

MINUTES of the FINANCE COMMITTEE MEETING of STANLEY TOWN COUNCIL
Held at Stanley Civic Hall, Front Street, Stanley on Tuesday 9th September 2015 at 6.30pm

PRESENT: Cllr D Walker* Cllr D Tully Cllr D Mills Cllr R Harrison
Cllr D Marshall Cllr B Nair Cllr C Bell Cllr J Nicholson
Cllr W Nixon

*Chair

OFFICERS: Alan Shaw (Town Clerk)

271 **APOLOGIES**

Apologies received from Cllrs C Bell and D Marshall were accepted by the Committee.

272 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

273 **PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIRMAN**

The Chairman apologised to Members for the late tabling of some of the papers for the Committee and explained that this was because he wished to discuss them with the Town Clerk before they were circulated to members of Committee.

274 **PUBLIC PARTICIPATION**

There were no members of the public in attendance. No written questions were submitted prior to the meeting.

275 **CONFIRMATION OF MINUTES**

It was **RESOLVED** that the minutes of the Finance Committee meeting held on 15th July 2015 be approved as a correct record and signed by the Chairman.

276 **ACCOUNTS FOR PAYMENT & BANK RECONCILIATION**

It was **RESOLVED** that the Schedule of Payments for August 2015 be **APPROVED**. Members asked for further information to be provided at a future meeting in relation to the following items:

- (i) Unreconciled Payments: There are payments appearing on the list from 2014. Can these payments be written off.
- (ii) There are multiple unreconciled payments to the same people (e.g. Tanfield Lea Partnership). The reasons for this should be investigated.
- (iii) More detail to be provided in relation to items recorded as 'Purchase Payments'.
- (iv) It was proposed by Cllr B Nair, seconded by Cllr D Mills and **RESOLVED** that alternatives to using the Stanley & Consett Advertiser for publicity and

promotion be investigated due to the high cost of advertising in this publication.

- (v) It was proposed by Cllr J Nicholson, seconded by Cllr R Harrison and **RESOLVED** that a review of mobile phone charges be brought forward to a future meeting for consideration.

277 **BUDGETARY CONTROL TO 31st AUGUST 2015**

Committee **NOTED** the report with no further action required at this time.

278 **CIVIC HALL BAR INCOME & STOCK FIGURES**

Members **NOTED** the information provided. The Town Clerk advised members that the vast majority of events in the Hall were private hires and that staffing levels provided for each event would vary according to the type of event and the expected activity in the bar for each event, therefore estimating profit against overheads for any given event was quite time-consuming.

279 **CIVIC HALL BUSINESS PLAN**

Committee considered the draft Business Plan prepared by the Civic Hall Manager. Members noted that the Document provided was a not a full business plan as it related to the Coffee shop only. Members **RESOLVED** that further information would be required before further decisions could be made, in particular:

- (i) Coffee Shop. More detail needs to be provided in relation to staffing costs; overheads (like utilities/ rates etc); cost of stock and consumables; details of expected profit margins; more information about where the projected turnover had come from and a consideration of different options for provision of the facility, i.e. direct provision vs employing outside caterers to provide the service vs letting the concern as a concession.
- (ii) Hall/ Hireable spaces. No information provided about current % usage, options to increase usage and the staffing/ overhead implications of doing so. A full Business Plan should include this information.

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

Wednesday, 14th October 2015, 6.30pm at the Civic Hall