

MINUTES of the **FINANCE AND GOVERNANCE COMMITTEE MEETING OF STANLEY TOWN COUNCIL** held at Stanley Civic Hall, Front Street, Stanley on Wednesday 13th September 2017 at 6.00pm

PRESENT: **Cllr M Davinson*** Cllr L Christie Cllr D Marshall
 Cllr D Carmichael Cllr H Clark Cllr J Nicholson
 Cllr D Tully Cllr B Nair

*Chairman

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

OTHER IN ATTENDANCE: 2 members of the public, Cllrs J Tully and A Clegg

93 APOLOGIES

Apologies received from Cllrs J Stephenson, J Pallas and L Timbey were accepted by the Committee.

94 DECLARATIONS OF INTEREST

Cllr D Marshall declared a non pecuniary interest in Stanley Events Ltd and a pecuniary interest in Graphic Print Ltd.

95 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIRMAN OR TOWN CLERK

None

96 PUBLIC PARTICIPATION

There were no questions submitted prior to the meeting and no questions from the floor.

97 CONFIRMATION OF MINUTES

It was proposed by Cllr D Marshall, seconded by Cllr D Tully and **RESOLVED** that the minutes of the Finance and Governance Committee meeting held on 14th June and 19th July be approved and signed by the Chairman as a correct record.

98 GRANT FUNDING APPLICATIONS

It was proposed by Cllr B Nair, seconded by Cllr L Christie and **RESOLVED** that all grant funding applications and the grant funding policy should be reviewed by a working group which will consist of: Chair of the Finance and Governance

Committee, Chair of the Projects and Initiatives Committee, Cllr D Marshall as leader of the Labour Group and a member of the Derwentside Independents. They will look at the applications and make a recommendation whether to fund them or not and review the criteria for future applications to be assessed against. A report should be provided for Full Council.

99 **ACCOUNTS FOR PAYMENT AND BANK RECONCILIATION**

It was proposed by Cllr D Carmichael, seconded by Cllr B Nair and **RESOLVED** that the Committee **APPROVE** the payment of accounts for July & August 2017 and **NOTE** the bank reconciliations for July & August 2017.

100 **MEMBER'S INITIATIVE FUND**

Members **NOTED** the breakdown of MIF payments made since the beginning of 2017/18.

It was proposed by Cllr D Marshall, seconded by Cllr B Nair and **RESOLVED** that the working group established to review the grant funding policy should also review the MIF policy and provide recommendations to Committee.

101 **REPORT OF THE CHAIRMAN**

As Cllr Stephenson was not present at the meeting, the Town Clerk asked if Cllr D Carmichael would like to talk members through the report. Cllr Carmichael advised that this was just an initial report and the process of reviewing the Council's financial processes would be ongoing.

The Town Clerk made the following observations regarding the recommendations in the report from the Chairman:

- (i) In respect of the first recommendation the Town Clerk advised that the Bank Reconciliation Statement that is produced comes from the Omega database, and provides very similar information to the NALC template.
- (ii) In respect of the second recommendation the Town Clerk advised that the risk register was reviewed in March but if Committee wished to review it more than once a year it would be brought to the next Finance committee meeting for discussion and review.
- (iii) In respect of the 4th recommendation the Town Clerk agreed that the Civic Hall income and expenditure should be evaluated in more detail.
- (iv) Finally the Town Clerk advised Committee that there was some flexibility within the salary budgets if Council decided the Finance Officer should be allowed more hours to produce more detailed reports.

It was proposed by Cllr D Carmichael, seconded by Cllr D Marshall and **AGREED** that the recommendations of the report from the Chairman be implemented.

I02 EXTERNAL AUDIT

It was proposed by Cllr D Marshall, seconded by Cllr D Carmichael and **RESOLVED** that Committee **NOTE** the Notice of Conclusion of Audit and issues identified.

I03 DBS CHECKS POLICY

It was proposed by Cllr D Marshall, seconded by Cllr B Nair and **RECOMMENDED** that the Council should adopt a similar DBS policy to DCC and that elected members should be issued with ID badges.

The issue of Civic Regalia should be put onto the Full Council agenda for discussion.

I04 DATA PROTECTION

Members **NOTED** the updated from the Town Clerk, that changes to Data Protection Legislation will be coming into force in 2018. The Town Clerk was also nominated as the Data Protection Officer for the Town Council.

I05 APPRENTICES

It was proposed by Cllr D Marshall, seconded by Cllr D Carmichael and **RESOLVED** that the Committee **RECOMMENDS** that the Town Clerk look into the DCC scheme and explore which is best value for money.

I06 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; Privacy of staff*

I07 STANLEY COUNCIL OFFICES

It was **RESOLVED** that the Committee **RECOMMEND** that the sub committee meet to discuss the report of the surveyor and how to progress.

108 STAFFING MATTER

The Committee considered the report of the Town Clerk and established a panel to deal with the matter.

109 DATE, TIME AND VENUE OF NEXT MEETING

11th October 2017, 6:00pm, Stanley Civic Hall.

Date: 03/10/2017

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Cash Book 1

User : SO

Current Bank A/c

For Month No : 6

Payments for Month 6

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
16/08/2017	CDALC	102798	-60.00			4800 200	-60.00	replcement chq issued 102819
29/08/2017	CDALC	102819	60.00			4800 200	60.00	replaces chq 102798
01/09/2017	Lanchester Dairies Ltd	DD06 001	18.94	18.94		500		milk w/e 25/08
01/09/2017	Facebook	DD06 003	80.86	80.86		500		Facebook August 17
01/09/2017	Facebook	DD06 004	163.18	163.18		500		Facebook aug 17
01/09/2017	Jean Forster	DD06 002	500.00	500.00		500		FAME costumes
04/09/2017	Screwfix Direct Ltd	DD06 005	64.99	64.99		500		Titan saw
05/09/2017	AA Flags Ltd	102820	38.28	38.28		500		Red Ensign flag
05/09/2017	Durham County Council	102821	50.00	50.00		500		Licence fee S Moor park
05/09/2017	Hoge 100 Business Systems Ltd	102822	135.74	135.74		500		internet charges july 17
05/09/2017	Hopwells	102823	101.11	101.11		500		cakes
05/09/2017	J&D Clark	102825	12,060.00	12,060.00		500		Hire of rides
05/09/2017	Leisureworks	102826	840.00	840.00		500		Hire of sports hall
05/09/2017	Main Brothers DIY	102827	20.17	20.17		500		wood adhesive etc
05/09/2017	Miko Coffee	102828	258.98	258.98		500		coffee beans
05/09/2017	Mark Hodgson	102829	700.00	700.00		500		climbing wall oakey/craghead
05/09/2017	Newsquest Media Group	102830	180.00	180.00		500		C&S adv 17/08
05/09/2017	Occasions Cake Design	102831	280.00	280.00		500		wedding cake 28/07
05/09/2017	Printmeit.com Ltd	102832	504.80	504.80		500		Oklahoma printing 2018
05/09/2017	Strike While the Irons Hot Ltd	102833	24.30	24.30		500		laundry 24/08
05/09/2017	Washington Supplies	102834	328.75	328.75		500		hand towels etc
05/09/2017	Tanfield Lea community Associa	102835	350.00	350.00		500		MIF563- Tanfield lea CA
05/09/2017	Medics UK (North East) Ltd	102836	400.00	400.00		500		Medical cover View lane park
05/09/2017	Normans of Billingham Ltd	102837	189.46	189.46		500		copier paper etc
05/09/2017	Occasions cake design	102831	-280.00			4752 500	-280.00	canc chq- wrong name
05/09/2017	Barclays	DD06 006	112.00	112.00		500		Barclay charges Aug
05/09/2017	IKEA Limited	DD06 008	77.00	77.00		500		vases/lanterns
06/09/2017	Annfield Plain Cricket Club	102838	400.00	400.00		500		MIF566 AP cricket clothing/equ
06/09/2017	Catchgate and Annfield Plain A	102839	500.00	500.00		500		MIF561 Catch & AP Summer fun
06/09/2017	Stanley Young Peoples Club	102840	1,000.00	1,000.00		500		MIF560 Stanley YPC summer act
06/09/2017	Tanfield PCC	102841	600.00	600.00		500		MIF562 Tanfield scarecrow
06/09/2017	Durham Bangladeshi Cultural As	102842	1,950.00	1,950.00		500		MIF559 EID awards
06/09/2017	North East Horticultural Socie	102843	1,000.00	1,000.00		500		MIF564 NEH show
06/09/2017	SHAID Ltd	102844	500.00	500.00		500		MIF565 canny cooks
06/09/2017	Microsoft	DD06 007	35.00	35.00		500		Microsoft Sept 17
06/09/2017	Ebay (Paypal)	DD06 009	94.99	94.99		500		chair covers

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Cash Book 1

User : SO

Current Bank A/c

For Month No : 6

Payments for Month 6

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
06/09/2017	Ebay (Paypal)	DD06 010	183.98	183.98		500		chair covers
06/09/2017	Country Baskets Gateshead	DD06 012	353.95	353.95		500		candelabras, candles
06/09/2017	Robert Duncan Timber Products	DD06 011	235.80	235.80		500		projector room floor
07/09/2017	Civic Hall Petty Cash	DD06 013	300.00			200	300.00	Petty cash top up
08/09/2017	Kalapremi UK	102845	2,733.00	2,733.00		500		MIF567 Kalapremi
08/09/2017	Lanchester Dairies Ltd	DD06 014	18.94	18.94		500		milk w/e 01/09
08/09/2017	Durham County Council Direct D	DD06 015	802.00	802.00		500		business rates inst 6
08/09/2017	Durham County Council Direct D	DD06 016	55.00	55.00		500		Business rates inst 4
08/09/2017	Dropbox	DD06 018	360.00	360.00		500		Increase size for dropbox
11/09/2017	Melanie Willas	102846	280.00			4752 500	280.00	replacement chq (re 102831)
11/09/2017	Adobe Systems Software	DD06 019	14.29	14.29		500		Adobe sept 17
11/09/2017	Pas Sound Engineering Ltd	DD06 020	350.27	350.27		500		ceiling speaker package
12/09/2017	British Gas	DD06 022	205.85	205.85		500		gas to 17/08/17 (est)
12/09/2017	HMRC- VAT	DD06 021	2,038.91			105	2,038.91	VAT payment q/e 31/07/17
13/09/2017	Ratcliffe Fernley Media Ltd t/	102847	3,000.00	3,000.00		500		Panto- bus advertising
13/09/2017	Suzanne Gill	102848	284.16	284.16		500		Suzanne gill 11/09
13/09/2017	Ebay (Paypal)	DD06 023	5.80	5.80		500		glassware hangers
13/09/2017	Booker Ltd	DD06 024	96.52	96.52		500		beans, corned beef
14/09/2017	Mayfair Carpets	DD06 026	270.00	270.00		500		Projection room carpet
14/09/2017	Magicbox	DD06 025	117.00	117.00		500		FAME props
15/09/2017	Lanchester Dairies Ltd	DD06 028	19.48	19.48		500		milk w/e 08/09
15/09/2017	ITC Service Ltd	DD06 027	676.14	676.14		500		copies August 17
18/09/2017	British Telecom Payments Centr	DD06 029	28.56	28.56		500		01207 281376
18/09/2017	British Telecom Payments Centr	DD06 030	80.15	80.15		500		01207 239970 q/e 30/11
18/09/2017	British Telecom Payments Centr	DD06 031	87.92	87.92		500		01207 232306 q/e 30/11
18/09/2017	PWLB	DD06 032	11,824.00			4997 520	1,824.00	september instalment - Loan
						4996 520	10,000.00	september instalment - Loan
19/09/2017	Brake Bros Ltd	102849	184.76	184.76		500		Bacon, mayo etc
19/09/2017	Corona Energy Retail 2 Ltd	102850	24.83	24.83		500		August 17
19/09/2017	Crystal View	102851	75.00	75.00		500		window cleaning 24/04
19/09/2017	DJ Camp Ltd	102852	5,862.00	5,862.00		500		Manufact & install steel beams
19/09/2017	GWK Woodshed	102853	5,225.00	5,225.00		500		Enviro caretaker August 17
19/09/2017	Hoge 100 Business Systems Ltd	102854	102.02	102.02		500		Hoge 100 web sales
19/09/2017	Hopwells	102855	333.99	333.99		500		Gluten free dairy

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Current Bank A/c

For Month No : 6

Payments for Month 6

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
19/09/2017	JAK HQ Ltd	102856	180.00	180.00		500		In and Around October
19/09/2017	Medics UK (North East) Ltd	102857	400.00	400.00		500		Medics Annfield plain 26/08
19/09/2017	Newsquest Media Group	102858	144.00	144.00		500		Ganesh advert-rechargeable
19/09/2017	Printmeit.com Ltd	102859	185.00	185.00		500		Fame programmes
19/09/2017	Strike While the Irons Hot Ltd	102860	30.60	30.60		500		Laundry 13/09
19/09/2017	Paul Watson	102861	170.00	170.00		500		Face painting APlain & Cr'head
19/09/2017	Solar 1 Electrical Ltd	102862	576.00	576.00		500		Electrical work-CIVIC sign
19/09/2017	T A Cain	102863	200.00	200.00		500		Ganesh festival
19/09/2017	Kalapremi UK	102864	486.00	486.00		500		Ganesh festival 2017
19/09/2017	Proscenium Ltd	102865	2,628.00	2,628.00		500		bALANCE - fame SET
19/09/2017	John Hudson Music Productions	102866	2,940.00	2,940.00		500		Fame musical dir and band
19/09/2017	HMRC- salary deductions	DD06 033	10,369.88			4005 500	541.84	HMRC- salary deductions
						4000 505	622.28	HMRC- salary deductions
						4000 500	3,938.18	HMRC- salary deductions
						4000 101	5,267.58	HMRC- salary deductions
19/09/2017	Post office ltd	DD06 018	177.00	177.00		500		stamps
19/09/2017	Screwfix Direct Ltd	DD06 034	21.28	21.28		500		ring on plate, tape
19/09/2017	Booker Ltd	DD06 035	133.12	133.12		500		diet coke etc
19/09/2017	Durham Lifting Ltd	DD06 036	136.25	136.25		500		wire rope
20/09/2017	Worldpay	DD06 037	16.15	16.15		500		Internet ec charges Aug 17
20/09/2017	Worldpay	DD06 038	55.45	55.45		500		card charges Aug 17
20/09/2017	Worldpay	DD06 039	10.83	10.83		500		card charges Aug 17
21/09/2017	nPower Northern Ltd	DD06 041	65.39	65.39		500		npower refund
22/09/2017	British Gas	DD06 043	1,208.56	1,208.56		500		electricity August 17
22/09/2017	Lanchester Dairies Ltd	DD06 042	19.48	19.48		500		milk w/e 15/09
22/09/2017	David Simpson	DD06 044	3.95	3.95		500		Panto back track-best friends
25/09/2017	Shildon Town Council Appeal	102867	20.00	20.00		500		Shildon Town Council appeal
25/09/2017	Mid Teasdale Project Partnersh	102868	60.00	60.00		500		Mid Teasdale Project- B Castle
25/09/2017	NortonSymantec	DD06 045	59.99	59.99		500		Norton sub 25/09
26/09/2017	Taxi -london studio visit	DD06 051	15.00			4650 500	15.00	Taxi -london studio visit
26/09/2017	Civic Hall Petty Cash	DD06 051	5.00			200	5.00	minor bal to civic hall PC
26/09/2017	BOC	DD06 046	14.40	14.40		500		gas bottle rental
26/09/2017	Molson Coors Brewng Co Ltd	DD06 047	1,016.50	1,016.50		500		wolf rock returns

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Payments for Month 6

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ V A T</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
26/09/2017	The Price studios Ltd	DD06 049	294.00	294.00		500		Hire of studio- panto
26/09/2017	The Trainline.com Ltd	DD06 048	204.50	204.50		500		London recording- train fare
27/09/2017	Payroll September	DD06 050	18,523.15			4005 500	2,552.08	Payroll September
						4000 505	2,347.26	Payroll September
						4000 500	6,914.87	Payroll September
						4000 101	6,708.94	Payroll September
27/09/2017	Booker Ltd	DD06 052	114.83	114.83		500		kettle chips etc
28/09/2017	Prezzo	DD06 053	27.35	27.35		500		Panto- lunch
29/09/2017	Lanchester Dairies Ltd	DD06 054	19.48	19.48		500		milk w/e 22/09/17
29/09/2017	Vodafone	DD06 055	39.60	39.60		500		686331280063/174
Total Payments for Month			100,078.61	57,002.67	0.00		43,075.94	
Balance Carried Fwd			377,910.11					
Cash Book Totals			<u>477,988.72</u>	<u>57,002.67</u>	<u>0.00</u>		<u>420,986.05</u>	

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Cash Book 1

User : SO

Current Bank A/c

For Month No : 6

Receipts for Month 6

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		453,711.44					453,711.44	
Banked on : 31/08/2017		150.00						
	Sales Recpts Page 363	150.00	150.00		100			Sales Recpts Page 363
Banked on : 01/09/2017		125.20						
	Sales Recpts Page 365	125.20	125.20		100			Sales Recpts Page 365
Banked on : 03/09/2017		89.50						
INC06 005	internet rec 29/08-03/09	2.00		0.33	4102	500	1.67	internet rec 29/08-03/09
INC06 005	internet rec 29/08-03/09	4.50		0.75	4998	500	3.75	internet rec 29/08-03/09
INC06 005	internet rec 29/08-03/09	28.00		4.67	1012	500	23.33	internet rec 29/08-03/09
INC06 005	internet rec 29/08-03/09	55.00			530		47.00	internet rec 29/08-03/09-pro
					530		8.00	internet rec 29/08-03/09-comm
Banked on : 04/09/2017		40.50						
	Sales Recpts Page 367	40.50	40.50		100			Sales Recpts Page 367
Banked on : 04/09/2017		54.00						
	Sales Recpts Page 368	54.00	54.00		100			Sales Recpts Page 368
Banked on : 04/09/2017		81.00						
	Sales Recpts Page 369	81.00	81.00		100			Sales Recpts Page 369
Banked on : 04/09/2017		27.00						
	Sales Recpts Page 370	27.00	27.00		100			Sales Recpts Page 370
Banked on : 05/09/2017		450.00						
	Sales Recpts Page 366	450.00	450.00		100			Sales Recpts Page 366
Banked on : 05/09/2017		22.40						
INC06 006	Barclays	22.40			4999	110	22.40	Barclays loyalty payment
Banked on : 10/09/2017		335.00						
INC06 007	Internet receipts 04/09-10/09	4.00		0.67	4102	500	3.33	Internet receipts 04/09-10/09
INC06 007	internet rec 04/09-10/09	15.00		2.50	4998	500	12.50	internet rec 04/09-10/09
INC06 006	internet rec 04/09-10/09	92.00		15.33	1012	500	76.67	internet rec 04/09-10/09
INC06 007	internet rec 04/09-10/09	224.00			530		145.00	internet rec 04/09-10/09-pro
					530		79.00	internet rec 04/09-10/09-comm
Banked on : 13/09/2017		1,311.06						
INC06 004	card rec 29/08-13/09	58.06		9.68	1220	505	48.38	card rec 29/08-13/09
INC06 004	card rec 29/08-13/09	16.00		2.67	1020	510	13.33	card rec 29/08-13/09
INC06 004	card rec 29/08-13/09	2.00			4104	500	2.00	card rec 29/08-13/09
INC06 004	card rec 29/08-13/09	232.00		38.67	1000	500	193.33	card rec 29/08-13/09
INC06 004	card rec 29/08-13/09	485.00		80.83	1012	500	404.17	card rec 29/08-13/09
INC06 004	card rec 29/08-13/09	518.00			530		290.00	card rec 29/08-13/09-pro
					530		228.00	card rec 29/08-13/09-comm
Banked on : 14/09/2017		1,079.84						
INC06 001	var cash/chq w/c 28/08	437.05		72.84	1220	505	364.21	var cash/chq w/c 28/08
INC06 001	var cash/chq w/c 28/08	397.79		66.30	1020	510	331.49	var cash/chq w/c 28/08
INC06 001	var cash/chq w/c 28/08	-30.00			1028	500	-30.00	use of voucher, £10, £20

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Cash Book 1

User : SO

Current Bank A/c

For Month No : 6

Receipts for Month 6

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
INC06 001	var cash/chq w/c 28/08	275.00			530		275.00	var cash/chq w/c 28/08-prof
	Banked on : 14/09/2017	1,917.34						
INC06 002	var cash/chq w/c 04/09	21.00		3.50	1010	500	17.50	keep fit
INC06 002	var cash/chq w/c 04/09	-20.00			1010	500	-20.00	keep fit instructor
INC06 002	var cash/chq w/c 04/09	610.47		101.74	1220	505	508.73	var cash/chq w/c 04/09
INC06 02	var cash/chq w/c 04/09	523.47		87.24	1020	510	436.23	var cash/chq w/c 04/09
INC06 002	var csh/chq w/c 04/09	3.40		0.57	4105	500	2.83	var csh/chq w/c 04/09
INC06 002	var cash/chq w/c 04/09	324.00		54.00	1012	500	270.00	var cash/chq w/c 04/09
INC06 002	var csh/chq w/c 04/09	455.00			530		125.00	var csh/chq w/c 04/09-prof
					530		330.00	var csh/chq w/c 04/09-comm
	Banked on : 15/09/2017	200.00						
	Sales Recpts Page 372	200.00	200.00		100			Sales Recpts Page 372
	Banked on : 16/09/2017	794.00						
	Sales Recpts Page 371	794.00	794.00		100			Sales Recpts Page 371
	Banked on : 17/09/2017	153.50						
INC06 008	internet rec 12/09-17/09	7.50		1.25	4998	500	6.25	internet rec 12/09-17/09
INC06 008	internet rec 12/09-17/09	146.00		24.33	1012	500	121.67	internet rec 12/09-17/09
	Banked on : 17/09/2017	1.00						
INC06 003	minor adjustment	1.00		0.17	1010	500	0.83	minor adjustment
	Banked on : 20/09/2017	5,561.81						
INC06 003	var cash/chqs w/c 11/09	39.00		6.50	1010	500	32.50	keep fit
INC06 003	var cash/chqs w/c 11/09	-20.00			1010	500	-20.00	keep fit instructor
INC06 003	var cash/chqs w/c 11/09	640.27		106.71	1220	505	533.56	var cash/chqs w/c 11/09
INC06 003	var cash/chqs w/c 11/09	4,382.14		730.36	1020	510	3,651.78	var cash/chqs w/c 11/09
INC06 023	var cash/chqs w/c 11/09	10.90		1.82	4105	500	9.08	var cash/chqs w/c 11/09
INC06 003	var cash/chq w/c 11/09	353.00		58.83	1012	500	294.17	var cash/chq w/c 11/09
INC06 003	var cash/chq w/c 11/09	156.50			530		136.50	var cash/chq w/c 11/09-pro
					530		20.00	var cash/chq w/c 11/09-comm
	Banked on : 20/09/2017	130.00						
	Sales Recpts Page 373	130.00	130.00		100			Sales Recpts Page 373
	Banked on : 20/09/2017	920.00						
	Sales Recpts Page 374	920.00	920.00		100			Sales Recpts Page 374
	Banked on : 20/09/2017	1,614.67						
INC06 010	var card rec 14/09-20/09	39.17		6.53	1220	505	32.64	var card rec 14/09-20/09
INC06 009	var card rec 14/09-20/09	158.00		26.33	1020	510	131.67	var card rec 14/09-20/09
INC06 010	var card rec 14/09-20/09	4.00			4104	500	4.00	var card rec 14/09-20/09
INC06 010	var card rec 14/09-20/09	40.00		6.67	1000	500	33.33	var card rec 14/09-20/09
INC06 010	var card rec 14/09-20/09	1,024.00		170.67	1012	500	853.33	var card rec 14/09-20/09
INC06 010	var card rec 14/09-20/09	349.50			530		333.50	var card rec 14/09-20/09-prof
					530		16.00	var card rec 14/09-20/09-comm
	Banked on : 21/09/2017	275.00						

Continued on Page 139

Date: 03/10/2017

Stanley Town Council 2017-18

Page No: 139

Time: 12:05

Cash Book 1

User : SO

Current Bank A/c

For Month No : 6

Receipts for Month 6

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Sales Recpts Page 376	275.00	275.00		100			Sales Recpts Page 376
	Banked on : 22/09/2017	234.00						
	Sales Recpts Page 379	234.00	234.00		100			Sales Recpts Page 379
	Banked on : 26/09/2017	4,111.66						
INC06 009	var cash/chq w/c 18/09	39.00		6.50	1010	500	32.50	var cash/chq w/c 18/09 kp fit
INC06 009	var cash/chqs w/c 18/09	-20.00			1010	500	-20.00	keep fit instructor
INC06 009	var cash/chqs w/c 18/09	788.51		131.42	1220	505	657.09	var cash/chqs w/c 18/09
INC06 009	var cash/chqs w/c 18/09	1,365.25		227.54	1020	510	1,137.71	var cash/chqs w/c 18/09
INC06 009	var cash/chqs w/c 18/09	0.90		0.15	4102	500	0.75	var cash/chqs w/c 18/09
INC06 009	var cash/chqs w/c 18/09	374.00			1012	500	192.00	FAME sale of programmes
					1012	500	182.00	FAME raffle tickets
INC06 009	var cash/chqs w/c 18/09	40.00		6.67	1000	500	33.33	var cash/chqs w/c 18/09
INC06 009	var cash/chqs w/c 18/09	1,481.00		246.83	1012	500	1,234.17	var cash/chqs w/c 18/09
INC06 009	var cash/chqs w/c 18/09	43.00			530		8.00	var cash/chqs w/c 18/09-comm
					530		35.00	var cash/chqs w/c 18/09-pro
	Banked on : 26/09/2017	50.00						
	Sales Recpts Page 375	50.00	50.00		100			Sales Recpts Page 375
	Banked on : 26/09/2017	1,309.80						
INC06 012	card rec 21/09-26/09	35.80		5.97	1220	505	29.83	card rec 21/09-26/09
INC06 012	card rec 21/09-26/09	124.00		20.67	1020	510	103.33	card rec 21/09-26/09
INC06 012	card rec 21/09-26/09	1.00			4104	500	1.00	card rec 21/09-26/09
INC06 012	card rec 21/09-26/09	176.00		29.33	1000	500	146.67	card rec 21/09-26/09
INC06 012	card rec 21/09-26/09	521.00		86.83	1012	500	434.17	card rec 21/09-26/09
INC06 012	card rec 21/09-26/09	452.00			530		364.00	card rec 21/09-26/09-prof
					530		88.00	card rec 21/09-26/09-comm
	Banked on : 27/09/2017	1,375.00						
INC06 011	internet 19/09-27/09	9.00		1.50	4102	500	7.50	internet 19/09-27/09
INC06 011	internet 19/09-27/09	37.50		6.25	4998	500	31.25	internet 19/09-27/09
INC06 011	internet 19/09-27/09	240.00		40.00	1000	500	200.00	internet 19/09-27/09
INC06 011	internet 19/09-27/09	400.00		66.67	1012	500	333.33	internet 19/09-27/09
INC06 011	internet 19/09-27/09	688.50			530		494.50	internet 19/09-27/09-prof
					530		194.00	internet 19/09-27/09-comm
	Banked on : 30/09/2017	1,864.00						
	Sales Recpts Page 377	1,864.00	1,864.00		100			Sales Recpts Page 377
	Banked on : 30/09/2017	6.10						
	Sales Recpts Page 378	6.10	6.10		100			Sales Recpts Page 378
	Banked on : 30/09/2017	-6.10						
	Sales Recpts Page 380	-6.10	-6.10		100			Sales Recpts Page 380

Date: 03/10/2017

Stanley Town Council 2017-18

Page No: 140

Time: 12:05

Cash Book 1

User : SO

Current Bank A/c

For Month No : 6

Total Receipts for Month	24,277.28	5,394.70	2,558.79	16,323.79
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Cash Book Totals	<u>477,988.72</u>	<u>5,394.70</u>	<u>2,558.79</u>	<u>470,035.23</u>
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Date: 03/10/2017

Stanley Town Council 2017-18

Page No: 1

Time: 12:05

User : SO

Bank Reconciliation Statement as at: 30/09/2017 for Cash Book 1 Current Bank A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Savings Account	30/09/2017		346,051.84
Current Bank Account	30/09/2017		33,616.33
			<u>379,668.17</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
21/07/2017 102765 North East Concert Band		407.00	
26/07/2017 102772 Darren McMahon		256.23	
29/08/2017 102819 CDALC		60.00	
05/09/2017 102828 Miko Coffee		258.98	
19/09/2017 102850 Corona Energy Retail 2 Ltd		24.83	
19/09/2017 102851 Crystal View		75.00	
19/09/2017 102854 Hoge 100 Business Systems Ltc		102.02	
19/09/2017 102857 Medics UK (North East) Ltd		400.00	
19/09/2017 102858 Newsquest Media Group		144.00	
25/09/2017 102867 Shildon Town Council Appeal		20.00	
25/09/2017 102868 Mid Teasdale Project Partnersh		60.00	
			<u>1,808.06</u>
			377,860.11
<u>Receipts not Banked/Cleared (Plus)</u>			
26/09/2017		50.00	
			<u>50.00</u>
			377,910.11
		Balance per Cash Book is :-	377,910.11
		Difference is :-	0.00



2 Oct 2017
Miss Nicola James
Email: nicola.james@stanley-tc.gov.uk
Work Email: nicola.james@stanley-tc.gov.uk
Work Tel: 01207 299109

Transactions

Mixed Payments Plan

20-33-51 43231674

Available balance ?

£33,077.33

Last night's balance ?

£33,616.33

Overdraft limit

£0.00

Showing 51-100 of 174 transactions between 01/09/2017 and 30/09/2017

[Don't recognise a transaction?](#)
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[Print page](#)
[See your pending debit card transactions ?](#)

Date	Description	Money In	Money Out	Balance
22/09/2017	MV- 02937763 -2009	£104.50		£33,732.17
22/09/2017	PAYPAL *BACKINGTRA		-£3.95	£33,627.67
22/09/2017	BRIT GAS BUSINESS		-£1,208.56	£33,631.62
22/09/2017	LANCHESTER DAIRIES		-£19.48	£34,840.18
22/09/2017	102848		-£284.16	£34,859.66
22/09/2017	102829		-£700.00	£35,143.82
21/09/2017	MV- 76951073 -1809	£46.00		£35,843.82
21/09/2017	MV- 76950763 -1809	£87.30		£35,797.82
21/09/2017	MV- 02937763 -1909	£148.00		£35,710.52
21/09/2017	NPOWER		-£65.39	£35,562.52



2 Oct 2017
Miss Nicola James
Email: nicola.james@stanley-tc.gov.uk
Work Email: nicola.james@stanley-tc.gov.uk
Work Tel: 01207 299109

Transactions

Active Saver

20-33-51 93186547

Available balance [?](#) £346,051.84

Last night's balance [?](#) £346,051.84

Overdraft limit n/a

Interest rates are variable and track the Bank of England Base Rate. Interest is paid annually on 31 December each year. If 31 December is a non-working day, interest will usually be paid on the next working day.

Balance	Gross pa%	AER%
£1 and over	0.19	0.19 ?

For UK resident individuals (including sole traders or partnerships), if you are a UK taxpayer you may have to pay tax on interest earned in excess of your Personal Savings Allowance. For information and guidance please refer to [HMRC's website](#).

Please note: It is your responsibility to ensure that any tax due on interest payments received is paid to the appropriate tax authority.

Showing 1-2 of 2 transactions between 01/09/2017 and 30/09/2017

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[Print page](#)

Date	Description	Money In	Money Out	Balance
26/09/2017	203351 43231674		-£30,000.00	£346,051.84
11/09/2017	203351 43231674		-£50,000.00	£376,051.84

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[Print page](#)

Date : 03/10/2017

Stanley Town Council 2017-18

Page No 1

Time: 12:06

Trial Balance for Month No: 6

User :SO

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
100	Debtors			3,324.06	
105	VAT Control A/c			4,627.91	
200	Current Bank A/c			377,910.11	
201	Civic Hall Petty Cash			1,798.43	
202	Civic Hall Refunds Float			105.50	
205	Office Petty Cash			194.91	
220	Civic Hall Float			2,000.00	
310	General Reserves				346,032.23
315	EM Reserve - Front Street				25,000.00
530	Ticket income for future shows				16,551.50
540	Room hire deposits-wedding etc				750.00
1000	Ticket Sales Retained	500	Civic Hall		2,661.66
1002	Ticket sales ret'd- Ext shows	500	Civic Hall		891.67
1005	Ticket Sales Non Retained	500	Civic Hall		23,064.99
1010	Hall Hire	500	Civic Hall		27,743.21
1012	Civic Players etc-Fees, Subs,	500	Civic Hall		5,520.69
1020	Bar Takings	510	Civic Hall Bar		28,470.23
1026	Table packages etc	500	Civic Hall		561.67
1028	Resale Items	500	Civic Hall		83.37
1029	Recharged buffet, disco etc	500	Civic Hall		1,948.20
1031	PRS income	500	Civic Hall		40.00
1032	Recharged technical	500	Civic Hall		333.33
1091	Art Work Sales	500	Civic Hall		3.50
1176	Precept	111	Precept		337,418.50
1177	LCTRS Grant	111	Precept		56,019.50
1200	Hot Drinks	505	Coffee Shop		205.33
1220	Coffee Shop	505	Coffee Shop		15,896.02
4000	Direct Salaries	101	Staffing	66,274.26	
4000	Direct Salaries	500	Civic Hall	55,834.65	
4000	Direct Salaries	505	Coffee Shop	17,526.63	
4005	Casual Staff	500	Civic Hall	22,943.80	
4008	Training	101	Staffing	410.00	
4008	Training	500	Civic Hall	137.00	
4009	Clothing Costs	500	Civic Hall	735.08	
4009	Clothing Costs	505	Coffee Shop	79.50	
4009	Clothing Costs	510	Civic Hall Bar	79.50	
4011	Travel & Subsistence	500	Civic Hall	19.48	
4049	Rent	305	PACT House	6,000.00	
4050	Rates	307	AP Community Room	222.26	
4050	Rates	500	Civic Hall	4,807.20	
4051	Water Rates	500	Civic Hall		49.70
4052	Electricity	307	AP Community Room	73.59	

Continued on Page 2

Date : 03/10/2017

Stanley Town Council 2017-18

Page No 2

Time: 12:06

Trial Balance for Month No: 6

User :SO

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4052	Electricity	500	Civic Hall	5,757.12	
4053	Gas	307	AP Community Room	153.91	
4053	Gas	500	Civic Hall	245.70	
4054	Insurance	110	Administration	3,729.21	
4055	Cleaning	500	Civic Hall	1,518.68	
4056	Alarm Maintenance	500	Civic Hall	1,514.96	
4057	Window Cleaning	500	Civic Hall	75.00	
4058	Trade Waste	500	Civic Hall	1,150.00	
4059	Laundry	500	Civic Hall	347.35	
4065	Repairs & Maintenance	307	AP Community Room	50.00	
4065	Repairs & Maintenance	500	Civic Hall	2,325.81	
4065	Repairs & Maintenance	505	Coffee Shop	130.00	
4066	Tools & Equipment	500	Civic Hall	1,321.11	
4067	Furniture & Fittings	500	Civic Hall	323.95	
4069	Pest Control	500	Civic Hall	266.69	
4070	Crockery,Cutlery etc	505	Coffee Shop	49.59	
4071	Health & Safety - Fire	500	Civic Hall	145.30	
4072	Health & Safety First Aid	500	Civic Hall	63.98	
4073	Health and Safety	500	Civic Hall	97.70	
4075	Advertising	115	Publicity	3,012.59	
4075	Advertising	500	Civic Hall	6,551.64	
4076	Marketing & Promotion	500	Civic Hall	6,073.27	
4077	Licences	500	Civic Hall	513.91	
4079	Security	500	Civic Hall	178.57	
4100	Telephones	500	Civic Hall	1,754.24	
4101	Mobile Phones	110	Administration	195.51	
4102	Stationery	110	Administration	145.33	
4102	Stationery	200	Democracy	100.00	
4102	Stationery	500	Civic Hall	394.55	
4104	Postage	110	Administration	195.94	
4104	Postage	500	Civic Hall	1,062.42	
4105	Photocopying	110	Administration	306.18	
4105	Photocopying	500	Civic Hall	455.28	
4106	Subscriptions	110	Administration	4,094.17	
4111	Audit Internal	110	Administration	360.00	
4112	Professional Fees	110	Administration	4,016.85	
4112	Professional Fees	305	PACT House	1,175.00	
4114	Refreshments	200	Democracy	13.58	
4120	IT - Antivirus	110	Administration	12.00	
4120	IT - Antivirus	500	Civic Hall	179.97	
4121	IT - Website Support	110	Administration	75.00	
4122	IT - Email Maintenance	110	Administration	1,198.09	

Continued on Page 3

Date : 03/10/2017

Stanley Town Council 2017-18

Page No 3

Time: 12:06

Trial Balance for Month No: 6

User :SO

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4123	IT - Support & Maintenance	110	Administration	817.65	
4123	IT - Support & Maintenance	500	Civic Hall	1,922.51	
4124	IT - Equipment	110	Administration	271.87	
4125	IT - Software	110	Administration	695.16	
4125	IT - Software	500	Civic Hall	396.58	
4156	Civic Hall - Structure	800	Loan Costs	7,615.00	
4160	Civic Hall - Equipment	800	Loan Costs	5,800.00	
4300	Environmental Services	300	Services	27,775.00	
4321	Detached Youth Project	300	Services	30,000.00	
4322	Road Safety Initiatives	300	Services	301.00	
4324	Money Advice Service	300	Services	30,000.00	
4405	Blooming Good Fun	320	Events	27.00	
4407	Play in the Park	320	Events	11,886.66	
4412	Armed Forces Day	320	Events	4,028.68	
4413	Moria-Con	320	Events	3,621.54	
4419	Other Events	320	Events		675.80
4420	Blue Plaque Scheme	320	Events	448.00	
4423	Heritage Projects	320	Events	2,431.90	
4425	Technical Support	500	Civic Hall	1,263.79	
4439	Christmas Decorations	320	Events	109.57	
4500	Members Initiative Fund	400	Grants	12,150.08	
4502	Other Grants	400	Grants	39,583.60	
4560	Coffee Shop-Food	505	Coffee Shop	7,442.63	
4600	Bar Stock	510	Civic Hall Bar	18,760.45	
4601	Bar Supplies - Sundry Items	510	Civic Hall Bar	157.38	
4602	Bar - Stocktaking Costs	505	Coffee Shop	235.00	
4602	Bar - Stocktaking Costs	510	Civic Hall Bar	360.00	
4603	Bar - gas	510	Civic Hall Bar	107.80	
4625	Coffee Shop supplies	505	Coffee Shop	157.11	
4650	Events - Civic Hall	500	Civic Hall	11,402.10	
4651	Events - Externally Organised	500	Civic Hall	4.17	
4652	Civic Hall Performers	500	Civic Hall	9,903.00	
4654	Purchases for weddings/parties	500	Civic Hall	1,748.02	
4700	Ticket Sales Paid Over	500	Civic Hall	23,835.15	
4750	Resale Items	500	Civic Hall	300.75	
4751	Technical supp-rechargeable	500	Civic Hall	715.00	
4752	Purchases weddings etc- rech	500	Civic Hall	1,783.79	
4800	Member Training	200	Democracy	1,469.00	
4803	Chairmans Fund	200	Democracy	286.92	
4996	PWLB Loan - Principal	520	Loan Charges	10,000.00	
4997	PWLB Loan - Interest	520	Loan Charges	1,824.00	
4998	Transaction Fees	500	Civic Hall	1,053.54	

Continued on Page 4

Date : 03/10/2017

Stanley Town Council 2017-18

Page No 4

Time: 12:06

Trial Balance for Month No: 6

User :SO

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4999	Bank Charges	110	Administration	795.68	
Trial Balance Totals :				889,921.10	889,921.10
Difference				0.00	

POLICY DOCUMENT

Name of Policy:	FULL COUNCIL GRANTS
Date policy created:	17.1.17
Author:	Alan Shaw, Town Clerk
Date adopted by Full Council:	24th January 2017
Signed: (Chair of Council)	

1. INTRODUCTION

- 1.1** Stanley Town Council encourages local voluntary organisations which provide services to local people and which require funding to apply for grant aid. The Council must ensure that grants (which are all funded by local taxpayers) provide value for money. Therefore the following criteria will be taken into account when considering applications:

2. POLICY STATEMENT

- 2.1** A Grant is any payment made by Stanley Town Council (the Council) to be used by an organisation for a specific purpose in the furtherance of the wellbeing of the local community, either generally or for a specific purpose, and which is not directly controlled or administered by the Council.
- 2.2** The Council awards grants, at its discretion, to organisations which can demonstrate a clear need for financial support to benefit part or all of the Council's designated area by, for example: providing a service; enhancing the quality of life; reducing crime; improving the environment; promoting the area in a positive way or otherwise positively contributing to the achievement of the Council's objectives, which are published from time to time.
- 2.3** A beneficiary organisation must be either non-profit making or charitable. Grants will not normally be made to individuals except where a benefit to the wider community of the Stanley area can be identified.

3. APPLICATION CRITERIA

3.1 Will the grant benefit Stanley residents?

The Town Council will only give grants for purposes which directly benefit Stanley residents and will give priority to organisations which are based in the town. The Council may consider grants to organisations that cover a wider area than Stanley (e.g. the Derwentside area or North Durham) if the organisation provides services to Stanley residents or which benefit the Stanley area.

The Town Council will not generally give grants to organisations that operate chiefly for the social enjoyment of their members. The Town Council will not contribute to general national appeals or to appeals that benefit only a single individual.

3.2 Can the applicant organisation show that it needs the grant?

The Town Council has only limited funds and therefore will only give grants to organisations that can demonstrate that a grant from the Town Council will make a difference and that there are not alternative ways of raising the money. You will be required to provide a copy of your most recent accounts (including a balance sheet), annual report if you produce one and details of other organisations approached for funding and whether you were successful.

The Town Council will not normally provide grants to organisations which, for example, have large unallocated reserves or where funding should be available from another source. In some circumstances the Council may provide advice and information, or request that your organisation re-applies after exploring alternative options.

3.3 Does the applicant organisation follow basic organisational rules?

The Town Council will only give grants to properly constituted bodies and charities. This usually means that, at a minimum, the organisation should have clear officers or points of contact and produce annual accounts. All grants will be paid by cheque made payable to the organisation's accounts. Cheques will not be made out to any individual's personal bank account.

3.4. What purposes must the grant be used for?

Applicants must identify a specific purpose for which funding is sought. Acceptable examples include capital grants for a specific project or purchase, upgrading existing facilities, training costs, and start-up costs for new initiatives/projects. Grants will not be given towards activities that are part of statutory obligations, or research costs. Retrospective applications where an event or activity has already taken place will not be considered. Organisations with a business or profit making remit are not eligible nor are religious/political activities unless it can be shown that the event will be open to and for the benefit of the

community as a whole. Grants will not normally be made in respect of on-going staff, employee or other running costs. The list above provides examples only, for specific clarification please contact the Town Council.

3.5. How much can be applied for?

The Town Council sets aside money within its budget each year for awarding grants to local organisations and applicants are advised to refer to the annual budget to see the level of allocation for the relevant year. Applications for grants are assessed bi-annually (see Application deadlines section below) and the total allocated funding for each six month period will be 50% of the set annual allocation. No more than **£10,000** will be granted through this process to any single organisation in any financial year.

3.6. How to complete the application form

Please complete all sections of the form; applications may be rejected if incorrect or incomplete information is supplied. The Council will only consider requests for specific sums. You should also submit:

- Your organisation's constitution, rules or statement of purpose.
- The year-end accounts (or in the case of a new organisation, please provide a business plan showing your projected costs and expected income for at least one year.)
- All accounts relating to the organisation must be disclosed, not just those relating to the specific purpose associated with the application.
- If your latest accounts show that a surplus was made during the year (after discounting any previous grant) and there was also a balance in reserve at the start of the year please explain the reason why you are applying for additional funding.

3.7. Conditions of grant

The application should be supported by estimates for the project where appropriate, or a price list for items of equipment to be purchased and any further information requested by the Town Council.

Only one grant per year will be made to any applicant and year on year financial support from the Town Council will not be considered. Applicants are not precluded from applying for a grant annually (provided eligibility criteria still apply). Acceptance or refusal of a particular application does not determine, predicate or influence the outcome of any further applications by the Town Council at a later date.

3.8. Further Conditions

The Council reserves the right to attach specific conditions to your individual grant. Any such conditions will be explained in your offer of grant letter. You must state at the time of your application if you are applying to other funding organisations for match or part funding, or if you have already raised part of the funding from other sources.

The Council reserves the right to reclaim any award not spent for the purposes it was granted and/or not spent during the financial year it was awarded.

All decisions regarding applications are final and non-negotiable.

3.9. Publicity

Your organisation must acknowledge the support of Stanley Town Council and include the Town Council logo in any promotional material. This helps let people know where the Council's grant aid is being spent and to encourage others to apply.

You will be asked to forward to us any publicity and photographic evidence of the project/purchase where appropriate and this may be used on the Town Council's websites and publications. Applicants for funding may be required to provide a copy of their written Constitution, together with details of their aims and purpose; project or activity; proportion/number of beneficiaries living in the Council's designated area; and demonstrate a clear need for funding.

3.10. Monitoring

All successful applicants will be required, within 6 months of the award, to:

- Account for how the grant money has been spent (with receipts/ other supporting documents)
- Provide to the feedback to the Council detailing how the grant was used.

3.11. Application Deadlines

Applications received between 2nd March and 1st September in any given year will be considered in the first round of grant funding at the Ordinary Meeting of the Town Council in September.

Applications received between 2nd September and 1st March in any given year will be considered in the second round of grant funding at the Ordinary Meeting of the Town Council in March.

3.12 Where do I get an application form?

You can download the form from the Town Council's website, or by contacting the Town Council:

Stanley Town Council
Civic Hall
Front Street
Stanley
DH9 0NA

Phone: 01207 299109
Email: info@stanley-tc.gov.uk

Please return completed application forms and supporting documentation to the address above, marking the envelope: 'Grants'. Electronic submissions should be in pdf format.

All applications are considered fairly and on individual merit at Town Council meetings which are open to public.

The final decision on applications and the level of any grant made lies with the Town Council.

The Town Council reserves the right to amend these guidelines, and in exceptional circumstances to award grants that do not meet all the criteria.

POLICY DOCUMENT

Name of Policy:	GRANTS AND DONATIONS POLICY
Date policy created:	Amended 12 th July 2016
Author:	A Shaw
Date adopted by Full Council:	
Signed: (Chair of Council)	

1. INTRODUCTION

- 1.1** Local councils have a general power to make grants under section 137 of the Local Government Act 1972, where there is not provision in any other legislation. For example, the Local Government (Miscellaneous Provisions) Act 1976 provides for financial support to providers of leisure, recreation and sport activities.

2. POLICY STATEMENT

- 2.1** A Grant is any payment made by Stanley Town Council (the Council) to be used by an organisation for a specific purpose in the furtherance of the wellbeing of the local community, either generally or for a specific purpose, and which is not directly controlled or administered by the Council.
- 2.2** The Council awards grants, at its discretion, to organisations which can demonstrate a clear need for financial support to benefit part or all of the Council's designated area by, for example: providing a service; enhancing the quality of life; reducing crime; improving the environment; promoting the area in a positive way or otherwise positively contributing to the achievement of the Council's objectives, which are published from time to time.
- 2.3** A beneficiary organisation must be either non-profit making or charitable. Grants will not normally be made to individuals except where a benefit to the wider community of the Stanley area can be identified.
- 2.4** *Grants will not be made retrospectively. No applications for financial support will be granted where the expenditure being requested has already been incurred.*

3. PROCESS

Draft July 2016

- 3.1** The Council implements its Grants and Donations Policy by means of a “Member Initiative Fund” (MIF) procedure.
- 3.2** The Councillor proposing the project will be responsible for ensuring the necessary information is provided through the full completion of a MIF form.
- 3.3** The PA will receive, record and monitor all MIF forms that are fully complete.
- 3.31** *Upon receipt of a completed application, the applicant will be advised of the outcome within three weeks. If no members have agreed to support an application or an application has only received a commitment for part of the funding requested, the applicant will be advised their application has been unsuccessful.*
- 3.4** The total amount available for grants will be set annually as part of the budget setting process. This figure will be divided by 20 to reflect the total sum available to each Councillor.
- 3.5** Councillors must check their remaining budget available before submitting an application.
- 3.6** Applications proposed by any given Councillor will be assessed for eligibility by the RFO and further reviewed by the Chair of the Council. If, in the opinion of either the RFO or Chair, the project is not considered to be appropriate in relation to complementing the aims and objectives of the council, *or it does not meet the eligibility requirements*, it may be refused *or referred to full council for decision*.
- 3.7** To allow sufficient time for application forms to be considered within the financial year, fully completed MIF forms, with all required accompanying information, should be returned to the PA by 28th February of the current financial year.
- 3.8** Organisations applying for funding may be required to provide a copy of their written Constitution, together with details of their aims and purpose; project or activity; proportion/number of beneficiaries living in the Council’s designated area; and demonstrate a clear need for funding.
- 3.9** Grants will be allocated on merit regardless of whether relating to capital or revenue expenditure or special projects.
- 3.10** Organisations are not restricted to the number of grant applications which may be made over a period of time. However, the history of previous applications may be considered in the decision-making process.
- 3.11** Applications are more likely to be approved if they:
- a. Are based in the Council’s area;
 - b. Provide a demonstrable benefit for the community that goes beyond merely progressing the interest/s of its members;
 - c. Have made an effort to raise funds themselves and have not asked for the total cost of the project referred to within the application;

- d. Do not have sufficient funds available for the project referred to within the application;
- e. Would give benefit to the greatest number and range of residents;
- f. Show a commitment to sustainability;
- g. Have submitted the application with reasonable time for it to be properly processed ahead of any deadline that the applicant may be faced with.

3.12 The MIF Application form is to be completed by the applicant; this includes signing to state they accept the conditions attached to the form. Members providing funding should sign the application form before it comes into the office. Once checked and processed, the RFO will process payment. The payment will be sent to the applicant with a copy of their sign acceptance of the conditions of funding.

4. CONDITIONS OF FUNDING

- 4.1** Applications WILL NOT be considered from Private organisations operated as a business whose primary objective is to make a profit or surplus.
- 4.2** Applications WILL NOT be considered from bodies that unitary local or national government has a legal obligation to fund.
- 4.3** Applications WILL NOT be considered from 'Upward funders', such as a local body whose fundraising is sent to a central base, location or headquarters for redistribution.
- 4.4** Applications will not normally be considered from national organisations or local groups with access to funds from national 'umbrella' or 'parent' organisations, unless funds are not available from their national bodies or, the funds available are inadequate for a specified project directly benefitting the Council's designated area.
- 4.5** Schedule 19 to the Equality Act 2010 provides that, when carrying out public functions, the Council has an Equality Duty set out within section 149 of the Act. Therefore, applications will only be considered from organisations and groups whose membership is open to the whole community and where clear benefits to the wider community can be demonstrated without discrimination on any of the grounds stated with the Act.
- 4.6** All proposals/applications must demonstrate clearly how the grant will be of benefit to the local community within the Council's designated area.
- 4.7** Ongoing commitments to award grants or subsidies in future years will not be made. A fresh proposal/application will be required each year, and the award of grant in a previous year does not infer, imply or otherwise set any form of precedent whatsoever, regarding subsequent proposals/applications.
- 4.8** Each proposal/application will be assessed on its own merits.

- 4.9** The Council may make the award of any grant or subsidy subject to such additional conditions and requirements, as it considers appropriate, fair and reasonable in the circumstances.
- 4.10** The Council may make the award of any grant or subsidy as it considers appropriate in the event of any unforeseen or urgent event.
- 4.11** Funding will not normally be made in respect of on-going staff, employee or other running costs.

Contact: Paul Darby
Direct Tel: 03000 261930
email: paul.darby@durham.gov.uk
Our ref: PD / CM



Mr A Shaw
Stanley Town Council
Stanley Civic Hall
Front Street
Stanley
County Durham
DH9 0NA

RECEIVED
24 JUL 2017

19 July 2017

Dear Parish / Town Clerk

Medium Term Financial Planning and 2018/19 Budget Setting

As you know the Government abolished the national Council Tax Benefit System on 1 April 2013, replacing it with a requirement for local authorities to work with their precepting bodies to establish a Local Council Tax Reduction Scheme (LCTRS).

These schemes provide a discount against Council Tax, rather than a benefit, and as such impact on the Council's overall Council Tax Base and each Parish and Town Council's Council Tax Base.

For the five years that the local scheme has been working, Council Tax Reduction Scheme Grant has replaced the previous Council Tax Benefit subsidy and is payable directly to the Council and the major precepting bodies being Police and Fire. The Council's grant payment includes an element relating to Town & Parish Councils and whilst local authorities are encouraged to pass this on, there is no statutory requirement to do so. The Council has previously made a commitment to pass on this grant, albeit with pro-rata reductions to the core funding reduction applied to the Council by Central Government.

To help with medium term financial plans, in July 2016, based on information published by Government at the time, the Council wrote to all Town & Parish Councils to provide them with indicative forecasts of reductions in LCTRS Grant for the period 2017/18 to 2019/20.

Town and Parish Councils received £1.417m of Council Tax Reduction Scheme Grant from the County Council in 2017/18. This was net of a reclaim of £0.058m in respect of

Resources

Durham County Council, County Hall, Durham DH1 5UE
Main Telephone 03000 26 0000 Minicom (0191) 383 3802

overpayments in 2016/17. The amount of Council Tax Reduction Scheme Grant due in respect of 2017/18 was estimated at £1.470m.

The LCTRS adopted by the Council for 2016/17 was retained in 2017/18 and for your updated information, there are no plans to change it in 2018/19. The Scheme continues to mirror the previous entitlement under the Council Tax Benefit System for all claimants.

No local authority settlement figures have been published for 2018/19 and 2019/20 as yet, however, using the information contained within the final finance settlement for 2017/18, the Council has updated its forecasts with regards to Government grant reductions across the period 2018/19 to 2019/20.

Based on the final settlement figures for 2017/18 the grant due to Town & Parish Councils in 2017/18 was £1.475m, which is slightly higher than the previous forecasts, which had been communicated to you. Given that many Town & Parish Councils had already set their budgets at that time, the decision was taken to leave the allocation as previously notified and to make an adjustment to the sums due to Town & Parish Councils in 2018/19.

Taking into account the additional funding reductions announced in the December 2016 finance settlement, the following assumptions are now factored into the Council's revised Medium Term Financial Plan (MTFP), which was updated and approved by Cabinet in July 2017:

Year	Revenue Support Grant £m	£m Reduction	% Reduction
2016/17	77.143	-	-
2017/18	56.000	21.143	27.41
2018/19	41.860	14.140	25.25
2019/20	27.620	14.240	34.02

Following the change to the structure of local government finance from April 2013, which saw the localisation of Business Rates, the Council's baseline funding level now contains the 49% Business Rates Retention and Top Up Grant. It is expected that these will continue to be increased by RPI on an annual basis. The RPI assumptions built into the MTFP are as follows:

RPI Increase	
2018/19	3.00%
2019/20	2.00%

Assuming the grant passed onto Town & Parish Councils is partially reduced in line with the Council's RSG reductions but partially increased in line with RPI (reflecting the splits in the original Start Up Funding Allocation – details of how this works were provided to Town & Parish Councils in our letter sent in July 2013) then the overall impact on payments to Town & Parish Councils would be as follows:

	RSG Element		Baseline Funding Level		Total	Annual Reduction	
	£m	Reduction	£m	Increase	£m	£m	%
2017/18	0.469	-	1.006	-	1.475	-	-
2018/19	0.351	25.25%	1.036	3.00%	1.387	0.088	5.97%
2019/20	0.232	34.02%	1.057	2.00%	1.289	0.098	7.07%

It should be noted that the above forecasts are based on estimates of reductions in RSG and estimated RPI levels over the coming years. The reductions in RSG reflect a reduction in funding to the Council proportionate to the current formula. The planning assumptions beyond 2017/18 are based on indicative spending totals for Government, based on the 2017/18 final settlement figures, which assume continuation of the austerity measures into 2019/20. If Government amend any of the formula factors to proportionately increase or decrease the allocation to the Council then this could change the above position.

Based on the above assumptions, and taking into consideration a £0.005m adjustment in respect of the 2017/18 grant, the Council has calculated the Council Tax Reduction Scheme Grant due to Town & Parish Councils in 2018/19 as £1.392m (£1.387m in respect of 2018/19 + £0.005m for the underpayment in 2017/18).

Budget Setting 2018/19

In setting the Tax Base for 2017/18 assumptions were made with regards to incidence and demand for Council Tax Reduction and other discounts and exemptions.

The current Tax Base, adjusted for provisions for non – collection and prudent assumptions about demand and take up of Council Tax Reduction discounts for the remainder of the year, is marginally higher than the approved 2017/18 Tax Base. This takes into account new build / demolitions and other tax base changes up to 31 May 2017. Performance in recovering the additional sums levied as a result of the empty homes discount changes introduced in April 2013 continues to be carefully monitored and is in line with budget assumptions.

In considering tax base setting for 2018/19, the Council has taken into account the improvements in collection rates achieved over recent years. The updated MTFP planning assumptions built into the MTFP(8) report approved by Cabinet on 12 July 2017, was to reduce the provision for non-payment in tax base setting from 1.5% to 1.0%. The impact of this will be to increase your tax base planning assumptions.

The updated Tax Base forecasts compared to the existing budget assumptions varies across individual Town & Parish areas depending on local circumstances. Though fine for budget planning purposes, **the current position is not the final position**, as this will be based on the Tax Base forecasts undertaken in October 2017. **The forecasts included in this letter should not be used for final budget setting but for budget planning purposes only.**

Using the updated Tax Base figures and the forecast grant reductions set out earlier it is possible to model the combined impact on your Council next year and I have set this out below:

Stanley Town Council	
Current tax base (2017/18) [A]	7,508.2
Tax base for 2018/19 [B]	7,586.9
Tax base increase/(decrease) from 2017/18 [C] = [B] - [A]	78.7
Current Band D Council Tax (2017/18) [D]	£89.88
Increase/(Decrease) in Council Tax Yield [E] ([C] x [D])	£7,073.56
Removal of 2017/18 LCTRS Grant [F]	(£112,039.00)
LCTRS Grant Applicable to Your Council for 2018/19 [G]	£114,670.00
Net Position [E] - [F] + [G]	£9,704.56

I would also draw your attention to the continued possibility of the Government extending the Council Tax capping controls (the level above which there must be a referendum) to larger Town & Parish Councils from 2018/19. As you will be aware this is something that has been mooted for a number of years now, but not yet enacted.

I trust you find the above information useful in terms of budget planning for 2018/19, please note my earlier comments about these figures being provisional.

Medium Term Financial Planning

It is good practice to maintain a Medium Term Financial Plan and I am aware that a number of Town and Parish Councils do so. To aid your planning I have set out below the potential impact on Council Tax Reduction Grant payments to your Council over the period 2018/19 to 2019/20 (using the 2018/19 distribution of grant as a basis – note this doesn't take into account any changes in your Tax Base across this period).

	£	Year on Year Reduction
Current Local Council Tax Reduction Scheme Grant Paid in 2017/18	£112,039.00	Not Applicable
Forecast Local Council Tax Reduction Scheme Grant 2018/19	£114,670.00	£2,631.00
Forecast Local Council Tax Reduction Scheme Grant 2019/20	£106,181.00	(£8,489.00)

Summary

Whilst the assumptions in the Council's Medium Term Financial Plan forecasts may be subject to change following the 2017 Autumn Budget and on receipt of the finance settlement that is likely to be published in December 2017, the information contained above provides a reasonable overview of potential impacts on your Council, based on the current distribution of grant and information available and published to date.

The actual Tax Base forecasts for 2018/19 budget setting purposes will be compiled in October 2017. At that point, as is usual, we will write to you to inform you of your actual Tax Base for 2018/19 and set out details of the deadlines for submitting precept demands etc., which would usually be by 26 January 2018. The actual Tax Base will be reported to Cabinet in December 2017.

The 2018/19 grant settlement will not be known until December 2017, at which point it will be known whether the Council's forecasts of Government grant reductions is correct. Any under or over payment of the 2018/19 Council Tax Reduction Grant will be taken into consideration when calculating grant due in 2019/20.

A report will be taken to County Council before 31 January 2018 to reaffirm the continuation of the existing LCTRS, with the decision to retain the current scheme (in terms of MTFP planning) being taken by Cabinet in July 2017. The 2018/19 Budget and Council Tax setting meeting of the County Council is 21 February 2018.

Should you require any further information with regards to this letter, please do not hesitate to contact Paul Darby, Head of Finance and Transactional Services Tel. 03000 261930 or email paul.darby@durham.gov.uk

Yours sincerely

John Hewitt

John Hewitt
Corporate Director; Resources

Printed on 06/10/2017

Stanley Town Council 2017-18

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At 13:58

Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : 2018/19 First Draft Budget

	Last Year		Current Year			Next Year	
	Budget	Actual	Revised Budget	Actual YTD	Projected Actual	Next Year Budget	
101 Staffing							
4000 Direct Salaries	184,980	147,299	154,582	66,274	146,483	157,673	
4008 Training	4,000	1,427	2,000	410	1,500	2,000	
4009 Clothing Costs	400	227	300	0	250	300	
4010 Payroll SLA	1,500	1,491	1,500	0	1,500	1,500	
4012 Recruitment	0	0	650	0	0	650	
4013 HR Advice & Support	500	0	250	0	0	500	
4014 Courses and Seminars	0	69	150	0	150	150	
OverHead Expenditure	191,380	150,514	159,432	66,684	149,883	162,773	
101 Net Expenditure	191,380	150,514	159,432	66,684	149,883	162,773	
105 Office Accommodation							
4054 Insurance	0	6,364	8,000	0	8,000	8,000	
4055 Cleaning	0	11	0	0	0	0	
4056 Alarm Maintenance	1,250	0	0	0	0	0	
4065 Repairs & Maintenance	0	149	250	0	250	250	
4066 Tools & Equipment	500	54	0	0	0	0	
4069 Pest Control	0	254	0	0	0	0	
4078 Parking	0	797	0	0	0	0	
OverHead Expenditure	1,750	7,628	8,250	0	8,250	8,250	

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Stanley Town Council 2017-18

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At 13:58

Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : 2018/19 First Draft Budget

	Last Year		Current Year				Next Year	
	Budget	Actual	Revised Budget	Actual YTD	Projected Actual	Next Year Budget		
Total Income	0	0	0	0	0	0		
105 Net Expenditure	1,750	7,628	8,250	0	8,250	8,250		
110 Administration								
4054 Insurance	5,500	3,459	4,000	3,729	4,000	4,000		
4066 Tools & Equipment	0	40	0	0	0	0		
4077 Licences	0	466	0	0	0	0		
4078 Parking	0	4	0	0	0	0		
4100 Telephones	0	0	300	0	300	300		
4101 Mobile Phones	500	522	500	196	500	500		
4102 Stationery	1,500	561	750	145	600	750		
4103 Publications	100	33	100	0	100	100		
4104 Postage	300	537	900	196	500	700		
4105 Photocopying	1,500	688	600	306	600	600		
4106 Subscriptions	4,550	4,181	4,400	4,094	4,400	4,400		
4110 Audit External	1,600	4,000	2,100	0	2,100	2,100		
4111 Audit Internal	1,250	1,040	1,200	360	1,440	1,500		
4112 Professional Fees	1,000	4,603	2,000	10,717	10,000	10,000		
4114 Refreshments	200	182	200	0	100	200		
4120 IT - Antivirus	50	96	100	12	100	80		

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Stanley Town Council 2017-18

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At 13:58

Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : 2018/19 First Draft Budget

	<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>	
	Budget	Actual	Revised Budget	Actual YTD	Projected Actual	Next Year Budget	
4121 IT - Website Support	200	100	100	75	100	100	
4122 IT - Email Maintenance	0	1,204	2,200	1,198	2,200	2,200	
4123 IT - Support & Maintenance	4,000	2,839	4,000	818	4,000	4,000	
4124 IT - Equipment	2,000	2,324	2,000	272	1,000	2,000	
4125 IT - Software	1,250	873	500	695	500	800	
4999 Bank Charges	1,250	2,031	1,250	796	2,000	2,000	
OverHead Expenditure	26,750	29,782	27,200	23,609	34,540	36,330	
1050 Interest	1,500	2,392	0	0	1,500	0	
1090 IT - Sale of Equipment	0	85	0	0	0	0	
Total Income	1,500	2,477	0	0	1,500	0	
110 Net Expenditure	25,250	27,304	27,200	23,609	33,040	36,330	
111 Precept							
1176 Precept	664,858	664,858	674,837	337,419	674,837	681,911	
1177 LCTRS Grant	130,804	130,804	112,039	56,020	112,039	114,670	
Total Income	795,662	795,662	786,876	393,438	786,876	796,581	
111 Net Expenditure	-795,662	-795,662	-786,876	-393,438	-786,876	-796,581	

Stanley Town Council 2017-18

Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : 2018/19 First Draft Budget

	<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>	
	Budget	Actual	Revised Budget	Actual YTD	Projected Actual	Next Year Budget	
115	Publicity						
4075	Advertising	5,200	2,922	6,500	3,013	5,000	5,000
4200	Stanley Life	15,000	6,566	15,000	0	7,500	10,000
4201	Annual Report	1,500	600	300	0	300	300
4204	Community Consultation	30,000	555	0	0	0	0
	OverHead Expenditure	51,700	10,643	21,800	3,013	12,800	15,300
115	Net Expenditure	51,700	10,643	21,800	3,013	12,800	15,300
200	Democracy						
4020	DBS Checks	0	0	500	0	500	500
4066	Tools & Equipment	0	0	0	824	209	0
4077	Licences	0	3,150	0	0	0	0
4102	Stationery	500	-3	0	100	100	100
4114	Refreshments	0	34	0	14	100	100
4800	Member Training	2,000	0	2,000	1,469	2,000	2,000
4801	Annual Parish Meeting	170	152	150	0	150	150
4802	Other Meetings	200	3,359	250	0	3,400	1,000
4803	Chairmans Fund	5,000	4,981	5,000	287	5,000	2,000
4804	Freedom of the Town Award	250	0	250	0	250	0
	OverHead Expenditure	8,120	11,674	8,150	2,694	11,709	5,850

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Stanley Town Council 2017-18

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Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : 2018/19 First Draft Budget

	<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>	
	Budget	Actual	Revised Budget	Actual YTD	Projected Actual	Next Year Budget	
4805 Chairmans Awards	0	0	0	0	0	3,000	
Direct Expenditure	0	0	0	0	0	3,000	
Total Income	0	0	0	0	0	0	
200 Net Expenditure	8,120	11,674	8,150	2,694	11,709	8,850	
300 Services							
4300 Environmental Services	138,000	97,051	67,500	27,775	67,500	0	
4301 Tractors	3,000	0	0	0	50	0	
4302 Dog Bags	4,500	2,792	0	0	0	0	
4305 Front Street Regeneration	100,000	100,000	0	0	0	0	
4310 Crime Prevention Initiatives	10,000	0	7,000	0	7,000	5,000	
4311 One Team in Stanley (OTIS)	3,000	0	0	0	0	0	
4312 Police Cars - Contribution	7,000	7,000	7,000	0	7,000	7,000	
4313 Mini Police	0	556	4,400	0	4,400	0	
4320 Community Radio	8,000	8,000	0	0	0	0	
4321 Detached Youth Project	0	0	30,000	30,000	30,000	30,000	
4322 Road Safety Initiatives	0	0	3,000	301	3,000	0	
4323 Defibrillators	0	0	2,000	0	2,000	0	
4324 Money Advice Service	0	0	30,000	30,000	30,000	60,000	
4330 Youth Council	1,000	0	0	0	0	0	
OverHead Expenditure	274,500	215,398	150,900	88,076	150,950	102,000	

Note : 2018/19 First Draft Budget

	Last Year		Current Year				Next Year	
	Budget	Actual	Revised Budget	Actual YTD	Projected Actual	Next Year Budget		
1070 Recharges	0	3,600	0	0	0	0		
Total Income	0	3,600						
300 Net Expenditure	274,500	211,798	150,900	88,076	150,950	102,000		
305 PACT House								
4049 Rent	8,000	8,000	8,000	6,000	8,000	8,000		
4050 Rates	0	4,832	0	0	0	0		
4051 Water Rates	0	216	0	0	0	0		
4052 Electricity	500	2,419	0	0	0	0		
4054 Insurance	0	498	200	0	200	200		
4065 Repairs & Maintenance	0	268	0	0	0	0		
4112 Professional Fees	0	116	0	1,175	2,000	0		
4113 Legal Fees	0	682	0	0	0	0		
4306 Signage	800	0	0	0	0	0		
4503 Grant Application Fees	0	248	0	0	0	0		
OverHead Expenditure	9,300	17,278	8,200	7,175	10,200	8,200		
1060 Rent Income	8,000	0	0	0	0	0		
Total Income	8,000	0						
305 Net Expenditure	1,300	17,278	8,200	7,175	10,200	8,200		

Note : 2018/19 First Draft Budget

	<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>	
	<u>Budget</u>	<u>Actual</u>	<u>Revised Budget</u>	<u>Actual YTD</u>	<u>Projected Actual</u>	<u>Next Year Budget</u>	
307	<u>AP Community Room</u>						
4050	Rates	0	0	222	330	400	
4051	Water Rates	0	300	0	300	300	
4052	Electricity	0	300	74	300	300	
4053	Gas	0	564	154	564	550	
4054	Insurance	0	350	0	350	350	
4065	Repairs & Maintenance	0	500	50	500	500	
4112	Professional Fees	0	500	0	500	500	
	OverHead Expenditure	0	3,014	500	2,844	2,900	
1060	Rent Income	0	2,000	0	2,000	1,500	
	Total Income	0	2,000	0	2,000	1,500	
	307	0	1,014	500	844	1,400	
	Net Expenditure	0					
320	<u>Events</u>						
4400	Music Festival	0	5,000	0	0	0	
4401	Firework Festival	0	15,000	0	10,000	10,000	
4402	Christmas Festival	20,000	10,000	0	10,000	10,000	
4403	Horticultural Show	5,000	0	0	0	0	
4404	Brass Festival	5,150	0	0	0	0	

Note : 2018/19 First Draft Budget

	Last Year		Current Year				Next Year
	Budget	Actual	Revised Budget	Actual YTD	Projected Actual	Next Year Budget	
4405 Blooming Good Fun	3,000	3,041	1,500	27	1,500	1,500	
4406 Tea in the Park	2,500	2,139	0	0	0	0	
4407 Play in the Park	4,000	15,991	15,000	11,887	14,820	15,000	
4409 Fun Days	15,000	9,458	0	0	0	0	
4410 Remembrance Services	400	347	400	0	400	500	
4411 WW1 Commemoration	5,000	0	5,000	0	0	0	
4412 Armed Forces Day	600	3,673	4,000	4,029	4,029	4,000	
4413 Moria-Con	10,000	8,629	5,000	3,622	5,000	3,500	
4414 Cycle Event	8,000	4,653	0	0	0	0	
4416 This is Stanley	0	560	0	0	0	0	
4417 Stanley Fringe	2,000	2,204	0	0	0	0	
4418 Older People's Entertainment	1,000	523	1,000	0	1,000	0	
4419 Other Events	0	1,414	0	-676	0	0	
4420 Blue Plaque Scheme	2,500	1,083	1,200	448	1,200	1,200	
4423 Heritage Projects	0	0	5,825	2,432	2,432	5,000	
4424 West Stanley Memorial	0	0	400	0	400	400	
4425 Technical Support	0	5	0	0	0	0	
4439 Christmas Decorations	30,000	28,809	23,000	110	23,000	23,000	
OverHead Expenditure	114,150	110,703	92,325	21,878	73,781	74,100	
320 Net Expenditure	114,150	110,703	92,325	21,878	73,781	74,100	

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Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : 2018/19 First Draft Budget

	Last Year		Current Year			Next Year	
	Budget	Actual	Revised Budget	Actual YTD	Projected Actual	Next Year Budget	
400 Grants							
4500 Members Initiative Fund	70,000	78,835	70,000	12,150	70,000	70,000	
4502 Other Grants	11,872	67,376	55,153	39,584	55,153	50,000	
4510 Concessions	0	708	0	0	0	0	
OverHead Expenditure	81,872	146,919	125,153	51,734	125,153	120,000	
Total Income	0	0	0	0	0	0	
400 Net Expenditure	81,872	146,919	125,153	51,734	125,153	120,000	
500 Civic Hall							
4000 Direct Salaries	140,640	128,630	154,582	55,835	120,000	157,674	
4005 Casual Staff	10,000	35,247	20,000	22,944	50,000	20,000	
4008 Training	4,000	325	2,500	137	2,500	2,500	
4009 Clothing Costs	800	1,077	1,100	812	1,100	1,200	
4011 Travel & Subsistence	400	0	400	19	100	400	
4012 Recruitment	0	0	650	0	0	650	
4050 Rates	7,900	7,744	8,000	4,807	8,015	8,100	
4051 Water Rates	3,500	3,118	3,500	-50	2,500	3,000	
4052 Electricity	10,000	13,605	10,000	5,757	13,000	13,000	
4053 Gas	3,500	1,705	3,500	246	2,000	2,000	

Note : 2018/19 First Draft Budget

	Last Year		Current Year				Next Year
			Revised Budget		Projected Actual		Next Year Budget
	Budget	Actual	Budget	Actual YTD	Actual		
4055	Cleaning	2,000	4,012	2,400	1,857	4,000	3,500
4056	Alarm Maintenance	1,000	1,961	1,500	1,515	2,000	2,000
4057	Window Cleaning	250	200	250	75	250	250
4058	Trade Waste	1,500	1,853	2,000	1,150	1,250	1,500
4059	Laundry	2,000	1,239	1,700	347	1,200	1,200
4064	Equipment - Hire	0	155	0	0	0	0
4065	Repairs & Maintenance	2,500	4,909	2,500	2,326	5,000	2,500
4066	Tools & Equipment	2,500	6,055	6,000	2,311	3,000	3,000
4067	Furniture & Fittings	2,000	1,097	1,500	324	1,000	1,000
4068	Structure	750	794	800	0	800	800
4069	Pest Control	250	0	250	267	300	300
4070	Crockery,Cutlery etc	2,000	126	1,000	0	500	500
4071	Health & Safety - Fire	400	9	250	145	250	250
4072	Health & Safety First Aid	200	0	200	64	200	200
4073	Health and Safety	0	2,582	2,580	98	2,580	2,600
4075	Advertising	3,000	5,461	5,000	6,812	7,000	0
4076	Marketing & Promotion	2,000	6,869	2,500	6,073	10,000	15,000
4077	Licences	700	2,114	2,000	1,741	2,000	2,000
4079	Security	500	18	500	179	500	500
4100	Telephones	4,000	3,326	3,200	1,754	3,200	3,200
4101	Mobile Phones	0	0	0	0	0	1,000

Note : 2018/19 First Draft Budget

	<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>	
	<u>Budget</u>	<u>Actual</u>	<u>Revised Budget</u>	<u>Actual YTD</u>	<u>Projected Actual</u>	<u>Next Year Budget</u>	
4102 Stationery	2,000	2,077	2,000	395	2,000	1,500	
4104 Postage	0	1,023	800	1,062	2,000	1,500	
4105 Photocopying	1,000	1,301	1,200	455	1,200	1,200	
4106 Subscriptions	20	102	0	0	0	0	
4114 Refreshments	0	42	0	0	0	0	
4115 Hospitality	0	185	0	0	0	0	
4120 IT - Antivirus	0	46	100	180	0	180	
4121 IT - Website Support	600	100	200	0	200	200	
4123 IT - Support & Maintenance	4,000	396	3,000	1,923	3,000	3,000	
4125 IT - Software	0	0	200	397	200	500	
4425 Technical Support	0	2,858	2,500	1,564	2,500	2,500	
4650 Events - Civic Hall	15,000	32,025	15,000	11,402	30,000	15,000	
4651 Events - Externally Organised	0	303	0	4	0	0	
4652 Civic Hall Performers	0	0	11,200	12,368	11,200	10,000	
4653 Summer Stage School	0	0	5,500	0	0	0	
4654 Purchases for weddings/parties	0	320	0	1,748	2,000	0	
4700 Ticket Sales Paid Over	0	51,834	0	24,273	50,000	0	
4750 Resale Items	0	186	0	301	500	500	
4751 Technical supp-rechargeable	0	1,015	0	715	1,000	1,000	
4752 Purchases weddings etc- tech	0	1,738	0	1,784	2,000	0	
4998 Transaction Fees	720	2,107	1,100	1,054	2,000	2,000	
OverHead Expenditure	231,630	331,888	283,162	177,169	354,045	288,904	

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Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : 2018/19 First Draft Budget

	Last Year		Current Year			Next Year	
	Budget	Actual	Revised Budget	Actual YTD	Projected Actual	Next Year Budget	
1000 Ticket Sales Retained	15,000	22,882	30,000	2,662	28,000	25,000	
1002 Ticket sales ret'd- Ext shows	0	2,095	0	892	2,000	0	
1005 Ticket Sales Non Retained	0	50,107	0	23,503	50,000	0	
1010 Hall Hire	70,000	72,056	70,000	28,799	70,000	70,000	
1012 Civic Players etc-Fees, Subs,	0	0	16,700	5,634	5,000	6,000	
1013 DCC Recharges	0	1,760	1,760	0	1,760	1,760	
1026 Table packages etc	0	220	0	562	500	500	
1028 Resale Items	0	989	0	83	800	500	
1029 Recharged buffet, disco etc	0	80	0	1,948	2,500	2,500	
1031 PRS income	0	0	0	40	150	150	
1032 Recharged technical	0	0	0	333	1,000	1,000	
1040 Fees & Charges-PAT tests	0	78	0	0	0	0	
1061 Rent Income - Town Council	0	1,731	0	0	0	0	
1091 Art Work Sales	0	86	150	4	150	15	
Total Income	85,000	152,083	118,610	64,460	161,860	107,425	
500 Net Expenditure	146,630	179,804	164,552	112,709	192,185	181,479	
505 Coffee Shop							
4000 Direct Salaries	0	23,660	34,525	17,527	39,000	39,780	
4008 Training	0	90	100	0	100	100	

Note : 2018/19 First Draft Budget

	<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>	
	Budget	Actual	Revised Budget	Actual YTD	Projected Actual	Next Year Budget	
4009 Clothing Costs	0	197	200	80	200	200	
4055 Cleaning	0	44	100	0	0	0	
4065 Repairs & Maintenance	0	420	250	130	250	250	
4066 Tools & Equipment	0	3,289	500	0	500	250	
4067 Furniture & Fittings	0	82	0	0	0	0	
4070 Crockery,Cutlery etc	0	318	0	50	0	100	
4073 Health and Safety	0	-2	0	0	0	0	
4075 Advertising	0	350	600	0	300	500	
4550 Coffee Shop-Drinks (Hot)	0	885	1,700	0	1,700	0	
4555 Coffee Shop-Drinks (Cold)	0	1,114	1,800	0	1,800	0	
4560 Coffee Shop-Food	0	10,905	10,000	7,395	10,000	12,000	
4602 Bar - Stocktaking Costs	0	360	100	285	550	500	
4625 Coffee Shop supplies	0	780	700	157	400	400	
OverHead Expenditure	0	42,493	50,575	25,622	54,800	54,080	
1200 Hot Drinks	0	6,229	1,500	205	1,500	0	
1205 Cold Drinks	0	43	100	0	0	0	
1210 Food	0	798	1,500	0	1,500	0	
1220 Coffee Shop	0	23,501	30,000	15,888	30,000	33,000	
Total Income	0	30,571	33,100	16,093	33,000	33,000	
505 Net Expenditure	0	11,922	17,475	9,529	21,800	21,080	

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Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : 2018/19 First Draft Budget

	Last Year		Current Year			Next Year	
	Budget	Actual	Revised Budget	Actual YTD	Projected Actual	Next Year Budget	
510 Civic Hall Bar							
4009 Clothing Costs	0	86	150	80	150	200	
4066 Tools & Equipment	0	298	450	0	450	250	
4070 Crockery,Cutlery etc	0	332	500	0	500	500	
4075 Advertising	0	36	0	0	0	0	
4102 Stationery	0	19	100	0	0	0	
4600 Bar Stock	17,000	17,800	18,500	18,760	27,000	27,000	
4601 Bar Supplies - Sundry Items	3,750	2,896	3,500	157	365	400	
4602 Bar - Stocktaking Costs	770	815	650	435	900	900	
4603 Bar - gas	1,000	637	800	108	400	400	
OverHead Expenditure	22,520	22,920	24,650	19,540	29,765	29,650	
1020 Bar Takings	47,500	59,746	48,000	28,470	65,000	65,000	
Total Income	47,500	59,746	48,000	28,470	65,000	65,000	
510 Net Expenditure	-24,980	-36,826	-23,350	-8,930	-35,235	-35,350	
520 Loan Charges							
4996 PWLB Loan - Principal	20,000	20,000	20,000	10,000	20,000	20,000	
4997 PWLB Loan - Interest	3,990	3,990	3,990	1,824	3,990	3,990	
OverHead Expenditure	23,990	23,990	23,990	11,824	23,990	23,990	
520 Net Expenditure	23,990	23,990	23,990	11,824	23,990	23,990	

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Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : 2018/19 First Draft Budget

	<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>	
	Budget	Actual	Revised Budget	Actual YTD	Projected Actual	Next Year Budget	
800							
<u>Loan Costs</u>							
4151 Civic Hall - Lighting	0	2,550	0	0	0	0	
4156 Civic Hall - Structure	0	5,760	0	7,615	0	0	
4160 Civic Hall - Equipment	0	5,537	0	5,800	0	0	
OverHead Expenditure	0	13,847	0	13,415	0	0	
Total Income	0	0	0	0	0	0	
800							
Net Expenditure	0	13,847	0	13,415	0	0	
900							
<u>Earmarked Reserves</u>							
9315 Earmarked Reserve	-100,000	0	0	0	0	0	
OverHead Expenditure	-100,000	0	0	0	0	0	
900							
Net Expenditure	-100,000	0	0	0	0	0	
Total Budget Expenditure	937,662	1,135,675	986,801	512,932	1,042,710	935,327	
Income	937,662	1,044,140	988,586	502,461	1,050,236	1,003,506	
Net Expenditure	0	91,536	-1,785	10,470	-7,526	-68,179	



Budget Setting

Prepared for: Finance & Governance Committee, 13th September 2017

Prepared by: Alan Shaw, Town Clerk

Date of Report: 4th October 2017

INTRODUCTION

The preparation of an annual budget is one of the key statutory tasks to be undertaken by an authority. The budget has three main purposes:

- (i) It results in the authority setting the precept for the year;
- (ii) Subject to the authority's Financial Regulations, it gives the clerk and other officers overall authority to make spending commitments in accordance with the plans approved by members; and
- (iii) It provides a basis for monitoring progress during the year by comparing actual spending against planned spending.

It is essential that members understand how the budget is put together and how it should be used in the running of the Council. Reviewing the budget against actual expenditure regularly gives members early warning about the likelihood of a shortfall (or surplus) and helps them to decide what responsive action to take.

BACKGROUND

How the Town Council is funded

Local Councils are funded primarily from Council tax contributions made by Local Residents. They also at present receive a grant from Durham County Council under the Local Council Tax Reduction Scheme (which was implemented when Council Tax benefit was abolished in 2012 to make up the shortfall in revenue). The size of the grant from Durham County Council is reducing over time and must be expected to disappear completely in the future. The Town Council receives no contributions from Business Rates.

The Parish Precept

The name given to the Council tax which is collected for the Town Council is the 'precept'. The Town Council calculates its budgetary requirement in January each year and issues a 'demand' (this is a legal term, it's not an actual demand) to the County Council to collect the required amount of Council Tax from residents to raise the required budget.

How is the precept calculated?

In December each year, the County Council advises each Town and Parish Council what their 'tax base' is. The tax base is a figure that is calculated by taking the total number of properties in the area which are liable to pay Council tax and converting them to a number of 'Band D' equivalents. This is done using a formula which expresses each band in ninths. For example, a Band A property is 6/9 of a Band D, a Band D property is 9/9 and a band H property is 18/9.

Other Council Tax Bands

The Precept rate for other property bands is calculated by applying the same formula as was used to calculate the tax base in reverse, so a Band A is charged 6/9 of the Band D rate (£58.75) and a Band H is charged 18/9 (£176.24)

TAX BASE FORECASTS

The County Council issued a forecast of the predicted tax base for 2018/19 in July 2017. This is appended as **ATTACHMENT I**. The information provided is indicative of what the position is likely to be but experience has shown that the forecast will always be slightly different to the actual figure when it is released in December. However, this is the best and indeed only estimate the Council has to begin budgetary planning with.

The key information table from page 4 of the letter is reproduced below:

Stanley Town Council Tax Base & Grant	
Current tax base (2017/18) [A]	7508.2
Tax Base for 2018/19 [B]	7586.9
Tax Base Increase from 2017/18 [C] = [B]-[A]	78.7
Current Band D Council Tax (2017/18) [D]	£89.88
Increase in Council Tax yield [E] = ([C]x[D])	£7073.56

Stanley Town Council Tax Base & Grant	
Removal of 2017/18 LCTRS Grant [F]	(£112039)
LCTRS Grant for 2018/19 [G]	£114670
Net Position [E]-[F]+[G]	9704.56

The interim projection is that the tax base will increase by 78.7 and the LCTRS will also increase in the next financial year by around £2600 (this is not expected to repeated in future years). This means that if Council froze the precept payable by residents, the increased tax base and grant allocation would actually see the Council's revenue increase by close to £10000.

EXPLANATION OF CHANGES IN THE FIRST DRAFT BUDGET

In order to pull an initial draft budget together, it has been necessary to make a number of assumptions. As the Council has not yet agreed a detailed programme for 2018/19, the initial draft has been put together using the following assumptions:

- (i) Budget provision has been made for services funded in the current year at their current levels, except Environmental Services which has been removed.
- (ii) Salaries budgets have all been increased by 2% to reflect the likely pay award in 2018/19. If the staffing structure changes, these will need to be reviewed.
- (iii) The budget is based on no increase in the precept charged to residents.
- (iv) It will be necessary to aim for an underspend of at least £13,000 to cover transfers from general to earmarked reserves

The table on the following page gives a summary of the net *budgeted* expenditure in each area in the current year and in the first draft budget for next year. If the draft budget were to be accepted and the contribution from residents was frozen at the current level, this would leave £68,000 unallocated in the budget for new initiatives/ projects to be funded.

Budget Heading	Net 2017/18	Net 2018/19 (draft)	Notes
Staffing	£159,432	£162,773	Salaries increased by 2%
Office Accommodation	£8,250	£8,250	
Administration	£27,200	£36,330	Additional provision made for legal/ professional fees - may not be required
Precept	-£786,876	-£796,581	Tax Base and LCTRS grant slightly increased
Publicity	£21,800	£15,300	Reduced Stanley Life budget - this has not been produced in the current year
Democracy	£8,150	£8,850	Chairmans Fund split to separate costs for Chairmans Awards
Services	£150,900	£102,000	Budget for Environmental Caretakers zeroed. Budget for money advice doubled to reflect this years provision. Budget allocation made for detached youth to reflect current year. Mini Police and Defib budgets removed, Crime prevention budget reduced to reflect underspend in current and previous years
PACT House	£8,200	£8,200	Rent & Building Insurance
AP Community Room	£1,014	£1,400	Only basic running costs covered. No budgets for marketing or administration
Events	£92,325	£74,100	Music budget removed; Fireworks budget reduced in line with current year spend, Moria Con budget reduced.
Grants	£125,153	£12,000	Full Council Grants budget rounded down to £50k
Civic Hall	£164,552	£181,479	Budgets for staffing difficult to calculate - casual staff have been used extensively to backfill vacancies etc. Detailed review of Civic expenditure is being prepared at present and will be available before final budget setting. Staffing structure needs to be reviewed.
Coffee Shop	£17,475	£21,080	Increased staffing costs
CH Bar	-£23,350	-£35,350	Revised income target based on actuals for last two years
Loan Charges	£23,990	£23,990	Fixed cost over 10 years
Net Expenditure	-£1,785	-£68,179	Currently £68,179 remains available to be allocated to new initiatives based on a frozen budget if the savings highlighted in the draft report are taken.

STANLEY TOWN COUNCIL

DECISIONS REQUIRED

Committee is requested to:

- (i) Consider the initial draft budget presented by the Town Clerk and make clear **RECOMMENDATIONS** to Full Council about the level of budget allocation to be held against the various cost centres and budgets to be held for the various projects and initiatives Council wishes to undertake in the coming year.
- (ii) Have regard to **RECOMMENDATIONS** made by the Projects & Initiatives Committee and relevant decisions of Council.
- (iii) Advise Council whether any increase in the precept is likely to be required; with reasons.

FINANCIAL IMPLICATIONS

Setting a budget is a statutory duty. The Council cannot function unless it raises sufficient revenue from Council Tax to meet its obligations, commitments and planned activities. In setting the budget, the Council should have clear regard to its priorities and aspirations for service provision across the area.

LEGAL IMPLICATIONS

None.
