



# 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 March 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 March 2019 at 18.30 in order to transact the following business:

Yours sincerely,

**Alan Shaw**  
Town Clerk  
20th March 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 26th February 2019.

#### 7 COMMITTEE MINUTES (ATTACHMENT B)

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

#### 8 ROAD SAFETY VISOR (ATTACHMENT C)

**Local Government and Rating Act 1997, s.31**

A short report is attached which contains details of what is deliverable at present. The Stanley AAP has also allocated funding in support of this initiative to provide posts for the equipment to be installed on.

Inspector Dave Stewart of Stanley Police will be in attendance at Council to speak in respect of this item.

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

#### 9 LOUISA MORRISON MEMORIAL

**Local Government Act 1972, s. 137**

##### **Background**

At the Ordinary Council meeting held on 26th September 2017, Council **RESOLVED** that:

*"The original memorial stone be moved to the Louisa Colliery Shaft, that a second replica stone be commissioned and placed in Annfield Plain and that a suitable event to recognise the loss of lives in the mining disaster be arranged."* (Minute # 121 of 2017/18)

To date the Council has not commissioned a replica stone to be placed in Annfield Plain. When budgets were set at the Ordinary Council meeting held on 22nd January 2019, no specific revenue budget for the delivery of this decision was set aside.

Council is requested to **CONSIDER** this matter and:

- (i) **REVIEW** the decision of 26th September 2017;
- (ii) **INSTRUCT** the Town Clerk what to do in respect of this matter; and
- (iii) If the Council wishes to commission the replica stone, **DECIDE** which budget the project should be funded from.

## 10 **POLICY WORKING GROUP**

### **Local Government Act 1972, Section 112**

The Policy Working Group met on Monday 11th March 2019 to consider the draft versions of a number of HR Policies which the Council had identified as being in need of either updating or implementation. The following documents which have been amended in line with the direction of the working group are attached:

#### **Attachments:**

<b>ATTACHMENT D</b>	Attendance Management Policy
<b>ATTACHMENT E</b>	Disciplinary Policy
<b>ATTACHMENT F</b>	Code of Values, Behaviours and Conduct
<b>ATTACHMENT G</b>	Managing Employee Performance
<b>ATTACHMENT H</b>	Resolution Policy
<b>ATTACHMENT I</b>	Mental Wellbeing Toolkit

The Minutes of the meeting are attached as **ATTACHMENT J**. Council is requested to:

- (i) **CONSIDER** the draft policies presented;
- (ii) **APPROVE** the policies (subject to any changes required)
- (iii) **NOTE** the Minutes of the Working Group; and
- (iv) **DECIDE** if any other action is required.

## 11 **EVENTS WORKING GROUP** **(ATTACHMENT K)**

### **Local Government Act 1972, Section 145**

The Working Group has met on 1st March 2019 and 14th March 2019 since the last Ordinary Council meeting. The notes of the meeting are provided as **ATTACHMENT K**.

Council is requested to **NOTE** the minutes and **DECIDE** if any further action is required.

## 12 **CIVIC HALL WORKING GROUP** **(ATTACHMENT L)**

### **Local Government Act 1972, Section 145**

The Working Group met on 19th March 2019. The notes of the meeting are provided as **ATTACHMENT L**.

The Working Group considered a proposal for a Comms and Marketing strategy for the Civic Hall from Bryn Lyttleton of Creo Communications. A report is attached as **ATTACHMENT M**.

It is **RECOMMENDED** that Creo Communications be instructed to:

- (i) Develop a brochure to market weddings;
- (ii) Develop a leaflet to publicise the offer of the Civic Hall for other types of business;
- (iii) Use the design collateral from these tasks to develop a new website for the Civic Hall and future social media campaigns.

### 13 COUNCIL ACTIONS UPDATE

(ATTACHMENT N)

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 DATE, TIME AND VENUE OF NEXT MEETING

Tuesday 23rd April 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.*