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**MINUTES of the FINANCE AND GOVERNANCE COMMITTEE MEETING OF STANLEY TOWN COUNCIL** held at Stanley Civic Hall on Wednesday 9th May 2018 at 6.00pm

**PRESENT:** Cllr M Davinson\*      Cllr D Marshall      Cllr J Pallas      Cllr J Kane  
Cllr H Clark      Cllr D Tully      Cllr A Clegg

\*Chairman

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

**ABSENT:** Cllr L Christie

359      **APOLOGIES**

Apologies received from Cllr J Stephenson, B Nair & J Nicholson were accepted by the Committee.

360      **DECLARATIONS OF INTEREST**

None

361      **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.

362      **PUBLIC PARTICIPATION**

No written questions were received in writing.

363      **CONFIRMATION OF MINUTES**

It was **RESOLVED** that the Committee **APPROVE** the minutes of the meeting held on 11th April 2018.

364      **ACCOUNTS FOR PAYMENT AND BANK RECONCILIATION**

It was proposed by Cllr D Marshall, seconded by Cllr J Pallas and **RESOLVED** that Committee **APPROVE** the payment of accounts for April 2018 and **NOTE** the bank reconciliation for April 2018.

**365 YOUTH SERVICES BUDGET**

The Town Clerk advised Committee that the Projects & Initiatives Committee had last night **RECOMMENDED** that the Council should work with the AAP and agree a mechanism to combine their respective Youth budgets.

It was proposed by Cllr J Kane, seconded by Cllr A Clegg and **RECOMMENDED** that the Town Clerk should work together with the AAP on a method for allocating funding for youth projects.

**366 CREATION OF ENVIRONMENTAL SERVICES BUDGET**

It was proposed by Cllr A Clegg, seconded by Cllr J Kane and **RESOLVED** that the proposed reallocation of budgets 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.

**367 REVIEW OF INTERNAL CONTROL**

The Town Clerk advised the Committee that the Council is required to review its system of internal control and make a resolution that the Council has an effective a system in place. The Clerk informed members that he had reviewed the risk register with the exception of page 5, which related to both members and officers. The Committee was invited to review page 5 of the document.

The Committee made the following observations:

- (i) C1 - Members Interests - the code of conduct was recently updated
- (ii) C2 - Gifts and Hospitality - this policy will be scheduled for review at the June Finance Committee meeting
- (iii) C3 - Political Conflict - There have been ongoing issues.
- (iv) C4 - Management of Staff - Member's training was provided following the 2017 elections and further training should be identified and provided on an ongoing basis.

Committee **RESOLVED** that the report be **NOTED and** subject to the changes to be made on page 5, should be presented to Council for approval at the Annual Meeting on 22nd May.

Committee **RECOMMENDED** that the priorities for 2018/19 should be to:

- (i) Implement the restructure
- (ii) Fill in gaps in policy framework
- (iii) Work on Member Officer Protocol
- (iv) Update the Medium Term Plan

**368 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 confidentiality*

**369 CIVIC HALL INTERIM ARRANGEMENTS**

The Town Clerk informed members of the interim arrangements which had been put in place in the Civic Hall to cover the departure of the Events Manager.

**370 STAFFING MATTER**

The Town Clerk informed the Committee that an independent investigator from NEREO had been appointed to produce a report for the Council's consideration.

**371 DRAFT JOB DESCRIPTIONS & RESTRUCTURE**

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

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

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

13th June 2018, 6.00pm, Stanley Civic Hall.