



Stanley Town Council

NOTICE OF MEETING

I hereby give notice that an Ordinary meeting of Stanley Town Council will be held on Tuesday, the 24th January 2017 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 **Stanley Town Council** to be held in **Stanley Civic Hall**, on **Tuesday the 24th January at 18.30** in order to transact the following business:

Yours sincerely,

Alan Shaw
Town Clerk
16th January 2017

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 meeting:

20th December 2016 Full Council

(ATTACHMENT A)

6 MINUTES OF COMMITTEE MEETINGS

To receive the minutes of the following Committee meetings:

10th January 2017 Communications & Events

(ATTACHMENT B)

11th January 2017 Crime & Community Safety

(ATTACHMENT C)

7 CORRESPONDENCE FOR REVIEW/ DECISION

(i) External Audit Fees

(ATTACHMENT D)

The Town Clerk has received notification from SAAA as to the rates which will be applicable for external auditors' fees from 2017/18 - 2021/22. The rates show that there will actually be a reduction of around £400 per year on the fees currently payable under the existing arrangements.

Council is requested to **NOTE** the Schedule of Rates

(ii) Brass Band Competition - Request for Funding

(ATTACHMENT E)

The Town Clerk has received a request for financial support from Joan Dodds. Details are attached.

RECOMMENDATION: This matter should be deferred and considered after the Council has made a decision in respect of Item 11 (Grant Policy)

8 RECOMMENDATIONS OF COMMITTEE MEETINGS

(ATTACHMENT F)

The following **RECOMMENDATIONS** of Committee meetings held since the last Ordinary Council meeting in December 2016 require consideration by Full Council:

(a) COMMUNICATIONS & EVENTS

At a meeting held on 10th January 2017, the Committee made the following **RECOMMENDATION** to Council:

- (i) **Chairman's Awards** - The Committee **RECOMMENDS** that the Chairman's awards is held toward the end of the Chairman's Civic year in

March. Therefore the event for the 2017/18 civic year will be held in March 2018

(b) **CRIME & COMMUNITY SAFETY**

At a meeting held on the 11th January 2017, the Committee made the following **RECOMMENDATION** to Council:

- (i) **Detached Youth & Environmental Services** - The Committee **RECOMMENDS** that any procurement process required after the Committee has developed a specification for these initiatives should be overseen by the Finance Committee.

Council is requested to:

- (i) **CONSIDER** these **RECOMMENDATIONS** and **DECIDE** what to do.
- (ii) **NOTE** the composition of Working Groups; and
- (iii) **DECIDE** if any changes are required.

9 **ACCOUNTS FOR PAYMENT & BANK RECONCILIATION**

Statutory Basis: Accounts & Audit (England) Regulations 2011

Schedule of Payments	(ATTACHMENT G)
Schedule of Receipts	(ATTACHMENT H)
Bank Reconciliation Statement	(ATTACHMENT I)
Current Account Statement	(ATTACHMENT J)
Saver Account Statement	(ATTACHMENT K)

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

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

10 **BUDGET & PRECEPT**

Final Draft Budget	(ATTACHMENT L)
Draft Precept Demand	(ATTACHMENT M)

At the Ordinary Council Meeting held on 20th December 2016, Council **RESOLVED** that the draft budget be **APPROVED** and that the precept will not be increased in 2017/18. (*Minute #274 of 2016/17 refers*). A final draft budget incorporating the amendments required by Council at the December meeting is attached.

The adoption of a 'standstill' budget means that the annual precept of £89.88 for a Band D property will be unchanged. The tax base for 2017/18 is 7508.2 (This is the equivalent number of Band D properties throughout the parish area).

Precept =	Band D equivalent charge x Tax Base
=	£89.88 x 7508.2
=	<u>£674, 837</u>

The grant awarded by Durham County Council to offset the reduction in the Tax Base caused by changes to benefits payments in 2012 is £112,039 for 2017/18. This gives a total income of **£786,876**.

Council is **REQUESTED** to **APPROVE** the budget and **AUTHORISE** the Chairman to sign the precept demand on behalf of the Council.

11 GRANTS POLICY (ATTACHMENT O)

Subject to item 10 above, The Council has created a Full Council Grants budget for the Financial Year 2017/18. As this is a new budget, a policy must be developed to control how applications are made for the award of grants against it, who qualifies to apply for a grant, what may be applied for and when and how the applications will be considered.

The Town Clerk has drafted a policy document for review by Council to address this.

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

12 CIVIC HALL - REVIEW OF FEES, CHARGES, TERMS & CONDITIONS

Review of Fees & Charges	(ATTACHMENT P)
Terms & Conditions	(ATTACHMENT Q)
Booking Form	(ATTACHMENT R)

- (i) The Council last reviewed special rates paid by some users of the building at the Ordinary Meeting held on 22nd September 2015. *(Minute #293 of 2015/16 refers)* The Events Manager has requested that Council reviews those rates that are not charged at the standard rates applicable to other bookings.
- (ii) The Terms and Conditions of Hire and the booking form for the Civic Hall have been reviewed and updated.

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

RECOMMENDATIONS

- (i) The rates proposed be agreed and implemented;
- (ii) The revised forms be agreed and implemented.

13 MEMBER MOTIONS

The following motions have been put forward for Council to consider:

- (i) **Motion from Cllr J Nicholson**

Report	(ATTACHMENT S)
DCLG Openness Guide	(ATTACHMENT T)

Councillor Nicholson has requested that:

“Consideration be given by the Town Council of adopting the practice of routinely filming, recording and broadcasting Town Council meetings.”

The Town Clerk has prepared a report for **CONSIDERATION** by Council.

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

(ii) Motion from Cllr D Tully

Councillor Tully has tabled the following motion for consideration by members:

“Standing Order 3.2. states that ‘The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning. (FC)’

It is proposed that ‘three clear days’ is amended to ‘five’ clear days, allowing members to research agenda items more thoroughly and to give time for members to consult with their constituents in advance of the meeting.”

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

I4 DATE, TIME AND VENUE OF NEXT MEETING

Tuesday 21st February 2017, 6.30 pm.
Civic Hall, Front Street, Stanley.

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.