



# Stanley Town Council

## NOTICE OF MEETING

I hereby give notice that an Ordinary meeting of the Stanley Town Council will be held on Tuesday, the 19th July 2016 at 6.30pm at The Venue, Wear Road, Stanley, DH9 6LU.

### TO ALL MEMBERS of STANLEY TOWN COUNCIL

|                       |             |             |            |              |
|-----------------------|-------------|-------------|------------|--------------|
| J. Nicholson (Chair)  | A. Clegg    | G. Graham   | C. McKee   | C. Thompson  |
| W. Nixon (Vice-Chair) | T. Davinson | R. Harrison | D. McMahon | D. Tully     |
| C. Bell               | L. Elliott  | D. Marshall | D. Mills   | D. Walker    |
| J. Charlton           | R. Ferris   | L. Marshall | B. Nair    | M. Wilkinson |

You are hereby summoned to attend an **ORDINARY MEETING** of the **Stanley Town Council** to be held in **The Venue, Wear Road, Stanley**, on **Tuesday the 19th July 2016 at 18.30** in order to transact the following business:

Yours sincerely,

Alan Shaw  
Town Clerk  
13th July 2016

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** any 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 COUNCIL MINUTES

To **APPROVE** as a correct record and sign the minutes of the following meetings:

|              |                       |                |
|--------------|-----------------------|----------------|
| 21 June 2016 | Full Council          | (ATTACHMENT A) |
| 5 July 2016  | Extraordinary Council | (ATTACHMENT B) |

#### 6 MINUTES OF COMMITTEE MEETINGS

To receive the Minutes of the following Committee Meetings:

|             |                            |                |
|-------------|----------------------------|----------------|
| 5 July 2016 | Finance & General Purposes | (ATTACHMENT C) |
|-------------|----------------------------|----------------|

#### 7 ACCOUNTS FOR PAYMENT & BANK RECONCILIATION

**Statutory Basis:** Accounts & Audit (England) Regulations 2011

|                       |                |
|-----------------------|----------------|
| Report                | (ATTACHMENT D) |
| Schedule of Payments  | (ATTACHMENT E) |
| Schedule of Receipts  | (ATTACHMENT F) |
| Current Account       | (ATTACHMENT G) |
| Saver Account         | (ATTACHMENT H) |
| Unpresented Cheques   | (ATTACHMENT I) |
| Trial Balance Extract | (ATTACHMENT J) |

Committee is requested to **CONSIDER** the attached information and

- (i) **APPROVE** the payment of accounts for June 2016; and
- (ii) **NOTE** the Bank Reconciliation.

#### 8 BUDGETARY CONTROL

**Statutory Basis:** Accounts & Audit Regulations 2003, ss 4 & 5 (as amended by the Accounts & Audit (Amendment) (England) Regulations 2006)

|                          |                |
|--------------------------|----------------|
| Report                   | (ATTACHMENT K) |
| Budget to June 30th 2016 | (ATTACHMENT L) |

Committee is requested to **CONSIDER** the report of the Finance Manager and **DECIDE** if any action is **REQUIRED**.

## 9 MEMBERS INITIATIVE FUND

(ATTACHMENTS M & N)

A breakdown of the MIF payments made since the beginning of the 2016/17 financial year is provided.

Council is requested to **NOTE** the report and **DECIDE** if any action is required.

The Town Clerk wrote to members and identified some issues with the current MIF procedure in June 2016. The Town Clerk would propose some small changes to the policy to address these issues, namely:

- (i) No funding should be granted retrospectively;
- (ii) All MIFs must be submitted by the end of February and no further payments will be made under the MIF scheme until the next financial year to avoid accounting problems experienced with MIFs being submitted too late to be processed in the correct year. **This is in the existing policy but it has not been adhered to.**
- (iii) MIFs must be resolved within 3 weeks of submission. We need to be able to give dates to applicants about when they can expect to receive notification of the outcome.
- (iv) Agenda Item 11(ii) below is an example where it is not clear that the application meets the MIF criteria. The Clerk has referred this matter to Council for decision but the policy does not technically permit this. Amendments are proposed to paragraph 3.6 to give the Clerk or the Chairman the discretion to refer an application to Full Council in these instances.

A draft updated policy is attached. Council is requested to **CONSIDER** the report and **DECIDE** what to do.

## 10 STREET TRADING

**Statutory Basis:** Local Government (Miscellaneous Provisions) Act 1982

Members of Council will be aware that the issue of street trading in Stanley Front Street has recently come to light. The result was that we were unable to bring any concessions to the Brass event on 13th July. Had this restriction been enforced previously it would have had a detrimental effect on a number of STC events in the Front Street.

The current position is that Street Trading of any kind (excluding trading under John Noble's market licence) is prohibited in Front Street between the hours of 6 am and 6 pm. Outside these times the street is a consent street, which means a permit can be applied for.

The position can be changed by DCC and I am advised that changes are currently being made on a needs basis rather than by a comprehensive review. This means that it could be relatively simple for the County Council to change this if they could be persuaded to do so.

### RECOMMENDATION

Council should **AUTHORISE** the Town Clerk to lobby DCC it's behalf for the prohibition on street trading to be lifted in Front Street and for a delegation to be made to the Town Council to permit us to authorise our own traders for events we have organised and have cleared through SAG.

## II REQUESTS FOR FUNDING

**Statutory Basis:** Local Government Act 1972, s.137

**(i) Oxhill Youth Club (ATTACHMENT O)**

The Town Clerk has received a request for funding from Oxhill Youth Club for their annual pantomime. The letter is attached for information. Last year, the Town Council received a request to make a contribution towards the costs of the panto as it was the 50th panto held by the Club at the Civic Hall. Council **RESOLVED** at that time to cover all the costs of the panto. This amounted to £1739 in kind for the free use of the Civic Hall facilities and a cash grant of £2,263. (£4,002 in total).

**(ii) Ball Hockey MIF (ATTACHMENT P)**

In 2015/16, Members granted funds under the Member's Initiative Fund to Stuart Jackson to support expenses for participation in a Team GB under 16 tournament in the Czech Republic. The Town Clerk has received a further request for funding to support further participation in future events.

The Council's Grants & Donations Policy states: *"A beneficiary organisation must be either non-profit making or charitable. Grants will not normally be made to individuals except where a benefit to the wider community of the Stanley area can be identified."* It further states: *"All proposals/applications must demonstrate clearly how the grant will be of benefit to the local community within the Council's designated area."*

Section 137 of the Local Government Act 1972 states: *"A local authority may, subject to the provisions of this section, incur expenditure which in their opinion is in the interests of, and will bring direct benefit to, their area or any part of it or all or some of its inhabitants, but a local authority shall not, by virtue of this subsection, incur any expenditure...unless the direct benefit accruing to their area or any part of it or to all or some of the inhabitants of their area will be commensurate with the expenditure to be incurred."*

The Grants & Donations Policy delegates the decision-making on whether to grant individual MIF applications to the Responsible Financial Officer (The Town Clerk) and the Chairman of the Council. In the vast majority of instances, it is clear whether an application falls within the criteria or not.

In this case, the Clerk is not certain whether the application meets the test in section 137 and feels that Council should make this judgement.

**(iii) Tanfield Lea Partnership (ATTACHMENT Q)**

Tanfield Lea Partnership has requested funding for a fun day. The Comms & Events Committee has a delegated budget of £15,000 for Community Fun Days and has already awarded a grant to the Craghead Village Hall fun day in June, which has established that this budget is available to external groups to apply for. The Comms Committee does not meet until after the event, therefore Full Council is requested to **CONSIDER** this application.

**(iv) North East Horticultural Society****(ATTACHMENT R)**

A request has been received from the North East Horticultural Society for grant funding for an event in the Louisa Centre. Council should **CONSIDER** whether they wish to provide funding for this event and which budget heading it should be apportioned to if they decide to support it.

Council is requested to **CONSIDER** these matters and **DECIDE** what to do.

**12 USE OF PERSONAL MOBILE PHONES (STAFF)**

Last year the Town Council cancelled a number of mobile phone contracts and made a significant saving as a result. Staff have been using their own personal mobiles for work purposes since that time, with only a small number of contract phones being retained by staff in the Civic Hall.

There are regular occasions where staff are lone working. The Council should have in place control measures to ensure staff safety. The team use Slack and WhatsApp for communication on their own devices, which provides operational benefit to the Council. Staff regularly communicate with each other in their own time in this way to achieve team objectives. However, they do not have to do so and we will not meet our health and safety obligations unless we make some contribution towards the running costs of their phone contracts as a part of their contracts of employment.

**RECOMMENDATION**

The staff at STC are flexible and have a 'can-do' approach. They are all prepared to use their own personal mobiles for work to deliver savings in both contract costs and administration. It is proposed that the Council should make a contribution of £10 per month to each member of staff using their personal devices for work purposes. If the Civic Hall staff are included we could possibly get rid of all the contract phones bar one for the nominated key holder.

Council is requested to **CONSIDER** this matter and **DECIDE** what to do.

**13 CHRISTMAS SHUTDOWN**

In the past three years the Council has closed down over the Christmas period from lunchtime on Christmas Eve, to the first Monday in the New Year. This has been achieved by, in addition to the Bank Holidays, using the two extra statutory days granted to local authority staff under the National terms and conditions and two extra paid leave days granted by the Council.

If the pattern of the past three years were repeated this year the shutdown period would be as follows:

|                       |  |
|-----------------------|--|
| Friday 23 December    | Close at 12:30pm (Staff to use half day holiday or TOIL) |
| Monday 26 December    | Closed BANK HOLIDAY                                      |
| Tuesday 27 December   | Closed BANK HOLIDAY                                      |
| Wednesday 28 December | Closed EXTRA STATUTORY DAY                               |
| Thursday 29 December  | Closed EXTRA STATUTORY DAY                               |
| Friday 30 December    | Closed PAID HOLIDAY GRANTED BY COUNCIL                   |

|                   |                     |
|-------------------|---------------------|
| Monday 2 January  | Closed BANK HOLIDAY |
| Tuesday 3 January | Reopen              |

Council is requested to **CONSIDER** this matter and **DECIDE** what to do.

#### 14 EXCLUSION OF PRESS AND PUBLIC\*

**\*Any members recording the proceedings must stop at this point.**

To **RESOLVE** 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: The consideration of an award recognising Civic contribution needs to be held in closed session to preserve the privacy of the people being considered.*

#### 15 CHAIRMANS AWARDS (ATTACHMENT S)

Members of the Town Council have been requested to nominate people within the Parish who have made a significant contribution to the Civic life of the Parish or who have accomplished an achievement that should be recognised by the Town.

Council is requested to **CONSIDER** this matter and **DECIDE** what to do.

#### 16 DATE, TIME AND VENUE OF NEXT MEETING

Tuesday 20th September, 6:30pm, Stanley 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.*