MINUTES of the **ORDINARY MEETING OF STANLEY TOWN COUNCIL**
Held at **Stanley Civic Hall, Front Street, Stanley** on **Tuesday 27th March 2018** at **6.30pm**

PRESENT: **J McMahon*** L Christie H Clark M Davinson C Hampson J Kane D Marshall J Nicholson J Pallas J Stephenson L Timbey D Tully J Tully

***Acting Chairman**

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

IN ATTENDANCE: 4 members of the public

In the absence of the Town Mayor and Deputy Town Mayor, the Town Clerk opened the meeting and requested that members nominate a Chair for the meeting.

It was proposed by Cllr D Marshall, seconded by Cllr M Davinson, and **RESOLVED** that Cllr J McMahon Chair the meeting.

Cllr J McMahon in the Chair.

290 **APOLOGIES FOR ABSENCE**

Apologies received from Cllrs B Nair, J Clark, A Clegg, C Marshall & G Wilkinson were accepted by Council.

291 **DECLARATIONS OF INTEREST**

Cllrs J Nicholson, M Davinson, J Stephenson & C Hampson declared a personal interest in item 11 (Draft SLA for Warden Service) as they are members of Durham County Council.

292 **TOWN MAYOR'S ANNOUNCEMENTS**

The Town Clerk informed Council that Cllr D Carmichael has resigned from the office of Councillor for the Catchgate Ward. Members were advised that the notice of vacancy has been posted and we find out if an election is to be called on 17th April.

Cllrs D Marshall and J Stephenson rose to thank Cllr Carmichael for his work with the Town Council and in the Community and to wish him the best for the future.

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 Ken Rollings and Cllr L Christie were recording the meeting. Members were reminded to stand when speaking and not to speak until they have been recognised by the Chairman.

293 PUBLIC PARTICIPATION

Ron Harrison commented that he felt that the Council should not grant the applications for funding from Stanley Indoor Bowls Centre and the North East Horticultural Society.

294 CONFIRMATION OF MINUTES

It was proposed by Cllr L Christie, seconded by Cllr M Davinson and **RESOLVED** that the minutes of the Ordinary Council meeting held on 13th March 2018 be **APPROVED** as a correct record and signed by the Chairman.

295 MINUTES OF OTHER MEETINGS

It was proposed by Cllr J Pallas, seconded by Cllr M Davinson and **RESOLVED** that Council **RECEIVE** the minutes of the Projects & Initiatives held on 13th March 2018.

It was proposed by Cllr D Marshall, seconded by Cllr M Davinson and **RESOLVED** that Council **RECEIVE** the minutes of the Finance & Governance held on 14th March 2018.

296 RECOMMENDATIONS OF COMMITTEE MEETINGS

Finance & Governance 14th March 2018

The Finance & Governance Committee **RESOLVED** that a Working Group should meet to discuss the grant applications received. The working group made the following **RECOMMENDATIONS:**
It was proposed by Cllr D Marshall, seconded by Cllr M Davinson and **RESOLVED** that the **RECOMMENDATIONS** of the Working Group be **APPROVED** and adopted as the decision of the Council:

(i) **Joan Dodds** - Stanley Brass Contest - £3,000 - the application is refused.

(ii) **Derwentside Mind** - Mental Health Services - £10,000 - the application is refused.

(iii) **Stanley Indoor Bowls Centre** - £23,000 - the grant is awarded in full to the applicant and that the support of STC is given great prominence locally in the run up to and during the international events.

(iv) **North East Horticultural Show** - £6,000 - the requested amount be granted in full and more publicity about the event to encourage the attendance of local people should be undertaken to help make the event more profitable and raise the local profile of it.

(v) **SHAID** - Homelessness Support - £12,000 - the remaining balance of the grants budget of £9473 be awarded to SHAID as a significant contribution towards the project.

297 **ACCOUNTS FOR PAYMENT AND BANK RECONCILIATION**

It was proposed by Cllr L Timbey, seconded by Cllr L Christie and **RESOLVED** that Council **APPROVE** the payment of accounts for February 2018 and **NOTE** the Bank Reconciliation for February 2018.

298 **MEMBER'S INITIATIVE FUND**

Cllr J Stephenson stated that she was impressed with the wide variety of activities that members have supported with their funding over the year.

It was proposed by Cllr C Hampson, seconded by Cllr J Stephenson and **RESOLVED** that members **NOTED** the report.

299 **EVENTS SPECIFICATION**

Members were presented with an updated and reviewed specification following the Council meeting on 13th March 2018.

It was proposed by Cllr J Stephenson, second by Cllr J Kane and **RESOLVED** that the specification be **APPROVED** and the Town Clerk be instructed to advertise and invite bids for the contract.

300 **DRAFT SLA FOR WARDEN SERVICE**

Members considered to SLA and contract put forward by the Town Clerk.

It was proposed by Cllr D Marshall, seconded by Cllr J Stephenson and **RESOLVED** that the Town Clerk make any additions or amendments necessary and to negotiate the service roll out with Durham County Council.

301 **CIVIC HALL FEES & CHARGES**

Members were presented with a proposed schedule of fees and charges for the Civic Hall for 2018/19.

It was proposed by Cllr J Pallas, seconded by Cllr D Marshall and **RESOLVED** that the proposed updated fees and charges be **ACCEPTED** and implemented in the Civic Hall.

302 **COUNCIL ACTIONS UPDATE**

The Town Clerk discussed progress on actions from Council decisions.

(i) **DBS Checks** - The Community Development Manager is waiting on feedback from Durham County Council.

(ii) **Civic Regalia** - No progress.

(iii) **Just for Women** - Our Solicitors have indicated that the exchange of contracts will hopefully happen next week.

(iv) **Dying to Work Policy** - This has been added to the Council Actions list. The Town Clerk is waiting for a response back from TUC.

(v) **Staffing Structure** - The Town Clerk is looking over draft job descriptions from DCC. Steve and Aaron from Groundwork NE will be TUPE over to the Town Council on 23 April. The Community Development Manager (CDM) has arranged vehicle hire, uniforms and equipment. Any work for Steve and Aaron should be directed through the CDM.

(vi) **Louisa Memorial** - Faculty has been submitted and notices posted.

(vii) **War Memorial** - A date for the Working Group to meet is to be arranged.

303 **DATE, TIME AND VENUE OF NEXT MEETINGS**

Town Meeting - Tuesday 17th April 2018, 6:30pm, Stanley Civic Hall

Ordinary Council Meeting - Tuesday 24th April 2018, 6:30pm, Stanley Civic Hall.

MINUTES of the **PROJECTS AND INITIATIVES COMMITTEE MEETING OF STANLEY TOWN COUNCIL** held at Stanley Civic Hall on Tuesday 10th April 2018 at 6.30pm

PRESENT: **Cllr J Pallas***, Cllr J McMahon, Cllr C Hampson, Cllr L Timbey, Cllr T Armstrong, Cllr J Tully, Cllr G Wilkinson, Cllr B Nair

*Chairman

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

OTHERS IN ATTENDANCE: 2 members of the public, Cllrs D Marshall, D Tully & J Nicholson

ABSENT: Cllr J Clark

304 **APOLOGIES FOR ABSENCE**

Apologies received from Cllrs L Christie, C Marshall & A Clegg were accepted by the Committee.

305 **DECLARATIONS OF INTEREST**

None.

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

The Town Clerk advised that the meeting was being recorded and reminded everyone to switch their phones to silent. He also noted that the agenda had not been updated and that Cllr J Kane was to be swapped with Cllr L Timbey in future.

307 **PUBLIC PARTICIPATION**

No questions were submitted before the meeting. No questions from the floor.

308 **CONFIRMATION OF MINUTES**

It was proposed by Cllr B Nair, seconded by Cllr L Timbey and **RESOLVED** that Committee **APPROVE** the minutes of the meeting held on 13th March 2018.

309 **STANLEY ADVICE SERVICE**

It was proposed by Cllr L Timbey, seconded by Cllr B Nair and **RESOLVED** that the partnership should be requested to resubmit their proposal to address the elements in the specification and the budget set by the Council. They should be

made aware that the current proposal gives no indication that the four current partners are aligning their service any more than is presently the case.

310 **ARMED FORCES DAY PROPOSAL**

The Committee **RECOMMENDS** to Full Council that the Youth Connection Theatre Company be granted free use of the theatre and reception area for their performances of "The Lucky Durhams".

311 **ADVICE IN COUNTY DURHAM PROPOSAL**

The Committee **RECOMMENDS** to Full Council that the Town Council host the partnership networking event in June 2018 to enable community groups to get together and work collectively.

312 **COMMITTEE ACTIONS UPDATE**

The Town Clerk updated Members on the following Committee Actions:

(i) **Road Safety Speed Visor** - This project is still outstanding. The budget will be rolled forward into an earmarked reserve.
(ii) **Christmas Lights Working Group** - The initial meeting had been held.
(iii) **Defibrillator** - Ongoing discussions with the job centre.
(iv) **Grit Bins** - Bins have been replenished and costs are going to finance committee for approval.
(v) **Stanley in Bloom** - The Community Development Manager to update Committee. STC may struggle to deliver this on its own.
(vi) **Chairmans Awards** - Nominations have been received and the awards night is on 2nd May.
(vii) **Christmas Events** - £100 income from the traders has been paid to the Mayor's Charity.
(viii) **Mini Police** - Officers still cannot get in touch with Craig Johnson.
(ix) **Youth Council** - This matter has been parked for now and will be re-visited when the work programme permits.
(x) **Louisa Memorial** - Notices have been posted and faculty forms have been filled in. Matter in progress.

313 **EXCLUSION OF PRESS AND PUBLIC***

*Recording of proceedings was 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 items: Naming recipients of awards prior to the event would be detrimental to the event itself (Item 11), Commercial Sensitivity (Item 12).

314 **TOWN MAYORS AWARDS**

The Committee **RESOLVED** to approve the nominations received and to add the additional nomination discussed at the meeting. The policy and criteria for next years awards to be reviewed after the event.

315 **POLICE VEHICLES MEMORANDUM OF UNDERSTANDING**

Committee **RECOMMENDS** to Council that the Memorandum of Understanding between STC and Durham Constabulary be approved.

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

To be confirmed following Full Council on 24th April 2018.

MINUTES of the **FINANCE AND GOVERNANCE COMMITTEE MEETING OF STANLEY TOWN COUNCIL** held at Stanley Civic Hall on Wednesday 11th April 2018 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)

OTHERS IN ATTENDANCE: Cllr C Marshall

317 **APOLOGIES**

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

318 **DECLARATIONS OF INTEREST**

None

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

The Town Clerk reminded everyone to turn their phones off or switch them to silent and that the meeting was being recorded. He also noted that some members had to leave the meeting at 7pm.

320 **PUBLIC PARTICIPATION**

No written questions were received in writing.

321 **CONFIRMATION OF MINUTES**

It was proposed by Cllr B Nair, seconded by Cllr D Marshall and **RESOLVED** that the Committee **APPROVE** the minutes of the Committee meeting held on 14th March 2018.

322 **ACCOUNTS FOR PAYMENT AND BANK RECONCILIATION**

Cllr J Nicholson questioned whether tech support was recharged to MMA. The Town Clerk would circulate an email with clarification.

Cllr D Tully questions why spirits were bought for the Civic Hall from Asda. The Town Clerk would circulate an email with clarification.

Cllr C Marshall requested that the way the figures are presented to Committee be simplified under each budget heading. The Town Clerk will look into simplifying information for members and producing a regular budgetary monitoring report.

It was proposed by Cllr B Nair, seconded by Cllr J Kane and **RESOLVED** that Committee **APPROVE** the payment of accounts for March 2018 and **NOTE** the bank reconciliation for March 2018.

323 **PAYMENT PROTECTION POLICY**

It was proposed by Cllr B Nair, seconded by Cllr M Davinson and **RESOLVED** that the new policy be approved and implemented.

324 **PROCUREMENT**

The Committee **NOTED** the guidance from the Town Clerk in relation to advertising contracts for the procurement of contracts of £10,000 on the Government's Contract Finder website.

325 **COMMITTEE ACTIONS UPDATE**

The Town Clerk provided updates on the following actions:

(i) **Investment Opportunities** - The Committee Chair and the Finance Officer sought advice from DCC as to what investments are appropriate and were advised that most returns are poor so not to invest in anything just yet.

(ii) **Wardens** - The Town Clerk has a meeting set up with Ian Hoult on the 12th April.

326 **EXCLUSION OF PRESS AND PUBLIC ***

*Recording of proceedings was 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: Staff and public confidentiality

327 COUNCIL STRUCTURE UPDATE

The Town Clerk updated the Committee on the progress so far and the steps required to progress the restructure.

Committee **NOTED** the report and instructed the Clerk to expedite the matter.

328 STAFFING MATTER

This matter was deferred.

Cllrs Clark, Nicholson and Tully left the meeting at this point.

329 INCIDENT REPORT

Committee **RESOLVED** that this matter should be presented directly to Full Council for decision.

330 DATE, TIME AND VENUE OF NEXT MEETING

To be confirmed following Full Council meeting on 24th April 2018.

Item 7 - ATTACHMENT D

18 Evelyn Terrace
Stanley
Co Durham
DH9 7RN

The Mayor
Stanley Town Council
Civic Hall
Stanley
Co Durham
DH9

Dear Sir

Reference: **"The Little Gallery Coffee Shop," Civic Hall, Stanley**

Please find enclosed a petition signed by majority of the customers who use "The Little Gallery Coffee Shop," (they either use it on a regular basis and others use it when there is an event on,) and ask that it be submitted to Stanley Town Council.

We request that Stanley Town Council postpone or at least delay the closure until such times that we may have explored other avenues of running it using a different kind of business model and maybe other means of funding.

When the Labour controlled council first took on the Civic Hall they stated that one of their first priorities would be to provide a coffee shop for the people of Stanley and that is how the coffee shop came about.

In previous minutes of Stanley Town Council it was agreed that everything in the Civic Hall was going to be reviewed but there was no mention of closure of any part of it so when it was announced that the coffee shop and the box office were being closed without any consultation with either the customers or the staff it came as a great surprise.

In consideration of the closure of "The Little Gallery Coffee Shop," we feel that Stanley Town Council have considered the financial affects but they have failed to take into consideration the social benefits of such a community asset.

Since "The Little Gallery Coffee Shop" opened two years ago it has become a regular meeting place for many elderly and vulnerable people thus combatting social isolation which is very prevalent among this group.

It is not suggested that Stanley Town Council can continue funding the coffee shop if running at a loss, we realise that this would be untenable. However if the long existing problems suffered by the coffee shop are now sensibly addressed, its services properly advertised, following a clear business plan and effectively managed it could then become a valuable asset for Stanley Town Council and the people of Stanley.

We would formally request that Stanley Town Council allow a period of 8 calendar weeks for a business plan to be formulated which will demonstrate improved service and decreased subsidy.

We the undersigned ask that Stanley Town Council look at this request favourably so that we and others can continue to enjoy the use of this amenity on a regular basis and look forward to hearing your response.

Yours faithfully

E. E. Greener

E Greener
On behalf of the petition signatories

Problems faced by The Little Gallery Coffee Shop

1. No advertising of the coffee shop
2. There has been no direct management of the coffee since the Manager of the Civic Hall left
3. Up until now staffing and casual hours have not been monitored. Costings and prices have only just been looked at and that was only because one of the coffee shop staff took the initiative. Majority of the deficit is from earlier times.

Possible changes which could be made in The Little Gallery Coffee Shop

1. Staffing levels: the coffee shop has had 4 staff contracted for 19.5 hours per week we now run on 3 staff and 1 casual working 6.5 hours. Further exploration could be made as to the number of hours required to staff the coffee shop.
2. The opening hours of the coffee shop could be changed such as possibly opening later. Opening the coffee shop on show nights is becoming much more profitable.
3. More advertising could be cost effective.
4. We could look at the possibility of inviting more groups/clubs in to use the coffee shop.
5. Examine the possibility of providing a service to the community such as providing work experience.
6. Explore the possibility of providing ticket s and cream teas

Closing or changing the box office hours will also have an adverse effect on events in the Civic Hall, This has been shown by previous experience that when the Civic Hall was managed by Leisure works, the box office was closed the numbers using the Civic Hall fell,

YOUTH CONNECTION THEATRE COMPANY

Proposal to Stanley Town Council to provide activity on Armed Forces Day

Youth Connection Theatre Group propose that they will deliver 2 performances of The Lucky Durhams, a play about the first days of the Somme , on Sunday 1st July as part of Stanley Town Councils programme of events.

Who we are - about Youth Connection Theatre Group :

We are an amateur youth theatre group and registered charity which was founded in 1984 at Pelton Roseberry Comprehensive school. Original members were senior students from the school however current members are now from the wider Chester-le-Street area. Our members are aged 14 and over and we also have a junior group, The Drama Tree for children aged 8 – 14 years. Both groups hold separate annual performances but we also collaborate and hold joint performances. We are an inclusive group and some of our members are children or adults with learning and physical disabilities.

Our aim is to enable young people to experience a wide range of drama, gaining valuable life skills such as confidence, self-esteem and team working, while having fun along the way and providing a distraction from negative recreational activities. Over the years, the group have played successful tours of Europe , the Edinburgh Fringe Festival and performed in London's professional theatres.

The group is led by a number of qualified practitioners with experience from teaching and professional backgrounds all of whom give their services voluntarily and free of charge.

About The Lucky Durhams:

The Lucky Durhams was written by a former member of our group to commemorate 100 years of the Battle of the Somme. This play, set against the historically accurate backdrop of the first day of the Somme , features fictitious soldiers from the Durham Pals regiment preparing for the big push . Extensive research of the Durham Light Infantry and local events have shaped the script, with reference to actual newspaper articles. Set mainly in the trenches, this production incorporates multimedia effects including projection and music to convey the emotions associated with life on the battle fields of 1916. A new play, by a local writer, whose previous work has been performed in London and at the Edinburgh Fringe, The Lucky Durhams has been performed twice locally to sell out audiences and we are thrilled to have performed to 4 star reviews at The Edinburgh Fringe Festival 2017. We will be returning to the Fringe from the 14th to 19th August 2018 with this emotive, hard-hitting and thought provoking play.

Email: info@youth-connection.org.uk
www.youthconnection.co.uk
Registered Charity Number 1134188

YOUTH CONNECTION THEATRE COMPANY

What we'd like:

Use of the Alum Armstrong theatre space and reception area for:

- The day of the 1st July to get in and get out for performances
- Approx four hours on Saturday the 30th June or mutually convenient and agreed time close to the performance to allow for dress rehearsal and run through in situ

As a registered charity, who run primarily on donations of time and money we would like the opportunity to place a voluntary donation collection point of which we would like to retain 60% and donate the remaining 40% to Stanley Town Councils charity of choice. This would help us fund the two performances and associated costs including costume and props hire and publicity.

What we will provide / deliver:

- Two performances of 'The Lucky Durham's' delivered at no charge (45-50 minutes per performance) We suggest 1100 and 1400 to allow us to drum up interest on the street.
- The opportunity to meet the cast and talk to them about the play after each performance in the auditorium
- Uniformed / costumed presence on Stanley front street throughout Armed Forces Day to add to the ambience between performances and to promote the free performances at the theatre . Tickets (which will be free of charge) can also be handed out to members of the public during this time and promoted using the staging and PA system available on the day
- Youth Connection will coordinate publicity, marketing and leaflets through their own marketing activity and in collaboration with Lee Brannigan (Alum Armstrong Theatre) who has agreed to coordinate ticket bookings.
- Bring an educational piece of theatre to the younger generation and raise awareness of this period in history and the sacrifice made by their ancestors as well as acknowledging, with a free performance, the sacrifices made by existing and retired ex-military personnel.
- Give young cadets the opportunity to volunteer at the event as well as be audience members.
- Give local audiences the opportunity to see a play about their past history.

Email: info@youth-connection.org.uk
www.youthconnection.co.uk
Registered Charity Number 1134188

Advice in County Durham & VCS Alliance Partnership & Networking Event

Auckland Youth & Community Centre, Walker Drive, Bishop Auckland DL14 6QL

Wednesday 14th March 2018
10am - 1pm

Welcome

We are delighted to see two partnership projects, AiCD and the VCS Alliance, working with Auckland Youth and Community Centre to highlight some of the advice and support services available in Bishop Auckland, The Dales and the surrounding area.

Today is the perfect opportunity to make some great contacts and promote what you do.
Here is some information about who is in the room today…

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Alzheimer's Society

Contact: Catriona Frampton, Services Manager

We provide support, information and guidance to people living with dementia and their carers, helping to maintain their independence, improving their sense of well-being, and putting them in more control of their lives. To assist people with dementia and their carers to identify their needs and access to services.

Auckland Youth and Community Centre

Contact: John Wiseman, johnwiseman.aycc@btconnect.com (01388) 604575

We are a very active and popular community centre operating in the heart of the Woodhouse Close Estate, Bishop Auckland. We support local people by providing them with high quality, accessible, affordable services to enhance their quality of life and help them gain confidence, self-esteem, and widen their horizons. We offer a full range of activities for children and young people; courses to help adults and young people gain skills for work or further study; activities to improve health and wellbeing; events geared towards tackling social isolation; and the provision of 1-1 support, advice and signposting.

Our work is made possible thanks to an extensive range of delivery partners and grant funders; these include the Big Lottery who support our 3-year Widening Horizons project. We are also looking to provide more fundraising events to help us to generate the additional income we need. We actively welcome and support new volunteers; with more volunteers, we would be able to do even more. Come and join us!

Bishop Auckland and Shildon Area Action Partnership

Contact: Andrew Megginson, AAP Coordinator a.p.walker@durham.gov.uk / 03000 268075

AAPs have been set up to give people in County Durham a greater choice and voice in local affairs. The partnerships allow people to have a say on services, and give organisations the chance to speak directly with local communities. By working in partnership we help ensure that the services of a range of organisations - including the county and town and parish councils, police, fire, health, and voluntary organisations - are directed to meet the needs of local communities and focus their actions and spending on issues important to these local communities.

Bishop Auckland College – Skills in the Community Team

Contact: Denise Hopps 01388 443078 or Angela McGinlay 01388 443133

Community Learning courses for adults aged 19+ at our learning centre in Newgate Centre, Bishop Auckland and Newton Aycliffe and at a range of community venues throughout the year. We manage employability and upskilling projects in specific geographical areas.

Citizens Advice County Durham – Home Visiting Service

Contact: Linda, 0191 3726758

Here at CACD, we provide a home visiting service for residents living in a rural location in The Dales who may otherwise struggle to access advice. We can help with all aspects of welfare benefits advice, such as, what you can claim, help to make the claim and challenging decisions on your behalf. Home visits can be made through an appointment with Linda; see above.

Coal Industry Social Welfare Organisation (CISWO)

Contact: Jay Dodds, Social Work Assistant 07557 945081

Providing a home visiting service to ex-miners, their widows and dependent children. We can assist with benefits checks and applications as well as general advice and support. Hardship grants subject to occupational and financial criteria. Free convalescence holidays subject to criteria.

Community Peer Mentor Project – Durham Police Crime and Victims Commissioner

Contact: Jim Cunningham, James.cunningham@durham.pnn.police.uk 07787 860087

The Community Peer Mentors project is the initiative of Ron Hogg, the 'Police, Crime and Victims' Commissioner (PCVC) for County Durham and Darlington. The Project helps support the PCVC plan to

- Inspire confidence in the police and criminal justice system
- Support victims and the vulnerable
- Tackle crime and keep our Communities safe

The project aims to reduce the pressure on frontline emergency services, and local councils by engaging with those who make frequent calls and reducing the severity and frequency of the calls. Peoples frustration are compounded by feelings of rejection, being ignored or the constant request to repeat 'their story' to professionals who may not have the time to engage and cannot fulfil the person needs. This has a negative impact on a person's feelings of worth and wellbeing.

County Durham Housing Group - Community Investment Team

Contact: Investment Projects communityinvestmentofficers@cdhg.co.uk
Employability employability@cdhg.co.uk Training training@cdhg.co.uk

The Community Investment Team at County Durham Housing Group offer advice and support to help tenants improve their lives and their community. We help people looking to get into work, improve their skills, do more for their community and find funding for a local group or club. We provide our services across Dale and Valley, Central Durham and East Durham areas for tenants in our 19,000 properties. Some services and projects are for the wider communities.

DISC – Independent Living Unit

Contact: Angela Stevens angela.stevens@disc-vol.org.uk

We cover the whole of County Durham providing housing advice and support for those age 16-25. This includes, helping young people find suitable accommodation, preventing homelessness, helping them to set up and maintain their tenancies, as well as helping them to access grants and other services such as debt advice.

Durham County Carers Support

Partnership working Contact: Sam Stimpson Sam.Stimpson@dccarers.org
For Service Information: admin@dccarers.org / 03000 051213

Durham County Carers Support offers specialist advice and information to Carers on a wide variety of issues. We can offer support through home visits by providing practical help with completing forms, gaining benefits, grants and other funding or a listening ear through telephone support.

The service also facilitates opportunities to meet other carers, support services and ensures carers have their voices heard.

DurhamWorks – Durham County Council

Contact: Tony Roe Tony.Roe@durham.gov.uk / 03000 268428

DurhamWorks provide help, support and guidance for 16-24yr olds that are not in education, employment or training. The project can offer young people tailored one-to-one support, finding training and employment opportunities to match their specific needs and interests.

Equipment Advice Service – Durham County Council

Contact: Marie Tempest/ Tina Wallace equipmentadvice@durham.gov.uk / 03000 265667

We are a telephone advice service offering impartial information regarding purchasing and hiring of equipment to help people live independently in their own homes. Equipment to help in areas such as the bathroom, kitchen, stairs, we also can advise on dressing aids, equipment to help with sensory loss and walking aids amongst other things.

We also have a demonstration centre in Spennymoor where people can make an appointment to visit to try the equipment we have available.

Foundations Centre Shildon

Contact: Susan Milburn, Coordinator susan.milburn@livin.co.uk / 07738035216

We are a Community hub based on Church Street, Shildon which is located in the shopping centre. We offer room space for organisations to run specific sessions like Job Clubs, Craft and Cookery Sessions. The Foundation of Light rent rooms for their scholarship programme, which runs 4 days a week during school term time. We also accommodate Health Express and a new service will be moving in shortly call 'ManHealth' aimed at men who suffer depression and anxiety.

Healthwatch County Durham

Contact: Denise Alexander denise.alexander@pcp.uk.net 0191 3787690

Healthwatch is the independent consumer champion for people who access health and social care services across County Durham, making sure that their views are listened to. We engage with people by meeting them face to face; attending focus groups; carrying out surveys.
We:

- Talk to the public about their experiences of services to see what is good and what is not.
- Tell providers what you think about their services.
- Tell commissioners what you say about the services they are paying for.
- Can provide you with advice and information about services in your area.
- Influence service delivery whenever possible.
- Aim to improve services by using your evidence to build a true picture of your local services.
- Engage with people in your community.

If you haven't met us yet, please get in touch! Our service is open to anyone who lives, works or accesses services across the County.

If U Care Share Foundation

Contact: Sandra Emery sandra@ifucareshare.co.uk

We offer support for those bereaved by suicide. We also offer training around suicide prevention and supporting those bereaved by suicide.

Parkinson's UK

Contact: Lorraine Nicholson, Local Adviser lnicholson@parkinsons.org.uk 0344 225 3657

I am the Parkinson's UK, Local Adviser. I provide a one to one free confidential advice service for people with Parkinson's and their carers/family members. I assist with benefits, blue badges, providing information on the condition and local services to offer support. Any general queries.

Richmond Fellowship

Contact: Gail McGee, Floating Support gail.mcgee@richmondfellowship.org.uk
Mike Smith, Supported Housing mike.smith@richmondfellowship.org.uk

We provide support to adults with mental health problems across County Durham. Through Floating Support and Supported Housing services, we support people to increase their independence, develop emotional resilience and coping strategies, improve community, social and digital inclusion and build upon their strengths and interests to improve their quality of life.

ROAD – Reaching Out Across Durham

Contact: ROAD Management Team road@groundwork.org.uk / 01207 524833

ROAD is a voluntary programme designed to help the residents of County Durham who are out of work and aged 25+ to overcome barriers to employment. ROAD can be specially tailored to the unique and complex needs of each and every individual with whom we work, and can consist of support with:

Health & Wellbeing
Working with specialist Health Trainers to manage stress and anxiety, improve confidence, helping to get active, management of existing health conditions, advice on healthy eating and assistance with stopping smoothing and drinking less alcohol.

Financial & Digital Inclusion
Many people experience financial difficulties, be it struggling with debt management, understanding benefits and budget management.

We also work to improve the skills of the many people who are not able to use mobile phones, computer technology or the internet. Our team of Financial and Digital Inclusion Coaches are available to help offer advice, support, training and practical skills to help individuals become more independent. ROAD can also provide support around Volunteering opportunities and Self Employment & Enterprise.

Stroke Association

Contact: Durham Team (Bishop Auckland Office) O1388 771524

We offer Stroke Recovery and Stroke Prevention services in the area. This is offered in the form of home visits to Stroke survivors (with advice and support including signposting), stands, Stroke Awareness and Stroke Prevention talks.

Warm Homes Team – Durham County Council

Contact: Warm Homes Team warmhomes@durham.gov.uk / 03000 268000

Warm Homes Campaign is a one-stop referral system for owner occupiers, private rented tenants and third sector organisations in County Durham. The Campaign helps residents to access energy efficiency grants to have a warmer home and lower energy bills.

Wellbeing for Life

Contact: cdda-tr.WBFL@nhs.net / 0800 8766887

Wellbeing for Life offers a free service to anyone over 16 years old living or working in County Durham to support people to make choices to improve their lives.
Our team will work with individuals over eight sessions to set a health plan, which will include small achievable goals as identified by the client. The one to one sessions typically last for one hour. The sessions are client led and we can support with a range of subjects such as:

- Eat healthier / lose weight / gain weight
- Be more active
- Stop Smoking
- Educate you in alcohol and drug awareness
- Access services in your local community
- Mental resilience and emotional wellbeing
- Access social groups to reduce isolation

We also offer group sessions such as: Crafty Confidence, Colour Me Calm, Walking Football, Practical Cooking and Creating your Positive Life. All of our services are free and can be accessed by self-referral or referral by a 3rd party. Referral forms are available at our website www.wellbeingforlife.net

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Woodhouse Close Church Community Centre

Contact: Anne Ramshaw, Church Centre Manager
anneramshaw54@gmail.com / 01388 450838

Activities and services for local people; Day Club, Lunch Club, Meals on Wheels, Food Bank, Furniture Project, Thrift Shop, Art Class, Card Class, Drama Group, Carer and Toddlers, hire of rooms.

POLICY DOCUMENT

Name of Policy:	PAY PROTECTION POLICY
Date policy created:	04-04-2018
Author:	Alan Shaw, Town Clerk
Date endorsed by Finance & Governance Committee:	
Signed: (Chair of Finance & Governance Committee)	
Date adopted by Full Council:	
Signed: (Town Mayor)	

1 Introduction

1.1 What is the policy about?

This policy provides fair and consistent pay protection to employees whose basic pay has been reduced as a consequence of reorganisation beyond their direct control. As a responsible employer, Stanley Town Council recognises that employees will need time to adjust to a lower salary if they have been adversely affected by structure changes within the Town Council, and as a result are facing financial detriment.

The Pay Protection Policy enables affected employees to retain some protection for a specified period (see Section 2.4) after they have been appointed to a lower graded job during a Restructure, Redundancy Process and are facing a reduction in salary.

1.2 Who does the policy apply to?

This policy covers all employees within Stanley Town Council

1.3 Responsibilities

It is the responsibility of the Finance & Governance Committee to ensure that the policy is correctly applied and protection periods are adhered to.

2 Pay Protection

2.1 When does pay protection apply?

Pay protection will be awarded in the following situations:

(i) Appointments to a lower graded post resulting in a reduction in salary during a Section 188 Redundancy Exercise, where posts are accepted as an alternative to redundancy as part of this exercise;
(ii) Appointments to a lower graded post resulting in a reduction in salary during a Restructure Exercise having fulfilled certain requirements, for example participating in a ringfence/slot in appointment exercise.

2.2 What is protected?

Pay protection will normally apply to the employee's current substantive basic contractual pay at the time they commence their new post. However, if the employee had existing protection arrangements in place, they will be protected on their original amount for the length of their agreed arrangement, so long as it does not exceed the one year post implementation of this policy.

Pay Protection will not be awarded for a period longer than one year.

2.2.1 Redundancy, Redeployment and Job Evaluation

In all circumstances of pay protection the maximum amount of contractual pay to be protected will be limited as follows:

(i) For Spinal Column Points (SCP) 49 and below, the pay protection will be a maximum of 8 SCPs up from the maximum salary of the new post except where progression bars are attached to the post and criteria to progress have not been achieved.
(ii) For Grades above (SCP) 50, other grades, a fixed amount of £8,000 per year will apply or less if the salary difference is a lesser monetary amount;

2.3 What is not protected?

Pay elements that are not protected include ‘headroom’ i.e. future increments within the former pay grade, bonus, interim operational allowance, occasional overtime, honoraria and all non-contractual supplements and enhancements.

In addition, protection will not apply to basic pay enhancements previously deemed to be contractual, including overtime, local supplements, standby payments and any other additional allowances. Pay Protection will only apply to payment for contractual hours.

In all cases, there will be no increase to protected pay as a result of any nationally negotiated pay award or settlement, even if the employee commences their new post on 1st April.

The protected pay will be proportionate to the number of hours worked and will only apply when employees are facing a reduction in salary as a result of being appointed to a lower graded post. If an employee has been working part-time hours and accepts a lower graded post on full time hours as suitable redeployment, meaning that there is no reduction in salary due to the increase in hours, then pay protection would not apply. For example:

An employee currently on SCP 31 (£27,123), but only working 18.5 hours per week earns a pro rata salary of £13,561 per annum. If they are appointed to and accept a full time lower graded post, and their salary will be more than £13,561 per annum, they will not be facing a reduction in salary, therefore and pay protection will not apply.

Pay protection will cease if an employee voluntarily applies for a new role through a normal recruitment process within the Town Council.

2.4 How long does pay protection apply for?

The maximum pay protection period is one year from the date of reduction in contractual salary.

Pay protection will remain in place until such time as the new pay is the same as, or exceeds the protected pay, within the one year protection period i.e. as a result of cost of living pay increase or on appointment to a post with the same or greater salary than the amount of protection received.

3 Further information

3.1 Monitoring

The Finance & Governance Committee must ensure employees' pay protection is correctly administered, and that records are appropriately and accurately maintained.

3.2 Confidentiality

All information will be handled sensitively and used only for its proper purpose.

Under the Data Protection Act 1998 individuals have the right to see their own personal data held subject to the rights of confidentiality of any third parties involved in that information.

3.3 Dealing with abuses of the policy

Employees who attempt to abuse this policy may face disciplinary action. The Town Council takes false or misleading accusations very seriously which may result in further action taken through the disciplinary procedure. This will not include ill-founded allegations that were made in good faith.

3.4 Publicising/distribution of the policy

A copy of this policy is available in the Policies folder in the main office and in the Policies folder in the STC server.

New employees will be informed of the existence of this policy in recruitment and induction information and in other relevant policies.

3.5 Reviewing the policy

The operation of the policy will be kept under review and such changes will be made as deemed appropriate following necessary consultation with the trade unions.

3.6 Equality and diversity

The Council is committed to achieving equality of opportunity and valuing diversity in all aspects of its work:

(i) Through the delivery of our services to the community by ensuring that within reason, these services are accessible to all and that we fully recognise the diversity of people's needs.
(ii) Through the way we recruit, employ and train our workforce to enable us to provide better services.
(iii) In the Council's leadership role, working with partners to promote the importance of treating every individual with dignity and respect.

3.7 Contact details

If you would like any further advice or would like the document in an alternative format, please contact:

Alan Shaw,
Town Clerk.
alan.shaw@stanley-tc.gov.uk

01207 299109

Stanley Town Council 2017-18

Budget Detail - By Centre

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

Note : ITEM 9 - ATTACHMENT H - 2017/18 Interim Out-turn Position

		Last Year		Current Year			Next Year
		Budget	Actual	Agreed Budget	Revised Budget	Actual YTD	Next Year Budget
101	**Staffing**						
4000	Direct Salaries	184,980	147,299	154,582	154,582	148,617	389,436
4008	Training	4,000	1,427	2,000	2,000	1,450	2,000
4009	Clothing Costs	400	227	300	300	0	300
4010	Payroll SLA	1,500	1,491	1,500	1,500	1,789	1,500
4012	Recruitment	0	0	650	650	0	1,000
4013	HR Advice & Support	500	0	250	250	0	1,000
4014	Courses and Seminars	0	69	150	150	0	150
	OverHead Expenditure	191,380	150,514	159,432	159,432	151,856	395,386
1075	Grants	0	0	0	0	785	0
	Total Income	0	0	0	0	785	0
	101 Net Expenditure	191,380	150,514	159,432	159,432	151,071	395,386
105	**Office Accommodation**						
4054	Insurance	0	6,364	8,000	8,000	2,518	8,000
4055	Cleaning	0	11	0	0	0	0
4056	Alarm Maintenance	1,250	0	0	0	0	0
4061	Accommodation Rent	0	0	0	0	3,000	13,738
4065	Repairs & Maintenance	0	149	250	250	8	250

Continued on Page 2

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

Note : ITEM 9 - ATTACHMENT H - 2017/18 Interim Out-turn Position

		Last Year		Current Year			Next Year
		Budget	Actual	Agreed Budget	Revised Budget	Actual YTD	Next Year Budget
4066	Tools & Equipment	500	54	0	0	0	0
4069	Pest Control	0	254	0	0	0	0
4078	Parking	0	797	0	0	0	0
	OverHead Expenditure	1,750	7,628	8,250	8,250	5,526	21,988
	Total Income	0	0	0	0	0	0
	105 Net Expenditure	1,750	7,628	8,250	8,250	5,526	21,988
110	**Administration**						
4054	Insurance	5,500	3,459	4,000	4,000	3,956	4,000
4065	Repairs & Maintenance	0	0	0	0	0	0
4066	Tools & Equipment	0	40	0	0	0	0
4077	Licences	0	466	0	0	475	0
4078	Parking	0	4	0	0	0	0
4100	Telephones	0	0	300	300	300	300
4101	Mobile Phones	500	522	500	500	451	500
4102	Stationery	1,500	561	750	750	688	750
4103	Publications	100	33	100	100	0	100
4104	Postage	300	537	900	900	235	700
4105	Photocopying	1,500	688	600	600	781	600
4106	Subscriptions	4,550	4,181	4,400	4,400	4,129	4,400

Continued on Page 3

Budget Detail - By Centre

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

Note : ITEM 9 - ATTACHMENT H - 2017/18 Interim Out-turn Position

		Last Year		Current Year			Next Year
		Budget	Actual	Agreed Budget	Revised Budget	Actual YTD	Next Year Budget
4110	Audit External	1,600	4,000	2,100	2,100	2,000	2,100
4111	Audit Internal	1,250	1,040	1,200	1,200	1,400	1,500
4112	Professional Fees	1,000	4,603	2,000	2,000	13,610	10,000
4114	Refreshments	200	182	200	200	90	200
4120	IT - Antivirus	50	96	100	100	16	80
4121	IT - Website Support	200	100	100	100	75	100
4122	IT - Email Maintenance	0	1,204	2,200	2,200	2,986	2,200
4123	IT - Support & Maintenance	4,000	2,839	4,000	4,000	1,108	4,000
4124	IT - Equipment	2,000	2,324	2,000	2,000	1,843	2,000
4125	IT - Software	1,250	873	500	500	1,622	800
4999	Bank Charges	1,250	2,031	1,250	1,250	1,661	2,000
	OverHead Expenditure	26,750	29,782	27,200	27,200	37,427	36,330
1050	Interest	1,500	2,392	0	0	1,056	0
1090	IT - Sale of Equipment	0	85	0	0	0	0
	Total Income	1,500	2,477	0	0	1,056	0
	110 Net Expenditure	25,250	27,304	27,200	27,200	36,371	36,330
111	**Precept**						
1176	Precept	664,858	664,858	674,837	674,837	674,837	706,256
1177	LCTRS Grant	130,804	130,804	112,039	112,039	112,039	117,132
	Total Income	795,662	795,662	786,876	786,876	786,876	823,388
	111 Net Expenditure	-795,662	-795,662	-786,876	-786,876	-786,876	-823,388

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Stanley Town Council 2017-18

Budget Detail - By Centre

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

Note : ITEM 9 - ATTACHMENT H - 2017/18 Interim Out-turn Position

		Last Year		Current Year			Next Year
		Budget	Actual	Agreed Budget	Revised Budget	Actual YTD	Next Year Budget
115	**Publicity**						
4075	Advertising	5,200	2,922	6,500	6,500	3,308	5,000
4200	Stanley Life	15,000	6,566	15,000	15,000	0	10,000
4201	Annual Report	1,500	600	300	300	0	300
4204	Community Consultation	30,000	555	0	0	0	0
	OverHead Expenditure	51,700	10,643	21,800	21,800	3,308	15,300
	115 Net Expenditure	51,700	10,643	21,800	21,800	3,308	15,300
200	**Democracy**						
4020	DBS Checks	0	0	500	500	0	500
4066	Tools & Equipment	0	0	0	0	1,109	0
4077	Licences	0	3,150	0	0	0	0
4102	Stationery	500	-3	0	0	100	100
4114	Refreshments	0	34	0	0	247	100
4800	Member Training	2,000	0	2,000	2,000	1,469	2,000
4801	Annual Parish Meeting	170	152	150	150	0	150
4802	Other Meetings	200	3,359	250	250	1,915	1,000
4803	Chairmans Fund	5,000	4,981	5,000	5,000	2,108	2,000
4804	Freedom of the Town Award	250	0	250	250	0	0
4808	Election Costs	0	0	32,000	32,000	32,149	0
	OverHead Expenditure	8,120	11,674	40,150	40,150	39,097	5,850

Continued on Page 5

Budget Detail - By Centre

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

Note : ITEM 9 - ATTACHMENT H - 2017/18 Interim Out-turn Position

		Last Year		Current Year			Next Year
		Budget	Actual	Agreed Budget	Revised Budget	Actual YTD	Next Year Budget
4805	Chairmans Awards	0	0	0	0	0	3,000
	Direct Expenditure	0	0	0	0	0	3,000
	Total Income	0	0	0	0	0	0
	200 Net Expenditure	8,120	11,674	40,150	40,150	39,097	8,850
300	**Services**						
4300	Environmental Services	138,000	97,051	67,500	67,500	64,300	45,238
4301	Tractors	3,000	0	0	0	50	0
4302	Dog Bags	4,500	2,792	0	0	0	0
4305	Front Street Regeneration	100,000	100,000	0	0	0	4,661
4310	Crime Prevention Initiatives	10,000	0	7,000	7,000	0	0
4311	One Team in Stanley (OTIS)	3,000	0	0	0	0	0
4312	Police Cars - Contribution	7,000	7,000	7,000	7,000	7,000	0
4313	Mini Police	0	556	4,400	4,400	0	0
4320	Community Radio	8,000	8,000	0	0	0	0
4321	Detached Youth Project	0	0	30,000	30,000	30,000	30,000
4322	Road Safety Initiatives	0	0	3,000	3,000	301	0
4323	Defibrillators	0	0	2,000	2,000	0	0
4324	Money Advice Service	0	0	30,000	30,000	30,000	50,000
4330	Youth Council	1,000	0	0	0	0	0
	OverHead Expenditure	274,500	215,398	150,900	150,900	131,651	129,899

Continued on Page 6

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

Note : ITEM 9 - ATTACHMENT H - 2017/18 Interim Out-turn Position

		Last Year		Current Year			Next Year
		Budget	Actual	Agreed Budget	Revised Budget	Actual YTD	Next Year Budget
1070	Recharges	0	3,600	0	0	0	0
	Total Income	0	3,600	0	0	0	0
300	**Net Expenditure**	274,500	211,798	150,900	150,900	131,651	129,899
305	**PACT House**						
4049	Rent	8,000	8,000	8,000	8,000	8,000	8,000
4050	Rates	0	4,832	0	0	0	0
4051	Water Rates	0	216	0	0	0	0
4052	Electricty	500	2,419	0	0	0	0
4054	Insurance	0	498	200	200	322	200
4065	Repairs & Maintenance	0	268	0	0	0	0
4112	Professional Fees	0	116	0	0	1,175	0
4113	Legal Fees	0	682	0	0	0	0
4306	Signage	800	0	0	0	0	0
4503	Grant Application Fees	0	248	0	0	0	0
	OverHead Expenditure	9,300	17,278	8,200	8,200	9,497	8,200
1060	Rent Income	8,000	0	0	0	0	0
	Total Income	8,000	0	0	0	0	0
305	**Net Expenditure**	1,300	17,278	8,200	8,200	9,497	8,200

Continued on Page 7

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

Note : ITEM 9 - ATTACHMENT H - 2017/18 Interim Out-turn Position

		Last Year		Current Year			Next Year
		Budget	Actual	Agreed Budget	Revised Budget	Actual YTD	Next Year Budget
307	**AP Community Room**						
4050	Rates	0	0	500	500	332	400
4051	Water Rates	0	0	300	300	0	300
4052	Electricty	0	0	300	300	353	300
4053	Gas	0	0	564	564	579	550
4054	Insurance	0	0	350	350	0	350
4065	Repairs & Maintenance	0	0	500	500	159	500
4112	Professional Fees	0	0	500	500	0	500
	OverHead Expenditure	0	0	3,014	3,014	1,424	2,900
1060	Rent Income	0	0	2,000	2,000	0	1,500
	Total Income	0	0	2,000	2,000	0	1,500
	307 Net Expenditure	0	0	1,014	1,014	1,424	1,400
310	**Warden Service**						
4008	Training	0	0	0	0	0	2,000
4009	Clothing Costs	0	0	0	0	0	3,000
4066	Tools & Equipment	0	0	0	0	0	1,000
4101	Mobile Phones	0	0	0	0	0	500
4102	Stationery	0	0	0	0	0	500

Continued on Page 8

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

Note : ITEM 9 - ATTACHMENT H - 2017/18 Interim Out-turn Position

		Last Year		Current Year			Next Year
		Budget	Actual	Agreed Budget	Revised Budget	Actual YTD	Next Year Budget
4112	Professional Fees	0	0	0	0	0	2,500
4124	IT - Equipment	0	0	0	0	0	2,000
4130	Vehicle Leasing	0	0	0	0	0	7,000
	OverHead Expenditure	0	0	0	0	0	18,500
	310 Net Expenditure	0	0	0	0	0	18,500
320	**Events**						
4400	Music Festival	0	0	5,000	5,000	0	0
4401	Firework Festival	0	0	15,000	15,000	10,000	10,000
4402	Christmas Festival	20,000	16,424	10,000	10,000	9,952	0
4403	Horticultural Show	5,000	5,000	0	0	0	0
4404	Brass Festival	5,150	6,750	0	0	0	0
4405	Blooming Good Fun	3,000	3,041	1,500	1,500	1,519	0
4406	Tea in the Park	2,500	2,139	0	0	0	0
4407	Play in the Park	4,000	15,991	15,000	15,000	14,689	0
4409	Fun Days	15,000	9,458	0	0	0	0
4410	Remembrance Services	400	347	400	400	510	500
4411	WW1 Commemoration	5,000	0	5,000	5,000	0	0
4412	Armed Forces Day	600	3,673	4,000	4,000	4,443	0
4413	Moria-Con	10,000	8,629	5,000	5,000	3,598	0

Continued on Page 9

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

Note : ITEM 9 - ATTACHMENT H - 2017/18 Interim Out-turn Position

		Last Year		Current Year			Next Year
		Budget	Actual	Agreed Budget	Revised Budget	Actual YTD	Next Year Budget
4414	Cycle Event	8,000	4,653	0	0	0	0
4416	This is Stanley	0	560	0	0	0	0
4417	Stanley Fringe	2,000	2,204	0	0	0	0
4418	Older People's Entertainment	1,000	523	1,000	1,000	850	0
4419	Other Events	0	1,414	0	0	-676	0
4420	Blue Plaque Scheme	2,500	1,083	1,200	1,200	448	1,200
4421	Events (External)	0	0	0	0	0	40,000
4423	Heritage Projects	0	0	5,825	5,825	3,386	5,000
4424	West Stanley Memorial	0	0	400	400	308	400
4425	Technical Support	0	5	0	0	0	0
4439	Christmas Decorations	30,000	28,809	23,000	23,000	22,779	18,000
	OverHead Expenditure	114,150	110,703	92,325	92,325	71,806	75,100
	320 Net Expenditure	114,150	110,703	92,325	92,325	71,806	75,100
400	**Grants**						
4500	Members Initiative Fund	70,000	78,835	70,000	70,000	68,753	70,000
4502	Other Grants	11,872	67,376	55,153	55,153	42,046	0
4504	Youth Providers	0	0	0	0	0	15,000
4510	Concessions	0	708	0	0	0	0
	OverHead Expenditure	81,872	146,919	125,153	125,153	110,800	85,000
	Total Income	0	0	0	0	0	0
	400 Net Expenditure	81,872	146,919	125,153	125,153	110,800	85,000

Continued on Page 10

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

Note : ITEM 9 - ATTACHMENT H - 2017/18 Interim Out-turn Position

		Last Year		Current Year			Next Year
		Budget	Actual	Agreed Budget	Revised Budget	Actual YTD	Next Year Budget
500	**Civic Hall**						
4000	Direct Salaries	140,640	128,630	154,582	154,582	116,540	0
4005	Casual Staff	10,000	35,247	20,000	20,000	49,262	20,000
4008	Training	4,000	325	2,500	2,500	332	2,500
4009	Clothing Costs	800	1,077	1,100	1,100	879	1,200
4011	Travel & Subsistence	400	0	400	400	19	400
4012	Recruitment	0	0	650	650	0	650
4050	Rates	7,900	7,744	8,000	8,000	8,015	8,100
4051	Water Rates	3,500	3,118	3,500	3,500	1,549	3,000
4052	Electricty	10,000	13,605	10,000	10,000	14,286	13,000
4053	Gas	3,500	1,705	3,500	3,500	1,895	2,000
4055	Cleaning	2,000	4,012	2,400	2,400	4,175	3,500
4056	Alarm Maintenance	1,000	1,961	1,500	1,500	1,980	2,000
4057	Window Cleaning	250	200	250	250	150	250
4058	Trade Waste	1,500	1,853	2,000	2,000	1,150	1,500
4059	Laundry	2,000	1,239	1,700	1,700	667	1,200
4064	Equipment - Hire	0	155	0	0	0	0
4065	Repairs & Maintenance	2,500	4,909	2,500	2,500	6,771	2,500
4066	Tools & Equipment	2,500	6,055	6,000	6,000	6,220	3,000
4067	Furniture & Fittings	2,000	1,097	1,500	1,500	374	1,000

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

Note : ITEM 9 - ATTACHMENT H - 2017/18 Interim Out-turn Position

		Last Year		Current Year			Next Year
		Budget	Actual	Agreed Budget	Revised Budget	Actual YTD	Next Year Budget
4068	Structure	750	794	800	800	0	800
4069	Pest Control	250	0	250	250	267	300
4070	Crockery,Cutlery etc	2,000	126	1,000	1,000	0	500
4071	Health & Safety - Fire	400	9	250	250	282	250
4072	Health & Safety First Aid	200	0	200	200	64	200
4073	Health and Safety	0	2,582	2,580	2,580	1,402	2,600
4075	Advertising	3,000	5,461	5,000	5,000	8,681	0
4076	Marketing & Promotion	2,000	6,869	2,500	2,500	8,028	15,000
4077	Licences	700	2,114	2,000	2,000	3,045	2,000
4079	Security	500	18	500	500	179	500
4100	Telephones	4,000	3,326	3,200	3,200	3,103	3,200
4101	Mobile Phones	0	0	0	0	0	1,000
4102	Stationery	2,000	2,077	2,000	2,000	753	1,500
4104	Postage	0	1,023	800	800	2,175	1,500
4105	Photocopying	1,000	1,301	1,200	1,200	919	1,200
4106	Subscriptions	20	102	0	0	0	0
4114	Refreshments	0	42	0	0	6	0
4115	Hospitality	0	185	0	0	9	0
4120	IT - Antivirus	0	46	100	100	180	180
4121	IT - Website Support	600	100	200	200	0	200
4123	IT - Support & Maintenance	4,000	396	3,000	3,000	2,559	3,000

Continued on Page 12

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

Note : ITEM 9 - ATTACHMENT H - 2017/18 Interim Out-turn Position

		Last Year		Current Year			Next Year
		Budget	Actual	Agreed Budget	Revised Budget	Actual YTD	Next Year Budget
4125	IT - Software	0	0	200	200	548	500
4425	Technical Support	0	2,858	2,500	2,500	4,255	2,500
4650	Events - Civic Hall	15,000	32,025	15,000	15,000	43,996	0
4651	Events - Externally Organised	0	303	0	0	4	0
4652	Civic Hall Performers	0	0	11,200	11,200	12,714	10,000
4653	Summer Stage School	0	0	5,500	5,500	0	0
4654	Purchases for weddings/parties	0	320	0	0	1,865	0
4700	Ticket Sales Paid Over	0	51,834	0	0	71,709	0
4750	Resale Items	0	186	0	0	662	500
4751	Technical supp-rechargeable	0	1,015	0	0	715	1,000
4752	Purchases weddings etc- rech	0	1,738	0	0	3,031	0
4998	Transaction Fees	720	2,107	1,100	1,100	3,286	2,000
	OverHead Expenditure	231,630	331,888	283,162	283,162	388,699	116,230
1000	Ticket Sales Retained	15,000	22,882	30,000	30,000	27,904	25,000
1002	Ticket sales ret'd- Ext shows	0	2,095	0	0	5,166	0
1005	Ticket Sales Non Retained	0	50,107	0	0	71,709	0
1010	Hall Hire	70,000	72,056	70,000	70,000	61,111	70,000
1012	Civic Players etc-Fees, Subs,	0	0	16,700	16,700	5,722	0
1013	DCC Recharges	0	1,760	1,760	1,760	1,760	1,760
1026	Table packages etc	0	220	0	0	1,074	500

Continued on Page 13

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

Note : ITEM 9 - ATTACHMENT H - 2017/18 Interim Out-turn Position

		Last Year		Current Year			Next Year
		Budget	Actual	Agreed Budget	Revised Budget	Actual YTD	Next Year Budget
1028	Resale Items	0	989	0	0	833	500
1029	Recharged buffet, disco etc	0	80	0	0	2,550	2,500
1031	PRS income	0	0	0	0	40	150
1032	Recharged technical	0	0	0	0	717	1,000
1040	Fees & Charges-PAT tests	0	78	0	0	0	0
1061	Rent Income - Town Council	0	1,731	0	0	3,000	0
1081	Donations	0	0	0	0	3,666	0
1091	Art Work Sales	0	86	150	150	4	15
	Total Income	85,000	152,083	118,610	118,610	185,255	101,425
500	**Net Expenditure**	146,630	179,804	164,552	164,552	203,444	14,805
505	**Coffee Shop**						
4000	Direct Salaries	0	23,660	34,525	34,525	37,258	0
4008	Training	0	90	100	100	0	0
4009	Clothing Costs	0	197	200	200	98	0
4055	Cleaning	0	44	100	100	0	0
4065	Repairs & Maintenance	0	420	250	250	149	0
4066	Tools & Equipment	0	3,289	500	500	113	0
4067	Furniture & Fittings	0	82	0	0	0	0
4070	Crockery,Cutlery etc	0	318	0	0	50	0

Continued on Page 14

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

Note : ITEM 9 - ATTACHMENT H - 2017/18 Interim Out-turn Position

		Last Year		Current Year			Next Year
		Budget	Actual	Agreed Budget	Revised Budget	Actual YTD	Next Year Budget
4073	Health and Safety	0	-2	0	0	0	0
4075	Advertising	0	350	600	600	0	0
4550	Coffee Shop-Drinks (Hot)	0	885	1,700	1,700	0	0
4555	Coffee Shop-Drinks (Cold)	0	1,114	1,800	1,800	0	0
4560	Coffee Shop-Food	0	10,905	10,000	10,000	14,824	0
4602	Bar - Stocktaking Costs	0	360	100	100	585	0
4625	Coffee Shop supplies	0	780	700	700	372	0
	OverHead Expenditure	0	42,493	50,575	50,575	53,448	0
1200	Hot Drinks	0	6,229	1,500	1,500	214	0
1205	Cold Drinks	0	43	100	100	0	0
1210	Food	0	798	1,500	1,500	0	0
1220	Coffee Shop	0	23,501	30,000	30,000	36,320	0
	Total Income	0	30,571	33,100	33,100	36,534	0
	505 Net Expenditure	0	11,922	17,475	17,475	16,914	0
510	**Civic Hall Bar**						
4009	Clothing Costs	0	86	150	150	110	200
4066	Tools & Equipment	0	298	450	450	80	250
4070	Crockery,Cutlery etc	0	332	500	500	0	500
4075	Advertising	0	36	0	0	0	0

Continued on Page 15

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

Note : ITEM 9 - ATTACHMENT H - 2017/18 Interim Out-turn Position

		Last Year		Current Year			Next Year
		Budget	Actual	Agreed Budget	Revised Budget	Actual YTD	Next Year Budget
4102	Stationery	0	19	100	100	0	0
4600	Bar Stock	17,000	17,800	18,500	18,500	34,033	27,000
4601	Bar Supplies - Sundry Items	3,750	2,896	3,500	3,500	288	400
4602	Bar - Stocktaking Costs	770	815	650	650	943	900
4603	Bar - gas	1,000	637	800	800	288	400
	OverHead Expenditure	22,520	22,920	24,650	24,650	35,741	29,650
1020	Bar Takings	47,500	59,746	48,000	48,000	63,905	65,000
	Total Income	47,500	59,746	48,000	48,000	63,905	65,000
	510 Net Expenditure	-24,980	-36,826	-23,350	-23,350	-28,164	-35,350
520	**Loan Charges**						
4996	PWLB Loan - Principal	20,000	20,000	20,000	20,000	20,000	40,000
4997	PWLB Loan - Interest	3,990	3,990	3,990	3,990	3,534	7,980
	OverHead Expenditure	23,990	23,990	23,990	23,990	23,534	47,980
	520 Net Expenditure	23,990	23,990	23,990	23,990	23,534	47,980
800	**Loan Costs**						
4151	Civic Hall - Lighting	0	2,550	0	0	0	0
4156	Civic Hall - Structure	0	5,760	0	0	30,977	0

Continued on Page 16

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

Note : ITEM 9 - ATTACHMENT H - 2017/18 Interim Out-turn Position

		Last Year		Current Year			Next Year
		Budget	Actual	Agreed Budget	Revised Budget	Actual YTD	Next Year Budget
4160	Civic Hall - Equipment	0	5,537	0	0	7,082	0
	OverHead Expenditure	0	13,847	0	0	38,059	0
	Total Income	0	0	0	0	0	0
	800 Net Expenditure	0	13,847	0	0	38,059	0
900	**Earmarked Reserves**						
9315	Earmarked Reserve	-100,000	0	0	0	0	0
	OverHead Expenditure	-100,000	0	0	0	0	0
	900 Net Expenditure	-100,000	0	0	0	0	0
	Total Budget Expenditure	937,662	1,135,675	1,018,801	1,018,801	1,101,871	991,313
	Income	937,662	1,044,140	988,586	988,586	1,074,411	991,313
	Net Expenditure	0	91,536	30,215	30,215	27,460	0

Stanley
Town
Council

Enhanced Wardens Contract Particulars

The Council's vision is to re-introduce an enhanced Warden Service across the Council's area, to be focused on targeted pro-active enforcement initiatives aimed at improving the quality of localities and the public realm, to participate in education and Community Engagement initiatives and to help improve resident and wider public perception about the environmental quality of the Stanley area.

Service Specification

1. Location

The services are to be delivered from premises located within the Stanley Town Council area and will operate across the Town Council's area.

2. Personnel

The County Council (the contractor) will provide the Town Council (the client) with two full time Wardens to provide additional services for the benefit of residents and visitors to Stanley. The staff should be:

(i) Fully trained to relevant legal and professional standards for enforcement staff;

(ii) Have in place any legal accreditations required and authorisations required to perform their duties;

(iii) Be suitably experienced and able to work pro-actively towards the aims and vision of the Town Council (to be agreed at contract meetings);

(iv) Named and permanently assigned to the contract to ensure that close working relationships can be built and maintained with STC staff and members.

(v) Staff will only be appointed to the contract after suitable consultation with STC's client officer (and relevant lead members) and their suitability assessed. The Town Council reserves the right to refuse to accept the appointment of specific persons proposed by the contractor to the contract.

(vi) Changes to personnel allocated to the contract should not take place without reasonable cause and replacement candidates must be assessed as per item (v) before being assigned to the contract. This clause applies to contract management in addition to front line staff.

3. Staff Management & Supervision

The contractor's staff will be under the management and supervision of the contractor, except that:

(i) All annual and flexi-leave must not be approved without having regard to the operational requirements of the client, (e.g. leave should not be agreed on dates where STC has arranged community events which require the wardens' presence. *unless* suitable cover arrangements have been put in place and notified to the client.)

(ii) Reasonable requests from the client for the wardens to attend a specific location to investigate a specific matter should be accommodated to enable an effective and responsive service.

(iii) Staff engaged on the STC contract should be working an appropriate shift pattern to deliver the tasking required by the client rather than the same shift pattern worked by the core service. The pattern should be agreed in consultation with the client at the monthly contract meetings or weekly informal meetings. (see contract monitoring below)

4. Tasking

(i) The purpose of the enhanced service is to provide services over and above the core service provided by the contractor. Therefore, the enhanced service should not be tasked by the contractor to deal with routine core service requests either inside or outside the Town Council's area, except with the express agreement of the client in exceptional circumstances or where there is a clear synergy between the activities of the core service and the enhanced team

(ii) The enhanced service can participate in pro-active initiatives with the core service team within the Town Council's area, to be notified and agreed in advance;

(iii) The enhanced service will be a pro-active service. Taskings will include routine enforcement activities (for example addressing dirty back yards and litter enforcement) but will also include activities like (but not limited to) Local Environmental Quality surveys and action planning; education initiatives in local schools and elsewhere; organisation, planning and participation in civic pride initiatives; tackling instances of low level anti-social behaviour;

(iv) Taskings will be agreed a month (or more) in advance during monthly contractor/ client meetings and through informal contact (where a more immediate response is required as per paragraph 3(ii))

5. Transport & Branding

(i) The Town Council will provide a vehicle for the STC wardens to operate in. The vehicle must be used exclusively for the purposes of the performance of the contract unless express agreement from the client is given for the vehicle to be deployed elsewhere. The vehicle will be branded with both the contractor's and the

client's corporate branding to reflect the partnership nature of the service. Prominence should be given to STC's branding.

(ii) Uniforms should also bear both the contractor's and the client's corporate branding. The uniforms should be distinct from those used by the core service (TBC) and greater prominence given to the STC branding.

6. Information Technology

The wardens should be equipped with the contractor's standard IT equipment for case management, electronic communication and reporting. In addition, the contractor should make available on request reports relating to the service itself as well as wider statistical information about service requests and incidents within the Town Council's area for analysis purposes. Access to information relevant to the service held by the contractor should be provided on required.

7. Legal Services

Legal services relating to the service of notices and the prosecution of offenders associated with enforcement matters will be dealt with by the contractor in accordance with their usual enforcement policies and practices. Full details of enforcement outcomes will be provided to the client through established reporting mechanisms.

8. Environmental Caretaker Service

The client provides an in-house environmental caretaker service to provide additional clean and green services in the Stanley area beyond the statutory services provided by the contractor. The vast majority of waste generated by this service is municipal waste or municipal green waste taken from the public realm in support of DCC's own services. Facilities should be made to permit the service to tip at the Morrison Busty depot to reflect this. The environmental wardens will also work closely with the environmental caretakers delivering Local Environmental Quality action plans, In Bloom and other Civic Pride initiatives.

9. Enforcement Policy

The wardens will operate in accordance with the contractor's established enforcement policy and principles. The policy should be capable of suspension in special circumstances where requested specifically in advance by the client. For example, if wardens are in attendance at STC family play in the park events in a primarily public safety role, the wardens should be able to be tasked to advise rather than enforce littering provisions at these events.

Additional Requirements

1. Contract Monitoring

(i) The contractor will report full details of actions and outcomes generated by the service to the Projects & Initiatives Committee on a monthly basis, with exact performance indicators to be agreed in consultation with the Projects & Initiatives Committee;

(ii) Monthly Meetings will be held between the client officer and the contract manager to discuss the operation of the contract and and agree work plan and taskings from the Projects & Initiatives Committee;

(iii) In addition to the formal monthly contract meetings, short informal meetings to be held on a weekly basis with the client officer and front line officers delivering the service to discuss operational matters, weekly work plans and to ensure close working relationships are maintained;

(iv) The contractor's staff should be able to attend the Projects & Initiatives Committee on at least a quarterly basis to feed back to the Committee and take questions from members related to the service.

2. Flexibility

The service, through performance and other monitoring should be in a position to respond to changes in the demand to ensure that the service provided is addressing issues in the Stanley area which are important to residents. The types and locations of taskings will change in response to emerging trends.

3. Partnerships

The service providers should be proactively engaged in building positive working relationships with other statutory and third sector providers in the Stanley area, particularly local neighbourhood policing teams, schools, community groups and those which are also supported by Stanley Town Council, e.g. PACT House, Just for Women Centre, SHAID etc and build arrangements with these organisations to enable simple cross referral into each others' services.

4. Publicity

The client and the contractor should work closely together to ensure that successes of the service are properly publicised. In particular, the contractor's staff should undertake regular "before and after" photographs of localities when contemplating enforcement activities or developing local environmental quality action plans to provide evidence of the impact on visual amenity that the service is having. These pictures should be made available to the client for use on social media, websites and press releases as appropriate. The contractor's staff should be fully aware that a core purpose of their activity is to promote the service and the partnership in the local community.

Outcomes

The service provided by the contractor should be focused on outcomes:

(i) Making a demonstrable improvement to the appearance of the public realm through targeted work programmes;

(ii) Raising awareness and building community support through advice, education and Civic Pride initiatives;

(iii) Supporting community events in the parish;

(iv) Supporting local policing teams and youth providers addressing low level anti-social behaviour in the Stanley Town Council area.

Costs & Diligence

The contractor should provide:

(i) Detailed breakdown of the costs of providing the service;

(ii) Due diligence information concerning the relevant accreditations and qualifications of the staff allocated to the contract, copies of relevant insurances, operating procedures, enforcement policies and risk assessments to be supplied to the client.

Contract Value and Duration

The Council has budgeted **£70,000** for the delivery of the service in 2018/19. This sum is subject to review annually when budgets are set.

It is envisaged that the contract will run for three years starting in April 2018 or as soon as possible thereafter. The contract is subject to renewal at the discretion of the Council. If the service is not contracted for a full year, the price will be paid on a pro-rate basis.

Payment for the contract will be on a quarterly basis.

Fees & Charges

Item	Price	Notes
Salary + pension + NI + shift enhancements	49,662	Based on bottom of Grade 5 and will change dependant on the years service and/or level of experience the postholder has.
CRB / Vetting	200	Renewal required every 3 years.
Training	680	Conflict management, stray dog management, horse management etc
Uniform & Equipment	5,042	This includes tablet, stab vest, phone, uniform etc
Airwaves Radio (police channels)	1,680	£100 initial sign-up cost then £740 per year.
Overheads Costs	8,590	Management & support service recharges (e.g. HR, legal, administration, etc).
Sub-Total	**65854**	
Cover for Annual Leave	3,000	optional backfill to ensure constant cover
TOTAL	**68854**	

Key Personnel

Alan Shaw
Town Clerk
Stanley Town Council

alan.shaw@stanley-tc.gov.uk
01207 299109

Responsible Finance Officer

James Harper
Community Development Manager
Stanley Town Council

james.harper@stanley-tc.gov.uk
01207 299109

Client Officer

Stanley Town Council
Civic Hall
Front Street
Stanley
DH9 0NA

[***TBC]***

Contract Manager

FULL COUNCIL ACTION LOG - Updated 19-4-18

Meeting Date	Minute Ref	Lead Officer	Agenda Item	Action	Date Complete	Notes
27.06.17	45	James Harper	7 - Recommendations of Projects & Initiatives	The two surplus tractors be donated to Beamish FC and Annfield Plain FC	23.11.17	Both tractors handed over.
27.06.17	45	Alan Shaw	7 - Recommendations of Projects & Initiatives	An extra-ordinary meeting of Council be scheduled to consider medium term planning in detail		Meeting was not held , MTP was completed through P&I process in November 2017.
25.07.17	76	Alan Shaw/ James Harper	7 - Recommendations of Projects & Initiatives	Louisa Memorial - DCC should be asked for a licence to have the stone relocated to Annfield Plain Park		Permissions have been obtained for both locations, however the matter is still not resolved. On agenda for 27.2.18
25.07.17	76	James Harper	7 - Recommendations of Projects & Initiatives	Armed Forces Day - 2018 planning should begin immediately		Ongoing.
25.07.17	76	James Harper	7 - Recommendations of Projects & Initiatives	Christmas - A specification should be produced for the Christmas Light switch on event and that bids are invited from outside providers		Draft spec on agenda for 27.2.18
26.09.17	118	James Harper	9 - Recommendations of Projects & Initiatives	Christmas - Officers be instructed to deliver the event in line with that outlined in the draft specification	6.12.17	Event delivered in accordance with spec
26.09.17	118	Alan Shaw	9 - Recommendations of Finance & Governance	MIF Policy - A working group be established to review the current policy and bring recommendations to FC	24.10.17	Policy reviewed and amended
26.09.17	118	James Harper	9 - Recommendations of Finance & Governance	DBS Checks - Council should implement a policy of compulsory DBS checks for elected members in line with DCC policy and ID cards be purchased for members and staff		Outstanding - Tasked J Harper with delivery 12.2.18
26.09.17	118	Nicola James	9 - Recommendations of Finance & Governance	ID Cards to be purchased for members and staff		Outstanding - Tasked N James with delivery 12.2.18
26.09.17	120	Alan Shaw	11 - Civic Regalia	The Town Clerk look into the costs for purchasing Civic Regalia for the Town Mayor's consort and the Deputy Town Mayor and report findings to FC		Outstanding
24.10.17	140	Nicola James	3 - Town Mayors Announcements	Date for OAP Christmas Dinner to be emailed to Members	10.11.17	Done
24.10.17	144	Alan Shaw	7 - Recommendations of Finance & Governance	Adapt the Cirencester Standing Orders and amend our own SO's accordingly	24.10.17	Done
24.10.17	145	Alan Shaw	8 - Medium Term Plan	In consultation with the Chairman of Finance, prepare an outline 3 year delivery timeline and indicative budget estimates for the delivery of the plan	28.11.17	Done
24.10.17	148	Alan Shaw	11 - Stanley Council Offices	Notify DCC that the Town Council intends to withdraw from the purchase of the building on the current terms	30.10.17	Done
24.10.17	148	Alan Shaw	11 - Stanley Council Offices	Liaise with DCC and express our desire to see the building restored in the medium term, with a focus on the use of the building as a heritage asset for the town		To be actioned following restructure (13.03.18)
24.10.17	148		11 - Stanley Council Offices	Research into possible sources of funding, with the assistance of suitably qualified and experienced fund raisers who can identify sources and prepare bids for external funding		To be actioned following restructure (13.03.18)
07.11.17	154	Alan Shaw	5 - Request from the Just for Women Centre	The Town Council will seek to purchase the property at no more than the maximum price agreed		Contracts received and signed. Completion imminent.
28.11.17	187	Alan Shaw	8 - Recommendations of Committee Meetings	Dying to work Policy. Implement Policy and contact TUC to publicise		Initial contact made with TUC date to be arranged for publicity.
23.01.18	248	Alan Shaw/ James Harper	8 - Recommendations of Committee Meetings	Environmental Cleanup team to be brought in house		Meeting held with Groundwork and notice given. Work underway to secure lease vehicles and uniform and to agree inventory of equipment for transfer. Premises and storage issue outstanding. Staff TUPEd across on 23rd April
23.01.18	248	Alan Shaw	8 - Recommendations of Committee Meetings	Police Cars - to be forward funded over three years	16.03.18	Invoice received and process for lease of vehicles
23.01.18	248	Alan Shaw	8 - Recommendations of Committee Meetings	Stars YC - Detailed plan to be submitted before the end of the financial year		Requested update on 16-3-18 and chased on 18-4-18
23.01.18	249	James Harper	9 - Stanley in Bloom	Jointly manage the Stanley In Bloom campaign with DCC		Meeting held with DCC on 16.2.18. Report to be brought to P&I Committee for 13.3.18. Report to be submitted to P&I in May
23.01.18	250	Alan Shaw	10 - Budget and Precept (Part A)	Submit precept demand	24.01.18	Done

Meeting Date	Minute Ref	Lead Officer	Agenda Item	Action	Date Complete	Notes
23.01.18	252	Alan Shaw	13 - Budget and Precept (Part B)	Implement staffing structure (including wardens service and TUPE of GWNE staff)		Staff meetings held between 24.01.18 and 29.01.18. Initial meetings held with HR advisor on 31.01.18. Outline of the restructure process circulated to members on 9.2.18. Initial drafts of new JDs done 6.2.18. Discussions with HR re: JDs on-going. Context statement and JDs on Agenda for 24th April for approval. Coffee shop staff given notice and due to finish on 10th May 2018. GWNE staff have been
13.03.18	261	James Harper	8 - Events Specification	Assessment criteria to be added to and revised spec submitted to Council on 27.03.18		Spec agreed on 27/3/18
13.03.18	263	James Harper	10 - War Memorial	Working Group to be convened to identify whether there is public support.		Request for meeting with working group sent on 18-3-18, no meeting yet arranged, to be re-sent.
13.03.18	265	James Harper	12 - Louisa Morrison Memorial	Apply for faculty to have the memorial stone moved to the Louisa site in Stanley		Consultation period for faculty application expires on 26/4/18 and will be submitted
27.03.18	296	Nicola James & Alan Shaw	7 - Recommendations of Committee Meetings	Inform grant applicants of decisions, send offer letter and arrange for payment		Nicola informed applicants 29.03.18 Offer letters to follow
27.03.18	299	Alan Shaw	10 - Events Specification	Move forward and advertise for partners to bring bids to Council		Uploaded to Contract Finder website. Deadline for submissions is 19th May 2018
27.03.18	300	Alan Shaw	11 - Draft SLA for Warden Service	Negotiate service with DCC		Meeting held with DCC, Spec is on agenda for FC
27.03.18	301	Alan Shaw	12 - Civic Hall Fees and Charges	Implement new fees and charges for 2018/19		New fees agreed by Council on 27/3/18 and implemented

2018-19 Schedule of Meetings

Tuesday	5 June 2018	Projects and Initiatives
Wednesday	13 June 2018	Finance and Governance
Tuesday	26 June 2018	Full Council
Tuesday	3 July 2018	Projects and Initiatives
Wednesday	11 July 2018	Finance and Governance
Tuesday	24 July 2018	Full Council
Tuesday	4 September 2018	Projects and Initiatives
Wednesday	12 September 2018	Finance and Governance
Tuesday	25 September 2018	Full Council
Tuesday	9 October 2018	Projects and Initiatives
Wednesday	17 October 2018	Finance and Governance
Tuesday	30 October 2018	Full Council
Tuesday	6 November 2018	Projects and Initiatives
Wednesday	14 November 2018	Finance and Governance
Tuesday	27 November 2018	Full Council
Tuesday	11 December 2018	Projects and Initiatives
Wednesday	12 December 2018	Finance and Governance
Tuesday	22 January 2019	Full Council
Tuesday	5 February 2019	Projects and Initiatives
Wednesday	13 February 2019	Finance and Governance
Tuesday	26 February 2019	Full Council
Tuesday	5 March 2019	Projects and Initiatives
Wednesday	13 March 2019	Finance and Governance
Tuesday	19 March 2019	Town Meeting
Tuesday	26 March 2019	Full Council
Tuesday	9 April 2019	Projects and Initiatives
Wednesday	17 April 2019	Finance and Governance
Tuesday	30 April 2019	Full Council
Tuesday	7 May 2019	Projects and Initiatives
Wednesday	15 May 2019	Finance and Governance
Tuesday	28 May 2019	Annual General Meeting