



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 March 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 March 2018 at 18.30 in order to transact the following business:

Yours sincerely,

Alan Shaw
Town Clerk
17th March 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 **13th March 2018**.

6 MINUTES OF OTHER MEETINGS

To **RECEIVE** the minutes of the following meetings:

13th March 2018	Projects & Initiatives Committee	(ATTACHMENT B)
14th March 2018	Finance & Governance Committee	(ATTACHMENT C)

7 RECOMMENDATIONS OF COMMITTEE MEETINGS

The following **RECOMMENDATIONS** of Committee meetings held since the Ordinary Council meeting scheduled for February 2018 require consideration by Council:

(a) FINANCE & GOVERNANCE

At a meeting held on 14th March 2018, the Projects and Initiatives Committee made the following **RECOMMENDATION** to Council:

- (i) **Grants - Committee RESOLVED** that the working group convene and bring **RECOMMENDATIONS** to Full Council on 27th March 2018.

Council is requested to **CONSIDER** the **RECOMMENDATIONS** of the working group and **DECIDE** what to do.

Note: The Working Group Meets on 20th March 2018, therefore the **RECOMMENDATIONS** will be tabled at the meeting. For Full details of the applications, please refer to the papers from the Finance & Governance Committee held on 14th March 2018.

8 ACCOUNTS FOR PAYMENT AND BANK RECONCILIATION

Statutory Basis: Accounts & Audit (England) Regulations 2011

February 2018

Schedule of Payments	(ATTACHMENT D)
Schedule of Receipts	(ATTACHMENT E)
Bank Reconciliation	(ATTACHMENT F)

Bank Balances	(ATTACHMENT G)
Trial Balance	(ATTACHMENT H)
BACS Payments	(ATTACHMENT I)

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

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

9 MEMBER'S INITIATIVE FUND (ATTACHMENT J)

Full details of the projects and activities supported by elected members through the Members' Initiative Fund in the year 2017/18 are attached for information.

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

10 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 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.

The specification was considered by the Council at the meeting held on 13th March 2018. Council **RESOLVED** that:

- (i) Assessment criteria should be added with weightings for safety, quality, price, capability and experience.
- (ii) The revised specification to be resubmitted to Council for approval at the meeting to be held on 27th March 2018.

The specification has been updated and revised in accordance with Council's directions. Council is requested to **CONSIDER** the revised draft specification and **DECIDE** what to do.

11 DRAFT SLA FOR WARDEN SERVICE (ATTACHMENTS L/ M)

A draft SLA and contract for the provision of the warden service is provided for members' consideration. Council is requested to:

- (i) **CONSIDER** the documents,
- (ii) **DIRECT** the Town Clerk to make any additions or amendments it feels are required, and
- (iii) **DIRECT** the Town Clerk to negotiate the service roll out with Durham County Council.

12 **CIVIC HALL FEES & CHARGES** (ATTACHMENTS N/ O)

The current Schedule of fees and charges for the Civic Hall for 2017/18 is attached for information and a proposed revised Schedule has been prepared for consideration by Council for 2018/19.

Council is requested to **CONSIDER** this matter 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 **DATE, TIME AND VENUE OF NEXT MEETING**

24th April 2018, 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.