



# STANLEY TOWN COUNCIL

## NOTICE OF MEETING

I hereby give notice that a meeting of the Communications and Events Committee of Stanley Town Council will be held on Tuesday, the 8<sup>th</sup> December at 6.30pm at Stanley Civic Hall, Front Street, Stanley, Co. Durham, DH9 0NA.

### TO ALL MEMBERS of STANLEY TOWN COUNCIL COMMUNICATIONS AND EVENTS COMMITTEE

D. Mills (Chair)  
R. Harrison

M. Wilkinson  
D. McMahon

L. Marshall  
J. Nicholson\*

C. Bell  
W. Nixon\*

D. Tully

\*ex-officio

You are hereby summoned to attend a meeting of the **Communications and Events Committee** of **Stanley Town Council** to be held in **Stanley Civic Hall, Front Street, Stanley**, on **Tuesday the 8<sup>th</sup> December 2015 at 18.30** in order to transact the following business:

Yours sincerely,

**Alan Shaw**  
**Town Clerk**  
**1<sup>st</sup> December 2015**

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 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIR

To **RECEIVE** announcements from the Chair or Town Clerk.

#### 4 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*).

#### 5 CONFIRMATION OF MINUTES

To **APPROVE** as a correct record and sign the minutes of the Communications and Events Committee meeting held on 13<sup>th</sup> October 2015. **(ATTACHMENT A)**

To **APPROVE** as a correct record and sign the minutes of the Communications and Events Committee meeting held on 10<sup>th</sup> November 2015. **(ATTACHMENT B)**

#### 6 2016/17 EVENTS – LEAD OFFICERS & MEMBERS, TIMELINES

Full Council approved the following budget allocations at the Ordinary Meeting held on 24<sup>th</sup> November 2015. (*Minute #409 of 2015/16 refers*). Each event has been assigned a lead Officer(s) to deliver the events. It is **RECOMMENDED** that Committee appoints a lead member (or members) to liaise with the designated officers for oversight of each project.

Project	Budget Allocation	Lead Officer
Tea in the Park	£2,500	Nicola James
Stanley Fringe	£2,000	Claire Howe
Old People's Homes	£1,000	Nicola James
Community Fun Days	£15,000	Brian Hall
Outdoor Cinema	£3,000	Brian Hall
Moria Con 2	£10,000	Claire Howe
Christmas Events	£20,000	James Harper/ Claire Howe
Armed Forces Day	£500	Brian Hall
Community Newsletter	£15,080	Alan Shaw
Brass Festival	£5,150	James Harper/ Claire Howe
Play in the Park days	£4,000	Brian Hall
Community Consultation	£30,000	Alan Shaw

Timelines

**(ATTACHMENT C)**

Committee is requested to **CONSIDER** the attached draft timelines for delivery of various activities and **DECIDE** more specific dates for the delivery of each project

#### 7 REVIEW OF CHRISTMAS EVENTS

The Stanley Town Council lights switch on and Christmas Fayre etc will have taken place by the time Committee meets. Committee is requested to **REVIEW** the recent events and identify areas where the events were successful and those that need to be improved in 2016 so that can be taken into account in planning.

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## 8 PROGRESS REPORTS

The Town Clerk and Officers will deliver verbal updates in relation to:

- Stanley Life – preparation (A draft may be tabled at the meeting for consideration)
- Brass Festival
- Cycling Event
- Blue Plaques

And any other developments to be reported.

## 9 DATE, TIME AND VENUE OF NEXT MEETING

Tuesday, 19<sup>th</sup> January 2016, 18.30 at the Civic Hall

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*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.*