



Stanley Town Council

NOTICE OF MEETING

I hereby give notice that an Ordinary Meeting of Stanley Town Council will be held on Tuesday, the 26th June 2018 at 6.30pm at Stanley Civic Hall, Front Street, Stanley, Co. Durham, DH9 0NA.

TO THE TOWN MAYOR & ALL MEMBERS of STANLEY TOWN COUNCIL

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

You are hereby summoned to attend an **ORDINARY MEETING** of Stanley Town Council to be held in Stanley Civic Hall, Front Street, Stanley, on Tuesday the 26th June 2018 at 18.30 in order to transact the following business:

Yours sincerely,

Alan Shaw
Town Clerk
19th June 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 **24th April 2018**.

6 MINUTES OF OTHER MEETINGS

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

13th June 2018 Finance & General Purposes Committee **(ATTACHMENT B)**

7 RECOMMENDATIONS OF COMMITTEE MEETINGS

The following **RECOMMENDATIONS** of Committee meetings held since the Annual Council meeting held in May 2018 require consideration by Council:

(i) ESTABLISHMENT OF TASK GROUPS

The Committee **RECOMMENDS** that the following task groups be established. The Committee also requested that Draft Terms of Reference be developed for the groups to be considered by Council.

(a) Civic Hall Expenditure †

Draft Terms of Reference: A working group to:

- Review financial and budgetary matters relating to the operation of Stanley Civic Hall.
- Develop a financial and operational action plan with recommendations to report to the Finance Committee.
- To have oversight of proposals for the future events programme in the Civic Hall
- To seek to re-establish and lead a Civic Hall user group to build better links to the community and capture public feedback about future development of the venue.

(b) Policy Review Group †

Draft Terms of Reference: A working group to:

- Review the Council's policy framework.
- Identify and report on gaps in the framework.
- Prioritise the work plan to develop new policy in these areas and to review and update key policies in other areas.

† **Note:** *The establishment and Terms of Reference of Sub-Committees is a delegated function of the Finance Committee, however the Committee took the decision to defer this matter to Council.*

*Council must **DECIDE** whether these Terms of Reference are adequate; if groups will report through Committee or Full Council and what the membership will be.*

(ii) ALLOTMENTS

The Committee **RECOMMENDS** that the Council should notify the County Council that STC does not intend to accept the transfer of allotment sites and cease all discussion at Officer level concerning the transfer of allotment sites.

OFFICER COMMENT: *The legal position concerning allotments is quite clear that in England (not Wales); once a parish Council is established in an area; there are no concurrent powers and the parish Council is required to take possession of and operate allotment sites within their area. The Clerk had attended some preliminary meetings with officers from DCC (and a DCC Scrutiny Panel Sub-Committee) and had put forward to Committee that some staff resources should be allocated to review the sites within the Stanley area including their condition and the current management arrangements for consideration by the Council. The Committee requested information concerning other parish Councils which had refused to accept allotment sites and I was unable to identify any further examples.*

8 ACCOUNTS FOR PAYMENT & BANK RECONCILIATION

Statutory Basis:Accounts & Audit (England) Regulations 2011

May 2018

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

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

- (i) **APPROVE** the payment of accounts for May 2018; and
- (ii) **NOTE** the Bank Reconciliation for May 2018.

9 INTERNAL AUDIT

The internal auditor, Gordon Fletcher, will present the Final Audit report for the financial year 2017/18 to Committee and present the following reports:

(i) Annual Plan for 2018/19 - Report	(ATTACHMENT I)
(ii) Annual Plan for 2018/19 - Detail	(ATTACHMENT J)
(iii) Internal Audit Annual Report	(ATTACHMENT K)
(iv) Corporate Governance Report	(ATTACHMENT L)
(v) Corporate Governance Action Plan	(ATTACHMENT M)
(v) Payroll Report	(ATTACHMENT N)
(vi) Payroll Action Plan	(ATTACHMENT O)

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| (vii) | Income & Banking Report | (ATTACHMENT P) |
| (viii) | Creditors Report | (ATTACHMENT Q) |
| (viii) | Special Report | (ATTACHMENT R) |

Council is requested to **CONSIDER** the reports and the **RECOMMENDATIONS** of the internal auditor and **DECIDE** what to do.

OFFICER RECOMMENDATION: The Council should **ACCEPT** the reports of the Internal Auditor and take the necessary action to implement the action plans and **RECOMMENDATIONS** of the auditor.

FINANCE COMMITTEE RECOMMENDATION: Council should accept the **RECOMMENDATIONS** of the auditor. In respect of Member's Initiative Fund, members should retain the ability to authorise payments via e-mail, but should indicate in any authorisation emails whether or not they have any personal or other interests in the project being funded.

10 **GDPR REPORT & PRIVACY POLICY** (ATTACHMENTS S/T)

The new General Data Protection Regulations came into effect on 25th May 2018. Attached for consideration by the Council is:

- (i) A report from the Clerk on the actions taken to date in relation to the new statutory requirements; and
- (ii) A new Privacy Policy for **CONSIDERATION** by Council

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

OFFICER RECOMMENDATIONS: Council is **RECOMMENDED** to:

- (i) **ACCEPT** the report subject to any questions or additional detail required; and
- (ii) **ADOPT** the proposed draft Privacy Policy in order to meet the requirements of the legislation.

11 **ADVICE SERVICE PROPOSAL** (ATTACHMENT U)

An updated proposal from the Advice Partnership is attached for **CONSIDERATION** by Council.

FINANCE COMMITTEE RECOMMENDATION: The proposal does not include the cost of premises rent within the Town Council's allocated budget. The Town Clerk should:

- (i) Ask the partnership to advise the Council what the effect on the service would be if the rent was required to be met from within the budget allocation; and
- (ii) Examine the Council budgets to identify whether or not there is any flexibility to re-allocate budget to the advice service from other areas.

Updates

- (i) I have asked the partnership to consider this matter and provide a response in time for the meeting. *(To be tabled at or before the meeting)*

- (ii) The wardens service is now predicted to commence in mid-July 2018 therefore there will be an element of underspend in that budget area which could be used to offset these costs if required.

Council is requested to **CONSIDER** the proposal and **DECIDE** what to do.

12 **COUNCIL ACTIONS UPDATE** (ATTACHMENT V)

Details of Full Council decisions taken since the 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.

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

Ordinary Council, 24th July 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.