

# **MINUTES of the ORDINARY MEETING OF STANLEY TOWN COUNCIL**

Held at Craghead Village Hall, Stanley on Tuesday 21st June 2016 at 6.30pm

**PRESENT:** J Nicholson\*                      G Graham                      W Nixon                      L Elliott  
D Marshall                      D Mills                      L Marshall                      M Wilkinson  
B Nair

\*Chairman

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

**IN ATTENDANCE:** Evelyn Watson - Ruffles

## **63                      APOLOGIES FOR ABSENCE**

Apologies received from Cllrs A Clegg, C Thompson, R Harrison, D McMahon, D Tully, C Bell, D Walker, J Charlton and R Ferris were accepted by Council.

## **64                      DECLARATIONS OF INTEREST**

None.

## **65                      PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIRMAN**

The Clerk reminded members to speak through the chair and to stand when speaking. No Members were recording the meeting.

## **66                      PUBLIC PARTICIPATION**

There were no questions from the public.

## **67                      CONFIRMATION OF COUNCIL MINUTES**

It was raised that apologies accepted by Council at the meeting of 14 June 2016 should not have been questioned further in the meeting once accepted at item 1. It was also raised that the meeting was quorate and Cllr D Marshall was disappointed that a decision could not be made.

It was **RESOLVED** that the minutes of the Annual General Meeting held on 24th May 2016 be approved as a correct record and signed by the Chair.

It was **RESOLVED** that the minutes of the Extraordinary Meeting held on 7th June 2016 be approved as a correct record and signed by the Chair.

It was **RESOLVED** that the minutes of the Extraordinary Meeting held on 8th June 2016 be approved as a correct record and signed by the Chair.

It was **RESOLVED** that the minutes of the Extraordinary Meeting held on 14th June 2016 be approved as a correct record and signed by the Chair.

## 68 MINUTES OF COMMITTEE MEETINGS

It was **RESOLVED** that the following minutes be **RECEIVED** by Council.

- Crime and Community Safety 4th May 2016
- Communications and Events 10th May 2016
- Finance and General Purposed 11th May 2016
- Communications and Events 7th June 2016
- Planning 14th June 2016

Cllr D Marshall noted that his request (item 689) at Finance and General Purposes on 11th May 2016 has still not been resolved. Cllr Marshall further requested a breakdown of events that the Town Council have put on in the Civic Hall and what the costs incurred were.

## 69 RECOMMENDATIONS OF COMMITTEE MEETINGS

### (i) Crime and Community Safety

It was **RESOLVED** that Council should seek permission from DCC and then procure properly constructed metal frames to secure banners advertising Council community events on roundabouts on the A693. Officers to procure this at the best price if permission is granted.

### (ii) Finance

Council **RESOLVED** that:

- (a) An earmarked reserve of £10,000 be created for the commemoration of the centenary of the end of the first war.
- (b) An earmarked reserve of £20,000 be created to cover election costs. Following the next election, £5,000 should be transferred into the reserve annually to offset the costs of the following election.
- (c) It was **RESOLVED** that an adequate budget be created to cover the cost of DBS checks for elected members and relevant staff.
- (d) It was **RESOLVED** that the Council establishes an earmarked reserved for capital improvements in parks, play areas and open spaces and a transfer of £8,000 per year be made from the general reserve.

### (iii) Communications and Events

Council **RESOLVED** that:

- (a) Members and officers should be given a presentation in Council on Dementia Awareness to make the Council a dementia friendly employer.
- (b) The Civic Hall Manager should be given authority to replace the theatre curtain in the hall as the current curtain is a black out curtain that was not designed to be a front of stage curtain. Quotes have been obtained and expenditure will be

in the region of £1500 to be financed from the loan.

- (c) A staff discount should be introduced for STC staff in the Coffee shop of 20%. Staff of Durham County Council and Leisureworks should be offered a 10% discount on production of the appropriate ID.
- (d) The Deaf Club should continue to receive free room hire in the Civic Hall.
- (e) The Civic Hall manager should be given authority to procure 2 x AV screens for use by hirers and as information screens within the public areas.
- (f) Carers supporting people who would be unable to attend events in the hall independently should be given free tickets, up to a maximum that we can accommodate per performance. The disabled person should pay the appropriate applicable rate for their ticket.
- (g) A budget of £750 should be allocated from the Groundworks budget to enable planting up of the coal tubs on the roundabouts on the A693.

## 70 ACCOUNTS FOR PAYMENT AND BANK RECONCILIATION

It was proposed by Cllr D Mills, seconded by Cllr J Nicholson and **RESOLVED** that dispensation be granted to Cllrs D and L Marshall and that they do not need to leave the room when Council discuss payments to Graphic Print.

It was proposed by Cllr W Nixon, seconded by Cllr B Nair and **RESOLVED** that members **APPROVE** the payment of accounts for May 2016 and **NOTE** the bank reconciliation.

## 71 BUDGETARY CONTROL

It was **RESOLVED** that members **NOTED** the report of the Finance Manager on budgetary control and that no action was required.

## 72 CHRISTMAS LIGHTS

Members **RESOLVED** that:

- (i) No additional wraps be provided for 2016; and
- (ii) The provision of additional tree fairy lights as detailed in the report from the CDM should be allocated funding for 2016.

## 73 FORWARD PLAN

Members **RESOLVED** to **APPROVE** the draft forward plan for timetabling of Committee work.

## 74 STREET FURNITURE

Members considered the Street Furniture Licence from DCC. Members **RESOLVED** that the Council should sign off the agreement.

## 75 CIVIC HALL INTERIOR DESIGN PROPOSAL

Members received a presentation from Evelyn Watson from Ruffles Interior design.

Members **RESOLVED** to agree the outline brief, subject to the approval of a further report breaking down the cost of the technical works required to the auditorium at a future meeting.

## 76 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:  
Consideration of awards to members of the public. Discussion of these awards in a public forum could be prejudicial to the purpose of the awards.*

## 77 CHAIRMAN'S AWARDS

Members **RESOLVED** that the two nominations put forward by Cllr C Thompson be **APPROVED**.

## 78 DATE, TIME AND VENUE OF NEXT MEETING

Tuesday 19th July 2016, 18:30 at The Venue, Tyne Road, Stanley.



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**MINUTES of the EXTRA-ORDINARY MEETING OF STANLEY TOWN COUNCIL**

Held at **Stanley Civic Hall**, Front Street, Stanley on **Tuesday 5th July 2016** at **7.00pm**

**PRESENT:**

|              |             |          |            |
|--------------|-------------|----------|------------|
| J Nicholson* | A Clegg     | G Graham | C Thompson |
| W Nixon      | R Harrison  | D Tully  | D Marshall |
| D Mills      | D Walker    | R Ferris | L Marshall |
| B Nair       | M Wilkinson |          |            |

\*Chairman

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

**ABSENT:** Cllrs T Davinson and L Elliott

**88 APOLOGIES FOR ABSENCE**

Apologies received from Cllr C McKee, D McMahon, C Bell and J Charlton were accepted by Council.

**89 DECLARATIONS OF INTEREST**

None.

**90 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIRMAN**

The Clerk noted that no one was recording this meeting.

**91 PUBLIC PARTICIPATION**

There were no members of the public in attendance at this meeting.

**92 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: The consideration of the following item is a discussion about staff and staffing within the Civic Hall which must be held in closed session to protect the privacy of members of staff.*

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**CIVIC HALL STAFFING**

Council **CONSIDERED** the report of the Town Clerk and **RESOLVED** that:

- (i) The Town Clerk will split his time between the Civic Hall and the Town Council on a flexible basis but roughly on a 2/5 basis in the short term to ensure business continuity. This will require some Committee work to be delegated to other team members during this period and may mean that some planned work has to be pushed back. It will make the final delivery of the refurbishment works to the Civic Hall slightly easier as we are progressing to the point where Council will approve both an interior design scheme and a technical specification for the auditorium and having only a single manager in place will expedite this process.
- (ii) This period will be used as an opportunity to review the job roles of the Civic Hall staff and to delegate roles and responsibilities to them commensurate with their grade.
- (iii) To implement with immediate effect a Duty Manager system whereby one of the Bar Manager, Events Manager or Box Office Supervisor take responsibility for the operational management of the building during trading hours.
- (iv) The Clerk be authorised to bring in additional temporary staffing (either casual or on short term contract) to backfill the operational (i.e time staffing events) aspect of the Civic Hall Manager role.
- (v) A report to be brought back to Council for decision after the recess, at which point Council can **DECIDE** the way forward.
- (vi) The Town Clerk is to meet with the Chairman on a regular basis to update on progress.

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

Tuesday 19th July 2016, 18:30 at The Venue, Wear Road

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**MINUTES of the FINANCE & GENERAL PURPOSES COMMITTEE MEETING OF STANLEY TOWN COUNCIL** held at Stanley Civic Hall, Front Street, Stanley on Tuesday 5th July 2016 at 6.00pm

**PRESENT:** Cllr D Walker\*                      Cllr D Mills                      Cllr D Marshall                      Cllr B Nair  
                 Cllr R Ferris                      Cllr J Nicholson                      Cllr W Nixon

\*Chairman

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

**OTHER IN ATTENDANCE:** Cllr L Marshall & Gordon Fletcher (Internal Auditor)

**79                      APOLOGIES**

Apologies received from Cllr C Bell were accepted by the Committee.

**80                      DECLARATIONS OF INTEREST**

None.

**81                      PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIRMAN OR TOWN CLERK**

The Clerk noted that no one was recording this meeting.

The Clerk also noted that the report that Cllr D Marshall had previously requested on the Civic Hall Events was not prepared yet. Cllr Marshall requested that this be done urgently as it is needed before new budgets can be set.

**82                      PUBLIC PARTICIPATION**

No members of the public were present at the meeting.

**83                      CONFIRMATION OF MINUTES**

It was proposed by Cllr D Mills, seconded by Cllr J Nicholson and **RESOLVED** that the Committee approve the minutes of the Finance Committee meeting held on 11th May 2016.

**84                      REPORTS FROM INTERNAL AUDITOR**

- **Accounts Payable** - Members noted the report from the Internal Auditor and were happy with the Full Assurance given.
- **Income Collection and Banking** - Members noted the report from the Internal Auditor and were happy with the Full Assurance given.

- **Payroll** - Members noted the report from the Internal Auditor and were happy with the Full Assurance given.
- **Risk Management** - Members noted the report from the Internal Auditor and were happy with the Substantial Assurance given. Members **RESOLVED** that the Clerk should organise Risk Management Training for Members and Staff.
- **Action Plan** - Members **APPROVED** the Action Plan prepared by the Internal Auditor.
- **Internal Audit Annual Report** - Members noted the report from the Internal Auditor.
- **Internal Audit Annual Plan** - Members **APPROVED** the Plan prepared by the Internal Auditor. The Clerk requested that Gordon liaise with himself and co-ordinate his Annual Plan with the reviews that the Clerk will be undertaking.

## 85 BUDGETARY CONTROL

Members noted the report of the year to date spending against each cost centre and nominal code. No action was required.

## 86 COFFEE SHOP TAKINGS

Cllr D Mills noted his concern over the amount of money being spent on the Coffee Shop compared to the income. The Clerk noted that Stocktakers will be coming in soon, and a report will be provided following their review.

Members noted the Coffee Shop takings.

## 87 DATE, TIME AND VENUE OF NEXT MEETING

Tuesday 1st November 2016, 18:30, venue TBC.

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**STANLEY TOWN COUNCIL**



# Invoices for Payment and Bank Reconciliation

Prepared for: Town Council, 19 July 2016

Prepared by: Derek Shingleton, Finance Manager

Date of Report: 12 July 2016

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## BACKGROUND

1. In order to demonstrate effective internal control arrangements and comply with Financial Regulations, the Council is required to approve all payments made.

## PAYMENTS MADE

2. This report provides the latest details of all invoices and other liabilities paid by the Council by cheque, direct debit and using the Council's debit card. Last month's report included payments by cheque up to cheque number 102107. Details of direct debit and debit card payments were provided up to 31 May 2016.
3. I now include a statement of payments made by cheque (up to cheque number 102163), and by direct debit and debit card for the month up to 30 June 2016 (ATTACHMENT E attached).
4. The statement is produced directly from the RBS Omega system, and combines payments by cheque, card and direct debit.
5. I have also included a summary of income received for information (ATTACHMENT F), and this is also produced directly from the new accounting system.

## BANK RECONCILIATION

6. I include here information on our current account balance (reconciled with the Omega accounting system by taking into account unpresented cheques and cash in transit), and the interest earning account. The purpose of taking the actual bank balance at the end of a month and then adjusting for cheques not yet presented (and any cash in transit where appropriate) is to provide reassurance that the accounting records of the Council and the bank account both agree to the same figure, indicating that all transactions have been accounted for.
  7. Details are as follows (copies of bank statements at the end of the period are attached as ATTACHMENTS G AND H to confirm the figures). I have used the starting balance as at 31 March 2016.
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**STANLEY TOWN COUNCIL**
**Active Saver Account**

|                              |                 |
|------------------------------|-----------------|
| Balance at 31 March 2016     | £470,000        |
| Add:                         |                 |
| Precept & Grant - April 2016 | £397,831        |
|                              | <u>£867,831</u> |

## Less:

|                           |           |
|---------------------------|-----------|
| Transfer on 7 April 2016  | (£30,000) |
| Transfer on 26 April 2016 | (£25,000) |
| Transfer on 16 May 2016   | (£12,831) |
| Transfer on 23 May 2016   | (£40,000) |
| Transfer on 31 May 2016   | (£20,000) |
| Transfer on 20 June 2016  | (£70,000) |

|                         |                 |
|-------------------------|-----------------|
| Balance at 30 June 2016 | <u>£670,000</u> |
|                         | =====           |

**Current Account**

|   |                   |
|---|-------------------|
| Balance at 30 June 2016                         | £39,796.93        |
| Less:   |                   |
| Unpresented Cheques (see attached ATTACHMENT G) | £19,437.00        |
| Add:  |                   |
| Cash in Transit                                 | £1,732.00         |
|   | <u>£22,091.93</u> |
|   | -----             |

|                               |                    |
|-------------------------------|--------------------|
| <b>TOTAL Balances at Bank</b> | <b>£692,091.93</b> |
|                               | =====              |

|  |                    |
|--|--------------------|
| Total in Omega Accounts (Code 200) – including invested sum<br>(trial balance included as ATTACHMENT H to confirm figures) | <b>£692,091.93</b> |
|  | =====              |

8. The above shows that, at 30 June 2016, the Council's bank balances totalled £692,091.93 after cheques amounting to £19,437.00 are presented and cash receipts of £1,732.00 are banked.
9. An additional reconciliation statement is shown below.

**RECOMMENDATION**

10.I would **RECOMMEND** that Members:

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**STANLEY TOWN COUNCIL**

- a) Approve the payments as detailed in Attachment C;
- b) Note the total balances at the bank at 30 June 2016;
- c) Note the bank balances and Omega accounting figures both agree, indicating that all transactions are properly accounted for.

**FINANCIAL IMPLICATIONS**

11. There are no financial implications arising directly from the Report

**LEGAL IMPLICATIONS**

12. There are no legal implications arising directly from the Report

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**BANK RECONCILIATION**

Balance at 31 May 2016:

|   |                    |                    |
|---|--------------------|--------------------|
| Current Account                         | £24,076.37         |                    |
| Saver Account                           | <u>£740,000.00</u> | £764,076.37        |
| Less:                                   |                    |                    |
| Unpresented Cheques – May               |                    | £15,352.71         |
| Add:                                    |                    |                    |
| Cash in Transit – May                   |                    | (£2,978.00)        |
|   |                    | -----              |
|   |                    | £751,701.66        |
| Add:                                    |                    |                    |
| Income Received – June                  |                    | £27,434.20         |
| Adjustment to May total                 |                    | (£2,716.00)        |
|   |                    | -----              |
|   |                    | £776,419.86        |
| Less:                                   |                    |                    |
| Direct Debits and Card Payments – June  | £36,160.12         |                    |
| Cheques Drawn – June                    | <u>£48,167.81</u>  | £84,327.93         |
|   |                    | -----              |
| Balance as per Trial Balance (Code 200) |                    | £692,091.93        |
| Add:                                    |                    |                    |
| Unpresented Cheques – June              |                    | £19,437.00         |
| Less:                                   |                    |                    |
| Cash in Transit – June                  |                    | (£1,732.00)        |
|   |                    | -----              |
| CURRENT BALANCE – 31 May 2016           |                    | £709,796.93        |
|   |                    | =====              |
| Current Account                         |                    | £39,796.93         |
| Saver Account                           |                    | £670,000.00        |
|   |                    | -----              |
|   |                    | <u>£709,796.93</u> |
|   |                    | =====              |



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Current Bank A/c

## List of Payments made between 01/06/2016 and 30/06/2016

| <u>Date Paid</u> | <u>Payee Name</u>              | <u>Cheque Ref</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u>      |
|------------------|--------------------------------|-------------------|--------------------|-----------------------|--------------------------------|
| 01/06/2016       | Vodafone                       | DD03 001          | 54.99              | DD03 001              | Mobile phones                  |
| 01/06/2016       | Northumbrian Water             | DD03 002          | 764.88             | DD03 002              | Water charges to 30 April 2016 |
| 01/06/2016       | Various                        | DD03 003          | 24.00              | DD03 003              | Refund of ticket sales         |
| 01/06/2016       | ITC Service                    | DD03 004          | 10.80              | DD03 004 (2)          | Printer maintenance            |
| 01/06/2016       | Civic Hall Petty Cash          | DD03 005          | 200.00             |                       | Petty cash top up              |
| 01/06/2016       | Caffe Vinci                    | 102108            | 64.76              | 03 001                | Stainless Steel Milk Jug       |
| 01/06/2016       | Craghead Village Hall          | 102109            | 1,000.00           | 03 002                | Craghead V Hall Fun Day        |
| 01/06/2016       | Cranked Anvil                  | 102110            | 192.00             | 03 003                | Ticket Sales-Cranked Anvil     |
| 01/06/2016       | Crystal View                   | 102111            | 25.00              | 03 004                | Windows - April                |
| 01/06/2016       | Durham County Council          | 102112            | 426.00             | 03 005                | Rates - June                   |
| 01/06/2016       | ITC Service Ltd                | 102113            | 172.64             | 03 006 (3)            | Copying charges                |
| 01/06/2016       | Fane Ltd                       | 102114            | 54.00              | 03 007                | Level 2 Food Safety-D Clark    |
| 01/06/2016       | Nisbets                        | 102115            | 491.69             | 03 008 (2)            | Trays, food labels ertc        |
| 01/06/2016       | Normans of Billingham Ltd      | 102116            | 35.94              | 03 009                | Water bottle                   |
| 01/06/2016       | Washington Supplies            | 102117            | 453.70             | 03 010                | Gloves, towels, mop, detergent |
| 01/06/2016       | Phil Meeks                     | 102118            | 1,000.00           | 03 011                | Delivery fee - Aladdin         |
| 02/06/2016       | Facebook                       | DD03 006          | 3.69               | DD03 006              | Promotion                      |
| 02/06/2016       | Facebook                       | DD03 007          | 82.71              | DD03 007              | Promotion                      |
| 03/06/2016       | Lanchester Dairies             | DD03 008          | 33.80              | DD03 008              | Milk                           |
| 03/06/2016       | Barclays Bank                  | DD03 009          | 200.00             | DD03 009              | Reflections - Old Peoples Home |
| 03/06/2016       | Booker                         | DD03 010          | 520.19             | DD03 010              | Bar stock                      |
| 06/06/2016       | Npower                         | DD03 011          | 1,247.05           | DD03 011              | Electricity to 30 April 2016   |
| 07/06/2016       | Barclays Bank                  | DD03 012          | 190.93             | DD03 012              | Bank charges                   |
| 08/06/2016       | DCC                            | DD03 013          | 774.00             | DD03 013              | Rates                          |
| 08/06/2016       | Adobe ID                       | DD03 014          | 14.29              | DD03 014              | Software                       |
| 08/06/2016       | Adobe Systems                  | DD03 015          | 23.99              | DD03 015              | Software                       |
| 10/06/2016       | Lanchester Dairies             | DD03 016          | 21.40              | DD03 016              | Milk                           |
| 10/06/2016       | Running With Crayons           | DD03 018          | 17.00              | DD03 018              | License - Alfred Powerpack     |
| 13/06/2016       | Paypal - Typespec              | DD03 017          | 60.00              | DD03 017              | The Doves type                 |
| 14/06/2016       | B & M Stocktakers              | 102119            | 70.00              | 03 012                | Stocktake to 20 May 2016       |
| 14/06/2016       | Lee Brannigan                  | 102120            | 1,044.00           | 03 013                | Ticket Sales-Bella's Big Band  |
| 14/06/2016       | Butterwick Trees CIC           | 102121            | 9,240.00           | 03 014                | Env Caretakers - April 2016    |
| 14/06/2016       | Croft Castings                 | 102122            | 717.60             | 03 015                | Tommy Armstrong plaque         |
| 14/06/2016       | Philip Niall t/a Falconry Acad | 102123            | 175.00             | 02 016                | Falconry & Bird of Prey Exper. |
| 14/06/2016       | ITC Service Ltd                | 102124            | 403.15             | 03 017 (2)            | Hosted exchange services       |
| 14/06/2016       | JG Uniforms                    | 102125            | 168.84             | 03 018                | Jacket,dress,scarf,blouses     |
| 14/06/2016       | Lee Kyle                       | 102126            | 250.00             | 03 019                | Gunge Show - 1 June 2016       |
| 14/06/2016       | LWC North East                 | 102127            | 550.03             | 03 020                | Lager, cider                   |
| 14/06/2016       | Main Brothers DIY              | 102128            | 532.36             | 03 021                | Drill, cable, screws etc       |
| 14/06/2016       | Normans of Billingham Ltd      | 102129            | 366.05             | 03 022                | Files, paper, card etc         |
| 14/06/2016       | C Robson - Fool's Gold         | 102130            | 40.00              | 03 023                | Fool's Gold                    |
| 14/06/2016       | Spoton Displays Ltd            | 102131            | 385.20             | 03 024                | 2 x PVC Banners                |
| 14/06/2016       | Paul Watson                    | 102133            | 75.00              | 03 026                | Face painting - 5 hours        |

Figures in brackets show number of invoices included  
in payment.

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## List of Payments made between 01/06/2016 and 30/06/2016

| <u>Date Paid</u> | <u>Payee Name</u>              | <u>Cheque Ref</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u>      |
|------------------|--------------------------------|-------------------|--------------------|-----------------------|--------------------------------|
| 14/06/2016       | Miko Coffee                    | 102134            | 198.34             | 03 026                | Espresso Beans 1kg             |
| 14/06/2016       | Pioneer Foods                  | 102135            | 945.64             | 03 026                | (11) Lemonade,water,juices     |
| 14/06/2016       | Hopwells                       | 102136            | 453.97             | (6)                   | Breads,teacakes,cakes          |
| 14/06/2016       | Tyneside Food Service          | DD03 019          | 377.44             | DD03 019              | Coffee Shop supplies           |
| 15/06/2016       | Microsoft                      | DD03 020          | 35.00              | DD03 020              | Software licence               |
| 16/06/2016       | Lanchester Dairies             | DD03 021          | 16.90              | DD03 021              | Milk                           |
| 16/06/2016       | British Telecom                | DD03 022          | 26.88              | DD03 022              | Broadband                      |
| 16/06/2016       | Various                        | DD03 023          | 576.00             | DD03 023              | Ticket sales refunded          |
| 16/06/2016       | Amazon                         | DD03 024          | 4.48               | DD03 024              | Jack plug                      |
| 16/06/2016       | Country Baskets                | DD03 025          | 113.88             | DD03 025              | Arrangemnets for booking       |
| 16/06/2016       | BT                             | DD03 026          | 300.08             | DD03 026              | Phone charges                  |
| 17/06/2016       | DCC                            | DD03 027          | 9,132.65           | DD03 027              | Salary deductions - May        |
| 17/06/2016       | Barclays                       | DD03 028          | 200.00             | DD03 028              | MIF 369                        |
| 20/06/2016       | Artistes International Managem | 102138            | 1,776.00           | 03 029                | Ticket sles ABBA Reunion       |
| 20/06/2016       | Butterwick Trees CIC           | 102139            | 9,240.00           | 03 030                | Env Caretakers-May 16          |
| 20/06/2016       | Durham Big Ride Ltd            | 102141            | 4,250.00           | 03 0314250            | Organisation/facilitation fees |
| 20/06/2016       | Durham County Council          | 102142            | 1,844.23           | 03 032                | Rates 2015/2016                |
| 20/06/2016       | JG Uniforms                    | 102144            | 232.50             | 03 034                | Dress,jacket,blouse,scarf      |
| 20/06/2016       | Newsquest Media Group          | 102145            | 168.00             | 03 035                | Advertiser - 2 June 2016       |
| 20/06/2016       | Nisbets                        | 102146            | 29.19              | 03 036                | Soda syphon and chargers       |
| 20/06/2016       | Stanley Travel (North East) Lt | 102147            | 455.00             | 03 037                | Bus-Catchgate/East Stanley sch |
| 20/06/2016       | Red Splash Consultancy t/a SSP | 102148            | 483.18             | 03 037                | 6 x 3 mtr steel sign posts     |
| 20/06/2016       | Durham County Council          | 102143            | 426.00             | 03 033                | Rates - July                   |
| 20/06/2016       | Squegg Ltd                     | 102132            | 480.00             | 03 025                | Artwork - STC Crest            |
| 20/06/2016       | Booker                         | DD03 029          | 52.01              | DD03 029              | Soft drinks                    |
| 21/06/2016       | Worldpay                       | DD03 030/1        | 74.37              | Dd03 030/1            | Card transaction fees          |
| 21/06/2016       | Booker                         | DD03 032          | 168.80             | DD03 032              | Coffee, vodka, soft drinks     |
| 24/06/2016       | Lanchester Dairies             | DD03 033          | 12.95              | DD03 033              | Milk                           |
| 27/06/2016       | DCC                            | DD03 034          | 19,859.94          | DD03 034              | Salaries - June                |
| 27/06/2016       | BOC Manchester                 | DD03 035          | 107.76             | DD03 035              | Suregas, suremix               |
| 27/06/2016       | Amazon                         | DD03 036          | 12.74              | DD03 036              | 12 Laundry Storage bags        |
| 27/06/2016       | Booker                         | DD03 037          | 47.98              | DD03 037              | Wine                           |
| 27/06/2016       | Booker                         | DD03 038          | 86.12              | DD03 038              | Soft drinks, snacks            |
| 27/06/2016       | Blue Ice Machines              | DD03 039          | 172.42             | DD03 039              | Slush syrup                    |
| 29/06/2016       | Friends of Tanfield Lea        | 102151            | 835.00             | 03 039                | MIF 446                        |
| 29/06/2016       | East Stanley School            | 102152            | 500.00             | 03 040                | MIF 447                        |
| 29/06/2016       | Stanley Events Ltd             | 102153            | 910.00             | 03 041                | MIF 437                        |
| 29/06/2016       | Tommy Armstrong Society        | 102154            | 125.00             | 03 042                | MIF 453                        |
| 29/06/2016       | White Le Head Methodist Church | 102155            | 1,004.51           | 03 043                | MIF 455                        |
| 29/06/2016       | PACT House Stanley             | 102156            | 1,134.00           | 03 044                | MIF 439                        |
| 29/06/2016       | Durham Ass. Boys & Girls Club  | 102157            | 110.00             | 03 045                | MIF 451                        |
| 29/06/2016       | Kalapremi UK                   | 102158            | 2,600.00           | 03 046                | MIF 456                        |
| 29/06/2016       | Friendly Fire Gaming Club      | 102159            | 500.00             | 03 047                | MIF 450                        |

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Stanley Town Council 2016-2017

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At : 14:23

Current Bank A/c

## List of Payments made between 01/06/2016 and 30/06/2016

| <u>Date Paid</u>      | <u>Payee Name</u>              | <u>Cheque Ref</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|-----------------------|--------------------------------|-------------------|--------------------|-----------------------|---------------------------|
| 29/06/2016            | Butterwick Trees               | 102160            | 184.00             | 03 048                | MIF 441                   |
| 29/06/2016            | Tanfield Lea Countryside Group | 102161            | 285.00             | 03 049                | MIF 454                   |
| 29/06/2016            | Post Office Counters           | DD03 040          | 238.00             | DD03 040              | Stamps                    |
| 30/06/2016            | Beamish Sparks                 | 102162            | 565.29             | 03 050                | MIF 448                   |
| 30/06/2016            | Shaid Ltd                      | 102163            | 500.00             | 03 051                | MIF 444                   |
| 30/06/2016            | Barclays                       | DD03 041          | 300.00             | DD03 041              | MIF 369                   |
| <b>Total Payments</b> |                                |                   | <u>84,327.93</u>   |                       |                           |

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Stanley Town Council 2016-2017

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Cash Book No : 1

User : DS

Current Bank A/c

Receipts received between 01/06/2016 and 30/06/2016

## Nominal Ledger Analysis

| Receipt Ref               | Name of Payer          | £ Amnt Received | £ Debtors | £ VAT    | A/c  | Centre | £ Amount | Transaction Detail       |
|---------------------------|------------------------|-----------------|-----------|----------|------|--------|----------|--------------------------|
|                           | Banked on : 02/06/2016 | 64.22           |           |          |      |        |          |                          |
| INC03 005                 | BT                     | 64.22           |           | 10.70    | 4100 | 110    | 53.52    | Refund of charges        |
|                           | Banked on : 03/06/2016 | 73.50           |           |          |      |        |          |                          |
| INC03 006                 | J Adcock               | 73.50           |           |          | 1028 | 500    | 73.50    | Art sales                |
|                           | Banked on : 08/06/2016 | 47.74           |           |          |      |        |          |                          |
| INC03 007                 | Barclays               | 47.74           |           |          | 4999 | 110    | 47.74    | Loyalty reward           |
|                           | Banked on : 09/06/2016 | 360.00          |           |          |      |        |          |                          |
|                           | Sales Recpts Page 13   | 360.00          | 360.00    |          | 100  |        |          | Sales Recpts Page 13     |
|                           | Banked on : 09/06/2016 | 834.00          |           |          |      |        |          |                          |
| INC03 009                 | Working Links          | 834.00          |           | 139.00   | 1010 | 500    | 695.00   | Room hire                |
|                           | Banked on : 10/06/2016 | 192.00          |           |          |      |        |          |                          |
| INC03 009                 | Solutions 4 Health     | 192.00          |           | 32.00    | 1010 | 500    | 160.00   | Room hire                |
|                           | Banked on : 13/06/2016 | 108.00          |           |          |      |        |          |                          |
| INC03 010                 | J watson               | 108.00          |           | 18.00    | 1010 | 500    | 90.00    | Room hire                |
|                           | Banked on : 14/06/2016 | 1,224.00        |           |          |      |        |          |                          |
| INC03 001                 | Various                | 1,224.00        |           |          | 1005 | 500    | 1,224.00 | Cash receipts to 14 Jun- |
|                           | Banked on : 14/06/2016 | 4,585.62        |           |          |      |        |          |                          |
| INC03 001                 | Various                | 4,585.62        |           | 764.27   | 1010 | 500    | 550.00   | Room Hire                |
|                           |                        |                 |           |          | 1010 | 500    | 91.67    | Keep Fit                 |
|                           |                        |                 |           |          | 1010 | 500    | 63.33    | Zumba                    |
|                           |                        |                 |           |          | 1000 | 500    | 55.00    | Gunge Show               |
|                           |                        |                 |           |          | 1000 | 500    | 4.17     | Princess Party           |
|                           |                        |                 |           |          | 1220 | 505    | 1,721.18 | Cash receipts to 14 June |
|                           |                        |                 |           |          | 1020 | 510    | 1,368.42 | Cash receipts to 14 June |
|                           |                        |                 |           |          | 1010 | 500    | -83.33   | Keep Fit Fees            |
|                           |                        |                 |           |          | 4104 | 500    | 3.42     | Postage fees             |
|                           |                        |                 |           |          | 1028 | 500    | 3.33     | Cash receipts to 14 Jun- |
|                           |                        |                 |           |          | 1000 | 500    | 44.16    | Cash receipts to 14 Jun- |
|                           | Banked on : 15/06/2016 | 576.00          |           |          |      |        |          |                          |
| INC03 004                 | Various                | 576.00          |           |          | 1005 | 500    | 576.00   | Card receipt             |
|                           | Banked on : 16/06/2016 | 72.00           |           |          |      |        |          |                          |
|                           | Sales Recpts Page 14   | 72.00           | 72.00     |          | 100  |        |          | Sales Recpts Page 14     |
|                           | Banked on : 20/06/2016 | 1,261.00        |           |          |      |        |          |                          |
| INC03 002                 | Various                | 1,261.00        |           |          | 1005 | 500    | 1,261.00 | Cash rcpts to 20 June-No |
|                           | Banked on : 20/06/2016 | 2,231.90        |           |          |      |        |          |                          |
| INC03 002                 | Various                | 2,231.90        |           | 371.98   | 1010 | 500    | 163.33   | Room hire                |
|                           |                        |                 |           |          | 1010 | 500    | 58.33    | Keep Fit                 |
|                           |                        |                 |           |          | 1010 | 500    | 25.00    | Zumba                    |
|                           |                        |                 |           |          | 1000 | 500    | 4.17     | Princess Party           |
|                           |                        |                 |           |          | 1220 | 505    | 621.33   | Cash rcpts to 20 June-   |
| Sub Total Carried Forward |                        | 11,629.98       | 432.00    | 1,335.95 |      |        | 8,874.27 |                          |

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Stanley Town Council 2016-2017

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Current Bank A/c

Receipts received between 01/06/2016 and 30/06/2016

## Nominal Ledger Analysis

| Receipt Ref      | Name of Payer          | £ Amnt Received | £ Debtors | £ VAT    | A/c  | Centre | £ Amount  | Transaction Detail       |
|------------------|------------------------|-----------------|-----------|----------|------|--------|-----------|--------------------------|
|                  |                        |                 |           |          | 1020 | 510    | 956.08    | Cash rcpts to 20 June-   |
|                  |                        |                 |           |          | 1010 | 500    | -33.33    | Keep Fit Fees            |
|                  |                        |                 |           |          | 1000 | 500    | 65.01     | Cash rcpts to 20 June-   |
|                  | Banked on : 20/06/2016 | 500.00          |           |          |      |        |           |                          |
| INC03 011        | G Jewitt               | 500.00          |           | 83.33    | 1010 | 500    | 416.67    | Room hire                |
|                  | Banked on : 21/06/2016 | 366.00          |           |          |      |        |           |                          |
| INC03 012        | Timeless Theatre       | 366.00          |           | 61.00    | 1010 | 500    | 305.00    | Room hire                |
|                  | Banked on : 28/06/2016 | 1,080.00        |           |          |      |        |           |                          |
|                  | Sales Recpts Page 23   | 1,080.00        | 1,080.00  |          | 100  |        |           | Sales Recpts Page 23     |
|                  | Banked on : 28/06/2016 | 1,690.60        |           |          |      |        |           |                          |
| INC03 003        | Various                | 1,690.60        |           |          | 1005 | 500    | 1,690.60  | Cash rcpts to 28 June-No |
|                  | Banked on : 28/06/2016 | 3,967.85        |           |          |      |        |           |                          |
| INC03 003        | Various                | 3,967.85        |           | 661.31   | 1010 | 500    | 507.92    | Room hire                |
|                  |                        |                 |           |          | 1010 | 500    | 54.17     | Keep Fit                 |
|                  |                        |                 |           |          | 1000 | 500    | 13.33     | Putting on the Glitz     |
|                  |                        |                 |           |          | 1220 | 505    | 669.17    | Cash rcpts to 28 June-   |
|                  |                        |                 |           |          | 1020 | 510    | 2,080.79  | Cash rcpts to 28 June-   |
|                  |                        |                 |           |          | 1010 | 500    | -33.33    | Keep Fit fees            |
|                  |                        |                 |           |          | 1000 | 500    | 14.49     | Cash rcpts to 28 June-   |
|                  | Banked on : 30/06/2016 | 5,865.76        |           |          |      |        |           |                          |
| INC03 004        | Various                | 5,865.76        |           |          | 1005 | 500    | 5,865.76  | Card payments June-No    |
|                  | Banked on : 30/06/2016 | 2,334.01        |           |          |      |        |           |                          |
| INC03 004        | Various                | 2,334.01        |           | 389.00   | 1010 | 500    | 1,275.00  | Room Hire                |
|                  |                        |                 |           |          | 1010 | 500    | 2.50      | Zumba                    |
|                  |                        |                 |           |          | 1000 | 500    | 25.00     | Pirates Party            |
|                  |                        |                 |           |          | 1000 | 500    | 40.00     | Gunge Show               |
|                  |                        |                 |           |          | 1000 | 500    | 15.00     | Putting on the Glitz     |
|                  |                        |                 |           |          | 1000 | 500    | 8.33      | Princess Party           |
|                  |                        |                 |           |          | 1000 | 500    | 37.50     | Summer Fayre             |
|                  |                        |                 |           |          | 1220 | 505    | 92.22     | Card payments June -     |
|                  |                        |                 |           |          | 1020 | 510    | 113.83    | Card payments June -     |
|                  |                        |                 |           |          | 1000 | 500    | -16.04    | Adjustments              |
|                  |                        |                 |           |          | 4104 | 500    | 7.50      | Postage                  |
|                  |                        |                 |           |          | 1000 | 500    | 344.17    | Card payments June -     |
| Total Receipts : |                        | 27,434.20       | 1,512.00  | 2,530.59 |      |        | 23,391.61 |                          |

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Stanley Town Council 2016-2017

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User : DS

Current Bank A/c

Receipts received between 01/07/2016 and 14/07/2016

## Nominal Ledger Analysis

| <u>Receipt Ref</u>     | <u>Name of Payer</u> | <u>£ Amnt Received</u> | <u>£ Debtors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|------------------------|----------------------|------------------------|------------------|--------------|------------|---------------|-----------------|---------------------------|
| Banked on : 04/07/2016 |                      | 162.00                 |                  |              |            |               |                 |                           |
|                        | Sales Recpts Page 15 | 162.00                 | 162.00           |              | 100        |               |                 | Sales Recpts Page 15      |
| Banked on : 04/07/2016 |                      | 90.00                  |                  |              |            |               |                 |                           |
|                        | Sales Recpts Page 16 | 90.00                  | 90.00            |              | 100        |               |                 | Sales Recpts Page 16      |
| Banked on : 04/07/2016 |                      | 150.00                 |                  |              |            |               |                 |                           |
|                        | Sales Recpts Page 17 | 150.00                 | 150.00           |              | 100        |               |                 | Sales Recpts Page 17      |
| Banked on : 04/07/2016 |                      | 794.00                 |                  |              |            |               |                 |                           |
|                        | Sales Recpts Page 18 | 794.00                 | 794.00           |              | 100        |               |                 | Sales Recpts Page 18      |
| Banked on : 04/07/2016 |                      | 96.00                  |                  |              |            |               |                 |                           |
|                        | Sales Recpts Page 19 | 96.00                  | 96.00            |              | 100        |               |                 | Sales Recpts Page 19      |
| Banked on : 04/07/2016 |                      | 160.00                 |                  |              |            |               |                 |                           |
|                        | Sales Recpts Page 20 | 160.00                 | 160.00           |              | 100        |               |                 | Sales Recpts Page 20      |
| Banked on : 04/07/2016 |                      | 160.00                 |                  |              |            |               |                 |                           |
|                        | Sales Recpts Page 21 | 160.00                 | 160.00           |              | 100        |               |                 | Sales Recpts Page 21      |
| Banked on : 06/07/2016 |                      | 120.00                 |                  |              |            |               |                 |                           |
|                        | Sales Recpts Page 22 | 120.00                 | 120.00           |              | 100        |               |                 | Sales Recpts Page 22      |
| Total Receipts :       |                      | 1,732.00               | 1,732.00         | 0.00         |            |               | 0.00            |                           |

## Item 7 - ATTACHMENT G



12 July 2016  
 Mr John Robin Tunstall  
 Email: No address currently held  
 Work Email: No address currently held  
 Work Tel: 01759 302027

## Transactions

### BUSINESS FREE AUTO TRANS

20-33-51 43231674

|                      |            |
|----------------------|------------|
| Available balance    | £29,539.74 |
| Last night's balance | £30,520.62 |
| Overdraft limit      | £0.00      |

Showing 1-6 of 6 transactions between 30/06/2016 and 30/06/2016

[Don't recognise a transaction?](#)
[Export All](#)
[Download all \(PDF\)](#)
[Print page](#)

| Date       | Description        | Money In | Money Out  | Balance    |
|------------|--------------------|----------|------------|------------|
| 30/06/2016 | MV- 76951073 -2706 | £59.00   |            | £39,796.93 |
| 30/06/2016 | MV- 76950763 -2706 | £21.96   |            | £39,737.93 |
| 30/06/2016 | 203351 30JUN 14.13 |          | -£300.00   | £39,715.97 |
| 30/06/2016 | 102143             |          | -£426.00   | £40,015.97 |
| 30/06/2016 | 102142             |          | -£1,844.23 | £40,441.97 |
| 30/06/2016 | 102128             |          | -£532.36   | £42,286.20 |

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## Item 7 - ATTACHMENT H



12 July 2016  
Mr John Robin Tunstall  
Email: No address currently held  
Work Email: No address currently held  
Work Tel: 01759 302027

## Transactions

Active Saver

20-33-51 93186547

|                      |             |
|----------------------|-------------|
| Available balance    | £670,000.00 |
| Last night's balance | £670,000.00 |
| Overdraft limit      | n/a         |

Showing 1-1 of 1 transaction between 01/06/2016 and 30/06/2016

[Don't recognise a transaction?](#)[Export All](#)[Download all \(PDF\)](#)[Print page](#)

| Date       | Description     | Money In | Money Out   | Balance     |
|------------|-----------------|----------|-------------|-------------|
| 20/06/2016 | 203351 43231674 |          | -£70,000.00 | £670,000.00 |

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Date: 12/07/2016

Stanley Town Council 2016-2017

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Time: 15:00

User : DS

**Bank Reconciliation Statement as at: 14/07/2016 for Cash Book 1 Current Bank A/c**

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u> | <u>Balances</u>   |
|--|-----------------------|----------------|-------------------|
| Savings Account                        | 30/06/2016            | 9              | 670,000.00        |
| Current Bank Account                   | 30/06/2016            |                | 39,796.93         |
|  |                       |                | <u>709,796.93</u> |

| <u>Unpresented Cheques (Minus)</u>               | <u>Amount</u>    |
|--|------------------|
| 10/05/2016 102054 Cult Event Management          | 155.00           |
| 01/06/2016 102111 Crystal View                   | 25.00            |
| 20/06/2016 102139 Butterwick Trees CIC           | 9,240.00         |
| 20/06/2016 102144 JG Uniforms                    | 232.50           |
| 29/06/2016 102151 Friends of Tanfield Lea        | 835.00           |
| 29/06/2016 102152 East Stanley School            | 500.00           |
| 29/06/2016 102153 Stanley Events Ltd             | 910.00           |
| 29/06/2016 102154 Tommy Armstrong Society        | 125.00           |
| 29/06/2016 102155 White Le Head Methodist Churc  | 1,004.51         |
| 29/06/2016 102156 PACT House Stanley             | 1,134.00         |
| 29/06/2016 102157 Durham Ass. Boys & Girls Club  | 110.00           |
| 29/06/2016 102158 Kalapremi UK                   | 2,600.00         |
| 29/06/2016 102159 Friendly Fire Gaming Club      | 500.00           |
| 29/06/2016 102160 Butterwick Trees               | 184.00           |
| 29/06/2016 102161 Tanfield Lea Countryside Group | 285.00           |
| 30/06/2016 102162 Beamish Sparks                 | 565.29           |
| 30/06/2016 102163 Shaid Ltd                      | 500.00           |
| 12/11/2015 101805 Newsquest Media Group          | 366.00           |
| 08/12/2015 101854 The Seasonal Group             | 30.50            |
| 19/01/2016 101899 AA Hygiene                     | 135.20           |
|  | <u>19,437.00</u> |
|  | 690,359.93       |

**Receipts not Banked/Cleared (Plus)**

0.00

690,359.93**Balance per Cash Book is :- 692,091.93****Difference Excluding Adjustments is :- -1,732.00****Adjustments to Reconciliation**

0.00

0.00**Unreconciled Difference is :-**

Date : 12/07/2016

Stanley Town Council 2016-2017

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Time: 13:53

Trial Balance for Month No: 3

User :DS

Account Number Order

| <u>A/c Code</u> | <u>Account Name</u>       | <u>Centre</u> | <u>Centre Name</u>   | <u>Debit</u> | <u>Credit</u> |
|-----------------|---------------------------|---------------|----------------------|--------------|---------------|
| 100             | Debtors                   |               |                      | 5,548.30     |               |
| 105             | VAT Control A/c           |               |                      | 1,130.42     |               |
| 200             | Current Bank A/c          |               |                      | 692,091.93   |               |
| 201             | Civic Hall Petty Cash     |               |                      | 792.02       |               |
| 202             | Civic Hall Refunds Float  |               |                      | 583.00       |               |
| 205             | Office Petty Cash         |               |                      | 166.57       |               |
| 220             | Civic Hall Float          |               |                      | 2,114.00     |               |
| 310             | General Reserves          |               |                      |              | 342,240.93    |
| 315             | EM Reserve - Front Street |               |                      |              | 125,000.00    |
| 1000            | Ticket Sales Retained     | 500           | Civic Hall           |              | 1,426.76      |
| 1005            | Ticket Sales Non Retained | 500           | Civic Hall           |              | 20,271.42     |
| 1010            | Hall Hire                 | 500           | Civic Hall           |              | 16,957.29     |
| 1020            | Bar Takings               | 510           | Civic Hall Bar       |              | 12,674.42     |
| 1028            | Resale Items              | 500           | Civic Hall           |              | 76.83         |
| 1040            | Fees & Charges-PAT tests  | 500           | Civic Hall           |              | 69.00         |
| 1070            | Recharges                 | 300           | Services             |              | 900.00        |
| 1090            | IT - Sale of Equipment    | 110           | Administration       |              | 10.00         |
| 1176            | Precept                   | 111           | Precept              |              | 330,283.50    |
| 1177            | LCTRS Grant               | 111           | Precept              |              | 67,547.50     |
| 1200            | Hot Drinks                | 505           | Coffee Shop          |              | 721.33        |
| 1205            | Cold Drinks               | 505           | Coffee Shop          |              | 42.92         |
| 1210            | Food                      | 505           | Coffee Shop          |              | 797.68        |
| 1220            | Coffee Shop               | 505           | Coffee Shop          |              | 3,103.90      |
| 4000            | Direct Salaries           | 101           | Staffing             | 35,376.44    |               |
| 4000            | Direct Salaries           | 500           | Civic Hall           | 30,527.95    |               |
| 4000            | Direct Salaries           | 505           | Coffee Shop          | 4,305.84     |               |
| 4005            | Casual Staff              | 500           | Civic Hall           | 4,430.98     |               |
| 4008            | Training                  | 505           | Coffee Shop          | 45.00        |               |
| 4009            | Clothing Costs            | 101           | Staffing             | 4.16         |               |
| 4009            | Clothing Costs            | 500           | Civic Hall           | 502.75       |               |
| 4009            | Clothing Costs            | 505           | Coffee Shop          | 197.10       |               |
| 4049            | Rent                      | 305           | PACT House           | 2,000.00     |               |
| 4050            | Rates                     | 305           | PACT House           | 3,547.43     |               |
| 4050            | Rates                     | 500           | Civic Hall           | 2,326.00     |               |
| 4051            | Water Rates               | 305           | PACT House           |              | 8.02          |
| 4051            | Water Rates               | 500           | Civic Hall           | 72.57        |               |
| 4052            | Electricity               | 305           | PACT House           | 1,676.76     |               |
| 4052            | Electricity               | 500           | Civic Hall           | 1,055.39     |               |
| 4053            | Gas                       | 500           | Civic Hall           | 194.00       |               |
| 4054            | Insurance                 | 105           | Office Accommodation | 6,363.91     |               |
| 4054            | Insurance                 | 305           | PACT House           | 184.25       |               |
| 4055            | Cleaning                  | 105           | Office Accommodation | 10.99        |               |

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Trial Balance for Month No: 3

User :DS

Account Number Order

| <u>A/c Code</u> | <u>Account Name</u>        | <u>Centre</u> | <u>Centre Name</u>   | <u>Debit</u> | <u>Credit</u> |
|-----------------|----------------------------|---------------|----------------------|--------------|---------------|
| 4055            | Cleaning                   | 500           | Civic Hall           | 1,148.93     |               |
| 4055            | Cleaning                   | 505           | Coffee Shop          | 43.52        |               |
| 4056            | Alarm Maintenance          | 105           | Office Accommodation | 1,180.75     |               |
| 4057            | Window Cleaning            | 500           | Civic Hall           | 25.00        |               |
| 4058            | Trade Waste                | 500           | Civic Hall           | 1,363.12     |               |
| 4059            | Laundry                    | 500           | Civic Hall           | 657.15       |               |
| 4065            | Repairs & Maintenance      | 105           | Office Accommodation | 128.26       |               |
| 4065            | Repairs & Maintenance      | 305           | PACT House           | 268.00       |               |
| 4065            | Repairs & Maintenance      | 500           | Civic Hall           | 116.03       |               |
| 4066            | Tools & Equipment          | 105           | Office Accommodation | 53.74        |               |
| 4066            | Tools & Equipment          | 500           | Civic Hall           | 1,015.69     |               |
| 4066            | Tools & Equipment          | 505           | Coffee Shop          | 1,065.81     |               |
| 4066            | Tools & Equipment          | 510           | Civic Hall Bar       | 104.08       |               |
| 4067            | Furniture & Fittings       | 500           | Civic Hall           | 269.80       |               |
| 4067            | Furniture & Fittings       | 505           | Coffee Shop          | 82.44        |               |
| 4068            | Structure                  | 500           | Civic Hall           | 694.60       |               |
| 4069            | Pest Control               | 105           | Office Accommodation | 254.22       |               |
| 4070            | Crockery,Cutlery etc       | 505           | Coffee Shop          | 232.25       |               |
| 4070            | Crockery,Cutlery etc       | 510           | Civic Hall Bar       | 174.05       |               |
| 4071            | Health & Safety - Fire     | 500           | Civic Hall           | 9.00         |               |
| 4075            | Advertising                | 115           | Publicity            | 278.65       |               |
| 4075            | Advertising                | 500           | Civic Hall           | 892.92       |               |
| 4075            | Advertising                | 505           | Coffee Shop          | 330.00       |               |
| 4077            | Licences                   | 200           | Democracy            | 3,150.00     |               |
| 4077            | Licences                   | 500           | Civic Hall           | 1,531.40     |               |
| 4078            | Parking                    | 105           | Office Accommodation | 550.00       |               |
| 4100            | Telephones                 | 110           | Administration       | 218.95       |               |
| 4100            | Telephones                 | 500           | Civic Hall           | 1,058.00     |               |
| 4101            | Mobile Phones              | 110           | Administration       | 94.28        |               |
| 4102            | Stationery                 | 110           | Administration       | 209.16       |               |
| 4102            | Stationery                 | 500           | Civic Hall           | 791.03       |               |
| 4102            | Stationery                 | 510           | Civic Hall Bar       | 19.13        |               |
| 4104            | Postage                    | 110           | Administration       | 337.85       |               |
| 4104            | Postage                    | 500           | Civic Hall           | 214.16       |               |
| 4105            | Photocopying               | 110           | Administration       | 149.70       |               |
| 4105            | Photocopying               | 500           | Civic Hall           | 249.30       |               |
| 4111            | Audit Internal             | 110           | Administration       | 360.00       |               |
| 4112            | Professional Fees          | 305           | PACT House           | 111.27       |               |
| 4114            | Refreshments               | 110           | Administration       | 29.95        |               |
| 4122            | IT - Email Maintenance     | 110           | Administration       | 401.40       |               |
| 4123            | IT - Support & Maintenance | 110           | Administration       | 296.36       |               |
| 4123            | IT - Support & Maintenance | 500           | Civic Hall           | 2.00         |               |

Continued on Page 3

Date : 12/07/2016

Stanley Town Council 2016-2017

Page No 3

Time: 13:53

Trial Balance for Month No: 3

User :DS

Account Number Order

| <u>A/c Code</u>               | <u>Account Name</u>          | <u>Centre</u> | <u>Centre Name</u> | <u>Debit</u>      | <u>Credit</u>     |
|-------------------------------|------------------------------|---------------|--------------------|-------------------|-------------------|
| 4124                          | IT - Equipment               | 110           | Administration     | 186.63            |                   |
| 4125                          | IT - Software                | 110           | Administration     | 212.66            |                   |
| 4160                          | Civic Hall - Equipment       | 800           | Loan Costs         | 1,543.93          |                   |
| 4200                          | Stanley Life                 | 115           | Publicity          | 4,837.06          |                   |
| 4201                          | Annual Report                | 115           | Publicity          | 600.00            |                   |
| 4204                          | Community Consultation       | 115           | Publicity          | 305.25            |                   |
| 4300                          | Environmental Services       | 300           | Services           | 15,496.25         |                   |
| 4313                          | Mini Police                  | 300           | Services           | 555.50            |                   |
| 4400                          | Music Festival               | 320           | Events             | 250.00            |                   |
| 4402                          | Christmas Festival           | 320           | Events             | 300.00            |                   |
| 4405                          | Blooming Good Fun            | 320           | Events             | 638.80            |                   |
| 4406                          | Tea in the Park              | 320           | Events             | 1,595.00          |                   |
| 4407                          | Play in the Park             | 320           | Events             | 779.33            |                   |
| 4412                          | Armed Forces Day             | 320           | Events             | 477.17            |                   |
| 4413                          | Moria-Con                    | 320           | Events             | 425.00            |                   |
| 4414                          | Cycle Event                  | 320           | Events             | 4,652.65          |                   |
| 4417                          | Stanley Fringe               | 320           | Events             | 450.00            |                   |
| 4418                          | Older People's Entertainment | 320           | Events             | 200.00            |                   |
| 4420                          | Blue Plaque Scheme           | 320           | Events             | 598.00            |                   |
| 4425                          | Technical Support            | 500           | Civic Hall         | 196.83            |                   |
| 4500                          | Members Initiative Fund      | 400           | Grants             | 22,465.80         |                   |
| 4502                          | Other Grants                 | 400           | Grants             | 31,000.00         |                   |
| 4503                          | Grant Application Fees       | 305           | PACT House         | 247.50            |                   |
| 4550                          | Coffee Shop-Drinks (Hot)     | 505           | Coffee Shop        | 316.52            |                   |
| 4555                          | Coffee Shop-Drinks (Cold)    | 505           | Coffee Shop        | 471.23            |                   |
| 4560                          | Coffee Shop-Food             | 505           | Coffee Shop        | 1,928.46          |                   |
| 4600                          | Bar Stock                    | 510           | Civic Hall Bar     | 5,637.69          |                   |
| 4601                          | Bar Supplies - Sundry Items  | 510           | Civic Hall Bar     | 791.15            |                   |
| 4602                          | Bar - Stocktaking Costs      | 510           | Civic Hall Bar     | 140.00            |                   |
| 4603                          | Bar - gas                    | 510           | Civic Hall Bar     | 195.40            |                   |
| 4650                          | Events - Civic Hall          | 500           | Civic Hall         | 3,399.90          |                   |
| 4700                          | Ticket Sales Paid Over       | 500           | Civic Hall         | 4,308.75          |                   |
| 4803                          | Chairmans Expenses           | 200           | Democracy          | 1,000.00          |                   |
| 4998                          | Transaction Fees             | 500           | Civic Hall         | 235.24            |                   |
| 4999                          | Bank Charges                 | 110           | Administration     | 263.85            |                   |
| 9998                          | Unidentified                 | 110           | Administration     | 20.24             |                   |
| <b>Trial Balance Totals :</b> |                              |               |                    | <b>922,131.50</b> | <b>922,131.50</b> |
| <b>Difference</b>             |                              |               |                    | <b>0.00</b>       |                   |

## STANLEY TOWN COUNCIL



# Budgetary Control to 30 June 2016

Prepared for: Town Council, 19 July 2016

Prepared by: Derek Shingleton, Finance Manager

Date of Report; 12 July 2016

## BACKGROUND

1. It is recommended good practice that Members review the performance of actual income and expenditure against the approved budget regularly, and at least quarterly.

## CURRENT POSITION

2. The current position regarding net expenditure against the agreed budget at 30 June 2016 is shown in the table below.

| Code | Cost Centre          | Agreed Budget | Actual to 30 June | Projected  |
|------|----------------------|---------------|-------------------|------------|
| 101  | Staffing             | £191,380      | £35,381           | £176,400   |
| 105  | Office Accommodation | £1,750        | £8,542            | £9,170     |
| 110  | Administration       | £25,250       | £2,771            | £25,400    |
| 115  | Publicity            | £51,700       | £6,021            | £51,700    |
| 200  | Democracy            | £8,120        | £4,150            | £11,270    |
| 300  | Services             | £174,500      | £15,152           | £171,100   |
| 305  | PACT House           | £1,300        | £8,027            | £8,020     |
| 320  | Events               | £114,150      | £11,366           | £114,400   |
| 400  | Grants               | £81,872       | £52,466           | £116,872   |
| 500  | Civic Hall           | £146,630      | £18,487           | £138,070   |
| 505  | Coffee Shop          | £0            | £4,352            | Not avail. |
| 510  | Civic Hall Bar       | (£24,980)     | (£5,613)          | (£24,480)  |

## STANLEY TOWN COUNCIL

|     |                         |                 |                 |                 |
|-----|-------------------------|-----------------|-----------------|-----------------|
| 520 | Civic Hall Loan Charges | £23,990         | £0              | £23,990         |
|     |                         |                 |                 |                 |
|     | <b>TOTAL</b>            | <b>£795,662</b> | <b>£161,102</b> | <b>£821,912</b> |
|     |                         |                 |                 |                 |
|     | Financed By:            |                 |                 |                 |
|     | Precept                 | £664,858        | £332,429        | £664,858        |
|     | LCTRS Grant             | £130,804        | £65,402         | £130,804        |
|     | Reserves                | £0              | £0              | £26,250         |

3. The table shows that to date the Council has incurred net costs of £161,102. The projection is that total net costs at the end of the year will be £821,912, an over-spending of £26,250. Details are provided in the attachment, and I refer below only to those issues which are significant in terms of the projected figure for the year.
4. **Staffing** – the projected saving is based on the assumption that the vacant post of Community Services Officer, or any alternative post, will not be filled.
5. **Office Accommodation** – under the terms of the Civic Hall lease, the Council is required to reimburse DCC in respect of the insurance of the building. A payment of £6,364 was made covering the period to July this year.
6. **Democracy** – a payment of £3,150 is included here regarding the transfer of arms.
7. **PACT House** – the projection here includes a full year in respect of rates (£4,260) and electricity (£2,000).
8. **Grants** – I have included here the payment of £30,000 in respect of the Durham Money Advice Centre. At the end of the financial year this will be financed from Reserves.
9. **Coffee Shop** – after almost two months of operation the Coffee Shop is showing a net cost of £4,352. However, this is not an accurate reflection of the trading position for a number of reasons. Firstly, there is no adjustment for stock in hand at the end of the month. New stock-takers started work today (12 July) and they are including coffee shop supplies in the stock-take. Secondly, some of the costs are one-off set up costs and need to be taken into account separately from the weekly trading position. A revised summary would be as follows:

|                         |        |
|-------------------------|--------|
| Cost of food and drinks | £2,716 |
| Salaries                | £4,306 |
|                         | _____  |

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**STANLEY TOWN COUNCIL**

|                                   |                        |
|-----------------------------------|------------------------|
| Total Costs                       | £7,022                 |
| Less:                             |                        |
| Income from Sales (excluding VAT) | £4,666                 |
| Loss                              | <u>£2,356</u><br>===== |

As I mentioned above, there is no figure yet available for closing stock at 30 June although it will not be anywhere near £2,356.

10. **Bar** – the bar is showing a surplus of £5,613 although no stock in hand figure is available as a result of the need to change stock-takers.

### RECOMMENDATION

11. I recommend that Members **NOTE** the current position regarding income and expenditure and the projected situation as at 31 March 2017.

### FINANCIAL IMPLICATIONS

12. There are no financial implications arising directly from this Report, although it is reporting an estimated overspend at the end of the financial year.

### LEGAL IMPLICATIONS

13. There are no legal implications arising directly from this Report.
-

At 17:01

## Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note :

## Item 8 - ATTACHMENT L

|                                 | Agreed Budget  | Current Year   |               | Projected Actual |
|---------------------------------|----------------|----------------|---------------|------------------|
|                                 |                | Revised Budget | Actual YTD    |                  |
| <b>101 Staffing</b>             |                |                |               |                  |
| 4000 Direct Salaries            | 184,980        | 184,980        | 35,376        | 170,000          |
| 4008 Training                   | 4,000          | 4,000          | 0             | 4,000            |
| 4009 Clothing Costs             | 400            | 400            | 4             | 400              |
| 4010 Payroll SLA                | 1,500          | 1,500          | 0             | 1,500            |
| 4012 Recruitment                | 0              | 0              | 0             | 0                |
| 4013 HR Advice & Support        | 500            | 500            | 0             | 500              |
| 4014 Courses and Seminars       | 0              | 0              | 69            | 0                |
| 4112 Professional Fees          | 0              | 0              | 0             | 0                |
| <b>OverHead Expenditure</b>     | <b>191,380</b> | <b>191,380</b> | <b>35,450</b> | <b>176,400</b>   |
| <b>101 Net Expenditure</b>      | <b>191,380</b> | <b>191,380</b> | <b>35,450</b> | <b>176,400</b>   |
| <b>105 Office Accommodation</b> |                |                |               |                  |
| 4000 Direct Salaries            | 0              | 0              | 0             | 0                |
| 4054 Insurance                  | 0              | 0              | 6,364         | 6,370            |
| 4055 Cleaning                   | 0              | 0              | 11            | 50               |
| 4056 Alarm Maintenance          | 1,250          | 1,250          | 1,181         | 1,190            |
| 4060 CCTV Maintenance           | 0              | 0              | 0             | 0                |
| 4061 Accommodation Rent         | 0              | 0              | 0             | 0                |
| 4065 Repairs & Maintenance      | 0              | 0              | 128           | 250              |



At 17:01

**Stanley Town Council 2016-2017**

**Budget Detail - By Centre**

Note: (-) Net Expenditure means Income is greater than Expenditure

Note :

**Item 8 - ATTACHMENT L**

|                             | <u>Current Year</u> |                |              |                  |
|-----------------------------|---------------------|----------------|--------------|------------------|
|                             | Agreed Budget       | Revised Budget | Actual YTD   | Projected Actual |
| 4066 Tools & Equipment      | 500                 | 500            | 54           | 500              |
| 4067 Furniture & Fittings   | 0                   | 0              | 0            | 0                |
| 4069 Pest Control           | 0                   | 0              | 254          | 260              |
| 4078 Parking                | 0                   | 0              | 550          | 550              |
| 4102 Stationery             | 0                   | 0              | 0            | 0                |
| <b>OverHead Expenditure</b> | <b>1,750</b>        | <b>1,750</b>   | <b>8,542</b> | <b>9,170</b>     |
| <b>Total Income</b>         | <b>0</b>            | <b>0</b>       | <b>0</b>     | <b>0</b>         |
| <b>105 Net Expenditure</b>  | <b>1,750</b>        | <b>1,750</b>   | <b>8,542</b> | <b>9,170</b>     |
| <b>110 Administration</b>   |                     |                |              |                  |
| 4054 Insurance              | 5,500               | 5,500          | 0            | 5,500            |
| 4065 Repairs & Maintenance  | 0                   | 0              | 0            | 0                |
| 4066 Tools & Equipment      | 0                   | 0              | 28           | 0                |
| 4100 Telephones             | 0                   | 0              | 219          | 0                |
| 4101 Mobile Phones          | 500                 | 500            | 94           | 500              |
| 4102 Stationery             | 1,500               | 1,500          | 245          | 1,500            |
| 4103 Publications           | 100                 | 100            | 33           | 100              |
| 4104 Postage                | 300                 | 300            | 338          | 300              |
| 4105 Photocopying           | 1,500               | 1,500          | 206          | 1,500            |
| 4106 Subscriptions          | 4,550               | 4,550          | 0            | 4,550            |

At 17:01

## Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note :

## Item 8 - ATTACHMENT L

|                                 | <u>Current Year</u> |                |              |                  |
|---------------------------------|---------------------|----------------|--------------|------------------|
|                                 | Agreed Budget       | Revised Budget | Actual YTD   | Projected Actual |
| 4110 Audit External             | 1,600               | 1,600          | 0            | 1,600            |
| 4111 Audit Internal             | 1,250               | 1,250          | 360          | 1,250            |
| 4112 Professional Fees          | 1,000               | 1,000          | 0            | 1,000            |
| 4114 Refreshments               | 200                 | 200            | 43           | 200              |
| 4120 IT - Antivirus             | 50                  | 50             | 0            | 50               |
| 4121 IT - Website Support       | 200                 | 200            | 0            | 200              |
| 4122 IT - Email Maintenance     | 0                   | 0              | 401          | 200              |
| 4123 IT - Support & Maintenance | 4,000               | 4,000          | 353          | 4,000            |
| 4124 IT - Equipment             | 2,000               | 2,000          | 187          | 2,000            |
| 4125 IT - Software              | 1,250               | 1,250          | 225          | 1,250            |
| 4999 Bank Charges               | 1,250               | 1,250          | 264          | 1,250            |
| 9998 Unidentified               | 0                   | 0              | 20           | 0                |
| <b>OverHead Expenditure</b>     | <b>26,750</b>       | <b>26,750</b>  | <b>3,015</b> | <b>26,950</b>    |
| 1050 Interest                   | 1,500               | 1,500          | 0            | 1,500            |
| 1090 IT - Sale of Equipment     | 0                   | 0              | 10           | 50               |
| <b>Total Income</b>             | <b>1,500</b>        | <b>1,500</b>   | <b>10</b>    | <b>1,550</b>     |
| <b>110 Net Expenditure</b>      | <b>25,250</b>       | <b>25,250</b>  | <b>3,005</b> | <b>25,400</b>    |
| <b>111 Precept</b>              |                     |                |              |                  |
| 1176 Precept                    | 664,858             | 664,858        | 330,284      | 660,568          |

At 17:01

## Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note :

## Item 8 - ATTACHMENT L

|                             | Current Year    |                 |                 |                  |
|-----------------------------|-----------------|-----------------|-----------------|------------------|
|                             | Agreed Budget   | Revised Budget  | Actual YTD      | Projected Actual |
| 1177 LCTRS Grant            | 130,804         | 130,804         | 67,548          | 135,096          |
| <b>Total Income</b>         | <b>795,662</b>  | <b>795,662</b>  | <b>397,831</b>  | <b>795,664</b>   |
| <b>111 Net Expenditure</b>  | <b>-795,662</b> | <b>-795,662</b> | <b>-397,831</b> | <b>-795,664</b>  |
| <b>115 Publicity</b>        |                 |                 |                 |                  |
| 4075 Advertising            | 5,200           | 5,200           | 279             | 5,200            |
| 4200 Stanley Life           | 15,000          | 15,000          | 4,837           | 15,000           |
| 4201 Annual Report          | 1,500           | 1,500           | 600             | 1,500            |
| 4203 Calendar               | 0               | 0               | 0               | 0                |
| 4204 Community Consultation | 30,000          | 30,000          | 305             | 30,000           |
| <b>OverHead Expenditure</b> | <b>51,700</b>   | <b>51,700</b>   | <b>6,021</b>    | <b>51,700</b>    |
| <b>115 Net Expenditure</b>  | <b>51,700</b>   | <b>51,700</b>   | <b>6,021</b>    | <b>51,700</b>    |
| <b>200 Democracy</b>        |                 |                 |                 |                  |
| 4009 Clothing Costs         | 0               | 0               | 0               | 0                |
| 4020 DBS Checks             | 0               | 0               | 0               | 0                |
| 4066 Tools & Equipment      | 0               | 0               | 0               | 0                |
| 4077 Licences               | 0               | 0               | 3,150           | 3,150            |
| 4102 Stationery             | 500             | 500             | 0               | 500              |
| 4114 Refreshments           | 0               | 0               | 0               | 0                |

At 17:01

## Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note :

Item 8 - ATTACHMENT L

|                                   | <u>Current Year</u> |                   |              | Projected<br>Actual |
|-----------------------------------|---------------------|-------------------|--------------|---------------------|
|                                   | Agreed<br>Budget    | Revised<br>Budget | Actual YTD   |                     |
| 4800 Member Training              | 2,000               | 2,000             | 0            | 2,000               |
| 4801 Annual Parish Meeting        | 170                 | 170               | 0            | 170                 |
| 4802 Other Meetings               | 200                 | 200               | 65           | 200                 |
| 4803 Chairmans Expenses           | 5,000               | 5,000             | 1,052        | 5,000               |
| 4804 Freedom of the Town Award    | 250                 | 250               | 0            | 250                 |
| <b>OverHead Expenditure</b>       | <b>8,120</b>        | <b>8,120</b>      | <b>4,267</b> | <b>11,270</b>       |
| <b>200 Net Expenditure</b>        | <b>8,120</b>        | <b>8,120</b>      | <b>4,267</b> | <b>11,270</b>       |
| <b><u>300 Services</u></b>        |                     |                   |              |                     |
| 4204 Community Consultation       | 0                   | 0                 | 0            | 0                   |
| 4300 Environmental Services       | 138,000             | 138,000           | 15,496       | 138,000             |
| 4301 Tractors                     | 3,000               | 3,000             | 0            | 3,000               |
| 4302 Dog Bags                     | 4,500               | 4,500             | 931          | 4,500               |
| 4303 Enhanced Services            | 0                   | 0                 | 0            | 0                   |
| 4305 Front Street Regeneration    | 0                   | 0                 | 0            | 0                   |
| 4307 Recycling Green Waste        | 0                   | 0                 | 0            | 0                   |
| 4310 Crime Prevention Initiatives | 10,000              | 10,000            | 0            | 10,000              |
| 4311 One Team in Stanley (OTIS)   | 3,000               | 3,000             | 0            | 3,000               |
| 4312 Police Cars - Contribution   | 7,000               | 7,000             | 0            | 7,000               |
| 4313 Mini Police                  | 0                   | 0                 | 556          | 200                 |

At 17:01

## Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note :

Item 8 - ATTACHMENT L

|                                | Agreed Budget  | Current Year   |               | Projected Actual |
|--------------------------------|----------------|----------------|---------------|------------------|
|                                |                | Revised Budget | Actual YTD    |                  |
| 4315 Communication Initiatives | 0              | 0              | 0             | 0                |
| 4320 Community Radio           | 8,000          | 8,000          | 0             | 8,000            |
| 4330 Youth Council             | 1,000          | 1,000          | 0             | 1,000            |
| <b>OverHead Expenditure</b>    | <b>174,500</b> | <b>174,500</b> | <b>16,982</b> | <b>174,700</b>   |
| 1070 Recharges                 | 0              | 0              | 900           | 3,600            |
| <b>Total Income</b>            | <b>0</b>       | <b>0</b>       | <b>900</b>    | <b>3,600</b>     |
| <b>300 Net Expenditure</b>     | <b>174,500</b> | <b>174,500</b> | <b>16,082</b> | <b>171,100</b>   |
| <b><u>305 PACT House</u></b>   |                |                |               |                  |
| 4049 Rent                      | 8,000          | 8,000          | 2,000         | 8,000            |
| 4050 Rates                     | 0              | 0              | 3,547         | 4,260            |
| 4051 Water Rates               | 0              | 0              | -8            | 0                |
| 4052 Electricity               | 500            | 500            | 1,677         | 2,000            |
| 4054 Insurance                 | 0              | 0              | 184           | 190              |
| 4065 Repairs & Maintenance     | 0              | 0              | 268           | 400              |
| 4112 Professional Fees         | 0              | 0              | 111           | 120              |
| 4113 Legal Fees                | 0              | 0              | 0             | 0                |
| 4306 Signage                   | 800            | 800            | 0             | 800              |
| 4503 Grant Application Fees    | 0              | 0              | 248           | 250              |
| <b>OverHead Expenditure</b>    | <b>9,300</b>   | <b>9,300</b>   | <b>8,027</b>  | <b>16,020</b>    |

At 17:01

## Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note :

## Item 8 - ATTACHMENT L

|                            | <u>Current Year</u> |                |            |                  |
|----------------------------|---------------------|----------------|------------|------------------|
|                            | Agreed Budget       | Revised Budget | Actual YTD | Projected Actual |
| 1060 Rent Income           | 8,000               | 8,000          | 0          | 8,000            |
| <b>Total Income</b>        | 8,000               | 8,000          | 0          | 8,000            |
| <b>305 Net Expenditure</b> | 1,300               | 1,300          | 8,027      | 8,020            |
| <b><u>320 Events</u></b>   |                     |                |            |                  |
| 4400 Music Festival        | 0                   | 0              | 250        | 250              |
| 4401 Firework Festival     | 0                   | 0              | 0          | 0                |
| 4402 Christmas Festival    | 20,000              | 20,000         | 300        | 20,000           |
| 4403 Horticultural Show    | 5,000               | 5,000          | 0          | 5,000            |
| 4404 Brass Festival        | 5,150               | 5,150          | 0          | 5,150            |
| 4405 Blooming Good Fun     | 3,000               | 3,000          | 639        | 3,000            |
| 4406 Tea in the Park       | 2,500               | 2,500          | 1,595      | 2,500            |
| 4407 Play in the Park      | 4,000               | 4,000          | 1,069      | 4,000            |
| 4409 Fun Days              | 15,000              | 15,000         | 1,000      | 15,000           |
| 4410 Remembrance Services  | 400                 | 400            | 0          | 400              |
| 4411 WW1 Commemoration     | 5,000               | 5,000          | 0          | 5,000            |
| 4412 Armed Forces Day      | 600                 | 600            | 3,493      | 600              |
| 4413 Moria-Con             | 10,000              | 10,000         | 425        | 10,000           |
| 4414 Cycle Event           | 8,000               | 8,000          | 4,653      | 8,000            |
| 4417 Stanley Fringe        | 2,000               | 2,000          | 450        | 2,000            |

At 17:01

## Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note :

## Item 8 - ATTACHMENT L

|                                   | <u>Current Year</u> |                |               |                  |
|-----------------------------------|---------------------|----------------|---------------|------------------|
|                                   | Agreed Budget       | Revised Budget | Actual YTD    | Projected Actual |
| 4418 Older People's Entertainment | 1,000               | 1,000          | 200           | 1,000            |
| 4419 Other Events                 | 0                   | 0              | 0             | 0                |
| 4420 Blue Plaque Scheme           | 2,500               | 2,500          | 598           | 2,500            |
| 4439 Christmas Decorations        | 30,000              | 30,000         | 0             | 30,000           |
| <b>OverHead Expenditure</b>       | <b>114,150</b>      | <b>114,150</b> | <b>14,672</b> | <b>114,400</b>   |
| <b>320 Net Expenditure</b>        | <b>114,150</b>      | <b>114,150</b> | <b>14,672</b> | <b>114,400</b>   |
| <b><u>400 Grants</u></b>          |                     |                |               |                  |
| 4500 Members Initiative Fund      | 70,000              | 70,000         | 22,711        | 70,000           |
| 4502 Other Grants                 | 11,872              | 11,872         | 30,000        | 41,872           |
| 4510 Concessions                  | 0                   | 0              | 0             | 5,000            |
| <b>OverHead Expenditure</b>       | <b>81,872</b>       | <b>81,872</b>  | <b>52,711</b> | <b>116,872</b>   |
| 1075 Grants                       | 0                   | 0              | 0             | 0                |
| 1080 Donations                    | 0                   | 0              | 0             | 0                |
| <b>Total Income</b>               | <b>0</b>            | <b>0</b>       | <b>0</b>      | <b>0</b>         |
| <b>400 Net Expenditure</b>        | <b>81,872</b>       | <b>81,872</b>  | <b>52,711</b> | <b>116,872</b>   |
| <b><u>500 Civic Hall</u></b>      |                     |                |               |                  |
| 4000 Direct Salaries              | 140,640             | 140,640        | 30,528        | 133,000          |

At 17:01

**Budget Detail - By Centre**

*Note: (-) Net Expenditure means Income is greater than Expenditure*

**Note :**

**Item 8 - ATTACHMENT L**

|      |                       | <u>Current Year</u> |                |            |                  |
|------|-----------------------|---------------------|----------------|------------|------------------|
|      |                       | Agreed Budget       | Revised Budget | Actual YTD | Projected Actual |
| 4005 | Casual Staff          | 10,000              | 10,000         | 4,431      | 15,000           |
| 4008 | Training              | 4,000               | 4,000          | 0          | 4,000            |
| 4009 | Clothing Costs        | 800                 | 800            | 503        | 800              |
| 4011 | Travel & Subsistence  | 400                 | 400            | 0          | 400              |
| 4012 | Recruitment           | 0                   | 0              | 0          | 0                |
| 4050 | Rates                 | 7,900               | 7,900          | 2,326      | 7,750            |
| 4051 | Water Rates           | 3,500               | 3,500          | 73         | 3,000            |
| 4052 | Electricity           | 10,000              | 10,000         | 1,055      | 10,000           |
| 4053 | Gas                   | 3,500               | 3,500          | 194        | 3,000            |
| 4054 | Insurance             | 0                   | 0              | 0          | 0                |
| 4055 | Cleaning              | 2,000               | 2,000          | 1,571      | 2,000            |
| 4056 | Alarm Maintenance     | 1,000               | 1,000          | 0          | 0                |
| 4057 | Window Cleaning       | 250                 | 250            | 25         | 250              |
| 4058 | Trade Waste           | 1,500               | 1,500          | 1,363      | 1,500            |
| 4059 | Laundry               | 2,000               | 2,000          | 657        | 2,000            |
| 4064 | Equipment - Hire      | 0                   | 0              | 0          | 0                |
| 4065 | Repairs & Maintenance | 2,500               | 2,500          | 116        | 2,500            |
| 4066 | Tools & Equipment     | 2,500               | 2,500          | 1,179      | 2,500            |
| 4067 | Furniture & Fittings  | 2,000               | 2,000          | 270        | 2,000            |
| 4068 | Structure             | 750                 | 750            | 695        | 750              |
| 4069 | Pest Control          | 250                 | 250            | 0          | 0                |



At 17:01

## Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note :

## Item 8 - ATTACHMENT L

|                                    | Agreed Budget | Current Year   |            | Projected Actual |
|------------------------------------|---------------|----------------|------------|------------------|
|                                    |               | Revised Budget | Actual YTD |                  |
| 4070 Crockery,Cutlery etc          | 2,000         | 2,000          | 0          | 2,000            |
| 4071 Health & Safety - Fire        | 400           | 400            | 9          | 400              |
| 4072 Health & Safety First Aid     | 200           | 200            | 0          | 200              |
| 4073 Health and Safety             | 0             | 0              | 0          | 0                |
| 4075 Advertising                   | 3,000         | 3,000          | 976        | 3,000            |
| 4076 Marketing & Promotion         | 2,000         | 2,000          | 0          | 2,000            |
| 4077 Licences                      | 700           | 700            | 1,531      | 1,750            |
| 4079 Security                      | 500           | 500            | 0          | 500              |
| 4100 Telephones                    | 4,000         | 4,000          | 1,058      | 3,500            |
| 4102 Stationery                    | 2,000         | 2,000          | 791        | 2,000            |
| 4103 Publications                  | 0             | 0              | 0          | 0                |
| 4104 Postage                       | 0             | 0              | 214        | 500              |
| 4105 Photocopying                  | 1,000         | 1,000          | 438        | 1,000            |
| 4106 Subscriptions                 | 20            | 20             | 0          | 20               |
| 4115 Hospitality                   | 0             | 0              | 0          | 0                |
| 4121 IT - Website Support          | 600           | 600            | 0          | 600              |
| 4123 IT - Support & Maintenance    | 4,000         | 4,000          | 2          | 4,000            |
| 4425 Technical Support             | 0             | 0              | 197        | 500              |
| 4650 Events - Civic Hall           | 15,000        | 15,000         | 3,550      | 15,000           |
| 4651 Events - Externally Organised | 0             | 0              | 0          | 0                |
| 4700 Ticket Sales Paid Over        | 0             | 0              | 7,195      | 0                |

At 17:01

## Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note :

## Item 8 - ATTACHMENT L

|                                 | <u>Current Year</u> |                   |               | Projected<br>Actual |
|---------------------------------|---------------------|-------------------|---------------|---------------------|
|                                 | Agreed<br>Budget    | Revised<br>Budget | Actual YTD    |                     |
| 4750 Resale Items               | 0                   | 0                 | 0             | 0                   |
| 4998 Transaction Fees           | 720                 | 720               | 235           | 720                 |
| <b>OverHead Expenditure</b>     | <b>231,630</b>      | <b>231,630</b>    | <b>61,182</b> | <b>228,140</b>      |
| 1000 Ticket Sales Retained      | 15,000              | 15,000            | 1,427         | 15,000              |
| 1005 Ticket Sales Non Retained  | 0                   | 0                 | 20,271        | 0                   |
| 1010 Hall Hire                  | 70,000              | 70,000            | 22,771        | 70,000              |
| 1011 Hall Hire - Concessionary  | 0                   | 0                 | 0             | 5,000               |
| 1028 Resale Items               | 0                   | 0                 | 77            | 0                   |
| 1040 Fees & Charges-PAT tests   | 0                   | 0                 | 69            | 70                  |
| 1061 Rent Income - Town Council | 0                   | 0                 | 0             | 0                   |
| 1081 Donations                  | 0                   | 0                 | 0             | 0                   |
| <b>Total Income</b>             | <b>85,000</b>       | <b>85,000</b>     | <b>44,615</b> | <b>90,070</b>       |
| <b>500 Net Expenditure</b>      | <b>146,630</b>      | <b>146,630</b>    | <b>16,567</b> | <b>138,070</b>      |
| <b><u>505 Coffee Shop</u></b>   |                     |                   |               |                     |
| 4000 Direct Salaries            | 0                   | 0                 | 4,306         | 0                   |
| 4008 Training                   | 0                   | 0                 | 45            | 0                   |
| 4009 Clothing Costs             | 0                   | 0                 | 197           | 0                   |
| 4055 Cleaning                   | 0                   | 0                 | 44            | 0                   |
| 4065 Repairs & Maintenance      | 0                   | 0                 | 0             | 0                   |

At 17:01

## Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note :

## Item 8 - ATTACHMENT L

|                                | Agreed Budget | Current Year   |            | Projected Actual |
|--------------------------------|---------------|----------------|------------|------------------|
|                                |               | Revised Budget | Actual YTD |                  |
| 4066 Tools & Equipment         | 0             | 0              | 1,066      | 0                |
| 4067 Furniture & Fittings      | 0             | 0              | 82         | 0                |
| 4070 Crockery,Cutlery etc      | 0             | 0              | 232        | 0                |
| 4075 Advertising               | 0             | 0              | 330        | 0                |
| 4550 Coffee Shop-Drinks (Hot)  | 0             | 0              | 425        | 0                |
| 4555 Coffee Shop-Drinks (Cold) | 0             | 0              | 478        | 0                |
| 4560 Coffee Shop-Food          | 0             | 0              | 2,245      | 0                |
| 4625 Coffee Shop supplies      | 0             | 0              | 0          | 0                |
| <b>OverHead Expenditure</b>    | 0             | 0              | 9,450      | 0                |
| 1200 Hot Drinks                | 0             | 0              | 721        | 0                |
| 1205 Cold Drinks               | 0             | 0              | 43         | 0                |
| 1210 Food                      | 0             | 0              | 798        | 0                |
| 1220 Coffee Shop               | 0             | 0              | 3,104      | 0                |
| <b>Total Income</b>            | 0             | 0              | 4,666      | 0                |
| <b>505 Net Expenditure</b>     | 0             | 0              | 4,785      | 0                |
| <b>510 Civic Hall Bar</b>      |               |                |            |                  |
| 4066 Tools & Equipment         | 0             | 0              | 104        | 200              |
| 4070 Crockery,Cutlery etc      | 0             | 0              | 174        | 250              |
| 4102 Stationery                | 0             | 0              | 19         | 50               |

At 17:01

## Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note :

Item 8 - ATTACHMENT L

|                                  | Current Year   |                |               |                  |
|----------------------------------|----------------|----------------|---------------|------------------|
|                                  | Agreed Budget  | Revised Budget | Actual YTD    | Projected Actual |
| 4600 Bar Stock                   | 17,000         | 17,000         | 6,667         | 17,000           |
| 4601 Bar Supplies - Sundry Items | 3,750          | 3,750          | 862           | 3,750            |
| 4602 Bar - Stocktaking Costs     | 770            | 770            | 140           | 770              |
| 4603 Bar - gas                   | 1,000          | 1,000          | 195           | 1,000            |
| <b>OverHead Expenditure</b>      | <b>22,520</b>  | <b>22,520</b>  | <b>8,162</b>  | <b>23,020</b>    |
| 1020 Bar Takings                 | 47,500         | 47,500         | 12,674        | 47,500           |
| <b>Total Income</b>              | <b>47,500</b>  | <b>47,500</b>  | <b>12,674</b> | <b>47,500</b>    |
| <b>510 Net Expenditure</b>       | <b>-24,980</b> | <b>-24,980</b> | <b>-4,513</b> | <b>-24,480</b>   |
| <b>520 Loan Charges</b>          |                |                |               |                  |
| 4996 PWLB Loan - Principal       | 20,000         | 20,000         | 0             | 20,000           |
| 4997 PWLB Loan - Interest        | 3,990          | 3,990          | 0             | 3,990            |
| <b>OverHead Expenditure</b>      | <b>23,990</b>  | <b>23,990</b>  | <b>0</b>      | <b>23,990</b>    |
| <b>520 Net Expenditure</b>       | <b>23,990</b>  | <b>23,990</b>  | <b>0</b>      | <b>23,990</b>    |
| <b>800 Loan Costs</b>            |                |                |               |                  |
| 4150 Civic Hall - Seating        | 0              | 0              | 0             | 0                |
| 4151 Civic Hall - Lighting       | 0              | 0              | 0             | 0                |
| 4152 Civic Hall - Flooring       | 0              | 0              | 0             | 0                |

At 17:01

**Budget Detail - By Centre**

Note: (-) Net Expenditure means Income is greater than Expenditure

Note :

**Item 8 - ATTACHMENT L**

|                                 | Agreed Budget | Current Year   |            | Projected Actual |
|---------------------------------|---------------|----------------|------------|------------------|
|                                 |               | Revised Budget | Actual YTD |                  |
| 4153 Civic Hall - Roofing       | 0             | 0              | 0          | 0                |
| 4155 Civic Hall - Windows       | 0             | 0              | 0          | 0                |
| 4156 Civic Hall - Structure     | 0             | 0              | 4,580      | 0                |
| 4160 Civic Hall - Equipment     | 0             | 0              | 1,544      | 0                |
| <b>OverHead Expenditure</b>     | 0             | 0              | 6,124      | 0                |
| <b>Total Income</b>             | 0             | 0              | 0          | 0                |
| <b>800 Net Expenditure</b>      | 0             | 0              | 6,124      | 0                |
| <b>Total Budget Expenditure</b> | 937,662       | 937,662        | 234,605    | 972,632          |
| <b>Income</b>                   | 937,662       | 937,662        | 460,697    | 946,384          |
| <b>Net Expenditure</b>          | 0             | 0              | -226,092   | 26,248           |

## Item 9 - ATTACHMENT M

### MIFs Paid 22.04.16 - 29.06.16

| MIF No | Date Paid                       | Amount   | Organisation                                     | Cheque No | Project Name   | Councillors  |
|--------|---------------------------------|----------|--|-----------|--|--|
| 435    | 22.04.16                        | £1050.00 | Malabar Fusion                                   | 102048    | Kalapremi Catering                                     | J Nicholson, B Nixon, C Thompson, R Harrison & D Tully           |
| 436    | 17.05.16                        | £600.00  | CHAPS  | 102098    | Planter Project  | M Wilkinson, R Harrison & C Bell                                 |
| 440    | 17.05.16                        | £1470.00 | South Stanley Partnership                        | 102097    | Seated Exercise  | L Marshall, A Clegg, D McMahon & G Graham                        |
| 438    | Internal Transfer to Civic Hall | £660.00  | North Road Gym                                   | x         | Boxing Hall Hire                                       | D Walker & R Harrison  |
| 442    | 26.06.16                        | £240.00  | Tanfield Lea Community Association               | 102105    | Community Centre Planting                              | C Thompson, J Charlton & D Tully                                 |
| 443    | 26.05.16                        | £112.00  | Tanfield in Bloom                                | 102106    | Purchase 2x Gazebo                                     | C Thompson, J Charlton & D Tully                                 |
| 445    | Internal Transfer to Civic Hall | £628.00  | Horticultural Society                            | x         | Civic Hall Room Hire for Horticultural Meetings        | J Nicholson  |
| 446    | 29.06.16                        | £835.00  | Friends of Tanfield Lea Community Primary School | 102151    | Queens 90th Birthday Celebrations                      | J Charlton, C Thompson & D Tully                                 |
| 447    | 29.06.16                        | £500.00  | East Stanley School                              | 102152    | Garden Mural   | C Bell & M Wilkinson   |
| 437    | 29.06.16                        | £910.00  | Stanley Events Ltd                               | 102153    | Stanley Community Football Facility Fun Day / Open Day | A Clegg, D McMahon, G Graham & T Davinson                        |
| 453    | 29.06.16                        | £125.00  | Tommy Armstrong Society                          | 102154    | Tommy Armstrong Blue Plaque                            | C Thompson   |
| 455    | 29.06.16                        | £1004.51 | White le Head Methodist Church                   | 102155    | Community Garden Plants Paths etc.                     | D Tully, C Thompson, J Charlton & J Nicholson                    |
| 439    | 29.06.16                        | £1134.00 | PACT House                                       | 102156    | Carpet   | L Marshall, C Bell & B Nair                                      |
| 451    | 29.06.16                        | £110.00  | Durham Assoc. Boys and Girls Club                | 102157    | Mini Bus Hire for Youth Club Activity Day              | L Elliott  |
| 449    | Internal Transfer to Civic Hall | £435.00  | Durham Constabulary                              | x         | CURSI Room, Food, Drinks                               | A Clegg, G Graham, D McMahon & J Nicholson                       |
| 456    | 29.06.16                        | £2600.00 | Kalapremi UK                                     | 102158    | Group Costs and Hall Hire for Bharatanatyam Dance      | B Nixon, C Bell, R Harrison, D Mills, G Graham, D Tully & B Nair |
| 450    | 29.06.16                        | £500.00  | Friendly Fire Gaming Club                        | 102159    | Venue Rent   | G Graham, D Mills, D McMahon, A Clegg & L Marshall               |
| 441    | 29.06.16                        | £184.00  | Groundworks                                      | 102160    | Geraniums for Tubs in New Kyo                          | R Ferris   |
| 454    | 29.06.16                        | £285.00  | Tanfield Lea Countryside Group                   | 102161    | Falconry Experience and Face Painting                  | D Tully, J Charlton & C Thompson                                 |
| 448    | 30.06.16                        | £565.29  | Beamish Sparks                                   | 102162    | Training Equipment and Strips                          | D Mills, A Clegg, C Thompson & R Harrison                        |
| 444    | 30.06.16                        | £500.00  | SHAID  | 102163    | Installation of Windows                                | D McMahon, A Clegg, G Graham, L Marshall                         |

# POLICY DOCUMENT

|                               |                                    |
|-------------------------------|------------------------------------|
| Name of Policy:               | <b>GRANTS AND DONATIONS POLICY</b> |
| Date policy created:          | Amended 12 <sup>th</sup> July 2016 |
| Author:                       | A Shaw                             |
|                               |                                    |
| Date adopted by Full Council: |                                    |
| Signed:<br>(Chair of Council) |                                    |

## 1. INTRODUCTION

- 1.1** Local councils have a general power to make grants under section 137 of the Local Government Act 1972, where there is not provision in any other legislation. For example, the Local Government (Miscellaneous Provisions) Act 1976 provides for financial support to providers of leisure, recreation and sport activities.

## 2. POLICY STATEMENT

- 2.1** A Grant is any payment made by Stanley Town Council (the Council) to be used by an organisation for a specific purpose in the furtherance of the wellbeing of the local community, either generally or for a specific purpose, and which is not directly controlled or administered by the Council.
- 2.2** The Council awards grants, at its discretion, to organisations which can demonstrate a clear need for financial support to benefit part or all of the Council's designated area by, for example: providing a service; enhancing the quality of life; reducing crime; improving the environment; promoting the area in a positive way or otherwise positively contributing to the achievement of the Council's objectives, which are published from time to time.
- 2.3** A beneficiary organisation must be either non-profit making or charitable. Grants will not normally be made to individuals except where a benefit to the wider community of the Stanley area can be identified.
- 2.4** *Grants will not be made retrospectively. No applications for financial support will be granted where the expenditure being requested has already been incurred.*

## 3. PROCESS

Draft July 2016

- 3.1** The Council implements its Grants and Donations Policy by means of a “Member Initiative Fund” (MIF) procedure.
- 3.2** The Councillor proposing the project will be responsible for ensuring the necessary information is provided through the full completion of a MIF form.
- 3.3** The PA will receive, record and monitor all MIF forms that are fully complete.
- 3.31** *Upon receipt of a completed application, the applicant will be advised of the outcome within three weeks. If no members have agreed to support an application or an application has only received a commitment for part of the funding requested, the applicant will be advised their application has been unsuccessful.*
- 3.4** The total amount available for grants will be set annually as part of the budget setting process. This figure will be divided by 20 to reflect the total sum available to each Councillor.
- 3.5** Councillors must check their remaining budget available before submitting an application.
- 3.6** Applications proposed by any given Councillor will be assessed for eligibility by the RFO and further reviewed by the Chair of the Council. If, in the opinion of either the RFO or Chair, the project is not considered to be appropriate in relation to complementing the aims and objectives of the council, *or it does not meet the eligibility requirements*, it may be refused *or referred to full council for decision*.
- 3.7** To allow sufficient time for application forms to be considered within the financial year, fully completed MIF forms, with all required accompanying information, should be returned to the PA by 28<sup>th</sup> February of the current financial year.
- 3.8** Organisations applying for funding may be required to provide a copy of their written Constitution, together with details of their aims and purpose; project or activity; proportion/number of beneficiaries living in the Council’s designated area; and demonstrate a clear need for funding.
- 3.9** Grants will be allocated on merit regardless of whether relating to capital or revenue expenditure or special projects.
- 3.10** Organisations are not restricted to the number of grant applications which may be made over a period of time. However, the history of previous applications may be considered in the decision-making process.
- 3.11** Applications are more likely to be approved if they:
- Are based in the Council’s area;
  - Provide a demonstrable benefit for the community that goes beyond merely progressing the interest/s of its members;
  - Have made an effort to raise funds themselves and have not asked for the total cost of the project referred to within the application;



- d. Do not have sufficient funds available for the project referred to within the application;
- e. Would give benefit to the greatest number and range of residents;
- f. Show a commitment to sustainability;
- g. Have submitted the application with reasonable time for it to be properly processed ahead of any deadline that the applicant may be faced with.

**3.12** The MIF Application form is to be completed by the applicant; this includes signing to state they accept the conditions attached to the form. Members providing funding should sign the application form before it comes into the office. Once checked and processed, the RFO will process payment. The payment will be sent to the applicant with a copy of their sign acceptance of the conditions of funding.

#### **4. CONDITIONS OF FUNDING**

- 4.1** Applications WILL NOT be considered from Private organisations operated as a business whose primary objective is to make a profit or surplus.
- 4.2** Applications WILL NOT be considered from bodies that unitary local or national government has a legal obligation to fund.
- 4.3** Applications WILL NOT be considered from 'Upward funders', such as a local body whose fundraising is sent to a central base, location or headquarters for redistribution.
- 4.4** Applications will not normally be considered from national organisations or local groups with access to funds from national 'umbrella' or 'parent' organisations, unless funds are not available from their national bodies or, the funds available are inadequate for a specified project directly benefitting the Council's designated area.
- 4.5** Schedule 19 to the Equality Act 2010 provides that, when carrying out public functions, the Council has an Equality Duty set out within section 149 of the Act. Therefore, applications will only be considered from organisations and groups whose membership is open to the whole community and where clear benefits to the wider community can be demonstrated without discrimination on any of the grounds stated with the Act.
- 4.6** All proposals/applications must demonstrate clearly how the grant will be of benefit to the local community within the Council's designated area.
- 4.7** Ongoing commitments to award grants or subsidies in future years will not be made. A fresh proposal/application will be required each year, and the award of grant in a previous year does not infer, imply or otherwise set any form of precedent whatsoever, regarding subsequent proposals/applications.
- 4.8** Each proposal/application will be assessed on its own merits.

- 4.9** The Council may make the award of any grant or subsidy subject to such additional conditions and requirements, as it considers appropriate, fair and reasonable in the circumstances.
- 4.10** The Council may make the award of any grant or subsidy as it considers appropriate in the event of any unforeseen or urgent event.
- 4.11** Funding will not normally be made in respect of on-going staff, employee or other running costs.

Mr Alan Jackson

19 Tweed Terrace

Stanley

County Durham

DH9 6JQ

[alan.jackson2@virgin.net](mailto:alan.jackson2@virgin.net)

01207 232328, 07906134892

16 May 2016

Stanley Town Council

Stanley Civic Hall

Dear members of Stanley Town Council,

I would like to thank you once again for your financial support you gave for my son, Stuart, last year when he was selected to attend "GB Under 16s Ball Hockey International Development Camp and Tournament" held in Pilsen (Czech Republic). It was very much appreciated and was a significant factor in ensuring his attendance and focus.

The camp was a success in a number of different ways and Stuart has continued to improve and develop as a player. He now trains regularly with the, newly formed, Stanley Stingers Ball Hockey club based at North Durham Academy. However, at 13 he is still too young to play in the adult team, even though they would like him to. The sport of Ball Hockey continues to grow with new teams and clubs setting up across the UK and especially here in the North East.

This success, however, has brought new challenges and opportunities. Stuart has been selected to play for the GB Under 14s 'Lions' development squad to play in the ISBHF (International Street & Ball Hockey Federation) Development Camp and Nitra (Slovakia) 10<sup>th</sup> Anniversary Tournament. As a 'seasoned veteran' (at 13?) of this kind of event Stuart will be an important part of this young team. Obviously, this is a fantastic opportunity for Stuart to develop, not only as a ball hockey player, but as a young person acting as a role model and representative of Great Britain, the North East and Stanley in such a prominent event. Once again, though, this opportunity requires a not insignificant financial outlay on our behalf (please see the enclosed confirmation letter and expenses details).

Stuart has also been selected to represent GB in the Under 16s team playing in the ISBHF World Junior Championships 2016 to be held in Sheffield (6<sup>th</sup> – 12<sup>th</sup> July, The Bauer Arena Ice Sheffield) against teams from Canada, USA, Slovakia, Czech Republic, Germany, etc. Even though this prestigious tournament is to be held on 'home soil' and hosted by Ball Hockey UK, they are not in a position to provide financial support to GB players and

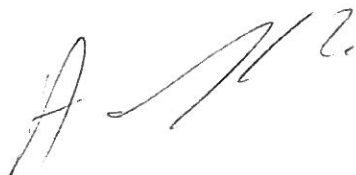
therefore accommodation, entry fees and all associated expenses for the week long tournament must be 'self-funded'. While travel expenses are not, in this case, significant many other expenses are. For instance, as well as accommodation near the Arena for Stuart and ourselves, food, uniform and team strip must also be paid for together with ensuring Stuart has equipment of a suitable standard to play against international teams whilst representing GB. It will be necessary for both my wife, Carol, and myself to accompany Stuart, as Carol has been appointed to the role of GB Team Co-ordinator. So she will be kept busy during the tournament, organising the various GB junior team members, coaches and officials as well as liaising with various international teams and officials. This is an important role that Carol has taken on and in order for her to fulfil her duties she cannot be available to supervise Stuart and has had to take unpaid leave from her job in a local infant school to do so.

We accept that, as his parents, we are primarily responsible for supporting Stuart in his endeavours, however, especially with 2 such events to attend, we have been seeking support and sponsorship from local businesses and organisations. Stuart's school, NDA, have been very supportive, as well as giving Stuart permission for time off during term time, we have been given permission to fund raise in the school and the promise of a donation. A recent 'bag pack' in Morrison's supermarket in Birtley raised a useful sum to be divided between the junior GB players who attended. However, we were also hoping that members of Stanley Town Council could once again offer financial support to help Stuart become the best person that he can and represent the young people of Stanley in these 'international' settings.

Please see the enclosed information sheets for details of actual or estimated expenses for the two events.

Thank you once again for considering our request, I apologise for the lateness of our application, however, we were not sure whether to approach the Town Council again after the generous contribution members were able to make last year. We would appreciate any contribution the Stanley Town Council members are able to make.

Yours sincerely

A handwritten signature in black ink, appearing to read 'A. M. J.', written in a cursive style.

Mr Alan Jackson

Expenses

Nitra Tournament and Development Camp June 2016

Flights £225

Travel (fuel and parking) (est) £200

Accommodation £450

Food (est) £150

Tournament entry fee £50

Team uniform/playing strip £60

Sundries (est) £65

Total £1200

Sheffield Junior World Championships

Accommodation £440

Tournament entry fee £100

Food (est) £200

Travel (est) £100

Team uniform/playing strip £80

Sundries (est) £80

Total £1000

# TEAM GREAT BRITAIN BALL HOCKEY

*Dear Stuart*

*I would like to congratulate you as being confirmed part of the U14 Lions development squad selection for the upcoming 2016 ISBHF Development Camp and Nitra 10<sup>th</sup> Anniversary Tournament.*

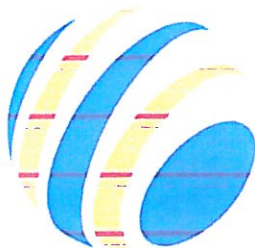
*The Development camp and tournament will run from Thursday June 2<sup>nd</sup> – Sunday June 5<sup>th</sup> 2016 in Nitra, Slovakia. Scottish Participants will fly on Wednesday 1<sup>st</sup> June from Edinburgh Airport and English Participants will fly on Thursday 2<sup>nd</sup> June from London Stansted Airport.*

*The estimated cost for the Championships will be £281.00 (SCOTTISH PARTICIPANTS for 5 nights) and £246.00 (ENGLISH PARTICIPANTS for 4 nights) which will include hotel accommodation, full board, bus transfer fee, ISBHF fees and team uniform (home/away jerseys, shorts and socks).*

*Congratulations once again on your selection.*

*Ali Cree*

*Ball Hockey UK Vice President (National Teams)*



Ball Hockey UK  
BHUK VP





## TEAM GREAT BRITAIN BALL HOCKEY

*Dear Stuart*

*I would like to congratulate you as being confirmed part of the U16 final squad selection for the upcoming 2016 ISBHF Junior World Championships. The Championships will run from Wednesday July 6<sup>th</sup> - Tuesday July 12<sup>th</sup> 2016 in Sheffield. Intensive training camp will take place on Monday July 4<sup>th</sup> and Tuesday 5<sup>th</sup> July. Ideally you should be in Sheffield for Sunday evening or Monday morning.*

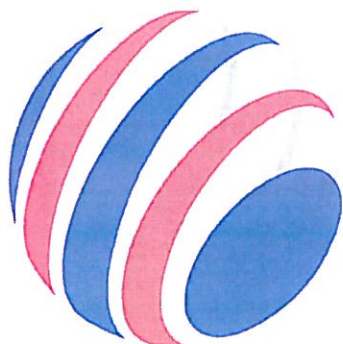
*The estimated cost for the Championships will be £460.00 which will include hotel accommodation for 8 nights, ISBHF fees and team uniform (home/away jerseys, shorts and socks). We will also forward you our sponsorship literature which can assist in covering some of your personal costs.*

*We kindly ask that you can send a confirmation email reply by Friday 25<sup>th</sup> March 2016 that you will accept your place in the squad so that we can allow the coaching squad to plan ahead their future sessions, lines and special teams etc. Confirmation*

*Congratulations once again on your selection,*

*Ali Cree*

*Ball Hockey UK Vice President (National Teams)*



**Ball Hockey UK**

BHUK VP

**Subject:** Re: Stuart Jackson - request for funding / MIF

**Date:** Tuesday, 31 May 2016 at 16:34:36 British Summer Time

**From:** Darren McMahon

**To:** Nicola James

Put £150 in for me

Darren

On 31 May 2016, at 13:25, Nicola James <[nicola.james@stanley-tc.gov.uk](mailto:nicola.james@stanley-tc.gov.uk)> wrote:

Members

Please let me know if you would like to give towards the attached

Thanks  
Nicola

Nicola James  
PA to the Town Clerk  
**Stanley Town Council**

Civic Hall | Front Street | Stanley | DH9 0NA  
Tel: 01207 299109

follow us on twitter @StanleyTC

<sjackson hockey.pdf>



**Subject:** Re: Stuart Jackson - request for funding / MIF

**Date:** Tuesday, 31 May 2016 at 18:45:36 British Summer Time

**From:** David Mills

**To:** Nicola James

I'll give £200 to this

Cheers  
David

Sent from my iPad

On 31 May 2016, at 13:25, Nicola James <[nicola.james@stanley-tc.gov.uk](mailto:nicola.james@stanley-tc.gov.uk)> wrote:

Members

Please let me know if you would like to give towards the attached

Thanks  
Nicola

Nicola James  
PA to the Town Clerk  
**Stanley Town Council**

Civic Hall | Front Street | Stanley | DH9 0NA  
Tel: 01207 299109

follow us on twitter @StanleyTC

<sjackson hockey.pdf>

**Subject:** Re: Stuart Jackson - request for funding / MIF

**Date:** Tuesday, 31 May 2016 at 17:59:40 British Summer Time

**From:** David Tully

**To:** Nicola James, Alan Shaw

Nicola,Alabama

Please clarify, as I am under the understanding that a MIF can not be granted to an individual as it is supposed to be of benefit to some or all of the community.

I also see from the annual report that MIF funding was given to this person last term (2015-2016)

I was told that I can not give MIF to an individual when I was approached by one for funding.

Regards

David

Cllr David Tully

Tanfield Ward

Stanley Town Council

On 31 May 2016, at 13:25, Nicola James <[nicola.james@stanley-tc.gov.uk](mailto:nicola.james@stanley-tc.gov.uk)> wrote:

Members

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Thanks

Nicola

Nicola James

PA to the Town Clerk

**Stanley Town Council**

Civic Hall | Front Street | Stanley | DH9 0NA

Tel: 01207 299109

follow us on twitter @StanleyTC

<sjackson hockey.pdf>

**Subject:** RE: Stuart Jackson - request for funding / MIF

**Date:** Wednesday, 1 June 2016 at 10:07:46 British Summer Time

**From:** David Tully

**To:** Nicola James

As was my request for funding was representing Stanley also.  
I will take it up with Alan on his return.

David

Councillor David Tully

---

**From:** [Nicola James](#)

**Sent:** 01/06/2016 09:59

**To:** [David Tully](#); [Alan Shaw](#)

**Subject:** Re: Stuart Jackson - request for funding / MIF

Hi David

We gave money to Stuart last year as Derek looked into it and it was decided that because he was playing for / representing Stanley, there would be benefit to the whole of Stanley

Not sure what Alan (Alabama) thinks, but because I am off next week I just thought I would email the request out to Members to see what everyone thought

Thanks  
Nicola

Nicola James  
PA to the Town Clerk  
**Stanley Town Council**

Civic Hall | Front Street | Stanley | DH9 0NA  
Tel: 01207 299109

follow us on twitter @StanleyTC

---

**From:** David Tully <[david.tully@stanley-tc.gov.uk](mailto:david.tully@stanley-tc.gov.uk)>

**Date:** Tuesday, 31 May 2016 at 17:59

**To:** Nicola James <[nicola.james@stanley-tc.gov.uk](mailto:nicola.james@stanley-tc.gov.uk)>, Alan Shaw <[alan.shaw@stanley-tc.gov.uk](mailto:alan.shaw@stanley-tc.gov.uk)>

**Subject:** Re: Stuart Jackson - request for funding / MIF

Nicola,Alabama

Please clarify, as I am under the understanding that a MIF can not be granted to an individual as it is supposed to be of benefit to some or all of the community.

I also see from the annual report that MIF funding was given to this person last term (2015-2016)

I was told that I can not give MIF to an individual when I was approached by one for funding.

Regards  
David

Cllr David Tully  
Tanfield Ward  
Stanley Town Council

On 31 May 2016, at 13:25, Nicola James <[nicola.james@stanley-tc.gov.uk](mailto:nicola.james@stanley-tc.gov.uk)> wrote:

Members

Please let me know if you would like to give towards the attached

Thanks

Nicola

Nicola James

PA to the Town Clerk

**Stanley Town Council**

Civic Hall | Front Street | Stanley | DH9 0NA

Tel: 01207 299109

follow us on twitter @StanleyTC

<sjackson hockey.pdf>

## MEMBERS INITIATIVE FUNDING (MIF) 2016-17

|   |                             |
|---|-----------------------------|
| Reference Number  | 452                         |
| Ward  | Tanfield                    |
| Project Name  | Childrens<br>Fun Day        |
| Organisation  | Tanfield Lea<br>Partnership |
| Funding Amount  | £1000                       |
| Members Supporting  | David Tully                 |
| Received in Office  | 21/6/16                     |
| Acceptance Signed? y/n  | yes                         |
| Clerk Signed  |                             |
| Members Declaration &<br>Signature                            |                             |
| Chair Signed  |                             |
| Cheque Number   |                             |
| Cheque Signed & Posted /<br>Collected with Monitoring<br>Form |                             |



# MEMBER'S INITIATIVE FUND

## Application Form 2016 – 2017



Complete pages 1,2 and 6

|     |   |
|-----|---|
| 1.  | <b>COUNCILLOR/S (providing funding):</b><br><u>DAVID TULLY</u>  |
| 2.  | <b>PROJECT NAME:</b> <u>TANFIELD LEA CHILDRENS' FUN DAY</u>   |
| 3.  | <b>TOTAL COST OF PROJECT:</b> <u>£ 1100</u>   |
| 3.1 | <b>AMOUNT REQUESTED (from STC):</b> <u>£ 1000</u>   |
| 4.  | <b>APPLICANTS DETAILS:</b><br>Delivery Organisation: <u>TANFIELD LEA PARTNERSHIP</u><br>Project Manager / Monitoring Officer: <u>IAN PILLAR</u><br>Position Held in Organisation: <u>TREASURER</u><br>Telephone Number: <u>01207 236092</u><br>Address: <u>2 CAMPION DRIVE, TANFIELD LEA,</u><br><u>STANLEY, DH9 9PQ</u><br>Email Address: <u>i.pillar@sky.com</u><br>Bank Sort Code: <u>20-33-51</u><br>Bank Account Number: <u>83801063</u> |
| 5.  | <b>BRIEF PROJECT DESCRIPTION, ITS OBJECTIVES / EXPECTED OUTCOMES &amp; STC WARDS TO BENEFIT FROM THE PROJECT:</b><br>IT IS AN ANNUAL FUN DAY WITH RIDES, SLIDES, FACE PAINTER ETC, AND A BIRD OF PREY DISPLAY FREE TO CHILDREN. WHILST IT IS HELD IN TANFIELD LEA ANY CHILDREN ARE WELCOME.<br>THE VENUE IS THE WMC AND WE ENCOURAGE OTHER ORGANISATIONS E.G. COMMUNITY ASSOC. TO HAVE STALLS TO RAISE MONEY FOR THEMSELVES.                  |
| 6.  | <b>ELEMENTS OF THE PROJECT AND A BREAKDOWN OF THE COSTS:</b>  |

|     |  |                                |
|-----|--|--------------------------------|
|     | RIDES  | £ 925                          |
|     | FACE PAINTER   | £ 120                          |
|     |  | £                              |
|     |  | £                              |
|     |  | £                              |
|     |  | £                              |
| 6.1 | <b>PLEASE ATTACH A QUOTE / EVIDENCE OF COSTINGS TO THIS APPLICATION</b><br><i>(i.e. letter headed quote or price list from reputable supplier)</i><br>Done <input type="checkbox"/> COPIES OF RECEIPTS FROM LAST YEAR. |                                |
| 7.  | <b>DETAILS OF ANY FINANCIAL ASSISTANCE THAT HAS BEEN SOUGHT / OBTAINED FROM OTHER BODIES:</b> NONE   |                                |
| 7.1 | NAME OF ORGANISATION   | AMOUNT £                       |
|     |  | CONFIRMED IN WRITING? YES / NO |
|     |  |                                |
|     |  |                                |
| 8.  | <b>HAS THIS ORGANISATION PREVIOUSLY APPLIED TO STC FOR FUNDING?</b><br>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/><br><b>PLEASE PROVIDE DETAILS BELOW:</b><br>£150 FOR NEWSLETTER              |                                |
| 9.  | <b>ELECTED MEMBER'S DECLARATION:</b>   |                                |
| 9.1 | Member's involvement with the project <i>(if any)</i> :  |                                |
| 9.2 | Member's declaration of interest <i>(if any)</i> :   |                                |
| 9.3 | Is the interest referred to on the latest registration of your interests (ROI) form?<br>Yes <input type="checkbox"/> No <input type="checkbox"/>   |                                |
| 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 I. S. PILLAIR

Signature 

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

TANFIELD LEA PARTNERSHIP.

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

LAURA TALLENTIRE

C/N 100274 & 100219

31/8/15

FACE PAINTING.

£120-00

Laura Tallentire  
Committee

C/N 100272

E. BLISS

31/8/15 SUPPLY OF SLIDE £175-00

E Bliss

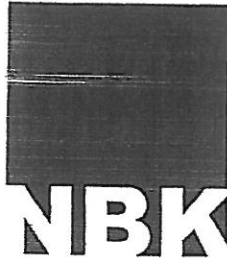
C/N 100271

SHOWMANS GUILD

31/8/15 SUPPLY OF ROUNDABOUTS £350-00

£ (Bliss)

C/N 100277



Tel/Fax (01207) 238949

Director  
Anthony Pattison  
07932 618 314

Director  
Paul Balmer  
07985 647 139

Unit 19 St. Aubyns Way, East Stanley,  
Co. Durham DH9 0UP.

---

### Invoice

|                  |   |                               |
|------------------|---|-------------------------------|
| To               | - | Tanfield lea club             |
| <del>Event</del> | - | Bouncy Castles                |
| Date/s           | - | 31-8-15                       |
| Entertainment    | - | Giant slide and Bouncy castle |

**Total Cost £400.00**

**Invoice No Tanfield 01**

### Cheques

All cheques made payable to NBK Leisure.

### BACS

Account number – 50 37 64 77

Account name – NBK Leisure & Promotions

Branch Sort Code – 20 33 53

~~Branch Address –~~

Barclays Bank, 71 Front Street, Stanley, Co. Durham. DH9 0TA

## MEMBER'S INITIATIVE FUND

Application Form 2016 – 2017

Complete pages 1,2 and 6



|     |   |
|-----|---|
| 1.  | <b>COUNCILLOR/S (providing funding):</b><br>JOAN NICHOLSON,   |
| 2.  | <b>PROJECT NAME:</b> NORTH EAST HORTICULTURAL SOCIETY   |
| 3.  | <b>TOTAL COST OF PROJECT: £</b> 7000 -  |
| 3.1 | <b>AMOUNT REQUESTED (from STC): £</b> 5000-00   |
| 4.  | <b>APPLICANTS DETAILS:</b><br>Delivery Organisation: NORTH EAST HORTICULTURAL SOCIETY<br>Project Manager / Monitoring Officer: JOHN SOULSBY<br>Position Held in Organisation: CHAIRMAN<br>Telephone Number: 07739647166<br>Address: THE GARDEN HOUSE, BARRICK TRL,<br>KIBBLESWORTH, GATESHEAD, NE11 0YQ<br>Email Address: JOHN@JOHNSOULSBY.COM<br>Bank Sort Code: 20-27-41<br>Bank Account Number: 230 970 2102                     |
| 5.  | <b>BRIEF PROJECT DESCRIPTION, ITS OBJECTIVES / EXPECTED OUTCOMES &amp; STC WARDS TO BENEFIT FROM THE PROJECT:</b><br>THE MAIN EVENT WILL BE A HORTICULTURAL SHOW TO BE HELD IN THE LOUISIA CENTRE SPORTS HALL IN STANLEY TOWN CENTRE. VISITORS FROM AROUND THE UK WILL VISIT THE AREA FOR THE WEEKEND OF THE SHOW. WE HOPE LOCAL PEOPLE WILL ENJOY & MAKE FRIENDS WITH NATIONAL CHAMPIONS WHO ARE WILLING TO SHARE THERE KNOWLEDGE. |



PRIZE MONIES.

5000.00

|     |   |          |                                |
|-----|---|----------|--------------------------------|
| 6.  | <b>ELEMENTS OF THE PROJECT AND A BREAKDOWN OF THE COSTS:</b>  |          |                                |
|     | ARENA HIRE  | £        | 2000.00                        |
|     | STAGEING HIRE   | £        | 750.00                         |
|     | SCALES.   | £        | 150.00                         |
|     | STAFFING OVER WEEKEND.  | £        | 600.00                         |
|     | JUDGING FEES.   | £        | 400.00                         |
|     | REFRESHMENTS  | £        | 400.00                         |
| 6.1 | <b>PLEASE ATTACH A QUOTE / EVIDENCE OF COSTINGS TO THIS APPLICATION</b><br><i>(i.e. letter headed quote or price list from reputable supplier)</i><br>Done <input type="checkbox"/>   |          |                                |
| 7.  | <b>DETAILS OF ANY FINANCIAL ASSISTANCE THAT HAS BEEN SOUGHT / OBTAINED FROM OTHER BODIES:</b>   |          |                                |
| 7.1 | NAME OF ORGANISATION  | AMOUNT £ | CONFIRMED IN WRITING? YES / NO |
|     |   |          |                                |
|     |   |          |                                |
|     |   |          |                                |
| 8.  | <b>HAS THIS ORGANISATION PREVIOUSLY APPLIED TO STC FOR FUNDING?</b><br>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/><br><b>PLEASE PROVIDE DETAILS BELOW:</b><br>STC SUPPORT THE HORTICULTURAL SOCIETY<br>EACH YEAR & HAVE DONE FOR THE LAST 6 YEARS |          |                                |
| 9.  | <b>ELECTED MEMBER'S DECLARATION:</b>  |          |                                |
| 9.1 | Member's involvement with the project <i>(if any)</i> :   |          |                                |
| 9.2 | Member's declaration of interest <i>(if any)</i> :  |          |                                |
| 9.3 | Is the interest referred to on the latest registration of your interests (ROI) form?<br>Yes <input type="checkbox"/> No <input type="checkbox"/>  |          |                                |
| 10. | Signed (Councillor/s)   | Date     |                                |
| 11. | Approved by (RFO)   | Date     |                                |
| 12. | Approved by (Chair of STC)  | Date     |                                |



**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 JOHN SOULSBY

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

NORTH EAST HORTICULTURAL SOCIETY.

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