
MINUTES of the FINANCE AND GENERAL PURPOSES COMMITTEE MEETING OF STANLEY TOWN COUNCIL held at Stanley Civic Hall on Wednesday 15th May 2019 at 6.30pm

PRESENT: Cllr M Davinson* Cllr C Bell Cllr C Hampson Cllr G Binney
Cllr B Nair Cllr D Marshall Cllr C Marshall Cllr J Nicholson
Cllr J Kane

*Chairman

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

ABSENT: Cllrs J Clark & J Pallas

304 APOLOGIES FOR ABSENCE

Apologies from Cllrs A Clegg, L Christie, H Clark, J McMahon, J Stephenson, L Timbey, D Tully, J Tully, G Wilkinson & J Tully were accepted by Committee.

305 DECLARATIONS OF INTEREST

None.

306 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.

307 PUBLIC PARTICIPATION

None.

308 CONFIRMATION OF MINUTES

It was proposed by Cllr D Marshall, seconded by Cllr G Binney and **RESOLVED** that Committee **APPROVE** the minutes of the Finance and General Purposes meeting held on 10th April 2019. The Chair signed them as a correct record.

309 ACCOUNTS FOR PAYMENT & BANK RECONCILIATION

It was proposed by Cllr B Nair, seconded by Cllr J Kane and **RESOLVED** that the Committee **APPROVE** the payment of accounts and **NOTE** the Bank Reconciliation for April 2019.

310 OUT-TURN POSITION

The Town Clerk outlined the details of the out-turn position for 2018-19. Committee **ACCEPTED** the report and **RECOMMEND** that Full Council approve the accounts at the AGM.

311 WORKING GROUPS

The Town Clerk gave the following updates:

- (i) **Policy Working Group** - The risk register will be discussed later in tonight's agenda.
- (ii) **Events Working Group** - Progress has been made on the Miners Sunday and Armed Forces events.
- (iii) **Civic Hall Working Group** - It was noted that the group wishes to split their meetings into 'operations' lead by James Harper and 'structural' lead by Alan Tubman. The Committee thanked Peter Burns for his excellent report on the Cinema.

The Committee **RECOMMENDS** that the Civic Hall working group meet twice a month for 'operations' and 'structural' issues and that additional secretarial support be approved.

312 ARMED FORCES COVENANT

The Deputy Town Clerk outlined the detail in his report. It was proposed by Cllr B Nair, seconded by Cllr D Marshall and **RESOLVED** that the Town Clerk bring a draft proposal to Full Council.

313 INTERNAL AUDIT REPORTS

All of the audits undertaken in April 2019 by the Internal Auditor were given Full Assurance. Committee **NOTED** the reports and **RESOLVED** that the Town Clerk be tasked with arranging Finance training for Members and give guidance on how Financial reports are prepared.

314 CONSTITUTION

The Town Clerk noted the changes made to the Constitution following the Full Council meeting in April.

Cllr C Marshall requested the following be added:

- (i) The leader of the Council be an elected position

- (ii) The leader or in his or her absence, the deputy leader, provide the line management of the Town Clerk
- (iii) The Town Clerk is to consider the view of the leader when performing his or her day to day duties
- (iv) The role of the Deputy Leader to be added as an appendix

Cllr M Davinson noted references to the Civic Hall Manager, a position which is no longer on the staffing establishment, so should be changed.

It was **RESOLVED** that the Town Clerk make the above amendments and circulate the amended Constitution to Members to send comments back via email.

315 **RISK REGISTER**

The Town Clerk noted the changes to the Risk Register. It was **RESOLVED** that the amended Risk Register be put forward for approval by Council at the AGM, but the Risk Register be substantially updated thereafter to include the good practice highlighted during the recent training sessions.

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

Tuesday 11th June 2019, 6.30pm, Stanley Civic Hall.