



# Stanley Town Council

## NOTICE OF MEETING

I hereby give notice that an Ordinary Meeting of Stanley Town Council will be held on Tuesday, the 23rd January 2018 at 6.30pm at Stanley Civic Hall, Front Street, Stanley, Co. Durham, DH9 0NA.

### TO ALL MEMBERS of STANLEY TOWN COUNCIL

B Nair (Town Mayor)	T Armstrong	D Carmichael	L Christie	J Clark
A Clegg (Deputy TM)	H Clark	M Davinson	C Hampson	J Kane
C Marshall	D Marshall	J McMahon	J Nicholson	J Pallas
J Stephenson	L Timbey	D Tully	J Tully	G Wilkinson

You are hereby summoned to attend an **ORDINARY MEETING** of Stanley Town Council to be held in Stanley Civic Hall, Front Street, Stanley, on Tuesday the 23rd January 2018 at 18.30 in order to transact the following business:

Yours sincerely,

Alan Shaw  
Town Clerk  
16th January 2018

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 TOWN MAYOR'S ANNOUNCEMENTS

To **RECEIVE** a report from the Town Mayor in relation to his official duties since the last Ordinary Council Meeting and any procedural announcements from the Town Mayor or Town Clerk.

#### 4 PUBLIC PARTICIPATION

An adjournment will be allowed at the direction of the Town Mayor to allow for questions in relation to items on this agenda received in writing from the public in advance of the meeting (*Individuals will be permitted a maximum of three minutes each. The maximum time for this session in its entirety is limited to fifteen minutes*).

#### 5 CONFIRMATION OF MINUTES

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

28th November 2017	Ordinary Council	(ATTACHMENT A)
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#### 6 MINUTES OF OTHER MEETINGS

To **RECEIVE** the minutes of the following meetings:

12th December 2017	Projects & Initiatives	(ATTACHMENT B)
13th December 2017	Finance & Governance	(ATTACHMENT C)
9th January 2018	Projects & Initiatives	(ATTACHMENT D)
10th January 2018	Finance & Governance	(ATTACHMENT E)

#### 7 ACCOUNTS FOR PAYMENT AND BANK RECONCILIATION

**Statutory Basis: Accounts & Audit (England) Regulations 2011**

**December 2017**

Schedule of Payments	(ATTACHMENT F)
Schedule of Receipts	(ATTACHMENT G)
Bank Reconciliation	(ATTACHMENT H)
Bank Balances	(ATTACHMENT I)
Trial Balance	(ATTACHMENT J)
BACS Sheets*	(ATTACHMENT K)

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

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

\*BACS sheets should be read in conjunction with the Schedule of Payments.

#### 8 RECOMMENDATIONS OF COMMITTEE MEETINGS

The following **RECOMMENDATIONS** of Committee meetings held since the last Ordinary Council meeting in November 2017 require consideration by Full Council:

##### (a) FINANCE & GOVERNANCE

Since the meeting held on 28th November 2017, the Finance & Governance Committee has made the following **RECOMMENDATIONS** to Council:

- (i) **Budget - See items 10 & 13**
- (ii) **Staffing - See item 13**

(b) **PROJECTS & INITIATIVES**

Since the meeting held on 28th November 2017, the Projects & Initiatives Committee has made the following **RECOMMENDATIONS** to Council:

- (i) **Environmental Cleanup Team** - Council should bring the cleanup team in-house in 2018/19.
- (ii) **Christmas Events** - The Christmas Events should be included in the tender to be prepared to externalise the organisation of events beginning in 2018/19.
- (iii) **Police Cars** - The proposal put forward by A/Insp Clarke should be **ACCEPTED** by Council. The three year costs should be funded from reserves and paid back by setting aside a revenue budget equal to one years costs in each of the next three years. **(ATTACHMENT L)**
- (iv) **Comms & Marketing Budgets** should be held centrally so that the Council can take a more strategic approach to marketing the Civic Hall and promoting the work of the Town Council.
- (v) **Stars Youth & Community** - Committee recommends that the project be funded in 2018/19, subject to the following considerations:
  - (a) A more detailed outline of the activity plan, linked to outcomes be submitted to Committee before the end of the current financial year;

Council is requested to **CONSIDER** the **RECOMMENDATIONS** from the Committees and **DECIDE** what to do.

9 **STANLEY IN BLOOM**

The Town Clerk has been advised that the Durham County Council Civic Pride Team no longer has the capacity to support the Stanley in Bloom Initiative as it has done for the past three years. Pauline Walker of the Civic Pride Team has approached the Town Clerk and made the following proposal:

*"DCC clean and green and Civic Pride teams have been the lead organisers and supporters of the Northumbria in Bloom campaign in Stanley for the past 3 years and the campaign has received silver award each year.*

*As you know our teams have worked with volunteers, schools and housing providers to ensure the campaigns success, this being the case we do need to now reflect and look at how the campaign would develop moving forward into year four and beyond, to enable the sustainability of the campaign, and as stated in the judges 2017 report, to develop a 'better partnership' approach.*

*Therefore going forward for the 2018 campaign, DCC Civic Pride and Clean and green teams would support the town council with the usual planting within the town centre, and support to community events at the same level as we would for any other in bloom group, of which there are a number across the county.*

*In addition both DCC Civic Pride Team and Clean and Green Technical support would support the campaign with officer time to help deliver the community aspects of the campaign, put together the portfolio and plan the judging route. We would also be happy to pay the £200 Northumbria in Bloom entry fee.*

*From the Town councils point of view we would request that we work in partnership with you to jointly manage the campaign going forward. Your commitment, should you feel able, would be for some officer time to be allocated to work in partnership with our teams to deliver the campaign and be responsible for the organising of joint planning meetings and the town council aspects of the campaign together with the organisation of the community activities (Civic Pride support to deliver)."*

It is possible that the new staffing structure being considered by Council would have the capacity to deliver this work going forward and the Council has supported this initiative (to a lesser extent) for the last three years.

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

## 10 BUDGET AND PRECEPT (Part A)

The Town Clerk has prepared a draft of the 2018/19 budget for consideration by members. The report attached at item 13 below explains the changes the Clerk has made when presenting the draft from the original draft considered at the October Finance meeting and gives details of the decisions the Council must make to produce a balanced budget.

Draft Budget	(ATTACHMENT M)
Tax Base & Grant Details	(ATTACHMENT N)

**RECOMMENDATION:** The Finance & Governance Committee has **RECOMMENDED** that the overall level of the precept is increased by 2.95% from the level set in 2017/18.

The increase is recommended for the following reasons:

- (i) The Local Government pay settlement being put forward for 2018/19 - 2019/20 is 2%, which is still below current levels of inflation. However, introduction of the Durham Living Wage for the lowest paid staff will see increases of up to 9%, from £7.50 to £8.50 an hour for a number of staff which need to be budgeted for.
- (ii) The new General Data Protection Regulations will cause significant additional administrative burdens on the Council and there will need to be provision made for the implementation costs to ensure the Council complies with this statutory requirement.

An increase of 2.95% would give a precept yield of £702,026.93 (**£702,027**). This would make the Band D equivalent rate **£92.53** (702027/ 7586.9);

A Band A household would be charged **£61.69**, an increase of £1.77 a year.

Council is requested to **CONSIDER** the report and draft budget and:

- (a) **DECIDE** the level of precept required for the financial year 2018/19; and
- (b) **AUTHORISE** the Town Mayor and Clerk to sign and submit the precept demand to Durham County Council.\*

\*The report accompanying the budget has been placed in Part B as it also covers the staffing structure. If Council feels it is necessary to consider the report before making a decision, the decision will not be able to be made in open session for the reasons outlined in item 12 below.

## 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: Commercial Sensitivity.*

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

## 13 BUDGET AND PRECEPT (Part B) AND STAFFING STRUCTURE

Staffing Structure & Budget Changes

(ATTACHMENT O)

Draft Structure

(ATTACHMENT P)

The Town Clerk has prepared an outline staffing structure in line with the Committee's proposals at the December and January Finance & Governance Meetings.

Council is requested to **CONSIDER** the proposed staffing structure and **DECIDE** what to do.

## 14 DATE, TIME AND VENUE OF NEXT MEETING

27th February 2018, 6.30pm, Civic Hall Stanley.

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*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.*