



Stanley Town Council

NOTICE OF MEETING

I hereby give notice that the Annual General Meeting of Stanley Town Council will be held on Tuesday, the 16th May 2017 at 6.30pm at Stanley Civic Hall, Front Street, Stanley, Co. Durham, DH9 0NA.

TO ALL MEMBERS of STANLEY TOWN COUNCIL

T Armstrong	D Carmichael	L Christie	J Clark	H Clark
A Clegg	M Davinson	G Graham	C Hampson	C Marshall
D Marshall	J McMahon	B Nair	J Nicholson	J Pallas
J Stephenson	L Timbey	D Tully	J Tully	G Wilkinson

You are requested to attend the **ANNUAL GENERAL MEETING** of Stanley Town Council to be held in **Stanley Civic Hall, Front Street, Stanley**, on **Tuesday the 16th May 2017 at 18.30** in order to consider the following business:

Yours sincerely,

Alan Shaw
Town Clerk
9th May 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 ELECTION OF CHAIR OF STANLEY TOWN COUNCIL

To elect the Chair of the Town Council for the Civic year 2017/18

2 DECLARATION OF ACCEPTANCE OF OFFICE

The Chairman to sign the Declaration of Acceptance of Office

3 ELECTION OF VICE-CHAIR OF STANLEY TOWN COUNCIL

To elect the Vice-Chair of the Town Council for the year 2017/18

4 APOLOGIES FOR ABSENCE

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

5 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

6 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIR

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

7 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*).

8 CONFIRMATION OF COUNCIL MINUTES (ATTACHMENT A)

To **APPROVE** as a correct record and sign the minutes of the Ordinary Council Meeting held on 18th April 2017.

9 STYLE OF CHAIRMAN AND VICE-CHAIRMAN

Statutory Power: Local Government Act 1972, s. 245(6)

The Chairman and Vice-Chairman of a Town Council are entitled to the style of Town Mayor and Deputy Town Mayor respectively. The role of a Council Chairman is not well understood by the public and there is potential to raise the profile of the Council both locally and in the wider area if the Chairman adopts the style 'Town Mayor'. A Town Mayor also has the potential to raise more money for charitable causes as there is more prestige associated with the title of 'Mayor'. There is also a greater incentive for Councils to select a new Mayor in each civic year, whereas Chairmen themselves tend to view the role more as an administrative than an ambassadorial one.

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

Excerpt from Local Government Association: 'Preparing for the role of Civic Mayor':

The mayor is often seen as a symbol of an open society because the role is no longer restricted to an elite group within the population. The 'first citizen', as they are sometimes known, can come from any class, gender or ethnic background and has a key democratic role to play. After being chosen and appointed by fellow councillors, he or she must act as a politically impartial chairman of the council, making sure that proper conduct takes place in the council chamber during meetings. The civic mayor also has a duty and privilege to support local initiatives aimed at providing benefit to the council area and its diverse communities. In this role, the mayor can speak and act in multiple capacities, as ambassador, facilitator, promoter and encourager. This may involve highlighting (...cont)

relevant causes and helping members of the local community to receive the recognition they deserve. However, it is probably the mayor's ceremonial role that most people are familiar with. Mayors are frequently invited to attend events in the community, such as openings and fundraising events organised by voluntary and charitable organisations. Fundraising events may also be held for charities that are chosen by the new mayor at the start of the civic year. All in all, it is potentially a busy year for any mayoral candidate."

10 CONSTITUTION AND OTHER POLICIES

Council is requested to **REVIEW** and **APPROVE** the following documents, subject to any changes they feel may be required:

(i) **The Constitution** **(ATTACHMENT B)**

A number of changes are recommended to the Constitution. The draft Constitution proposed for adoption has been simplified and amended to reflect changes to the Committee Structure for the forthcoming year agreed by Council at the Ordinary Meeting held on 21st March 2017 (*Minute #344 of 2016/17*).

(ii) **Standing Orders** **(ATTACHMENTS C/D)**

The Standing Orders adopted at the last AGM in May 2016 were based on model Standing Orders issued by NALC with some minor amendments to reflect local practice. Two changes were made to the Standing Orders during the course of 2016/17, one relating to the period of notice required to be given to members of the business on the agenda (from three days to five) and one relating to paper ballots.

A report is attached for consideration by members.

(iii) **Financial Regulations** **(ATTACHMENT E)**

The current Financial Regulations are in line with the model Financial Regulations issued by NALC. No changes are proposed

(iv) **Complaints Procedure** **(ATTACHMENT F)**

No changes are proposed to the complaints procedure.

(v) **Community Engagement & Communications Policies** **(ATTACHMENT G/H)**

The Community Engagement Policy was recently adopted by Council at the February Ordinary meeting. No changes are proposed to either Policy.

(vi) **Publication Scheme** **(ATTACHMENT I)**

No changes are proposed to the publication scheme.

11 ANNUAL ACCOUNTS

Statutory Basis: Accounts & Audit Regulations 2015

ATTACHMENTS:

Report on Annual Accounts	(ATTACHMENT J)
Annual Return	(ATTACHMENT K)
Final Budget (out-turn)	(ATTACHMENT L)
Asset Register	(ATTACHMENT M)

The Finance Officer has prepared a report for Council in respect of the Annual Accounts for 2016/17.

Council is requested to **CONSIDER** this matter, **APPROVE** the accounts and **AUTHORISE** the Chairman to sign the Annual Governance Statement and the Annual Accounting Statement for 2016/17.

12 APPOINTMENTS TO COMMITTEES

Subject to agreement of item 10(i) above, to consider the appointments of Chairmen, Vice-Chairmen and membership of the following Committees:

Each Committee to consist of a maximum of ten standing members (the Chair and Vice Chair are ex-officio members of all Committees) except Planning matters which are currently dealt with by Full Council sitting as a Committee.

- (i) **Projects & Initiatives**
- (ii) **Finance & Governance**

13 APPOINTMENTS TO WORKING GROUPS AND PANELS

To consider appointments to the following Groups and Panels:

- (i) **Disciplinary Panel**
- (ii) **Grievance Panel**
- (iii) **Appeals Panel**

14 APPOINTMENTS TO OUTSIDE BODIES

Council is requested to **REVIEW** appointments to outside bodies and **DECIDE** what to do

- (i) **AAP**

Appointments to the AAP Board are for 24 months. The Town Clerk has also been co-opted to the AAP board as a non-voting member.

- (ii) **CDALC Executive**

One representative.

(iii) **Larger Local Councils Forum (CDALC)**

Two representatives.

(iv) **PACT House**

Cllr Bala Nair was appointed as the STC Rep on the PACT House board by Council at the Ordinary Meeting held in February 2016.

15 SCHEDULE OF MEETINGS

(ATTACHMENT N)

This year, the Annual Town Meeting was brought forward to March to avoid being held too close to the election. This format worked well and it is **PROPOSED** that the Annual Meeting should remain in March in 2018.

Council is requested to **CONSIDER and APPROVE** the proposed schedule of meetings for the civic year 2017/18.

16 SUBSCRIPTIONS TO OUTSIDE ORGANISATIONS

Council is requested to **CONSIDER** whether or not the Council wishes to continue to subscribe to the following organisations:

- (i) **National Association of Local Councils (NALC)**
- (ii) **County Durham Association of Local Councils (CDALC)**
- (iii) **Society of Local Council Clerks (SLCC)***

** Members are requested to note that in 2016, the Trade Union aspect of the SLCC was separated into a separate association (the ALCC), therefore the Council no longer funds Trade Union representation for the Town Clerk through subscription to the SLCC but does benefit from the legal consultancy aspects of membership*

17 DATE, TIME AND VENUE OF NEXT MEETING

Tuesday, 27th June 2017, 18.30, Civic Hall, Stanley

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