

MINUTES of the **FINANCE AND GOVERNANCE COMMITTEE MEETING OF STANLEY TOWN COUNCIL** held at Stanley Civic Hall, Front Street, Stanley on Wednesday 11th October 2017 at 6.00pm

PRESENT: Cllr J Stephenson* Cllr M Davinson Cllr D Marshall
Cllr J Pallas Cllr J Kane Cllr H Clark
Cllr J Nicholson Cllr D Tully Cllr B Nair
Cllr A Clegg

***Chairman**

OFFICERS: Nicola James (PA to the Town Clerk)
Alan Shaw (Town Clerk)

ABSENT: Cllr D Carmichael

OTHER IN ATTENDANCE: 6 members of the public and Cllrs J McMahon & C Marshall

123 **APOLOGIES**

Apologies received from Cllr L Christie were accepted by the Committee.

124 **DECLARATIONS OF INTEREST**

Cllrs C Marshall & A Clegg declared a personal interest in Stanley Indoor Bowls Club as members of the Committee.

125 **PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIRMAN OR TOWN CLERK**

The Town Clerk reminded everyone present to turn their phones off or switch them to silent. No one was recording this meeting.

126 **PUBLIC PARTICIPATION**

There were no questions submitted prior to the meeting and no questions from the floor.

127 **CONFIRMATION OF MINUTES**

It was proposed by Cllr D Marshall, seconded by Cllr B Nair and **RESOLVED** that the minutes of the Finance and Governance Committee meeting held on 13th September be approved and signed by the Chairman as a correct record.

128 ACCOUNTS FOR PAYMENT AND BANK RECONCILIATION

Members requested the Town Clerk to provide a budget monitoring report for the next meeting which will alert them to any budget pressures.

It was proposed by Cllr D Marshall, seconded by Cllr M Davinson and **RESOLVED** that the payment of accounts for September 2017 be **APPROVED** that the Bank Reconciliations for September 2017 be **NOTED**.

129 MIF & GRANT POLICY/ FUNDING APPLICATIONS

It was proposed by Cllr B Nair, seconded by Cllr J Kane and **RESOLVED** that the revised policy be deferred to Full Council to give members more time to review it and propose amendments.

130 BUDGET SETTING - INITIAL DRAFT BUDGET

The Town Clerk presented the initial draft budget to Members which he advised needs to be worked on to remove budget lines that are not needed for next year. Members **AGREED** to accept the draft budget put forward.

The Town Clerk presented the draft Medium Term Plan and advised that priorities would need to be identified for the coming year to enable budgets to be allocated to each objective. Any questions regarding the MTP should be directed to the Chairman of the Committee or Cllr D Marshall.

Members requested the Town Clerk to organise a session where advice service providers can advise Members how residents can obtain sources of support and advice in relation to Universal Credit.

It was proposed by Cllr B Nair, seconded by Cllr M Davinson and **RESOLVED** that Committee **RECOMMENDS** that the Medium Term Plan be adopted by Full Council.

131 PUBLIC PARTICIPATION AT MEETINGS

The Town Clerk read out the report which was tabled at the meeting.

It was proposed by Cllr M Davinson, seconded by Cllr J Kane and **RESOLVED** that Committee **RECOMMEND** that the new policy be adopted with an addition to the Town Clerks recommendations to include providing the public with information about the range of ways that they can interact with the Council and Councillors.

132 APPRENTICES

The Town Clerk advised members that after reviewing the Durham County Council & Gateshead Apprenticeship Schemes, they both offered the same thing, however in addition to the Government/ EU funding support, DCC had set aside additional funding to support the scheme.

It was proposed by Cllr B Nair, seconded by Cllr A Clegg and **RESOLVED** that:

- (i) Recruitment of an apprentice should be done through the Durham County Council scheme;
- (ii) the Town Clerk be authorised to lead the interviews and recruitment of a business administration apprentice; and
- (iii) The viability of further apprentices within the Civic Hall be brought back to Committee for further consideration after the budget has been set.

133 MEMBER MOTION

Cllr D Tully moved his motion relating to a Mayoral Report, seconded by Cllr B Nair:

I propose that the Full Council Agenda has standing items for a Mayoral report at to what he has done since the last meeting to promote STC, functions/ events attended and any updates he may have, also for reports from the representatives to outside bodies e.g. AAP, CDALC, Pact House to table regular reports and updates to the Council.

Also for reports from the representatives to outside bodies e.g. AAP, CDALC, Pact House to table reports and updates to the Council.

Cllr M Davinson moved an amendment to this motion, which was seconded by Cllr Helen Clark and **RESOLVED** to be **RECOMMENDED** to Full Council:

"I propose that Full Council has a standing agenda item entitled "Mayor's Announcements" to replace the current "Procedural/Appropriate Announcement From the Town Mayor" to provide a verbal monthly Mayoral report. In addition to the current procedural announcements there will be an opportunity to make a positive, non-political statement. This will combine highlights of the Mayor's Civic engagements since the last meeting and any updates on events or other developments within the town they would like to highlight.

Quarterly verbal reports from the representatives to outside bodies e.g. AAP, CDALC, PACT House should also be received at Full Council to update the Council on the ongoing work in these areas."

The Town Clerk was asked to schedule these quarterly reports to meetings where Council business is quieter, i.e. not during budget setting or year end.

134 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:
Commercial Sensitivity; Privacy of staff*

135 STAFFING MATTER

Committee **AUTHORISED** the Town Clerk to take appropriate steps to fill the vacant Bar Manager post over the Christmas season on a temporary basis or fixed term contract.

136 FINANCIAL MATTER

The Committee **AUTHORISED** the Town Clerk to write off the £600 owed from the insolvent hirer of the Civic Hall as there was no value in pursuing the matter further.

137 DATE, TIME AND VENUE OF NEXT MEETING

15th November 2017, 6:00pm, venue to be confirmed.