



Stanley Town Council

NOTICE OF MEETING

I hereby give notice that an Ordinary Meeting of Stanley Town Council will be held on Tuesday, the 24th September 2019 at 6.30pm at Stanley Civic Hall, Front Street, Stanley, Co. Durham, DH9 0NA.

TO ALL MEMBERS of STANLEY TOWN COUNCIL

C Hampson (Town Mayor)	C Bell	G Binney	L Christie	H Clark
D Marshall (Deputy TM)	J Clark	A Clegg	M Davinson	B Nair
J Kane	C Marshall	J McMahan	J Nicholson	J Pallas
J Stephenson	L Timbey	D Tully	J Tully	G Wilkinson

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 24th September 2019 at 18.30** in order to transact the following business:

Yours sincerely,

Alan Shaw
Town Clerk
18th September 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 Les Timbey.

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 23rd July 2019.

7 COMMITTEE MINUTES

- (i) To **RECEIVE** the minutes of the Finance & GP Committee held on 17th September 2019
(ATTACHMENT B)
- (ii) To **CONSIDER** any **RECOMMENDATIONS** of the Committee which require consideration by Full Council.
- (iii) To **APPROVE** the Schedule of Payments for August 2019 (the version presented to Finance Committee on 17th September 2019 contained errors)
(ATTACHMENT C)

8 ENVIRONMENTAL SERVICES

(ATTACHMENT D)

The Operations Manager has prepared a report for presentation to Council which:

- (i) Outlines the work of the Environmental Caretakers;
- (ii) Provides information on what the priorities have been to date; and
- (iii) Includes a proposed work plan for the forthcoming year.

Council is requested to **CONSIDER** the report, **REVIEW** the work of the project to date and **DECIDE** if the proposed work plan is acceptable.

9 ARMED FORCES COVENANT UPDATE

(ATTACHMENT E)

The Deputy Town Clerk has provided a report detailing progress in respect of the Armed Forces Covenant.

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

10 POLICY WORKING GROUP

Local Government Act 1972, Section 112

The Policy Working Group met on 6th September 2019 to consider the draft versions of a number 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:

Policies for Consideration:

Adoption of Policies (ATTACHMENT F)

RECOMMENDATION of Finance Committee: **DELETE** policy as it is obsolete

Corporate Complaints	(ATTACHMENT G)
Procedure for local Assessment of complaints (Members)	(ATTACHMENT H)
Pay Protection Policy	(ATTACHMENT I)
Risk Management Strategy	(ATTACHMENT J)

RECOMMENDATION of Finance Committee: **ACCEPT** and **APPROVE** the draft policies presented.

Council is **REQUESTED** to:

- (i) **CONSIDER** the draft policies presented;
- (ii) **APPROVE** the policies (subject to any changes required)
- (iii) **DECIDE** if any other action is required.

RECOMMENDATION: Council should **ACCEPT** the **RECOMMENDATIONS** of the Finance Committee

II CIVIC HALL WORKING GROUP (ATTACHMENT K)

Local Government Act 1972, Section 145

The Working Group met on 5th September 2019. The notes of the meeting are provided as **ATTACHMENT K**.

The **RECOMMENDATIONS** of the Working Group were considered by the Finance & General Purposes Committee at the meeting held on 17th September 2019. The **RECOMMENDATIONS** of the Committee are as follows:

- (i) Committee **NOTED** that quotations were still outstanding for the refurbishment works which Council has prioritised in the Civic Hall. Sufficient quotes to be obtained to enable the Working Group to make a **RECOMMENDATION** so that Council can proceed with these works to be done as a matter of urgency.
- (ii) It is **RECOMMENDED** that Council give consideration to supporting the three local theatre groups (i.e. Oxhill Youth Club, South Moor Musical Theatre Group & Stanley Stars) by offering them use of the Civic Hall for their winter performances as was done in 2018.

Note: The Council set aside a budget in January to allow discretionary Community uses of the Civic Hall to take place without it having an impact on the Hall's direct income. This is budget code *200 4806 Discretionary Hire*. The initial budget allocation was **£8,000**, of which **£402** has been previously allocated to permit North East Horticultural Society to hold their meetings in the building free of charge, leaving a balance of **£7,598**.

The table below shows the effect of the fees waived last year on the budget. In light of item 13 below which also relates to this budget, Council may wish to take this Item and Item 13 together.

A possible solution if there were budget pressure would be to make an equal contribution to each of the three groups of a value less than their total hire costs but which represented the majority of those costs.

Group	Fee
Oxhill Youth Club	£2,350
South Moor Operatic	£1,800
Stanley Starz	£1,450
Sub Total	£5,600
North East Hort Society	£402
Total	£6,002
Remaining Budget	£1,998

- (iii) It is further **RECOMMENDED** that the Civic Hall Working Group should meet with the three groups to explore if there are ways STC can work with them to help them reduce the costs of staging their performances in the future through collaborative working.

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

12 REVIEW OF EVENTS (ATTACHMENT L)

This matter was first considered by the Finance Committee at its meeting held on 17th September. Committee took the view that all members should be requested to provide feedback. There attached report takes account of feedback put forward at the Committee meeting and the Town Clerk will table feedback received in advance of the meeting.

Council is **REQUESTED** to:

- (iv) Provide feedback and **DECIDE** if changes/ action is required in the future based on the experience of the programme of events over this summer; and
- (v) Consider and **APPROVE** the proposed dates and locations for events to be held in 2020 to enable maximum forward planning.

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

13 MEMBER MOTION

It is proposed by Cllr Les Timbey that:

“Stanley Learning Partnership (SLP) represents 4 of the 12 primary schools in the Stanley Town Council area. Last year they held an extremely successful talent show initiative across all four school sites with the final being held at the Civic Hall. It was a very successful event and enjoyed by

pupils and parents from all four schools, covering a significant part of the Stanley Town Council area.

This year, the SLP wish to repeat this initiative and in addition they would like to hold a new event in the hall which will be based on competing quiz teams in the style of "University Challenge".

I believe that as a community council, we should be supporting and encouraging our partners to develop initiatives like this. One of our key pledges was to support youth and if our local schools are looking to go beyond the curriculum to support and develop our children skills, so should we.

Therefore, I MOVE that we allocate funding from our "Discretionary Room Hire" budget to cover the costs of room hire for these two events so we can deliver these events for our kids in partnership with SLP. I further move that as a Council we should support similar proposals brought forward by other schools in the parish if we have sufficient funds in our allocated budget to do so without the need to bring the matter to Full Council after consultation with elected members"

Note: The hire fee for the Talent Show event held last year was **£667.67**. (this included the 20% Local Organisation discount which is already applicable). A reasonable estimate for two similar events therefore is **£1350**.

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

14 CONCLUSION OF AUDIT

(ATTACHMENT M)

The Council's external auditor has signed off the external audit for 2018/9. A copy is attached for the information of members. There were two minor issues identified. These were:

- (i) The Council asserted in its Annual Governance Statement that during 2018/19 it took reasonable steps to comply with laws and regulations but the completion notice and audit report at the conclusion of the 2017/18 audit were published after the statutory date of 30 September set by the Accounts and Audit Regulations (2015). This was due to some technical difficulties with the website. In 2019/20 the Council needs to put in place arrangements to ensure that it fully complies with the Accounts and Audit Regulations.
- (ii) We were required to return the Annual Governance and Accountability Return to enable the Council to correct the following: The Council had incorrectly restated 2017/18 boxes 3 (other receipts) and box 6 (other payments) due to double counting, they should have been consistent with the prior year audited AGAR. In future the Council should ensure that the Annual Governance and Accountability Return is accurate and complete.

The reasons for these observations were:

- (i) At the Full Council meeting held on 25th September 2018, the Conclusion of the previous audit was reported to Council, along with the external auditor's letter and the final Annual Governance and Accountability Return (AGAR). The Notice of Conclusion of audit (which is the last page of ATTACHMENT M) was posted in the public notice board but was not attached to the Council papers so it was not published on the Council website until later than the specified date.

- (ii) When the Finance Officer prepared the AGAR, she made an error when restating the opening balances from the previous year's return which was not identified before submission. This was returned and corrected.

Council is requested to **NOTE** the auditor's report and **DECIDE** if any further action is required.

The Notice of Conclusion of Audit has been published on the Council's website at the following URL: <http://www.stanley-tc.gov.uk/notice-of-conclusion-of-audit/>

15 COUNCIL ACTIONS UPDATE (ATTACHMENT N)

Details of outstanding Full Council decisions and those completed since the last Ordinary Council meeting are attached for the information of Council.

Council is requested to **REVIEW** the report and **DECIDE** if any further action is required at this time.

Members may also request verbal updates in respect of any outstanding Council decisions.

16 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: Staff Confidentiality (Items 15, 18); Discussion of Personal Information (Item 16); Legal Privilege (Item 17)

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

17 STAFFING MATTER (ATTACHMENT O)

Temporary Secondment

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

18 DATE, TIME AND VENUE OF NEXT MEETING

Tuesday 22nd October 2019, 6.30pm, Stanley Civic Hall.

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.