



Stanley Town Council

NOTICE OF MEETING

I hereby give notice that an Ordinary meeting of Stanley Town Council will be held on Tuesday, the 21st March 2017 at 6.30 pm at Stanley Civic Hall, Front Street, Stanley, DH9 0NA.

TO ALL MEMBERS of STANLEY TOWN COUNCIL

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

You are hereby summoned to attend an **ORDINARY MEETING** of Stanley Town Council to be held in Stanley Civic Hall, on Tuesday the 21st March 2017 at 18.30 in order to transact the following business:

Yours sincerely,

Alan Shaw
Town Clerk
14th March 2017

Please turn off all mobile phones or set to silent mode
Please refer to the Policy for recording proceedings

A G E N D A

1 APOLOGIES FOR ABSENCE

To **RECEIVE** any apologies and reasons for absence.

2 DECLARATIONS OF INTEREST

Members are invited to **DECLARE** disclosable pecuniary interests and other interests, along with the nature of those interests, in relation to any item on this agenda.

3 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIR

To **RECEIVE** any announcements from the Chair or Town Clerk.

4 PUBLIC PARTICIPATION

An adjournment will be allowed at the direction of the Chairman to allow for public comment and response in relation to items on this agenda or to consider written questions from the public submitted in advance of the meeting (*Individuals will be permitted a maximum of three minutes each. Total time for this session is limited to fifteen minutes*).

5 CONFIRMATION OF COUNCIL MINUTES

To **APPROVE** as a correct record and sign the minutes of the following meeting:

21st February 2017 Full Council **(ATTACHMENT A)**

6 MINUTES OF COMMITTEE MEETINGS

To receive the minutes of the following Committee meetings:

7th March 2017 Personnel **(ATTACHMENT B)**

8th March 2017 Finance & General Purposes **(ATTACHMENT C)**

7 RECOMMENDATIONS OF COMMITTEE MEETINGS

The following **RECOMMENDATIONS** of Committee meetings held since the last Ordinary Council meeting in November 2016 require consideration by Full Council:

(a) **PERSONNEL**

See Item 13: **Town Clerk Appraisal Objectives**

(b) **FINANCE & GENERAL PURPOSES**

At the meeting held on the 5th March 2017, the Finance & General Purposes Committee made the following **RECOMMENDATIONS** to Council:

Budgetary Control

- (i) No grants should be awarded from underspend on revenue budgets in future years; and
- (ii) An underspend of at least £13,000 needs to be achieved on revenue budgets in the coming year or the level of the General Reserve will reduce.

Internal Audit Contract

- (iii) Committee **RECOMMENDS** that the Town Council renew the contract for Gordon Fletcher as Internal Auditor for a further three years.

Council is requested to **CONSIDER** these **RECOMMENDATIONS** and **DECIDE** what to do.

8 RECOMMENDATIONS OF WORKING GROUPS

(iii) Fireworks Festival

A meeting was held for officers to take recommendations from members about how to proceed with the revenue budget which has been established by Council for fireworks. Only two members attended this meeting (Cllrs Nicholson & Bell)

The questions put to the working group were as follows:

- (a) Is the Council asking officers to procure a 'new' fireworks festival, or is the budget set aside as provision to fund the existing event which has been held on Oakey's Park provided by Stanley Events?
- (b) If officers are to be tasked to develop a 'new' event, where will it be held and when?

Recommendation: The two members present did not feel they could speak for the Council or the Comms Committee as a whole and deferred the matter to Full Council for consideration.

(v) Environmental Services (ATTACHMENT D)

A report is attached detailing the discussion of the working group and the recommendations put forward.

Council is requested to **CONSIDER** these matters and **DECIDE** what to do.

9 ACCOUNTS FOR PAYMENT & BANK RECONCILIATION

Statutory Basis:Accounts & Audit (England) Regulations 2011

Schedule of Payments	(ATTACHMENT E)
Schedule of Receipts	(ATTACHMENT F)
Bank Reconciliation	(ATTACHMENT G)
Statement Current Account	(ATTACHMENT H)
Statement Saver Account Statement	(ATTACHMENT I)
Members Initiative Fund Payments	(ATTACHMENT J)

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

- (i) **APPROVE** the payment of accounts for February 2017; and
- (ii) **NOTE** the Bank Reconciliation.

A report is appended showing the Full Year spend in respect of Member's Initiative Fund Contributions for information.

10 REVIEW OF INTERNAL CONTROL (ATTACHMENTS K, L)

Statutory Basis: The Accounts and Audit Regulations 2015

The Council has a duty to review its system of internal control and risk management on an annual basis. A report and risk register have been prepared and are attached to this agenda.

Members are requested to **CONSIDER** the report and associated risk register and **DECIDE** what to do.

RECOMMENDATIONS:

- (i) Council should **NOTE** the contents of the report in terms of the review of internal audit and internal control; and
- (ii) **RESOLVE** to support the principle of ensuring that effective risk management takes place within Stanley Town Council.

11 COMMITTEE STRUCTURE & SCHEDULE OF MEETINGS (ATTACHMENT M)

The Town Clerk has prepared a proposal for consideration by Council in relation to the Schedule of Meetings and Committee structure for 2017/18. A report is attached.

Council is requested to **CONSIDER** this matter and **DECIDE** what to do.

12 EXCLUSION OF PRESS AND PUBLIC*

To **RESOLVE** that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.

Justification for excluding the public and press from consideration of the following item: The consideration of staffing matters needs to be held in closed session to preserve the privacy of staff.

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

13 TOWN CLERK APPRAISAL OBJECTIVES (ATTACHMENT N)

The Personnel Committee has put forward a number of Objectives for the Town Clerk in the coming Civic Year. (Report Attached)

Council is requested to **CONSIDER** this matter and **DECIDE** what to do.

RECOMMENDATION: The objectives identified by Committee should be accepted.

I4 DATE, TIME AND VENUE OF NEXT MEETING

Tuesday 18th April 2017, 6.30 pm.
Stanley Civic Hall

In accordance with the Public Bodies (Admission to Meetings) Act 1960, members of the public and press are welcome to attend the meeting. Members of the public will only be permitted to speak at the beginning of the meeting during Public Question Time.