



# 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 February 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 26th February 2019 at 18.30 in order to transact the following business:

Yours sincerely,

**Alan Shaw**  
Town Clerk  
19th February 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 22nd January 2019.

**7 COMMITTEE MINUTES (ATTACHMENT B)**

Council to **RECEIVE** the minutes of the Finance & General Purposes Committee held on 13th February 2019

**8 RECOMMENDATIONS OF COMMITTEE (ATTACHMENT C)**

At the meeting held on Wednesday the 13th February 2019, the Finance & General Purposes Committee **RECOMMENDED** that:

- (i) The Council should **ADOPT** the Strategic Grants Policy presented for consideration;
- (ii) The Council should set aside funds from the Heritage budget and the Civic Hall capital fund to permit works to be completed to facilitate the display of the South Moor No 1 (Louisa pit) banner in the stairwell of the Civic Hall;
- (iii) £2000 of the Miner's Sunday budget should be allocated to support local active banner groups (namely Tanfield Lea, South Moor, Morrison Lodges and Craghead)

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

**9 STANLEY FUND**

Local Government Act 1972, Section 137

Attachments:

- |                |                                     |
|----------------|-------------------------------------|
| (ATTACHMENT D) | Terms of Reference & Grant Guidance |
| (ATTACHMENT E) | Case Studies                        |
| (ATTACHMENT F) | Fund Impact Report                  |
| (ATTACHMENT G) | Online Application Form             |
| (ATTACHMENT H) | End of Grant Report                 |

The detailed Terms of Reference have been drafted in line with the **RECOMMENDATIONS** of the Finance & General Purposes Committee made on 13th February 2019.

Representatives from County Durham Community Fund (CDCF) will present the documents and explain the proposed scheme to elected members.

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

**RECOMMENDATION:**

In order to facilitate the roll-out of the scheme in time for April 2019 the Town Clerk **RECOMMENDS** that:

- (i) Council **ACCEPTS** the draft Terms of Reference (subject to any amendments required);
- (ii) Council **DIRECTS** the Town Clerk to prepare a Service Level Agreement with CDCF to cover the initial period of the fund (**RECOMMENDATION: 3 years**);
- (iii) Council **DELEGATES** the authority to put the Service Level Agreement into place to the Town Clerk in consultation with the Leader of the Council and the Chair of Finance.

**10 ANNUAL TOWN MEETING**

**(ATTACHMENT I)**

**Local Government Act 1972, Schedule 12, PART III**

**Background**

The Annual Town Meeting is a statutory meeting of electors which the Council is required to hold between 1st March and the 1st June in each year. In recent years the format of the meeting has been a report from the Town Mayor and Committee Chairs in relation to the projects and initiatives of the Council over the previous year followed by a financial report and a question and answer session. The date agreed for the Annual Town Meeting at the 2018 Annual Council meeting was Tuesday 19th March 2019.

**Proposal**

It is proposed by Cllr C Marshall that this year's Annual Town Meeting be used to launch the Town Council's new funding strategy. To this end it is proposed that:

- (i) No details of how to access the new fund and strategic grants fund be released in advance of the Town Meeting; except that
- (ii) The Town Council should begin to promote the meeting as the place where details will be released;
- (iii) All recipients of STC funding over the last 18 months should be invited to attend the meeting to see the launch and to be able to discuss with STC staff and CDCF staff how and when to apply for funding and obtain forms, scheme details, etc;
- (iv) Invitations to also be made to the Stanley AAP board; County Councillors;
- (v) The community groups should be encouraged to bring details of their schemes and pop up displays for a small community exhibition to be held alongside the meeting;
- (vi) Kevan Jones MP be invited as the town's MP and a co-contributor to the fund to speak at the launch of the funding strategy.

## Notes

- (i) The Town Clerk has taken soundings from Kevan Jones' office in respect of his availability to attend the meeting. He is unable to attend on the original date of 19th March but would be happy to attend and participate on Friday 22nd March 2019.
- (ii) There is a performance in the Civic Hall on Friday 22nd March, however the Venue is available and a provisional booking has been made to hold this date pending Council's decision.

## Suggested Format

The Town Clerk has provided a proposed outline agenda for the meeting for consideration by Council as **ATTACHMENT I**

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

## 11 WEST STANLEY MEMORIAL

### Local Government Act 1972, Section 137

The Town Council held the annual memorial event for the West Stanley disaster on Saturday 16th February 2019.

Council is requested to provide **FEEDBACK** in respect of this event and **DIRECTION** as to how the event should be organised in future years.

**Note:** The Council maintains a small (£400) budget for this event. The budget is used to provide a floral wreath and hire the Craghead Colliery band to play at the event.

## 12 EVENTS WORKING GROUP (ATTACHMENT J)

### Local Government Act 1972, Section 145

The Finance and General Purposes Committee appointed a working group comprised of the following elected members at the meeting held on 13th February 2019:

Cllr Mark Davinson, Cllr Lewis Christie, Cllr Jack Pallas, Cllr George Wilkinson.

The Working Group held its first meeting on Friday 15th February 2019. The notes of the meeting are provided as **ATTACHMENT J**.

Council is requested to **CONSIDER** the report **DECIDE**:

- (i) To **APPROVE** or **AMEND** the **RECOMMENDATIONS** of the Working Group;
- (ii) Does the Working Group have the authority to make delegated decisions in relation to expenditure of the events revenue budget and other delegated budgets or must it make **RECOMMENDATIONS** for approval by Council/ Committee?
- (iii) Does the Working Group have the authority to direct officers in operational matters connected to the provision of events or must it make **RECOMMENDATIONS** for approval by Council/ Committee?

**13 COUNCIL ACTIONS UPDATE (ATTACHMENT K)**

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: General Data Protection Act (Item 15); Legal Privilege (Item 16)*

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

**15 FINANCIAL MATTER (ATTACHMENT L)**

Council is requested to **CONSIDER** the attached report in respect of unpaid hire charges in the Civic Hall and **DECIDE** what to do.

**16 GOVERNANCE MATTER (ATTACHMENT M)**

The Town Clerk has received a response from the Monitoring Officer in relation to the referral made by the Council at the Ordinary Meeting of Council held on 22nd January 2019.

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

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

Tuesday 26th March 2019, 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.*