

MINUTES of the ORDINARY MEETING OF STANLEY TOWN COUNCIL

Held at Stanley Civic Hall, Front Street, Stanley on Tuesday 26th September 2017 at 6.30pm

PRESENT: **B Nair*** T Armstrong D Carmichael L Christie
 J Clark H Clark M Davinson (18:35) C Hampson
 C Marshall D Marshall J McMahon J Nicholson
 J Pallas J Stephenson L Timbey D Tully
 J Tully G Wilkinson

***Chairman**

OFFICERS: Alan Shaw (Town Clerk)
 Nicola James (PA to the Town Clerk)
 James Harper (Community Development Manager)

IN ATTENDANCE: 17 members of the public

110 APOLOGIES FOR ABSENCE

Apologies received from Cllrs A Clegg & J Kane were accepted by Council.

111 DECLARATIONS OF INTEREST

Cllr D Marshall declared a personal interest in item 10, part 3, as his son is the Director of Stanley Events Ltd.

Cllr C Marshall declared a pecuniary interest in item 10, part 3, as he is Director of Stanley Events Ltd.

Cllr J McMahon declared a pecuniary interest in item 10, part 3, as he is an employee of Stanley Events Ltd.

112 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIRMAN

The Town Mayor welcomed James Kane to the Council as the newly elected member to the Stanley Hall Ward, although Cllr Kane was unable attend tonight's meeting.

The Town Clerk reminded everyone to turn their mobile phones off or to silent, and advised that the meeting was being recorded but not live streamed to Facebook. He also advised that a member of the public was recording the meeting.

It was proposed by Cllr B Nair, seconded by Cllr J Stephenson and **RESOLVED** that Item 12 be moved up the agenda to be dealt with after Item 6 as there are a number of members of the public in attendance who had attended just for that item.

113 PUBLIC PARTICIPATION

The following matters were raised by members of the public present:

- (i) John Caulfield questioned why the Town Clerk had stated that John Ullathorne could not do his presentation in the July Projects Committee meeting and that he was not happy that the Town Clerk had misrepresented the situation in a Council meeting.

The Town Clerk advised that he was happy for John Ullathorne to attend the meeting, however Committee took the decision that there was not enough time for John to give his presentation.

- (ii) Billy Nixon questioned why the question of where the Louisa Memorial Stone would be moved was back on the agenda as it had previously been agreed in a meeting that the stone would stay in Annfield Plain. He questioned who gave the Town Clerk permission to discuss the issue with other parties, and why it was not suggested that the copy stone be put in Stanley rather than the copy stone being put in Annfield Plain. He also suggested that this item should not be discussed again as a Council decision could not be overturned within 6 months of the decision or until 11 members sign a motion for the item to be put back on the agenda.

The Town Clerk advised that he did not need permission to speak to members of the community. He also advised that he had received a motion signed by 12 members to have the item put back onto the agenda.

Cllr C Marshall stated he was concerned about the accusations from the public toward the Councils head of paid service and accusations against the Council. Any decision taken by a Council has to be the right decisions for the communities and the people who elect us and we have to take on board their views and opinions. No one is more important than the families affected by the mining disaster and their views are integral in deciding the final location of the memorial.

Mr Jack Hair informed everyone that following a consultation, the majority of relatives of the men who were killed in the disaster wished the original memorial stone to be moved to Stanley. Most of the men who were killed and injured were in the Louisa Miners Lodge. Relocating the stone to Stanley is a personal matter to the families and not a political issue. The stone should be moved to Stanley.

Mr Ed Simpson, son of one of the mining disaster victims expressed his personal wish that the stone be moved to Stanley.

Mrs Christine Bell noted that many people from Catchgate, Annfield Plain and New Kyo wanted the stone to remain in Annfield Plain.

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CONFIRMATION OF COUNCIL MINUTES

It was **RESOLVED** that the minutes of 25th July 2017 be **APPROVED** as a correct record and signed by the Town Mayor.

115 MINUTES OF OTHER MEETINGS

It was proposed by Cllr L Christie, seconded by Cllr J Stephenson and **RESOLVED** that the minutes of Projects & Initiatives on 12th September and Finance & Governance on 13th September be **RECEIVED** by Council.

Item 12 (Minute #121- Louisa Morrison Memorial) was dealt with at this point in the meeting at the direction of the Town Mayor, as the majority of members of public present had attended for this item of business.

116 ELECTION OF DEPUTY TOWN MAYOR

Cllr L Timbey nominated Cllr A Clegg to the office Deputy Town Mayor, seconded by Cllr C Marshall.

Cllr A Clegg was duly elected to the office of Deputy Town Mayor.

117 CORRESPONDENCE

There has been no relevant correspondence received to report.

118 RECOMMENDATIONS OF COMMITTEE MEETINGS

(a) PROJECTS & INITIATIVES

- (i) **Christmas Events** - It was **RESOLVED** that officers be instructed to deliver the event in line with that outlined in the draft specification.
- (ii) **Play in the Park** - It was **RESOLVED** that the Council should continue to provide events in 2018.

(b) FINANCE & GOVERNANCE

- (i) **MIF Policy** - It was **RESOLVED** that a working group be established to review the current policy and bring recommendations back to full council.
- (ii) **Financial Information** - It was **RESOLVED** that the Finance Officer be granted additional hours to produce the reports and information required in reference to the operation of the Civic Hall.
- (iii) **DBS Checks** - It was **RESOLVED** that the Council should implement a policy of compulsory DBS checks for elected members in line with the DCC policy and that ID cards be purchased for members and staff.
- (iv) **Apprentices** - It was **RESOLVED** that the Finance & Governance Committee should look into the best provider of apprentices and undertake the recruitment of an admin apprentice for 12 months. The appointment of a customer service apprentice for the Civic Hall should be looked at once the Finance Officer has looked into the Civic Hall finances further.

119 GRANT FUNDING APPLICATIONS

The Town Clerk explained that the Finance working group were unable to meet to discuss the Grant Funding Policy before tonight's meeting. It was **RESOLVED** that consideration of applications from the General Grants budget should be deferred until the policy has been reviewed and amended as required.

The Fireworks application will be considered separately as a specific revenue budget exists for Fireworks.

Cllr C Marshall, D Marshall & J McMahon left the room whilst members discussed the application from Stanley Events Ltd.

It was agreed that Cllr D Tully could ask Carl Marshall a technical question in relation to the payment for site equipment, gazebos, generators etc. Mr Marshall explained that this was to cover maintenance, depreciation, transport and storage of these items and is a whole cost for the equipment.

It was proposed by Cllr M Davinson, seconded by Cllr L Timbey and **RESOLVED** that Stanley Events Ltd be granted the £10,000 from the General Grants budget to put on a Fireworks Display in 2017. A proper tendering exercise should be held in 2018.

120 CIVIC REGALIA

Cllr D Marshall requested this item to be considered and suggested a ribbon with a badge showing the STC crest could be suitable and relatively inexpensive.

It was **RESOLVED** that the Town Clerk look into the costs for purchasing Civic Regalia for the Town Mayor's consort and the Deputy Town Mayor and report his findings to Council for consideration.

121 LOUISA MORRISON MEMORIAL

The Town Clerk read out the following motion which was signed by 12 members of Council:

"Having consulted with members of the public and considered the available historical information about the Stanley Mining Disaster, we would like the decision taken at the Full Council meeting held on 25th July 2017 (Minute 76 (a)(i)) to be reviewed."

Cllr D Marshall stated that the decision made in July was flawed as no one had taken into consideration the views of the relatives of the victims.

The Town Clerk advised members that there are no initial costings to create a replica stone however costings can be obtained.

It was moved by Cllr D Marshall, seconded by Cllr C Marshall and **RESOLVED** that the original memorial stone be moved to the Louisa Colliery Shaft, that a second replica stone be commissioned and placed in Annfield Plain and that a suitable event to recognise the loss of lives in the mining disaster be arranged.

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DATE, TIME AND VENUE OF NEXT MEETING

Tuesday 24th October 2017, 6:30pm, Civic Hall Stanley.

MINUTES of the **FINANCE AND GOVERNANCE COMMITTEE MEETING OF STANLEY TOWN COUNCIL** held at Stanley Civic Hall, Front Street, Stanley on Wednesday 11th October 2017 at 6.00pm

PRESENT: Cllr J Stephenson* Cllr M Davinson Cllr D Marshall
Cllr J Pallas Cllr J Kane Cllr H Clark
Cllr J Nicholson Cllr D Tully Cllr B Nair
Cllr A Clegg

***Chairman**

OFFICERS: Nicola James (PA to the Town Clerk)
Alan Shaw (Town Clerk)

ABSENT: Cllr D Carmichael

OTHER IN ATTENDANCE: 6 members of the public and Cllrs J McMahon & C Marshall

123 **APOLOGIES**

Apologies received from Cllr L Christie were accepted by the Committee.

124 **DECLARATIONS OF INTEREST**

Cllrs C Marshall & A Clegg declared a personal interest in Stanley Indoor Bowls Club as members of the Committee.

125 **PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIRMAN OR TOWN CLERK**

The Town Clerk reminded everyone present to turn their phones off or switch them to silent. No one was recording this meeting.

126 **PUBLIC PARTICIPATION**

There were no questions submitted prior to the meeting and no questions from the floor.

127 **CONFIRMATION OF MINUTES**

It was proposed by Cllr D Marshall, seconded by Cllr B Nair and **RESOLVED** that the minutes of the Finance and Governance Committee meeting held on 13th September be approved and signed by the Chairman as a correct record.

128 ACCOUNTS FOR PAYMENT AND BANK RECONCILIATION

Members requested the Town Clerk to provide a budget monitoring report for the next meeting which will alert them to any budget pressures.

It was proposed by Cllr D Marshall, seconded by Cllr M Davinson and **RESOLVED** that the payment of accounts for September 2017 be **APPROVED** that the Bank Reconciliations for September 2017 be **NOTED**.

129 MIF & GRANT POLICY/ FUNDING APPLICATIONS

It was proposed by Cllr B Nair, seconded by Cllr J Kane and **RESOLVED** that the revised policy be deferred to Full Council to give members more time to review it and propose amendments.

130 BUDGET SETTING - INITIAL DRAFT BUDGET

The Town Clerk presented the initial draft budget to Members which he advised needs to be worked on to remove budget lines that are not needed for next year. Members **AGREED** to accept the draft budget put forward.

The Town Clerk presented the draft Medium Term Plan and advised that priorities would need to be identified for the coming year to enable budgets to be allocated to each objective. Any questions regarding the MTP should be directed to the Chairman of the Committee or Cllr D Marshall.

Members requested the Town Clerk to organise a session where advice service providers can advise Members how residents can obtain sources of support and advice in relation to Universal Credit.

It was proposed by Cllr B Nair, seconded by Cllr M Davinson and **RESOLVED** that Committee **RECOMMENDS** that the Medium Term Plan be adopted by Full Council.

131 PUBLIC PARTICIPATION AT MEETINGS

The Town Clerk read out the report which was tabled at the meeting.

It was proposed by Cllr M Davinson, seconded by Cllr J Kane and **RESOLVED** that Committee **RECOMMEND** that the new policy be adopted with an addition to the Town Clerks recommendations to include providing the public with information about the range of ways that they can interact with the Council and Councillors.

132 APPRENTICES

The Town Clerk advised members that after reviewing the Durham County Council & Gateshead Apprenticeship Schemes, they both offered the same thing, however in addition to the Government/ EU funding support, DCC had set aside additional funding to support the scheme.

It was proposed by Cllr B Nair, seconded by Cllr A Clegg and **RESOLVED** that:

- (i) Recruitment of an apprentice should be done through the Durham County Council scheme;
- (ii) the Town Clerk be authorised to lead the interviews and recruitment of a business administration apprentice; and
- (iii) The viability of further apprentices within the Civic Hall be brought back to Committee for further consideration after the budget has been set.

133 MEMBER MOTION

Cllr D Tully moved his motion relating to a Mayoral Report, seconded by Cllr B Nair:

I propose that the Full Council Agenda has standing items for a Mayoral report at to what he has done since the last meeting to promote STC, functions/ events attended and any updates he may have, also for reports from the representatives to outside bodies e.g. AAP, CDALC, Pact House to table regular reports and updates to the Council.

Also for reports from the representatives to outside bodies e.g. AAP, CDALC, Pact House to table reports and updates to the Council.

Cllr M Davinson moved an amendment to this motion, which was seconded by Cllr Helen Clark and **RESOLVED** to be **RECOMMENDED** to Full Council:

"I propose that Full Council has a standing agenda item entitled "Mayor's Announcements" to replace the current "Procedural/Appropriate Announcement From the Town Mayor" to provide a verbal monthly Mayoral report. In addition to the current procedural announcements there will be an opportunity to make a positive, non-political statement. This will combine highlights of the Mayor's Civic engagements since the last meeting and any updates on events or other developments within the town they would like to highlight.

Quarterly verbal reports from the representatives to outside bodies e.g. AAP, CDALC, PACT House should also be received at Full Council to update the Council on the ongoing work in these areas."

The Town Clerk was asked to schedule these quarterly reports to meetings where Council business is quieter, i.e. not during budget setting or year end.

134 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:
Commercial Sensitivity; Privacy of staff*

135 STAFFING MATTER

Committee **AUTHORISED** the Town Clerk to take appropriate steps to fill the vacant Bar Manager post over the Christmas season on a temporary basis or fixed term contract.

136 FINANCIAL MATTER

The Committee **AUTHORISED** the Town Clerk to write off the £600 owed from the insolvent hirer of the Civic Hall as there was no value in pursuing the matter further.

137 DATE, TIME AND VENUE OF NEXT MEETING

15th November 2017, 6:00pm, venue to be confirmed.



Public Participation

Prepared for: Finance & Governance, 11th October 2017

Prepared by: Alan Shaw

Date of Report: 9th October 2017

INTRODUCTION

Following the Full Council meeting held on 26th September 2017, the Town Clerk, after consultation with the Town Mayor, felt that a review of the Council's Standing Orders as they relate to public participation in meetings was required.

BACKGROUND

The Town Council's Standing Orders are based on the model Standing Orders produced by the National Association of Local Councils. A number of localised changes to the Standing Orders have been made over time, however the provisions as they relate to public participation have not been changed from the template.

ISSUES

In recent months, the public participation part of the meeting has been used as a platform to make statements and raise issues which have nothing to do with the business being discussed at the meeting and in the last two meetings has been used by one member of the public to raise the same issue which amounts to a service complaint. This is not the purpose of the public participation item. If questions which are completely unexpected are raised at meetings it also limits the ability of the Council to provide an answer at the meeting itself.

LEGAL REQUIREMENTS

The public have a legal right to attend Council meetings under the Public Bodies (Admission to Meetings) Act 1960 with certain exclusions (staff confidentiality, legal privilege, commercial sensitivity). (This Act, incidentally, was introduced as a private members Bill in her maiden speech in 1959 by Margaret Thatcher.)

There is no statutory right for the public to be permitted to speak at meetings or raise questions, although it is recognised as good practice to give the public the opportunity to do so. However, many larger Councils place restrictions on the public participation which enable the meeting to run smoothly and to facilitate giving meaningful answers to matters raised.

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OTHER COUNCILS

The Clerk has looked at the standing orders of a number of Town Councils. It is commonplace for the following measures to be in place to manage public participation:

1. Requiring questions to be notified in writing in advance of the meeting;
2. Putting criteria in place which give the Council the opportunity to deny malicious/ frivolous/ irrelevant matters being raised;
3. Putting criteria in place to prevent the same issues being raised time and again;
4. Giving the Chairman more power to require people who are causing disruption to leave the meeting.
5. Taking steps to ensure the the public are provided with information about the range of ways that they can interact with the Council and Councillors.

A good example of clear and structured public participation rules has been taken from Cirencester Town Council and is reproduced at the back of this report for information.

RECOMMENDATION

A sensible approach would be to adapt the Cirencester Standing Orders as they apply to public participation and amend our own standing orders accordingly.

FINANCIAL IMPLICATIONS

None.

LEGAL IMPLICATIONS

There is no statutory right for the public to speak at Council meetings and many (particularly principal) Councils do not permit it. Therefore there are no legal implications as any change is simply a change to internal rules of conduct (viz the Standing Orders).

CIRENCESTER TOWN COUNCIL WEBSITE

Public Participation at Meetings

We would like to take this opportunity to invite you to attend our meetings and welcome participation from the public.

Members of the public are welcome to attend meetings of the Town Council and its Committees and have the opportunity to speak.

If you would like to speak at a meeting, or would like to submit correspondence, please notify the Chief Executive Officer (by post to Cirencester Town Council, Bingham House, 1 Dyer Street, Cirencester, GL7 2PP or E-mail: ceo@cirencester.gov.uk) in advance of the meeting and no later than 5.00 p.m. on the day before the meeting.

For the purpose of public speaking, a member of the public is defined as someone who is included on the electoral register for the town of Cirencester and those who are excluded from the register by age and who reside in the town.

At meetings of the Council and its Committees/Groups the Mayor or presiding Chairman shall adjourn the meeting so as to allow members of the public to speak in relation to any business of the Council. If a member of the public wishes to speak on a matter which does not directly relate to the business of the Council this will be at the discretion of the Mayor or presiding Chairman; subject to notice being given as at Standing Order 68 d). In the event of the public participation being in the form of a specific question, the respective lead member, within whose remit the question falls, shall provide a response at the meeting or within 7 days of the meeting unless such a response is prejudicial to the Council under exemption within the Freedom of Information Act.

A maximum of 3 minutes is allowed per person to speak and the total length of time afforded for public participation at each meeting shall be no more than 15 minutes, subject to the extension of this time, in exceptional circumstances, being agreed by the Mayor or presiding Chairman.

Correspondence received on a matter before Council or a Committee/Group will be considered; correspondence which does not relate to an agenda item will be tabled for information and will not be the subject of discussion.

Please see the Council's [Standing Orders](#) (no. 68 refers).

CIRENCESTER TOWN COUNCIL STANDING ORDERS

PUBLIC QUESTIONS AND PARTICIPATION AND THE ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS

68. a) The Public and press shall be admitted to all meetings of the Council and its Committees which may, however, temporarily exclude the public and press by means of the following resolution:
- b) That in the view of the confidential nature of the business about to be transacted it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.
- c) The reason for exclusion shall be stated clearly, as listed below:
- i. Personnel (e.g. the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council);
 - ii. Litigation;
 - iii. Contractual.
- d) In the event of a decision being made, when the public and press are excluded, that decision shall be made known in public session.

In accordance with the Openness of Local Bodies Regulations 2014 the following is permitted at any public meetings of the Council/its Committees:

- i. Film/photograph/make an audio recording of the meeting;
 - ii. use any other means for enabling persons not present to see or hear proceedings as it takes place/later;
 - iii. report/comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.
- e) In consultation with the Chairman of the Council, the Chief Executive Officer may arrange a public forum in advance of a Council meeting at which an important matter is due to be discussed. This is to provide an opportunity for the public to have an open discussion with the Council prior to the formal proceedings of
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the Council meeting and would commence at 6.30pm and conclude no later than 6.55pm.

- f) Members of the public who wish to submit a written question for inclusion as part of public participation at a Council/Committee meeting may do so at any time; the respective lead member, within whose remit the question falls, shall provide a response within 7 days of receipt, unless such a response is prejudicial to the Council under exemption within the Freedom of Information Act. When a written response is available at the meeting the member of the public may ask a supplementary question. Every effort will be made to respond to the question in advance of the meeting in order for a supplementary question to be prepared.
- g) If a member of the public wishes to speak at a meeting, or would like to submit a question or written correspondence they are asked to notify the Chief Executive Officer in advance of the meeting and no later than 5 p.m. on the day before the meeting. For the purpose of public speaking, a member of the public is defined as someone who is included on the electoral register for the town of Cirencester, those who are excluded from the register by age and who reside in the town and/or anyone who has a business or represents an organisation which is based in Cirencester.
- h) At meetings of the Council and its Committees the Mayor or presiding Chairman shall adjourn the meeting so as to allow members of the public to speak in relation to any business of the Council. If a member of the public wishes to speak on a matter which does not directly relate to the business of the Council, this will be at the discretion of the Mayor or presiding Chairman; subject to notice being given as at Standing Order 68 g).
- i) A maximum of 3 minutes is allowed per person to speak and the total length of time afforded for public participation at each meeting shall be no more than 20 minutes, subject to the extension of this time, in exceptional circumstances, being agreed by the Mayor or presiding Chairman.
- j) Correspondence received on a matter before Council or a Committee/Group will be considered; correspondence which does not relate to an agenda item will be tabled for information and will not be the subject of discussion.
- k) The press shall be afforded reasonable facilities for the taking of their report of proceedings at which they are entitled to be present.

DISTURBANCE BY MEMBERS OF THE PUBLIC AT MEETINGS

69. If a member or members of the public interrupt proceedings at any meeting, the Mayor or presiding Chairman may, after warning, order that they be removed from the meeting and may immediately adjourn proceedings for such period as is necessary to restore order, including the adjournment to such other date as convenient.

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Medium Term Plan

Prepared for: Finance & Governance Committee, 11th October 2017

Prepared by: Cllr Jeanette Stephenson

Date: 9 October 2017

ACTION PLANS

Objective 1: Champion the regeneration of Stanley and its villages by bringing back into use empty buildings and derelict land across the area.

No.	Action	Target date	Lead	Comments
1	Establish a mechanism for Councillors, partners and the community to identify derelict land and buildings.			
2	Establish a database of identified land and buildings.			
3	Work with DCC in identifying and bringing forward suitable development across Stanley and to feed into the development of the County Durham Plan.			
4	Review the progress of the above actions and amend as needed.			

Objective 2. Tackle environmental crime and issues by reinstating the neighbourhood wardens service across the area.

No.	Action	Target date	Lead	Comments
1	Explore and develop the direct employment of a team of Neighbourhood Wardens to service the Stanley Town Council area.			

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Objective 2. Tackle environmental crime and issues by reinstating the neighbourhood wardens service across the area.

No.	Action	Target date	Lead	Comments
2	Explore options for directly employ team of environmental staff to be based around key park areas and to carry out localised litter picking.			
3	Support the Police by funding two new police vehicles to be utilised by both the police and a future neighbourhood warden service.			
4	Develop and agree how work will be allocated and prioritised by linking with partners including STC, DCC and the local police.			

Objective 3. Develop new ways of engaging and working with young people ensuring there are a range of activities and facilities for them

No.	Action	Target date	Lead	Comments
1	Establish positive links with the AAP Stronger Stanley group to maximise funding opportunities and allocate a budget to match fund projects with the Stanley AAP.			Through the Stronger Stanley Thematic Group
2	Carry out an audit of all existing youth work activities across the Stanley area to include; where the provision takes place, who it is provided by, what age range does it include, when it is provided and how the activities are promoted.			Work alongside existing providers and Stanley AAP.
3	Support and encourage the principle of a co-ordinated programme of activities, including school holidays covering the entire Stanley area.			

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Objective 4. Develop a focused programme of good quality events

No.	Action	Target date	Lead	Comments
1	Begin the planning and delivery of the 2018 armed forces day directly by STC and agree budget for the delivery of the event.	Immediate	Town Clerk	
2	Develop/Adopt Tender process for programme of current events in Stanley			
3	Develop a forward plan and budget of events to be set and agreed annually.			

Objective 5. Provide support for community facilities and Sports Clubs across the area

No.	Action	Target date	Lead	Comments
1	Undertake mapping exercise of where community buildings and sports clubs in the area are located			
2	Use AAP Directory to also map activities taking place			
3	Develop a grant funding pot to support core costs of community and sports buildings			
4	Develop an emergency response to support the public in minimising the impact of the introduction of universal credit over the forthcoming holiday period by working alongside our existing partners who have been funded by Stanley Town Council.	Dec 2017	Town Clerk	Priority action Work alongside DCC Welfare Rights, Prince Bishops Credit Union, CAB, Money Advice and the Karbon Homes.
5	Ensure that suitable infrastructure support is available to voluntary sector partners by ensuring support is available to support governance, funding and volunteering across Stanley.	March 2018		

Objective 5. Provide support for community facilities and Sports Clubs across the area

No.	Action	Target date	Lead	Comments
6	Develop a three year funding programme for the delivery of the advice services in Stanley to include an outreach service and include the CAB, Money Advice and Welfare Rights.	March 2018		

Objective 6. Ensure the people of Stanley achieve good value for money by ensuring Stanley Town Council is managed effectively

No.	Action	Target date	Lead	Comments
1	Review and report the inherited financial position and liabilities of STC by undertaking a full review of STC, financial, staffing and Civic Hall. Detailing beneficiaries and exploring value for money.	March 2018	Chair of Finance and Governance Committee	Work with Town Clerk and Cllr Carmichael.
2	Use AAP Directory to also map activities taking place	March 2018	Chair of Projects and Initiatives	
3	Develop a Long-Term Plan/Vision for Town and surrounding areas			Work with AAP and DCC on this work. Potential links to the town centre master plan
4	Review the existing procurement policy and processes.			CDALC External advice To include providers paying the Durham living wage.
5	Review the existing HR framework for staff including appraisal, performance management and progression.			
6	Actively seek further external funding opportunities and income generation opportunities			

Objective 6. Ensure the people of Stanley achieve good value for money by ensuring Stanley Town Council is managed effectively

No.	Action	Target date	Lead	Comments
7	Develop a joined-up approach to joint/match funding and partnership working to maximise the use of the forthcoming CLLD	March 2018	Town Clerk and AAP Co-ordinator	Particularly important because of CLLD 1.5 million for area.
8	Adopt and embed new General Data Protection Regulations into STC.	May 2018	Town Clerk	Priority action
9	Investigate the adoption of the Dying to Work Policy		Town Clerk and Cllr Timbey	Currently being explored by a number of councils including DCC
10	Conduct a full review of all Council staff to reflect the priorities identified within the MTP	March 2018	Town Clerk, LG Leader & Chair of F&G	

Objective 7. Introduce a living wage for all Town Council staff and contractors, making sure that people are paid a fair rate for the work they do.

No.	Action	Target date	Lead	Comments
1	Cost and introduce the Durham living wage to all STC posts.	March 2018	Town Clerk	
2	Ensure all suppliers and contractors of STC pay the Durham Living wage.	March 2018	Town Clerk	
3	Develop a forward plan and budget of events to be set and agreed annually.			

Objective 8. Communicate effectively with residents of the area.

No.	Action	Target date	Lead	Comments
1	Develop and establish a new communications strategy for the Council that provides value for money and increases the variety of ways we engaged the community and the media, including the wider work of the Council, grant funded projects and the Civic Hall.		Town Clerk	

Objective 9. Investigate the feasibility of a Heritage Facility in Stanley Town Centre.

No.	Action	Target date	Lead	Comments
1	Sub group to review the current proposal to purchase Stanley Council Offices to ensure financial viability and value for money.	October 2017	LG Leader, Town Mayor, Chair of P&I and Chair of F&G.	
2	Develop a working group to take forward recommendations agreed by Council; produce detailed business plan, investigate financial viability, explore external funding applications.	November 2017	Town Clerk	Needs to be properly resourced; eg staff / expertise etc. Develop wider partnership links.
3	Work alongside existing partners to ensure sustainability and provide suitable support to meet their future ambitions.		Stanley Town Council Building Sub group	

POLICY DOCUMENT

Name of Policy:	GRANTS & DONATIONS POLICY
Date policy created:	9th October 2017
Author:	Alan Shaw, Town Clerk
Date adopted by Full Council:	DRAFT
Signed: (Chair of Council)	

1. INTRODUCTION

- 1.1** Local councils have a general power to make grants under section 137 of the Local Government Act 1972, where there is not provision in any other legislation. For example, the Local Government (Miscellaneous Provisions) Act 1976 provides for financial support to providers of leisure, recreation and sport activities.
- 1.2** Stanley Town Council encourages local voluntary organisations which provide services to local people and which require funding to apply for grant aid. The Council must ensure that grants (which are all funded by local taxpayers) provide value for money. Therefore the following criteria will be taken into account when considering applications:

2. POLICY STATEMENT

- 2.1** A Grant is any payment made by Stanley Town Council (the Council) to be used by an organisation for a specific purpose in the furtherance of the wellbeing of the local community, either generally or for a specific purpose, and which is not directly controlled or administered by the Council.
- 2.2** The Council awards grants, at its discretion, to organisations which can demonstrate a clear need for financial support to benefit part or all of the Council's designated area by, for example: providing a service; enhancing the quality of life; reducing crime; improving the environment; promoting the area in a

positive way or otherwise positively contributing to the achievement of the Council's objectives, which are published from time to time.

- 2.3** A beneficiary organisation must be either non-profit making or charitable and be properly constituted with its own bank account and independent audit of its accounts. Grants will not be made to individuals unless there is a demonstrable and compelling benefit to the wider community of the Stanley area by doing so.
- 2.4** Grants will not be made retrospectively. No applications for financial support will be granted where the expenditure being requested has already been incurred.

3. FULL COUNCIL GRANTS

The Town Council sets aside money within its budget each year for awarding grants to local organisations and applicants are advised to refer to the annual budget to see the level of allocation for the relevant year. Applications for grants are assessed annually (see Application deadlines section below)

3.1 Will the grant benefit Stanley residents?

The Town Council will only give grants for purposes which directly benefit Stanley residents and will give priority to organisations which are based in the town. The Council may consider grants to organisations that cover a wider area than Stanley (e.g. the Derwentside area or North Durham) if the organisation provides services to Stanley residents or which benefit the Stanley area.

The Town Council will not generally national appeals or to appeals that benefit only a single individual.

3.2 Can the applicant organisation show that it needs the grant?

The Town Council has only limited funds and therefore will only give grants to organisations that can demonstrate that a grant from the Town Council will make a difference and that there are not alternative ways of raising the money.

You will be required to provide a copy of your most recent accounts (including a balance sheet), annual report if you produce one and details of other organisations approached for funding and whether you were successful.

The Town Council will not normally provide grants to organisations which, for example, have large unallocated reserves or where funding should be available from another source. In some circumstances the Council may provide advice and information, or request that your organisation re-applies after exploring alternative options.

3.3 Does the applicant organisation follow basic organisational rules?

The Town Council will only give grants to properly constituted bodies that are not for profit. This usually means that, at a minimum, the organisation should have a constitution, set of rules or memorandum and articles. The organisation should have clear roles and responsibilities and produce annual accounts. All grants will be paid by cheque and made payable to the organisation's account. Payment will not be made to any individual's personal bank account.

3.4. What purposes must the grant be used for?

Applicants must identify a specific purpose for which funding is sought. Acceptable examples include capital grants for a specific project or purchase, upgrading existing facilities, training costs, and start-up costs for new initiatives/projects. Grants will not be given towards activities that are part of statutory obligations, or research costs. Retrospective applications where an event or activity has already taken place will not be considered. Organisations with a profit making remit are not eligible nor are religious/political activities unless it can be shown that the event will be open to and for the benefit of the community as a whole. The list above provides examples only, more detailed criteria can be found in paragraph 3.9.

3.5. How much can be applied for?

STC would generally expect applications to be a maximum of £10,000 but would be willing to consider higher applications for exceptional projects seeking to improve the local area. No application for under **£1000** will be considered under this process, organisations should refer to the Member's Initiative Fund (MIF) for small grants.

3.6. How to complete the application form

Please complete all sections of the form; applications may be rejected if incorrect or incomplete information is supplied. The Council will only consider requests for specific sums. You should also submit:

- Your organisation's governing document.
- The year-end accounts (or in the case of a new organisation, please provide a brief business plan showing your projected costs and expected income for at least one year.)
- All accounts relating to the organisation must be disclosed, not just those relating to the specific purpose associated with the application.
- If your latest accounts show more than 12 month running costs in reserves please give an explanation as to why you require additional funding.
- Proportion/number of beneficiaries living in the Council's designated area;
- Please demonstrate why your organisation needs this funding.

3.7. Conditions of grant

The application should be supported by estimates for the project where appropriate, or a price list for items of equipment to be purchased and any further information requested by the Town Council.

Only one grant per year will usually be made to any applicant. Applicants are not precluded from applying for a grant annually (provided eligibility criteria still apply). Organisations are encouraged to search for sustainable alternative means of funding their activities. Acceptance or refusal of a particular application does not determine, predicate or influence the outcome of any further applications by the Town Council at a later date.

3.8. Further conditions

The Council reserves the right to attach specific conditions to your individual grant. Any such conditions will be explained in your offer of grant letter. You must state at the time of your application if you are applying to other funding organisations for match or part funding, or if you have already raised part of the funding from other sources.

The Council reserves the right to reclaim any award not spent for the purposes it was granted and/or not spent during the financial year it was awarded.

All decisions regarding applications are final and non-negotiable.

3.9. Additional eligibility criteria

The Council will not consider applications for grant funding in the following circumstances:

- Projects that have ongoing costs that extend beyond the year in which the grant is allocated unless agreement to meet the additional costs has been secured.
- Projects that do not start within 12 months of the date application.
- Projects that could lead to future operating cost difficulties for the recipient organisation.
- To support profit-making organisations.
- Religious projects that are deemed denominational, although faith-based organisations can be supported where there is wider community benefit.
- Funding for political activities.
- Funding for the purchase of alcohol
- Projects that should be paid from mainstream budgets of the principal authority or of an external agency UNLESS it can be demonstrated that the project will provide 'additionality'.
- Funding for mainstream educational activity i.e. activities/services that schools have a statutory responsibility to provide.
- Projects where the applicant has not managed a previous grant satisfactorily.

- Funding for VAT that the recipient organisation can recover.
- Funding loans and interest payments.
- Funding for liability arising out of negligence
- Funding for payments to employees of the organisation arising from claims of unfair dismissal or redundancy.
- Funding for the purchase of used vehicles.
- Where an officer or key individual within an applicant group has unspent convictions for fraud or dishonesty*

*to be dealt with by way of declaration on the application form

3.10.Publicity

Your organisation must acknowledge the support of Stanley Town Council and include the Town Council logo in any promotional material. This helps let people know where the Council's grant aid is being spent and to encourage others to apply.

You will be asked to forward to us any publicity and photographic evidence of the project/purchase where appropriate and this may be used on the Town Council's websites and publications. Recipients of Town Council grant funding must NOT promote the Town Council in a negative light to the general public.

3.11.Monitoring

All successful applicants will be required, within 6 months of the award, to:

- Update the Town Council on progress.
- Account for how the grant money has been spent (with receipts/ other supporting documents)
- Provide to the feedback to the Council detailing how the grant was used.

3.12.Funding Appraisal panel

Terms of reference will be developed for a funding appraisal panel. The panel will meet as and when required and its role will include the appraisal of projects for suitability against the councils grant making policy and the Council's Medium Term objectives. To carry out monitoring and evaluation of all grants and MIF funding including the impact of these projects on the wider community. The membership of the group will take into account the political and geographical make-up of the council.

3.13.Application Deadlines

Applications will be accepted between 1st April and 30th June in any given year with applications awarded by the 30th September.

3.14. Where do I get an application form?

You can download the form from the Town Council's website, or by contacting the Town Council:

Stanley Town Council
Civic Hall
Front Street
Stanley
DH9 0NA

Phone: 01207 299109
Email: info@stanley-tc.gov.uk

Please return completed application forms and supporting documentation to the address above, marking the envelope: 'Grants'. Electronic submissions should be in pdf format.

All applications are considered fairly and on individual merit.

The final decision on applications and the level of any grant made lies with the Town Council.

The Town Council reserves the right to amend these guidelines, and in exceptional circumstances to award grants that do not meet all the criteria.

4. MEMBER'S INITIATIVE FUND (MIF)

Each Town Councillor is allocated a budget to spend within their ward, (or across the Parish as a whole). Members of Council are best placed to identify and meet local needs through small grants.

- 4.1 The Councillor proposing the project will be responsible for ensuring the contact details for the organisation are provided to the designated officer with a brief description of the project to be funded.
- 4.2 Where possible organisations will provide a fully completed application form to the Councillor.
- 4.3 Enquiries received by the office from local groups for MIF funding will be directed to all the members of the relevant ward in the first instance by staff.
- 4.4 The PA to the Town Clerk will receive, record and monitor all submitted MIF forms that are fully completed. If forms are incomplete further information will be requested directly from the group with details of what is required before the form can be accepted. The relevant Councillor will be informed.

- 4.5 Where two or more members wish to 'club together' to fund a MIF, one member must be the 'lead member' and take responsibility for signing and submitting the form to the office.**
- 4.6 A 'lead member' MAY request that the office circulates an individual application amongst the remaining members of Council to ascertain whether there is interest in funding a project jointly.**
- 4.7** If the full amount requested has not been pledged in these circumstances within 10 working days, the Lead member must advise the office that either: (i) the MIF can be granted part funded; or (ii) the MIF application will be withdrawn.
- 4.8** In circumstances where an application is only part funded, the applicant must demonstrate to the office how they will match the funding or revise their submission to reflect the reduced amount of funding available.
- 4.9** The total amount available for MIF grants will be set annually as part of the budget setting process. This figure will be divided by 20 to reflect the total sum available to each Councillor.
- 4.10 The maximum amount of an individual funding application under the MIF will be £3500.**
- 4.11** Applications proposed by any given Councillor will be assessed for eligibility by the RFO and further reviewed by the Town Mayor. If, in the opinion of either the RFO or Town Mayor, the project is not considered to be appropriate in relation to complementing the aims and objectives of the council, *or it does not meet the eligibility requirements*, it may be refused *or referred to full council for decision*.
- 4.12** To allow sufficient time for application forms to be considered within the financial year, fully completed MIF forms, with all required accompanying information, MUST be returned to the PA by 28th February of the current financial year or the payment may not be processed.
- 4.13** Organisations applying for funding may be required to provide a copy of their written Constitution, together with details of their aims and purpose; project or activity; proportion/number of beneficiaries living in the Council's designated area; and demonstrate a clear need for funding.
- 4.14** Grants will be allocated on merit regardless of whether relating to capital or revenue expenditure or special projects.
- 4.15** Applications are more likely to be approved if they:
- (i) Are based in the Council's area;
 - (ii) Provide a demonstrable benefit for the community that goes beyond merely progressing the interest/s of its members;
 - (iii) Have made an effort to raise funds themselves and have not asked for the total cost of the project referred to within the application;

- (iv) Do not have sufficient funds available for the project referred to within the application;
- (v) Would give benefit to the greatest number and range of residents;
- (vi) Show a commitment to sustainability.
- (vii) Have submitted the application with reasonable time for it to be properly processed ahead of any deadline that the applicant may be faced with.

4.16 Organisations are not restricted to the number of MIF applications which may be made over a period of time. However, the history of previous applications may be considered in the decision-making process.

4.17 Generally MIF Application forms are to be completed by the applicant; this includes signing to state they accept the conditions attached to the form. Members providing funding should sign the application form before it comes into the office. Once checked and processed, the RFO will arrange for payment to be made. The payment will be sent to the applicant with a copy of their sign acceptance of the conditions of funding.

5. CONDITIONS OF FUNDING

5.1 Applications WILL NOT be considered from Private organisations operated as a business whose primary objective is to make a profit or surplus.

5.2 Applications WILL NOT be considered from bodies that unitary local or national government has a legal obligation to fund.

5.3 Applications WILL NOT be considered from 'Upward funders', such as a local body whose fundraising is sent to a central base, location or headquarters for redistribution.

5.4 Applications will not normally be considered from national organisations or local groups with access to funds from national 'umbrella' or 'parent' organisations, unless funds are not available from their national bodies or, the funds available are inadequate for a specified project directly benefitting the Council's designated area.

5.5 Schedule 19 to the Equality Act 2010 provides that, when carrying out public functions, the Council has an Equality Duty set out within section 149 of the Act. Therefore, applications will only be considered from organisations and groups whose membership is open to the whole community and where clear benefits to the wider community can be demonstrated without discrimination on any of the grounds stated with the Act.

5.6 All proposals/applications must demonstrate clearly how the grant will be of benefit to the local community within the Council's designated area.

- 5.7** Ongoing commitments to award grants or subsidies in future years **will not be made under the MIF**. A fresh proposal/application will be required each year, and the award of grant in a previous year does not infer, imply or otherwise set any form of precedent whatsoever, regarding subsequent proposals/applications. For multi-year Full Council grants, refer to paragraph 3.7.
- 5.8** Every proposal/application will be assessed on its own merits.
- 5.9** The Council may make the award of any grant or subsidy subject to such additional conditions and requirements, as it considers appropriate, fair and reasonable in the circumstances.
- 5.10** The Council may make the award of any grant or subsidy as it considers appropriate in the event of any unforeseen or urgent event.
- 5.11** Funding will not normally be made in respect of on-going staff, employee or other running costs.

Christmas Shutdown

In the past four years the Town Council has closed down over the Christmas period from lunchtime on Christmas Eve, to the first Monday in the New Year. This has been achieved by, in addition to the Bank Holidays, using the two extra statutory days granted to local authority staff under the National terms and conditions and extra paid leave days granted by the Council.

If the pattern of the past four years were repeated, this year the shutdown period would be as follows:

Date	Leave type	
Friday 22nd December	Close at 12.30	Staff to use A/L or TOIL
Monday 25th December	Closed	BANK HOLIDAY
Tuesday 26th December	Closed	BANK HOLIDAY
Wednesday 27th December	Closed	STAT DAY
Thursday 28th December	Closed	STAT DAY
Friday 29th December	Closed	DAY GRANTED BY COUNCIL
Monday 1st January	Closed	BANK HOLIDAY
Tuesday 2nd January	Re-open	