

583 MINUTES OF COMMITTEE MEETINGS

It was **RESOLVED** that the minutes of the Comms and Events Committee meeting held on 8th March and the minutes of the Finance Committee meeting held on 9th March 2016 be **RECEIVED** by Council.

584 RECOMMENDATIONS OF COMMITTEE MEETINGS**(a) FINANCE**

It was **RESOLVED** that Council would adopt the **RECOMMENDATIONS** of the Finance Committee:

- (i) the Council's external audit arrangements for the year 2017/2018 onwards be secured through SAAAL,
- (ii) the 30-day period for public inspection of the accounts will begin on Monday, 13 June 2016 and end on Friday, 22 July 2016.

585 CORRESPONDENCE**Letter from Lieutenancy of Durham**

Members **NOTED** the thanks from the Lord Lieutenant's Office for the invitation to the launch of the Mini Police.

Letter from Mike Barton, Chief Constable

Members **NOTED** the letter and report of the Inspectorate of Constabulary from CDALC.

586 POLICE JOINT SURGERIES

This item was deferred.

587 COMMUNITY SPEEDWATCH

Alison Cousins gave a presentation to members about the new community speed watch initiative. She advised that information collected from the speed indication device was sent to police HQ and the intelligence used to deploy speed cameras in hotspots. Members can request that speed watch is deployed in certain areas by contacting their local PACT meeting or police station, or via Town Council staff who will forward the request.

588 REPORT OF THE TOWN CLERK**CiLCA**

The Clerk advised members that he had enrolled himself and the Community Development Manager onto CiLCA which will commence in May.

Annual Parish Meeting / Annual Report

The Clerk noted that he was preparing an annual report to be circulated in advance of the Annual Parish Meeting. The report will include details of events and activities, events productions and users of the Civic Hall, financial information, MIF information and Member's attendance records.

Asset Transfer

The Clerk noted that following his meeting with DCC on 21st March, he will wait for more information from DCC, pull together an expression of interest and a business case.

Winter Maintenance

Officers will work up a more detailed proposal for consideration by members at a future meeting in relation to Winter Maintenance.

Blooming Good Fun / Stanley in Bloom

The Clerk noted that the Blooming Good Fun competition was launched on the 16th March and that DCC's Stanley in Bloom was held today at the Civic Hall.

589 COMMUNITY CONSULTATION

The Clerk noted that the first stage of the consultation was completed at the end of February. Detailed issues and options will be put to the Comms and Events committee in April. Cllr D Marshall requested that options include expected expenditure. Members **NOTED** the update.

590 STANLEY ARMS

The Clerk noted that to secure the transfer of the arms to STC, a letter would need to be obtained from DCC or the Lord Lieutenant and that there would be a fee of £3350. It was proposed by Cllr D Marshall, seconded by Cllr A Clegg and **RESOLVED** that the Clerk go ahead to secure the transfer of the arms to STC.

591 REVIEW OF INTERNAL CONTROL

The Finance Manager presented his report and risk register to members. Members **NOTED** the contents of the report in terms of the review of internal audit and internal control.

It was **RESOLVED** that members support the principle of ensuring that effective risk management take place within STC. Members further resolved to **APPROVE** the actions in columns 7, 8 and 9 of the risk register.

592 LIVING WAGE

Members **NOTED** the financial impact of the National Living Wage and authorised the Town Clerk to make any necessary adjustments to salaries budgets required to implement this change.

593 **GROUNDWORKS SERVICE LEVEL AGREEMENT**

Members considered the report from the Town Clerk in relation to the Groundwork SLA. It was proposed by Cllr D Mills, seconded by Cllr M Wilkinson and **RESOLVED** that the Council:

- (i) **NOTE** the contents of the report, in particular the requirements for procurement of contracts under the Regulations to the value of the budget allocation for the Environmental Caretaker Project.
- (ii) **AUTHORISE** the Town Clerk to develop a specification for the provision of the Environmental Caretaker Scheme going forward, which can be taken forward to an open tender process following Council approval.
- (iii) **AUTHORISE** the Town Clerk to continue the current arrangement whilst the specification is being developed and tendered.

594 **RECRUITMENT OF COFFEE SHOP STAFF**

It was proposed by Cllr L Marshall, seconded by Cllr D Mills and **RESOLVED** that where Council has granted authority to recruit to a vacant post, there is a standing **DELEGATION OF AUTHORITY** to the Town Clerk to:

- (i) Arrange for the interviews of staff who are graded below the Town Clerk or Civic Hall Manager to be conducted by officers *without the requirement for a member panel*; and
- (ii) Staff who are not required to be interviewed by a member panel may be appointed by the Town Clerk, without requiring separate authorisation from Council; and
- (iii) That the constitution be amended accordingly.

595 **EXCLUSION OF PRESS AND PUBLIC**

*Members recording the proceedings stopped at this point.

Council **RESOLVED** 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: To consider professional legal advice.

596 **REQUEST FOR INFORMATION**

The Town Clerk noted his repose to the request for information received from the Legal Services Department at DCC. Members **RESOLVED** to **AUTHORISE** the Town Clerk to send it on the Council's behalf.

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

Tuesday 26th April 2016, 18:30 at the Civic Hall.

Ms English noted that First Point Training (FPT) are not the owners of Stanfield House and they have not invested an money into the project. They were approached in March 2015 by the owners to use 2 training rooms when the building has been refurbished. When the owners began the refurbishment, the original scheme was to have residential units and training rooms. FPT helped the owners design a new community development project. The model 'The Village' was introduced to fit with the community's values. The residential and training rooms will be separated in the building and Castledene will oversee the tenancies. FPT will interview potential residents before their tenancy is agreed. There are plans for a concierge to be on site, and for residents to be involved in the upkeep of the grounds. There are also plans for a cafe to be open 6 days a week, until 7pm.

The Chairman thanked Ms English for her update. It was proposed by Cllr R Harrison, seconded by Cllr A Clegg and **RESOLVED** that the Committee support the planning application for Stanfield House based on the information provided.

604 TERMS OF REFERENCE

Committee discussed the proposed changes to the terms of reference. It was **RESOLVED** that the following changes be **RECOMMENDED** to Council:

- (i) Amend paragraph PC2 to leave the frequency of meetings at the discretion of members rather than have a scheduled timetable, i.e:

'PC2 - The Committee shall meet at the discretion of the Chair of the Committee. In addition, any two members of the Committee may convene a meeting of the Committee if the Chairman does not or refuses to within 7 days of a written request for a meeting to be called.'

- (ii) Add an additional paragraph to PC4:

'h) To lead the Neighbourhood planning process on behalf of Council, including the establishment and oversight of any steering groups that may be required.'

- (iii) Update the quorum to reflect Full Council membership

605 DATE, TIME AND VENUE OF NEXT MEETING

Tuesday, 3rd May 2016, 6.00pm, Stanley Civic Hall

MINUTES of the **PERSONNEL COMMITTEE MEETING OF STANLEY TOWN COUNCIL**
Held at Stanley Civic Hall, Front Street, Stanley on Tuesday 5th April 2016 at 6.35pm

PRESENT: Cllr R Harrison* Cllr D Mills Cllr D Walker Cllr J Charlton
Cllr A Clegg Cllr M Wilkinson Cllr G Graham Cllr J Nicholson
Cllr W Nixon

*Chairman

OFFICERS: Alan Shaw (Town Clerk)
Nicola James (PA to the Town Clerk)

OTHERS IN ATTENDANCE: Cllr D Tully

606 APOLOGIES FOR ABSENCE

Apologies received from Cllrs L Marshall, C Bell and B Nair were accepted by the Committee.

607 DECLARATIONS OF INTEREST

Cllr J Charlton declared a non-pecuniary interest as a member of Durham County Council.

608 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIRMAN OR TOWN CLERK

The Town Clerk noted that no one was recording this meeting.

609 PUBLIC PARTICIPATION

No public were in attendance.

610 CONFIRMATION OF MINUTES

It was proposed by Cllr A Clegg, seconded by Cllr G Graham and **RESOLVED** that the Committee approve the minutes of the Personnel Committee meeting held on 12th January 2016.

611 TERMS OF REFERENCE

Committee discussed the proposed changes to the terms of reference. It was **RESOLVED** that the following change be **RECOMMENDED** to Council:

- (i) Amend paragraph PEC2 in respect of the schedule of meetings, i.e:

'PEC2 – The Committee shall meet a minimum of twice a year in March and September to conduct the Appraisal of the Town Clerk and otherwise as required at the discretion of the Chair of the Committee. In addition, any two members of the Committee may convene a meeting of the Committee if the Chairman does not or refuses to within 7 days of a written request for a meeting to be called.

The Clerk suggested that changes to policies could be considered via email and if members required it a meeting could be called to discuss the policy in depth.

612 OUTSTANDING ACTIONS

The Town Clerk tabled a report from the Civic Hall Manager which outlines ideas for improving security in the Civic Hall.

It was proposed by Cllr D Mills, seconded by Cllr W Nixon and **RESOLVED** that the Clerk look into manual locks, staff ID badges, visitor badges, risk assessments and signing in books for contractors and bring **RECOMMENDATIONS** back to Committee.

613 EXCLUSION OF PRESS AND PUBLIC

It was **RESOLVED** 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:
Discussion of staff performance which is confidential.*

614 TOWN CLERK APPRAISAL

Committee discussed the report prepared by the Town Clerk and agreed a number of objectives for the Town Clerk for 2016/17 which would be presented to Council for approval.

615 DATE, TIME AND VENUE OF NEXT MEETING

Tuesday, 3rd May 2016, 6.30pm, Stanley Civic Hall

MINUTES of the CRIME & COMMUNITY SAFETY COMMITTEE MEETING OF STANLEY TOWN COUNCIL held at Stanley Civic Hall, Front Street, Stanley on Wednesday 6th April 2016 at 6.30pm

PRESENT: Cllr C Bell* Cllr C Thompson Cllr D Walker Cllr J Charlton
Cllr G Graham Cllr J Nicholson Cllr W Nixon

*Chairman

OFFICERS: Alan Shaw (Town Clerk)
Nicola James (PA to the Town Clerk)
James Harper (Community Development Manager)

OTHERS IN ATTENDANCE: PS Emma Kay

ABSENT: Cllrs L Elliott and R Ferris

616 APOLOGIES FOR ABSENCE

None received.

617 DECLARATIONS OF INTEREST

Cllr C Bell declared a non-pecuniary interest as Chair of Stanley Traders Association.
Cllr J Charlton declared an interest as a member of Durham County Council.

618 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIRMAN OR TOWN CLERK

The Town Clerk noted that no one was recording the meeting.

619 PUBLIC PARTICIPATION

No members of the public were present at the meeting.

620 CONFIRMATION OF MINUTES

It was proposed by Cllr G Graham, seconded by Cllr W Nixon and **RESOLVED** that the minutes of the Crime & Community Safety Committee meeting held on 3rd February 2016 be **APPROVED**.

621 COMMUNITY ENGAGEMENT

PS Emma Kay asked members of the committee if they agreed to Durham Police using the STC logo on their 'You Said We Did' campaign materials and online survey to show partnership working on community engagement.

Following a discussion, it was proposed by Cllr D Walker, seconded by Cllr J Charlton and **RESOLVED** that the STC logo could be used to show partnership working on this new initiative/ campaign.

622 **BLOOMING GOOD FUN**

The Community Development Manager advised members that posters and leaflets have been distributed to advertise the Blooming Good Fun competition. Previous entrants have been contacted to see if they would like to enter again this year. Members collectively agreed that the CDM could order extra banners in addition to the ones on the Civic Hall and local roundabouts. These will be put around housing estates in Stanley to advertise the competition.

623 **DURHAM MONEY ADVICE**

Members considered the application for funding from DMA. It was proposed by Cllr J Charlton, seconded by Cllr W Nixon and **RESOLVED** that the Committee **RECOMMENDS** that £20,000 funding be granted.

Committee also **REQUESTED** that the Finance Committee give consideration as to how the project could be funded.

624 **WINTER MAINTENANCE**

The Community Development Manager (CDM) gave an update in relation to gritting routes and grit bins. The gritting routes can be changed to suit the priorities of Council. The CDM will contact all members to progress this. Officers have been advised that there has been a change in policy at Durham County Council (DCC) meaning that STC can put out our own grit bins if we maintain and service them ourselves. DCC would have an input on where bins could be sited. The CDM will work with members to map locations where it is felt grit bins should be sited.

The CDM advised that the salt for the grit bins would come free of charge from DCC and that officers would ensure new grit bins would have the STC logo.

Cllr C Thompson left the meeting at this point.

625 **UPDATES FROM PARTNERS**

The CDM noted that the front room of PACT House was being cleared ready for the first user group to go in on Tuesday next week.

626 MINI POLICE

Members were asked to consider a funding request from PC Craig Johnson for £7000 toward the cost of a mini bus.

After some discussion, Members expressed the view that they could not see how a mini-bus would be cost effective but deferred making a decision and requested that the Town Clerk ask PC Johnson for further information.

627 DOG BAGS

Cllr W Nixon advised members that since Tyne Road Community Centre had moved to Wear Road there were no distribution points for dog bags at Tyne Road. It was proposed by Cllr W Nixon, seconded by Cllr J Charlton and **RESOLVED** that the dog bag distribution point be changed from Tyne Road Community Centre to The Co-op, Tyne Road.

It was further **RESOLVED** that out of the 3 boxes of dog bags that are sent to The Cutting Corner, 1 will be sent to Tantobie Community Centre and they will be added to the official distribution list.

It was further **RESOLVED** that of the 3 boxes of dog bags that are sent to Geoff Graham, 1 of these boxes will be sent to The Peacock pub and they will be added to the distribution list.

628 TERMS OF REFERENCE

Committee discussed the proposed changes to the terms of reference. It was **RESOLVED** that the following changes be **RECOMMENDED** to Council:

- (i) Amend paragraph CCS2 in respect of the schedule of meetings, i.e:

‘CCS2 – The Committee shall meet a minimum of five times a year and otherwise as required at the discretion of the Chair of the Committee. In addition, any two members of the Committee may convene a meeting of the Committee if the Chairman does not or refuses to within 7 days of a written request for a meeting to be called..’

- (ii) Delete paragraph CCS4 (e) as it is no longer necessary; and

- (iii) Amend paragraph CCS4 (f) (enhanced services), i.e:

‘f) To monitor the performance of any environmental improvement contracts and make recommendations to Council to improve their effectiveness ’

629

DATE, TIME AND VENUE OF NEXT MEETING

Wednesday, 4th May 2016, 6.30pm, Stanley Civic Hall

- (i) The CDM request costings for 4 schools to be involved, plus the main event.
- (ii) The 'New York' festival would be selected; and
- (iii) The event will be held on Front Street, Stanley on Wednesday 13th July.

Christmas Events - No update.

Stanley Fringe - The Chair noted that 2 events have already taken place and 2 events were coming in August. The film is nearly complete. 100 images are to be picked from 2000 to be put on display in the Civic Hall throughout August 2016. The ticketed premier date for the film is to be 31st July. 6 acts are booked for the August theatre event.

Cllr D McMahon entered the meeting 18:51

Armed Forces Day - The Community Services Officer noted that there had been a confusion over the date of armed forces day, which means that the military band that had been booked was unable to attend. There is however a possibility of another marching band attending. SAG approval is still outstanding. The CSO has a meeting with the fairground operators next week. He also noted that it is too late to book an RAF flypast, this would need to be booked in September to enable us to have one in 2017.

Play in the Park Days - To be discussed at item 8.

Community Fun Days - Nothing has been arranged for this yet.

Stanley Family Cycle - The CSO noted that there has only been 12 tickets bought for this even so far and that Ed Tutty thinks it is not good value for money. The Town Clerk noted that feedback so far has been that the cost for entering is too high. It was proposed by Cllr D Mills, seconded by Cllr W Nixon and **RESOLVED** that entrance be made free to all, and that the first 100 people to sign up for free online would receive a goody bag. The public should be asked to email info@stanley-tc.gov.uk to enter the cycle ride.

Moria Con 2 - Liam Parry updated the Committee. The 2 main guests this year are Virginia Hay and Terry Malloy. Cllr D McMahon is trying to get Alien Love Predator to the event. 40 traders have booked to attend so far. There will be a retro gaming zone and another cosplay competition.

Community Radio - Cllr D McMahon noted his report and costings. He advised the committee that the community radio is simple to use and that it will give a voice to the people of Stanley. It was proposed by Cllr D Mills, seconded by Cllr W Nixon and **RESOLVED** that a working group consisting of the Town Clerk, Cllr D McMahon and John Ullathorne be tasked with reporting back to Committee on the following issues:

- (i) Where the radio station will be located;
- (ii) Who will be responsible for running the schedule;
- (iii) What the editorial guidelines will be; and
- (iv) Who will ensure they are adhered to.

636 COMMUNITY CONSULTATION

Members discussed the report tabled by the Town Clerk. It was proposed by Cllr D McMahon, seconded by Cllr R Harrison and **RESOLVED** that the following **RECOMMENDATIONS** would be put to Full Council:

- (i) There is no necessity for a 'second stage' to the consultation. The results from the first stage are quite clear in setting out a range of issues that residents consider to be priorities;
- (ii) An assessment should be made of the individual issues should be graded according to the ability of STC to deliver them;
- (ii) Either the agenda of the April meeting of Council should be cleared to consider this matter or an Extraordinary Meeting of Council should be convened to discuss the issues in depth.

637 PLAY IN THE PARK REVIEW

The CSO advised Members that feedback from the first Play in the Park event at South Moor on 1st April had been predominantly positive. The event was well attended and people liked the format of having events held in local parks they were able to walk to with their families. There were some criticisms:

- (i) The rides were too expensive;
- (ii) There were no activities for older children;
- (iii) There were too few activities overall.

The next Play in the Park day will be on 1st June. There will be a climbing wall, Durham Falconry display, the bowls club, Annfield Plain FC, Durham Constabulary and other agencies at this event.

It was proposed by Cllr W Nixon, seconded by Cllr R Harrison and **RESOLVED** that:

- (i) Future Play in the Park events should have more activities for older children;
- (ii) The cost of the rides should be subsidised so that it is £1 per ride;
- (iii) The Clerk is **AUTHORISED** to purchase 2 new gazebos with STC branding for use at future events; and
- (iv) Costs are obtained for having a display trailer that can be used at events.

638 FUNDING REQUEST

It was proposed by Cllr D McMahon, seconded by Cllr W Nixon and **RESOLVED** that Committee provide £1000 from the Community Fun Day budget towards the cost of the Craghead event but request that the money be used to fund something more integral to the event than the cost of bands. It was further **RESOLVED** that STC should have a presence in the form of a stall or stand at events organised by Community Groups to raise the profile of the Council.

639 DATE, TIME AND VENUE OF NEXT MEETING

Tuesday, 10th May 2016, 6.30pm, Stanley Civic Hall

MINUTES of the FINANCE & GENERAL PURPOSES COMMITTEE MEETING OF STANLEY TOWN COUNCIL held at Stanley Civic Hall, Front Street, Stanley on Wednesday 13th April 2016 at 6.30pm

PRESENT: Cllr D Walker* Cllr D Tully Cllr D Mills Cllr J Nicholson
Cllr W Nixon

*Chairman

OFFICERS: Alan Shaw (Town Clerk)
Nicola James (PA to the Town Clerk)
Derek Shingleton (Finance Manager)

OTHER IN ATTENDANCE: Gordon Fletcher (Internal Auditor)

640 APOLOGIES

Apologies received from Cllrs R Harrison and B Nair were accepted by the Committee.

641 DECLARATIONS OF INTEREST

None.

642 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIRMAN OR TOWN CLERK

The Clerk noted that no one was recording this meeting.

643 PUBLIC PARTICIPATION

No members of the public were present at the meeting.

644 CONFIRMATION OF MINUTES

It was proposed by Cllr B Nixon, seconded by Cllr D Tully and **RESOLVED** that the Committee approve the minutes of the Finance Committee meeting held on 9th March 2016.

645 REPORTS FROM INTERNAL AUDITOR

- **Accounts Payable** - Members **NOTED** the report from the Internal Auditor.
- **Accounts Receivable** - Members **NOTED** the report from the Internal Auditor.
- **Income Collection and Banking** - Members **NOTED** the report from the Internal Auditor.

- **Enhanced Services** - Members **NOTED** the report from the Internal Auditor and **APPROVED** a further follow up audit to be carried out in due course.

646 ACCOUNTS FOR PAYMENT & BANK RECONCILIATION

- **Report** - Members **NOTED** the report from the Finance Manager.
- **Schedule of Payments** - Members considered the schedule and **APPROVED** the list of payments for March 2016.
- **Schedule of Receipts** - Members **NOTED** the report from the Finance Manager.
- **Current Account** - Members **NOTED** the report from the Finance Manager.
- **Saver Account** - Members **NOTED** the report from the Finance Manager.
- **Unpresented Cheques** - Members **NOTED** the report from the Finance Manager.
- **Trial Balance Extract** - Members **NOTED** the report from the Finance Manager.

647 EVENTS - FINANCIAL PERFORMANCE

Members **NOTED** the report from the Finance Manager. Members requested that all Civic Hall costs including full time staff, and costs covered by the Town Council subsidising users be provided to the Committee.

648 DURHAM MONEY ADVICE

Members considered the request for funding from DMA. It was **RECOMMENDED** that £20,000 funding could be provided to DMA from the underspend in the 2015-16 budget without a reduction in the levels of reserves or any requirement to adjust revenue budgets for 2016/17.

649 TERMS OF REFERENCE

Committee discussed the proposed changes to the terms of reference. It was **RESOLVED** that the following changes be **RECOMMENDED** to Council:

- (i) Amend paragraph FGP2 in respect of the schedule of meetings, i.e: 'FGP2 – The Committee shall meet a minimum of five times a year and otherwise as required at the discretion of the Chair of the Committee. In addition, any two members of the Committee may convene a meeting of the Committee if the Chairman does not or refuses to within 7 days of a written request for a meeting to be called.'
- (ii) Amend paragraph FGP 4 (a) as follows: 'To make recommendations to the Council on the annual budget and precept (consistent with the Council's agreed priorities and policies);'
- (iii) Remove the word 'monthly' from paragraph FGP4 (d)
- (iv) Replace the word 'supervise' with 'oversee' in paragraphs FGP4 (d)-(f)

- (v) Insert the words 'and make recommendations in relation to' after 'monitor' in paragraph FGP4 (k)
- (vi) Delete paragraph FG4 (l) as it does not reflect current policy.

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

Wednesday 11th May 2016, 6.30pm, Stanley Civic Hall

REQUEST FOR COMMITTEE / FULL COUNCIL FUNDING

Name of Delivery Organisation	Durham Money Advice Centre, part of Durham Christian Partnership Ltd
Purpose of Funding	Money advice centre to be continued with extended availability, including debt and benefits advice on a drop in and home visits basis
Total Amount Required	£30,000.00
Breakdown of Costs (Elements of Project)	£15300.00 advisor salary including employers NI
	£ 7000.00 administrator salary
	£ 3000.00 staff management and supervision
	£ 1500.00 mileage
	£ 500.00 postage
	£ 380.00 stationery and printing
	£ 300.00 insurance
	£ 475.00 phones (mobile phone and land line)
	£ 495.00 CMA affiliation
	£ 350.00 training
	£ 700.00 publicity, miscellaneous and contingency

Applicants Details

Project Manager / Lead Officer	Isla Biggs
Position Held on Organisation	Project Manager
Telephone Number	0191 3037514
Address	3 Fram Well House, Framwelgate, Durham. DH1 5SU
Email Address	isla@moneyadvisedurham.org.uk
Cheque to be made Payable to	Durham Christian Partnership Money Advice

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

Done

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 a timescale agreed with the Council and the delivery organisation.
- 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 ISLA BIGGS

Signature



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

STANLEY TOWN COUNCIL



Annual Governance Statement

Prepared for Ordinary Council 26th April 2016

Prepared by: Derek Singleton, Finance Manager

18th April 2016

BACKGROUND

1. The Accounts and Audit Regulations 2015 require smaller authorities to conduct a review of the effectiveness of their system of internal control, and to prepare an annual governance statement in accordance with proper practices. The governance statement must be approved by the Full Council before it approves the statement of accounts. The purpose of such a statement is for a Council to report publicly on its arrangements for ensuring that its business is conducted in accordance with the law, regulations and proper practices and that public money is safeguarded and properly accounted for.
2. The Council considered a review of internal control at its meeting on 22 March 2016, and I am now submitting the annual governance statement for the year 2015/2016 for consideration and approval. The statement of accounts will be submitted to the full Council meeting in May.
3. Following the abolition of the Audit Commission a new organisation has been established which is responsible for issuing proper practices in relation to the accounts of smaller authorities. It is called the Smaller Authorities Proper Practices Board (SAPPB), and is made up of members of the SLCC, NALC, CIPFA, the Department of Communities and Local Government (DCLG), the Department of Environment, Food and Rural Affairs (DEFRA), the National Audit Office and a representative of the external audit firms appointed to smaller authorities.
4. The SAPPB has issued guidance on the preparation of the annual governance statement, and this has been used to prepare the attached document. The guidance addresses the issues to be considered in respect of each of the “assertions” in the appropriate section of the Annual Return. For each assertion to be answered positively, the processes described have to be in place and be effective.

STANLEY TOWN COUNCIL**ASSERTION 1 – FINANCIAL MANAGEMENT AND THE PREPARATION OF THE STATEMENT OF ACCOUNTS**

We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.

- (i) **Budgeting** – a timetable is prepared covering the tasks required to complete the first draft budget for consideration by Members in December each year, with the final budget approved in January. This enables the Precept to be agreed by the meeting of the full Council later in January.
- (ii) **Budget Monitoring** – a monthly report is prepared comparing actual income and expenditure against the approved budget for consideration by the Finance and General Purposes Committee. The Finance Manager ensures any potential problems are identified and resolved prior to them becoming a significant issue.
- (iii) **Long Term Commitments** – an appraisal is undertaken of all risks associated with significant projects or long term commitments.
- (iv) **Accounting Records and Supporting Documents** – the Town Clerk is officially designated as the Council's Responsible Financial Officer (RFO). A qualified accountant is engaged whose duties include assisting with budget preparation, budget monitoring, final accounts and other financial issues. An accounting software package, designed specifically for local council use, is used to record all income and expenditure and to produce budgetary control reports. The Finance Manager ensures the proper administration of financial systems and the maintenance of financial records. As far as possible there is a separation of financial duties between staff employed.
- (v) **Bank Reconciliation** - bank reconciliation statements are prepared each month, and are submitted to Members for review each month by the Finance Manager.
- (vi) **Investments** – the level of surplus cash balances does not justify long term investments. Surplus cash is transferred to a higher interest account pending its use and is monitored on a daily basis by the Finance Manager.
- (vii) **Statement of Accounts** – it is the role of the Finance Manager to ensure that the Statement of Accounts is prepared, submitted to Members for approval and published in accordance with Regulations and proper practices.

STANLEY TOWN COUNCIL**ASSERTION 2 – INTERNAL CONTROL**

We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.

- (i) **Standing Orders and Financial Regulations** – the Council has up to date Standing Orders and Financial Regulations which are fit for purpose (adapted from model documents issued by NALC), which were reviewed at the Annual General Meeting of the Council in May 2015. They cover all aspects of financial management and administration, including provisions for securing competition and regulating how tenders are invited.
- (ii) **Safe and Efficient Arrangements to Safeguard Public Money** – although the statutory requirement to have two Members sign all cheques has been abolished, the majority of invoices are currently paid by cheque. Several utility charges are paid by direct debit. The Council is currently in the process of extending its online banking facility to include the payment of invoices by bank transfer. Proper procedures have already been considered and approved by Members which ensure that the arrangements are secure, and properly authorised and controlled. The procedure is referred to in Financial Regulations which are reviewed annually. Any proposal to change banking arrangements is required to be reported by the RFO to the Council for approval. The Council does not use credit cards and conditions for the use of the Council's debit card are incorporated in Financial Regulations. Bank mandates are approved by members and there is a list of authorised signatures for the bank account. No sweep arrangements are in place. The annual risk assessment includes a section on the safeguarding of assets, including money.
- (iii) **Employment** – the Council approves the pay grades of its employees, and payments are made in accordance with these grades. Durham County Council undertakes all necessary arrangements for the payment of staff salaries, including maintaining appropriate records and ensuring tax and other deductions are properly made and accounted for. Casual staff complete timesheets which are authorised by their manager and details are submitted each month to the County Council by the Finance Manager. The Internal Auditor audits payroll issues on an annual basis.
- (iv) **VAT** - The Finance Manager is experienced in VAT matters, and takes advice whenever necessary.
- (v) **Fixed Assets and Equipment** – the Council maintains a register of its assets, although this is primarily for accounting purposes. It is proposed that the Register be reviewed to ensure that all assets are included. Where appropriate, arrangements are in place to ensure the security of assets. Budgetary provision is made for the repair and maintenance of assets. Financial Regulations provide for the disposal of assets.
- (vi) **Loans and Long Term Liabilities** – the Council has an existing loan from the PWLB. It was arranged, approved and budgeted for in accordance with proper practises. This

included initial support from County Durham Association of Local Councils (CDALC) followed by securing borrowing approval from the Department of Communities and Local Government. Provision is included in the budget to meet repayment requirements. There are no other existing long term liabilities.

ASSERTION 3 – COMPLIANCE WITH LAWS, REGULATIONS AND PROPER PRACTICES.

We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.

- (i) **Acting Within the Council's Powers** – the power to carry out routine, day to day activities and provide services is well understood by the Town Clerk and other officers. Reports to Members quote specifically the legislation which empowers the Council to address the specific subject. Where a new activity or significant project is proposed the Town Clerk ensures that the appropriate legal power to do this is identified.
- (ii) **Power of General Competence** – this has not yet been adopted by Council.
- (iii) **Actions During the Year** – as stated above, the power to undertaken actions and make decisions is well understood by officers.

ASSERTION 4 – ELECTORS' RIGHTS

We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.

- (i) **Exercise of Public Rights** – the Finance Manager remains familiar with all of the requirements for the publication of the Council's accounts, that it is done on the correct date, for the correct period and with the relevant accompanying information in accordance with the Accounts and Audit Regulations. A timetable of actions to be taken is prepared and circulated to ensure compliance with deadlines.
- (ii) **External Auditor's Review** – the notice of the conclusion of the external auditor's limited assurance review of the annual return is published in accordance with the Accounts and Audit Regulations.

ASSERTION 5 – RISK MANAGEMENT

We carried out an assessment of the risks facing the Council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

- (i) **Identifying Risks and Risk Assessment** – the Council has a Risk Register in place which is reviewed annually by the full Council. The Internal Auditor reviews risk management arrangements on an annual basis. Insurance cover is in place for all significant liabilities.

ASSERTION 6 – INTERNAL AUDIT

We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

- (i) **Internal Audit** – the Council employs an appropriately qualified internal auditor who prepares an annual audit plan covering all of the Council's activities, based on an assessment of risk. The higher risk activities are audited annually.
- (ii) **Provision of Information** – Financial Regulations require that members and staff make themselves available at all reasonable times as requested by the auditor, and all required documents and information are provided.

ASSERTION 7 – REPORTS FROM AUDITORS

We took appropriate action on all matters raised in reports from internal and external audit.

The Internal Auditor submits reports on the conclusion of his audits to the next appropriate meeting of the Finance and General Purposes Committee. Where necessary an action plan is prepared and approved by appropriate managers. The Internal Auditor carries out follow-up audits to ensure that agreed actions are implemented.

ASSERTION 8 – SIGNIFICANT EVENTS

We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Council and, where appropriate, have included them in the financial statements.

In preparing the monthly budget monitoring reports and the annual accounts the Finance Manager is aware of the possibility that potentially significant events may have occurred. If this was to be the case, the financial impact would be considered and a decision made on whether they should be reflected in the statement of accounts.

ASSERTION 9 – TRUST FUNDS

The Council has no Trust Funds in which it acts as sole managing Trustee.

STANLEY TOWN COUNCIL



Consultation - Issues & Options

Prepared for Full Council, 26th April 2016

Prepared by: Alan Shaw, Town Clerk

20th April 2016

EXECUTIVE SUMMARY

Objective

The initial open responses from the Consultation questionnaire have been analysed and the main themes raised by residents identified. The objective of this stage of the exercise is to consider what the Town Council's options are to address the issues that have been identified by residents as a priority in order to begin shaping a medium term plan.

Items for Discussion

- To ensure that Members are happy that the issues and themes identified reflect the responses from residents.
- To identify options available to the Town Council to address the priorities of residents.
- To decide which options should be explored in more detail and those that should not be considered.
- To decide if a second stage of the Consultation is required and if so what the format should be.

Background

This report is a revised and updated version of the report that was considered by the Communications & Events Committee on 12th April 2016.

ISSUES & OPTIONS

The issues identified have been separated into a number of broad themes: Environment, Facilities, Leisure, Events, Development and Communications

STANLEY TOWN COUNCIL

Environment	STC Current Provision	Options	Feasibility of Delivery by STC
Condition of Front Street	Has invested £400k over lifetime of current Council in surfacing and street furniture	<ul style="list-style-type: none"> Shopfront Enhancements Planting/ Hanging Baskets Lamp Column Banners 	Of options identified: STRONG Of serious infrastructure development: WEAK
Inadequate Street Lighting	-	<ul style="list-style-type: none"> Review lighting along public footpaths, alleys, open spaces 	WEAK but possible in public access land
Litter/ Dog Fouling Rubbish/ Fly Tipping	ad hoc clearances by Groundworks	<ul style="list-style-type: none"> Build regular and routine litter picking and flytip removal into the specification for the environmental enhancement contract Organise regular litter picks and build volunteer base in key areas. 	STRONG STRONG
Rented Houses	-	<ul style="list-style-type: none"> Participate in current Accredited landlord scheme Invest in creation of approved landlord scheme run by STC 	FAIR WEAK
ASB (Youths)	STC funds Youth Cafe and other projects (PACT House)	<ul style="list-style-type: none"> Explore direct provision of some youth services Invest in voluntary sector youth provision around the Parish 	WEAK STRONG
Empty Buildings	Has participated in a time limited project to look at derelict buildings, however DCC have all the relevant statutory powers to take action.	<ul style="list-style-type: none"> Targeted investment programme to encourage owners to bring buildings back into use Purchase and refurbish empty buildings to bring them back into use 	FAIR WEAK
Facilities	STC Current Provision	Options	Feasibility of Delivery by STC
Shops	STC has an ongoing dialogue with DCC's Regeneration team but have not been leading in this area.	A general view was that whilst there are some good local businesses, residents wanted to see more traders. Both independent and national chains were suggested	WEAK

STANLEY TOWN COUNCIL

Facilities	STC Current Provision	Options	Feasibility of Delivery by STC
Community Centres/ Village Halls	STC has provided some funding to a number of Community Groups to support Community Buildings.	<ul style="list-style-type: none"> Where Community Buildings are at risk, consider asset transfer or purchase to prevent closure Provide grant funding to current community venues or Community groups who operate venues Consider making our own provision in areas where there are currently no community assets 	<p>FAIR</p> <p>STRONG</p> <p>FAIR</p>
Bus Services	-	<p>Current Bus transport provision was described as both good and bad by residents, depending on their proximity to Stanley bus station.</p> <ul style="list-style-type: none"> Invest in local bus services to improve frequencies 	WEAK
Leisure	STC Current Provision	Options	Feasibility of Delivery by STC
Parks Children's Play Areas	STC has scheduled a number of Fun Days and other events in the parks in the current year.	<p>There were a large number of responses relating to Parks and children's play areas. Many people identified these in the things they liked about the area and many identified investment and improvements to the parks as something they would like to see.</p> <ul style="list-style-type: none"> Arrange for transfer of the Parks and Play areas to STC to manage the assets locally. Create a fund to invest in the parks and play areas around the Parish on a rolling basis. Enhance the grounds maintenance services within parks to improve amenity for local residents. Organise regular events to increase footfall 	<p>STRONG</p> <p>STRONG</p> <p>STRONG</p> <p>STRONG</p>
Bowls Club Louisa Centre Football Centre/ MUGA Library	STC has in the past funded a tournament at the bowls centre.	Residents have identified these as important Leisure assets in the Parish. No options at present have been identified.	WEAK

Events	STC Current Provision	Options	Feasibility of Delivery by STC
Fireworks	STC has grant funded the display organised by Stanley Events for the past 3 years	<p>A fireworks event was the single most popular response in the 'Events' category, with 11% of the responses mentioning this event.</p> <ul style="list-style-type: none"> Continue to grant fund Stanley Events' Display - no confirmation that this is taking place this year has been received. Draw up a specification for an STC display and tender in the open market (only a realistic option if the Stanley Events Display is not otherwise taking place) 	<p>STRONG</p> <p>STRONG</p>
Music Festival	STC has both part funded and fully funded music event in the last 3 years.	<ul style="list-style-type: none"> Fund or organise a music event (probably too late to do so in 2016) 	STRONG
Summer Outdoor Events	Community Fun Days, Play in the Park, Tea in the Park, Stanley Family Cycle, Armed Forces Day, Brass Festival planned.	STC is planning to deliver a large number of family focused outdoor events over the Summer. These have been planned instead of setting aside funding for more expensive one off events like fireworks and the music event.	STRONG
Fun Days	Fun days are being planned in various locations	Fun days are in the existing delivery plan for the current year.	STRONG

Development	STC Current Provision	Options	Feasibility of Delivery by STC
Housing	-	80% of the responses in this section concerned housing. A more detailed analysis in this area is required.	WEAK
Transport	-	Mainly focused on the quality and frequency of bus services. Lack of direct services to major centres from some outlying locations	WEAK

Development	STC Current Provision	Options	Feasibility of Delivery by STC
Pubs/ Cafes	-	lack of choice in the area of pubs and places to eat. Some of the responses related to a desire to see fast food chains like McDonalds and Wetherspoons in the town.	WEAK
Front Street	Has invested £400k over lifetime of current Council in surfacing and street furniture	Lack of quality shops, both independent and national, condition of the buildings in the area	WEAK

Comms	STC Current Provision	Options	Feasibility of Delivery by STC
Newsletter	STC have developed Stanley Life as a community newsletter	<ul style="list-style-type: none"> Continue producing Stanley Life Look at an alternative format 	STRONG
email	STC has an option to join the mailing list on it's website. Currently very few subscribers	Providing service updates via Mailchimp is something that already has been put in place, but at present there are very few subscribers to the mailing list.	STRONG
Social Media	STC is active on both Facebook and twitter, though the twitter feed is less successful than the Facebook page, which has a good interaction rate. The number of page likes has increased significantly in recent months.	<ul style="list-style-type: none"> Continue to share messages on social media. Use promoted posts to raise the profile of STC further in the area. 	STRONG
Flyers	STC currently produces and distributes flyers for a number of events.	Increase the quality and coverage. Local poster campaigns are one of the most effective ways to promote local events.	STRONG

Comms	STC Current Provision	Options	Feasibility of Delivery by STC
Open Forum Meetings	STC has the Annual Parish Meeting each year and organised a number of open meetings to support the consultation. None of these open forums were well attended.	Open Forum Meetings are poorly attended. If they are to be successful there needs to be a hook to make people attend	STRONG

INTERIM CONCLUSIONS

Residents were invited to identify any issues in the survey. The most interesting thing about the results were that they were quite focused as a group in the range of issues they identified. In addition to the concerns you would expect to be brought forward about litter, dog fouling, anti-social behaviour and the question of urban regeneration, residents were quite clear that their parks and open spaces were important to them. The results also demonstrated that they type of outdoor events in parks that Council have planned for this year are the type of events residents want to see. They also showed that the annual fireworks display is popular with residents.

DECISIONS REQUIRED

- (i) Council should identify the areas that they feel they can deliver in the medium term plan and be clear about the areas where they cannot.
- (ii) They should also consider matters that were not identified in the responses from the public that they also wish to include in a delivery plan.
- (iii) A decision about whether or not to hold a second stage questionnaire with more detailed (and easier to analyse) 'Yes/No' or 'rank in order of importance' type questions. Members should note that this type of questioning will enable them to assess the things in section (ii) above against those in section (i). It will also make residents prioritise things like events. e.g. 'If you could only have 2 of the following 5 events, which would you rather see?' which could assist in resource allocation.

Proposed Meeting Schedule 2016/17

Item 10 - ATTACHMENT J

<p>Jan</p> <p>3 meetings</p>	<p>Comms - Christmas Review, Working Groups Crime - Working Groups Town Council</p>	<p>Jul</p> <p>3 meetings</p>	<p>Finance - Budget Monitor 3 Town Council</p>
<p>Feb</p> <p>3 meetings</p>	<p>Comms - Agree Project Specs Crime - Agree Project Specs Town Council</p>	<p>Aug</p> <p>0 meetings</p>	<p>RECESS - No Meetings</p>
<p>Mar</p> <p>3 meetings</p>	<p>Personnel - TC Appraisal, Policy Review Finance - Budget Monitor 1 Town Council</p>	<p>Sep</p> <p>2 meetings</p>	<p>Personnel - TC Appraisal, , Policy Review, Bids for Projects Town Council</p>
<p>Apr</p> <p>3 meetings</p>	<p>Comms - Project Review, Spring/ Summer Plans Crime - Project Review, Bids for Projects Town Council</p>	<p>Oct</p> <p>3 meetings</p>	<p>Comms - Christmas Plans, Bids for Projects Crime - Project Review, Bids for Projects Town Council</p>
<p>May</p> <p>3 meetings</p>	<p>Finance - Budget Monitor 2 Parish Meeting AGM</p>	<p>Nov</p> <p>2 meetings</p>	<p>Finance - Budget 1 Town Council</p>
<p>Jun</p> <p>3 meetings</p>	<p>Comms - Project Review, Summer Plans Crime - Project Review Town Council</p>	<p>Dec</p> <p>2 meetings</p>	<p>Finance - Budget 2 Town Council</p>