



Stanley Town Council

NOTICE OF MEETING

I hereby give notice that an Ordinary Meeting of Stanley Town Council will be held on Tuesday, the 25th February 2020 at 6.30pm at the Stanley Civic Hall, Front Street, Stanley 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 at the **Civic Hall, Front Street, Stanley, DH9 0NA** on **Tuesday the 25th February 2020 at 18.30** in order to transact the following business:

Yours sincerely,

Alan Shaw
Town Clerk
19th February 2020

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** 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 (ATTACHMENT A)

To **APPROVE** as a correct record and sign the minutes of the Ordinary Council meeting held on 21st January 2020.

7 COMMITTEE MINUTES (ATTACHMENT B)

To **RECEIVE** the minutes of the Finance & GP Committee held on 18th February 2020

8 STRATEGIC GRANTS FUND PANEL

The Panel met on Friday 31st January to review the policy and applications process for the operation of the fund. A number of minor changes are proposed to the policy and it is proposed that the application windows are moved so that the windows do not run into the Christmas period. The proposed changes to the policy are highlighted on the attached documents. A new Checklist for applications has been devised to assist applicants. Some small amendments have been made to the application form.

SGF Panel Minutes	(ATTACHMENT C)
Revised Policy	(ATTACHMENT D)
Revised Application Form	(ATTACHMENT E)
Application Form Guidance	(ATTACHMENT F)

Council is requested to **CONSIDER** the **RECOMMENDATIONS** of the panel and **DECIDE** what to do.

RECOMMENDATION: The Finance & GP Committee **RECOMMENDS** that the changes proposed by the the Panel are **APPROVED** and implemented.

9 REQUESTS FOR DISCRETIONARY COMMUNITY USE OF THE CIVIC HALL

Letters requesting community uses of the Civic Hall have been received from:

- | | |
|---------------------------------------|----------------|
| (i) Stanley Learning Partnership | (ATTACHMENT G) |
| (ii) North East Horticultural Society | (ATTACHMENT H) |

Council is requested to:

- REVIEW** the requests;
- DECIDE** whether or not to grant or refuse the requests;
- CONSIDER** if a policy should be developed to deal with the allocation of the discretionary room hire budget

OFFICER RECOMMENDATION: In respect of Item 9(c), the Policy Working Group should be tasked with developing a policy and application mechanism for Community Groups to make applications against the discretionary hire budget in the future which can be publicised via the STC website.

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

10 COMMUNICATIONS PLAN 2020 (ATTACHMENT I)

The Town Clerk, in consultation with Creo Communications has developed a Comms plan for 2020 for consideration by Council. The document is attached.

RECOMMENDATIONS:

- (i) The plan should be **ADOPTED** (subject to any changes required by Council)
- (ii) The plan should be **EXTENDED** until May 2021 so that future plans run in line with the Civic year rather than calendar year (i.e.AGM to AGM)
- (iii) The extended plan should be circulated to members for comment and not brought back to Full Council unless any member requests it.

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

11 RESIDENT SURVEY

At the Ordinary Council meeting held on 26th November 2019, the Council **RESOLVED** that the Town Clerk should look into repeating the resident survey from 2016.A report is attached for consideration by Council.

Attachments

(ATTACHMENT J)	Survey Questionnaire (2016 version)
(ATTACHMENT K)	Report

After consultation with Creo Communications, it is **RECOMMENDED** that:

- (i) Using the same questions as 2016 will permit direct comparison of the results and allow trends and changing priorities to be identified;
- (ii) A parish wide mail-shot as was carried out in 2016 is disproportionately expensive and other methods should be used to drive non-digital engagement.

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

12 STANLEY MASTER PLAN (ATTACHMENT L)

The Stanley Master Plan Steering Group met for the first time in January 2020 to develop and agree a brief for the masterplan for the whole of the Stanley area.
(ATTACHMENT L).

The County Council has estimated that the cost of appointment of consultants to undertake the production of the plan will be in the region of **£120,000**. A budget of **£85,000** has been allocated from County Council resources.

The Town Clerk has received a request that the Town Council consider allocating the remaining **£35,000** to allow the plan to be completed.

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

13 COUNCIL ACTIONS UPDATE (ATTACHMENT M)

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.

14 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:
Commercial Sensitivity*

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

15 STAFFING MATTERS

(i) Facilities Officer (ATTACHMENT N)

At the Ordinary Council meeting held on 21st January 2020, Council **RESOLVED** that: "*the Council continue running the Cinema and that a post be created on the establishment to reflect the additional duties and put through job evaluation before the current officer's secondment ends.*" (Minute #184 of 2019/20)

A job description has been prepared and evaluated and was considered by the Finance & General Purposes Committee on Tuesday 18th February 2020.
(ATTACHMENT).

RECOMMENDATION: The Finance Committee **RECOMMENDS** that the Job Description is agreed and added to the establishment and that the Town Clerk should be **DELEGATED** authority to advertise the position internally and report back if the post cannot be filled through internal recruitment.

(ii) Town Clerk

Council to discuss what steps to take following the receipt of the Town Clerk's notice of resignation.

(iii) Disciplinary Policy (ATTACHMENT O)

Cllr Les Timbey has tabled a motion for consideration by Council:

"It has come to my attention that the Disciplinary Policy which the Council adopted in March 2019 delegated responsibility for staff discipline matters to the Town Clerk. This is in conflict with the Council's constitution and needs to be rectified as a matter of urgency.

I move that the policy is amended to reflect the Constitution, and the delegation to the Town Clerk is REMOVED so that disciplinary matters are heard by a member panel."

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

16 DATE, TIME AND VENUE OF NEXT MEETING

Tuesday 24th March 2020, 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.