
4111 Audit Internal	1,520	1,250	1,250	360	1,250
4112 Professional Fees	3,082	1,000	1,000	4,447	4,500
4114 Refreshments	218	200	200	43	200
4120 IT - Antivirus	208	50	50	94	100
4121 IT - Website Support	1,810	200	200	100	200
4122 IT - Email Maintenance	2,254	0	0	803	2,400
4123 IT - Support & Maintenance	4,721	4,000	4,000	598	2,500
4124 IT - Equipment	12,988	2,000	2,000	187	2,000

Note :

	<u>Last Year</u>		<u>Current Year</u>		
	Actual	Agreed Budget	Revised Budget	Actual YTD	Projected Actual
4125 IT - Software	3,429	1,250	1,250	383	1,000
4999 Bank Charges	1,645	1,250	1,250	621	1,250
OverHead Expenditure	47,179	26,750	26,750	12,914	30,000
1050 Interest	2,880	1,500	1,500	0	1,500
1090 IT - Sale of Equipment	300	0	0	10	50
Total Income	3,180	1,500	1,500	10	1,550
110 Net Expenditure	43,999	25,250	25,250	12,904	28,450

Note :

	<u>Last Year</u>		<u>Current Year</u>		
	Actual	Agreed Budget	Revised Budget	Actual YTD	Projected Actual
111 <u>Precept</u>					
1176 Precept	631,565	664,858	664,858	330,284	660,568
1177 LCTRS Grant	135,095	130,804	130,804	67,548	135,096
	<u>766,660</u>	<u>795,662</u>	<u>795,662</u>	<u>397,831</u>	<u>795,664</u>
Total Income					
111 Net Expenditure	-766,660	-795,662	-795,662	-397,831	-795,664

Budget Detail - By Centre

Note :

	<u>Last Year</u>		<u>Current Year</u>			<u>Projected Actual</u>
	<u>Actual</u>	<u>Agreed Budget</u>	<u>Revised Budget</u>	<u>Actual YTD</u>		
115 Publicity						
4075 Advertising	5,453	5,200	5,200	830	5,000	
4200 Stanley Life	4,149	15,000	15,000	6,566	15,000	
4201 Annual Report	0	1,500	1,500	600	1,000	
4203 Calendar	0	0	0	0	0	
4204 Community Consultation	490	30,000	30,000	305	5,000	
OverHead Expenditure	10,092	51,700	51,700	8,301	26,000	
115 Net Expenditure	10,092	51,700	51,700	8,301	26,000	

Note :

	<u>Last Year</u>		<u>Current Year</u>		<u>Projected Actual</u>
	<u>Actual</u>	<u>Agreed Budget</u>	<u>Revised Budget</u>	<u>Actual YTD</u>	
200 Democracy					
4009 Clothing Costs	24	0	0	0	0
4020 DBS Checks	177	0	0	0	0
4066 Tools & Equipment	38	0	0	0	0
4077 Licences	0	0	0	3,150	3,150
4102 Stationery	199	500	500	0	300
4114 Refreshments	156	0	0	0	0
4800 Member Training	0	2,000	2,000	0	2,000
4801 Annual Parish Meeting	156	170	170	0	170
4802 Other Meetings	136	200	200	65	200
4803 Chairmans Expenses	3,846	5,000	5,000	1,206	5,000
4804 Freedom of the Town Award	210	250	250	0	250
OverHead Expenditure	<u>4,944</u>	<u>8,120</u>	<u>8,120</u>	<u>4,421</u>	<u>11,070</u>
200 Net Expenditure	<u>4,944</u>	<u>8,120</u>	<u>8,120</u>	<u>4,421</u>	<u>11,070</u>

Note: (-) Net Expenditure means Income is greater than Expenditure

Note :

	<u>Last Year</u>		<u>Current Year</u>		<u>Projected Actual</u>
	<u>Actual</u>	<u>Agreed Budget</u>	<u>Revised Budget</u>	<u>Actual YTD</u>	
300 Services					
4204 Community Consultation	250	0	0	0	0
4300 Environmental Services	88,143	138,000	138,000	31,602	100,000
4301 Tractors	22	3,000	3,000	0	3,000
4302 Dog Bags	3,995	4,500	4,500	931	4,000
4303 Enhanced Services	98	0	0	0	0
4305 Front Street Regeneration	100,000	0	0	0	0
4307 Recycling Green Waste	202	0	0	0	0
4310 Crime Prevention Initiatives	6,207	10,000	10,000	0	10,000
4311 One Team in Stanley (OTIS)	706	3,000	3,000	0	3,000
4312 Police Cars - Contribution	7,000	7,000	7,000	0	7,000
4313 Mini Police	4,335	0	0	556	600
4315 Communication Initiatives	125	0	0	0	0
4320 Community Radio	0	8,000	8,000	0	8,000
4330 Youth Council	0	1,000	1,000	0	1,000
OverHead Expenditure	<u>211,082</u>	<u>174,500</u>	<u>174,500</u>	<u>33,088</u>	<u>136,600</u>
1070 Recharges	4,050	0	0	1,800	2,700
Total Income	<u>4,050</u>	<u>0</u>	<u>0</u>	<u>1,800</u>	<u>2,700</u>
300 Net Expenditure	207,032	174,500	174,500	31,288	133,900

Note :

	Last Year		Current Year		Projected Actual
	Actual	Agreed Budget	Revised Budget	Actual YTD	
305 PACT House					
4049 Rent	11,263	8,000	8,000	4,000	8,000
4050 Rates	0	0	0	3,973	6,750
4051 Water Rates	104	0	0	41	140
4052 Electricity	720	500	500	1,677	2,000
4054 Insurance	0	0	0	184	190
4065 Repairs & Maintenance	150	0	0	268	400
4112 Professional Fees	0	0	0	111	120
4113 Legal Fees	2,083	0	0	0	0
4306 Signage	0	800	800	0	800
4503 Grant Application Fees	0	0	0	248	250
OverHead Expenditure	14,320	9,300	9,300	10,502	18,650
1060 Rent Income	2,000	8,000	8,000	0	8,000
Total Income	2,000	8,000	8,000	0	8,000
305 Net Expenditure	12,320	1,300	1,300	10,502	10,650

Note :

	<u>Last Year</u>		<u>Current Year</u>		<u>Projected Actual</u>
	<u>Actual</u>	<u>Agreed Budget</u>	<u>Revised Budget</u>	<u>Actual YTD</u>	
320 Events					
4400 Music Festival	27,659	0	0	0	250
4401 Firework Festival	10,000	0	0	0	0
4402 Christmas Festival	14,904	20,000	20,000	1,926	20,000
4403 Horticultural Show	5,000	5,000	5,000	0	5,000
4404 Brass Festival	0	5,150	5,150	0	5,150
4405 Blooming Good Fun	2,011	3,000	3,000	639	3,000
4406 Tea in the Park	0	2,500	2,500	2,139	2,500
4407 Play in the Park	0	4,000	4,000	11,253	10,000
4409 Fun Days	0	15,000	15,000	4,741	7,500
4410 Remembrance Services	260	400	400	0	400
4411 WW1 Commemoration	0	5,000	5,000	0	5,000
4412 Armed Forces Day	0	600	600	3,673	3,700
4413 Moria-Con	3,455	10,000	10,000	6,977	7,500
4414 Cycle Event	306	8,000	8,000	4,653	4,750
4416 This is Stanley	0	0	0	200	200
4417 Stanley Fringe	0	2,000	2,000	1,700	2,000
4418 Older People's Entertainment	0	1,000	1,000	500	1,000
4419 Other Events	9,300	0	0	0	0
4420 Blue Plaque Scheme	100	2,500	2,500	598	2,500

Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note :

	<u>Last Year</u>		<u>Current Year</u>			<u>Projected Actual</u>
	<u>Actual</u>	<u>Agreed Budget</u>	<u>Revised Budget</u>	<u>Actual YTD</u>		
4439 Christmas Decorations	32,949	30,000	30,000	0	30,000	
OverHead Expenditure	105,945	114,150	114,150	38,997	110,450	
320 Net Expenditure	105,945	114,150	114,150	38,997	110,450	

Note :

	<u>Last Year</u>		<u>Current Year</u>			<u>Projected Actual</u>
	<u>Actual</u>	<u>Agreed Budget</u>	<u>Revised Budget</u>	<u>Actual YTD</u>		
<u>400 Grants</u>						
4500 Members Initiative Fund	61,474	70,000	70,000	29,886	70,000	
4502 Other Grants	61,975	11,872	11,872	30,000	41,872	
4510 Concessions	7,910	0	0	708	5,000	
	<u>131,359</u>	<u>81,872</u>	<u>81,872</u>	<u>60,594</u>	<u>116,872</u>	
OverHead Expenditure						
1075 Grants	0	0	0	0	0	
1080 Donations	0	0	0	0	0	
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
Total Income						
400 Net Expenditure	131,359	81,872	81,872	60,594	116,872	

Note :

	<u>Last Year</u>		<u>Current Year</u>		Projected Actual
	Actual	Agreed Budget	Revised Budget	Actual YTD	
500 Civic Hall					
4000 Direct Salaries	133,982	140,640	140,640	52,453	137,000
4005 Casual Staff	13,045	10,000	10,000	8,280	15,000
4008 Training	350	4,000	4,000	325	4,000
4009 Clothing Costs	384	800	800	917	1,100
4011 Travel & Subsistence	141	400	400	0	300
4012 Recruitment	390	0	0	0	0
4050 Rates	7,680	7,900	7,900	3,874	7,750
4051 Water Rates	5,176	3,500	3,500	73	3,100
4052 Electricity	10,836	10,000	10,000	4,390	10,000
4053 Gas	2,298	3,500	3,500	194	3,000
4054 Insurance	0	0	0	0	0
4055 Cleaning	2,132	2,000	2,000	1,571	2,300
4056 Alarm Maintenance	0	1,000	1,000	0	0
4057 Window Cleaning	200	250	250	75	250
4058 Trade Waste	1,742	1,500	1,500	1,487	1,600
4059 Laundry	210	2,000	2,000	744	2,000
4064 Equipment - Hire	135	0	0	0	0
4065 Repairs & Maintenance	4,049	2,500	2,500	116	2,500
4066 Tools & Equipment	6,135	2,500	2,500	2,779	3,000

Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note :

	Last Year		Current Year			Projected Actual
	Actual	Agreed Budget	Revised Budget	Actual YTD		
4067 Furniture & Fittings	2,706	2,000	2,000	534	2,000	
4068 Structure	630	750	750	794	800	
4069 Pest Control	251	250	250	0	0	
4070 Crockery, Cutlery etc	1,673	2,000	2,000	0	2,000	
4071 Health & Safety - Fire	297	400	400	9	400	
4072 Health & Safety First Aid	50	200	200	0	200	
4073 Health and Safety	35	0	0	2,572	2,580	
4075 Advertising	3,106	3,000	3,000	1,051	2,500	
4076 Marketing & Promotion	0	2,000	2,000	0	2,000	
4077 Licences	1,289	700	700	1,677	1,750	
4079 Security	1,116	500	500	0	500	
4100 Telephones	3,349	4,000	4,000	1,852	3,300	
4102 Stationery	1,692	2,000	2,000	1,142	2,000	
4103 Publications	782	0	0	0	0	
4104 Postage	186	0	0	246	500	
4105 Photocopying	1,193	1,000	1,000	438	1,000	
4106 Subscriptions	20	20	20	0	20	
4115 Hospitality	197	0	0	82	120	
4120 IT - Antivirus	0	0	0	46	50	
4121 IT - Website Support	655	600	600	100	600	
4123 IT - Support & Maintenance	4,620	4,000	4,000	2	2,500	

Note :

	<u>Last Year</u>		<u>Current Year</u>			Projected Actual
	Actual	Agreed Budget	Revised Budget	Actual YTD		
4425 Technical Support	484	0	0	510	510	
4650 Events - Civic Hall	6,897	15,000	15,000	4,373	12,000	
4651 Events - Externally Organised	1,212	0	0	446	1,000	
4700 Ticket Sales Paid Over	24,555	0	0	10,684	0	
4750 Resale Items	575	0	0	0	0	
4998 Transaction Fees	680	720	720	511	1,000	
OverHead Expenditure	247,133	231,630	231,630	104,346	232,230	
1000 Ticket Sales Retained	7,570	15,000	15,000	3,028	15,000	
1005 Ticket Sales Non Retained	23,867	0	0	23,583	0	
1010 Hall Hire	63,970	70,000	70,000	33,463	70,000	
1011 Hall Hire - Concessionary	10,491	0	0	0	5,000	
1028 Resale Items	237	0	0	39	0	
1040 Fees & Charges-PAT tests	0	0	0	69	70	
1061 Rent Income - Town Council	3,000	0	0	0	0	
1081 Donations	500	0	0	0	0	
1091 Art Work Sales	0	0	0	149	140	
Total Income	109,634	85,000	85,000	60,331	90,210	
500 Net Expenditure	137,499	146,630	146,630	44,015	142,020	

Note :

	Last Year		Current Year		Projected Actual
	Actual	Agreed Budget	Revised Budget	Actual YTD	
505 Coffee Shop					
4000 Direct Salaries	0	0	0	8,962	0
4008 Training	0	0	0	45	0
4009 Clothing Costs	0	0	0	197	0
4055 Cleaning	0	0	0	44	0
4065 Repairs & Maintenance	16	0	0	165	0
4066 Tools & Equipment	113	0	0	2,329	0
4067 Furniture & Fittings	0	0	0	82	0
4070 Crockery,Cutlery etc	0	0	0	232	0
4075 Advertising	0	0	0	350	0
4550 Coffee Shop-Drinks (Hot)	0	0	0	623	0
4555 Coffee Shop-Drinks (Cold)	0	0	0	854	0
4560 Coffee Shop-Food	0	0	0	4,077	0
4625 Coffee Shop supplies	376	0	0	257	0
OverHead Expenditure	504	0	0	18,216	0
1200 Hot Drinks	0	0	0	721	0
1205 Cold Drinks	0	0	0	43	0
1210 Food	0	0	0	798	0
1220 Coffee Shop	0	0	0	9,175	0
Total Income	0	0	0	10,737	0
505 Net Expenditure	504	0	0	7,479	0

Note :

	<u>Last Year</u>		<u>Current Year</u>		<u>Projected Actual</u>
	<u>Actual</u>	<u>Agreed Budget</u>	<u>Revised Budget</u>	<u>Actual YTD</u>	
510 Civic Hall Bar					
4066 Tools & Equipment	513	0	0	240	250
4070 Crockery,Cutlery etc	0	0	0	260	300
4102 Stationery	0	0	0	19	50
4600 Bar Stock	18,540	17,000	17,000	10,267	17,000
4601 Bar Supplies - Sundry Items	5,191	3,750	3,750	1,663	3,250
4602 Bar - Stocktaking Costs	630	770	770	255	770
4603 Bar - gas	869	1,000	1,000	295	800
	<u>25,742</u>	<u>22,520</u>	<u>22,520</u>	<u>13,000</u>	<u>22,420</u>
OverHead Expenditure					
1020 Bar Takings	49,849	47,500	47,500	22,966	47,500
	<u>49,849</u>	<u>47,500</u>	<u>47,500</u>	<u>22,966</u>	<u>47,500</u>
Total Income					
510 Net Expenditure	-24,107	-24,980	-24,980	-9,966	-25,080

Note :

	<u>Last Year</u>		<u>Current Year</u>		Projected Actual
	Actual	Agreed Budget	Revised Budget	Actual YTD	
520					
Loan Charges					
4996 PWLB Loan - Principal	20,000	20,000	20,000	0	20,000
4997 PWLB Loan - Interest	4,446	3,990	3,990	0	3,990
	<u>24,446</u>	<u>23,990</u>	<u>23,990</u>	<u>0</u>	<u>23,990</u>
OverHead Expenditure					
520 Net Expenditure	24,446	23,990	23,990	0	23,990

Note :

	<u>Last Year</u>		<u>Current Year</u>		<u>Projected Actual</u>
	<u>Actual</u>	<u>Agreed Budget</u>	<u>Revised Budget</u>	<u>Actual YTD</u>	
800					
<u>Loan Costs</u>					
4150 Civic Hall - Seating	32,878	0	0	0	0
4151 Civic Hall - Lighting	8,500	0	0	0	0
4152 Civic Hall - Flooring	8,017	0	0	0	0
4153 Civic Hall - Roofing	1,424	0	0	0	0
4155 Civic Hall - Windows	23,578	0	0	0	0
4156 Civic Hall - Structure	0	0	0	4,580	0
4160 Civic Hall - Equipment	17,564	0	0	1,544	0
OverHead Expenditure	<u>91,960</u>	<u>0</u>	<u>0</u>	<u>6,124</u>	<u>0</u>
Total Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
800 Net Expenditure	<u>91,960</u>	<u>0</u>	<u>0</u>	<u>6,124</u>	<u>0</u>
Total Budget Expenditure	<u>1,074,035</u>	<u>937,662</u>	<u>937,662</u>	<u>382,651</u>	<u>908,172</u>
Income	<u>935,374</u>	<u>937,662</u>	<u>937,662</u>	<u>493,676</u>	<u>945,624</u>
Net Expenditure	<u>138,661</u>	<u>0</u>	<u>0</u>	<u>-111,024</u>	<u>-37,452</u>

Contact: Jeff Garfoot
Direct Tel: 03000 261946
email: jeff.garfoot@durham.gov.uk
Our ref: JG / JW



Mr A Shaw
Stanley Town Council
Stanley Civic Hall
Front Street
Stanley
County Durham
DH9 0NA

RECEIVED

08 AUG 2016

03 August 2016

Dear Parish / Town Clerk

Medium Term Financial Planning and 2017/18 Budget Setting

As you know the Government abolished the national Council Tax Benefit System on 1 April 2013, replacing it with a requirement for local authorities to work with their precepting bodies to establish a Local Council Tax Reduction Scheme (LCTRS).

These schemes provide a discount against Council Tax, rather than a benefit, and as such impact on the Council's overall Council Tax Base and each Parish and Town Council's Council Tax Base.

For the four years that the local scheme has been working, Council Tax Reduction Scheme Grant has replaced the previous Council Tax Benefit subsidy and is payable directly to the Council and the major precepting bodies being Police and Fire. The Council's grant payment includes an element relating to Town & Parish Councils and whilst local authorities are encouraged to pass this on, there is no statutory requirement to do so. The Council has previously made a commitment to pass on this grant, albeit with pro-rata reductions to the core funding reduction applied to the Council by Central Government.

To help with medium term financial plans, in July 2015, based on information published by Government at the time, the Council wrote to all Town & Parish Councils to provide them with indicative forecasts of reductions in LCTRS Grant for the period 2016/17 to 2018/19.

Town & Parish Councils received £1.685m of Council Tax Reduction Scheme Grant from the County Council in 2016/17, a reduction of £0.137m (7.52%) compared to that received in 2015/16.

Resources

Durham County Council, County Hall, Durham DH1 5UE
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The LCTRS adopted by the Council for 2015/16 was retained in 2016/17 and for your updated information, there are no plans to change it in 2017/18. The Scheme continues to mirror the previous entitlement under the Council Tax Benefit System for all claimants.

No local authority settlement figures have been published for 2017/18 and 2018/19 as yet, however, using the information contained within the final finance settlement for 2016/17, the Council has updated its forecasts with regards to Government grant reductions across the period 2017/18 to 2019/20.

Based on the final settlement figures for 2016/17 the grant due to Town & Parish Councils in 2016/17 was £1.632m, which is lower than previous forecasts, which had been communicated to you. Given that many Town & Parish Councils had already set their budgets at that time, the decision was taken to leave the allocation as previously notified and to make an adjustment to the sums due to Town & Parish Councils in 2017/18.

Taking into account the additional funding reductions announced in the December 2015 final finance settlement, the following assumptions are now factored into the Council's revised Medium Term Financial Plan (MTFP):

Year	Revenue Support Grant £m	£m Reduction	% Reduction
2015/16	98.207	-	-
2016/17	77.143	21.064	21.45
2017/18	56.003	21.140	29.71
2018/19	41.863	14.140	25.25
2019/20	27.623	14.240	34.02

Following the change to the structure of local government finance from April 2013, which saw the localisation of Business Rates, the Council's baseline funding level now contains the 50% Business Rates Retention and Top Up Grant. It is expected that these will continue to be increased by RPI on an annual basis. The RPI assumptions built into the MTFP are as follows:

RPI Increase	
2017/18	1.50%
2018/19	2.00%
2019/20	2.00%

Assuming the grant passed onto Town & Parish Councils is partially reduced in line with the Council's RSG reductions but partially increased in line with RPI (reflecting the splits in the original Start Up Funding Allocation – details of how this works were provided to Town & Parish Councils in our letter sent in July 2013) then the overall impact on payments to Town & Parish Councils would be as follows:

	RSG Element		Baseline Funding Level		Total	Annual Reduction	
	£m	Reduction	£m	Increase	£m	£m	%
2016/17	0.646	-	0.985	-	1.632	-	-
2017/18	0.469	27.40%	1.001	1.50%	1.470	0.162	9.93%
2018/19	0.351	25.25%	1.021	2.00%	1.372	0.098	6.67%
2019/20	0.232	34.02%	1.041	2.00%	1.273	0.099	7.22%

It should be noted that the above forecasts are based on estimates of reductions in RSG and estimated RPI levels over the coming years. The reductions in RSG reflect a reduction in funding to the Council proportionate to the current formula. The planning assumptions beyond 2016/17 are based on indicative spending totals for Government, based on the 2016/17 final settlement figures, which assume continuation of the austerity measures into 2019/20. If Government amend any of the formula factors to proportionately increase or decrease the allocation to the Council then this could change the above position.

Based on the above assumptions, and taken into consideration the (£0.053m) adjustment in respect of the 2016/17 grant, the Council have calculated the Council Tax Reduction Scheme Grant due to Town & Parish Councils in 2017/18 is £1.417m.

Budget Setting 2017/18

In setting the Tax Base for 2016/17 assumptions were made with regards to incidence and demand for Council Tax Reduction discounts.

The current Tax Base, adjusted for provisions for non – collection and prudent assumptions about demand and take up of Council Tax Reduction discounts for the remainder of the year, is marginally higher than the approved 2016/17 Tax Base. This takes into account new build / demolitions and other tax base changes up to 31 May 2016, plus improvement in recovery rates over the last 4 years also. Performance in recovering the additional sums levied as a result of the empty homes discount changes introduced in April 2013 continues to be carefully monitored and is in line with budget assumptions.

The updated Tax Base forecasts compared to the budget assumptions varies across individual Town & Parish areas depending on local circumstances. Though fine for budget planning purposes, **the current position is not the final position**, as this will be based on the Tax Base forecasts undertaken in October 2016. **The forecasts included in this letter should not be used for final budget setting but for budget planning purposes only.**

Using the updated Tax Base figures and the forecast grant reductions set out earlier it is possible to model the combined impact on your Council next year and I have set this out below:

Stanley Town Council	
Current tax base (2016/17) [A]	7,397.0
Tax base for 2017/18 [B]	7,521.5
Tax base increase/(decrease) from 2016/17 [C] = [B] - [A]	124.5
Current Band D Council Tax (2016/17) [D]	£89.88
Increase/(Decrease) in Council Tax Yield [E] ([C] x [D])	£11,190.06
Removal of 2016/17 LCTRS Grant [F]	(£130,804.00)
LCTRS Grant Applicable to Your Council for 2017/18 [G]	£107,945.00
Net Position [E] - [F] + [G]	(£11,668.94)

I would also draw your attention to the continued possibility of the Government extending the Council Tax capping controls (the level above which there must be a referendum) to larger Town & Parish Councils from 2017/18.

I trust you find the above information useful in terms of budget planning for 2017/18, please note my earlier comments about these figures being provisional.

Medium Term Financial Planning

It is good practice to maintain a Medium Term Financial Plan and I am aware that a number of Town and Parish Councils do so. To aid your planning I have set out below the potential impact on Council Tax Reduction Grant payments to your Council over the period 2017/18 to 2019/20 (using the 2017/18 distribution of grant as a basis – note this doesn't take into account any changes in your Tax Base across this period).

	£	Year on Year Reduction
Current Local Council Tax Reduction Scheme Grant Paid in 2016/17	£130,804.00	Not Applicable
Forecast Local Council Tax Reduction Scheme Grant 2017/18	£107,945.00	(£22,859.00)
Forecast Local Council Tax Reduction Scheme Grant 2018/19	£104,478.00	(£2,970.00)
Forecast Local Council Tax Reduction Scheme Grant 2019/20	£96,939.00	(£7,539.00)

Summary

Whilst the assumptions in the Council's Medium Term Financial Plan forecasts may be subject to change following the 2016 Autumn Statement and on receipt of the final finance settlement that is likely to be published in December 2016, the information contained above provides a reasonable overview of potential impacts on your Council, based on the current distribution of grant and information available and published to date.

The actual Tax Base forecasts for 2017/18 budget setting purposes will be compiled in October 2016. At that point, as is usual, we will write to you to inform you of your actual Tax Base for 2017/18 and set out details of the deadlines for submitting precept demands etc., which would usually be by 27 January 2017. The actual Tax Base will be reported to Cabinet in December 2016.

The final 2017/18 grant settlement will not be known until December 2016, at which point it will be known whether the Council's forecasts of Government grant reductions is correct. Any under or over payment of the 2017/18 Council Tax Reduction Grant will be taken into consideration when calculating grant due in 2018/19.

A report will be taken to County Council before 31 January 2017 to reaffirm the continuation of the existing LCTRS, with the decision to retain the current scheme (in terms of MTFP planning) being taken by Cabinet in July 2016. The 2017/18 Budget and Council Tax setting meeting of the County Council is 22 February 2017.

Should you require any further information with regards to this letter, please do not hesitate to contact Jeff Garfoot, Head of Finance Tel. 03000 261946 or email jeff.garfoot@durham.gov.uk

Yours sincerely

Paul Darby

Paul Darby
Interim Corporate Director; Resources



Coffee Shop – Financial Performance

Prepared for: Town Council, 20 September 2016

Prepared by: Derek Shingleton, Finance Manager

Date of Report; 13 September 2016

BACKGROUND

- At the last Council meeting it was agreed that I provide a report on the financial performance of the Coffee Shop from its opening in May to 31 August 2016.

CURRENT POSITION

- The current financial position is shown in the attached Appendix. I have split the costs into three categories – direct costs (salaries and food), ongoing costs (cleaning and maintenance issues) and set-up or one-off costs. All costs and income exclude VAT. In summary, the position is as follows.

Salary costs	£9,003
Food Costs (net of stock in hand)	£4,913
Total Direct Costs	<u>£13,916</u>
Income	£10,761
Gross Profit/(Loss)	<u>(£3,155)</u>
Running Costs	£339
Set Up or One-off Costs	£3,105
Current Financial Position	<u>(£6,599)</u>

The food costs take into account an estimated stock in hand figure of £926 based on the last stock take.

- The appendix shows that by far the biggest loss was incurred in May. This is a combination of relatively low takings due perhaps to the Coffee Shop not yet being fully established and to higher food costs being incurred in order to build up the stock. The performance in recent months has been better, although still showing a loss. Reduced staffing costs may improve the situation in future months.

STANLEY TOWN COUNCIL

RECOMMENDATION

4. I recommend that Members note the current position regarding the financial position of the Coffee Shop and make a decision on whether it should continue to operate.

FINANCIAL IMPLICATIONS

5. There are no financial implications arising directly from this Report, although it is reporting a loss making performance on the Coffee Shop.

LEGAL IMPLICATIONS

6. There are no legal implications arising directly from this Report.

Derek Shingleton

Finance Manager
