



# Stanley Town Council

## NOTICE OF MEETING

I hereby give notice that the Annual General Meeting of Stanley Town Council will be held on Tuesday, the 24th May 2016 at 6.30pm at Stanley Civic Hall, Front Street, Stanley, Co. Durham, DH9 0NA.

### TO ALL MEMBERS of STANLEY TOWN COUNCIL

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

You are requested to attend the **ANNUAL GENERAL MEETING** of Stanley Town Council to be held in **Stanley Civic Hall, Front Street, Stanley**, on **Tuesday the 24th May 2016 at 18.30** in order to consider the following business:

Yours sincerely,

**Alan Shaw**  
**Town Clerk**  
**18th May 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 ELECTION OF CHAIR OF STANLEY TOWN COUNCIL

To elect the Chair of the Town Council for the Civic year 2016/17

### 2 DECLARATION OF ACCEPTANCE OF OFFICE

The Chairman to sign the Declaration of Acceptance of Office

### 3 ELECTION OF VICE-CHAIR OF STANLEY TOWN COUNCIL

To elect the Vice-Chair of the Town Council for the year 2016/17

#### 4 APOLOGIES FOR ABSENCE

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

#### 5 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

#### 6 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIR

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

#### 7 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*).

#### 8 CONFIRMATION OF COUNCIL MINUTES (ATTACHMENT A)

To **APPROVE** as a correct record and sign the minutes of the Ordinary Council Meeting held on 26th April 2016.

#### 9 STYLE OF CHAIRMAN AND VICE-CHAIRMAN

**Statutory Power:** Local Government Act 1972, s. 245(6)

The Chairman and Vice-Chairman of a Town Council are entitled to the style of Town Mayor and Deputy Town Mayor respectively. The role of a Council Chairman is not well understood by the public and there is potential to raise the profile of the Council both locally and in the wider area if the Chairman adopts the style 'Town Mayor'. A Town Mayor also has the potential to raise more money for charitable causes as there is more prestige associated with the title of 'Mayor'. There is also a greater incentive for Councils to select a new Mayor in each civic year, whereas Chairmen themselves tend to view the role more as an administrative than an ambassadorial one.

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

Excerpt from Local Government Association: 'Preparing for the role of Civic Mayor':

*The mayor is often seen as a symbol of an open society because the role is no longer restricted to an elite group within the population. The 'first citizen', as they are sometimes known, can come from any class, gender or ethnic background and has a key democratic role to play. After being chosen and appointed by fellow councillors, he or she must act as a politically impartial chairman of the council, making sure that proper conduct takes place in the council chamber during meetings. The civic mayor also has a duty and privilege to support local initiatives aimed at providing benefit to the council area and its diverse communities. In this role, the mayor can speak and act in multiple capacities, as ambassador, facilitator, promoter and encourager. This may involve highlighting (...cont)*

*relevant causes and helping members of the local community to receive the recognition they deserve. However, it is probably the mayor's ceremonial role that most people are familiar with. Mayors are frequently invited to attend events in the community, such as openings and fundraising events organised by voluntary and charitable organisations. Fundraising events may also be held for charities that are chosen by the new mayor at the start of the civic year. All in all, it is potentially a busy year for any mayoral candidate."*

## 10 CONSTITUTION AND OTHER POLICIES

Council is requested to **REVIEW** and **APPROVE** the following documents, subject to any changes they feel may be required:

(i) **The Constitution** **(ATTACHMENT B)**

A number of changes are recommended to the Constitution to reflect changes in the services provided by the Council. The draft Constitution proposed for adoption has been significantly simplified. Changes agreed by Committees to their Terms of Reference have been incorporated into the document.

It is also **RECOMMENDED** that the Civic Hall Management Board be **DISSOLVED** and matters relating to the Civic Hall are dealt with by relevant Committees and Full Council. Council should consider the establishment of a Civic Hall User Group (to be led by the Civic Hall Manager) which can feed ideas and suggestions from users of the Hall to the Comms & Events Committee for consideration to replace the Management Board as a vehicle to capture user input.

(ii) **Standing Orders** **(ATTACHMENT C)**

The Standing Orders were revised at the last AGM in May 2015 and are in line with the model Standing Orders issued by NALC. Some minor amendments were required to reflect the changes made to the Code of Conduct in November 2015 but no further amendments are proposed.

(iii) **Financial Regulations** **(ATTACHMENT D)**

The Financial Regulations were revised at the last AGM in May 2015 and are in line with the model Financial Regulations issued by NALC. The Financial Regulations have therefore been reformatted to reflect the new corporate style but it is not proposed to amend the content.

(iv) **Complaints Procedure** **(ATTACHMENT E)**

No changes are proposed to the complaints procedure.

(v) **Communications Policy** **(ATTACHMENT F)**

The Communications Policy was only adopted by Council at the February Ordinary meeting. No changes are proposed.

(vi) **Publication Scheme** **(ATTACHMENTS G/H)**

No changes are proposed to the publication scheme.

## 11 ANNUAL ACCOUNTS

**Statutory Basis:** Accounts & Audit Regulations 2015

### ATTACHMENTS:

Report on Annual Accounts	(ATTACHMENT I)
Annual Return	(ATTACHMENT J)
Full Trial Balance	(ATTACHMENT K)
Asset Register	(ATTACHMENT L)

The Finance Manager has prepared a report for Council in respect of the Annual Accounts for 2015-16. The Accounts have already been considered by the Finance Committee at their meeting held on 11th March 2016. The Finance Committee were satisfied with the statements of the accounts provided.

Council is requested to **CONSIDER** this matter, **APPROVE** the accounts and **AUTHORISE** the Chairman to sign the Annual Governance Statement and the Annual Accounting Statement for 2015/16.

## 12 APPOINTMENTS TO COMMITTEES

Subject to agreement of item 10(i) above, to consider the appointments of Chairmen, Vice-Chairmen and membership of the following Committees:

Each Committee may consist of a maximum of ten members (including the Chair and Vice Chair) except Planning, which all members of Council are members of. The Chairman and Vice-Chairman of Council are ex-officio members of all Committees.

- (i) **Communications and Events -**
- (b) **Crime and Community Safety -**
- (c) **Planning - Full Council, Chair/Vice only required**
- (d) **Finance and General Purposes**
- (e) **Personnel**

## 13 APPOINTMENTS TO WORKING GROUPS AND PANELS

To consider appointments to the following Groups and Panels:

- (i) **Disciplinary Panel**
- (ii) **Grievance Panel**
- (iii) **Appeals Panel**

Dependent on Council's decision in relation to item 10(i) above:

- (iv) **Civic Hall Management Board**

## 14 APPOINTMENTS TO OUTSIDE BODIES

Council is requested to **REVIEW** appointments to outside bodies and **DECIDE** what to do:

(i) **AAP**

The STC representative on the AAP is Cllr Nicholson. Appointments to the AAP Board are for 24 months, therefore no appointment by Council is required at this meeting. The Town Clerk has also been co-opted to the AAP board.

(ii) **CDALC Executive**

Currently Cllr Clegg. This appointment was only made by Council at the Ordinary Meeting held in January 2016.

(iii) **Larger Local Councils Forum (CDALC)**

Currently Cllrs Clegg and the Chairman of the Council currently attend the Larger Local Councils

(iv) **PACT House**

Cllr Bala Nair was appointed as the STC Rep on the PACT House board by Council at the Ordinary Meeting held in February 2016.

## 15 SCHEDULE OF MEETINGS

(ATTACHMENT M)

Next year is an election year, it is **PROPOSED** to bring the Annual Town Meeting forward to March so that it does not take place either immediately before or after the election. The suggested date of the AGM is likely to be the week following the elections, however once the date of the election is confirmed this will need to be reviewed.

Council is requested to **CONSIDER and APPROVE** the proposed schedule of meetings for the civic year 2016/17.

## 16 SUBSCRIPTIONS TO OUTSIDE ORGANISATIONS

Council is requested to **CONSIDER** whether or not the Council wishes to continue to subscribe to the following organisations:

- (i) **NEREO**
- (ii) **National Association of Local Councils (NALC)**
- (iii) **County Durham Association of Local Councils (CDALC)**

## 17 DATE, TIME AND VENUE OF NEXT MEETING

Tuesday, 21st June 2016, 18.30 at the Civic Hall

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*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.*