

MINUTES of the ORDINARY MEETING OF STANLEY TOWN COUNCIL

Held at Stanley Masonic Hall, Scott Street, Stanley on Tuesday 24th April 2018 at 6.30pm

PRESENT: B Nair* L Christie J Clark H Clark A Clegg M Davinson
 C Hampson J Kane D Marshall J McMahon J Nicholson J Pallas
 J Stephenson L Timbey D Tully J Tully G Wilkinson

***Town Mayor**

OFFICERS: Alan Shaw (Town Clerk)
 Nicola James (PA to the Town Clerk)
 James Harper (Community Development Manager)
 Bethany Natrass (Business Admin Assistant)

IN ATTENDANCE: 17 members of the public

331 APOLOGIES FOR ABSENCE

Apologies received from Cllrs T Armstrong & C Marshall were accepted by Council.

332 DECLARATIONS OF INTEREST

Cllr J McMahon declared a personal interest in item 15 (Incident Report).

333 TOWN MAYOR'S ANNOUNCEMENTS

The Town Mayor informed members that he had only one event since the previous meeting, this was the Mayors Charity Concert at Ferryhill Town Council.

The Town Clerk reminded everyone to turn their mobile phones off or to silent, and advised that the meeting was being recorded but not live streamed to Facebook. He also advised that Ken Rollings was recording the meeting. Members were reminded to stand when speaking after being recognised by the Chairman.

The Town Clerk also announced that the purchase of St Josephs House for the Just for Women Centre has been completed today.

334 PUBLIC PARTICIPATION

Elizabeth Greener asked whose idea it was to close the Coffee Shop in the Civic Hall.

Cllr Jeanette Stephenson advised that the decision was made as a part of many decisions around the financial position. The Council had to look at what money it was spending and look at what was not making money. The decision was taken by Full Council.

Elizabeth Greener asked if the full income and expenditure was available for the Coffee Shop.

The Town Clerk advised that this was discussed at the Town Meeting in full. The income and expenditure reported against the Coffee Shop cost centre on the budget

does not cover the costs relating to casual staff or overheads, these costs are recorded against the Civic Hall. The Town Clerk advised that the figures requested will be posted to Elizabeth Greener.

Karen Brown from Stanley AAP talked Members through the new map of Stanley and Beamish which was created to build more footfall in the area and improve footfall for businesses.

335 **CONFIRMATION OF MINUTES**

It was proposed by Cllr M Davinson, seconded by Cllr D Marshall and **RESOLVED** that the minutes of the Ordinary Council meeting held on 27th March 2018 be **APPROVED** as a correct record and signed by the Chairman.

336 **MINUTES OF OTHER MEETINGS**

It was proposed by Cllr J Pallas, seconded by Cllr L Timbey and **RESOLVED** that Council **RECEIVE** the minutes of the Projects & Initiatives committee held on 10th April 2018 and the minutes of the Finance & Governance committee held on the 11th April 2018.

337 **PETITION**

The Town Council were given a petition requesting that they postpone or delay the closure of the Coffee Shop.

It was proposed by Cllr Jeanette Stephenson, seconded by Cllr David Marshall and **RESOLVED** that the Council are happy to accept the petition but the decision of Council needs to go ahead as the Coffee Shop is due to close on Friday. Council will support the development of a business case for a community run cafe and suggests that the Town Clerk and Councillors support this where possible.

338 **RECOMMENDATIONS OF COMMITTEE MEETINGS**

Projects and Initiatives

- (i) **Armed Forces Day** - The Town Clerk advised Members that the cost to the Council for granting free use of the theatre for 'The Lucky Durhams' performance was about £650.

Council **RESOLVED** to grant free use to the Youth Connection Theatre Company.

- (ii) **Advice in County Durham** - Council **RESOLVED** to host the Advice in County Durham networking event in June 2018.

Finance and Governance

- (i) **Payment Protection Policy** - Council **RESOLVED** to approve and implement the new policy.

339 INTERIM OUT-TURN POSITION

The Town Clerk tabled the actual outturn position for Members which was **NOTED**.

340 DRAFT SLA FOR WARDEN SERVICE

The Town Clerk produced an updated SLA following a meeting with Ian Hoults. It was proposed by Cllr M Davinson, seconded by Cllr A Clegg and **RESOLVED** that:

- (i) The changes made are accepted and the specification be **APPROVED**,
- (ii) Fees and charges in the SLA be accepted;
- (iii) The additional £3,000 budget be approved to back fill the service when core staff are on annual leave; and
- (iv) The Town Clerk be **AUTHORISED** to negotiate the service roll out with DCC.

341 COUNCIL ACTIONS UPDATE

Officers provided the following updates:

- (i) **DBS Checks** - still no feedback from DCC, James Harper to progress.
- (ii) **Just for Women** - purchase of the property is complete.
- (iii) **Dying to Work** - to be progressed.
- (iv) **Stars YC** - report from Stanley Stars to go to the next Projects and Initiatives committee meeting.
- (v) **Stanley in Bloom** - James Harper to provide a report to the next Projects and Initiatives committee meeting.
- (vi) **Staffing Structure & GNE TUPE** - TUPE of Aaron & Stephen has been done, they started on 23rd April. STC restructure will be considered later in the meeting.
- (vii) **Events Specification** - this has been advertised on the Government Contractor Finder website. The deadline for submissions is the 19th May 2018.
- (viii) **War Memorial** - the Working Group have met and the minutes will be provided to the next Projects and Initiatives committee meeting.

Members **NOTED** the updates from Officers.

342 SCHEDULE OF MEETINGS

Council **RESOLVED** to accept the schedule of meetings for 2018/19 proposed by the Town Clerk.

343 EXCLUSION OF PRESS AND PUBLIC*

*Recording of proceedings was stopped at this point.

Council **RESOLVED** that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.

*Justification for excluding the public and press from consideration of the following item:
Staff and public confidentiality*

344 **COUNCIL STRUCTURE UPDATE**

Council **APPROVED** the Context Statement and authorised the Town Clerk to submit the draft Job Descriptions for evaluation.

Members **DEFERRED** approval of the Job Descriptions until the next Full Council meeting after evaluation.

345 **INCIDENT REPORT**

Following a discussion relating to the report outlining an incident in the Civic Hall in March, it was proposed by Cllr D Marshall, seconded by Cllr L Timbey and **RESOLVED** that Mr W Nixon be excluded from Council premises and Council meetings until further notice.

Cllr J Nicholson left the meeting during the discussion of this item.

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

Annual General Meeting Tuesday 22nd May 2018, 6:30pm, Stanley Civic Hall.

MINUTES of the PROJECTS AND INITIATIVES COMMITTEE MEETING OF STANLEY TOWN COUNCIL held at Stanley Civic Hall on Tuesday 8th May 2018 at 6.30pm

PRESENT: Cllr J Pallas* Cllr J McMahon Cllr C Marshall Cllr C Hampson
Cllr L Timbey Cllr L Christie Cllr J Clark Cllr B Nair
Cllr A Clegg

*Chairman

OFFICERS: Alan Shaw (Town Clerk)
Nicola James (PA to the Town Clerk)
James Harper (Community Development Manager)

OTHERS IN ATTENDANCE: 1 member of the public, Cllrs D Marshall, J Kane, D Tully & J Nicholson

ABSENT: Cllr T Armstrong

347 APOLOGIES FOR ABSENCE

Apologies received from Cllrs J Tully & G Wilkinson were accepted by the Committee.

348 DECLARATIONS OF INTEREST

Cllr C Marshall declared an interest in item 11 as Stanley Events intend to bid for the contract.

Cllr J McMahon declared an interest in item 11 as an employee of Stanley Events.

349 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIRMAN OR TOWN CLERK

The Town Clerk advised that the meeting was being recorded and reminded everyone to switch their phones to silent.

350 PUBLIC PARTICIPATION

No questions were submitted before the meeting. No questions from the floor.

351 CONFIRMATION OF MINUTES

It was proposed by Cllr C Marshall, seconded by Cllr A Clegg and **RESOLVED** that Committee **APPROVE** the minutes of the meeting held on 10th April 2018.

352 STANLEY IN BLOOM

The Community Development Manager updated Members on the latest position relating to Stanley in Bloom 2018. It was proposed by Cllr C Marshall, seconded by Cllr L Christie and **RESOLVED** that:

- (i) The Council will not make a weak submission for Northumbria in Bloom for 2018 but will instead start work now to build a strong Stanley in Bloom submission for 2019; and
- (ii) Cllr B Nair is appointed as lead member to have oversight of the project.

353 ENVIRONMENTAL SERVICES ACTIVITY REPORT

The Community Development Manager informed Members that the Environmental Caretakers were transferred under TUPE Regulations to STC on 23rd April.

They have a new vehicle and uniforms and are enjoying being part of the STC team. The team have already been out visiting schools and community groups. In the first few weeks, highlights have been:

- (i) Installed a new fence at the Michael Heaviside memorial at Craghead,
- (ii) Worked on Quaking Houses community garden,
- (iii) Met with Bloemfontein School headteacher to work on the school allotment.

A full report will be provided to the next meeting of Committee. Any work requests should be directed to the Community Development Manager direct.

Members **NOTED** the update.

354 ENVIRONMENTAL SERVICES BUDGETS DISCUSSION

The Town Clerk advised that the budgets had been reworked after looking at the actual costs for salaries.

It was proposed by Cllr B Nair, seconded by Cllr A Clegg and **RESOLVED** that this item be deferred to the Finance Committee for consideration.

355 YOUTH SERVICES BUDGET

Members were asked to consider how the £15,000 Youth Projects budget would be allocated. It was proposed by Cllr C Marshall, seconded by Cllr B Nair and **RESOLVED** that the Town Clerk should look into joint working with the AAP and combining STC and AAP budgets to create a larger budget.

356 WORLD WAR I REMEMBRANCE

Cllr J Nicholson advised the Committee that she had been working with Catchgate & Annfield Plain Partnership and local churches to organise the lighting of a beacon to mark the centenary of the end of the first world war.

Following a discussion, it was proposed by Cllr J McMahon, seconded by Cllr C Marshall and **RESOLVED** that:

- (i) the Town Council should bring forward a proposal for a beacon event to be delivered by the Council; and
- (ii) Any unallocated budget once this project had been resourced could be made available for community groups for localised commemorations.

357 EVENTS TENDER - ASSESSMENT PANEL

Cllrs C Marshall & J McMahon left the room while this item was considered.

It was proposed by Cllr L Timbey, seconded by Cllr B Nair and **RESOLVED** that:

- (i) A panel of 3 Councillors (2 Labour and 1 Independent) be appointed to have oversight of the process;
- (ii) After the initial evaluation, bidders will be requested to provide examples of how events will be priced to allow value for money to be assessed which was not specified in the initial specification.
- (iii) The member panel will not be involved in any interviews with potential bidders; and
- (iv) Full Council will award the contract having regard to the assessment by officers and the **RECOMMENDATIONS** of the panel.

358 DATE, TIME AND VENUE OF NEXT MEETING

Tuesday 5th June 2018, 6:30pm, Stanley Civic Hall.

MINUTES of the FINANCE AND GOVERNANCE COMMITTEE MEETING OF STANLEY TOWN COUNCIL held at Stanley Civic Hall on Wednesday 9th May 2018 at 6.00pm

PRESENT: Cllr M Davinson* Cllr D Marshall Cllr J Pallas Cllr J Kane
Cllr H Clark Cllr D Tully Cllr A Clegg

*Chairman

OFFICERS: Nicola James (PA to the Town Clerk)
Alan Shaw (Town Clerk)

ABSENT: Cllr L Christie

359 **APOLOGIES**

Apologies received from Cllr J Stephenson, B Nair & J Nicholson were accepted by the Committee.

360 **DECLARATIONS OF INTEREST**

None

361 **PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIRMAN OR TOWN CLERK**

The Town Clerk reminded everyone to turn their phones off or switch them to silent and that the meeting was being recorded.

362 **PUBLIC PARTICIPATION**

No written questions were received in writing.

363 **CONFIRMATION OF MINUTES**

It was **RESOLVED** that the Committee **APPROVE** the minutes of the meeting held on 11th April 2018.

364 **ACCOUNTS FOR PAYMENT AND BANK RECONCILIATION**

It was proposed by Cllr D Marshall, seconded by Cllr J Pallas and **RESOLVED** that Committee **APPROVE** the payment of accounts for April 2018 and **NOTE** the bank reconciliation for April 2018.

365 YOUTH SERVICES BUDGET

The Town Clerk advised Committee that the Projects & Initiatives Committee had last night **RECOMMENDED** that the Council should work with the AAP and agree a mechanism to combine their respective Youth budgets.

It was proposed by Cllr J Kane, seconded by Cllr A Clegg and **RECOMMENDED** that the Town Clerk should work together with the AAP on a method for allocating funding for youth projects.

366 CREATION OF ENVIRONMENTAL SERVICES BUDGET

It was proposed by Cllr A Clegg, seconded by Cllr J Kane and **RESOLVED** that the proposed reallocation of budgets should be made to permit the Environmental Services team to be able to make a meaningful impact on the area by planning improvement projects and having resources to be able to deliver them.

367 REVIEW OF INTERNAL CONTROL

The Town Clerk advised the Committee that the Council is required to review its system of internal control and make a resolution that the Council has an effective a system in place. The Clerk informed members that he had reviewed the risk register with the exception of page 5, which related to both members and officers. The Committee was invited to review page 5 of the document.

The Committee made the following observations:

- (i) C1 - Members Interests - the code of conduct was recently updated
- (ii) C2 - Gifts and Hospitality - this policy will be scheduled for review at the June Finance Committee meeting
- (iii) C3 - Political Conflict - There have been ongoing issues.
- (iv) C4 - Management of Staff - Member's training was provided following the 2017 elections and further training should be identified and provided on an ongoing basis.

Committee **RESOLVED** that the report be **NOTED and** subject to the changes to be made on page 5, should be presented to Council for approval at the Annual Meeting on 22nd May.

Committee **RECOMMENDED** that the priorities for 2018/19 should be to:

- (i) Implement the restructure
- (ii) Fill in gaps in policy framework
- (iii) Work on Member Officer Protocol
- (iv) Update the Medium Term Plan

368 EXCLUSION OF PRESS AND PUBLIC *

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Council **RESOLVED** that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.

*Justification for excluding the public and press from consideration of the following item:
Staff confidentiality*

369 CIVIC HALL INTERIM ARRANGEMENTS

The Town Clerk informed members of the interim arrangements which had been put in place in the Civic Hall to cover the departure of the Events Manager.

370 STAFFING MATTER

The Town Clerk informed the Committee that an independent investigator from NEREO had been appointed to produce a report for the Council's consideration.

371 DRAFT JOB DESCRIPTIONS & RESTRUCTURE

The Committee reviewed the draft Job Descriptions and **RECOMMENDS** that they are:

- (i) **AGREED** by Full Council; and
- (ii) Subject to HR Advice and ensuring the appropriate statutory consultation is carried out with staff, the proposed structure be **IMPLEMENTED**.

372 DATE, TIME AND VENUE OF NEXT MEETING

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