

MINUTES of the ORDINARY MEETING OF STANLEY TOWN COUNCIL

Held at Stanley Civic Hall on Tuesday 24th July 2018 at 6.30pm

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

*Chairman

OFFICERS: Alan Shaw (Town Clerk)
 James Harper (Community Development Manager)

IN ATTENDANCE: 3 members of the public

68 APOLOGIES FOR ABSENCE

Apologies from Cllrs H Clark, J Clark, J Kane, M Davinson, C Marshall & J McMahon were accepted by Council.

69 DECLARATIONS OF INTEREST

None

70 TOWN MAYOR'S ANNOUNCEMENTS

The Town Clerk reminded members that members should wait until they have been recognised by the Town Mayor before speaking and that their comments should be addressed to the Town Mayor. Members should also stand when speaking. The Clerk advised persons present that the meeting was being recorded and asked all mobile phones to be either switched off or set to silent.

71 PUBLIC PARTICIPATION

In relation to the letter received from Mrs Oldfield, the Council **NOTED** that the planned pantomime production had had to be cancelled due to circumstances outside the Council's control and refunds for bookings would be made.

72 CONFIRMATION OF MINUTES

It was proposed by Cllr B Nair, seconded by Cllr L Timbey and **RESOLVED** that the minutes of the Ordinary Council meeting on 26th June 2018 be **APPROVED** and signed as a correct record.

73 CORRESPONDENCE

(i) Interim Tax Base Modelling from DCC

Members **NOTED** the estimates of the tax base and Local Council Tax Reduction Scheme support grant for 2019/20.

(ii) Help for Heroes

Members **NOTED** the thank you letter from Help for Heroes for raising £983.45 at Armed Forces Day.

74 MEMBER'S INITIATIVE FUND

It was proposed by Cllr D Marshall, seconded by Cllr J Stephenson and **RESOLVED** that Council **NOTE** the details of projects funded in the year to date under the Member's Initiative Fund.

75 SCHEDULE OF MEETINGS

It was proposed by Cllr D Marshall, seconded by Cllr B Nair and **RESOLVED** that:

- (i) The Council hold the Finance & General Purposes Committee meetings one week earlier than currently scheduled (except the December meeting) to enable the smoother operation of the Committee cycle; and
- (ii) All scheduled Committee meetings should be held on Tuesday nights

76 CIVIC HALL

Council **RESOLVED** that:

(i) Pantomime

The matter of providing a community pantomime in future years should be brought back to Committee with more details of costs during the budget setting process for 2019/20;

(ii) Promotions

- (a) Tickets could be set aside for promotional activities within the Civic Hall; and
- (b) Media Consultants could be engaged to produce marketing material for weddings and corporate events to be held within the Civic Hall. The Hall should be promoted as an affordable wedding venue for the people of Stanley.

77 COUNCIL ACTIONS UPDATE

Council **NOTED** the update report.

78 DATE, TIME AND VENUE OF NEXT MEETING

Tuesday, 25th September 2018, 6.30pm, Civic Hall, Stanley

MINUTES of the EXTRA-ORDINARY MEETING OF STANLEY TOWN COUNCIL**Held at Craghead Village Hall on Friday 20th July 2018 at 6.30pm**

PRESENT: A Clegg* L Christie M Davinson J Kane D Marshall
B Nair J Pallas J Stephenson L Timbey

*Chairman

OFFICERS: Alan Shaw (Town Clerk)

61 APOLOGIES FOR ABSENCE

Apologies from Cllrs J McMahon, C Marshall, C Hampson, C Bell, H Clark, G Wilkinson, J Clark, J Tully, D Tully, & J Nicholson were accepted by the Council.

62 DECLARATIONS OF INTEREST

None

63 TOWN MAYOR'S ANNOUNCEMENTS

None

64 PUBLIC PARTICIPATION

No questions had been received in writing.

65 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:
Commercial Sensitivity*

66 EVENTS MANAGEMENT TENDER

It was **RESOLVED** that:

- (i) The Council will award the contract to Alan Hillary Events Ltd for a period of three years;
- (ii) The proposed dates for the Play in the Park dates are accepted;
- (iii) Explore whether it would be possible to hold the South Moor event on the Greenland School field as an alternative to Memorial Park, which is poorly suited to these events;
- (iv) No raffles will be permitted by outside organisations taking part in the events;

- (v) The contract should also include arranging the Beacons of Light event to commemorate the end of the first war

67

DATE, TIME AND VENUE OF NEXT MEETING

Ordinary Council, Tuesday, 24th July 2018, 6.30pm, Civic Hall, Stanley

MINUTES of the EXTRA-ORDINARY MEETING OF STANLEY TOWN COUNCIL

Held at Craghead Village Hall on Monday 13th August 2018 at 6.30pm

PRESENT: A Clegg* L Christie C Hampson J Kane D Marshall
B Nair J Pallas J Nicholson L Timbey C Bell
C Marshall D Tully J Tully J Clark H Clark
J McMahon

*Chairman

OFFICERS: Alan Shaw (Town Clerk)

ABSENT: Cllrs L Christie and G Wilkinson

79 **APOLOGIES FOR ABSENCE**

Apologies from Cllrs J Stephenson and M Davinson were accepted by the Council

80 **DECLARATIONS OF INTEREST**

None

81 **TOWN MAYOR'S ANNOUNCEMENTS**

None

82 **PUBLIC PARTICIPATION**

No questions had been received in writing.

83 **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 Confidentiality

84 **STAFFING MATTERS**

(i) **Council Restructure**

It was proposed by Cllr Carl Marshall, seconded by Cllr James Kane and **RESOLVED** that:

“We have considered the proposals in light of where we are now and where we want the Council to develop. We have already established a member working

group to look in detail at the future of the Civic Hall and bring forward proposals about how to develop the asset in the future.

Our main rationale for reviewing the staffing structure was to:

- Deliver value for resident's money
- Increase the Operational capacity of the Town Council
- To consider both customer access to the Council as well as operational necessity; and
- Put in place a structure which will have the flexibility to adapt to future needs.

Therefore, we propose to take into account the views of staff and Trade Unions and **ACCEPT** the following proposals put forward by Staff. We propose to:

- Delete the proposed posts of Facilities Manager and Environment Manager,
- Create a new post combining the roles of both posts, "Operations Manager",
- Create a new administrative support post (0.5 FTE) to ensure that the building can remain open to the public five days a week and the Duty Officer has administrative support,
- To address the imbalance in leave entitlements across the organisation by moving all staff into line with the annual leave entitlement which Durham County Council staff receive; ie. Staff will start with 26 days which will rise to 31 after 5 years service.
- Ensure that all existing staff are slotted into roles in the new structure.
- Assuming this proposal is acceptable to staff; to implement at the earliest opportunity."

It was further **RESOLVED** that the advert for the Deputy Town Clerk should be placed at the earliest available opportunity once staff had been consulted.

(ii) Flexible Working Request

It was proposed by Cllr C Marshall, seconded by Cllr H Clark and **RESOLVED** that the request be granted.

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DATE, TIME AND VENUE OF NEXT MEETING

Ordinary Council, Tuesday, 25th September 2018, 6.30pm, Civic Hall, Stanley

MINUTES of the FINANCE AND GENERAL PURPOSES COMMITTEE MEETING OF STANLEY TOWN COUNCIL held at Stanley Civic Hall on Wednesday 12th September 2018 at 6.30pm

PRESENT: **Cllr J McMahon*** Cllr A Clegg Cllr B Nair Cllr H Clark
 Cllr M Davinson Cllr C Hampson Cllr G Binney Cllr D Marshall
 Cllr J Nicholson Cllr J Stephenson Cllr D Tully Cllr G Wilkinson
 Cllr J Tully

*Chairman

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

IN ATTENDANCE: 2 members of the public

86 ELECTION OF CHAIR

It was proposed my Cllr D Marshall, seconded by Cllr B Nair and **RESOLVED** that Cllr J McMahon chair this meeting as he was Vice-Chair of the Finance & Governance Committee and that a permanent Chair position be agreed at Full Council.

87 APOLOGIES FOR ABSENCE

Apologies received from Cllrs L Timbey, J Clark, J Kane, C Marshall, L Christie & J Pallas were accepted by Committee.

88 DECLARATIONS OF INTEREST

None.

89 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIR

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

The Chairman welcomed Cllr Gordon Binney to his first meeting of the Council.

90 PUBLIC PARTICIPATION

The Town Clerk noted that there was a written question from Mr Billy Nixon in relation to the Christmas Lights to be discussed further down the agenda. Members decided that James Harper should provide an appropriate reply to Mr Nixon once the matter has been debated by members and a decision reached.

91 CONFIRMATION OF MINUTES

It was proposed by Cllr B Nair, seconded by Cllr A Clegg and **RESOLVED** that the minutes of the Finance & General Purposes Committee held on 18th July 2018 be approved and signed as a correct record.

92 ACCOUNTS FOR PAYMENT & BANK RECONCILIATION

It was proposed by Cllr A Clegg, seconded by Cllr D Marshall and **RESOLVED** that Committee:

- (i) **APPROVE** the payment of accounts for July 2018
- (ii) **NOTE** the Bank Reconciliation for July 2018

93 BUDGET MONITORING REPORT

The Town Clerk advised Committee that the report provided reflected the impact of the 2019 pay settlement and the new structure. in the new structure.

It was proposed by Cllr D Marshall, seconded by Cllr B Nair and **RECOMMENDED** that the Council set aside a salaries budget of £370,000 in 2019/20 to cover salaries and occasional out of hours/ overtime payments.

94 2019-20 DRAFT BUDGET

The Town Clerk provided a first draft budget to Committee. It was proposed by Cllr M Davinson, seconded by Cllr B Nair and **RESOLVED** that the draft budget be **NOTED**.

95 REVIEW OF MEDIUM TERM PLAN

The Town Clerk provided an update of the MTP.

Committee **RESOLVED** that the Town Clerk convene a meeting for staff to put forward their comments about the future of the MTP.

96 FESTIVE LIGHTING WORKING GROUP

James Harper noted that himself, alongside the working group and contractor looked at the sites proposed for the festive lighting scheme.

It was proposed by Cllr D Marshall, seconded by Cllr B Nair and **RESOLVED** that the proposal be **ACCEPTED** and officers to investigate and implement the scheme subject to quotations and cost.

97 LIGHTS OUT - REMEMBRANCE BEACON

The Town Clerk noted that there was no report as the meeting had only just been held today. There had been several locations discussed for putting a permanent beacon however none of these had the best visual impact. The best place for a beacon would be the Front Street, however it would have the be gas.

The Town Clerk **RECOMMENDS** installing a full size beacon in the bed where the Christmas Tree usually stands and converting it into gas.

It was proposed by Cllr D Marshall, seconded by Cllr A Clegg and **RESOLVED** that committee will recommend this proposal to Full Council and that the Town Clerk should provide a report including indicative costs.

98 COMMITTEE ACTIONS UPDATE

The Town Clerk provided the following updates:

- (i) **WWI Remembrance** - this is in hand
- (ii) **Christmas Lights** - the first WVG meeting has been held
- (iii) **Defibrillator** - James is waiting for the Job Centre estates team to agree on the install
- (iv) **Road Safety** - James is liaising with Dave Clarke who has just began is annual leave
- (v) **Youth Council** - this is to be revisited in the Medium Term Plan

99 DATE, TIME AND VENUE OF NEXT MEETING

Date to be confirmed, 6.30pm, Stanley Civic Hall.

Date: 05/09/2018

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Cash Book 1

User : SO

Current Bank A/c

For Month No : 5

Payments for Month 5

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
01/08/2018	Vodafone	DD05 001	48.06	48.06		500		mobiles/hot spot June 18
01/08/2018	Facebook	DD05 002	3.08	3.08		500		Balance - july boosts
02/08/2018	NWG Business ltd	DD05 003	510.86	510.86		500		water charges 11/04-10/07
02/08/2018	TV Licencing.co.uk	DD05 004	150.50	150.50		500		TV licence to 31/07/19
06/08/2018	BACS B/L Pymnt Page 591	BACS	7,946.13	7,946.13		500		BACS B/L Pymnt Page 591
06/08/2018	BACS B/L Pymnt Page 592	BACS	1,685.20	1,685.20		500		BACS B/L Pymnt Page 592
06/08/2018	BACS B/L Pymnt Page 593	BACS	219.17	219.17		500		BACS B/L Pymnt Page 593
06/08/2018	BACS B/L Pymnt Page 594	BACS	167.07	167.07		500		BACS B/L Pymnt Page 594
06/08/2018	Barclays	DD05 005	39.03	39.03		500		charges June mixed ac
06/08/2018	Barclays	DD05 006	12.50	12.50		500		charges e account June
06/08/2018	Microsoft`	DD05 007	39.50	39.50		500		Microsoft July 18
07/08/2018	Adobe Systems Software	DD05 008	16.64	16.64		500		Adobe August 18
08/08/2018	Durham County Council Direct D	DD05 009	826.00	826.00		500		Business rates August 18
08/08/2018	Durham County Council Direct D	DD05 010	51.00	51.00		500		business rates August 18
14/08/2018	Gustharts Chainsaw Centre	DD05 011	607.50	607.50		500		HL94CE Hedgetrimmer
15/08/2018	ITC Service Ltd	DD05 012	690.48	690.48		500		copying 24/05-26/06
16/08/2018	British Telecom Payments Centr	DD05 013	29.76	29.76		500		01207281376 July 18
17/08/2018	Payroll- July deductions	DD05 014	10,041.91			4000 350	1,370.68	Payroll- July deductions
						4005 500	569.83	Payroll- July deductions
						4000 500	2,329.63	Payroll- July deductions
						4000 101	5,771.77	Payroll- July deductions
17/08/2018	Kyle Thompson	kylet	150.00	150.00		500		disco- wedding 18/08
20/08/2018	Greenland Community Primary Sc	100011	298.00	298.00		500		Panto refund- Greenland
20/08/2018	St Marys RC Primary School	100012	145.00	145.00		500		Panto refund St Marys
20/08/2018	Woodlea Primary School	100013	210.00	210.00		500		Panto Refund- Woodlea
20/08/2018	Dawson Group Ltd	DD05 017	559.11	559.11		500		vehicle leasing July 18
20/08/2018	Amazon - direct debit	DD05 018	7.99	7.99		500		Prime sub August 18
21/08/2018	BACS B/L Pymnt Page 597	BACS	5,455.71	5,455.71		500		BACS B/L Pymnt Page 597
21/08/2018	Worldpay	DD05 019	38.11	38.11		500		Internet charges

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Cash Book 1

User : SO

Current Bank A/c

For Month No : 5

Payments for Month 5

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c	Centre	£ Amount	Transaction Detail
									July 18
21/08/2018	Worldpay	DD05 020	45.84	45.84		500			card charges July 18
21/08/2018	Worldpay	DD05 021	29.09	29.09		500			card charges July 18
21/08/2018	British Gas	DD05 022	643.29	643.29		500			Credit electricity April 18
22/08/2018	British Telecom Payments Centr	DD05 023	1,062.52	1,062.52		500			maint 01/08-31/10
22/08/2018	Parcel2go.com	DD05 024	93.42	93.42		500			Panto- return of giant
23/08/2018	EVS Catering	DD05 025	200.00	200.00		500			Buffet- Louisa memorial 23/08
23/08/2018	ASDA Stores Ltd	DD05 027	40.20	40.20		500			first class stamps
24/08/2018	Payroll- august	DD05 026	16,956.26			4000	350	2,170.72	Payroll- august
						4005	500	2,736.91	Payroll- august
						4000	500	4,669.40	Payroll- august
						4000	101	7,379.23	Payroll- august
28/08/2018	BOC	DD05 029	14.88	14.88		500			gas rentals July 18
28/08/2018	Facebook	DD05 028	40.00	40.00		500			August top up
29/08/2018	BACS B/L Pymnt Page 602	BACS	5,436.84	5,436.84		500			BACS B/L Pymnt Page 602
30/08/2018	Sign Terminal	DD05 015	100.00	100.00		500			Love sign wedding 18/08
30/08/2018	Vodafone	DD05 029	41.72	41.72		500			mobiles July 18
Total Payments for Month			54,652.37	27,654.20	0.00			26,998.17	
Balance Carried Fwd			475,138.92						
Cash Book Totals			529,791.29	27,654.20	0.00			502,137.09	

Date: 05/09/2018

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Cash Book 1

User : SO

Current Bank A/c

For Month No : 5

Receipts for Month 5

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		517,130.53					517,130.53	
Banked on : 31/07/2018		360.00						
	Sales Recpts Page 595	360.00	360.00		100			Sales Recpts Page 595
Banked on : 02/08/2018		607.50						
	Sales Recpts Page 584	607.50	607.50		100			Sales Recpts Page 584
Banked on : 02/08/2018		120.00						
	Sales Recpts Page 599	120.00	120.00		100			Sales Recpts Page 599
Banked on : 06/08/2018		2.50						
INC05 002	Barclays bank	2.50			4999	110	2.50	loyalty reward e account
Banked on : 06/08/2018		7.81						
INC05 003	Barclays bank	7.81			4999	110	7.81	Loyalty reward mixed account
Banked on : 07/08/2018		-221.00						
INC05 005	Panto refund	-221.00		-36.83	1000	500	-184.17	Panto refund- card 07/08
Banked on : 07/08/2018		76.00						
	Sales Recpts Page 598	76.00	76.00		100			Sales Recpts Page 598
Banked on : 08/08/2018		-164.00						
INC05 006	Panto refund	-164.00		-27.33	1000	500	-136.67	Panto refund-card- 08/08
Banked on : 09/08/2018		160.00						
	Sales Recpts Page 585	160.00	160.00		100			Sales Recpts Page 585
Banked on : 09/08/2018		-197.00						
INC05 007	panto refund	-197.00		-32.83	1000	500	-164.17	panto refund-card 09/08
Banked on : 10/08/2018		40.00						
	Sales Recpts Page 586	40.00	40.00		100			Sales Recpts Page 586
Banked on : 10/08/2018		140.00						
	Sales Recpts Page 587	140.00	140.00		100			Sales Recpts Page 587
Banked on : 10/08/2018		-41.50						
INC05 008	Panto refund	-41.50		-6.92	1000	500	-34.58	Panto refund-card 10/08
Banked on : 13/08/2018		102.00						
	Sales Recpts Page 588	102.00	102.00		100			Sales Recpts Page 588
Banked on : 13/08/2018		2,430.93						
INC05 012	HMRC- VAT refund	2,430.93			105		2,430.93	HMRC- VAT refund
Banked on : 14/08/2018		55.00						
	Sales Recpts Page 589	55.00	55.00		100			Sales Recpts Page 589
Banked on : 14/08/2018		55.00						
	Sales Recpts Page 591	55.00	55.00		100			Sales Recpts Page 591
Banked on : 14/08/2018		-117.00						
INC05 015	Panto refund	-117.00		-19.50	1000	500	-97.50	Panto refund-card 14/08

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Cash Book 1

User : SO

Current Bank A/c

For Month No : 5

Receipts for Month 5

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
Banked on : 14/08/2018		3,146.52					
	Sales Recpts Page 596	3,146.52	3,146.52		100		Sales Recpts Page 596
Banked on : 20/08/2018		103.20					
	Sales Recpts Page 590	103.20	103.20		100		Sales Recpts Page 590
Banked on : 21/08/2018		66.00					
	Sales Recpts Page 592	66.00	66.00		100		Sales Recpts Page 592
Banked on : 21/08/2018		-103.50					
INC05 019	Panto refund	-103.50		-17.25	1000 500	-85.00	Panto refund- card 21/08
					4998 500	-2.50	Panto refund
					1000 500	1.25	Panto refund-adj re card charg
Banked on : 22/08/2018		-28.50					
INC05 020	Panto refund	-28.50		-4.75	1000 500	-22.50	Panto refund-card 22/08
					4998 500	-1.25	Panto refund
Banked on : 22/08/2018		1,461.30					
INC05 021	card rec 28/07-22/08	46.30		7.72	1020 510	38.58	card rec 28/07-22/08
INC05 021	card rec 28/07-22/08	6.00		1.00	4104 500	5.00	card rec 28/07-22/08
INC05 021	card rec 28/07-22/08	-3.00		-0.50	4998 500	-2.50	card rec 28/07-22/08
INC05 021	card rec 28/07-22/08	-39.00		-6.50	1000 500	-32.50	card rec 28/07-22/08-Panto ref
INC05 021	card rec 28/07-22/08	-6.00		-1.00	1012 500	-5.00	card ref 28/07-22/08- Arthur
INC05 021	card rec 28/07-22/08	-10.00			530	-10.00	card refund- Folly
INC05 021	card rec 28/07-22/08	1,467.00			530	1,467.00	card rec 28/07-22/08
Banked on : 23/08/2018		50.00					
	Sales Recpts Page 594	50.00	50.00		100		Sales Recpts Page 594
Banked on : 23/08/2018		100.00					
	Sales Recpts Page 597	100.00	100.00		100		Sales Recpts Page 597
Banked on : 24/08/2018		170.00					
	Sales Recpts Page 593	170.00	170.00		100		Sales Recpts Page 593
Banked on : 26/08/2018		1,213.00					
INC05 024	Internet rec 28/07-26/08	12.00		2.00	4102 500	10.00	Internet rec 28/07-26/08
INC05 024	internet rec 28/07-26/08	33.00		5.50	4998 500	27.50	internet rec 28/07-26/08
INC04 024	internet rec 28/07-26/08	1,168.00			530	1,168.00	internet rec 28/07-26/08
Banked on : 28/08/2018		55.00					
	Sales Recpts Page 600	55.00	55.00		100		Sales Recpts Page 600
Banked on : 28/08/2018		405.00					
	Sales Recpts Page 603	405.00	405.00		100		Sales Recpts Page 603
Banked on : 28/08/2018		206.00					
INC05 038	card rec 23/08-28/08	206.00			530	206.00	card rec 23/08-28/08
Banked on : 29/08/2018		223.20					
INC05 025	cash/chqs w/c 30/07	63.20		10.53	1020 510	52.67	cash/chqs w/c 30/07

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Cash Book 1

User : SO

Current Bank A/c

For Month No : 5

Receipts for Month 5

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
INC05 025	cash/chqs w/c 30/07	160.00			530	160.00	cash/chqs w/c 30/07
	Banked on : 29/08/2018	84.00					
INC05 026	cash/chqs w/c 06/08	132.00			530	132.00	cash/chqs w/c 06/08
INC05 026	cash/chqs w/c 06/08	10.00			1028 500	10.00	cash/chqs w/c 06/08-gift vouch
INC05 026	cash/chqs w/c 06/08	-58.00		-9.67	1000 500	-48.33	cash/chqs w/c 13/08-panto ref
	Banked on : 29/08/2018	1,739.20					
INC05 027	cash/chqs w/c 13/08	1,495.00		249.17	1020 510	1,245.83	cash/chqs w/c 13/08
INC05 027	cash/chqs w/c 13/08	242.00			530	242.00	cash/chqs w/c 13/08
INC05 027	cash/chqs w/c 13/08	2.20		0.37	4105 500	1.83	cash/chqs w/c 13/08
	Banked on : 29/08/2018	87.10					
INC05 028	cash/chqs w/c 20/08	85.00			530	85.00	cash/chqs w/c 20/08
INC05 028	cash/chqs w/c 20/08	2.10		0.35	4105 500	1.75	cash/chqs w/c 20/08
	Banked on : 29/08/2018	-200.00					
INC05 033	Panto refund	-200.00		-33.33	1000 500	-166.67	Panto refund- 29/08
	Banked on : 30/08/2018	-73.00					
INC05 034	Panto refund	-73.00		-12.17	1000 500	-60.83	Panto refund- 30/08
	Banked on : 31/08/2018	480.00					
	Sales Recpts Page 601	480.00	480.00		100		Sales Recpts Page 601
	Banked on : 31/08/2018	60.00					
	Sales Recpts Page 602	60.00	60.00		100		Sales Recpts Page 602
Total Receipts for Month		12,660.76	6,351.22	68.06		6,241.48	
Cash Book Totals		529,791.29	6,351.22	68.06		523,372.01	

Date: 05/09/2018

Stanley Town Council 2018-19

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Time: 12:31

User : SO

Bank Reconciliation Statement as at: 31/08/2018 for Cash Book 1 Current Bank A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
mixed payments account	31/08/2018		17,168.22
Savings Account	31/08/2018		414,504.49
Current Bank Account-e account	31/08/2018		44,119.21
			<hr/> 475,791.92
<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>		
20/08/2018 100011 Greenland Community Primary	298.00		
20/08/2018 100012 St Marys RC Primary School	145.00		
20/08/2018 100013 Woodlea Primary School	210.00		
			<hr/> 653.00
			475,138.92
<u>Receipts not Banked/Cleared (Plus)</u>			
			<hr/> 0.00
			475,138.92
Balance per Cash Book is :-			475,138.92
Difference is :-			0.00



5 Sept 2018
Miss Nicola James
Email: nicola.james@stanley-tc.gov.uk
Work Email: nicola.james@stanley-tc.gov.uk
Work Tel: 01207 299109

Transactions

e-Payments Plan

20-33-51 43231674

Available balance [?]	£44,427.44
Last night's balance [?]	£43,981.44
Overdraft limit	£0.00

Showing 1-50 of 131 transactions between 01/08/2018 and 31/08/2018

[Don't recognise a transaction?](#)

[Export All](#) [Download all \(PDF\)](#) [Print page](#)

See your pending debit card transactions [?]

> Date	^	Description	Money In	Money Out	Balance
> 31/08/2018		203351 93186547	£30,000.00		£44,119.21
> 31/08/2018		MV- 76951073 -2808	£56.00		£14,119.21
> 31/08/2018		MV- 76950763 -2808	£405.00		£14,063.21
> 31/08/2018		MTREC LIMITED	£60.00		£13,658.21
> 31/08/2018		PROFOUND SER LTD	£480.00		£13,598.21
> 30/08/2018		MV- 76950763 -2408	£70.00		£13,118.21



5 Sept 2018
Miss Nicola James
Email: nicola.james@stanley-tc.gov.uk
Work Email: nicola.james@stanley-tc.gov.uk
Work Tel: 01207 299109

Transactions

Active Saver

20-33-51 93186547

Available balance	£414,504.49
Last night's balance	£414,504.49
Overdraft limit	n/a

Interest rates are variable. Interest is paid annually on 31 December each year. If 31 December is a non-working day, interest will usually be paid on the next working day.

Balance	Gross pa%	AER%
£1 - £99,999	0.20	0.20
£100,000 - £999,999	0.30	0.29
£1,000,000 and over	0.40	0.40

For UK resident individuals (including sole traders or partnerships), if you are a UK taxpayer you may have to pay tax on interest earned in excess of your Personal Savings Allowance. For information and guidance please refer to [HMRC's website](#).

Please note: It is your responsibility to ensure that any tax due on interest payments received is paid to the appropriate tax authority.

Showing 1-3 of 3 transactions between 01/08/2018 and 31/08/2018

[Don't recognise a transaction?](#)

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> Date	^ Description	Money In	Money Out	Balance
--------	---------------	----------	-----------	---------



5 Sept 2018
Miss Nicola James
Email: nicola.james@stanley-tc.gov.uk
Work Email: nicola.james@stanley-tc.gov.uk
Work Tel: 01207 299109

Transactions

Mixed Payments Plan

20-33-51 60189243

Available balance	£17,114.02
Last night's balance	£17,114.02
Overdraft limit	£0.00

Showing 1-5 of 5 transactions between 01/08/2018 and 31/08/2018

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See your pending debit card transactions

> Date	^	Description	Money In	Money Out	Balance
> 29/08/2018		41STANLEY	£503.20		£17,168.22
> 29/08/2018		41STANLEY	£187.10		£16,665.02
> 29/08/2018		41STANLEY	£1,739.20		£16,477.92
> 06/08/2018		LOYALTY REWARD	£7.81		£14,738.72
> 06/08/2018		CHARGES		-£39.03	£14,730.91

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Date : 05/09/2018

Stanley Town Council 2018-19

Page No 1

Time: 12:33

Trial Balance for Month No: 5

User :SO

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
100	Debtors			1,293.30	
105	VAT Control A/c			1,535.21	
110	Prepayments			22,161.67	
200	Current Bank A/c			475,138.92	
201	Civic Hall Petty Cash			647.08	
202	Civic Hall Refunds Float			13.50	
205	Office Petty Cash			271.72	
220	Civic Hall Float			2,000.00	
310	General Reserves				151,480.10
313	EM reserve Grant Fund				22,634.00
314	EM Reserve Community Safety				16,099.00
316	EM Reserve WW1 Cemetery				10,000.00
317	EM Reserve War memorial				50,000.00
318	EM Reserve Parks				16,000.00
319	EM Reserve Election costs				10,000.00
320	EM Reserve Civic Upgrades				56,133.00
530	Ticket income for future shows				9,764.00
540	Room hire deposits-wedding etc				500.00
1000	Ticket Sales Retained	500	Civic Hall		138.74
1002	Ticket sales ret'd- Ext shows	500	Civic Hall		585.08
1005	Ticket Sales Non Retained	500	Civic Hall		14,427.83
1010	Hall Hire	500	Civic Hall		16,950.16
1012	Civic Players etc-Fees, Subs,	500	Civic Hall		8,941.67
1020	Bar Takings	510	Civic Hall Bar		14,573.18
1026	Table packages etc	500	Civic Hall		2,746.34
1028	Resale Items	500	Civic Hall		10.00
1029	Recharged buffet, disco etc	500	Civic Hall		3,093.76
1060	Rent Income	307	AP Community Room		40.00
1091	Art Work Sales	500	Civic Hall		8.50
1100	Loan	800	Loan Costs		190,000.00
1176	Precept	111	Precept		353,128.00
1177	LCTRS Grant	111	Precept		58,566.00
1200	Hot Drinks	505	Coffee Shop		60.00
1210	Food sales	510	Civic Hall Bar		430.01
1220	Coffee Shop	505	Coffee Shop		2,629.18
4000	Direct Salaries	101	Staffing	59,525.33	
4000	Direct Salaries	350	Environmental Services	13,695.22	
4000	Direct Salaries	500	Civic Hall	37,681.68	
4000	Direct Salaries	505	Coffee Shop	5,250.68	
4005	Casual Staff	500	Civic Hall	17,372.26	
4008	Training	101	Staffing	645.00	
4009	Clothing Costs	101	Staffing	91.80	

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Date : 05/09/2018

Stanley Town Council 2018-19

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Trial Balance for Month No: 5

User :SO

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4009	Clothing Costs	350	Environmental Services	479.09	
4010	Payroll SLA	101	Staffing	1,961.82	
4049	Rent	305	PACT House	4,000.00	
4050	Rates	307	AP Community Room	258.00	
4050	Rates	500	Civic Hall	4,126.00	
4051	Water Rates	500	Civic Hall	833.26	
4052	Electricity	307	AP Community Room	204.81	
4052	Electricity	500	Civic Hall	3,799.80	
4053	Gas	307	AP Community Room	254.68	
4053	Gas	500	Civic Hall	420.26	
4054	Insurance	110	Administration	4,674.84	
4055	Cleaning	500	Civic Hall	1,011.90	
4056	Alarm Maintenance	500	Civic Hall	1,425.70	
4057	Window Cleaning	500	Civic Hall	50.00	
4058	Trade Waste	350	Environmental Services	105.60	
4058	Trade Waste	500	Civic Hall	1,186.00	
4059	Laundry	500	Civic Hall	117.35	
4065	Repairs & Maintenance	350	Environmental Services	215.22	
4065	Repairs & Maintenance	500	Civic Hall	513.57	
4066	Tools & Equipment	350	Environmental Services	753.15	
4066	Tools & Equipment	500	Civic Hall	2,217.17	
4069	Pest Control	500	Civic Hall	271.96	
4071	Health & Safety - Fire	500	Civic Hall	164.30	
4073	Health and Safety	110	Administration	279.08	
4075	Advertising	115	Publicity	1,358.85	
4076	Marketing & Promotion	500	Civic Hall	1,384.05	
4077	Licences	500	Civic Hall	2,204.67	
4100	Telephones	500	Civic Hall	1,893.98	
4101	Mobile Phones	110	Administration	113.22	
4102	Stationery	110	Administration	170.93	
4102	Stationery	500	Civic Hall	571.38	
4103	Publications	110	Administration	29.00	
4104	Postage	500	Civic Hall	90.53	
4105	Photocopying	110	Administration	302.55	
4105	Photocopying	500	Civic Hall	231.13	
4106	Subscriptions	110	Administration	4,222.52	
4110	Audit External	110	Administration		2,000.00
4111	Audit Internal	110	Administration	160.00	
4112	Professional Fees	110	Administration	12,374.94	
4114	Refreshments	200	Democracy		5.43
4122	IT - Email Maintenance	110	Administration	1,044.35	
4123	IT - Support & Maintenance	110	Administration	336.00	

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Date : 05/09/2018

Stanley Town Council 2018-19

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Time: 12:33

Trial Balance for Month No: 5

User :SO

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4123	IT - Support & Maintenance	500	Civic Hall	289.28	
4124	IT - Equipment	110	Administration	11.66	
4125	IT - Software	110	Administration	241.20	
4125	IT - Software	500	Civic Hall	128.00	
4130	Vehicle Leasing	350	Environmental Services	1,788.57	
4131	Vehicle Fuel	350	Environmental Services	824.78	
4162	St Josephs House	800	Loan Costs	190,000.00	
4300	Environmental Services	300	Services	4,106.00	
4312	Police Cars - Contribution	300	Services	10,500.00	
4421	Events (External)	320	Events	2,790.00	
4423	Heritage Projects	320	Events	2,460.00	
4425	Technical Support	500	Civic Hall	1,165.00	
4439	Christmas Decorations	320	Events	66.10	
4500	Members Initiative Fund	400	Grants	25,470.48	
4502	Other Grants	400	Grants	15,473.00	
4560	Coffee Shop-Food	505	Coffee Shop	1,255.03	
4560	Coffee Shop-Food	510	Civic Hall Bar	494.09	
4600	Bar Stock	510	Civic Hall Bar	11,799.18	
4601	Bar Supplies - Sundry Items	510	Civic Hall Bar	140.77	
4602	Bar - Stocktaking Costs	505	Coffee Shop	100.00	
4602	Bar - Stocktaking Costs	510	Civic Hall Bar	375.00	
4603	Bar - gas	510	Civic Hall Bar	192.75	
4650	Events - Civic Hall	500	Civic Hall	25,030.85	
4652	Civic Hall Performers	500	Civic Hall	12,399.33	
4654	Purchases for weddings/parties	500	Civic Hall	336.84	
4700	Ticket Sales Paid Over	500	Civic Hall	14,427.83	
4751	Technical supp-rechargeable	500	Civic Hall	130.00	
4752	Purchases weddings etc- rech	500	Civic Hall	4,356.23	
4803	Chairmans Fund	200	Democracy		18.00
4805	Chairmans Awards	200	Democracy	1,624.37	
4808	Election Costs	200	Democracy	6,497.24	
4998	Transaction Fees	500	Civic Hall	1,006.64	
4999	Bank Charges	110	Administration	422.73	
5000	Transfer to EM Reserves			190,000.00	
5001	Trnsfer from EM Reserves				208,076.00
Trial Balance Totals :				1,219,037.98	1,219,037.98
Difference				0.00	

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Stanley Town Council 2018-19

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At : 12:41

Reprint of Purchase Ledger Payments Entered

Ledger No : 1			Month No : 5		Linked to Cash Book : 1		
Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorised	Amount Due	Disc Taken	Amount Paid	Invoice Balance
4imprint Direct Ltd			4IMPRINT				
26/07/2018	DM-1312547	STC beach balls	BACS05 001	718.62	0.00	718.62	0.00
					0.00	718.62	
			Above paid on : 06/08/2018		By BACS	4IMPRINT	
Allstar Business Solutions Ltd			ALLSTAR				
31/07/2018	E2010043978	fuel to 26/07	BACS05 002	138.61	0.00	138.61	0.00
					0.00	138.61	
			Above paid on : 06/08/2018		By BACS	ALLSTAR	
Amazon.co.uk			AMAZON				
26/07/2018	GB-310562915-	monitor mount	BACS05 003	19.90	0.00	19.90	0.00
					0.00	19.90	
			Above paid on : 06/08/2018		By BACS	AMAZON	
Crystal View			CRYSTAL				
16/02/2018	4458	window cleaning feb 18	BACS05 004	25.00	0.00	25.00	0.00
					0.00	25.00	
			Above paid on : 06/08/2018		By BACS	CRYSTAL	
Durham County Council			DCCRB				
26/07/2018	601104334	Catchgate election costs 31/05	BACS05 006	6,497.24	0.00	6,497.24	0.00
03/08/2018	252673082	weighbridge July 18	BACS05 005	63.36	0.00	63.36	0.00
					0.00	6,560.60	
			Above paid on : 06/08/2018		By BACS	DCCRB	
Medics UK (North East) Ltd			MEDICS				
25/07/2018	E2018/0331	Armed forces - medical cover	BACS05 007	230.00	0.00	230.00	0.00
					0.00	230.00	
			Above paid on : 06/08/2018		By BACS	MEDICS	
North of England Stocktakers			NESTOCK				
24/07/2018	37658	stocktake 17/07	BACS05 008	75.00	0.00	75.00	0.00
					0.00	75.00	
			Above paid on : 06/08/2018		By BACS	NESTOCK	
Sedgefield Town Council Mayor's			SEDFIELD				

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Stanley Town Council 2018-19

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Reprint of Purchase Ledger Payments Entered

Ledger No : 1			Month No : 5		Linked to Cash Book : 1		
Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorised	Amount Due	Disc Taken	Amount Paid	Invoice Balance
30/07/2018	16/08	Sedgefield- charity event	BACS05 009	12.00	0.00	12.00	0.00
					0.00	12.00	
				Above paid on : 06/08/2018		By BACS SEDGEFIELD	
		T A Cain	TACAIN				
30/07/2018	DOBSON	Sylvia Dobson event	BACS05 010	50.00	0.00	50.00	0.00
					0.00	50.00	
				Above paid on : 06/08/2018		By BACS TACAIN	
		Washington Supplies	WASHINGTON				
01/08/2018	18270	toilet rolls etc	BACS05 011	116.40	0.00	116.40	0.00
					0.00	116.40	
				Above paid on : 06/08/2018		By BACS WASHINGTO	
				PAYMENT TOTALS		0.00	7,946.13

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Reprint of Purchase Ledger Payments Entered

Ledger No : 1			Month No : 5		Linked to Cash Book : 1		
Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorised	Amount Due	Disc Taken	Amount Paid	Invoice Balance
Headway County Durham			HEADWAY				
25/07/2018	MIF668	MIF668 Headway support	BACS05 013	600.00	0.00	600.00	0.00
					0.00	600.00	
Above paid on : 06/08/2018						By BACS	HEADWAY
Movers and Shakers in Stanley			MOVERS				
08/08/2018	MIF669	MIF669- movers	BACS05 014	250.00	0.00	250.00	0.00
					0.00	250.00	
Above paid on : 06/08/2018						By BACS	MOVERS
Thorneyholme Woodcraft Folk			THORNEY				
24/07/2018	MIF667	MIF667- summer camp	BACS05 012	835.20	0.00	835.20	0.00
					0.00	835.20	
Above paid on : 06/08/2018						By BACS	THORNEY
PAYMENT TOTALS					0.00	1,685.20	

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Stanley Town Council 2018-19

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Reprint of Purchase Ledger Payments Entered

		Ledger No : 1	Month No : 5	Linked to Cash Book : 1			
Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorised	Amount Due	Disc Taken	Amount Paid	Invoice Balance
		Allstar Business Solutions Ltd	ALLSTAR				
15/07/2018	E2009978065	<i>fuel to 15/07</i>	BACS05 07	219.17	0.00	219.17	0.00
					0.00	219.17	
			Above paid on : 06/08/2018		By BACS	ALLSTAR	
			PAYMENT TOTALS	0.00	219.17		

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Stanley Town Council 2018-19

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Reprint of Purchase Ledger Payments Entered

		Ledger No : 1	Month No : 5	Linked to Cash Book : 1			
Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorised	Amount Due	Disc Taken	Amount Paid	Invoice Balance
		Allstar Business Solutions Ltd	ALLSTAR				
31/05/2018	E2009812654	<i>fuel to 31/05</i>	BACS05 007	167.07	0.00	167.07	0.00
					0.00	167.07	
			Above paid on : 06/08/2018		By BACS	ALLSTAR	
			PAYMENT TOTALS	0.00	167.07		

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Reprint of Purchase Ledger Payments Entered

		Ledger No : 1		Month No : 5		Linked to Cash Book : 1	
Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorised	Amount Due	Disc Taken	Amount Paid	Invoice Balance
		Creo Communications Ltd	CREO				
06/08/2018	672	Town memorial videos, photos..	BACS05 015	840.00	0.00	840.00	0.00
					0.00	840.00	
				Above paid on : 21/08/2018		By BACS	CREO
		Geordies Signs	GEORDIES				
04/08/2018	INV-0522	banner-S Moor PITP	BACS05 016	72.00	0.00	72.00	0.00
					0.00	72.00	
				Above paid on : 21/08/2018		By BACS	GEORDIES
		Hoge 100 Business Systems Ltd	HOG100				
01/08/2018	23784	web sales July 18	BACS05 017	135.29	0.00	135.29	0.00
07/08/2018	23782	web sales June 18	BACS05 018	96.92	0.00	96.92	0.00
					0.00	232.21	
				Above paid on : 21/08/2018		By BACS	HOG100
		New Kyo and Oxhill Partnership	NEWKYO				
09/08/2018	MIF675	MIF675-Adventure valley	BACS05 020	761.50	0.00	761.50	0.00
					0.00	761.50	
				Above paid on : 21/08/2018		By BACS	NEWKYO
		Philip Meeks	PHILMEEKS				
07/08/2018	JACK-2	Jack script - final instalment	BACS05 019	1,000.00	0.00	1,000.00	0.00
					0.00	1,000.00	
				Above paid on : 21/08/2018		By BACS	PHILMEEKS
		Tanfield Lea Partnership	TANFIELD				
09/08/2018	MIF674	MIF674 Lest we forget	BACS05 021	2,000.00	0.00	2,000.00	0.00
					0.00	2,000.00	
				Above paid on : 21/08/2018		By BACS	TANFIELD
		Tanfield PCC	TANPCC				
09/08/2018	MIF673	MIF673- scarecrow event	BACS05 022	300.00	0.00	300.00	0.00
					0.00	300.00	
				Above paid on : 21/08/2018		By BACS	TANPCC
		White le Head Methodist Church	WHITEMETH				

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Reprint of Purchase Ledger Payments Entered

		Ledger No : 1	Month No : 5	Linked to Cash Book : 1			
Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorised	Amount Due	Disc Taken	Amount Paid	Invoice Balance
09/08/2018	MIF672	MIF672-Silence books	BACS05 023	250.00	0.00	250.00	0.00
					0.00	250.00	
Above paid on : 21/08/2018					By BACS WHITEMETH		
PAYMENT TOTALS					0.00	5,455.71	

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Stanley Town Council 2018-19

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Reprint of Purchase Ledger Payments Entered

Ledger No : 1			Month No : 5		Linked to Cash Book : 1		
Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorised	Amount Due	Disc Taken	Amount Paid	Invoice Balance
Annfield Plain Park Bowling Club			APBOWLING				
29/08/2018	MIF661	MIF661- AP bowling	BACS05 031	560.00	0.00	560.00	0.00
					0.00	560.00	
Above paid on : 29/08/2018					By BACS APBOWLING		
Durham County Council			DCCRB				
10/08/2018	601105430	HR advice and support	BACS05 024	684.00	0.00	684.00	0.00
					0.00	684.00	
Above paid on : 29/08/2018					By BACS DCCRB		
Harrison External Display systems			FLAGPOLES				
31/07/2018	000079550	purch/installation flagpoles	BACS05 025	1,881.84	0.00	1,881.84	0.00
					0.00	1,881.84	
Above paid on : 29/08/2018					By BACS FLAGPOLES		
Jaspers Catering Services			JASPERS				
17/08/2018	049173	wedding buffet 18/08	BACS05 026	998.58	0.00	998.58	0.00
					0.00	998.58	
Above paid on : 29/08/2018					By BACS JASPERS		
Main Brothers DIY			MAIN				
30/07/2018	39	miracle grow, watering can	BACS05 027	48.09	0.00	48.09	0.00
					0.00	48.09	
Above paid on : 29/08/2018					By BACS MAIN		
North of England Stocktakers			NESTOCK				
14/08/2018	37690	stocktake 14/08	BACS05 028	75.00	0.00	75.00	0.00
					0.00	75.00	
Above paid on : 29/08/2018					By BACS NESTOCK		
Stanley Football Club Over 40s			STAN-O-40S				
29/08/2018	MIF678	MIF678- Stanley FC veterans	BACS05 030	1,155.91	0.00	1,155.91	0.00
					0.00	1,155.91	
Above paid on : 29/08/2018					By BACS STAN-O-40S		
Strike While the Irons Hot Ltd			STRIKE				
28/08/2018	005306	laundry 22/08	BACS05 029	33.42	0.00	33.42	0.00
					0.00	33.42	
Above paid on : 29/08/2018					By BACS STRIKE		

Continued on Page No : 602

Printed on : 05/09/2018

Stanley Town Council 2018-19

Page No ; 602

At : 12:43

Reprint of Purchase Ledger Payments Entered

		Ledger No : 1	Month No : 5	Linked to Cash Book : 1			
Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorised	Amount Due	Disc Taken	Amount Paid	Invoice Balance
				PAYMENT TOTALS	0.00	5,436.84	



Stanley Events
Stanley Community Football Centre
Tyne Road, Stanley
DH9 6PZ

20th August 2018

Dear Alan,

RE: Funding request towards Stanley Fireworks Festival 2018

Please see below a funding breakdown and proposal for the 2018 Fireworks Festival.

Since 2012 Stanley Events, a non for profit social enterprise, has continued to develop an annual fireworks festival as a free event for the local area. The display has continued to grow and over recent years has attracted over 9000 people per year. The event is highly regarded and visitor feedback from the event through our social media, independent research and word of mouth has been extremely positive. We continue to develop our staff base from local people, currently having trained and employed over 60 local people to support the delivery of our events and those we are contracted to support. The event has an excellent safety record and is well regarded by local partners. The event is not only a great evening out but provides an official display, ensuring that an organised display helps prevent smaller un-official displays and reducing risks to the wider public.

Stanley Events are committed to providing a free festival in Stanley, however as the event becomes increasingly more popular the costs of ensuring the safety of the event continue to rise as staffing and traffic management become increasingly important. The costs for this year's event are listed below and provide for a 22minute choreographed display to music, children's entertainment and live music.

PR & Traffic

Including; Marketing, Publicity, Resident Engagement, Traffic Management

Costs £1600

Staffing Costs

Including; SIA, Stewards, Event's Safety Officer, Control Room, Site Assembly, Site Dismantle and litter picking, radio hire.

Costs £2000

Site Equipment

Including; Gazebo's, Generators, Crowd Control Barrier, Toilets, Waste & removal, Fire Fighting Equipment, Tower Lights.

Costs £1600

Site Re-Instatement

Costs £800

Item II - ATTACHMENT K

Fireworks, Staging, Permissions

Including; Fireworks, PA System, Staging, Compere, Event Insurance, First Aid

Costs £9000

Stanley Events Contribution as *match funds*

Management, Supervision, SAG application, Licenses, Administration

Costs already secured £5000.00

Total Fundraising target required	£15000
--	---------------

Total match currently secured	£5000
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Stanley Events would like Stanley Town Council to consider funding £10,000 towards the 2018 fireworks festival so that the popular event can remain free for families across our local area.

Please do not hesitate to contact me if you would like to discuss the proposal further.

Kind Regards,

Anna Marshall
Stanley Events
anna@stanleyevents.co.uk
07879810960

Civic Hall Working Group Minutes

13 September 2018

Present: Cllr A Clegg
Cllr B Nair
Cllr D Marshall

Officers: A Shaw (Town Clerk)
J Harper (Community Development Manager)

Apologies: Cllr H Clark

The group deferred nomination of a Chairperson until a future meeting when all elected members were present. The Town Clerk acted as temporary Chair.

1. Terms of Reference

After a discussion concerning the priorities for the building, the group put forward the following proposal:

(i) Background/ Context

- The Civic Hall is the single largest area of expenditure within the Town Council's budget and has been since the Council took over the building in 2014/15.
- The Council has not developed a clear vision for the building and without this vision an effective business plan for the building cannot be developed.
- Members of Council are aware that the building runs at a loss but need to gain a detailed understanding of why this is to make recommendations about how to address it and improve the performance of the building over the medium term.
- The Civic Hall must improve its performance so that the Council can invest resources into other projects and initiatives across the parish.

(ii) Roles and Functions of the Working Group

- To review the financial performance of the Civic Hall in detail to identify areas of operation which generate revenue and those which do not;
- To develop a business plan and marketing strategy for the Civic Hall going forward;
- To review the physical condition of the building and identify and prioritise capital investment and work required to support the developing business plan;
- To oversee implementation of the plan and enable the subsidy provided by Council to be reduced over time.

(iii) Role of Individual Group Members

- To attend working group meetings and help develop proposals to be agreed by Committee/ Council (as appropriate)
- To represent the interests of the Civic Hall (and its staff) at Council meetings
- To be an advocate for the outcomes of group's programme.
- Be committed to, and actively involved in, pursuing the programme's objectives.

(iv) Administration

- The Civic Hall Working Group shall be comprised of Cllrs H Clark, Clegg, Nair and D Marshall, with officer input provided appropriate to the agreed objectives of the group.
- The group shall be chaired by [TBA]
- The convenor will be the Town Clerk.
- Any items to be added to the agenda of meetings will be forwarded to the convenor at least 7 days in advance of the meeting.
- Out of session decisions will be permissible with appropriate consultation (where the decision does not require further approval from Committee or Council) and minuted at the next meeting.
- The group shall convene at the discretion of the Chair or on the recommendation of the convenor in consultation with the Chair.
- No proxy or substitute members will be permitted.
- In order to enable democratic decision making, at least 3 elected members must be present for a quorum (or give consent to an out of session decision)
- The effectiveness of the group will be reviewed by the Finance & General Purposes Committee on a quarterly basis.

2. Aims & Objectives

The group determined that the initial objectives would focus on reviewing the current financial position of the Civic Hall, re-examining the recommendations made when consultants were engaged in 2013 and to consult with staff to capture their views on how the building can be effectively used. Following this work (and once the outcome of the bid for the former Library is known) the group will consider and cost any structural works that may be required.

Objectives - Short term

- (i) Identify profitability (or otherwise) of current building uses;
- (ii) Identify the current usage of the building (i.e. unused capacity)
- (iii) Develop brochures for wedding and corporate/ training bookings
- (iv) Rebuild the Civic Hall website and improve SEO rating

Objectives - Medium Term

- (v) Develop and implement a marketing strategy and business plan to increase usage of the facilities.
- (vi) Identify capital works required to support the business plan
- (vii) Develop the funding strategy required to deliver those works.

3. Required Background work (Actions)

Action	Who	When	Comments
Breakdown of events, weddings, hires and other bookings in the Civic Hall identifying overheads and staff costs (where applicable) and indicating the level of profit/loss	S Oliver D Caine	October 18	Much of this work has been done in respect of hall and theatre bookings but additional work required on other bookings
Identify the current usage/ occupancy of the building and estimate what the maximum occupancy would be so that a realistic ceiling of revenue can be established	S Oliver D Caine	October 18	This can only be an estimate as 100% occupancy would never be possible for practical reasons

Item 12 - ATTACHMENT L

Action	Who	When	Comments
Identification of the cost to the Council of "free" bookings granted by the Council	S Oliver D Caine	October 18	
Review the D3 report and identify recommendations or proposals within it which are still relevant	Members Staff	October 18	Detailed discussion about the D3 report to be main item for next agenda
Development of Wedding and Corporate Hire brochures for review by group	B Littleton	October 18	Review proposals developed by Creo at next meeting
Quote to be obtained for reinstatement of community cinema capability	J Harper	October 18	Quotes and options to be presented at next meeting
Website to be reinstated - URL to be pointed to main STC website and better integrated with STC	A Shaw B Littleton	asap	Civic Hall website currently only shows the ticketing portal as the previous website was not maintained.
Staff forum to be held to capture ideas for improvements/ developments/ business opportunities and fed into the group	J Harper	October 18	Operational staff's ideas to improve the performance of the business or ways to open new sources of income should be captured and acted on wherever possible.

4. Recommendations

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 set by the group.



Stanley
Town
Council

Beacons of Light

1. Introduction

The Finance and General Purposes Committee considered proposals for the siting of the comparative beacon to mark the centenary of the end of the first world war.

The preferred option was to source a traditional style beacon (see fig 1 below), with a steel post instead of oak for durability (and price) and secure the post in Stanley Front Street at the location where the Christmas tree is erected in December, thereby becoming a permanent feature in the street scene of the town.

Figure 1. Style of Beacon



2. Quotation

The Town Clerk has a quotation from the authorised supplier of these beacons for provision of the beacon as follows:

Brazier Basket	£1785
Steel Post	£785
Shield assembly	£970

Total £3540

3. Design

The Town Clerk has attached proposed artwork for the shield which would be displayed on the side of the beacon. It is presented below as Figure 2.

Figure 2. Proposed Shield Design



4. Decisions Required

Members are requested to **DECIDE**:

- (i) If the Town Clerk can proceed on the basis described above;
- (ii) If the proposed design for the shield is acceptable.

Alan Shaw
Town Clerk
Stanley Town Council

alan.shaw@stanley-tc.gov.uk
01207 299109



Stanley Town Council Neighbourhood Wardens

1. Introduction

The introduction and roll out of Stanley Town Councils Neighbourhood Warden Service commenced on the 16th July 2018. The Finance and General purposes Committee agreed on the 18th July 2018 how they would like to focus the starting remit/programme of works to be initially carried out.

It was noted the Wardens will be undertaking various training and finding their feet for the first couple of months. It was agreed Wardens should start making contacts in the area, introducing themselves to various partners and schools, identifying environmental problems/issues, gain an understanding of ongoing projects and initiatives.

Taking into consideration that Council have agreed they would like wardens to focus on community as the top priority initially. The committee agreed the priority work initially should include;

- (i) Begin an education programme highlighting litter and environmental quality issues. (including visiting schools)
- (ii) Use intelligence to understand where the local hot spots of environmental crime are and develop plans to address them.
- (iii) Community engagement - meeting local ward members, partnerships, community groups and other partners to raise their profile and gather intelligence information.
- (iv) Involvement in “green” projects (e.g. Northumbria in Bloom).
- (v) Environmental campaigns (e.g. keep Britain tidy).
- (vi) Enforcement duties (e.g. litter clearing notices & fixed penalties for dog fouling and littering).

It was also agreed wardens are to deal with any enforcement duties they feel appropriate whilst carrying out their duties using the powers available to them.

All the above actions implemented will allow the Council to grasp an initial understanding of current Environmental and anti social issues within Stanley and allow us to assess the impact it is making and help prioritise the service for the future.

2. Current Position

Just over two months into the set up of the Service. The Neighbourhood Wardens have carried out much work, seen in the attached update report from the Neighbourhood Wardens. (update report of works by Wardens ATTACHMENT)

I am pleased to advise Council that the Neighbourhood Warden Service seems to be running smoothly albeit it early days, the Wardens have been involved with various projects and initiatives, including the supporting of Events.

3. Recommendation

Members are **RECOMMENDED** to:

- (i) **CONSIDER** the update report provided by the Wardens
- (ii) Provide feedback/ direction in respect of the service

James Harper
Community Development Manager
Stanley Town Council

james.harper@stanley-tc.gov.uk
01207 299109

Stanley Town Council

Enhanced Service

Monthly Report

STANLEY TOWN COUNCIL NEIGHBOURHOOD WARDEN MONTHLY PERFORMANCE REPORT – July & August 2018

This report details tasks and actions dealt with by Stanley Town Council neighbourhood warden enhanced service.

Dog fouling

No. of Investigations of dog fouling	Warning/ Advisory Letters issued
5	

Litter

No. of Reports	Fixed Penalty Notices issued	Litter Educate	Litter Pick Events	Prosecutions July/August
		1	2	

Untidy Yards and Gardens

No. of Reports	Community Protection Warnings issued	Community Protection Notices issued	Fixed Penalty Notices issued	Council Tax Checks
2	2	2	2	2



Fly-tipping

No. of Investigations	Duty of Care Warning Letters issued	Fixed Penalty Notices issued	Section 108 Notices	DASH	Target Hardening	PACE Interviews
12		1	5	12	2	5

Vehicle Checks / Police

No. of Checks	Producers issued	Fixed Penalty Notices issued	Waste Carriers	CCTV Signage	Prosecutions from July/August
5				2	

Business Duty of Care visits (sec.47)

Duty of Care Inspection	Section 47 Notice issued	Prosecutions July/August
69		

Abandoned Vehicles

No. of Reports	15 Day Notices Issued	Vehicles removed by STC NW	Fixed Penalty Notices issued	Prosecutions July/August
2	1	1	1	

Anti-social behaviour (ASB)

No. of Cases Investigated by STC NW	Home Visits	Warning letters
6 Fires		

No. of Cases Investigated by STC NW	Police Airwaves Radios STC NW	PACT Meetings	No. of Alcohol Seizures by STC NW	Off Road Motor Bikes	Sec.183 Nuisance Vehicles issued by STC NW
2	2	2		6	

Northumbria in Bloom

Northumbria in Bloom	Community Engagement
10	10

Please note:

The Neighbourhood enhanced service aim to investigate all matters reported; In order to take effective action and gather evidence to form the basis for enforcement, sound, detailed information is required.

Anonymous complaints limit the ability of the team to gather further information from witnesses, and mean that the person reporting the matter may not receive any feedback about the investigation.

Anyone wishing to report any of the above issues within the Stanley Town Council area can do so in confidence at www.durham.gov.uk or call 03000 261 000.

We would like to introduce ourselves David Jarvis (SW 129) on the right and Kieran Rice (SW 109) on the left, we are the two new Stanley Town Council neighbourhood wardens for the enhanced service.

Funding has been provided by Stanley Town Council, from 16th July 2018 for a period of three years.

**Our current priorities identified by Stanley Town Council are:**

- Begin an education programme highlighting litter and environmental quality issues.
- (including visiting schools)
- Use intelligence to understand where the local hot spots of environmental crime are and develop plans to address them.
- Community engagement - meeting local ward members, partnerships, community groups and other partners to raise their profile and gather intelligence information.
- Involvement in “green” projects (e.g. Northumbria in Bloom).
- Environmental campaigns (e.g. keep Britain tidy).
- Enforcement duties (e.g. litter clearing notices & fixed penalties for dog fouling and Littering).

You will see from the above spreadsheets that we have been very active during the past weeks and we would like to provide a description on our achievements so far.

Stray Dogs/Dog fouling

There have been no stray dogs passed to the Stanley Town Council neighbourhood wardens however any stray dogs would have been passed direct to the Nighbourhood Warden Team leaders to deal with as a priority.

Members of the public and police have highlighted 5, hotspot areas in the Stanley Town Council area where inconsiderate dog owners/walkers are not picking up after their dogs. We are patrolling these areas on a regular basis speaking to dog owners/walkers under a high profile presence. We will continue to monitor these areas in order to educate on environmental issues.

Litter picking events

There have been two separate litter picking events which we have attended to promote community engagement, clean up the area of litter and educate in a partnership role.

The two events were located at:

- **Stanley Town Council** –Annfield Plain, C2C Cycle track,
- **Durham Police/ Durham Fire & Rescue Service** - Memorial Park, South Moor, Stanley.

Both events were a huge success with members of the public joining in the litter pick at Memorial Park, South Moor with 13 x bags and a damaged Hoover removed from the park area. Durham Fire & Rescue Service kindly provided a fire engine for the final photograph of the event.



Untidy Yards and Gardens

Two addresses in the Stanley area had been reported direct to the Stanley Town Council Neighbourhood Wardens. Both addresses were investigated, photographed and the tenants spoken to on what they should do to tidy up the gardens and ensure it does not reoccur.

Warnings were issued a 7 day Community Protection Warning (CPW) which both passed without attention, therefore a 14 day Community Protection Notice (CPN) was issued. Again both notices passed without the gardens being completely cleared of waste so, both addresses were issued with a fixed penalty notice for non-compliance.

Fly Tipping

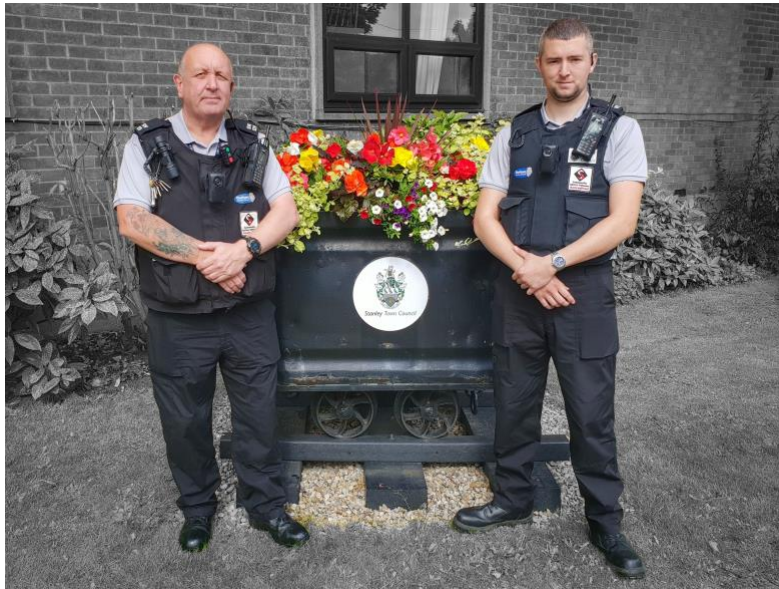
Fly tipping is a criminal offence which carries a maximum fine of up to £50,000 in court, and or a 12 month jail sentence. The Stanley Town Council area is patrolled on a regular basis. During our patrols we have investigated 12 fly tipping offences and had them removed/cleaned up from site by Durham County Council Clean & Green Department. There was evidence in 5 of the 12 accumulations which resulted in all 5 suspects been served notice to attend interview.

Following an interview one local man admitted to committing the fly tipping offence and was served with a fixed penalty notice for £400. Investigations on the remaining 4, fly tips are still ongoing with a number of suspects involved. Two of the fly tips were next to the main highway leading to farm field gates and after speaking to local farmers both access gates were target hardened placing boulders next to the gates to prevent any further tipping.



Business Duty of Care:

To promote Northumbria and Stanley in Bloom 2019 the wardens visited all business properties on front street, in Stanley to carry out business duty of care inspections. This would confirm all business owners do have a valid waste removal contract in place and if not to apply to a registered company to obtain one accordingly. We have visited 69 businesses to record and educate on business waste removal and all owners confirmed that they would be interested to support Stanley/Northumbria in Bloom 2019.



Abandoned Vehicles

We have dealt with 2, abandoned vehicle complaints one from Durham Police and another from a local resident. The police complaint resulted in the vehicle being removed from the council highway and a fixed penalty issued to the registered keeper.

The report of abandonment from the resident had no current keeper and was also removed from the council highway and stored for a period of 7 days before being legally disposed of.



Anti-Social Behaviour

There have been a number of reports of deliberate fires in the Stanley Town Council area during the hot weather. We carried out patrols in partnership with DCC wardens, police and fire service to assess any fire damage, engage with the community and erect "police are watching you" signs through the woodland and park areas.

Following a meeting with Durham Police and Durham Fire & Rescue Service we were asked to attend two locations in Quaking Houses, and the C2C Cycle track starting at Annfield Plain, which were targets for deliberate fires. Since our patrols of the area there have been no signs/reports of new fires.



We have attended a Police and Community Together (PACT) meetings at South Moor Police Station in July and August to engage with the local community and support our partners Durham Constabulary. Local residents have raised their concerns with various issues in the community with the police and Durham County Council providing back up and support where needed.

The main issue raised was in the area was the constant nuisance of off road motor bikes.

The off road motor bikes are very often uninsured and pose a danger to the public, therefore should not be on the highway or on council land. There have been reports of a horse and rider being hit by one bike which has raised health & Safety concerns for members of the public in the area.

Memorial Park, South Moor, has been plagued with off road motor bikes with the owners of the bikes building ramps and barriers in woodland area to the south of the park. A joint operation between Stanley Town Council Neighbourhood Wardens, Durham County Council Neighbourhood Wardens, and Durham Police was organised to remove the ramps, litter pick the area and re-open all the footpaths/tracks previously obstructed. The park was revisited after the clean up operation and none of the former ramps and barriers had been re-built, so the operation was a success.



Photographs of two of the many ramps and barriers obstructing the footpaths and tracks used by walkers and their families in Memorial Park, South Moor, Stanley. One photograph of a section of woodland footpath safely re-opened to the public.

Stanley Town Council Neighbourhood Wardens will continue to monitor the park and engage with the local community and deal with any anti social behaviour issues.

Northumbria in Bloom

One of our main priorities with Stanley Town Council is to promote the competition Northumbria in Bloom 2019. Planning and design needs to be implemented now in 2018 for the Spring and Summer judging next year. A Stanley Town Council working group was set up to discuss various issues along the lines of community engagement, project planning, design, funding and resources.

The Stanley Town Council Neighbourhood Wardens have visited local businesses to promote Northumbria in Bloom.

- Schools
- PACT House
- Garden Centre
- Community Groups and Volunteers
- Durham County Council (DCC) Civic Pride
- (DCC) Morrison Busty Nursery
- Karbon Homes
- Durham Constabulary
- (DCC) Clean and Green Department
- Groundwork

The working group agreed the judging route for the competition. The route was visited and possible locations agreed for floral features etc. There are multiple features throughout the route which will need to be planned and designed with local community groups/volunteers to ensure that our application with Northumbria in Bloom 2019 is successful.



Report compiled by:

David Jarvis (SW 129)
Kieran Rice (SW109)

Neighbourhood Warden – Stanley Town council.
14th September 2018.



Ms S Oliver
Stanley Town Council
Stanley Civic Hall
Front Street
Stanley
County Durham
DH9 0NA

Direct line +44 (0)191 383 6348
Email local.councils@mazars.co.uk

10 September 2018

Dear Ms Oliver

Completion of the audit for the year ended 31 March 2018

We have completed our audit for the year ended 31 March 2018 and I have pleasure in enclosing the certified Annual Governance and Accountability Return. The External Auditor's Certificate and Report is given in Section 3.

If there are any significant matters arising from the audit, they are summarised in the External Auditor's certificate in Section 3. If we have identified minor scope for improvement we have recorded this on page 2 of this letter. The Council must consider these matters and decide what action is required. In most cases this will be self-evident. In some instances we have referred to further guidance available, in particular, in the publication "*Governance and Accountability for Local Councils – A Practitioners' Guide (England) 2010*". This can be obtained via your NALC or SLCC branch, or downloaded free of charge.

Action you are required to take

The Accounts and Audit (England) Regulations 2015 set out what you must do at the conclusion of the audit. In summary, you are required to:

Publish (which must include publication on the authority's website) a statement:

- that the audit has been concluded and that the statement of accounts has been published;
- of the rights of inspection conferred on local government electors by section 25 of the Local Audit and Accountability Act 2014; and
- the address at which, and the hours during which, those rights may be exercised.
- Keep copies of the Annual Governance and Accountability Return for purchase by any person on payment of a reasonable sum.
- Ensure that the Annual Governance and Accountability Return remains available for public access for a period of not less than five years beginning with the date on which the Annual Governance and Accountability Return was first published.

The Accounts and Audit (England) Regulations 2015 do not specify the period the signed off accounts need to be on the council's website but this period must be reasonable.

Mazars LLP – Salvus House - Aykley Heads - Durham - DH1 5TS
Tel: +44 (0) 191 383 6300 – Fax: +44 (0) 191 383 6350 – www.mazars.co.uk

Mazars LLP is the UK firm of Mazars, an integrated international advisory and accountancy organisation. Mazars LLP is a limited liability partnership registered in England and Wales with registered number OC308299 and with its registered office at Tower Bridge House, St Katharine's Way, London E1W 1DD

We are registered to carry on audit work in the UK and Ireland by the Institute of Chartered Accountants in England and Wales. Details about our audit registration can be viewed at www.auditregister.org.uk under reference number C001139861.



Minor scope for improvement in 2018/19

The 2016/17 figures in the accounting statement were correctly restated and a reason provided but the column was not headed 'restated' to confirm the differences from the previous year's annual return. In future, if prior year figures are restated the Council should head the column 'restated'.

Audit fee

We enclose our fee note for the audit, which is in accordance with the audit fee scales set by SAAA, and available at <http://www.localaudits.co.uk/fees.html>

We would be grateful if you could arrange for this to be paid at the earliest opportunity.

Yours sincerely

A handwritten signature in blue ink that reads 'Cameron Waddell'.

Cameron Waddell
Partner

Local Councils, Internal Drainage Boards and other Smaller Authorities in England

Annual Governance and Accountability Return 2017/18 Part 3

To be completed by:

- all smaller authorities* where either the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; and
- any other smaller authorities that either:
 - are unable to certify themselves as exempt; or
 - have requested a limited assurance review.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2017/18

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with Proper Practices.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
 - The **annual internal audit report** is completed by the authority's internal auditor.
 - **Sections 1 and 2** are to be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved **before 2 July 2018**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or requesting a limited assurance review, **must** send to the external auditor:
 - the Annual Governance and Accountability Return Sections 1, 2 and 3, together with
 - a bank reconciliation as at 31 March 2018
 - an explanation of any significant year on year variances in the accounting statements
 - your notification of the commencement date of the period for the exercise of public rights

Unless requested, do not send any original records to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability Return including **Section 3 – External Auditor Report and Certificate** will be returned to the authority.

Publication Requirements

Smaller authorities with either income or expenditure exceeding £25,000 **must** publish on a public website, under the Accounts and Audit Regulations 2015, the Annual Governance and Accountability Return:

- **Section 1 – Annual Governance Statement 2017/18**, page 4
- **Section 2 – Accounting Statements 2017/18**, page 5
- **Section 3 – The External Auditor Report and Certificate 2017/18**, page 6
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2017/18

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed Annual Governance and Accountability Return. Any amendments must be approved by the authority, properly initialled and accompanied by an explanation. If the Annual Governance and Accountability Return contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before sending it to the external auditor.
- Do not send the external auditor any information not specifically requested. However, you **must** inform your external auditor about any change of Clerk, Responsible Finance Officer or Chairman, and provide relevant email addresses and telephone numbers.
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the explanation.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs will be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2017) equals the balance brought forward in the current year (Box 1 of 2018).
- Please enter the authority's name **only** in Section 3 on Page 6. **Do not complete the remainder of that section**, which is reserved for the external auditor.
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes have been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', is an explanation provided?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations from last year to this year been provided?	✓	
	The bank reconciliation as at 31 March 2018 is agreed to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority is a sole managing trustee? NB: do not send trust accounting statements unless requested or instructed.	✓	

*More guidance on completing this annual return is available in **Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, which can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk or from www.ada.org.uk

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

22/5/18

dated

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

Chairman

Clerk

[Signature]

[Signature]

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

STANLEY TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
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	RESTATED 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

Al Shaw
22/5/18

Date

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

22/05/18

and recorded as minute reference:

14 OF 2018/19

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

Al Shaw

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.

The Council has been unable to provide evidence that it carried out and documented a formal risk assessment in 2017/18 although the Internal Audit report and the Annual Governance Statement at Section 1 both indicate that a risk assessment was carried out. For 2018/19 the Council should ensure that it documents its annual risk assessment.

(continue on a separate sheet if required)

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

Not applicable

(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:

Not applicable

External Auditor Name

Mazars LLP, Durham, DH1 5TS

External Auditor Signature *Mazars LLP*

Date 5 September 2018

*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)

FULL COUNCIL ACTION LOG - Updated 20-6-18

Meeting Date	Minute Ref	Lead Officer	Agenda Item	Action	Date Complete	Notes
27.03.18	301	Alan Shaw	12 - Civic Hall Fees and Charges	Implement new fees and charges for 2018/19		New fees agreed by Council on 27/3/18 and implemented
27.03.18	300	Alan Shaw	11 - Draft SLA for Warden Service	Negotiate service with DCC		Meeting held with DCC, Spec is agreed and rollout of service is planned for Mid July
27.03.18	299	Alan Shaw	10 - Events Specification	Move forward and advertise for partners to bring bids to Council		Uploaded to Contract Finder website. Deadline for submissions is 19th May 2018. Submissions received, report and decision pending
27.03.18	296	Nicola James & Alan Shaw	7 - Recommendations of Committee Meetings	Inform grant applicants of decisions, send offer letter and arrange for payment		Nicola informed applicants 29.03.18 Offer letters to follow
13.03.18	265	James Harper	12 - Louisa Morrison Memorial	Apply for faculty to have the memorial stone moved to the Louisa site in Stanley		Consultation period for faculty application expires on 26/4/18 and will be submitted. Awaiting the outcome of the faculty application
13.03.18	263	James Harper	10 - War Memorial	Working Group to be convened to identify whether there is public support.		Request for meeting with working group sent on 18-3-18, no meeting yet arranged, to be re-sent.
13.03.18	261	James Harper	8 - Events Specification	Assessment criteria to be added to and revised spec submitted to Council on 27.03.18		Spec agreed on 27/3/18
23.01.18	252	Alan Shaw	13 - Budget and Precept (Part B)	Implement staffing structure (including wardens service and TUPE of GWNE staff)	01.10.18	Staff meetings held between 24.01.18 and 29.01.18. Initial meetings held with HR advisor on 31.01.18. Outline of the restructure process circulated to members on 9.2.18. Initial drafts of new JDs done 6.2.18. Discussions with HR re: JDs on-going. Context statement and JDs on Agenda for 24th April for approval. Coffee shop staff given notice and due to finish on 10th May 2018. GWNE staff have been transferred. Staff consultation due to begin for implementation. Restructure to be implemented on 1st October 2018 and advert for Deputy Town Clerk published
23.01.18	250	Alan Shaw	10 - Budget and Precept (Part A)	Submit precept demand	24.01.18	Done
23.01.18	249	James Harper	9 - Stanley in Bloom	Jointly manage the Stanley In Bloom campaign with DCC		Meeting held with DCC on 16.2.18. Report to be brought to P&I Committee for 13.3.18. Report to be submitted to P&I in May. Decision taken to defer to 2019/20
23.01.18	248	Alan Shaw/ James Harper	8 - Recommendations of Committee Meetings	Environmental Cleanup team to be brought in house		Meeting held with Groundwork and notice given. Work underway to secure lease vehicles and uniform and to agree inventory of equipment for transfer. Premises and storage issue outstanding. Staff TUPEd across on 23rd April
23.01.18	248	Alan Shaw	8 - Recommendations of Committee Meetings	Police Cars - to be forward funded over three years	16.03.18	Invoice received and process for lease of vehicles
23.01.18	248	Alan Shaw	8 - Recommendations of Committee Meetings	Stars YC - Detailed plan to be submitted before the end of the financial year		Requested update on 16-3-18 and chased on 18-4-18. Further request sent on 19th September
28.11.17	187	Alan Shaw	8 - Recommendations of Committee Meetings	Dying to work Policy. Implement Policy and contact TUC to publicise		Initial contact made with TUC date to be arranged for publicity. Emails sent to Beth Farhat on 11/9 and 18/9 to try and get date organised.
07.11.17	154	Alan Shaw	5 - Request from the Just for Women Centre	The Town Council will seek to purchase the property at no more than the maximum price agreed		Building purchased. JFW have occupied
24.10.17	148	Alan Shaw	11 - Stanley Council Offices	Notify DCC that the Town Council intends to withdraw from the purchase of the building on the current terms	30.10.17	Done
24.10.17	148	Alan Shaw	11 - Stanley Council Offices	Liaise with DCC and express our desire to see the building restored in the medium term, with a focus on the use of the building as a heritage asset for the town		To be actioned following restructure (13.03.18)
24.10.17	148		11 - Stanley Council Offices	Research into possible sources of funding, with the assistance of suitably qualified and experienced fund raisers who can identify sources and prepare bids for external funding		To be actioned following restructure (13.03.18)
24.10.17	145	Alan Shaw	8 - Medium Term Plan	In consultation with the Chairman of Finance, prepare an outline 3 year delivery timeline and indicative budget estimates for the delivery of the plan	28.11.17	Done
24.10.17	144	Alan Shaw	7 - Recommendations of Finance & Governance	Adapt the Cirencester Standing Orders and amend our own SO's accordingly	24.10.17	Done
24.10.17	140	Nicola James	3 - Town Mayors Announcements	Date for OAP Christmas Dinner to be emailed to Members	10.11.17	Done

Meeting Date	Minute Ref	Lead Officer	Agenda Item	Action	Date Complete	Notes
26.09.17	120	Alan Shaw	11 - Civic Regalia	The Town Clerk look into the costs for purchasing Civic Regalia for the Town Mayor's consort and the Deputy Town Mayor and report findings to FC	28.08.18	Quotes have been obtained for Civic Regalia and passed to the Leader/ Mayor for consideration.
26.09.17	118	James Harper	9 - Recommendations of Projects & Initiatives	Christmas - Officers be instructed to deliver the event in line with that outlined in the draft specification	6.12.17	Event delivered in accordance with spec
26.09.17	118	Alan Shaw	9 - Recommendations of Finance & Governance	MIF Policy - A working group be established to review the current policy and bring recommendations to FC	24.10.17	Policy reviewed and amended
26.09.17	118	James Harper	9 - Recommendations of Finance & Governance	DBS Checks - Council should implement a policy of compulsory DBS checks for elected members in line with DCC policy and ID cards be purchased for members and staff		Outstanding - Tasked J Harper with delivery 12.2.18
26.09.17	118	Nicola James	9 - Recommendations of Finance & Governance	ID Cards to be purchased for members and staff		Done
25.07.17	76	Alan Shaw/ James Harper	7 - Recommendations of Projects & Initiatives	Louisa Memorial - DCC should be asked for a licence to have the stone relocated to Annfield Plain Park		Permissions have been obtained for both locations, however the matter is still not resolved. On agenda for 27.2.18
25.07.17	76	James Harper	7 - Recommendations of Projects & Initiatives	Armed Forces Day - 2018 planning should begin immediately		Ongoing.
25.07.17	76	James Harper	7 - Recommendations of Projects & Initiatives	Christmas - A specification should be produced for the Christmas Light switch on event and that bids are invited from outside providers		Draft spec on agenda for 27.2.18
27.06.17	45	James Harper	7 - Recommendations of Projects & Initiatives	The two surplus tractors be donated to Beamish FC and Annfield Plain FC	23.11.17	Both tractors handed over.
27.06.17	45	Alan Shaw	7 - Recommendations of Projects & Initiatives	An extra-ordinary meeting of Council be scheduled to consider medium term planning in detail		Meeting was not held , MTP was completed through P&I process in November 2017.