

MINUTES of the ORDINARY MEETING OF STANLEY TOWN COUNCIL

Held at Stanley Civic Hall, Front Street, Stanley on Tuesday 23rd January 2018 at 6.30pm

PRESENT: B Nair* A Clegg J Clark H Clark M Davinson
C Hampson J Kane C Marshall D Marshall J Nicholson
J Pallas J Stephenson L Timbey D Tully J Tully
G Wilkinson

*Chairman

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

IN ATTENDANCE: 2 members of the public

ABSENT: Cllrs L Christie & T Armstrong

241 **APOLOGIES FOR ABSENCE**

Apologies received from Cllrs D Carmichael & J McMahon were accepted by Council.

242 **DECLARATIONS OF INTEREST**

None.

243 **TOWN MAYOR'S ANNOUNCEMENTS**

The Town Mayor informed Members of the events he had attended in the month prior to the meeting which included:

- Catchgate and Annfield Plain Action Partnership Coffee Morning
- Chilton Carol Service.

The Town Clerk reminded everyone present to turn their mobile phones off or set them to silent and advised that the meeting was being filmed and recorded but not live streamed. He also advised those present that a member of the public was recording the meeting. Members were reminded to stand when speaking and only to speak after being recognised by the Town Mayor.

The Town Mayor reminded Members that they would not be allowed to vote on the budget if they were in arrears with their Council Tax.

244 **PUBLIC PARTICIPATION**

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

245 **CONFIRMATION OF MINUTES**

It was proposed by Cllr C Marshall, seconded by Cllr J Stephenson and **RESOLVED** that the minutes of the Ordinary Council meeting held on 28th November 2017 be **APPROVED** as a correct record and signed by the Town Mayor.

246 MINUTES OF OTHER MEETINGS

Minutes of the Projects and Initiatives Committee held on 12th December 2017 and 9th January 2018 were **RECEIVED** by Council.

Minutes of the Finance and Governance Committee held on 13th December 2017 and 10th January 2018 were **RECEIVED** by Council.

Cllr J Stephenson stated that Minute #238 on the Finance & Governance meeting would be amended at the next Committee meeting to reflect that the budget was being rebalanced to give flexibility and refocus on frontline services.

247 ACCOUNTS FOR PAYMENT AND BANK RECONCILIATION

It was proposed by Cllr M Davinson, seconded by Cllr C Marshall and **RESOLVED** that the payment of accounts for December 2017 be **APPROVED**.

It was proposed by Cllr M Davinson, seconded by Cllr J Kane and **RESOLVED** that the Bank Reconciliations for December 2017 be **NOTED**.

248 RECOMMENDATIONS OF COMMITTEE MEETINGS

(a) Finance and Governance

(i) **Budget** - Dealt with under items 10 & 13 (*Minute numbers #250 & #252*)

(ii) **Staffing** - Dealt with under item 13 (*Minute number #252*)

(b) Projects and Initiatives

(i) **Environmental Cleanup Team** - Committee **RECOMMEND** that the Council should bring the cleanup team in-house in 2018/19. This item will be dealt with at item 13 (*Minute number #252*) once the Town Clerk has responded to a question received in writing from Cllr D Tully.

(ii) **Christmas Events** - Council **RESOLVED** that Christmas Events should be included in the tender to be prepared to externalise the organisation of events beginning in 2018/19.

(iii) **Police Cars** - Council **RESOLVED** to **ACCEPT** the proposal put forward by A/Insp Clarke and that the three year costs should be forward funded from reserves and paid back by setting aside a revenue budget equal to one years costs in each of the next three years.

(iv) **Comms & Marketing Budgets** - Council **RESOLVED** that these budgets should be held centrally so that the Council can take a more strategic approach to marketing the Civic Hall and promoting the work of the Town Council.

(v) **Stars Youth & Community** - Council **RESOLVED** that the project be funded in 2018/19 subject to a more detailed outline of the activity plan, aligned

to outcomes, be submitted to Committee before the end of the current financial year.

It was proposed by Cllr J Pallas, seconded by Cllr A Clegg and **RESOLVED** that Council accept recommendations (ii) to (v) and to defer a decision on recommendation (i) until item 13 (*minute #252*).

249 STANLEY IN BLOOM

It was proposed by Cllr M Davinson, seconded by Cllr L Timbey and **RESOLVED** that the Council would work in partnership with DCC to jointly manage the Stanley in Bloom campaign going forward and that officer time would be allocated to work in partnership with DCC teams to deliver the campaign.

250 BUDGET AND PRECEPT (Part A)

Cllr J Kane requested that a named vote be taken for this item.

Cllrs made the following statements in respect of the budget:

(N.B. Comments minuted in full at the request of members)

Cllr D Marshall - The budget and precept came from the proposal that was accepted and warmly greeted by the public and the pledges that were made. These pledges follow on into the Medium Term Plan which has been discussed in various meetings. The report recommends an increase in the precept. If there is no increase then the ability to provide the improvement in the services we are planning would not be possible and the unavoidable costs would be required to be found from savings as any proposal of any reduction in reserves would leave the council vulnerable.

In 2012 the Independents had £1.2 million in reserves, now this is £230,000 unallocated reserves. What have the public to show for their £1 million expenditure since then? The local government pay settlement is 2%, the Durham Living Wage increases our lowest paid staff by £1 per hour, the new Data Protection Regulations need to be implemented to ensure we are compliant. We need to find nearly £11,000 to pay for the by-election called for by the Independents, what an opportunity missed to invest in our community. Labour won handsomely and James Kane was elected.

I formally move, with the right to reply, that we increase the precept by 2.95% as stated in the report.

Cllr D Tully - Point of Order - The Derwentside Independents did not call the election, it was the democratic right of the people of Stanley to have the election. It was on behalf of the people.

Cllr J Stephenson - It is safe to say that there has been an awful lot of really good work done since this Council was elected in May in regards to the finances. The situation inherited wasn't a clear one, and defining the true financial situation wasn't easy as costs weren't shown in a clear and simple way. It was difficult without the analysis to understand what the clear picture was. Thank you to the staff and Cllr D Carmichael for providing clarity on the finances. The financial picture isn't a particularly good one, significant amounts of the Councils funds have been used to

subsidise the running costs of the Civic Hall and front line services have been neglected which is unacceptable going forward.

We now have a good balanced budget putting money back into front line services. I happily second Cllr D Marshall's proposal and urge all colleagues to support this budget which is focused on the needs of all our communities.

Town Clerk - Pointed out an error in the copy of the draft budget which was circulated to Members. The precept figure was given as £692,544 but should have been £706,256. This shows a 2.95% increase. The extra money needs to go into cost centre 300, environmental services, the £13,712 balance should go into there.

Cllr M Davinson - From the finance meeting, a Band A house will pay an extra £1.77 a year, less than 18p a month. I already think that the £59 I pay to Stanley Town Council is good value for money if you utilise the events that are on, and we will do a lot more for an extra £1.77. We will be holding Play in the Park events, supporting village halls, run a funding advice service, become more involved in the planning debates, working with DCC with empty buildings, reintroduce the neighbourhood wardens, expand the environmental caretakers role, extend youth funding to multiple years and support the Civic Hall. There will be further value for money in the next financial year.

Cllr J Kane - With regards to youth provision, we have good youth groups in the area, we have PACT House which run Chat and Chill, PACTivate and youth sessions. St Stephens have youth groups. There's the Activity Den, Oxhill Youth Group. Supporting this budget will make Youth a better priority for the Stanley area.

Cllr C Hampson - I think it's marvellous that we can support the advice hub, money advice, CAB, welfare advice. We also have PACT House which has advice services for the residents.

Cllr J Pallas - If the Civic Hall wasn't getting £3,000 a week subsidy, we would be able to do more around Stanley in all the Wards.

Cllr C Marshall - Personally I was very supportive of this Council when we were trying to get it set up. Even more so now it is important we have the Town Council to pick up the slack after the budget cuts at DCC.

I am not overly happy we are getting value for money from the Council Tax we pay, views which were echoed by residents during the election campaign. This is part of the reason why I wanted to stand to try and support and share some of my experience with the Council to get some leadership in, I am proud to be a Stanley Town Councillor now.

Since May we have unpicked the finances of the Council, the way the Council is operated and put a plan together that the public have supported. Some of the things we have uncovered since we came in are nothing short of scandalous. The allocation of tax payers money over recent years is a disgrace. A couple of things which can be backed up with reports from the Council's Finance Officer. There are serious concerns over financial controls of the Council and a distinct lack of leadership of the last few years.

Firstly the Chairmans "slush fund", a budget which has been allocated over recent years on buffets and 'piss-ups' for Councillors. Council money being spent on alcohol and

buffets after Council meetings. We've had it used to fund what I would class as "key election projects" in Independent target wards, this budget was solely at the discretion of the Chair, there was nothing the staff team could do to stop it, these things were solely approved by Cllr J Nicholson. Money was provided for buffets for a horticultural show that had already had significant money provided by this Council.

In my view, money to refurbish this building which was allocated by members without going through formal council processes, work was reported retrospectively. Stanley Town Council has just received a bill, just short of £11,000 for the by-election that was held within weeks of the elections in May, following the sudden and tragic death of Cllr Graham. Weeks earlier we got in with a resounding victory in a Ward that has been a safe Labour seat for years. It was submitted by a Derwentside Independent Councillor living in Tanfield, Cllr Tully. The petition was submitted by David Tully. This has cost us £11,000 which we could have allocated to front line community services. A complete waste of money in a safe Labour ward where James Kane was successfully elected.

Approximately 50% of the Council's budget has been going into the Civic Hall. Money stripped from front line services by scrapping Neighbourhood Warden services because the Independents on the Council couldn't reach an agreement with DCC without any idea on they would back fill these services. Despite pleas from the Labour members to enter a dialogue, we saw the lives of the people in the Stanley area deteriorate because we had more dog fouling, fly tipping and rubbish. How are people meant to be proud of where they live when they're living in that sort of environment because of the Independent ran Stanley Town Council.

Budgets spiralled out of control, no financial control, staff spending money above allocated budgets, no figures back to any committees and not one question raised in a meeting about numbers or attendances or value for money for the residents.

I am proud that the Labour controlled STC has put forward a plan, that was endorsed by the public in May, a plan that links to the consultation that the Derwentside Independents did in 2016 that nearly 500 residents returned and replied to, but nothing was done with it. Every one of our priorities that we are going to spend tax payers money on links to the feedback we have received from our community.

This Council is now engaging with our public and will ensure that we deliver value for money, at the next election residents will be saying that the Town Council have made sure my kids have somewhere to go on a weekend, they have provided advice services. I am confident by the next election we will be able to reconnect with the communities we serve.

Cllr D Tully - The only reason I signed that form was because I took it down to DCC, it was called by the candidate and I signed the piece of paper. According to electoral services I did not call that election.

Cllr D Marshall moved a 2.95% increase in the precept, seconded by Cllr J Stephenson.

Those in favour: J Kane, C Marshall, L Timbey, M Davinson, J Pallas, D Marshall, C Hampson, G Wilkinson, J Stephenson, B Nair, A Clegg (11)

Those against: J Nicholson, D Tully, J Tully, J Clark, H Clark (5)

The motion was duly passed. The Town Mayor and the Town Clerk signed the precept demand.

251 EXCLUSION OF PRESS AND PUBLIC*

*Recording of proceedings was stopped at this point.

Council **RESOLVED** that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.

*Justification for excluding the public and press from consideration of the following item:
Commercial Sensitivity.*

252 BUDGET AND PRECEPT (Part B) AND STAFFING STRUCTURE

The Town Clerk answered Cllr D Tully's question in respect of the costs of bringing the Groundwork NE team in house.

Cllr C Marshall stated that the Town Council need the staffing capacity to deliver the budget that was just agreed in Part A.

It was proposed by Cllr D Marshall, seconded by Cllr L Timbey and **RESOLVED** that the staffing structure proposed by accepted and implemented subject to any necessary changes in the negotiations to reintroduce the Neighbourhood Warden service.

253 DATE, TIME AND VENUE OF NEXT MEETING

Tuesday 27th February 2018, 6:30pm, Civic Hall Stanley.

Date: 05/02/2018

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Time: 16:28

Cash Book 1

User : SO

Current Bank A/c

For Month No : 10

Payments for Month 10

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
02/01/2018	Facebook	DD10 003	87.62	87.62		500		Facebook dec 17
02/01/2018	Facebook	DD10 001	11.00	11.00		500		Facebook Dec 17
05/01/2018	Microsoft	DD10 004	39.50	39.50		500		DECEMBERCHARG
08/01/2018	Durham County Council Direct D	DD10 005	802.00	802.00		500		Business rates inst 10
08/01/2018	Adobe Systems Software	DD10 006	16.64	16.64		500		Adobe charges
09/01/2018	Barclays	DD10 007	48.00	48.00		500		Dec charges e account
09/01/2018	Barclays	DD10 026	124.51	124.51		500		Mixed account charges
10/01/2018	BACS B/L Pymnt Page 464	BACS	10,258.87	10,258.87		500		BACS B/L Pymnt Page 464
10/01/2018	BACS B/L Pymnt Page 465	BACS	229.60	229.60		500		BACS B/L Pymnt Page 465
11/01/2018	Civic Hall Petty Cash	DD10 008	300.00			200	300.00	Petty cash top up
12/01/2018	Lanchester Dairies Ltd	DD10 009	29.22	29.22		500		Milk w/e 05/01
15/01/2018	ITC Service Ltd	DD10 010	633.37	633.37		500		copying Nov 17
15/01/2018	British Telecom Payments Centr	DD10 012	28.56	28.56		500		Mobile charges Dec 17
15/01/2018	Worldpay	DD10 015	78.96	78.96		500		Internet charges Dec 17
15/01/2018	Amazon	DD10 011	1.35			4102 110	1.35	Stickers
16/01/2018	North of England Stocktakers	100004	125.00	125.00		500		stocktake 12/12
19/01/2018	HMRC	DD10 018	10,831.23			4005 500	1,926.86	Payroll deductions December
						4000 505	708.26	Payroll deductions December
						4000 500	-500.00	Advance recovery December
						4000 500	3,217.14	Payroll deductions December
						4000 101	-233.10	advance recovery December
						4000 101	5,712.07	Payroll deductions December
19/01/2018	Lanchester Dairies Ltd	DD10 014	38.96	38.96		500		Milk w/e 12/01
19/01/2018	Worldpay	DD10 016	71.71	71.71		500		Card charges Dec 17
19/01/2018	Worldpay	DD10 017	28.58	28.58		500		card charges Dec 17
19/01/2018	BOC	DD10 024	74.28	74.28		500		BOC charges dec 17
22/01/2018	Corona Energy Retail 2 Ltd	DD10 019	83.39	83.39		500		Gas Dec 17
23/01/2018	BACS B/L Pymnt Page 468	BACS	21,164.04	21,164.04		500		BACS B/L Pymnt Page 468
23/01/2018	BACS B/L Pymnt Page 469	BACS	6,259.40	6,259.40		500		BACS B/L Pymnt Page 469
23/01/2018	Post office ltd	DD10 013	121.00	121.00		500		100 1st, 100 2nd
23/01/2018	Molson Coors Brewng Co Ltd	DD10 020	241.90	241.90		500		P Grigio etc
23/01/2018	British Gas	DD10 021	2,057.74	2,057.74		500		Electricity December 17

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Cash Book 1

User : SO

Current Bank A/c

For Month No : 10

Payments for Month 10

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</u> <u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
25/01/2018	Payroll January 18	DD10 022	20,842.25			4005 500	5,439.38	Payroll January 18
						4000 505	2,692.47	Payroll January 18
						4000 500	5,528.45	Payroll January 18
						4000 101	7,181.95	Payroll January 18
26/01/2018	Lanchester Dairies Ltd	DD10 023	19.48	19.48		500		milk w/e 26/01
29/01/2018	Refund- re overcharge	DD10 025	6.00			530	6.00	Refund-o'charge- Black Magic
02/02/2018	BACS B/L Pymnt Page 474	BACS	26,280.38	26,280.38		500		BACS B/L Pymnt Page 474
02/02/2018	North of England Stocktakers	100005	125.00	125.00		500		stocktaking 16/01
Total Payments for Month			101,059.54	69,078.71	0.00		31,980.83	
Balance Carried Fwd			487,321.67					
Cash Book Totals			<u>588,381.21</u>	<u>69,078.71</u>	<u>0.00</u>		<u>519,302.50</u>	

Date: 05/02/2018

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Cash Book 1

User : SO

Current Bank A/c

For Month No : 10

Receipts for Month 10

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		565,539.39					565,539.39	
Banked on : 30/12/2017		216.00						
INC10 007	Internet rec 29/12-30/12	1.00		0.17	4102	500	0.83	Internet rec 29/12-30/12
INC10 007	internet rec 29/12-30/12	3.00		0.50	4998	500	2.50	internet rec 29/12-30/12
INC10 007	internet rec 29/12-30/12	212.00			530		212.00	internet rec 29/12-30/12-prof
Banked on : 02/01/2018		405.00						
Sales Recpts Page 464		405.00	405.00		100			Sales Recpts Page 464
Banked on : 02/01/2018		270.00						
Sales Recpts Page 469		270.00	270.00		100			Sales Recpts Page 469
Banked on : 06/01/2018		411.50						
INC10 008	internet 02/01-06/01	4.00		0.67	4102	500	3.33	internet 02/01-06/01
INC10 008	internet 02/01-06/01	10.50		1.75	4998	500	8.75	internet 02/01-06/01
INC10 008	internet 02/01-06/01	104.00		17.33	1012	500	86.67	internet 02/01-06/01
INC10 008	internet rec 02/01-06/01	293.00			530		293.00	internet rec 02/01-06/01-prof
Banked on : 09/01/2018		24.91						
INC10 05	Barclays Bank	24.91			4999	110	24.91	loyalty reward mixed account
Banked on : 09/01/2018		9.60						
INC10 006	Barclays Bank	9.60			4999	110	9.60	Loyalty reward e account
Banked on : 10/01/2018		914.63						
INC10 011	card rec 02/01-10/01	88.63		14.77	1220	505	73.86	card rec 02/01-10/01
INC10 011	card rec 02/01-10/01	1.00			4104	500	1.00	card rec 02/01-10/01
INC10 011	card rec 02/01-10/01	130.00		21.67	1000	500	108.33	card rec 02/01-10/01-jack
INC10 011	card rec 02/01-10/01	695.00			530		695.00	card rec 02/01-10/01-prof
Banked on : 12/01/2018		132.00						
Sales Recpts Page 463		132.00	132.00		100			Sales Recpts Page 463
Banked on : 12/01/2018		5,513.82						
INC10 003	var cash/chqs w/c 18/12	30.00		5.00	1010	500	25.00	keep fit 18/12
INC10 003	var cash/chqs w/c 18/12	-20.00			1010	500	-20.00	keep fit instructor 18/12
INC10 003	var cash/chqs w/c 18/12	1,244.17		207.36	1220	505	1,036.81	var cash/chqs w/c 18/12
INC10 003	var cash/chqs w/c 18/12	3,596.65		599.44	1020	510	2,997.21	var cash/chqs w/c 18/12
INC10 003	var cash/chqs w/c 18/12	3.00		0.50	4105	500	2.50	var cash/chqs w/c 18/12
INC10 003	var cash/chqs w/c 18/12	10.00			1028	500	10.00	gift voucher sale w/c 18/12
INC10 003	var cash/chqs w/c 18/12	613.00		102.17	1000	500	510.83	var cash/chqs w/c 18/12
INC10 003	var cash/chqs w/c 18/12	15.00		2.50	1000	500	12.50	var cash/chqs w/c 18/12- Jack
INC10 003	var cash/chqs w/c 18/12	22.00			530		22.00	var cash/chqs w/c 18/12-prof
Banked on : 12/01/2018		1,410.85						
INC10 004	var cash/chqs w/c 02/01	447.25		74.54	1220	505	372.71	var cash/chqs w/c 02/01
INC10 004	var cash/chqs w/c 02/01	0.10		0.02	4105	500	0.08	var cash/chqs w/c 02/01
INC10 004	var cash/chqs w/c 02/01	291.00			1028	500	291.00	panto sales-programmes
INC10 004	var cash/chqs w/c 02/01	514.50		85.75	1028	500	428.75	panto- merchandise sales
INC10 004	var cash/chqs w/c 02/01	158.00			530		158.00	var cash/chqs w/c 02/01-prof
Banked on : 14/01/2018		936.91						

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Cash Book 1

User : SO

Current Bank A/c

For Month No : 10

Receipts for Month 10

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
INC10 010	var cash/chqs w/c 08/01	45.00		7.50	1000	500	37.50	keep fit 08/01
INC10 010	var cash/chqs w/c 08/01	-20.00			1000	500	-20.00	keep fit instructor
INC10 010	var cash/chqs w/c 08/01	650.41		108.40	1220	505	542.01	var cash/chqs w/c 08/01
INC10 010	var cash/chqs w/c 08/01	76.50		12.75	1020	510	63.75	var cash/chqs w/c 08/01
INC10 010	var cash/chqs w/c 08/01	185.00			530		185.00	var cash/chqs w/c 08/01-prof
Banked on : 14/01/2018		1,225.00						
INC10 015	internet rec 08/01-14/01	12.00		2.00	4102	500	10.00	internet rec 08/01-14/01
INC10 015	internet rec 08/01-14/01	36.00		6.00	4998	500	30.00	internet rec 08/01-14/01
INC10 015	internet rec 08/01-14/01	41.00		6.83	1012	500	34.17	internet rec 08/01-14/01
INC10 015	internet rec 08/01-14/01	71.00		11.83	1000	500	59.17	internet rec 08/01-14/01-Jack
INC10 015	internet rec 08/01-14/01	1,065.00			530		1,030.00	internet rec 08/01-14/01-prof
					530		35.00	internet rec 08/01-14/01-comm
Banked on : 15/01/2018		397.50						
Sales Recpts Page 468		397.50	397.50		100			Sales Recpts Page 468
Banked on : 18/01/2018		50.00						
Sales Recpts Page 466		50.00	50.00		100			Sales Recpts Page 466
Banked on : 19/01/2018		480.00						
Sales Recpts Page 467		480.00	480.00		100			Sales Recpts Page 467
Banked on : 19/01/2018		402.00						
Sales Recpts Page 470		402.00	402.00		100			Sales Recpts Page 470
Banked on : 22/01/2018		1,528.00						
INC10 021	internet rec 16/01-22/01	13.00		2.17	4102	500	10.83	internet rec 16/01-22/01
INC10 021	internet rec 16/01-22/01	39.00		6.50	4998	500	32.50	internet rec 16/01-22/01
INC10 021	internet rec 16/01-22/01	235.00		39.17	1012	500	195.83	internet rec 16/01-22/01-oklah
INC10 021	internet rec 16/01-22/01	176.00		29.33	1012	500	146.67	internet rec 16/01-22/01-Arthu
INC10 021	internet rec 16/01-22/01	1,065.00			530		865.00	internet rec 16/01-22/01-prof
					530		200.00	internet rec 16/01-22/01-comm
Banked on : 24/01/2018		725.41						
INC10 020	card rec 11/01-24/01	104.21		17.37	1220	505	86.84	card rec 11/01-24/01
INC10 020	card rec 11/01-24/01	50.20		8.37	1020	510	41.83	card rec 11/01-24/01
INC10 020	card rec 11/01-24/01	2.00		0.33	4104	500	1.67	card rec 11/01-24/01
INC10 020	card rec 11/01-24/01	569.00			530		569.00	card rec 11/01-24/01-prof
Banked on : 24/01/2018		50.00						
Sales Recpts Page 477		50.00	50.00		100			Sales Recpts Page 477
Banked on : 25/01/2018		102.85						
INC10 018	Moriacon	24.00			4413	320	24.00	balance of cash float-Moriacon
INC10 018	Durham Constabulary	78.85			4500	400	78.85	MIF58- return of unspent cash
Banked on : 25/01/2018		90.00						
Sales Recpts Page 474		90.00	90.00		100			Sales Recpts Page 474
Banked on : 25/01/2018		2,986.00						
Sales Recpts Page 475		2,986.00	2,986.00		100			Sales Recpts Page 475

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Date: 05/02/2018

Stanley Town Council 2017-18

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Cash Book 1

User : SO

Current Bank A/c

For Month No : 10

Receipts for Month 10

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
Banked on : 26/01/2018		180.00					
	Sales Recpts Page 471	180.00	180.00		100		Sales Recpts Page 471
Banked on : 26/01/2018		-23.80					
	Sales Recpts Page 473	-23.80	-23.80		100		Sales Recpts Page 473
Banked on : 26/01/2018		1.00					
INC10 023	postage	1.00		0.17	4104 500	0.83	postage
Banked on : 27/01/2018		266.70					
INC10 023	card rec 24/01-27/01	17.70		2.95	1220 505	14.75	card rec 24/01-27/01
INC10 023	card rec 24/01-27/01	249.00			530	249.00	card rec 24/01-27/01-prof
Banked on : 28/01/2018		887.50					
INC10 022	internet rec 22/01-28/01	12.00		2.00	4102 500	10.00	internet rec 22/01-28/01
INC10 022	internet rec 22/01-28/01	27.00		4.50	4998 500	22.50	internet rec 22/01-28/01
INC10 022	internet rec 22/01-28/01	48.00		8.00	1012 500	40.00	internet rec 22/01-28/01-Arthu
INC10 022	internet rec 22/01-28/01	800.50			530	760.50	internet rec 22/01-28/01-prof
					530	40.00	internet rec 22/01-28/01-comm
Banked on : 29/01/2018		105.00					
	Sales Recpts Page 472	105.00	105.00		100		Sales Recpts Page 472
Banked on : 29/01/2018		1,131.18					
INC10 018	var cash/chqs w/c 15/01	36.00		6.00	1010 500	30.00	keep fit 15/01
INC10 018	var cash/chqs w/c 15/01	-20.00			1010 500	-20.00	keep fit instructor
INC10 018	var cash/chqs w/c 15/01	491.78		81.96	1220 505	409.82	var cash/chqs w/c 15/01
INC10 018	var cash/chqs w/c 15/01	519.60		86.60	1020 510	433.00	var cash/chqs w/c 15/01
INC10 018	var cash/chqs w/c 15/01	0.80		0.13	4105 500	0.67	var cash/chqs w/c 15/01
INC10 018	var cash/chqs w/c 15/01	32.00		5.33	1012 500	26.67	var cash/chqs w/c 15/01-Arthur
INC10 018	var cash/chqs w/c 15/01	71.00			530	71.00	var cash/chqs w/c 15/01-prof
Banked on : 29/01/2018		1,227.26					
INC10 019	var cash/chqs w/c 22/01	33.00		5.50	1010 500	27.50	keep fit 22/01
INC10 019	var cash/chqs w/c 22/01	-20.00			1010 500	-20.00	keep fit instructor
INC10 019	var cash/chqs w/c 22/01	768.76		128.13	1220 505	640.63	var cash/chqs w/c 22/01
INC10 019	var cash/chqs w/c 22/01	0.50		0.08	4105 500	0.42	var cash/chqs w/c 22/01
INC10 019	var cash/chqs w/c 22/01	27.00		4.50	1012 500	22.50	var cash/chqs w/c 22/01-Oklaho
INC10 019	var cash/chqs w/c 22/01	418.00			530	398.00	var cash/chqs w/c 22/01-prof
					530	20.00	var cash/chqs w/c 22/01-comm
Banked on : 29/01/2018		785.00					
INC10 024	CDCF	785.00			1075 101	785.00	Employment grant B Natrass
Banked on : 05/02/2018		50.00					
	Sales Recpts Page 476	50.00	50.00		100		Sales Recpts Page 476
Banked on : 05/02/2018		-50.00					
	Sales Recpts Page 478	-50.00	-50.00		100		Sales Recpts Page 478

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Stanley Town Council 2017-18

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Cash Book 1

User : SO

Current Bank A/c

For Month No : 10

Total Receipts for Month	22,841.82	5,523.70	1,728.54	15,589.58
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Cash Book Totals	<u>588,381.21</u>	<u>5,523.70</u>	<u>1,728.54</u>	<u>581,128.97</u>
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Bank Reconciliation Statement as at: 31/01/2018 for Cash Book 1 Current Bank A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Bank Account-e account	31/01/2018		22,880.14
mixed payments account	31/01/2018		10,328.42
Savings Account	31/01/2018		480,643.49
			<u>513,852.05</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
16/01/2018 100004 North of England Stocktakers		125.00	
			<u>125.00</u>
			513,727.05
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			513,727.05
		Balance per Cash Book is :-	513,727.05
		Difference is :-	0.00



1 Feb 2018
Miss Nicola James
Email: nicola.james@stanley-tc.gov.uk
Work Email: nicola.james@stanley-tc.gov.uk
Work Tel: 01207 299109

Transactions

Mixed Payments Plan

20-33-51 60189243

Available balance ?	£7,252.42
Last night's balance ?	£10,328.42
Overdraft limit	£0.00

e-Payments Plan

20-33-51 43231674

Available balance ?	£62,249.98
Last night's balance ?	£22,880.14
Overdraft limit	£0.00

Active Saver

20-33-51 93186547

Available balance ?	£440,643.49
Last night's balance ?	£480,643.49
Overdraft limit	n/a

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
100	Debtors			929.50	
105	VAT Control A/c			4,348.44	
200	Current Bank A/c			487,321.67	
201	Civic Hall Petty Cash			1,170.17	
202	Civic Hall Refunds Float			105.50	
205	Office Petty Cash			117.42	
220	Civic Hall Float			2,000.00	
310	General Reserves				346,032.23
315	EM Reserve - Front Street				25,000.00
500	Creditors				3,642.25
520	Receipts in Advance				144.00
530	Ticket income for future shows				9,441.00
540	Room hire deposits-wedding etc				850.00
1000	Ticket Sales Retained	500	Civic Hall		28,269.60
1002	Ticket sales ret'd- Ext shows	500	Civic Hall		3,481.43
1005	Ticket Sales Non Retained	500	Civic Hall		49,170.49
1010	Hall Hire	500	Civic Hall		46,113.35
1012	Civic Players etc-Fees, Subs,	500	Civic Hall		6,684.87
1020	Bar Takings	510	Civic Hall Bar		47,671.09
1026	Table packages etc	500	Civic Hall		561.67
1028	Resale Items	500	Civic Hall		853.12
1029	Recharged buffet, disco etc	500	Civic Hall		2,174.87
1031	PRS income	500	Civic Hall		40.00
1032	Recharged technical	500	Civic Hall		533.33
1035	Town Mayor's charity account	200	Democracy		100.00
1050	Interest	110	Administration		1,056.15
1075	Grants	101	Staffing		785.00
1081	Donations	500	Civic Hall		3,665.94
1091	Art Work Sales	500	Civic Hall		3.50
1176	Precept	111	Precept		674,837.00
1177	LCTRS Grant	111	Precept		112,039.00
1200	Hot Drinks	505	Coffee Shop		213.67
1220	Coffee Shop	505	Coffee Shop		27,994.32
4000	Direct Salaries	101	Staffing	117,037.30	
4000	Direct Salaries	500	Civic Hall	92,490.37	
4000	Direct Salaries	505	Coffee Shop	30,926.25	
4005	Casual Staff	500	Civic Hall	43,644.29	
4008	Training	101	Staffing	1,412.00	
4008	Training	500	Civic Hall	137.00	
4009	Clothing Costs	500	Civic Hall	879.18	
4009	Clothing Costs	505	Coffee Shop	97.50	
4009	Clothing Costs	510	Civic Hall Bar	109.90	

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4010	Payroll SLA	101	Staffing	1,789.49	
4011	Travel & Subsistence	500	Civic Hall	19.48	
4049	Rent	305	PACT House	8,000.00	
4050	Rates	307	AP Community Room	332.26	
4050	Rates	500	Civic Hall	8,015.20	
4051	Water Rates	500	Civic Hall	584.23	
4052	Electricity	307	AP Community Room	262.60	
4052	Electricity	500	Civic Hall	11,159.03	
4053	Gas	307	AP Community Room	374.99	
4053	Gas	500	Civic Hall	867.17	
4054	Insurance	110	Administration	3,729.21	
4055	Cleaning	500	Civic Hall	3,155.40	
4056	Alarm Maintenance	500	Civic Hall	1,830.67	
4057	Window Cleaning	500	Civic Hall	150.00	
4058	Trade Waste	500	Civic Hall	1,150.00	
4059	Laundry	500	Civic Hall	579.12	
4065	Repairs & Maintenance	110	Administration	8.40	
4065	Repairs & Maintenance	307	AP Community Room	357.96	
4065	Repairs & Maintenance	500	Civic Hall	6,135.66	
4065	Repairs & Maintenance	505	Coffee Shop	149.00	
4066	Tools & Equipment	200	Democracy	1,109.18	
4066	Tools & Equipment	500	Civic Hall	6,195.10	
4066	Tools & Equipment	505	Coffee Shop	112.92	
4066	Tools & Equipment	510	Civic Hall Bar	80.00	
4067	Furniture & Fittings	500	Civic Hall	373.95	
4069	Pest Control	500	Civic Hall	266.69	
4070	Crockery,Cutlery etc	505	Coffee Shop	49.59	
4071	Health & Safety - Fire	500	Civic Hall	145.30	
4072	Health & Safety First Aid	500	Civic Hall	63.98	
4073	Health and Safety	500	Civic Hall	1,266.50	
4075	Advertising	115	Publicity	3,285.66	
4075	Advertising	500	Civic Hall	8,274.94	
4076	Marketing & Promotion	500	Civic Hall	6,865.57	
4077	Licences	110	Administration	475.00	
4077	Licences	500	Civic Hall	2,849.54	
4079	Security	500	Civic Hall	178.57	
4100	Telephones	500	Civic Hall	2,569.18	
4101	Mobile Phones	110	Administration	318.31	
4102	Stationery	110	Administration	307.23	
4102	Stationery	200	Democracy	100.00	
4102	Stationery	500	Civic Hall	522.53	
4104	Postage	110	Administration	233.58	

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4104	Postage	500	Civic Hall	1,219.75	
4105	Photocopying	110	Administration	498.04	
4105	Photocopying	500	Civic Hall	714.91	
4106	Subscriptions	110	Administration	4,094.17	
4111	Audit Internal	110	Administration	720.00	
4112	Professional Fees	110	Administration	12,259.71	
4112	Professional Fees	305	PACT House	1,175.00	
4114	Refreshments	110	Administration	33.74	
4114	Refreshments	200	Democracy	57.02	
4120	IT - Antivirus	110	Administration	16.00	
4120	IT - Antivirus	500	Civic Hall	179.97	
4121	IT - Website Support	110	Administration	75.00	
4122	IT - Email Maintenance	110	Administration	2,216.03	
4123	IT - Support & Maintenance	110	Administration	983.65	
4123	IT - Support & Maintenance	500	Civic Hall	2,264.43	
4124	IT - Equipment	110	Administration	1,842.80	
4125	IT - Software	110	Administration	1,470.04	
4125	IT - Software	500	Civic Hall	489.10	
4156	Civic Hall - Structure	800	Loan Costs	30,977.39	
4160	Civic Hall - Equipment	800	Loan Costs	7,081.89	
4300	Environmental Services	300	Services	48,624.90	
4301	Tractors	300	Services	50.00	
4321	Detached Youth Project	300	Services	30,000.00	
4322	Road Safety Initiatives	300	Services	301.00	
4324	Money Advice Service	300	Services	30,000.00	
4401	Firework Festival	320	Events	10,000.00	
4402	Christmas Festival	320	Events	9,952.13	
4405	Blooming Good Fun	320	Events	943.99	
4407	Play in the Park	320	Events	14,688.58	
4410	Remembrance Services	320	Events	510.00	
4412	Armed Forces Day	320	Events	4,443.09	
4413	Moria-Con	320	Events	3,597.54	
4418	Older People's Entertainment	320	Events	850.00	
4419	Other Events	320	Events		675.80
4420	Blue Plaque Scheme	320	Events	448.00	
4423	Heritage Projects	320	Events	2,431.90	
4425	Technical Support	500	Civic Hall	3,444.96	
4439	Christmas Decorations	320	Events	20,537.49	
4500	Members Initiative Fund	400	Grants	41,293.89	
4502	Other Grants	400	Grants	39,583.60	
4560	Coffee Shop-Food	505	Coffee Shop	11,571.10	
4600	Bar Stock	510	Civic Hall Bar	26,926.66	

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4601	Bar Supplies - Sundry Items	510	Civic Hall Bar	157.38	
4602	Bar - Stocktaking Costs	505	Coffee Shop	485.00	
4602	Bar - Stocktaking Costs	510	Civic Hall Bar	735.00	
4603	Bar - gas	510	Civic Hall Bar	263.00	
4625	Coffee Shop supplies	505	Coffee Shop	351.00	
4650	Events - Civic Hall	500	Civic Hall	34,291.31	
4651	Events - Externally Organised	500	Civic Hall	4.17	
4652	Civic Hall Performers	500	Civic Hall	14,604.92	
4654	Purchases for weddings/parties	500	Civic Hall	1,822.90	
4700	Ticket Sales Paid Over	500	Civic Hall	49,170.48	
4750	Resale Items	500	Civic Hall	662.04	
4751	Technical supp-rechargeable	500	Civic Hall	715.00	
4752	Purchases weddings etc- rech	500	Civic Hall	2,730.96	
4800	Member Training	200	Democracy	1,469.00	
4803	Chairmans Fund	200	Democracy	1,002.14	
4808	Election Costs	200	Democracy	32,149.10	
4996	PWLB Loan - Principal	520	Loan Charges	10,000.00	
4997	PWLB Loan - Interest	520	Loan Charges	1,824.00	
4998	Transaction Fees	500	Civic Hall	2,536.80	
4999	Bank Charges	110	Administration	1,472.33	
Trial Balance Totals :				1,392,033.68	1,392,033.68
Difference				0.00	

At : 16:07

Reprint of Purchase Ledger Payments Entered

		Ledger No : 1	Month No : 10	Linked to Cash Book : 1			
Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorised	Amount Due	Disc Taken	Amount Paid	Invoice Balance
		AA Hygiene	AAHYGIENE				
01/12/2017	011217	sanitary/nappy bins q/e 28/02	BACS10 017	135.20	0.00	135.20	0.00
01/12/2017	01092017	sanitary/nappy bins q/e 30/11	BACS10 018	135.20	0.00	135.20	0.00
				0.00		270.40	
				Above paid on : 10/01/2018 By BACS AAHYGIENE			
		Newsquest Media Group	ADVERT				
18/12/2017	22982386	D Adv, CLS Adv 14/12	BACS10 010	96.00	0.00	96.00	0.00
19/12/2017	23037321	Looking back Christmas 18/12	BACS10 011	60.00	0.00	60.00	0.00
				0.00		156.00	
				Above paid on : 10/01/2018 By BACS ADVERT			
		Alison Smith	ASMITH				
08/01/2018	SNOWWHITE	Panto chaperones	BACS10 020	300.00	0.00	300.00	0.00
				0.00		300.00	
				Above paid on : 10/01/2018 By BACS ASMITH			
		G Fletcher	AUDITOR				
05/11/2017	STTC1/17	internal audit 2.25 days	BACS10 006	360.00	0.00	360.00	0.00
				0.00		360.00	
				Above paid on : 10/01/2018 By BACS AUDITOR			
		Catchgate Primary School	CATCHSCH				
10/01/2018	MIF593	MIF593 Catchgate N Wrights	BACS10 026	300.00	0.00	300.00	0.00
				0.00		300.00	
				Above paid on : 10/01/2018 By BACS CATCHSCH			
		Alan Graham Costumes	COSTUMES				
07/12/2017	0083	Panto costumes	BACS10 019	245.00	0.00	245.00	0.00
				0.00		245.00	
				Above paid on : 10/01/2018 By BACS COSTUMES			
		Craghead Colliery Band	CRAGHEAD				
31/01/2018	171111	bugler armistice day	BACS10 001	30.00	0.00	30.00	0.00
31/01/2018	171202	Craghead band-tree switch on	BACS10 003	300.00	0.00	300.00	0.00
31/01/2018	171210	Craghead band- mayor's christm	BACS10 002	200.00	0.00	200.00	0.00
				0.00		530.00	
				Above paid on : 10/01/2018 By BACS CRAGHEAD			
		Derwentside Business Network	DBN				

At : 16:07

Reprint of Purchase Ledger Payments Entered

Ledger No : 1			Month No : 10		Linked to Cash Book : 1		
Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorised	Amount Due	Disc Taken	Amount Paid	Invoice Balance
04/01/2018	I011801	DBN subscription to Jan 2019	BACS10 004	72.00	0.00	72.00	0.00
					0.00	72.00	
				Above paid on : 10/01/2018		By BACS	DBN
		Durham County Council	DCCRB				
19/12/2017	252619143	boiler repair/pump	BACS10 005	4,329.06	0.00	4,329.06	0.00
					0.00	4,329.06	
				Above paid on : 10/01/2018		By BACS	DCCRB
		Hoge 100 Business Systems Ltd	HOG100				
02/01/2018	23285	web sales december 17	BACS10 007	523.93	0.00	523.93	0.00
					0.00	523.93	
				Above paid on : 10/01/2018		By BACS	HOG100
		Hopwells	HOPWELLS				
12/12/2017	ID1453432	panini etc	BACS10 008	134.27	0.00	134.27	0.00
					0.00	134.27	
				Above paid on : 10/01/2018		By BACS	HOPWELLS
		JAK HQ Ltd	JAK				
03/01/2018	62081	In and around Feb 18	BACS10 009	120.00	0.00	120.00	0.00
					0.00	120.00	
				Above paid on : 10/01/2018		By BACS	JAK
		Kathleen Knox	KNOX				
08/01/2018	SNOWWHITE	Panto choreography	BACS10 021	700.00	0.00	700.00	0.00
					0.00	700.00	
				Above paid on : 10/01/2018		By BACS	KNOX
		Miko Coffee	MIKO				
02/01/2018	9518000046	coffee beans	BACS10 022	139.42	0.00	139.42	0.00
					0.00	139.42	
				Above paid on : 10/01/2018		By BACS	MIKO
		New Kyo and Oxhill Partnership	NEWKYO				
10/01/2018	MIF595	MIF595- Panto inclusion	BACS10 025	530.00	0.00	530.00	0.00
					0.00	530.00	
				Above paid on : 10/01/2018		By BACS	NEWKYO
		National Pot Leek Society	NPLS				

At : 16:07

Reprint of Purchase Ledger Payments Entered

Ledger No : 1			Month No : 10		Linked to Cash Book : 1		
Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorised	Amount Due	Disc Taken	Amount Paid	Invoice Balance
10/01/2018	MIF597	MIF597 NPLS year book	BACS10 027	500.00	0.00	500.00	0.00
					0.00	500.00	
Above paid on : 10/01/2018					By BACS	NPLS	
Pioneer Foods			PIONEER				
20/12/2017	741112	ice creams/cans	BACS10 014	369.55	0.00	369.55	0.00
23/12/2017	748878	ice creams	BACS10 023	142.38	0.00	142.38	0.00
					0.00	511.93	
Above paid on : 10/01/2018					By BACS	PIONEER	
Normans of Billingham Ltd			STATIONERY				
14/12/2017	SINV00740666	copier paper	BACS10 012	61.50	0.00	61.50	0.00
20/12/2017	SINV00741668	desk diary etc	BACS10 013	50.65	0.00	50.65	0.00
					0.00	112.15	
Above paid on : 10/01/2018					By BACS	STATIONERY	
Strike While the Irons Hot Ltd			STRIKE				
03/01/2018	001489	laundry 19/12	BACS10 024	36.72	0.00	36.72	0.00
					0.00	36.72	
Above paid on : 10/01/2018					By BACS	STRIKE	
Tyneside Foodservice Ltd			TYNESIDE				
07/12/2017	316821	316821/2073/Tyneside Foodservi	BACS10 015	217.39	0.00	217.39	0.00
15/12/2017	319909	corned beef etc	BACS10 016	170.60	0.00	170.60	0.00
					0.00	387.99	
Above paid on : 10/01/2018					By BACS	TYNESIDE	
PAYMENT TOTALS				0.00	10,258.87		

At : 16:06

Reprint of Purchase Ledger Payments Entered

Ledger No : 1				Month No : 10		Linked to Cash Book : 1	
Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorised	Amount Due	Disc Taken	Amount Paid	Invoice Balance
		St Thomas PCC	STTHOMASPC				
10/01/2018	MIF599	MIF599 St Thomas heaters	BACS10 029	229.60	0.00	229.60	0.00
					0.00	229.60	
				Above paid on : 10/01/2018 By BACS STTHOMASP			
				PAYMENT TOTALS	0.00	229.60	

At : 16:06

Reprint of Purchase Ledger Payments Entered

		Ledger No : 1	Month No : 10	Linked to Cash Book : 1			
Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorised	Amount Due	Disc Taken	Amount Paid	Invoice Balance
		Crystal View	CRYSTAL				
04/12/2017	2146	window cleaning december	BACS10 032	25.00	0.00	25.00	0.00
15/01/2018	2231	window cleaning jan 18	BACS10 033	25.00	0.00	25.00	0.00
				0.00		50.00	
				Above paid on : 23/01/2018		By BACS	CRYSTAL
		Durham County Council	DCCRB				
11/01/2018	601085483	by election 14 sept 2017	BACS10 036	10,904.52	0.00	10,904.52	0.00
				0.00		10,904.52	
				Above paid on : 23/01/2018		By BACS	DCCRB
		Geordies Signs	GEORDIES				
17/01/2018	INV-0226	loyalty cards	BACS10 031	48.00	0.00	48.00	0.00
				0.00		48.00	
				Above paid on : 23/01/2018		By BACS	GEORDIES
		Josef Weinberger ltd	JW				
15/01/2018	ARTHUR	Arthur- performing rights	BACS10 039	375.00	0.00	375.00	0.00
				0.00		375.00	
				Above paid on : 23/01/2018		By BACS	JW
		SAF Loughland	MAGICLIGHT				
10/01/2018	LB17	Balance Snow White set	BACS10 038	3,166.00	0.00	3,166.00	0.00
				0.00		3,166.00	
				Above paid on : 23/01/2018		By BACS	MAGICLIGHT
		Main Brothers DIY	MAIN				
30/12/2017	33	Main Bros December 17	BACS10 046	207.99	0.00	207.99	0.00
				0.00		207.99	
				Above paid on : 23/01/2018		By BACS	MAIN
		Medics UK (North East) Ltd	MEDICS				
17/11/2017	E2017/0639	Remembrance sunday- first aid	BACS10 045	130.00	0.00	130.00	0.00
				0.00		130.00	
				Above paid on : 23/01/2018		By BACS	MEDICS
		Alan Oliver	OLIVER				

At : 16:06

Reprint of Purchase Ledger Payments Entered

		Ledger No : 1	Month No : 10	Linked to Cash Book : 1			
Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorised	Amount Due	Disc Taken	Amount Paid	Invoice Balance
11/12/2017	68830	CO alarm, remove cooker, CP12	BACS10 040	95.00	0.00	95.00	0.00
					0.00	95.00	
				Above paid on : 23/01/2018		By BACS	OLIVER
		Printmeit.com Ltd	PRINTMEIT				
21/12/2017	1324906	What's on design fee	BACS10 037	432.00	0.00	432.00	0.00
18/01/2018	1325196	flyers/posters we love you art	BACS10 034	247.40	0.00	247.40	0.00
					0.00	679.40	
				Above paid on : 23/01/2018		By BACS	PRINTMEIT
		GWK Woodshed	WOODSHED				
08/01/2018	WS221	GWK- overtime light switch on	BACS10 035	5,508.13	0.00	5,508.13	0.00
					0.00	5,508.13	
				Above paid on : 23/01/2018		By BACS	WOODSHED
				PAYMENT TOTALS	0.00	21,164.04	

At : 16:06

Reprint of Purchase Ledger Payments Entered

		Ledger No : 1	Month No : 10	Linked to Cash Book : 1			
Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorised	Amount Due	Disc Taken	Amount Paid	Invoice Balance
		Quaking Houses Village Hall	QUAKING				
10/01/2018	MIF600	MIF600 QH VH toddlers & clean	BACS10 041	1,779.00	0.00	1,779.00	0.00
10/01/2018	MIF601	MIF601 QH VH kitchen/decorate	BACS10 044	1,920.00	0.00	1,920.00	0.00
					0.00	3,699.00	
				Above paid on : 23/01/2018		By BACS	QUAKING
		Sedgefield Town Council	SEDFIELD				
23/01/2018	CIVICBALL	Sedgefield Civic Ball	BACS10 047	60.00	0.00	60.00	0.00
					0.00	60.00	
				Above paid on : 23/01/2018		By BACS	SEDFIELD
		Shildon Town Council Appeal	SHILDONAPL				
23/01/2018	CHARITYDINNE	Shildon Charity dinner	BACS10 048	30.00	0.00	30.00	0.00
					0.00	30.00	
				Above paid on : 23/01/2018		By BACS	SHILDONAPL
		Shield Row Allotment Association	SROW-ALLOT				
10/01/2018	MIF603	MIF803 S Row Skips	BACS10 042	500.00	0.00	500.00	0.00
					0.00	500.00	
				Above paid on : 23/01/2018		By BACS	SROW-
		South Stanley Infant & Nursery School	SSTAN-SCHL				
10/01/2018	MIF602	MIF602 sensory Garden	BACS10 043	1,970.40	0.00	1,970.40	0.00
					0.00	1,970.40	
				Above paid on : 23/01/2018		By BACS	SSTAN-SCHL
				PAYMENT TOTALS	0.00	6,259.40	

At : 16:06

Reprint of Purchase Ledger Payments Entered

		Ledger No : 1	Month No : 10	Linked to Cash Book : 1			
Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorised	Amount Due	Disc Taken	Amount Paid	Invoice Balance
		ADT Fire & Security PLC	ADT				
22/01/2018	37527131-61	call out Intruder alarm	BACS10 053	201.60	0.00	201.60	0.00
					0.00	201.60	
				Above paid on : 02/02/2018		By BACS	ADT
		The Crack	CRACK				
30/11/2017	SIN005022	The Crack - december advert	BACS10 058	285.00	0.00	285.00	0.00
					0.00	285.00	
				Above paid on : 02/02/2018		By BACS	CRACK
		Durham County Council	DCCRB				
29/01/2018	601086705	Elections 4 May 2017	BACS10 049	21,244.58	0.00	21,244.58	0.00
					0.00	21,244.58	
				Above paid on : 02/02/2018		By BACS	DCCRB
		Thomas Fattorini Ltd	FATTORINI				
23/01/2018	I226222	Box for Mayoral chain	BACS10 050	342.00	0.00	342.00	0.00
					0.00	342.00	
				Above paid on : 02/02/2018		By BACS	FATTORINI
		Pact House Stanley	PACTHOUSE				
30/01/2018	MIF605	MIF605 Freedom Zone LGBT	BACS10 055	1,752.50	0.00	1,752.50	0.00
					0.00	1,752.50	
				Above paid on : 02/02/2018		By BACS	PACTHOUSE
		Pioneer Foods	PIONEER				
25/01/2018	785714	Ice creams	BACS10 052	203.40	0.00	203.40	0.00
					0.00	203.40	
				Above paid on : 02/02/2018		By BACS	PIONEER
		Beamish Rockets	ROCKETS				
30/01/2018	MIF604	MIF604 Beamish Rockets	BACS10 054	500.00	0.00	500.00	0.00
					0.00	500.00	
				Above paid on : 02/02/2018		By BACS	ROCKETS
		St Andrews PCC	STANDREWS				
30/01/2018	MIF607	MIF607 Cook out	BACS10 057	500.00	0.00	500.00	0.00
					0.00	500.00	
				Above paid on : 02/02/2018		By BACS	STANDREWS
		Tanfield Lea Community Primary	TANPRIMARY				

Continued on Page No : 474

At : 16:06

Reprint of Purchase Ledger Payments Entered

Ledger No : 1			Month No : 10	Linked to Cash Book : 1			
Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorised	Amount Due	Disc Taken	Amount Paid	Invoice Balance
30/01/2018	MIF609	MIF609- Educ visits	BACS10 056	1,200.00	0.00	1,200.00	0.00
					0.00	1,200.00	
					Above paid on : 02/02/2018		By BACSTANPRIMARY
JG Uniforms			UNIFORM				
23/01/2018	8630	STC fleece/gloves	BACS10 051	51.30	0.00	51.30	0.00
					0.00	51.30	
					Above paid on : 02/02/2018		By BACS UNIFORM
PAYMENT TOTALS					0.00	26,280.38	

INTERNAL AUDIT REPORT

Stanley Town Council Budgetary Control

Assurance level:	Full Assurance
Report status:	Final Report
Date:	20th February 2018
Prepared by:	Gordon Fletcher, Internal Auditor for the Council
Issued to:	Alan Shaw, Town Clerk
Copied to:	Susan Oliver, Finance Manager

INTRODUCTION

1. In accordance with the agreed annual Internal Audit Plan, I have carried out a review of Stanley Town Council - Budgetary Control system. The review involved a visit to Stanley Town Council on the 7th February 2018.
2. In carrying out the audit, the time and assistance afforded by the Finance Manager and Town Clerk were greatly appreciated.

OBJECTIVE

3. The overall objective of my review is to provide a risk based assessment of the systems in place in order to form an opinion as to whether they are robust and provide an adequate basis for effective control.

The detailed objectives for this audit, are to ensure that;

- The budgetary control system sets and achieves objectives in accordance with the aims and policies of the Council.
- Compliance with internal and external regulations, legislation and guidance.
- Information used to monitor and manage budgets is reliable and accurate.
- Economic and efficient use of resources.

4. The Key risks for this audit are that:

- Management information is incorrect
- The agreed budget is altered/manipulated.
- Budget procedure is not followed correctly.
- The budget includes *ultra vires* expenditure and income.
- The budget is not reported and accepted formally.
- Council's objectives are not met.
- Unexpected expenditure.

SCOPE OF THE AUDIT

5. The scope of the audit involved the testing of the procedure in place to ensure that proper budgetary control arrangements are in place.
6. The report is intended to present to management the observations and conclusions of the audit. Wherever possible the observations and recommendations have been discussed with members of staff and their views taken into account.

SUMMARY OF WORK CARRIED OUT

7. **The budgetary control system sets and achieves objectives in accordance with the aims and policies of the Council**
 - 7.1. The Council has adequate financial regulations regarding the procedures to follow in preparing the budget and agreeing the precept, (annual estimates - paragraph 2) and for budget monitoring (paragraph 3).
 - 7.2. The budget for the coming financial year is discussed by the various Committees of the Council during October and November, with a first budget draft considered by the Finance and General Purposes Committee on 11th October 2017. The final budget draft was considered by the Finance and Governance Committee on 10th January 2018 and agreed by Full Council on 27th January 2018 with the precept agreed.

Item 7 – ATTACHMENT H

- 7.3. Paragraph 2.5 of the financial regulations state that “The Council shall prepare and have regard to, a three-year forecast of Revenue and Capital Receipts and Payments (Medium Term Financial Plan), which shall be prepared at the same time as the annual budget or estimates.

A draft Medium Term Plan (3 year) was discussed on 11th October 2017 Finance and Governance meeting, showing various objectives with target dates. Further meetings had taken place and an amended Plan went to 10th January 2018 Council Meeting to agree the Medium Term Plan Timeline, with the recommendation that the Council approve the Timeline to enable Committees to begin development of activity plans.

- 7.4. One of its objectives (no.6) within the Timeline is to conduct a full review of all Council staff to reflect the priorities identified within the Medium Term Plan.
- 7.5. The Town Clerk submits detailed budgetary control reports quarterly to the Finance and Governance Committee for Members to comment.

8. **Compliance with internal and external regulations, legislation and guidance**

- 8.1. The Financial Regulations detail Council policy with regard to annual estimates and budgetary control. Budgetary control is administered well with suitable regulations in place.

9. **Information used to monitor and manage budgetary control is reliable and accurate**

- 9.1. Cost Centre reports (detailing income and expenditure) are produced monthly from the RBS accounting system by the Finance Manager and reported regularly to the Finance and Governance Committee. Cost Centres are in line with the structure of the Council and its services and provide suitably detailed financial information to members.
- 9.2. The Finance Manager and Town Clerk monitors the budgets for all services monthly.
- 9.3. Reports detailing all income, bank balances and expenditure go to the Finance and Governance Committee for Member approval.
- 9.4. Any budget amendments throughout the year are approved by the Finance and Governance Committee.

10. **Economic and efficient use of resources**

- 10.1. The annual budget cycle begins around October and the process involves various Committees who discuss the budgets before they are discussed at the Finance and Governance Committee and then approved by Full Council in January each year.

11. OBSERVATIONS, RISKS AND RECOMMENDATIONS

12. My observations together with the associated risks are detailed in the action plan accompanying this report. For each area where an observation is made, a recommendation and priority for action is attached.
13. I have categorised the importance of my recommendations as follows:

Item 7 – ATTACHMENT H

- Critical – A control weakness that may have a significant impact upon the achievement of, not only the system objectives, but also the organisation's objectives
 - High – A control weakness that may have a significant impact upon the achievement of the system objectives
 - Medium – A control weakness that may have an impact upon the achievement of the system objectives
 - Low – A control weakness that does not impact upon the achievement of the system objectives, however, the implementation of which would improve overall control
14. My review has highlighted 0 priority issues considered for inclusion within this report, and no action plan is required.

AUDIT ASSURANCE LEVEL

15. Based upon the number and potential impact of the observations made, I can provide **Full Assurance**. This level of assurance is one of five possible levels which are shown in the table below.

Level of Assurance	Definition
Full Assurance	There is a sound system of controls in place & those controls are consistently applied & are fully effective. Control objectives are fully met.
Substantial Assurance	There is a sound system of control in place but some of the controls are not consistently applied or fully effective. Control objectives are largely achieved.
Moderate Assurance	There is basically a sound system of control in place, but there are weaknesses and evidence of non-compliance with or ineffective controls. Control objectives are often achieved.
Limited Assurance	The system of control is weak & there is evidence of non-compliance with controls that do exist. Control objectives are sometimes achieved.
No Assurance	There is no system of control in place and control objectives are rarely or never achieved.



Gordon Fletcher,
Internal Auditor to the Council
Date: 20th February 2018

INTERNAL AUDIT REPORT

STANLEY TOWN COUNCIL

Income Collection and Banking

Assurance level:	Full Assurance
Report status:	Final Report
Date:	20th February 2018
Prepared by:	Gordon Fletcher, Internal Auditor
Issued to:	Alan Shaw, Town Clerk
Copied to:	Finance Manager,

INTRODUCTION

1. As agreed in the annual internal audit plan for 2017/18 an audit was carried out on income collection and banking at the Civic Hall. This involved a visit to Stanley Town Council on 7th February 2018.
2. In carrying out the audit, the time and assistance afforded by the Finance Manager and Duty Manager was greatly appreciated.

OBJECTIVES

3. The overall objective of my review is to provide a risk based assessment of the systems in place in order to form an opinion as to whether they are robust and provide an adequate basis for effective internal control.
4. The detailed objectives for this audit are to;
 - There is compliance with internal and external procedures and policies, legislation and guidance.
 - All income collected at reception desk is accounted for and follows procedures.
 - All income from the bar and coffee shop was accounted for and follows procedures.
 - Bankings of monies are controlled and accounted for.
5. The Key risks for this audit are that:
 - Arrangements are not administered in line with Council procedures, policies, legislation and guidance.
 - Inefficient and uneconomic arrangements in place.
 - possible theft of monies
 - loss of income
 - incorrect calculations
 - possible fraud

SCOPE OF THE AUDIT

6. The scope of the audit involved evaluating the procedures in place for the collection and banking of income and to carry out relevant tests on these procedures.
7. The report is intended to present to management the observations and conclusions of the audit. Wherever possible the observations and recommendations have been discussed with staff and their views taken into account.

SUMMARY OF THE AUDIT WORK CARRIED OUT

8. **Ensure that there is compliance with internal and external regulations, legislation and guidance.**
- 8.1. Financial Regulations of the Council had previously been approved by the Finance, HR and General Purposes Committee and these appear to be fit for purpose for the Council.
- 8.2. A schedule of fees and charges for 2017/18 was agreed by Council on 18th October 2016.
- 8.3. The Town Council receives income from a variety of activities (hire of rooms, sale of tickets for events, bar sales, miscellaneous sales, and the coffee shop). This is received from reception, tills at the bar and the coffee shop.
9. **All income collected at reception desk is accounted for and follows procedures**
- 9.1. Income is collected at the Civic Hall's till at reception desk usually for the sale of tickets for Events Room Hire and miscellaneous. A receipt is produced from the till and given to the customer.
- 9.2. All monies received are recorded onto a Daily Cash Sheet by one of the receptionists, whom at the end of their shift, produce Z readings and at the end of the day the Duty Manager reconciles

Item 7 – ATTACHMENT I

the amount collected and records this amount on a Weekly Banking Sheet. The income is then placed in the safe in the Civic Hall Managers office.

- 9.3. The Daily Cash Sheets and the Weekly Banking Sheets (12) were checked from week beginning 2nd October 2017 to 18th December 2017. All Box Office Daily Cash Sheets reconciled to the reception Z readings and to the Weekly Banking Sheets. The Daily Cash Sheets were signed by the receptionist or Duty Manager when receiving money at the reception desk. The Weekly Banking Sheets were signed by the Duty Manager and P.A. to the Town Clerk when banking the monies.

10 All takings from the bar tills were controlled and accounted for.

- 10.1. Income is received from the bar where all monies taken is placed in the bar till by bar staff. At the end of the night the Bar Manager takes a "Z" reading from the till which is reconciled to the cash collected by the Bar staff. The amount of the Z reading is confirmed by the Duty Manager which is attached on a Bar Income Sheet. The monies are recorded onto the Weekly Banking Sheets by the Duty Manager and placed in the safe.
- 10.2. On examining the Weekly Banking Sheets, the bar income was identified and confirmed to the Bar Income Sheets and "Z" readings, between October and December 2017.

11. Ordering and receipt of bar purchases follow Council Regulations

- 11.1. Orders for bar purchases are carried out by the Bar Manager usually by ordering on line where a form is printed off. The Bar Manager is aware of the events coming up and therefore what stock is required. The form is kept by the Bar Manager for checking to the delivery note, which is then attached to the form. The invoice is checked to the form/delivery note and the invoice is authorised by the Bar Manager and passed to the Finance Manager for payment.

12 Bar stock levels are adequate and stock control is properly carried out.

- 12.1. A stock check is carried out monthly by an independent stock taker who then carries out a reconciliation, and produces a report. The Stock check covers all areas such as cellar, downstairs and upstairs bar. Last stock check report was received 24th January 2018 for the period 13/12/17 to 16/1/18.
- 12.2. Good records are kept of all waste and line clearance.

13. Room hire bookings

- 13.1. Booking forms are completed when a room is required for hire. Details are recorded onto the SAGE finance system where an invoice is produced. (See accounts receivable audit for full audit). Payment can be made by post or at reception.

14. Coffee Shop

- 14.1. The Civic Hall opened a coffee shop on 9th May 2016, and the income collection and banking arrangements were examined in detail for this.
- 14.2. All monies collected is placed in a till. At the end of the day the money collected is counted by the coffee shop staff and recorded on a daily sheet and is placed in an envelope for each day. A daily "Z" reading is produced and the amounts confirmed by the Duty Manager. Daily amounts are recorded onto the Weekly Banking Sheets, and the money placed in the safe.
- 14.3. Ordering is carried out by the Coffee Shop Manager usually on line and an e.mail confirms the order which is used to check deliveries, and invoices.
- 14.4. Monthly stock checks are carried out by an independent stock taker, the last stock check report was dated 24th January 2018 for the period 13/12/17 to 16/1/18.
- 14.5. The Daily Taking Sheets with Z readings and the Weekly Banking Sheets were checked from

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October to December 2017 and reconciled and properly signed by the Coffee Shop Manager and confirmed by the Duty Manager.

- 14.6. I understand that during the recent budget setting process the Council has decided that the Coffee shop was not economical to run and is to close on 31st March 2018.

15. Banking of monies

- 15.1. At the end of the week the Duty Manager reconciles all the collected income from the safe to the Weekly Cash Sheets, which is totalled and the monies to be banked is checked and collected by the P.A. to the Town Clerk who signs the Weekly Banking Sheet as confirmation of the monies collected and then pays in the monies on a paying in slip which shows total cash and cheques.
- 15.2. All monies collected and banked were confirmed to the bank statements.

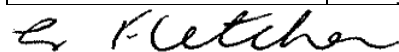
OBSERVATIONS, RISKS AND RECOMMENDATIONS

16. My observations together with the associated risks are detailed in an action plan (if required) accompanying this report. For each area where an observation is made, a recommendation and priority for action is attached.
17. I have categorised the importance of my recommendations as follows:
- Critical – A control weakness that may have a significant impact upon the achievement of, not only the system objectives, but also the organisation's objectives
 - High – A control weakness that may have a significant impact upon the achievement of the system objectives
 - Medium – A control weakness that may have an impact upon the achievement of the system objectives
 - Low – A control weakness that does not impact upon the achievement of the system objectives, however, the implementation of which would improve overall control
18. My review has highlighted 0 issues considered significant for inclusion within this report.

AUDIT ASSURANCE LEVEL

19. Based upon the number and potential impact of the observations made, I can provide **Full Assurance**. This level of assurance is one of five possible levels which are shown in the table below.

Level of Assurance	Definition
Full Assurance	There is a sound system of controls in place & those controls are consistently applied & are fully effective. Control objectives are fully met.
Substantial Assurance	There is a sound system of control in place but some of the controls are not consistently applied or fully effective. Control objectives are largely achieved.
Moderate Assurance	There is basically a sound system of control in place, but there are weaknesses and evidence of non-compliance with or ineffective controls. Control objectives are often achieved.
Limited Assurance	The system of control is weak & there is evidence of non-compliance with controls that do exist. Control objectives are sometimes achieved.
No Assurance	There is no system of control in place and control objectives are rarely or never achieved.



Gordon Fletcher, Internal Auditor to the Council

Date: 20th February 2018

INTERNAL AUDIT REPORT

Stanley Town Council Main Accounting

Assurance level:	Full Assurance
Report status:	Final Report
Date:	20th February 2018
Prepared by:	Gordon Fletcher
Issued to:	Alan Shaw, Town Clerk
Copied to:	Susan Oliver, Finance Manager

INTRODUCTION

1. In accordance with the agreed annual Internal Audit Plan, I have carried out a review of Stanley Town Council - Main Accounting system. The review involved a visit to Stanley Town Council on the 7th February 2018.
2. In carrying out the audit, the time and assistance afforded by the Town Clerk and Finance Manager was greatly appreciated.

OBJECTIVES OF THE AUDIT

3. The overall objective of my review is to provide a risk based assessment of the systems in place in order to form an opinion as to whether they are robust and provide an adequate basis for effective control.

The detailed objectives for this audit are to ensure that;

- All transactions recorded in the feeder systems (payroll, debtors, accounts payable and income received), are completely and accurately transferred to the main accounting system.
- Transactions in the main accounting system are correctly coded.
- Output from the main accounting system is correctly recorded in the Council's financial accounts.
- Security and integrity of the system is maintained.

4. The Key risks for this audit are that:

- Financial records and systems are not properly updated/maintained.
- Information not correctly transferred from feeder systems.
- Posting reports for each feeder system are not balanced to zero and problems go unnoticed.
- Financial data is inaccurate.
- Data is incorrectly transferred within systems or is lost.
- System is not set up to meet statutory accounting requirements, recommended accounting practises and the requirement for financial returns, leading to additional work to supply the correct figures.
- Fraud/misappropriation by individuals or groups of officers.

SCOPE OF THE AUDIT

5. The scope of the audit involved the testing of all relevant transactions in the nominal ledger for November 2017. During the financial year 2015/16, the Council changed its financial management system from Sage to RBS Omega.
6. The report is intended to present to management the observations and conclusions of the audit. Wherever possible the observations and recommendations have been discussed with members of staff and their views taken into account.

SUMMARY OF THE AUDIT WORK CARRIED OUT

7. **All transactions recorded in the feeder systems are completely and accurately transferred to the main accounting system. (RBS)**
- 7.1. Detailed substantive tests on the main systems of the Council are carried out on the accounts payable, accounts receivable, payroll and income collection and banking systems, and reports are submitted to the Council.

- 7.2. For this audit, transactions are checked from the November 2017 nominal ledger report by Centre, to the relevant feeder systems so that they had been properly recorded into the Main Accounting system (RBS).

8. Transactions in the main accounting system are correctly coded.

- 8.1. Cost centres were set up as per the agreed budget and for all the transactions tested they had been properly coded and recorded in the Main Accounting system (nominal ledger) and found to be correct.
- 8.2. Effective monitoring is being carried out by the Finance Manager and Town Clerk during the year, with reports submitted to Members.

9 Output from the main accounting system is correctly presented in the Council's financial accounts

- 9.1. The procedure to ensure that the financial information in the council's accounts had been properly followed and found to be satisfactory, with adequate separation of duties in place.
- 9.2. End of year procedures were found to be completed in accordance with proper accounting practices (Accounts and Audit Regulations 2015) regarding finalising the annual return. (Annual Accounts approved by Full Council at the AGM on 16th May 2017).

10. Security and integrity of the system is maintained.

- 10.1. Back up of the systems are carried out by the Finance Manager and the Software firm.
- 10.2. Passwords are used by staff when accessing the finance system.

11. OBSERVATIONS, RISKS AND RECOMMENDATIONS

- 11.1. My observations together with the associated risks are detailed in the action plan accompanying this report. For each area where an observation is made, a recommendation and priority for action is attached.
- 11.2. I have categorised the importance of my recommendations as follows:
- Critical – A control weakness that may have a significant impact upon the achievement of, not only the system objectives, but also the organisation's objectives
 - High – A control weakness that may have a significant impact upon the achievement of the system objectives
 - Medium – A control weakness that may have an impact upon the achievement of the system objectives
 - Low – A control weakness that does not impact upon the achievement of the system objectives, however, the implementation of which would improve overall control
- 11.3. My review has highlighted 0 issues considered significant enough for inclusion within this report and no action plan is required.

12 AUDIT ASSURANCE LEVEL

- 12.1. Based upon the number and potential impact of the observations made, I can provide **Full Assurance**. This level of assurance is one of five possible levels which are shown in the table below.

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Level of Assurance	Definition
Full Assurance	There is a sound system of controls in place & those controls are consistently applied & are fully effective. Control objectives are fully met.
Substantial Assurance	There is a sound system of control in place but some of the controls are not consistently applied or fully effective. Control objectives are largely achieved.
Moderate Assurance	There is basically a sound system of control in place, but there are weaknesses and evidence of non-compliance with or ineffective controls. Control objectives are often achieved.
Limited Assurance	The system of control is weak & there is evidence of non-compliance with controls that do exist. Control objectives are sometimes achieved.
No Assurance	There is no system of control in place and control objectives are rarely or never achieved.



Gordon Fletcher

Internal Auditor to the Council

Date: 20th February 2018.

STANLEY TOWN COUNCIL

Event Tender/ Specification

Prepared for: Projects & Initiatives

Prepared by: James Harper

Date of Report 30th January 2018

INTRODUCTION

We are the Local Council for Annfield Plain, Bloemfontein, Catchgate, Clough Dene, Craghead, Greencroft, Harelaw, Kip Hill, The Middles, New Kyo, No Place, Oxhill, Quaking Houses, Shield Row, South Moor, Stanley, Tanfield, Tanfield Lea, Tantobie, West Kyo and White-le-Head. With a population of more than 31,000, the Town Council represents one of the largest local council areas in County Durham.

The Council was set up in 2007 to give Stanley people a stronger voice and influence over matters affecting the area. In the current climate where we have a unitary County Council covering a huge area under significant financial pressure from ongoing budget reductions, the need for local representation is greater than ever.

The Council is committed to improving our area, improving the quality of life in all our communities and developing a sense of pride. The Council has the power to raise funds through Council Tax and invest in almost anything that will improve amenities for our residents.

PROPOSED TENDER

Over the last few years the council has been providing many events that have proven to be very popular with the residents of Stanley and surrounding communities. These Events have been mainly delivered in house, however due to a new medium term plan the Council is looking to commission a contractor to provide the management, delivery and promotion of its events starting in 2018.

The events currently scheduled are Armed Forces Day (June) , Play in the Park Events (summer holidays) and Christmas lights switch on /Christmas Market/Festival (December).

The contract value has been considered to be in the region of £40,000 per annum.

Whilst this amount has been budgeted by the Council it is an indicative amount and subject to review.

If you are interested in tendering for this contract we would like you to send an expression of interest and if the Council consider it appropriate, you will be asked to present the Council with your ideas on how you would meet the criteria set out in section Criteria/Specification of this document and to give your ideas on how you would operate/manage/deliver the contract.

BACKGROUND TO THE EVENTS

- **Armed Forces Day** is a chance for the community to support the men and women who make up the Armed Forces outside of the setting of remembrance events and includes participants from serving troops to service families, veterans and cadets. There are many ways for people, communities and organisations across the country to show their support and get involved. Stanley Town Council has carried out their support for the last two years, not only to show their support on behalf of the people but also to bring a well organised event to Stanley for the community to enjoy. We currently carry this event out in Stanley Front Street, which includes displays and stalls of the Armed forces, with entertainment and fair ground attractions organised by the Council. The event is held in June each year.

The minimum specification we would require to meet the standard of last year for this event would include; Event Plan, Representation from various divisions of the armed forces, this would include cadets, veterans, serving personnel & reservists and these representations would be expected to display equipment or machinery etc. This would be a high street event and include, fairground, food stands, controlled stage area, PA System, entertainment and presentations.

- **Play in the Park** are fun free community events for all residents of Stanley. There are funfair rides, inflatables, educational shows and activities for various age groups. The events are held in local parks and community football fields around the Stanley area to enable residents from across the parish to attend a Play in the Park event local to them. Catering vans are on site and toilets are provided. Local organisations also attend to provide activities and entertainment for the kids. Last year 5 days were organised around the Stanley area and this would be the initial plan for future years.

The minimum specification we would require to meet the standard of last year for this event would include; Event Plan, A well organised five separate date event, held in park locations that the Town Council determine. Each event would include a number of suitable fair ground rides(example; teacups, trampolines, inflatables),possible climbing wall, number of activities/attractions to involve the public - this could include for example; punch & Judy, birds of prey, Archery, simple games (sports day type), ice cream van, portable toilets, refreshments vehicle, sound system etc.

- **Christmas Festival** is a great opportunity to bring residents together from all parts of Stanley. The Last 2 year the residents of Stanley experienced an enhanced Christmas Market made up of log cabin stalls, with local businesses trading from the cabins. A fairground at the bottom end of the street, A light display & the switch on of the Stanley Town Council Christmas tree. (this is a brief summary of what the Council provided and has been very successful, we welcome ideas on this event).

The minimum specification we would require to meet the standard of last year for this event would include; Event Plan, Christmas festival location front street, planned light switch on attraction, brass band, a number of fair ground rides, some type of christmas festival (example christmas market), Controlled stage area, Sound system, innovative ideas to attract the public. We would expect the event to run throughout the day with the final result being the christmas tree switched on.

CRITERIA/SPECIFICATION

- To demonstrate a proven track record of fully managing Events of this type.
- To demonstrate the Company has an excellent understanding of the correct Health and safety requirements of such events. Also to have correct Public Liability insurance to carry out Event Management.
- To demonstrate the Company has the ability and understanding of receiving the correct permissions and follow guidelines set out by the Principle Authority (Durham County Council). For example Safety Advisory Applications and licenses etc.

- Develop communication strategy with the Town Council for positive media coverage of events with the local press.
- Demonstrate the knowledge to set up Lost Child & Vulnerable Adult event points
- To show provision of first aid facilities and how you would meet this need
- Demonstrate expertise in Crowd control measures.
- Demonstrate the ability to carry out full Risk Assessments for every event.
- To demonstrate experience of marketing these types of Events.
- To work with the Town Council to review and develop Social Media engagement strategies for the Events.
- To provide the Council with regular updates and reports of the contract as it develops. To ensure a good evaluation is provided in a report at the end of each event.
- Demonstrate the company has the required resources, both physical and financial to provide the event. The council will share its database of contacts to assist in/take part in the Events as required.

SOME OTHER KEY ISSUES TO CONSIDER

- Stanley Town Council prides itself in delivering well organised and successful events and consider any contractor working on behalf of the Council to apply a high level of customer care at all times to the general public and the Community it serves. The successful contractor would be expected to promote the Town Council at all its events.
- We are always looking for the Events we carry out as a Town Council to include developing relationships with the general public, local traders and of course have a joined up approach with relevant partners including the Police, Area Action Partnership and the County Council.

- It is worth noting that there is scope to extend this initial Tender/contract to other Events the Council put on and after the first year the Council if happy will possibly offer a longer period of contract for its future events.

CONTRACT

Once the contractor has been approved the contract will be drawn up. The Contract will contain mutually agreed Performance Indicators and requirements for regular progress reporting.

There will also be an expectation of there being regular meetings between the Contractor and the Town Council's appointed Officer. Feedback will also need to be given to the relevant Committee of the Council in person as required to facilitate planning and delivery of the event.

Payment Terms: The Contract will also be paid in a two phase process. 50% in advance of each event and 50% on completion of each event.

Stanley Library

1. Background

Stanley Town Council is seeking to acquire the former County Library building situated at High Street, Stanley as a permanent base for the Town Council's future activities. The site has a number of qualities which make it a desirable proposition for the Town Council:

Accessibility - The site has pre-existing disabled access and it is all across one floor which would mean capital expenditure on lifts or similar would not be required.

Maintenance - The building is a simple "brick box" which would make maintenance straightforward after initial refurbishment.

Prominence - The site is in a prominent main road location close to the town centre which would assist the Council in raising its local profile. At present the Town Council is accommodated in office space within the Civic Hall which is completely unsuitable, does not meet accessibility guidelines and has no public 'front door' for the public to engage with the Council.

Growth - The Town Council has planned through its medium term plan to increase the scope of the services offered by the Council in the future. These include:

- An improved environmental services offer,
- Funding an improved wardens service in partnership with DCC
- Providing an in-house environmental improvements team,
- Supporting community groups in fundraising, managing their facilities
- Management of further public realm assets in the town.

There is therefore an absolute business requirement for bigger premises which are publicly accessible in the future as the current town council offices have no physical space for additional staff, no meeting rooms and no facilities beyond those in the Civic Hall which are prioritised towards the core business of the Civic Hall and therefore not routinely available for use.

2. Social & Economic Benefits

The Town Council, as the first tier of local representation, is focused on improving the quality of life and community wellbeing of the area. This is the Council's core purpose and mission.

The acquisition of the library would provide a permanent base for the Council to build upon its current offer. The Council would envisage re-purposing the larger part of the building as a flexible community space. By levelling the floor level and utilising movable partitions within the area covered by the former children's library, this space could be set up as a large space for exhibitions and displays, or a number of smaller spaces for meetings, training, seminars or other resources. The other side of the building would be converted into a large conference room with publicly available accessible toilets and an IT suite.

With flexible spaces, the building will be able to accommodate a range of different activities which will benefit the local community:

Employability - The Town Council is extremely sensitive to the challenge facing residents posed by Universal Credit and changes to the benefits system. The council will be able to provide support for job searchers within the building by providing access to computers, printers and stationery to support local people seeking employment within the building. The Council has invested in advice services to residents which are provided at the Venue nearby and wishes to provide further support to residents who are experiencing difficulties.

Item 9 - ATTACHMENT L

Training - A range of local third sector groups offer training facilities for local people to improve their employability by teaching specific skills including use of IT. The Council would be in a position to explore partnerships with Derwentside College, Derwentside Business Network, SHAID and other local providers to improve the offer of free or low cost locally accessible training provision.

Exhibitions - The Council would be able to tap into contacts at the DLI Collection, Beamish Museum, the County archive, local history groups and other collections in Newcastle and the wider region to build a programme of historical and artistic exhibitions inside the building. The Council has placed the development of local heritage assets as a key objective within its medium term plan and currently does not have spaces locally at its disposal that would be suited. The library would provide an opportunity to develop this programme.

Small Business Support - The Council in partnership with Derwentside Business Network and other partners would be able to provide support for aspiring entrepreneurs by holding workshops and mentoring within the building. At present there is no provision for this locally despite there being an identified need.

Engagement - The Town Council through its medium term plan has identified more effective community engagement as a key objective for the coming years. A part of that strategy will be driven by an improved external communications strategy but increased visibility and accessibility of the Council is a key objective. At present the opportunity for local residents to meet local council officers and members is limited due to the nature of the present accommodation. It has been identified as a key objective to improve this situation through improved physical accessibility.

Community Support - The Council has an objective to provide resources for local community groups to enable them to be more self sufficient and more robustly constituted. This will be by providing advice and support to these groups, signposting and supporting them to access sources of funding (other than the Town Council and AAP) and helping them to link with each other to create a network of mutually supportive community managed organisations. Improved premises will help the Council to facilitate this.

Opportunity - At present the Town Council has been unable to explore a range of different initiatives because it lacks premises and space to provide things. The Civic Hall fulfils a role in the town but it is a purpose built auditorium and not suited to the uses detailed above or as an operational base for the Council. Having the flexibility of larger premises will enable the Council to offer a range of different services, alone or in partnership with other groups and organisations.

3. Competitors

The Council is not attempting to duplicate or compete with other local community groups or organisations. Locally, the **Venue**, which has been refurbished with support from Durham County Council hosts community clubs and activities and is also the base for the STC funded advice centre.

PACT House on Stanley Front Street is also supported by the Town Council via grant funding but is focused on volunteering, direct community action, support and therapy groups. The Council is not seeking to duplicate what is offered at these locations or other local community centres by acquiring the Library but to expand on the local offer for residents.

4. Finance

The Town Council is a local precepting authority and is therefore able to raise income through local taxation. The Council has made provision in the budget it has set for 2018/19 to meet the fixed costs of operating the building. The Council is fully aware of the health & safety and compliance matters required to operate a public building and currently has an SLA in place

Item 9 - ATTACHMENT L

with DCC's assets management team to address these issues in the Civic Hall. The Council already holds £10 million of public liability insurance.

The Town Council has earmarked reserves for capital projects and it is envisaged that these will be used to facilitate the modernisation and reconfiguration of the building without any necessity to borrow or raise the precept further to finance the works. The Council is also in the process of restructuring its staffing team and will provide a facilities manager to manage and service all of its physical assets, including the Library, if it were to be successful in its bid.

The Town Council has already identified that it needs new premises within the Town in order to deliver its medium term plan objectives. The Library building meets the specification required in terms of its central prominent location, flexible space, ease of maintenance and accessibility.

If the Town Council is unable to secure these premises it will have to look at the commercial property market which will be more expensive and reduce the available money to deliver services directly to residents. There is also a risk that there will not be viable alternative sites located in the central area of Stanley.

**Circular 06/03: Local Government Act 1972
general disposal consent (England) 2003
disposal of land for less than the best
consideration that can reasonably be obtained**

On 5th May 2006 the responsibilities of the Office of the Deputy Prime Minister (ODPM) transferred to the Department for Communities and Local Government.

Department for Communities and Local Government
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London SW1E 5DU
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Corrigendum

Please note that paragraph 21 in the Technical Appendix to this Circular under the heading "Consideration for the exercise of an option" which came into force on 4 August 2003 contains errors. Sub-paragraphs **d**, **e** and **f** should correctly read **a**, **b** and **c** so that the proper calculations can be made according to the formula. While we have taken steps to rectify the errors in the web version of the Circular we have no plans at present to do the same with the printed versions (ISBN 0-11-753896-5) published by the Stationery Office (TSO).

Introduction

1. The purposes of this Circular are to convey the Local Government Act 1972: General Disposal Consent 2003 ("the Consent"), which is attached as an Annex, and to provide guidance to those local authorities in England (listed in paragraph 3(1) of the Consent) which have land disposal powers under sections 123 and 127 of the Local Government Act 1972 ("the 1972 Act"). The Consent removes the requirement for authorities to seek specific consent from the Deputy Prime Minister and First Secretary of State ("the Secretary of State") for any disposal of land where the difference between the unrestricted value of the interest to be disposed of and the consideration accepted ("the undervalue") is £2,000,000 (two million pounds) or less. It therefore offers authorities greater freedom than previously to exercise discretion in the disposal of their land, and this Circular aims to provide guidance on the exercise of this freedom. However, this guidance is not exhaustive and does not purport to be an authoritative interpretation of the law. It remains the responsibility of each authority to seek their own legal or other professional advice as appropriate.

Consultation

2. Local Government and other interested bodies in England have been consulted on the Circular and the General Disposal Consent 2003. All comments and suggestions received from consultees and others to the draft Circular issued as a consultation paper in December 2002 have been fully considered. Where practicable, text has been altered in order to meet concerns which have been expressed or suggestions which have been made.

3. The main topics covered in this Circular are:

- Powers
- General Disposal Consent (England) 2003
- Applications for Specific Disposal Consent
- Other considerations
- Valuations
- Options

Annex: **The General Disposal Consent (England) 2003**

Technical Appendix: the Valuation report

- unrestricted value
- restricted value
- voluntary conditions
- negative development value
- grants

Related Circulars

4. For the purposes of local authorities in England, this Circular replaces Circular DOE

6/93, which was issued on 16 April 1993 and the advice given to authorities in the Circular Letter issued on 11 December 1998. The Consent accompanying this Circular replaces the Local Government Act 1972 General Disposal Consents issued on 11 December 1998.

Powers

5. Local authorities are given powers under the 1972 Act to dispose of land in any manner they wish, including sale of their freehold interest, granting a lease or assigning any unexpired term on a lease, and the granting of easements. The only constraint is that a disposal must be for the best consideration reasonably obtainable (except in the case of short tenancies, see footnote 3, paragraph 1 of the Consent), unless the Secretary of State consents to the disposal.

6. It is Government policy that local authorities and other public bodies should dispose of surplus land wherever possible. Generally it is expected that land should be sold for the best consideration reasonably obtainable. However, it is recognised that there may be circumstances where an authority considers it appropriate to dispose of land at an undervalue. Authorities should clearly not divest themselves of valuable public assets unless they are satisfied that the circumstances warrant such action. The Consent has been issued to give local authorities autonomy to carry out their statutory duties and functions, and to fulfil such other objectives as they consider to be necessary or desirable. However, when disposing of land at an undervalue, authorities must remain aware of the need to fulfil their fiduciary duty in a way which is accountable to local people.

The Consent

7. Section 128(1) of the 1972 Act confers on the Secretary of State power to give a general consent for the purposes of land disposals by local authorities carried out under their powers in Part 7 of the 1972 Act. The Secretary of State's sole statutory function in respect of the exercise by local authorities of these disposal powers is to give or withhold consent to a proposed disposal in cases where his consent is required.

8. The terms of the Consent mean that specific consent is not required for the disposal of any interest in land which the authority considers will help it to secure the promotion or improvement of the economic, social or environmental well-being of its area. Where applicable, authorities should also have regard to their community strategy. Although these criteria derive from the Local Government Act 2000, their use in the Consent is not confined to authorities with duties and powers under that Act. Therefore, authorities not covered by the 2000 Act can also rely upon the well-being criteria when considering disposals at less than best consideration. It will be for the authority to decide whether these decisions taken comply with any other relevant governing legislation. In all cases, disposal at less than best consideration is subject to the condition that the undervalue does not exceed £2,000,000 (two million pounds).

9. In determining whether or not to dispose of land for less than the best consideration reasonably obtainable, and whether or not any specific proposal to take such action falls within the terms of the Consent, the authority should ensure that it complies with normal and prudent commercial practices, including obtaining the view of a professionally qualified valuer as to the likely amount of the undervalue.

Application for Specific Consent for Disposal

10. It will be for the local authority to decide whether any proposed disposal requires specific consent under the 1972 Act, since the Secretary of State has no statutory powers to advise authorities that consent is needed in any particular case. Once an application for a specific consent is submitted, the Secretary of State is obliged to make a decision on the proposed disposal on its merits. However, if he is of the opinion that his consent is not required (ie the sale is not at an undervalue), or if he believes that the case falls within the terms of the Consent, his statutory function to give specific consent will not arise. Where an authority is uncertain about the need to seek consent, it may wish to seek its own legal advice on the matter. An authority may find it useful to keep its appointed auditor informed of any legal advice it receives and the proposed action it wishes to take. An auditor has a duty to consider whether the authority is acting lawfully.

11. Applications for specific consent should be sent to the Secretary of State via the Director of Planning at the Government Office for the relevant Region. The Secretary of State will require the following information:

- i) a written description of the site and buildings, its physical characteristics, location and surroundings together with a plan which should be accurate enough to allow it to be used to identify the land in the Secretary of State's decision in cases where consent is given;
- ii) a written description of the authority's tenure and a summary of the details of any leases, encumbrances, such as easements etc, to which it is subject. Details should be given of the purpose(s) for which the authority holds the land. Normally land is held for the purposes of the power under which it was acquired, or taken on lease, unless it has since been formally appropriated to another purpose;
- iii) a written description of the existing use(s), current planning consents and alternative planning uses(s) that are likely to be permitted;
- iv) a summary of the proposed transaction, noting the reasons for disposing at an undervalue, the key terms and any restrictions to be imposed by the authority; and
- v) a detailed Valuation Report covering the matters listed in the Technical Appendix, and signed by a qualified valuer (a member of the RICS). The Department would normally expect the valuation to have been undertaken no earlier than six months before the submission.

Other Considerations

Procedural requirements

12. It is the responsibility of the authority to undertake any further procedures which may be necessary to enable it to dispose of any particular area of land. For example, sections 123(2A) and 127(3) of the Local Government Act 1972 and section 233(4) of the Town and Country Planning Act 1990 ("the 1990 Act") require a local authority wishing to dispose of

open space under those powers¹ to advertise its intentions in a local newspaper for two consecutive weeks and to consider objections. Authorities should carry out these procedures before making any final decisions about disposal as the public response to the notices may be material to any such decision. It could also be an important factor in any determination by the Secretary of State of an application for specific consent.

Land held under correct powers

13. It is the responsibility of the authority to satisfy itself that the land is held under powers which permit it to be disposed of under the terms of the 1972 Act and, if not, to take action to appropriate it (for example, under section 122 of the 1972 Act). In this regard, authorities are reminded that the terms of the Consent do not extend to proposals to dispose of land under section 233 of the 1990 Act, for which specific consent is still required. Nor does the Consent apply to the disposal of land held under powers derived from the Housing Act 1985, upon which authorities should seek advice from LAH 5 Division in the Housing Directorate, ODPM, Zone 2/D2, Eland House, Bressenden Place, London, SW1E 5DU.

State aid

14. Authorities are reminded that all disposals need to comply with the European Commission's State aid rules. The Commission's Communication on State aid elements in sales of land and buildings by public authorities (97/C 209/03) provides general guidance on this issue. When disposing of land at less than best consideration authorities are providing a subsidy to the owner, developer and/or the occupier of the land and property, depending on the nature of the development. Where this occurs authorities must ensure that the nature and amount of subsidy complies with the State aid rules, particularly if there is no element of competition in the sale process. Failure to comply with the rules means that the aid is unlawful, and may result in the benefit being recovered with interest from the recipient.

15. Authorities might find it helpful to refer to the decisions by the Commission concerning commercial bespoke and speculative developments (N747/A/99 & N747/B/99) which the Commission has indicated may also be applicable to local authorities. These decisions set out the amount of aid that could be provided within and outside the Assisted Areas.

16. English authorities may obtain further advice and guidance from the State Aid and Taxation Team in EASD A, ODPM, Eland House, Bressenden Place, London, SW1E 5DU and at: www.bridgingthegap.uk.com.

Valuations

17. Before disposing of any interest in land for a price which may be less than the best consideration reasonably obtainable, local authorities are strongly advised in all cases to ensure that they obtain a realistic valuation of that interest, following the advice provided in the Technical Appendix. This applies even for disposals by means of formal tender, sealed bids or auction, and irrespective of whether the authority considers it necessary to make an application to seek the Secretary of State's specific consent. By following this advice, an authority will be able to demonstrate that it has adopted a consistent approach to decisions about land disposals by carrying out the same step by step valuation process on each

occasion. Supporting documents will provide evidence, should the need arise, that an authority has acted reasonably and with due regard to its fiduciary duty.

Options

18. Where an authority wishes to grant an option, or an option holder wishes to exercise his option on land which the authority holds, the authority will need to consider whether the consideration for either the grant or exercise of the option will result in a discount. In relation to the exercise of an option this will depend on the valuer's assessment of whether, if the option were to be exercised, the terms would be likely to require the authority to accept less than the best price that could reasonably be obtained for that interest at the time of disposal and, if so, whether that would fall within the terms of the Consent. The matters which would need to be considered by the valuer are covered in paragraphs 20 and 21 of the Technical Appendix. If, as a result of the valuer's advice, the authority wished to seek specific disposal consent, it would need to provide the Secretary of State with full details of the terms of the option agreement which is to be entered into or implemented.

Contacts

19. If there are any questions about this Consent, please contact Marlene Rodney or Cyril Kearney by email to cpocrown@communities.gsi.gov.uk or write to ODPM, Planning Directorate (Plans, International, Compensation and Assessment Division), Zone 3/J4 at Eland House, Bressenden Place, London, SW1E 5DU (telephone 020 7944 8726/ 3915). Please note that cases which fall outside this Consent will require an application to be made to the Secretary of State for specific consent for disposal. These applications will continue to be handled by the Government Offices for the Regions.

Lisette Simcock

Divisional Manager
Plans, International, Compensation and Assessment Division

The Chief Executive	
County Councils	
District Councils	}
Metropolitan Borough Councils	}
London Borough Councils	} England
Parish Councils	}
Council of the Isles of Scilly	

The Town Clerk, City of London

The Chief Executive
The National Park Authorities in England

The Chief Executive, Broads Authority

The Chief Officer

Joint Authorities	} England
Police authorities	}
The Metropolitan Police Authority	
The London Fire and Emergency Planning Authority	

Annex

The Local Government Act 1972: General Disposal Consent (England) 2003

1. The First Secretary of State ("the Secretary of State"), in exercise of the powers conferred by sections 123(2), 127(2) and 128(1) of the Local Government Act 1972, hereby gives consent to a disposal of land² otherwise than by way of a short tenancy³ by a local authority in England in the circumstances specified in paragraph 2 below.

2. The specified circumstances are:

- a) the local authority considers that the purpose for which the land is to be disposed is likely to contribute to the achievement of any one or more of the following objects in respect of the whole or any part of its area, or of all or any persons resident or present in its area;
 - i) the promotion or improvement of economic well-being;
 - ii) the promotion or improvement of social well-being;
 - iii) the promotion or improvement of environmental well-being; and
- b) the difference between the unrestricted value of the land to be disposed of and the consideration for the disposal does not exceed £2,000,000 (two million pounds).

Interpretation and savings

3. (1) In this instrument -

"local authority" means:

- i) London borough council;
- ii) a county council;
- iii) a district council;
- iv) a parish council and parish trustees acting with the consent of a parish meeting;
- v) a National Park authority;
- vi) a Metropolitan Borough Council
- vii) a joint authority established under Part IV of the Local Government Act 1985;
- viii) a police authority established under section 3 of the Police Act 1996;
- ix) the Metropolitan Policy Authority;

- x) the London Fire and Emergency Planning Authority;
- xi) the Broads Authority;
- xii) the Council of the Isles of Scilly;

and any other person to whom, by virtue of statute, section 123(2) or section 127(2) of the Local Government Act 1972 applies;

"unrestricted value" means the best price reasonably obtainable for the property on terms that are intended to maximise the consideration, assessed in accordance with the procedures set out in the Technical Appendix.

(2) Nothing in this instrument shall be construed as giving consent to a disposal for any purpose for which the consent of the Secretary of State is required by virtue of section 25(1) of the Local Government Act 1988, section 133(1) of the Housing Act 1988, section 32(2) or section 43(1) of the Housing Act 1985, or otherwise as having effect as a consent for any purposes other than those of Part 7 of the Local Government Act 1972.

Citation and revocation

4. (1) This instrument may be cited as the Local Government Act 1972 General Disposal Consent (England) 2003 and shall come into effect on 4 August 2003.

(2) The Local Government Act 1972 General Disposal Consents 1998 are hereby revoked insofar as they apply to England.

Signed by authority of the First Secretary of State

Lisette Simcock

30 July 2003 Divisional Manager

Plans, International, Compensation and Assessment Division

Technical Appendix

Valuations For The Purpose Of Determining Whether Proposed Land Disposals Under The Terms Of The Local Government Act 1972 Fall Within The Provisions Of The General Disposal Consent 2003

The Valuation Report

1. An application to the Secretary of State for a specific consent to dispose of land under the terms of Part 7 of the Local Government Act 1972 for less than the best consideration reasonably obtainable must be supported by a report prepared and signed by a qualified valuer (a member of the RICS), providing the following information.

Valuations

2. The report should set out the unrestricted and restricted values together with the value of conditions. Where any of these is nil this should be expressly stated. The valuer should also describe the assumptions made. These might include, for example, existing or alternative uses that might be permitted by the local planning authority, the level of demand and the terms of the transaction. The effect on value of the existence of a purchaser with a special interest (a special purchaser) should be described.

3. The Consent removes the requirement for authorities to seek specific consent from the Secretary of State where the difference between the unrestricted value of the land to be disposed of and the consideration accepted is £2,000,000 or less. The purpose of requiring the restricted value and the value of conditions to be reported as well as the unrestricted value is to ensure that the monetary value to the authority of any voluntary conditions can be taken into account when applications for specific consent are considered by the Secretary of State.

4. The valuer should take into account the requirements of the RICS Appraisal and Valuation Standards (Fifth Edition), ("the Red Book"), including UK Guidance Note 5⁴. All values should be assessed in capital, not rental, terms; and where a lease is to be granted, or is assumed by the valuer to be granted, the valuer should express the value of the consideration as a capital sum.

Unrestricted value

5. The unrestricted value is the best price reasonably obtainable for the property and should be expressed in capital terms. It is the market value of the land as currently defined by the RICS Red Book (Practice Statement 3.2)⁵, except that it should take into account any additional amount which is or might reasonably be expected to be available from a purchaser with a special interest (a "special purchaser"). When assessing unrestricted value, the valuer must ignore the reduction in value caused by any voluntary condition imposed by the authority. In other words, unrestricted value is the amount that would be paid for the property if the voluntary condition were not imposed (or it is the value of the property subject to a lease without the restriction).

6. In general terms, unrestricted value is intended to be the amount which would be received for the disposal of the property where the principal aim was to maximise the value of the receipt. Apart from the inclusion of bids from a purchaser with a special interest it is defined in the same way as market value. For example, the valuer should take account of whatever uses might be permitted by the local planning authority insofar as these would be reflected by the market rather than having regard only to the use or uses intended by the parties to the proposed disposal.

7. The valuer should assume that the freehold disposal is made, or the lease is granted, on terms that are intended to maximise the consideration. For example, where unrestricted value is based on the hypothetical grant of a lease at a rack rent, or a ground rent with or without a premium, the valuer should assume that the lease would contain those covenants that a prudent landlord would normally include. The valuer should also assume that the lease would not include any unusual or onerous covenants that would reduce the consideration, unless these had to be included as a matter of law.

8. In the case of a proposed disposal of a leasehold interest, or where the valuer has assumed that a lease would be granted, the unrestricted value should be assessed by valuing the authority's interest after the lease has been granted plus any premium payable for its grant. This will usually be the value of the authority's interest subject to the proposed or assumed lease. In other words, it will be the value of the right to receive the rent and other payments under the lease plus the value of the reversion when the lease expires.

9. Where an authority has invited tenders and is comparing bids, the unrestricted value is normally the highest bid. But where, on the advice of the authority's professionally qualified valuer, the authority considers that the highest submitted tender is unrealistically high, or is too low, the unrestricted value may be assessed by the valuer.

Restricted value

10. The restricted value is the market value of the property having regard to the terms of the proposed transaction. It is defined in the same way as unrestricted value except that it should take into account the effect on value of any voluntary condition(s).

11. Where the authority has invited tenders and is comparing bids, the restricted value is normally the amount offered by the authority's preferred transferee. In other cases it is normally the proposed purchase price.

12. In cases where the proposed consideration is more or less than the restricted value both figures need to be given.

Voluntary conditions

13. A voluntary condition is any term or condition of the proposed transaction which the authority chooses to impose. It does not include any term or condition which the authority is obliged to impose, (for example, as a matter of statute), or which runs with the land. Nor does it include any term or condition relating to a matter which is a discretionary rather than a statutory duty of the authority.

14. The value of voluntary conditions is the total of the capital values of voluntary conditions imposed by the authority as terms of the disposal or under agreements linked to the disposal that produce a direct or indirect benefit to the authority which can be assessed in monetary terms. It is not the reduction in value (if any) caused by the imposition of voluntary conditions and any adverse effect these may have on value should not be included in this figure.

15. The proposed disposal, or an agreement linked with it, may give rise to non-property benefits to the authority. For example, these might include operational savings or income generated as a result of the transaction where the authority has an associated statutory duty. The monetary value of these benefits to the authority should be included in the value of voluntary conditions.

16. Where the status in law of a voluntary condition is unclear, the authority may need to seek legal advice as to whether the condition is such that its value to the authority can form part, or all, of the consideration. Conversely, there may be cases where, in law, the condition can form part, or all, of the consideration but it has no quantifiable value to the authority.

17. Where the valuer is not qualified to assess the value of any benefits (for example, of share options) the report should make clear the extent to which the valuer accepts liability for the figures. Where the valuer does not accept full responsibility the report should make it clear by whom the remainder of the figures have been assessed, and copies of any valuations or advice received from accountants or other professional advisers should be annexed.

18. All the values given should be in capital, not rental, terms; and the values of individual conditions as well as the total should be provided. Where there are no conditions, or their value is nil, this should be stated.

Valuation of Options

19. A discount may occur in connection with the consideration for either the grant of an option or the exercise of an option, or both. Where the consideration is less than the best price that can reasonably be obtained, (or where the valuer considers that if the option were to be exercised its terms would require the authority to accept less than the best consideration that can reasonably be obtained), the valuations described in paragraphs 20 and 21 below must be provided in support of an application for disposal consent.

Payment for the grant of an option

20. In explaining the basis for calculating the consideration for the grant of an option, the valuer's report needs to include the following information, based on the most likely date for the exercise of the option:

- a)** the unrestricted value of the option to be granted;
- b)** the proposed cash consideration for the option to be granted (which may be nominal or nil); and

- c) the value to the authority of any terms or conditions which, in the valuer's opinion, form part of the consideration for the option to be granted.

The grant of an option will then be at an undervalue where the unrestricted value at (a) exceeds the proposed cash consideration at (b) plus the value of any conditions at (c) (ie: where $a > (b+c)$).

Consideration for the exercise of an option

21. In explaining the basis for calculating the consideration for the interest to be disposed of under an option, the valuer's report should include the following information, based on the most likely date for the exercise of the option:

- a) the unrestricted value of the interest to be disposed of under the option, disregarding the effect of the option;
- b) the proposed cash consideration for the interest to be disposed of under the option (which may have been specified in the terms and conditions for the granting of the option); and
- c) the value to the authority of any terms or conditions which, in the valuer's opinion, form part of the consideration for the interest to be disposed of under the option.

The disposal of an interest pursuant to an option will then be at an undervalue where the unrestricted value of the interest at (a) exceeds the proposed cash consideration at (b) plus the value of any conditions at (c) (ie: where $a > (b+c)$).

Development Land

22. In cases where there is no detailed scheme, the valuer should make reasonable assumptions about the form of the development.

Negative Development Value

23. Where the value of the completed scheme is less than the development cost, (for example, where there is low demand or high costs associated with land reclamation or decontamination), the valuer should assess the unrestricted value by making reasonable assumptions about such matters as alternative uses that might be permitted by the local planning authority and the level of demand. Where the proposed scheme is the most profitable but still produces a negative development value the unrestricted value will be nil and therefore a disposal at nil consideration will not be at an undervalue. But where land with a negative development value has a positive value for some other use the disposal would be at an undervalue.

General Effect Of Grants On Values

24. The valuer should consider whether the value of the site is in any way affected by the prospect of grant and take this into account in the valuation. If the valuation is based on

assumptions that disregard the effect of grant then this should be stated in the valuation report. When assessing a value for a use other than that for which a grant has been approved, the valuer should consider the likelihood of any such use achieving planning consent.

[1](#) For the purposes of the 1972 and 1990 Acts 'open space' is defined in section 336(1) of the latter Act.

[2](#) By section 270, land includes any interest in land, and any easement or right in, to or over land.

[3](#) By sections 123(7) and 127(5), a short tenancy is a tenancy, which is granted for seven years or less, or the assignment of a term, which has not more than seven years to run. Disposals by way of a short tenancy do not need consent, see sections 123(2) and 127(2) of the 1972 Act.

[4](#) RICS Appraisal and Valuation Standards (Fifth Edition), UK Guidance Note 5: 'Local authority disposals at an undervalue' published 1 May 2003

[5](#) [see above]

Allotments

1. Background

The Town Council currently does not have any responsibility for managing allotment sites within its area. There are a large number of sites within the Parish, however which are currently held as assets by Durham County Council. A number of the sites are managed by Allotment associations and some are directly run by the County Council.

The County Council is conducting a review of the provision of allotment sites around the County and has discovered that the legal framework around allotments has changed since local government reorganisation. The detail of the legal framework is specified below, however the legislation states that where a parish council exists, any allotment sites within the parish be held and managed by the parish council.

This has been the legal position since before Stanley Town Council was established but for reasons unknown Derwentside District Council did not transfer the allotments when the Council was first set up and after local government reorganisation the County Council has continued to manage the sites.

2. The Legal Framework

The Local Government Act 1972 made Parish Councils responsible for the provision of allotments where such bodies exist by stating:

Schedule 29, Section 9(1) - As respects a parish in England those functions under the Allotments Acts 1908 to 1950 which, apart from this paragraph, would be exercisable both by the district council and the parish council or parish meeting shall not be exercisable by the district council.

The Local Government (Parishes and Parish Councils) Regulations 1999 then set out the higher authority sites should transfer to Parish Councils by stating:

Section 10 – Where immediately before the order date land in an area constituted as a parish by an order:

- (a) is held by a district council for any purpose of the Allotments Acts 1908 to 1950; or
- (b) is vested in a district council and used for those purposes, it shall on the order date transfer to and be vested in the parish council for that parish or, if there is no such council, the parish meeting for that parish.

3. DCC Scrutiny Panel

The County Council is reviewing the management of allotments and has compiled a list of sites within parished areas. The list is attached to this report as **Appendix 1**. What the list clearly shows that of some 2500 individual plots within parished areas, over 1400, or 67% of these fall within our area, across some 31 individual sites.

The County Council intends to transfer these sites to STC in the future and the legal framework does not allow the Council to refuse to take over the management. It is clear that the Council has a duty to manage these sites.

At the panel meeting which took place on Friday 16th February, I made it very clear to the County Council that:

- (i) The general condition of sites in Stanley (with some exceptions) is poor owing years of inadequate maintenance and lack of investment in allotments;

- (ii) STC has not budgeted for even the basic running costs of allotments and does not have in its reserves the amount of capital which would need to be invested to bring the sites up to a decent standard;
- (iii) Forcing the transfer on the Town Council without first bringing the sites up to a minimum standard would risk either bankrupting the Town Council or force the Town Council to raise the precept by an unacceptable level, especially given that it would mean every resident subsidising those who kept an allotment garden;
- (iv) The failure of the County Council to impose standards on allotment sites in the period since local government reorganisation would lead to a backlash aimed at the Town Council through no fault of its own.

The panel will report and make recommendations to the Scrutiny Committee of DCC and it is essential that we follow this closely. We as a Council should be demanding that DCC make significant capital investment in the sites and transfer them to us in a suitable condition to manage and maintain in the future. This will need to be a negotiation once the initial panel has reported. Our County Councillors will be a key resource in ensuring that the transfer takes place in a fair and equitable way.

4. Financial Implications

The County Council currently manages around 3000 plots across County Durham. Around half of these are in Stanley. Therefore there would almost certainly be TUPE implications for at least one administrator currently employed by DCC in the administration of allotments. It would almost certainly be pragmatic and possibly desirable to import the expertise and knowledge of allotments when the service was transferred.

There would also be IT requirements - this would mean either buying in the systems in place by DCC or arranging data to be migrated to another system which we would need to procure ourselves.

There would be an impact on the environmental caretakers who are currently our only in-house resource for maintenance of sites and this resource may need to be increased. It is impossible to estimate what the likely capital requirements would be to ensure that all sites are adequately fenced and secured, that water arrangements are in place and refuse disposal is properly managed. At this stage it is impossible to estimate the impact on budgets and staffing other than to say it will be significant.

5. Next steps

I have requested the following information to be provided by DCC so that we can begin to make a meaningful impact assessment:

- (i) Details of the survey conducted by DCC of all sites in the Stanley area;
- (ii) Specific details of all the sites, their locations, number of plots, occupancy, waiting lists, management associations including contact details;
- (iii) Information around income from current sites, allotment agreements in force, fees, charges etc;
- (iv) Information about the current staff employed in the administration of the allotments including job descriptions and salary scales.

6. Recommendations

Once the information above is in hand, I would **RECOMMEND** inviting Mark Farren from DCC to speak to and take questions from the Council in an informal meeting. I would also **RECOMMEND** that a working group be established using members from both the Finance and Projects Committees in those defined roles to look at operations and finance as distinct matters to have oversight of this process going forward.

Possible site transfers to T&PCs

Town or Parish Council	No. of Exisating Plots	DCC sites that could transfer		
		Cat. 1 & 2		Cat. 3
		Sites	Plots	Sites
Barnard Castle Town Council	85			
Barningham Parish Meeting	13			
Bearpark Parish Council	?	1	12*	
Bishop Auckland Town Council	334	1	2	
Bishop Middleham		1	29	
Bowes Parish Council	?			
Brancepeth Parish Council	16			
Brandon & Byshottles Parish Council	531	6	66	2
Burnhope		2	30	1
Cassop Cum Quarrington Parish Council	50	3	16	
Chilton Town Council	?			
Cockfield Parish Council	52	1	2	
Cornforth Parish Council	?	1	32	
Cornsay		1	5	
Cotherstone Parish Council	20			
Coxhoe Parish Council	34			
Croxdale & Hett Parish Council	51			
Dene Valley Parish Council	150			
Easington Colliery Parish Council	?	1	12	
Easington Village Parish Council	56			
Edmondsley Parish Council	32			
Esh Parish Council	100	3	57	
Evenwood & Barony Parish Council	102			
Ferryhill Town Council	360			1
Fishburn Parish Council	117			1
Gainford and Langton Parish Council	40			
Great Aycliffe Town Council	227			
Great Lumley Parish Council	?			
Greater Willington Town Council	?			1
Haswell Parish Council				1
Horden Parish Council	156	5	173	
Hutton Henry Parish Council	?	1	14	
Kelloe Parish Council	10			1
Kimbleworth & Plawsworth Parish Council	?			
Lanchester Parish Council	18			
Little Lumley Parish Council		1	7	1
Middridge Parish Council		1	36*	
Monk Heselden Parish Council		3	74	2
Murton Parish Council	52	1	82	1

Town or Parish Council	No. of Exisating Plots	DCC sites that could transfer		
		Cat. 1 & 2		Cat. 3
		Sites	Plots	Sites
Ouston Parish Council	64			
Pelton Parish Council	199	1	20*	
Peterlee Town Council	66			
Pittington Parish Council	27			
Sacrison Parish Council	130			
Seaham Town Council	448			1
Sedgefield Town Council	30			
Shadforth Parish Council	?			
Sherburn Village Parish Council	19			1
Shildon Town Council	435	1	11*	
Shotton Parish Council	8	1	20	2
South Hetton Parish Council	22	1	N / K*	
Spennymoor Town Council	695			
Staindrop Parish Council		1	15	
Stanhope Parish Council	178			
Stanley Town Council		31	1446	7
Thornley Parish Council	?			1
Tow Law Town Council	10	2	40*	
Trimdon Foundry Parish Council	?			1
Trimdon Parish Council	100	1	30*	
Urpeth Parish Council	215			
Waldridge Parish Council	45			
West Auckland Parish Council	?			
West Rainton Parish Council		1	12	
Wheatley Hill Parish Council	23			
Wingate Parish Council	100			
Witton Gilbert Parish Council	?			
Witton Le Wear Parish Council	?			
Wolsingham Parish Council	25			
	5,445	73	2,130+	25

No. of existing plots:

? = Confirmed to DAPTC that they have sites but did not provide no. of plots.

Blank = Did not respond to DAPTC so may or may not already have allotment sites.

* = Site already being managed by T/PC under a lease.

Louisa Morrison Memorial

1. Background - Timeline

At the Ordinary Council meeting held on **23rd February 2016**, the Town Council received the initial notification from the Diocese of Durham that St Aidan's Church in Annfield Plain was being considered for closure and asked the Council for comments. The Council asked at that time what the diocese planned to do with the Memorial for miners who were killed in the Louisa Morrison disaster in 1947. The Council expressed a preference that the memorial remain at Annfield Plain at this time. (*Minutes #549 and #552 of 2015/16 refer*)

Although the Council expressed an interest in assisting with the relocation of the memorial at this early stage, the Council's support was not requested and no further action was taken. It is the understanding of the Clerk that following the meeting of STC in February 2016, some discussions took place between the local AAP office and the Diocese in connection with the memorial and there was a meeting held at St Thomas' Church in Harelaw shortly after this Council meeting to consult about the memorial which the Town Council was not represented at.

That was the end of the matter at this point in time for STC. However, in **March 2017** the Town Clerk was contacted by Bill Heslop for assistance from the Council to help find a new site for the memorial. The Clerk offered, on the **30th March 2017**, to remove the stone from St Aidans into secure storage whilst a consultation on where it should be resized was undertaken.

This proposal was not acceptable to Bill Heslop, who indicated that he would like the Town Council to first identify a suitable location for the stone so it only had to be moved once. However, due to the imminent local Council elections, it was not possible for STC to undertake a new consultation due to purdah rules. Bill Heslop indicated at the time it would be acceptable to defer the decision until after the Town Council elections in May 2017.

At the Ordinary Council meeting held on **18th April 2017**, the Council **RESOLVED** that it would take responsibility for the re-siting of the stone but that the decision on the siting would be deferred to the incoming Council after the elections.

At the Ordinary Council meeting held on **27th June 2017**, the first meeting after the election of the new Council, it was **RESOLVED** that the Clerk should ask again for the memorial to be removed to storage pending a consultation.

This proposal was again rejected by the Diocese who asked for it to be moved to a named location.

The Projects & Initiatives Committee considered the matter again at the meeting held on **18th July 2017**. A **RECOMMENDATION** was put forward by the Committee that the stone should be removed to Annfield Plain Park. At the Ordinary Council meeting held on **25th July 2017** this **RECOMMENDATION** was agreed by Council.

There was a change of personnel at the Diocese of Durham during this process. Bill Heslop retired at the end of August 2017. The last communication the Clerk received from Mr Heslop on **22nd August 2017** was as follows:

"Dear Alan,

It was good to speak to you a few minutes ago, and to hear that the Town Council is in active consultation with Durham County Council re the idea of relocating the Miners' Memorial from Annfield Plain St Aidan to the public park in Annfield Plain. If the two councils can agree this, please come back with a firm proposal so we can begin to seek faculty approval to release the memorial.

It seems there is no new site which will be universally welcomed, but the park may be as good as any, and may enjoy as much consensus as can be found.

We are both receiving similar calls from Mr Jack Hair, who was instrumental in the original provision of the memorial, and who is clearly passionate about it.

I retire at the end of August, so have only a few days left in this office, but please continue to write to this same email address, so colleagues and a successor will pick up from there.

Best wishes.

Bill"

At the next Ordinary Council meeting held after the summer recess, held on **26th September 2017**, a motion signed by 12 members of Council brought the matter back to Council on the basis that the relatives of the men who died in the disaster had not been properly consulted.

On this occasion it was **RESOLVED** that the original stone should be brought to the site of the Louisa pit shaft in Stanley and that a replica should be commissioned to be placed in Annfield Plain Park. It was further **RESOLVED** that an event should be arranged to commemorate the disaster with the appropriate history when the stone was relocated.

Following this meeting, the Community Development Manager began seeking approval from Durham County Council to site memorial stones at the locations agreed at the September Council meeting. The consent from DCC for both sites was granted on the **8th December 2017**.

On **18th December 2017**, we were informed by Daniel Spraggon from the Diocese of Durham (who had replaced Bill Heslop in November 2017) that as we had not yet reverted to them with a firm proposal, an application had been made by the Parochial Church Council (PCC) for the ecclesiastical parish of Annfield Plain and Catchgate (the parish where St Aidan's is located) for a faculty to move the stone to St Thomas' Church in Harelaw. St Thomas' is where the parish church of the combined parish following the closure of St Aidan's.

A faculty is the church equivalent of a planning consent and has the force of law. The memorial is considered to be part of the 'benefice' of the parish and as such cannot be signed over or moved without a faculty from there Church Commissioner.

There appears to have been a breakdown in communication between the PCC in Annfield Plain and the Diocese about who was being asked to look into the re-location of the memorial.

On **4th January 2018** it was agreed that the faculty application to move the memorial to St Thomas' would be placed on hold until a meeting could be arranged to discuss the matter. Due to availability of all parties, this meeting was eventually held on **20th February 2018**.

2. Meeting on 20th February 2018

The meeting was held at the Diocese offices at St Cuthbert's House, Stonebridge. Present were the Town Clerk, Community Development Manager, Rev Heather Murray representing the parish and Daniel Spraggon from the Diocese.

The timeline was discussed and some additional information provided by Rev. Murray from the minutes of the PCC meetings. We were advised that the PCC had expressed the view throughout the discussions concerning the closure of St Aidan's that the stone should be retained within the parish. In **April 2016** the PCC had expressed the view that Annfield Plain

Park would be their preferred location. The decision to apply for a faculty to move the memorial to St Thomas' had only been taken in the autumn of 2017. Rev Murray expressed the view that she would be happy to withdraw the faculty application in favour of one which would see the stone moved to Annfield Plain Park (subject to agreement from her PCC) but supported the view of the PCC that the memorial should remain in the (ecclesiastical) parish.

3. Options

As can be seen from the timeline, this matter has dragged on for far too long and needs to be brought to a resolution. There are a number of courses of action available to the Council, as follows:

- (i) The Council can decide to cease involvement with the issue. STC only became involved with the relocation of the memorial at the request of the diocese and there are no legal obligations for the Council to pursue the matter. In this case, the existing faculty application lodged by Rev Murray on behalf of the PCC would in all likelihood be granted and the memorial would be relocated to St Thomas' Church in Harelaw.
- (ii) The Council could submit its own faculty application proposing that the memorial is removed to the Council's preferred location in Stanley. There would be a fee of around £500 for making the application. The two applications would then be considered by the Church Commissioner who would make decision about the relocation of the stone. If a hearing was required, additional fees could be incurred by the Council in this respect.
- (iii) The Council could agree a compromise location of Annfield Plain park for the memorial to be resited, which would be likely to be supported by the PCC for the (ecclesiastical) parish. Permissions from DCC to place a memorial at this location have already been obtained and a licence would be issued by DCC to STC for the future maintenance. A decision is already in place to commission a replica stone which could be sited at the Council's preferred location in Stanley, or alternatively the opportunity could be taken to design a new memorial for Stanley which might have a greater visual impact than the original.
- (iv) The Council could allow the original memorial to be relocated to St Thomas' where the PCC will be responsible for its maintenance and commission either a replica or a new design for the location in Stanley.

4. Decision Required

The Council is requested to **CONSIDER** the above report and **DECIDE** which of the options they wish to pursue to enable officers to bring the matter to a conclusion.

FULL COUNCIL ACTION LOG - Updated 21-2-18

Meeting Date	Minute Ref	Lead Officer	Agenda Item	Action	Date Complete	Notes
27.06.17	45	James Harper	7 - Recommendations of Projects & Initiatives	The two surplus tractors be donated to Beamish FC and Annfield Plain FC	23.11.17	Both tractors handed over.
27.06.17	45	Alan Shaw	7 - Recommendations of Projects & Initiatives	An extra-ordinary meeting of Council be scheduled to consider medium term planning in detail		Meeting was not held , MTP was completed through P&I process in November 2017.
25.07.17	76	Alan Shaw/ James Harper	7 - Recommendations of Projects & Initiatives	Louisa Memorial - DCC should be asked for a licence to have the stone relocated to Annfield Plain Park		Permissions have been obtained for both locations, however the matter is still not resolved. On agenda for 27.2.18
25.07.17	76	James Harper	7 - Recommendations of Projects & Initiatives	Armed Forces Day - 2018 planning should begin immediately		Ongoing.
25.07.17	76	James Harper	7 - Recommendations of Projects & Initiatives	Christmas - A specification should be produced for the Christmas Light switch on event and that bids are invited from outside providers		Draft spec on agenda for 27.2.18
26.09.17	118	James Harper	9 - Recommendations of Projects & Initiatives	Christmas - Officers be instructed to deliver the event in line with that outlined in the draft specification	6.12.17	Event delivered in accordance with spec
26.09.17	118	Alan Shaw	9 - Recommendations of Finance & Governance	MIF Policy - A working group be established to review the current policy and bring recommendations to FC	24.10.17	Policy reviewed and amended
26.09.17	118	James Harper	9 - Recommendations of Finance & Governance	DBS Checks - Council should implement a policy of compulsory DBS checks for elected members in line with DCC policy and ID cards be purchased for members and staff		Outstanding - Tasked J Harper with delivery 12.2.18
26.09.17	118	Nicola James	9 - Recommendations of Finance & Governance	ID Cards to be purchased for members and staff		Outstanding - Tasked N James with delivery 12.2.18
26.09.17	120	Alan Shaw	11 - Civic Regalia	The Town Clerk look into the costs for purchasing Civic Regalia for the Town Mayor's consort and the Deputy Town Mayor and report findings to FC		Outstanding
24.10.17	140	Nicola James	3 - Town Mayors Announcements	Date for OAP Christmas Dinner to be emailed to Members	10.11.17	Done
24.10.17	144	Alan Shaw	7 - Recommendations of Finance & Governance	Adapt the Cirencester Standing Orders and amend our own SO's accordingly	24.10.17	Done
24.10.17	145	Alan Shaw	8 - Medium Term Plan	In consultation with the Chairman of Finance, prepare an outline 3 year delivery timeline and indicative budget estimates for the delivery of the plan	28.11.17	Done
24.10.17	148	Alan Shaw	11 - Stanley Council Offices	Notify DCC that the Town Council intends to withdraw from the purchase of the building on the current terms	30.10.17	Done
24.10.17	148	Alan Shaw	11 - Stanley Council Offices	Liaise with DCC 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		Outstanding
24.10.17	148		11 - Stanley Council Offices	Research into possible sources of funding, with the assistance of suitably qualified and experienced fund raisers who can identify sources and prepare bids for external funding		Not started
07.11.17	154	Alan Shaw	5 - Request from the Just for Women Centre	The Town Council will seek to purchase the property at no more than the maximum price agreed		Awaiting return of local authority searches to solicitors. Should be in a position to exchange and complete before end March.
23.01.18	248	Alan Shaw/ James Harper	8 - Recommendations of Committee Meetings	Environmental Cleanup team to be brought in house		Meeting held with Groundwork and notice given. Work underway to secure lease vehicles and uniform and to agree inventory of equipment for transfer. Premises and storage issue outstanding.
23.01.18	248	Alan Shaw	8 - Recommendations of Committee Meetings	Police Cars - to be forward funded over three years		Ongoing
23.01.18	248	Alan Shaw	8 - Recommendations of Committee Meetings	Stars YC - Detailed plan to be submitted before the end of the financial year		
23.01.18	249	James Harper	9 - Stanley in Bloom	Jointly manage the Stanley In Bloom campaign with DCC		Meeting held with DCC on 16.2.18. Report to be brought to P&I Committee for 13.3.18
23.01.18	250	Alan Shaw	10 - Budget and Precept (Part A)	Submit precept demand	24.01.18	Done
23.01.18	252	Alan Shaw	13 - Budget and Precept (Part B)	Implement staffing structure (including wardens service and TUPE of GWNE staff)		Staff meetings held between 24.01.18 and 29.01.18. Initial meetings held with HR advisor on 31.01.18. Outline of the restructure process circulated to members on 9.2.18. Initial drafts of new JDs done 6.2.18. Discussions with HR re: JDs on-going.