



Stanley Town Council

NOTICE OF MEETING

I hereby give notice that an Ordinary Meeting of Stanley Town Council will be held on Tuesday, the 22nd January 2019 at 6.30pm at Stanley Civic Hall, Front Street, Stanley, Co. Durham, DH9 0NA.

TO ALL MEMBERS of STANLEY TOWN COUNCIL

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

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 22nd January 2019 at 18.30** in order to transact the following business:

Yours sincerely,

Alan Shaw
Town Clerk
10th January 2019

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 MAYOR'S ANNOUNCEMENTS

To **RECEIVE** a verbal monthly report from the Town Mayor and any announcements from the Town Mayor or Town Clerk.

4 LEADER'S STATEMENT

An update on current business from the Leader of Stanley Town Council, Cllr David Marshall.

5 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*).

6 CONFIRMATION OF MINUTES

Ordinary Council

(ATTACHMENT A)

To **APPROVE** as a correct record and sign the minutes of the Ordinary Council meeting held on 27th November 2018.

7 COMMITTEE MINUTES

(ATTACHMENT B)

Council to **RECEIVE** the minutes of the Finance & General Purposes Committee held on 12th December 2018

8 RECOMMENDATIONS OF COMMITTEE

At the meeting held on Wednesday the 12th December 2018, the Finance & General Purposes Committee **RECOMMENDED** that:

- (i) The Council should apply an increase in the parish precept of 3% for the financial year 2019/20. [See Item 12 below]

Decision requiring ratification by Full Council:

- (i) The Committee received a request from Inspector Dave Stewart to make a room available to be used for the partnership Operation Stay Safe on 14th December 2018 which was aimed at addressing ASB concerns in Stanley Town Centre.

The Committee **RESOLVED** that the room should be made available and it was used by the Police and partners for that event on 14th December.

Under the existing scheme of delegation, decisions relating to the use of the Civic Hall for community purposes must be agreed by Full Council.

Council is **REQUESTED** to:

- (a) **APPROVE** the decision of Committee to permit partners to use the facility; and
- (b) **CONSIDER** whether the delegation to grant community use of Council facilities should be extended to the Finance & General Purposes Committee in circumstances such as this where timescales are relevant, given that in its current format all members of Council are also members of the Committee.

9 ACCOUNTS FOR PAYMENT & BANK RECONCILIATION

Statutory Basis:Accounts & Audit (England) Regulations 2011

December 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)
Year to Date Expenditure Budget Report	(ATTACHMENT I)

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

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

Budget Monitoring Information

The year end projection reported to the Finance Committee in December 2018 was an estimate that the Council's budget for 2018/19 would be underspent by a figure close to **£10,000**.

The report attached this month at **ATTACHMENT I** is predicting a a balanced position; i.e. the Council will neither over or underspend. The reasons for this are as follows:

- (a) We have adjusted the salary projections to take account of the appointment of the Deputy Town Clerk with effect from 28th January 2018 (subject to Council approval)
- (b) We have created a budget code to enable community events held in the Civic Hall which Council has decided to fund to be charged back to the Council by the Civic Hall as directed by Council. This amounts to an estimated **£10,290**. A breakdown of these recharges is provided as an appendix to **ATTACHMENT L**.

10 STANLEY IN BLOOM (ATTACHMENT J)

The Operations Manager has prepared a report to update members with progress towards the Town Councils entry in the 2019 Northumbria in Bloom, highlighting each of the locations being prepared for the entry and what is being planned at each location.

Council is requested to **NOTE** this matter and **DECIDE** if any further action is required.

11 POLICY WORKING GROUP (ATTACHMENT K)

The Policy Working Group met on Thursday 13th December 2018. The minutes are attached for reference.

The Group makes the following **RECOMMENDATIONS** to Council:

- (i) **APPROVE** the proposed terms of reference;
- (ii) **APPROVE** the actions and approach put forward; and

- (iii) **AGREE** the aims and objectives set by the group.

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

12 BUDGET AND PRECEPT

The Town Clerk has prepared a draft of the 2019/20 budget for consideration by members. The report attached details the changes the Clerk has made from the original draft considered at the October 2018 Finance Committee meeting as amended at the direction of Committee in November 2018.

Draft Budget Report
Draft Budget

(ATTACHMENT L)
(ATTACHMENT I)*

RECOMMENDATION: The Finance & Governance Committee has **RECOMMENDED** that the overall level of the precept is increased by 3% from the level set in 2018/19.

The increase is recommended for the following reasons:

- (i) The Local Government pay settlement agreed for 2019/20 is 2%, which is still below current levels of inflation. However, for our staff paid at Durham Living Wage, the increase from £8.50 to £9.00 per hour is a 6% increase;
- (ii) The Local Council Tax Reduction Scheme (LCTRS) grant from Durham County Council which compensates the Council in respect of Households in receipt of Housing Benefit is reducing over time and will reduce by 9.1% in 2019/20;
- (iii) The Council intends to roll its new approach to festive lighting out to the villages and outlying communities within the Parish which requires additional capital investment in the next financial year;
- (iv) The Council intends to improve its heritage and events offer in 2019 by creating a new 'Miner's Sunday' Event for the Town and investing more in the summer Play in the Park Events;
- (v) The Council intends to provide greater support for Memorial Events within the Town Council area and to hold improved memorial events using the Town's new beacon of Light in future years.

Council is requested to **CONSIDER** the report and draft budget and:

- (a) **DECIDE** the level of precept required for the financial year 2019/20; and
- (b) **AUTHORISE** the Town Mayor and Clerk to sign and submit the precept demand to Durham County Council.

**The detailed budget information is on the same report produced for Item 9*

13 COUNCIL ACTIONS UPDATE

(ATTACHMENT M)

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.

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 items: Staff Confidentiality (Items 15, 18); Discussion of Personal Information (Item 16); Legal Privilege (Item 17)

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

15 STAFF RECRUITMENT

(i) Deputy Town Clerk

The Task & Finish Committee established to undertake recruitment to Deputy Town Clerk position has completed a selection process and will present its **RECOMMENDATION** to the Council for consideration.

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

(ii) Finance Officer

The Finance Officer has given the Town Clerk notice that she intends to retire once the year end accounts for 2018/19 have been completed. It is essential that the Council begins planning now for her succession.

RECOMMENDATIONS:

- (a) The Town Clerk should be given **AUTHORITY** to advertise the position now to enable a new Finance Officer to be recruited and placed in post with a meaningful handover period to ensure a smooth succession;
- (b) Council should select a Task & Finish Panel to take part in short listing and selection for the position;
- (c) Council should specify any other criteria in respect of this matter.

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

16 TOWN MAYOR'S AWARDS (ATTACHMENT N)

The nominations received for this year's Town Mayors' Awards which are planned to be held on Wednesday 1st May 2019 have been circulated to members in advance of the meeting.

Council is requested to **CONSIDER** the persons and groups put forward and **DECIDE** what to do.

17 **GOVERNANCE MATTER** **(ATTACHMENT O)**

Cllr David Tully wrote to the Town Mayor on 20th December 2018 to express concerns about delegated decision-making.

A short report is attached for the information of members.

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

18 **STAFFING MATTER UPDATE** **(ATTACHMENT P)**

A report is attached for the information of members.

Council is requested to **NOTE** the report and **DECIDE** what to do.

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

Tuesday 26th February 2019, 6.30pm, Stanley Civic Hall.

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.