

**MINUTES of the FINANCE AND GENERAL PURPOSES COMMITTEE MEETING OF STANLEY TOWN COUNCIL** held at Stanley Civic Hall on Wednesday 10th April 2019 at 6.30pm

**PRESENT:** Cllr M Davinson\*      Cllr A Clegg      Cllr C Hampson      Cllr G Binney  
Cllr D Marshall      Cllr J Nicholson      Cllr J Clark      Cllr J Stephenson  
Cllr D Tully      Cllr J Tully      Cllr H Clark

\*Chairman

**OFFICERS:** Alan Shaw (Town Clerk)  
Nicola James (Senior Administration Officer)  
Alan Tubman (Deputy Town Clerk)  
James Harper (Operations Manager)

**ABSENT:** Cllr L Christie

**275            APOLOGIES FOR ABSENCE**

Apologies from Cllrs C Bell, B Nair, J Kane, C Marshall, J McMahon, J Pallas, G Wilkinson & L Timbey were accepted by Committee.

**276            DECLARATIONS OF INTEREST**

None.

**277            PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIR**

The Town Clerk reminded Members to turn their mobile phones off or switch them to silent. The meeting was being recorded by the Council.

**278            PUBLIC PARTICIPATION**

None.

**279            CONFIRMATION OF MINUTES**

It was proposed by Cllr Alex Clegg, seconded by Cllr Jeanette Stephenson and **RESOLVED** that Committee **APPROVE** the minutes of the Finance and General Purposes meeting held on 13th March 2019. The Chair signed them as a correct record.

**280 ACCOUNTS FOR PAYMENT & BANK RECONCILIATION**

The Town Clerk noted that the VAT and Gross columns have been taken out of the Schedule of Payments and only shows the actual income and expenditure.

Members requested to see a VAT return quarterly at Committee.

It was **RESOLVED** that the Committee **APPROVE** the payment of accounts and **NOTE** the Bank Reconciliation for March 2019.

**281 BUDGET MONITORING**

The Town Clerk noted that the full figures would be made available for Full Council and will be signed off once the internal auditor has received them at the AGM.

Members **NOTED** the Year to Date Expenditure Budget Report and the Budget Monitoring Report.

**282 FUNDING STRATEGY**

It was proposed by Cllr D Marshall and seconded by Cllr A Clegg that the following Cllrs be nominated to sit on the following panels:

<b>Stanley Fund</b>	J Stephenson, G Binney & H Clark
<b>Strategic Grant Fund</b>	J Stephenson, G Binney, J McMahon, L Timbey, G Wilkinson & H Clark

It was proposed by Cllr D Tully and seconded by Cllr J Nicholson that there should be 7 Cllrs sitting on the Strategic Grant Fund panel, 1 Member from each ward.

Following a tied vote, the Chairman made his casting vote and it was **RECOMMENDED** to Full Council that Cllr D Marshall's motion be passed.

Cllr H Clark requested to be removed from the Strategic Grant Fund panel, and was subsequently replaced with Cllr J Tully.

Committee **RESOLVED** that the tenure of these appointments be bi-annual.

**283 FINANCE OFFICER**

Following a discussion, it was proposed by Cllr D Marshall, seconded by Cllr A Clegg and **RECOMMENDED** that the:

- (i) Finance Officer role become full time,
- (ii) Full Council approve the job description; and
- (ii) the Town Clerk to advertise the role on North East Jobs.

It was proposed by Cllr D Marshall, seconded by Cllr A Clegg and **RESOLVED** that there should be no member involvement in the recruitment and selection process and it be **DELEGATED** to the Town Clerk..

284           **APPRENTICES**

It was proposed by Cllr J Stephenson, seconded by Cllr C Hampson and **RESOLVED** that two apprenticeships be created and that officers look into match funding opportunities. Information should be brought back to Full Council.

285           **EVENTS WORKING GROUP**

The Committee **NOTED** the minutes of the meeting. The Chairman advised that the next meeting of the Working Group was Thursday 11th April and further details will be provided after.

286           **CIVIC HALL WORKING GROUP**

The Committee **NOTED** the minutes of the working group and that a structural engineer / designer be consulted to propose ideas for developing office space, the box office, the bar area, the coffee shop and the rehearsal rooms.

287           **COMMITTEE ACTIONS UPDATE**

The Town Clerk gave the following updates:

- (i)       **Telephone and Broadband** - The Deputy Town Clerk will provide a further report to Full Council.
- (ii)      **Risk Management Training** - Committee decided that the 7th May be set for the training.
- (iii)     **Policy Working Group** - The next meeting is 26th April.
- (iv)      **Front Street Beacon Event** - To be looked at by the Events Working Group.
- (v)      **War Memorials** - The Deputy Town Clerk is working on follow up actions following the last Full Council meeting.
- (vi)      **Local Council Award Scheme** - The Senior Administration Officer is progressing.
- (vii)     **Accounts for Payment** - New reports included with this agenda
- (viii)    **Environmental Projects Working Group** - Membership to be picked at Full Council.
- (ix)      **Defibrillator** - This is being installed at PACT House on Thursday 11th April.

It was proposed by Cllr D Marshall, seconded by Cllr A Clegg and **RESOLVED** that the Town Clerk publicise the one police / warden vehicle we currently have live.

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

Wednesday 15th May 2019, 6.30pm, Stanley Civic Hall.