



Stanley Town Council

NOTICE OF MEETING

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

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

J Stephenson (Chair)	M Davinson	L Christie	D Marshall	D Carmichael
J Pallas	J Kane	H Clark	J Nicholson	D Tully
B Nair*	A Clegg*			

*ex-officio

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

Yours sincerely,

Alan Shaw
Town Clerk
6th December 2017

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

A G E N D A

1 APOLOGIES FOR ABSENCE

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

2 DECLARATIONS OF INTEREST

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

3 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIR

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

4 PUBLIC PARTICIPATION

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

5 CONFIRMATION OF MINUTES (ATTACHMENT A)

To **APPROVE** as a correct record and sign the minutes of the Finance & Governance Committee Meeting held on the 15th November 2017.

6 ACCOUNTS FOR PAYMENT AND BANK RECONCILIATION

Statutory Basis: Accounts & Audit (England) Regulations 2011

November 2017

Schedule of Payments	(ATTACHMENT B)
Schedule of Receipts	(ATTACHMENT C)
Bank Reconciliation	(ATTACHMENT D)
Bank Balances	(ATTACHMENT E)
Trial Balance	(ATTACHMENT F)

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

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

7 MEMBERS INITIATIVE FUND (ATTACHMENT G)

Details of all payments made under the Member's Initiative Fund in the current year to date are provided for the information and scrutiny of Committee.

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

8 RECOMMENDATIONS OF PROJECTS & INITIATIVES COMMITTEE

Medium Term Plan	(ATTACHMENT H)
Recommendations from P&I	(ATTACHMENT I)*

The Projects & Initiatives Committee meets on 12th December 2017. Any requests or recommendations made by the Committee which will impact on the budget setting process will be tabled for members of the Committee to take into account at this point in the meeting. The Clerk will outline any recommendations and answer any questions from members related to them.

*Will be tabled at the meeting

9 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 items:

The Committee will be considering a wide range of options to produce a final budget for 2018/19. The discussion will encompass services, staffing and matters which are currently commercially sensitive relating to users and events at the Civic Hall. The Committee will publish detailed minutes and the options report at a later date when they are no longer sensitive.

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

10 CIVIC HALL FINANCIAL ANALYSIS

The Finance Officer has prepared a report providing detailed financial information and analysis in relation to the operation of the Civic Hall. The report is provided to assist the Committee in the budget setting process.

Civic Hall Background Report	(ATTACHMENT J)
Income Breakdown by event	(ATTACHMENT K)
Schedule of Hall Hire rates	(ATTACHMENT L)
Fixed Costs & Overheads	(ATTACHMENT M)

Committee is requested to **CONSIDER** the report and make any **RECOMMENDATIONS** it feels appropriate to Full Council.

11 BUDGET SETTING

(ATTACHMENT N)	Budget Report*
(ATTACHMENT O)	Second Draft Budget*
(ATTACHMENT P)	Savings Options Report

*These attachments were previously presented to Full Council at the meeting held on 28th November 2017.

The Finance & Governance Committee has the lead responsibility for taking into account the wishes of the Full Council and Projects & Initiatives Committee and producing a balanced budget for the forthcoming financial year.

It is a statutory requirement that the Council approves a budget and issues a precept demand to the principal authority in January 2018. A timeline is provided in the table below. Committee should seek to use this initial phase to quickly strike out budgets they do not wish to make provision for next year and add in the budget headings for new initiatives for next year, with indicative costings, to be looked at in more detail through the process.

Timeline	Action Required
November (Committees)	Second Draft presented to Committee for further work
November - Public	Public Consultation after second draft
December (Committees)	Third Draft Budget presented to Committees, RECOMMENDATIONS made to Full Council for January
January (Full Council)	Budget Approved and precept demand signed by Town Mayor

As can be seen in the table above we have slipped from our original timeline due to a significant restructuring of the Council's budgets to build in growth required by Council to meet its objectives.

The Town Clerk has circulated a report in advance of the meeting detailing a number of options for consideration to balance the budgets for 2018/19.

Committee is requested to **CONSIDER** the required budget in light of the attached documents and **RECOMMEND** to Council:

- (i) What level the precept should be set at for 2018/19;
- (ii) Which budget headings require adjustment or removal in order to produce a balanced budget.

NB: If the Committee puts forward an increase in the precept in excess of 1.99%, a second option will need to be prepared to cater for the eventuality that referendum principles are applied to Town and Parish Councils in the forthcoming year. At the time of the preparation of this agenda, this is still unknown.

12 DATE, TIME AND VENUE OF NEXT MEETING

Finance and Governance Committee, 6.00pm, Wednesday 10th January 2017

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