



# Stanley Town Council

## NOTICE OF MEETING

I hereby give notice that an Ordinary Meeting of Stanley Town Council will be held on Tuesday, the 25th September 2018 at 6.30pm at Stanley Civic Hall, Front Street, Stanley, Co. Durham, DH9 0NA.

### TO ALL MEMBERS of STANLEY TOWN COUNCIL

A Clegg (Town Mayor)	C Bell	L Christie	J Clark	G Binney
C Hampson (Deputy TM)	H Clark	M Davinson	B Nair	J Kane
C Marshall	D Marshall	J McMahon	J Nicholson	J Pallas
J Stephenson	L Timbey	D Tully	G Wilkinson	J Tully

You are hereby summoned to attend an **ORDINARY MEETING** of Stanley Town Council to be held in Stanley Civic Hall, Front Street, Stanley, on Tuesday the 25th September 2018 at 18.30 in order to transact the following business:

Yours sincerely,

Alan Shaw  
Town Clerk  
18th September 2018

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

## A G E N D A

### 1 APOLOGIES FOR ABSENCE

To **RECEIVE** any apologies and reasons for absence.

### 2 DECLARATIONS OF INTEREST

Members are invited to **DECLARE** disclosable pecuniary interests and other interests, along with the nature of those interests, in relation to any item on this agenda.

### 3 MAYOR'S ANNOUNCEMENTS

To **RECEIVE** a verbal monthly report from the Town Mayor and any announcements from the Town Mayor or Town Clerk. Town Mayor to welcome our new Town Councillor.

#### 4 LEADER'S STATEMENT

An update on current business from the Leader of Stanley Town Council, Cllr David Marshall.

#### 5 PUBLIC PARTICIPATION

An adjournment will be allowed at the direction of the Chairman to allow for public comment and response in relation to items on this agenda or to consider written questions from the public submitted in advance of the meeting (*Individuals will be permitted a maximum of three minutes each. Total time for this session is limited to fifteen minutes*).

#### 6 CONFIRMATION OF MINUTES

(i) **Ordinary Council** (ATTACHMENT A)

To **APPROVE** as a correct record and sign the minutes of the Ordinary Council meeting held on 24th July 2018.

(ii) **Extra Ordinary Council** (ATTACHMENT B)

To **APPROVE** as a correct record and sign the minutes of the Extra Ordinary Council meeting held on 20th July 2018.

(iii) **Extra Ordinary Council** (ATTACHMENT C)

To **APPROVE** as a correct record and sign the minutes of the Extra Ordinary Council meeting held on 13th August 2018.

#### 7 COMMITTEE MINUTES (ATTACHMENT D)

Council to **RECEIVE** the minutes of the Finance & General Purposes Committee held on 12th September 2018.

#### 8 CLLD UPDATE

Gemma Dobson, Durham County Council's CLLD Co-Ordinator will give members an update in respect of the CLLD funding programme.

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

#### 9 RECOMMENDATIONS OF COMMITTEE

(i) **Chair of Committee** - The Committee deferred the decision to elect a new Chair for the Committee to Full Council.

(ii) **Budget Monitoring - Committee RECOMMENDS** that the Council set aside a salaries budget of £370,000 in 2019/20 to cover salaries and occasional out of hours/ overtime payments.

Council is requested to **CONSIDER** these matters and **DECIDE** what to do.

**10 ACCOUNTS FOR PAYMENT & BANK RECONCILIATION**

Statutory Basis:Accounts & Audit (England) Regulations 2011

**August 2018**

Schedule of Payments	(ATTACHMENT E)
Schedule of Receipts	(ATTACHMENT F)
Bank Reconciliation	(ATTACHMENT G)
Bank Balances	(ATTACHMENT H)
Trial Balance	(ATTACHMENT I)
BACS Payments	(ATTACHMENT J)

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

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

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

**11 FIREWORKS (ATTACHMENT K)**

A request for funding has been received from Stanley Events Limited in respect of the Annual Fireworks display held in Oakies Park. The Council has made a budget provision of £10,000 for fireworks.

Council is requested to **CONSIDER** the request and **DECIDE** what to do.

**12 CIVIC HALL WORKING GROUP (ATTACHMENT L)**

The Civic Hall Working Group met on 13th September 2018. The minutes of the meeting are attached for reference. The group has drafted Terms of Reference and a proposed action plan.

Council is requested to:

- (i) **APPROVE** the proposed Terms of Reference;
- (ii) **GRANT** the delegations to the group required by them; and
- (iii) **AGREE** the Aims and Objectives identified by the Group

**13 BEACONS OF LIGHT (ATTACHMENT M)**

The Finance & General Purposes Committee considered a number of suggestions in relation to the style and siting of a "Beacon of Light" to mark the centenary of the guns falling silent at the end of World War I.

The preferred proposal was to commission a traditional style beacon raiser (which could be lit by gas) in a central location in Stanley Front Street.

The Town Clerk was instructed to present quotes to Council for consideration and approval. A short report is attached.

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

#### 14 NEIGHBOURHOOD WARDENS UPDATE

(ATTACHMENT N) Wardens Update Report (J Harper)  
(ATTACHMENT O) Wardens Update Report (B Snow)

Reports are attached updating members with the progress of the Neighbourhood Wardens service in the first 6 weeks of operation.

Council is requested to **NOTE** the reports and **DECIDE** if any further actions is required at this stage.

#### 15 TOWN MAYOR'S CAROL CONCERT

This year's Town Mayor's Carol Concert is scheduled for Sunday 16th December. Annfield Plain Gleemen and Craghead Colliery Band will be asked to provide the entertainment.

Council is requested to **NOTE** the date of the Carol Concert and help promote the event in their networks.

#### 16 APPROVAL OF JOB DESCRIPTIONS

(ATTACHMENT P) Operations Manager  
(ATTACHMENT Q) Duty Assistant

Following the staff and Trade Union consultation in respect of the new staffing structure, two new job descriptions were drafted for the proposed Operations Manager and Civic Hall Admin Assistant post.

The descriptions are attached for the **CONSIDERATION** and **APPROVAL** of the Council.

#### 17 CONCLUSION OF AUDIT (ATTACHMENT R)

The Council's external auditor has signed off the external audit for 2017/18. A copy is attached for the information of members. There were two minor issues identified. These were:

- (i) We had restated the balances on the previous year because we had wrongly included some fixed assets (new windows; lighting etc) on the asset register in previous years. The auditor was supplied the supporting paperwork demonstrating what we had removed from the balances and why. We should have marked the box on the annual return 'restated'.
- (ii) We did not review the Risk Register within the Financial Year. The Council decided to bring forward the review of the risk register immediately prior to the 2017 election on the basis that the new Council might not have an understanding of what they were being asked to look at immediately following the election. Therefore we reviewed the risk register in March 2017 and in 2018 put the review back to May, meaning that we technically did not review the register at all in the 2017/18 Financial year. We will keep the review of the register in March in future years to prevent this matter being an issue again.

Council is requested to **NOTE** the auditor's report and **DECIDE** if any further action is required.

**18 COUNCIL ACTIONS UPDATE (ATTACHMENT S)**

Details of Full Council decisions taken since the AGM held on 16th May 2017 are attached with a record of those completed and outstanding.

Council is requested to **CONSIDER** the report, **REVIEW** the decisions and **DECIDE** if any further action is required at this time.

Members may also request verbal updates in respect of any of the decisions.

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

23rd October 2018, 6.30pm, Stanley Civic Hall.

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*In accordance with the Public Bodies (Admission to Meetings) Act 1960, members of the public and press are welcome to attend the meeting. Members of the public will only be permitted to speak at the beginning of the meeting during Public Question Time.*