



Stanley Town Council

NOTICE OF MEETING

I hereby give notice that the Annual General Meeting of Stanley Town Council will be held on Monday, the 24th May 2021 at 6.30pm at Stanley Civic Hall, Front Street, Stanley, DH9 0NA

TO ALL MEMBERS of STANLEY TOWN COUNCIL

C Bell	G Binney	H Clark	A Clegg
K Coulson	D Fall	L Ferry	C Hampson
A Hanson	A Jones	J Kane	C Marshall
J McMahon	S McMahon	O Milburn	J Nicholson
J Stephenson	M Thompson	D Tully	M Wilkinson

You are hereby summoned to attend the **ANNUAL GENERAL MEETING** of **Stanley Town Council** to be held in **Stanley Civic Hall, Front Street, Stanley**, on **Monday 24th May 2021 at 18.30** in order to transact the following business:

Yours sincerely,

James Black
Town Clerk
17th May 2021

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 ELECTION OF TOWN MAYOR & DEPUTY TOWN MAYOR

(i) Council is requested to **ELECT** the Town Mayor for the Civic Year 2021/22.

- (ii) The Town Mayor is to sign the Declaration of Acceptance of Office.

Town Mayor for the Civic Year 2021/22 to take the Chair.

- (iii) Council is requested to **ELECT** the Deputy Town Mayor for the Civic Year 2021/22.

4 **CORE GOVERNANCE DOCUMENTS**

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

- (i) **The Constitution** **(ATTACHMENT A)**

A number of changes are proposed to the Constitution as outlined below:

3.5 *Deletion to reflect the Town Council receiving grant funding from Central Government.*

5.8 *Changed to reflect the Finance Officer is the 'Responsible Finance Officer and not the Town Clerk.*

7.1 *Amended to be more concise*

Appendix 2

- *Planning Committee – Amended to reflect the current arrangements for Planning issues.*

Appendix 4

- *Scheme of Officer Delegation / Town Clerk*
- *Deletion of the reference to the Town Clerk being the Responsible Finance Officer.*
- *Additional Officer added to Appendix 4 in that of the Finance Officer with elements previously identified as the Town Clerk responsible under the role of Responsible Finance Officer now identified under the Finance Officer.*

Appendix 5

- *Scheme of Delegation / Leader of the Council*
- *Amendments made to how the Town Clerk and the Leader of the Council work, removing the weekly updates to regular (more or less than weekly)*
- *Removal of the reference to the awareness of upcoming meetings with external organisations of which is deemed excessive.*
- *Amendments made to monthly updates to regular (more or less than monthly)*
- *Removal of 'and take into account the views of the Leader in coming to his or her decision' when the ultimate decision and responsibility remains with the Town Clerk. This can be perceived as a conflict to the role of the Town Clerk.*

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

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

A number of changes are proposed to Financial Regulations as outlined below:

Annual Estimates

2.1 Amendment to reflect current practice.

Budgetary Control

3.2 Amendment to reflect Emergency expenditure powers as outlined in the Councils constitution

3.3 Amendment to separate receipts and payments from budgetary control reports

3.4 Moving budgetary control reports to a quarterly basis, as opposed to monthly, to allow the RFO time to undertake the other duties under the role of Finance Officer.

Deletion of original 3.3 to reflect the merging of the regulation into 3.2, with the removal of the £7,500 limit.

Banking Arrangements and Cheques

5.3 Amendment to reflect current practice.

6.4 Amendment from Finance Officer to RFO, inclusion of responsible for.

6.5 Amendment to reflect current practice

6.7 Amendment to reflect current practice

Orders

10.3 Deletion of Member's responsibility.

(iv) **Community Engagement & Communications Policies**

(ATTACHMENT D)

No changes

(v) **Publication Scheme**

(ATTACHMENT E)

New version

(vi) **Publicity Policy**

(ATTACHMENT F)

No changes

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 2021/22.

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 the 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. 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 Carole Hampson, Town Mayor for 2020/21 on her experiences and reflections on her 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 G)

To **APPROVE** as a correct record and sign the minutes of the Ordinary Council Meeting held on 27th April 2021.

11 ANNUAL ACCOUNTS & GOVERNANCE STATEMENT

Statutory Basis: Accounts & Audit Regulations 2015

ATTACHMENTS:

Report on Annual Accounts (ATTACHMENT H)
Annual Return (ATTACHMENT I)
Final Budget 2018/19 (out-turn) (ATTACHMENT J)

Asset & Land Register	(ATTACHMENT K)
Report on Internal Control	(ATTACHMENT L)
Risk Register	(ATTACHMENT M)
Insurance Schedule	(ATTACHMENT N)

The Town Clerk has prepared a report for Council in respect of the Annual Accounts and Governance Statement for 2022/21.

Council is requested to:

- (i) **CONSIDER** the attached documents;
- (ii) **APPROVE** the Annual Governance Statement for 2020/21
- (iii) **APPROVE** the Annual Accounts for 2020/21;
- (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 2020/21 on behalf of the Council.

12 **REVIEW OF EXPENDITURE UNDER LOCAL GOVERNMENT ACT 1972, s.137**

(ATTACHMENT O)

A report containing details of the expenditure under s.137 for 2020/21 is attached for the information of and consideration by Council. Council is requested to **NOTE** the report.

13 **APPOINTMENTS TO OUTSIDE BODIES & WORKING GROUPS**

- (a) Council is requested to **REVIEW** appointments to outside bodies and **DECIDE** what to do.
 - (i) **AAP** - Current appointment: Cllr B Nair.
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
 - (iv) **Stanley Fund Panel** - Cllrs G Binney, H Clark & J Stephenson
- (b) Council is requested to **REVIEW** appointments to Working Groups.

14 **SCHEDULE OF MEETINGS**

Council is requested to **CONSIDER** the schedule of meetings for the Civic Year 2021/22 and **DECIDE** what to do.

15 **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.*

16 DATE, TIME, AND VENUE OF NEXT MEETING

To be confirmed under Item 14.

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 Participation.