



Stanley Town Council

NOTICE OF MEETING

I hereby give notice that a Finance and Governance Committee meeting of Stanley Town Council will be held on Wednesday, the 11th October 2017 at 6.00pm at Civic Hall, Front Street, Stanley DH9 0NA.

TO ALL MEMBERS of the STANLEY TOWN COUNCIL FINANCE AND GOVERNANCE COMMITTEE

J Stephenson (Chair)	M Davinson	L Christie	D Marshall	D Carmichael
J Pallas	J Kane	H Clark	J Nicholson	D Tully
B Nair*				

*ex-officio

You are hereby summoned to attend a meeting of the **Finance and Governance Committee of Stanley Town Council** to be held in **Civic Hall, Stanley** on **Wednesday the 11th October 2017** at **18.00** in order to transact the following business:

Yours sincerely,

Alan Shaw
Town Clerk
4th October 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 MINUTES (ATTACHMENT A)

To **APPROVE** as a correct record and sign the minutes of the Finance & Governance Committee Meeting held on the 13th September 2017.

6 ACCOUNTS FOR PAYMENT AND BANK RECONCILIATION

Statutory Basis: Accounts & Audit (England) Regulations 2011

September 2017

Schedule of Payments	(ATTACHMENT B)
Schedule of Receipts	(ATTACHMENT C)
Bank Reconciliation	(ATTACHMENT D)
Bank Balances	(ATTACHMENT E)
Trial Balance	(ATTACHMENT F)

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

- (i) **APPROVE** the payment of accounts for September 2017; and
- (ii) **NOTE** the Bank Reconciliations for September 2017.

7 MIF & GRANT POLICY/ FUNDING APPLICATIONS

(ATTACHMENT G) Grant Funding Policy
 (ATTACHMENT H) Member's Initiative Fund Policy
 (Appendices) Grant Funding Applications

The decision of Full Council in respect of the above policies was that the Finance & Governance Committee should establish a working group to recommend changes to the policy used to determine applications for grant funding to be considered at the Ordinary Council meetings in September and March each year. The following applications were received in September for consideration which have not yet been determined:

Applicant	Amount Requested	Purpose
Derwentside MIND	£10,000	Mental Health Services
NE Horticultural Society	£6,000	Pot Leek Show (2018)
NE Horticultural Society	£392	Room Hire (Civic Hall)
Stanley Indoor Bowls	£20,000	Building Refurbishment
Joan Dodds	£3,000	Brass Band Competition
SHAID	£13,000	My House My Home

Applicant	Amount Requested	Purpose
Stanley FC U8s	£710	Strip/ Training Equipment

Committee is requested to **CONSIDER**

- (i) Proposals put forward by the working group in relation to changes to the policy; and
- (ii) **RECOMMENDATIONS** in respect of the funding applications received, in light of the proposed changes to the policy.

8 BUDGET SETTING - INITIAL DRAFT BUDGET

(ATTACHMENT I)	Tax Base Projection
(ATTACHMENT J)	Initial Draft Budget
(ATTACHMENT K)	Budget Setting Report

The Town Clerk has attached a report outlining the budget setting process. The Finance & Governance Committee has the lead responsibility for taking into account the wishes of the Full Council and Projects & Initiatives Committee and producing a balanced budget for the forthcoming financial year.

Committee is requested to **CONSIDER** the attached documents and **DECIDE** what to do. It is a statutory requirement that the Council approves a budget and issues a precept demand to the principal authority in January 2018. A timeline is provided in the table below. Committee should seek to use this initial phase to quickly strike out budgets they do not wish to make provision for next year and add in the budget headings for new initiatives for next year, with indicative costings, to be looked at in more detail through the process.

Timeline	Action Required
October (Committees)	Initial bids for projects for next year; decisions about currently funded projects to be discontinued in 18/19
October (Full Council)	Review and direction of RECOMMENDATIONS of Committees
November (Committees)	Second Draft presented to Committee for further work
November - Public	Public Consultation after second draft
December (Committees)	Third Draft Budget presented to Committees, RECOMMENDATIONS made to Full Council for January
January (Full Council)	Budget Approved and precept demand signed by Town Mayor

9 PUBLIC PARTICIPATION AT MEETINGS (ATTACHMENT L)

The Town Council's rules on public participation require review. At present, the Council's Standing Orders place no restriction or limitation on the matters that may be raised by members of the public, nor are the public required to give advance notice of matters which they intend to raise. This has led, in recent months, to the Public Participation section of the

Council meeting being used as a platform to discuss matters that are not pertinent to the business at hand or appropriate for discussion during a Council meeting.

A report is attached for consideration by members and changes to procedure **RECOMMENDED** to ensure that the public participation section are properly managed.

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

10 APPRENTICES (ATTACHMENT M)

Council took the decision at the Ordinary Council meeting held on 26th September 2017 (*Minute #118(b) of 2017/18 refers*) to **DELEGATE** authority to this Committee to take forward the matter of Apprentices. The decision of Council was for Committee to:

- (i) Evaluate the best provider for a business administration apprentice to be located in the Stanley Town Council back office team;
- (ii) Lead the recruitment process for an apprentice on this basis; and
- (iii) Give consideration to the viability of further apprentices in other parts of the organisation.

Details of the apprenticeship schemes run by Durham County Council and Gateshead Council are attached for information.

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

11 MEMBER MOTION

Cllr David Tully has tabled the following motion for discussion by Committee:

"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."

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

12 EXCLUSION OF PRESS AND PUBLIC*

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: Commercial Sensitivity; Privacy of staff

**Any recording of the proceedings must stop at this point.*

13 STAFFING MATTER (ATTACHMENT N)

An update report in respect of the staffing matter discussed at the September meeting is attached for consideration by the Committee.

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

14 FINANCIAL MATTER (ATTACHMENT O)

A decision is sought from Committee in respect of outstanding payments from a former hirer of the Civic Hall.

17 DATE, TIME AND VENUE OF NEXT MEETING

Finance and Governance Committee, 6.00pm, 15th November 2017

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.