



# 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 9th May 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	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 9th May 2018 at 18.00** in order to transact the following business:

Yours sincerely,

Alan Shaw  
Town Clerk  
2nd May 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 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 11th April 2018.

#### 6 ACCOUNTS FOR PAYMENT & BANK RECONCILIATION

Statutory Basis:Accounts & Audit (England) Regulations 2011

##### April 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)

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

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

#### 7 YOUTH SERVICES BUDGET

The Council created a budget of £15,000 through the budget setting process to be allocated to "youth projects".

Committee is requested to **CONSIDER** how this funding is to be allocated. The Town Clerk has put forward two methods of allocating a specific pot of this type below but there will be other methods of allocation:

- (i) Create a set of qualifying criteria and invite bids from existing organisations and groups providing youth engagement;
- (ii) Launch a youth initiative of our own to spend the money. Committee would need to give consideration to what outcomes they would hope to achieve and have a clear idea to be approved by Council. There is a strand in the Medium Term Plan relating to a Youth Council.

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

NB: This matter will be considered by the Projects & Initiatives Committee on 8th May 2018, any **RECOMMENDATIONS** from this Committee will be tabled by the Town Clerk for consideration.

## 8 CREATION OF ENVIRONMENTAL SERVICES BUDGET (ATTACHMENT H)

During the budget setting process in January 2018, it was not possible to create detailed budgets in areas of work where services were to be brought in house, contracts required negotiation or where the restructure would have an impact on salaries budgets. The Council has now moved most of these issues to a position where we can revise budgets in line with actual costs.

In respect of the Environmental Services Team, supporting budgets will be required as detailed in the attached report.

Committee is requested to **CONSIDER** this matter and **RECOMMEND** what to do.

**RECOMMENDATION:** The proposed changes should be made to the budget to permit the Environmental Services team to be able to make a meaningful impact on the area by planning improvement projects and having resources to be able to deliver them. The previous way of managing the service where Members' MIF was required for all materials or purchases beyond the basic equipment required by the team was not conducive to allowing the team to make the maximum possible impact.

NB: This matter will be considered by the Projects & Initiatives Committee on 8th May 2018, any **RECOMMENDATIONS** from this Committee will be tabled by the Town Clerk for consideration.

## 9 REVIEW OF INTERNAL CONTROL (ATTACHMENTS I, J)

**Statutory Basis:** The Accounts and Audit Regulations 2015

The Council has a duty to review its system of internal control and risk management on an annual basis. A report and risk register have been prepared and are attached to this agenda.

Members are requested to **CONSIDER** the report and associated risk register and **DECIDE** what to do.

### **RECOMMENDATIONS:**

- (i) Council should **NOTE** the contents of the report in terms of the review of internal audit and internal control; and
- (ii) **RESOLVE** to support the principle of ensuring that effective risk management takes place within Stanley Town Council.

## 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*

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*Confidentiality*

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

**11 CIVIC HALL INTERIM ARRANGEMENTS**

The Town Clerk will update Committee on the interim arrangements in place following the resignation of the Events Manager.

Committee is requested to **NOTE** this matter and **DECIDE** if any further action is required.

**12 STAFFING MATTER**

The Town Clerk will update Committee in respect of the Staffing Matter.

Committee is requested to **NOTE** this matter and **DECIDE** if any further action is required.

**13 DRAFT JOB DESCRIPTIONS & RESTRUCTURE (ATTACHMENT K)**

The context statement, revised structure and Draft Job Descriptions are attached.

Committee is requested to **CONSIDER** these documents and make a **RECOMMENDATION** to Council so that the revised staffing structure can be signed off and implemented.

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

13th June 2018 Committee, 6.00pm, Stanley Civic Hall.

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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.*