MINUTES OF ORDINARY MEETING OF STANLEY TOWN COUNCIL HELD AT STANLEY CIVIC HALL, FRONT STREET, STANLEY, DH9 0NA TUESDAY 26th MAY 2015 FOLLOWING THE AGM (7.40PM)

PRESENT

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

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OFFICIALS

D. Shingleton – Acting Town Clerk
J. Harper – Community Development Manager
B. Hall – Community Services Officer
N. James – PA (Note Taker)

STC.15-15 **APOLOGIES**

None.

STC.16-15 **DECLARATION OF INTEREST**

Cllr Bell declared an interest as Chair of the Traders. Cllr Charlton declared an interest as a County Councillor

STC.17-15 **PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIRMAN**

None.

STC.18-15 **MINUTES**

It was proposed, seconded and **RESOLVED** that**:**
The minutes of Full Council on 28.04.15 be approved as a correct record, following an amendment from Cllr L Marshall on item 236-14.

It was proposed by Cllr R Harrison, seconded by Cllr B Nair and **RESOLVED** that**:**
The minutes of Crime and Community Safety on 08.04.15 be received.
The minutes of Communications and Events on 14.04.15 be received.
The minutes of Finance & General Purposes on 11.03.15 be received.

STC.19-15 **PUBLIC PARTICIPATION**

There were no questions from members of the public in attendance.

D. Shingleton noted a letter the Council had received from Mr Kevin Reay. The Acting Town Clerk responded to the letter and it was **RESOLVED** that he contact the County Councillors to gain their response.

STC.20-15 **COMMITTEES**

Crime & Community Safety Committee 06.05.15:
Cllr Bala Nair noted that there were no recommendations from the committee meeting for the Council to consider. He thanked the staffs that were involved in The Word for all their hard work, which meant it was a very successful event.

Communication & Events Committee 12.05.15:
Cllr McMahon noted that the only recommendation for the Council to approve was for £1100 to be granted to Craghead Leak Show. Members **AGREED** this as a one off payment.

Finance & General Purposes Committee 13.05.15:
Cllr D Marshall noted that the committee had no recommendations for the Council to approve. The Committee agreed that the following reports be approved: Internal Audit, Invoices for Payment and Bank Reconciliation, Civic Hall Income and Expenditure and Draft Final Accounts 2014-15.

Planning Committee 07.04.15:
Cllr Nixon informed the Council that the Committee were in discussions with Sustrans to see how local signage can be improved. Cllr Nixon also noted that the committee had been approached to take ownership of the war memorial at Annfield Plain. The Committee agreed to this in principle subject to a report on management, maintenance and financial implications. It was **RESOLVED** that this recommendation be approved.

STC.21-15 **MOTION**

Cllr D Walker & Cllr J Nicholson proposed the following motion:
"In order to improve the public image and the transparency of the Council – that all reports supporting agenda items be included on the STC website alongside the agendas and also be available at meetings in hard copy format for members of the public to see. This excludes any reports supporting agenda items in Part B of any meetings".

The Council **AGREED** that this motion be implemented once the new website is ready and a note be put on the website for the public to ask for copies of reports to be emailed to them.

STC.22-15 **CIVIC HALL**

The Acting Town Clerk presented a table of figures to the Council to consider in relation to fees and charges for Civic Hall Theatre Hire. It was proposed by Cllr David Marshall, seconded by Cllr Ron Harrison and **RESOLVED** that more information was needed to make an informed decision and that this information be provided to Finance and General Purposes Committee to scrutinise and make a recommendation to Full Council.

STC.23-15 **CORRESPONDENCE**

The Council were given further information regarding a request for funding from the Just for Women Centre. It was proposed by Cllr David Walker, seconded by Cllr Bala Nair and **RESOLVED** that the Just for Women Centre be asked to provide a copy of the groups constitution and a copy of their most recent accounts/financial statements so that the Finance and General Purposes Committee could consider the request further.

STC.24-15 **EXCLUSION OF PUBLIC AND PRESS**

It was **RESOLVED** that in accordance with Section 1 of the Public Bodies (Admissions to Meetings) Act 1960, as amended by Section 100 of the Local Government Act 1972, the Council excludes the press and public on the grounds of the confidential nature of the business to be transacted since publicity would be prejudicial to the public interest.

PART B

STC.25-15 **CIVIC HALL**

The Acting Town Clerk referred to his report re: spending to be finances from loan. The report covered issues such as health and safety, seating, kitchen, building works and other works. It was proposed by Cllr David Mills, seconded by Cllr Ron Harrison and **RESOLVED** that all works could go ahead, however the new seats for the Theatre have arm rests.

STC.26-15 **STAFFING ISSUES**

Civic Hall Staff - The Acting Town Clerk noted that Hazel is currently on the sick. He is meeting with her and her Trade Union rep on Thursday and will update Personnel committee on 2nd June.

Town Clerk – The Acting Town Clerk noted that Alan Shaw, the new Town Clerk, had received a telephone call from a 'John Smith' who had said that he is entering into a 'den of vipers'.

STC.27-15 **DATE, TIME AND VENUE OF NEXT MEETING**

Tuesday 23 June 2015, 6.30pm, Stanley Civic Hall

Item 4.3

STANLEY TOWN COUNCIL: CRIME & COMMUNITY SAFETY COMMITTEE

MINUTES OF MEETING

MEETING TIME: 18:30hrs; DATE: 06/05/15; VENUE: Stanley Civic Hall, Front Street, Stanley, DH9 0NA

PRESENT - CLLRS: B. Nair, C. Thompson, D. Walker, R. Ferris, C. Bell, A. Clegg & J. Nicholson.

APOLOGIES – CLLRS: J. Charlton & L. Elliott.

ABSENT – Cllr D. Mills.

OFFICIALS – J. Harper (Community Development Manager), B. Hall (Community Services Officer) & N. James (PA / Note Taker).

OTHERS IN ATTENDANCE – Cllr B Nixon & Sgt D Clarke.

MINUTE	SUBJECT:	NOTE/S:	ACTION/S:
CCS.130-14	**Item 1 - Apologies**	Apologies received from Councillors Charlton and Elliott were accepted by the Committee.	
CCS.131-14	**Item 2 - Declarations of Interest**	Cllr Bell declared her interest as Chair of the Traders.	
CCS.132-14	**Item 3 - Procedural and Appropriate Announcements from the Chairman**	None.	
CCS.133-14	**Item 4 - Minutes**	It was proposed by Cllr A Clegg, seconded by Cllr D Walker and **RESOLVED** that the minutes of the Committee meeting held on 8th April 2015, be approved as a correct record.	
CCS.134-14	**Item 5 - Public Participation**	**5.1** There were no members of the public present. **5.2** There were no written questions.	
CCS.135-14	**Item 6 – Ward Issues**	**Murray Park Grave Yard Swing –** Cllr Bell noted that the issue of having a swing in the grave yard was sorted. Cllr Bell brought up another issue that dogs were fouling in the grave yard.	

ittee approved 03.06.15

		James will look into the regulations of the grave yards in Stanley in relation to dogs.	**James**
CCS.136-14	**Item 7 – Current Initiatives**	**7.1 – Abused parking on the front street** – James noted his report to members. It was **AGREED** by all members that STC support the bollard system to be introduced by DCC to limit access to the front street. James is to request that STC get some recognition in any advertisement. **7.2 – Pink poo –** Brian noted that 48 cans of pink spray had been delivered to the Civic Hall. Cans have been distributed to the public along with an information gathering form which they will complete over a 2 week period. D Clarke also noted that the pink poo initiative seems to be a success so far. **7.3 – Rats on front street –** Brian noted that he had been speaking to DCC in relation to the rats. He is waiting on a meeting with Environmental Health to progress the issue. He will keep Cllr Nair and the committee updated.	**James**
CCS.137-14	**Item 8 – The Word**	James updated the committee on the Word. Everything is well underway and press releases will be going out via the police within the next few days. Sky TV and special guests will be at the event.	
CCS.138-14	**Item 9 – OTIS**	James noted that the first of 4 events will be held on Friday 8th May, this will be a street PACT in New Kyo to get residents involved. Post cards with information for residents will be posted next week. The survey for residents to complete is ready to be accessed on the council website or in paper copies at the May events.	
CCS.139.14	**ITEM 10 – Blooming Good Fun**	James noted that posters, leaflets and banners have been made and distributed to advertise the competition. Residents are already coming in for packs.	
CCS-140.14	**Date, time and venue of next meeting**	To be confirmed.	
	Notes taken by N. James	**Minutes agreed by;**	

cttee approved 03.06.15

		---------- (signed) ---------- (date)	

cttee approved 03.06.15

Item 4.4

STANLEY TOWN COUNCIL: COMMUNICATIONS & EVENTS COMMITTEE

MINUTES OF MEETING

MEETING: TIME: 18.30hrs; DATE: 12/05/15 VENUE: Stanley Civic Hall, Front Street, Stanley, DH9 0NA

PRESENT – CLLRS: D McMahon(Chair); C. Bell, D. Mills; D. Tully; A. Clegg, R. Harrison and J. Nicholson.

APOLOGIES – Councillors M. Wilkinson; L. Marshall and R. Ferris

OFFICIALS – D. Shingleton (Acting Town Clerk) and Brian Hall (Community Services Officer)

OTHERS IN ATTENDANCE – Cllr: W. Nixon.

MINUTE	SUBJECT	NOTE/S	ACTION/S
CEC.122-14	**Apologies**	Apologies received from Cllrs Wilkinson, Marshall, and Ferris were accepted by the Committee.	
CEC.123-14	**Declarations of Interest**	Councillor Bell declared membership of the traders association	
CEC.124-14	**Procedural and Appropriate Announcements from the Chairman**	None.	
CEC.124-14	**Minutes**	It was proposed by Councillor Bell, seconded by Councillor Clegg and **RESOLVED** that the minutes of the meeting held on 14th April 2015 be approved as a correct record.	
CEC.125-14	**Public Participation**	**5.1** There were no questions from any members of the public at the meeting. **5.2** There were no written questions from the public.	
CEC.126-14	**Item 6 – Events Working Groups**	**6.1** Music - an update was received from the working group outlining a series of events leading up to the Stanley music festival; including live music, film, proms in the park and karaoke. It was **RESOLVED** that the outline programme be agreed in principle and that the details be firmed up by the Group. **6.2** Fireworks – It was **RESOLVED** that the Fireworks Festival continue, but that tenders should be invited for the event, and that South Moor Rugby Club, Annfield Plain park and the Millennium Green, Craghead be considered as alternative sites. It was AGREED that the Acting Town Clerk investigate whether there were any restrictions on the use of these sites. **6.3** Christmas – Cllr Nicholson gave an update from the working group - a Christmas fayre had been booked at the Civic Hall on 6th December, reindeer, santa and other entertainment would be	

committee approved 09.06.15

		arranged. Activities on the Front Street possibly involving Lumiere, street performers etc. were being looked at. Christmas light options were being assessed by James Harper and there would be further reports at a later date. It was **RESOLVED** that the outline programme be agreed in principle, and that consideration should be given to tendering appropriate parts of the programme, and that progress be made on considering the requirement for lights throughout the area. **6.4** Activities – the group has yet to meet, but discussions have taken place with Sustrans regarding a cycling event and a meeting is to take place on a Golfing event. **6.5** Horticultural Show **-** it was **RESOLVED** that the Horticultural Show be supported this year.	
CEC.127-14	**Item 7 – Request for funding - Craghead Leak Show**	It was **RESOLVED** that £1,100 should be granted to the funding of the show as a one off payment.	
CEC.128-14	**Item 8 – Comedy night**	In the absence of Claire Howe it was AGREED to defer discussion until the next meeting.	
CEC.129-14	**Item 9 – Update on Councils New Website**	Mr Martin Cooper of Total Results presented an update on the new website. A discussion took place regarding pictures of local landmarks including churches and pubs, and suggestions were made to include hyper links to community groups etc. The Acting Town Clerk suggested that the Front page should be amended to include a "Latest News" section and that a "Where to Go in Stanley" section should be available, identifying local hotels, restaurants, pubs, parks etc identifying things to do and places to go to encourage people to visit the area. Work on the website is well advanced and it should be available for use very shortly. It was **RESOLVED** that the website looked good and agreed it should be looked after and kept updated.	
CEC.130-14	**Item 10 – Date, Time and Venue of Next Meeting**	Date and time of next meeting to be notified following the Annual General Meeting	
	Notes taken by B. Hall	**Minutes approved by:** **_____(Chair);**	

committee approved 09.06.15

		_ **(Date)**	

committee approved 09.06.15

STANLEY TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

MINUTES

MEETING: TIME: 18:30; DATE: 13/05/15; VENUE: Stanley Civic Hall, Front Street, Stanley, DH9 0NA

PRESENT: CLLRS: D. Marshall (Chair), D. Walker, D. Tully, D. Mills, A. Clegg and J. Nicholson.

APOLOGIES: CLLRS: B. Nair, R. Harrison, R. Ferris and C. Bell

ABSENT: CLLRS: T. Davinson

OFFICIALS: D. Shingleton (Acting Town Clerk) and G Fletcher (Internal Auditor)

OTHERS IN ATTENDANCE: Cllr B. Nixon.

MINUTE	SUBJECT:	NOTE/S	ACTION/S
FGP99-14	**ITEM 1 - Apologies**	Apologies received from Cllrs B. Nair, R. Harrison, R. Ferris and C. Bell were accepted by the Committee.	
FGP100-14	**ITEM 2 - Declarations of Interest**	Cllr D Marshall declared an interest in Graphic Print	
FGP101-14	**ITEM 3 - Procedural and Appropriate Announcements from the Chair**	None.	
FGP102-14	**ITEM 4 - Minutes**	It was **RESOLVED** that the minutes of the meeting held on 11th March 2015 be approved as a correct record. The Acting Town Clerk reported that an electrician had inspected the Hall and identified the three immersion heaters and the lack of thermostatic control of some radiators as a significant cost. He also identified the meter which recorded consumption of energy costs relating to the Hub. It was AGREED that the Acting Town Clerk would check meter readings on the latest energy bills. He would also check why Legionella inspections were needed.	

committee approved 16.06.15

FGP103-14	**ITEM 5 - Public Participation**	There were no public in attendance, and no written questions submitted before the meeting.	
FGP104-14	**ITEM 6 – Internal Audit Reports**	Consideration was given to two Internal Audit Reports on Budgetary Control and Main Accounting. In both cases a Substantial Assurance assessment was given. In respect of Budgetary Control, the Auditor recommended that a Medium Term Financial Plan be prepared; and in relation to Main Accounting, the recommendations were that separation of duties be improved and backups of financial information be done off site. It was **RESOLVED** that the reports be accepted and the recommendations noted. Mr. Fletcher was thanked for his reports.	
FGP.105-14	**ITEM 7 - Invoices for Payment and Bank Reconciliation**	The Acting Town Clerk talked members through his report. It was **RESOLVED** that: a) Members approve the payments schedules. b) Members note the total balances at the bank at the end of February 2015. c) Members note that the bank balances and Sage accounting figures both agree, indicating that all transactions are properly accounted for. d) The Acting Town Clerk produces a report on the cost of card machines at the Civic Hall in comparison with income received by that method. e) The Acting Town Clerk reviews the contract for mobile phones with a view to achieving savings.	
FGP.106-14	**ITEM 8 - Civic Hall Income and Expenditure**	The Acting Town Clerk noted his report on Income and Expenditure. The Chair noted that the Committee had not yet received reports on the financial performance of each event at the Civic Hall, a trading account for the bar or a report on the financial implications of bottled alcohol rather than draft. Discussion also took place on the cost of the Ticket Machine for the Civic Hall. It was noted that there were problems with the Coke It was **RESOLVED** that: a) Members note the situation with Income and Expenditure; b) The acting Town Clerk produces reports on the financial performance of events, a trading account for the bar and the situation regarding bottled v draft alcohol as soon As possible. c) The Acting Town Clerk includes in his report to Council on the use of the loan, details of the Ticket Machine.	

committee approved 16.06.15

FGP.107-14	**ITEM 9 – Draft Final Accounts 2014/2015 2015**	The Acting Town Clerk talked Members through his report on the Draft Final Accounts for 2014/2015 which was for information as Full Council is required to formally approve the accounts by 30 June. He referred to a likely underspending of £149,730 for the year after using earmarked reserves to fund Civic Hall costs and MIFs. This would increase unallocated reserves to £232,880. All known accruals and prepayments to date had been included. It was **RESOLVED** that Members note the estimated financial performance for the year and the financial position at 31 March 2015.	
FGP.108-14	**Date, Time and Venue of Next Meeting**	8th April 2015, 6:30pm, Stanley Civic Hall	
	Notes taken by D Shingleton	**Notes approved by:** **_ (Chair); _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ (Date)**	

committee approved 16.06.15

Item 4.6

STANLEY TOWN COUNCIL

PERSONNEL COMMITTEE

MINUTES

MEETING: TIME: 17:00; DATE: 04/12/2014; VENUE: 57 – 61 Lenin Terrace, Stanley, DH9 6LW

PRESENT – CLLRS: T Davinson (Chair); D. Walker; R. Harrison; C. Bell; W. Nixon; D. Mills; C. Thompson: B. Nair; A Clegg and J. Nicholson.

APOLOGIES – J Charlton

OFFICIALS: D. Shingleton (Acting Town Clerk)

MINUTE	SUBJECT:	NOTE/S	ACTION/S
PC.09-14	**Apologies**	Apologies were received from Councillor J Charlton.	
PC.10-14	**Declarations of Interest**	None.	
PC.11-14	**Procedural and Appropriate Announcements from the Chair**	None.	
PC.12-14	**Public Participation**	There were no public in attendance, and no written questions submitted before the meeting.	
PC.13-14	**Minutes of the meeting held on 19 June 2014**	It was **RESOLVED** that these be approved as a correct record.	
PC.14-14	**Exclusion of Public and Press**	It was **RESOLVED** that in accordance with Section 1 of the Public Bodies (Admissions to Meetings) Act 1960, as amended by Section 100 of the Local Government Act 1972, the Council excludes the press and public on the grounds of the confidential nature of the business to be transacted since publicity would be prejudicial to the public interest.	

committee approved 02.06.15

PC.15-14	**Civic Hall Staffing**	Consideration was given to a report from the Civic Hall Manager which was circulated at the meeting. Mrs Howe explained that her proposals were based on a review of the business needs of the Hall as, after six months in post, she felt strongly that the current structure was not working effectively. The increased bookings were resulting in some days requiring staff cover between 6am and midnight, and the pressure on the staff was becoming significant. Some weeks she had worked 80 hours. Following a remark by Councillor Mills during consideration of the Report, the Chair asked him to leave the meeting, which he did. After further discussion it was **RESOLVED** that: 1. The Committee agreed that is unacceptable for staff to be working excessive hours, as indicated by the Civic Hall Manager; 2. The structure proposed by the Civic Hall Manager be agreed in principle; 3. A full report, with the financial implications of the proposed structure, be submitted to the next Full Council meeting on 16 December.	
PC.16-14	**Town Clerk**	Consideration was given to a report from the Acting Town Clerk, who emphasised the point that the Council needs, by law, a "Proper Officer". After some detailed discussion it was **RESOLVED** that: 1. The post of full time Town Clerk be retained (a suggestion that the post be part-time was not supported); 2. The proposed Job Description be agreed; 3. The proposed Person Specification be agreed, including the essential requirement for applicants to be CiLCA qualified or working towards completion within one year of taking up the post; 4. The salary proposed in the Report be agreed, based on Scale LC3 (above the substantive range) i.e. points 48 to 51; 5. The proposed Job Advertisement be agreed; 6. The Acting Town Clerk be authorised to place the advertisement in appropriate publications in the Northern Region, and appropriate websites to obtain national coverage; 7. The recruitment process begins in the first week of January, with the advertisement placed by 9 January 2015, with a closing date of 30 January 2015;	

committee approved 02.06.15

		8. A training session on recruitment and associated issues such as equality, diversity etc be agreed for all Members; 9. A further meeting of the Personnel Committee be organised in January to consider and agree the interview format etc; and 10. The Chair and Vice-Chair of the Personnel Committee, the Chair and Vice-Chair of the Council and the Acting Town Clerk consider all applications with a view to selecting a shortlist for interview.	
PC.17-14	**Date, Time and Venue of Next Meeting**	It was **RESOLVED** that future meetings of the Committee be held quarterly on the first Thursday of the month, with the next meetings being 5 March, 4 June, 3 September and 3 December 2015. Other meetings will be held as and when required.	
		Minutes approved by: **_ (Chair); _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ (Date).**	

committee approved 02.06.15

Item 6.1

STANLEY TOWN COUNCIL: CRIME & COMMUNITY SAFETY COMMITTEE

MINUTES OF MEETING

MEETING TIME: 18:30hrs; DATE: 03/06/15; VENUE: Stanley Civic Hall, Front Street, Stanley, DH9 0NA

PRESENT - CLLRS: C. Bell (Chair), C. Thompson, R. Ferris, G. Graham & J. Nicholson.

APOLOGIES – CLLRS: D. Walker & B. Nixon.

ABSENT – CLLRS: J. Charlton & L. Elliott.

OFFICIALS – J. Harper (Community Development Manager), B. Hall (Community Services Officer) & N. James (PA / Note Taker).

OTHERS IN ATTENDANCE – Sgt D Clarke.

MINUTE	SUBJECT:	NOTE/S:	ACTION/S:
CCS.001-15	**Item 1 - Apologies**	Apologies received from Councillors Walker and Nixon were accepted by the Committee.	
CCS.002-15	**Item 2 - Declarations of Interest**	None.	
CCS.003-15	**Item 3 - Procedural and Appropriate Announcements from the Chairman**	The Chairman thanked the previous Committee and Cllr Bala Nair for all of his hard work and noted she looks forward to working with this new committee in the future.	
CCS.004-15	**Item 4 - Minutes**	It was proposed by Cllr C Thompson, seconded by Cllr J Nicholson and **RESOLVED** that the minutes of the Committee meeting held on 6th May 2015, be approved as a correct record.	
CCS.005-15	**Item 5 - Public Participation**	**5.1** There were no members of the public present. **5.2** James Harper noted that the Council had received a written request from St Thomas Church to have their grass cut. Following a discussion, it was **AGREED** that James should contact Durham County Councillors for the Stanley area and Steven Craig at DCC to see if it is something that they can do. The Council and the Groundwork team are not able to	**James**

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		provide an ongoing commitment at this time.	
CCS.006-15	**Item 6 – Ward Issues**	1 – Craft House – Cllr R Ferris noted some issues and concerns with the residents at Craft House. Sgt Clarke noted that this is a home for people with learning disabilities and vulnerable people which the police are aware of the issues. 2 – Liam Bell – Cllr G Graham proposed to the Committee that a local 16 yr old be awarded by the Council for his recent voluntary work and ambition. It was **AGREED** that Cllr Graham complete the relevant forms to put Liam forward for the Chairmans Medal. 3 – Bus Lane – Cllr C Bell noted that the issue with busses pulling out at the filter lane from the Bus Station is still ongoing. James will liaise with Christine and DCC to try and resolve the issue. 4 – Leadgate Open Cast – Cllr J Nicholson updated the committee that permission for Leadgate open cast had been given. 64 vehicles will go in and 64 vehicles will go out every day. The Committee will work with Planning to find out more information.	**James**
CCS.007-15	**Item 7 – Current Initiatives**	**7.1 – Pink poo –** Brian noted that this initiative had been a success and in a 3 week period, new dog waste was down by 59% in some cases. The Committee needs to decide if the initiative should be continued. Once all of the evaluation forms have been completed, a full update will be provided to the Committee. **7.2 – Rats on front street –** Brian noted that he is waiting to speak to Environmental Control. James suggested that the Committee invite Andy Denholm from DCC to see what DCC are doing in terms of pest control.	**Brian** **James**
CCS.008-15	**Item 8 – The Word**	James noted that he will have a full report for the next Committee meeting. The Word was a very successful event enjoyed by all who attended and took part. James will be meeting with Kerrin Smith next week for a debrief and to see where to take The Word in the future. The Word backed up the police initiative 'Respect Your Street'. Brian will work on feedback questionnaires which were given to Tanfield School and North Durham Academy. Cllr Nicholson thanked the team who put The Word together. It was a brave initiative to try and it worked. Cllr Nicholson requested the James send thank you'd to Amer and to Sgt Michael	

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		McGowan's bosses for their involvement and hard work. James noted that the girls involved might be receiving a Chief Super Commendation. It was **AGREED** that banners with pictures of The Word be made and put up outside the 2 schools with 'We Respect Our Streets' or some other catchy slogan.	**James / Brian**
CCS.009-15	**Item 9 – OTIS**	**9.1 Scanning Process Update** – James noted that the OTIS team are nearly finished the scanning process. There has been a good response to the surveys that they have handed out. 60 have been returned so far. Graphs to show trends will be brought to the next committee meeting. The OTIS team plan to use a Durham University Analyst to look independently at the data. OTIS will be meeting soon to look at the next stage, analysis, and the winner of the survey entries will be picked. **9.2 Councillor Membership** – James noted that Cllr Bala Nair used to sit on the OTIS team as STC Councillor representative as he was the Chair of the Crime committee. Cllr Colin Thompson used to sit on the team as he was Vice-Chair of the Crime committee. Cllr Christine Bell is happy for Colin to continue working on the OTIS team.	
CCS.010-15	**ITEM 10 – Blooming Good Fun**	James noted that adverts for the competition are out and we are just waiting for entries to be returned. The committee should think about who wants to sit on the judging panel.	
CCS.011-15	**ITEM 11 – Groundworks**	James noted he will provide a full report with recommendations on the objective and future works for Groundworks at the next committee meeting. He advised members to think about what work they want Groundworks to do. Ken should be invited to the next meeting to help members decide on the programme of works.	
CCS.012-15	**Extra Item – Sgt Dave Clarke Update**	Sgt Clarke provided the following updates: 1 – The Youth Café had its first trip away and it went very well. They are planning a paintballing trip	

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		at the weekend. Thanks to STC for the funding for the café. 2 – The police will be serving their first community protection notice to a 16 year old girl in the upcoming weeks. This means she will be banned from the front street. An update will be provided at the next committee meeting.	
CCS.013-15	**Date, time and venue of next meeting**	8th July 2015, 6:30pm, Stanley Civic Hall	
	Notes taken by N. James	**Minutes agreed by;** ---------- (signed) ---------- (date)	

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Item 6.2

STANLEY TOWN COUNCIL: COMMUNICATIONS & EVENTS COMMITTEE

MINUTES OF MEETING

MEETING: TIME: 18.30hrs; DATE: 09/06/15 VENUE: Stanley Civic Hall, Front Street, Stanley, DH9 0NA

PRESENT – CLLRS: D. Mills(Chair); M. Wilkinson, L. Marshall, C.Bell, D. Tully, R. Harrison, D. McMahon, J. Nicholson & B. Nixon.

OFFICIALS – D. Shingleton (Acting Town Clerk), James Harper (Community Development Manager), Nicola James (PA / Note Taker) & Claire Howe (Civic Hall Manager)

MINUTE	SUBJECT	NOTE/S	ACTION/S
CEC.001-15	**Apologies**	None.	
CEC.002-15	**Declarations of Interest**	Councillor Bell declared an interest as Chair of the Traders.	
CEC.003-15	**Procedural and Appropriate Announcements from the Chairman**	The Chairman thanked Cllr McMahon for his Chairmanship for 2014-15. He noted that the Committee need to focus more on communicating with the public.	
CEC.004-15	**Minutes**	It was proposed by Councillor Harrison, seconded by Councillor Bell and **RESOLVED** that the minutes of the meeting held on 12th May 2015 be approved as a correct record.	
CEC.005-15	**Public Participation**	**5.1** There were no questions from any members of the public at the meeting. **5.2** There were no written questions from the public.	
CEC.006-15	**Item 6 – Events Working Groups**	**6.1** **Music** – The Working Group noted that they have been working on a 2 week music festival to run at the end of August. This will consist of Karaoke at the Civic Hall, a 60's band night, Proms in the Park around the area. The WG requested extra funding from the 'Other Events' budget to cover anticipated costs. The committee were also asked to consider a request for funding from Stanley Events for £15,000 to part fund the Stanley Music Festival. It was **RESOLVED** that the WG be allocated an extra £10,000 from the 'Other Events' budget, making the total budget for Music £30,000. It was also **RESOLVED** that the request for funding from Stanley Events be agreed in principle, however 2014 costing figures should be requested and presented to Full Council on 23 June. **6.2** **Fireworks** – The Acting Town Clerk noted that he was still looking into the feasibility of using other sites. **6.3** **Christmas** – Claire updated the Committee on the Working Groups plans: Christmas Fayre	

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		£1400 including reindeers. OAP party £1000 +VAT. Chairmans Carol Concert £600. Letters to Santa £200. Santas Grotto (reduced costs to last year). Kids Party £600. Celebrity Light Switch on. Educational show for Kids £3600. James also noted that he will have a report re: Christmas Lights for the next committee meeting. Cllr Linda Marshall requested a breakdown of costs for 2014-15 Christmas Events from Claire. **6.4** **Activities** – No update.	**Claire**
CEC.007-15	**Item 7 – Cycling Festival**	This item was deferred.	
CEC.008-15	**Item 8 – Golf Trail**	James noted the report from Brian Hall re: the progress on the Golf Trail. It was noted that the members of the Activities Working Group meet to progress the Golf Trail.	
CEC.009-15	**Item 9 – Comedy Night**	Claire noted that a Comedy Night that was organized for September has been cancelled. Members agreed for Claire to book Justin Moorhouse for a show in Feb/Mar 2016. The fee is £800. STC will keep 20% of any ticket money received.	
CEC.010-15	**Item 10 – Moria Con**	Cllr D McMahon noted that the prep for the Moria Con was going well. There will be 30 stalls in the Civic Hall. Transformer cars will be there on the day, along with Daleks and Cos Players. He noted that the attendance numbers should be high, so there needs to be checks done with the numbers of people entering the Civic Hall.	
CEC.011-15	**Item 11 – Engaging with the Public**	The Acting Town Clerk noted that the website is progressing well and that himself and Nicola will meet with the web designer on 23 June, to hopefully finalise. The Acting Town Clerk noted that the Consultation should be picked back up in the next week or 2 and rolled out asap. The Chairman requested all members to email in ideas on how STC can better engage with the public. A few ideas from the meeting included: - Radio - Booklet / Magazine - Surgeries (pick times when other events are happening in the surgery location) - Send questionnaries to a handful of people in each Ward	

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		- Collect email addresses - 3 monthly forum - Advertise MIFs on the new website	
CEC.012-15	**Item 12 – Social Media**	The Chairman requested the members remain civil on social media and don't facilitate arguments. Any questions should be directed to STC staff.	
CEC.013-15	**Item 13 – Date, Time and Venue of Next Meeting**	14th July 2015, 6.30pm, Stanley Civic Hall	
	Notes taken by Nicola James	**Minutes approved by:** **_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _(Chair); _(Date)**	

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STANLEY TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

MINUTES

MEETING: TIME: 18:30; DATE: 16/06/15; VENUE: Stanley Civic Hall, Front Street, Stanley, DH9 0NA

PRESENT: CLLRS: D. Walker (Chair), D. Tully, D. Mills, D. Marshall, B. Nair, C. Bell, J. Nicholson & B. Nixon.

APOLOGIES: CLLR: R. Harrison.

OFFICIALS: D. Shingleton (Acting Town Clerk), N. James (PA to Town Clerk) and G Fletcher (Internal Auditor).

MINUTE	SUBJECT:	NOTE/S	ACTION/S
FGP.001-15	**ITEM 1 - Apologies**	Apologies received from Cllr R. Harrison were accepted by the Committee.	
FGP.002-15	**ITEM 2 - Declarations of Interest**	Cllr D Marshall declared an interest in Graphic Print.	
FGP.003-15	**ITEM 3 - Procedural and Appropriate Announcements from the Chair**	None.	
		Cllr David Marshall expressed his disappointment that this meeting had been deferred from the agreed date set at the AGM. He noted that the Vice-Chair should have stood in for the Chair.	
FGP.004-15	**ITEM 4 - Minutes**	It was **RESOLVED** that the minutes of the meeting held on 13th May 2015 be approved as a correct record. Cllr David Marshall noted that information relating to the cost of bottle v draft alcohol should have been made available for tonight's meeting as this should not be a long task. The Chairman noted that he had provided Claire with a spreadsheet to use to judge the profitability of each event. The Acting Town Clerk noted that a free energy audit will be carried out on 10th July where the Council will be provided with advice on savings.	

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FGP.005-15	**ITEM 5 - Public Participation**	There were no public in attendance, and no written questions submitted before the meeting.	
FGP.006-15	**ITEM 6 – Just for Women – Financial Details**	Members discussed the information provided by the Just for Women Centre and their application for £5,000. It was **RESOLVED** that the funding not be supplied to the JFWC. The Council should ask the JFWC for more up to date accounts, and that they could meet with the Council if they wish. Nicola to liaise with the Chair to contact the JFWC.	
FGP.007-15	**ITEM 7 – Internal Audit Reports**	The Councils Internal Auditor, Gordon Fletcher, outlined the findings in his reports. It was **RESOLVED** that members agreed to note the following reports and any recommendations in these reports: Internal Audit Plan of Work for 2015/16, Annual Report 2014/15, Payroll Audit, Creditors (Accounts Payable).	
FGP.008-15	**ITEM 8 – Invoices for Payment and Bank Reconciliation**	The Acting Town Clerk presented his report on Invoices for Payment and Bank Reconciliation. It was **RESOLVED** that members noted the total bank balances at the end of May 2015 and that the bank balances and Sage figures both agree.	
FGP.009-15	**ITEM 9 – Civic Hall Income and Expenditure**	The Acting Town Clerk presented his report on Civic Hall Income and Expenditure. It was **RESOLVED** that members noted the situation.	
FGP.010-15	**ITEM 10 – Banking Arrangements**	The Acting Town Clerk presented his report on Banking Arrangements. It was **RESOLVED** that members approve the continuation with Barclays as the Council's bankers, but authorise the Finance Manager, once in post, to consider tendering exercise, and support the decision to authorise all members to sign cheques and schedules of payments by automatic means.	
FGP.011-15	**ITEM 11 – Subscriptions to Outside Organisations**	The Acting Town Clerk noted his report on Outside Organisations. Following a discussion and a vote it was **RESOLVED** that the committee recommends Council continue to subscribe to NALC and CDALC but not to NEREO. The Acting Town Clerk will look elsewhere for support.	
FGP.012-15	**ITEM 12 – Final Accounts 2014-15**	The Acting Town Clerk presented his report on Final Accounts 2014-15 for information to the Committee. It was **RESOLVED** that the committee notes the situation as reported.	
FGP.013-15	**ITEM 13 – Budgetary Control to 31 May 2015**	The Acting town Clerk presented his report on Budgetary Control to 31 May 2015. It was **RESOLVED** that members noted the budget position for the current year and the projected actual figures for the full year to March 2016.	

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		Members suggested possibly increasing the training budget for the year.	
FGP.014-15	**ITEM 14 - Date, Time and Venue of Next Meeting**	15th July 2015, 6:30pm, Stanley Civic Hall	
	Notes taken by N James	**Notes approved by:** **_ (Chair); _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ (Date)**	

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Item 6.4

STANLEY TOWN COUNCIL

PERSONNEL COMMITTEE

MINUTES

MEETING: TIME: 18.30; DATE: 02.06.2015; VENUE: Stanley Civic Hall, Front Street, Stanley, DH9 0NA

PRESENT – CLLRS: R. Harrison (Chair); D. Walker; D. Mills; A. Clegg; C. Bell; M. Wilkinson; B. Nair; G. Graham; J. Nicholson.

APOLOGIES – CLLRS: L. Marshall & B. Nixon

ABSENT – CLLR R. Ferris

OFFICIALS: D. Shingleton (Acting Town Clerk) & N. James (PA to the Clerk & note Taker)

OTHERS IN ATTENDANCE: CLLRS: D. McMahon & J. Charlton

MINUTE	SUBJECT:	NOTE/S	ACTION/S
PC.01-15	**Apologies**	Apologies received from Cllrs L. Marshall & B. Nixon were accepted by the Committee.	
PC.02-15	**Declarations of Interest**	None.	
PC.03-15	**Procedural and Appropriate Announcements from the Chair**	The Chair asked members to raise their hand to speak and not to interrupt.	
PC.04-15	**Public Participation**	There were no public in attendance, and no written questions submitted before the meeting.	
PC.05-15	**Minutes of the meeting held on 4 Dec 2014**	It was **RESOLVED** that these be approved as a correct record.	
PC.06-15	**Exclusion of Public and Press**	It was **RESOLVED** that in accordance with Section 1 of the Public Bodies (Admissions to Meetings) Act 1960, as amended by Section 100 of the Local Government Act 1972, the Council excludes the press and public on the grounds of the confidential nature of the	

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		business to be transacted since publicity would be prejudicial to the public interest.	
PC.07-15	**Staffing Establishment**	The Committee discussed the report from the Acting Town Clerk. Key issues from the discussion included: - A policy for employing casuals should be created. Friends of Staff or Members should note be employed by the Council. - Members need a system to be informed of the casual staff employed at the Civic Hall. - Badges should be worn by casual staff. - Access control should be looked into for the Civic Hall. It was **RESOLVED** that Members agree the staffing establishment report from the Acting Town Clerk, subject to details on the vacancies of the Finance Manager post being amended.	
PC.08-15	**Contracts of Employment**	The Committee discussed the report from the Acting Town Clerk. Key issues from the discussion included: - Contracts for Civic Hall staff (hospitality) should be Mon –Sun not Mon-Fri. - It was **AGREED** that opening times for the public to contact the Council should be Mon-Thur 9.30-4.30, Fri 9.30-4. It was **RESOLVED** that Members agree the contracts of employment report from the Acting Town Clerk.	
PC.09-15	**Staff Handbook**	The Committee discussed the report from the Acting Town Clerk. It was **RESOLVED** that the Acting Town Clerk look into the policies and documents we have and see what we need for the staff handbook.	
PC.10-15	**Training Requirements**	It was **RESOLVED** that Members agreed the recommendations for staff and member training and that the Acting Town Clerk arrange the training. Members also wished for First Aid to be added to the list of required training.	
PC.11-15	**Current Staff Issues**	The Acting Town Clerk noted the following updates to the Committee: - The new Town Clerk, Alan Shaw, starts on Monday 13th July. - Hazel Herring has a sick note in until the end of June. Hazel has been written to, and was asked to meet with Claire to discuss the disciplinary report that Claire had drafted. Hazel refused to meet with Claire because she feels she is part of the problem. Hazel has also submitted a grievance against Cllr Clegg for	

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		discussing her sickness with staff at Stanley Indoor Bowls. When the new structure was discussed, Hazel expressed an interest in a redundancy package. Derek met with Hazel and her union rep, and Hazel said that she will consider a redundancy package if the Council offers the statutory minimum £10,100, however Hazel believes that under her TUPE conditions she will be entitled to an extra 1.5% to make the package £15,000. An option is to sign a compromise agreement and drop the grievance and disciplinary. The Council could come to a financial settlement based on a redundancy package for Hazel. - Members **AGREED** to give the Acting Town Clerk authority to compromise. - The Acting Town Clerk will check Hazel's TUPE conditions re: the 1.5% increase.	
PC.12-15	**Date, Time and Venue of Next Meeting**	To be confirmed	
	Notes taken by Nicola James (PA to the Clerk)	**Minutes approved by:** **_ (Chair); _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ (Date).**	

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ITEM 9

STANLEY TOWN COUNCIL

To: **Full Council**

Date: **23rd June 2015**

From: **D Shingleton, Acting Town Clerk**

Subject: **ANNUAL ACCOUNTS 2014/2015**

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1. INTRODUCTION

1.1 The Accounts and Audit Regulations 2011 require Councils to use "best endeavours" to have their accounts approved by Members "for submission to the external auditor" by no later than 30 June each year. The Council's auditors are BDO LLP, based in Southampton.

1.3 I submitted a first draft report on the Council's financial performance in 2014/2015 to the Finance and General Purposes Committee on 13 May 2015. The purpose of this report is to obtain formal approval by Members for the annual accounts in the form of the Annual Return. I have included a summary of the financial performance for the year for information, without repeating the detail.

2. FINANCIAL PERFORMANCE 2014/2015

2.1 A summary of the financial performance of the Council for the year 2014/2015 is given in the table below.

Services	Budget 2014/2015	Actual to 31 March 2015	Variance from Budget
	£	£	£
Staffing	175,000	85,265	-89,735
Democracy	7,400	3,794	-3,606
Office Accommodation	14,130	12,332	-1,798
Administration	33,920	27,846	-6,074
Publicity	23,250	6,698	-16,552
Services	292,980	312,109	19,129
Projects & Initiatives	114,610	93,054	-21,556
Events	106,150	71,583	-34,567
Civic Hall	100,000	160,555	60,555
NET EXPENDITURE	867,440	773,236	-94,204
Funded By:			
Precept	614,450	614,450	0
LCTRS Grant	152,990	152,990	0

TOTAL FUNDING	767,440	767,440	0
Required from Reserves	100,000	5,796	-94,204

2.2 The Council set a budget of £867,440 for the year ended 31st March 2015. This was to be funded by a Precept of £614,450 on Durham County Council, a grant of £152,990 from Durham County Council in respect of the new Local Council Tax Reduction Scheme (LCTRS) and £100,000 from Reserves to support the Civic Hall. The above table shows that actual net expenditure for the year was £773,236, representing an over-spending on the budget of £5,796. However, this disguises the fact that Earmarked Reserves were used to support expenditure in relation to MIFS and the Civic Hall so that, although total Reserves fell by £5,796, unallocated reserves have increased by £152,919.

2.3 The final year-end position is slightly better, by £3,189, than the situation I reported to the Finance and General Purposes Committee in May as a result of actual figures being available rather than some estimates which I used earlier.

3. FINANCIAL POSITION AT 31 MARCH 2015

3.1 Taking into account the above financial performance for the year 2014/2015, the financial position regarding Reserves at 31 March 2015 is shown in the table below:

Reserves as at 31st March 2015

General Reserve	£236,069
Earmarked Reserves - Regeneration:	£225,000
Total Reserves	£461,069

3.2 This figure is reconciled to the figure on the Annual Return as follows:

Reserves as shown above	£461,069
Add:	
PWLB Loan	£200,000
Less:	
Fixed Assets	£56,783
Stock	£3,400
Reserves per Annual Return	£600,886

3.3 The overall financial position of the Council at that date is shown in the Balance Sheet below:

BALANCE SHEET AS AT 31 MARCH 2015

	£	£	£
Fixed Assets			
Plant, Machinery, Equipment		£56,784	
Current Assets			
Debtors (VAT)	£3,596		
Payments in Advance	£2,616		
Bar Stock	£3,400		
Cash in Hand and at Bank	£721,326	£730,938	
Long Term Liabilities			
Loan		(£200,000)	
Current Liabilities			
Accruals		(£126,653)	
Current Assets less Current Liabilities			£461,069
Reserves			£461,069

4. ACCOUNTS 2014/2015

Annual Return

4.1 As I have mentioned, the accounts for 2014/2015 have been prepared in the form of the Annual Return. A copy is attached as Appendix 1. Under the Accounts and Audit Regulations 2011 the Return must be approved by a meeting of the Full Council by no later than 30 June.

4.2 The Return comprises a six page document, made up as follows:

Section 1 (Page 2) – **Statement of Accounts** – this summarises income (boxes 2 and 3) and expenditure (boxes 4, 5 and 6) for the year, and the previous year, into several categories. It shows information on balances brought forward (box 1) and carried forward (box 7), cash & short term investments (box 8), total fixed & long term assets (box 9) and total outstanding borrowings (box 10). It must be formally approved by the full Council, signed by the Town Clerk and the Chair of the Council meeting where it was approved, with the date and minute reference of the meeting approving the accounts.

Section 2 (Page 3) – **Annual Governance Statement** – this comprises a series of questions on governance which have to be answered indicating whether the actions have been completed and, if not, an explanation of why not is required. It is my view that we can answer “yes” to all of the questions.

Section 3 (Page 4) – **External Auditor's Certificate and Opinion** – this is completed by our external auditors, BDO, once their audit is completed. It is required to be done by 30 September.

Section 4 (Page 5) – **Annual Internal Audit Report** – the Council's internal auditor must complete this section confirming a number of statements covering preparation of the accounts, maintenance of proper records, the assessment of risks, etc. Our auditor, Gordon Fletcher, will have completed this Section of the Return based on the work he has done during the year.

External Audit Process

4.3 The annual external audit process began with our external auditors, BDO, formally notifying us of the date on or after which interested parties and local electors for the area to which the annual return relates can exercise their rights under the Accounts and Audit Regulations 2011 to question or raise issues with the auditor. BDO have appointed 29 June 2015 as this date. We are required to provide electors with the opportunity to inspect the accounts and other documents before the audit, and this must be advertised by means of a notice prior to the availability period. This year, the Annual Return must be approved by the full Council at its meeting on 23 June 2015 for submission to the auditors by no later than 28 June.

4.4 The notice of appointment of the date for the exercise of electors' rights must be displayed for 14 days leading up to the date when the inspection period starts. In order to comply with the requirements the notice was displayed from Monday 18 May 2015 to Sunday 31 May 2015. It was displayed on the Council's website and on the outside notice boards.

4.5 The accounts and other documents must then be made available for 20 working days leading up to the appointed audit day. This means that members of the public may inspect the accounts etc at the offices between Monday 1 June 2015 and Friday, 26 June 2015 inclusive. I have indicated that access be limited to between the hours of 9.30am and 4.00pm on each of those days. The Council is allowed to make a charge for any copies of documents requested by anyone inspecting the accounts and I would suggest that a charge of 10p per sheet be applied to reflect the fact that there may be some staff time involved in accessing information requested. The normal charge for copying is 2p per sheet.

5. CONCLUSIONS AND RECOMMENDATIONS

5.1 I would RECOMMEND that Members:

a) Approve the content of Section 1 of the Annual Return and authorise the Acting Town Clerk (as Responsible Financial Officer) and the Chair of the meeting to sign the appropriate boxes, and specifically record this approval in the minutes of the meeting;

b) Approve Section 2 of the Annual Return, note the response given in each box and authorise the Acting Town Clerk and the Chair of the meeting to sign the

appropriate boxes, and specifically record this approval in the minutes of the meeting; and

c) Note Section 4 of the Annual Return and the responses given by the Internal Auditor.

Derek Shingleton
Acting Town Clerk

APPENDIX 1

MEMBER'S INITIATIVE FUND

Application Form 2015 – 2016

1.	**COUNCILLOR/S (providing funding):**
2.	**PROJECT NAME:**
3.	**TOTAL COST OF PROJECT: £**
3.1	**AMOUNT REQUESTED (from STC): £**
4.	**APPLICANTS DETAILS:** Delivery Organisation: _____ Project Manager / Monitoring Officer: _____ Position Held in Organisation: _____ Telephone Number: _____ Address: _____ _____ Email Address: _____ Bank Sort Code: _____ Bank Account Number: _____
5.	**BRIEF PROJECT DESCRIPTION, ITS OBJECTIVES / EXPECTED OUTCOMES & STC WARDS TO BENEFIT FROM THE PROJECT:**

(11.06.15)

6.	**ELEMENTS OF THE PROJECT AND A BREAKDOWN OF THE COSTS:**	
		£
		£
		£
		£
		£
		£

6.1	**PLEASE ATTACH A QUOTE / EVIDENCE OF COSTINGS TO THIS APPLICATION** *(i.e. letter headed quote or price list from reputable supplier)* Done ☐

7.	**DETAILS OF ANY FINANCIAL ASSISTANCE THAT HAS BEEN SOUGHT / OBTAINED FROM OTHER BODIES:**		
7.1	**NAME OF ORGANISATION**	**AMOUNT £**	**CONFIRMED IN WRITING? YES / NO**

8.	**HAS THIS ORGANISATION PREVIOUSLY APPLIED TO STC FOR FUNDING?** Yes ☐ No ☐ **PLEASE PROVIDE DETAILS BELOW:**

9.	**ELECTED MEMBER'S DECLARATION:**
9.1	Member's involvement with the project *(if any)*:
9.2	Member's declaration of interest *(if any)*:
9.3	Is the interest referred to on the latest registration of your interests (ROI) form? Yes ☐ No ☐

10.	**Signed (Councillor/s)**	**Date**
11.	**Approved by (RFO)**	**Date**
12.	**Approved by (Chair of STC)**	**Date**

1. Conditions of funding

1) Simplified Terms and Conditions:

a) Your application sets out full details of the estimated eligible costs. Funding will only be payable in respect of money spent on the approved project. Any money spent prior to the date of any Funding Offer may be ineligible. The funding must be spent within 6 months of receipt of the funding.

b) Any significant change to the project as described in the application must be agreed in advance by the Responsible Finance Officer.

c) Stanley Town Council reserves the right to vary the amount of funding payable where there have been such changes.

d) Stanley Town Council reserves the right to reduce the amount of funding if the total amount spent on the project is less than the estimated total in the Funding Offer.

e) A monitoring report must be submitted within 6 months of the date of receipt of funding. The monitoring form will be sent to you with payment, and it is designed to collect financial and non-financial details to enable progress to be monitored.

2) Eligible Project Costs:

a) The delivery organisation agrees that the funding must be used on the Project and must not be used for:
   i. Payment for unfair dismissal or redundancy to staff.
   ii. Expenditure on activities of a political or exclusively religious nature.
   iii. Expenditure supported from other sources (for example: the total cost of the Project must not be less than the total of ALL Grants, Offers of Funding etc towards its cost).
   iv. Expenditure on works or activities which any other person or organisation has a statutory duty to undertake.
   v. Recoverable VAT.
   vi. Any liability arising out of negligence.

b) The delivery organisation should contact the RFO at Stanley Town Council (01207 299 109) if there is any doubt as to whether a particular cost is eligible to be paid out of the funding.

3) Breach of Conditions and Recovery:

a) Stanley Town Council may also reduce, suspend or withhold funding or require all or part of the funding to be repaid, if it is believed that:
   i. The funding has not been used for the purposes for which it was given.
   ii. The application form was completed dishonestly or the supporting documents gave false or misleading information.
   iii. Insufficient measures are being taken to investigate and resolve any reported irregularity.
   iv. There are reasonable grounds to believe that it is necessary to protect public money.
   v. There are any other reasons why continuing to fund the Project would be undesirable.

4) Maintaining Records:

a. The delivery organisation must keep accurate records of activities and outcomes achieved by the project.

b. These must be available for inspection at any reasonable time by Stanley Town Council.

c. Up to date accounts must be kept with all invoices, receipts and other relevant documents relating to a claim for payment, such that a clear audit trail can be followed. These must be made available for inspection at any reasonable time.

d. All receipts for spend must be copied and returned with the claim and monitoring forms when requested; (please only supply copies, not the original receipts).

5) Publicity:

a. The delivery organisation must ensure that appropriate publicity is given to the approved project wherever practicable by:
   i. Drawing attention to the benefits and opportunities afforded by the scheme.
   ii. Appropriate reference to the Stanley Town Council funding should be included on any related literature and publicity associated with the project e.g. annual report, posters etc. (with evidence provided to STC).
   iii. Digital photographs shall be provided (and other audio/visual material if applicable) for use in future Town Council publications such as Town Council News and/or the website etc.

6) Other Matters:

a. The delivery organisation should ensure that it and anyone acting on its behalf complies with the law for the time being in force in the United Kingdom and in particular:
   i. Takes all necessary steps to secure health, safety and welfare of all persons involved in the project.
   ii. Does not unlawfully discriminate against any person on the grounds of sex, disability, race, age or faith.

b. The delivery organisation should ensure that the project has the necessary authority (legislative or otherwise) for the activity proposed.

7) Insurance:

a. The delivery organisation will maintain adequate appropriate insurance at all times.

b. The delivery organisation must keep any assets acquired by the funding in good repair and must make sure that it has adequate insurance for all of them.

8) Financial Arrangements:

a) The delivery organisation should have a bank account in its own name, or obtain written agreement from STC to use another organisation as an 'accountable body'. Appropriate arrangements should be in place for the management and administration for this account.

b) The delivery organisation may be required to provide Stanley Town Council with details of all income or profit received in respect of the project.

c) The delivery organisation must seek advice from the Responsible Finance Officer (01207 299 109) if financial problems appear likely or are actually experienced.

d) When purchasing equipment and supplies, services etc. the delivery organisation should ensure that it is able to obtain value for money.

2. Acceptance of Funding Award / Offer of Financial Support:

a) Any queries regarding this offer letter should be referred to the Town Council's Responsible Finance Officer.

b) Please sign below to show that you have read and understood the Conditions of Funding above

Name _____ Signature _____

c) Please specify to whom the cheque/s should be made payable

_____

d) A copy of these Conditions will be sent to you with your cheque

ITEM 10

STANLEY TOWN COUNCIL

To: **Full Council**

Date: **23rd June 2015**

From: **N James, PA to the Town Clerk**

Subject: **MEMBER INITIATIVE FUND**

INTRODUCTION

Following a review of 2013-14 and 2014-15 MIFs, carried out by Cllr David Mills, it was suggested that the 'Offer Letter' step of the Member Initiative Fund procedure be amended.

CURRENT PROCEDURE

Currently, MIF forms are handed into the office. Once signed and processed, the delivery organisation is sent an offer letter. This offer letter outlines the terms and conditions of funding and the delivery organisation then signs and returns the acceptance page to show they agree to the terms and conditions of funding.

Once the acceptance form is received in the office, the Clerk produces a cheque for the funding amount, which is then sent to the delivery organisation.

NEW PROCEDURE

Cllr Mills recommended that the delivery organisation signs to accept the terms and conditions of funding when they complete the application form.

I have therefore added the terms and conditions of funding to the back of the MIF form, which means the delivery organisation can apply for funding and sign to accept the terms and conditions at the same time.

The new MIF application form will come into the office, completed with the details of the request for funding, along with a signature to accept the terms and conditions. Once reviewed, the Clerk will then issue the cheque, and a copy of the signed terms and conditions will be sent with the cheque to the delivery organisation.

RECOMMENDATIONS

I recommend that members approve the attached reviewed MIF application form (Appendix 1) & procedure (Appendix 2).

Nicola James
PA to the Town Clerk

ITEM 11

STANLEY TOWN COUNCIL

To: **Full Council**

Date: **23rd June 2015**

From: **D Shingleton, Acting Town Clerk**
C Howe, Civic Hall Manager

Subject: **COFFEE SHOP**

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1. Work has begun on preparing to open a Coffee Shop in the Civic Hall, which has long been planned. A new floor has been laid in the Gallery and work is being undertaken in the kitchens. Some operational issues need resolving in order to proceed with the development. We would point out that these are initial proposals designed to get the Coffee Shop up and running. Experience may show that variations are needed.

Name

2. We would like to agree a name for the Coffee Shop to separately identify it from the Civic Hall. Some discussion took place over a name at the Management Board last week but, not surprisingly perhaps, there was no agreement. It was agreed that Members of the Board submit their preferences for a name but nothing has been received. Although the name is important, I would not like to think too much time was taken at the meeting considering various options for names. We would like to propose that it be known as the Little Gallery Coffee Shop. The inclusion of "Little" in the name recognises the contribution Derek Little made to the creation of the Town Council.

Opening Hours

3. We are proposing that the Coffee Shop should be open from 8am until 3pm Monday to Friday; 8am until 1pm Saturday and closed Sunday.

Staffing

4. We are proposing two permanent employees working 32.5 hours per week, with one designated as a Team Leader, and one casual employee used as and when required. The rates of pay suggested are £7.50 per hour for the Team Leader and £7.00 for the other employee. This would equate to £243.75 and £227.50 per week respectively. The casual employee would be paid £6.50 per hour. We would request approval to begin the recruitment process for these employees.

Capacity

5. We consider that the maximum number of covers would be 40 taking into account usage of the bar area.

Staff and Member Discount

6. We are proposing that a staff and member discount of 10% be applied to the charges. This discount would apply only to staff and members themselves and not any other people accompanying the employee or member.

Menu

7. Initially we propose that the items sold include baked potatoes, paninis & toasties, sandwiches, soup, teacakes & scones, cakes and a variety of drinks including teas, coffees, hot chocolate and soft drinks. We are proposing that, having obtained information from other organisations on the pricing of similar items, the Civic Hall Manager decides on an appropriate pricing structure.

Financial Projection

8. It is extremely difficult, though not impossible, to estimate a financial projection at this stage. We have not had time to work together to produce this but, once a pricing structure has been approved, we will make an attempt at this for the next meeting and before the Coffee Shop opens. However, we are convinced that the mark-up on the sale of teas, coffees and other items is such that a profit will be generated for the Council even after running costs and overheads are taken into account.

Opening Date

9. Taking into account the work to be done to the kitchen, summer holidays and the recruitment and training of new staff we are proposing an opening date of Wednesday, 2 September 2015. Consideration is being given to having a day on which special guests are invited to the Coffee Shop free of charge to serve both as a trial run and as a publicity opportunity. Other appropriate publicity will be considered to promote the launch.

10. We RECOMMEND that Members agree that:

    a) The Coffee Shop be known as the Little Gallery Coffee Shop;
    b) The opening hours be 8am to 3pm Monday to Friday; 8am to 1pm Saturday and closed Sunday;
    c) The staffing structure be two permanent Catering Assistants working 32.5 hours per week; one of which is designated as Team Leader, and one casual employee working as required.
    d) The pay be £7.50 per hour for the Team Leader, £7.00 per hour for the second permanent employee and £6.50 per hour for the casual employee;
    e) A 10% staff and member discount be applied;
    f) A financial projection be prepared and submitted to an appropriate meeting;
    g) A target opening day be Wednesday, 2 September 2015;
    h) A open day be held prior to the official opening at which special guests are invited to sample the menu free of charge;
    i) The Civic Hall Manager be given the authority to amend arrangements in the light of experience, subject to reporting back to Members.

Derek Shingleton
Acting Town Clerk

Claire Howe
Civic Hall Manager