

MINUTES of the ORDINARY MEETING OF STANLEY TOWN COUNCIL

Held at Stanley Civic Hall, Front Street, Stanley on Tuesday 21st March 2017 at 6.30pm

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

*Chairman

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

ABSENT: Cllrs C McKee & L Marshall

IN ATTENDANCE: 3 members of the public

334 APOLOGIES FOR ABSENCE

Apologies received from Cllrs D McMahon & R Ferris were accepted by Council.

335 DECLARATIONS OF INTEREST

Cllr J Charlton declared an interest as a Durham County Councillor.

336 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIRMAN

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

The Clerk noted that no one was recording the meeting but advised those present that the meeting was being filmed and streamed to Facebook.

The Chairman stated that Cllr Clegg did not need to stand due to his leg injury.

337 PUBLIC PARTICIPATION

There were no written questions submitted prior to the meeting and no questions from members of the public in attendance.

338 CONFIRMATION OF COUNCIL MINUTES

It was proposed by Cllr A Clegg, seconded by Cllr B Nixon and **RESOLVED** that the Council approve the Full Council minutes of 21st February 2017 as a correct record.

339 MINUTES OF COMMITTEE MEETINGS

It was **RESOLVED** that the minutes of the Personnel Committee held on 7th March 2017 and the minutes of the Finance & GP Committee held on 8th March 2017 be **RECEIVED** by Council.

340 RECOMMENDATIONS OF COMMITTEE MEETINGS**(a) PERSONNEL**

This was dealt with under item 13 (*Minute #346*): **Town Clerk Appraisal Objectives**

(b) FINANCE & GENERAL PURPOSES

Before the recommendations were discussed, Cllr D Marshall queried comments made at the Finance & GP by Cllr Nicholson on 8th March in relation to misappropriated funds. He asked if she could clarify where the funds were and who spent them.

Cllr Nicholson responded that at the end of the last Council, auditors gave full assurance of the accounts, however a few days later it was found that there had been misappropriated funds.

Cllr D Walker stated that the Chair was referring to £80,000 that had 'disappeared' which was part of the investigation into the then Town Clerk. Cllr D Marshall stated that he was concerned that he had not seen any reports detailing this missing £80,000.

Cllr B Nixon stated that this £80,000 in question had been put into another account and the accusation of misappropriating funds was false.

The Town Clerk stated for the record that the Council's accounts had been signed off by both internal and external auditors in each financial year and no money had been misappropriated.

Members **RESOLVED** to approve the following **RECOMMENDATIONS** from the Finance & GP Committee:

- (i) No grants should be awarded from underspend on revenue budgets in future years,
- (ii) An underspend of at least £13,000 needs to be achieved on revenue budgets in the coming year or the level of the General Reserve will reduce,
- (iii) The Town Council renew the contract for Gordon Fletcher as Internal Auditor for a further three years.

341 RECOMMENDATIONS OF WORKING GROUPS**(a) Fireworks Festival**

Following a discussion on how to proceed with the revenue budget for fireworks, it was proposed by Cllr D Walker, seconded by Cllr D Mills that Council defer this decision to the new Council.

An amendment to this motion was proposed by Cllr D Marshall, seconded by Cllr B Nair and **RESOLVED** by show of hands that the Council would defer this decision until after the Council elections but **RECOMMEND** to support the Stanley Events Ltd display in the coming year.

(b) Environmental Services

This was dealt with after item 12 (*Minute #345*): **Exclusion of Press and Public.**

The Town Clerk read an email to Members which he had received from Groundwork NE prior to the meeting.

Cllr R Harrison declared a non-pecuniary interest in Groundwork NE as his daughter is an employee of the organisation.

Following a discussion it was proposed by Cllr D Marshall, seconded by Cllr B Nixon and **RESOLVED** that Council accept the report from the working group that notice should be given to cease the Groundworks Service after the matters raised by GNE had been resolved. It was further **RESOLVED** that further decisions about the allocation of the budget should be deferred until that time.

342 ACCOUNTS FOR PAYMENT & BANK RECONCILIATION

It was proposed by Cllr D Mills, seconded by Cllr R Harrison and **RESOLVED** that Council **APPROVE** the payment of accounts for February 2017 and **NOTE** the bank reconciliation.

343 REVIEW OF INTERNAL CONTROL

The Town Clerk took Council through updates to the risk register from the previous year and highlighted areas for consideration by members.

It was proposed by Cllr D Mills, seconded by Cllr D Marshall and **RESOLVED** that an extra item under 'Members' be inserted to reflect online conduct.

It was the proposed by Cllr D Mills, seconded by Cllr D Tully and **RESOLVED** that the risk register be approved with the 'online conduct' addition and that Council supports the principle of ensuring that effective risk management takes place within Stanley Town Council.

344 COMMITTEE STRUCTURE & SCHEDULE OF MEETINGS

The Town Clerk explained the reasoning behind the proposed committee structure and schedule of meetings.

It was proposed by Cllr D Marshall, seconded by Cllr A Clegg and **RESOLVED** that the structure and schedule be accepted and put to the Annual General Meeting for adoption.

345 EXCLUSION OF PRESS AND PUBLIC*

*Recording of proceedings was stopped at this point.

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

Justification for excluding the public and press from consideration of the following item: The consideration of staffing matters needs to be held in closed session to preserve the privacy of staff.

346 TOWN CLERK APPRAISAL OBJECTIVES

Cllr D Tully and D Mills thanked the Town Clerk for his hard work in 2016/17. Members **RESOLVED** to accept the recommendations of the Personnel Committee.

347 DATE, TIME AND VENUE OF NEXT MEETING

Tuesday 18th April 2017, 6:30pm, Civic Hall, Front Street, Stanley.

MINUTES of the ANNUAL TOWN MEETING OF STANLEY TOWN COUNCIL
Held at Stanley Civic Hall, Front Street, Stanley on Tuesday 14th March 2017 at 6.30pm

PRESENT: J Nicholson* A Clegg G Graham C Thompson
 W Nixon R Harrison D Tully D Marshall
 D Mills L Marshall M Wilkinson D Walker
 L Elliott

*Chairman

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

IN ATTENDANCE: 24 members of the Public, Cllr Carole Hampson, (DCC), Frank McGough, Kevin Howe & Alan Shield

1 WELCOME ADDRESS FROM THE CHAIR OF STANLEY TOWN COUNCIL

The Chairman, Cllr J Nicholson, welcomed everyone to the Town Meeting for an insight into what Stanley Town Council did in 2016-17. She was pleased to see so many public in attendance. Thanks were given to Councillors who have worked hard in their Wards this year, Staff in the Civic Hall and behind the scenes Town Council staff.

2 APOLOGIES

Apologies were received from Councillors J Charlton, D McMahon & C Bell.

3 MINUTES OF THE ANNUAL TOWN MEETING 17 MAY 2016

It was **RESOLVED** that the minutes of the Annual Town Meeting on 17th May 2016 be approved as a correct record and signed by the Chair.

4 REPORT OF THE CHAIRMAN

The Chairman told those present that she was privileged to have worked with and supported the mini police, which has grown and been implemented country wide. She praised the work of the Durham Money Advice and North Road Gym boxing club, which she was particularly proud to be able to help to remain in the village. It has been a privilege to support PACT House which is going from strength to strength. She advised that the Council has worked on many Community Safety and Road Safety initiatives and that she was privileged to be Chair of Stanley Town Council for 2016-17.

5 PRESENTATION FROM PARTNERS

(i) Durham Money Advice - Alan Shield

Alan Shield informed everyone about the service that DMA provides. He explained that the project original started in June 2015, and it was expected to see 50 full time clients in a year. That target was a little unrealistic, at the end of that 12 months, the number of full time clients was 199, nearly 4 times the target. Sometimes clients are seen on a

repeated basis. Within 12 months, there were 437 clients who revisited on a frequent basis. From June 2016 - March 2017 there were 203 new clients. Last year was a challenging time for the people who need the DMA service. DMA had 1 advisor working 30 hours per week, and an admin officer who worked 16 hours per week. That could not be sustained as the quality of service expected could not be given. So the arrangement was changed so that there are 2 advisors in The Venue, 1 working 20 hours per week and the other working 26 hours per week. This means someone is always available to help drop ins. DMA now works with Community Money Advice, Stanley now works as a separate entity and is called County Durham Money Advice Centre Stanley. Total debt managed June 2016 - March 2017 is £886,000. This service has been well received and compliments services provided by Citizens Advice.

(ii) PACT House - Kevin Howe

Kevin informed everyone about what PACT House has been doing in the last year. PACT House is about community wellbeing, it is fully inclusive, it is about joined up services, it is a place where we can all care and share, and people can grow and explore other opportunities. In 2016 PACT House didn't know which way it was going. Kevin pulled together a business plan which looked at what could be achieved. PACT House have; implemented IT access for local residents who do not have their own, provided employment skills and development opportunities, helped young people get apprenticeships, held events, held community gatherings, provided community meals, provided external catering services, holding mens and womens cree services. In 2016 PACT House has come a long way. PACT House has support from the following delivery partners - Stanley Town Council, Durham County Council, SHAID, Just for Women, Durham Constabulary and many more. Groups that meet in PACT House include - LGBT, mini Rotary club, ROAD, church groups, probation services, stray aid, Alzheimer's society, and many more. Kevin finally outlined the income and expenditure and explained where grants for PACT House came from.

(iii) North Road Gym - Frank McGough

Frank McGough introduced himself and North Road Gym. North Road Gym was the Booker Club when it was started off by the McCrory, before it was taken over 7 years ago it was taken over and renamed North Road Gym. It is located behind the Buffs Club in Catchgate, and when the club closed, Stanley Town Council provided a grant to support North Road Gym to purchase the club. The Gym has around 40 juniors, 10 seniors, plus 7 coaches and 3 or 4 helpers. Since Christmas there has been an increase in juniors who attend the Gym, so much so, the Gym may have to consider opening an extra night. The Gym has 7 coaches, plus another 4 who will be joining soon which will enable the Gym to open more nights and take more kids. The Gym has 10 or 12 girl boxers, one of which, Gaynor French, won the ABA Championships, which Frank and the Gym are very proud of. Frank finished off by thanking the Town Council for their financial support.

6

REPORTS OF THE CHAIRS OF SERVICE COMMITTEES

(i) Crime and Community Safety Committee

As the Chairman of the Crime and Community Safety Committee was absent from the meeting, the Town Clerk gave an update report on the work of the Committee.

The Town Council carried out a survey of residents at the start of 2016, to ask what kind of services and initiatives we should look to focus our resources on. Things which came back strongly were community provision, ways to tackle anti-social behaviour, provision for youth and regeneration.

We have already heard from three organisations that the Town Council has supported with significant financial contributions this year whose objectives are aimed squarely at addressing this need. The PACT House has touched a number of them. It has regenerated an old building in the heart of the Town which was falling away into disrepair. It has become a focal point for community outreach, education and training, youth provision and it is a community centre.

In the coming year the Town Council has agreed to fund a detached youth project which will go to the places where young people congregate, work with them and both address their needs and as a result, hopefully address the complaints of anti-social behaviour from other residents. There is a significant overlap between this work and other work which has been supported financially by the Town Council, like youth cafes in Annfield Plain and Stanley and PACT House.

It is unfortunate that there is a need for the Council to fund a money advice service but we recognise that these are difficult times for many residents and that a service which can support them to manage any financial problems they are experiencing is sadly an essential service that the principal authority itself can no longer afford to prioritise.

Being able to secure the future of North Road gym is another intervention that the Council is happy to have made. North Road gym has been providing mentoring and support as well as a leisure activity to young people in Catchgate for many years and had the Town Council not stepped in, we may have lost the club to Consett or elsewhere and the offer to young people in the area would have been worse for it.

In 2016 the Council held its third 'Blooming Good Fun Awards', a project which appears to be and is a fun gardening competition but has the underlying aim of raising Civic Pride and incrementally both improving the environment of our town both by the contributions of our gardeners and the examples they set in their local areas.

The Council's Environmental Improvements project has continued to identify problem areas that are not picked up by the County Council's maintenance regimes and projects identified around the parish by ward members. The team have added hundreds of hours of litter picking, fly tip removal and maintenance of footpaths and bridleways across the Stanley area to the service provided by the County Council in addition to projects ranging from building fencing, putting out and providing planters, refurbishing and placing park benches, and maintaining cemeteries. The team also provide the Town Council's contribution to winter maintenance, gritting footpaths in key areas and maintaining the dozen new grit bins the Council has put out to add to those already provided.

We have put aside funding to support Durham Police's Community Road Safety scheme, which as well as carrying out regular community speed watch events around the parish and beyond, engages with young people and schools to educate them about the dangers of drink driving, texting whilst driving and more. We are also investing in community defibrillators, which could save lives locally and we continue to fund additional patrol cars for our community policing teams to enable them to work more flexibly and cover more ground than their counterparts elsewhere in North Durham.

All in all, a busy year where we have sought to listen to the views of residents and both fund and deliver projects which will address those issues.

(ii) Communication and Events Committee

Councillor David Mills, the Chairman of the Communications and Events Committee provided an update report on the work of the Committee.

It has been a busy year for the Committee. In the last year we have organised and delivered more events for residents than any other year since the Council started. In June, we organised Stanley's first Armed Forces Day event on Front Street and created a carnival atmosphere. We are already planning the event for 2017 and it promises to be even better. We put on a live Brass music event in Front Street as part of the Durham Brass Festival and paid for musicians to visit local schools and work with the children. We put on a community cycle ride along the C2C route. We repeated our 'Tea in the Park' event, combining classical music, tea and cake and deck chairs to create a memorable day out in Annfield Plain Park. The Council continued its financial support for the North East Horticultural Show, Moria Con - North Durham's only geek convention, and through the Stanley Fringe Simon Green hosted 'This is Stanley', a celebration of Stanley in both film and photography that captured the imagination of everyone who saw it.

In the summer holidays, we launched our Play in the Park events at parks right across the parish, with the simple premise that we wanted to provide free or low cost activity days for families throughout the summer that they could walk to from their homes. Despite the odd organisational hiccup along the way, these events were an unqualified success. Attendances grew and grew as awareness spread and thousands of local people enjoyed a cheap fun day out. We will be repeating Play in the Park in 2017 and hope to build on the success of last year. In addition to organising our own fun days, we also provided a grant of £1,000 towards the provision of both the Craghead Family Fun Days and the Tanfield Lea days over the summer enabling those groups to put on better events and to keep more of the funds raised towards their own community centres.

We continue to provide Christmas lights across the parish and added more fairy lights to the trees near the Louisa Centre to add to those provided outside the Civic Hall in 2015. For the first time, we put on a Christmas Market and funfair in the Front Street as part of our Christmas lights celebration event which was really well supported and thoroughly enjoyed by everyone who came along. We hope to build on this concept in 2017 and make it bigger and better.

The Council has allocated funds to provide a community radio station, to be provided at PACT House, to provide a local platform for people to learn and develop media skills, to share information and hopefully to create another community resource to promote Stanley both to residents and beyond.

We also continue to support memorial events by organising the South Moor event ourselves, providing a ceremony on 11th November at our premises and providing resources for Craghead and Annfield Plain's events. Aside from war remembrance events, we also participate in the organisation and delivery of the annual memorial for the West Stanley Disaster.

The Civic Hall staged Aladdin, our first in-house pantomime production in December 2016 which was a great success and the team are already planning Snow White for 2017. The advance sales are excellent. The Council opened a Coffee Shop in the Civic which has helped to keep the hall busy even during the days when there aren't any shows or bookings, however those days are fewer than ever as we have more corporate and training bookings than ever and shows almost every week of the year. We continue our incremental refurbishment of the Civic Hall and are proud that by saving the Hall in 2013 we have been able to safeguard a cultural asset for the residents of the town that would almost certainly if it had been lost, never replaced. In 2017 we are planning to create our own in-house company, the Alun Armstrong players, to use the theatre and facilities to their fullest potential and to stage two further full-cast dramatic productions a year to further enhance our programme. The Civic also hosted our very successful Chairman's Awards night, an event designed to enable the Council to recognise and pay tribute to people all around Stanley who have made a real difference to the lives of others and enhanced the area through their community service. These will return in the next Civic year.

On the Communications side, we continue to attempt to be innovative in the way we engage local residents. We are active in social media and have built a solid following through our Facebook page which helps us reach and inform residents about local events, news and items of interest. We have been trialling broadcasting our meetings live to try and further spread the word about what the Council does, how it conducts business and how people can get involved and we remain committed to communicating to every household by regularly distributing printed media in the form of local magazines and what's on guides.

7 REPORT OF THE TOWN CLERK

The Town Clerk outlined other initiatives that the Town Council had been involved in over the last year.

In addition to the activities outlined above, the Council has been actively seeking to transfer from Durham County Council further assets to enhance the area and the communities we serve. We have applied for and been granted the lease of the Annfield Plain Community Room in West Road, which was under threat of closure as the lease had been surrendered to the County Council and we intend to safeguard and enhance this community asset.

More significantly, in partnership with local charities SHAID and the Just for Women Centre, we have created a bid for the old Council offices in Front Street which will see that building protected, restored and brought back into use for its original purpose as a Town Hall, a service centre for our third sector providers and create a heritage and cultural asset in the heart of the town. A refurbished, restored and vibrant Town Hall will provide a real incentive to drive further regeneration of the Town Centre and will give residents a focal point for Civic pride in the Town.

The Council has a War Memorial steering group which is at present exploring the possibility of providing a central war memorial for the whole of Stanley Parish. Whilst we have some fine memorials around the area, notably at Annfield Plain, Craghead and in St Andrews and other churchyards, there is no memorial which represents all the people across the area lost or injured in all conflicts. The Council has set aside a budget for such a memorial and will be consulting residents about this matter in 2017.

The Clerk also noted that a new Full Council Grants budget has been established for 2017/18.

8 FINANCIAL PERFORMANCE 2016/2017

The Town Clerk reported the expected financial position of the Council at the year end. He advised that our expected expenditure will be just under £1,000,000. 1/4 of that is on the Civic Hall, 13% on grants, 2% on PACT House, 1% on democracy, 4% on administration. We also receive income from the precept, a grant from DCC and the Civic Hall.

9 OPEN FORUM

Questions from the floor:

Frank McGough asked if STC move into the Front Street offices, what would happen with the Civic Hall? The Town Clerk noted that the Civic Hall would just continue as it is and the Town Council staff would move out of the changing rooms office in the Civic Hall and into the Front Street offices.

Kevin Howe requested that the Town Council work together with Aldi to prevent shopping trolleys being stolen and left in the cycle ways and woods. It could be suggested that the trolleys be limited to where they can be taken with a locking system if they are taken from Aldi.

Ken Rollings asked where the DCC offices are now they have moved out of the Front Street offices. The Town Clerk advised that the Customer Access point is in the building behind the Civic Hall, in the Louisa Centre.

Kevin Howe noted that there is a huge consultation around housing across whole of the County. He was particularly interested in the merger of all the housing providers, although nothing will change in 12 months there are no guarantees in what will happen with rent in the future. Kevin is in fear that rents will go up in Stanley as part of the bigger programme with new housing provider, will STC have input with consultation and raise these concerns?

The Chairman agreed that the Town Clerk can make sure that the Council look at this.

10 CLOSE OF MEETING

The meeting was closed by the Chair and light refreshments were made available.

MINUTES of the COMMUNICATIONS AND EVENTS COMMITTEE MEETING OF STANLEY TOWN COUNCIL held at Stanley Civic Hall, Front Street, Stanley on Tuesday 4th April 2017 at 6.30pm

PRESENT: Cllr D Mills* Cllr C Bell Cllr G Graham Cllr R Harrison
 Cllr D Walker Cllr J Nicholson Cllr W Nixon

*Chairman

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

OTHERS IN ATTENDANCE: Daniel O'Brien (DCC Area Action Partnership Co-Ordinator)

ABSENT: Cllr R Ferris

348 APOLOGIES FOR ABSENCE

Apologies received from Cllrs D McMahon, M Wilkinson & D Tully were accepted by the committee.

349 DECLARATIONS OF INTEREST

None.

350 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIRMAN OR TOWN CLERK

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

The Chairman expressed how he was happy to have chaired this Committee for the past 3 years and he thanked everyone for all their hard work.

351 PUBLIC PARTICIPATION

There were no public in attendance.

352 CONFIRMATION OF MINUTES

Members **APPROVED** the minutes of the meeting held on 7th February 2017.

353 WORKING GROUP UPDATES

(i) Music Festival

As the working group meetings had proven unsuccessful in making any decision, members of the committee **RECOMMENDED** that Council hold one Punk night and one Country and Western night as the Music Festival in the Civic Hall.

(ii) Play in the Park

Members were informed that the Play in the Park events are progressing. Nicola is awaiting information from the fairground operator before SAG approval can be applied for. Banners, posters etc will be put out around Stanley to advertise the events.

(iii) Moria Con 3

The Chairman advised the Committee that everything is on schedule. A constitution is being obtained, traders are being booked in and the venue is all booked.

(iv) Armed Forces

The Town Clerk and Cllr G Graham gave a brief update on the progress. It was proposed by Cllr R Harrison, seconded by Cllr C Bell and resolved that Committee **RECOMMEND** that the event still go ahead as planned even if the funding application to the MOD is unsuccessful.

(v) Other

No further working group updates were given.

354

APPLICATIONS FOR FUNDING

- (i) Fools Gold** - The Committee **RESOLVED** that Fools Gold should be asked for updated costs to perform in a number of schools or care homes over a 3 month period.
- (ii) Michael Heaviside Centenary** - Daniel O'Brien from Stanley AAP requested £2000 of the Councils 'Heritage Projects' budget to go towards the cost of the re-enactment and fun day. Committee **RESOLVED** that Council would support the request for funding and instructed the Town Clerk to obtain a full breakdown of costs for the programme.
- (iii) South Moor Banner Group** - It was proposed by Cllr R Harrison, seconded by Cllr C Bell and resolved that Committee **RESOLVED** that

Council support the request for £400 funding to pay the artist for refurbishing the miners banner.

355 **LOCAL COUNCIL AWARD SCHEME**

Committee **RECOMMENDS** that Council adopt the Community Engagement Policy drafted by the Town Clerk.

356 **EXCLUSION OF PRESS AND PUBLIC***

*Members recording the proceedings stopped at this point.

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

*Justification for excluding the public and press from consideration of the following item:
Commercial Sensitivity*

357 **CIVIC HALL - IMPROVEMENT WORKS**

Members discussed the specification of theatre equipment and works. It was **RECOMMENDED** that Council prioritise delivery of the fly tower, PA system and tech box alongside refurbishment of the Building signage, Bamburgh Suite and the toilets with the remaining amount of the Public Works Loan.

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

Projects & Initiatives Committee, 6.30pm, Tuesday 13th June 2017, Stanley Civic Hall

Armed Forces Day Working Group

Cllr G Graham
Cllr D Tully
Cllr W Nixon
Cllr J Nicholson
Cllr C Bell

C/S Stuart Wilson, 'D' Rifles, Durham
W/O2 Alan McKechnie, 205 Battery
Captain James Foster
Dave McVittie, Orgahead Colliery Band
Sea Cadets

1. Attendance

The following is confirmed:

205 Battery/ D Rifles

Rocket Launcher
81 mm Mortar
Equipment Stand
Recruiters
Mess Vehicle
Camo cream face painting

Sea Cadets - Sailing boat

Funfair/ Mini Train
Ice Cream/ Candy Floss
Medical support

Actions:

To look into provision of additional gazebos for stalls - STC have some as do Stanley Traders

Climbing Wall may have to be sourced from elsewhere as Army may not have one

Toilets - Look into having bus station toilets opened for day or if not arrange portable toilets.

2. Catering

Food will be provided by the Army mess vehicle at the top end of Front Street and PACT House will open up at the bottom end and put some tables outside (weather permitting). No extra food vans will be brought in but local food businesses will be made aware of the event if they choose to open.

3. Setup

The Stage will need to be setup on the bus station access spur to enable the music from the band to be heard - the Value Vets/ Boots location is too close to fairground rides which will also be playing music. The military displays will set up on the top of the street from around the Clock

down to Boots, the funfair will setup from there down to PACT House. Main access for vehicles to be from beside Main Bros and Thorneyholme Terrace.

4. Additional Actions

Additional Entertainment on Stage - Vintage Singers?
Chase British Legion and SSAFA for participation

5. Risk Factors

If funding application to MOD is unsuccessful, there is a risk that some aspects of the planned event will have to be changed/ scaled back. A commitment from Council to meet a shortfall up to £1500 if the MOD grant application is unsuccessful would ensure this does not happen.

Michael Heaviside VC 100 Year Commemoration Events

Background

On 6 May 1917, during the Battle of Arras, Private Michael Heaviside crawled across No-Man's-Land under heavy rifle and machine gun fire to take water and first aid to a wounded soldier lying in a shell hole. Later that night Michael Heaviside led two other stretcher bearers to the wounded soldier and carried him back to safety. For his bravery, Michael Heaviside was awarded the Victoria Cross.

On 12 July 1917, Michael Heaviside returned to a hero's welcome in Craghead, where he was presented with a gold watch. Footage of his return is available via the following link:

<http://www.iwm.org.uk/collections/item/object/1060000167>

After the presentation, he told the crowds that he had only done his duty and that he was proud to have brought honour to Durham and to Craghead. A few days later, Private Heaviside travelled by train to London and was presented with his Victoria Cross by King George V.

After the war, Michael Heaviside returned to work as a miner at Craghead. On 26 April 1939, he died at his home at Bloemfontein Terrace, aged just 58 years, his health damaged by his years underground and his time on the Western Front. His funeral was at St Thomas's Church, Craghead.

2017 Commemoration Events

A Steering Group of Officers, Councillors, and enthusiasts has come together to work on a Heritage Lottery Fund application to fund a number of delivery strands to mark 100 years since Michael Heaviside received the Victoria Cross:

- WW1 and Michael Heaviside VC Education Workshops in local schools
- A Church Service event is to be held on Saturday 6th May 2017 in Gilesgate where he was born to mark 100 years since his act of gallantry. A Michael Heaviside VC Commemoration Stone will also be installed next to the Church.
- WW1 Film Talks over two evenings (11th and 12th July) with commentary by Alastair Fraser (WW1 Film Expert) including the Battle of the Somme, the Heaviside Homecoming footage, and the Battle of Arras.
- A re-enactment event on Wednesday 12th July 2017 on Stanley Front Street and then a Fun Day on Millennium Green in Craghead, along with the unveiling of a replica Michael Heaviside VC Stone at Millennium Green and Stanley Town Council's Michael Heaviside VC Blue Plaque.

Funding Support request to Stanley Town Council

Would Stanley Town Council be so kind in considering the allocation of in kind match funding for the use of the Civic Hall for the WW1 Film Talks on the evenings Tuesday 11th and Wednesday 12th July 2017 and allocate £2,000 of your Heritage Funding stream to contribute to the Re-enactment Event and Fun Day?

The £2,000 allocation would be used to fund attractions for the Parade and Fun Day. Attractions could include; a Charabanc and horses, open top car, Penny Farthing experience.

Many thanks for your consideration.



Stanley Town Council Community Engagement Strategy

The Town Council recognises that it is uniquely placed to represent the views of its residents and provide community leadership. This strategy sets out how we engage with the local community to identify their needs and aspirations and how it can improve community engagement to give people a voice and involve them in decisions affecting their quality of life.

1. Stanley Town Council aims to:

- (i) Represent and promote the interests of Stanley and its people of all ages in all its activities;
- (ii) Provide the best possible amenities and services by the efficient use of available resources;
- (iii) Actively involve local people in decisions affecting activities in the local area;
- (iv) Promote equality of opportunity and oppose discrimination;
- (v) Be open and accountable in all it does;
- (vi) Enhance quality of life by protecting and enhancing Stanley's ecological and environmental assets.

2. In order to achieve these aims, the Council will:

- (i) Work closely with residents, local businesses and community groups;
- (ii) Engage with as many people as possible who want to participate in decision making, monitoring services and planning for the future;
- (iii) Ensure, that through the use of a wide range of approaches to public involvement and community engagement, we actively encourage the involvement of residents to capture their views and learn their concerns, and effectively use those views as an integral part of the decision-making process; and
- (iv) Ensure that residents have opportunities to be heard at every stage and the capacity to be effective citizens.

3. Defining the community

The Town Council considers the community of Stanley to comprise:

- (i) All residents of the parish;
- (ii) Users of the Town Council's services and facilities;
- (iii) Those who work or own businesses within the parish;
- (iv) Young people who live and/or go to school within the parish; and
- (v) Local voluntary organisations, clubs and societies and any group or organisation that represents some or any of the members of the above sections of the community.

In addition to the above, the Town Council recognises that there are certain bodies that are crucial to the quality of life in Stanley and aims to maintain excellent working relationships with these bodies, including Durham County Council, the local Area Action Partnership, Durham Police, Durham & Darlington Fire Service, NHS providers and, in order to share best practice and innovation, other town and parish councils in the County.

4. How community engagement is facilitated

The Town Council provides the following:

- (i) A website providing information about the parish, Council initiatives and documents detailing the Council's decisions, expenditure and governance;
- (ii) A strong social media presence, recognising that a significantly higher number of residents can be reached through this medium than they can through the standalone website;
- (iii) An annual report providing details of the activities and expenditure of the Council;
- (iv) Regularly updated noticeboards promoting the work of the Council, its partners and other local organisations;
- (v) Residents may contact the Town Council offices in person and by telephone Monday to Thursday 9.30am – 4.30pm and Friday 9.30am – 4.00pm with an answerphone provided for messages outside these hours;
- (vi) Details of how to contact the Town Clerk's office and elected members are provided in the newsletter, on noticeboards and on the website;
- (vii) Ensuring all meetings of the Council are open to the public and press with a period set aside for residents to speak;
- (viii) Full Council meetings are video recorded and broadcast live on Facebook to maximise engagement, accountability and transparency;
- (ix) A quarterly newsletter, Stanley Life, delivered to all residents and businesses across the town and also available from libraries/community centres and on the website;
- (x) Community forums will be held when required to address important issues affecting the area;
- (xi) Additional public meetings will be arranged to address controversial issues;
- (xii) Holding a wide range of community events which provide opportunities to engage with the public and raise community spirit and Civic Pride;
- (xiii) Press releases to manage the media effectively to promote and enhance the reputation and community ownership of the Council;
- (xiv) Effective use of the Arms of Stanley to promote the work of the Council and the parish to the wider area;
- (xv) Good internal communications – making sure staff and members are informed and give consistent messages and representations on behalf of the community;
- (xvi) To seek opportunities for Town Councillors to represent the Council on various outside bodies to ensure good two-way communication with regular reports of these meetings made to the Council; and
- (xvii) Councillors to hold regular surgeries and provide other informal opportunities for residents to speak to them.

5. Improving community engagement

The Town Council will:

- (i) Publicise the positive results from working with the community and other partners;
- (ii) Seek to work with North Durham Academy and Tanfield School to ensure the views of young people are heard and taken into account;
- (iii) Identify new and innovative opportunities to work with local community groups;
- (iv) Make the fullest possible use of modern communication methods; and
- (v) Review the Community Engagement Strategy annually to ensure its relevance.

This document was adopted by Council on 18th April 2017

STANLEY TOWN COUNCIL



Stanley Council Offices

Report prepared by: Alan Shaw, Town Clerk

DETAILS OF PURCHASER

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

CONTACT DETAILS

Alan Shaw, Town Clerk.

alan.shaw@stanley-tc.gov.uk

01207 299109

AMOUNT OF OFFER

Redacted for Commercial reasons

*Please see "The Offer" on page 10 of this submission.

FUNDING INFORMATION

The initial purchase of the building and some working capital to commence building refurbishment to compliance with DDA and other relevant workplace standards would be met with a loan through the Public Works Loan Board. Further funding would be through a range of external funders, using the initial capital as match funding, in connection with the Town Council's partner organisations. See **Governance** below and the outline medium term plan for more information.

INTRODUCTION

This bid has been prepared in support of the Town Council's decision taken at the Ordinary Council Meeting held on 18th October 2016 to seek to secure the freehold interest in the former Stanley Urban District Council Offices from Durham County Council. (*Minute #173 of 2016/17 refers*)

BACKGROUND

The building was constructed in 1911 by the original Stanley Urban District Council as a Town Hall. The building remained the focal point for Council services in Stanley through successive local government reorganisations in 1937, 1974 and 2009 and remained in use for that purpose until May 2016.

The building ceased to be the primary offices of the local principal authority in 1974 upon the creation of Derwentside Council and its importance lessened further following the abolition of District Councils in 2009.

The building became surplus to the County Council's requirements in 2011 following the decision of Durham County Council to co-locate all its local provision for the Stanley area in new offices within the Louisa Centre.

Stanley Town Council has explored the takeover of the building before, in 2011 and was reasonably advanced in discussions towards the transfer of the building to the Town Council under a local asset transfer. The Town Council stopped actively pursuing this when it became clear that the Civic Hall was at risk of closure and the Town Council moved to secure the future of the Civic Hall instead.

When the building was declared surplus to the County Council's requirements in January 2016, the Town Council immediately expressed an interest and has had an ongoing dialogue with the County Council to attempt to secure the building, initially under an asset transfer (which was dismissed because the process takes too long and the building is unoccupied) and then by seeking to purchase the freehold interest in the building direct from the County Council. The County Council's decision to offer the building to the open market rather than support the Town Council's bid at an earlier stage has been a disappointment for the Council. We remain concerned for the future of the building whilst it continues to be unoccupied.

LOCAL CONTEXT

The Town Council's ambition is to secure the Council Offices as a focal point for civic life in Stanley now the County Council has vacated them. This is the role the building was designed for and has fulfilled for more than a century. The building is unique within the context of the Stanley Front Street as the only significant public building in the street scene.

It is one of only two Grade 2 listed buildings which remain in the Front Street following a catastrophic series of fires which resulted in the loss of some of the town centre's most prominent buildings. The street scene has further been blighted by a number of prominent empty buildings for a number of years, notably the former Board School immediately next door to the Council offices which has fallen derelict since its disposal by the County Council, becoming a magnet for vandalism and the former Bertie's site next to the site of the former Co-op building. The collapse of the retail sector in the recession of 2009 has been another major factor in the current position the town centre is in.

Durham County Council has invested in the built environment through shopfront improvement schemes led by the local AAP and the Town Council and the County Council regeneration department have jointly

invested significant sums in the public realm in Front Street since 2009. The Town Council's contribution alone has amounted to £400,000.

PACT House

Stanley Town Council has in the last year helped pioneer a new approach to regeneration in Stanley. The Council, working initially with Durham Constabulary, secured the lease on the former Lloyds Bank building two doors from the Council Offices. The enabling power of the Town Council has led to local third sector providers coming together to form a new Community Interest Company to manage the building and provide services aimed providing youth provision, tackling social isolation, supporting hardship, providing employability training and community fundraising as well as support for mental health issues. A range of other local groups and a small army of volunteers have come together and between them have secured the funding to refurbish and run the building and have taken a semi-derelict building and turned it into a third sector social support hub helping some of the most vulnerable people in the area.

Stanley Advice Centre

This model is one which has been repeated in Stanley. Separate charities, Council services and even private companies have come together to form a joined up advice service five days a week in another former Durham County Council building which has been transferred to the Community at the Venue in Stanley, funded by the Town Council and the County Council in partnership and delivered by the third sector.

THE BUSINESS MODEL

In the current climate, the old delivery model of discretionary services being provided by Principal authorities or large pots of County Council money being set aside for community interest groups to bid for are effectively at an end. The Parish Council sector has some capacity to plug some of the gaps being vacated by the County Council, but cannot possibly raise enough income through a local precept to duplicate the provision of the County Council as a funder.

It is clear to the Town Council that it could not seek to fully occupy the building on its own as it is a large building. The Council is adamant that the building must be occupied as fully as possible providing a wide range of publicly accessible services. Therefore the Town Council has sought partners to work with it to occupy the building, keep it providing services that have meaning and add value to the local community and refurbish it to a standard that will deliver a building the Town will be proud of.

The Council has had discussions with some established local third sector providers who have indicated that they would like to partner with the Town Council to deliver a refurbished Town Hall with purpose to the residents of Stanley.

An annotated floor plan has been provided as **ATTACHMENT C**

Just for Women - Basement level

Just for Women is an established local charity provider that provides support for vulnerable women, women with mental health issues and takes referrals from a number of statutory providers across County Durham and has contracts to provide services in a number of locations around the County. They also provide CREE services for men and women. Their business plan is attached as **ATTACHMENT G**. The charity is well run, well funded and has the ability to lever in capital funding because its objectives and outcomes match the funding criteria of a large number of funders. The Just for Women centre currently occupies space which is far too small and holding its programme back and is looking for new premises. Just for Women have expressed an interest in taking a lease on the full basement level of the building which has Equalities Act compliant access to the rear and have indicated that they could raise their own capital funding, local donations in kind from trades and volunteer workforce to refurbish the building.

SHAID (Single Homeless Action in Durham) - Second Floor

SHAID are another well respected local third sector provider, established in 1993, working with single men, women and ex-servicemen in difficulty, helping to provide housing, employability training and other support across the County, based in Stanley. They currently occupy offices rented on the open market with a lease due to expire in the near future. They have expressed an interest in partnering with the Town Council to rent office accommodation with a secure tenure and provide consultation rooms to meet clients. Their business plan is attached as **ATTACHMENT H**.

Public Exhibition Space/ Heritage Exhibition Space - Ground Floor

The Town Council would use the larger part of the ground floor of the building as a public exhibition space. The intention would be to work with local museums, galleries, historians and enthusiasts to bring new exhibitions and displays to the building on a regular basis. The Council would build links with local schools, Tourist Information, Arts organisations to promote the exhibitions and seek to increase footfall in the town centre by providing a leisure destination which would be worth visiting regularly. The exhibition space would be free to access but donations would be invited from visitors. This dovetails with an existing ambition of the Town Council to build a local history archive resource for local people and schools to access. The Town Council is at present actively in discussion with local historians, Beamish Museum and the Durham Archive in connection with a range of heritage projects and would hope to begin its own collection in connection with local historians, to capture their independent research into the area and build upon it by encouraging local volunteers, students etc to get involved with the project. The exhibition space would help to support and be supporting an adjacent retail space operated by the Just for Women Centre.

Just for Women Centre - Retail area - Ground Floor

The Just for Women centre retails the goods that are crafted by the project through retail outlets at present, the space marked on the plan would be utilised as a retail space for their goods and other gift items and perhaps a small coffee bar for visitors to the building to get some light refreshment. There would be some planning required to facilitate this change but it would not require any significant structural works just change of use for a small part of the building.

Stanley Town Council - First Floor

The Town Council would house its staff on the First Floor in the old AAP Office and the adjacent room. The old AAP Meeting Room would continue as a meeting room and would be available be utilised by the partner organisations sharing the building, or to extend the exhibition space across two floors if required for bigger displays. The Council Chamber would be returned to its original use but could also be made available for spot hire for training or seminar use and potentially as a licensed wedding venue for civil services as the building is very attractive for photographs and will after restoration look lovely as a backdrop for wedding pictures. The nature of the building would add gravitas as a wedding venue as it has the feel of an important Civic Building.

Public Toilets

In the medium term, there is an option to bring the former public toilets back into use to make a create a unique offer for Stanley: public toilets. There at present none in the town and very few in the whole of County Durham and this would be a valuable addition to the town particularly on market days.

Additional Office Accommodation

The office accommodation on the second floor of the building is very flexible and could be subdivided into a number of small business units in a number of ways. There would be available space on this level which would be offered to startups at an inclusive competitive rate or to other third sector partners who may come in on the project with the Town Council as it develops.

There is existing demand for alternative education spaces in Stanley for children who are unable to attend mainstream schools and some of the office space on the second floor could be adapted well to this use. Derwentside college also reach out to Stanley and could use spaces adapted in this way.

GOVERNANCE

The Town Council is a Parish Council created by Statutory Instrument. It is a local authority with perpetual succession which has the power to raise revenue through a local precept. The Council has the power to employ staff to manage its affairs on its behalf and has staff capacity to ensure that the building is properly managed. Inevitably some facilities management capacity would need to be employed to clean and service the building and for care taking duties.

Governance Model for the Town Hall

Whilst the initial sale of the building would be to the Town Council, the Town Council would quickly establish a charitable trust to manage the building, which is referred to from here as the 'Town Hall Trust'.

There are a number of reasons for establishing a trust to manage the building:

1. As a charitable organisation, the Town Hall Trust would qualify for rates relief and other charitable benefits.
2. The Trust would be in a position to collect rents from the partners (including the Town Council) to offset the running costs of the building.
3. Spot hire of meeting rooms and the sale of gifts/ merchandise from the exhibition space would be additional income for the trust to help offset expenditure.
4. The Trust would be able to fundraise from other funders, charitable trusts and the HLF to lever in capital for the refurbishment of the building, using capital provided by the Town Council as match funding.
5. Whilst the Trust would initially be established with the Council as sole trustee, once leases were in place for the partners, their representatives would be invited to join a number of Town Council appointed representatives on the board. Council reps would be appointed for the full term of the Town Council at the first AGM following each election. This would ensure there was a small, focused group leading the development and management of the building and would provide continuity to ensure that the Town Hall was not affected unduly from short term political pressures and issues.
6. The Trust would insulate the Town Hall from any future changes in local governance. The building would continue to be an asset for the benefit of Stanley even if the Town Council was abolished or its legal powers were altered by statute.
7. This model would allow the partner organisations to bring their resources in terms of volunteer power and community buy-in and allow decision making to be made without the requirement to debate each decision at Council, once the aims of the Town Hall Trust were established.
8. It would allow the Town Council to focus on other projects rather than managing a portfolio of buildings once the initial phase was complete.
9. The example of PACT House and the Venue are clear illustrations of what can be achieved when Councils, third sector providers and the community come together to deliver a project. High quality, personal and local services can be delivered for a fraction of the cost that a principal or town council could deliver them in house. They have the ability to be flexible, make quick decisions and address needs as they arise. The support of the Town Council to anchor the project and bring professional resources and capital to the table is the key to unlock a huge social benefit to the town which the residents are engaged with and will support.

THE TOWN HALL TRUST MODEL

There are dozens of examples of former Civic Buildings being managed by a Town Hall trust covering the full range of building types from ancient medieval moot halls to enormous buildings in metropolitan areas. In between examples like this there are a number of case studies which are more applicable to the Stanley building. Some examples are given below:

Moffat Town Hall: <http://www.moffattownhalltrust.org.uk>

Former baths building and assembly rooms operated by a charitable trust in Moffat, Dumfries with support of the local principal authority.

Clackmannan Town Hall: <http://www.clackmannantownhalltrust.co.uk/>

Public Hall operated by a Trust with support of local principal authority.

Berkhamstead Town Hall: <http://www.berkhamstedtownhall.co.uk/>

Operated by an independent Trust.

Stokesley Town Hall: <http://www.stokesleypc.org.uk/index.php/town-hall>

Operated by a Trust with the Parish Council as sole trustee.

Wiveliscombe Town Hall: <https://www.wiveliscombe.com/townhall>

An independent Trust with the intention of restoring the Town Hall and bringing it back into use.

Bo'ness & Grangemouth Town Halls: <http://www.falkirkcommunitytrust.org/about/>

Operated by the Falkirk Community Trust established by Falkirk Council to manage leisure and heritage assets.

Bakewell Town Hall: <http://www.bakewelltownhall.co.uk/about/>

Operated by an independent trust in partnership with the Town Council.

MARKET ANALYSIS

The building is a prestige building in a location that is not at present able to attract a prestige market. The building would be suitable for offices for a large law firm or similar but there is not the demand in the local area.

Selling the building for conversion into residential accommodation is risky because again whilst it would make a number of high end units of flatted accommodation, the location and the local market would not support that. Division of the building into smaller units would have an unacceptable impact on the character features of the building.

There are clear risks selling the building to a property developer. The neighbouring board school is a clear illustration of the dangers of this approach. An attractive and imposing building stands empty and its condition gets increasingly worse. There is real risk that the same thing could happen to the Council Offices. The Town Council's proposal will ensure that the building is protected and refurbished for the future for the benefit of the residents of Stanley.

Competition

There is no direct competition for the mix that the Town Council is proposing. Whilst there are other buildings in the vicinity which would hire room space, the space in the Town Hall would be a high quality, restored Edwardian Council chamber and setting which would not have a direct impact on premises like the Venue, which is a community centre, or the Civic Hall, which has hireable spaces but is aimed at a different market segment.

The spot hire of rooms would not be the core business of the Town Hall in any case. It would be an operational space for the Town Council and its partners (and tenants) and a cultural leisure space aimed at a completely different audience to the Civic Hall, which is a live entertainment venue not a gallery/ museum/ resource centre. There is no comparable space in the Stanley area and it would improve the social and cultural offer of the town.

REGENERATION

The Town Council conducted a survey of residents in February and March 2016. 500 people completed the questionnaire, which from a population of around 30,000 people is a statistically significant sample with far more weight than any poll. When asked what they wanted to see happen in Stanley, the regeneration of Front Street was the top answer in the questionnaire.

The Town Council has been an active partner in the regeneration of Front Street. It has contributed £400,000 to the County Council's public realm initiatives. It has supported the PACT House in its refurbishment of another prominent building in the street. It has delivered community events on the street to pull in footfall which have been well received by residents.

Bringing the Council Offices back into use and refurbishing them to a high standard whilst enabling and empowering other organisations in Stanley is a project that will help to drive regeneration in the rest of the street. Delivery of this project will also be supporting the County Council in achieving its own strategic aims.

PRICING

The Town Council could secure enough rental income to cover the running costs of the building. The large spaces would be rented at a rate near to but below market rates for partners and at market rates minus overheads for startups and SMEs.

The hire of spaces for training and events would be based on market rates for a good quality venue, offering value for money for users at a higher rate than is achievable in the Civic Hall for differentiation.

MEDIUM TERM PLAN

Upon acquisition, the Town Council would immediately implement a plan to move the project to refurbish the building to a point where occupancy was possible. It is key that the building does not remain unoccupied in for any longer than is absolutely necessary. A draft action plan for the first six months is included below.

Timeline	Actions
First Month	<p>Instruct solicitors. NB: Already done</p> <p>Liaise with partners and agree timescales for occupancy, schedules of requirements in terms of works and timelines.</p> <p>Meet conservation and DC officer to discuss plans. Appoint agent to draw up application. NB: Pre-Application advice request already submitted in connection with lift and some structural issues, further work in this regard necessary re: Accessible toilets and refurbishment works.</p> <p>PWLB Application</p> <p>Commission building surveys</p> <p>Interview building contractors, electricians, roofers, glazers, take references and establish schedules of rates.</p> <p>Obtain quotes from lift manufacturers NB Already done</p> <p>Cleaning and removal of items not required.</p>

Timeline	Actions
Second Month	<p>Submit Planning for changes of use and any internal works necessary</p> <p>Minor works to office spaces and Council chamber, paint, carpets, IT infrastructure etc</p> <p>Minor works in retail space</p> <p>Preparation for internal works in basement</p> <p>PWLB funding approval.</p> <p>Complete sale</p>
Third month	<p>Obtain planning consent for internal and external works and change of use</p> <p>Instruct contractors for phase 1 works: Equalities Act compliance (including lift)</p>
Fourth Month	First Phase works delivery. Cosmetic work, Equalities Act compliance, Building Management compliance. Works in basement commence
Fifth month	Relocate Town Council offices into the building and begin decant of partners
Sixth month	Official re-opening of building

BUILDING MANAGEMENT

Compliance

STC currently maintains a service level agreement with DCC for compliance matters in the Civic Hall and would therefore have access to expertise to support it in maintaining the required standards.

The Council holds £10,000,000 public liability insurance with Zurich Municipal and would add the building to its insurance policy. This would result in an increase in premiums but this would be not be an issue for the Council as the premiums are currently very low.

The Council employs staff who are trained to carry out risk assessments and would review and maintain the relevant risk assessments for the operation of the building itself.

Finance

The Town Council can raise the capital required to acquire the freehold and commence essential works within approximately six weeks from the date of application to the Public Works Loan Board. All bids are

assessed but as long as the Council can demonstrate that it has sufficient revenue to finance the repayments and the legal basis for the decision can be evidenced it is almost unheard of for an application of this type to be declined by the PWLB.

Payments for a loan of £400,000 would equate to a revenue budget of approximately £40,000 per year over a 12 year period. This initial capital could be used as match by the Town Hall Trust to lever in additional Heritage funding and specific funding by partners to invest in the building to bring it up to the required standard.

The Council has built enough flexibility into its revenue budget for the coming financial year to allow it to respond at need to demands that will be placed to procure professional services and staffing for servicing the building.

The Council hold sufficient reserves to enable it to deal with any other in-year budget pressures, currently in excess of £250,000.

Risk Assessment

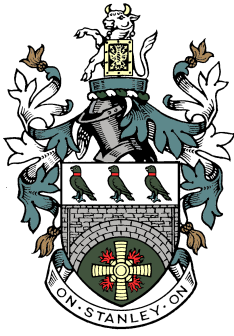
The acquisition of large building does pose some risk for the Town Council. The level of risk is reduced by bringing partner organisations with us to deliver the project and working pro-actively to ensure the building is fully occupied. The rental of large areas of the building to partners ensures that at worst the building will be at 50 % occupancy, however there is enough activity in the locality to ensure this doesn't not happen. The strength of a Town Council is its ability to react quickly because it has a straightforward governance structure. Decisions can be made quickly and if necessary changed quickly. If the exhibition space does not attract enough visitors, or a new partner wants to join the project, the space is flexible enough to respond quickly to change.

THE OFFER

Stanley Town Council would be prepared to offer (**REDACTED**) to acquire the freehold interest in the building. However, given that the Town Council's objectives in taking forward this project are social inclusion, regeneration and empowering the third sector to fill gaps in local provision that have been created by statutory services being forced to move out by budget pressures, It is the Town Council's hope that the County Council would see this as a partnership opportunity rather than a one off capital receipt.

The building was built and maintained for 110 years by contributions from Stanley rate payers before it came under the control of Durham County Council. It would seem the appropriate thing to do to transfer the building back to the Stanley Community for continued use as a Community building by and for Stanley residents.

STANLEY TOWN COUNCIL



Preparation for May Election

Prepared for: Ordinary Council, 21st February 2017

Prepared by: Alan Shaw

Date of Report: 21st February 2017

INTRODUCTION

Proposed arrangements in the run up to the forthcoming local elections and immediately afterwards

BACKGROUND

The Town (and County) Council elections take place on 4th May 2017. The Town Clerk needs to have arrangements in place to ensure there is a smooth transition between the current Council leaving office and the new Council taking office after the election.

PROPOSAL

Date	Event	Proposal
18th April 2017	Final Meeting of current Council	All members of Council to hand in their iPads, chargers and bluetooth keyboards. Those belonging to members who are standing for re-election will be set aside, the remaining iPads will be wiped ready for re-issue. Any new cases or charging leads required will be assessed and ordered.
2nd May 2017	Finance Meeting	The Finance meeting scheduled for May should be deferred until the new Council has taken office
4th May 2017	Election Day	
8th May 2017	Results known	Town Clerk will contact all members of the new Council and advise them of the following arrangements.

Date	Event	Proposal
10th May 2017	Informal Training Session	The Clerk will host an informal meeting for new and returning members to run through basic issues like how decisions are made, where the power lies within the Council, Standing Orders and basic conduct and what to expect/ how to manage the AGM. The issue of Town Mayor/ Chairman will be explained to the new Council and soundings taken.
16th May 2017	AGM	Will run following last year's format, very few decisions beyond election of Chairs/ Vice Chairs. Papers will be served hard copy for this meeting and iPads etc distributed at the meeting. A photographer will be hired to take headshots for website and comms
July 2017	Formal Training	Save Ragg at CDALC has indicated that formal training sessions for Councillors and Chairs will be run by DCC/ CDALC in July.

RECOMMENDATION

Council is requested to **APPROVE** the proposal above.

FINANCIAL IMPLICATIONS

Some sundry items may be required to bring the members' IT equipment up to a standard spec due to wear and tear on the equipment.

LEGAL IMPLICATIONS

None.



Proposal to Stanley Town Council

All Council Post Election Training Day

Proposal – March 28 2017

LGRC Associates Ltd

Finance and Registered Office: Redwood House, Templars Way, Royal Wootton Bassett, Wiltshire SN4 7SR

Operations and Marketing: East Devon Business Centre, Heathpark Way, Honiton, Devon EX14 1SF

Phone: 01404 45973

Email: info@lgrc.uk

Website: www.lgrc.uk



1. Local Government Resource Centre (LGRC) LGRC was set up in 2014 by a team of experienced local council sector specialists who are committed to promoting best practice in Town, Parish and Community councils, helping them to initiate change, make improvements to their approach and deliver community services to the highest standards within generally tight budgets and resource constraints. We provide skilled resources to councils to facilitate their specific objectives in a range of areas.

Our vision is to provide support to local councils to achieve excellence in all aspects of internal management and the delivery of a full (and expanding) range of council functions.

The focus of LGRC's services is therefore on:

- **Consultancy** to support councils in applying best practice across a range of areas, whether relating to strategic planning, decision making, financial and budget management, staffing and HR matters, delivering council services as efficiently as possible, meeting regulatory or legal compliance requirements, or successfully taking on new responsibilities.
- **Training** needs analysis, course design, and training delivery, to ensure that council staff can operate effectively and efficiently and that risks are contained across all areas of a council's responsibilities.
- **Outsourcing and shared services**, to achieve maximum delivery capacity and efficiencies across the full range of council services and internal management tasks.

Summary of Recent LGRC Assignments	
Council	Assignment
Barnstaple TC	<i>Staffing /Organisation Review</i>
Berwick-upon-Tweed TC	<i>Job Evaluation</i>
Bloxham PC	<i>All Council Training</i>
Burtwood TC	<i>Job Evaluation</i>
Calne TC	<i>Governance Review</i>
Cranbrook TC	<i>New Town Council Set Up</i>
Crowborough TC	<i>Business Plan & Staffing Review</i>
Cullompton TC	<i>Locum & Strategic Review</i>
Greenham TC	<i>Governance Health Check</i>
Higham Ferrers TC	<i>Staffing Review</i>
Hythe TC	<i>Town Clerk Recruitment</i>
Langport TC	<i>Review of Operations</i>
Leighton Linlade TC	<i>All Council Training</i>
Penzance TC	<i>Investigation</i>
Petersfield TC	<i>Grounds Maintenance Tender</i>
Portland TC	<i>Staffing and Council Strategy</i>
Stroud TC	<i>Asset Transfer Evaluation</i>
Sutton Coldfield TC	<i>New Town Council Setup</i>
Shaftesbury TC	<i>Interim Clerk Support</i>
Shrewsbury	<i>Service and Staffing Review</i>
Watlington PC	<i>All Council Training</i>
Wilton TC	<i>Strategic Plan</i>
Weston-super-Mare TC	<i>IT Training</i>
Uppingham TC	<i>Governance Health Check</i>



As the table above shows, we have experience of a wide range of assignments within local councils nationally including new council creation.

We are able to draw on a strong team of skilled and often nationally recognised practitioners with backgrounds in Town, Parish and Community Councils. They are supported by experts in specific disciplines such as Human Resources, Finance & Accounting, Economic Development and Community Engagement and with experience in principal council activities. LGRC is a centre of competence for the Local Council Sector, ensuring that relevant skills can be brought to bear when needed to address council plans and problems.

Our approach is to offer a flexible response to a specific business requirement by having a nominated director who is accountable to the client for delivery of the agreed outcomes and who can deploy the appropriate resources to address the specific problem in hand.

2. Client Requirement To provide a one day post election, all council training day for up to 20 councillors plus staff, with the following objectives.

- Provide training for new and returning councillors on the fundamentals of their role so that they can become effective early in their term of office.
- Provide a joint working and familiarisation opportunity so that councillors can get to know each other and council staff in a less formal environment than Council meetings.
- Provide a means for councillors to ask questions and fill gaps in their own knowledge in a supportive and informative environment.

3. LGRC's Proposed Approach. LGRC will provide two trainers to run a course at Stanley Town Council lasting approximately 5 hours. Specific course content will be by agreement, but would cover the fundamentals of how councils work, powers and duties, councillor responsibilities, interests and the Nolan principles, governance structures including committees, relationships with The Town Clerk and with staff generally. To this could be added other topics as required such as planning, finance, communicating with the community, employment law, etc.

In terms of logistics LGRC will provide 2 trainers onsite plus course binders and materials for every participant, while Stanley Town Council would provide the venue and tea/coffee and lunch.

4. Timeframe The Course would be run by agreement on a day to suit the council, following the election, probably during June 2017. The Course would be planned to commence at about 10:00 to 10:30 and conclude by 3:30 to 4:00.

5. Fee Quotation LGRC's LGRC's fee for running the course would be £1,250 plus VAT. All trainer expenses would be included in the fee but an additional £5 per participant would be chargeable for providing the binders and course materials.



6. Progression

We will be very happy to discuss any aspect of the project and further refine the approach as necessary. Please contact Nick Randle at nick.randle@lgrc.co.uk or 01404 45973. LGRC will take action to implement the proposal on receipt of a Council purchase order.

7. Profiles of Consultants who will Contribute to the Project

Specific consultant assignment will take place on receipt of order but it is envisaged that the trainers would be the following.

Nick Randle OBE, BA, PGDiP, FILCM

Nick is an expert Local Council practitioner, having served as a Clerk in a number of Town and Parish Councils, as a Local Councillor and as leader of a Local Council sector body.

He was Chief Executive of the Society of Local Council Clerks from 2000-2013, prior to which he was Town Clerk at Chard Town Council, Somerset, from 1993-2000. During this time he was also lead trainer providing new clerks training for South West Provincial Employers. He holds the CiLCA qualification and is a certified CiLCA trainer.

He has degrees in political science and business administration. His early career was as a management trainee and manager in the IT industry working for IBM and then later as Head of External Affairs at the National Rivers Authority. He was European Board Director for the International Institute of Municipal Clerks between 2008 and 2012. He is currently a Parish Councillor and Chairman of his Parish Council and its Neighbourhood Plan Steering Committee. He was awarded an OBE for services to Local Government in the 2010 Queens Birthday Honours List.

Nick is a strategic planning and change management specialist and has worked as consultant to a number of councils, helping them to manage change through strategic reviews, staffing reviews and community engagement strategies. In recent assignments he worked with newly elected councillors to establish a Town Council at Cranbrook New Town in East Devon, and with Birmingham City Council to establish Sutton Coldfield Town Council. He has delivered all council training in a number of councils including Leighton Linlade and Sutton Coldfield.

Nick is a Director of LGRC and will act as client contact point for the projects

Sue Wilthew BSc FILCM

Following a successful and varied career in Conservation Research and Project Management, Sue moved into local government as CEO to a large Town Council in 2004. After 6 years she became CEO to one of the largest Councils in the UK where she recently led multi agency economic development projects to gain a Business Improvement District and Purple Flag for the town centre.

Sue currently works with new Clerks as an SLCC County Mentor and sits on the NALC Larger Councils Committee.

She is the national winner of the 2016 NALC Star Councils Clerk of the Year Competition



6. Additional Resources

LGRC has access to a wide range of associates with different types of specialist expertise upon which it can draw if a specific issue arises which requires further in-depth analysis during the course of the contract.