



Stanley Town Council

NOTICE OF MEETING

I hereby give notice that an Ordinary meeting of Stanley Town Council will be held on Tuesday, the 24th January 2017 at 6.30 pm at Stanley Civic Hall, Front Street, Stanley, DH9 0NA.

TO ALL MEMBERS of STANLEY TOWN COUNCIL

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

You are hereby summoned to attend an **ORDINARY MEETING** of Stanley Town Council to be held in Stanley Civic Hall, on Tuesday the 24th January at 18.30 in order to transact the following business:

Yours sincerely,

Alan Shaw
Town Clerk
16th January 2017

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** any 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 COUNCIL MINUTES

To **APPROVE** as a correct record and sign the minutes of the following meeting:

20th December 2016 Full Council (ATTACHMENT A)

6 MINUTES OF COMMITTEE MEETINGS

To receive the minutes of the following Committee meetings:

10th January 2017 Communications & Events (ATTACHMENT B)

11th January 2017 Crime & Community Safety (ATTACHMENT C)

7 CORRESPONDENCE FOR REVIEW/ DECISION

(i) External Audit Fees (ATTACHMENT D)

The Town Clerk has received notification from SAAA as to the rates which will be applicable for external auditors' fees from 2017/18 - 2021/22. The rates show that there will actually be a reduction of around £400 per year on the fees currently payable under the existing arrangements.

Council is requested to **NOTE** the Schedule of Rates

(ii) Brass Band Competition - Request for Funding (ATTACHMENT E)

The Town Clerk has received a request for financial support from Joan Dodds. Details are attached.

RECOMMENDATION: This matter should be deferred and considered after the Council has made a decision in respect of Item 11 (Grant Policy)

8 RECOMMENDATIONS OF COMMITTEE MEETINGS (ATTACHMENT F)

The following **RECOMMENDATIONS** of Committee meetings held since the last Ordinary Council meeting in December 2016 require consideration by Full Council:

(a) COMMUNICATIONS & EVENTS

At a meeting held on 10th January 2017, the Committee made the following **RECOMMENDATION** to Council:

- (i) **Chairman's Awards** - The Committee **RECOMMENDS** that the Chairman's awards is held toward the end of the Chairman's Civic year in

March. Therefore the event for the 2017/18 civic year will be held in March 2018

(b) CRIME & COMMUNITY SAFETY

At a meeting held on the 11th January 2017, the Committee made the following **RECOMMENDATION** to Council:

- (i) **Detached Youth & Environmental Services** - The Committee **RECOMMENDS** that any procurement process required after the Committee has developed a specification for these initiatives should be overseen by the Finance Committee.

Council is requested to:

- (i) **CONSIDER** these **RECOMMENDATIONS** and **DECIDE** what to do.
- (ii) **NOTE** the composition of Working Groups; and
- (iii) **DECIDE** if any changes are required.

9 ACCOUNTS FOR PAYMENT & BANK RECONCILIATION

Statutory Basis: Accounts & Audit (England) Regulations 2011

Schedule of Payments	(ATTACHMENT G)
Schedule of Receipts	(ATTACHMENT H)
Bank Reconciliation Statement	(ATTACHMENT I)
Current Account Statement	(ATTACHMENT J)
Saver Account Statement	(ATTACHMENT K)

Committee is requested to **CONSIDER** the attached information and:

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

10 BUDGET & PRECEPT

Final Draft Budget	(ATTACHMENT L)
Draft Precept Demand	(ATTACHMENT M)

At the Ordinary Council Meeting held on 20th December 2016, Council **RESOLVED** that the draft budget be **APPROVED** and that the precept will not be increased in 2017/18. (*Minute #274 of 2016/17 refers*). A final draft budget incorporating the amendments required by Council at the December meeting is attached.

The adoption of a ‘standstill’ budget means that the annual precept of £89.88 for a Band D property will be unchanged. The tax base for 2017/18 is 7508.2 (This is the equivalent number of Band D properties throughout the parish area).

Precept = Band D equivalent charge x Tax Base
 = £89.88 x 7508.2
 = **£674, 837**

The grant awarded by Durham County Council to offset the reduction in the Tax Base caused by changes to benefits payments in 2012 is £112,039 for 2017/18. This gives a total income of **£786,876**.

Council is **REQUESTED** to **APPROVE** the budget and **AUTHORISE** the Chairman to sign the precept demand on behalf of the Council.

11 GRANTS POLICY (ATTACHMENT O)

Subject to item 10 above, The Council has created a Full Council Grants budget for the Financial Year 2017/18. As this is a new budget, a policy must be developed to control how applications are made for the award of grants against it, who qualifies to apply for a grant, what may be applied for and when and how the applications will be considered.

The Town Clerk has drafted a policy document for review by Council to address this.

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

12 CIVIC HALL - REVIEW OF FEES, CHARGES, TERMS & CONDITIONS

Review of Fees & Charges	(ATTACHMENT P)
Terms & Conditions	(ATTACHMENT Q)
Booking Form	(ATTACHMENT R)

- (i) The Council last reviewed special rates paid by some users of the building at the Ordinary Meeting held on 22nd September 2015. *(Minute #293 of 2015/16 refers)* The Events Manager has requested that Council reviews those rates that are not charged at the standard rates applicable to other bookings.
- (ii) The Terms and Conditions of Hire and the booking form for the Civic Hall have been reviewed and updated.

Council is requested to **CONSIDER** these items and **DECIDE** what to do.

RECOMMENDATIONS

- (i) The rates proposed be agreed and implemented;
- (ii) The revised forms be agreed and implemented.

13 MEMBER MOTIONS

The following motions have been put forward for Council to consider:

- (i) **Motion from Cllr J Nicholson**

Report	(ATTACHMENT S)
DCLG Openness Guide	(ATTACHMENT T)

Councillor Nicholson has requested that:

“Consideration be given by the Town Council of adopting the practice of routinely filming, recording and broadcasting Town Council meetings.”

The Town Clerk has prepared a report for **CONSIDERATION** by Council.

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

(ii) Motion from Cllr D Tully

Councillor Tully has tabled the following motion for consideration by members:

“Standing Order 3.2. states that ‘The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning. (FC)’

It is proposed that ‘three clear days’ is amended to ‘five’ clear days, allowing members to research agenda items more thoroughly and to give time for members to consult with their constituents in advance of the meeting.”

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

14 DATE, TIME AND VENUE OF NEXT MEETING

Tuesday 21st February 2017, 6.30 pm.
Civic Hall, Front Street, Stanley.

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.

MINUTES of the ORDINARY MEETING OF STANLEY TOWN COUNCIL

Held at Stanley Masonic Hall, Front Street, Stanley on Tuesday 20th December 2016 at 6.30pm

PRESENT: J Nicholson* T Davinson G Graham C Thompson
 W Nixon L Elliott D Tully C Bell
 D Marshall D Mills D Walker J Charlton
 M Wilkinson R Harrison L Marshall D McMahon

*Chairman

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

IN ATTENDANCE: 6 members of the public

236 APOLOGIES FOR ABSENCE

Apologies received from Cllrs C McKee, B Nair, A Clegg and R Ferris were accepted by Council.

237 DECLARATIONS OF INTEREST

Cllr C Bell declared a non-pecuniary interest as Chairman of Stanley Trader’s Association.
 Cllr J Charlton declared a non-pecuniary interest as a member of Durham County Council.

238 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIRMAN

The Clerk reminded Members not to speak until they have been recognised by the chair, and to stand when speaking.

The Clerk advised that Cllr W Nixon & one member of the public present were recording the meeting.

Cllr W Nixon made a statement to members. He stated that he was not opposed to the meeting being recorded but that he objected to it being “democracy in disguise” as he believes the person recording the meeting will stand for the Labour party at the next election. He questioned why meetings were “only filmed when there was a motion put forward by a Labour member to be considered” and stated that he felt this was calculated to show the Council in a “bad light”. He further stated that “the last meeting that was recorded failed to show a County Councillor threatening STC Councillors as it was “cut before being posted online”.

239 PUBLIC PARTICIPATION

There were no written questions from the public submitted before the meeting.

John Ullathorne updated members on the progress of CURSI. CURSI is in the middle of a Drink Driving awareness campaign, currently at North Durham Academy. He also advised that the Mini Police Scheme had been taken country wide.

240 **CONFIRMATION OF COUNCIL MINUTES**

It was proposed by Cllr D Mills, seconded by Cllr R Harrison and **RESOLVED** that the Council approve the Full Council minutes of 15th November 2016 as a correct record.

241 **MINUTES OF COMMITTEE MEETINGS**

It was **RESOLVED** that the minutes of the Finance & General Purposes Committee held on 6th December 2016 be **RECEIVED** by Council.

242 **RECOMMENDATIONS OF COMMITTEE MEETINGS**

(a) Personnel

(i) Staffing - It was proposed by Cllr D Walker, seconded by Cllr D McMahon and **RESOLVED** that Council approve to reduce the overall level of budget allocated to staffing in 2017/18 Budget to £341,875. A more detailed review of the required staffing establishment should be carried out by Committee once the programme for the next year has been discussed and finalised.

(b) Finance and General Purposes

It was proposed by Cllr R Harrison, seconded by Cllr C Bell and **RESOLVED** that Council approve the following recommendations:

(i) VAT on ticket sales - The current Civic Hall fees should now be advertised as exclusive of VAT and VAT should be added in the circumstances where it is payable. The booking form should be amended to allow community groups to declare that their profits will be put back into the community group so they can obtain exemption from VAT for future bookings.

(ii) Budget - The changes to the draft budget put forward by the Finance Committee were as follows:

- Council to reduce the Moria Con budget to £5,000
- Christmas Decorations budget be reduced to the actual figure which should be around £18,000
- Chairmans Expenses budget be renamed as Chairmans Fund
- Any budget surplus from reducing budgets elsewhere should be added to the Full Council Grants budget
- As a balanced budget is achievable, there should be no increase in the Parish precept for 2017/18

243 **CDALC PROPOSAL**

It was proposed by Cllr D McMahon, seconded by Cllr R Harrison and **RESOLVED** that STC will adopt the following statement to make it clear that STC will not tolerate

any form of prejudice and to reassure all members of our community that they are valued.

"We are proud to live in a diverse and tolerant society. Racism, gender prejudice, xenophobia, homophobia, religious intolerance and hate crimes have no place in our community. Stanley Town Council condemns all such intolerance and hate crimes unequivocally."

244

MEMBER'S MOTIONS

(i) Motion from Cllr R Harrison

"The Council have for some time expressed a wish to have the Kitchen next to the Bamburgh Suite and the dumb waiter refurbished and the Toilets made suitable for public use and brought up to standard.

The motion is, therefore that "The Clerk be instructed to forthwith obtain three estimates for each of the above and report back to the January Meeting so that the members can select the suitable estimates at which point the Clerk will be instructed that the works be carried out with the minimum delay."

The motion was seconded by Cllr M Wilkinson. Following a vote, the motion was **NOT CARRIED**.

(ii) Motion from Cllr D McMahon

"STC should remove the ability to hold secret / paper ballots from its standing orders so as to be open and transparent to the public and all votes should be by a show of hands so that Councillors are accountable for their decisions"

Cllr R Harrison proposed an amendment to the motion from Cllr D McMahon by adding the words: 'except where there is good reason for requesting a secret ballot, which must be notified to the Town Clerk in advance of the meeting'.

Cllr D Marshall requested that the vote to be a named vote.

The vote on this motion was as follows:

For: Cllrs R Harrison, L Marshall, M Wilkinson, J Charlton, C Thompson, D Tully, D Mills, T Davinson, D Marshall, G Graham, D McMahon.

Against: Cllrs L Elliott, W Nixon.

Abstentions: Cllrs C Bell, D Walker.

The Chairman did not cast an original vote.

It was therefore **RESOLVED** that the motion was carried and the Standing Orders are to be amended accordingly.

245

SAFEGUARDING POLICY

It was proposed by Cllr C Bell, seconded by Cllr D McMahon and **RESOLVED** that Council **APPROVE** the interim Safeguarding Policy.

246 **ASSET TRANSFER**

(i) Annfield Plain Community Room

It was proposed by Cllr C Bell, seconded by Cllr D Mills and **RESOLVED** that the business case drafted by the Town Clerk be accepted and submitted to Durham County Council to progress the asset transfer of the Old Man's Hut in Annfield Plain.

(ii) Council Offices, Front Street

It was proposed by Cllr D McMahon, seconded by Cllr R Harrison and **RESOLVED** that the Council should submit the supporting statement / business case to Durham County Council to progress this matter further.

247 **BUDGET SETTING - FINAL DRAFT**

Amendments to the circulated Draft Budget

The Town Clerk advised that there was £5000 in the draft budget circulated for the Horticultural Show, however it had previously been agreed to remove this, so this would be deleted.

The Town Clerk further advised that there should have been a £5000 budget added to the Chairmans Fund code which had been missed from the draft budget circulated.

The Town Clerk advised that the £18,000 budget for Christmas Decorations needs to increase by £5000 to include the cost of erecting and dismantling the main Christmas Tree.

It was proposed by Cllr D Walker, seconded by Cllr C Bell and **RESOLVED** that once the said amendments have been made, the budget be **APPROVED** and that the precept will not be increased in 2017/18.

248 **EXCLUSION OF PRESS AND PUBLIC**

*Members recording the proceedings stopped at this point.

Council **RESOLVED** that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.

Justification for excluding the public and press from consideration of the following item: To consider professional legal advice.

249 **ASSET TRANSFER**

After a discussion, the Council gave direction to the Town Clerk in respect of the Financial Implications of the decision to bid for the Stanley Council Offices.

The details of this discussion have been redacted from these minutes as they are commercially sensitive.

250 **STAFFING REPORT**

The Town Council considered the report from the Town Clerk and it was **RESOLVED** that:

- (i) The interim structure for the Civic Hall be implemented, and that:
- (ii) The Town Clerk be directed to review and prepare Job Descriptions for consideration by the Personnel Committee as soon as is reasonably practicable; and;
- (iii) The Town Clerk be authorised to begin consulting on the new structure with staff and trade unions.

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

Tuesday 24th January 2017, 6:30pm, Civic Hall, Front Street, Stanley.

MINUTES of the **COMMUNICATIONS AND EVENTS COMMITTEE MEETING OF STANLEY TOWN COUNCIL** held at Stanley Civic Hall, Front Street, Stanley on Tuesday 10th January 2017 at 6.30pm

PRESENT: Cllr D Mills* Cllr M Wilkinson Cllr C Bell Cllr D Tully
 Cllr D Walker Cllr R Ferris Cllr J Nicholson Cllr W Nixon
 Cllr G Graham

*Chairman

OFFICERS: Alan Shaw (Town Clerk)
 Nicola James (PA to the Town Clerk)
 James Harper (Community Development Manager)
 Lee Brannigan (Civic Hall Events Manager)

OTHERS IN ATTENDANCE: Simon Green

252 APOLOGIES FOR ABSENCE

Apologies received from Cllr D McMahon were accepted by the committee.

253 DECLARATIONS OF INTEREST

None.

254 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIRMAN OR TOWN CLERK

No one was recording the meeting.
 Councillor Geoff Graham was co-opted to the Committee at his request.

255 PUBLIC PARTICIPATION

There were no written questions and no questions from public in attendance.

256 CONFIRMATION OF MINUTES

Members **APPROVED** the minutes of the meeting held on 4th October 2016.

257 REVIEW OF EVENTS DELIVERED SINCE LAST MEETING

(i) Chairman's Awards

Members expressed the view that the catering for the Chairman's Awards was very poor, however in all other respects they were very pleased with the format and delivery of the event.

It was **RESOLVED** that the Awards should be held towards the end of the Chairman's time in office, therefore there will be no Chairman's Awards in 2017 and the next Chairman's awards for 2017/18 will be held in March 2018.

(ii) Christmas Decorations

Members agreed that the service from Seasonal Group was unsatisfactory. Some lights were not put up this year, even though they had all the locations from year 1. Some lights had failed, some commando boxes were not working. Seasonal Group should test commando boxes when lights go up.

The Clerk noted that issues will be brought up in a meeting with Seasonal Group. The Community Development Manager advised members that during the recent high winds, a total of 6 decorations in the Front Street came down on Front Street as the welding or brackets snapped.

Members praised DCC for the erection of the Christmas Tree and the switch on. The Community Development Manager advised members that after the purchase of additional lights, the cost of repairs, and the cost of DCC erecting the tree, £27,000 of the £30,000 budget allocated has been spent.

(iii) Lights Switch On/ Market

Members agreed that the Switch On and Market events has been a success and that events for future years should follow this format. For 2017 they would like to see the event expanded with more stalls,/ traders, and to explore the possibility of the Market being spread over more days.

(iv) Christmas Fayre/ Santa's Grotto

Members thought that the Christmas Fayre in the Civic Hall needed refreshing and that the Grotto was very quiet, this should be advertised better and earlier for 2017. It was also suggested that the Fayre in the Civic Hall could have a different theme and be held at a different time, if there is going to be a Christmas Market on the Front Street.

(v) Chairman's Carol Service

Members enjoyed the Carol Service and asked for it to be better publicised in 2017. The date for the Service should be set earlier so that publicity can be arranged.

(vi) Pantomime

The Civic Hall Events Manager noted that there were 17 performances of Aladdin in total. Some schools have already pre-booked for this years pantomime. In total the pantomime made a profit of £2600.

Members enjoyed the pantomime and thanked the cast for their hard work.

The Events Manager requested that no other groups be allowed to do pantomimes while the Civic Hall has their pantomime on. Members **AGREED** this was a good idea, that only the pro pantomime should be held over Christmas.

258

ESTABLISHMENT OF WORKING GROUPS

Members put their names forward to be on the following working groups for the following projects:

Project	Budget	Lead Officer	Members
Music Festival	£5,000	Lee Brannigan & Alan Shaw	R Harrison, D Mills, M Wilkinson
Firework Festival	£15,000	James Harper	J Nicholson, R Ferris, C Bell, D Walker
Christmas Festival	£10,000	James Harper & Lee Brannigan	J Nicholson, C Bell, R Ferris, B Nixon, M Wilkinson, R Harrison
Play in the Park	£15,000	Nicola James	C Bell, R Ferris, M Wilkinson
Armed Forces Day	£4,000	James Harper	G Graham, R Harrison, B Nixon, D Tully, J Nicholson
Moria Con	£5,000	Nicola James	D Mills, D McMahon
Community Newsletter	£15,000	Alan Shaw	M Wilkinson, C Bell, D Walker, R Ferris, R Harrison
A Year in Stanley	£6,250	Alan Shaw	D Mills, D Walker
Remembrance Services	£400	James Harper	B Nixon, J Nicholson, C Bell
Blue Plaque Scheme	£1,200	James Harper	M Wilkinson

259

ASSET TRANSFER

The Town Clerk asked members to consider the comms strategy which should be followed in relation to the freehold acquisition of the Front Street offices and the asset transfer of Annfield Plain Community Room.

Committee **RECOMMEND** that the Clerk produce a draft statement for the public, to be approved at Full Council.

260 CIVIC HALL - MARKETING STRATEGY

The Civic Hall Events Manager advised that the Civic Hall has issues marketing the building and the theatre to an appropriate audience. As the budget is limited, the Events Manager suggested organising publicity stunts, inviting local press to some shows and doing leaflet drops.

Members suggested contacting Made in Tyne & Wear and promoting the Civic Hall at our Play in the Park and Armed Forces events.

Members also **AGREED** that the building should be marketed as the Civic Hall rather than the Alun Armstrong Theatre to avoid public confusion.

261 DATE, TIME AND VENUE OF NEXT MEETING

Tuesday 7th February 2017, 18:30 at the Civic Hall

MINUTES of the CRIME & COMMUNITY SAFETY COMMITTEE MEETING OF STANLEY TOWN COUNCIL held at Stanley Civic Hall on Wednesday 11th January 2017 at 6.30pm

PRESENT: Cllr C Bell* Cllr R Ferris Cllr J Charlton Cllr M Wilkinson
Cllr D McMahon Cllr J Nicholson Cllr W Nixon

*Chairman

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

OTHERS IN ATTENDANCE: Geoff Dawson, Sgt Dave Clarke & John Ullathorne

262 APOLOGIES FOR ABSENCE

Apologies received from Cllrs Thompson and Elliott were accepted by the Committee.

263 DECLARATIONS OF INTEREST

Cllr D McMahon declared a non-pecuniary interest as a director and trustee of PACT House.

264 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIRMAN OR TOWN CLERK

The Town Clerk noted that no one was recording this meeting.
Cllr M Wilkinson was co-opted onto the Committee at her request.

At the request of Cllr Charlton, a minutes silence was observed in respect of the death of 7 year old Katie Rough who died in York on 9th January.

265 PUBLIC PARTICIPATION

There were no public present and no questions submitted prior to the meeting.

266 CONFIRMATION OF MINUTES

It was **RESOLVED** that the minutes of the Crime and Community Safety Meetings held on **8th June 2016** and **8th November 2016** be approved as a correct record and signed by the Chairman.

267 GRIT BIN SERVICE

The Community Development Manager advised that since the locations for the original 11 grit bins had been agreed, 2 further locations at New Kyo and Frosterley Gardens have been added, bringing the total to 13.

Members **RESOLVED** to wait and see how the Groundworks team get on with these 13 bins before rolling out any more. Members also approved the purchase of 5 more grit bins as spares with the remaining budget allocated.

268 REVIEW OF INITIATIVES DELIVERED**Blooming Good Fun Awards**

Members agreed that the Awards night was fantastic and the recipients of the awards really enjoy their night. It was **RESOLVED** that the Community Development Manager look to having the Awards night between mid September - mid October in 2017.

269 ESTABLISHMENT OF WORKING GROUPS

Members put themselves forward to be on the following working groups:

Project	Budget	Lead Officer	Members
Environmental Services	£67,500	James Harper	J Charlton, J Nicholson, B Nixon, R Ferris, M Wilkinson, C Bell, G Graham
Detached Youth Project	£30,000	James Harper & Sgt Dave Clarke	D McMahon, J Charlton, J Nicholson, R Ferris
Road Safety	£3,000	James Harper, Sgt Dave Clarke & John Ullathorne	B Nixon, R Ferris, C Bell, J Nicholson
Mini Police	£4,400	James Harper & John Ullathorne	C Bell, J Nicholson, J Charlton
Defibrillators	£2,000	James Harper, Sgt Dave Clarke & John Ullathorne	D McMahon
Money Advice	£30,000	Alan Shaw	D McMahon, J Charlton, J Nicholson, R Ferris, C Bell

The Committee **RECOMMENDS** that the detached youth project and environmental services project both be looked at by the Crime and Community Safety Working Groups, to draft up a specification, and the Finance and General

Purposes Committee, to oversee any procurement exercises required. The Crime and Community Safety Committee would then monitor both projects.

270 **NEW INITIATIVES**

Members were asked if they had any new crime prevention initiatives they wished to put forward. Cllr M Wilkinson would like to see some sort of dog waste poster campaign. The Town Clerk advised that STC could explore opportunities to work with DCC and Durham Constabulary on this.

271 **UPDATES FROM PARTNER ORGANISATIONS**

(i) **Geoff Dawson - Groundwork NE**

Geoff advised that when tasking from Members was low, the Groundworks team carried on with proactive work wherever possible. Next year, litter picks will be programmed in on a regular basis and the team will work to the specification drafted by the working group which will in turn enable better publicity of the work being done. Geoff also advised that his report for Members will be image focused and that he will also provide regular before and after photos to the office so jobs can be publicised.

He asked for Members to request more work through the STC office. As the budget for 2017-18 has been reduced by STC, Geoff advised that he was looking to reduce the team to 4 days per week instead of 5, further details will be given to the Town Clerk in February.

(ii) **John Ullathorne - CURSI**

John advised members that CURSI has recently carried out the second Road Safety event at North Durham Academy on 2 December 2016, focused on drink driving. He hopes that 4 schools will take part in this event this year, the next one being at Tanfield Comprehensive focusing on the use of mobile phones whilst driving.

John commented that DCC/AAP have funded £4,000 worth of new bollards in Loud Terrace, which he felt were not needed. He stated that there are issues in New Kyo where this money could have made a more significant difference.

John requested authorisation to take CURSI to St Bedes school. The Town Clerk advised John that the initiative was Durham Constabulary's and no such authorisation was required.

(iii) **PS Dave Clarke**

PS Clarke noted that ASDA had been approached to be involved in a drink drive campaign however he has heard nothing back. There might be a possibility to do the campaign at the Civic Hall instead.

PACT House is going from strength to strength with a number diverse community groups using the building. PS Clarke advised that DCC are using the building for their regeneration meetings.

New HD cameras have, after some delays, been approved to go up at the bottom of the Front Street.

PS Clarke thanked the Council for providing further funding for the police cars. He hopes to see will continue in future years.

PS Clarke is organising a new Purple Poo campaign. Cans of purple chalk spray have been ordered thanks to MIF support. Stickers and badges have been ordered and PS Clarke will be going into schools to educate the pupils about the importance of picking up dog waste. He would like to use some of the Committees £7,000 for Crime Prevention Initiatives, for some posters and a golden ticket project alongside the Purple Poo campaign.

272

DATE, TIME AND VENUE OF NEXT MEETING

Wednesday 8th February 2017, 6:30pm at Stanley Civic Hall.

Audit of Smaller Authorities Scales of Fees 2017-18 to 2021-22



The following fees have been determined by SAAA following consultation for the Audit Years 2017-18 to 2021-22.

Scales of audit fees

Scales of fees for smaller authorities are based on bands of annual income or expenditure, whichever is the higher. This means that the fees are broadly proportionate to the public funds involved and the ability of each authority to pay.

Table 1 sets out the scales of audit fees for smaller authorities that complete their Annual Returns fully and accurately within the required timescales, and provide the necessary supporting information and any explanations sought.

Authorities with neither income nor expenditure exceeding £200,000 will be subject to basic limited assurance audit review. Authorities with either income or expenditure exceeding £200,000 will be subject to intermediate limited assurance audit review.

Table 1

Scale of fees for bodies subject to limited assurance review

Income/expenditure band (£)	Fee for limited assurance review (£)
0 – 25,000	200 (see note)
25,001 – 50,000	200
50,001 – 100,000	300
100,001 – 200,000	400
200,001 – 300,000	600
300,001 – 400,000	800
400,001 – 500,000	1,000
500,001 – 750,000	1,300
750,001 – 1,000,000	1,600
1,000,001 – 2,000,000	2,000
2,000,001 – 3,000,000	2,400

Audit of Smaller Authorities Scales of Fees 2017-18 to 2021-22

3,000,001 – 4,000,000	2,800
4,000,001 – 5,000,000	3,200
5,000,001 – 6,500,000	3,600

Note: An authority with neither income nor expenditure exceeding £25,000 will have the right to certify that it is an exempt authority and in normal circumstances no fee will be payable.

Reminder letters

Where a supplier is required to send a reminder to any authority, the supplier will charge the authority £40 for each reminder.

Additional work and variations to the scale fees

If an active authority fails either to submit its Annual Return to the supplier for review by 30 September or (if it is an exempt authority) to provide a certificate of exemption, the supplier will consider issuing a public interest report, the cost of which will be payable by the authority pertaining to the fee income band of that authority as in Table 1 (above).

Extra fees may also be charged, subject to SAAA's approval, in other circumstances, for example where auditors have to:

- consider objections to the accounts from local electors, from the point at which the auditor accepts the objection as valid;
- exercise special powers in relation to the review, such as issuing a report in the public interest; or
- undertake any special investigations, such as those arising from disclosures under the Public Interest Disclosure Act 1998.

Audit of Smaller Authorities Scales of Fees 2017-18 to 2021-22



Extra fees will be calculated and charged according to the work required, subject to the maximum hourly rates set out in Table 2 below.

Table 2

Maximum hourly rates for additional work at smaller authorities

Staff grade	Maximum £ per hour
Engagement lead	355
Senior manager/manager	215
Senior auditor	140
Other staff	105

Value Added Tax

The fee scales exclude Value Added Tax which will be charged at the prevailing rate on all work undertaken.

Stanley Brass Band Entertainment Contest (S.B.B.E.C)

Email:- stanleybbecontest@gmail.com

24 Eden Terrace
Oxhill
Stanley
Co. Durham
DH9 7LW

17th December 2016

Alan Shaw
Town Clerk
Stanley Town Council
Civic Hall
Stanley
Co. Durham
DH9 0NA

Dear Mr. Shaw,

POSSIBLE FINANCIAL SUPPORT

I am writing as organiser of the above event to ask if Stanley Town Council would consider some financial support for the above event.

It takes place in October every year. In 2017 the proposed date is 21st October.

It was founded in 2014 and steadily grown over the years. There are approximately 150 public through the doors plus band personnel. It has expanded from 6 to 13 bands over the years it has taken place (each band having 28). It can only progress further.

We have plans to hold it over a weekend in 2017 to allow us to have tuition workshops from professional bandsmen. In other words to make it a "Mini Brass In Concert." Workshops would take place during the day on the Saturday with a concert on the Saturday Evening, followed by the Contest on the Sunday.

In 2016 Chair Joan Nicholson, and Vice Chair Bill Nixon attended and presented some of the trophies and prizes (photos enclosed).

The cost of the Event is approximately £3000 plus the cost of the venue. This is to cover the hire of percussion equipment, adjudicators expenses and prize money.

The more attractive it can be made, the more people would attend and generate income for Stanley.

Entries are invited from Bands. These range from Schools, Colleges, Universities up to competing bands. In the past years we have had bands travelling from Teeside and have had interest from further afield (including the borders of Scotland).

Hoping you look at this favourably.

Yours sincerely

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

Mr. J. Dodds

Enc.









2017/18 Project Working Groups

Comms & Events

Project	Budget	Lead Officer	Members
Music Festival	£5,000	Lee Brannigan & Alan Shaw	R Harrison, D Mills, M Wilkinson
Firework Festival	£15,000	James Harper	J Nicholson, R Ferris, C Bell, D Walker
Christmas Festival	£10,000	James Harper & Lee Brannigan	J Nicholson, C Bell, R Ferris, B Nixon, M Wilkinson, R Harrison
Play in the Park	£15,000	Nicola James	C Bell, R Ferris, M Wilkinson
Armed Forces Day	£4,000	James Harper	G Graham, R Harrison, B Nixon, D Tully, J Nicholson
Moria Con	£5,000	Nicola James	D Mills, D McMahon
Community Newsletter	£15,000	Alan Shaw	M Wilkinson, C Bell, D Walker, R Ferris, R Harrison
A Year in Stanley	£6,250	Alan Shaw	D Mills, D Walker
Remembrance Services	£400	James Harper	B Nixon, J Nicholson, C Bell
Blue Plaque Scheme	£1,200	James Harper	M Wilkinson

Crime & Community Safety

Project	Budget	Lead Officer	Members
Environmental Services	£67,500	James Harper	J Charlton, J Nicholson, B Nixon, R Ferris, M Wilkinson, C Bell, G Graham
Detached Youth Project	£30,000	James Harper & Sgt Dave Clarke	D McMahon, J Charlton, J Nicholson, R Ferris
Road Safety	£3,000	James Harper, Sgt Dave Clarke & John Ullathorne	B Nixon, R Ferris, C Bell, J Nicholson
Mini Police	£4,400	James Harper & John Ullathorne	C Bell, J Nicholson, J Charlton
Defibrillators	£2,000	James Harper, Sgt Dave Clarke & John Ullathorne	D McMahon
Money Advice	£30,000	Alan Shaw	D McMahon, J Charlton, J Nicholson, R Ferris, C Bell

Date: 10/01/2017

Stanley Town Council 2016-2017 Correct

Page No: 74

Time: 09:52

Cash Book 1

User : SO

Current Bank A/c

For Month No : 9

Payments for Month 9				Nominal Ledger				
Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
23/08/2016	Annfield Plain Community Centr	102269	-300.00			4500 400	-300.00	Cancelled cheque
13/09/2016	FX Productions	102307	-376.17			4651 500	-376.17	Cancel chq 102307not required
15/11/2016	Shaid Ltd	102470	-1,100.00			4500 400	-1,100.00	canc cheque 102470 SHAID
30/11/2016	Asda	DD09 001	24.00		4.00	4650 500	20.00	Lights for grotto
30/11/2016	Asda	DD09 002	53.12		8.85	4650 500	44.27	decorations for grotto
30/11/2016	Xmas Wholesaler	DD09 003	230.10		31.95	4650 500	198.15	gifts for grotto
01/12/2016	Kathleen Knox	102494	-700.00			4650 500	-700.00	cheque misplaced- cancel
01/12/2016	poundstretcher ltd	DD09 006	22.96		3.83	4650 500	19.13	tree decorations
01/12/2016	Jon Sherwin	102495	200.00	200.00		500		Jon Sherwin entertainer
01/12/2016	Melissa Cavanagh	102496	200.00	200.00		500		Melissa Cavanagh- entertainer
02/12/2016	Lanchester Dairies	DD09 004	25.35			4560 505	25.35	milk w/e 25/11/16
02/12/2016	Vodafone ltd	DD09 005	54.99		9.16	4101 110	45.83	mobile contract
02/12/2016	Facebook	DD09 007	36.94			4075 500	36.94	16/11/16 to 28/11/16 adverts
02/12/2016	Facebook	DD09 008	270.68			4075 115	270.68	Facebook STC
02/12/2016	Poundstretcher Ltd	DD09 008A	14.03		2.34	4650 500	11.69	tree decorations
02/12/2016	BGC Gateshead	DD09 010A	138.35		13.30	4650 500	125.05	grotto gifts
04/12/2016	Asda	DD09 010	54.12		9.02	4650 500	45.10	Grotto
05/12/2016	South Moor Musical Theatre Gro	102497	3,357.00	3,357.00		500		Purchase Ledger
05/12/2016	Poundstretcher ltd	DD09 009	31.55		5.26	4650 500	26.29	chocolates for grotto
05/12/2016	Barclays bank	DD09 010B	277.06			4999 110	277.06	Charges 13/10 to 13/11
05/12/2016	Civic Hall Petty Cash	DD09 008b	200.00			200	200.00	petty cash top up 05/12
06/12/2016	Molson Coors	DD09 011	247.69		41.28	4600 510	206.41	Molson inv 903525281
06/12/2016	Booker	DD09 012	181.42		1.24	4560 505	180.18	corned beef etc
06/12/2016	Durham County Council	DD09 013	774.00			4050 500	774.00	Civic Hall rates instalment 9
07/12/2016	Leafield Environmental Ltd	102498	2,757.18	2,757.18		500		Grit bins
07/12/2016	Tanfield & District Community	102499	400.00	400.00		500		MIF492/943/Tanfield & District
07/12/2016	Nitelites	102500	197.40	197.40		500		6301/944/Nitelites
07/12/2016	Printmeit.com Ltd	102501	375.00	375.00		500		1320330/945/Printm Ltd
07/12/2016	Rainbow Youth Theatre	102502	30.00	30.00		500		ELFADVERT/947/R; Youth Th
07/12/2016	Steffen Peddie	102503	300.00	300.00		500		Steffen Peddie deposit 11/02
08/12/2016	Adobe systems	DD09 014	14.29			4125 110	14.29	Adobe creative December charge
08/12/2016	Adobe systems	DD09 015	23.99			4125 110	23.99	Adobe systems soft Dec charge
09/12/2016	Lanchester dairies	DD09 016	17.72			4560 505	17.72	milk w/e 02/12/16
09/12/2016	MIF 369	DD09 017	200.00			4500 400	200.00	MIF 369- cash

Continued on Page 75

Date: 10/01/2017

Stanley Town Council 2016-2017 Correct

Page No: 75

Time: 09:52

Cash Book 1

User : SO

Current Bank A/c

For Month No : 9

Payments for Month 9				Nominal Ledger				
Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
09/12/2016	Booker	DD09 018	199.45		21.75	4625 505	100.96	payment Coffee shop order 08/12/16
						4560 505	76.74	Coffee shop order 08/12/16
09/12/2016	Booker	DD09 019	598.30		99.72	4600 510	498.58	soft drinks, sweets
13/12/2016	SHAID Ltd	102504	1,100.00			4500 400	1,100.00	Repl cheque- SHAID ltd
13/12/2016	Annfield Plain Community Centr	102515	300.00			4500 400	300.00	replacement cheque
13/12/2016	Annfield Plain Community Centr	102515	-300.00			4500 400	-300.00	wrong cheque number entered
13/12/2016	Annfield Plain Community Centr	102505	300.00			4500 400	300.00	replacement cheque
13/12/2016	Tanfield School	102506	500.00	500.00		500		MIF495/949/Tanfield School
13/12/2016	Oxhill Nursery School	102507	300.00	300.00		500		MIF494/950/Oxhill Nursery Scho
13/12/2016	Stanley Starz	102508	2,070.00	2,070.00		500		Purchase Ledger
14/12/2016	Catchgate and Annfield Plain A	102509	1,000.00	1,000.00		500		MIF/954/Catchgate and Annfield
14/12/2016	J Clark Amusements	102510	5,000.00	5,000.00		500		CABINS2/955/J Clark Amusements
15/12/2016	ITC Service Ltd	DD09 020	599.65		99.94	4123 500	75.90	ITC November services
						4123 110	253.80	ITC November services
						4105 500	99.59	ITC November services
						4105 110	70.42	ITC November services
15/12/2016	Microsoft	DD09 021	35.00			4125 110	35.00	Office 365- December
16/12/2016	Lanchester Dairies Ltd	DD09 022	44.30			4560 505	44.30	milk w/e 09/12/16
16/12/2016	BT	DD09 023	26.88		4.48	4100 110	22.40	01207 281376
16/12/2016	Park Electrical	DD09 024	45.00		7.50	4065 500	37.50	Light bulbs etc
16/12/2016	Booker	DD09 025	151.93			4560 505	151.93	Booker invoice
19/12/2016	FX Productions	102291	5.00	5.00		500		SMALLADJ/956/FX Productions
19/12/2016	FX Productions	102511	23.33	23.33		500		Purchase Ledger
19/12/2016	British Telecom Payments Centr	102512	209.60	209.60		500		alarm line 01207 232306
19/12/2016	Artistes International Managem	102401	2,544.80	2,544.80		500		Seriously Dead 08/10/16
19/12/2016	Bidvest Foodservice	102402	99.01	99.01		500		mince pies etc
19/12/2016	HMRC	DD09 026	8,051.13			4000 101	4,572.83	November payroll deductions
						4000 500	2,434.32	November payroll deductions
						4005 500	884.16	November payroll deductions
						4000 505	159.82	November payroll deductions

Continued on Page 76

Date: 10/01/2017

Stanley Town Council 2016-2017 Correct

Page No: 76

Time: 09:52

Cash Book 1

User : SO

Current Bank A/c

For Month No : 9

Payments for Month 9

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
19/12/2016	PCA Predict	DD09 027	60.00		10.00	4077 500	50.00	postcode anywhere - top up
20/12/2016	Butterwick Trees CIC	102513	9,240.00	9,240.00		500		Enviro caretaker Nov 16
20/12/2016	Durham Constabulary	102514	7,000.00	7,000.00		500		2 cars- 22/10/16-21/10/17
20/12/2016	Durham County Council	102515	265.92	265.92		500		refreshments Nov meetings
20/12/2016	Main Brothers DIY	102516	1,014.06	1,014.06		500		door chime etc
20/12/2016	Medics UK	102517	375.00	375.00		500		medical cover 3/12/16
20/12/2016	Newsquest Media Group	102518	510.00	510.00		500		adverts advertisers 17/11/16
20/12/2016	Pioneer Foods	102519	371.46	371.46		500		various cakes
20/12/2016	Rialtas Business Solutions Ltd	102520	1,322.64	1,322.64		500		OMEGA training 19/10/16
20/12/2016	Molson Coors	DD09 028	1,589.40		264.90	4600 510	1,324.50	Molson Inv 903551953
20/12/2016	npower	DD09 029	63.60			4052 500	63.60	npower recharge
20/12/2016	SP Bakery	DD09 030	300.00			4651 500	300.00	Pie and peas
20/12/2016	Ancestry UK	DD09 032	119.99		20.00	4106 110	99.99	subscription ending 16/12/2017
20/12/2016	Booker	DD09 033	183.77			4560 505	183.77	Booker inv 20/12/16
20/12/2016	Var- payroll	DD09 034	19,194.64			4000 505	1,885.93	December payroll
						4005 500	3,744.65	December payroll
						4000 500	6,914.13	December payroll
						4000 101	6,649.93	December payroll
20/12/2016	Civic Hall Petty Cash	DD09 031	200.00			200	200.00	petty cash top up 2/12/16
21/12/2016	Graphic Print	102403	72.00	72.00		500		A2 posters
21/12/2016	Hi-Lights	102404	978.26	978.26		500		Brace weight etc
21/12/2016	Hoge 100 Business Systems Ltd	102405	402.19	402.19		500		web sale charges
21/12/2016	JAK HQ Ltd	102406	360.00	360.00		500		in and around mag Dec and jan
21/12/2016	Jess Hugill	102407	80.00	80.00		500		Jess Hugill 10/12 MMA
21/12/2016	Lee Brannigan	102408	1,770.00	1,770.00		500		Purchase Ledger
21/12/2016	Miko Coffee	102409	112.04	112.04		500		9516030820/983/Mi Coffee
21/12/2016	Normans of Billingham Ltd	102410	47.98	47.98		500		storage files
21/12/2016	Factordean Ltd t/a the Pantomi	102411	384.00	384.00		500		Genie costume
21/12/2016	Pioneer Foods	102412	421.52	421.52		500		ham, turkey etc
21/12/2016	Printmeit.com Ltd	102413	54.00	54.00		500		panto raffle tickets
21/12/2016	Washington Supplies	102414	424.15	424.15		500		cleaning supplies
21/12/2016	Wear Rivers Trust	102415	15,000.00	15,000.00		500		FCG- 2 footbridges in woods
21/12/2016	The Activity Den	102416	200.00	200.00		500		MIF500/993/The Activity Den
21/12/2016	Jon Sherwin	102417	687.50	687.50		500		PANTO2/994/Jon Sherwin
21/12/2016	Andrew Oliver	102418	497.00	497.00		500		PANTO2/995/Andre Oliver

Continued on Page 77

Date: 10/01/2017

Stanley Town Council 2016-2017Correct

Page No: 77

Time: 09:52

Cash Book 1

User : SO

Current Bank A/c

For Month No : 9

Payments for Month 9					Nominal Ledger			
Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
21/12/2016	Melissa Cavanagh	102419	1,410.00	1,410.00		500		PANTO2/996/Meliss Cavanagh
21/12/2016	Sara Lumley	102420	507.00	507.00		500		PANTO2/997/Sara Lumley
21/12/2016	Martin Anderson	102421	170.00	170.00		500		PANTO2/998/Martin Anderson
21/12/2016	Gerry Troughton	102422	220.00	220.00		500		PANTO2/999/Gerry Troughton
21/12/2016	Rhiane Finlay	102423	300.00	300.00		500		PANTO2/1000/Rhia Finlay
21/12/2016	Elli Charlotte Jackson	102424	300.00	300.00		500		PANTO2/1001/Elli Charlotte Jac
21/12/2016	Alice Charlton	102425	300.00	300.00		500		PANTO2/1002/Alice Charlton
21/12/2016	T A Cain	102426	3,000.00	3,000.00		500		Aladdin-PA, lighting, sounds
21/12/2016	Kathleen Knox	102427	700.00			4650 500	700.00	replacement cheque- K Knox
21/12/2016	Melissa Cavanagh	102419	-1,410.00			4650 500	-1,410.00	cheque canc- paid by Paypal
21/12/2016	Worldpay	DD09 035	50.82		0.74	4998 500	50.08	internet booking charges
21/12/2016	Worldpay	DD09 036	80.21		7.34	4998 500	72.87	card charges nov 16
21/12/2016	Worldpay	DD09 037	67.46		2.41	4998 500	65.05	card charges Nov 16
22/12/2016	Booker	DD09 038	46.73			4560 505	46.73	Booker inv 22/12/16
22/12/2016	Barclays bank	DD09 039	12.50			4998 500	12.50	charge for stopped chq 102494
23/12/2016	Lanchester Dairies	DD09 040	28.32			4560 505	28.32	milk w/e 16/12/16
23/12/2016	British gas Business	DD09 041	1,530.52		255.08	4052 500	1,275.44	electricity Nov 16
23/12/2016	Melissa Cavanagh	DD09 042A	1,410.00			4650 500	1,410.00	Aladdin payment 2-M Cavanagh
28/12/2016	BOC	DD09 043	96.48		16.08	4603 510	80.40	November BOC gas bottles
30/12/2016	Lanchester Dairies	DD09 044	17.72			4560 505	17.72	milk w/e 23/12/16
31/12/2016	BES Commercial Electricity Ltd	102428	892.63	892.63		500		Final electricity bill 16/12/1
04/01/2017	Crystal View	102429	50.00	50.00		500		422/1005/Crystal View- October
04/01/2017	Durham County Council	102430	444.54	444.54		500		Shutter doors, boiler firing
04/01/2017	G Fletcher	102431	360.00	360.00		500		2.25 days internal audit work
04/01/2017	JG Uniforms	102432	128.52	128.52		500		18 navy tee shirts
04/01/2017	Medics UK	102433	130.00	130.00		500		Remembrance sunday S Moor gate
04/01/2017	Strike While the Irons Hot	102434	48.45	48.45		500		19 tablecloths
04/01/2017	Ward Hadaway	102435	1,032.00	1,032.00		500		Negotiating etc lease
04/01/2017	Geordies Signs	102436	43.20	43.20		500		Coffee shop loyalty card

Continued on Page 78

Date: 10/01/2017

Stanley Town Council 2016-2017Correct

Page No: 78

Time: 09:52

Cash Book 1

User : SO

Current Bank A/c

For Month No : 9

Total Payments for Month	106,404.37	70,494.38	940.17	34,969.82
Balance Carried Fwd	562,529.45			
Cash Book Totals	<u>668,933.82</u>	<u>70,494.38</u>	<u>940.17</u>	<u>597,499.27</u>

Date: 10/01/2017

Stanley Town Council 2016-2017Correct

Page No: 70

Time: 09:52

Cash Book 1

User : SO

Current Bank A/c

For Month No : 9

Receipts for Month 9

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		638,129.67				638,129.67	
Banked on : 30/12/1899		0.00					
	Sales Recpts Page 123	0.00				0.00	
Banked on : 07/10/2016		-120.00					
INC09 001	Arts Group	-120.00		-20.00	1010 500	-100.00	paid in as rm hire, s/be S/DR
Banked on : 07/10/2016		120.00					
	Sales Recpts Page 114	120.00	120.00		100		Sales Recpts Page 114
Banked on : 07/10/2016		-820.00					
INC09 006	Zoe Shaw	-820.00			1010 500	-820.00	Zoe Shaw, in as cash s/be s/dr
Banked on : 07/10/2016		-336.00					
INC09 007	Prima Ballet	-336.00			1010 500	-336.00	Prima in s cash, s/be s/dr
Banked on : 07/10/2016		192.00					
	Sales Recpts Page 117	192.00	192.00		100		Sales Recpts Page 117
Banked on : 07/10/2016		144.00					
	Sales Recpts Page 118	144.00	144.00		100		Sales Recpts Page 118
Banked on : 22/11/2016		80.00					
	Sales Recpts Page 94	80.00	80.00		100		Sales Recpts Page 94
Banked on : 30/11/2016		232.72					
INC09 003	var card to 30/11	5.72		0.95	1220 505	4.77	var card to 30/11
INC09 003	var card to 30/11	1.00			4104 500	1.00	var card to 30/11
INC09 003	var card to 30/11	196.00		32.67	1000 500	163.33	var card to 30/11
INC09 003	var card prof gps to 30/11	30.00			1005 500	30.00	var card prof gps to 30/11
Banked on : 30/11/2016		500.50					
INC09 005	var internet to 30/11	6.00		1.00	4102 500	5.00	var internet to 30/11
09 005	var internet to 30/11	16.50			4998 500	16.50	var internet to 30/11
INC09 005	var internet to 30/11	438.00		73.00	1000 500	365.00	var internet to 30/11
INC09 005	var internet to 30/11	40.00			1005 500	40.00	var internet to 30/11 -comm gp
Banked on : 01/12/2016		820.00					
	Sales Recpts Page 128	820.00	820.00		100		Sales Recpts Page 128
Banked on : 04/12/2016		383.95					
INC09 004	var card to 04/12	27.95		4.66	1220 505	23.29	var card to 04/12
INC09 004	var card to 04/12	196.00		32.67	1000 500	163.33	var card to 04/12
INC09 004	var prof gps 1/12-4/12	30.00			530	30.00	var prof gps 1/12-4/12
INC09 004	var comm gps 01/12-04/12	130.00			530	130.00	var comm gps 01/12-04/12
Banked on : 05/12/2016		474.00					
	Sales Recpts Page 115	474.00	474.00		100		Sales Recpts Page 115
Banked on : 05/12/2016		2,673.95					
INC09 001	various to 26/11/16	17.50		2.92	1010 500	14.58	keep fit
INC09 001	keep fit instructor	-20.00			1010 500	-20.00	keep fit instructor
INC09 001	various to 26/11	673.65		112.28	1220 505	561.37	various to 26/11

Continued on Page 71

Date: 10/01/2017

Stanley Town Council 2016-2017 Correct

Page No: 71

Time: 09:52

Cash Book 1

User : SO

Current Bank A/c

For Month No : 9

Receipts for Month 9

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
INC09 001	various to 26/11	1,191.20		198.53	1020	510	992.67	various to 26/11
INC09 001	various to 26/11	5.60		0.93	4105	500	4.67	various to 26/11
INC09 001	var tcket sales to 26/11	166.00		27.67	1000	500	138.33	var tcket sales to 26/11
INC09 001	var comm groups to 26/11	602.00			1005	500	602.00	var comm groups to 26/11
INC09 001	var prof groups to 26/11	30.40			1005	500	30.40	var prof groups to 26/11
INC09 001	var retained share to 26/11	7.60		1.27	1000	500	6.33	var retained share to 26/11
Banked on : 05/12/2016		2,122.40						
INC09 002	var to 04/12/16	607.73		101.29	1010	500	506.44	var to 04/12/16
INC09 002	keep fit	17.50		2.92	1010	500	14.58	keep fit
INC09 002	keep fit instructor	-20.00			1010	500	-20.00	keep fit instructor
INC09 002	var to 04/12	946.27		157.71	1220	505	788.56	var to 04/12
INC09 002	var to 04/12	204.90		34.15	1020	510	170.75	var to 04/12
INC09 002	var to 04/12	2.00		0.33	4105	500	1.67	var to 04/12
INC09 002	var to 04/12	113.00		18.83	1000	500	94.17	var to 04/12
INC09 002	var prof groups to 04/12	59.60			1005	500	59.60	var prof groups to 04/12
INC09 002	var retained share to 04/12	7.40		1.23	1000	500	6.17	var retained share to 04/12
INC09 002	var ext prof groups 1/12-4/12	94.00			530		94.00	var ext prof groups 1/12-4/12
INC09 002	var comm gps 1/12-4/12	90.00			530		90.00	var comm gps 1/12-4/12
Banked on : 05/12/2016		55.42						
INC09 013	Coop bank	55.42			4998	500	55.42	Loyalty reward 05/12
Banked on : 05/12/2016		136.80						
	Sales Recpts Page 126	136.80	136.80		100			Sales Recpts Page 126
Banked on : 09/12/2016		63.00						
	Sales Recpls Page 127	63.00	63.00		100			Sales Recpts Page 127
Banked on : 10/12/2016		794.00						
	Sales Recpts Page 124	794.00	794.00		100			Sales Recpts Page 124
Banked on : 10/12/2016		1.00						
INC09 017	MMA-	1.00		0.17	1010	500	0.83	MMA small difference
Banked on : 12/12/2016		2,221.00						
INC09 006	Various internet to 12 Dec	21.00		3.50	4102	500	17.50	Var net to 12 Dec- paper tick
INC09 006	various net to 12/12	70.50			4998	500	70.50	various net to 12/12
INC09 006	var net to 12/12	1,508.00		251.33	1000	500	1,256.67	var net to 12/12
INC09 006	var net to 12/12	551.50			530		551.50	var net to 12/12- external pro
INC09 006	var net to 12/12	70.00			530		70.00	var net to 12/12- ext comm gps
Banked on : 12/12/2016		51.92						
INC09 020	Booker	51.92			4560	505	51.92	returned 8 boxes eggs
Banked on : 14/12/2016		1,378.07						
INC09 009	var card rec to 14/12	0.30		0.05	1010	500	0.25	var card rec to 14/12- minor a
INC09 009	var card rec to 14/12	7.50		1.25	1010	500	6.25	var card rec to 14/12-grotto
INC09 009	var card to 14/12	93.57		15.60	1220	505	77.97	var card to 14/12
INC09 009	var card to 14/12	109.70		18.28	1020	510	91.42	var card to 14/12
INC09 009	var card to 14/12	1,032.00		172.00	1000	500	860.00	var card to 14/12

Continued on Page 72

Date: 10/01/2017

Stanley Town Council 2016-2017 Correct

Page No: 72

Time: 09:52

Cash Book 1

User : SO

Current Bank A/c

For Month No : 9

Receipts for Month 9

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
INC09 009	var card to 14/12	20.00			1028 500	20.00	var card to 14/12- giftcard
INC09 009	var card to 14/12	95.00			530	95.00	var card to 14/12
INC09 009	var card to 14/12	20.00			530	20.00	var card to 14/12
	Banked on : 14/12/2016	-0.30					
INC09 009	adj to pay in total	-0.30			1010 500	-0.30	adj to pay in total
	Banked on : 15/12/2016	918.00					
	Sales Recpts Page 125	918.00	918.00		100		Sales Recpts Page 125
	Banked on : 16/12/2016	160.00					
	Sales Recpts Page 119	160.00	160.00		100		Sales Recpts Page 119
	Banked on : 16/12/2016	168.00					
	Sales Recpts Page 120	168.00	168.00		100		Sales Recpts Page 120
	Banked on : 16/12/2016	96.00					
	Sales Recpts Page 121	96.00	96.00		100		Sales Recpts Page 121
	Banked on : 18/12/2016	2,173.50					
INC09 010	internet receipts to 18/12	15.00		2.50	4102 500	12.50	Net rec paper tickets to 18/12
INC09 010	internet rec to 18/12	63.00		10.50	4998 500	52.50	net rec- charges to 18/12
INC09 010	internet rec to 18/12	1,554.00		259.00	1000 500	1,295.00	internet rec to 18/12
INC09 010	internet rec to 18/12	317.50			530	317.50	internet rec to 18/12-prof
INC09 010	internet rec to 18/12	224.00			530	224.00	internet rec to 18/12-comm
	Banked on : 21/12/2016	90.00					
	Sales Recpts Page 123	90.00	90.00		100		Sales Recpts Page 123
	Banked on : 21/12/2016	4,095.96					
INC09 007	Various cash/chq w/c 05/12	39.50		6.58	1010 500	32.92	grotto w/c 05/12
INC09 007	var cash/chq w/c 05/12	35.00		5.83	1010 500	29.17	keep fit w/c 05/12
INC09 007	var cash/chq w/c 05/12	-20.00			1010 500	-20.00	keep fit instructor w/c 05/12
INC09 007	var cash/chq w/c 05/12	563.36		93.89	1220 505	469.47	coffee shop w/c 05/12
INC09 007	var cash/chq w/c 05/12	3,247.00		541.17	1020 510	2,705.83	var cash/chq w/c 05/12
INC09 007	var cash/chq w/c 05/12	3.10		0.52	4105 500	2.58	var cash/chq w/c 05/12
INC09 007	var cash/chq w/c 05/12	172.00		28.67	1000 500	143.33	var cash/chq w/c 05/12
INC09 007	var cash/chq w/c 05/12	56.00			530	56.00	var cash/chq w/c 05/12- comm
	Banked on : 21/12/2016	4,992.38					
INC09 008	var cash/chq w/c 12/12	2.50		0.42	1010 500	2.08	var cash/chq w/c 12/12 grotto
INC09 008	var cash/chq w/c 12/12	27.50		4.58	1010 500	22.92	keep fit w/c 12/12
INC09 008	var cash/chq w/c 12/12	-20.00			1010 500	-20.00	keep fit instructor w/c 12/12
INC09 008	var cash/chq w/c 12/12	814.90		135.82	1220 505	679.08	var cash/chq w/c 12/12
INC09 008	var cash/chq w/c 12/12	3,129.08		521.51	1020 510	2,607.57	var cash/chq w/c 12/12
INC09 008	var cash/chq w/c 12/12	3.40		0.57	4105 500	2.83	copies w/c 12/12
INC09 008	var cash/chq w/c 12/12	790.00		131.67	1000 500	658.33	var cash/chq w/c 12/12
INC09 008	var csh/chq w/c 12/12	195.00			530	195.00	var csh/chq w/c 12/12-prof
INC09 008	var cash/chq w/c 12/12	50.00			530	50.00	var cash/chq w/c 12/12 comm
	Banked on : 23/12/2016	1.00					

Continued on Page 73

Date: 10/01/2017

Stanley Town Council 2016-2017Correct

Page No: 73

Time: 09:52

Cash Book 1

User : SO

Current Bank A/c

For Month No : 9

Receipts for Month 9

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
INC09 014	Paypal	1.00			4999	110	1.00	refund of charge
	Banked on : 24/12/2016	2,521.44						
INC09 012	var card to 24/12	101.44		16.91	1220	505	84.53	var card to 24/12
INC09 012	var card to 24/12	320.00		53.33	1020	510	266.67	var card to 24/12
INC089	var card to 24/12	1,800.00		300.00	1000	500	1,500.00	var card to 24/12
INC09 012	var card to 24/12	30.00			1028	500	30.00	var card to 24/12
INC09 012	var card to 24/12	270.00			530		270.00	var card to 24/12- prof
	Banked on : 24/12/2016	65.00						
INC09 012	various card rec to 24/12	65.00			530		65.00	various card rec to 24/12
	Banked on : 30/12/2016	1,962.00						
INC09 011	var internet to 30/12	9.00		1.50	4102	500	7.50	var internet to 30/12
INC09 011	var internet to 30/12	69.00		11.50	4998	500	57.50	var internet to 30/12
INC09 011	var internet to 30/11	1,458.00		243.00	1000	500	1,215.00	var internet to 30/11
INC09 011	var internet to 30/12	426.00			530		426.00	var internet to 30/12-prof
	Banked on : 30/12/2016	2,392.44						
DD09 044	Barclays bank	2,392.44			1050	110	2,392.44	Interest on savings ac
Total Receipts for Month		30,804.15	4,255.80	3,616.66			22,931.69	
Cash Book Totals		668,933.82	4,255.80	3,616.66			661,061.36	

Date: 10/01/2017

Stanley Town Council 2016-2017Correct

Page No: 1

Time: 09:50

User : SO

Bank Reconciliation Statement as at: 31/12/2016 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>
Current Bank Account	31/12/2016		90,707.51
Savings Account	31/12/2016	9	520,271.44
			<hr/> 610,978.95

<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>
19/07/2016 102192 Autobots Entertainment	250.00
13/10/2016 102333 Solar 1 Electrical Ltd	96.00
25/10/2016 102355 Annfield Plain Community Centr	250.00
25/10/2016 102369 Croft Community School	100.00
09/11/2016 102395 Solar 1 Electrical Ltd	678.00
09/11/2016 102398 Stanley Woodcraft Folk	300.00
15/11/2016 102469 Clavering youth Club	1,000.00
22/11/2016 102471 North Durham Youth and Comm	250.00
28/11/2016 102475 Graphic Print	469.00
28/11/2016 102487 Louise Burns	63.00
07/12/2016 102503 Steffen Peddie	300.00
13/12/2016 102505 Annfield Plain Community Centr	300.00
13/12/2016 102506 Tanfield School	500.00
13/12/2016 102507 Oxhill Nursery School	300.00
19/12/2016 102511 FX Productions	23.33
19/12/2016 102512 British Telecom Payments Centr	209.60
19/12/2016 102402 Bidvest Foodservice	99.01
20/12/2016 102513 Butterwick Trees CIC	9,240.00
20/12/2016 102514 Durham Constabulary	7,000.00
20/12/2016 102515 Durham County Council	265.92
20/12/2016 102516 Main Brothers DIY	1,014.06
20/12/2016 102517 Medics UK	375.00
20/12/2016 102518 Newsquest Media Group	510.00
20/12/2016 102519 Pioneer Foods	371.46
20/12/2016 102520 Rialtas Business Solutions Ltd	1,322.64
21/12/2016 102403 Graphic Print	72.00
21/12/2016 102404 Hi-Lights	978.26
21/12/2016 102405 Hoge 100 Business Systems Ltc	402.19
21/12/2016 102406 JAK HQ Ltd	360.00
21/12/2016 102409 Miko Coffee	112.04
21/12/2016 102410 Normans of Billingham Ltd	47.98
21/12/2016 102411 Factordean Ltd t/a the Pantomi	384.00
21/12/2016 102412 Pioneer Foods	421.52
21/12/2016 102413 Printmeit.com Ltd	54.00
21/12/2016 102414 Washington Supplies	424.15
21/12/2016 102415 Wear Rivers Trust	15,000.00
21/12/2016 102416 The Activity Den	200.00
21/12/2016 102418 Andrew Oliver	497.00
21/12/2016 102421 Martin Anderson	170.00

Date: 10/01/2017

Stanley Town Council 2016-2017Correct

Page No: 2

Time: 09:50

User: SO

Bank Reconciliation Statement as at: 31/12/2016 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>
21/12/2016 102423 Rhiane Finlay		300.00	
21/12/2016 102427 Kathleen Knox		700.00	
31/12/2016 102428 BES Commercial Electricity Ltd		892.63	
			<u>46,302.79</u>
			564,676.16
 <u>Receipts not Banked/Cleared (Plus)</u>			
21/12/2016		90.00	
			<u>90.00</u>
			564,766.16
		Balance per Cash Book is :-	564,766.16
		Difference is :-	0.00



9 Jan 2017
Miss Nicola James
Email: NICJAMES238@GMAIL.COM
Work Email: No address currently held
Work Tel: 0758 4035122

Transactions

Mixed Payments Plan

20-33-51 43231674

Available balance	£82,920.20
Last night's balance	£84,427.52
Overdraft limit	£0.00

Showing 1-50 of 178 transactions between 01/12/2016 and 31/12/2016

[Don't recognise a transaction?](#)

[Export All](#)

[Download all \(PDF\)](#)

[Print page](#)

Date	Description	Money In	Money Out	Balance
30/12/2016	MV- 76951073 -2412	£24.00		£90,707.51
30/12/2016	MV- 76950763 -2412	£370.50		£90,683.51
30/12/2016	MV- 76950763 -2312	£298.75		£90,313.01
30/12/2016	MV- 02937763 -2412	£347.00		£90,014.26
30/12/2016	MV- 02937763 -2512	£313.00		£89,667.26
30/12/2016	MV- 02937763 -2712	£117.00		£89,354.26
30/12/2016	MV- 02937763 -2812	£94.50		£89,237.26
30/12/2016	LANCHESTER DAIRIES		-£17.72	£89,142.76
30/12/2016	102407		-£80.00	£89,160.48

30/12/2016	102401		-£2,544.80	£89,240.48
29/12/2016	MV- 76951073 -2212	£38.00		£91,785.28
29/12/2016	MV- 76950763 -2212	£245.76		£91,747.28
29/12/2016	MV- 02937763 -2312	£154.50		£91,501.52
29/12/2016	102426		-£3,000.00	£91,347.02
29/12/2016	102425		-£300.00	£94,347.02
29/12/2016	102424		-£300.00	£94,647.02
29/12/2016	102422		-£220.00	£94,947.02
29/12/2016	102420		-£507.00	£95,167.02
29/12/2016	102417		-£687.50	£95,674.02
29/12/2016	102408		-£1,770.00	£96,361.52
28/12/2016	MV- 76951073 -2112	£38.00		£98,131.52
28/12/2016	MV- 76950763 -2112	£180.67		£98,093.52
28/12/2016	MV- 02937763 -2212	£400.50		£97,912.85
28/12/2016	MV- 02937763 -2112	£259.50		£97,512.35
28/12/2016	BOC MANCHESTER ACC		-£96.48	£97,252.85
28/12/2016	102502		-£30.00	£97,349.33
28/12/2016	102472		-£9,362.72	£97,379.33
23/12/2016	PP*7810CODE	£1.00		£106,742.05
23/12/2016	MV- 76951073 -2012	£164.00		£106,741.05
23/12/2016	MV- 76950763 -2012	£155.70		£106,577.05
23/12/2016	PAYPAL *MELISSACAV		-£1,410.00	£106,421.35
23/12/2016	BRIT GAS BUSINESS		-£1,530.52	£107,831.35
23/12/2016	LANCHESTER DAIRIES		-£28.32	£109,361.87
22/12/2016	203351 93186547	£30,000.00		£109,390.19
22/12/2016	MV- 76951073 -1912	£62.00		£79,390.19

22/12/2016	MV- 76950763 -1912	£226.90	£79,328.19
22/12/2016	MV- 02937763 -2012	£276.00	£79,101.29
22/12/2016	STOPPED CHEQUES	-£12.50	£78,825.29
22/12/2016	BOOKER LIMITED GAT	-£46.73	£78,837.79
22/12/2016	102508	-£2,070.00	£78,884.52
21/12/2016	42STANLEY	£6,051.38	£80,954.52
21/12/2016	42STANLEY	£5,414.96	£74,903.14
21/12/2016	MV- 76951073 -1712	£149.00	£69,488.18
21/12/2016	MV- 76951073 -1612	£92.00	£69,339.18
21/12/2016	MV- 76950763 -1612	£137.45	£69,247.18
21/12/2016	MV- 76950763 -1812	£105.40	£69,109.73
21/12/2016	MV- 76950763 -1712	£86.46	£69,004.33
21/12/2016	MV- 02937763 -1712	£585.00	£68,917.87
21/12/2016	MV- 02937763 -1812	£560.00	£68,332.87
21/12/2016	MV- 02937763 -1912	£253.50	£67,772.87

[Don't recognise a transaction?](#)

[Export All](#)

[Download all \(PDF\)](#)

[Print page](#)

Barclays Bank PLC. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register number: 122702). Barclays Bank PLC subscribes to the Lending Code which is monitored and enforced by the Lending Standards Board. Further details can be found at www.lendingstandardsboard.org.uk. Barclays Insurance Services Company Limited is authorised and regulated by the Financial Conduct Authority (Financial Services Register number: 312078).

Barclays Bank PLC. Registered in England. Registered no. 1026167. Barclays Insurance Services Company Limited. Registered in England. Registered no. 973765. Registered office for both: 1 Churchill Place, London E14 5HP. 'The Woolwich' and 'Woolwich' are trademarks and trading names of Barclays Bank PLC. Barclays Business is a trading name of Barclays Bank PLC.



9 Jan 2017
Miss Nicola James
Email: NICJAMES238@GMAIL.COM
Work Email: No address currently held
Work Tel: 0758 4035122

Transactions

Mixed Payments Plan

20-33-51 43231674

Available balance	£82,920.20
Last night's balance	£84,427.52
Overdraft limit	£0.00

Showing **51-100** of **178** transactions between **01/12/2016** and **31/12/2016**

[Don't recognise a transaction?](#)

[Export All](#)

[Download all \(PDF\)](#)

[Print page](#)

Date	Description	Money In	Money Out	Balance
21/12/2016	WORLDPAY		-£67.46	£67,519.37
21/12/2016	WORLDPAY		-£80.21	£67,586.83
21/12/2016	WORLDPAY		-£50.82	£67,667.04
21/12/2016			-£19,194.64	£67,717.86
21/12/2016	102510		-£5,000.00	£86,912.50
21/12/2016	102504		-£1,100.00	£91,912.50
20/12/2016	MV- 76951073 -1512	£76.00		£93,012.50
20/12/2016	MV- 76950763 -1512	£295.85		£92,936.50
20/12/2016	MV- 02937763 -1612	£54.00		£92,640.65

20/12/2016	BOOKERECOMM		-£183.77	£92,586.65
20/12/2016	ANCESTRY.CO.UK		-£119.99	£92,770.42
20/12/2016	203351 20DEC 12.44		-£200.00	£92,890.41
20/12/2016	203351 20DEC 12.43		-£300.00	£93,090.41
20/12/2016	NPOWER		-£63.60	£93,390.41
20/12/2016	MCBC UK LIMITED		-£1,589.40	£93,454.01
20/12/2016	102498		-£2,757.18	£95,043.41
20/12/2016	102399		-£144.00	£97,800.59
20/12/2016	102338		-£400.00	£97,944.59
19/12/2016	203351 93186547	£50,000.00		£98,344.59
19/12/2016	MV- 76951073 -1412	£38.00		£48,344.59
19/12/2016	MV- 76950763 -1412	£65.50		£48,306.59
19/12/2016	MV- 02937763 -1512	£230.00		£48,241.09
19/12/2016	WWW POSTCODEANYWHE		-£60.00	£48,011.09
19/12/2016			-£8,051.13	£48,071.09
16/12/2016	MV- 76951073 -1312	£28.00		£56,122.22
16/12/2016	MV- 76950763 -1312	£80.36		£56,094.22
16/12/2016	MV- 02937763 -1412	£246.00		£56,013.86
16/12/2016	BOOKER LIMITED GAT		-£151.93	£55,767.86
16/12/2016	PARK ELECTRICAL DI		-£45.00	£55,919.79
16/12/2016	BRITISH TELECOM		-£26.88	£55,964.79
16/12/2016	LANCHESTER DAIRIES		-£44.30	£55,991.67
16/12/2016	102509		-£1,000.00	£56,035.97
16/12/2016	102500		-£197.40	£57,035.97
15/12/2016	MV- 76950763 -1212	£90.00		£57,233.37
15/12/2016	MV- 02937763 -1312	£245.00		£57,143.37

15/12/2016	WORKING LINKS EMPL	£918.00		£56,898.37
15/12/2016	MSFT *		-£35.00	£55,980.37
15/12/2016	ITC SERVICE LTD		-£599.65	£56,015.37
15/12/2016	102501		-£375.00	£56,615.02
14/12/2016	MV- 76951073 -1012	£57.00		£56,990.02
14/12/2016	MV- 76950763 -0912	£210.55		£56,933.02
14/12/2016	MV- 76950763 -1012	£123.20		£56,722.47
14/12/2016	MV- 02937763 -1012	£276.50		£56,599.27
14/12/2016	MV- 02937763 -1212	£194.00		£56,322.77
14/12/2016	MV- 02937763 -1112	£118.50		£56,128.77
14/12/2016	102499		-£400.00	£56,010.27
14/12/2016	102492		-£100.00	£56,410.27
14/12/2016	102473		-£5,771.00	£56,510.27
13/12/2016	MV- 76951073 -0812	£148.00		£62,281.27
13/12/2016	MV- 76950763 -0812	£18.57		£62,133.27

[Don't recognise a transaction?](#)

[Export All](#)

[Download all \(PDF\)](#)

[Print page](#)

Barclays Bank PLC. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register number: 122702). Barclays Bank PLC subscribes to the Lending Code which is monitored and enforced by the Lending Standards Board. Further details can be found at www.lendingstandardsboard.org.uk. Barclays Insurance Services Company Limited is authorised and regulated by the Financial Conduct Authority (Financial Services Register number: 312078).

Barclays Bank PLC. Registered in England. Registered no. 1026167. Barclays Insurance Services Company Limited. Registered in England. Registered no. 973765. Registered office for both: 1 Churchill Place, London E14 5HP. 'The Woolwich' and 'Woolwich' are trademarks and trading names of Barclays Bank PLC. Barclays Business is a trading name of Barclays Bank PLC.



9 Jan 2017
Miss Nicola James
Email: NICJAMES238@GMAIL.COM
Work Email: No address currently held
Work Tel: 0758 4035122

Transactions

Mixed Payments Plan

20-33-51 43231674

Available balance	£82,920.20
Last night's balance	£84,427.52
Overdraft limit	£0.00

Showing **101-150 of 178** transactions between **01/12/2016** and **31/12/2016**

[Don't recognise a transaction?](#)

[Export All](#)

[Download all \(PDF\)](#)

[Print page](#)

Date	Description	Money In	Money Out	Balance
13/12/2016	MV- 02937763 -0912	£206.50		£62,114.70
13/12/2016	102497		-£3,357.00	£61,908.20
13/12/2016	102489		-£233.00	£65,265.20
12/12/2016	BOOKERECOMM	£51.92		£65,498.20
12/12/2016	MV- 76950763 -0712	£279.43		£65,446.28
12/12/2016	MV- 02937763 -0812	£310.00		£65,166.85
09/12/2016	MV- 76951073 -0612	£52.00		£64,856.85
09/12/2016	MV- 76950763 -0612	£29.45		£64,804.85
09/12/2016	MV- 02937763 -0712	£169.50		£64,775.40

09/12/2016	BOOKERECOMM		-£598.30	£64,605.90
09/12/2016	BOOKERECOMM		-£199.45	£65,204.20
09/12/2016	203351 09DEC 10.07		-£200.00	£65,403.65
09/12/2016	LANCHESTER DAIRIES		-£17.72	£65,603.65
09/12/2016	102493		-£300.00	£65,621.37
09/12/2016	102491		-£223.00	£65,921.37
09/12/2016	102476		-£5,000.00	£66,144.37
08/12/2016	203351 93186547	£40,000.00		£71,144.37
08/12/2016	MV- 76951073 -0512	£14.00		£31,144.37
08/12/2016	MV- 76950763 -0512	£173.71		£31,130.37
08/12/2016	MV- 02937763 -0612	£363.00		£30,956.66
08/12/2016	ADOBE SYSTEMS SOFT		-£23.99	£30,593.66
08/12/2016	ADOBE ID CREATIVE		-£14.29	£30,617.65
08/12/2016	DCC INCOME COLLECT		-£774.00	£30,631.94
08/12/2016	102485		-£54.00	£31,405.94
08/12/2016	102480		-£490.60	£31,459.94
08/12/2016	102477		-£502.80	£31,950.54
08/12/2016	102362		-£50.00	£32,453.34
07/12/2016	MV- 76951073 -0212	£62.00		£32,503.34
07/12/2016	MV- 76951073 -0412	£40.00		£32,441.34
07/12/2016	MV- 76950763 -0312	£152.00		£32,401.34
07/12/2016	MV- 76950763 -0212	£20.00		£32,249.34
07/12/2016	MV- 76950763 -0412	£3.50		£32,229.34
07/12/2016	MV- 02937763 -0512	£210.00		£32,225.84
07/12/2016	MV- 02937763 -0312	£133.00		£32,015.84
07/12/2016	MV- 02937763 -0412	£99.00		£31,882.84

07/12/2016	102496		-£200.00	£31,783.84
07/12/2016	102495		-£200.00	£31,983.84
07/12/2016	102490		-£390.00	£32,183.84
07/12/2016	102488		-£212.50	£32,573.84
07/12/2016	102486		-£568.55	£32,786.34
07/12/2016	102479		-£276.00	£33,354.89
07/12/2016	102474		-£426.00	£33,630.89
07/12/2016	102366		-£100.00	£34,056.89
06/12/2016	MV- 76950763 -0112	£92.45		£34,156.89
06/12/2016	MV- 02937763 -0212	£141.00		£34,064.44
06/12/2016	BOOKERECOMM		-£181.42	£33,923.44
06/12/2016	MCBC UK LIMITED		-£247.69	£34,104.86
06/12/2016	102484		-£200.00	£34,352.55
06/12/2016	102481		-£37.00	£34,552.55
06/12/2016	102478		-£117.96	£34,589.55

[Don't recognise a transaction?](#)

[Export All](#)

[Download all \(PDF\)](#)

[Print page](#)

Barclays Bank PLC. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register number: 122702). Barclays Bank PLC subscribes to the Lending Code which is monitored and enforced by the Lending Standards Board. Further details can be found at www.lendingstandardsboard.org.uk. Barclays Insurance Services Company Limited is authorised and regulated by the Financial Conduct Authority (Financial Services Register number: 312078).

Barclays Bank PLC. Registered in England. Registered no. 1026167. Barclays Insurance Services Company Limited. Registered in England. Registered no. 973765. Registered office for both: 1 Churchill Place, London E14 5HP. 'The Woolwich' and 'Woolwich' are trademarks and trading names of Barclays Bank PLC. Barclays Business is a trading name of Barclays Bank PLC.



9 Jan 2017
Miss Nicola James
Email: NICJAMES238@GMAIL.COM
Work Email: No address currently held
Work Tel: 0758 4035122

Transactions

Mixed Payments Plan

20-33-51 43231674

Available balance	£82,920.20
Last night's balance	£84,427.52
Overdraft limit	£0.00

Showing 151 - 178 of 178 transactions between 01/12/2016 and 31/12/2016

[Don't recognise a transaction?](#)

[Export All](#)

[Download all \(PDF\)](#)

[Print page](#)

Date	Description	Money In	Money Out	Balance
05/12/2016	LOYALTY REWARD	£55.42		£34,707.51
05/12/2016	44STANLEY	£2,873.95		£34,652.09
05/12/2016	44STANLEY	£2,518.40		£31,778.14
05/12/2016	MV- 76951073 -3011	£151.00		£29,259.74
05/12/2016	DURHAM COUNTY COUN	£136.80		£29,108.74
05/12/2016	MV- 02937763 -0112	£104.00		£28,971.94
05/12/2016	TIMELESS THEATRE A	£474.00		£28,867.94
05/12/2016	CHARGES		-£277.06	£28,393.94
05/12/2016	BUDGET GREETING		-£138.35	£28,671.00

05/12/2016	ASDA SUPERSTORE		-£54.12	£28,809.35
05/12/2016	POUNDSTRETCHER 354		-£31.55	£28,863.47
05/12/2016	POUNDSTRETCHER 354		-£14.03	£28,895.02
05/12/2016	203351 05DEC 08.06		-£200.00	£28,909.05
05/12/2016	102483		-£354.00	£29,109.05
05/12/2016	102482		-£590.88	£29,463.05
02/12/2016	MV- 76950763 -2911	£2.56		£30,053.93
02/12/2016	MV- 02937763 -3011	£95.50		£30,051.37
02/12/2016	FACEBK B5CZMA6HD2		-£270.68	£29,955.87
02/12/2016	FACEBK MAWE7AAE62		-£36.94	£30,226.55
02/12/2016	POUNDSTRETCHER 354		-£22.96	£30,263.49
02/12/2016	VODAFONE LIMITED		-£54.99	£30,286.45
02/12/2016	LANCHESTER DAIRIES		-£25.35	£30,341.44
01/12/2016	MV- 76951073 -2811	£90.00		£30,366.79
01/12/2016	MV- 76950763 -2811	£3.16		£30,276.79
01/12/2016	MV- 02937763 -2911	£301.00		£30,273.63
01/12/2016	WWW.CUTPRICEWHOLES		-£230.10	£29,972.63
01/12/2016	ASDA SUPERSTORE		-£53.12	£30,202.73
01/12/2016	ASDA SUPERSTORE		-£24.00	£30,255.85

[Don't recognise a transaction?](#)

[Export All](#)

[Download all \(PDF\)](#)

[Print page](#)

Barclays Bank PLC. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register number: 122702). Barclays Bank PLC subscribes to the Lending Code which is monitored and enforced by the Lending Standards Board. Further details can be found at www.lendingstandardsboard.org.uk. Barclays Insurance Services Company Limited is authorised and regulated by the Financial Conduct Authority (Financial Services Register number: 312078).

Barclays Bank PLC. Registered in England. Registered no. 1026167. Barclays Insurance Services Company Limited. Registered in England. Registered no. 973765. Registered office for both: 1 Churchill Place, London E14 5HP. 'The Woolwich' and 'Woolwich' are trademarks and trading names of Barclays Bank PLC. Barclays Business is a trading name of Barclays Bank PLC.



9 Jan 2017
Miss Nicola James
Email: NICJAMES238@GMAIL.COM
Work Email: No address currently held
Work Tel: 0758 4035122

Transactions

Active Saver

20-33-51 93186547

Available balance	£520,271.44
Last night's balance	£520,271.44
Overdraft limit	n/a

Showing 1-4 of 4 transactions between 01/12/2016 and 31/12/2016

[Don't recognise a transaction?](#)

[Export All](#)

[Download all \(PDF\)](#)

[Print page](#)

Date	Description	Money In	Money Out	Balance
30/12/2016	INTEREST PAID GROSS	£2,392.44		£520,271.44
22/12/2016	203351 43231674		-£30,000.00	£517,879.00
19/12/2016	203351 43231674		-£50,000.00	£547,879.00
08/12/2016	203351 43231674		-£40,000.00	£597,879.00

[Don't recognise a transaction?](#)

[Export All](#)

[Download all \(PDF\)](#)

[Print page](#)

Barclays Bank PLC. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register number: 122702). Barclays Bank PLC subscribes to the Lending Code which is monitored and enforced by the Lending Standards Board. Further details can be found at www.lendingstandardsboard.org.uk. Barclays Insurance Services Company Limited is authorised and regulated by the Financial Conduct Authority (Financial Services Register number: 312078).

Barclays Bank PLC. Registered in England. Registered no. 1026167. Barclays Insurance Services Company Limited. Registered in England. Registered no. 973765. Registered office for both: 1 Churchill Place, London E14 5HP. 'The Woolwich' and 'Woolwich' are trademarks and trading names of Barclays Bank PLC. Barclays Business is a trading name of Barclays Bank PLC.

Note : 2017/18 Final Budget Approved 20/12/16

	Last Year		Current Year			Next Year	
	Actual	Agreed Budget	Revised Budget	Actual YTD	Projected Actual	Next Year Budget	
101 Staffing							
4000 Direct Salaries	148,441	184,980	184,980	96,918	148,000	154,582	
4008 Training	140	4,000	4,000	1,427	1,000	2,000	
4009 Clothing Costs	0	400	400	227	300	300	
4010 Payroll SLA	1,491	1,500	1,500	1,491	1,500	1,500	
4012 Recruitment	253	0	0	0	650	650	
4013 HR Advice & Support	950	500	500	0	500	250	
4014 Courses and Seminars	0	0	0	69	150	150	
4112 Professional Fees	45	0	0	0	0	0	
OverHead Expenditure	151,321	191,380	191,380	100,132	152,100	159,432	
101 Net Expenditure	151,321	191,380	191,380	100,132	152,100	159,432	
105 Office Accommodation							
4000 Direct Salaries	700	0	0	0	0	0	
4054 Insurance	0	0	0	6,364	6,370	8,000	
4055 Cleaning	7	0	0	11	50	0	
4056 Alarm Maintenance	1,224	1,250	1,250	1,181	1,181	0	
4060 CCTV Maintenance	1,079	0	0	0	0	0	
4061 Accommodation Rent	3,000	0	0	0	0	0	
4065 Repairs & Maintenance	64	0	0	149	250	250	

Note : 2017/18 Final Budget Approved 20/12/16

	Last Year		Current Year			Next Year	
	Actual	Agreed Budget	Revised Budget	Actual YTD	Projected Actual	Next Year Budget	
4066	Tools & Equipment	743	500	500	54	54	0
4067	Furniture & Fittings	275	0	0	0	0	0
4069	Pest Control	0	0	0	254	260	0
4078	Parking	904	0	0	797	800	0
4102	Stationery	10	0	0	0	0	0
	OverHead Expenditure	8,006	1,750	1,750	8,809	8,965	8,250
	Total Income	0	0	0	0	0	0
	105 Net Expenditure	8,006	1,750	1,750	8,809	8,965	8,250
	110 Administration						
4054	Insurance	4,349	5,500	5,500	3,459	5,000	4,000
4065	Repairs & Maintenance	20	0	0	0	0	0
4066	Tools & Equipment	0	0	0	40	50	0
4075	Advertising	0	0	0	-88	-305	0
4077	Licences	0	0	0	466	500	0
4100	Telephones	514	0	0	334	375	300
4101	Mobile Phones	1,898	500	500	278	397	500
4102	Stationery	856	1,500	1,500	459	564	750
4103	Publications	120	100	100	33	56	100
4104	Postage	286	300	300	530	908	900

Note : 2017/18 Final Budget Approved 20/12/16

	Last Year		Current Year			Next Year	
	Actual	Agreed Budget	Revised Budget	Actual YTD	Projected Actual	Next Year Budget	
4105 Photocopying	874	1,500	1,500	337	547	600	
4106 Subscriptions	4,387	4,550	4,550	4,046	6,850	4,400	
4110 Audit External	2,000	1,600	1,600	2,046	2,046	2,100	
4111 Audit Internal	1,520	1,250	1,250	360	1,250	1,200	
4112 Professional Fees	3,082	1,000	1,000	4,447	4,500	2,000	
4114 Refreshments	218	200	200	75	74	200	
4120 IT - Antivirus	208	50	50	96	100	100	
4121 IT - Website Support	1,810	200	200	100	100	100	
4122 IT - Email Maintenance	2,254	0	0	1,204	2,064	2,200	
4123 IT - Support & Maintenance	4,721	4,000	4,000	1,160	1,441	4,000	
4124 IT - Equipment	12,988	2,000	2,000	371	2,000	2,000	
4125 IT - Software	3,429	1,250	1,250	627	1,000	500	
4999 Bank Charges	1,645	1,250	1,250	1,085	1,348	1,250	
OverHead Expenditure	47,179	26,750	26,750	21,464	30,866	27,200	
1050 Interest	2,880	1,500	1,500	0	0	0	
1090 IT - Sale of Equipment	300	0	0	10	270	0	
Total Income	3,180	1,500	1,500	10	270	0	
110 Net Expenditure	43,999	25,250	25,250	21,454	30,596	27,200	

Note : 2017/18 Final Budget Approved 20/12/16

	Last Year		Current Year			Next Year	
	Actual	Agreed Budget	Revised Budget	Actual YTD	Projected Actual	Next Year Budget	
111 Precept							
1176 Precept	631,565	664,858	664,858	660,567	660,567	674,837	
1177 LCTRS Grant	135,095	130,804	130,804	135,095	135,095	112,039	
Total Income	766,660	795,662	795,662	795,662	795,662	786,876	
115 Net Expenditure	-766,660	-795,662	-795,662	-795,662	-795,662	-786,876	
115 Publicity							
4075 Advertising	5,453	5,200	5,200	2,083	5,200	6,500	
4200 Stanley Life	4,149	15,000	15,000	6,566	13,000	15,000	
4201 Annual Report	0	1,500	1,500	600	600	300	
4203 Calendar	0	0	0	0	0	0	
4204 Community Consultation	490	30,000	30,000	555	305	0	
OverHead Expenditure	10,092	51,700	51,700	9,804	19,105	21,800	
115 Net Expenditure	10,092	51,700	51,700	9,804	19,105	21,800	
200 Democracy							
4009 Clothing Costs	24	0	0	0	0	0	
4020 DBS Checks	177	0	0	0	0	500	
4066 Tools & Equipment	38	0	0	0	0	0	

Note : 2017/18 Final Budget Approved 20/12/16

	Last Year		Current Year			Next Year	
	Actual	Agreed Budget	Revised Budget	Actual YTD	Projected Actual	Next Year Budget	
4077 Licences	0	0	0	3,150	3,150	0	
4102 Stationery	199	500	500	0	300	0	
4114 Refreshments	156	0	0	34	0	0	
4800 Member Training	0	2,000	2,000	0	500	2,000	
4801 Annual Parish Meeting	156	170	170	0	0	150	
4802 Other Meetings	136	200	200	1,192	200	250	
4803 Chairmans Fund	3,846	5,000	5,000	4,891	5,000	5,000	
4804 Freedom of the Town Award	210	250	250	0	0	250	
OverHead Expenditure	4,944	8,120	8,120	9,267	9,150	8,150	
200 Net Expenditure	4,944	8,120	8,120	9,267	9,150	8,150	
300 Services							
4204 Community Consultation	250	0	0	0	0	0	
4300 Environmental Services	88,143	138,000	138,000	49,402	90,000	67,500	
4301 Tractors	22	3,000	3,000	0	3,000	0	
4302 Dog Bags	3,995	4,500	4,500	1,861	4,000	0	
4303 Enhanced Services	98	0	0	15,578	15,578	0	
4305 Front Street Regeneration	100,000	0	100,000	100,000	100,000	0	
4307 Recycling Green Waste	202	0	0	0	0	0	
4310 Crime Prevention Initiatives	6,207	10,000	10,000	0	0	7,000	

Note : 2017/18 Final Budget Approved 20/12/16

	Last Year		Current Year			Next Year	
	Actual	Agreed Budget	Revised Budget	Actual YTD	Projected Actual	Next Year Budget	
4311 One Team in Stanley (OTIS)	706	3,000	3,000	0	0	0	
4312 Police Cars - Contribution	7,000	7,000	7,000	7,000	7,000	7,000	
4313 Mini Police	4,335	0	0	556	556	4,400	
4315 Communication Initiatives	125	0	0	0	0	0	
4320 Community Radio	0	8,000	8,000	0	8,000	0	
4321 Detached Youth Project	0	0	0	0	0	30,000	
4322 Road Safety Initiatives	0	0	0	0	0	3,000	
4323 Defibrillators	0	0	0	0	0	2,000	
4324 Money Advice Service	0	0	0	0	0	30,000	
4330 Youth Council	0	1,000	1,000	0	0	0	
OverHead Expenditure	211,082	174,500	274,500	174,397	228,134	150,900	
1070 Recharges	4,050	0	0	3,600	2,700	0	
Total Income	4,050	0	0	3,600	2,700	0	
300 Net Expenditure	207,032	174,500	274,500	170,797	225,434	150,900	
305 PACT House							
4049 Rent	11,263	8,000	8,000	6,000	8,000	8,000	
4050 Rates	0	0	0	5,677	6,750	0	
4051 Water Rates	104	0	0	174	140	0	
4052 Electricity	720	500	500	1,677	2,000	0	

Note : 2017/18 Final Budget Approved 20/12/16

	Last Year		Current Year			Next Year	
	Actual	Agreed Budget	Revised Budget	Actual YTD	Projected Actual	Next Year Budget	
4054 Insurance	0	0	0	184	184	200	
4065 Repairs & Maintenance	150	0	0	268	268	0	
4112 Professional Fees	0	0	0	111	111	0	
4113 Legal Fees	2,083	0	0	0	0	0	
4306 Signage	0	800	800	0	800	0	
4503 Grant Application Fees	0	0	0	248	250	0	
OverHead Expenditure	14,320	9,300	9,300	14,339	18,503	8,200	
1060 Rent Income	2,000	8,000	8,000	0	0	0	
Total Income	2,000	8,000	8,000	0	0	0	
305 Net Expenditure	12,320	1,300	1,300	14,339	18,503	8,200	
307 AP Community Room							
4050 Rates	0	0	0	0	0	500	
4051 Water Rates	0	0	0	0	0	300	
4052 Electricity	0	0	0	0	0	300	
4053 Gas	0	0	0	0	0	564	
4054 Insurance	0	0	0	0	0	350	
4065 Repairs & Maintenance	0	0	0	0	0	500	
4112 Professional Fees	0	0	0	0	0	500	
OverHead Expenditure	0	0	0	0	0	3,014	

Note : 2017/18 Final Budget Approved 20/12/16

	Last Year		Current Year			Next Year	
	Actual	Agreed Budget	Revised Budget	Actual YTD	Projected Actual	Next Year Budget	
1060 Rent Income	0	0	0	0	0	2,000	2,000
Total Income	0	0	0	0	0	2,000	2,000
307 Net Expenditure	0	0	0	0	0	1,014	1,014
320 Events							
4400 Music Festival	27,359	0	0	0	0	5,000	5,000
4401 Firework Festival	10,000	0	0	0	0	15,000	15,000
4402 Christmas Festival	14,904	20,000	20,000	12,721	20,000	10,000	10,000
4403 Horticultural Show	5,000	5,000	5,000	5,000	5,000	0	0
4404 Brass Festival	0	5,150	5,150	6,750	6,750	0	0
4405 Blooming Good Fun	2,011	3,000	3,000	2,238	3,000	1,500	1,500
4406 Tea in the Park	0	2,500	2,500	2,139	2,139	0	0
4407 Play in the Park	0	4,000	4,000	15,991	15,991	15,000	15,000
4409 Fun Days	0	15,000	15,000	9,458	9,458	0	0
4410 Remembrance Services	260	400	400	187	400	400	400
4411 WW1 Commemoration	0	5,000	5,000	0	5,000	5,000	5,000
4412 Armed Forces Day	0	600	600	3,673	3,673	4,000	4,000
4413 Moria-Con	3,455	10,000	10,000	8,879	7,577	5,000	5,000
4414 Cycle Event	306	8,000	8,000	4,653	4,653	0	0
4416 This is Stanley	0	0	0	200	200	0	0

Note : 2017/18 Final Budget Approved 20/12/16

	Last Year		Current Year			Next Year	
	Actual	Agreed Budget	Revised Budget	Actual YTD	Projected Actual	Next Year Budget	
4417 Stanley Fringe	0	2,000	2,000	2,060	1,700	0	
4418 Older People's Entertainment	0	1,000	1,000	500	1,000	1,000	
4419 Other Events	9,250	0	0	0	0	0	
4420 Blue Plaque Scheme	100	2,500	2,500	1,083	1,800	1,200	
4422 A Year in Stanley	0	0	0	0	0	6,250	
4425 Technical Support	0	0	0	5	0	0	
4439 Christmas Decorations	32,949	30,000	30,000	10,891	30,000	23,000	
OverHead Expenditure	105,595	114,150	114,150	86,428	118,341	92,350	
320 Net Expenditure	105,595	114,150	114,150	86,428	118,341	92,350	
400 Grants							
4500 Members Initiative Fund	61,474	70,000	70,000	48,919	70,000	70,000	
4502 Other Grants	61,975	11,872	11,872	65,000	56,872	55,153	
4510 Concessions	7,910	0	0	708	708	0	
OverHead Expenditure	131,359	81,872	81,872	114,627	127,580	125,153	
1075 Grants	0	0	0	0	0	0	
1080 Donations	0	0	0	0	0	0	
Total Income	0	0	0	0	0	0	
400 Net Expenditure	131,359	81,872	81,872	114,627	127,580	125,153	

Note : 2017/18 Final Budget Approved 20/12/16

	Last Year		Current Year			Next Year	
	Actual	Agreed Budget	Revised Budget	Actual YTD	Projected Actual	Next Year Budget	
500 Civic Hall							
4000 Direct Salaries	133,982	140,640	140,640	85,410	105,349	154,582	
4005 Casual Staff	13,045	10,000	10,000	17,850	19,035	20,000	
4008 Training	350	4,000	4,000	325	1,000	2,500	
4009 Clothing Costs	384	800	800	970	1,663	1,100	
4011 Travel & Subsistence	141	400	400	0	300	400	
4012 Recruitment	390	0	0	0	0	650	
4050 Rates	7,680	7,900	7,900	6,196	7,750	8,000	
4051 Water Rates	5,176	3,500	3,500	1,360	3,100	3,500	
4052 Electricity	10,836	10,000	10,000	7,396	10,000	10,000	
4053 Gas	2,298	3,500	3,500	434	3,000	3,500	
4054 Insurance	0	0	0	0	0	0	
4055 Cleaning	2,132	2,000	2,000	3,048	2,300	2,400	
4056 Alarm Maintenance	0	1,000	1,000	246	246	1,500	
4057 Window Cleaning	200	250	250	100	250	250	
4058 Trade Waste	1,742	1,500	1,500	1,487	2,549	2,000	
4059 Laundry	210	2,000	2,000	987	1,480	1,700	
4064 Equipment - Hire	135	0	0	-135	-135	0	
4065 Repairs & Maintenance	4,049	2,500	2,500	1,936	1,241	2,500	
4066 Tools & Equipment	6,135	2,500	2,500	5,792	9,409	6,000	

Note : 2017/18 Final Budget Approved 20/12/16

	Last Year		Current Year			Next Year	
	Actual	Agreed Budget	Revised Budget	Actual YTD	Projected Actual	Next Year Budget	
4067 Furniture & Fittings	2,706	2,000	2,000	545	916	1,500	
4068 Structure	630	750	750	794	1,361	800	
4069 Pest Control	251	250	250	0	250	250	
4070 Crockery,Cutlery etc	1,673	2,000	2,000	89	2,000	1,000	
4071 Health & Safety - Fire	297	400	400	9	200	250	
4072 Health & Safety First Aid	50	200	200	0	200	200	
4073 Health and Safety	35	0	0	2,572	2,580	2,580	
4075 Advertising	3,106	3,000	3,000	3,581	3,000	5,000	
4076 Marketing & Promotion	0	2,000	2,000	5,132	2,000	2,500	
4077 Licences	1,289	700	700	1,698	1,750	2,000	
4079 Security	1,116	500	500	193	0	500	
4100 Telephones	3,349	4,000	4,000	2,658	3,175	3,200	
4102 Stationery	1,692	2,000	2,000	1,850	1,958	2,000	
4103 Publications	782	0	0	0	0	0	
4104 Postage	186	0	0	795	379	800	
4105 Photocopying	1,193	1,000	1,000	642	1,150	1,200	
4106 Subscriptions	20	20	20	0	20	0	
4115 Hospitality	197	0	0	70	141	0	
4120 IT - Antivirus	0	0	0	46	79	100	
4121 IT - Website Support	655	600	600	100	200	200	
4123 IT - Support & Maintenance	4,620	4,000	4,000	2	2,500	3,000	

Note : 2017/18 Final Budget Approved 20/12/16

	Last Year		Current Year			Next Year	
	Actual	Agreed Budget	Revised Budget	Actual YTD	Projected Actual	Next Year Budget	
4125 IT - Software	0	0	0	0	0	200	
4425 Technical Support	484	0	0	1,364	2,339	2,500	
4650 Events - Civic Hall	6,897	15,000	15,000	25,038	13,000	15,000	
4651 Events - Externally Organised	1,212	0	0	1,982	454	0	
4652 Alun Armstrong Performers	0	0	0	0	0	11,200	
4653 Summer Stage School	0	0	0	0	0	5,500	
4700 Ticket Sales Paid Over	24,555	0	0	41,289	0	0	
4750 Resale Items	575	0	0	0	0	0	
4998 Transaction Fees	680	720	720	820	1,044	1,100	
OverHead Expenditure	247,133	231,630	231,630	224,671	209,232	283,162	
1000 Ticket Sales Retained	7,570	15,000	15,000	15,855	13,000	30,000	
1005 Ticket Sales Non Retained	23,867	0	0	44,630	0	0	
1010 Hall Hire	63,970	70,000	70,000	57,956	65,212	70,000	
1011 Hall Hire - Concessionary	10,491	0	0	0	5,000	0	
1012 Fees & Subs	0	0	0	0	0	16,700	
1028 Resale Items	237	0	0	59	39	0	
1040 Fees & Charges-PAT tests	0	0	0	78	78	0	
1061 Rent Income - Town Council	3,000	0	0	0	0	0	
1081 Donations	500	0	0	0	0	0	
1091 Art Work Sales	0	0	0	86	147	150	
Total Income	109,634	85,000	85,000	118,663	83,476	116,850	
500 Net Expenditure	137,499	146,630	146,630	106,008	125,757	166,312	

Note : 2017/18 Final Budget Approved 20/12/16

	Last Year		Current Year			Projected Actual	Next Year Budget
	Actual	Agreed Budget	Revised Budget	Actual YTD			
505 Coffee Shop							
4000 Direct Salaries	0	0	0	15,309	18,937	34,525	
4008 Training	0	0	0	90	77	100	
4009 Clothing Costs	0	0	0	197	338	200	
4055 Cleaning	0	0	0	44	75	100	
4065 Repairs & Maintenance	16	0	0	420	720	250	
4066 Tools & Equipment	113	0	0	2,409	4,130	500	
4067 Furniture & Fittings	0	0	0	82	141	0	
4070 Crockery, Cutlery etc	0	0	0	312	534	0	
4075 Advertising	0	0	0	350	600	600	
4550 Coffee Shop-Drinks (Hot)	0	0	0	885	1,518	1,700	
4555 Coffee Shop-Drinks (Cold)	0	0	0	1,114	1,736	1,800	
4560 Coffee Shop-Food	0	0	0	7,724	9,024	10,000	
4602 Bar - Stocktaking Costs	0	0	0	180	77	100	
4625 Coffee Shop supplies	376	0	0	507	547	700	
OverHead Expenditure	504	0	0	29,623	38,454	50,575	
1200 Hot Drinks	0	0	0	5,938	1,407	1,500	
1205 Cold Drinks	0	0	0	43	74	100	
1210 Food	0	0	0	798	1,367	1,500	

Note : 2017/18 Final Budget Approved 20/12/16

	Last Year		Current Year			Next Year	
	Actual	Agreed Budget	Revised Budget	Actual YTD	Projected Actual	Next Year Budget	
1220 Coffee Shop	0	0	0	14,834	19,321	30,000	
Total Income	0	0	0	21,613	22,169	33,100	
505 Net Expenditure	504	0	0	8,010	16,285	17,475	
510 Civic Hall Bar							
4009 Clothing Costs	0	0	0	86	147	150	
4066 Tools & Equipment	513	0	0	298	411	450	
4070 Crockery, Cutlery etc	0	0	0	332	569	500	
4075 Advertising	0	0	0	36	0	0	
4102 Stationery	0	0	0	19	33	100	
4600 Bar Stock	18,540	17,000	17,000	19,998	25,114	18,500	
4601 Bar Supplies - Sundry Items	5,191	3,750	3,750	2,896	2,887	3,500	
4602 Bar - Stocktaking Costs	630	770	770	535	557	650	
4603 Bar - gas	869	1,000	1,000	435	556	800	
OverHead Expenditure	25,742	22,520	22,520	24,635	30,274	24,650	
1020 Bar Takings	49,849	47,500	47,500	44,774	45,022	48,000	
Total Income	49,849	47,500	47,500	44,774	45,022	48,000	
510 Net Expenditure	-24,107	-24,980	-24,980	-20,139	-14,748	-23,350	

Note : 2017/18 Final Budget Approved 20/12/16

	Last Year		Current Year			Next Year	
	Actual	Agreed Budget	Revised Budget	Actual YTD	Projected Actual	Next Year Budget	
520							
Loan Charges							
4996 PWLB Loan - Principal	20,000	20,000	20,000	10,000	20,000	20,000	
4997 PWLB Loan - Interest	4,446	3,990	3,990	2,052	3,990	3,990	
OverHead Expenditure	24,446	23,990	23,990	12,052	23,990	23,990	
520	24,446	23,990	23,990	12,052	23,990	23,990	
Net Expenditure							
800							
Loan Costs							
4150 Civic Hall - Seating	32,878	0	0	0	0	0	
4151 Civic Hall - Lighting	8,500	0	0	2,550	0	0	
4152 Civic Hall - Flooring	8,017	0	0	0	0	0	
4153 Civic Hall - Roofing	1,424	0	0	0	0	0	
4155 Civic Hall - Windows	23,578	0	0	0	0	0	
4156 Civic Hall - Structure	0	0	0	5,275	0	0	
4160 Civic Hall - Equipment	17,564	0	0	4,353	0	0	
OverHead Expenditure	91,960	0	0	12,178	0	0	
Total Income	0	0	0	0	0	0	
800	91,960	0	0	12,178	0	0	
Net Expenditure							

Note : 2017/18 Final Budget Approved 20/12/16

	Last Year		Current Year			Next Year	
	Actual	Agreed Budget	Revised Budget	Actual YTD	Projected Actual	Next Year Budget	
900 Earmarked Reserves							
9315 Earmarked Reserve	0	0	-100,000	0	-100,000	0	
OverHead Expenditure	0	0	-100,000	0	-100,000	0	
900 Net Expenditure	0	0	-100,000	0	-100,000	0	
Total Budget Expenditure	1,073,685	937,662	937,662	842,426	914,694	986,826	
Income	935,374	937,662	937,662	984,321	949,298	986,826	
Net Expenditure	138,311	0	0	-141,895	-34,604	0	

Contact: Ian Herberson
Direct Tel: 03000 261861
email: ian.herberson@durham.gov.uk
Our ref: PD / IH T&PC 17/18



Mr A Shaw
Stanley Town Council
Stanley Civic Hall
Front Street
Stanley
County Durham
DH9 0NA

RECEIVED
21 NOV 2016

15 November 2016

Dear Parish / Town Clerk

Notification of Tax Base, Local Council Tax Reduction Scheme Grant Allocations and Request for Precept 2017/18

As you will recall, we wrote to you in August of this year to provide you with your indicative tax base and Local Council Tax Reduction Scheme (LCTRS) grant figures for 2017/18 for budget planning purposes. These figures were based on a number of assumptions and data available at that time.

On 13 July 2016 Cabinet resolved to continue to pass on the Town and Parish element of its formula grant in 2017/18 but in doing so, continue to apply pro-rata reductions in the LCTRS grant paid to Town and Parish Councils in 2017/18 in line with reductions in the overall formula funding made available to the Council.

The Council's LCTRS scheme was approved by the Council at its meeting on 26 October 2016 and continues to provide up to 100% support to our most vulnerable households, including working age households in receipt of low incomes.

The LCTRS grant payable to individual Town and Parish Councils has been allocated proportionate to impact on tax raising capacity, including the incidence of LCTRS in each locality, which was agreed as the most appropriate method of distribution.

Tax Base 2017/18

The Council has updated its tax base modelling and calculated your tax base (approved by Cabinet on 16 November 2016) taking into account the impact of the Council's decision to extend the current LCTRS into next year and the updated position in terms of new build and incidence of other discounts and exemptions impacting on the tax base calculation.

The table below shows the position for your Council:

Stanley Town Council	
Current tax base (2016/17) [A]	7,397.0
Tax base for 2017/18 [B]	7,508.2
Tax base increase/(decrease) from 2016/17 [C] = [B] - [A]	111.2
Current Band D Council Tax (2016/17) [D]	£89.88
Increase/(Decrease) in Council Tax Yield [E] ([C] x [D])	£9,994.66
Removal of 2016/17 LCTRS Grant [F]	(£130,804.00)
LCTRS Grant Applicable to Your Council 2017/18 [G]	£112,039.00
Net Position [E] - [F] + [G]	(£8,770.34)

*This is the amount you would have to increase or decrease your precept by to give you a standstill position in terms of resource availability

Based on the above information please could you arrange for your Council to determine its precept requirement. To allow me to take your precept for 2017/18 into account in setting the Council Tax for 2017/18 I have enclosed a Parish Precept Form and would be grateful if you could **complete and return this form by Friday 27 January 2017 at the latest.**

Please note that the LCTRS Grant quoted above will be paid to you **in addition** to your agreed precept and should be taken into account when determining your precept requirement.

I would also like to draw your attention to the fact the Government are currently consulting on introducing referendum principles for Town and Parish Councils whose Band D precept is higher than that of the lowest charging shire district council for 2016/17 (£75.46), and which have a total precept for 2016/17 of at least £500,000. Those parishes who meet this criteria would face the same referendum principles as shire districts: increases of less than 2% or up to and including £5 (whichever is higher) can be set without triggering a referendum. If you do not meet this criteria you will be unaffected by the Governments proposals.

Precept payments and your share of the LCTRS Grant will be paid direct into your bank account in accordance with the instalment profiles that applied in 2016/17. **Please ensure that all relevant bank account details are supplied on the attached form. Please also supply your current email address for remittance notification.**

If your Precept is greater than £140,000 you must also comply with the requirements of the Council Tax Regulations 2003, which require additional information to be published as follows:

- Gross expenditure breakdown by class of service provided
- Income broken down by class of service provided
- Net expenditure broken down by class of service provided
- A statement of the effect of the aggregate gross expenditure and net budget requirement upon the level of Precept issued

I look forward to receiving your completed forms. Should you require any further information with regards to this letter, please do not hesitate to contact Ian Herberson, Finance Manager. Further information is available in the November Cabinet report, which is available online.

Yours sincerely

John Hewitt

John Hewitt
Corporate Director of Resources

RECEIVED

21 NOV 2016

DURHAM COUNTY COUNCIL
OFFICIAL PRECEPT REQUEST - Stanley Town Council
OFFICIAL PRECEPT REQUEST 2017/18

Please return the completed request to:

Michael Cowper, Room G138-150, Durham County Council, County Hall, Durham, DH1 5UE

Or you may scan the signed document and return by email to michael.cowper@durham.gov.uk,

but you must keep the original on file.

Stanley Town Council requests a precept for 2017/18 of £ 674,837

CHECK: Precept divided by Tax Base gives a band D charge of £ 89.88

In addition, an LCTRS grant (see letter) will be payable of £ 112,039

Giving a total payment by Durham County Council for 2017/18 of £ 786,876

Authorised at a meeting of the Parish/Town Council held on the 24 day of JAN 2017

Signed _____ (Chairman)

_____ (Clerk)

Date _____

Bank details for payment:

Name and address of bank BARCLAYS BANK PLC
71 FRONT ST, STANLEY DH9 0TA

Sort code _____

Account number _____

Email address for remittance advice info@stanley-tc.gov.uk

It is essential that all of the above information is provided. Failure to do so may result in a delay in your precept/grant being paid.

POLICY DOCUMENT

Name of Policy:	FULL COUNCIL GRANTS
Date policy created:	17.1.17
Author:	Alan Shaw, Town Clerk
Date adopted by Full Council:	24th January 2017
Signed: (Chair of Council)	

1. INTRODUCTION

- 1.1** Stanley Town Council encourages local voluntary organisations which provide services to local people and which require funding to apply for grant aid. The Council must ensure that grants (which are all funded by local taxpayers) provide value for money. Therefore the following criteria will be taken into account when considering applications:

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.

3. APPLICATION CRITERIA

3.1 Will the grant benefit Stanley residents?

The Town Council will only give grants for purposes which directly benefit Stanley residents and will give priority to organisations which are based in the town. The Council may consider grants to organisations that cover a wider area than Stanley (e.g. the Derwentside area or North Durham) if the organisation provides services to Stanley residents or which benefit the Stanley area.

The Town Council will not generally give grants to organisations that operate chiefly for the social enjoyment of their members. The Town Council will not contribute to general national appeals or to appeals that benefit only a single individual.

3.2 Can the applicant organisation show that it needs the grant?

The Town Council has only limited funds and therefore will only give grants to organisations that can demonstrate that a grant from the Town Council will make a difference and that there are not alternative ways of raising the money. You will be required to provide a copy of your most recent accounts (including a balance sheet), annual report if you produce one and details of other organisations approached for funding and whether you were successful.

The Town Council will not normally provide grants to organisations which, for example, have large unallocated reserves or where funding should be available from another source. In some circumstances the Council may provide advice and information, or request that your organisation re-applies after exploring alternative options.

3.3 Does the applicant organisation follow basic organisational rules?

The Town Council will only give grants to properly constituted bodies and charities. This usually means that, at a minimum, the organisation should have clear officers or points of contact and produce annual accounts. All grants will be paid by cheque made payable to the organisation's accounts. Cheques will not be made out to any individual's personal bank account.

3.4. What purposes must the grant be used for?

Applicants must identify a specific purpose for which funding is sought. Acceptable examples include capital grants for a specific project or purchase, upgrading existing facilities, training costs, and start-up costs for new initiatives/projects. Grants will not be given towards activities that are part of statutory obligations, or research costs. Retrospective applications where an event or activity has already taken place will not be considered. Organisations with a business or profit making remit are not eligible nor are religious/political activities unless it can be shown that the event will be open to and for the benefit of the

community as a whole. Grants will not normally be made in respect of on-going staff, employee or other running costs. The list above provides examples only, for specific clarification please contact the Town Council.

3.5. How much can be applied for?

The Town Council sets aside money within its budget each year for awarding grants to local organisations and applicants are advised to refer to the annual budget to see the level of allocation for the relevant year. Applications for grants are assessed bi-annually (see Application deadlines section below) and the total allocated funding for each six month period will be 50% of the set annual allocation. No more than **£10,000** will be granted through this process to any single organisation in any financial year.

3.6. How to complete the application form

Please complete all sections of the form; applications may be rejected if incorrect or incomplete information is supplied. The Council will only consider requests for specific sums. You should also submit:

- Your organisation's constitution, rules or statement of purpose.
- The year-end accounts (or in the case of a new organisation, please provide a business plan showing your projected costs and expected income for at least one year.)
- All accounts relating to the organisation must be disclosed, not just those relating to the specific purpose associated with the application.
- If your latest accounts show that a surplus was made during the year (after discounting any previous grant) and there was also a balance in reserve at the start of the year please explain the reason why you are applying for additional funding.

3.7. Conditions of grant

The application should be supported by estimates for the project where appropriate, or a price list for items of equipment to be purchased and any further information requested by the Town Council.

Only one grant per year will be made to any applicant and year on year financial support from the Town Council will not be considered. Applicants are not precluded from applying for a grant annually (provided eligibility criteria still apply). Acceptance or refusal of a particular application does not determine, predicate or influence the outcome of any further applications by the Town Council at a later date.

3.8. Further Conditions

The Council reserves the right to attach specific conditions to your individual grant. Any such conditions will be explained in your offer of grant letter. You must state at the time of your application if you are applying to other funding organisations for match or part funding, or if you have already raised part of the funding from other sources.

The Council reserves the right to reclaim any award not spent for the purposes it was granted and/or not spent during the financial year it was awarded.

All decisions regarding applications are final and non-negotiable.

3.9. Publicity

Your organisation must acknowledge the support of Stanley Town Council and include the Town Council logo in any promotional material. This helps let people know where the Council's grant aid is being spent and to encourage others to apply.

You will be asked to forward to us any publicity and photographic evidence of the project/purchase where appropriate and this may be used on the Town Council's websites and publications. Applicants 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.

3.10. Monitoring

All successful applicants will be required, within 6 months of the award, to:

- Account for how the grant money has been spent (with receipts/ other supporting documents)
- Provide to the feedback to the Council detailing how the grant was used.

3.11. Application Deadlines

Applications received between 2nd March and 1st September in any given year will be considered in the first round of grant funding at the Ordinary Meeting of the Town Council in September.

Applications received between 2nd September and 1st March in any given year will be considered in the second round of grant funding at the Ordinary Meeting of the Town Council in March.

3.12 Where do I get an application form?

You can download the form from the Town Council's website, or by contacting the Town Council:

Stanley Town Council
Civic Hall
Front Street
Stanley
DH9 0NA

Phone: 01207 299109
Email: info@stanley-tc.gov.uk

Please return completed application forms and supporting documentation to the address above, marking the envelope: 'Grants'. Electronic submissions should be in pdf format.

All applications are considered fairly and on individual merit at Town Council meetings which are open to public.

The final decision on applications and the level of any grant made lies with the Town Council.

The Town Council reserves the right to amend these guidelines, and in exceptional circumstances to award grants that do not meet all the criteria.

NON-STANDARD HIRE FEES

Group	Current Rate Per Performance	Proposal
South Moor	£180 (Eve) £120 (Mat)	£250 + VAT
Stanley Starz	£180 (Eve) £120 (Mat)	£250 + VAT
Oxhill youth Club	£180 (Eve) £120 (Mat)	£300 + VAT
Astravaganza Ent. Ltd.	£180 (Eve) £180 (Mat)	£450 + VAT
CAOS	£250 (Eve) £250 (Mat)	£300 + VAT

Lee Brannigan

10/01/17



TERMS AND CONDITIONS OF HIRE

CIVIC HALL STANLEY

CONTENTS	PAGE
APPLICATIONS	2
HIRE CHARGES	2
PAYMENT	2
CANCELLATION	3
SALE OF TICKETS FOR EVENTS	3
PERMITTED USE	3
PREMISES LICENCE	4
INTELLECTUAL PROPERTY	5
LIMITATION OF LIABILITY	5
MARKETING AND PROMOTION	5
THEATRE STAFF	7
EQUIPMENT	7
HEALTH AND SAFETY	8
CAPACITY OF ROOMS	9
MAKING GOOD DAMAGE	10
GENERAL INFORMATION	10

These terms and conditions will form part of a legally binding document which you should read carefully before making an application to hire any room or the theatre at Civic Hall Stanley. If we accept your application you agree to be bound by these terms and conditions. If you have any questions about these terms and conditions, our list of costs, inclusions of hire or any other matter, please contact the Civic Hall Management Team before making your application.

APPLICATIONS

1. The hirer must be over 18 years of age and shall be personally responsible for the payment of all charges and for compliance with these conditions. Hirers are advised to view the facilities in advance of hiring, to ensure the suitability for their needs and that they can adequately supervise the hiring on the event of an emergency. Cancellations will not be accepted because the hirer has failed to inspect the premises.
2. You can initially contact the Civic Hall for availability and costings. Once you are happy with this and would like to reserve the dates, these will be added to our booking system as a provisional booking and you will be asked to fill in a booking form.
3. If you wish to hire any part of the Civic Hall you should complete the booking form and return this to the Civic Hall together with your deposits.
4. A provisional booking only becomes a confirmed booking when the Civic Hall Management Team have received the completed booking form & a non-refundable deposit (£50 per Event).
5. We reserve the right to refuse any application to hire the Civic Hall without giving a reason, or to accept any application subject to any additional terms and conditions we consider necessary. This includes the right to refuse to confirm any provisional booking previously agreed with the Civic Hall Management Team.
6. Bookings for regular daily, weekly or monthly hire will be treated as provisional after 6 months from the date on the booking form and not confirmed until re-booked.

HIRE CHARGES

7. We charge for hiring the parts of the Civic Hall in accordance with our list of costs and inclusions of hire, the latest version of which is available from the Civic Hall Management Team.
8. Before you submit a booking form you should request confirmation from the Civic Hall Management Team the hire charges payable for your proposed hiring and how long those hire charges remain valid.
9. We reserve the right to review and/or increase hire charges for confirmed bookings at any time before the hire period begins. We will send you notice in writing if we need to do this.
10. Get In and Rehearsal charges are not included in Theatre hire price. Please make sure you check how much these charges will be.

PAYMENT

11. Payment of the hire charges will be notified to you by the Civic Hall Management Team and will be in accordance with one of the following options:
OPTION 1 - Non-refundable deposit of £50 is payable on receipt of the booking form and the balance is due fourteen days (14) days prior to the commencement of the hire period.
OPTION 2 - Non-refundable deposit £100 is payable on receipt of the booking form and the remainder of the balance will be deducted from the ticket sales after the event or an invoice will be issued for the amount owed for hire less the ticket sales taken.
We accept payment via cash, cheques (made payable to "Stanley Town Council") or card payment at the Civic Hall (Please note there is a 2% transaction charge for credit card payments).

CANCELLATION

12. You may cancel your booking at any time by giving us written notice of cancellation but any payments made to the Civic Hall will not be refunded. Cancellation charges as follows:
- 12 months notice - £50 deposit
 - 6 months notice - 50% of total hire charge
 - 3 months notice - 100% of total hire charge
13. If we need to cancel your booking for any of these reasons, we will explain the reasons to you and give you as much notice as is reasonably possible in the circumstances. We may cancel your booking in circumstances where:
- (a) you commit a material breach of these terms and conditions, or you commit a non-material breach and fail to remedy it within the time given in a notice from us specifying the breach and requiring its remedy;
 - (b) we reasonably believe that you have mis-stated the nature of the event on the booking form, or we reasonably consider that the event is unseemly, undesirable or carries an unacceptable risk of injury to participants;
 - (c) a Force Majeure event occurs (i.e. the Civic Hall becomes unavailable for a reason outside our control, for example: calamity; civil war; terrorism; fire; flood; earthquake; strikes or lockouts; withdrawal of consents or licences; breakdown of machinery; failure of supply of electricity or gas; government restriction; act of God; necessary and unavoidable repairs or health or safety concerns);
 - (d) we require the Civic Hall during the hire period in connection with parliamentary or district council elections, an occasion of national rejoicing or mourning or for a purpose which is of civic or national importance.
- If we cancel your booking for either of reasons (a) and (b) above, we will retain your deposit and hire charges. If we cancel your booking for either of reasons (c) and (d) above, we will refund any deposit or hire charges you have paid.

SALE OF TICKETS FOR EVENTS

14. We reserve the right to provide a Box Office service for all events as part of the hire contract. The Box Office service will undertake 'advance sales' and 'door sales' on your behalf for the event. This also include online booking at www.civichallstanley.co.uk
15. The opening hours of the Box Office are at our discretion and will be in line with production start times, but shall normally be: (i) Show Days: Monday to Sunday: 1 hour before the performance commences; (ii) Non-Show Days: Monday to Wednesday & Friday: 9:00 until 16:30, Thursday 9:00 until 20:00, Saturday 10:00 until 13:00. We are closed on Sundays. The opening hours of the Box Office may be varied to accommodate your reasonable requirements, by agreement with the Civic Hall Management Team.
16. Payment of Box Office takings (less any hire charges and any other sums due) shall be made to you by post at the address stated on the booking form within 30 days after the end of the hire period.
17. For all events we require ten (10) complimentary house tickets for the theatre. These will be used at the Civic Halls discretion for marketing your event, to give to prospective hirers, press and dignitaries.
18. Carers admission is free when buying one full price ticket and showing a CEA carers card.

PERMITTED USE

19. You must not use the Civic Hall for any purpose other than that stated on your Booking Form. We may inspect your use of the Civic Hall at any time. We reserve a right of entry to the Civic

- Hall for any of our management and staff authorised by the Civic Hall Management Team. The hirer shall not assign or sub-let any interest he may have in the hiring of the Civic Hall.
20. You must not use the Civic Hall for the sale of goods by auction to the public without first obtaining written consent from the Civic Hall Management Team, nor must you hold any lottery other than a lottery which is lawful by virtue of the Lotteries and Amusement Act 1976 and any other applicable legislation. You must not use the Civic Hall for the purposes of gaming without first obtaining consent from the Civic Hall Management Team and any necessary licence or permit.
 21. The hirer shall not allow the use of obscene or profane language, or permit any drunken disorderly or otherwise undesirable person(s) to enter or remain upon the premises. The Civic Hall Management Team reserves the right to request the hirer to refuse admission to, and/or request or effect removal from, the premises of any person(s) deemed to be behaving unsuitably or unacceptably, without having to state any reason. You must take every care to ensure that undesirable persons are not permitted to enter or make use of the Civic Hall, and you are responsible for good order and conduct during the hire period.
 22. Any additional time after a normal hire charge, will be charged per the hour as stated in our Costs & Inclusions of Hire list. All articles brought to the Civic Hall in connection with the event must be moved within the time limit agreed with the Civic Hall Management Team.
 23. The Theatre must be vacated by all performers and company at least half an hour before curtain up and handed over to the Civic Hall Management Team. This is to ensure the house is clean and tidy and ready to allow the house to open to the public.
 24. Specific types of Performances - No exhibition, demonstration or performance of hypnotism (as defined by Section 6 of the Hypnotism Act 1952) shall be performed unless the Licensing Authority (North Somerset Council) has given prior written approval. The hirer shall give at least 30 days notice to the Licensing Authority prior to any hypnotic performance.
 25. Photography and video - The current laws relating to the video recording or photography of any theatrical performances, particularly where children and copyright are concerned, are extremely complex. Please talk to us at least 30 days before your event so that both the Civic Hall Management Team and parents are aware of the legal formalities. An announcement must be made prior to all events in a pre-event announcement that all mobile phones are switched off completely before a performance. Not only does this prevent the possibility of illegal photographs being taken under current child protection legislation, but also any disruption to the event for all patrons. Under current laws, if you, as the hirer of the theatre are happy to allow parents to take photos or videos, whether on a camera or mobile phone, it is incumbent of you, as the organiser, to provide a signed declaration from the parent or guardian of every child taking part, that they consent to any such video or photo.

PREMISES LICENCE

26. You must comply with the terms of the premises licence (DWTSPR0016) held by the Civic Hall. You will be notified of any specific requirements at the time of booking.
27. The premises licence permits the performance of films, plays, live music, recorded music and dancing. Any performances featuring music will be subject a 2% levy on ticket sales to pay the Performing Rights Society levy.
28. A bar service will be open for all public performances. We reserve the right to be the sole supplier of alcoholic refreshments and confectionery, ices etc. at all events. No irresponsible drink promotions are permitted. Anyone found in possession of alcohol not purchased on the premises will be liable to have it confiscated and may be asked to leave the premises.
29. Catering/food is not allowed into the theatre unless the event is based on this. No foods with strong smells will be permitted to be consumed in any part of the theatre without prior consent from the Civic Hall Management Team. All income from the bar for all events in the

theatre belong to Stanley Town Council. Patrons will be supplied with a plastic glasses as appropriate to allow drinks to be taken into the theatre.

30. Chaperones/children - The hirer must ensure that all reasonable precautions are taken for the safety of children. All children under 16 must be accompanied by, or under the supervision of, a responsible adult. Please note that all Civic Hall Management have undergone Enhanced DBS checks. The hirer is responsible for providing appropriate chaperones for shows involving children under 16 years and when booking the theatre should specify that children are participating so we are aware that extra dressing rooms may be required and charged for accordingly (adults and children cannot change in the same room).
31. Noise - Activities/events in the theatre take priority at all times, and hirers of other rooms undertake to co-operate with the Civic Hall in the event of noise levels from the Bamburgh Suite or any dance studios interfering with a performance in the main hall.

INTELLECTUAL PROPERTY

32. You must not permit the event to be recorded, televised or broadcast or permit photographs or videos to be taken without written permission from the Civic Hall Management Team.
- 33.
34. You must ensure that no work in which copyright exists:
 - (a) is performed unless written permission has been obtained from all copyright owners;
or
 - (b) is broadcast, unless specific consent to broadcasting has been obtained.
 - (c)
 - (d) You are responsible for and must pay any and all taxes or royalties chargeable or payable in respect of the event.
 - (e)
 - (f) Performing Rights Society Licence:
35. We hold the appropriate licence from the Performing Rights Society for the performance of copyrighted musical works in our premises (PRS Licence). A copy of our PRS Licence is available on request.
36. Where your event involves the performance of copyrighted musical works covered by our PRS Licence, you must: (a) complete a PRS form relevant to your event; (b) pay to the Performing Rights Society all applicable taxes, royalties or charges; (c) give details of all works performed and sums paid to the Theatre management and (d) comply with the terms of our Licence in all other respects.
37. Copyright work not covered by our PRS Licence must not be performed without the consent of the owner of the copyright and you are responsible for obtaining such consent.

LIMITATION OF LIABILITY

38. Neither party excludes or limits liability to the other party for death or personal injury caused by negligence, for fraud or fraudulent misrepresentation nor where liability cannot be excluded or limited as a matter of law.
39. All hirers that are hiring the theatre for a performance or public event must provide the Civic Hall Management Team with a Public Liability Insurance certificate.

MARKETING AND PROMOTION

40. As part of the hire contract we will provide you with such marketing services as are set out in our current publicity and marketing information that can be found on our website.

41. You are reminded that the posting of posters on notice boards, shops and private dwellings is only permitted with the owner's permission. The posting of posters on unauthorised sites (traffic signs, lamp posts, empty properties, trees and bus shelters etc.) constitutes an offence under the Town and Country Planning (Control of Advertising) Regulations 1969. The Civic Hall Management Team may take proceedings if such an offence is committed and we reserve the right to cancel your booking should you commit such an offence.

CIVIC HALL STAFF

42. As part of the hire contract we will provide such staff as are included in your booking. As we base our staffing provision on the details you provide in the booking form, you must keep us fully updated of any changes to the nature of the event that may affect the staffing levels required.
43. Hirers must not use the sound system and lighting rig, or be allowed access to the lighting box without the prior consent of the Civic Hall Management Team. Hirers must not touch or change any existing rig, curtains, screens or gauzes without prior consent of the Civic Hall Management Team, and any alterations may only take place in their presence.
44. If your individual tech staff unplug our equipment the way it is and not left the way they found it we will bill you the cost of getting it all put back for general theatre hire use.

EQUIPMENT

45. As part of the hire contract we will provide you with the technical specification of equipment available which can be sent to you by post or email. All items on this list are subject to change at anytime and the Civic Hall reserves the right to change these specifications without notification to its hirers. Use and/or management of the theatre's own lighting and sound facilities shall be only by specific arrangement with the Civic Hall Management Team. The Civic Hall reserves the right to charge for a supervising technician who will be in attendance to advise upon and show the hirers technicians the sound and lighting apparatus if required.
46. You must inform the Civic Hall Management Team and/or our Caretakers of the proposed technical requirements; sets; staging and any other furniture required for your event 30 days before the start of the hire period. The Civic Hall Management Team may refuse to allow any article or appliance which may be considered dangerous or offensive to be brought into the Civic Hall.
47. You must not drive nails, hooks, screws, tacks or any similar object into the walls, pillars, woodwork, floors or furniture of the Civic Hall, or otherwise damage the floors, chairs or other furniture, fixtures or fittings of the Civic Hall. This includes taking up all electrical tape off the stage to mark set after a production or you will be charged a clean up/ making good fee.
48. You must not bring or install any lighting or heating apparatus (electrical or otherwise) into the Civic Hall without the consent and in accordance with the requirements of the Civic Hall Management Team. No open fires, creosotes, petrol or spirit stoves or machinery or any dangerous or inflammable materials should be brought into or used in any part of the Civic Hall. The hirer shall not bring in to the Civic Hall any noxious chemicals, explosive devices, or such material and equipment which may cause damage to the Civic Hall or persons present.
49. You may use effects such as smoke, pyrotechnics, strobe lighting, confetti/ snow. Strobe lights in any area shall not operate at more than five flashes per second. Warning notices must be displayed informing patrons that smoke/strobe lightning is in use. The use of bubble machines is not permitted. The use of lasers shall comply with current guidelines. Please make it clear to the Civic Hall Management Team if this applies to your show so that relevant warning signage can be put in place.
50. Smoke machines or fog generators shall be sited and controlled so that they do not obscure exit routes or cause a hazard to surrounding curtains or fabrics. A request for approval shall

be in writing and shall include documentary evidence of the non-toxicity and non-flammability of the fog or smoke.

51. All furniture, fittings, apparatus, or appliances brought or sent to the Civic Hall by the hirer must be unloaded, placed in position and removed by persons employed by the hirer and the hirer shall remove all such property immediately upon the termination of a letting. The hirer will be liable to a further charge for each hour that such property is left upon the premises and the Civic Hall Stanley reserves the right if he/she deems it necessary to remove such property, whereupon the hirer shall be liable for the cost incurred in such removal.

HEALTH AND SAFETY

52. All hirers must supply a full risk assessment for every event and also sign and return the Civic Hall's own risk assessments before the event. For an event the hirer shall appoint a designated person (normally Stage Manager) to be responsible backstage during a performance throughout the period of hire. At all stage plays and/or musicals where scenery is kept or used on or over the stage, a person of practical experience in Fire Precautions shall be nominated and shall be in charge of all fire appliances and shall remain within the stage risk area during the whole time the premises are open to the public.
53. You must acquaint yourself and comply fully with all applicable Conditions and Rules of Management for Places of Public Entertainment, in particular (but without limitation) regarding the use of non-flammable or flame-proofed materials for scenery, curtains, drapes or set-dressing etc. If you have any queries in this respect, you should contact the Civic Hall Management Team.
54. You must comply with the requirements of Health and Safety at Work Act 1974 (and all future amendments thereto), in particular (but without limitation) the need to provide confirmation that all equipment used for the event complies in all respects with required Codes of Practice (for example, that all electrical items have current PAT testing certificates and any hazardous substances have appropriate COSHH documentation).
55. If hiring for a public performance or event you should supply the Civic Hall Management Team a full risk assessment of your entire event at least 30 days prior to the hire start date. If you have any queries in this respect, you should contact the Civic Hall Management Team.
56. You and all persons authorised by you to be in the Civic Hall, or who are there in connection with the event, must follow the following safety rules at all times:
 - (a) Do not place any obstructions on stairs or in passages or obstruct access to all places of work in any way. You must not obstruct the gangways, aisles, corridors, stairs, vestibules, landings, entrances or exits of the theatre with chairs, tables, furniture or any other equipment. Do not obstruct fire exits or access to fire fighting equipment and ensure that you know how to use the equipment. Do not wedge open fire check doors.
 - (b) Use hand rails when ascending or descending stairs and do not run.
 - (c) Clean up any spillages on floors and staircases immediately.
 - (d) Do not allow the cables of machinery, electrical appliances and telephones etc. to trail on floors where they are likely to cause a tripping hazard.
 - (e) Make sure you know the evacuation procedure in case of fire and all means of escape from the building. The hirer must contact the theatre manager prior to the hiring to be shown the position of the emergency exits and the fire extinguisher.
 - (f) Do not try to lift or carry any load that is too heavy or bulky: get help. Make sure you can see over any load you are carrying.
 - (g) If you have to climb, use suitable ladders and ensure they are properly secured at the top and/or bottom. If this is impractical, a person must foot the ladder at the base. Do not use chairs, boxes etc.
 - (h) Keep articles of clothing and other combustible materials away from open fires, electric or gas heaters and naked light bulbs.

- (i) Do not attempt to install or service electrical fittings or equipment. This must only be done by a competent electrician. Any electrical equipment brought into the Civic Hall must be set up by a competent person and the equipment is the responsibility of that person or their authorised representative.
 - (j) Make sure you know the person responsible for the first aid equipment and where the equipment is kept. Accidents, no matter how small, must be reported to a member of the Civic Hall Management Team for the appropriate entry to be made in the accident book and a report sent to our safety officer.
 - (k) Report any dangerous conditions to the Civic Hall Management Team.
57. Smoking and vaping is banned throughout the entire Civic Hall.

CAPACITY OF ROOMS

58. It is the duty of the hirer to ensure that the maximum number of persons (excluding staff) admitted to the Civic Hall does not exceed the limit imposed by the relevant Licensing Authority. You should agree the seating arrangements for every event in advance with the Civic Hall Management Team. As a general guide only, the maximum number recommended for events are as follows:

Main Hall/Theatre	414 Maximum
Bamburgh Suite	80 Maximum
Lumley Room	40 Maximum
Alnwick Room	25 Maximum
Coffee Shop	30 Maximum
Theatre Bar	120 Maximum

- 59. No person other than persons taking part in a performance shall be permitted on the stage or in the dressing rooms, green room or back stage.
- 60. Disabled Access - All reasonable efforts have been made to enable people with disabilities to take as full a part in any public or commercial event on the premises as if reasonably practicable.

MAKING GOOD DAMAGE

- 61. You will be invoiced the cost of reinstating all or any part of the Civic Hall, or any property in or upon the Civic Hall, which is damaged, destroyed, stolen or removed during the hire period or prior to the hire period if the damage is in relation to or caused by the hiring.
- 62. Cleaning - We expect that, after hiring, all areas used are to be left in a clean and tidy state. If additional cleaning is required this will be charged to you or the company hiring.

GENERAL

- 63. Your address shall be as stated on the booking form, unless you notify us otherwise.
- 64. The Civic Hall is responsible for the enforcement of these conditions and is required and authorised to take appropriate steps to prevent the use of any article, appliance or apparatus, or the holding of any function which is considered objectionable to Stanley Town Council or Civic Hall Stanley under any of these conditions. Civic Hall Stanley and Stanley Town Council reserve the right to vary any condition or regulation at any time.
- 65. Complaints : Any complaint about any of the arrangements made by us in connection with the event should be directed in the first instance to the Events Manager within 48 Hours of the cause of such complaint arising.

Signed by hirer: _____

Print name: _____

Date: _____

for Civic Hall Stanley : _____

Print name: _____

Date: _____

CONTACT DETAILS

Civic Hall Stanley, Front Street, Stanley, Co Durham, DH9 0NA
01207 299 110
eventsmanager@stanley-tc.gov.uk

ALUN ARMSTRONG THEATRE BOOKING FORM

Please fill in BLOCK CAPITAL letters

Mr/Mrs/Miss/Ms/ Other Please state		Name:				
Company name:		Position in company:				
Address:	Post code:					
Contact number:						
E-mail address:						
Event title:						
Event description: (short synopsis)						
Performing rights obtained: (if applicable)	YES	NO	NOT APPLICABLE			
Dates and Times of Event						
Day	Date	Month	Year	Matinee Time	Eve Time	Purpose: (Get in/Dress/Tec)
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

Running Times			
Doors Open: (this should be 30 mins before starting time)		Start:	Interval: (interval will be 20 mins)
			Finish:
Total cast numbers:		Number of cast under 18 years of age:	
Front of House Requirements			
Bar?	YES / NO	Open after show?	YES / NO
Raffle stand?	YES / NO	If no would you be happy for the Friends of The Civic Hall to hold a raffle?	YES / NO
Ushers:	YES / NO		
Technical Requirements			
<p>At the Civic Hall, we understand some groups will want to use their own technical support. If that is the case, you must provide certificates to show they are qualified and all equipment they use must be PAT tested. We will also require their public liability insurance certificate. We do provide our own tech service for all shows which is invoiced with the theatre hire. Please indicate below if you would like to hire our Civic Hall Technician or provide your own.</p> <p>Civic Hall Technician £25 +VAT per hour <input type="checkbox"/></p> <p>Own Technical Team <input type="checkbox"/></p> <p>If you are providing your own technical team please provide the information below:</p>			
Technical companies	Contact Name:		
	Sound:		
	Contact Name:		
	Lights:		
	Telephone:		
	Sound:		
Technical companies	Telephone:		
	Lights:		
	Email:		
	Sound:		
	Email:		
	Lights:		

Layout of seating Please Circle	Full Capacity (350)	Cabaret (150)	Half Stall & Half Cabaret (254)	Horseshoe (100-120)
------------------------------------	------------------------	------------------	---------------------------------------	------------------------

Health and Safety

In the booked event is there;

Bad/Offensive Language:	YES / NO	Nudity	YES / NO
Smoke Effects	YES / NO	Dry Ice or Low Lying Fog Effect	YES / NO
Pyrotechnics	YES / NO	Fire Arms	YES / NO
Gunshots sound effects	YES / NO	Naked Flame	YES / NO
Smoking on stage	YES / NO	Strobe Lightning	YES / NO

If yes to any of the above please give details below or attach separately

Performing Rights Society

Civic Hall Stanley pays PRS if you perform music as any part of your event. This cost (plus VAT) will be passed back to you depending on the type of event and music played. Please complete the PRS form enclosed in this pack and send it back to us when your event is complete. A full list of PRS charges is available from the performing rights society website at www.prs.co.uk. You can pay this direct to PRS if you prefer. Please contact them for details and notify us of any arrangements you make with them and send us a copy in writing.

Have you an arrangement with PRS for playing Music as part of your event/performance?	YES / NO
---	----------

Insurance

You are required to provide evidence of holding public liability insurance. A copy of your insurance certificate should accompany this returned booking form.

As hirer, you or your organisation are responsible for ensuring that the safety of your event is a priority. Before your event you should complete the relevant risk assessments (pyrotechnics, work with young or vulnerable people, use of equipment etc.) and ensure that you have applied for licences or permissions where appropriate. We will need a copy of any documents before your event. Please tick the boxes below for each document enclosed.

Insurance certificate enclosed?		Copy of the policy certificate enclosed?				
Rick assessments enclosed?		Child protection statement enclosed?				
Box Office						
<p>We reserve the right to provide a Box Office service for all events as part of the Hire Contract. The Box Office service will undertake 'advance sales' and 'door sales' on your behalf for the Event. This also include online booking at www.civichallstanley.co.uk</p> <p>The opening hours of the Box Office are at our discretion and will be in line with production start times, but shall normally be: Monday to Friday: 9:00 until 16:30, Thursday 9:00 until 20:00, Saturday 10:00 until 13:00. We are closed on Sundays. The Box Office will open 1 hour before the performance commences</p> <p>Payment of Box Office Takings (less any Hire Charges and any other sums due) shall be made to you by post at the address stated on the Official Booking Form within 30 days after the end of the Hire Period.</p> <p>For all events we require ten (10) complimentary house tickets for the theatre. These will be used at the theatres discretion for marketing your event, to give to prospective hirers, press and dignitaries.</p> <p>Carers admission is free when buying one full price ticket and showing a CEA carers card. Friends of the Civic Hall get £1 off their ticket for any performance.</p> <p>Tickets will be charge at £30 +VAT For one off event/performance or £60 +VAT for longer than 2 days performance.</p>						
Do you require us to sell tickets through our box office and online system?			YES / NO			
If yes when would you like them on sale (please note we must have artwork and leaflets before we advertise on website)			/ /			
Ticket Codes	Adults	Children	Concessions	Family Ticket	Schools & Groups	Carers
Ticket prices						FREE
Special Offers						
Title of event to appear on tickets <i>Eg. Civic Hall Productions Presents 'The Music Man'</i>						
Age restriction or suitability						
Running times including interval (if applicable)						

I have read the terms and conditions

Deposit paid

Signed by the hirer:

Date:

For Civic Hall Stanley

Date:

A copy of this form will be sent to you, countersigned by the events team, as a confirmation of your booking.

Please note that if you are charged an hourly rate you will be charged actual time you have occupied the room to the nearest half an hour.

Please check all the details carefully and contact the Events Manager 01207299110 if you have any questions or queries.

All cheques made payable to Stanley Town Council.

Any other information (office use only)

STANLEY TOWN COUNCIL



Recording of Meetings

Prepared for: Full Council, 24th January 2017

Prepared by: Alan Shaw, Town Clerk

17th January, 2017

BACKGROUND

The Council's current policy is that the Council itself does not make either audio or visual recordings of meetings. Members of the Council or the public are permitted to record meetings on the proviso that they clearly declare that they are doing so at the beginning of the meeting and that all recording stops during consideration of items where the press and public are excluded.

This policy enables the Council to comply with transparency legislation without having to have in place either the technology or the IT services to record meetings itself.

Recently there have been some meetings recorded by members of the public and broadcast live using normal smartphones and the Facebook 'Go Live' feature. The quality of these broadcasts (particularly the sound quality due to the distance of the phones from the meeting) has been fairly poor, however the broadcasts did attract far more viewers than the meetings ever attract members of the public in person.

QUESTIONS TO BE CONSIDERED

Councillor Nicholson has asked the Town Clerk to consider two questions:

- (i) *Could the Town Council put in place, at reasonable cost, the necessary equipment to routinely livestream every Full Council/ Committee meeting?*

The Town Clerk has done a small amount of research. It is possible to livestream using a smart phone but both the picture and sound quality of this approach would be poor, as had been demonstrated by the members of the public who have streamed meetings this way.

It is reasonable for the public to expect as a minimum very clear audio quality from a live stream the Council is broadcasting itself, therefore I have discounted this option. The opposite end of the scale is a fully integrated conference hall solution that would cost many thousands of pounds which cannot be justified on cost grounds and would also be a permanent installation and not

capable of moving to alternative meeting rooms. Since we held more than half a dozen meetings at alternative venues in the current Civic year I have also discounted this as an option.

The most viable route would be to acquire portable equipment that could also be used in the field, at alternative meeting venues or the at the Civic Hall and would therefore give better utility but would also be capable of being fitted with remote microphones and give better visual quality (at least 720p) whilst being able to stream to Facebook and other streaming platforms.

I have researched an HD quality camcorder with a good large sensor for operating in low light, wifi broadcaster and the necessary equipment to rig up two external microphones to feed stereo sound from the meeting to the feed. A breakdown of prices is provided below.

If the Town Council were to acquire this equipment, it would permit us to livestream any meeting or event in HD quality with good quality audio from any location where there is power and a suitable internet connection and manage that feed from the officers' laptop computers.

Item	Estimated Cost
Sony HDR-CX900E High Definition Camcorder	£1,050
Livestream Broadcaster Pro	£550
Beachtek DXA-2T XLR Adapter	£170
Marantz MPM-1000 Condenser Microphone x 2	£100
Citronic PP482 Dual Channel Phantom Power Supply	£25
3.5mm Jack Cable 5.0m	£10
Cable XLR 3pin Male to 3pin XLR male 0.5 m x 2	£10
Tripod	£60
Total	£1,975

- (ii) *If the Town Council were to implement such a policy, would it still be required to permit members of Council or the public to make their own recordings?*

The Council would still be required to permit members of the public to record or film the meeting, as long as this activity does not cause any disruption to the proceedings. The DCLG's "A guide for the press and public on attending and reporting meetings of local government" (published August 2014) (ATTACHMENT T) states:

"Can I film or audio-record the meeting?"

Yes, councils and other local government bodies are required to allow any member of the public to take photographs, film and audio-record the proceedings, and report on all public meetings. While no prior

permission is required to carry out this activity, it is advisable that any person wishing to film or audio-record a public meeting let their local government staff know so that all necessary arrangements can be made for the public meeting. This is important because the rules require local government bodies only to provide reasonable facilities for any member of the public to report on meetings. There is no legal requirement for councils to webcast their meetings, but where councils and other local government bodies webcast any of their public meetings, they should, as a matter of good practice, notify the public.”

Therefore, the benefit to the Council in recording and broadcasting the meeting itself would be that it could control the quality of the recording and consistently report its own meetings, rather than being able to control live transmission of the meetings themselves.

CONCLUSIONS

The Council has revenue budget of **£2,000** for the purchase of IT equipment which has not been spent this year because all the IT equipment was refreshed at once in 2015/16.

Therefore a budget does exist if the Town Council **RESOLVES** that it wishes to film and broadcast the proceedings of its own meetings. The full videos of the meetings could be retained on a Town Council Youtube channel or similar as a historical record. The recordings could also be used in the event of any dispute concerning the minutes of meetings.

There is no legal requirement for us to do so, however, therefore this would be a discretionary change.

FINANCIAL IMPLICATIONS

The budgetary implications of the report are detailed above. The costs could be met in year from existing budgets established for IT equipment. Future maintenance and sundry costs will be negligible and could be met from established budgets.

LEGAL IMPLICATIONS

The Town Council has a duty to permit members of the public to attend and to record its meetings. The Council recording its own meetings does not infringe those rights.



Department for
Communities and
Local Government

Open and accountable local government

A guide for the press and public on attending and reporting meetings of local government

© Crown copyright, 2014

Copyright in the typographical arrangement rests with the Crown.

You may re-use this information (not including logos) free of charge in any format or medium, under the terms of the Open Government Licence. To view this licence, www.nationalarchives.gov.uk/doc/open-government-licence/ or write to the Information Policy Team, The National Archives, Kew, London TW9 4DU, or email: psi@nationalarchives.gsi.gov.uk.

This document/publication is also available on our website at www.gov.uk/dclg

If you have any enquiries regarding this document/publication, email contactus@communities.gov.uk or write to us at:

Department for Communities and Local Government
Eland House
Bressenden Place
London
SW1E 5DU
Telephone: 030 3444 0000

For all our latest news and updates follow us on Twitter: <https://twitter.com/CommunitiesUK>

August 2014

ISBN: 978-1-4098-4301-6

Contents

About this Guide

Part 1 – Your rights to attend and report meetings

Who has these rights?

The national rules

Part 2 – Access to the meetings and documents of council executives

Attending the meetings

Private meetings

Recording of decisions of public meetings

Decisions by members and officers

Your rights as a councillor

Part 3 – Access to non-executive meetings and documents of a local government body, other than parish and town councils

Attending the meetings

Private meetings

Recording of decisions of public meetings

Decisions by officers

Part 4 – Access to meetings and documents of parish and town councils

Attending the meetings

Private meetings

Recording of decisions of public meetings

Decisions by officers

Part 5 - Other rights

Your other rights of access to information

About this Guide

The national rulesⁱ have been changed to make councils, including parish and town councilsⁱⁱ, and other local government bodies such as fire and rescue authorities, more transparent and accountable to their local communities. A full list of bodies to which the rules apply is at **annex A**.

This plain English Guideⁱⁱⁱ gives practical information about what these new rules mean for members of the public attending meetings of local government bodies, including meetings of a body's committees, sub-committees and any joint committees involving two or more bodies. The Guide also covers meetings of any council's executive (i.e. the council's cabinet^{iv}), including any committees and sub-committees of the executive.

In particular, this Guide gives practical information about how members of the public can use modern technology and communication tools to report on meetings they are attending, and about how to access information on decisions taken by a body's officers or individual members. This Guide will also help the public to know when they can attend meetings of local government bodies, and what documents and information are available to them. It should also help councillors and officers to comply with the new rules.

As the Guide explains, different rules apply to different meetings, particularly meetings of a parish council or parish meeting, and the meetings of a council's executive, its committees or sub-committees.

- **Part 1** focuses on the use of various communication tools for reporting the proceedings of any meeting of a local government body which is open to the public.
- **Part 2** explains how the public can access meetings of a council's executive, its committees and sub-committees, and records of executive decisions taken by individual members or officers.
- **Part 3** explains how the public can access all other meetings of a local government body, other than parish and town councils, and records of certain other decisions taken by officers.
- **Part 4** explains how the public can access meetings of parish and town councils, parish meetings and the Council of the Isles of Scilly, and records of certain decisions taken by those councils' officers.
- **Part 5** focuses on other rights that the public have to access information.

This Guide now replaces the Guide titled "Your council – going to its meetings, seeing how it works" that the department issued in June 2013.

All footnotes are listed at the end of the Guide.

Part 1 Your rights to attend and report meetings

This part of the Guide applies to all the local government bodies listed at annex A.

Why are there new national rules?

We now live in a modern, digital world where the use of modern communication methods such as filming, tweeting and blogging should be embraced for enhancing the openness and transparency of local government bodies. This will ensure we have strong, 21st century, local democracy where local government bodies are genuinely accountable to the local people whom they serve and to the local taxpayers who help fund them.

Who do these rules help?

These rules help any members of the press and public who want to know about, view or report the work of local government bodies. The “press” is defined in the widest terms – including traditional print media, filming crews, hyper-local journalists and bloggers.

The new national rules^v have increased your rights to film, audio-record, take photographs, and use social media such as tweeting and blogging to report the proceedings of all such meetings that are open to the public.

Are all meetings of a local government body open to the public?

All meetings must be open to the public except in limited defined circumstances where the national rules require or allow the meeting to be closed to the public – see Part 2 for the rules for a council’s executive, Part 3 for the rules for other local government bodies, other than parish and town councils, and Part 4 for the rules for parish and town councils.

Can I film or audio-record the meeting?

Yes, councils and other local government bodies are required to allow any member of the public to take photographs, film and audio-record the proceedings, and report on all public meetings. While no prior permission is required to carry out this activity, it is advisable that any person wishing to film or audio-record a public meeting let their local government staff know so that all necessary arrangements can be made for the public meeting. This is important because the rules require local government bodies only to provide reasonable facilities for any member of the public to report on meetings.

There is no legal requirement for councils to webcast their meetings, but where councils and other local government bodies webcast any of their public meetings, they should, as a matter of good practice, notify the public.

Do I need to have advance permission to report the meeting?

No. Whilst we would encourage people to contact staff in advance if they want to film or record, equally, we would discourage any system which “vetted” journalists or restricted reporting to “approved” journalists. Councils should support freedom of the press within the law and not seek to restrict those who may write critical comments.

Can I film or audio-record a private meeting^{vi}?

The rules on the use of communication methods, such as filming and audio-recording, only require local government bodies to allow the reporting of meetings open to the public. The relevant council or local government body may not allow you to film or audio-record its private meetings. You may also not be allowed to leave recording equipment in the room where a private meeting is held for the purpose of reporting on the meeting.

Can I tweet or blog a council or local government body meeting?

Yes, the new rules^{vii} allow for reporting of meetings via social media of any kind. Therefore bloggers, tweeters, and for example, Facebook, YouTube users and individuals with their own website, should be able to report meetings. You should ask your council for details of the facilities they are providing for reporting.

If I am a councillor, can I tweet or blog during council meetings?

The national rules do not prevent councillors from tweeting and blogging at meetings, so they should be able to do so provided it is not disruptive and does not detract from the proper conduct of the meeting. Whilst councillors are expected to comply with their body’s code of conduct, this should not prevent councillors from tweeting or blogging when appropriate.

What sort of facilities will my council or local government body provide?

Councils or local government bodies are required to provide “reasonable facilities” to facilitate reporting. This should include space to view and hear the meeting, seats, and ideally a desk. Councils and local government bodies should use their common sense to determine the range of reasonable facilities they can actively provide to support the free press in all its forms.

To facilitate public scrutiny and public reporting, local authorities should not conduct their meetings in foreign languages.

Will I be allowed to film, tweet, blog or audio-record the meetings of other bodies not listed in annex A?

The Government message is that all public bodies should adopt maximum openness and transparency. This is also essential for bodies or groups making decisions for their local area because they are expected to be open and transparent in their decision-making. While the new national rules do not apply to some local groups such as neighbourhood forums and Local Enterprise Partnerships, such groups are encouraged, when having public meetings, to embrace the use of modern technology and should allow the same filming, audio-recording, taking of photographs, tweeting and blogging as applied to local government bodies, particularly if they are in receipt of public funds. This will give local people the opportunity to see how decisions are being made that affect their community.

Are there any limits to what I can say in a tweet or video I publish?

The law of the land applies – including the law of defamation and the law on public order offences (see the Crown Prosecution Service guidance on social media^{viii}).

Freedom of speech within the law should also be exercised with personal and social responsibility – showing respect and tolerance towards the views of others.

Are there other limits that I should be aware of?

The council or local government body should consider adopting a policy on the filming of members of the public, and ensure that they protect children, the vulnerable and other members of the public who actively object to being filmed, without undermining the broader transparency of the meeting.

Will I be able to provide commentary during the meeting?

Any person can provide written commentary during a meeting, as well as oral commentary outside or after the meeting. The new rules do not permit oral commentary to be provided during a meeting as this would be disruptive to the good order of the meeting.

Can I be asked to leave a meeting because I'm taking photographs, filming or audio-recording the meeting or using social media?

Generally, people attending public meetings must be readily able to film, audio-record, take photographs or use social media. Councils and other local government bodies must take steps to ensure this is the case. However, those undertaking these activities must not act in a disruptive manner, which could result in being excluded from the meeting.

What is disruptive behaviour?

Essentially, this could be any action or activity which disrupts the conduct of meetings or impedes other members of the public being able to see, hear or film etc the proceedings. Examples can include:

- moving to areas outside the areas designated for the public^{ix} without the consent of the Chairman,
- excessive noise in recording or setting up or re-siting equipment during the debate/discussion,
- intrusive lighting and use of flash photography; and
- asking for people to repeat statements for the purposes of recording.

You may be excluded from a meeting if you act in a disruptive manner.

Can I leave recording equipment in a public meeting room and record without being present?

There is no legal prohibition, however, under the national rules, the local government body may require any such recording to stop if at any stage the meeting becomes a private meeting.

But the local authority says reporting is a breach of its Standing Orders?

It is a legal duty for the local government body to follow the new provisions. If a local government body's existing Standing Orders are not fully in line with the new legislation, in the short-term, we recommend they simply waive the relevant provisions of those old Standing Orders which could be taken to inhibit the new reporting rules, and then take steps to update formally its Standing Orders.

Part 2 Access to meetings and documents of a council's executive

This Part explains how the public can access meetings of a council's executive, its committees and sub-committees, and records of executive decisions taken by individual members or officers. A council's executive (i.e. the council's cabinet) is its main decision making body consisting of an elected mayor or leader and a number of councillors. This Part applies to councils with either a leader and cabinet or elected mayor and cabinet. It does not apply to councils operating the committee system or other local government bodies listed in Annex A.

What are the national rules for access to meetings and documents of a council's executive?

The national rules are principally provided by the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 which introduced significantly greater transparency and openness into the meetings of a council's executive, its committees and sub-committees. The rules also strengthen the rights of councillors to access information about items to be discussed at a public or private meeting of their council's executive.

Who can make an executive decision in my council?

The decision maker can be the executive, its committees and sub-committees, joint committees, joint sub-committees, individual councillors, and officers who have delegated responsibility from the executive to make executive decisions. Your council may have local rules^x that will explain who may make a decision.

Attending the meetings of your council's executive

How will I know about a forthcoming public meeting of my council's executive?

Your council must give a notice of the meeting at least 5 clear days before it takes place. The details of the meeting must be published at your council's offices and on its website where practicable. The agenda must be published with any background papers. No item can be considered if the item is not available for inspection by the public with 5 clear days' notice.

Where an item is added to the agenda within 5 days before the meeting is scheduled to take place, a revised agenda, public report and background papers must be published as soon as the item is added to the agenda. In some circumstances, the whole or part of a

report may not be available for public inspection because it contains either confidential or exempt information. In this case, the report should bear the phrase 'not for publication' and state that it contains confidential information or set out the description of the exempt information.

Can I obtain a copy of the agenda and other relevant papers for a public meeting of my council's executive?

Yes, your council must provide you with a copy of the agenda, and other relevant papers once you have made payment of postage and/or copying charge. There are also additional legal rights to access information, outlined in Part 5 of this Guide.

Can a council's executive choose to meet in private?

All meetings of an executive including meetings of its committees or sub-committees must be open to the public, except in limited defined circumstances where the national rules require or allow the meeting to be closed to the public.

The rules require a meeting of an executive to be closed to the public in two specific circumstances:

- If the presence of the public is likely to result in the council breaching a legal obligation to third parties about the keeping of confidential information; or
- a lawful power is used to exclude the public in order to maintain orderly conduct or prevent misbehaviour at a meeting.

In addition, a meeting can also be closed to the public where the executive so decides (by passing a resolution of its members) because exempt information would otherwise be likely to be disclosed. It is open to the executive if it chooses to consider in public matters involving exempt information. There is no over-riding legal requirement forcing councils to discuss exempt information in private.

What is confidential information?

Confidential information means:

- information provided to the council by a Government department on terms which forbid the disclosure of the information to the public; and
- information which is prohibited from being disclosed by any enactment or by a court order.

What is exempt information?

The descriptions of exempt information are set out in Schedule 12A to the Local Government Act 1972. The descriptions are listed at **Annex B** of this Guide.

Can I be asked to leave a public meeting?

Yes. As a member of the public you can be asked to leave a meeting so that the executive, its committees or sub-committees can discuss matters in private, but only in the limited circumstances that are already explained.

How will I know about a private meeting of my council's executive?

Prior to holding a private meeting, your council must have published on its website and at its offices at least 28 clear days' notice of its intention to consider a matter in private and the reasons for the private meeting. This is to ensure that members of the public have reasonable opportunity to make representations as to why the proposed private meeting should not be held in private.

At least 5 clear days before the meeting, your council must confirm its intention to go ahead with the private meeting through another notice on its website and at its offices. This second notice has to include details of any representations received and the council's response to them.

Can a private meeting of my council's executive be held if 28 days' notice is not given to the public?

A private meeting can only be held without 28 days' notice after the agreement of the Chairman of the Overview and Scrutiny Committee has been obtained that the meeting is urgent and cannot reasonably be delayed. In the absence of the Overview and Scrutiny Committee Chairman, the permission of the Council Chairman (or, in their absence, the Vice Chairman) must be obtained. If this agreement is granted the council must publish a notice about why the meeting is urgent and cannot be deferred. This notice must be available at its offices and on their website. If agreement is not given then the meeting must either be held in public, or the council must comply with the 28 day notice requirements.

Can I attend an executive's pre-briefing meeting with local authority officers?

No. The rules apply only to when councillors meet as a decision making body to exercise their statutory executive responsibilities. The rules do not apply to political groups' meetings or to informal briefing meetings for councillors.

Recording of decisions of public meetings

If I am not at the meeting, how will I know of any decisions made?

The fact that you are unable to attend a public meeting of your council's executive, its committees or sub-committees does not mean you cannot find out about the decisions made there. The national rules require a council to keep records of any executive decisions^{xi} made as soon as reasonably practicable after any public meeting. The written records must reflect the following information:

- Details of the decision and the date it was made;
- reasons for the decision;
- any other options considered and why those options were rejected;
- details of any conflict of interest of an executive member of the decision-making body; and
- a note of dispensation granted by the Head of Paid Service in respect of any declared conflict of interest.

You can then inspect the records and any reports considered at the meeting at your council's offices and on the council's website if it has one. All of these documents can be inspected for six years beginning from the date of the meeting apart from background papers which can be inspected for four years beginning from the date of the meeting. These records may be kept in electronic format.

Apart from information about meetings, are there other means of knowing about decisions likely to be made by a council's executive, its committees and sub-committees?

Yes. The national rules require a council to publish its intention to make a key decision^{xii} in a document at least 28 clear days prior to when the decision is intended to be made. The notice has to include details of the individual or executive body that will make the decision, the matter that is subject to a decision, other documents to be considered, and where these other documents are available. This notice document must be available at the council's offices and on its website before the decision is made.

This allows you to have sufficient knowledge in advance of those decisions that will be of genuine concern to you and your local communities.

Can a key decision of a council's executive^{xiii} be made without giving the 28 days' notice?

Yes, provided the following requirements are met:-

- the relevant Overview and Scrutiny Committee Chairman is informed in advance and in writing (or all the members of the Overview and Scrutiny Committee) about what the decision is concerning;
- a notice about the key decision to be made is made available for inspection at the council's offices and published on the website; and
- 5 clear days elapse following the day a notice is published about the key decision to be made.

If there is a case of special urgency, for example an urgent decision on a negotiation, expenditure or contract, the decision must only be made if the agreement of the Overview and Scrutiny Committee Chairman is received. In the absence of the Overview and Scrutiny Committee Chairman, the permission of the Council Chairman (or in their absence the Vice Chairman) must be obtained. If agreement is given, a notice explaining why the decision is urgent and cannot reasonably be deferred, must be published and should be available at the council's offices and on its website as soon as reasonably practicable.

Can 28 days' notice of a key decision also provide 28 days' notice required for a council executive's private meeting?

It is up to your council to decide whether the 28 day key decision document should contain the details required for a private meeting notice. Where there is an intention to make a key decision at a private meeting, your council must comply fully with all the national rules.

Can my council's executive make key decisions and not follow the national rules?

No. Councils must comply with all the national rules since they are prescribed by law. Should a decision be made without applying the key decision rules because the council thinks that the decision is not a key decision, but subsequently the Overview and Scrutiny Committee decides the decision is a key decision, the executive may be asked to submit a report to the full council.

Executive decisions by an individual member or officer

Can an individual member or an officer of a council's executive take decisions on matters that are the executive's responsibility?

Yes, where the rules of your council allow this. Decision makers can be individual councillors, and officers who have delegated responsibility from the executive to make executive decisions.

How will I know about an executive decision taken by a member or officer?

When a member or officer takes a decision on matters that are the responsibility of the council's executive, this must be recorded in writing. The form of the written record is for the council to decide, but the following should be included:

- details of the decision and the date it was made;
- reasons for the decision;
- any other options considered and why those options were rejected;
- details of any conflict of interest declared by any executive member consulted in relation to the decision; and
- a note of dispensation granted in respect of any declared conflict of interest.

Are all decisions made by councils' officers to be so recorded?

No. The requirement to record decisions extends only to "executive decisions". Executive decisions can sometimes be defined in your council's rules. Decisions which are taken by officers under specific delegations from a meeting of their council's executive are clearly executive decisions. However, many administrative and operational decisions officers take on how they go about their day to day work will be delegated within the council's rules and are not in this "executive decisions" category; as such they do not need to be recorded.

The decisions that should be not recorded might include the following examples:

- Decisions to allocate social carers to particular individuals, or for example, to provide walking aids;
- decisions to allocate a social housing unit to an applicant or to send someone to carry out repairs;
- decisions to review the benefit claims of an individual applicant and
- decisions to allocate market stalls to individual traders.

Where officers have been empowered to act on behalf of their council's executive, examples of decisions that should be recorded could include:

- Decisions about awarding contracts above specified individual or total values;
- decisions to exercise powers of Compulsory Purchase;
- decisions on disposal of and/ or provision of allotment land and green spaces;
- awarding of Discretionary Rate Relief
- the opening hours of local libraries; and
- the holding of car boot sales/markets on council-owned land.

This is not intended to be an exhaustive list, rather a series of examples to illustrate that, in the interests of maximum transparency, these Regulations require more than just key decisions to be recorded.

Ultimately it is for local decision makers to decide what information should be recorded on the basis of the national rules.

How can I see any records of decisions taken by executive members or officers?

Once a record of executive decisions taken by an executive member or officer has been made, you should be able to inspect the record at the council's offices and on its website as soon as reasonably practicable.

However you will not be able to see some of the information if it is considered to be either confidential or exempt information.

Can I ask for a copy of any records of executive decisions?

Yes. You can ask for a copy of any documents relating to executive decisions and your council should supply the information once you have paid for the postage, copying or any other necessary charge for transmission which will be determined by your council. There are also additional legal rights to access information, outlined in Part 5 of this Guide.

Your rights as a councillor

If I am a councillor, do I have any right to access meeting documents?

As a councillor, you can inspect any document that contains material to be discussed at least 5 days before a public meeting is held. In case of a private meeting or decision made by an individual executive member or officer, you can inspect the document within 24 hours of the conclusion of the meeting or the decision being made.

In addition, if you are a member of an overview and scrutiny committee, you can ask for any document that contains business transacted at a meeting of the executive, its committees or sub-committees or officer of the authority. The executive must provide the

document within 10 days after it (the executive) receives the request. In an instance where the executive cannot release the whole or part of the document, the executive must provide you with a written explanation.

What other rights do councillors have to inspect documents of their councils?

In addition to the rights conferred on councillors by these Regulations in relation to executive decision making, councillors also have statutory rights to inspect documents of the council and its committees under Part 5A of the Local Government Act 1972.

Councillors may also request information held by their council under the Freedom of Information Act 2000 (or the Environmental Information Regulations 2004 in relation to environmental information). Councillors may have rights under the common law to inspect such documents held by their council as are reasonably necessary for them to perform their duties.

What happens if documents relating to executive decisions are not made public?

It is a criminal offence if, without a reasonable excuse, a person who has in his or her custody a document^{xiv}, which the national rules require to be made available to the public, refuses to supply the whole or part of the document or intentionally obstructs any other person/s from disclosing such a document.

If a person is found guilty of such a criminal offence, he/she can be fined up to £200^{xv}.

Part 3 Access to non-executive meetings and documents of a local government body, other than parish and town councils

This Part explains how the public can access all meetings (other than those of a council's executive) of a council or other local government body, other than parish and town councils. These meetings include those of a body's committees, sub-committees and any joint committees involving two or more local government bodies. It also explains how to access the records of certain non-executive decisions taken by the officers of local government bodies, other than parish and town councils.

Attending the meetings

How will I know about a forthcoming meeting of my council or local government body which will be open to the public?

Your council or local government body must give a notice of the meeting at least 5 clear days before a public meeting is held. The details of the meeting, such as the time and place, must be published at your council or local government body's offices. The notice may also be published on the body's website where practicable. You can also inspect the agenda and any background papers at least 5 clear days before the meeting.

Where an item is added to the agenda within 5 days before the meeting is scheduled to take place, a revised agenda and background papers must be published as soon as the item is added to the agenda.

An item that is not on the agenda can only be considered in special circumstances if the chairman is of the opinion that the item should be considered at the meeting as a matter of urgency. Any such special circumstances should be specified in the minutes.

How can I obtain a copy of the agenda and other relevant papers for a public meeting?

If you are representing a newspaper, your council or local government body must provide you with a copy of the agenda and any background upon payment of postage and/or copying charge. Councils and local government bodies are encouraged to provide a similar service to other members of the public upon request and payment of postage and/or copying charge.

In some circumstances, the whole or part of a report may not be available for public inspection if it contains either confidential or exempt information. In this case, the report should bear the phrase 'not for publication' and state that it contains confidential information or set out the description of the exempt information.

There are also additional legal rights to access information, outlined in Part 5 of this Guide.

Can a meeting be held in private?

The rules require a meeting of a council or local government body to be closed to the public in two circumstances:

- If the presence of the public is likely to result in the council or local government body breaching a legal obligation to third parties about the keeping of confidential information; and
- if the council or local government body decides (by passing a resolution of its members) because exempt information would otherwise be likely to be disclosed. It is open to the council or local government body if it chooses to consider in public matters involving exempt information. There is no over-riding legal requirement compelling the body to discuss exempt information in a private meeting.

The rules do not prevent the chairman from excluding any member of the public in order to maintain orderly conduct or prevent genuine misbehaviour at a meeting.

What is confidential information?

Confidential information means:

- information provided to the council or local government body by a Government department on terms which forbid the disclosure of the information to the public; and
- information which is prohibited from being disclosed by any enactment or by a court order.

What is exempt information?

The descriptions of exempt information are set out in Schedule 12A to the Local Government Act 1972. The descriptions are listed at **Annex B** of this Guide.

Can I be asked to leave a public meeting?

Yes. As a member of the public you can be asked to leave a meeting so that the council or local government body, its committees or sub-committees can discuss matters in private, but only in the limited circumstances that are already explained. The rules do not prevent the chairman from excluding any member of the public in order to maintain orderly conduct or prevent genuine disruption at a meeting.

How will I know about a private meeting of my council or local government body?

The rules do not require your council or local government body to notify the public if a meeting will be held in private. However, where part of a public meeting will be held in private, it should be explained when the public is notified of the meeting.

Can I attend a pre-briefing meeting with local authority officers?

No. The rules do not apply to political groups' meetings or to informal briefing meetings for councillors.

Recording of decisions of public meetings

If I am not at the meeting, how will I know of any decisions made?

The fact that you are unable to attend a public meeting of your council or local government body, its committees or sub-committees does not mean you cannot find out about the decisions made there. The national rules require the council or local government body to make the following documents available for inspection after a public meeting:

- a copy of the minutes;
- a summary of the proceedings, where applicable;
- a copy of the agenda;
- a copy of any report for the meeting as relates to any item during which the meeting was open to the public; and
- a copy of a list of the background papers for any report for the meeting.

You can then inspect the records and any reports considered at the meeting at your council or local government body's offices and on the council or local government body's website if it has one. All of these documents can be inspected for six years, apart from background papers which can be inspected for four years beginning from the date of the meeting.

Decisions by officers

Can an officer take decisions on matters that are the council or local government body's responsibility?

Yes, where the council or local government body's rules^{xvi} allow this.

How will I know about decisions made by officers?

The new national rules require the recording of certain decisions^{xvii} taken by officers acting under powers delegated to them by a council or local government body, its committees or sub-committees or a joint committee. The written record must be available for inspection at the council or local government body's offices and on the website if it has one^{xviii}, as soon as reasonably practicable, and should include:

- The decision taken and the date the decision was taken;
- the reason/s for the decision;
- any alternative options considered and rejected; and
- any other background documents.

Where a decision is taken under a specific express authorisation, the names of any member of the council or local government body who has declared a conflict of interest must be recorded.

The relevant council or local government body must retain and make the written record of their officers' decisions available for inspection for six years beginning from the date of the meeting. The background papers should also be available for inspection for four years beginning from the date of the meeting. These may be kept in electronic format.

Can I see all decisions made by my council or local government body's officers?

No. The requirement to record applies to all decisions taken by officers whilst acting under a specific express authorisation and to only three categories of decision taken whilst acting under a general authorisation. These categories cover decisions to "grant a permission or licence"; that "affect the rights of an individual" (i.e. to change an individual's legal rights)^{xix}; or to "award a contract or incur expenditure which, in either case, materially affects^{xx} that relevant local government body's financial position".

Officers take many administrative and operational decisions about how they go about their day to day work within the council's or local body's rules. These decisions will not need to be recorded.

You will not be able inspect some recorded decisions if the whole or part of the records contain confidential or exempt information.

Examples of decisions that should be recorded could include:

- Decisions about awarding contracts above specified individual or total values (the values will vary according to the relevant council or local government body);
- a decision to carry out major road works;
- determination of licencing applications, building control decisions and notices; and
- decisions to give listed building consents.

Where decisions are already required to be published by other legislation, they do not need to be recorded again provided the record published includes the date the decision was taken and the reasons for the decision.

Decisions that do not need to be recorded might include the following examples:

- Routine administrative and organisational decisions such as giving permission to a local society to use the authority's premises;
- decisions on operational matters such as day to day variations in services;
- decisions to give business relief to individual traders;
- decisions to review the benefit claims of an individual applicant; and
- decisions taken in response to requests under the Data Protection Act 1998 or the Freedom of Information Act 2000.

These are a few selected examples and not an exhaustive list. It is for the council or local government body to decide what information should be recorded on the basis of the national rules.

Can I ask for a copy of any records of decisions taken by an officer of my council or local government body?

Yes. You can ask for a copy of any documents relating to decisions taken by an officer acting under specific or general delegated powers once you have paid for the postage, copying or any other necessary charge for transmission which will be determined by your council or local government body.

There are also additional legal rights to access information, outlined in Part 5 of this Guide.

What happens if documents relating to decisions are not made public?

It is a criminal offence if, without reasonable excuse, a person with custody of a document^{xxi} (which is required by the national rules to be made available to the public),

refuses to supply the whole or part of the document, or intentionally obstructs any other person/s from disclosing such a document.

If a person is found guilty of such a criminal offence, he/she may be fined up to £200^{xxii}.

Part 4 Access to meetings and documents of parish and town councils

As a member of the public, you have the right to attend the annual parish and town meeting, as well as the meetings of parish and town councils^{xxiii}, and of the Council of the Isles of Scilly. This Part explains how the public can access meetings of these councils and records of certain decisions taken by those council's officers.

Attending meetings of parish councils and the Council of the Isles of Scilly

How will I know about a forthcoming meeting of a parish or town council or the Council of the Isles of Scilly which is open to the public?

Parish and town councils and the Council of the Isles of Scilly must give notice of their meeting at least 3 clear days before it takes place. Where a parish meeting^{xxiv} is called, at least 7 clear days' notice must be given.

Notice of the meeting specifying the business to be discussed must be placed in a central conspicuous place within the parish or area at least 3 clear days before the meeting. These councils are also encouraged to place copies of the agenda, meeting papers and notice of meetings at offices and on their website, if they have these facilities.

Can a parish or town council or the Council of the Isles of Scilly choose to meet in private?

All meetings of these councils must be open to the public, except in limited defined circumstances. These councils can only decide, by resolution, to meet in private when discussing confidential business or for other special reasons where publicity would be prejudicial to the public interest.

What is confidential information and publicity prejudicial to the public interest?

Though not an exhaustive list, we expect this to cover matters such as discussing the conduct of employees, negotiations of contracts or terms of tender, or the early stages of a legal dispute.

Can I be asked to leave a public meeting?

Yes. As a member so the public you can be asked to leave a meeting so that the council can discuss matters in private, but only in the limited circumstances described above. The rules also do not prevent the chairman from excluding any member of the public in order to maintain orderly conduct or prevent genuine disruption at a meeting.

Recording of decisions of public meetings

If I am not at the meeting, how will I know of any decisions made?

The fact that you are unable to attend a public meeting of your parish and town council, its committees or sub-committees does not mean you cannot find out about the decisions made there. The national rules require the parish and town councils to make a copy of the minutes available for inspection after a public meeting.

You can inspect the minutes at your council's offices and on the council website if it has one.

Decisions by officers

Can an officer take decisions on matters that are the parish or town council's responsibility?

Yes, where the parish or town council's rules allow this.

Are there means of knowing about decisions made by individuals?

Yes. The rules require the recording of certain decisions^{xxv} taken by officers acting under powers delegated to them by a parish or town council, its committees or sub-committees or a joint committee. The written record should include:

- The decision taken and the date the decision was taken;
- the reason/s for the decision;
- any alternative options considered and rejected; and
- any other background documents.

You can see these records of decisions made by officers along with any other background papers because they have to be available for inspection at the council's offices and on its website as soon as is reasonably practicable after the decisions are made^{xxvi}.

The relevant parish or town council must retain and make the written record of their officers' decisions available for inspection for six years beginning from the date of the meeting. The background papers should also be available for inspection for four years beginning from the date of the meeting. These may be kept in electronic format.

Can I see all decisions made by my parish or town council's officers?

No. The requirement to record applies to all decisions taken by officers whilst acting under a specific express authorisation, and only to three categories of decision taken whilst acting under a general authorisation. These categories cover decisions to “grant a permission or licence”; that “affect the rights of an individual” (i.e. to change an individual's legal rights)^{xxvii}; or to “award a contract or incur expenditure which, in either case, materially affects^{xxviii} that relevant local government body's financial position”.

Officers take many administrative and operational decisions on how they go about their day to day work within the council's rules. These decisions will not need to be recorded.

You will not be able inspect some recorded decisions if the whole or part of the records contain confidential information or any other information, which its publicity would be prejudicial to the public interest.

Examples of decisions that should be recorded could include:

- Decisions about awarding contracts above specified individual/total values (the values will vary according to the relevant parish or town council); and
- decision to renew a lease to an Allotment Association.

Where decisions are already required to be published by other legislation, they do not need to be recorded again provided the record published has the date the decision was taken and the reasons for the decision.

Decisions that do not need to be recorded might include the following examples:

- Routine administrative and organisational decisions such as the purchase of office supplies or repairs;
- a decision to sign an allotment tenancy agreement;
- decisions to allocate burial plots; and
- decisions to book rooms or sports grounds; and decisions to approve works undertaken by a contractor.

These are a few selected examples and not an exhaustive list. It is for the council to decide what information should be recorded on the basis of the national rules.

Can I ask for a copy of any records of decisions taken by an officer of my parish or town council?

Yes. You can ask for a copy of any documents relating to decisions taken by an officer acting under specific or general delegated powers once you have paid for the postage,

copying or any other necessary charge for transmission which will be determined by your parish or town council.

There are also additional legal rights to access information, outlined in Part 5 of this Guide.

What happens if documents relating to decisions are not made public?

It is a criminal offence if, without reasonable excuse, a person with custody of a document^{xxix} which is required by the national rules to be made available to the public, refuses to supply the whole or part of the document, or intentionally obstructs any other person/s from disclosing such a document.

If a person is found guilty of such a criminal offence, he/she may be fined up to £200^{xxx}.

Part 5 Your other rights of access to information

Are there other rights I can exercise?

The Local Government Transparency Code sets out the minimum datasets that your local authority should publish. These include spending transactions valued over £500, salaries of senior staff, organisational charts, contracts and the location of public land and assets. The Code applies to local authorities, including parish councils with annual income or expenditure (whichever is the higher) over £200,000^{xxxi}. Local authorities with annual income or expenditure of above £6.5m will soon be statutorily required to comply with Part 2 of the Code when the relevant regulations are in place. You can obtain further information on this from:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/308185/Local_Government_Transparency_Code_2014_Final.pdf

You can inspect a council's detailed financial accounts, ledgers and records under section 15 of the Audit Commission Act 1998. In addition, the Accounts and Audit (England) Regulations 2011^{xxxii} cover checking not just the accounts, but also "all books, deeds, contracts, bills, vouchers and receipts related to them". More information on this right is available at: <https://www.gov.uk/government/policies/making-local-councils-more-transparent-and-accountable-to-local-people/supporting-pages/peoples-rights-to-see-council-accounts>

Also, you have the right to request information held by your council by submitting a Freedom of Information Act request to your council (a similar regime exists in relation to environmental information under the Environmental Information Regulations 2004). Information on the Freedom of Information Act and data protection is available on the Information Commissioner's Office website at: <http://ico.org.uk/>

You have certain rights to re-use for your own purposes documents held by the council under the Re-use of Public Sector Information Regulations 2005. These Regulations provide that any request for re-use must be in writing, and where possible and appropriate the council must make the document concerned available for re-use by electronic means. More information is available at:

<http://www.legislation.gov.uk/ukxi/2005/1515/introduction/made>

Where can I find the legislation relating to access to local government bodies' and council's executive meetings and information?

The relevant legislation about access to local government body meetings and information is in Section 40 of the Local Audit and Accountability Act 2014. The relevant provisions are available at the following link:

<http://www.legislation.gov.uk/ukpga/2014/2/section/40>

The detailed provisions on how any person can report on the meetings of a local government body are in The Openness of Local Government Bodies Regulations 2014 which can be found at:

<http://www.legislation.gov.uk/id/uksi/2014/2095>

The legislation relating to access to information regarding decisions made by council executives, and their committees, sub-committees and joint committees is Part 1A of the Local Government Act 2000 – see sections 9G and 9GA. This part was inserted as a result of amendments made by the Localism Act 2011 and the relevant provisions are available at the following link:

<http://www.legislation.gov.uk/ukpga/2011/20/schedule/2/part/1>

The detailed provisions on the rights to attend meetings and obtain information of an executive are in the secondary legislation made under the 2000 Act, that is the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 which can be found at:

<http://www.legislation.gov.uk/uksi/2012/2089/contents/made>

The legislation relating to access to meetings and documents of a council and other local government bodies can be found in Part VA of the Local Government Act 1972, available at the following link:

<http://www.legislation.gov.uk/ukpga/1972/70/part/VA>

The legislation relating to access to meetings of a parish or town council can be found at section 1 the Public Bodies (Admission to Meetings) Act 1960, available at the following link:

<http://www.legislation.gov.uk/ukpga/Eliz2/8-9/67/section/1>

Annex A – Description of the local government bodies that are covered by the new rules

- (a) a district council,
- (b) a county council in England,
- (c) a London borough council,
- (d) the London Assembly (Greater London Authority),
- (e) the Common Council of the City of London in its capacity as a local authority or police authority,
- (f) the London Fire and Emergency Planning Authority,
- (g) Transport for London,
- (h) a joint authority established under Part 4 of the Local Government Act 1985,
- (i) an economic prosperity board,
- (j) a combined authority,
- (k) a fire and rescue authority in England constituted by a scheme under section 2 of the Fire and Rescue Services Act 2004 or a scheme to which section 4 of that Act applies,
- (l) a National Park Authority for a National Park in England,
- (m) the Broads Authority,
- (n) the Council of the Isles of Scilly,
- (o) a parish council, and
- (p) a parish meeting.

The new national rules also apply to the committees, sub-committees and joint committees of these local government bodies.

Annex B – Descriptions of Exempt Information

The exempt information set out at Schedule 12A to the Local Government Act 1972 Act is as follows:

1. Information relating to any individual.
2. Information which is likely to reveal the identity of an individual.
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6. Information which reveals that the authority proposes—
 - a. to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - b. to make an order or direction under any enactment.
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

The qualifications to the list of exempt information are as follows:

- A.** Information falling within number 3 above is not exempt information by virtue of that paragraph if it is required to be registered under--
- [the Companies Acts (as defined in section 2 of the Companies Act 2006)];
 - the Friendly Societies Act 1974;
 - the Friendly Societies Act 1992;
 - the *Industrial and Provident Societies Acts 1965* [Co-operative and Community Benefit Societies and Credit Unions Acts 1965] to 1978;
 - the Building Societies Act 1986; or
 - [(f) the Charities Act 2011.
- B.** Information is not exempt information if it relates to proposed development for which the local planning authority may grant itself planning permission pursuant to regulation 3 of the Town and Country Planning General Regulations 1992.

C. Information which—

falls within any of numbers 1 to 7 above; and
is not prevented from being exempt by virtue of number A or B above,

is exempt information if, and so long as, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

-
- ⁱ The new national rules are in The Openness of Local Government Bodies Regulations 2014 (S.I. 2014/...) and The Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations 2012 (S.I. 2012/2089).
- ⁱⁱ A parish or town council may also be called a city, community, neighbourhood or village council. Any reference to parish council in this Guide also refers to these bodies.
- ⁱⁱⁱ The Guide should not be taken as providing any definitive interpretation of the statutory requirements on councils, members, officers, or of public rights: those wishing to address such issues should seek their own legal advice.
- ^{iv} A council's cabinet is its main decision making body, consisting of an elected mayor or leader and a number of councillors.
- ^v Part 2 of the Openness of Local Government Bodies Regulations 2014 (S.I. 2014/...)
- ^{vi} "Private meeting" is a meeting or part of a meeting during which the public are excluded for limited and certain circumstances described in the Local Government Act 1972 and the Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations 2012
- ^{vii} Regulation 4 of The Openness of Local Government Bodies Regulations 2014
- ^{viii} http://www.cps.gov.uk/legal/a_to_c/communications_sent_via_social_media/
- ^{ix} Any area designated for the public should be appropriate for filming, audio-recording and photographing.
- ^x Each council has its own rules for doing business - its constitution and standing orders- which must be in line with any national rules.
- ^{xi} [An "executive decision" means a decision made or to be made by a decision maker in connection with the discharge of a function which is the responsibility of the executive of a local authority.](#)
- ^{xii} ["key decision" means an executive decision which, is likely—
to result in the relevant local authority incurring expenditure which is, or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates; or
to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the relevant local authority.](#)
- ^{xiii} All references to 'a council executive' should be construed to include the executive's committees and sub-committees, joint committees, and joint sub-committees.
- ^{xiv} A document can be the written record of executive decisions made by an executive member or officer or any other background papers.
- ^{xv} This fine could change to reflect any future changes in legislation and/or national policy.
- ^{xvi} Each council or local government has its own rules for doing business - its constitution and standing orders- which must be in line with any national rules.
- ^{xvii} Regulation 7(2) of the 2014 regulations.
- ^{xviii} If a local government body does not have offices or a website, other appropriate means should be used to allow you to access these documents, such as publishing the information on a website of another local authority body in the area.
- ^{xix} These decisions do not include decisions taken pursuant to an existing framework of rights.
- ^{xx} As the financial position of bodies affected by these rules varies, what constitutes the material threshold is a judgement that should be made by individual bodies.
- ^{xxi} A document can be the written record of decisions made by an officer, or any background papers.
- ^{xxii} This fine could change to reflect any future changes in legislation and/or national policy.
- ^{xxiii} A parish or town council may also be called a city, community, neighbourhood or village council. Any reference to parish council in this Guide also refers to these bodies.
- ^{xxiv} A parish meeting is a meeting for all of the local government electors of the parish. This can be in the case of an annual meeting in an area where there is a separate parish council, or any meeting of local government electors where there is no separate parish council.
- ^{xxv} Regulation 7(2) of the 2014 regulations.
- ^{xxvi} If a parish or town council does not have offices or a website, other appropriate means should be used to make the papers accessible to the public, such as publishing the information on the website of the local principal authority.
- ^{xxvii} These decisions do not include decisions taken pursuant to an existing framework of rights.
- ^{xxviii} As the financial position of bodies affected by these rules varies, what constitutes the 'material threshold' is a judgement that would be made by individual bodies.
- ^{xxix} A document can be the written record of decisions made by an officer, or any background papers.
- ^{xxx} This fine could change to reflect any future changes in legislation and/or national policy.

^{xxxi} The government has recently consulted on a new transparency code for certain authorities with a turnover not exceeding £25,000 pa, which will act as a substitute for routine external audit. The draft code is available at: <https://www.gov.uk/government/consultations/draft-transparency-code-for-parish-councils>

^{xxxii} Under the new Audit framework, this right is restated in Section 26 of the Local Audit and Accountability Act 2014. The Government will be consulting shortly on draft regulations in relation to the new arrangements. Some changes are proposed to the framework for exercising public rights, but broadly the aim is to simplify and clarify arrangements. The intention is for the regulations to be in place for the accounting period 2015-16.

GENERAL TERMS AND CONDITIONS FOR HIRE OF CIVIC HALL STANLEY.

1. Civic Hall Stanley will have absolute discretion to refuse an application to hire the centre.
2. The Hirer shall not assign the right to use the Theatre or affect any form of sub-letting whatsoever.
3. These conditions of hire shall appertain to all facilities within the building of the Theatre, the external car parks and grounds adjoining the building and to any equipment or facilities that are "hired" for use on or off the premises.
4. Bookings can only be accepted when made on the Theatre booking form, with signed acceptance of the conditions, accompanied by a deposit. **No booking is confirmed until deposit is received. Deposit should be a £50 non returnable payment.**
5. The room hired will be provided with no layout unless specified otherwise on the booking form. All sundry items such as table linen etc will be charged accordingly.
6. Resources, catering and staffing should be arranged in advance and should be booked at the same time and on the same time as the room hire. All costs will be outlined to customer at the time of booking.
7. Periods of hire as specified on current booking form. Additional usage outside of these hours will be charged at the current rate. Details upon request.
8. Equipment and special facilities must be arranged in advance and should be booked at the same time and on the same form as the room hire. Any external hires by customer must be declared at time of booking.
9. Extensions to hiring hours may be arranged but only by prior request and will be subject to overtime charges where appropriate. Theatre hire is 5 hours only, and any further time will be charged at £50 per hour if time goes over the 5 hours.
10. PAYMENT – Single Occasion Hirer: Deposit at the time of booking. The remainder of payment should be made 21 days prior event. Corporate - Invoice payable within 30 days of invoice date - only available with the consent from the Manager at Civic Hall. For deposit see 4.
11. Cheques should be made payable to Stanley Town Council.
12. The fee payable shall be calculated at the rate in force on the date on which the function is to take place and any increased fee which shall be payable must be paid no less than 7 days prior to the function. The Civic Hall reserves the right to amend fees at any time without notice.
13. The fee does not include any fee payable for extension permitting the sale of intoxicating liquor outside the general licensing hours and the fee for any such extension is payable by the hirer.
14. A person using the Theatre shall pay the Civic Hall on demand the cost of repairing or making good any damage (fair wear and tear accepted) resulting from the use by that person of the Theatre or any of the equipment and/or facilities, such cost to be determined by the Civic Hall Manager, absolute discretion and whose decision shall be final and binding.
15. Stanley Civic Hall does not take responsibility or liability for any damage to or loss of property or articles or things whatsoever placed or left in or around the Theatre or function rooms or any part thereof by any person using the Theatre whether or not such property is left in any lockers, storerooms or cupboards provided or with any officer or servant of the Civic Hall.
16. No food or drink shall be brought into the Theatre without the prior approval of the Manager. Food and drink shall only be consumed in the areas designated for the consumption thereof and shall not be taken from such designated areas into any other part of the Theatre without the prior approval of the Manager. Should it be agreed by the Manager, if under any circumstance that anyone should have food poisoning, the customer will have no claim against the Civic Hall. The customer should not disclose to any other establishment or local or national press that the Civic Hall was involved in any such situation.
17. CANCELLATION: If the hiring is cancelled or postponed a) More than 12 months before the date of commencement of the hiring the amount deposit shall be returned without prejudice to any claims The Civic Hall may have been against the hirer for expenditure incurred as a result of the hiring agreement b) Within 6 months of the date of commencement for the hiring the deposit shall be forfeited, and c) Within 90 days of the commencement of the hiring the full amount of the hire charge shall be demanded and will be forfeited unless The Civic Hall otherwise decide.

18. Persons entering the Theatre or any part thereof do so at their own risk .The Civic Hall and its officers and servants shall not be liable for the death of any person or for any consequential loss other than any such injury, death or loss resulting for the negligence of the Civic Hall or its officers or servants, provided nevertheless that the lack of inadequacy or supervision of the use of any equipments or facility shall not be deemed to constitute negligence unless such supervision has been expressly arranged with the Theatre and the Manager.
19. The Civic Hall shall have exclusive right to supply food or drink including alcoholic drinks at any function being held in the Theatre, unless agreed in writing with the Civic Hall Manager.
20. All children under the age of twelve years shall enter the Theatre accompanied by a responsible adult.
21. No person shall bring any animal, other than assistance dog, into the Theatre without the prior permission of the Civic Hall Manager.
22. No person shall make any unnecessary noise and in particular shall not to the annoyance of any other person using the Theatre play any musical instrument, radio or any machine for the reproduction of sound and/or vision or sing in the Theatre provided nevertheless that this condition shall not be deemed to prohibit the playing of a musical instrument, radio or any other machine for the reproduction of sound and/or vision, or singing at any function held in the Theatre by or in pursuance of an agreement with Stanley Civic Hall
23. Persons entering the Theatre shall not unless expressly authorised by the Manager in writing:
a) sell or supply to other users any goods of any description, b) put any notices or decorations (external or internal) c) take photographs at the Theatre, or arrange for any filming or television of any performance they would be in. d) play gramophone records, radios or perform any work which will infringe any copyright (it will be a condition of any approval that any necessary licence or authorisation has been obtained and produced in advance to the Civic Hal Manager e)advertise or publicly announce any event to take place in the Theatre; f) fly posting- this is illegal and if it occurs in connection with an event being held at the Theatre, cancellation of that event may result.
24. Any persons using the Theatre shall indemnify the Civic Hall against all claims, demands, actions and proceedings in respect of any infringement of copyright or any unauthorised performance or use of recording apparatus or otherwise at the Theatre by themselves or their agents.
25. The Civic Hall Stanley reserves the right to decide on opening and closing times of the Theatre and of each facility provided at the Theatre. The Civic Hall may withdraw any facility and to that end, cancel bookings at any time without notice. All moneys paid in respect of the booking cancelled in accordance with this condition will be refunded, but the Civic Hall will not be liable for any other expenditure incurred or loss sustained directly or indirectly by any person as a result of the cancellation.
26. The right to enter the Theatre and the right to use any of the facilities at the Theatre are not transferable.
27. In event of any breach of the above conditions by any persons within the Theatre, he or she may be required to leave the Theatre and forfeit the charge paid by him/her but without any prejudice to any claim, which the Civic Hall may have against him/her.
28. Any complaints arising out of the hiring of the Theatre must be made in writing to the Civic Hall Manager within 24 hours of the occasion for such complaint.
29. Race Relation Act 1976- Section 71 imposes a duty on the Civic Hall “to make appropriate arrangements (b)to promote equality of opportunity and good relations between persons of different racial groups and the Civic Hall will not accept any bookings from organisations whose policy is in anyway prejudicial to that provision and reserves the right to cancel any booking made by or on behalf of any such organisation”
30. Stanley Civic Hall reserves the right to vary the above conditions at any time without notice.
31. The Civic Hall has the right to sell their own merchandise at any show without notice and without permission from the hirer (customer).
32. No technical support can be brought into the Civic Hall unless an approved supplier agreed with the Management. If not on our supplier list the customer should provide certificates for qualification on technical support.

Customer Signature _____ **Date** _____

The Alun Armstrong Theatre

Theatre hire booking form

please read our conditions of hire before completing the form

Today's date / /2016

Customer Details	Address: _____
Full name: _____	_____
Organisation: _____	_____
Email: _____	_____
Mobile Number: _____	
Work Number: _____	Postcode: _____
Home Number: _____	
please tick preferred contact number*	

If you are booking on behalf of an organisation (Please Circle)
Does it have Public Liability Insurance? Yes / No

We require a copy of the insurance document

Name of Production: _____

Ticket prices: Adults: _____ Concessions: _____ Family ticket: _____

Other (please specify): _____

Date/s Required times:

	Date/s	Matinee Time	Evening Time
Mon			
Tue			
Wed			
Thurs			
Fri			
Sat			
Sunday			

Extra Rooms:

Theatre

Durham Room

Lumley Room

Alnwick Room

Bamburgh Suite

Theatre Layout:

Theatre Tiered

Half Cabaret + 7 Rows

In the Round

Cabaret

Dance

Other Hire:

Piano Star Cloth Projector and Screen

Table Cloths Extra Staging Microphones

We would appreciate nearer the time to let us know approx finishing time.

The Alun Armstrong Theatre

Technical Hire:

At the Theatre, we understand some groups will want to use their own technical support. If that is the case, you must provide certificates to show they are qualified and all equipment they use must be PAT tested. We will also require their public liability insurance certificate. We do provide our own tech service for all shows which is invoiced with the theatre hire.

Civic Hall Technician £25 per hour

Own Technical Team

If you have ticked Own technical Team please complete below:

Company: _____

Office use only

Certificates:

PAT Tested Equipment:

Public Liability:

Days of Event:

Bar: YES / NO Bar open after Performance: YES / NO

Teas and Coffee: YES / NO

Catering: YES / NO

NOTES:

Conditions of hire

I have read and agree to abide by the conditions of hire

SIGNED BY CUSTOMER

DATED: / / 2016

SIGNED BY CIVIC HALL STANLEY

A copy of this form will be sent to you, countersigned by the events team, as a confirmation of your booking.

Please note that if you are charged an hourly rate you will be charged actual time you have occupied the room to the nearest half an hour.

Please check all the details carefully and contact the Manager 01207299110 if you have any questions or queries.

All cheques made payable to Stanley Town Council

Please ensure you have signed the form and sent it to:

**Events Team
Civic Hall Stanley
Front Street
Stanley
Co Durham
DH9 0NA
01207 299 110**

Booking are held for 14 days only. Until £50 deposit per hire is paid along with this booking form.

Deposit Paid: YES [] NO []

Date Paid: