



# Stanley Town Council

## NOTICE OF MEETING

I hereby give notice that a meeting of Finance & General Purposes Committee will be held on Wednesday, the 13th June 2018 at 6.30pm at Stanley Civic Hall, Front Street, Stanley, Co. Durham, DH9 0NA.

### TO ALL MEMBERS of THE FINANCE AND GENERAL PURPOSES COMMITTEE

J Stephenson (Chair)	T Armstrong	L Christie	J Clark	A Clegg
J McMahon (Vice-Chair)	H Clark	M Davinson	C Hampson	J Kane
B Nair	C Marshall	D Marshall	J Nicholson	J Pallas
L Timbey	D Tully	G Wilkinson	J Tully	

You are hereby summoned to attend a meeting of the **Finance and General Purposes Committee** of Stanley Town Council to be held in **Stanley Civic Hall, Front Street, Stanley**, on **Wednesday the 13th June 2018 at 18.30** in order to transact the following business:

Yours sincerely,

**Alan Shaw**  
**Town Clerk**  
**4th 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 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIR

To **RECEIVE** announcements from the Chair 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

To **APPROVE** as a correct record and sign the minutes of the following meetings:

- |      |                                  |              |                |
|------|----------------------------------|--------------|----------------|
| (i)  | Projects & Initiatives Committee | 8th May 2018 | (ATTACHMENT A) |
| (ii) | Finance & Governance Committee   | 9th May 2018 | (ATTACHMENT B) |

#### 6 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.

#### 7 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) |
| (vii)  | Income & Banking Report          | (ATTACHMENT P) |
| (viii) | Creditors Report                 | (ATTACHMENT Q) |
| (viii) | Special Report                   | (ATTACHMENT R) |

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

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

## 8 **GDPR REPORT & POLICY**

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

- (i) A report from the Clerk on the actions taken to date in relation to the new statutory requirements; and **(ATTACHMENT S)**
- (ii) An updated Data Protection Statement for **CONSIDERATION** by Committee **(ATTACHMENT T)**

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

## 9 **ADVICE SERVICE PROPOSAL** **(ATTACHMENT U)**

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

Committee is requested to give feedback on the proposal so that the report can be amended in advance of submission to Full Council.

## 10 **STARS YOUTH & COMMUNITY** **(ATTACHMENT V)**

A report has been submitted by Stars Youth & Community in respect of their detached youth work project

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

## 11 **MEDIUM TERM PLAN REVIEW** **(ATTACHMENT W)**

The Medium Term Plan was agreed by Council in November 2017. Committee is requested to:

- (i) **REVIEW** progress against the Objectives of the plan,
- (ii) **DECIDE** if any of the timescales or priorities require amendment,
- (iii) **DECIDE** if any of the objectives have been completed;
- (iii) **DECIDE** if any new priorities have emerged which need to be incorporated into the plan.

## 12 **ESTABLISHMENT OF TASK GROUPS**

At the Annual meeting of Council held in May 2018, the Council **RESOLVED** to create this Committee and to deal with development work through the creation of task oriented sub-Committees.

The Town Clerk **RECOMMENDS** that consideration is given to creating the following sub-committees to deliver planned work:

- (i) **Allotments** - Discussions have begun at officer level and member oversight is required.
- (ii) **Civic Hall Expenditure** - Council has stated that it wants a detailed review of the expenditure and income of the Hall to develop an action plan.
- (iii) **Policy Review Group** - A number of policies require review and development and a small group to have oversight of this process is required.

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

### 13 **COMMITTEE ACTIONS UPDATE** (ATTACHMENT X)

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.

### 14 **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 Confidentiality*

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

### 15 **STAFFING MATTERS** (ATTACHMENT Y)

The report of the independent investigator will be tabled for consideration by Committee (if complete).

The Town Clerk will update members in respect of the progress of the restructuring exercise.

### 16 **DATE, TIME AND VENUE OF NEXT MEETING**

Wednesday 11th July 2018, 6.30pm, Stanley Civic Hall.

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*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.*