



# 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 20th September at 6.30 pm at Stanley Civic Hall, Front Street, Stanley, DH9 0NA.

### 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 **Civic Hall, Stanley**, on **Tuesday the 20th September at 18.30** in order to transact the following business:

Yours sincerely,

**Alan Shaw**  
**Town Clerk**  
**15th September 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*).

##### Written Questions Received:

##### (i) Question from Kevin Reay (ATTACHMENT A)

The Town Clerk has received the attached question from Kevin Reay relating to Fireworks and the Council's Survey. The Town Clerk has responded to the questions on behalf of Council. The questions and the response are attached.

##### (ii) Question from Robert Scott (ATTACHMENT B)

The Town Clerk has received the attached question from Robert Scott relating to the provision of an Automatic External Defibrillator. The Town Clerk understands that the Louisa Centre have a defibrillator which they will be installing

#### 5 CONFIRMATION OF COUNCIL MINUTES

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

|                |                       |                |
|----------------|-----------------------|----------------|
| 19th July 2016 | Full Council          | (ATTACHMENT C) |
| 28th July 2016 | Extraordinary Meeting | (ATTACHMENT D) |

#### 6 MINUTES OF COMMITTEE MEETINGS

To receive the minutes of the following Committee meeting:

|                    |          |                |
|--------------------|----------|----------------|
| 6th September 2016 | Planning | (ATTACHMENT E) |
|--------------------|----------|----------------|

#### 7 REQUEST FOR FUNDING

**Statutory Basis:** Local Government Act 1972, s.145

##### (i) Stanley Events Limited (ATTACHMENT F)

The Town Clerk has received a request for funding for **£10,000** from Stanley Events Limited towards the cost of the annual fireworks display to be held on Oakies Field on Saturday the 5th November 2016.

##### *Correspondence from the Public* (ATTACHMENT G)

The Town Clerk has received 7 emails from members of the public relating to the fireworks. Copies of these are attached for the information of Council.

**Background Information**

The Council has provided grant funding towards this event each year since 2012. The amount of grant funding provided has been £10,000 in each of the four years the event has been held.

**Budgetary Information**

Council has made a budget allocation of £11,872 for Full Council grants in 2016/17, against which an award of £30,000 has already been awarded to Catchgate Boxing Club with the unfunded amount of £18,128 to be found from underspending in other areas.

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

**8 ACCOUNTS FOR PAYMENT & BANK RECONCILIATION**

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

|                       |                |
|-----------------------|----------------|
| Report                | (ATTACHMENT H) |
| Schedule of Payments  | (ATTACHMENT I) |
| Schedule of Receipts  | (ATTACHMENT J) |
| Current Account       | (ATTACHMENT K) |
| Saver Account         | (ATTACHMENT L) |
| Unpresented Cheques   | (ATTACHMENT M) |
| Trial Balance Extract | (ATTACHMENT N) |

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

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

**9 BUDGETARY CONTROL**

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

|                                  |                |
|----------------------------------|----------------|
| Report                           | (ATTACHMENT O) |
| Budget to June 30th 2016         | (ATTACHMENT P) |
| Interim Tax Base report from DCC | (ATTACHMENT Q) |

Council is requested to:

- (i) **CONSIDER** the report of the Finance Manager and **DECIDE** if any action is required; and
- (ii) **NOTE** the interim estimate from Durham County Council in relation to the tax base and Local Council Tax Reduction Scheme grant for 2016/17.

**10 PAYMENT FOR FRONT STREET WORKS**

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

At the Ordinary Council Meeting held on 27th October 2015, it was **RESOLVED** that:

- (i) The Town Council will pay over £100,000 from its earmarked reserve towards the highways improvements immediately;
- (ii) A further contribution of £100,000 will be payable to Durham County Council in the next Financial Year (subject to confirmation by Council after the AGM);
- (iii) The remaining £25,000 will be held back subject to assurances by the County Council that remedial action will be taken in relation to the visual defects in the works in Front Street. (*Minute #297 of 2015/16 refers*)

The Town Clerk has received a request for payment for the £100,000 contribution towards the Front Street works from Durham County Council referred to in (ii) above.

Council is requested to **AUTHORISE** the Town Clerk to release £100,000 to DCC which has been set aside in reserves for this purpose.

## II PACT HOUSE

**Statutory Basis:** Local Government Act 1972, ss. 124, 133

The lease on the PACT House building at 39 Front Street, Stanley has now been completed and the Council holds a ten year lease on the property. The PACT House Community Interest Company has been established and has progressed the volunteer-led refurbishment to the point where the building is now open and in use by the CREE project, SHAID, Job seekers and other groups.

### Decisions required:

- (i) Council is **REQUESTED** to delegate authority to the Town Clerk to instruct a local firm of Solicitors to progress the sub-lease of the building to PACT House and to incur the necessary expenditure to do so.
- (ii) Cllr Darren McMahon has tabled a motion for consideration by Council in respect of this matter:

“ It is proposed that Council should agree the sub-lease to the Trustees of Pact House Stanley for peppercorn rent for the period of 10 years. The Trustees will be responsible for overheads and utilities.”

### *Background (Provided by PACT House)*

*PACT House is a charitable not for profit project to help support local residents facing poverty, isolation or mental health issues. The centre is run by local volunteers to support local residents in need. Pact House helps and encourages local residents to become involved in projects and social events to help them to regain a positive life balance. They support residents on low incomes and children facing holiday hunger by holding a free community meal one night a week.*

*They are making links and bringing in additional projects, such as free training, free internet use for job seekers, and skills workshops. These will help some of the people in need to gain steps towards employment which will in turn help to increase the local financial input to local businesses and services.*

*It is also a wellbeing centre, focusing on improving life for some of the most vulnerable local people in isolation and people suffering from mental health issues, such as depression or anxiety. The centre is to help vulnerable local residents improve their lives.*

*Pact House will be supporting young people (under 18's) to access it as a social venue as a youth cafe. This will help to reduce antisocial behaviour, give the young people a safe, supportive place to socialise. It will offer access to projects and services that are not always available to them which we hope will help to improve their future opportunities. Through funding accessed to date a considerable amount of work has been completed to restore the building into use. More funding has been applied for to enable more capital works to take place to fully integrate more potential community use and improvements to the exterior of the building.*

*The building and the project address numerous outcomes for Stanley Town Council in the priorities identified through the resident survey in February.*

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

## 12 CIVIC HALL OAPs CHRISTMAS LUNCH

**Statutory Basis:** Local Government Act 1972, s.145

The Town Council has in recent years provided a Christmas meal with entertainment provided in the Civic Hall around Christmas time. The cost of providing has been met largely from Councillors MIF contributions.

The estimated cost of the Christmas lunch this year is approximately £1250 for the meal and approximately £1000 for the entertainment.

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

**RECOMMENDATION:** Each member of Council to contribute £100 from their MIF and invite residents from their own wards to the meal, to ensure people from all over the Parish attend.

## 13 COFFEE SHOP FINANCIAL PERFORMANCE (ATTACHMENT R)

A report has been prepared by the Finance Manager in respect of the Financial performance of the Civic Hall Coffee Shop to date.

Council is requested to **CONSIDER** the report and **DECIDE** what action is required.

## 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.*

**I5 STAFFING REPORT****(ATTACHMENT S)**

The Town Clerk has prepared a report in relation to the current staffing structure at the Town Council and the Civic Hall.

Council is requested to **CONSIDER** the report and **DECIDE** what to do.

**I6 DATE, TIME AND VENUE OF NEXT MEETING**

Tuesday 18th October, Stanley Civic Hall, 6.30 pm.

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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.*