



# Stanley Town Council

## NOTICE OF MEETING

I hereby give notice that a meeting of the Finance and Governance Committee of Stanley Town Council will be held on Wednesday, the 11th April 2018 at 6.00pm at Stanley Civic Hall, Front Street, Stanley, Co. Durham, DH9 0NA.

### TO ALL MEMBERS of STANLEY TOWN COUNCIL FINANCE AND GOVERNANCE COMMITTEE

J Stephenson (Chair)	M Davinson	L Christie	D Marshall	D Carmichael
J Pallas	J Kane	H Clark	J Nicholson	D Tully
B Nair*	A Clegg*			

\*ex-officio

You are hereby summoned to attend a meeting of the **Finance and Governance Committee of Stanley Town Council** to be held in **Stanley Civic Hall, Front Street, Stanley**, on **Wednesday the 11th April at 18.00** in order to transact the following business:

Yours sincerely,

Alan Shaw  
Town Clerk  
5th April 2018

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

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## 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 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIR

To **RECEIVE** announcements from the Chair 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 Finance and Governance Committee meeting held on 14th March 2018.

#### 6 ACCOUNTS FOR PAYMENT AND BANK RECONCILIATION

**Statutory Basis: Accounts & Audit (England) Regulations 2011**

**March 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 March 2018; and
- (ii) **NOTE** the Bank Reconciliation for March 2018.

#### 7 PAYMENT PROTECTION POLICY (ATTACHMENT H)

The Council is required to have a policy in place to deal with the eventuality of staff who are moved into new posts under restructuring arrangements whose salaries are reduced as a result. A draft policy is attached for consideration.

Committee is requested to **CONSIDER** the policy and **DECIDE** what to do.

#### 8 PROCUREMENT (ATTACHMENT I)

The Council is required to advertise all contracts for the procurement of contracts over £10,000 on the Government's Contract Finder website. The Town Clerk is going through the process of registering on the site in order to let the Events Contract. The relevant guidance is attached for information.

Committee is requested to **NOTE** the guidance.

**9 COMMITTEE ACTIONS UPDATE (ATTACHMENT J)**

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

Committee 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.

**10 EXCLUSION OF PRESS AND PUBLIC \***

To **RESOLVE** 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:  
Staff and public Confidentiality*

*\* Any recording of the proceedings must stop at this point.*

**11 COUNCIL STRUCTURE UPDATE (ATTACHMENT K)**

The Town Clerk has prepared a report detailing the progress towards the implementation of the new staffing structure.

Committee is requested to **CONSIDER** the report and **DECIDE** what action is required.

**12 STAFFING MATTER (ATTACHMENT L)**

The Town Clerk has prepared a report for the consideration of members.

Committee is requested to **CONSIDER** the report and **DECIDE** what action is required.

**13 INCIDENT REPORT (ATTACHMENT M)**

A report is provided in relation to an incident which took place in the Civic Hall in March 2018.

Committee is requested to **CONSIDER** the report and **DECIDE** what action is required.

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

Schedule of Meetings to be agreed at the Full Council meeting on 24th April 2018.

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*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.*