

MINUTES of the ORDINARY MEETING OF STANLEY TOWN COUNCIL

Held at Stanley Civic Hall, Front Street, Stanley on Tuesday 24th January 2017 at 6.30pm

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

*Chairman

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

ABSENT: Cllr C McKee

IN ATTENDANCE: 4 members of the public

273 APOLOGIES FOR ABSENCE

Apologies received from Cllrs J Charlton, A Clegg, T Davinson, L Elliott, D Marshall, L Marshall, D McMahon and C Thompson were accepted by Council.

274 DECLARATIONS OF INTEREST

None.

275 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 noted that no one was recording the meeting.

276 PUBLIC PARTICIPATION

John Caulfield stated that he wished to discuss the behaviour of a Councillor at the December meeting, however that Councillor was not in attendance. He asked if he passed the questions to the Town Clerk if they could be forwarded to the Councillor.

The Town Clerk advised that conduct in meetings is controlled by the Chairman and Standing Orders and beyond that if any member of the public had a complaint about a Member's conduct they could make a referral to the Monitoring Officer at Durham County Council. The conduct of members was not a matter over which he had control.

John Caulfield also informed Members that the Road Safety Team will be at Tanfield on Thursday morning.

277 **CONFIRMATION OF COUNCIL MINUTES**

It was proposed by Cllr R Harrison, seconded by Cllr C Bell and **RESOLVED** that the Council **APPROVE** the Full Council minutes of 20th December 2016 as a correct record.

278 **MINUTES OF COMMITTEE MEETINGS**

It was **RESOLVED** that the minutes of the Communications & Events Committee held on 10th January 2017 and the minutes of the Crime & Community Safety Committee held on 11th January 2017 be **RECEIVED** by Council.

279 **CORRESPONDENCE FOR REVIEW/ DECISION**

(i) External Audit Fees

Members **NOTED** the external auditors' fees from 2017/18 - 2021/22.

(ii) Brass Band Competition - Request for Funding

Following the decision in respect of item 11, Grants Policy (*Minute #283*), the applicant will be advised how to apply for grant support under the new scheme.

280 **RECOMMENDATIONS OF COMMITTEE MEETINGS**

Communications & Events

Chairmans Awards - It was proposed by Cllr R Harrison, seconded by Cllr C Bell and **RESOLVED** that Council approve the recommendation that the Chairman's awards is to be 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.

Crime & Community Safety

Detached Youth & Environmental Services - It was proposed by Cllr D Mills, seconded by Cllr R Harrison and **RESOLVED** that Council approve the recommendation that any procurement process required after the Committee has developed a specification for these initiatives should be overseen by the Finance Committee.

281 **ACCOUNTS FOR PAYMENT & BANK RECONCILIATION**

Council **APPROVED** the payment of accounts for December 2016 and **NOTED** the Bank Reconciliation.

282 **BUDGET & PRECEPT**

It was proposed by Cllr R Harrison, seconded by Cllr C Bell and **RESOLVED** that Council **APPROVE** the adoption of a standstill budget and **AUTHORISE** the Chairman to sign the precept demand of **£674, 837** on behalf of the Council.

283 **GRANTS POLICY**

Council **CONSIDERED** the draft Full Council Grants policy and requested that the Town Clerk insert a paragraph under 'publicity' stating that applicants should provide photos for the Council to use to publicise the grant they have received.

It was **RESOLVED** that the policy be **APPROVED** and adopted subject to this change.

284 **CIVIC HALL - REVIEW OF FEES, CHARGES, TERMS & CONDITIONS**

Members discussed the updated Fees and Charges, Terms and Conditions and the revised booking form. It was **RESOLVED** that the revised rates and forms be **APPROVED** and implemented.

285 **MEMBER MOTIONS**

(i) Motion from Cllr J Nicholson

Councillor Nicholson requested that:

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

This motion was seconded by Cllr C Bell, it was **RESOLVED** that:

- (a) The Town Council will implement the proposal to film, record and broadcast Town Council Meetings; and
- (b) The Town Clerk be given **AUTHORITY** to incur expenditure to procure the required equipment to implement this decision as detailed in his report.

(ii) Motion from Cllr D Tully

“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.”

This motion was seconded by Cllr C Bell, it was **RESOLVED** that the Standing Orders be amended as requested.

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

Tuesday 21st February 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 7th February 2017 at 6.30pm

PRESENT: Cllr D Mills* Cllr M Wilkinson Cllr C Bell Cllr D Tully
 Cllr R Harrison Cllr D Walker 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)

287 APOLOGIES FOR ABSENCE

Apologies received from Cllrs D McMahon and R Ferris were accepted by the committee.

288 DECLARATIONS OF INTEREST

None.

289 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIRMAN OR TOWN CLERK

No one was recording the meeting.
The Town Clerk reminded everyone present to either switch their mobile phones off or set them to silent.

290 PUBLIC PARTICIPATION

There were no members of the public present.
The Town Clerk advised that he had received some suggestions as to how the 'Year in Stanley' budget could be spent, to be discussed under item 6. (*Minute #292*)

291 CONFIRMATION OF MINUTES

Committee **APPROVED** the minutes of the meeting held on 10th January 2017.

292

WORKING GROUP UPDATES**(i) A Year in Stanley - 18th January**

The Town Clerk advised the Committee that Cllr Mills and himself had met with Simon Green who had advised he would be unable to undertake the project due to personal commitments. The Clerk advised that he had received some enquiries concerning the £6250 budget and what it could be spent on.

Cllr M Wilkinson advised that she had been contacted by Fools Gold who would like to do a show about the history of Stanley and produce a booklet and CDs. Members requested that Fools Gold put in a bid / proposal for the funding they require to Committee to consider at the next meeting.

The Town Clerk also received a telephone call from a resident who was interested in doing a film project along similar lines to A Year in Stanley. The Town Clerk has asked him to pull together proposal.

The Town Clerk advised the Committee that they could choose to do nothing with the £6250 budget, or they could earmark it for other heritage projects.

The Clerk proposed that Members could set aside £300 from this budget to establish a specific budget for the West Stanley Pit Memorial in February 2018 to pay for the wreath and Craghead Colliery Band. Presently these costs are met from MIF/ Chairman's Fund.

Committee **RECOMMENDED** that:

- (a) £300 be put to one side for West Stanley Memorial next year, and
- (b) The remaining £5950 be held as a budget for heritage projects.

(ii) Blue Plaques - 24th January

The working group advised that it felt the current scheme is fit for purpose but it would encourage both Members of Council and the public to submit more nominations for consideration. The Town Clerk advised that there are still two further plaques to be delivered that have already been agreed (to commemorate the Horsley brothers and Michael Heaviside). Members agreed that the current plaques are high quality.

Committee **RESOLVED** no changes were required to the current policy.

(iii) Music Festival - 24th January

This meeting was deferred and will be rearranged to report back to Committee at the next meeting.

(iv) Community Newsletter - 25th January

The Town Clerk advised that the next issue would be distributed before purdah. Members **RESOLVED** to **APPROVE** the following recommendations from the Working Group:

- (a) Turn the old postcard feature into a “then and now” with a contemporary picture at the same location
- (b) Invite memories of Stanley from residents and have a regular column - Mary Wilkinson to provide copy for the first one from her ‘ramblings’.
- (c) Run the photo competition again but this time ask for smart phone pictures which show something different to traditional landscapes.
- (d) Distribution: Continue with royal mail as the group had doubts about the reliability and ability to hit every address of other private sector distributors. The Clerk will make enquiries with other providers.

(v) Play in the Park - 25th January

- (a) Committee **RESOLVED** to approve the following programme for Play in the Park in 2017:

Date	Park
Wednesday 26th July 2017	Annfield Plain
Wednesday 2nd August 2017	View Lane
Saturday 5th August 2017	Oakies
Wednesday 9th August 2017	South Moor Memorial Park
Wednesday 16th August 2017	Oakies
Saturday 26th August 2017	Annfield Plain
Wednesday 30th August 2017	Craghead Millennium Green

- (b) Committee **RECOMMENDED** that STC should aim to unveil the Heaviside Heritage Plaque on 12th July to coincide with the planned Heaviside Walk and that some sort of Play in the Park / event should be held. The Town Clerk to bring more details back to the Committee for consideration and he should approach DCC to see if funding is available towards the event. Committee agreed that

Bloemfontein school was a suitable location for the plaque, the Town Clerk should progress this.

(vi) Moria Con - 26th January

The Town Clerk advised that the Civic Hall will not be used this year, and that the Louisa Centre has already been booked. The Event will be held on 29th July 2017. Committee was provided with an estimated breakdown of costs for the event.

Committee **RECOMMENDED** that:

- (a) Promotion of the event should start as soon as possible;
- (b) Moria-Con should give consideration to becoming a constituted group which could operate independently of the Council;
- (c) More information should be provided at a future meeting as to what the exact programme for the event will be.

(vii) Armed Forces Day - 31st January

Cllr G Graham tabled an update from the working group for Committee to consider which detailed the activities confirmed for the event to date. Confirmation has been received from most of the armed services who will be in attendance, we still need confirmation from the Air Cadets. The Sea Cadets are definitely coming this year. The event will be held on Sunday 25th June 11.00am - 3.30pm.

The currently confirmed activities are:

- **205 Battery 101 Regiment Royal Artillery** Rocket Launcher, Rifle Range, Field Kitchen, Climbing Wall, Medical Team
- **Army Cadet Force** Mini Assault Course, Initiative Course, Camo Cream painting, Mini Climbing Wall, Army Caravan
- **Sea Cadets** Awaiting Activity
- **Air Cadets** TBC
- **251 Squadron** Army Activity Stand
- **Craghead Colliery Band** 2hrs of performance on the stage
- **Royal Marines** TBC
- **PACT House** Catering and activities
- **Medics UK** Stanley Town Council First Aid Provision
- Stage & PA System
- Fair Ground Rides & Mini Train
- Ice Cream Van
- Mobile Music & Candy Floss Van
- **Flags & Bunting** Bunting to line the front street, 2000 Armed Forces Day Flags

Cllr Graham has explored accessing the funding available from the MOD but getting a suitable response is proving difficult at this time. However, STC can apply for funding for insurance, medics, toilets etc. The Community Development Manager is

co-ordinating the application with Cllr Graham. Cllr Graham also suggests keeping prices down for the public.

Committee **RESOLVED** that the event should go ahead as outlined in the update and the Working Group and the Community Development Manager should proceed.

293

WAYFINDING SIGNAGE ON THE SUSTRANS ROUTE

The Town Clerk informed Members that the wayfinding signage purchased for the Sustrans route had been located in the Civic Hall.

Committee **RECOMMENDED** that the Town Clerk should liaise with Sustrans and Adrian Cattle-Jones from the original project group to progress this matter.

294

DATE, TIME AND VENUE OF NEXT MEETING

Tuesday 4th April 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 8th February 2017 at 6.30pm

PRESENT: Cllr C Bell* Cllr C Thompson Cllr R Ferris Cllr J Charlton
 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)

IN ATTENDANCE: John Caulfield, Fred Bowerbank, Ruth Blakey, Geoff Dawson,
 PS Dave Clarke, John Ullathorne

295 APOLOGIES FOR ABSENCE

Apologies received from Cllrs Wilkinson, Elliott and Harrison were accepted by Committee.

296 DECLARATIONS OF INTEREST

Cllr D McMahon declared a pecuniary in item 6(i) (*Minute #300(i)*) interest as a Director of Stars YC and a non-pecuniary interest as a trustee of PACT House. Cllr J Charlton declared a non-pecuniary interest as a member of Durham County Council.

297 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIRMAN OR TOWN CLERK

The Clerk noted that no one was recording the meeting.
The Clerk requested that mobile phones be switched to silent or turned off.

298 PUBLIC PARTICIPATION

There were no questions from the members of the public present.

The Town Clerk advised the Committee that he had received a Facebook message from a Taxi driver who wished to complain about the abuse he receives when he asks the public not to park on the Taxi rank outside of Asda.

Councillor Charlton advised the Committee that she had received an email regarding an application for a licence to hold a fun fair on Oakies Park for 3 days from 18th - 21st May. Councillor Charlton said that she was not happy that the residents that live near the park should be subject to a 3 day fun fair which causes disruption and noise. The Committee requested that the Town Clerk ask DCC to

inform STC when there are applications for licences for large events like this so that STC can comment.

299 CONFIRMATION OF MINUTES

It was **RESOLVED** that the minutes of the Crime and Community Safety Meeting held on 11th January 2017 be approved as a correct record and signed by the Chair.

300 WORKING GROUP UPDATES

(i) Detached Youth Project - 24th January

It was proposed by Cllr J Nicholson, seconded by Cllr B Nixon and **RESOLVED** that the Committee **RECOMMEND** that:

- (a) The proposal put forward by Stars YC be accepted; and
- (b) Due to separate additional funding being provided for detached youth services in Craghead by the local County Councillors, the services being funded by the Town Council should be focused on the rest of the Parish.

(ii) Blooming Good Fun - 30th January

Members **RESOLVED** that the following proposals from the Working Group be accepted:

- (a) The format of the competition to remain the same as last year.
- (b) The prize money will be reduced, as will the number of trophies, to reflect the reduction in the budget.
- (c) The banners from last year can be reused to promote the event as can Stanley Life.
- (d) The end of July has been earmarked for judging the gardens.
- (e) The issue of who the Judges will be may need to be confirmed after the May elections, as some standing members of Council who would wish to be Judges may not be members of Council in July. There is no issue with nominating members of the public to be Judges, however this would need to be agreed by the new Council after May.
- (f) The Community Development Manager will explore sponsorship opportunities which may offset some of the reduction in the project budget for 2017.

(iii) Road Safety - 1st February

Members **RESOLVED** that the following proposals from the Working Group be accepted:

- (a) The project will identify sites for three sided signs that will be attached to lamp columns in areas of Stanley where speeding has been identified as an issue. The two road facing sides to provide 'Check Your Speed' messages and the side facing the footway will provide dog fouling or litter messages.

- (b) Improved protective clothing (particularly winter clothing) for Speedwatch volunteers.
- (c) Funding to put long term volunteers of the initiative through a qualification course 'foundation for Road Safety' which will help to improve the credibility and effectiveness of the initiative.
- (d) Transport costs to move Mini Police around from various schools to take part in road safety initiatives.

(iv) Environmental Services - 2nd February

The Community Development Manager tabled a report at the meeting. It was **RESOLVED** that as only two members of the Working Group were present at the meeting, a further working group meeting should be arranged in the evening to allow members to develop a detailed specification of what they want the Environmental Services project to deliver. Once this specification has been agreed by Committee and Council, bids to provide the service can be sought.

301 UPDATES FROM PARTNERS

CURSI - Road Safety Initiative

John Ullathorne informed the Committee that following the results provided by the speedwatch in Tanfield Lea, laser detection devices will be going in to allow speeds to be monitored. John also thanked the Council for providing funding to allow him to attend the National Road Safety Conference and provided some feed back to members about national road safety statistics and new initiatives being trialled around the country to improve road safety.

302 DATE, TIME AND VENUE OF NEXT MEETING

Wednesday 5th April 2017, 6:30pm at Stanley Civic Hall.



Stanley Town Council
Stanley Civic Hall
Front Street
Stanley
DH9 0NA

RECEIVED

02 FEB 2017

Dear Sir/Madam

I am writing to let you know that HSBC has announced the planned closure of 62 of its UK branches. As part of this we have taken the difficult decision to close the HSBC branch in Consett, which is located within your area, on Friday 16 June 2017.

The move to close the branches announced today is in response to a significant change in customer behaviour in personal banking. Over the past five years, the number of customers using HSBC branches has fallen by almost 40%. 93% of customers' contact with the bank is now completed via the telephone, internet or smartphone, and 97% of cash withdrawals are made via an ATM.

We have chosen to announce all our remaining planned closures for 2017 in order to be fully transparent to our staff, customers and the communities we serve. The decision to close branches will ensure a more sustainable branch network for the future as we continue to invest in our digital platforms and our people.

We have no intention to close any further branches in 2017 and this marks the end of our branch restructuring programme.

We have informed our colleagues at the branch and, wherever possible, we will work with them to find them alternative opportunities with us. Posters will be displayed in the branch giving details of the closure, and we will be writing to each of our customers of Consett branch on Monday 20 March 2017 providing them with more information about the closure and the alternative banking services available to them.

Following the closure, we will automatically transfer the administration of our customers' accounts to our Durham branch which is around 13 miles away. In addition, there are other HSBC branches at Newcastle-Upon-Tyne and Hexham and all HSBC and first direct personal current account customers can now access their bank account at Post Office branches for cash withdrawals, cash deposits, cheque deposits and balance enquiries. We have also reached an agreement with the Post Office to enable business customers with a debit card to pay in and withdraw cash and check their balance, additionally they can deposit cheques using credit slip and HSBC envelope.

Continued overleaf...



The nearest Post Office is located at 131 Durham Road, Blackhill, Consett, County Durham DH8 8RP which is located 1 mile away.

Our main priority is ensuring that we are aware of any difficulties faced by our customers. With this in mind, our branch staff are available to talk through the many alternative ways of banking and will take steps to proactively contact customers who may have problems accessing alternative banking facilities. In these cases we can offer one-to-one appointments providing advice and practical solutions, including training on telephone and internet banking where appropriate. If any cases of difficulty are raised with you, I would be grateful if you could bring them to my attention so that we can do our utmost to arrange for appropriate assistance.

I hope that this helps to explain this decision and sets out how HSBC will provide assistance to our customers affected by the closure. If you would like to discuss any of the points raised above, please do not hesitate to contact me on 07717 483608 or by email on karynrobson@hsbc.com. If you would prefer to discuss these issues during a meeting, I would be more than happy to do so.

Yours sincerely

A handwritten signature in black ink, appearing to read "Karyn Robson", written in a cursive style.

Karyn Robson

Area Director Retail Banking and Wealth Management

HSBC Bank plc

North Region, HSBC House, 5th Floor, 1 Bond Court, Leeds LS1 2JZ

Registered in England number 14259, Registered Office: 8 Canada Square, London E14 5HQ.

Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

Contact: Paula Johnson
Direct Tel: 03000 267259
Fax:
e-mail: paula.johnson@durham.gov.uk
Your ref:
Our ref:



3rd February 2017

The Town Clerk
Stanley Town Council
Stanley Civic Centre
Front Street
Stanley
Durham
DH9 0NA

Dear Sirs,

We would just like to extend a huge thank you to Stanley Town Council for the generous donation of pantomime tickets in December.

They were greatly appreciated as well as enjoyed by the family many of whom as adults had never seen a pantomime and were as excited as the children were. Great support from Stanley town council and very appreciated. They have certainly focussed on the wants and needs of Stanley people.

Yours faithfully,

Paula Johnson
Social Worker
Families First Stanley

RECEIVED
07 FEB 2017

Children's Care

Durham County Council, Families First Stanley, One Point Hub
Front Street, Stanley, County Durham, DH9 0TE

Website: www.durham.gov.uk
Rachael Shimmin, Director
Children and Adults Services

Detached Youth Work Grant Fund Proposal to Stanley Town Council

by Ruth Blakey

M:07788 892333 E:info@starsyc.org



Stars Youth & Community CIC

Stars Y & C are a community interest company formed to give local youth workers a vehicle to continue working with young people after the cessation of open access statutory provided youth work and clubs at the end by April 2017. There is a core of well trained and engaged youth workers who have decades of experience, a wealth of local knowledge and a clear understanding of the issues young people face. To lose these people, their skills and the benefit they bring to the local community was unthinkable and very likely irreplaceable. So Stars Y & C was formed to seek funding and to manage youth work delivery using the very people who have worked so hard to build engagement with young people in the Stanley area. Stars Y & C have an ongoing commitment to seeking funding to provide youth work and positive activities for young people.

Detached Youth Project

Detached Youth Work defined: In its purest form, detached youth work is a form of street-based youth work provision, which operates without the use of a centre and takes place where young people "are at" both geographically and developmentally.

Detached work is used as a method of delivering informal and social education and is concerned with addressing whatever needs are presented to or perceived by the youth worker.

Project Focus

While all youth projects thrive by addressing the needs of the young people who access the service there is also a core focus that runs alongside any expressed need:

- Tackling anti-social behaviour
- Sexual health/relationship advice and guidance
- Well-being, self-esteem and mental health awareness
- Healthy and active lifestyles
- Promoting positive activities and good citizenship
- Basic Life skills

Project Target Range

Young people aged 10-21 (or up to 25 if young people have additional needs or a disability)

Project Delivery

To provide 3 youth work sessions per week staffed by 2 DBS checked youth workers per session, sessions timed at 3.5 hours each with 3 hours working and 15 minutes each side of the session for workers briefing and session recording, over a period of a 48 weeks or the equivalent of 432 hours incorporating sessions used for offsite visits and structured activities. Planning, monitoring, evaluation and preparations sessions held quarterly.

Delivering detached youth work throughout the Stanley Town Council area weekly, being able to reach out to areas that often are overlooked for youth work provision, reactive to issues, changes in young people's habits and behaviour.

Whilst the primary focus of the project is detached youth work, if given the opportunity and there is benefit to the project and the young people involved, sessions may also take place in community venues, sports providers or any available and suitable covered space. This fall back can be advantageous during times of poor weather or activities that may be linked to planning, evaluation sessions or surveying young people's views on specific issues.

Direct Local Provision

Stars want to provide Stanley Town Council with a directed youth work programme with grassroots links to ward members, community groups/partnerships, police/warden, local businesses and service providers, utilising local knowledge and intelligence to meet and engage with young people. Being reactive to needs as they arise, having the flexibility to respond to unpredicted issues.

Monitoring

Stars Y and C will provide quarterly reports to Stanley Town Councils Crime and Community Safety Committee, detailing information on youth work sessions, case studies, contacts made with young people, evidence of activities and young people's development through engagement.

Partnership Working / Linking In

Stars Y and C would like to help make known the views of local young people to Stanley Town Council, to create a route young people feel comfortable in being able to contribute to how they see their community and what needs they would like addressed.

Stars Y and C link directly into the Stanley Area Action Partnership Suicide Prevention Information for Young People Project, will be willing to support the AAP youth worker training initiative by offering practical experience and work placements to students, strong links are in place with One Point Team around the Child and Family workers, Social Services, Adolescent Mental Health Services (CAMHS) as well as the local Police and Neighbourhood Wardens.

Budget

Item	Costs
Staffing including trips, planning and prep-work	£17,112
Activity Budget / Venue Hire	£5,000
Resources / Engagement Tools	£900
Insurance	£500
Promotion/printing	£400
Communication/Web/Media/Telephone	£300
Weekend residential activities and travel	£3,000
Admin/Payroll/Project Management	£2,700
Total	£29,912

Date: 07/02/2017

Stanley Town Council 2016-2017Correct

Page No: 82

Time: 11:04

Cash Book 1

User : SO

Current Bank A/c

For Month No : 10

Payments for Month 10					Nominal Ledger			
Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
19/07/2016	Miss K Thompson	102192	-250.00			4413 320	-250.00	Autobot ent- canc chq
15/11/2016	Clavering youth club	102469	-1,000.00			4500 400	-1,000.00	MIF 483- cancel chq 102469
01/01/2017	British Telecom Payments Centr	102441	99.64	99.64		500		Q011VR/British Telecom Payment
03/01/2017	Facebook	DD10 001	72.00			4075 500	72.00	December charges
03/01/2017	Facebook	DD10 002	83.12			4075 115	83.12	December charges
04/01/2017	Martin Anderson	102437	106.25	106.25		500		SANTA/1016/Martin Anderson
04/01/2017	Nathan Wilson	102438	201.60	201.60		500		Aladdin stage crew
04/01/2017	Olivia Howe	102439	25.20	25.20		500		Grotto Elf
04/01/2017	Sophie Putt	102440	37.80	37.80		500		Grotto Elf
04/01/2017	Vodafone Ltd	DD10 003	54.99		9.16	4101 110	45.83	mobile contract
05/01/2017	Ward Bros Plant Hire Ltd	DD10 004	440.00		73.33	4058 500	366.67	Skip hire re Civic clear out
05/01/2017	STC Petty cash top up	DD10 004	60.00			205	60.00	STC Petty cash top up
09/01/2017	Durham County council	DD10 005	774.00			4050 500	774.00	Civic Hall rates inst 10
09/01/2017	Adobe	DD10 006	14.29			4125 110	14.29	Adobe ID Creative
09/01/2017	Adobe	DD10 007	23.99			4106 500	23.99	Adobe systems soft
09/01/2017	Barclys bank	DD10 008	263.65			4999 110	263.65	charges 14/11-12/12
10/01/2017	Craghead Colliery Band	102442	530.00	530.00		500		Craghead Colliery Band -2 hour
10/01/2017	A Patel	102443	32.38	32.38		500		INSURANCE/1025//Patel
10/01/2017	Annfield Plain Community Centr	102444	500.00	500.00		500		MIF501/1027/Annfie Plain Com
10/01/2017	Amazon	DD10 009	3.59			4102 110	3.59	year planner
10/01/2017	Booker	DD10 010	18.49			4560 505	18.49	soup/bread
10/01/2017	Booker	DD10 011	160.18		8.33	4560 505	151.85	bacon etc
11/01/2017	Stamps direct	DD10 015	18.06		3.01	4625 505	15.05	loyalty card stamp
11/01/2017	Worldpay	DD10 014	38.00		6.33	1000 500	31.67	Aladdin refund-ticket mixup
11/01/2017	Civic Hall Petty Cash	DD10 016	300.00			200	300.00	petty cash top up
12/01/2017	Post Office Ltd	DD10 017	256.00			4076 500	256.00	Stamps -panto 2017
13/01/2017	Lanchester Dairies	DD10 019	17.72			4560 505	17.72	milk w/e 06/01
13/01/2017	British gas business	DD10 020	1,439.80		239.96	4052 500	1,199.84	December charges
13/01/2017	Booker	DD10 021	65.22		3.67	4560 505	61.55	baked beans,, cake mix
16/01/2017	Beckyonline13	DD10 022	37.85			4651 500	37.85	100 organza sashes
16/01/2017	beckyonline13	DD10 023	19.85			4651 500	19.85	100 organza sashes
16/01/2017	beckyonline13	DD10 024	37.85			4651 500	37.85	100 organza sashes
16/01/2017	beckyonline13	DD10 025	19.85			4651 500	19.85	100 organza sashes
16/01/2017	Grantham's art discount	DD10 026	492.90			4500 400	492.90	MIF493-chalk sprays

Continued on Page 83

Date: 07/02/2017

Stanley Town Council 2016-2017Correct

Page No: 83

Time: 11:04

Cash Book 1

User : SO

Current Bank A/c

For Month No : 10

Payments for Month 10					Nominal Ledger			
Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
16/01/2017	BT	DD10 027	26.88		4.48	4100 110	22.40	01207 281376 dec 16
16/01/2017	021katie	DD10 028	80.00			4651 500	80.00	wedding centrepieces
16/01/2017	Microsoft	DD10 029	35.00			4125 110	35.00	online services- 5 mach Jan 17
16/01/2017	ITC	DD10 030	395.64		65.94	4123 500	75.90	December IT services
						4123 110	253.80	December IT services
17/01/2017	Timeless Theatre Academy	102445	1,080.00	1,080.00		500		Purchase Ledger
17/01/2017	Butterwick Trees CIC	102446	9,380.26	9,380.26		500		Enviro caretakers Dec 2016
17/01/2017	Hi-Lights	102447	2,119.92	2,119.92		500		general theatre hire
17/01/2017	Hoge 100 Business Systems Ltd	102448	550.46	550.46		500		Web sales charges Dec 2016
17/01/2017	JRB Enterprise Ltd	102449	1,116.70	1,116.70		500		126,000 scoop bags
17/01/2017	Main Brothers DIY	102450	343.11	343.11		500		drill bits etc
17/01/2017	Newsquest Media Group	102451	145.44	145.44		500		Looking back christmas qtr pag
17/01/2017	North of England Stocktakers	102452	138.00	138.00		500		stocktaking 12/12/16
17/01/2017	Pioneer Foods	102453	592.42	592.42		500		ice creams
17/01/2017	Printmeit.com Ltd	102454	36.00	36.00		500		civic hall poster
17/01/2017	Solar 1 Electrical Ltd	102455	132.00	132.00		500		remote dimmer switches
17/01/2017	The Green House	102456	105.00	105.00		500		table centre decoration
17/01/2017	Trade UK Account	102457	95.43	95.43		500		varnish etc
17/01/2017	Craghead Colliery Band	102458	1,338.00	1,338.00		500		Craghead coll band- MIF 497
17/01/2017	Craghead Community	102459	1,260.00	1,260.00		500		Craghead CA- MIF 496
17/01/2017	Craghead FC	102460	250.00	250.00		500		Craghead FC MIF 503
17/01/2017	South Stanley Partnership	102521	805.00	805.00		500		S Stanley p'ship MIF 502
18/01/2017	MIF 507	DD10 031	109.32			4500 400	109.32	MIF507
18/01/2017	petty cash top up	DD10 031	0.68			205	0.68	petty cash top up
19/01/2017	HMRC etc	DD10 032	9,099.82			4005 500	1,033.80	HMRC etc deductions
						4000 505	249.59	HMRC etc deductions
						4000 500	3,190.02	HMRC etc deductions
						4000 105	4,626.41	HMRC etc deductions
19/01/2017	worldpay	DD10 033	79.10		0.88	4998 500	78.22	December charges
19/01/2017	Worldpay	DD10 034	67.73		6.80	4998 500	60.93	December charges
19/01/2017	Worldpay	DD10 035	25.70		1.78	4998 500	23.92	December chrges
19/01/2017	Lanchester Dairies	DD10 036	35.44			4560 505	35.44	milk w/e 13/01
23/01/2017	Trinity Mirror Publishing Ltd	102522	192.00	192.00		500		Chronicle live 25/10/16

Date: 07/02/2017

Stanley Town Council 2016-2017Correct

Page No: 84

Time: 11:04

Cash Book 1

User : SO

Current Bank A/c

For Month No : 10

Payments for Month 10

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
23/01/2017	Clavering youth club	102523	980.00			4500 400	980.00	MIF 483- amended amt
24/01/2017	Pact House Stanley	102524	8,000.00	8,000.00		500		Community Radio 2016/17
24/01/2017	Miko Coffee	102525	71.85	71.85		500		9516028232/1056/M Coffee
25/01/2017	BOC	DD10 037	31.50		5.25	4603 510	26.25	December gas charges
26/01/2017	labelbar	DD10 038	9.95			4073 500	9.95	Ladder inspection labels
26/01/2017	The clearance centre	DD10 039	599.95		99.99	4067 500	499.96	4 back racking unit
27/01/2017	Payroll	DD10 044	19,158.24			4005 500	3,908.22	January net pay
						4000 505	1,791.66	January net pay
						4000 500	6,913.93	January net pay
						4000 105	6,544.43	January net pay
27/01/2017	Lanchester Dairies	DD10 040	17.72			4560 505	17.72	milk w/e 27/01
27/01/2017	Adobe systems	DD10 041	35.99			4106 500	35.99	final payment Adobe images
27/01/2017	Testermans	DD10 042	52.80		8.80	4066 500	44.00	PAT calibration certificate
27/01/2017	Bristol Cameras Ltd	DD10 043	1,049.00		174.83	4124 110	874.17	Sony Camcorder
30/01/2017	Derwentside Business Network	102526	49.99	49.99		500		DBN subs 2017
30/01/2017	David Brennan	102527	100.00	100.00		500		Photo- Aladdin rehearsal
30/01/2017	Durham County Council	102528	180.00	180.00		500		Premises licence 24/11/16
30/01/2017	JAK HQ Ltd	102529	120.00	120.00		500		In and around Feb 17
30/01/2017	Jaspers Catering Services	102530	1,167.60	1,167.60		500		Old person's Xmas buffet
30/01/2017	SAF Loughland	102531	2,850.00	2,850.00		500		Aladdin cloths etc
30/01/2017	Kingfisher Media Ltd	102532	330.00	330.00		500		Durham TV hotel brochure
30/01/2017	Nisbets	102533	60.31	60.31		500		Tab grabber
30/01/2017	North of England Stocktakers	102534	138.00	138.00		500		stocktake 09/01
30/01/2017	Pioneer Foods	102535	165.34	165.34		500		bread/teacakes etc
30/01/2017	Stanley Community Centre	102536	45.00	45.00		500		Council meeting 19/07/16
30/01/2017	T A Cain	102537	440.00	440.00		500		PA etc Timeless show
30/01/2017	Theatre Hullabaloo	102538	600.00	600.00		500		Take off brochure advert
30/01/2017	Washington Supplies	102539	373.06	373.06		500		paper towels etc
30/01/2017	A Patel	102540	2,000.00	2,000.00		500		Rent- 01/02-30/04
30/01/2017	Durham Constabulary	102541	320.00	320.00		500		MIF 513 Fridge magnets
30/01/2017	Shield Row Primary School	102542	386.66	386.66		500		MIF 518 shield row prim garden
30/01/2017	County Durham Activity Day Uni	102543	500.00	500.00		500		MIF515 drop in room hire
30/01/2017	Durham County Council	102544	324.35	324.35		500		MIF510 CCTV
30/01/2017	Pact House Stanley	102545	1,494.99	1,494.99		500		MIF506 Pact House

Continued on Page 85

Date: 07/02/2017

Stanley Town Council 2016-2017Correct

Page No: 85

Time: 11:04

Cash Book 1

User : SO

Current Bank A/c

For Month No : 10

Payments for Month 10

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ V A T</u>	<u>A/c</u> <u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
30/01/2017	Anthony West	102546	1,000.00	1,000.00		500		cooker Snow white costumes
30/01/2017	Bax shop	DD10 045	101.95		16.99	4124 110	84.96	condenser mic
30/01/2017	Creative Video Productions Ltd	DD10 046	197.30		32.88	4124 110	164.42	Beachteck adapter
30/01/2017	reative Video Productions Ltd	DD10 047	639.60		106.60	4124 110	533.00	Teradek encoder
31/01/2017	British gas	DD10 048	76.47		3.64	4053 500	72.83	18/08-31/10 (est)
31/01/2017	Booker	DD10 049	425.22		53.11	4600 510	372.11	Bar supplies
Total Payments for Month			78,722.16	41,929.76	925.76		35,866.64	
Balance Carried Fwd			500,561.54					
Cash Book Totals			<u>579,283.70</u>	<u>41,929.76</u>	<u>925.76</u>		<u>536,428.18</u>	

Date: 07/02/2017

Stanley Town Council 2016-2017Correct

Page No: 79

Time: 11:04

Cash Book 1

User : SO

Current Bank A/c

For Month No : 10

Receipts for Month 10

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		562,529.45					562,529.45	
Banked on : 20/06/2016		550.00						
	Sales Recpts Page 137	550.00	550.00		100			Sales Recpts Page 137
Banked on : 05/01/2017		50.00						
	Sales Recpts Page 139	50.00	50.00		100			Sales Recpts Page 139
Banked on : 05/01/2017		50.00						
	Sales Recpts Page 141	50.00	50.00		100			Sales Recpts Page 141
Banked on : 06/01/2017		86.40						
	Sales Recpts Page 147	86.40	86.40		100			Sales Recpts Page 147
Banked on : 08/01/2017		85.00						
	Sales Recpts Page 129	85.00	85.00		100			Sales Recpts Page 129
Banked on : 08/01/2017		312.62						
INC10 003	card rec to 08/01	20.00		3.33	1000	500	16.67	card rec to 08/01
INC10 003	card rec to 08/01	17.52		2.92	1220	505	14.60	card rec to 08/01
INC10 003	card rec to 08/01	13.10		2.18	1020	510	10.92	card rec to 08/01
INC10 003	card rec to 08/01	1.00			4104	500	1.00	card rec to 08/01
INC10 003	card rec to 08/01	261.00			530		261.00	card rec to 08/01
Banked on : 08/01/2017		432.50						
INC10 004	internet rec to 04/01	3.00		0.50	4102	500	2.50	internet rec to 04/01
INC10 004	internet to 04/01	10.50		1.75	4998	500	8.75	internet to 04/01
INC10 004	internet to 04/01	38.00		6.33	1000	500	31.67	internet to 04/01
INC10 004	internet to 04/01	381.00			530		381.00	internet to 04/01
Banked on : 08/01/2017		165.50						
INC10 012	internet sales 07/01	162.50			530		162.50	internet sales 07/01- prof gp
INC10 012	internet sales 07/01	3.00		0.50	4998	500	2.50	internet sales 07/01
Banked on : 09/01/2017		5,265.60						
INC10 001	var cash/chq to 24/12	50.00		8.33	1010	500	41.67	var cash/chq to 24/12
INC10 001	var cash/chq to 24/12	1,008.45		168.08	1220	505	840.37	var cash/chq to 24/12
INC10 001	var cash/chq to 24/12	2,699.15		449.86	1020	510	2,249.29	var cash/chq to 24/12
INC10 001	var cash/chq to 24/12	13.00		2.17	4105	500	10.83	var cash/chq to 24/12
INC10 001	var cash/chq to 24/12	11.00		1.83	1028	500	9.17	var cash/chq to 24/12
INC10 001	var cash/chq to 24/12	1,338.00		223.00	1000	500	1,115.00	var cash/chq to 24/12
INC10 001	var cash/chq to 24/12	146.00			530		146.00	var cash/chq to 24/12- prof gp
Banked on : 09/01/2017		722.61						
INC10 002	var cash/chq to 08/01/16	20.00		3.33	1000	500	16.67	var cash/chq to 08/01/16
INC10 002	var cash/chq to 8/01	394.41		65.74	1220	505	328.67	var cash/chq to 8/01
INC10 002	var cash /chq to 08/01	271.70		45.28	1020	510	226.42	var cash /chq to 08/01
INC10 002	var cash/chq to 08/01	2.50		0.42	4105	500	2.08	var cash/chq to 08/01
INC10 002	var cash/chq to 08/01	-20.00			1028	500	-20.00	using gift voucher
INC10 002	var cash/chq to 08/01	54.00			530		54.00	var cash/chq to 08/01
Banked on : 09/01/2017		52.73						
INC10 015	Barclays bank	52.73			4999	110	52.73	Loyalty reward

Continued on Page 80

Date: 07/02/2017

Stanley Town Council 2016-2017Correct

Page No: 80

Time: 11:04

Cash Book 1

User : SO

Current Bank A/c

For Month No : 10

Receipts for Month 10

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Banked on : 10/01/2017		160.00						
	Sales Recpts Page 140	160.00	160.00		100			Sales Recpts Page 140
Banked on : 10/01/2017		348.00						
	Sales Recpts Page 142	348.00	348.00		100			Sales Recpts Page 142
Banked on : 10/01/2017		489.60						
	Sales Recpts Page 143	489.60	489.60		100			Sales Recpts Page 143
Banked on : 14/01/2017		534.86						
INC10 010	var card w/c 09/01	30.00		5.00	1000	500	25.00	var card w/c 09/01
INC10 010	var card w/c 09/01	41.86		6.98	1220	505	34.88	var card w/c 09/01
INC10 010	var card w/c 09/01	5.00			4104	500	5.00	var card w/c 09/01
INC10 010	var card w/c 09/01	446.00			530		446.00	var card w/c 09/01-prof gps
INC10 010	var card w/c 09/01	12.00			530		12.00	var card w/c 09/01- comm
Banked on : 17/01/2017		525.00						
	Sales Recpts Page 134	525.00	525.00		100			Sales Recpts Page 134
Banked on : 19/01/2017		845.93						
INC10 013	Durham County Council	845.93			4050	305	845.93	Business rates refund
Banked on : 22/01/2017		868.50						
INC10 005	internet receipts to 22/01	8.00		1.33	4102	500	6.67	internet receipts to 22/01
INC10 005	internet receipts to 22/01	24.00		4.00	4998	500	20.00	internet receipts to 22/01
INC10 005	internet receipts to 22/01	836.50			530		836.50	net receipts to 22/01- prof gp
Banked on : 22/01/2017		294.39						
INC10 011	var card w/c 16/01	57.39		9.56	1220	505	47.83	var card w/c 16/01
INC10 011	var card w/c 16/01	1.00			4104	500	1.00	var card w/c 16/01
INC10 011	var card w/c 16/01	236.00			530		236.00	var card w/c 16/01- prof gp
Banked on : 23/01/2017		36.00						
	Sales Recpts Page 133	36.00	36.00		100			Sales Recpts Page 133
Banked on : 23/01/2017		50.00						
	Sales Recpts Page 146	50.00	50.00		100			Sales Recpts Page 146
Banked on : 24/01/2017		261.00						
	Sales Recpts Page 132	261.00	261.00		100			Sales Recpts Page 132
Banked on : 26/01/2017		60.00						
	Sales Recpts Page 144	60.00	60.00		100			Sales Recpts Page 144
Banked on : 26/01/2017		395.26						
INC10 016	var card rec 23-26 Jan	30.26		5.04	1220	505	25.22	var card rec 23-26 Jan
INC10 016	var card rec 23-26 Jan	1.00			4104	500	1.00	var card rec 23-26 Jan
INC10 016	var card rec 23-26 jan	50.00		8.33	1000	500	41.67	var card rec 23-26 jan
INC10 016	var card rec 23-26 jan	314.00			530		314.00	var card rec 23-26 jan- prof
Banked on : 27/01/2017		126.00						
	Sales Recpts Page 145	126.00	126.00		100			Sales Recpts Page 145

Continued on Page 81

Date: 07/02/2017

Stanley Town Council 2016-2017Correct

Page No: 81

Time: 11:04

Cash Book 1

User : SO

Current Bank A/c

For Month No : 10

Receipts for Month 10

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Banked on : 29/01/2017		371.00						
INC10 006	internet receipts to 29/01	3.00		0.50	4102	200	2.50	internet receipts to 29/01
INC10 006	internet receipts to 29/01	12.00		2.00	4998	500	10.00	internet receipts to 29/01
INC10 006	internet receipts to 29/01	356.00			530		356.00	net receipts to 29/01-prof gps
Banked on : 29/01/2017		-183.50						
INC10 006	internet 29/01	-178.00			530		-178.00	internet 29/01
INC10 006	internet 29/01	-4.50		-0.75	4998	500	-3.75	internet 29/01
INC10 006	internet 29/01	-1.00		-0.17	4102	500	-0.83	internet 29/01
Banked on : 30/01/2017		-550.00						
INC10 970	G Jewitt	-550.00			1010	500	-550.00	cash rec s/be invoice
Banked on : 30/01/2017		1,745.31						
INC10 007	var cash w/c 09/01	27.50		4.58	1010	500	22.92	var cash w/c 09/01- keep fit
INC10 007	keep fit instructor	-20.00			1010	500	-20.00	keep fit instructor
INC10 007	var cash w/c 09/01	488.41		81.40	1220	505	407.01	var cash w/c 09/01
INC10 007	var cash w/c 09/01	0.40		0.07	4105	500	0.33	var cash w/c 09/01
INC10 007	var cash w/c 09/01	204.00			530		204.00	var cash w/c 09/01-prof gp
INC10 007	var cash w/c 09/01	36.00			530		36.00	var cash w/c 09/01-comm
INC10 007	var cash w/c 09/01	39.00			1010	500	39.00	var cash w/c 09/01- unidentifi
INC10 007	var cash w/c 09/01	248.00			1028	500	248.00	var cash w/c 09/01- programmes
INC10 007	var cash w/c 09/01	184.00			1028	500	184.00	var cash w/c 09/01-raffle
INC10 007	var cash w/c 09/01	538.00		89.67	1028	500	448.33	var cash w/c 09/01-wands
Banked on : 30/01/2017		1,092.31						
INC10 008	var cash w/c 16/01	12.50		2.08	1010	500	10.42	var cash w/c 16/01
INC10 008	keep fit instructor	-20.00			1010	500	-20.00	keep fit instructor
INC10 008	var csh w/c 16/01	0.80		0.13	4105	500	0.67	var csh w/c 16/01
INC10 008	var cash w/c 16/01	724.81		120.80	1220	505	604.01	var cash w/c 16/01
INC10 008	var cash w/c 16/01	62.20		10.37	1020	510	51.83	var cash w/c 16/01
INC10 008	var cash w/c 16/01	312.00			530		312.00	var cash w/c 16/01-prof gp
Banked on : 30/01/2017		1,022.63						
INC10 009	var cash w/c 23/01	17.50		2.92	1010	500	14.58	var cash w/c 23/01
INC10 009	keep fit instructor	-20.00			1010	500	-20.00	keep fit instructor
INC10 009	var cash w/c 23/01	575.13		95.86	1220	505	479.27	var cash w/c 23/01
INC10 011	var cash w/c 23/01	1.00		0.17	4105	500	0.83	var cash w/c 23/01
INC10 011	var cash w/c 23/01	309.00			530		309.00	var cash w/c 23/01-prof gp
INC10 011	var cash w/c 23/01	140.00			530		140.00	var cash w/c 23/01-comm
Banked on : 31/01/2017		489.00						
Sales Recpts Page 148		489.00	489.00		100			Sales Recpts Page 148
Total Receipts for Month		16,754.25	3,366.00	1,435.42			11,952.83	
Cash Book Totals		579,283.70	3,366.00	1,435.42			574,482.28	

Continued on Page 82

Date: 07/02/2017

Stanley Town Council 2016-2017Correct

Page No: 1

Time: 11:00

User : SO

Bank Reconciliation Statement as at: 31/01/2017 for Cash Book 1 Current Bank A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Savings Account	31/01/2017	9	490,271.44
Current Bank Account	31/01/2017		46,124.11
			<hr/> 536,395.55

<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>
25/10/2016 102355 Annfield Plain Community Centr	250.00
25/10/2016 102369 Croft Community School	100.00
09/11/2016 102398 Stanley Woodcraft Folk	300.00
22/11/2016 102471 North Durham Youth and Comm	250.00
28/11/2016 102475 Graphic Print	469.00
13/12/2016 102505 Annfield Plain Community Centr	300.00
13/12/2016 102506 Tanfield School	500.00
04/01/2017 102431 G Fletcher	360.00
04/01/2017 102437 Martin Anderson	106.25
04/01/2017 102439 Olivia Howe	25.20
10/01/2017 102444 Annfield Plain Community Centr	500.00
17/01/2017 102446 Butterwick Trees CIC	9,380.26
17/01/2017 102452 North of England Stocktakers	138.00
17/01/2017 102458 Craghead Colliery Band	1,338.00
23/01/2017 102522 Trinity Mirror Publishing Ltd	192.00
23/01/2017 102523 Clavering youth club	980.00
24/01/2017 102524 Pact House Stanley	8,000.00
30/01/2017 102526 Derwentside Business Network	49.99
30/01/2017 102527 David Brennan	100.00
30/01/2017 102528 Durham County Council	180.00
30/01/2017 102529 JAK HQ Ltd	120.00
30/01/2017 102530 Jaspers Catering Services	1,167.60
30/01/2017 102531 SAF Loughland	2,850.00
30/01/2017 102532 Kingfisher Media Ltd	330.00
30/01/2017 102533 Nisbets	60.31
30/01/2017 102534 North of England Stocktakers	138.00
30/01/2017 102535 Pioneer Foods	165.34
30/01/2017 102536 Stanley Community Centre	45.00
30/01/2017 102537 T A Cain	440.00
30/01/2017 102538 Theatre Hullabaloo	600.00
30/01/2017 102539 Washington Supplies	373.06
30/01/2017 102540 A Patel	2,000.00
30/01/2017 102541 Durham Constabulary	320.00
30/01/2017 102542 Shield Row Primary School	386.66
30/01/2017 102543 County Durham Activity Day Uni	500.00
30/01/2017 102544 Durham County Council	324.35
30/01/2017 102545 Pact House Stanley	1,494.99
30/01/2017 102546 Anthony West	1,000.00

Date: 07/02/2017

Stanley Town Council 2016-2017Correct

Page No: 2

Time: 11:00

User : SO

Bank Reconciliation Statement as at: 31/01/2017 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>
			35,834.01
			500,561.54
<u>Receipts not Banked/Cleared (Plus)</u>			0.00
			500,561.54
		Balance per Cash Book is :-	500,561.54
		Difference is :-	0.00

Item 9 - ATTACHMENT J



6 Feb 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 ?	£35,254.28
Last night's balance ?	£35,531.16
Overdraft limit	£0.00

Showing 1-50 of 166 transactions between 01/01/2017 and 31/01/2017

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Date	Description	Money In	Money Out	Balance
31/01/2017	MV- 76950763 -2601	£52.36		£46,124.11
31/01/2017	TIMELESS THEATRE A	£489.00		£46,071.75
31/01/2017	BOOKER LIMITED GAT		-£425.22	£45,582.75
31/01/2017	BRIT GAS BUSINESS		-£76.47	£46,007.97
31/01/2017	102525		-£71.85	£46,084.44
31/01/2017	102460		-£250.00	£46,156.29
31/01/2017	102459		-£1,260.00	£46,406.29
30/01/2017	44STANLEY	£1,294.63		£47,666.29
30/01/2017	44STANLEY	£1,830.31		£46,371.66

30/01/2017	44STANLEY	£1,092.31	£44,541.35
30/01/2017	MV- 76950763 -2501	£84.00	£43,449.04
30/01/2017	MV- 02937763 -2601	£102.50	£43,365.04
30/01/2017	PAYPAL *CREATIVEVI	-£639.60	£43,262.54
30/01/2017	PAYPAL *CREATIVEVI	-£197.30	£43,902.14
30/01/2017	PAYPAL *BAX SHOP	-£101.95	£44,099.44
30/01/2017	102513	-£9,240.00	£44,201.39
30/01/2017	102455	-£132.00	£53,441.39
30/01/2017	102451	-£145.44	£53,573.39
30/01/2017	102449	-£1,116.70	£53,718.83
27/01/2017	MV- 76950763 -2401	£83.90	£54,835.53
27/01/2017	MV- 02937763 -2501	£38.50	£54,751.63
27/01/2017	WWW,BRISTOLCAMERAS	-£1,049.00	£54,713.13
27/01/2017	TESTERMANS	-£52.80	£55,762.13
27/01/2017	ADOBE SYSTEMS SOFT	-£35.99	£55,814.93
27/01/2017	LANCHESTER DAIRIES	-£17.72	£55,850.92
27/01/2017		-£19,158.24	£55,868.64
27/01/2017	102507	-£300.00	£75,026.88
27/01/2017	102450	-£343.11	£75,326.88
27/01/2017	102448	-£550.46	£75,669.99
26/01/2017	MV- 76951073 -2301	£51.00	£76,220.45
26/01/2017	MV- 76950763 -2301	£124.00	£76,169.45
26/01/2017	MV- 02937763 -2401	£46.50	£76,045.45
26/01/2017	PAYPAL *JADEBAY LT	-£599.95	£75,998.95
26/01/2017	PAYPAL *LEEDMARQUE	-£9.95	£76,598.90
26/01/2017	102453	-£592.42	£76,608.85

26/01/2017	102445		-£1,080.00	£77,201.27
26/01/2017	102438		-£201.60	£78,281.27
25/01/2017	MV- 76950763 -2001	£25.95		£78,482.87
25/01/2017	MV- 76950763 -2201	£10.55		£78,456.92
25/01/2017	MV- 02937763 -2101	£104.00		£78,446.37
25/01/2017	MV- 02937763 -2301	£99.50		£78,342.37
25/01/2017	MV- 02937763 -2201	£51.50		£78,242.87
25/01/2017	BOC MANCHESTER ACC		-£31.50	£78,191.37
25/01/2017	102521		-£805.00	£78,222.87
25/01/2017	102457		-£95.43	£79,027.87
25/01/2017	102456		-£105.00	£79,123.30
25/01/2017	102454		-£36.00	£79,228.30
25/01/2017	102447		-£2,119.92	£79,264.30
25/01/2017	102432		-£128.52	£81,384.22
24/01/2017	203351 93186547	£30,000.00		£81,512.74

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6 Feb 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 ?	£490,271.44
Last night's balance ?	£490,271.44
Overdraft limit	n/a

Showing **1-1 of 1** transaction between **01/01/2017** and **31/01/2017**[Don't recognise a transaction?](#)[Export All](#)[Download all \(PDF\)](#)[Print page](#)

Date	Description	Money In	Money Out	Balance
24/01/2017	203351 43231674		-£30,000.00	£490,271.44

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STANDING ORDERS



STANLEY TOWN COUNCIL

Civic Hall, Front Street, Stanley DH90NA

CONTENTS

1.	Rules of Debate at Meetings	3
2.	Disorderly Conduct at Meetings	4
3.	Meetings Generally	4
4.	Committees and Sub-Committees	7
5.	Ordinary Council Meetings	8
6.	Extra-ordinary Meetings of the Council and Committees And Sub-Committees	9
7.	Previous Resolutions	10
8.	Voting on Appointments	10
9.	Motions for a Meeting that Require Written Notice to be Given to the Proper Officer	10
10.	Motions at a Meeting that Do Not Require Written Notice	11
11.	Handling Confidential or Sensitive Information	11
12.	Draft Minutes	11
13.	Code of Conduct and Dispensations	12
14.	Code of Conduct Complaints	13
15.	Proper Officer	13
16.	Responsible Financial Officer	14
17.	Accounts and Accounting Statements	14
18.	Financial Controls and Procurement	15
19.	Handling Staff Matters	16
20.	Requests for Information	17
21.	Relations With the Press and Media	17
22.	Execution and Sealing of Legal Deeds	17
23.	Communication With County Councillors	18
24.	Restrictions on Councillor Activities	18
25.	Standing Orders Generally	18

I. Rules of Debate at Meetings

- I.1 Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- I.2 A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- I.3 A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- I.4 If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- I.5 An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- I.6 If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved.
- I.7 An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- I.8 A councillor may move an amendment to his/her own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- I.9 If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair.
- I.10 Subject to standing order I.11 below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- I.11 One or more amendments may be discussed together if the chair of the meeting considers this expedient, but each amendment shall be voted on separately.
- I.12 A councillor may not move more than one amendment to an original or substantive motion.
- I.13 The mover of an amendment has no right of reply at the end of the debate on it.
- I.14 Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of the debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to a vote.
- I.15 Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
 - a) to move or speak on another amendment if the motion has been amended since he/she last spoke;
 - b) to make a point of order;
 - c) to give a personal explanation; or
 - d) in exercise of a right of reply.

- 1.16 During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he/she considers has been breached or specify the other irregularity in the proceeding of the meeting he/she is concerned by.
- 1.17 A point of order shall be decided by the chair of the meeting and his/her decision shall be final.
- 1.18 When a motion is under debate, no other motion shall be moved except:
- a) to amend the motion;
 - b) to proceed to the next business;
 - c) to adjourn the debate;
 - d) to put the motion to a vote;
 - e) to ask a person to be no longer heard or to leave the meeting;
 - f) to refer a motion to a committee or sub-committee for consideration;
 - g) to exclude the public and press;
 - h) to adjourn the meeting; or
 - i) to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.
- 1.19 Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his/her right of reply.
- 1.20 Excluding motions moved under standing order 1.18 above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed three minutes without the consent of the chair of the meeting.

2. Disorderly Conduct at Meetings

- 2.1 No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- 2.2 If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- 2.3 If a resolution made under standing order 2.2 above is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. Meetings Generally

The following standing orders apply to the meetings abbreviated as follows:

FC = Full Council meetings

C = Committee meetings

SC = Sub-Committee meetings

- 3.1 Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost. (FC)
- 3.2 A minimum of five clear days for notice of a meeting shall be given. A clear day 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)
- 3.3 The minimum three clear days' public notice for a meeting does not include the day on which notice was issued or the day of the meeting unless the meeting is convened at shorter notice. (C)
- 3.4 Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion. (FC; C)
- 3.5 Members of the public may make representations, answer questions and give evidence at a meeting at which they are entitled to attend in respect of the business on the agenda.
- 3.6 The period of time designated for public participation at a meeting in accordance with standing order 3.5 above shall not exceed fifteen minutes unless directed by the chair of the meeting.
- 3.7 Subject to standing order 3.6 above, a member of the public shall not speak for more than three minutes.
- 3.8 In accordance with standing order 3.5 above, a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- 3.9 A person shall raise his/her hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chair of the meeting may at any time permit a person to be seated when speaking.
- 3.10 A person who speaks at a meeting shall direct his comments to the chair of the meeting.
- 3.11 Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- 3.12 Persons present at a meeting of the Council or its Committees **may not orally report or comment** on the meeting as it takes place, but otherwise may, subject to the Council's "Policy on Recording and Reporting Proceedings at Meetings of the Council and Its Committees":
 - a) Film, photograph or make an audio recording of the meeting;
 - b) Use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place, or later;

- c) Report or comment on the proceedings in writing during or after the meeting or orally report or comment after the meeting.

- 3.12 **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present. (FC; C)**
- 3.13 Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in his/her absence be done by, to or before the Vice-Chair of the Council (if any). (FC)
- 3.14 **The Chair, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair, if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting. (FC)**
- 3.15 **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or councillors with voting rights present and voting. (FC; C; SC)**
- 3.16 **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote. (FC; C; SC)**

See standing orders 5.8 and 5.9 below for the different rules that apply in the election of the Chair of the Council at the annual meeting of the council.

- 3.17 **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.**
- 3.18 The minutes of a meeting shall include an accurate record of the following:
 - a) the time and place of the meeting;
 - b) the names of councillors present and absent;
 - c) interests that have been declared by councillors and non-councillors with voting rights;
 - d) whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - e) if there was a public participation session; and
 - f) the resolutions made.
- 3.19 **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter. (FC; C; SC)**
- 3.20 No business may be transacted at a meeting unless at least one-third of the whole number of members of the council are present and in no case shall the quorum of a meeting be less than three. (F)

See standing order 4.4 (h) below for the quorum of a committee or sub-committee meeting.

3.21 **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting. (FC; C; SC)

3.22 A meeting shall not exceed a period of two and a half hours

4. Committee and Sub-Committees

4.1 **Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**

4.2 **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.**

4.3 **Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**

4.4 The council may appoint standing committees or other committees as may be necessary, and:

- a) shall determine their terms of reference;
- b) shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full council;
- c) shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
- d) shall, subject to standing orders 4.2 and 4.3 above, appoint and determine the terms of office of members of such a committee;
- e) may, subject to standing orders 4.2 and 4.3 above, appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer two days before the meeting that they are unable to attend;
- f) shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
- g) shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
- h) shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three;
- i) shall determine if the public may participate at a meeting of a committee;
- j) shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- k) shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- l) may dissolve a committee.

5. Ordinary Council Meetings

- 5.1 In an election year, the annual meeting of the council shall be held on or within 14 days following the day on which the new councillors elected take office.**
- 5.2 In a year which is not an election year, the annual meeting of a council shall be held on such day in May as the council may direct.**
- 5.3 If no other time is fixed, the annual meeting of the council shall take place at 6pm.**
- 5.4 In addition to the annual meeting of the council, at least three other ordinary meetings shall be held in each year on such dates and times as the council directs.**
- 5.5 The first business conducted at the annual meeting of the council shall be the election of the Chair and Vice-Chair (if any) of the Council.**
- 5.6 The Chair of the Council, unless he/she has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the council.**
- 5.7 The Vice-Chair of the Council, if any, unless he/she resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the council.**
- 5.8 In an election year, if the current Chair of the Council has not been re-elected as a member of the council, he/she shall preside at the meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but must give a casting vote in the case of an equality of votes.**
- 5.9 In an election year, if the current Chair of the Council has been re-elected as a member of the council, he/she shall preside at the meeting until a new Chair of the Council has been elected. He/she may exercise an original vote in respect of the election of the new Chair of the Council and must give a casting vote in the case of an equality of votes.**
- 5.10 Following the election of the Chair of the Council and Vice-Chair (if any) of the Council at the annual meeting of the council, the business of the annual meeting shall include:**
 - a) In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of his acceptance of office form unless the council resolves for this to be done at a later date;**
 - b) Confirmation of the accuracy of the minutes of the last meeting of the council;**
 - c) Receipt of the minutes of the last meeting of a committee;**
 - d) Consideration of the recommendations made by a committee;**
 - e) Review of delegation arrangements to committees, sub-committees, staff and other local authorities;**
 - f) Review of the terms of reference for committees;**

- g) Appointment of members to existing committees;
- h) Appointment of any new committees in accordance with standing order 4 above;
- i) Review and adoption of appropriate standing orders and financial regulations;
- j) Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
- k) Review of representation on or work with external bodies and arrangements for reporting back;
- l) In an election year, to make arrangements with a view to the council becoming eligible to exercise the general power of competence in the future;
- m) Review of inventory of land and assets including buildings and office equipment;
- n) Confirmation of arrangements for insurance cover in respect of all insured risks;
- o) Review of the council's and/or staff subscriptions to other bodies;
- p) Review of the council's complaints procedure;
- q) Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;
- r) Review of the council's policy for dealing with the press/media; and
- s) Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.

6. Extra-Ordinary Meetings of the Council and Committees and Sub-Committees

- 6.1 The Chair of the Council may convene an extraordinary meeting of the council at any time.
- 6.2 If the Chair of the Council does not or refuses to call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.
- 6.3 The chair of a committee (or a sub-committee) may convene an extraordinary meeting of the committee (or the sub-committee) at any time.
- 6.4 If the chair of a committee (or a sub-committee) does not or refuses to call an extraordinary meeting within seven days of having been requested to do so by two members of the committee (or the sub-committee), any two members of the committee (or the sub-committee]) may convene an extraordinary meeting of a committee (or a sub-committee).

7. Previous Resolutions

- 7.1 A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least eleven councillors to be given to the Proper Officer in accordance with standing order 9 below, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- 7.2 When a motion moved pursuant to standing order 7.1 above has been disposed of, no similar motion may be moved within a further six months.

8. Voting on Appointments

- 8.1 Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

9. Motions For a Meeting that Require Written Notice to be Given to the Proper Officer

- 9.1 A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents.
- 9.2 No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least seven clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- 9.3 The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9.2 above, correct obvious grammatical or typographical errors in the wording of the motion.
- 9.4 If the Proper Officer considers the wording of a motion received in accordance with standing order 9.2 above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least five clear days before the meeting.
- 9.5 If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- 9.6 Subject to standing order 9.5 above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- 9.7 Motions received shall be recorded in a book for that purpose and numbered in the order that they are received.
- 9.8 Motions rejected shall be recorded in a book for that purpose with an explanation by the Proper Officer for their rejection.

10. Motions at a Meeting that Do Not Require Written Notice

- 10.1 The following motions may be moved at a meeting without written notice to the Proper Officer:
- a) to correct an inaccuracy in the draft minutes of a meeting;
 - b) to move to a vote;
 - c) to defer consideration of a motion;
 - d) to refer a motion to a particular committee or sub-committee;
 - e) to appoint a person to preside at a meeting;
 - f) to change the order of business on the agenda;
 - g) to proceed to the next business on the agenda;
 - h) to require a written report;
 - i) to appoint a committee or sub-committee and their members;
 - j) to extend the time limits for speaking;
 - k) to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
 - l) to not hear further from a councillor or a member of the public;
 - m) to exclude a councillor or member of the public for disorderly conduct;
 - n) to temporarily suspend the meeting;
 - o) to suspend a particular standing order (unless it reflects mandatory statutory requirements);
 - p) to adjourn the meeting; or
 - q) to close a meeting.
- 10.2 No motion under standing order 10.1(o) above will be permitted to require a vote on any item of business to be conducted by a secret ballot unless there is a specific and justifiable reason, which must be notified to the Town Clerk in advance of the meeting and must be debated in advance of the motion to suspend standing order 3.17.

11. Handling Confidential or Sensitive Information

- 11.1 The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.
- 11.2 Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.

12. Draft Minutes

- 12.1 If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- 12.2 There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10.1 (a) above.
- 12.3 The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.

- 12.4 If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- 12.5 Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. Code of Conduct and Dispensations

See also standing order 3.20 above.

- 13.1 All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.
- 13.2 Unless he/she has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she has a disclosable pecuniary interest. He/she may return to the meeting after it has considered the matter in which he/she had the interest.
- 13.3 Unless he/she has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she has another interest if so required by the council's code of conduct. He/she may return to the meeting after it has considered the matter in which he/she had the interest.
- 13.4 **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- 13.5 A decision as to whether to grant a dispensation shall be made by a meeting of the council, or committee or sub-committee for which the dispensation is required and that decision is final.
- 13.6 A dispensation request shall confirm:
- a) the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - b) whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - c) the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - d) an explanation as to why the dispensation is sought.
- 13.7 Subject to standing orders 13.4 and 13.6 above, dispensations requests shall be considered at the beginning of the meeting of the council, or committee or a sub-committee for which the dispensation is required.
- 13.8 **A dispensation may be granted in accordance with standing order 13.5 above if having regard to all relevant circumstances the following applies:**

- a) without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or
- b) granting the dispensation is in the interests of persons living in the council's area or
- c) it is otherwise appropriate to grant a dispensation.

14. Code of Conduct Complaints

- 14.1 Upon notification by the County Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the council's code of conduct, the Proper Officer shall, subject to standing order 11 above, report this to the council.
- 14.2 Where the notification in standing order 14.1 above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the council has agreed what action, if any, to take in accordance with standing order 14.4 below.
- 14.3 The council may:
- a) provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - b) seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter.
- 14.4 Upon notification by the County Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.

15. Proper Officer

- 15.1 The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the council to undertake the work of the Proper Officer when the Proper Officer is absent.
- 15.2 The Proper Officer shall:
- a) at least three clear days before a meeting of the council, a committee and a sub-committee serve on councillors, by delivery or post at their residences, or by email where appropriate, provided any such email contains the electronic signature and title of the Proper Officer, a signed summons confirming the time, place and the agenda.

See standing order 3.2 above for the meaning of clear days for a meeting of a full council and standing order 3.3 above for a meeting of a committee.

- b) give public notice of the time, place and agenda at least three clear days before a meeting of the council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an

extraordinary meeting of the council convened by councillors is signed by them);

See standing order 3.2 above for the meaning of clear days for a meeting of a full council and standing order 3.3 above for a meeting of a committee.

- c) subject to standing order 9 above, include on the agenda all motions in the order received unless a councillor has given written notice at least five days before the meeting confirming his withdrawal of it;
- d) **convene a meeting of full council for the election of a new Chair of the Council, occasioned by a casual vacancy in his office;**
- e) facilitate inspection of the minute book by local government electors;
- f) **receive and retain copies of byelaws made by other local authorities;**
- g) retain acceptance of office forms from councillors;
- h) retain a copy of every councillor's register of interests;
- i) assist with responding to requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the council's policies and procedures relating to the same;
- j) receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
- k) manage the organisation, storage of, access to and destruction of information held by the council in paper and electronic form;
- l) arrange for legal deeds to be executed;

See also standing order 22 below.

- m) arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations;
- n) record every planning application notified to the council and the council's response to the local planning authority in a book for such purpose;
- o) refer a planning application received by the council to the Chair or, in his/her absence, Vice-Chair (if any) of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning Committee;
- p) manage access to information about the council via the publication scheme; and
- q) retain custody of the seal of the council (if any) which shall not be used without a resolution to that effect.

See also standing order 22 below.

16. Responsible Financial Officer

- 16.1 The council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. Accounts and Accounting Statements

- 17.1 "Proper practices" in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners' Guide (England).

17.2 All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council's financial regulations.

17.3 The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year, or by such other dates as may be required, a statement to summarise

- a) the council's receipts and payments for each period;
- b) the council's aggregate receipts and payments for the year to date;
- c) the balances held at the end of the quarter being reported

and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

17.4 As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:

- a) each councillor with a statement summarising the council's receipts and payments for the last quarter and the year to date for information; and
- b) to the full council the accounting statements for the year in the form of Section 1 of the annual return, as required by proper practices, for consideration and approval.

17.5 The year end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft annual return shall be presented to each councillor before the end of the following month of May. The annual return of the council, which is subject to external audit, including the annual governance statement, shall be presented to council for consideration and formal approval before 30 June.

18. Financial Controls and Procurement

18.1 The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:

- a) the keeping of accounting records and systems of internal controls;
- b) the assessment and management of financial risks faced by the council;
- c) the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
- d) the inspection and copying by councillors and local electors of the council's accounts and/or orders of payments; and
- e) procurement policies (subject to standing order 18.3 below) including the setting of values for different procedures where a contract has an estimated value of less than £60,000.

18.2 Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.

18.3 Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of

£60,000 shall be procured on the basis of a formal tender as summarised in standing order 18.4 below.

- 18.4 Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- a) a specification for the goods, materials, services or the execution of works shall be drawn up;
 - b) an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - c) the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - d) tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - e) tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - f) tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility.
- 18.5 Neither the council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- 18.6 **Where the value of a contract is likely to exceed £138,893 (or other threshold specified by the Office of Government Commerce from time to time) the council must consider whether the Public Contracts Regulations 2006 (SI No. 5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the council must comply with EU procurement rules.**

19. Handling Staff Matters

- 19.1 A matter personal to a member of staff that is being considered by a meeting of council or the HR Committee (or if no separate HR Committee then the chair of the Finance, HR and General Purposes Committee) is subject to standing order 11 above.
- 19.2 Subject to the council's policy regarding absences from work, the council's most senior member of staff shall notify the chair of the HR Committee (or if no separate HR Committee then the chair of the Finance, HR and General Purposes Committee) or, if he/she is not available, the vice-chair of absence occasioned by illness or other reason and that person shall report such absence to the HR Committee (or if no separate HR Committee then the chair of the Finance, HR and General Purposes Committee) at its next meeting.
- 19.3 The chair of the Finance, HR and General Purposes Committee or in his/her absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Town Clerk. The reviews and appraisal shall be reported in writing and is subject to approval by resolution by the Finance, HR and General Purposes Committee.

- 19.4 Subject to the council's policy regarding the handling of grievance matters, the council's most senior employee (or other employees) shall contact the chair of the HR Committee (or if no separate HR Committee then the chair of the Finance, HR and General Purposes Committee) or in his/her absence, the vice-chair in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the HR Committee (or if no separate HR Committee then the chair of the Finance, HR and General Purposes Committee)
- 19.5 Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Town Clerk, or other employee, relates to the chair or vice-chair of the HR Committee (or if no separate HR Committee then the chair of the Finance, HR and General Purposes Committee), this shall be communicated to another member of the HR Committee (or if no separate HR Committee then the chair of the Finance, HR and General Purposes Committee), which shall be reported back and progressed by resolution of the HR Committee (or if no separate HR Committee then the chair of the Finance, HR and General Purposes Committee).
- 19.6 Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- 19.7 The council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.
- 19.8 Only persons with line management responsibilities shall have access to staff records referred to in standing orders 19.6 and 19.7 above if so justified.
- 19.9 Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 19.6 and 19.7 above shall be provided only to the Town Clerk, or such other officer determined by him/her, and/or the Chair of the HR Committee (or if no separate HR Committee then the chair of the Finance, HR and General Purposes Committee).

20. Requests for Information

- 20.1 Requests for information held by the council shall be handled in accordance with the council's policy in respect of handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- 20.2 Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the chair of the HR Committee (or if no separate HR Committee then the chair of the Finance, HR and General Purposes Committee). The said committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

21. Relations With the Press and Media

- 21.1 Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media

22. Execution and Sealing of Legal Deeds

See also standing orders 15.2 l) and q) above.

- 22.1 A legal deed shall not be executed on behalf of the council unless authorised by a resolution.
- 22.2 Subject to standing order 22.1 above, any two councillors may sign, on behalf of the council, any deed required by law and the Proper Officer shall witness their signatures.

NB The above is applicable to a council without a common seal

23. Communication With County Councillors

- 23.1 An invitation to attend a meeting of the council shall be sent, together with the agenda, to the ward councillor(s) of the County Council representing the area of the council.
- 23.2 Unless the council determines otherwise, a copy of each letter sent to the County Council shall be sent to the ward councillor(s) representing the area of the council.

24. Restrictions on Councillor Activities

- 24.1 Unless authorised by a resolution, no councillor shall;
 - a) inspect any land and/or premises which the council has a right or duty to inspect; or
 - b) issue orders, instructions or directions.

25. Standing Orders Generally

- 25.1 All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- 25.2 A motion to add to or vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least eleven councillors to be given to the proper officer in accordance with standing order 9 above.
- 25.3 The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible after he has delivered his acceptance of office form.
- 25.4 The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.