



Stanley Town Council

NOTICE OF MEETING

I hereby give notice that a Finance and Governance Committee meeting of Stanley Town Council will be held on Wednesday, the 14th June 2017 at 6.00pm at Civic Hall, Front Street, Stanley DH9 0NA.

TO ALL MEMBERS of the STANLEY TOWN COUNCIL FINANCE AND GOVERNANCE COMMITTEE

J Stephenson (Chair)
J Pallas
B Nair*

M Davinson
L Timbey
G Graham*

L Christie
H Clark

D Marshall
J Nicholson

C Marshall
D Tully

*ex-officio

You are hereby summoned to attend a meeting of the **Finance and Governance Committee** of **Stanley Town Council** to be held in **Civic Hall, Stanley** on **Wednesday the 14th June 2017 at 18.00** in order to transact the following business:

Yours sincerely,

Alan Shaw
Town Clerk
5th June 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

(i) Personnel (ATTACHMENT A)

To **APPROVE** as a correct record and sign the minutes of the Personnel Committee Meeting held on 7th March 2017.

(ii) Finance & General Purposes (ATTACHMENT B)

To **APPROVE** as a correct record and sign the minutes of the Finance and General Purposes Committee Meeting held on 8th March 2017.

6 ACCOUNTS FOR PAYMENT AND BANK RECONCILIATION

Statutory Basis: Accounts & Audit (England) Regulations 2011

April 2017

Schedule of Payments	(ATTACHMENT C)
Schedule of Receipts	(ATTACHMENT D)
Bank Reconciliation	(ATTACHMENT E)
Statement Current Account	(ATTACHMENT F)
Statement Saver Account	(ATTACHMENT G)

May 2017

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

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

- (i) **APPROVE** the payment of accounts for April and May 2017; and
- (ii) **NOTE** the Bank Reconciliations for April and May 2017.

7 INTERNAL AUDIT: FINAL ACCOUNTS

Committee to receive the year end reports of Gordon Fletcher, Internal Auditor for the year 2016/17.

Internal Audit Annual Report	(ATTACHMENT M)
Income, Collection & Banking	(ATTACHMENT N)

Payroll	(ATTACHMENT O)
Creditors	(ATTACHMENT P)
Corporate Governance	(ATTACHMENT Q)
Action Plan: Governance	(ATTACHMENT R)

8 BUDGET REVIEW (ATTACHMENTS S & T)

The Labour group made a number of key pledges to residents during the election campaign. Committee is requested to review the revenue budgets for 2017/18 in light of the pledges (and having regard to the resident survey of 2016) and make recommendations for any changes required to Full Council.

9 REVISION OF THE CONSTITUTION (ATTACHMENTS U & V)

A number of changes to the Constitution were adopted by Council at the Annual Meeting on May 16th 2017. The Town Clerk has incorporated the changes into the attached draft for consideration by the Committee. A further documents relating to the use of Council facilities by political groups is also provided for review.

Committee is requested to **REVIEW** the amended Constitution and make a **RECOMMENDATION** to Council to adopt the document, or propose further amendments.

10 COMMITTEE WORK PROGRAMME

To identify and plan items of new business to be delivered by the Committee in 2017/18.

The Town Clerk has put forward some issues that will need to be addressed. Committee is requested to put forward any further matters for consideration.

Staffing Structure
Whistle Blowing Policy
Fraud & Corruption Policy
Data Protection Policy
Policy Review Timetable

11 DATE, TIME AND VENUE OF NEXT MEETING

Finance and Governance Committee, 6.30pm, Date to be Confirmed*, Stanley Civic Hall.

*The scheduled date clashes with the Michael Heaviside Commemoration

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.