



# Stanley Town Council

## NOTICE OF MEETING

I hereby give notice that a meeting of the Finance Committee of Stanley Town Council will be held on Tuesday, the 1st November 2016 at 6.30pm at Shield Row Education Centre, King Edward VIII Terrace, Stanley DH9 0NA.

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

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

\*ex-officio

You are hereby summoned to attend a meeting of the **Finance Committee of Stanley Town Council** to be held in **Shield Row Education Centre, King Edward VIII Terrace, Stanley**, on **Tuesday the 1st November 2016 at 18.30** in order to transact the following business:

Yours sincerely,

Alan Shaw  
Town Clerk  
25th October 2016

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

## A G E N D A

### 1 APOLOGIES FOR ABSENCE

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

### 2 DECLARATIONS OF INTEREST

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

### 3 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIR

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

#### 4 PUBLIC PARTICIPATION

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

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

To **APPROVE** as a correct record and sign the minutes of the Finance & General Purposes Committee meeting held on 5th July 2016.

#### 6 INTERNAL AUDIT: REPORTS & ACTION PLANS

The first interim reports from the Internal Auditor and recommended actions are attached.

Accounts Payable	(ATTACHMENT B)
Accounts Payable - Action Plan	(ATTACHMENT C)
Enhanced Services	(ATTACHMENT D)
Enhanced Services - Action Plan	(ATTACHMENT E)
Events	(ATTACHMENT F)
Members' Initiative Fund	(ATTACHMENT G)

Committee is requested to **CONSIDER** the reports and **DECIDE** what action is required.

**RECOMMENDATION:** The Recommendations contained in the Action Plans should be implemented and a **RECOMMENDATION** made to Full Council to amend the Financial Regulations to reflect practice.

#### 7 BUDGETARY CONTROL (ATTACHMENTS H & I)

A report of the year to date spending against each cost centre and nominal code is provided for information. The Town Clerk has provided a short report to explain variances.

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

#### 8 CAPPING OF PRECEPTS (ATTACHMENTS J & K)

The Clerk has attached information from the Department of Communities & Local Government outlining the Government's proposals to cap the precept for Large Parish Councils (of which STC is one).

The proposal is that any increases above either 2% or £5 (whichever is higher) will trigger a local referendum **unless** the Parish Council is taking on additional services from the Principal Authority and the Principal Authority agrees with the increase proposed by the Parish.

Durham County Council have provided a breakdown which details the maximum permitted increases to precept in the coming Financial Year and what a standstill budget would look like, based on current estimates of tax base and Local Council Tax Reduction Scheme grant.

Committee is requested to **NOTE** the attached information and **HAVE REGARD** to it for the following item of business.

**9 MEMBERS INITIATIVE FUND PAYMENTS (ATTACHMENT L)**

A list of payments made under the Member's Initiative Fund detailing who funding has been awarded to and by which members of Council is attached for information.

Committee is requested to **NOTE** the attached report and **DECIDE** if any action is required.

**10 FIRST BUDGET ESTIMATES**

The Town Clerk has prepared a first draft of the 2017/18 budget for consideration by members. The estimate includes all items of expenditure requested by the Crime & Community Safety Committee, Communications & Events Committee and requests for funding received from local organisations and groups.

*Background Papers for this Item:*

**Draft Budget.** The document provided for the Budgetary Control Item also has the estimates for 2017/18 **(ATTACHMENT H)**

<b>Budget Report</b>	<b>(ATTACHMENT M)</b>
<b>Staff Establishment</b>	<b>(ATTACHMENT N)</b>
<b>NJC Pay Scales</b>	<b>(ATTACHMENT O)</b>

**11 ACCOUNTS FOR PAYMENT & BANK RECONCILIATION**

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

Schedule of Receipts	<b>(ATTACHMENT P)</b>
Schedule of Payments	<b>(ATTACHMENT Q)</b>
Bank Reconciliation Statement	<b>(ATTACHMENT R)</b>
Current Account Statement	<b>(ATTACHMENT S)</b>
Saver Account Statement	<b>(ATTACHMENT T)</b>

Council is requested to **CONSIDER** the attached information and

- (i) **APPROVE** the payment of accounts for September 2016; and
- (ii) **NOTE** the Bank Reconciliation.

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

Tuesday, 6th December 2016, 18.30, Venue TBC

---

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