



Stanley Town Council

NOTICE OF MEETING

I hereby give notice that an Ordinary Meeting of Stanley Town Council will be held on Tuesday, the 27th February 2018 at 6.30pm at Stanley Civic Hall, Front Street, Stanley, Co. Durham, DH9 0NA.

TO ALL MEMBERS of STANLEY TOWN COUNCIL

B Nair (Town Mayor)	T Armstrong	D Carmichael	L Christie	J Clark
A Clegg (Deputy TM)	H Clark	M Davinson	C Hampson	J Kane
C Marshall	D Marshall	J McMahon	J Nicholson	J Pallas
J Stephenson	L Timbey	D Tully	G Wilkinson	J Tully

You are hereby summoned to attend an **ORDINARY MEETING** of Stanley Town Council to be held in Stanley Civic Hall, Front Street, Stanley, on Tuesday the 27th February 2018 at 18.30 in order to transact the following business:

Yours sincerely,

Alan Shaw
Town Clerk
20th February 2018

Please turn off all mobile phones or set to silent mode
Please refer to the Policy for recording proceedings

A G E N D A

1 APOLOGIES FOR ABSENCE

To **RECEIVE** any apologies and reasons for absence.

2 DECLARATIONS OF INTEREST

Members are invited to **DECLARE** disclosable pecuniary interests and other interests, along with the nature of those interests, in relation to any item on this agenda.

3 TOWN MAYOR'S ANNOUNCEMENTS

To **RECEIVE** a verbal monthly Mayoral Report from the Town Mayor and any announcements from the Town Mayor or Town Clerk.

4 PUBLIC PARTICIPATION

An adjournment will be allowed at the direction of the Chairman to allow for public comment and response in relation to items on this agenda or to consider written questions from the public submitted in advance of the meeting (*Individuals will be permitted a maximum of three minutes each. Total time for this session is limited to fifteen minutes*).

5 CONFIRMATION OF MINUTES (ATTACHMENT A)

To **APPROVE** as a correct record and sign the minutes of the Ordinary Council meeting held on 23rd January 2018.

6 ACCOUNTS FOR PAYMENT AND BANK RECONCILIATION

Statutory Basis: Accounts & Audit (England) Regulations 2011

January 2018

Schedule of Payments	(ATTACHMENT B)
Schedule of Receipts	(ATTACHMENT C)
Bank Reconciliation	(ATTACHMENT D)
Bank Balances	(ATTACHMENT E)
Trial Balance	(ATTACHMENT F)
BACS Payments	(ATTACHMENT G)

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

- (i) **APPROVE** the payment of accounts for January 2018; and
- (ii) **NOTE** the Bank Reconciliation for January 2018.

7 INTERNAL AUDIT

The reports of Gordon Fletcher, the Council's Internal Auditor are attached. In accordance with the audit programme agreed by Council, the reports cover the areas of Budgetary Control, Income & Banking and the main accounting system.

(ATTACHMENT H)	Budgetary Control
(ATTACHMENT I)	Income & Banking
(ATTACHMENT J)	Main Accounting System

All the reports give a **FULL ASSURANCE** level. This indicates that there is a sound system of controls in place and those controls are consistently applied and are fully effective. Control objectives are fully met.

Council is requested to **NOTE** the reports of the auditor and **DECIDE** if any further action is required.

8 EVENTS SPECIFICATION (ATTACHMENT K)

In accordance with the Medium Term Plan approved by Council at the Ordinary Council meeting held on 28th November 2017, the Community Development Manager has prepared a draft specification for the provision of Council events for consideration by members.

The purpose of the specification is to invite events providers to submit bids to provide a number of events on behalf of the Town Council, namely the Armed Forces Day event, Play in the Parks and the Christmas Event.

Council is requested to **CONSIDER** the draft specification and **DECIDE** what to do.

9 STANLEY LIBRARY UPDATE (ATTACHMENTS L & M)

The Town Clerk met with Karen Mitchell from Durham County Council's assets team on 5th February 2018. It was explained to the Clerk that the County Council had received a number of bids for the old library building at market value and therefore in order to consider transferring the asset at "less than best consideration" to the Town Council, a report would be required to demonstrate how the transfer would facilitate "the promotion or improvement of economic, social or environmental well-being" of the area. The report was requested to be submitted by the 9th February, therefore there was insufficient time to bring the matter before Council before making a submission.

The submission is attached for the Council's information. Also attached is DCLG Circular 06/03 which sets out the criteria for disposal of assets at "less than best consideration".

Council is requested to **NOTE** the report and **DECIDE** if any further action is required.

10 WAR MEMORIAL

At the Ordinary Council meeting held on 27th June 2017, Council **RESOLVED** to establish a working group consisting of Cllrs Clegg, Graham and Davinson be appointed to "Identify whether there was public support for the building of the memorial and whether it would represent value for money and report back to the [Projects & Initiatives] Committee."

Due to the sudden passing of Cllr Graham, the working group did not meet and this item of business has not been progressed.

Council is requested to **CONSIDER** this matter and **DECIDE** what to do.

RECOMMENDATION: Council should appoint a new working group to consider this matter. The Town Clerk could be instructed to conduct an online survey using existing tools (Survey Monkey; social media; Council website) to provide some initial feedback.

11 ALLOTMENTS (ATTACHMENT N)

The Town Clerk attended a sub-group of the Durham County Council Scrutiny panel tasked with reviewing the County Council's approach to allotments on Friday 16th February. A report is attached.

Council is requested to **NOTE** the report and **DECIDE** if further action is required.

12 LOUISA MORRISON MEMORIAL (ATTACHMENT O)

The Town Clerk and Community Development Manager met with Daniel Spraggan from the Diocese of Durham and Rev. Heather Murray, Vicar of Annfield Plain and Catchgate parish on 20th February 2018 to discuss the position concerning the Louisa Morrison miners memorial situated at St Aidan's Church in Annfield Plain. A report is attached.

Council is requested to **CONSIDER** the report and **DECIDE** what to do.

13 COUNCIL ACTIONS UPDATE (ATTACHMENT P)

Details of Full Council decisions taken since the last AGM held on 16th May 2017 are attached with a record of those completed and outstanding.

Council is requested to **CONSIDER** the report, **REVIEW** the decisions and **DECIDE** if any further action is required at this time.

Members may also request verbal updates in respect of any of the decisions.

14 TOWN MAYOR'S AWARDS

At the time of the distribution of this month's agenda, no nominations have been submitted for the Town Mayor's awards. Council is requested to **REVIEW** this matter and **DECIDE** what to do.

RECOMMENDATION:

There is no purpose in holding the event unless there is a full complement of local people (8 to 10) to be recognised. If there were a small number of recipients, they could be awarded the trophy and certificate by the Town Mayor in a smaller format like an afternoon tea, otherwise I **RECOMMEND** that the event be cancelled.

15 DATE, TIME AND VENUE OF NEXT MEETING

20th March 2018 Annual Town Meeting, 6.30pm, Stanley Civic Hall.

27th March 2018 Full Council Meeting, 6.30pm, Stanley Civic Hall.

In accordance with the Public Bodies (Admission to Meetings) Act 1960, members of the public and press are welcome to attend the meeting. Members of the public will only be permitted to speak at the beginning of the meeting during Public Question Time.