

MINUTES of the ORDINARY MEETING OF STANLEY TOWN COUNCIL

Held at Stanley Civic Hall on Tuesday 26th June 2018 at 6.30pm

PRESENT: A Clegg* C Hampson H Clark M Davinson J Kane
 C Marshall J McMahon B Nair J Nicholson J Pallas
 J Stephenson L Timbey D Tully J Tully G Wilkinson
 C Bell

***Town Mayor**

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

IN ATTENDANCE: 5 members of the public

37 APOLOGIES FOR ABSENCE

Apologies from Cllr J Clark, L Christie and D Marshall were accepted by Council.

38 DECLARATIONS OF INTEREST

Cllr J Nicholson, C Bell, D Tully, J Tully & G Wilkinson declared a non pecuniary interest in item 11.

39 TOWN MAYOR'S ANNOUNCEMENTS

The Town Mayor advised Members of his appointments he attended since becoming Town Mayor at the AGM in May.

The Town Clerk advised Members not to speak until they have been recognised by the Town Mayor, and to stand when speaking. The meeting is being recorded but not live streamed.

40 PUBLIC PARTICIPATION

No questions had been received in writing. There were no questions from the public in attendance.

41 CONFIRMATION OF MINUTES

It was proposed by Cllr M Davinson, seconded by Cllr L Timbey and **RESOLVED** that the minutes of the AGM on 22nd May 2018 be **APPROVED** and signed as a correct record.

42 MINUTES OF OTHER MEETINGS

It was proposed by Cllr B Nair, seconded by Cllr C Marshall and **RESOLVED** that the minutes of the Finance & General Purposes Committee held on 13th June 2018 be **RECEIVED** by Council.

43 **RECOMMENDATIONS OF COMMITTEE MEETINGS**

(i) **Establishment of Task Groups**

(a) **Civic Hall Expenditure**

It was proposed by Cllr B Nair, seconded by Cllr J Stephenson and **RESOLVED** that the Terms of Reference (below) be adopted by the Task Group, that the Task Group consist of 3 Labour Councillors and 1 Derwentside Independent Councillor, and that the Town Clerk contact the Group Leaders for the names of those Councillors.

Terms of Reference

- 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**

It was proposed by Cllr B Nair, seconded by Cllr J Kane and **RESOLVED** that the Terms of Reference (below) be adopted by the Task Group, that the Task Group consist of 3 Labour Councillors and 1 Derwentside Independent Councillor, and that the Town Clerk contact the Group Leaders for the names of those Councillors.

Terms of Reference

- 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.

(ii) **Allotments**

It was proposed by Cllr C Marshall, seconded by Cllr B Nair and **RESOLVED** that the Council should notify the County Council that STC does not intend to accept the transfer of allotment sites and cease all discussions at Officer level concerning the transfer of allotment sites.

44 **ACCOUNTS FOR PAYMENT & BANK RECONCILIATION**

It was proposed by Cllr M Davinson, seconded by Cllr B Nair and **RESOLVED** that Council **APPROVE** the payment of accounts for May 2018, and **NOTE** the Bank Reconciliation for May 2018.

45 **INTERNAL AUDIT**

It was proposed by Cllr B Nair, seconded by Cllr J Kane and **RESOLVED** that Council **ACCEPT** the reports of the Internal Auditor and take the necessary action to implement the action plans and 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.

46 **GDPR REPORT & PRIVACY POLICY**

It was proposed by Cllr B Nair, seconded by Cllr M Davinson and **RESOLVED** that the Council **ACCEPT** the report and **ADOPT** the Privacy Policy.

47 **ADVICE SERVICE PROPOSAL**

The Town Clerk noted the answers to the questions that the Finance & General Purposes Committee asked of the Advice Partnership.

It was proposed by Cllr C Marshall, seconded by Cllr B Nair and **RESOLVED** that the Council provide the £7,500 funding requested, and that this be budgeted for in the future. The Town Clerk is to ensure that the Council is acknowledged.

48 **COUNCIL ACTIONS UPDATE**

The Town Clerk provided the following updates on Officer Actions:

- (i) **Warden Service** - This is due to commence mid July. Staff have been appointed and are going through checks.
- (ii) **Events Spec** - The Town Clerk advised that an extra-ordinary meeting may be needed to consider the bids.
- (iii) **Louisa Morrison Memorial** - The faculty has been granted and James Harper will work on this after Armed Forces Day.
- (iv) **War Memorial** - Working Group to be convened.
- (v) **Staffing Structure** - Context statement to be issued at the beginning of July.
- (vi) **Stars YC** - The Town Clerk to progress.
- (vii) **Dying to Work** - The Town Clerk to progress.
- (viii) **Civic Regalia** - The Town Clerk to progress.
- (ix) **DBS Checks** - Awaiting response from our queries.

Cllr L Timbey noted he was disappointed that 3 actions were still outstanding from September and October. He also requested that the Defibrillators action be added onto the next Full Council Action Log.

Members **NOTED** the report and updates from the Town Clerk.

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

Tuesday, 24th July 2018, 6.30pm, Civic Hall, Stanley