

Annual Internal Audit Report 2017/18

STANLEY TOWN COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2018.

The internal audit for 2017/18 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		

K. (For local councils only)			
	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

17/10/17 + 7/2/18 + 1/5/18

Name of person who carried out the internal audit

GORDON FLETCHER (C.M.I.A.)

Signature of person who carried out the internal audit

G. Fletcher

Date

03/05/2018

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

STANLEY TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

14 OF 2018/19

dated

Signed by the Chairman and Clerk of the meeting where approval is given:

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

www.stanley-tc.gov.uk

Section 2 – Accounting Statements 2017/18 for

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	462,568	371,032	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	664,858	674,837	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	379,281	385,470	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	338,265	354,545	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	23,990	23,534	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	773,420	702,838	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	371,032	350,422	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	400,881	351,602	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	162,751	168,156	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	160,000	140,000	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Date

I confirm that these Accounting Statements were approved by this authority on this date:

and recorded as minute reference:

14 OF 2018/19

Signed by Chairman of the meeting where approval of the Accounting Statements is given

Section 3 – External Auditor Report and Certificate 2017/18

In respect of **STANLEY TOWN COUNCIL**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2017/18

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2017/18

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

LOCAL COUNCILS IN ENGLAND AND WALES

ANNUAL RETURN

FOR THE YEAR ENDED 31 March 2018

Stanley Town Council 2017-18

SECTION 1 - THE STATEMENT OF ACCOUNTS

I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Income and Expenditure.

Responsible Financial Officer

ALAN SHAW

Date

I confirm that these accounts are approved by the Council and recorded as council minute reference

1

Dated

Signed on behalf of the above Council (Chair)

Date

Last Year £

This Year £

General Notes for Guidance

1	Balances brought forward	462,568	371,032	Total balances & reserves at the beginning of the year as recorded in the Council Financial Records
2	Annual Precept	664,858	674,837	Total amount of Precept income received in the year
3	Total other receipts	379,281	399,574 <i>-3000 - 11,104 = 385,470</i>	Total income or receipts as recorded in the cashbook minus the Precept
4	Staff costs	338,265	354,545	Total expenditure or payments made to and on behalf of all council employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and expenses
5	Loan interest/Capital repayments	23,990	23,534	Total expenditure or payments of capital and interest made during the year on the Council borrowings
6	Total other payments	773,420	716,942 <i>-3000 - 11,104 = 702,838</i>	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)
7	Balances carried forward	371,032	350,422	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8	Total Cash & Investments	400,881	351,602	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March
9	Total Fixed Assets <i>Restated</i>	162,751	168,156	The recorded current book value at 31 March of all tangible fixed assets owned by the Council as recorded in the asset register
10	Total Borrowings	160,000	140,000	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)

The following documents should accompany the accounts when submitted to the auditor:

- * A brief explanation of significant variations from last year to this year in Section 1;
- * Bank Reconciliation as at 31 March

Fixed assets at 31/03/17 restated - see separate sheet.

Working details for ANNUAL RETURN - Year ended 31 March 2018

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
1	337,568	346,032	310	0	General Reserves
1	125,000	25,000	315	0	EM Reserve - Front Street
1	Balances brought forward	462,568	371,032	Total balances & reserves at the beginning of the year as recorded in the Council Financial Records	
2	664,858	674,837	1176	111	Precept
2	Annual Precept	664,858	674,837	Total amount of Precept income received in the year	
3	22,882	27,904	1000	500	Ticket Sales Retained
3	2,095	5,166	1002	500	Ticket sales ret'd- Ext shows
3	50,107	71,709	1005	500	Ticket Sales Non Retained <i>adj with exp</i>
3	72,056	61,111	1010	500	Hall Hire <i>See list</i>
3	0	5,722	1012	500	Civic Players etc-Fees, Subs, <i>double coming</i>
3	1,760	1,760	1013	500	DCC Recharges
3	59,746	63,905	1020	510	Bar Takings
3	220	1,074	1026	500	Table packages etc
3	989	833	1028	500	Resale Items
3	80	2,550	1029	500	Recharged buffet, disco etc
3	0	40	1031	500	PRS income
3	0	717	1032	500	Recharged technical
3	78	0	1040	500	Fees & Charges-PAT tests
3	2,392	1,056	1050	110	Interest
3	1,731	3,000	1061	500	Rent Income - Town Council <i>adj with exp - double coming</i>
3	3,600	0	1070	300	Recharges
3	0	785	1075	101	Grants
3	0	3,666	1081	500	Donations <i>incl</i>
3	85	0	1090	110	IT - Sale of Equipment
3	86	4	1091	500	Art Work Sales
3	130,804	112,039	1177	111	LCTRS Grant
3	6,229	214	1200	505	Hot Drinks
3	43	0	1205	505	Cold Drinks
3	798	0	1210	505	Food
3	23,501	36,320	1220	505	Coffee Shop
3	Total other receipts	379,281	399,574	Total income or receipts as recorded in the cashbook minus the Precept	
<i>- 3000 - 11,104 = 385,470.</i>					
4	147,299	148,617	4000	101	Direct Salaries
4	128,630	116,540	4000	500	Direct Salaries
4	23,660	37,258	4000	505	Direct Salaries
4	35,247	49,262	4005	500	Casual Staff
4	1,427	1,450	4008	101	Training
4	325	332	4008	500	Training
4	90	0	4008	505	Training
4	227	0	4009	101	Clothing Costs
4	1,077	879	4009	500	Clothing Costs
4	197	98	4009	505	Clothing Costs

Continued on Page 2

Working details for ANNUAL RETURN - Year ended 31 March 2018

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and</u>	<u>Centre</u>	<u>Code Description</u>
4	86	110	4009	510	Clothing Costs
4	338,265	354,545	Total expenditure or payments made to and on behalf of all council employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and expenses		
5	20,000	20,000	4996	520	PWLB Loan - Principal
5	3,990	3,534	4997	520	PWLB Loan - Interest
5	23,990	23,534	Total expenditure or payments of capital and interest made during the year on the Council borrowings		
6	1,491	1,789	4010	101	Payroll SLA
6	0	19	4011	500	Travel & Subsistence
6	69	0	4014	101	Courses and Seminars
6	8,000	8,000	4049	305	Rent
6	4,832	0	4050	305	Rates
6	0	332	4050	307	Rates
6	7,744	8,015	4050	500	Rates
6	216	0	4051	305	Water Rates
6	3,118	1,549	4051	500	Water Rates
6	2,419	0	4052	305	Electricity
6	0	353	4052	307	Electricity
6	13,605	14,286	4052	500	Electricity
6	0	579	4053	307	Gas
6	1,705	1,895	4053	500	Gas
6	6,364	2,518	4054	105	Insurance
6	3,459	3,956	4054	110	Insurance
6	498	322	4054	305	Insurance
6	11	0	4055	105	Cleaning
6	4,012	4,175	4055	500	Cleaning
6	44	0	4055	505	Cleaning
6	1,961	1,980	4056	500	Alarm Maintenance
6	200	150	4057	500	Window Cleaning
6	1,853	1,150	4058	500	Trade Waste
6	1,239	667	4059	500	Laundry
6	0	3,000	4061	105	Accommodation Rent
6	155	0	4064	500	Equipment - Hire
6	149	8	4065	105	Repairs & Maintenance
6	0	0	4065	110	Repairs & Maintenance
6	268	0	4065	305	Repairs & Maintenance
6	0	159	4065	307	Repairs & Maintenance
6	4,909	6,771	4065	500	Repairs & Maintenance
6	420	149	4065	505	Repairs & Maintenance
6	54	0	4066	105	Tools & Equipment
6	40	0	4066	110	Tools & Equipment
6	0	1,109	4066	200	Tools & Equipment
6	6,055	6,220	4066	500	Tools & Equipment
6	3,289	113	4066	505	Tools & Equipment

add with income
water rates

Working details for ANNUAL RETURN - Year ended 31 March 2018

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and</u>	<u>Centre</u>	<u>Code Description</u>
6	298	80	4066	510	Tools & Equipment
6	1,097	374	4067	500	Furniture & Fittings
6	82	0	4067	505	Furniture & Fittings
6	794	0	4068	500	Structure
6	254	0	4069	105	Pest Control
6	0	267	4069	500	Pest Control
6	126	0	4070	500	Crockery,Cutlery etc
6	318	50	4070	505	Crockery,Cutlery etc
6	332	0	4070	510	Crockery,Cutlery etc
6	9	282	4071	500	Health & Safety - Fire
6	0	64	4072	500	Health & Safety First Aid
6	2,582	1,402	4073	500	Health and Safety
6	-2	0	4073	505	Health and Safety
6	2,922	3,308	4075	115	Advertising
6	5,461	8,681	4075	500	Advertising
6	350	0	4075	505	Advertising
6	36	0	4075	510	Advertising
6	6,869	8,028	4076	500	Marketing & Promotion
6	466	475	4077	110	Licences
6	3,150	0	4077	200	Licences
6	2,114	3,045	4077	500	Licences
6	797	0	4078	105	Parking
6	4	0	4078	110	Parking
6	18	179	4079	500	Security
6	0	300	4100	110	Telephones
6	3,326	3,103	4100	500	Telephones
6	522	451	4101	110	Mobile Phones
6	561	688	4102	110	Stationery
6	-3	100	4102	200	Stationery
6	2,077	753	4102	500	Stationery
6	19	0	4102	510	Stationery
6	33	0	4103	110	Publications
6	537	235	4104	110	Postage
6	1,023	2,175	4104	500	Postage
6	688	781	4105	110	Photocopying
6	1,301	919	4105	500	Photocopying
6	4,181	4,129	4106	110	Subscriptions
6	102	0	4106	500	Subscriptions
6	4,000	2,000	4110	110	Audit External
6	1,040	1,400	4111	110	Audit Internal
6	4,603	13,610	4112	110	Professional Fees
6	116	1,175	4112	305	Professional Fees
6	682	0	4113	305	Legal Fees
6	182	90	4114	110	Refreshments
6	34	247	4114	200	Refreshments

Continued on Page 4

Working details for ANNUAL RETURN - Year ended 31 March 2018

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and</u>	<u>Centre</u>	<u>Code Description</u>
6	42	6	4114	500	Refreshments
6	185	9	4115	500	Hospitality
6	96	16	4120	110	IT - Antivirus
6	46	180	4120	500	IT - Antivirus
6	100	75	4121	110	IT - Website Support
6	100	0	4121	500	IT - Website Support
6	1,204	2,986	4122	110	IT - Email Maintenance
6	2,839	1,108	4123	110	IT - Support & Maintenance
6	396	2,559	4123	500	IT - Support & Maintenance
6	2,324	1,843	4124	110	IT - Equipment
6	873	1,622	4125	110	IT - Software
6	0	548	4125	500	IT - Software
6	2,550	0	4151	800	Civic Hall - Lighting
6	5,760	30,977	4156	800	Civic Hall - Structure
6	5,537	7,082	4160	800	Civic Hall - Equipment
6	6,566	0	4200	115	Stanley Life
6	600	0	4201	115	Annual Report
6	555	0	4204	115	Community Consultation
6	97,051	64,300	4300	300	Environmental Services
6	0	50	4301	300	Tractors
6	2,792	0	4302	300	Dog Bags
6	100,000	0	4305	300	Front Street Regeneration
6	7,000	7,000	4312	300	Police Cars - Contribution
6	556	0	4313	300	Mini Police
6	8,000	0	4320	300	Community Radio
6	0	30,000	4321	300	Detached Youth Project
6	0	301	4322	300	Road Safety Initiatives
6	0	30,000	4324	300	Money Advice Service
6	0	10,000	4401	320	Firework Festival
6	16,424	9,952	4402	320	Christmas Festival
6	5,000	0	4403	320	Horticultural Show
6	6,750	0	4404	320	Brass Festival
6	3,041	1,519	4405	320	Blooming Good Fun
6	2,139	0	4406	320	Tea in the Park
6	15,991	14,689	4407	320	Play in the Park
6	9,458	0	4409	320	Fun Days
6	347	510	4410	320	Remembrance Services
6	3,673	4,443	4412	320	Armed Forces Day
6	8,629	3,598	4413	320	Moria-Con
6	4,653	0	4414	320	Cycle Event
6	560	0	4416	320	This is Stanley
6	2,204	0	4417	320	Stanley Fringe
6	523	850	4418	320	Older People's Entertainment
6	1,414	-676	4419	320	Other Events
6	1,083	448	4420	320	Blue Plaque Scheme

Continued on Page 5

Working details for ANNUAL RETURN - Year ended 31 March 2018

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and</u>	<u>Centre</u>	<u>Code Description</u>
6	0	3,386	4423	320	Heritage Projects
6	0	308	4424	320	West Stanley Memorial
6	5	0	4425	320	Technical Support
6	2,858	4,255	4425	500	Technical Support
6	28,809	22,779	4439	320	Christmas Decorations
6	78,835	68,753	4500	400	Members Initiative Fund
6	67,376	42,046	4502	400	Other Grants
6	248	0	4503	305	Grant Application Fees
6	708	0	4510	400	Concessions
6	885	0	4550	505	Coffee Shop-Drinks (Hot)
6	1,114	0	4555	505	Coffee Shop-Drinks (Cold)
6	10,905	13,646	4560	505	Coffee Shop-Food
6	17,800	28,360	4600	510	Bar Stock
6	2,896	288	4601	510	Bar Supplies - Sundry Items
6	360	585	4602	505	Bar - Stocktaking Costs
6	815	943	4602	510	Bar - Stocktaking Costs
6	637	288	4603	510	Bar - gas
6	780	372	4625	505	Coffee Shop supplies
6	32,025	43,996	4650	500	Events - Civic Hall
6	303	4	4651	500	Events - Externally Organised
6	0	12,714	4652	500	Civic Hall Performers
6	320	1,865	4654	500	Purchases for weddings/parties
6	51,834	71,709	4700	500	Ticket Sales Paid Over
6	186	662	4750	500	Resale Items
6	1,015	715	4751	500	Technical supp-rechargeable
6	1,738	3,031	4752	500	Purchases weddings etc- rech
6	0	1,469	4800	200	Member Training
6	152	0	4801	200	Annual Parish Meeting
6	3,359	1,915	4802	200	Other Meetings
6	4,981	2,108	4803	200	Chairmans Fund
6	0	32,149	4808	200	Election Costs
6	2,107	3,286	4998	500	Transaction Fees
6	2,031	1,661	4999	110	Bank Charges
6	Total other payments	773,420	716,942	Total expenditure or payments as recorded in the cashbook minus employment costs(Line 4) and loan / interest expenditure / payments(Line 5)	
7	Balances carried forwrd	371,032	350,422	Total balances and reserves at the end of the year.[Must equal (1+2+3)-(4+5+6)]	
8	398,286	349,174	200	0	Current Bank A/c
8	268	342	201	0	Civic Hall Petty Cash
8	132	14	202	0	Civic Hall Refunds Float
8	195	72	205	0	Office Petty Cash
8	2,000	2,000	220	0	Civic Hall Float
8	Total Cash & Investments	400,881	351,602	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March	

ad local income double currency (see list)

- 11,104 - 3000 = 702,838

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Working details for ANNUAL RETURN - Year ended 31 March 2018

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and</u>	<u>Centre</u>	<u>Code Description</u>
9	162,751	168,156	9	0	Total Fixed Assets
9	162,751	168,156	The recorded current book value at 31 March of all tangible fixed assets owned by the Council as recorded in the asset register		
10	160,000	140,000	10	0	Total Borrowings
10	160,000	140,000	The outstanding capital balances as at 31 March of all loans from third parties(usually PWLB)		

Printed on 17/05/2018

Stanley Town Council 2017-18

Page No 1

At 14:11

Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : 2017/18 Out-turn Position (Final)

	<u>Last Year</u>		Agreed Budget	<u>Current Year</u>	
	Budget	Actual		Revised Budget	Actual YTD
<u>101 Staffing</u>					
4000 Direct Salaries	184,980	147,299	154,582	154,582	148,617
4008 Training	4,000	1,427	2,000	2,000	1,450
4009 Clothing Costs	400	227	300	300	0
4010 Payroll SLA	1,500	1,491	1,500	1,500	1,789
4012 Recruitment	0	0	650	650	0
4013 HR Advice & Support	500	0	250	250	0
4014 Courses and Seminars	0	69	150	150	0
OverHead Expenditure	191,380	150,514	159,432	159,432	151,856
1075 Grants	0	0	0	0	785
Total Income	0	0	0	0	785
101 Net Expenditure	191,380	150,514	159,432	159,432	151,071
<u>105 Office Accommodation</u>					
4054 Insurance	0	6,364	8,000	8,000	2,518
4055 Cleaning	0	11	0	0	0
4056 Alarm Maintenance	1,250	0	0	0	0
4061 Accommodation Rent	0	0	0	0	3,000
4065 Repairs & Maintenance	0	149	250	250	8

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Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : 2017/18 Out-turn Position (Final)

	<u>Last Year</u>		Agreed Budget	<u>Current Year</u>	
	Budget	Actual		Revised Budget	Actual YTD
4066 Tools & Equipment	500	54	0	0	0
4069 Pest Control	0	254	0	0	0
4078 Parking	0	797	0	0	0
OverHead Expenditure	1,750	7,628	8,250	8,250	5,526
Total Income	0	0	0	0	0
105 Net Expenditure	1,750	7,628	8,250	8,250	5,526
<u>110 Administration</u>					
4054 Insurance	5,500	3,459	4,000	4,000	3,956
4065 Repairs & Maintenance	0	0	0	0	0
4066 Tools & Equipment	0	40	0	0	0
4077 Licences	0	466	0	0	475
4078 Parking	0	4	0	0	0
4100 Telephones	0	0	300	300	300
4101 Mobile Phones	500	522	500	500	451
4102 Stationery	1,500	561	750	750	688
4103 Publications	100	33	100	100	0
4104 Postage	300	537	900	900	235
4105 Photocopying	1,500	688	600	600	781
4106 Subscriptions	4,550	4,181	4,400	4,400	4,129

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Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : 2017/18 Out-turn Position (Final)

	<u>Last Year</u>		Agreed Budget	<u>Current Year</u>	
	Budget	Actual		Revised Budget	Actual YTD
4110 Audit External	1,600	4,000	2,100	2,100	2,000
4111 Audit Internal	1,250	1,040	1,200	1,200	1,400
4112 Professional Fees	1,000	4,603	2,000	2,000	13,610
4114 Refreshments	200	182	200	200	90
4120 IT - Antivirus	50	96	100	100	16
4121 IT - Website Support	200	100	100	100	75
4122 IT - Email Maintenance	0	1,204	2,200	2,200	2,986
4123 IT - Support & Maintenance	4,000	2,839	4,000	4,000	1,108
4124 IT - Equipment	2,000	2,324	2,000	2,000	1,843
4125 IT - Software	1,250	873	500	500	1,622
4999 Bank Charges	1,250	2,031	1,250	1,250	1,661
OverHead Expenditure	26,750	29,782	27,200	27,200	37,427
1050 Interest	1,500	2,392	0	0	1,056
1090 IT - Sale of Equipment	0	85	0	0	0
Total Income	1,500	2,477	0	0	1,056
110 Net Expenditure	25,250	27,304	27,200	27,200	36,371
111 Precept					
1176 Precept	664,858	664,858	674,837	674,837	674,837
1177 LCTRS Grant	130,804	130,804	112,039	112,039	112,039
Total Income	795,662	795,662	786,876	786,876	786,876
111 Net Expenditure	-795,662	-795,662	-786,876	-786,876	-786,876

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Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : 2017/18 Out-turn Position (Final)

	<u>Last Year</u>		Agreed Budget	<u>Current Year</u>	
	Budget	Actual		Revised Budget	Actual YTD
115 <u>Publicity</u>					
4075 Advertising	5,200	2,922	6,500	6,500	3,308
4200 Stanley Life	15,000	6,566	15,000	15,000	0
4201 Annual Report	1,500	600	300	300	0
4204 Community Consultation	30,000	555	0	0	0
OverHead Expenditure	51,700	10,643	21,800	21,800	3,308
115 <u>Net Expenditure</u>	51,700	10,643	21,800	21,800	3,308
200 <u>Democracy</u>					
4020 DBS Checks	0	0	500	500	0
4066 Tools & Equipment	0	0	0	0	1,109
4077 Licences	0	3,150	0	0	0
4102 Stationery	500	-3	0	0	100
4114 Refreshments	0	34	0	0	247
4800 Member Training	2,000	0	2,000	2,000	1,469
4801 Annual Parish Meeting	170	152	150	150	0
4802 Other Meetings	200	3,359	250	250	1,915
4803 Chairmans Fund	5,000	4,981	5,000	5,000	2,108
4804 Freedom of the Town Award	250	0	250	250	0
4808 Election Costs	0	0	32,000	32,000	32,149
OverHead Expenditure	8,120	11,674	40,150	40,150	39,097

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Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : 2017/18 Out-turn Position (Final)

	<u>Last Year</u>		Agreed Budget	<u>Current Year</u>	
	Budget	Actual		Revised Budget	Actual YTD
4805 Chairmans Awards	0	0	0	0	0
Direct Expenditure	0	0	0	0	0
Total Income	0	0	0	0	0
200 Net Expenditure	8,120	11,674	40,150	40,150	39,097
300 Services					
4300 Environmental Services	138,000	97,051	67,500	67,500	64,300
4301 Tractors	3,000	0	0	0	50
4302 Dog Bags	4,500	2,792	0	0	0
4305 Front Street Regeneration	100,000	100,000	0	0	0
4310 Crime Prevention Initiatives	10,000	0	7,000	7,000	0
4311 One Team in Stanley (OTIS)	3,000	0	0	0	0
4312 Police Cars - Contribution	7,000	7,000	7,000	7,000	7,000
4313 Mini Police	0	556	4,400	4,400	0
4320 Community Radio	8,000	8,000	0	0	0
4321 Detached Youth Project	0	0	30,000	30,000	30,000
4322 Road Safety Initiatives	0	0	3,000	3,000	301
4323 Defibrillators	0	0	2,000	2,000	0
4324 Money Advice Service	0	0	30,000	30,000	30,000
4330 Youth Council	1,000	0	0	0	0
OverHead Expenditure	274,500	215,398	150,900	150,900	131,651

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Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : 2017/18 Out-turn Position (Final)

	<u>Last Year</u>		<u>Current Year</u>		
	Budget	Actual	Agreed Budget	Revised Budget	Actual YTD
1070 Recharges	0	3,600	0	0	0
Total Income	0	3,600	0	0	0
300 Net Expenditure	274,500	211,798	150,900	150,900	131,651
<u>305 PACT House</u>					
4049 Rent	8,000	8,000	8,000	8,000	8,000
4050 Rates	0	4,832	0	0	0
4051 Water Rates	0	216	0	0	0
4052 Electricity	500	2,419	0	0	0
4054 Insurance	0	498	200	200	322
4065 Repairs & Maintenance	0	268	0	0	0
4112 Professional Fees	0	116	0	0	1,175
4113 Legal Fees	0	682	0	0	0
4306 Signage	800	0	0	0	0
4503 Grant Application Fees	0	248	0	0	0
OverHead Expenditure	9,300	17,278	8,200	8,200	9,497
1060 Rent Income	8,000	0	0	0	0
Total Income	8,000	0	0	0	0
305 Net Expenditure	1,300	17,278	8,200	8,200	9,497

Note : 2017/18 Out-turn Position (Final)

	<u>Last Year</u>		Agreed Budget	<u>Current Year</u>	
	Budget	Actual		Revised Budget	Actual YTD
<u>307</u>	<u>AP Community Room</u>				
4050	Rates	0	0	500	332
4051	Water Rates	0	0	300	0
4052	Electricity	0	0	300	353
4053	Gas	0	0	564	579
4054	Insurance	0	0	350	0
4065	Repairs & Maintenance	0	0	500	159
4112	Professional Fees	0	0	500	0
	OverHead Expenditure	0	0	3,014	1,424
1060	Rent Income	0	0	2,000	0
	Total Income	0	0	2,000	0
	307 Net Expenditure	0	0	1,014	1,424
<u>310</u>	<u>Warden Service</u>				
4008	Training	0	0	0	0
4009	Clothing Costs	0	0	0	0
4066	Tools & Equipment	0	0	0	0
4101	Mobile Phones	0	0	0	0
4102	Stationery	0	0	0	0

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Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : 2017/18 Out-turn Position (Final)

	<u>Last Year</u>		Agreed Budget	<u>Current Year</u>	
	Budget	Actual		Revised Budget	Actual YTD
4112 Professional Fees	0	0	0	0	0
4124 IT - Equipment	0	0	0	0	0
4130 Vehicle Leasing	0	0	0	0	0
OverHead Expenditure	0	0	0	0	0
310 Net Expenditure	0	0	0	0	0
320 Events					
4400 Music Festival	0	0	5,000	5,000	0
4401 Firework Festival	0	0	15,000	15,000	10,000
4402 Christmas Festival	20,000	16,424	10,000	10,000	9,952
4403 Horticultural Show	5,000	5,000	0	0	0
4404 Brass Festival	5,150	6,750	0	0	0
4405 Blooming Good Fun	3,000	3,041	1,500	1,500	1,519
4406 Tea in the Park	2,500	2,139	0	0	0
4407 Play in the Park	4,000	15,991	15,000	15,000	14,689
4409 Fun Days	15,000	9,458	0	0	0
4410 Remembrance Services	400	347	400	400	510
4411 WW1 Commemoration	5,000	0	5,000	5,000	0
4412 Armed Forces Day	600	3,673	4,000	4,000	4,443
4413 Moria-Con	10,000	8,629	5,000	5,000	3,598

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Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : 2017/18 Out-turn Position (Final)

	<u>Last Year</u>		Agreed Budget	<u>Current Year</u>	
	Budget	Actual		Revised Budget	Actual YTD
4414 Cycle Event	8,000	4,653	0	0	0
4416 This is Stanley	0	560	0	0	0
4417 Stanley Fringe	2,000	2,204	0	0	0
4418 Older People's Entertainment	1,000	523	1,000	1,000	850
4419 Other Events	0	1,414	0	0	-676
4420 Blue Plaque Scheme	2,500	1,083	1,200	1,200	448
4421 Events (External)	0	0	0	0	0
4423 Heritage Projects	0	0	5,825	5,825	3,386
4424 West Stanley Memorial	0	0	400	400	308
4425 Technical Support	0	5	0	0	0
4439 Christmas Decorations	30,000	28,809	23,000	23,000	22,779
OverHead Expenditure	114,150	110,703	92,325	92,325	71,806
320 Net Expenditure	114,150	110,703	92,325	92,325	71,806
400 Grants					
4500 Members Initiative Fund	70,000	78,835	70,000	70,000	68,753
4502 Other Grants	11,872	67,376	55,153	55,153	42,046
4504 Youth Providers	0	0	0	0	0
4510 Concessions	0	708	0	0	0
OverHead Expenditure	81,872	146,919	125,153	125,153	110,800
Total Income	0	0	0	0	0
400 Net Expenditure	81,872	146,919	125,153	125,153	110,800

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Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : 2017/18 Out-turn Position (Final)

	<u>Last Year</u>		Agreed Budget	<u>Current Year</u>	
	Budget	Actual		Revised Budget	Actual YTD
<u>500</u>					
<u>Civic Hall</u>					
4000 Direct Salaries	140,640	128,630	154,582	154,582	116,540
4005 Casual Staff	10,000	35,247	20,000	20,000	49,262
4008 Training	4,000	325	2,500	2,500	332
4009 Clothing Costs	800	1,077	1,100	1,100	879
4011 Travel & Subsistence	400	0	400	400	19
4012 Recruitment	0	0	650	650	0
4050 Rates	7,900	7,744	8,000	8,000	8,015
4051 Water Rates	3,500	3,118	3,500	3,500	1,549
4052 Electricity	10,000	13,605	10,000	10,000	14,286
4053 Gas	3,500	1,705	3,500	3,500	1,895
4055 Cleaning	2,000	4,012	2,400	2,400	4,175
4056 Alarm Maintenance	1,000	1,961	1,500	1,500	1,980
4057 Window Cleaning	250	200	250	250	150
4058 Trade Waste	1,500	1,853	2,000	2,000	1,150
4059 Laundry	2,000	1,239	1,700	1,700	667
4064 Equipment - Hire	0	155	0	0	0
4065 Repairs & Maintenance	2,500	4,909	2,500	2,500	6,771
4066 Tools & Equipment	2,500	6,055	6,000	6,000	6,220
4067 Furniture & Fittings	2,000	1,097	1,500	1,500	374

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Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : 2017/18 Out-turn Position (Final)

	<u>Last Year</u>		<u>Current Year</u>		
	Budget	Actual	Agreed Budget	Revised Budget	Actual YTD
4068 Structure	750	794	800	800	0
4069 Pest Control	250	0	250	250	267
4070 Crockery,Cutlery etc	2,000	126	1,000	1,000	0
4071 Health & Safety - Fire	400	9	250	250	282
4072 Health & Safety First Aid	200	0	200	200	64
4073 Health and Safety	0	2,582	2,580	2,580	1,402
4075 Advertising	3,000	5,461	5,000	5,000	8,681
4076 Marketing & Promotion	2,000	6,869	2,500	2,500	8,028
4077 Licences	700	2,114	2,000	2,000	3,045
4079 Security	500	18	500	500	179
4100 Telephones	4,000	3,326	3,200	3,200	3,103
4101 Mobile Phones	0	0	0	0	0
4102 Stationery	2,000	2,077	2,000	2,000	753
4104 Postage	0	1,023	800	800	2,175
4105 Photocopying	1,000	1,301	1,200	1,200	919
4106 Subscriptions	20	102	0	0	0
4114 Refreshments	0	42	0	0	6
4115 Hospitality	0	185	0	0	9
4120 IT - Antivirus	0	46	100	100	180
4121 IT - Website Support	600	100	200	200	0
4123 IT - Support & Maintenance	4,000	396	3,000	3,000	2,559

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Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : 2017/18 Out-turn Position (Final)

	<u>Last Year</u>		Agreed Budget	<u>Current Year</u>	
	Budget	Actual		Revised Budget	Actual YTD
4125 IT - Software	0	0	200	200	548
4425 Technical Support	0	2,858	2,500	2,500	4,255
4650 Events - Civic Hall	15,000	32,025	15,000	15,000	43,996
4651 Events - Externally Organised	0	303	0	0	4
4652 Civic Hall Performers	0	0	11,200	11,200	12,714
4653 Summer Stage School	0	0	5,500	5,500	0
4654 Purchases for weddings/parties	0	320	0	0	1,865
4700 Ticket Sales Paid Over	0	51,834	0	0	71,709
4750 Resale Items	0	186	0	0	662
4751 Technical supp-rechargeable	0	1,015	0	0	715
4752 Purchases weddings etc- rech	0	1,738	0	0	3,031
4998 Transaction Fees	720	2,107	1,100	1,100	3,286
OverHead Expenditure	231,630	331,888	283,162	283,162	388,699
1000 Ticket Sales Retained	15,000	22,882	30,000	30,000	27,904
1002 Ticket sales ret'd- Ext shows	0	2,095	0	0	5,166
1005 Ticket Sales Non Retained	0	50,107	0	0	71,709
1010 Hall Hire	70,000	72,056	70,000	70,000	61,111
1012 Civic Players etc-Fees, Subs,	0	0	16,700	16,700	5,722
1013 DCC Recharges	0	1,760	1,760	1,760	1,760
1026 Table packages etc	0	220	0	0	1,074

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Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : 2017/18 Out-turn Position (Final)

	Last Year		Agreed Budget	Current Year	
	Budget	Actual		Revised Budget	Actual YTD
1028	Resale Items	0	989	0	833
1029	Recharged buffet, disco etc	0	80	0	2,550
1031	PRS Income	0	0	0	40
1032	Recharged technical	0	0	0	717
1040	Fees & Charges-PAT tests	0	78	0	0
1061	Rent Income - Town Council	0	1,731	0	3,000
1081	Donations	0	0	0	3,666
1091	Art Work Sales	0	86	150	4
Total Income		85,000	152,083	118,610	185,255
500 Net Expenditure		146,630	179,804	164,552	203,444
505 Coffee Shop					
4000	Direct Salaries	0	23,660	34,525	37,258
4008	Training	0	90	100	0
4009	Clothing Costs	0	197	200	98
4055	Cleaning	0	44	100	0
4065	Repairs & Maintenance	0	420	250	149
4066	Tools & Equipment	0	3,289	500	113
4067	Furniture & Fittings	0	82	0	0
4070	Crockery, Cutlery etc	0	318	0	50

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Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : 2017/18 Out-turn Position (Final)

	<u>Last Year</u>		Agreed Budget	<u>Current Year</u>	
	Budget	Actual		Revised Budget	Actual YTD
4073 Health and Safety	0	-2	0	0	0
4075 Advertising	0	350	600	600	0
4550 Coffee Shop-Drinks (Hot)	0	885	1,700	1,700	0
4555 Coffee Shop-Drinks (Cold)	0	1,114	1,800	1,800	0
4560 Coffee Shop-Food	0	10,905	10,000	10,000	13,646
4602 Bar - Stocktaking Costs	0	360	100	100	585
4625 Coffee Shop supplies	0	780	700	700	372
OverHead Expenditure	0	42,493	50,575	50,575	52,270
1200 Hot Drinks	0	6,229	1,500	1,500	214
1205 Cold Drinks	0	43	100	100	0
1210 Food	0	798	1,500	1,500	0
1220 Coffee Shop	0	23,501	30,000	30,000	36,320
Total Income	0	30,571	33,100	33,100	36,534
505 Net Expenditure	0	11,922	17,475	17,475	15,736
510 Civic Hall Bar					
4009 Clothing Costs	0	86	150	150	110
4066 Tools & Equipment	0	298	450	450	80
4070 Crockery, Cutlery etc	0	332	500	500	0
4075 Advertising	0	36	0	0	0

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Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : 2017/18 Out-turn Position (Final)

	<u>Last Year</u>		<u>Current Year</u>		
	Budget	Actual	Agreed Budget	Revised Budget	Actual YTD
4102 Stationery	0	19	100	100	0
4600 Bar Stock	17,000	17,800	18,500	18,500	28,360
4601 Bar Supplies - Sundry Items	3,750	2,896	3,500	3,500	288
4602 Bar - Stocktaking Costs	770	815	650	650	943
4603 Bar - gas	1,000	637	800	800	288
OverHead Expenditure	22,520	22,920	24,650	24,650	30,068
1020 Bar Takings	47,500	59,746	48,000	48,000	63,905
Total Income	47,500	59,746	48,000	48,000	63,905
510 Net Expenditure	-24,980	-36,826	-23,350	-23,350	-33,837
520 Loan Charges					
4996 PWLB Loan - Principal	20,000	20,000	20,000	20,000	20,000
4997 PWLB Loan - Interest	3,990	3,990	3,990	3,990	3,534
OverHead Expenditure	23,990	23,990	23,990	23,990	23,534
520 Net Expenditure	23,990	23,990	23,990	23,990	23,534
800 Loan Costs					
4151 Civic Hall - Lighting	0	2,550	0	0	0
4156 Civic Hall - Structure	0	5,760	0	0	30,977

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Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : 2017/18 Out-turn Position (Final)

	<u>Last Year</u>		Agreed Budget	<u>Current Year</u>	
	Budget	Actual		Revised Budget	Actual YTD
4160 Civic Hall - Equipment	0	5,537	0	0	7,082
OverHead Expenditure	0	13,847	0	0	38,059
Total Income	0	0	0	0	0
800 Net Expenditure	0	13,847	0	0	38,059
<u>900 Earmarked Reserves</u>					
9315 Earmarked Reserve	-100,000	0	0	0	0
OverHead Expenditure	-100,000	0	0	0	0
900 Net Expenditure	-100,000	0	0	0	0
Total Budget Expenditure	937,662	1,135,675	1,018,801	1,018,801	1,095,021
Income	937,662	1,044,140	988,586	988,586	1,074,411
Net Expenditure	0	91,536	30,215	30,215	20,610

STC Land and Buildings

Building/ Asset	Location	Tenure	Value
Civic Hall	Front St, Stanley	35 year lease	unknown
Annfield Plain Community Room	West Rd, Annfield Plain	Tenancy at will	unknown
PACT House	39 Front St, Stanley	10 year lease	£130,000
St Joseph's House	Thorneyholme Terrace, Stanley	Freehold	£190,000
Street Furniture	Front St, Stanley	licence	£20,000
Heaviside Memorial	Middles Rd, Craghead	licence	£10,000
South Moor Memorial Walk	South Moor	licence	unknown

ASSET REGISTER 2017/18

Restated	2016/17	2017/18
	162,751	168,156

diff 5,425 3.32%

This masks a disposal of £31,900 - 2 tractors gifted at nil proceeds to community groups and purchases of new assets of

45 37,30 f

Box 9

33%

ASSET REGISTER 2016/17

Asset	Acquired	Location	Cost	Additions 2014/15	Additions 2015/16	Additions 2016/17	Disposals	Cost c/f	Supplier
Tractors x 2	15/11/2001	Morrison Busty Depot, Stanley	31,900.00	0.00			0.00	31,900.00	
LED Christmas Tree	01/04/2012	The Groundworks Greenhouse, Morrison Busty	10,184.40	0.00			0.00	10,184.40	
Commando Boxes	01/10/2013	Lamp posts throughout area	14,700.00	0.00			0.00	14,700.00	
Telephone System	01/05/2014	Civic Hall, Front Street, Stanley DH9 ONA	0.00	3,808.83			0.00	3,808.83	
Sound Equipment	01/08/2014	Civic Hall, Front Street, Stanley DH9 ONA	0.00	1,503.33			0.00	1,503.33	
Photocopier x 2	15/01/2015	Civic Hall, Front Street, Stanley DH9 ONA	0.00	2,517.99			0.00	2,517.99	
Tables and chairs	04/04/2014	Civic Hall, Front Street, Stanley DH9 ONA	0.00	6,688.82			0.00	6,688.82	
Carpet	05/05/2014	Civic Hall, Front Street, Stanley DH9 ONA	0.00	1,875.00			0.00	1,875.00	
Doors and Canopy	01/06/2014	Civic Hall, Front Street, Stanley DH9 ONA	0.00	14,830.00			0.00	14,830.00	
Trusses	01/05/2014	Civic Hall, Front Street, Stanley DH9 ONA	0.00	8,437.50			0.00	8,437.50	
Salt Spreader	01/10/2014	DCC Depot, Morrison Busty	0.00	1,700.00			0.00	1,700.00	
CCTV Cameras	17/06/2015	Civic Hall, Front Street, Stanley DH9 ONA		1,079.00			0.00	1,079.00	ADT
20x iPad Air with covers	13/08/2015	Civic Hall, Front Street, Stanley DH9 ONA		6,156.20			0.00	6,156.20	BT Business
MacBook Pros and PC	02/10/2015	Civic Hall, Front Street, Stanley DH9 ONA		3,102.19			0.00	3,102.19	BT Business
Server & Battery Back-up	16/10/2015	Civic Hall, Front Street, Stanley DH9 ONA		1,760.43			0.00	1,760.43	ITC
Ticket printer	31/07/2015	Civic Hall, Front Street, Stanley DH9 ONA		5,200.00			0.00	5,200.00	HOGUE 100
Sealing	13/08/2015	Civic Hall, Front Street, Stanley DH9 ONA		32,877.66			0.00	32,877.66	Audience Systems
Fridge	30/09/2015	Civic Hall, Front Street, Stanley DH9 ONA		799.99			0.00	799.99	Nisbets
Slush Machine	30/09/2015	Civic Hall, Front Street, Stanley DH9 ONA		1,012.20			0.00	1,012.20	Nisbets
Coffee Machine	30/09/2015	Civic Hall, Front Street, Stanley DH9 ONA		1,670.59			0.00	1,670.59	Nisbets
Folding Tower	02/11/2015	Civic Hall, Front Street, Stanley DH9 ONA		1,204.17			0.00	1,204.17	Towers
uPVC Windows	24/02/2016	Civic Hall, Front Street, Stanley DH9 ONA		23,083.33			0.00	23,083.33	Gary Hall
16x LED Lights	22/06/2015	Civic Hall, Front Street, Stanley DH9 ONA		1,120.00			0.00	1,120.00	Solar
20x LED Lights-Coffee Shop	07/07/2015	Civic Hall, Front Street, Stanley DH9 ONA		1,500.00			0.00	1,500.00	Solar
CCTV cameras	07/07/2015	Civic Hall, Front Street, Stanley DH9 ONA		1,170.00			0.00	1,170.00	Solar
Theatre curtains	07/09/2016	Civic Hall, Front Street, Stanley DH9 ONA			2,809.11		0.00	2,809.11	Custom Group Ltd
Acoustic doors	07/04/2016	Civic Hall, Front Street, Stanley DH9 ONA			4,580.00		0.00	4,580.00	Henderson
Silverlink range	08/02/2017	Civic Hall, Front Street, Stanley DH9 ONA			1,183.78		0.00	1,183.78	Nisbets
							0.00	0.00	
			56,784.40	41,361.47	81,735.76	8,572.89	0.00	188,454.52	

Restate 2016/17 box 9 from £188,455 to £162,751.

The items highlighted should not have been included. They were improvements to a building not owned by STC and have no intrinsic value



Internal Control

Annual Council Meeting, 22nd May 2018

1. Introduction

- 1.1 The Accounts and Audit Regulations 2015 require the Council to ensure that it has a sound system of internal control which:
- (i) Facilitates the effective exercise of its functions and the achievement of its aims and objectives;
 - (ii) Ensures that the financial and operational management of the Council is effective; and
 - (iii) Includes effective arrangements for the management of risk.
- 1.2 The 2015 Regulations also require the Council each year to:
- (i) Conduct a review of the effectiveness of the system of internal control referred to above; and
 - (ii) Prepare an annual governance statement.
- 1.3 Following the review the Council must:
- (i) Consider the findings of the review by members of the Council meeting as a whole; and
 - (ii) Approve the annual governance statement by resolution of members of the Council meeting as a whole prior to the approval of the statement of accounts.
- 1.4 The 2015 Regulations also require the Council to undertake an effective internal audit to evaluate the effectiveness of its risk management, and control and governance processes. Although the Regulations do not require a "smaller relevant body" to undertake an annual review of internal audit arrangements, I consider that this would be a useful part of the review of internal control and have included such a review below.
- 1.5 A review for the year 2017-18 has been undertaken and the findings are presented below.

2. Internal Audit

- 2.1 An annual review of the effectiveness of the system of internal audit is beneficial as part of continually improving governance and accountability. The review is designed to provide

sufficient assurance for the Council that standards are being met and that the work of internal audit is effective.

Current Arrangements

- 2.2 The Council's current Internal Auditor is Mr Gordon Fletcher, who was formerly Head of Internal Audit at Easington District Council, up to its abolition in 2009, and currently provides the internal audit service for several local town and parish councils, including Ferryhill, Peterlee, Yarm and Seaham. Mr Fletcher carries out his audits in accordance with a three- year audit plan which ensures that all systems within the Council are examined, based on high, medium and low risks to the Council. Mr Fletcher has been with the Council since July 2014. He is currently under contract with the Town Council until 2020.

Review

- 2.3 Guidance recommends that the review of internal audit covers five categories and these are addressed below.
- 2.4 Scope of Internal Audit – Mr Fletcher's audit plan is prepared based on an examination of the Council's budget document and guidance on the level of risk that each of the Council's activities represents. No areas of the Council's activities are excluded from the audit plan. The Plan provides for 7 days' audit work, made up of 6.25 days on specific audits and audit follow-ups, and 0.75 days for administrative work. Mr Fletcher presents his Plan for each year to the Finance and Governance Committee.

All reports have been submitted for consideration by the Finance and Governance Committee or Full Council. The Committee requires confirmation by follow-up audits that all agreed recommendations have been actioned.

- 2.5 **Independence:** Mr Fletcher is given access to all relevant personnel and to all reports, records and supporting documents. Reports are prepared in his name and there is no influence on any recommendations made. Mr Fletcher has a direct reporting line to the Finance and Governance Committee and he has no other role within the Council.
- 2.6 **Competence:** Mr Fletcher is a qualified internal auditor and member of the Institute of Internal Auditors, with many years' experience in public sector auditing. There has been no evidence of a failure to carry out internal audit work ethically, with integrity and objectivity.
- 2.7 **Relationships:** Mr Fletcher operates independently within the Council, with freedom to decide his audit priorities and no influence is exerted on the outcome of any audit. The respective responsibilities of officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters.
- 2.8 **Planning and Reporting:** The audit plan takes account of all of the risks facing the Council.
- 2.9 The purpose of the review of internal audit is to assess effectiveness. Audits were undertaken on each of the high risk areas within income and expenditure, recommendations were made in each of the audits to improve arrangements and all of the reports were submitted to Members at the appropriate Committee.

3. Internal Control

- 3.1 Internal control is the range of policies, procedures and other arrangements designed to safeguard the assets of the Council, and to reduce the chances of losses through fraud, corruption and error. Internal audit is part of internal control, and this has been reviewed in Section 2 of this report. I will now address the remaining features of internal control.
- 3.2 The Town Council's Financial Regulations and Standing Orders were approved at the Annual General Meeting in May 2017. The approved Standing Orders are based on the Model issued by NALC. The standing orders have been amended through member motions, however the amendments are minor and the bulk of the rules remain unchanged. There are a number of specific policies which it would be desirable to implement where they exist, review, including: Anti-Fraud and Corruption, Whistle-blowing, Treasury Management, Data Protection, Gifts & Hospitality and a range of others in the categories of Corporate, Finance, Consultation, Freedom of Information, Health & Safety, Members, Personnel and Services. The capacity to perform this strategic policy work is at present, however, severely limited. Our current model is to adapt similar policies from other local authorities where we can rather than attempt to write these policies from scratch. In some areas highlighted above, we use the basic legal framework to guide and inform decision making.
- 3.3 Internal audits undertaken resulted in a Full Assurance being given.
- 3.4 I consider that internal control arrangements are adequate, bearing in mind the size of the Council and the limited capability for ensuring a division of duties.
- 3.5 An important feature of internal control is the principle of separation of duties. This means that no one officer should be involved in the full range of income duties (i.e. collection, banking and accounting) or expenditure duties (i.e. ordering goods and services, receiving them, checking invoices, paying invoices, bank reconciliation). Whilst this is more difficult in a small organisation, such as a Town Council, we are able to ensure that the key elements of these duties are separated.

4. Risk Management

- 4.1 Another element of internal control is risk management. Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements. A risk assessment review should be undertaken at least annually and this is the review for the year 2017/18.
- 4.2 An updated Schedule of Risks is attached as **ATTACHMENT T**.
- 4.3 The Schedule lists risks in seven categories – management, finance, assets, liability, employees, members and services. Column 1 of the Appendix allocates a unique reference to each risk. Column 2 identifies the subject. Column 3 gives a brief indication of the risk areas. Columns 4 and 5 identify whether the risk is classified as low, medium or high in terms of likelihood (column 4) and impact (5). Column 6 identifies how the risk is

currently managed or controlled. Column 7 suggests where further improvements may be required to reduce either the likelihood of the risk happening and/or the consequences for the Council if it does. Column 8 identifies the officer responsible and column 9 provides the date of review. The register is intended to be self explanatory.

5. Annual Governance Statement

- 5.1 The Accounts and Audit Regulations 2015 require Councils to prepare annually a governance statement, and have this approved by a meeting of the Full Council prior to the approval of the Statement of Accounts. The assertions required are reproduced from "Governance and Accountability for Local Councils" produced jointly by NALC and the SLCC (2014) (copy appended to this report) which itself is based on CIPFA's "Accounting Guidance Notes for Local Councils"
- 5.2 "Stanley Town Council asserts that we have:
- (i) Approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices;
 - (ii) Maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness;
 - (iii) Taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice which could have a significant financial effect on the ability of the Council to conduct its business or on its finances;
 - (iv) Provided proper opportunities during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations;
 - (v) Carried out an assessment of the risks facing the Council and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required;
 - (vi) Maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems;
 - (vi) Taken appropriate action on all matters raised in previous reports from internal and external audit;
 - (vii) Considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the body and where appropriate have included them in the accounting statements."

6. Conclusions

- 6.1 Having adequate systems of internal control in place and undertaking a review at least annually are statutory requirements on Councils. Systems include appropriate policies and procedures, internal audit and risk management. The aim of effective internal control is to reduce the potential risk of loss through error, fraud and corruption.
- 6.2 Managing risks effectively offers a number of benefits to the Council. It is not just about insurance or health and safety. Studies have shown that insurable risks account for only around 25% of an organisation's total risk profile. Effective risk management provides a means of improving strategic, operational and financial management. It can help to maximise opportunities and minimise loss events which might result in financial losses,

service disruption, bad publicity, threats to public health and safety or claims for compensation.

7. Recommendations

7.1 The Town Clerk **RECOMMENDS** that Committee:

- (i) Reviews the Risk Register attached and **DECIDES:**
 - (i) If the risks identified are comprehensive; and
 - (ii) Identifies any omissions;
 - (iii) Considers if the control measures are adequate;
 - (iv) Gives direction to the Town Clerk in relation to priorities.
- (ii) Moves to issue the Annual Governance Statement detailed in paragraph 5.2 above.

Report Author

Alan Shaw
Town Clerk
Stanley Town Council

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01207 299109

			H/M/L					
Ref	Subject	Risk(s) Identified	Likelihood	Impact	Management/Control of Risk	Review/Assess/Revise	Officer Responsible	Review Date
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
MANAGEMENT								
M1	Business Continuity	Council is not able to continue its business due to an unexpected event eg fire, storm etc	L	H	The Town Council server is backed up to the cloud nightly. Key staff are issued with laptops which would enable them to work from alternative locations	Financial records are currently only accessible at the Civic Hall but backups which could be accessed from Council laptops would be available from ITC Services' daily backup and could be downloaded and accessed in an emergency situation. A procedure should be produced to facilitate access to this information if the Town Clerk is unavailable.	Town Clerk	4th May 2018
M2	Business Continuity	Loss of key staff - Succession planning	M	H	The Council has a small complement of staff and very little capacity for training and development. If the Council were to lose one or two members of staff it would have a significant impact on service delivery.	Research should be carried out into the availability of locum and short term resources to replace specialist roles, i.e. Clerk, Finance Officer. The planned restructure will build a Deputy Town Clerk into the staffing establishment	Town Clerk	4th May 2018
M3	Location of Meetings	The Civic Hall is not always available for meetings	M	M	Ensure alternate venues for meetings are available before accepting bookings in the Civic Hall	Ensure that the agreed schedule of meetings is entered into the diary at the Civic Hall and that any bookings are not accepted unless the TC can secure alternative arrangements. Plans to secure new premises for the Town Council would obviate the need to use the Civic Hall for meetings	Town Clerk	4th May 2018
M4	Council Records	Loss through theft, fire or other damage.	L	M	Key documents do not appear to be stored and secured effectively.	Manual records which were being stored in the stage area of the Civic Hall have been retrieved and are stored in the Council Office archive room. Electronic versions of key Council decisions exist. Electronic records of payments are held in the RBS system and data is backed up. Banking information is held online. Scanning of all invoices could be considered but would be an expensive process. A review of the effectiveness of storage for manual records is required.	Town Clerk	4th May 2018
M5	Council Records (Electronic)	Loss through corruption, fire or other damage	L	M	The Town Council server is backed up to the cloud nightly. Key staff are issued with laptops which would enable them to work from alternative locations. Individual laptops have backup drives to enable them to be restored in the event of loss or damage.	Data is now backed up with ITC Services	Town Clerk	4th May 2018
M6	Freedom of Information Act	Failure to comply with the requirements of the legislation	L	M	The Council has a model publication scheme for Local Councils in place. The Town Clerk is aware that if a request for information is received it needs to be addressed within prescribed time limits.	Review publication scheme and procedure for dealing with FOI Act requests. This needs doing for Quality Council.	Town Clerk	4th May 2018

M7	Rights of Electors	The Council fails to meet the rights of electors in terms of inspection of the accounts, access to information and meetings etc	L	M	The current Finance Officer is a qualified accountant who is fully aware of the procedures required for external audit, including the timetable for inspection of the accounts. Arrangements will be made to accommodate requests during that period.	Any future staffing structure needs to ensure that adequate financial qualifications and/or experience are in place. A written procedure would be beneficial	Town Clerk	4th May 2018
FINANCE								
F1	Precept	The Precept is inadequate The Precept request form is not submitted on time The Precept is not received	L	H	The Town Clerk will ensure that 1. Sound budgeting arrangements are in place. 2. Budget is monitored regularly during the year. 3. Financial regulations are adhered to in relation to the first draft budget being reported to members in December. 4. Date for submission of Precept form is diaried. 5. Bank account is monitored for receipt of Precept.	Any future staffing structure needs to ensure that adequate financial qualifications and/or experience is in place. Written procedures would be beneficial	Town Clerk	Ongoing
F2	Financial Management	Inadequate financial management leads to overspending	M	H	The Town Clerk will ensure that 1. costs and income are monitored at least monthly against the budget. 2. Members receive a report monthly 3. Staff are involved in budget setting.	Written procedures would be beneficial	Town Clerk	Ongoing
F3	Insurance	Cover is inadequate, expensive and/or incomplete	L	M	The Town Clerk to monitor insurance arrangements annually.	Market testing of insurance arrangements should be considered to ensure best value is being achieved.	Town Clerk	Ongoing
F4	Banking	Income is not banked promptly and completely	M	M	Income from the Civic Hall is collected and banked weekly	Written procedures are required for the whole range of processes involved in recording bookings and collecting, accounting and banking income.	Town Clerk	4th May 2018
F5	Cash	Cash is lost through error, theft or other dishonesty	L	L	Income from the Civic Hall is collected and banked weekly. Processes are subject to internal audit review.	Written procedures are required for the whole range of processes involved in recording bookings and collecting, accounting and banking income.	Town Clerk	4th May 2018
F6	Financial Records	Financial records are inadequate	L	L	Proper financial records are kept	Existing procedures are considered adequate and have received full assurance from internal audit (March 17)	Town Clerk	4th May 2018
F7	Financial Controls	Financial controls are incomplete and/or not complied with	M	H	Financial Regulations are in place and are reviewed annually or when required. The Town Clerk will maintain a review of financial controls.	Finance Officer is in post	Town Clerk	Ongoing
F8	Election Costs	Inadequate budget provision exists for by-election costs	L	L	No budget provision is made for the costs of by-elections. Any costs actually incurred are funded through savings or reserves.	An earmarked reserve has been established to cover the costs of the full council elections. No provision has been made for by-elections and costs must be met from reserves.	Town Clerk	None
F9	VAT	Incomplete records exist for the completion of VAT returns VAT returns not completed on time	L	L	The Town Clerk will ensure VAT Returns are submitted on time. The RBS financial software provides all necessary information for the completion of quarterly VAT Returns	Finance Officer is in post	Town Clerk	Ongoing

F10	Annual Return	The Return is not submitted within time limits	L	L	The Town Clerk will agree the date for the external audit, and diary the events which are required to complete the year end accounts process.	Finance Officer is in post	Town Clerk	Ongoing
F11	Grants	Grant opportunities are missed	H	M	Current staffing arrangements do not allow provision for the identification of and application for grants.	The new staffing structure makes provision for a Deputy Town Clerk to look at opportunities.	Town Clerk	Ongoing
F12	Investments	Surplus funds are not identified and invested appropriately to secure maximum interest while maintaining security of investment	L	M	The Town Clerk will ensure that surplus balances are invested appropriately.	Finance Officer is in post.	Town Clerk	Ongoing
F13	Creditors	Procedures for the payment of creditor invoices are inadequate, leading to errors in payment, incorrect VAT accounting etc.	L	L	The Town Clerk to ensure that creditors are paid regularly and accurately, and reported to Members for approval.	Finance Officer is in post	Town Clerk	Ongoing
F14	Reserves	The level of reserves is either inadequate or excessive	M	M	Reserves have reduced significantly over the past few years. Consideration must be given through budget setting to ensure that the levels of reserves are stabilised and increased to meet the following three objectives: 1. Maintaining a working balance to help cushion the impact of uneven cash flows and avoid unnecessary temporary borrowing; 2. A contingency to cushion the impact of unexpected events or emergencies; and 3. A means of building up funds, referred to as earmarked reserves, to meet known or predicted requirements; earmarked reserves are accounted for separately but remain legally part of the general fund.	Reserves need to be considered as part of the budget setting process.	Town Clerk	Annually
F15	Resources	The Council now depends on decisions made by DCC for a substantial part of its resources and is therefore subject to the loss of revenues with a negative impact on services or council tax levels.	M	H	Reserves are inadequate to cope with any significant loss in grant from DCC	Council needs to implement a medium term financial and strategic in 2018/19 to support the existing medium term service delivery plan	Town Clerk, Members	From May 2018
ASSETS								
A1	Buildings	Damage to Council building through fire, storm or other incident	L	H	Insurance cover is in place to cover all risks to Council buildings, and alarms are in place and maintained.	A review of asset values is required to ensure we are not under-insured.	Town Clerk	Annually
A3	Maintenance	The value and condition and therefore operational use of Council properties are adversely affected by inadequate maintenance	M	M	Budgetary provision is included for the repair and maintenance of Council property.	Regular monitoring is required	Town Clerk	Ongoing inspections required

A4	Health and Safety	Council buildings pose a threat to the health and safety of users and council employees	M	M	Regular electrical testing takes place on all appliances. The need to have buildings open to the public restricts the ability to make them fully secure. DCC have been engaged to advise on H&S issues.	Staffing arrangements at the Civic Hall must be adequate and staff properly trained.	Town Clerk	Ongoing inspections required	
LIABILITY									
L1	Legal Powers	The Council undertakes illegal activities or makes illegal payments. Working parties/groups take decisions.	L	L	H M	All activities and payments made are within the powers of the Town Council, and are approved by Members. Working Parties have clear terms of reference.	Regular monitoring is required	Town Clerk	Ongoing
L2	Minutes/Agendas/ Statutory Documents	Minutes and agendas are not accurate and are not produced in accordance with statutory requirements.	L		M	Minutes and agendas are produced in the prescribed method and comply with legal requirements. Minutes are approved at the following meeting. Minutes and agendas are displayed in accordance with legal requirements. Business conducted at Council meetings is managed by the Chair in accordance with Standing Orders with the support of the Town Clerk.	Minutes are signed and are numbered consecutively	Town Clerk	Ongoing
L3	Public Liability	The activities of the Council pose a risk to third parties ie play equipment, headstones, potholes etc	L		H	Adequate insurance is in place.	Existing procedures are considered adequate	Town Clerk	Ongoing
L4	Employer Liability	The Council does not comply with employment law	L		L	An SLA with Durham County Council HR Department is in place to provide professional advice on employee related matters.	Further training may be required	Town Clerk	Ongoing
L5	Legal Liability	The Council undertakes activities for which it has no legal power, or fails to comply with legislation such as Data Protection, Freedom of Information etc. Failure to have in place proper document control.	L		L	The Town Clerk clarifies the legal position on any policy or other proposals and seeks advice from an appropriate source where necessary. Access to guidance regarding legislation is available from the likes of NALC, SLCC etc.	Existing procedures are considered adequate. The Clerk has access to appropriate reference books and sources of external advice	Town Clerk	Ongoing
STAFFING									
S1	Staffing	Loss of Key Staff	M		H	The Council has a small complement of staff and very little capacity for training and development. If the Council were to lose one or two members of staff it would have a significant impact on service delivery.	Research should be carried out into the availability of locum and short term reources to replace specialist roles, i.e. Clerk, Finance Officer. New staffing structure will bring additional capacity to the Council.	Town Clerk, Members	Ongoing
S2	Salaries	Staff are paid incorrectly; incorrect deductions are made; requirements of HMRC are not complied with	L		L	Durham County Council ensure all procedures are properly followed.	Existing procedures are considered adequate	Town Clerk	Ongoing

S3	Motivation of Staff	Staff morale is low	H	H	The current staff structure was implemented in 2015 but never completed. At present, two operational posts remain vacant and are now unfunded. Council will need to revisit this area when it has considered a medium term strategy to ensure there is adequate staff resource to meet any planned programme.	A member/ officer protocol and member training should be implemented to ensure professional working relationships between members and staff and clear understanding of the roles and responsibilities of each. A new staffing structure is in the process of being implemented which will clearly define roles and responsibilities and increase capacity	Town Clerk	4th May 2018
MEMBERS								
C1	Members Interests	Conflicts of interest Failure to register interests	L	H	Agendas for all meetings have an item for the declaration of interests by Members.	A new Code of Conduct was adopted by the Council on 28/11/2017. Code of Conduct Training arranged for all members in July 2018	Town Clerk, Members	Ongoing
C2	Gifts and Hospitality	Failure to register the receipt of gifts and/or hospitality	L	L	A Gifts and Hospitality Policy and a Code of Conduct are in place which are reviewed regularly. All Members have copies.	The Officer Code of Conduct contains provisions about gifts and hospitality but the Finance & Governance Committee will review the policy in 2017/18	Town Clerk, Members	None
C3	Political Conflict	Inertia due to political conflict.	M	H	The Code of Conduct and Standing Orders have been reviewed and are considered to be robust.	The Council agreed a medium term strategic plan in November 2017 which sets out the Members' vision for the Council's role in the town and allow officers to focus on the delivery of that vision without having to open every minor decision up to political debate. The plan is due to be reviewed and updated in June 2018.	Town Clerk, Members	Ongoing
C4	Management of Staff	Elected members do not understand the structure of the Council and seek to make operational decisions	M	H	A member/ officer protocol and member training should be implemented to ensure professional working relationships between members and staff and clear understanding of the roles and responsibilities of each.	Training was provided for all members elected in the May 2017 elections and further training will be identified to support members to be more effective in their roles	Town Clerk, Members	17th May 2018



Mr Alan Shaw
 Stanley Town Council
 Civic Hall
 Front Street
 Stanley
 County Durham
 DH9 0NA

Local Council Policy Schedule

The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Number YLL-272038-7213

Insured Stanley Town Council

Business Parish / Town Council

Period of Insurance

From 16th July 2017
 To 15th July 2018
 and any other period for which cover has been agreed.

Renewal Premium £ 3,729.21

Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.

Schedule Number 44911191

Long Term Agreement: Not Applicable

Preparation Date 22nd June 2017

Prepared by Mr Vincent Liu



Policy Cover Declaration:

You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.



Important information

Taking reasonable care

We require that you take reasonable care in managing your activities. Where appropriate this requires you to do the following:

- Keep written risk assessments for your key activities
- Keep written records of your staff and volunteer training. For example, manual handling training, or for use of tools and machinery
- Abide by any rules, guidelines or advice that is given to you by any relevant authority, such as a Local Authority, or the Health and Safety Executive

We want you to be confident about your insurance and understand what is required of you. Please contact us if you have any questions relating to the above.



Lines of Cover applying

PART A – Material Damage

Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Sums Insured

Premises Address	Buildings Sum Insured	Loss of Rent	Contents (a)	Contents (b)	Contents (c)	Contents (d)	Contents (e)	Contents (f)	Contents (g)
1. 57-61 Lenin Terrace, South Stanley, DH9 6LW	£0.00	N/A	£6,150.56	£1,229.41	£36,621.21	£4,919.98	£0.00	£1,229.41	£0.00
2. Stanley TC are tenants insuring contents only, Stanley Civic Hall, Front Street, Stanley, Durham, DH9 0NA	£0.00	N/A	£0.00	£101,492.05	£0.00	£0.00	£0.00	£0.00	£0.00

For Premises: 1, 2

Insured Perils applicable to Material Damage : 1-13, 15 & 16

Excesses Applicable to Premises 1 & 2

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

Accidental Damage	£100
Theft	£100
Malicious Damage	£250
Storm or Flood	£250
Escape of Water	£250
Falling Trees or Branches	£250

Operative Endorsements: 1, 2, 3, 5, 6, 7, 8 & 9 (see pages 35 - 37)

**PART B – Business Interruption**

Premises Address	Additional Expenditure	Indemnity Period (Months)	Loss of Data	Indemnity Period (Months)	Loss of Gross Revenue	Indemnity Period (Months)
All Premises	£15,000	18	N/A		N/A	

For Premises: 1, 2

Insured Perils applicable to Business Interruption : 1-13, 15 & 16

Operative Endorsements:

Section 5 – Special Extensions – 2 is held to be removed and restated as follows:

2. The insurance by this Part is extended to include loss resulting from interruption of or interference with the **business** carried on by the **insured** at the **premises** in consequence of:
- (a)
 - (i) any occurrence of a Notifiable Disease (as defined below) at the **premises** or attributable to food or drink supplied from the **premises**
 - (ii) any discovery of an organism at the **premises** likely to result in the occurrence of a Notifiable Disease
 - (ii) any discovery of a Notifiable Disease within 10 miles radius of the **premises**
 - (b) the discovery of vermin or pests at the **premises**
 - (c) any accident causing defects in the drains or other sanitary arrangements at the **premises** which causes restrictions on the use of the **premises** on the order or advice of the competent local authority
 - (d) any occurrence of murder or suicide at the **premises**.

Special Provisions

- (d) 'Notifiable Disease' will mean illness sustained by any person resulting from:
- (i) food or drink poisoning
 - (ii) one of the following specified human infectious or human contagious diseases:

Acute encephalitis	- Ophthalmia neonatorum
Acute poliomyelitis	- Paratyphoid fever
Anthrax	- Rabies
Bubonic Plague	- Relapsing fever
Cholera	- Rubella
Diphtheria	- Scarlet fever
Dysentery	- Smallpox
Legionellosis	- Tetanus
Legionnaires Disease	- Tuberculosis



Leprosy	- Typhoid fever
Leptospirosis	- Typhus fever
Malaria	- Viral hepatitis
Measles	- Viral haemorrhagic
Meningitis	- Whooping cough
Meningococcal Infection	- Yellow fever
Mumps	

an outbreak of which the competent local authority has stipulated shall be notified to them.

(b) For the purposes of this Special Extension:

- (i) 'Indemnity Period' will mean the period during which the results of the **business** are affected in consequence of the occurrence, discovery or accident beginning with the date from which the restrictions on the **premises** are applied (or in the case of (d) above, with the date of the occurrence) and ending not later than the Maximum Indemnity period thereafter

'Maximum Indemnity Period' will mean 3 months

- (ii) in the event that this Part includes an extension which deems loss, destruction or damage at other locations to be Damage at the **premises** such extension will not apply to this Special Extension.

(c) The **insurer** will not be liable under this Special Extension for:

- (i) loss arising from restrictions on the use of the **premises** in consequence of an emergency prohibition notice or emergency prohibition order being served against the **insured** or the manager of the **premises** in relation to a breach of the Food Safety Act 1990, General Food Regulations 2004 or Food Hygiene Regulations 2006 including any modifications or re-enactment thereto

- (ii) any costs incurred in the cleaning, repair, replacement, recall or checking of **property**.

(d) The **insured** will comply with all issues identified as contraventions arising from a Food Premises Inspection Report within the timescales stated in such report.

(e) The **insured** will notify the **insurer** immediately of any prohibition notice, emergency prohibition notice or emergency prohibition order served against them or the manager of the **premises** in relation to a breach of the Food Safety Act 1990, General Food Regulations 2004 or Food Hygiene Regulations 2006 including any modifications or re-enactment thereto.

(f) The **insurer** will only be liable for the loss arising at those **premises** which are directly affected by the occurrence, discovery or accident and then only for an amount not exceeding £250,000 or the Sum Insured whichever is the lesser.

**PART C – All Risks****Table Headings**

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other Contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer Equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Additional Items:

Where no premises address is shown, the item is not based at one location and cover is provided anywhere within the **territorial limits**.

Item Description	Sum Insured	Excess
Laptops	£18,733.87	£100

The excess stated applies to each and every loss.

Operative Endorsements: 1, 2, 3 & 7 (see pages 35 - 37)

**PART D – Money**

	Limit any one loss
1. Loss of Non-Negotiable money in the situations specified in items 2(a), 2(b), 2(c)(i) and 2(c)(ii):	£250,000
2. Loss of other money :	
(a) in transit in the custody of any member or employee or in transit by registered post (limit £250), or in a Bank Night Safe	£5,000
(b) in the private residence of any member or employee	£250
(c) in the premises	
(i) in the custody of or under the actual supervision of any member or employee	£15,000
(ii) in locked safes or strongrooms	£15,000
(iii) in locked receptacles other than safes or strongrooms	£250

Excess: £50 each and every loss

Personal Accident Assault Limits: Stated in Section 3(c) (*see page 38*)

Operative Endorsements:

‘In respect of **Section 1 – Special Definitions**, the definition of Person Insured is extended to include any person between the ages of 16 and 90.’



PART E – Public Liability

Limit of Indemnity: £10,000,000

Excess: £100 each and every claim in respect of Section 2(d)(ii)

Operative Endorsements:

1. Environmental Clean Up Costs. The following Special Definitions are added to Section 1:

Clean Up Costs

- a) Testing for or monitoring of Pollution or Contamination
- b) the costs of Remediation required by any Enforcing Authority to a standard reasonably achievable by the methods available at the time that such Remediation commences.

Remediation

Remedying the effects of Pollution or Contamination including primary, complementary and compensatory actions as specified in the Environmental Damage (Prevention and Remediation) Regulations 2009.

Enforcing Authority

Any government or statutory authority or body implementing or enforcing environmental protection legislation within the territorial limits.

Cover

With effect from 01 July 2009 or the inception of the policy if later, the **insurer** will indemnify the **insured** in respect of all sums including statutory debts that the **insured** is legally liable to pay in respect of Clean Up Costs arising from environmental damage caused by Pollution or Contamination where such liability arises under an environmental directive, statute or statutory instrument.

Provided always that:

- a) liability arises from Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident which takes place in its entirety at a specific time and place during the Period of Insurance. All Pollution or Contamination which arises out of one incident shall be deemed to have occurred at the same time such incident takes place
- b) the **insurer's** liability under this Extension shall not exceed £1,000,000 for any one occurrence and in the aggregate in any one Period of Insurance and will be the maximum the insurer will pay inclusive all costs and expenses. This limit will form part of and not be in addition to the Limit of Indemnity stated in the Schedule
- c) immediate loss prevention or salvage action is taken and the appropriate authorities are notified

**Exclusions**

The **insurer** shall be under no liability:

1. in respect of Clean up Costs for **damage** to the **Insured's** land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
2. for **damage** connected with pre-existing contaminated property
3. for **damage** caused by a succession of several events where such individual event would not warrant immediate action
4. in respect of removal of any risk of an adverse effect on human health on the Insured's land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
5. in respect of costs in achieving an improvement or alteration in the condition of the land, atmosphere or any watercourse or body of water beyond that required under any relevant and applicable law or statutory enactment at the time Remediation commences
6. in respect of costs for prevention of imminent threat of environmental damage where such costs are incurred without there being Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident
7. for **damage** resulting from an alteration to subterranean stores of groundwater or to flow patterns
8. in respect of costs for the reinstatement or reintroduction of flora or fauna
9. for **damage** caused deliberately or intentionally by the **insured** or where they have knowingly deviated from environmental protection rulings or where the **insured** has knowingly omitted to inspect, maintain or perform necessary repairs to plant or machinery for which they are responsible
10. in respect of fines or penalties of any kind
11. for **damage** caused by the ownership or operation on behalf of the **insured** of any mining operations or storage, treatment or disposal of waste or waste products other than caused by composting, purification or pre-treatment of waste water
12. for **damage** which is covered by a more specific insurance policy
13. for **damage** caused by persons aware of the defectiveness or harmfulness of products they have placed on the market or works or other services they have performed
14. for **damage** caused by disease in animals belonging to or kept or sold by the **insured**.



2. Section 13 – Exclusion 2 b) is amended to read as:

exemplary or punitive damages awarded by any Court of Law outside the **territorial limits**.

5. **Officials Indemnity**

Section 3 – Financial Loss

For the purposes of this Section, **employee** is held to include **member**



PART F – Hirers' Liability

Limit of Indemnity: £2,000,000

Excess: £100 each and every claim for damage to the premises or contents caused other than by fire or explosion

Operative Endorsements

1. Section 3 – Exclusion 2 b) is amended to read as:

exemplary or punitive damages awarded by any Court of Law outside the **territorial limits**

PART G – Employers Liability

Limit of Indemnity: £10,000,000

Operative Endorsements:



PART H – Libel and Slander

Sum Insured

£250,000

Excess: 10% each and every claim or £1,000 whichever is the lower

**PART I – Motor Vehicles**

Insured Vehicle: All as described in
Persons Entitled to Drive: the Certificate of
Limitation as to Use: Motor Insurance

Cover: Section 23

A. Comprehensive

EXCESS : Section 23

Amount	Description
£ 150	Accidental Damage , Fire , Theft , Windscreen , Total Loss
£ Nil	Third party

Additional to any other Excess which applies

Age and Inexperienced Driver Excess: Section 11

(a)	Under 25 years	£150
(b)	Over 25 years inexperienced	£150

Additional to any other Excess which applies

Repair Limit: £Nil

Section 12

Damage to Property Limit:

£5,000,000 Applicable to any Commercial Vehicle, Minibus, Agricultural Vehicle and Special Type

£50,000,000 Applicable to any Private Motor Car

Personal Effects Limit: £150

Section 13

Medical Expenses Limit: £250

Section 14

Additional Cover : Section 25

U. Occasional Business Use

Not Operative

V. Loss of No Claim Discount/Excess

Not Operative

Operative Endorsements:**1. Motor Insurers Database**



It is a condition precedent of this policy that you supply such details of the vehicles whose use is covered by the policy as are required by the relevant law applicable in Great Britain and Northern Ireland for entry on the Motor Insurers Database

2. The following clause is added to Part I Section 2:

Corporate Manslaughter and Corporate Homicide Act 2007

In respect of any event which may be the subject of indemnity under this section the **insurer** will pay legal costs and expenses incurred with the **insurer's** prior written consent in connection with the defence of any criminal proceedings (including any appeal against conviction arising from any such proceedings) brought in respect of a charge and or investigations connected with a charge of corporate manslaughter or corporate homicide under the Corporate Manslaughter and Corporate Homicide Act 2007 or any equivalent legislation in the Isle of Man or the Channel Islands committed or alleged to been committed during the period of insurance in the course of the **business**.

Provided always that:

- a) the **insurer's** liability under this clause will not exceed £5,000,000 in any one period of insurance
- b) this clause will only apply to proceedings brought in the **territorial limits**
- c) the **insurer** must consent in writing to the appointment of any solicitor or counsel who are to act for and on the **insured's** behalf
- d) the **insured** will give the **insurer** immediate notice of any summons or other process served upon the **insured** which may give rise to proceedings under this clause
- e) in relation to any appeal counsel has advised there are strong prospects of such an appeal succeeding
- f) the **insurer** will be under no liability:
 - i) where the **insured** has committed any deliberate or intentional criminal act giving rise to a corporate manslaughter or corporate homicide charge
 - ii) in respect of fines or penalties of any kind
 - iii) where indemnity for defence costs is available from any other source or is provided by any other insurance or where but for the existence of this clause indemnity would have been provided by such other source or insurance.

PART J – Motor Legal Expenses and Uninsured Loss Recovery

The Claims Handling Agent is DAS Legal Expenses Insurance Company Limited

Limit of Indemnity: £100,000 per insured incident

**PART N – Fidelity Guarantee**

Persons Guaranteed:	Sum Insured
All members and employees	£1,000,000

Excess: £100 each and every loss

PART O – Personal Accident

Cover is limited to £500,000 any one person and £2,000,000 any one incident.

Persons Insured:**Employees**

Capital Sum	£50,000.00
Weekly Sum	£200.00
Cover	Sections 2 and 3 - Accident and Assault Cover

Volunteers

Capital Sum	£50,000.00
Weekly Sum	£200.00
Cover	Sections 2 and 3 - Accident and Assault Cover

Directors/Councillors

Capital Sum	£50,000.00
Weekly Sum	£200.00
Cover	Sections 2 and 3 - Accident and Assault Cover

Operative Endorsement:

Special Condition 4 of Section 5 is inoperative provided always that the **insurer** will not make any payment of any benefit or in respect of any expense or loss arising from any Person Insured who has attained the age of 90 years unless such expense or loss arises during the period of insurance during which the Person Insured attains the age of 90



PART P – Legal Expenses

The Claims Handling Agent is DAS Legal Expenses Insurance Company Limited.

Section:

3. Employment Disputes and Compensation Awards	
(A) Employment Disputes	Operative
(B) Compensation Awards	Operative
4. Legal Defence	Operative
5. Property Protection and Bodily Injury	
(A) Property Protection	Operative
(B) Bodily Injury	Operative
6. Tax Protection	Operative
7. Contract Disputes - £5,000 Limit	Operative
(b) Not operative	
8. Statutory Licence Protection	Operative
Limit of Indemnity:	£200,000

The following is also operative: EPL Extension
Section 2 (c) shall read:

(c) in civil claims other than claims under Section 3 it is always more likely than not that a Person Insured will recover damages (or obtain any other legal remedy which the **insurer** has agreed) or make a successful defence.

Provisos (i) (1), (i) (2) and (ii) to Section 3 (B) are deleted.

The following is also operative: Debt Recovery

Insured Incident

The **insurer** will negotiate for the **insured's** legal rights including enforcement of judgment to recover money and interest due from the sale or provision of goods or of services, provided always that:

- a) the amount of the debt exceeds £250 (incl VAT)
- b) the claim under this Part is made within 90 days of the money becoming due and payable
- c) the **insurer** has the right to select the method of enforcement, or to forego enforcing judgment if the **insurer** is not satisfied that there are, or will be, sufficient assets available to satisfy judgment.

Exceptions

We will not provide indemnity in respect of or arising from or relating to:

- a) any debt arising from an agreement entered into prior to the inception date of the indemnity



provided by this section if the debt is due within the first 90 days of the indemnity provided by this section

b) the recovery of money and interest due from another party where the other party intimates that a defence exists

c) any claim relating to:

i) any settlement payable under an insurance policy

ii) any lease, licence or tenancy of land or buildings

iii) any motor vehicle owned by, or hired or leased to you other than agreements relating to the sale of motor vehicles where you are engaged in the business of selling motor vehicles

d) any dispute which arises out of the purchase, hire, sale or provision of computer hardware, software, systems or services.



General Notes

1. Fair presentation of the risk

You must make a fair presentation of the risk to us at inception, renewal and variation of your policy. This means that we must be told about all facts and circumstances which may be material to the risks covered by the policy and that you must not make a misrepresentation to us about any material facts. As part of your duty of fair presentation, you must ensure that the information detailed within the schedule is correct and complete. A material fact is one which would influence the acceptance or assessment of the risk. If you have any doubt about facts considered material, it is in your interests to disclose them to us.

Failure to make a fair presentation of the risk could result in the policy either being avoided, written on different terms or a higher premium being charged, depending on the circumstances surrounding the failure to present the risk fairly.

This policy is compliant with the principles of the Insurance Act 2015 law reforms. It also incorporates an 'opt out' which has the aim to promote good customer outcomes. We have opted-out of the 'proportionate reduction of claim remedy' available to insurers under the Insurance Act 2015. This means that in cases of non-disclosure or misrepresentation which are neither deliberate nor reckless, if we would have charged an additional premium had we known the relevant facts, we will charge that premium and pay any claims in full rather than reducing claims payments in proportion to the amount of premium that would have been charged.

We believe that our 'additional premium approach' should, in most situations, be more favourable to our customers when compared to the proportionate reduction of claim remedy. Our additional premium approach does not affect our right to apply the other remedies available under the Act for non-disclosure or misrepresentation.

2. Cancellation

All insurance policies run for a fixed period of time. The Insured can terminate an insurance contract verbally or in writing at any time. No refund will legally be due for any unused period of cover outside of the 'cooling off period' for consumer customers or following initiation for organisations and businesses. The Insurer may cancel the policy by giving 30 days' notice in writing. In such an event the insured will be entitled to a return of premium in respect of the unexpired portion of the period of insurance.



Claims Contact Information

If you need advice on a claim, it is important that you speak to the appropriate specialist. Claims specialists are available to discuss your cover and advise you on how to make a claim. Their contact details are:

Line of cover	Claims team	Claims contact details	
Buildings, Contents including All Risk Items	Property Claims	Tel:	0800 335 500 (out of hours Emergency: 0800 028 0336)
Business Interruption		Fax:	0800 232 1917
Money		Email:	zmpropertyclaims@uk.zurich.com
Works In Progress		Address:	Zurich Property Claims, PO Box 3303, Interface Business Park, Swindon, SN4 8WF
Public Liability	Liability Claims	Tel: Fax: Email: Address:	0800 335 500 0800 232 1917 farnboroughnewliabilityclaims@uk.zurich.com Zurich Municipal, Casualty Claims, Zurich House, PO Box 314, 2 Gladiator Way, Farnborough, GU14 6GB
Employers Liability			
Personal Assault under Money			
Personal Accident			
Professional Negligence			
Hirers Liability			
Fidelity Guarantee			
Libel and Slander			
Plant Protection			
Engineering – Deterioration of Stock			
Business Travel			
Motor	Motor Claims	Tel: Fax: Email: Address:	0800 232 1931 (out of hours Emergency: 0800 026 1789) 01489 589413 zmnewmotorclaims@uk.zurich.com Zurich Municipal Motor Claims, PO Box 3322, Interface Business Park, Swindon, SN4 8XW
Legal Expenses	DAS Legal Claims	Tel:	0117 976 2030 (Switchboard)

General claims procedure

This is a description of the general claims procedure you will need to follow:

1. Contact the relevant claims office, to notify the claim
2. If necessary, a claim form will be sent out to you for completion, or you will be asked to send details in writing
3. In the event of uncertainty, please call the relevant office for guidance.
4. Out of hours/Emergency Property losses - please contact 0800 028 0336

Track open claims on-line at: <http://www.zurich.co.uk/municipal/customerbenefits/register.htm>



Zurich Municipal

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UK Branch registered in England and Wales Registration No. BR7985. UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ.

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Communications may be monitored or recorded to improve our service and for security and regulatory purposes.

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