



Stanley Town Council

NOTICE OF MEETING

I hereby give notice that an Ordinary Meeting of Stanley Town Council will be held on Tuesday, the 24th April 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	L Christie	J Clark	H Clark
A Clegg (Deputy TM)	M Davinson	C Hampson	J Kane	C Marshall
D Marshall	J McMahon	J Nicholson	J Pallas	J Stephenson
L Timbey	D Tully	G Wilkinson	J Tully	

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 24th April 2018 at 18.30 in order to transact the following business:

Yours sincerely,

Alan Shaw
Town Clerk
14th April 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 verbal monthly Mayoral Report from the Town Mayor and any announcements from the Town Mayor or Town Clerk.

4 PUBLIC PARTICIPATION

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

5 CONFIRMATION OF MINUTES (ATTACHMENT A)

To **APPROVE** as a correct record and sign the minutes of the Ordinary Council meeting held on **27th March 2018**.

6 MINUTES OF OTHER MEETINGS

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

10th April 2018	Projects & Initiatives Committee	(ATTACHMENT B)
11th April 2018	Finance & Governance Committee	(ATTACHMENT C)

7 PETITION (ATTACHMENT D)

The Town Clerk has been passed a petition signed by 594 people requesting that the Council postpones or delays the closure of the Coffee Shop to "allow a period of 8 calendar weeks for a business plan to be formulated which will demonstrate improved service and decreased subsidy" and to "explore other avenues of running it using a different kind of business model". The letter accompanying the petition is attached.

Council is requested to **NOTE** the petition and **DECIDE** if any action is required.

8 RECOMMENDATIONS OF COMMITTEE MEETINGS

The following **RECOMMENDATIONS** of Committee meetings held since the Ordinary Council meeting scheduled for February 2018 require consideration by Council:

(a) PROJECTS & INITIATIVES

At a meeting held on 10th April 2018, the Projects and Initiatives Committee made the following **RECOMMENDATIONS** to Council:

(i) ARMED FORCES DAY PROPOSAL (ATTACHMENT E)

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

(ii) ADVICE IN COUNTY DURHAM PROPOSAL (ATTACHMENT F)

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

(b) **FINANCE & GOVERNANCE**

At a meeting held on 11th April 2018, the Projects and Initiatives Committee made the following **RECOMMENDATION** to Council:

(i) **PAYMENT PROTECTION POLICY** (ATTACHMENT G)

Committee **RECOMMENDS** that the new policy be **APPROVED** and implemented.

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

9 **INTERIM OUT-TURN POSITION** (ATTACHMENT H)

The Final Accounts have not yet been prepared and will be submitted to the Annual Meeting on 22nd May 2018. The Clerk has attached the Interim Final Budget (subject to final adjustments) for the information of the Council.

The internal auditor will be visiting the Town Council to review the year end figures on 30th April 2018.

Council is requested to **NOTE** the interim final budget and **DECIDE** if any action is required.

10 **DRAFT SLA FOR WARDEN SERVICE** (ATTACHMENT I)

The Town Clerk met with Ian Hoult from Durham County Council on 12th April 2018 to discuss the draft specification. A number of small amendments were put forward and agreed by the Town Clerk. The specification has been revised to reflect the amendments and to include the costings provided by DCC for the provision of the service.

None of the changes requested were, in the view of the Town Clerk, material and the County Council agreed broadly with our preferred method of operating and tasking the service and our objectives.

Council is requested to:

- (i) **CONSIDER** the revised Service Specification,
- (ii) **APPROVE** the Specification, or instruct the Town Clerk to make any additions or amendments it feels are required, and
- (iii) **AUTHORISE** the Town Clerk to negotiate the service roll out with Durham County Council.

11 **COUNCIL ACTIONS UPDATE** (ATTACHMENT J)

Details of Full Council decisions taken since the last AGM held on 16th May 2017 are attached with a record of those completed and outstanding.

Council is requested to **CONSIDER** the report, **REVIEW** the decisions and **DECIDE** if any further action is required at this time.

Members may also request verbal updates in respect of any of the decisions.

12 SCHEDULE OF MEETINGS (ATTACHMENT K)

The Town Clerk has prepared a draft Schedule of Meetings for the Civic Year 2018/19 for review by Council. The proposal maintains the same number and frequency of meetings as the current Civic Year but spaces the meetings out across the month to allow officers more time to prepare reports and papers.

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

13 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:
Staff and public Confidentiality*

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

14 COUNCIL STRUCTURE UPDATE (ATTACHMENT L)

Members of the Finance & Governance Committee considered the context statement at the meeting held on 11th April 2018. The context statement and draft Job Descriptions are attached.

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

- (i) **APPROVE** the Context Statement;
- (ii) **AGREE** the Draft Job Descriptions; and
- (iii) **AUTHORISE** the Town Clerk to submit the Job Descriptions for evaluation.

Council may also wish to appoint a Task & Finish Committee to oversee the implementation of the restructure and form the selection panel for appointments.

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

15 INCIDENT REPORT (ATTACHMENT M)

A report is provided in relation to an incident which took place in the Civic Hall in March 2018.

Council is requested to **CONSIDER** the report and **DECIDE** what action is required.

16 DATE, TIME AND VENUE OF NEXT MEETING

Annual General Meeting, 22nd May 2018, Civic Hall, Stanley

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.