

**MINUTES of the ORDINARY MEETING OF STANLEY TOWN COUNCIL**

Held at Stanley Civic Hall, Front Street, Stanley on Tuesday 22nd March 2016 at 6.30pm

**PRESENT:** J Nicholson\*                      A Clegg                      G Graham                      C McKee                      C Thompson  
                   W Nixon                                      T Davinson                      R Harrison                      D Tully                        C Bell  
                   L Elliott                                      D Marshall                      D Mills                         J Charlton                      R Ferris  
                   L Marshall                                    B Nair                         M Wilkinson

\*Chairman

**OFFICERS:** Alan Shaw (Town Clerk)  
                   Nicola James (PA to the Town Clerk)  
                   Derek Shingleton (Finance Manager)

**IN ATTENDANCE:** 3 members of the Public, Chris Boundey (photo competition winner),  
                           3 members of Community Speedwatch

**578                      APOLOGIES FOR ABSENCE**

Apologies received from Cllrs D McMahon & D Walker were accepted by Council.

**579                      DECLARATIONS OF INTEREST**

Cllr C Bell declared a non-pecuniary interest as Chair of the Traders Association.  
 Cllr J Charlton declared a non-pecuniary interest as a member of Durham County Council.

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

The Chairman advised members that there were Blooming Good Fun posters and leaflets at the front of the meeting room for members to take and distribute in their wards.

The Town Clerk reminded members that they were not permitted to speak until the Chair had recognised them and that they must stand when speaking. Cllr R Harrison was recording the meeting.

**581                      PUBLIC PARTICIPATION**

The Chairman thanked Chris Boundey, the winner of the photo competition, for his entry and presented him with a cheque for £100 on behalf of the Council. The winning photo and runners up were displayed for the benefit of the meeting.

John Ullathorne requested that STC sign an online petition to stop budget cuts to ATC gliding and consider writing to the RAF or DCC to object to the cuts.

**582                      CONFIRMATION OF COUNCIL MINUTES**

It was **RESOLVED** that the minutes of the Ordinary Council Meeting held on 23rd February 2016 be approved as a correct record and signed by the Chairman.

**583 MINUTES OF COMMITTEE MEETINGS**

It was **RESOLVED** that the minutes of the Comms and Events Committee meeting held on 8th March and the minutes of the Finance Committee meeting held on 9th March 2016 be **RECEIVED** by Council.

**584 RECOMMENDATIONS OF COMMITTEE MEETINGS****(a) FINANCE**

It was **RESOLVED** that Council would adopt the **RECOMMENDATIONS** of the Finance Committee:

- (i) the Council's external audit arrangements for the year 2017/2018 onwards be secured through SAAAL,
- (ii) the 30-day period for public inspection of the accounts will begin on Monday, 13 June 2016 and end on Friday, 22 July 2016.

**585 CORRESPONDENCE****Letter from Lieutenancy of Durham**

Members **NOTED** the thanks from the Lord Lieutenant's Office for the invitation to the launch of the Mini Police.

**Letter from Mike Barton, Chief Constable**

Members **NOTED** the letter and report of the Inspectorate of Constabulary from CDALC.

**586 POLICE JOINT SURGERIES**

This item was deferred.

**587 COMMUNITY SPEEDWATCH**

Alison Cousins gave a presentation to members about the new community speed watch initiative. She advised that information collected from the speed indication device was sent to police HQ and the intelligence used to deploy speed cameras in hotspots. Members can request that speed watch is deployed in certain areas by contacting their local PACT meeting or police station, or via Town Council staff who will forward the request.

**588 REPORT OF THE TOWN CLERK****CiLCA**

The Clerk advised members that he had enrolled himself and the Community Development Manager onto CiLCA which will commence in May.

### **Annual Parish Meeting / Annual Report**

The Clerk noted that he was preparing an annual report to be circulated in advance of the Annual Parish Meeting. The report will include details of events and activities, events productions and users of the Civic Hall, financial information, MIF information and Member's attendance records.

### **Asset Transfer**

The Clerk noted that following his meeting with DCC on 21st March, he will wait for more information from DCC, pull together an expression of interest and a business case.

### **Winter Maintenance**

Officers will work up a more detailed proposal for consideration by members at a future meeting in relation to Winter Maintenance.

### **Blooming Good Fun / Stanley in Bloom**

The Clerk noted that the Blooming Good Fun competition was launched on the 16th March and that DCC's Stanley in Bloom was held today at the Civic Hall.

## **589 COMMUNITY CONSULTATION**

The Clerk noted that the first stage of the consultation was completed at the end of February. Detailed issues and options will be put to the Comms and Events committee in April. Cllr D Marshall requested that options include expected expenditure. Members **NOTED** the update.

## **590 STANLEY ARMS**

The Clerk noted that to secure the transfer of the arms to STC, a letter would need to be obtained from DCC or the Lord Lieutenant and that there would be a fee of £3350. It was proposed by Cllr D Marshall, seconded by Cllr A Clegg and **RESOLVED** that the Clerk go ahead to secure the transfer of the arms to STC.

## **591 REVIEW OF INTERNAL CONTROL**

The Finance Manager presented his report and risk register to members. Members **NOTED** the contents of the report in terms of the review of internal audit and internal control.

It was **RESOLVED** that members support the principle of ensuring that effective risk management take place within STC. Members further resolved to **APPROVE** the actions in columns 7, 8 and 9 of the risk register.

## **592 LIVING WAGE**

Members **NOTED** the financial impact of the National Living Wage and authorised the Town Clerk to make any necessary adjustments to salaries budgets required to implement this change.

593 **GROUNDWORKS SERVICE LEVEL AGREEMENT**

Members considered the report from the Town Clerk in relation to the Groundwork SLA. It was proposed by Cllr D Mills, seconded by Cllr M Wilkinson and **RESOLVED** that the Council:

- (i) **NOTE** the contents of the report, in particular the requirements for procurement of contracts under the Regulations to the value of the budget allocation for the Environmental Caretaker Project.
- (ii) **AUTHORISE** the Town Clerk to develop a specification for the provision of the Environmental Caretaker Scheme going forward, which can be taken forward to an open tender process following Council approval.
- (iii) **AUTHORISE** the Town Clerk to continue the current arrangement whilst the specification is being developed and tendered.

594 **RECRUITMENT OF COFFEE SHOP STAFF**

It was proposed by Cllr L Marshall, seconded by Cllr D Mills and **RESOLVED** that where Council has granted authority to recruit to a vacant post, there is a standing **DELEGATION OF AUTHORITY** to the Town Clerk to:

- (i) Arrange for the interviews of staff who are graded below the Town Clerk or Civic Hall Manager to be conducted by officers *without the requirement for a member panel*; and
- (ii) Staff who are not required to be interviewed by a member panel may be appointed by the Town Clerk, without requiring separate authorisation from Council; and
- (iii) That the constitution be amended accordingly.

595 **EXCLUSION OF PRESS AND PUBLIC**

\*Members recording the proceedings stopped at this point.

Council **RESOLVED** 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 item: To consider professional legal advice.*

596 **REQUEST FOR INFORMATION**

The Town Clerk noted his repose to the request for information received from the Legal Services Department at DCC. Members **RESOLVED** to **AUTHORISE** the Town Clerk to send it on the Council's behalf.

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

Tuesday 26th April 2016, 18:30 at the Civic Hall.