



# Stanley Town Council

## NOTICE OF MEETING

I hereby give notice that the Annual Meeting of Stanley Town Council will be held on Tuesday, the 28th May 2019 at 6.30pm at Stanley Civic Hall, Front Street, Stanley, Co. Durham, DH9 0NA.

### TO THE TOWN MAYOR AND ALL MEMBERS of STANLEY TOWN COUNCIL

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

You are requested to attend the **ANNUAL MEETING** of Stanley Town Council to be held in Stanley Civic Hall, Front Street, Stanley, on Tuesday the 28th May 2019 at 18.30 in order to consider the following business:

Yours sincerely,

Alan Shaw  
Town Clerk  
21st May 2019

Please turn off all mobile phones or set to silent mode

Please refer to the Policy for recording proceedings

\*Town Mayor

## 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 ELECTION OF TOWN MAYOR & DEPUTY TOWN MAYOR

- (i) Council is requested to **ELECT** the Town Mayor for the Civic year 2019/20
- (ii) The Town Mayor to sign the Declaration of Acceptance of Office.

*The Town Mayor for the Civic Year 2019/20 to take the Chair*

- (iii) Council is requested to **ELECT** the Deputy Town Mayor for the Civic year 2019/20

#### 4 COUNCIL CONSTITUTION

Council is requested to **REVIEW** and **APPROVE** the following core governance documents, subject to any changes they feel may be required:

- (i) **The Constitution** (ATTACHMENTS A/B)

A number of changes are proposed to the Constitution. The decisions of the Ordinary Council meeting held on 23rd April 2019 & the Finance & General Purposes Committee held on 15th May 2019 required the following changes:

- (i) *The Finance & General Purposes Committee reverts to 10 members; membership to reflect the political balance of the Council overall;*
- (ii) *The position of Leader (and Deputy Leader) of the Council to become positions elected by the Full Council. Recognised Political Groups to retain the right to separately appoint a political group leader;*
- (iii) *Delegations from Full Council detailed in a specific Appendix in the Scheme of Delegation.*

The current Constitution (**ATTACHMENT A**) and an amended version (**ATTACHMENT B**) which takes account of the changes outlined above is attached for the consideration of members.

- (ii) **Standing Orders** (ATTACHMENT C)

In 2018, NALC issued a new set of Model Standing Orders to reflect changes in the legal framework around Data Protection, procurement and transparency. The Council adopted these subject to incorporation of local amendments in May 2018.

Amendment:

- (i) *Addition in the Standing Orders to recognise and address the position of the Leader of the Council.*

Council is requested to **CONSIDER** the **REVISED** Standing Orders and **DECIDE** what to do.

- (iii) **Financial Regulations** (ATTACHMENT D)

The current Financial Regulations are in line with the model Financial Regulations issued by NALC. It is customary to re-affirm them on an annual basis but no changes are proposed.

- (iv) **Complaints Procedure** (ATTACHMENT E)

No significant changes are proposed to the complaints procedure. There has been some clarification of roles to reflect the role of Leader of the Council.

(v) **Community Engagement & Communications Policies (ATTACHMENT F/G)**

The Community Engagement Policy was adopted by Council at the February 2017 Ordinary meeting. Both policies were re-affirmed at the Annual Meetings held in May 2017 and May 2018. No changes are proposed to either policy at this time.

(vi) **Publication Scheme (ATTACHMENT H)**

The publication scheme is based on the Information Commissioner's Standard scheme and any changes from this standard scheme would require the approval of the ICO. No changes are proposed.

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

## 5 LEADER & DEPUTY LEADER OF THE COUNCIL

Council is requested to **ELECT**:

- (i) The Leader of the Council; and
- (ii) the Deputy Leader of the Council

for the Civic Year 2019/20.

### Notes:

- (i) *Any elected member of the Council may be nominated for the position of Leader.*
- (ii) *All seconded nominations will be determined by a show of hands.*
- (iii) *In circumstances where more than 2 members are put forward for the role(s), candidates with the fewest votes will be eliminated in as many rounds of voting as are necessary for one candidate to have a clear simple majority of members present.*
- (iv) *In the event of an equality of votes in a run off between 2 candidates, the Town Mayor must exercise a casting vote.*

## 6 FINANCE & GENERAL PURPOSES COMMITTEE

Council is requested to **APPOINT**:

- (i) A Chairman of the Committee,
- (ii) A Deputy Chairman of the Committee; and
- (iii) Eight (8) ordinary members of Committee.

### Notes:

- (i) *Council **RESOLVED** in May 2017 that Committee membership should reflect as far as possible the overall political balance of the Council as a whole. The current balance of the Council is 13/7 between Labour and Derwentside Independents meaning exact balance is not possible. Council must **DECIDE** how many seats on the Committee will be allocated to each group in these circumstances.*
- (ii) *The Town Mayor & Deputy Town Mayor are ex officio members of all Committees.*

## 7 ANNOUNCEMENTS FROM THE TOWN MAYOR

To **RECEIVE** any announcements from the Town Mayor or Town Clerk.

## 8 REPORT OF THE OUTGOING TOWN MAYOR

To **RECEIVE** a verbal report from Cllr Alex Clegg, Town Mayor for 2018/19 on his experiences and reflections on his term of office.

## 9 PUBLIC PARTICIPATION

An adjournment will be allowed at the direction of the Town Mayor 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*).

## 10 CONFIRMATION OF COUNCIL MINUTES (ATTACHMENT I)

To **APPROVE** as a correct record and sign the minutes of the Ordinary Council Meeting held on 23rd April 2019.

## 11 MINUTES OF OTHER MEETINGS (ATTACHMENT J)

To **RECEIVE** the minutes of the Finance & General Purposes Committee meeting held on 15th May 2019.

## 12 ANNUAL ACCOUNTS & GOVERNANCE STATEMENT

**Statutory Basis:** Accounts & Audit Regulations 2015

### ATTACHMENTS:

Report on Annual Accounts	(ATTACHMENT K)
Annual Return	(ATTACHMENT L)
Final Budget 2018/19 (out-turn)	(ATTACHMENT M)
Asset & Land Register	(ATTACHMENT N)
Report on Internal Control	(ATTACHMENT O)
Risk Register	(ATTACHMENT P)
Insurance Schedule	(ATTACHMENT Q)

The Town Clerk has prepared a report for Council in respect of the Annual Accounts and Governance Statement for 2018/19.

Council is requested to:

- (i) **CONSIDER** the attached documents;
- (ii) **APPROVE** the Annual Governance Statement for 2018/19
- (iii) **APPROVE** the Annual Accounts for 2018/19;
- (iv) **RESOLVE** that the Council has in place an effective system of internal control;
- (v) **RESOLVE** that the Council has reviewed and updated the risk register;
- (vi) **CONFIRM** that the Council has arrangements in respect of all insurable risks in place; and having done so,

- (vi) **AUTHORISE** the Town Mayor to sign the Annual Governance Statement and the Annual Accounting Statement for 2018/19 on behalf of the Council.

### 13 REVIEW OF EXPENDITURE UNDER LOCAL GOVERNMENT ACT 1972, s.137

#### (ATTACHMENT R)

Section 137 of the Local Government Act 1972 is the power that permits the Council to incur expenditure "*which in their opinion is in the interests of, and will bring direct benefit to, their area or any part of it or all or some of its inhabitants*" where no other statutory power exists which would enable the Council to incur such expenditure.

There is a financial limit on the amount of expenditure which can be incurred in a given financial year under this power by the Council which is calculated by multiplying the number of electors in the parish by a "specified amount" which is published by the Government each year.

In the year 2018/19, the limit was **£192,609**, based on a specified amount of **£7.86** and an electorate of **24,505**.

**The Council's actual expenditure under section 137 in the year 2018/19 was £127,027.**

A report containing details of the expenditure under s.137 for 2018/19 is attached for the information of and consideration by Council. Council is requested to **NOTE** the report.

For the coming year 2019/20, the limit will be **£197,421** , based on a specified amount of **£8.12** and an electorate of **24,313**.

### 14 APPOINTMENTS TO OUTSIDE BODIES

Council is requested to **REVIEW** appointments to outside bodies and **DECIDE** what to do. The appointments under (v) do not require review as they were made in April 2019 until the date of the next full council election. The appointment to the AAP board is a 2 year tenure however Cllr Nair has only been appointed to the position in the last 6 months.

- (i) **AAP** - Current appointment: Cllr B Nair (substituted for L Christie during the year). The Town Clerk has also been co-opted to the AAP board as a standing non-voting member.
- (ii) **CDALC Executive** - Current appointment: Cllr A Clegg.
- (iii) **Larger Local Councils Forum (CDALC)** - Current Appointments: Cllrs A Clegg & D Marshall
- (iv) **PACT House** - Current appointment: Cllr J Kane
- (v) **Stanley Fund Panel** - Cllrs G Binney, H Clark & J Stephenson

### 15 SCHEDULE OF MEETINGS

#### (ATTACHMENT S)

The Schedule of Meetings for 2019/20 is attached for the approval of Council. The Schedule follows the pattern of the previous year. All scheduled meetings are now arranged for Tuesdays at 6.30 pm.

Council is requested to **CONSIDER** and **APPROVE** the proposed schedule of meetings for the civic year 2019/20.

## 16 SUBSCRIPTIONS TO OUTSIDE ORGANISATIONS

Council is requested to **CONSIDER** whether or not the Council wishes to continue to subscribe to the following organisations:

- (i) **National Association of Local Councils (NALC)**
- (ii) **County Durham Association of Local Councils (CDALC)**
- (iii) **Society of Local Council Clerks (SLCC)\***
- (iv) **North East Regional Employer's Organisation (NEREO)**

*\* Members are requested to note that since 2016, the Trade Union aspect of the SLCC has been separated into a separate association (the ALCC), therefore the Council does not fund Trade Union representation for the Town Clerk through subscription to the SLCC but does benefit from the legal consultancy and training benefits of membership.*

## 17 DATE, TIME AND VENUE OF NEXT MEETING

Tuesday, 25th June 2019, 18.30, Civic Hall, Stanley

---

*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.*