



# STANLEY TOWN COUNCIL

## NOTICE OF MEETING

I hereby give notice that a meeting of the Finance Committee of Stanley Town Council will be held on Wednesday, the 13th April 2016 at 6.30pm at Stanley Civic Hall, Front Street, Stanley, Co. Durham, DH9 0NA.

### TO ALL MEMBERS of STANLEY TOWN COUNCIL FINANCE & GENERAL PURPOSES COMMITTEE

D. Walker (Chair)   D. Tully   D. Mills   R. Harrison   D. Marshall   B. Nair  
C. Bell   J. Nicholson\*   W. Nixon\*

\*ex-officio

You are hereby summoned to attend a meeting of the **Finance Committee of Stanley Town Council** to be held in **Stanley Civic Hall, Front Street, Stanley**, on **Wednesday the 13th April 2016 at 18.30** in order to transact the following business:

Yours sincerely,

**Alan Shaw**  
**Town Clerk**  
**6th April 2016**

Please turn off all mobile phones or set to silent mode  
Please refer to the Policy for recording proceedings

---

## A G E N D A

### 1 APOLOGIES FOR ABSENCE

To **RECEIVE** any apologies and reasons for absence.

### 2 DECLARATIONS OF INTEREST

Members are invited to **DECLARE** disclosable pecuniary interests and other interests, along with the nature of those interests, in relation to any item on this agenda.

### 3 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIR

To **RECEIVE** announcements from the Chair or Town Clerk.

#### 4 PUBLIC PARTICIPATION

An adjournment will be allowed at the direction of the Chairman to allow for public comment and response in relation to items on this agenda or to consider written questions from the public submitted in advance of the meeting (*Individuals will be permitted a maximum of three minutes each. Total time for this session is limited to fifteen minutes*).

#### 5 CONFIRMATION OF MINUTES (ATTACHMENT A)

To **APPROVE** as a correct record and sign the minutes of the Finance & General Purposes Committee meeting held on 9th March 2016.

#### 6 REPORTS FROM INTERNAL AUDITOR

Accounts Payable	(ATTACHMENT B)
Accounts Receivable	(ATTACHMENT C)
Income Collection and Accounting	(ATTACHMENT D)
Enhanced Services	(ATTACHMENT E & F)

Committee is requested to **CONSIDER** the attached reports and **DECIDE** if any further action is required.

#### 7 ACCOUNTS FOR PAYMENT & BANK RECONCILIATION

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

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

Committee is requested to **CONSIDER** the attached information, **APPROVE** the payment of accounts for March 2016 and **NOTE** the Bank Reconciliation.

#### 8 EVENTS - FINANCIAL PERFORMANCE (ATTACHMENT N & O)

Committee is requested to **CONSIDER** the attached report and

#### 9 DURHAM MONEY ADVICE (ATTACHMENT P)

An application for funding has been received from Durham Money Advice. The Crime & Community Safety Committee requested to consider the application prior to consideration by Full Council.

A copy of the last set of audited accounts and a breakdown of the total income and expenditure in the current year to date, a projected budget for 2016/17, and details of other sources of funding so that members can understand what exactly they are being asked to fund has been provided for members.

The Crime and Community Safety Committee has **RECOMMENDED** that the project should continue to be supported (Though not necessarily for the full amount requested) and has **REQUESTED** that the Finance Committee identify how the project could be funded if approved by Full Council.

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

**Note:** There is no provision for this in the Council's budget. The revenue budget for 2015/16 is underspent by approximately £30,000, however the Town Clerk had intended to **RECOMMEND** that this amount was set aside in an earmarked reserve to offset election costs.

### 13 TERMS OF REFERENCE

The Constitution of the Council (which includes the Terms of Reference and delegations of authority for all Standing Committees) is approved by Council each year at the Annual General Meeting held in May.

The current terms of reference are as follows:

FGPI - The Finance and General Purposes Committee (a Standing Committee) shall comprise up to a maximum of ten Members and, in addition, to include the Chair and Vice-Chair of the Council.

FGP2 – The Committee shall meet monthly or as otherwise determined by the Committee at the beginning of the civic year.

FGP3 - The quorum shall be three Members.

FGP4 - The Committee is delegated with authority to pursue the following role and functions:

- a) To make recommendations to the Council on the annual budget and precept regarding how these should be determined consistently with the Council's general priorities and policies;
- b) To receive from other Committees, and to collate prior to the submission to the Council, all bids for financial provision to be included in the annual revenue and capital budget relating to the work of the Committee;
- c) To formulate and present to the Council recommendations for annual expenditure and income;
- d) To supervise the Council's financial performance through the review of monthly budget monitoring reports;
- e) To supervise the Council's Accounts;
- f) To supervise and control borrowing by the Council and the investment of funds within the Council's control;
- g) To make recommendations to the Council on the capital programme, its content, phasing and monitoring;
- h) To execute and carry out, in the name and on behalf of the Council, all resolutions and instructions from time to time given with reference to finances and accounts;

- i) To have the direction and control of insurance in respect of the Council's property, members, and employees;
- j) To provide efficient financial services and advice for the benefit of the Council;
- k) To monitor the process for applying for grant funding to support the Council's activities;
- l) To determine the making of grants, allowances and loans to individuals and organisations;
- m) To regularly review the Council's treasury management activities;
- n) To review proposed amendments to Financial Regulations before submission to the Council for approval;
- o) To periodically review risk;
- p) To monitor and approve payments;
- q) To receive and respond to internal and external audit reports;
- r) To administer an agreed, delegated budget for the pursuit of the above activities, subject to compliance with Financial Regulations and Standing Orders.

Committee is requested to **REVIEW** the terms of reference of the Committee and make **RECOMMENDATIONS** to Council if changes are required.

## RECOMMENDATIONS

- (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.

## II DATE, TIME AND VENUE OF NEXT MEETING

Wednesday, 11th May 2016, 18.30 at the Civic Hall

*In accordance with the Public Bodies (Admission to Meetings) Act 1960, members of the public and press are welcome to attend the meeting. Members of the public will only be permitted to speak at the beginning of the meeting during Public Question Time.*