



Stanley Town Council

NOTICE OF MEETING

I hereby give notice that an Ordinary meeting of Stanley Town Council will be held on Tuesday, the 18th April 2017 at 6.30 pm at Stanley Civic Hall, Front Street, Stanley, DH9 0NA.

TO ALL MEMBERS of STANLEY TOWN COUNCIL

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

You are hereby summoned to attend an **ORDINARY MEETING** of Stanley Town Council to be held in Stanley Civic Hall, on Tuesday the 18th April 2017 at 18.30 in order to transact the following business:

Yours sincerely,

Alan Shaw
Town Clerk
10th April 2017

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

A G E N D A

1 APOLOGIES FOR ABSENCE

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

2 DECLARATIONS OF INTEREST

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

3 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIR

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

4 PUBLIC PARTICIPATION

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

5 CONFIRMATION OF COUNCIL MINUTES

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

21st March 2017 Full Council **(ATTACHMENT A)**

6 MINUTES OF OTHER MEETINGS

To **RECEIVE** the minutes of the following meetings:

14th March 2017 Annual Town Meeting **(ATTACHMENT B)**

4th April 2017 Communications & Events **(ATTACHMENT C)**

7 RECOMMENDATIONS OF COMMITTEE MEETINGS

The following **RECOMMENDATIONS** of Committee meetings held since the last Ordinary Council meeting in March 2017 require consideration by Full Council:

(a) COMMUNICATIONS AND EVENTS

At a meeting held on 4th April 2017, the Communications and Events Committee made the following **RECOMMENDATIONS** to Council:

- (i) **Music Festival** - The festival should be held over two nights: one Punk night and one Country and Western night.
- (ii) **Armed Forces** - The event be given authorisation to go ahead even if there is an overspend on the budget due to the unavailability of grant funding.
(ATTACHMENT D)
- (iii) **Fools Gold** - Council should ask for a breakdown of costs for x number of schools and x number of care homes within a 3 month period.
- (iv) **Michael Heaviside Centenary** - Committee **APPROVED** the grant of funding for the event of £2000 from the Heritage budget.
(ATTACHMENT E)
- (v) **South Moor Banner Group** - Committee **APPROVED** the request for funding for £400 from the Heritage Budget.
- (vi) **Community Engagement Policy** - Committee **RECOMMEND** that Council adopt the Community Engagement Policy.
(ATTACHMENT F)
- (vii) **Civic Hall Improvement Works** - Council prioritise the Fly Tower, PA and Tech Box to be completed using the Public Works Loan.
(ATTACHMENT G) (*NB The attachment is commercially sensitive so has not been published*)

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

8 ANNFIELD PLAIN MINERS MEMORIAL

The Council considered the matter of the memorial to the men who lost their lives in the Louisa Morrison disaster which would be at risk following the closure of St Aidan's Church in Annfield Plain at the Ordinary Council meeting held in February 2016.

The Council "**RESOLVED** that the Town Clerk look into facilitating the re-location of the memorial on behalf of the Council with the preference of Council being that the memorial remains in Annfield Plain." (*Minute #552 of 2015/16*)

The Town Clerk has received a request from the Diocese of Durham for the Town Council to 'lead in finding an alternative home for the memorial stone'. The Church advised that it had attempted a consultation exercise but there was not a consensus and it requesting that the Town Council find a suitable location for it's relocation which the Church can then authorise.

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

9 ACCOUNTS FOR PAYMENT & BANK RECONCILIATION

Statutory Basis:Accounts & Audit (England) Regulations 2011

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

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

- (i) **APPROVE** the payment of accounts for March 2017; and
- (ii) **NOTE** the Bank Reconciliation.

10 COUNCIL OFFICES

The Town Clerk has met with officers from Durham County Council in relation to the next steps to move this matter forward and will give a verbal update.

Council is requested to **DELEGATE AUTHORITY** to the Town Clerk to:

- (i) Instruct a surveyor to carry out a detailed building survey;
- (ii) Begin the process of applying for a Public Works Loan in accordance with the business plan submitted to Durham County Council as part of the bid process
(ATTACHMENT M)
- (iii) Identify a suitable architect to prepare planning/ building drawings for Full Planning permission for structural works to the building.

11 MEMBER TRAINING

At the Ordinary Council Meeting held on 21st February 2017, the Council **RESOLVED** that new and returning members of Council should undergo some formal training to enable them to learn or be updated about how the Council operates and to improve their effectiveness. The report is attached for information (**ATTACHMENT N**).

The Town Clerk has identified an external training provider who will be able to come to the Civic Hall and provide a training session for all members of Council and staff. Using an external supplier would ensure that members are given factual information about their roles and the legal framework without the context of local practice and custom superimposed onto it. It will also be an opportunity for the new Council to get to know each other and the staff in a less formal setting than a Council meeting which will hopefully improve working relationships.

The proposal is attached (**ATTACHMENT O**). The alternative would be to wait and see what kind of training will be provided by the Local County Association, however this would be provided at County Hall, would not be tailored to our specific needs and would be provided by officers who do not have the breadth of experience of the alternative providers.

The total cost for this training would be around £67.50 per Councillor, including a binder of training material.

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

12 EXCLUSION OF PRESS AND PUBLIC*

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

Justification for excluding the public and press from consideration of the following item:
Staffing Matter

**Any recording of the proceedings must stop at this point.*

13 CIVIC HALL - STAFFING MATTER (ATTACHMENT P)

A recruitment exercise to replace the Caretaker in the Civic Hall has been undertaken. The Town Clerk will update the Council and make **RECOMMENDATIONS** in relation to caretaking in the Civic Hall.

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

12 DATE, TIME AND VENUE OF NEXT MEETING

Tuesday 16th May 2017 (Annual General Meeting), 6.30 pm, Stanley Civic Hall

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