



Stanley Town Council

NOTICE OF MEETING

I hereby give notice that the Annual Meeting of Stanley Town Council will be held on Tuesday, the 22nd May 2018 at 6.30pm at Stanley Civic Hall, Front Street, Stanley, Co. Durham, DH9 0NA.

TO THE TOWN MAYOR AND ALL MEMBERS of STANLEY TOWN COUNCIL

B Nair*	T Armstrong	L Christie	J Clark	H Clark
A Clegg	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 requested to attend the **ANNUAL MEETING** of Stanley Town Council to be held in Stanley Civic Hall, Front Street, Stanley, on Tuesday the 22nd May 2018 at 18.30 in order to consider the following business:

Yours sincerely,

Alan Shaw
Town Clerk
10th May 2018

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

*Town Mayor

A G E N D A

1 ELECTION OF TOWN MAYOR

Council is requested to **ELECT** the Town Mayor for the Civic year 2018/19

2 DECLARATION OF ACCEPTANCE OF OFFICE

The Town Mayor to sign the Declaration of Acceptance of Office.

The Town Mayor for the civic year 2018/19 to take the Chair

3 ELECTION OF DEPUTY TOWN MAYOR

Council is requested to **ELECT** the Deputy Town Mayor for the civic year 2018/19

4 APOLOGIES FOR ABSENCE

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

5 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

6 ANNOUNCEMENTS FROM THE TOWN MAYOR

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

7 REPORT OF THE OUTGOING TOWN MAYOR

To **RECEIVE** a verbal report from Cllr Bala Nair, Town Mayor, 2017/18 on his experiences and reflections of his term of office.

8 STATEMENT OF THE LEADER OF STANLEY TOWN COUNCIL

To **RECEIVE** a statement from Cllr David Marshall, Leader of the Council, to welcome the new Town Mayor and outline the Council's aspirations for the coming civic year.

9 PUBLIC PARTICIPATION

An adjournment will be allowed at the direction of the Town Mayor 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*).

10 CONFIRMATION OF COUNCIL MINUTES (ATTACHMENT A)

To **APPROVE** as a correct record and sign the minutes of the Ordinary Council Meeting held on 24th April 2018.

11 MINUTES OF OTHER MEETINGS

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

8th May 2018	Projects & Initiatives Committee	(ATTACHMENT B)
9th May 2018	Finance & Governance Committee	(ATTACHMENT C)

12 RECOMMENDATIONS OF COMMITTEE MEETINGS

The following **RECOMMENDATIONS** of Committee meetings held since the last Ordinary Council meeting in April 2018 require consideration by Full Council:

(a) PROJECTS & INITIATIVES

Since the meeting held on 24th April 2018, the Projects & Initiatives Committee has made the following **RECOMMENDATIONS** to Council:

(i) **Youth Services Budget** (ATTACHMENT D)

The Town Clerk should look into joint working with the AAP and combining STC and AAP budgets to create a larger budget. This **RECOMMENDATION** was supported by the Finance & Governance Committee.

Following these **RECOMMENDATIONS**, the Town Clerk met with the AAP Community Development Officer on 15th May 2018 and has prepared a proposal in partnership with the AAP for consideration by the Council (see **ATTACHMENT D**).

(ii) **World War I Remembrance**

- (a) The Town Council should bring forward a proposal for a beacon event to be delivered on behalf of the town by the Council; and
- (b) Any unallocated budget once this project had been resourced can be made available for bids from community groups for localised commemorations.

(iii) **Events Tender Assessment Panel** (ATTACHMENT E)

- (a) A panel of 3 Councillors (2 Labour and 1 Independent) be appointed to have oversight of the process;
- (b) After the initial evaluation, bidders who meet the initial criteria will be requested to provide examples of how events will be priced to allow value for money to be assessed which was not specified in the initial specification.
- (c) The member panel will not be involved in any interviews with potential bidders; and
- (d) Full Council will award the contract having regard to the assessment by officers and the **RECOMMENDATIONS** of the panel.

OFFICER RECOMMENDATION: The member panel should only be involved in the initial verification of bids before the submission of a report to Full Council for decision.

A version of the proposed assessment criteria originally presented to the Committee updated to incorporate the above **RECOMMENDATIONS** is attached for **APPROVAL**.

(b) **FINANCE & GOVERNANCE** (ATTACHMENT F)

Since the meeting held on 24th April 2018, the Finance & Governance Committee has made the following **RECOMMENDATIONS** to Council:

(i) **Reallocation of Budgets**

Committee **RECOMMENDS** that the proposed reallocation of budgets detailed in the report should be made to permit the Environmental Services team to be able to make a meaningful impact on the area by planning improvement projects and having resources to be able to deliver them.

(ii) Draft Job Descriptions & Restructure

Committee reviewed the draft Job Descriptions and **RECOMMENDS** that they are:

- (a) **AGREED** by Full Council; and
- (b) Subject to HR Advice and ensuring the appropriate statutory consultation is carried out with staff, the proposed structure be **IMPLEMENTED**.

*N.B. This item has been placed on the open agenda for **DECISION** as the papers have been circulated previously and considered by the Finance & Governance Committee. If Council requires further discussion of this item, it will have to be deferred until the end of the meeting and considered in closed session due to confidentiality.*

13 CONSTITUTION AND OTHER POLICIES

Council is requested to **REVIEW** and **APPROVE** the following core policy documents, subject to any changes they feel may be required:

(i) The Constitution (ATTACHMENTS G/H)

A number of changes are proposed to the Constitution. A motion has been tabled by Cllr D Marshall for consideration by the Council:

"It is the view of the Labour Group that the current Standing Committees overlap to the degree that effort on both the part of members and officers is often duplicated and both Committees often are considering the same business in the same cycle. Therefore, It is proposed that in the interests of efficient and effective governance that:

- (i) *The current Projects & Initiatives Committee is dissolved and its delegations are absorbed by the Finance & Governance Committee;*
- (ii) *The Finance & Governance Committee is renamed the Finance & General Purposes Committee;*
- (iii) *Membership of the new Committee is extended to all members of the Council.*

It is further proposed that:

- (iv) *The new Committee will establish thematic Task & Finish Sub-Committees to deliver specific pieces of work and report back to the new Committee;*
- (v) *The dates which were set aside for meetings of the Projects & Initiatives Committee at the Ordinary Council meeting in April 2018 will be retained for Task & Finish Sub-Committee meetings to be convened as required, and*
- (vi) *The Town Clerk should make the relevant changes to the Constitution and Standing Orders required to facilitate this."*

The current Constitution and an amended version which takes account of the changes outlined above is attached for consideration by members.

(ii) Standing Orders (ATTACHMENT I)

The current Standing Orders which were re-affirmed at the Annual meeting in May 2017 were based on model Standing Orders issued by NALC with some minor

amendments to reflect local practice. Two changes were made to the Standing Orders during the course of 2016/17, one relating to the period of notice required to be given to members of the business on the agenda (from three days to five) and one restricting the use of secret ballots to determine Council decisions.

In 2018, NALC has issued a new set of Model Standing Orders to reflect changes in the legal framework around Data Protection, procurement and transparency. The Town Clerk has incorporated the local amendments detailed in the first paragraph into the revised Model Standing Orders.

Council is requested to **CONSIDER** the **REVISED** Standing Orders and **DECIDE** what to do.

RECOMMENDATION: The proposed Standing Orders have been drafted and recommended by the National Association of Local Councils to ensure Councils reflect the current legal framework and should be adopted, subject to our local adaptations.

(iii) **Financial Regulations** (ATTACHMENT J)

The current Financial Regulations are in line with the model Financial Regulations issued by NALC. They have been reviewed but no changes are proposed.

(iv) **Complaints Procedure** (ATTACHMENT K)

No changes are proposed to the complaints procedure.

(v) **Community Engagement & Communications Policies** (ATTACHMENT L/M)

The Community Engagement Policy was adopted by Council at the February 2017 Ordinary meeting. Both policies were re-affirmed at the Annual Meeting held in May 2017. No changes are proposed to either policy.

(vi) **Publication Scheme** (ATTACHMENT N)

No changes are proposed to the publication scheme.

Council is requested to **CONSIDER** these matters and **DECIDE** what to do.

14 ANNUAL ACCOUNTS & GOVERNANCE STATEMENT

Statutory Basis: Accounts & Audit Regulations 2015

ATTACHMENTS:

Report on Annual Accounts	(ATTACHMENT O)
Annual Return	(ATTACHMENT P)
Final Budget 2017/18 (out-turn)	(ATTACHMENT Q)
Asset & Land Register	(ATTACHMENT R)
Report on Internal Control	(ATTACHMENT S)
Risk Register	(ATTACHMENT T)
Insurance Schedule	(ATTACHMENT U)

The Town Clerk has prepared a report for Council in respect of the Annual Accounts and Governance Statement for 2017/18.

Council is requested to:

- (i) **CONSIDER** the attached documents;
- (ii) **APPROVE** the annual accounts for 2017/18;
- (iii) **RESOLVE** that the Council has in place an effective system of internal control;
- (iv) **RESOLVE** that the Council has reviewed and updated the risk register;
- (v) **CONFIRM** that the Council has arrangements in respect of all insurable risks in place; and having done so,
- (v) **AUTHORISE** the Town Mayor to sign the Annual Governance Statement and the Annual Accounting Statement for 2017/18 on behalf of the Council.

15 REVIEW OF EXPENDITURE UNDER LOCAL GOVERNMENT ACT 1972, s.137 (ATTACHMENT V)

Section 137 of the Local Government Act 1972 is the power that permits the Council to incur expenditure "*which in their opinion is in the interests of, and will bring direct benefit to, their area or any part of it or all or some of its inhabitants*" where no other statutory power exists which would enable the Council to incur such expenditure.

There is a financial limit on the amount of expenditure which can be incurred in a given financial year under this power by the Council which is calculated by multiplying the number of electors in the parish by a "specified amount" which is published by the Government each year.

In the year 2017/18, the limit was **£183,837**, based on a specified amount of **£7.57** and an electorate of **24,285**.

The Council's actual expenditure under section 137 in the year 2017/18 was £97,519.

A report containing details of the expenditure under s.137 for 2017/ 18 is attached for the information of and consideration by Council. Council is requested to **NOTE** the report.

For the coming year 2018/19, the limit will be **£192,609** , based on a specified amount of **£7.86** and an electorate of **24,505**.

16 APPOINTMENTS TO COMMITTEES

Subject to agreement of item 12 (i) above, to consider the appointment of Chairman and Vice-Chairman of the following Committee:

- (i) **Finance & General Purposes**

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

17 APPOINTMENTS TO OUTSIDE BODIES

Council is requested to **REVIEW** appointments to outside bodies and **DECIDE** what to do.

- (i) **AAP** - Appointments to the AAP Board are usually for 24 months. The Town Clerk has also been co-opted to the AAP board as a non-voting member. Current appointment: Cllr L Christie.

- (ii) **CDALC Executive** - Current appointment: Cllr A Clegg.
- (iii) **Larger Local Councils Forum (CDALC)** - Current Appointments: Cllrs A Clegg & D Marshall
- (iv) **PACT House** - Current appointment: Cllr B Nair

18 SCHEDULE OF MEETINGS

(ATTACHMENT W)

The Schedule of Meetings for 2018/19 was agreed at the Ordinary Council meeting held on 24th April 2018. (*Minute #342 of 2017/18 refers*).

Subject to the decision relating to Item 12(1) above a revised Schedule of Meetings is attached for consideration by Council

Council is requested to **CONSIDER and APPROVE** the proposed schedule of meetings for the civic year 2018/19.

19 SUBSCRIPTIONS TO OUTSIDE ORGANISATIONS

Council is requested to **CONSIDER** whether or not the Council wishes to continue to subscribe to the following organisations:

- (i) **National Association of Local Councils (NALC)**
- (ii) **County Durham Association of Local Councils (CDALC)**
- (iii) **Society of Local Council Clerks (SLCC)***
- (iv) **North East Regional Employer's Organisation (NEREO)**

** Members are requested to note that since 2016, the Trade Union aspect of the SLCC has been separated into a separate association (the ALCC), therefore the Council does not fund Trade Union representation for the Town Clerk through subscription to the SLCC but does benefit from the legal consultancy and training benefits of membership.*

20 DATE, TIME AND VENUE OF NEXT MEETING

Tuesday, 26th June 2018, 18.30, 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.