

MINUTES of the **PROJECTS AND INITIATIVES COMMITTEE MEETING OF STANLEY TOWN COUNCIL** held at Stanley Civic Hall, Front Street, Stanley on Tuesday 12th September 2017 at 6.30pm

PRESENT: Cllr J McMahon* Cllr C Hampson Cllr C Marshall Cllr A Clegg
Cllr L Christie Cllr J Tully Cllr T Armstrong Cllr B Nair

*Chairman

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

OTHERS IN ATTENDANCE: 9 members of the public, Cllr J Nicholson, D Tully & D Marshall

80 APOLOGIES FOR ABSENCE

Apologies received from Cllrs J Pallas, J Clark and G Wilkinson were accepted by Committee.

81 DECLARATIONS OF INTEREST

Cllr C Marshall declared a pecuniary interest as a Director of Stanley Events Ltd.
Cllr J McMahon declared a pecuniary interest as an employee of Stanley Events Ltd.

82 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIRMAN OR TOWN CLERK

It was proposed by Cllr C Marshall, seconded by Cllr A Clegg and **RESOLVED** that items 6, 10 and 11 be deferred to allow the Finance & Governance Committee to look at them in more detail. Any urgent business should be presented to the Full Council meeting for decision.

83 PUBLIC PARTICIPATION

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

84 CONFIRMATION OF MINUTES

It was proposed by Cllr C Marshall, seconded by Cllr A Clegg and **RESOLVED** that members **APPROVE** the minutes of the meeting held on 18th July 2017.

85 GRANT FUNDING APPLICATIONS

This item was deferred.

86 PARTNER/ PROJECT UPDATES

Detached Youth - Ruth Blakey provided members with an update on how the Stars Youth and Community project was going. Lots of detached work has been undertaken with young people throughout the Stanley area. As the dark nights come in the scope will change. PACTivate has been supported in Tanfield and has been successful. Darren McMahon advised members that if they have any concerns about specific locations to get in touch and feed info into the Stars team. Cllr C Marshall thanked Ruth and Darren for their comprehensive report and detailed feedback.

PACT House Radio - Darren McMahon provided a report to members outlining building works needed to be complete before the Radio station is up and running. Cllr C Marshall thanked PACT House for the wider work all the volunteers do and noted that there are great things happening.

Any other updates - The PA to the Town Clerk advised that Fools Gold have booked in their performances in the Care Homes and that members are welcome to join in. Dates to be circulated to members via email.

87 PLAY IN THE PARK FEEDBACK

The Town Clerk advised that Play in the Park came in slightly under budget. There have been staffing issues over the summer, and he thanked Nicola and all other staff who pulled together to ensure they ran smoothly. Feedback from the public was positive in general. The Town Clerk suggested looking at alternative locations next year. Cllr C Marshall noted that the Play in the Park events had been a massive success with a good spread across the area and that the Council should look to provide them again next year.

88 CHAIRMAN'S AWARDS

It was proposed by Cllr B Nair, seconded by Cllr C Marshall and **RESOLVED** that:

- (i) The awards are renamed "Town Mayor's Awards" to reflect the change in the Council.
- (ii) The policy should be amended to state that all people put forward will be presented with an award.
- (iii) The public should be invited to nominate recipients of the awards.

89 **CHRISTMAS EVENTS**

This item was deferred.

90 **EXCLUSION OF PRESS AND PUBLIC**

Committee **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*

91 **STANLEY COUNCIL OFFICES**

This item was deferred until such time as the Working Group had met with the surveyor and can report back.

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

Tuesday 10th October 2017, 6.30pm, Stanley Civic Hall

STANLEY TOWN COUNCIL



Medium Term Plan Timeline

Prepared for: Projects & Initiatives, 14th November 2017

Prepared by: Alan Shaw, Town Clerk

Date: 10th November 2017

ACTION PLANS

Objective 1: Champion the regeneration of Stanley and its villages by bringing back into use empty buildings and derelict land across the area.

No.	Action	Target date	Lead	Comments	Budgetary Requirement
1	Establish a mechanism for Councillors, partners and the community to identify derelict land and buildings.	Dec 17	J Harper	All Cllrs to identify sites, partner to be consulted, staff to compile database	Officer time
2	Establish a database of identified land and buildings.	Jan 18	J Harper	Ask DCC/ Police/ Fire for their problem premises	£200 for land searches
3	Work with DCC in identifying and bringing forward suitable development across Stanley and to feed into the development of the County Durham Plan.	March 18	TC + Projects Cttee	Work with partnership officers to prioritise sites and develop action plans	Feed into existing derelict buildings project
4	Review the progress of the above actions and amend as needed.	ongoing	J Harper/ TC	Need to get buy in from partner organisations with relevant powers	Unknown

STANLEY TOWN COUNCIL

Objective 2. Tackle environmental crime and issues by reinstating the neighbourhood wardens service across the area.

No.	Action	Target date	Lead	Comments	Budgetary Requirement
1	Explore and develop the direct employment of a team of Neighbourhood Wardens to service the Stanley Town Council area.	March 19 for rollout in 2020	TC + Projects Cttee	Costed Options paper to be produced for Council to consider in Summer 18	in region of £100, 000 per year
2	Explore options for directly employ team of environmental staff to be based around key park areas and to carry out localised litter picking.	March 19	TC + Projects Cttee	Consideration to be given to retaining existing arrangements vs direct provision	in region of £70,000 per year
3	Support the Police by funding two new police vehicles to be utilised by both the police and a future neighbourhood warden service.	Nov 17	TC	Procurement to be led by Durham Constabulary - vehicles to be capable of shared use.	£45,000 over four years
4	Develop and agree how work will be allocated and prioritised by linking with partners including STC, DCC and the local police.	Sept 19	TC/ Police/ DCC + Projects Cttee	Links with DCC service request routing and legal process will be essential as will joint tasking with local policing teams	Officer and Legal costs for SLA/ Delegation - see note 1 below

Objective 3. Develop new ways of engaging and working with young people ensuring there are a range of activities and facilities for them

No.	Action	Target date	Lead	Comments	Budgetary Requirement
1	Establish positive links with the AAP Stronger Stanley group to maximise funding opportunities and allocate a budget to match fund projects with the Stanley AAP.	Ongoing	TC + AAP Co-Ord	Through the Stronger Stanley Thematic Group	Officer time/ not possible to estimate until specific projects are developed

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Objective 3. Develop new ways of engaging and working with young people ensuring there are a range of activities and facilities for them

No.	Action	Target date	Lead	Comments	Budgetary Requirement
2	Carry out an audit of all existing youth work activities across the Stanley area to include; where the provision takes place, who it is provided by, what age range does it include, when it is provided and how the activities are promoted.	March 18	J Harper/ existing providers	Work alongside existing providers and Stanley AAP.	Officer Time
3	Support and encourage the principle of a co-ordinated programme of activities, including school holidays covering the entire Stanley area.	March 18	J Harper/ existing providers	Map and promote existing provision and identify gaps/ solutions with partners and providers	Currently £60,000 allocated specifically to youth provision

Objective 4. Develop a focused programme of good quality events

No.	Action	Target date	Lead	Comments	Budgetary Requirement
1	Begin the planning and delivery of the 2018 armed forces day directly by STC and agree budget for the delivery of the event.	Nov 17	J Harper	Decision as to whether Armed Forces event to be packaged up with other events for tender or retained in-house	£5000
2	Develop/Adopt Tender process for programme of current events in Stanley	Jan 18	J Harper / TC + Projects Cttee	Tender should be over three years (extendable to four) to reduce admin costs	approximately £36,500
3	Develop a forward plan and budget of events to be set and agreed annually.	Jan 18	TC	Will need to be developed in partnership with provider	TBA

Objective 5. Provide support for community facilities and Sports Clubs across the area					
No.	Action	Target date	Lead	Comments	Budgetary Requirement
1	Undertake mapping exercise of where community buildings and sports clubs in the area are located	July 18	J Harper	Information should be readily available but needs pulling together	Officer time/ some GIS mapping from DCC to support
2	Use AAP Directory to also map activities taking place	July 18	J Harper	see above	see above
3	Develop a grant funding pot to support core costs of community and sports buildings	Jan 19	TC	Will be difficult to create a new core funding pot in the forthcoming year without increasing the precept	already have commitments re PACT House and now Just for Women approx £22000 pa
4	Develop an emergency response to support the public in minimising the impact of the introduction of universal credit over the forthcoming holiday period by working alongside our existing partners who have been funded by Stanley Town Council.	Dec 2017	Town Clerk	Priority action Work alongside DCC Welfare Rights, Prince Bishops Credit Union, CAB, Money Advice and the Karbon Homes.	for discussion in Nov 17 Full Council
5	Ensure that suitable infrastructure support is available to voluntary sector partners by ensuring support is available to support governance, funding and volunteering across Stanley.	March 2019	Finance Cttee	This will only be achievable by employing a member of staff or an SLA with consultants	not fully scoped
6	Develop a three year funding programme for the delivery of the advice services in Stanley to include an outreach service and include the CAB, Money Advice and Welfare Rights.	March 2018	Town Clerk	Existing providers to be asked to produce detailed specification for consideration and 3 year plan	Currently £60,000 pa in revenue budgets

Objective 6. Ensure the people of Stanley achieve good value for money by ensuring Stanley Town Council is managed effectively

No.	Action	Target date	Lead	Comments	Budgetary Requirement
1	Review and report the inherited financial position and liabilities of STC by undertaking a full review of STC, financial, staffing and Civic Hall. Detailing beneficiaries and exploring value for money.	March 2018	Chair of Finance and Governance Committee	Detailed report being prepared for Council in January 18	resources in place from existing budgets
2	Use AAP Directory to also map activities taking place	March 2018	Chair of Projects and Initiatives	Linkages to be actively identified	There are currently no flexible budgets in place
3	Develop a Long-Term Plan/ Vision for Town and surrounding areas	March 19	Projects Cttee	Work with AAP and DCC on this work. Potential links to the town centre master plan	Dependent on level of detail - Neighbourhood Planning exercise would require a significant revenue allocation to pay for planning consultants etc
4	Review the existing procurement policy and processes.	June 2018	Finance Cttee	Council to highlight perceived issues with current arrangements through Cttee process	not estimated.
5	Review the existing HR framework for staff including appraisal, performance management and progression.	March 18	Finance Cttee	Policies are currently in place to cover some but not all of these matters	Officer time/ external consultancy approx £1000
6	Actively seek further external funding opportunities and income generation opportunities	ongoing	TC + Cllrs	Capacity issues within back office team.	Officer time

Objective 6. Ensure the people of Stanley achieve good value for money by ensuring Stanley Town Council is managed effectively

No.	Action	Target date	Lead	Comments	Budgetary Requirement
7	Develop a joined-up approach to joint/ match funding and partnership working to maximise the use of the forthcoming CLLD	March 2018	Town Clerk and AAP Co-ordinator	Particularly important because of CLLD 1.5 million for area.	Officer time
8	Adopt and embed new General Data Protection Regulations into STC.	May 2018	Town Clerk	Priority action	Primarily staff time to meet requirements but training will be required for some staff £450 to be set aside for this
9	Investigate the adoption of the Dying to Work Policy	Nov 17	Town Clerk and Cllr Timbey	Currently being explored by a number of councils including DCC. On agenda for Nov 17 meetings	None.
10	Conduct a full review of all Council staff to reflect the priorities identified within the MTP	June 18	Town Clerk, LG Leader & Chair of F&G	see note 4 below	See note 5

Objective 7. Introduce a living wage for all Town Council staff and contractors, making sure that people are paid a fair rate for the work they do.

No.	Action	Target date	Lead	Comments	Budgetary Requirement
1	Cost and introduce the Durham living wage to all STC posts.	March 2018	Town Clerk	This has been costed already and will be presented in the budget for 18/19	approx £15k

Objective 7. Introduce a living wage for all Town Council staff and contractors, making sure that people are paid a fair rate for the work they do.

No.	Action	Target date	Lead	Comments	Budgetary Requirement
2	Ensure all suppliers and contractors of STC pay the Durham Living wage.	March 2018	Town Clerk	see above	see above

Objective 8. Communicate effectively with residents of the area.

No.	Action	Target date	Lead	Comments	Budgetary Requirement
1	Develop and establish a new communications strategy for the Council that provides value for money and increases the variety of ways we engaged the community and the media, including the wider work of the Council, grant funded projects and the Civic Hall.	January 18	Town Clerk + Projects Cttee	Developing a partnership with an external media provider could free some capacity and improve the profile of the Council/ Civic Hall	estimate £2000 per year

Objective 9. Investigate the feasibility of a Heritage Facility in Stanley Town Centre.

No.	Action	Target date	Lead	Comments	Budgetary Requirement
1	Sub group to review the current proposal to purchase Stanley Council Offices to ensure financial viability and value for money.	October 2017	LG Leader, Town Mayor, Chair of P&I and Chair of F&G.	Dealt with at Council in October 17	none required
2	Develop a working group to take forward recommendations agreed by Council; produce detailed business plan, investigate financial viability, explore external funding applications.	April 2017	Town Clerk + Cttes	Needs to be properly resourced; eg staff / expertise etc. Develop wider partnership links.	This is a significant piece of work which will require a dedicated resource to project manage

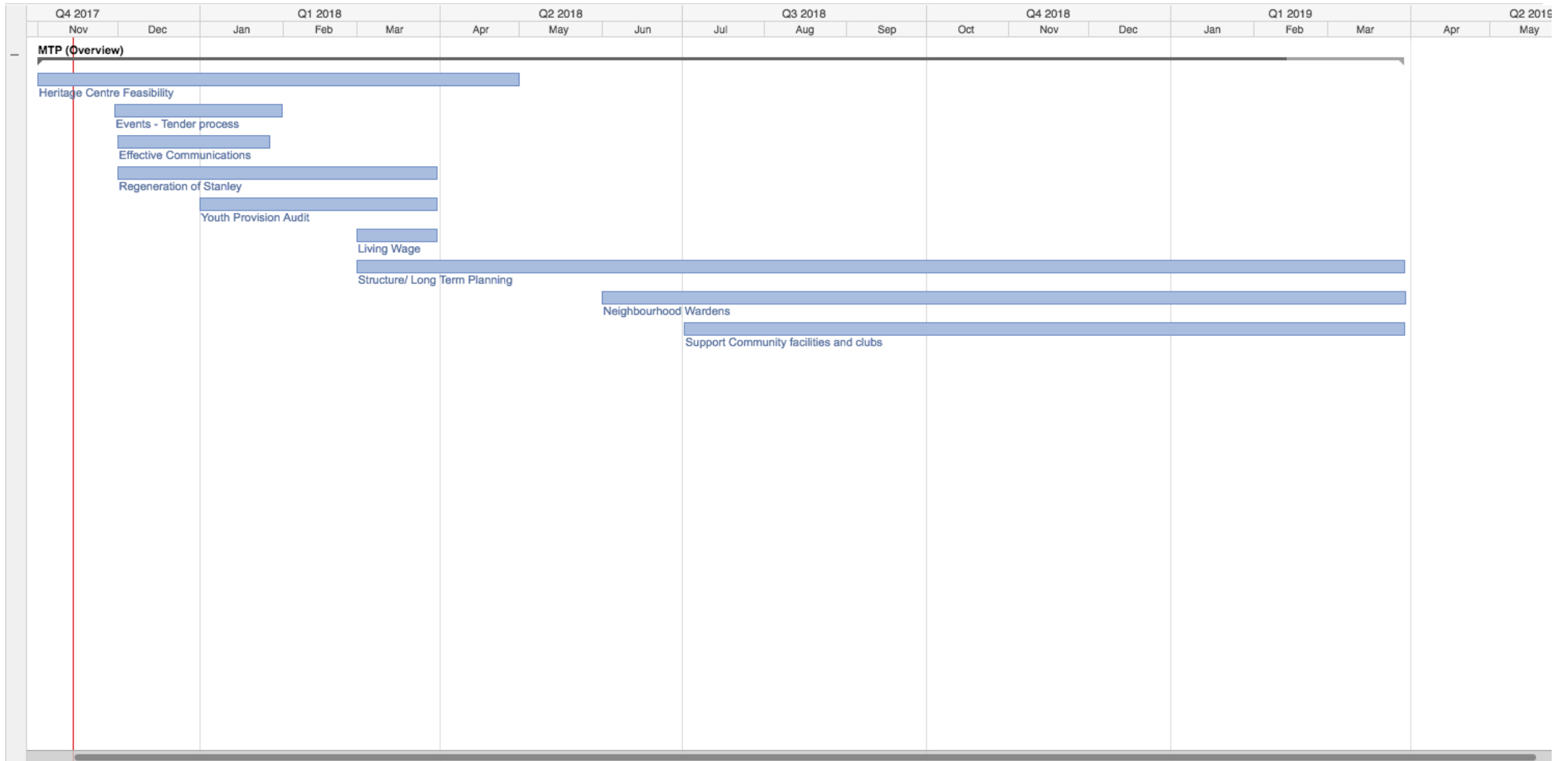
Objective 9. Investigate the feasibility of a Heritage Facility in Stanley Town Centre.					
No.	Action	Target date	Lead	Comments	Budgetary Requirement
3	Work alongside existing partners to ensure sustainability and provide suitable support to meet their future ambitions.	ongoing	Stanley Town Council Building Sub group	Council has taken a decision to purchase premises in November 17 for Just for Women Centre	not fully scoped

Comments/ Notes

1. If services are delegated to Stanley Town Council under section 101 of the Local Government Act 1972, steps would need to be put in place to ensure that the current DCC budget allocation for Stanley (which represents approximately 5.5% of the tax base Countywide) are allocated to Stanley to avoid local residents paying for the same service twice. This proportion of costs could be used to offset costs which would accrue by tapping into DCC's existing back office functions like the CRM for managing service requests, back office systems for monitoring payment of Fixed Penalty Notices and DCC Legal services for enforcement of compliance notices and prosecutions required for non-payment of Fixed penalty notices or serious/ repeat offenders.
2. Staffing allocations are based on the existing establishment. It may be possible to expedite some projects or initiatives by putting additional staffing resources in place.
3. A lot of the development work for these initiatives is front-loaded over the lifetime of the plan - slippage here will affect the delivery schedule, therefore when prioritising Council may wish to push some lower priority activities into 2019/20.
4. The current establishment is struggling to deliver the existing programme, the proposed plan will require additional capacity in research, strategic planning and monitoring although some areas might be outsourced to partners the preparatory work for this will create additional short term pressures
5. It will not be possible to conclude the review of expenditure and staff in advance of setting the budget for 2018/19. Therefore, it will be difficult to properly implement a new staffing structure **if it will increase overall costs** before April 2019. Any in year increase in staffing costs will have to be met from reserves or reductions in other budgets.
6. Objective 9 (2) would require a dedicated project officer to pull together the bid for external funding and manage the project flowing from it. This could be achieved by engaging external consultants or by directly employing a 'funding and monitoring officer' or similar given that fundraising is also mentioned or alluded to in Objectives 1(3) (Regeneration); 3(1) (Funding opportunities); 5(5) (Infrastructure Support for 3rd sector

groups); 6 (6) (External Funding Opportunities); 6 (7) (CLLD Bids) and monitoring will be required for objectives 1, 2, 3, 4, 5 and 9.

MTP (Overview) as of Nov 14 2017



TOWN MAYOR'S EVENTS

Mon 4 Dec – OAP Christmas Lunch

12 – 4pm

60 Christmas Dinners for your OAP residents (each Member will have 3 tickets to distribute to residents)

Entertainment from Second Wind and Lee & his dancers

Unfortunately we do not have the capacity to enable Members to eat a Christmas Dinner but you are welcome to come along and sit with your residents

Tickets available to collect from the Box Office on Mon 13 November

If you cannot give out your 3 tickets, please return them to me by Fri 24 November so I can arrange for Age UK to distribute them

Sun 10 Dec – Town Mayor's Carol Concert

6pm

Entertainment from Annfield Plain Gleemen and Craghead Colliery Band

This is a free ticketed event – please get your tickets from the Box Office

Free mince pie and drink after the concert

Bar will be open for a short time after the concert

Mon 11 Dec – Town Mayor's Christmas Afternoon Tea

2 – 6pm

Afternoon tea for 60 (20 Members plus 40 residents)

This is a chance for each Member to bring 2 residents from their area, who contribute to the community, to mingle with the Mayor and Members and enjoy a selection of sandwiches and cakes