

# **MINUTES of the ORDINARY MEETING OF STANLEY TOWN COUNCIL**

Held at Stanley Civic Hall, Front Street, Stanley on Tuesday 24th October 2017 at 6.30pm

**PRESENT:**

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

\*Chairman

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

**IN ATTENDANCE:** 11 members of the public

## 138 **APOLOGIES FOR ABSENCE**

Apologies received from Cllrs M Davinson & J Kane were accepted by Council.

## 139 **DECLARATIONS OF INTEREST**

None

## 140 **PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE TOWN MAYOR**

- (i) **Annual OAPs Christmas Dinner** - The Town Mayor advised that the OAPs Christmas Dinner will be organised again this year and will be funded from the Town Mayors budget. The date will be emailed round when confirmed with staff.
- (ii) The Town Clerk advised those present that the meeting was being filmed but not live streamed. 1 member of the public was recording the meeting as was Cllr G Wilkinson.

## 141 **PUBLIC PARTICIPATION**

The Town Clerk received an email from Mr Ron Harrison re: Civic Regalia. He replied to Mr Harrison and read out both to those present.

Mr Billy Nixon asked, in relation to item 11 Stanley Council Office, could Durham County Councillors ask Durham County Council to support STC in giving the Council the Stanley Council Offices free of charge.

## 142 **CONFIRMATION OF COUNCIL MINUTES**

It was proposed by Cllr D Marshall, seconded by Cllr L Christie and **RESOLVED** that the minutes of 26th September 2017 be **APPROVED** as a correct record and signed by the Town Mayor.

# 143 MINUTES OF OTHER MEETINGS

Minutes of the Finance & Governance Committee held on 11th October 2017 were **RECEIVED** by Council.

# 144 RECOMMENDATIONS OF COMMITTEE MEETINGS

## (a) FINANCE

- (i) **Public Participation in Meetings** - Members **AGREED** to adapt the Cirencester Standing Orders as they apply to public participation and amend our own standing orders accordingly.
- (ii) **Mayor's Announcements** - Members **AGREED** that "Town Mayor's Announcements" should replace "Procedural/Appropriate Announcements from the Town Mayor".

# 145 MEDIUM TERM PLAN

Following a discussion, it was proposed by Cllr L Timbey, seconded by Cllr J Stephenson and **RESOLVED** that the following recommendations be **ACCEPTED**:

- (i) Council should **ADOPT** the draft Medium Term Plan.
- (ii) The Town Clerk in consultation with the Chairman of the Finance & Governance Committee should prepare an outline three year delivery timeline and indicative budget estimates for the delivery of the plan;
- (iii) Budget provision for the actions identified for delivery in 2017/18 should be inserted into the second budget estimate to be presented to the Finance & Governance Committee for detailed review at the November meeting;
- (iv) Once delivery objectives for 2017/18 have been agreed, the Projects & Initiatives Committee should begin working up detailed project plans for each action to be brought forward to Council for agreement.

# 146 GRANTS & MIF POLICY

Following a discussion around the revised policy, it was proposed by Cllr J McMahon, seconded by Cllr D Carmichael and **RESOLVED** that the following recommendations be **ACCEPTED**:

- (i) The revised policy should be **ADOPTED**;
- (ii) A grant funding working group should consider the applications in light of both the revised policy and the Council's objectives as outlined in the Medium Term Plan;
- (iii) Recommendations should be reported back to the November Full Council meeting for decision.

It was agreed that the working group will consist of 5 Labour Party members and 2 Derwentside Independent members.

## 147 CHRISTMAS SHUTDOWN

Council **RESOLVED** that:

- (i) The Constitution should be amended so that the Town Council's Christmas shutdown is in line with the Christmas shutdown at Durham County Council in future years, so that this matter does not need to be considered annually.
- (ii) Staff to take their extra 2 statutory days over the Christmas period in line with DCC and to **APPROVE** any extra days leave required to facilitate the shutdown.
- (iii) The Town Council will be closed to the public from 12.00 noon on 22nd December 2017 and reopen at 9.00 am on Tuesday 2nd January 2018.

## 148 STANLEY COUNCIL OFFICES

Following a discussion it was proposed by Cllr C Marshall, seconded by Cllr J McMahon and **RESOLVED** that;

- (i) The Town Council will notify DCC that the Town Council intends to withdraw from the proposed purchase of the building on the current terms;
- (ii) The Town Clerk will be instructed to liaise with Durham County Council and express our desire to see the building restored in the medium term, with a focus on the use of the building as a heritage asset for the town; but the Town Council cannot provide the capital required to complete the works and substantial match funding must be sought;
- (iii) Research into possible sources of funding must be carried out, with the assistance of suitably qualified and experienced fund raisers who can identify sources and prepare bids for external funding.

## 149 DATE, TIME AND VENUE OF NEXT MEETING

Tuesday 28th November 2017, 6:30pm, Civic Hall Stanley.

**MINUTES of the EXTRAORDINARY MEETING OF STANLEY TOWN COUNCIL**

Held at Stanley Civic Hall, Front Street, Stanley on Tuesday 7th November 2017 at 6.30pm

**PRESENT:**    **B Nair\***            A Clegg                      L Christie                      C Hampson  
                  D Marshall        J McMahon                J Pallas                      L Timbey  
                  G Wilkinson     J Kane                      M Davinson

**\*Town Mayor**

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

**IN ATTENDANCE:**    I member of the public  
                                Lestryne Tweedy & Linda Kirk: Just for Women Centre

**ABSENT:** Cllr T Armstrong & D Carmichael

**150            APOLOGIES FOR ABSENCE**

Apologies received from Cllrs C Marshall, J Nicholson, J Stephenson, H Clark, D Tully, J Tully and J Clark were accepted by Council.

**151            DECLARATIONS OF INTEREST**

None

**152            PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE TOWN MAYOR**

The Town Mayor informed the Council that Cllr David Tully had suffered a heart attack last night. Members expressed their concern and best wishes and requested the staff send a card to Cllr Tully on behalf of Members and staff.

The Town Clerk advised those present that the meeting was being filmed but not streamed live. He also advised Members not to discuss the property, landlord or prices in relation to the request from the Just for Women Centre during the public part of the meeting.

**153            PUBLIC PARTICIPATION**

The Town Clerk received a written comment from Mr Billy Nixon which was read to Council:

*'If the 'Just 4 Women' are going to run a commercial cafe, is it right that we should financially support them with (a) Buying a building, and (b) give them a peppercorn rent. Would this not give the J4W's cafe an unfair advantage on an open business market. as others would be paying full rent and rates.'*

The comment was **NOTED** by Council.

**I54                    REQUEST FROM THE JUST FOR WOMEN CENTRE**

Following a discussion and consideration of the request put forward, Council **RESOLVED** that:

- (i)      The Town Council will seek to purchase the property at no more than the maximum price agreed (this price is redacted from the minutes and will be inserted once the matter is no longer commercially sensitive).
- (ii)     The Town Council cannot fund the £6,000 grant requested as the deadline for grant funding in the current year has passed and there are no further funds available.
- (ii)     The Town Council will make the building available to the Just for Women Centre on a maximum 15 year lease, the first 7 years at a peppercorn rent, with a rent review after this initial period.

**I55                    DATE, TIME AND VENUE OF NEXT MEETING**

Tuesday 28th November 2017, 6:30pm, Civic Hall Stanley.

**MINUTES** of the **PROJECTS AND INITIATIVES COMMITTEE MEETING OF STANLEY TOWN COUNCIL** held at Annfield Plain Community Centre, Stanley on Tuesday 14th November 2017 at 6.30pm

**PRESENT:** Cllr J Pallas\*                      Cllr C Marshall                      Cllr C Hampson                      Cllr L Christie  
                 Cllr J Kane                      Cllr A Clegg  
                 \*Chairman

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

**OTHERS IN ATTENDANCE:** 3 members of the public & Cllr J Nicholson

**ABSENT:** Cllrs J McMahon & J Clark

**156                      APOLOGIES FOR ABSENCE**

Apologies received from Cllrs T Armstrong, J Tully, G Wilkinson & B Nair were accepted by Committee.

**157                      DECLARATIONS OF INTEREST**

Cll C Marshall declared an interest as director of Stanley Events Ltd.

**158                      PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIRMAN OR TOWN CLERK**

The Town Clerk advised that the meeting was being recorded and reminded everyone to switch their phones to silent. Mr Rollings was also recording the meeting.

**159                      PUBLIC PARTICIPATION**

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

**160                      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 12th September 2017.

**161                      FEEDBACK FROM FIREWORKS EVENT**

Cllr C Marshall advised, on behalf of Stanley Events Ltd, that the event was very successful. Approx. 8500 attended the event. There were no safety issues and no complaints were received from residents. He advised that the cost of the display had

increased, the true cost being in excess of £15,000, costs will be shared with the Town Council.

The Town Clerk suggested that in future years SEL and STC liaise better with DCC and the street wardens to prevent fly pitches selling flashing lights for Children. He also suggested holding a fun fair on the front street to capture attendees going to and from the Fireworks. Committee **RECOMMEND** to Council that street wardens be present on the street and that costs for a fun fair be looked into.

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## MEDIUM TERM PLAN TIMELINE

Members of the Committee discussed the Medium Term Plan Timeline and **RECOMMEND** the following to Full Council:

MTP Objective	Recommendation
<b>Objective 2.</b> <i>Tackle environmental crime and issues by reinstating the neighbourhood wardens service across the area.</i>	Bring forward roll out to 2018/19
<b>Objective 3.</b> <i>Develop new ways of engaging and working with young people ensuring there are a range of activities and facilities for them</i>	Establish a small grants pot for 2018/19 of £15,000
<b>Objective 4.</b> <i>Develop a focused programme of good quality events.</i>	Budget £40,000 for 2018/9 to include Armed Forces, Play in the Park and Christmas Events.
<b>Objective 5.</b> <i>Provide support for community facilities and Sports Clubs across the area.</i>	(i) Arrange a meeting with CAB / DCP / PACT House etc. to discuss working together. (ii) Arrange advice services with Universal Credit knowledge to come to Council meeting to discuss plans for UC asap.
<b>Objective 6.</b> <i>Ensure the people of Stanley achieve good value for money by ensuring Stanley Town Council is managed effectively.</i>	Begin staffing structure review asap aiming to be in place for start 2018/19 financial year
<b>Objective 9.</b> <i>Investigate the feasibility of a Heritage Facility in Stanley Town Centre.</i>	Preparation needs to begin immediately to ensure a proposal can be put forward in 2018/19

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## CHRISTMAS EVENTS

The Community Development Manager gave an update on the progress and planning for this years Christmas Market. Committee **RESOLVED** that any income the Council receives from the Christmas Market is to be donated to the Town Mayor's Charity.

**I64 TOWN MAYOR'S EVENTS**

The PA to the Town Clerk updated Committee in respect of the three Town Mayor's Events planned, the pensioner's Christmas lunch, the Town Mayor's awards and an opportunity to meet the Mayor over tea.

**I65 OTHER UPDATES**

- (i) **Remembrance Events** - The Town Clerk advised Committee that the remembrance events across the Parish were well attended and went smoothly and there were no issues in relation to the events the Council supports at South Moor, Craghead and Annfield Plain.
- (ii) **Louisa Morrison Memorial** - Officers are in the process of discussing licences and whether planning consent is required with DCC.

**I66 DATE, TIME AND VENUE OF NEXT MEETING**

Tuesday 12th December 2017, 6.30pm, Stanley Civic Hall



**MINUTES** of the **FINANCE AND GOVERNANCE COMMITTEE MEETING OF STANLEY TOWN COUNCIL** held at Annfield Plain Community Centre, Stanley on Wednesday 15th November 2017 at 6.00pm

**PRESENT:** Cllr J Stephenson\* Cllr M Davinson Cllr D Marshall  
Cllr J Pallas Cllr J Kane Cllr H Clark  
Cllr J Nicholson Cllr D Carmichael Cllr B Nair  
Cllr A Clegg

**\*Chairman**

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

**IN ATTENDANCE:** Cllr L Timbey, 3 members of the public.

**167 APOLOGIES**

Apologies received from Cllrs L Christie and D Tully were accepted by the Committee.

**168 DECLARATIONS OF INTEREST**

None

**169 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIRMAN OR TOWN CLERK**

The Town Clerk reminded everyone to turn their phones off or switch them to silent. The meeting was being recorded by the Council and Ken Rollings.

**170 PUBLIC PARTICIPATION**

No written questions were received in writing. No questions from the floor.

**171 CONFIRMATION OF MINUTES**

It was proposed by Cllr B Nair, seconded by Cllr J Kane and **RESOLVED** that the minutes of the Finance and Governance Committee meeting held on 11th October be approved and signed by the Chairman as a correct record.

**172 ACCOUNTS FOR PAYMENT AND BANK RECONCILIATION**

Committee **RESOLVED** to defer the approval of the payment of accounts for October 2017 to Full Council as the papers had not been received in enough time for a proper examination by members.

Committee **NOTED** the bank reconciliation for October 2017.

**173 CODE OF CONDUCT**

It was proposed by Cllr M Davinson, seconded by Cllr B Nair and **RECOMMENDED** that the Council adopt the new CDALC Code of Conduct.

It was suggested that all Members should sign to show they are aware of the new Code of Conduct.

**174 BUDGET MONITORING REPORT**

This item was deferred.

**175 MEDIUM TERM PLAN TIMELINE**

The Committee looked at the MTP and the recommendations from the Projects & Initiatives Committee.

The Committee **AGREED** to the Projects and Initiatives recommendations and for the budget to re-worked accordingly to be presented to Full Council for consideration.

**176 BUDGET SETTING - SECOND DRAFT BUDGET**

This item was deferred as the budgets require further work following the proposed changes to the MTOP timeline.

**177 BACS PAYMENTS AND E-BANKING**

Committee **RECOMMEND** to Full Council that:

- (i) Settlement of accounts by BACS be authorised;
- (ii) A second current account for electronic payments be authorised to reduce the Council's bank charges; and
- (iii) BACS Payments are reported to the Committee on a monthly basis (as at present) but a Schedule of BACS payments is presented to authorised signatories on a weekly basis with the cheques for signature for checking and signature.
- (iv) Linked policies should be amended to reflect the change to BACS payments.

**178 DYING TO WORK**

It was proposed by Cllr M Davinson, seconded by Cllr J Kane and **RESOLVED** that Committee recommend that Full Council adopt the Dying to Work policy.

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

13th December 2017, 6:00pm, Stanley Civic Hall.

Tuesday, November 21, 2017 at 8:58:23 PM Greenwich Mean Time

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**Subject:** FW: Autrurnfest

**Date:** Tuesday, 21 November 2017 at 10:50:58 Greenwich Mean Time

**From:** Nicola James

**To:** Alan Shaw

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**From:** "info@foolsgoldacoustic.co.uk" <info@foolsgoldacoustic.co.uk>

**Date:** Friday, 3 November 2017 at 10:24

**To:** Nicola James <nicola.james@stanley-tc.gov.uk>

**Subject:** Autrurnfest

Hi Nicola,

This is just a quick note from us to say 'Thank You' for the opportunity of performing on behalf of Stanley Town Council in all the Care Homes and assisted living establishments over the last couple of weeks.

All the shows have been delivered as arranged, feedback was very good, and we were pleased to be able to meet the Town Councillor who joined us at St Andrew's.

I hope we will be able to help with other things in the future, but until then – Thank You!

Best regards,

**Steve & Carol Robson**

**Fool's Gold**

**tel: 079 579 48116**

[www.foolsgoldacoustic.co.uk](http://www.foolsgoldacoustic.co.uk)

**Acoustic Musicians – Acoustic Music**

## **‘DYING TO WORK’ CAMPAIGN**

### **1. Purpose**

- 1.1 To provide Members with details in relation to the ‘Dying to Work’ Campaign.

### **2. Background**

- 2.1 The Council if they would be willing to sign up to the ‘Dying to Work’ Campaign and Charter.

### **3. Current Position**

- 3.1 The TUC are running a campaign to try and protect employees with a terminal illness and ensure their jobs are protected in the same way as a pregnant worker.
- 3.2 Facing terminal illness in itself is traumatising for those with the diagnosis and those loved ones around them.
- 3.3 Terminally ill employees often don’t have the time to reskill or adapt to the ‘reasonable adjustments’ that could be put in place by an employer.
- 3.4 A terminally ill employee can be forced to undergo stressful HR procedures and risks losing the positive stimulation of work.
- 3.5 By losing their job they not only lose their income but also the dignity of dying in work.
- 3.6 Termination of employment will mean the loss of death in service payments that the employee has planned for and earned through a lifetime of work.
- 3.7 As retirement ages are increasing. Cancer Research UK are projecting that 1 in 3 people will be diagnosed with cancer; therefore, more people will be receiving terminal diagnosis’ during their working lives.
- 3.8 Currently 1 in 10 new cancer cases are found in people under 50.
- 3.9 An internal McMillan survey showed that 37% of cancer patients ‘experiences discrimination’ on their return to work.
- 3.10 The ‘Dying to Work’ campaign is calling for terminal illness to be made a protected characteristic. This would mean that all employees battling terminal illness would enter a protected period within which they could not be dismissed as a result of their condition.
- 3.11 Many terminally ill employees may decide that they wish to leave work but for those wishing to remain in work for their remaining months they may find themselves in a vulnerable position with their family’s financial security at stake.
- 3.12 There will be no financial cost to the Town Council if they wished to sign up to the Campaign and Charter as death in service benefits are paid by the pension fund, a fund

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which the member of staff will have been contributing to, and which is in effect also an insurance policy for those who die in service.

- 3.13 There will be implications where an employee cannot undertake their original work and work needs to be adjusted appropriately. It is difficult at this stage to envisage what the implications will entail as, firstly, it is hoped that the Council is never in this position, but if it is, then each case would be unique and individually assessed.
- 3.14 Signing the Charter does not guarantee someone with a terminal illness a job, as there may come a time when it is not sustainable from a health and safety perspective of the individual and also colleagues to retain an employee.
- 3.15 Signing the Charter does, however, mean the Council will pledge to do all that it can, in a reasonable and safe way to ensure that the employee is supported for as long as possible and reduces additional stress on the employee at a critical time.
- 3.16 Attached is a copy of a sample Charter. If Members go to the [dyingtowork.co.uk](http://dyingtowork.co.uk) website they will see a list of Charter Signatories. The Clerk has been advised that if the Council did sign up to the Charter, they could, at this time, be the first Town or Parish Council to do so.

### **4. Proposals**

- 4.1 That Members consider the information and decide on whether or not the Council should support this campaign and sign up to the charter.

### **5. Recommendations**

- 5.1 The Members consider the proposal in Section 4

**County Durham Association of Local Councils**  
**Model Code of Conduct for Local Councils.**

**Introduction**

Pursuant to section 27 of the Localism Act 2011, \_\_\_\_\_ Parish/Town Council ('the Council') has adopted this Code of Conduct to promote and maintain high standards of behaviour by its members and co-opted members whenever they conduct the business of the Council, including the business of the office to which they were elected or appointed, or when they claim to act or give the impression of acting as a representative of the Council.

This Code of Conduct is based on the principles of selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

**Promotion and Maintenance of Standards**

A member shall

- familiarise him/herself with the Council's Code of Conduct and any other policies or standing orders of the council which relate to members' conduct.
- support the council in the promotion of high standards, and in ensuring access by the public to the Council's records regarding the registration and declaration of member's interests.

Nothing in this Code shall prevent a member from disclosing any other interest if the individual wishes to do so.

**Definitions**

For the purposes of this Code, a 'co-opted member' is a person who is not a member of the Council but who is either a member of any committee or sub-committee of the Council, or a member of, and represents the Council on any joint committee or joint sub-committee of the Council, and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee.

For the purposes of this Code, a 'meeting' is a meeting of the Council, any of its committees, sub-committees, joint committees or joint sub-committees.

For the purposes of this Code, and unless otherwise expressed, a reference to a member of the Council includes a co-opted member of the Council.

**Member obligations**

When a member of the Council acts, claims to act or gives the impression of acting as a representative of the Council, he/she has the following obligations.

1. He/she shall behave in such a way that a reasonable person would regard as respectful.
2. He/she shall not act in a way which a reasonable person would regard as bullying or intimidatory.
3. He/she shall not behave in a manner which a reasonable person would regard as likely to bring the Council, or his/her office as a member of the Council into disrepute.
4. He/she shall not seek to improperly confer an advantage or disadvantage on any person.
5. He/she shall use the resources of the Council in accordance with its requirements.
6. He/she shall not disclose information which is confidential or where disclosure is prohibited by law.
7. He/She will be required to declare an interest at the meeting, even though that interest may already appear on their Register of Interests. This is to make fellow-members, the press and the public aware of a member's interest, if that member does not articulate it when the council are discussing a relevant matter which affects that interest.

### **Registration of interests**

8. Within 28 days of this Code being adopted by the Council, or the member's election or the co-opted member's appointment (where that is later), he/she shall register with the Monitoring Officer the interests which fall within the categories set out in Appendices A and B.
9. Upon the re-election of a member or the re-appointment of a co-opted member, he/she shall within 28 days re-register with the Monitoring Officer any interests in Appendices A and B.
10. A member shall register with the Monitoring Officer any change to interests or new interests (including sensitive interests) in Appendices A and B within 28 days of becoming aware of it.

A member need only declare the existence but not the details of any interest which the Monitoring Officer agrees is a 'sensitive interest'. A sensitive interest is one which, if disclosed on a public register could lead the member or a person connected with the member to be subject to violence or intimidation.



Failure without reasonable excuse to register a Disclosable Pecuniary Interest (Appendix A Interest) is a criminal offence under the Localism Act 2011 as well as a breach of the Code

### **Declaration of interests at meetings**

11. Where a matter arises at a meeting which relates to an interest in Appendix A the member shall

- Declare what his/her interests are;
- not participate in a discussion or vote on the matter (Localism Act s31 (4) .
- If the councils Standing Orders dictate, the member shall leave the room while the matter is being discussed and voted on.

If it is an interest which has not already been disclosed to the Monitoring Officer, the member shall disclose the nature of it and let the Monitoring Officer know of the existence of a new interest within 28 days

12. Subject to the above, where a matter arises at a meeting which relates to an interest in Appendix A which is a sensitive interest, the member shall

- Declare an interest but not the nature of it
- not participate in a discussion or vote on the matter (Localism Act s31 (4)
- If the councils Standing Orders dictate, the member shall leave the room while the matter is being discussed and voted on.

If it is a sensitive interest which has not already been disclosed to the Monitoring Officer, the member shall disclose he/she has an interest but not the nature of it and let the Monitoring Officer know of the existence of a new sensitive interest within 28 days.

13. Where a matter arises at a meeting which relates to an interest in Appendix B, the member shall

- Declare what his/her interests are
- He/she may speak on the matter only if members of the public are also allowed to speak at the meeting.
- not vote on the matter.
- If the councils Standing Orders dictate, once the member has spoken they shall leave the room while the matter is being discussed and voted on.

If he/she holds an interest in Appendix B which is a sensitive interest not already disclosed to the Monitoring Officer, he/she shall declare the interest but not the nature of the interest.

14. Where a matter arises at a meeting which relates to a financial interest of a friend, relative or close associate (other than an interest of a person in Appendix A), the member shall

- disclose the nature of the interest.
- He/she may speak on the matter only if members of the public are also allowed to speak at the meeting.
- not vote on the matter.
- If the councils Standing Orders dictate, once the member has spoken they shall leave the room while the matter is being discussed and voted on.

### **Dispensations**

15. On a written request made to the Council's proper officer, prior to the relevant item being discussed the Council may grant a member a dispensation to participate in a discussion and vote on a matter at a meeting even if he/she has an interest in Appendices A and B if the Council believes

- that the number of members otherwise prohibited from taking part in the meeting would impede the transaction of the business; or
- it is in the interests of the inhabitants in the Council's area to allow the member to take part or
- it is otherwise appropriate to grant a dispensation.

### Appendix A Disclosable Pecuniary Interests

Interests defined by regulations made under section 30 (3) of the Localism Act 2011 and described in the table below. They include interests which are held by the member; his/her spouse or civil partner, a person with who he/she is living as husband and wife; or a person with whom he/she is living as if they are civil partners, and the member is aware that the other person has the interest.

Interests described in the table below.

<b>Subject</b>	<b>Description</b>
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain by the member or by his/her spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partners.
Sponsorship	Any payment or provision of any other financial benefit (other than from the Council) made to the member during the 12 month period ending on the latest date referred to in paragraph 6 above for expenses incurred by him/her in carrying out his/her duties as a member, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the <a href="#">Trade Union and Labour Relations (Consolidation) Act 1992</a> .
Contracts	Any contract made between the member or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the Council —  (a) under which goods or services are to be provided or works are to be executed; and  (b) which has not been fully discharged.
Land	Any beneficial interest in land held by the member or by his/her spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partner which is within the area of the Council.  'Land' excludes an easement, servitude, interest or right in or over land which does not give the member or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.
Licences	Any licence (alone or jointly with others) held by the member or by his/her spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partners to occupy land in the area of the Council for a month or longer.
Corporate tenancies	Any tenancy where (to the member's knowledge)—

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	<p>(a) the landlord is the Council; and</p> <p>(b) the tenant is a body that the member, or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>
Securities	<p>Any beneficial interest held by the member or by his/her spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partners in securities* of a body where—</p> <p>(a) that body (to the member's knowledge) has a place of business or land in the area of the Council; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the member, or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p>

\*'director' includes a member of the committee of management of an industrial and provident society.

\*'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

**Appendix B**

An interest which relates to or is likely to affect:

- (i) any body of which the member is in a position of general control or management and to which he/she is appointed or nominated by the Council but only when the item under discussion involves potential funding or transfer of assets from the Council to that body.
- (ii) any body—
  - (a) exercising functions of a public nature;
  - (b) directed to charitable purposes; or
  - (c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

of which the member of the Council is a member or in a position of general control or management;

any gifts or hospitality worth more than an estimated value of £50 which the member has received by virtue of his or her office.

Date: 30/10/2017

## Stanley Town Council 2017-18

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Cash Book 1

User : SO

Current Bank A/c

For Month No : 7

## Payments for Month 7

## Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
29/09/2017	Civic Hall Petty Cash	DD07 002	200.00			200	200.00	Petty cash top up
30/09/2017	cash- wedding party	DD07 001	150.00			4752 500	150.00	cash for sign at wedding party
03/10/2017	BDN Ltd	102869	8,040.00	8,040.00		500		M&E Survey
03/10/2017	Bidfood	102870	110.40	110.40		500		chocolate pots etc
03/10/2017	CAOS	102871	438.00	438.00		500		caos of musicals summer school
03/10/2017	Thomas Fattorini Ltd	102872	989.02	989.02		500		chain/pendant
03/10/2017	The Green House	102873	65.00	65.00		500		Flowers for coaches
03/10/2017	JAK HQ Ltd	102874	120.00	120.00		500		In and Around October 17
03/10/2017	Jean Forster	102875	100.00	100.00		500		Stage manager
03/10/2017	JG Uniforms	102876	92.82	92.82		500		navy t shirts
03/10/2017	Newsquest Media Group	102877	192.00	192.00		500		your Dur/Sund
03/10/2017	North of England Stocktakers	102878	125.00	125.00		500		Stocktaking 11/09
03/10/2017	Paul Walton	102879	100.00	100.00		500		stage manager
03/10/2017	Performing Rights Society Ltd	102880	1,472.96	1,472.96		500		est 12/16/12/17
03/10/2017	David Brennan	102881	200.00	200.00		500		Dress rehearsal photography
03/10/2017	Solar 1 Electrical Ltd	102882	1,188.00	1,188.00		500		installation of PA
03/10/2017	T A Cain	102883	2,300.00	2,300.00		500		tech support Suzanne gill
03/10/2017	Washington Supplies	102884	405.60	405.60		500		cleaning supplies Sept 17
03/10/2017	Molson Coors Brewng Co Ltd	DD07 003	1,226.02	1,226.02		500		carling etc
05/10/2017	Hermes Parcelnet Ltd	DD07 004	18.58	18.58		500		return of Fame scripts
05/10/2017	Winfields Outdoor	DD07 005	95.88	95.88		500		Wellingtons for Awards night
05/10/2017	Booker Ltd	DD07 006	196.23	196.23		500		napkins
05/10/2017	Barclays	DD07 007	174.75	174.75		500		Sept bank charges
06/10/2017	Lanchester Dairies Ltd	DD07 008	49.96	49.96		500		milk w/e 29/09
06/10/2017	Facebook	DD07 009	142.31	142.31		500		Facebook Sept 17
09/10/2017	J & C Joel Ltd	DD07 010	403.80	403.80		500		Cyclorama
09/10/2017	Microsoft	DD07 011	39.50	39.50		500		microsoft monthly charges
09/10/2017	Durham County Council Direct D	DD07 012	802.00	802.00		500		Business rates October 17
09/10/2017	Adobe Systems Software	DD07 013	14.29	14.29		500		Adobe creative Oct 17
09/10/2017	Durham County Council Direct D	DD07 014	55.00	55.00		500		Business rates inst 5
10/10/2017	The Price studios Ltd	DD07 016	720.00	720.00		500		Hire of TV studio- Snow white
10/10/2017	Molson Coors Brewng Co Ltd	DD07 015	1,464.66	1,464.66		500		prosecco etc
11/10/2017	Scaffolding Direct	DD07 017	77.46	77.46		500		scaffolding pickings
13/10/2017	Lanchester Dairies Ltd	DD07 018	19.48	19.48		500		milk w/e 06/10
13/10/2017	BLE Productions	DD07 019	150.00	150.00		500		Panto - magic mirror
16/10/2017	British Telecom Payments Centr	DD07 021	28.56	28.56		500		01207 281376
16/10/2017	ITC Service Ltd	DD07 020	571.38	571.38		500		25285/1821/ITC

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Cash Book 1

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Current Bank A/c

For Month No : 7

## Payments for Month 7

## Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
								Service Ltd
17/10/2017	cash- funeral buffet	DD07 022	112.50			4752 500	112.50	cash- funeral buffet
17/10/2017	Civic Hall Petty Cash	DD07 022	307.50			200	307.50	petty cash top up
18/10/2017	Groundwork NE & Cumbria	102885	300.00	300.00		500		MIF569 New Kyo Halloween
18/10/2017	DLI Assoc Consett and Stanley	102886	500.00	500.00		500		MIF570 DLI Ass musuem trips
18/10/2017	Bidfood	102887	141.78	141.78		500		cola/shortcakes
18/10/2017	Crystal View	102888	25.00	25.00		500		window cleaning 19/09
18/10/2017	Custom Group Ltd	102889	2,383.88	2,383.88		500		Fly bar sets
18/10/2017	Hi-Lights	102890	1,813.40	1,813.40		500		comedy club 11/02
18/10/2017	JAK HQ Ltd	102891	120.00	120.00		500		In and around November- panto
18/10/2017	Hoge 100 Business Systems Ltd	102892	209.44	209.44		500		web sales charges
18/10/2017	Stanley Events Ltd	102894	10,000.00	10,000.00		500		Contribution to fireworks disp
18/10/2017	Spennymoor Town Council	102895	52.00	52.00		500		Spennymoor civic dinner
18/10/2017	Washington Supplies	102896	297.79	297.79		500		cleaning materials
18/10/2017	J Hulland	102897	1,350.00	1,350.00		500		punch and judy- 3 events
18/10/2017	MTI (Europe) Ltd	102898	1,464.00	1,464.00		500		FAME balance of rights
18/10/2017	Normans of Billingham Ltd	102899	158.96	158.96		500		labelling etc
18/10/2017	Vortex Lighting Ltd	102900	468.00	468.00		500		ire MAC AURA, HAZER
18/10/2017	Harelaw Sawmill Ltd	102901	240.24	240.24		500		Wood- projection room floor
18/10/2017	nPower Northern Ltd	102902	99.07	99.07		500		electricity Sept 17
18/10/2017	Corona Energy Retail 2 Ltd	102903	31.14	31.14		500		gas Sept 17
18/10/2017	Star Concerts Ltd	102904	3,345.20	3,345.20		500		Thank Abba for the music
18/10/2017	Jaspers Catering Services	102905	427.08	427.08		500		buffet 29/07
18/10/2017	Royal British Legion Poppy App	102906	192.50	192.50		500		11 poppy wreaths
18/10/2017	Nisbets	102908	34.75	34.75		500		vogue st/st 65mm
18/10/2017	Audience Systems Ltd	102909	1,402.56	1,402.56		500		safety inspection seating
18/10/2017	Tanfield Lea Countryside group	102910	180.00	180.00		500		MIF574 halloween story walk
18/10/2017	South Moor Musical Theatre Gro	102911	1,200.00	1,200.00		500		MIF573 Dr Dolittle
18/10/2017	C Robson - Fool's Gold	12907	850.00	850.00		500		8 care home entertainments
18/10/2017	Strike While the Irons Hot Ltd	102912	120.12	120.12		500		laundry 05/10
19/10/2017	Worldpay	DD07 024	28.88	28.88		500		card charges September 17
19/10/2017	Worldpay	DD07 025	59.20	59.20		500		card charges September 17
19/10/2017	Worldpay	DD07 026	23.09	23.09		500		card charges September 17
19/10/2017	payroll September deductions	DD07 023	10,882.75			4005 500	604.60	payroll September deductions

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For Month No : 7

## Payments for Month 7

## Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
						4000 505	709.01	payroll September deductions
						4000 500	4,057.00	payroll September deductions
						4000 101	5,512.14	payroll September deductions
20/10/2017	Lanchester Dairies Ltd	DD07 027	19.48	19.48		500		milk w/e 13/10
23/10/2017	Country Baskets Gateshead	DD07 029	90.37	90.37		500		lights& batteries for awards n
23/10/2017	Civic Hall Petty Cash	DD07 028	5.00			200	5.00	minor top up
23/10/2017	Sign Terminal	DD07 028	75.00	75.00		500		love sign 21/10
24/10/2017	British Gas	DD07 031	1,411.98	1,411.98		500		electricity charges Sept 17
24/10/2017	Les Quigley	02915	100.00	100.00		500		prize winner
24/10/2017	Tony Adamson	102913	100.00	100.00		500		Prize winner
24/10/2017	Kathleen Gibson	102914	100.00	100.00		500		Prize winner
24/10/2017	John Danby	102916	50.00	50.00		500		prize winner
24/10/2017	Malcolm Haydon	102917	50.00	50.00		500		prize winner
24/10/2017	Marjorie Wilson	102918	50.00	50.00		500		prize winner
24/10/2017	Gerald rimington	102919	25.00	25.00		500		prize winner
24/10/2017	Lynn Stobbs	102920	25.00	25.00		500		prize winner
24/10/2017	Molson Coors Brewng Co Ltd	DD07 030	1,739.40	1,739.40		500		Carling etc
25/10/2017	BOC	DD07 032	82.20	82.20		500		cylinder hire and refills
25/10/2017	Bax-shop.co.uk	DD07 033	207.50	207.50		500		Portable sound system
25/10/2017	cash- buffet for event	DD07 034	75.00			4752 500	75.00	cash- buffet for event 25/10
25/10/2017	Civic Hall Petty Cash	DD07 034	5.00			200	5.00	minor top up
26/10/2017	ASDA Stores Ltd	DD07 036	44.94	44.94		500		wine for awards night
26/10/2017	Booker Ltd	DD07 037	142.31	142.31		500		sprite, oasis etc
26/10/2017	Vodafone	DD07 0385	39.60	39.60		500		Vodafone mobile bill
27/10/2017	Royal British Legion Poppy App	102921	17.50	17.50		500		1 additional wreath
27/10/2017	Medics UK (North East) Ltd	102922	200.00	200.00		500		Medics S Moor 09/08
27/10/2017	GWK Woodshed	102923	5,326.82	5,326.82		500		enviro caretakers sept 17
27/10/2017	Strike While the Irons Hot Ltd	102924	42.84	42.84		500		laundry 23/10
27/10/2017	Leisureworks	102925	1,250.00	1,250.00		500		coaching- 5 x play in the park
27/10/2017	Main Brothers DIY	102926	235.92	235.92		500		timber etc
27/10/2017	Newsquest Media Group	102927	90.00	90.00		500		NE Weekend 07/10
27/10/2017	T A Cain	102928	140.00	140.00		500		dribble on dragon support
27/10/2017	Tantobie Assoc for Sport & the	102929	570.00	570.00		500		MIF571 TACS Party
27/10/2017	Tanfield School Fund	102930	500.00	500.00		500		MIF572 Tanfield fishing
27/10/2017	Catchgate and Annfield Plain A	102931	386.00	386.00		500		MIF557 CAPAAP planters
27/10/2017	New Kyo and Oxhill Partnership	102932	400.00	400.00		500		MIF567 Adventure valley trip

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Cash Book 1

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Current Bank A/c

For Month No : 7

## Payments for Month 7

## 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>
27/10/2017	Lanchester Dairies Ltd	DD07 039	19.48	19.48		500		milk w/e 20/10
27/10/2017	payroll- October 17	DD07 038	19,114.96			4005 500	3,405.74	payroll- October 17
						4000 505	2,616.22	payroll- October 17
						4000 500	6,244.87	payroll- October 17
						4000 110	6,848.13	payroll- October 17
Total Payments for Month			94,090.79	63,238.08	0.00		30,852.71	
Balance Carried Fwd			695,816.94					
Cash Book Totals			789,907.73	63,238.08	0.00		726,669.65	

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## Stanley Town Council 2017-18

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Current Bank A/c

For Month No : 7

## Receipts for Month 7

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		377,910.11					377,910.11	
Banked on : 29/09/2017		120.00						
	Sales Recpts Page 381	120.00	120.00		100			Sales Recpts Page 381
Banked on : 29/09/2017		66.00						
	Sales Recpts Page 382	66.00	66.00		100			Sales Recpts Page 382
Banked on : 01/10/2017		1,367.64						
INC07 009	var cash/chqs w/c 02/10	48.00		8.00	1010	500	40.00	var cash/chqs w/c 02/10
INC07 009	var cash/chqs w/c 02/10	-20.00			1010	500	-20.00	keep fit instructor
INC07 009	var cash/chqs w/c 02/10	552.94		92.16	1220	505	460.78	var cash/chqs w/c 02/10
INC07 009	var cash/chqs w/c 02/10	0.20		0.03	4105	500	0.17	var cash/chqs w/c 02/10
INC07 009	var cash/chqs w/c 02/10	38.00		6.33	1000	500	31.67	var cash/chqs w/c 02/10
INC07 009	var cash/chqs w/c 02/10	479.00		79.83	1012	500	399.17	var cash/chqs w/c 02/10
INC07 009	var cash/chqs w/c 02/10	269.50			530		197.50	var cash/chqs w/c 02/10-prof
					530		72.00	var cash/chqs w/c 02/10
Banked on : 03/10/2017		393,438.00						
INC07 004	Durham County Council	393,438.00			1176	111	337,418.50	Precept & LCTSS /2
					1177	111	56,019.50	Precept & LCTSS /2
Banked on : 03/10/2017		50.00						
	Sales Recpts Page 385	50.00	50.00		100			Sales Recpts Page 385
Banked on : 05/10/2017		97.50						
	Sales Recpts Page 383	97.50	97.50		100			Sales Recpts Page 383
Banked on : 05/10/2017		34.95						
INC07 003	Barclays	34.95			4999	110	34.95	Barclays loyalty reward
Banked on : 05/10/2017		700.00						
	Sales Recpts Page 386	700.00	700.00		100			Sales Recpts Page 386
Banked on : 05/10/2017		205.00						
	Sales Recpts Page 387	205.00	205.00		100			Sales Recpts Page 387
Banked on : 06/10/2017		270.00						
	Sales Recpts Page 384	270.00	270.00		100			Sales Recpts Page 384
Banked on : 09/10/2017		36.00						
	Sales Recpts Page 392	36.00	36.00		100			Sales Recpts Page 392
Banked on : 10/10/2017		103.20						
	Sales Recpts Page 388	103.20	103.20		100			Sales Recpts Page 388
Banked on : 10/10/2017		360.00						
	Sales Recpts Page 393	360.00	360.00		100			Sales Recpts Page 393
Banked on : 10/10/2017		50.00						
	Sales Recpts Page 395	50.00	50.00		100			Sales Recpts Page 395
Banked on : 11/10/2017		1,455.26						
INC07 012	var card rec 27/09-11/10	264.86		44.14	1220	505	220.72	var card rec 27/09-11/10

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## Receipts for Month 7

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
INC07 012	var card rec 27/09-11/10	4.90		0.82	1020 510	4.08	var card rec 27/09-11/10
INC07 012	var card rec 27/09-11/10	6.00			4104 500	6.00	var card rec 27/09-11/10
INC07 012	var card rec 27/09-11/10	297.00		49.50	1000 500	247.50	var card rec 27/09-11/10
INC07 012	var card rec 27/09-11/10	882.50			530	667.50	var card rec 27/09-11/10-prof
					530	215.00	var card rec 27/09-11/10-comm
Banked on : 13/10/2017		121.84					
	Sales Recpts Page 389	121.84	121.84		100		Sales Recpts Page 389
Banked on : 13/10/2017		132.00					
	Sales Recpts Page 390	132.00	132.00		100		Sales Recpts Page 390
Banked on : 13/10/2017		-121.84					
	Sales Recpts Page 396	-121.84	-121.84		100		Sales Recpts Page 396
Banked on : 13/10/2017		121.84					
	Sales Recpts Page 397	121.84	121.84		100		Sales Recpts Page 397
Banked on : 14/10/2017		1,822.50					
INC07 013	internet rec 28/09-14/10	15.00		2.50	4102 500	12.50	internet rec 28/09-14/10
INC07 013	internet rec 28/09-14/10	51.00		8.50	4998 500	42.50	internet rec 28/09-14/10
INC07 013	internet rec 28/09-14/10	790.00		131.67	1000 500	658.33	internet rec 28/09-14/10
INC07 013	internet rec 28/09-14/10	966.50			530	617.50	internet rec 28/09-14/10-prof
					530	349.00	internet rec 28/09-14/10-comm
Banked on : 17/10/2017		154.00					
	Sales Recpts Page 391	154.00	154.00		100		Sales Recpts Page 391
Banked on : 17/10/2017		135.00					
	Sales Recpts Page 400	135.00	135.00		100		Sales Recpts Page 400
Banked on : 18/10/2017		130.00					
	Sales Recpts Page 399	130.00	130.00		100		Sales Recpts Page 399
Banked on : 18/10/2017		87.02					
	Sales Recpts Page 401	87.02	87.02		100		Sales Recpts Page 401
Banked on : 18/10/2017		3,246.39					
INC07	var cash/chqs w/c 25/09	570.82		95.14	1220 505	475.68	var cash/chqs w/c 25/09
INC07 010	var cash/chqs w/c 25/09	2,337.97		389.66	1020 510	1,948.31	var cash/chqs w/c 25/09
INC07 010	var cash/chqs w/c 25/09	3.10		0.52	4105 500	2.58	var cash/chqs w/c 25/09
INC07 010	var cash/chqs w/c 25/09	128.00		21.33	1000 500	106.67	var cash/chqs w/c 25/09
INC07 010	var cash/chqs w/c 25/09	206.50			530	182.50	var cash/chqs w/c 25/09-prof
					530	24.00	var cash/chqs w/c 25/09-comm
Banked on : 18/10/2017		3,320.99					
INC07 011	var cash/chqs w/c 09/10	27.00		4.50	1010 500	22.50	var cash/chqs w/c 09/10
INC07 009	var cash/chqs w/c 09/10	-20.00			1010 500	-20.00	keep fit instructor
INC07 009	var cash/chqs w/c 09/10	598.59		99.76	1220 505	498.83	var cash/chqs w/c 09/10
INC07 009	var cash/chqs w/c 09/10	2,341.90		390.32	1020 510	1,951.58	var cash/chqs w/c 09/10
INC07 009	var cash/chqs w/c 09/10	92.00		15.33	1000 500	76.67	var cash/chqs w/c 09/10
INC07 009	var cash/chqs w/c 09/10	251.50			530	116.50	var cash/chqs w/c 09/10-prof

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## Receipts for Month 7

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
INC07 009	var cash/chqs w/c 09/10	30.00		5.00	530		135.00	var cash/chqs w/c 09/10-comm
					4407	320	25.00	ice cream contribution
Banked on : 20/10/2017		252.00						
Sales Recpts Page 404		252.00	252.00		100			Sales Recpts Page 404
Banked on : 22/10/2017		1,703.78						
INC07 014	card rec 12/10-22/10	57.48		9.58	1220	505	47.90	card rec 12/10-22/10
INC07 014	card rec 12/10-22/10	324.80		54.13	1020	510	270.67	card rec 12/10-22/10
INC07 014	card rec 12/10-22/10	5.00			4104	500	5.00	card rec 12/10-22/10
INC07 014	card rec 12/10-22/10	456.00		76.00	1000	500	380.00	card rec 12/10-22/10
INC07 014	card rec 12/10-22/10	10.00			1028	500	10.00	gift card
INC07 014	card rec 12/10-22/10	850.50			530		516.50	card rec 12/10-22/10-prof
					530		334.00	card rec 12/10-22/10-comm
Banked on : 23/10/2017		1,145.50						
INC07 015	internet rec 15/10-23/10	12.00		2.00	4102	500	10.00	internet rec 15/10-23/10
INC07 015	internet rec 15/10-23/10	37.50		6.25	4998	500	31.25	internet rec 15/10-23/10
INC07 015	internet rec 15/10-23/10	232.00		38.67	1000	500	193.33	internet rec 15/10-23/10
INC07	internet rec 15/10-23/10	864.00			530		485.00	internet rec 15/10-23/10-prof
					530		379.00	internet rec 15/10-23/10-comm
Banked on : 24/10/2017		128.00						
INC07 018	internet rec 23-24 Oct	6.00		1.00	4998	500	5.00	internet rec 23-24 Oct
INC07 018	internet rec 23-24 Oct	2.00		0.33	4102	500	1.67	internet rec 23-24 Oct
INC07 018	internet rec 23-24 Oct	40.00		6.67	1000	500	33.33	internet rec 23-24 Oct
INC07 018	internet rec 23-24 oct	80.00			530		40.00	internet rec 23-24 oct-prof
					530		40.00	internet rec 23-24 oct-comm
Banked on : 24/10/2017		385.05						
INC07 019	card rec 23-24 Oct	27.05		4.51	1020	510	22.54	card rec 23-24 Oct
INC07 019	card rec 23-24 Oct	50.00		8.33	1000	500	41.67	card rec 23-24 Oct
INC07 019	card rec 23-24 Oct	308.00			530		212.00	card rec 23-24 Oct-prof
					530		96.00	card rec 23-24 Oct-comm
Banked on : 25/10/2017		880.00						
Sales Recpts Page 403		880.00	880.00		100			Sales Recpts Page 403
Total Receipts for Month		411,997.62	3,949.56	1,652.51			406,395.55	
Cash Book Totals		789,907.73	3,949.56	1,652.51			784,305.66	

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At 22:27

Budget Detail - By Centre

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

Note : 2018/19 Draft Budget v2

	<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>	
	Budget	Actual	Revised Budget	Actual YTD	Projected Actual	Next Year Budget	
<b>101 Staffing</b>							
4000 Direct Salaries	184,980	147,299	154,582	77,457	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	1,789	1,500	1,500	
4012 Recruitment	0	0	650	0	0	1,000	
4013 HR Advice & Support	500	0	250	0	0	1,000	
4014 Courses and Seminars	0	69	150	0	150	150	
<b>OverHead Expenditure</b>	191,380	150,514	159,432	79,656	149,883	163,623	
<b>101 Net Expenditure</b>	191,380	150,514	159,432	79,656	149,883	163,623	
<b>105 Office Accommodation</b>							
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	
<b>OverHead Expenditure</b>	1,750	7,628	8,250	0	8,250	8,250	

Continued on Page 2

At 22:27

## Budget Detail - By Centre

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

## Note : 2018/19 Draft Budget v2

	Last Year		Current Year				Next Year
	Budget	Actual	Revised Budget		Actual YTD	Projected Actual	Next Year Budget
			Budget				
	Total Income	0	0			0	0
	105 Net Expenditure	1,750	7,628	8,250	0	8,250	8,250
110 Administration							
4000 Direct Salaries	0	0	0	6,848	0	0	0
4054 Insurance	5,500	3,459	4,000	3,729	4,000	4,000	4,000
4066 Tools & Equipment	0	40	0	0	0	0	0
4077 Licences	0	466	0	0	0	0	0
4078 Parking	0	4	0	0	0	0	0
4100 Telephones	0	0	300	0	300	300	300
4101 Mobile Phones	500	522	500	229	500	500	500
4102 Stationery	1,500	561	750	145	600	600	750
4103 Publications	100	33	100	0	100	100	100
4104 Postage	300	537	900	196	500	500	700
4105 Photocopying	1,500	688	600	334	600	600	600
4106 Subscriptions	4,550	4,181	4,400	4,094	4,400	4,400	4,400
4110 Audit External	1,600	4,000	2,100	0	2,100	2,100	2,100
4111 Audit Internal	1,250	1,040	1,200	360	1,440	1,440	1,500
4112 Professional Fees	1,000	4,603	2,000	10,717	10,000	10,000	10,000
4114 Refreshments	200	182	200	0	100	200	200

At 22:27

## Budget Detail - By Centre

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

## Note : 2018/19 Draft Budget v2

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>	
	Budget	Actual	Revised Budget	Actual YTD	Projected Actual	Next Year Budget		
4120 IT - Antivirus	50	96	100	14	100	80		
4121 IT - Website Support	200	100	100	75	100	100		
4122 IT - Email Maintenance	0	1,204	2,200	1,441	2,200	2,200		
4123 IT - Support & Maintenance	4,000	2,839	4,000	859	4,000	4,000		
4124 IT - Equipment	2,000	2,324	2,000	445	1,000	2,000		
4125 IT - Software	1,250	873	500	1,341	500	800		
4999 Bank Charges	1,250	2,031	1,250	1,122	2,000	2,000		
<b>OverHead Expenditure</b>	<b>26,750</b>	<b>29,782</b>	<b>27,200</b>	<b>31,949</b>	<b>34,540</b>	<b>36,330</b>		
1050 Interest	1,500	2,392	0	0	1,500	0		
1090 IT - Sale of Equipment	0	85	0	0	0	0		
<b>Total Income</b>	<b>1,500</b>	<b>2,477</b>	<b>0</b>	<b>0</b>	<b>1,500</b>	<b>0</b>		
<b>110 Net Expenditure</b>	<b>25,250</b>	<b>27,304</b>	<b>27,200</b>	<b>31,949</b>	<b>33,040</b>	<b>36,330</b>		
<b>111 Precept</b>								
1176 Precept	664,858	664,858	674,837	674,837	674,837	686,018		
1177 LCTRS Grant	130,804	130,804	112,039	112,039	112,039	117,132		
<b>Total Income</b>	<b>795,662</b>	<b>795,662</b>	<b>786,876</b>	<b>786,876</b>	<b>786,876</b>	<b>803,150</b>		
<b>111 Net Expenditure</b>	<b>-795,662</b>	<b>-795,662</b>	<b>-786,876</b>	<b>-786,876</b>	<b>-786,876</b>	<b>-803,150</b>		

At 22:27

## Budget Detail - By Centre

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

## Note : 2018/19 Draft Budget v2

	<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>	
	Budget	Actual	Revised Budget	Actual YTD	Projected Actual	Next Year Budget	
<b>115      <u>Publicity</u></b>							
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	
<b>OverHead Expenditure</b>	<b>51,700</b>	<b>10,643</b>	<b>21,800</b>	<b>3,013</b>	<b>12,800</b>	<b>15,300</b>	
<b>115      <u>Net Expenditure</u></b>	<b>51,700</b>	<b>10,643</b>	<b>21,800</b>	<b>3,013</b>	<b>12,800</b>	<b>15,300</b>	
<b>200      <u>Democracy</u></b>							
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	57	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	381	5,000	2,000	
4804      Freedom of the Town Award	250	0	250	0	250	0	
<b>OverHead Expenditure</b>	<b>8,120</b>	<b>11,674</b>	<b>8,150</b>	<b>2,831</b>	<b>11,709</b>	<b>5,850</b>	



At 22:27

## Budget Detail - By Centre

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

## Note : 2018/19 Draft Budget v2

	<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	
<b>Direct Expenditure</b>	0	0	0	0	0	3,000	
<b>Total Income</b>	0	0	0	0	0	0	
<b>200 Net Expenditure</b>	8,120	11,674	8,150	2,831	11,709	8,850	
<b><u>300 Services</u></b>							
4300 Environmental Services	138,000	97,051	67,500	38,175	67,500	0	
4301 Tractors	3,000	0	0	50	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	0	
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	0	
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	50,000	
4330 Youth Council	1,000	0	0	0	0	0	
<b>OverHead Expenditure</b>	274,500	215,398	150,900	98,526	150,950	80,000	

At 22:27

## Budget Detail - By Centre

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

## Note : 2018/19 Draft Budget v2

		<u>Last Year</u>		<u>Current Year</u>				<u>Next</u>
		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	0		0		0
300	Net Expenditure	274,500	211,798	150,900	98,526		150,950	80,000
<u>305 PACT House</u>								
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	0	0		0	0
305	Net Expenditure	1,300	17,278	8,200	7,175		10,200	8,200

At 22:27

## Budget Detail - By Centre

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

## Note : 2018/19 Draft Budget v2

	<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>	
	Budget	Actual	Revised Budget	Actual YTD	Projected Actual	Next Year Budget	
<b>307</b>							
<b>AP Community Room</b>							
4050 Rates	0	0	500	332	330	400	
4051 Water Rates	0	0	300	0	300	300	
4052 Electricity	0	0	300	168	300	300	
4053 Gas	0	0	564	184	564	550	
4054 Insurance	0	0	350	0	350	350	
4065 Repairs & Maintenance	0	0	500	50	500	500	
4112 Professional Fees	0	0	500	0	500	500	
<b>OverHead Expenditure</b>	0	0	3,014	734	2,844	2,900	
1060 Rent Income	0	0	2,000	0	2,000	1,500	
<b>Total Income</b>	0	0	2,000	0	2,000	1,500	
<b>307 Net Expenditure</b>	0	0	1,014	734	844	1,400	
<b>310</b>							
<b>Warden Service</b>							
4000 Direct Salaries	0	0	0	0	0	101,115	
4008 Training	0	0	0	0	0	2,000	
4009 Clothing Costs	0	0	0	0	0	3,000	
4066 Tools & Equipment	0	0	0	0	0	1,000	
4101 Mobile Phones	0	0	0	0	0	500	

At 22:27

## Budget Detail - By Centre

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

## Note : 2018/19 Draft Budget v2

	<u>Last Year</u>		<u>Current Year</u>				<u>Next</u>
	Budget	Actual	Revised Budget		Actual YTD	Projected Actual	Next Year Budget
			Budget				
4102 Stationery	0	0	0	0	0	500	
4112 Professional Fees	0	0	0	0	0	2,500	
4124 IT - Equipment	0	0	0	0	0	2,000	
4130 Vehicle Leasing	0	0	0	0	0	7,000	
	<b>OverHead Expenditure</b>	0	0	0	0	119,615	
	<b>310 Net Expenditure</b>	0	0	0	0	119,615	
<u>320 Events</u>							
4400 Music Festival	0	0	5,000	0	0	0	
4401 Firework Festival	0	0	15,000	10,000	10,000	10,000	
4402 Christmas Festival	20,000	16,424	10,000	0	10,000	0	
4403 Horticultural Show	5,000	5,000	0	0	0	0	
4404 Brass Festival	5,150	6,750	0	0	0	0	
4405 Blooming Good Fun	3,000	3,041	1,500	884	1,500	0	
4406 Tea in the Park	2,500	2,139	0	0	0	0	
4407 Play in the Park	4,000	15,991	15,000	14,764	14,820	0	
4409 Fun Days	15,000	9,458	0	0	0	0	
4410 Remembrance Services	400	347	400	210	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	0	

At 22:27

## Budget Detail - By Centre

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

## Note : 2018/19 Draft Budget v2

	<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>	
	Budget	Actual	Revised Budget	Actual YTD	Projected Actual	Next Year Budget	
4413	Moria-Con	10,000	8,629				
4414	Cycle Event	8,000	4,653				
4416	This is Stanley	0	560				
4417	Stanley Fringe	2,000	2,204				
4418	Older People's Entertainment	1,000	523				
4419	Other Events	0	1,414				
4420	Blue Plaque Scheme	2,500	1,083				
4421	Events (External)	0	0				
4423	Heritage Projects	0	0				
4424	West Stanley Memorial	0	0				
4425	Technical Support	0	5				
4439	Christmas Decorations	30,000	28,809				
	<b>OverHead Expenditure</b>	114,150	110,703				
	<b>320 Net Expenditure</b>	114,150	110,703				
<b>400 Grants</b>							
4500	Members Initiative Fund	70,000	78,835				
4502	Other Grants	11,872	67,376				
4504	Youth Providers	0	0				
4510	Concessions	0	708				
	<b>OverHead Expenditure</b>	81,872	146,919				

<u>Current Year</u>		<u>Next Year</u>	
Revised Budget	Actual YTD	Projected Actual	Next Year Budget
5,000	3,622	5,000	0
0	0	0	0
0	0	0	0
0	0	0	0
1,000	850	1,000	0
0	-676	0	0
1,200	448	1,200	1,200
0	0	0	40,000
5,825	2,432	2,432	5,000
400	0	400	400
0	0	0	0
23,000	110	23,000	18,000
92,325	36,671	73,781	75,100
92,325	36,671	73,781	75,100
70,000	23,749	70,000	70,000
55,153	39,584	55,153	50,000
0	0	0	15,000
0	0	0	0
125,153	63,333	125,153	135,000

At 22:27

## Budget Detail - By Centre

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

## Note : 2018/19 Draft Budget v2

	<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>	
<b>Total Income</b>	0	0	0	0	0	0	0	0
<b>400 Net Expenditure</b>	81,872	146,919	125,153	63,333		125,153	135,000	
<b>500 Civic Hall</b>								
4000 Direct Salaries	140,640	128,630	154,582	69,449		120,000	157,674	
4005 Casual Staff	10,000	35,247	20,000	27,713		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	6,411		8,015	8,100	
4051 Water Rates	3,500	3,118	3,500	584		2,500	3,000	
4052 Electricity	10,000	13,605	10,000	6,934		13,000	13,000	
4053 Gas	3,500	1,705	3,500	246		2,000	2,000	
4055 Cleaning	2,000	4,012	2,400	2,667		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	100		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	523		1,200	1,200	
4064 Equipment - Hire	0	155	0	0		0	0	

At 22:27

## Budget Detail - By Centre

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

## Note : 2018/19 Draft Budget v2

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>	
	Budget	Actual	Revised Budget	Actual YTD	Projected Actual	Next Year Budget		
4065 Repairs & Maintenance	2,500	4,909	2,500	2,855	5,000	2,500		
4066 Tools & Equipment	2,500	6,055	6,000	2,818	3,000	3,000		
4067 Furniture & Fittings	2,000	1,097	1,500	374	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	1,267	2,580	2,600		
4075 Advertising	3,000	5,461	5,000	7,087	7,000	0		
4076 Marketing & Promotion	2,000	6,869	2,500	6,229	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		
4102 Stationery	2,000	2,077	2,000	622	2,000	1,500		
4104 Postage	0	1,023	800	1,051	2,000	1,500		
4105 Photocopying	1,000	1,301	1,200	511	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		

At 22:27

## Budget Detail - By Centre

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

## Note : 2018/19 Draft Budget v2

	<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>	
	Budget	Actual	Revised Budget	Actual YTD	Projected Actual	Next Year Budget	
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	2,010	3,000	3,000	
4125 IT - Software	0	0	200	431	200	500	
4425 Technical Support	0	2,858	2,500	3,215	2,500	2,500	
4650 Events - Civic Hall	15,000	32,025	15,000	12,477	30,000	15,000	
4651 Events - Externally Organised	0	303	0	4	0	0	
4652 Civic Hall Performers	0	0	11,200	14,075	11,200	10,000	
4653 Summer Stage School	0	0	5,500	0	0	0	
4654 Purchases for weddings/parties	0	320	0	1,823	2,000	0	
4700 Ticket Sales Paid Over	0	51,834	0	29,959	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- rech	0	1,738	0	2,731	2,000	0	
4998 Transaction Fees	720	2,107	1,100	1,425	2,000	2,000	
<b>OverHead Expenditure</b>	<b>231,630</b>	<b>331,888</b>	<b>283,162</b>	<b>214,570</b>	<b>354,045</b>	<b>288,904</b>	
1000 Ticket Sales Retained	15,000	22,882	30,000	6,999	28,000	25,000	
1002 Ticket sales ret'd- Ext shows	0	2,095	0	2,168	2,000	0	
1005 Ticket Sales Non Retained	0	50,107	0	28,892	50,000	0	
1010 Hall Hire	70,000	72,056	70,000	32,016	70,000	70,000	



At 22:27

## Budget Detail - By Centre

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

## Note : 2018/19 Draft Budget v2

	<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>	
	Budget	Actual	Revised Budget	Actual YTD	Projected Actual	Next Year Budget	
1012 Civic Players etc-Fees, Subs,	0	0	16,700	6,033	5,000	0	
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	93	800	500	
1029 Recharged buffet, disco etc	0	80	0	2,115	2,500	2,500	
1031 PRS income	0	0	0	40	150	150	
1032 Recharged technical	0	0	0	533	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	
1081 Donations	0	0	0	3,666	0	0	
1091 Art Work Sales	0	86	150	4	150	15	
<b>Total Income</b>	<b>85,000</b>	<b>152,083</b>	<b>118,610</b>	<b>83,121</b>	<b>161,860</b>	<b>101,425</b>	
<b>500 Net Expenditure</b>	<b>146,630</b>	<b>179,804</b>	<b>164,552</b>	<b>131,449</b>	<b>192,185</b>	<b>187,479</b>	
<b>505 Coffee Shop</b>							
4000 Direct Salaries	0	23,660	34,525	21,600	39,000	39,780	
4008 Training	0	90	100	0	100	100	
4009 Clothing Costs	0	197	200	98	200	200	
4055 Cleaning	0	44	100	0	0	0	
4065 Repairs & Maintenance	0	420	250	130	250	250	

At 22:27

## Budget Detail - By Centre

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

## Note : 2018/19 Draft Budget v2

	Last Year		Current Year				Next
	Budget	Actual	Revised Budget	Actual YTD	Projected Actual	Next Year Budget	
4066	Tools & Equipment	0	3,289				250
4067	Furniture & Fittings	0	82				0
4070	Crockery,Cutlery etc	0	318				100
4073	Health and Safety	0	-2				0
4075	Advertising	0	350				500
4550	Coffee Shop-Drinks (Hot)	0	885				0
4555	Coffee Shop-Drinks (Cold)	0	1,114				0
4560	Coffee Shop-Food	0	10,905				12,000
4602	Bar - Stocktaking Costs	0	360				500
4625	Coffee Shop supplies	0	780				400
	OverHead Expenditure	0	42,493				54,080
1200	Hot Drinks	0	6,229				0
1205	Cold Drinks	0	43				0
1210	Food	0	798				0
1220	Coffee Shop	0	23,501				33,000
	Total Income	0	30,571				33,000
	505 Net Expenditure	0	11,922				21,080
510	Civic Hall Bar						
4009	Clothing Costs	0	86	150	80	150	200

At 22:27

## Budget Detail - By Centre

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

## Note : 2018/19 Draft Budget v2

	<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>	
	Budget	Actual	Revised Budget	Actual YTD	Projected Actual	Next Year Budget	
4066 Tools & Equipment	0	298	450	80	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	22,651	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	510	900	900	
4603 Bar - gas	1,000	637	800	176	400	400	
<b>OverHead Expenditure</b>	<b>22,520</b>	<b>22,920</b>	<b>24,650</b>	<b>23,654</b>	<b>29,765</b>	<b>29,650</b>	
1020 Bar Takings	47,500	59,746	48,000	37,729	65,000	65,000	
<b>Total Income</b>	<b>47,500</b>	<b>59,746</b>	<b>48,000</b>	<b>37,729</b>	<b>65,000</b>	<b>65,000</b>	
<b>510 Net Expenditure</b>	<b>-24,980</b>	<b>-36,826</b>	<b>-23,350</b>	<b>-14,075</b>	<b>-35,235</b>	<b>-35,350</b>	
<b><u>520 Loan Charges</u></b>							
4996 PWLB Loan - Principal	20,000	20,000	20,000	10,000	20,000	40,000	
4997 PWLB Loan - Interest	3,990	3,990	3,990	1,824	3,990	7,980	
<b>OverHead Expenditure</b>	<b>23,990</b>	<b>23,990</b>	<b>23,990</b>	<b>11,824</b>	<b>23,990</b>	<b>47,980</b>	
<b>520 Net Expenditure</b>	<b>23,990</b>	<b>23,990</b>	<b>23,990</b>	<b>11,824</b>	<b>23,990</b>	<b>47,980</b>	

At 22:27

**Stanley Town Council 2017-18**  
**Budget Detail - By Centre**

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

**Note : 2018/19 Draft Budget v2**

	<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>	
	Budget	Actual	Revised Budget	Actual YTD	Projected Actual	Next Year Budget	
<b>800    <u>Loan Costs</u></b>							
4151    Civic Hall - Lighting	0	2,550	0	0	0	0	
4156    Civic Hall - Structure	0	5,760	0	9,602	0	0	
4160    Civic Hall - Equipment	0	5,537	0	5,800	0	0	
<b>OverHead Expenditure</b>	0	13,847	0	15,402	0	0	
<b>Total Income</b>	0	0	0	0	0	0	
<b>800    Net Expenditure</b>	0	13,847	0	15,402	0	0	
<b>900    <u>Earmarked Reserves</u></b>							
9315    Earmarked Reserve	-100,000	0	0	0	0	0	
<b>OverHead Expenditure</b>	-100,000	0	0	0	0	0	
<b>900    Net Expenditure</b>	-100,000	0	0	0	0	0	
<b>Total Budget Expenditure</b>	937,662	1,135,675	986,801	621,371	1,042,710	1,073,782	
<b>Income</b>	937,662	1,044,140	988,586	929,415	1,050,236	1,004,075	
<b>Net Expenditure</b>	0	91,536	-1,785	-308,043	-7,526	69,707	

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STANLEY TOWN COUNCIL



# BUDGET REPORT

Prepared for: Ordinary Council, 28th November 2017

Prepared by: Alan Shaw, Town Clerk

Date: 20th November 2017

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## PURPOSE OF REPORT

1. To provide forecasts for the out-turn figure for 2017/18
2. To explain changes in the structure of the budgets for 2018/19
3. To assist Council in determining the level of the precept demand for 2018/19
4. To prepare a detailed budget estimate for 2018/19

## DECISIONS REQUIRED

1. To determine if the levels of budget allocated are sufficient to meet Council's obligations and provide services and make appropriate decisions.
2. To consider the level of precept required for the next financial year.
3. To instruct the Town Clerk to make any necessary changes to the draft budget for the final estimate in December.

## RECOMMENDATIONS

1. Subject to any specific considerations Council would like to be incorporated to the budget, to defer the final decision on the budget until January 2018.
2. A reduction of the precept is not likely to be achievable without associated reductions in service provision.
3. Council gives clear direction to the Clerk in respect of which areas of the budget require adjustment to fulfil Council's aspirations for 2018/19.

## STANLEY TOWN COUNCIL

## BACKGROUND

## The Draft Budgets

The draft budget for 2018/19 attached has been prepared on the basis of a nil increase to the precept. The final estimates for the LCTS grant and the Tax Base for 2018/19 were reported to the Finance & Governance Committee in November 2017. The final figures include a slightly higher LCTRS grant and tax base than was first estimated. The information from Durham County Council in respect of the tax base is appended to this report. (ATTACHMENT L)

The tax base for 2018/19 will be 7,632.6. The table below shows the Stanley area as a percentage of County Durham and shows the Band D precept for a standstill budget, with an increase of 2% applied and an increase of 5% applied. These figures are provided for information so that members can assess the impact of any increases on individual households.

	Tax Base	Precept per Band D and Yield (Standstill)		Precept per Band D and Yield (+2%)		Precept per Band D and Yield (+5%)	
<b>Stanley Town Council</b>	7632.6	£89.88	(£686, 019)	£91.68	(£699,757)	£94.37	(£720,288)
<b>Increase from 17/18</b>	124.4	£0	(£11,181)	£1.80	(£24,920)	£4.49	(£45,451)
<b>Durham County Council</b>	138419.2						
<b>STC as % of DCC</b>	5.5%						

## The Revenue Budget

The revenue budget is the annual operating budget of the Council and is an income and expenditure budget where the income is derived from three sources: The precept, the Local Council Tax Support Grant (LCTS) and any operating income from the provision of services. The precept is calculated by determining the size of the budget Council requires to operate services, meet financial obligations and transfer to reserves, then dividing this figure by the tax base to calculate the charge to residents within the parish. The tax base is the number of Band D *equivalent* dwellings in a local authority area. To calculate the tax base for an area, the number of

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**STANLEY TOWN COUNCIL**

dwelling in each council tax band is reduced to take account of discounts and exemptions. The resulting figure for each band is then multiplied by its proportion relative to Band D (from 6/9 for Band A to 18/9 for Band H) and the total across all eight bands is calculated. An adjustment is then made for the collection rate. The tax base figure that is used by a local authority when it sets its council tax uses an adjustment for the collection rate and any discounts. Durham County Council currently sets the collection rate at 99% which reduces our actual tax base by 1%.

Last year, Stanley Town Council decided to freeze the amount of precept residents are asked to pay. Therefore the size of the draft budget provided has been determined by the size of the tax base and LCTS grant multiplied by the Band D equivalent rate of £89.88. The tax base changes from year to year and no longer includes households in receipt of housing benefit (these are compensated in part by the LCTRS grant), however there is a slight upward tendency as new properties are built in the town. The amount of grant provided by the County Council is reducing over time, however in this financial year there will be an increase of around £5000. This is an adjustment and the trend is towards this source of revenue diminishing over the medium term and eventually being removed altogether.

### **The General and Specific Funds**

The General Fund is not targeted at any particular expenditure. It is a hedge against emergencies or an unplanned and unavoidable drop in income or rise in expenditure. It is also the principal method by which Council avoids cash flow problems (Council is under a legal obligation not to take risks but to act in a 'prudent' manner). The Chartered Institute of Public Finance and Accountancy recommend this reserve should be set at a level of between three and six months net revenue spending (net is defined for this purpose as gross expenditure less non precept income). The recommendation therefore approximately equates to Council holding a General Fund reserve of between £150,000 and £300,000. The draft estimates provide for a reserve within this range. Given the dependence of Council's income on the outcome of the Local Council Transitional Support grant arrangements, prudence would suggest the maintenance of reserves at the higher end of this range.

Council currently maintains specific funds for Front Street, First World War Centenary, War Memorial, Parks & Play Areas and Election Expenses. The purpose of this arrangement is to ensure adequate funds are set aside each year for predictable large spending requirements thus spreading the burden over several years and avoiding financial 'shocks.'

When Council is under pressure to make some particularly desirable expenditure, it may seem attractive to deplete the General Fund, or other unrelated specific funds, on the basis that money can always be transferred in emergency. This approach is undesirable as it undermines Council's overall financial security (and exposes Council to increased risk). Earmarked reserves however can be reverted back to the General Reserve in an emergency or if they are no longer required.

The Council needs to consider a longer term budget strategy to ensure that appropriate funds are transferred into earmarked reserves annually in order that appropriate funds are built up steadily over a period of years rather than have to increase the precept significantly in any one year to finance specific developments.

It is sensible to cap specific funds (earmarked reserves) so that they are fit for purpose but do not grow excessively. Excessive funding of specific reserves would lead to unnecessary taxation and be detrimental to the provision of other services.

Reserves	1 April 2015	31 March 2016	31 March 2017
<b>General Reserve</b>	<b>£236,069</b>	<b>£289,719</b>	<b>£273,032</b>
<b>Earmarked Reserves:</b>			
Front Street	£225,000	£125,000	£25,000
First World War Centenary			£10,000
War Memorial			£50,000
Parks			£8,000
Election Costs§			£5,000
<b>Total Earmarked Reserves</b>	<b>£225,000</b>	<b>£125,000</b>	<b>£98,000</b>
<b>Total Reserves</b>	<b>£461,069</b>	<b>£414,719</b>	<b>£371,032</b>

### Front Street Fund

The £25,000 allocation is what remains from a pot that was originally £400,000 to jointly fund improvements to the public realm in Stanley Front Street. The final £25,000 was withheld by the Council due to dissatisfaction the Council had about the quality and finish of the work. The



County Council have not made any further requests for the money so this reserve could be absorbed into the general reserve or re-directed towards a different specific capital project.

### **First World War Centenary**

This reserve was established to be held against any events or ceremonies to mark the end of the First War in November 2018. So far no specific projects have been put forward for this fund, Council will need to consider what it wishes to do as the centenary is in 2018.

### **War Memorial**

The Council took the decision to create an earmarked reserve of £50,000 towards the acquisition of a new war memorial for Stanley in 2016. The Steering Group were tasked with evaluating whether the project was one which was wanted by residents and value for money. The steering group was put back after the sudden passing of its Chair, Cllr Geoff Graham. This item needs to be brought back to Council for decision.

### **Parks**

The Council took the decision to establish an earmarked reserve in 2016 for capital expenditure on Parks and play areas with an annual transfer from the general reserve set at £8000. No plans have been brought forward for this fund at the present time. Council should give consideration as to whether it wishes this fund to continue in its present form or whether it is still required.

### **Election Fund**

With an annual transfer of **£5,000** capped at £20,000. Elections are a predictable occurrence every four years and have a more or less predictable cost. If the expenditure is all taken from revenue in the year of an election, it has the effect of skewing the total expenditure of Council in that year, whereas a specific fund allows the expenditure to be smoothed over the four year cycle and will also enable a contingency to be built in to cope with by-elections. This reserve was only established at the end of the 2016/17 financial year so has not had the opportunity to grow to cover the costs of a full election as yet. It should also be noted that DCC have yet to issue an invoice for either the full council elections in May or the by-election in September 2017.

### **PUBLIC WORKS LOAN - CIVIC HALL**

The remaining balance from the Public Works Loan at the start of the 2016/17 Financial Year was **£108,039**. In 2016/17 and 2017/18, the following expenditure was incurred against the loan:

Item	Amount
<b>Auditorium Lighting</b>	£2,550
<b>Structural</b>	£5,760
<b>Equipment</b>	£5,537
<b>Exterior Signage</b>	£2,730
<b>Sliding Doors</b>	£5,800
<b>PA System</b>	£1,282
<b>Fly Tower</b>	£27,663
<b>Tech Box Wall etc</b>	£985
<b>Total</b>	<b>£52,307</b>
<b>Remaining Loan</b>	<b>£55,732</b>

The following works **have been approved** by Council for the remainder of the Public Works Loan:

Item	Amount
<b>Bamburgh Suite</b>	TBA
<b>Toilets</b>	TBA
<b>Total</b>	<b>TBA</b>
<b>Remaining Budget</b>	<b>£55,732</b>

## CHANGES TO BUDGET FROM FIRST DRAFT

### STAFFING BUDGETS

The staffing budgets provided in this draft are unchanged from the first draft *as they relate to existing staff*. The budgets themselves were simply increased by 2% from the current year to allow growth for the national pay claim. I understand that the trade unions have submitted a claim of 5% after several years of freezes and below inflation increases. It is difficult to imagine that the claim will be successful but there is a risk of a shortfall in the budget if it is. Council should therefore consider whether the 2% budgeted growth in this area is sufficient.

The figures provided for staffing for the warden service in this draft are based on an establishment of 3 wardens at the current rate wardens are paid by the County Council; i.e.

1 warden @ SCP 28 (£24964) + on costs = £32,100

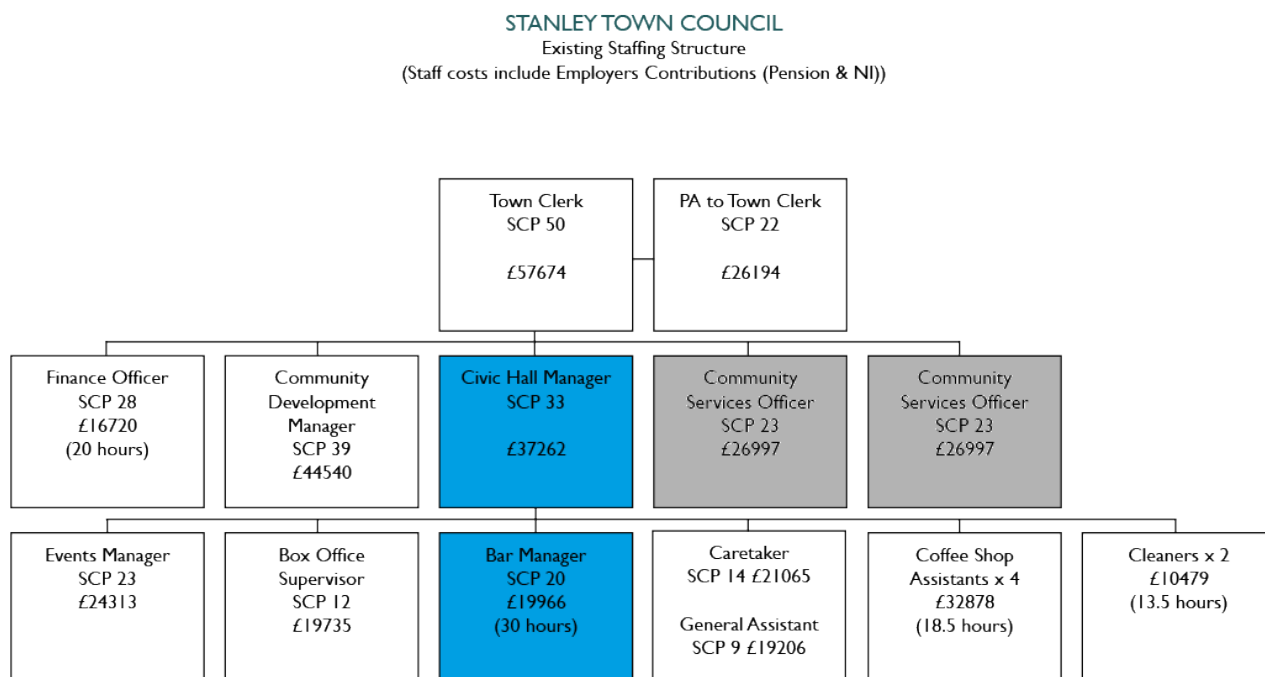
3 wardens = £96,300 x 105% (to account for pay claim) = **£101,115** which is what has gone into the draft budget.

If more or less wardens are required, the numbers can be worked out at the base cost of **£32,100** per warden. If the Council envisages that one of the wardens will be a supervisor, some allowance will need to be made for a pay differential to reflect the additional responsibility.

It should be noted that these calculations have been made in order to set the budget only and any new posts would need to be properly evaluated before final gradings were set.

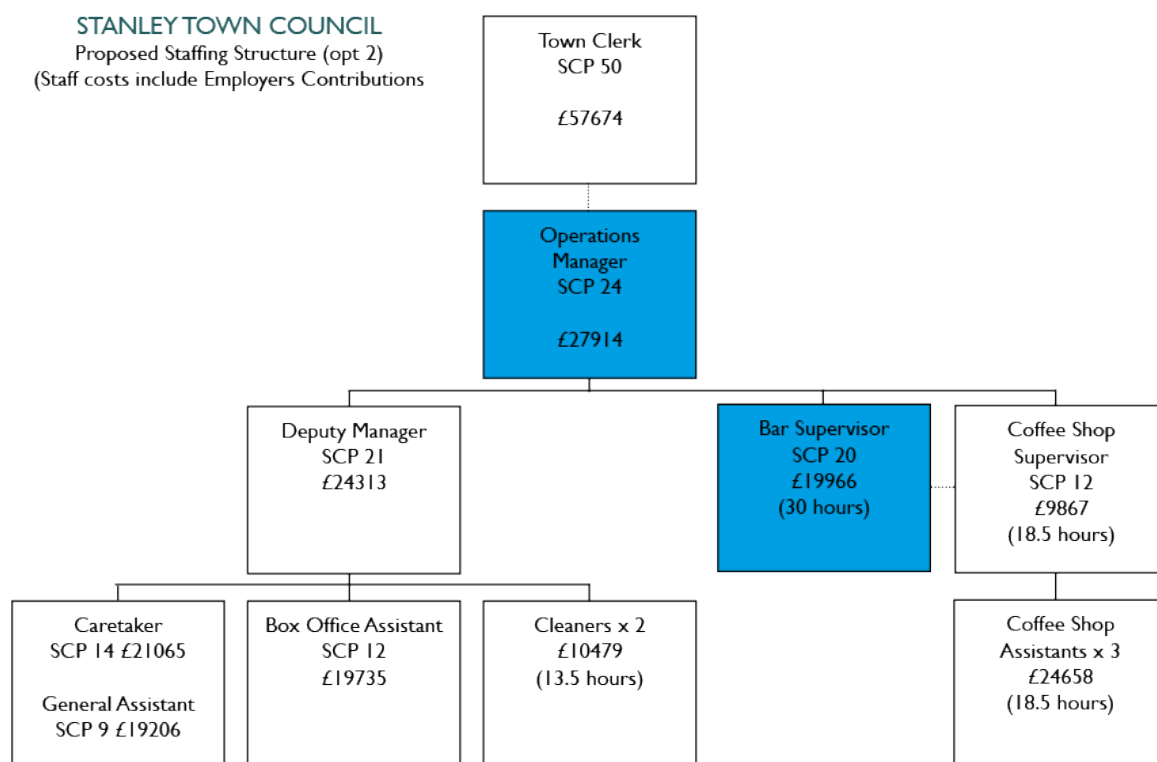
### CURRENT ESTABLISHMENT

The current establishment is based on a restructure which was implemented in June 2014. The report which went with this restructure has been circulated to members in advance of the meeting for background information. The structure was never fully implemented because only one Customer Services Officer was only ever appointed. The Full Structure is presented below. The Council has additionally just appointed a business admin apprentice in the Town Council team who began a 12 month placement on 20th November.

**Fig. 1 Staffing Structure at December 2016**

Blue boxes = Posts funded and vacant  
 Grey boxes = Posts unfunded and vacant

An interim structure was agreed in January 2017 in the Civic Hall which is presented below. The structure has not been fully implemented. At present, the duties of the Operations Manager post (which is vacant) are split between the substantive Box Office supervisor and Events Manager and an honorarium is paid to each to reflect the additional duties. The box office supervisor's substantive post is currently backfilled by a casual member of staff. Additionally, since the Bar Manager left her post, the duties of the bar manager have been split on a temporary basis and a bar supervisor employed on a temporary contract. The structure in both areas is due for review now that the Medium Term Plan and objectives for the Council have been agreed and the timescales are short so this work must be started in tandem with the budget setting process.

**Fig. 2 Civic Hall Interim Structure (January 2017)**

Blue boxes = Posts funded and vacant

## REVENUE BUDGETS

The table below details all the changes made from the first draft budget to this version with a brief explanation of what changes were made and why.

Code	Budget	1st Draft	2nd Draft	Comments
<b>101 4012</b>	<b>Recruitment</b>	£650	£1,000	Additional budget will be required for new staffing structure
<b>101 4013</b>	<b>HR Advice</b>	£500	£1,000	Additional budget will be required for new staffing structure
<b>111 1176</b>	<b>Precept</b>	£674,837	£686,019	Updated from new tax base estimates
<b>111 1177</b>	<b>LCTRS Grant</b>	£112,039	£117,132	Updated from new tax base estimates

Code	Budget	1st Draft	2nd Draft	Comments
300 4310	Crime Prevention Initiatives	£5,000	£0	Budget taken as a saving as has not been allocated in current year
300 4312	Police Cars	£7,000	£0	Budget moved into new Wardens cost centre
300 4324	Advice Services	£60,000	£50,000	Commissioning the service should deliver some efficiencies
310	Warden Services	£0	£119,615	New cost centre created in line with P&I recommendation to roll out wardens service in 2018/19.
320 4402	Christmas Festival	£10,000	£0	Budget moved into new 'External events' nominal to reflect MTP objective to outsource events provision
320 4405	Blooming Good Fun	£1,500	£0	Budget taken as a saving for this draft, however Council needs to take a view about this initiative.
320 4421	External Events	£0	£40,000	New code created for events budgets to be put to tender, budget proposed by P&I
320 4407	Play in the Park	£15,000	£0	Budget moved into new 'External events' nominal to reflect MTP objective to outsource events provision
320 4412	Armed Forces Day	£4,000	£0	Budget moved into new 'External events' nominal to reflect MTP objective to outsource events provision
320 4413	Moria-Con	£3,500	£0	The event as has been provided in the past would not meet new funding policy and no application for funding has been made in any case.
320 4439	Christmas Lights	£23,000	£18,000	The current contract ends this year, Council needs to review what is provided through P&I but savings should be considered as the current provision is too parochial and not well planned.
400 4504	Youth Providers	£0	£15,000	New capital grant code proposed by P&I
520 4996	PWLB - Principal	£20,000	£40,000	Updated to reflect decision to acquire building for Just for Women Centre
520 4997	PWLB - Interest	£3,990	£7,980	Updated to reflect decision to acquire building for Just for Women Centre

## ANALYSIS

The second draft budget includes additional estimated expenditure required to reflect decisions about the implementation timeline for the Medium Term Plan but does not have savings or growth identified in order to balance the budget. It is important to note that the budget as presented does not contain a budget for the provision of the environmental caretaker service at this stage and if this service is required to support the rollout of wardens, then an additional £67,500 (based on this year's actual costs) would need to be found.

The Council will need to remove costs or increase the precept (or a combination of both) in order to present a balanced budget to Durham County Council in January.

### Referendum Principles

Every year, the Government leaves it until the last possible moment to publish the details of the Local Government Financial Settlement which tells us whether or not referendum principles will be extended to Parish & Town Councils for increases of 2% or more. The Government's consultation paper on the 2018/19 settlement, published in September 2017, states:

*"Last year, the Government issued a challenge to town and parish councils to demonstrate restraint when setting precept increases that are not a direct result of taking on additional responsibilities, and to make precept decisions more transparent to local tax-payers. The continuation of this position in 2018-19 is contingent upon the Government receiving clear evidence of how the sector is responding to this challenge. The Government expects parishes, in setting their precepts, to consider all available options to mitigate the need for council tax increases, including the use of reserves where they are not already earmarked for particular purposes or for "invest to save" projects which will lower on-going revenue costs. Any revised proposals will be set out at the time of the provisional local government finance settlement later in the year."*

The full consultation paper has been circulated to members for information.

What is clear is that the Government's thinking is that additional revenue required to fund services being transferred or delegated from a principal authority would fall outside the referendum principles. Therefore even if these provisions were invoked, it is likely that they would not apply to growth above 2% if it related to a service delegated from Durham County Council, like Wardens, allotments, parks etc.

Item 10 - ATTACHMENT L

<b>Tax Base (99.0%)</b>	<b>138,419.2</b>
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% of Properties per Council Tax Band	58.05%	13.45%	12.63%	8.85%	4.31%	1.70%	0.93%	0.07%	100.00%
% Properties in Band A to C	84.13%								



Tax Base for Council Tax purposes 2017/18	Locality	Parish Area	Number of Dwellings on the Valuation Office List	Band D Equivalent Properties	Tax Base for Council Tax purposes 2018/19	Increase / (Decrease) in Tax Base from 2017/18
No.			No.	No.	No.	No.
1,724.5	Durham	Framwellgate Moor	2,580.0	1,792.8	1,774.9	50.4
321.9	Durham	Kelloe	688.0	327.7	324.4	2.5
471.7	Durham	Pittington	680.0	480.8	476.0	4.3
570.7	Durham	Shadforth	1,055.0	585.8	580.0	9.3
850.0	Durham	Sherburn	1,480.0	862.0	853.4	3.4
717.3	Durham	Shincliffe	707.0	720.4	713.2	(4.1)
7,387.3	Durham	Unparished Areas	12,595.0	7,706.2	7,629.2	241.9
675.2	Durham	West Rainton	1,165.0	689.8	682.9	7.7
742.5	Durham	Witton Gilbert	1,215.0	761.7	754.1	11.6
304.9	Easington	Castle Eden	278.0	311.4	308.3	3.4
483.5	Easington	Dalton-le-Dale	679.0	490.4	485.5	2.0
1,146.9	Easington	Easington Colliery	2,496.0	1,179.0	1,167.3	20.4
723.5	Easington	Easington Village	1,095.0	756.7	749.2	25.7
448.3	Easington	Haswell	890.0	468.8	464.1	15.8
201.4	Easington	Hawthorn	229.0	205.8	203.7	2.3
1,653.6	Easington	Horden	3,963.0	1,655.6	1,639.0	(14.6)
413.8	Easington	Hutton Henry	757.0	427.5	423.2	9.4
1,420.9	Easington	Monk Hesleden	2,974.0	1,430.2	1,415.9	(5.0)
1,741.9	Easington	Murton	3,571.0	1,766.1	1,748.5	6.6
4,349.4	Easington	Peterlee	9,152.0	4,453.1	4,408.6	59.2
4,499.5	Easington	Seaham	9,203.0	4,619.7	4,573.5	74.0
416.3	Easington	Seaton with Slingley	536.0	423.3	419.0	2.7
1,051.9	Easington	Shotton	2,269.0	1,116.6	1,105.4	53.5
678.2	Easington	South Hetton	1,341.0	697.6	690.6	12.4
610.2	Easington	Thornley	1,220.0	626.0	619.8	9.6
343.9	Easington	Trimdon Foundry	703.0	360.4	356.8	12.9
54.8	Easington	Unparished Areas	55.0	57.9	57.3	2.5
654.3	Easington	Wheatley Hill	1,481.0	687.4	680.5	26.2
991.6	Easington	Wingate	1,862.0	1,020.8	1,010.6	19.0
406.4	Spennymoor	Bishop Middleham	579.0	415.1	410.9	4.5
58.4	Spennymoor	Bradbury	56.0	59.6	59.0	0.6
982.2	Spennymoor	Chilton	2,002.0	1,026.8	1,016.5	34.3
593.3	Spennymoor	Cornforth	1,307.0	597.8	591.8	(1.5)
84.2	Spennymoor	Eldon	204.0	92.1	91.2	7.0
2,266.9	Spennymoor	Ferryhill	5,057.0	2,329.6	2,306.3	39.4
613.8	Spennymoor	Fishburn	1,184.0	636.3	629.9	16.1
6,550.5	Spennymoor	Great Aycliffe	12,085.0	6,811.4	6,743.3	192.8
113.6	Spennymoor	Middridge	152.0	114.5	113.4	(0.2)
113.2	Spennymoor	Mordon	112.0	118.2	117.0	3.8
1,835.2	Spennymoor	Sedgefield Town Council	2,341.0	1,862.0	1,843.4	8.2
2,203.6	Spennymoor	Shildon	5,121.0	2,271.6	2,248.9	45.3
5,654.9	Spennymoor	Spennymoor Town Council	10,072.0	5,894.5	5,835.5	180.6
1,065.7	Spennymoor	Trimdon	2,168.0	1,094.8	1,083.8	18.1
118.3	Spennymoor	Windlestone	119.0	119.7	118.5	0.2
401.3	Stanley	Burnhope	748.0	409.9	405.8	4.5
265.0	Stanley	Cornsay	533.0	277.0	274.2	9.2
1,355.0	Stanley	Esh	2,358.0	1,402.8	1,388.7	33.7
85.7	Stanley	Greencroft	89.0	84.3	83.5	(2.2)
496.8	Stanley	Healeyfield	717.0	512.3	507.2	10.4
56.9	Stanley	Hedleyhope	84.0	57.6	57.0	0.1
1,468.1	Stanley	Lanchester	1,973.0	1,500.4	1,485.4	17.3
46.2	Stanley	Muggleswick	58.0	49.2	48.7	2.5
117.3	Stanley	Satley	128.0	117.1	115.9	(1.4)
7,508.2	Stanley	Stanley	15,916.0	7,709.7	7,632.6	124.4
12,324.6	Stanley	Unparished Areas	21,333.0	12,753.4	12,625.9	301.3
135,620.9			243,249.0	139,817.1	138,419.2	2,798.3
25,017.7	Durham	City of Durham Charter Trust	42,617.0	26,148.6	25,887.2	869.5

Locality	Parish Area	Increase / (Decrease) in Council Tax Base Band D Equivalent in 2018/19	Band D Council Tax 2017/18	Increase / (Loss) of Tax Raising Capacity	Parish Element of LCTRS Grant 2017/18	Parish Element of LCTRS Grant 2018/19	Net Position After Distribution of LCTRS Grant	Increase / (Decrease) Required in Band D Council Tax to Standstill	Increase / (Decrease) in Band D Council Tax Required to Standstill	Increase / (Decrease) in Band A Council Tax Required to Standstill
		No.	£	£	£	£	£	%	£	£
Easington	Monk Hesleden Parish Council	(5.0)	180.18	(900.90)	(32,216.00)	38,462.00	5,345.10	-2.10%	(3.78)	(2.52)
Easington	Murton Parish Council	6.6	166.48	1,098.77	(36,943.00)	41,629.00	5,784.77	-1.99%	(3.31)	(2.21)
Easington	Peterlee Town Council	59.2	289.00	17,108.80	(238,870.00)	257,551.00	35,789.80	-2.81%	(8.12)	(5.41)
Easington	Seaham Town Council	74.0	232.36	17,194.64	(150,732.00)	155,089.00	21,551.64	-2.03%	(4.71)	(3.14)
Easington	Seaton with Slingley Parish Council	2.7	28.46	76.84	(182.00)	122.00	16.84	-0.14%	(0.04)	(0.03)
Easington	Shotton Parish Council	53.5	105.44	5,641.04	(5,079.00)	0.00	562.04	-0.48%	(0.51)	(0.34)
Easington	South Hetton Parish Council	12.4	135.13	1,675.61	(12,882.00)	13,015.00	1,808.61	-1.94%	(2.62)	(1.75)
Easington	Thornley Parish Council	9.6	243.84	2,340.86	(10,056.00)	8,960.00	1,244.86	-0.82%	(2.01)	(1.34)
Easington	Trimdon Foundry Parish Council	12.9	174.67	2,253.24	(9,819.00)	8,787.00	1,221.24	-1.96%	(3.42)	(2.28)
Easington	Wheatley Hill Parish Council	26.2	152.71	4,001.00	(21,345.00)	20,143.00	2,799.00	-2.69%	(4.11)	(2.74)
Easington	Wingate Parish Council	19.0	131.10	2,490.90	(16,840.00)	16,665.00	2,315.90	-1.75%	(2.29)	(1.53)
Spennymoor	Bishop Middleham Parish Council	4.5	117.28	527.76	(2,804.00)	2,644.00	367.76	-0.76%	(0.90)	(0.60)
Spennymoor	Bradbury and The Isles Parish Council	0.6	25.38	15.23	(25.00)	11.00	1.23	-0.08%	(0.02)	(0.01)
Spennymoor	Chilton Town Council	34.3	202.61	6,949.52	(10,091.00)	3,648.00	506.52	-0.25%	(0.50)	(0.33)
Spennymoor	Cornforth Parish Council	(1.5)	139.22	(208.83)	(17,306.00)	20,342.00	2,827.17	-3.43%	(4.78)	(3.19)
Spennymoor	Eldon Parish Council	7.0	117.66	823.62	(2,468.00)	1,910.00	265.62	-2.48%	(2.91)	(1.94)
Spennymoor	Ferryhill Town Council	39.4	219.19	8,636.09	(113,903.00)	122,256.00	16,989.09	-3.36%	(7.37)	(4.91)
Spennymoor	Fishburn Parish Council	16.1	116.20	1,870.82	(10,500.00)	10,022.00	1,392.82	-1.90%	(2.21)	(1.47)
Spennymoor	Great Aycliffe Town Council	192.8	221.89	42,780.39	(191,733.00)	172,992.00	24,039.39	-1.61%	(3.56)	(2.37)
Spennymoor	Middridge Parish Council	(0.2)	56.42	(11.28)	(555.00)	658.00	91.72	-1.43%	(0.81)	(0.54)
Spennymoor	Mordon Parish Council	3.8	14.39	54.68	(11.00)	0.00	43.68	-2.59%	(0.37)	(0.25)
Spennymoor	Sedgefield Town Council	8.2	137.14	1,124.55	(10,744.00)	11,172.00	1,552.55	-0.61%	(0.84)	(0.56)
Spennymoor	Shildon Town Council	45.3	259.98	11,777.09	(101,960.00)	104,737.00	14,554.09	-2.49%	(6.47)	(4.31)
Spennymoor	Spennymoor Town Council	180.6	208.33	37,624.40	(44,602.00)	8,104.00	1,126.40	-0.09%	(0.19)	(0.13)
Spennymoor	Trimdon Parish Council	18.1	139.59	2,526.58	(22,142.00)	22,781.00	3,165.58	-2.09%	(2.92)	(1.95)
Spennymoor	Windlestone Parish Council	0.2	32.54	6.51	0.00	0.00	6.51	-0.17%	(0.05)	(0.03)
Stanley	Burnhope Parish Council	4.5	14.95	67.28	(539.00)	548.00	76.28	-1.26%	(0.19)	(0.13)
Stanley	Cornsay Parish Council	9.2	56.40	518.88	(1,130.00)	710.00	98.88	-0.64%	(0.36)	(0.24)
Stanley	Esh Parish Council	33.7	57.38	1,933.71	(4,523.00)	3,007.00	417.71	-0.52%	(0.30)	(0.20)
Stanley	Greencroft Parish Council	(2.2)	39.24	(86.33)	0.00	100.00	13.67	-0.42%	(0.16)	(0.11)
Stanley	Healeyfield Parish Council	10.4	18.81	195.62	(476.00)	326.00	45.62	-0.48%	(0.09)	(0.06)
Stanley	Hedleyhope Parish Council	0.1	80.15	8.02	(44.00)	42.00	6.02	-0.13%	(0.11)	(0.07)
Stanley	Lanchester Parish Council	17.3	39.56	684.39	(1,093.00)	475.00	66.39	-0.11%	(0.04)	(0.03)
Stanley	Muggleswick Parish Council	2.5	25.97	64.93	0.00	0.00	64.93	-5.13%	(1.33)	(0.89)
Stanley	Satley Parish Council	(1.4)	28.03	(39.24)	(87.00)	147.00	20.76	-0.64%	(0.18)	(0.12)
Stanley	Stanley Town Council	124.4	89.88	11,181.07	(112,039.00)	117,132.00	16,274.07	-2.37%	(2.13)	(1.42)
		2,097.6		230,444.28	(1,410,431.00)	1,394,859.00	214,872.28	-1.35%	(1.55)	(1.03)

## STANLEY TOWN COUNCIL



# Medium Term Plan Timeline

Prepared for: Ordinary Council, 28th November 2017

Prepared by: Alan Shaw, Town Clerk

Date: 21st 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 18	TC + Projects Cttee	Costed Options paper to be produced for Council to consider by January 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.	Nov 17	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.	Jan 18	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

## STANLEY TOWN COUNCIL

**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 £30,000 allocated specifically to youth provision  Small grants pot of £15,000 to be put in budget for 18/19

**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	Budget included in that for item 2
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	£40000
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	<b>Priority action</b> Work alongside DCC Welfare Rights, Prince Bishops Credit Union, CAB, Money Advice and the Karbon Homes.	(i) Arrange a meeting with CAB / DCP / PACT House etc. to discuss working together. (ii) Arrange advice services with Universal Credit knowledge to come to Council meeting to discuss plans for UC asap.
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

**Objective 5. Provide support for community facilities and Sports Clubs across the area**

No.	Action	Target date	Lead	Comments	Budgetary Requirement
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

**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
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
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	<b>Priority action</b>	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.



**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
10	Conduct a full review of all Council staff to reflect the priorities identified within the MTP	Immediate for rollout in April 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
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
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 very difficult 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.
-

# PROPERTY FOR SALE OR TO LET

## STANLEY FORMER LIBRARY

HIGH STREET, STANLEY, CO DURHAM DH9 0DQ



Stanley Former Library is available to the market for sale or to let for  
Class D1 (Non residential Institutions), A1, A2, A3 or B1 uses  
The property has a site area of 0.06 hectares (0.152 acres) or thereabouts

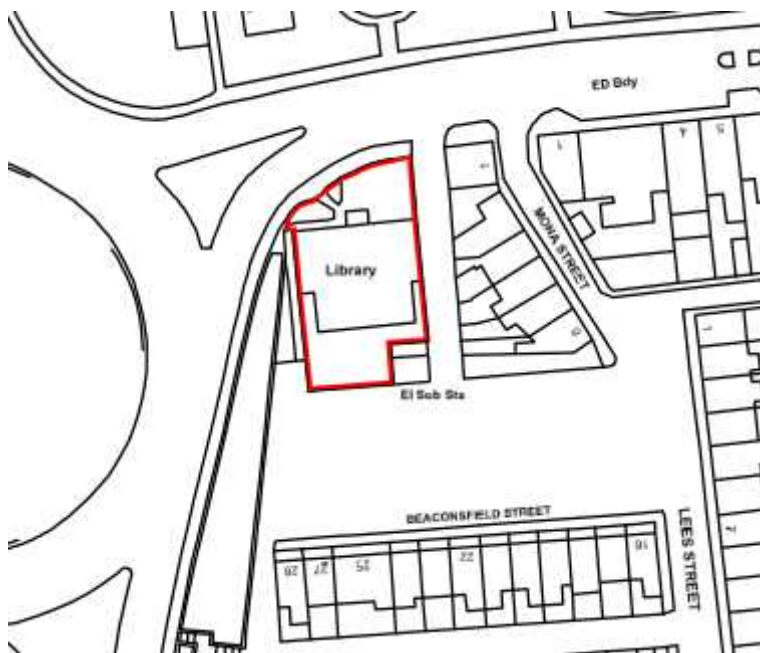
**OFFERS INVITED**

**CLOSING DATE 17<sup>TH</sup> OCTOBER 2016**









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Durham County Council offers for sale or to let by sealed offer Stanley Former Library amounting to 0.06 hectares (0.152 acres) or thereabouts of land.

The Property's Net Internal Area is 279.21m<sup>2</sup> (3,006 sq ft)

The Property's Gross Internal Area is 293.17m<sup>2</sup> (3,151sq ft).

## LOCATION

The property is situated to the East of High Street, located adjacent to the main roundabout that provides access to Stanley Front Street. Stanley is approximately 10 miles south west of the city of Newcastle and 10 miles north of the city of Durham. The towns of Consett and Chester le Street are within a 6 mile radius. Stanley is also bounded by a number of villages such as Tanfield and Annfield Plain.

The main A1M and A167 roads are both easily accessible via the A693 from the town centre. There is a modern bus terminal providing regular services to all parts of the region and a rail station providing access to the east coast mainline located in the nearby town of Chester-le-Street.

The town provides a wide variety of shops, pubs, schools, supermarkets and a modern leisure centre.

## DESCRIPTION

The property internally comprises a library building, with open plan library room, administrative office space and staff facilities including toilets. The building is fully compliant with the Equalities Act with an accessibility ramp at the front entrance, lift inside the building and at the rear is a compound with a disabled car parking space which is accessed from the rear of the site over a Council owned car park.

## COVENANTS

The site will be sold/let subject to all and any existing covenants, easements, restrictions, wayleaves, rights of way, etc. affecting the land. The purchaser/tenant must satisfy themselves in relation to any covenants or other matters affecting the property.

## SERVICES

It is understood that all major services are present within or close to the edge of the site. It is the responsibility of prospective purchasers/tenants to confirm the extent of the services, their availability and suitability, with the relevant utility service providers.

## ACCESS

Vehicle access to the western boundary into the site leads into an enclosed yard and disabled parking space, this access road is unadopted in part not in Durham County Council's ownership. The unmade road situated running parallel the eastern boundary is not in Durham County Council's ownership and is not adopted.

We have assumed vehicle access could be taken from the rear of the site, although due to the ownership issues identified above it may be that existing access is inadequate to allow for future development of the site. It would be prudent to undertake further investigations with the Highway Department

## PLANNING

Public libraries fall within Class D1 (Non residential Institutions) of the Use Classes Order which includes: Clinics, Health centres, crèches, Day Nurseries, Museums, Public Libraries, Art Galleries, Exhibition Halls, Law Court, Non-residential Education & Training Centres, Place of Worship, Religious Institutions, Church Halls.

Under the General Permitted Development Order it is also feasible to change to a variety of uses without the need for Planning Permission. Such uses include A1, A2, A3 or B1 uses. The changes are subject to a number of limitations/conditions and for example do not apply to listed buildings.

We consider the site would be suitable for a variety of commercial uses such as offices or a nursery; however the site provides only 1 no. disabled parking space within the curtilage of the site. The adjacent car park is owned by Durham County Council providing marked bays for three disabled spaces and circa 34 no. parking spaces. The use of the subject site is therefore restricted due to the lack of onsite parking facilities although the property could be used for community based uses with parking available elsewhere in the town.

## TENURE

Land will be sold as Freehold.

## TENANCY DETAILS

Occupation is to be given on the following terms:

- 5 year term
- Full repairing and insuring lease
- Rent to be reviewed on an upward only basis to market rent at the end of the third year
- Assignment will be allowed subject to landlord's consent, such consent not to be unreasonably withheld

## VAT

Any offers will be deemed exclusive of VAT

## OFFER

Offers are invited on the attached offer forms and must be submitted using the attached label which can be found at the end of this document and which should be affixed to the front of an envelope.

All offers should have regard to the informal advice provided and make the due allowance in their bid. Interested parties are expected to have spoken to the Planning Department regarding their individual scheme.

## CLOSING DATE

Offers must reach the Head of Legal and Democratic Services by 4.00 pm on Monday 17th October 2016

Interested parties should note that sufficient time must be allowed for the return of offers to meet the closing date. Prospective parties should also note that the County Council is not bound to accept the highest or indeed any offer.

## VIEWING

Please contact Karen Mitchell on telephone number (03000) 267022 or email [karen.mitchell2@durham.gov.uk](mailto:karen.mitchell2@durham.gov.uk) regarding arrangements to view the property.

## ENERGY PERFORMANCE CERTIFICATE

Please see attached document

## TIMESCALES

Durham County Council expect pre-application discussions to commence **no later than 4 weeks** after notification that an offer is accepted.

Contract exchange will only take place once site investigations have been completed and agreed and a full planning application submitted.



## COSTS

### Sale

The purchaser will be responsible for the Council's Surveyor Fee based on 3% of the accepted offer price (to a minimum of £1,000) in addition the purchaser will be responsible for the Council's reasonable legal fees.

### Lease

The Lessee will be responsible for the Council's Surveyor Fee based on 10% of the agreed rent (to a minimum of £300). In addition the Lessee will be responsible for the Council's reasonable legal fees.

## SUBMISSION OF OFFERS

### Financial Offer

The submission should clearly state the sum (exclusive of VAT) being offered to Durham County Council for the site.

The council is not bound to accept the highest offer made, or any offer, and will accept no responsibility for any costs incurred by any party in connection with their submission of an offer whether successful or not.

The sum offered should reflect any conditions attached and these should be clearly stated.

Offers will be reported to the Council at the earliest available date. Interested parties will be notified of the Council's decision as soon as possible after that time.

## SUPPORTING INFORMATION

### For a Freehold Purchase:-

Details of the person(s) or company that is offering to purchase the freehold interest. Any company should include details of the full company name, registration number, registered address and contact details for the individual submitting the offer. For individuals, you should include details of your name, address and contact details:

The applicant must provide detailed information to confirm their funding arrangements not only for the acquisition, but also any refurbishment proposed;

Description of the proposals and where relevant any indicative drawing(s) (minimum scale 1:500);

Details of the overall timescale required to complete the transaction

### For a Leasehold Purchase:-

In order for the Council to be assured of the viability of the business taking on the lease, the tenant will submit a business plan to include the following:

- 3 years of annual accounts
- 3 year Business Plan including:
  - i) Profit and loss forecast
  - ii) Cash flow forecast
  - iii) Balance sheet forecast
- Contact details for 2 trade and 1 personal reference to be obtained

## **NOTICE IS HEREBY GIVEN THAT:**

These particulars are set out as a general outline only for the guidance of interested purchasers and do not constitute, or constitute part of, an offer or contract.

All descriptions, dimension, reference to condition and necessary permissions for use and occupation, and other details are given without responsibility and intending purchasers should not rely on them as statements or representatives of fact but must satisfy themselves by inspection or otherwise as to the correctness of each of them.

## **CONTRACTUAL OBLIGATIONS**

The purchaser/lessee will be required to exchange contracts/complete the proposed lease within 6 weeks of the draft contract/lease being provided to the successful applicant's solicitor.

The purchaser/lessee will be required to complete the purchase within 4 weeks of planning consent being granted. If the purchaser/lessee fails to meet the required timescale, the Council reserves the right to withdraw from the transaction without any payment or reimbursement of any fees, costs or compensation to the purchaser.

The Council reserves the right to repurchase the site at the original sale price, or the current market value whichever is lower, if development has not commenced within 12 months of the completion of the sale.

The Council further reserves the right to repurchase the site if development has not completed within 36 months of the completion of the sale. If development has commenced the purchase price shall be the original price paid for the plot or the current open market value of the unfinished development, whichever is the lower

The Council reserves the right to impose a Clawback provision in the event that a subsequent planning consent enhances the value of the site, if deemed appropriate.

No person in the employment of the Vendors has any authority to make or give any representation or warranty whatever in relation to this property.

The Vendors are not bound to accept the highest or any offer. Offers based on phased payments will not be considered by the vendor. The vendor will also require evidence of proof of finance prior to any offer being accepted through the form of bank statements, finance agreement or a mortgage offer in principle.

## **MONEY LAUNDERING LEGISLATION**

The Council will need to comply with the anti - money laundering legislation and will take all necessary steps to comply with the legislation.

## **CONTACTS FOR FURTHER INFORMATION**

### **Asset Management (Sales/Marketing)**

Karen Mitchell  
Estate Management  
Asset Management  
Durham County Council  
County Hall  
Durham  
DH1 5UL  
Telephone: 03000 267022

### **Planning**

Regeneration and Economic Development  
Planning Development (North)  
County Hall  
Durham  
DH1 5UL  
Telephone: 03000 262 830

### **Spatial Policy**

Thomas Bennett  
Spatial Policy  
Regeneration and Economic Development  
County Hall  
Durham  
DH1 5UQ  
Telephone: 03000 261907

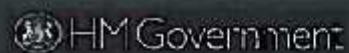
### **Highways**

Highway Development Management, Transport,  
Regeneration and Economic Development  
Durham County Council, County Hall  
Durham, DH1 5UQ  
Telephone: 03000 267109



# Energy Performance Certificate

## Non-Domestic Building



Durham County Council  
Stanley Library, High Street  
STANLEY  
DH9 0DQ

Certificate Reference Number:  
9711-3078-0063-0700-3721

This certificate shows the energy rating of this building. It indicates the energy efficiency of the building fabric and the heating, ventilation, cooling and lighting systems. The rating is compared to two benchmarks for this type of building: one appropriate for new buildings and one appropriate for existing buildings. There is more advice on how to interpret this information on the Government's website [www.communities.gov.uk/epbd](http://www.communities.gov.uk/epbd).

### Energy Performance Asset Rating

More energy efficient



Net zero CO<sub>2</sub> emissions



◀ 102 This is how energy efficient the building is.

Less energy efficient

### Technical information

Main heating fuel:	Grid Supplied Electricity
Building environment:	Heating and Natural Ventilation
Total useful floor area (m <sup>2</sup> ):	284
Building complexity (NOS level):	3
Building emission rate (kgCO <sub>2</sub> /m <sup>2</sup> ):	103.25

### Benchmarks

Buildings similar to this one could have ratings as follows:

31	If newly built
90	If typical of the existing stock



**STANLEY FORMER LIBRARY, HIGH STREET, STANLEY, DH9 0DQ**

**SUBJECT TO CONTRACT & COUNCIL APPROVAL**

Head of Legal and Democratic Services

Durham County Council

County Hall

Durham

DH1 5UL

1. I hereby offer the sum of £\_\_\_\_\_
- Amount in words \_\_\_\_\_
- \_\_\_\_\_for the above property
- The fees payable by the purchaser will be 3% (minimum of £1,000) based on the offer detailed above in addition to legal costs**

2. In the event of my offer being accepted the solicitor appointed to act on my behalf will be

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

In the event of my offer being accepted I agree to submit (if considered necessary by Durham County Council) a planning application for change of use. This application will be submitted within 4 weeks of receipt of offer acceptance and failure to comply may result in withdrawal of the offer by Durham County Council.

3. Intentions for the site \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Signed \_\_\_\_\_

Date \_\_\_\_\_

Full Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Email address \_\_\_\_\_

Daytime Tel No \_\_\_\_\_

**Durham County Council is not bound to accept the highest or any offer received.**

**This offer must be returned to the Head of Legal and Democratic Services by no later than 4.00 pm on Monday 17<sup>th</sup> October 2016**



**STANLEY FORMER LIBRARY, HIGH STREET, STANLEY, DH9 0DQ**

**SUBJECT TO CONTRACT & COUNCIL APPROVAL**

Head of Legal and Democratic Services

Durham County Council

County Hall

Durham

DH1 5UL

1. I hereby offer the sum of £\_\_\_\_\_
- Amount in words \_\_\_\_\_
- \_\_\_\_\_ for the above property

2. In the event of my offer being accepted the solicitor appointed to act on my behalf will be

\_\_\_\_\_

\_\_\_\_\_

Intentions for the unit \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Signed \_\_\_\_\_

Date \_\_\_\_\_

Full Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Email address \_\_\_\_\_

Daytime Tel No \_\_\_\_\_

As requested I hereby attach a business plan for your information.



4. Trade Reference 1 \_\_\_\_\_  
\_\_\_\_\_  
Trade Reference 2 \_\_\_\_\_  
\_\_\_\_\_  
Personal Reference \_\_\_\_\_  
\_\_\_\_\_

**Durham County Council is not bound to accept the highest or any offer received.**

**This offer must be returned to the Head of Legal and Democratic Services by no later than 4.00 pm on Monday 17th October 2016**

ONLY TO BE OPENED BY AN  
AUTHORISED OFFICER OF THE COUNCIL

**URGENT** - OFFER FOR Stanley Former Library, High Street,  
Stanley, DH9 0DQ

PLEASE  
AFFIX  
STAMP

HEAD OF LEGAL & DEMOCRATIC SERVICES  
DURHAM COUNTY COUNCIL  
COUNTY HALL  
DURHAM  
DH1 5UL

COMPLETED OFFER FORMS SHOULD REACH COUNTY HALL  
NO LATER THAN 4p.m. ON Monday 17th October 2016