

**MINUTES of the ANNUAL GENERAL MEETING OF STANLEY TOWN COUNCIL**

Held at Stanley Civic Hall on Tuesday 22nd May 2018 at 6.30pm

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

\*Chairman

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

**IN ATTENDANCE:** 5 members of the public & Neil Kelly (Mayors Award Recipient)

Before the meeting began, the Town Mayor & Cllr Jack Pallas presented Neil Kelly with his Town Mayor's Award for his voluntary work with Mental Health North East and Cllr Pallas and Cllr Nair paid tribute to his work.

**1            ELECTION OF TOWN MAYOR**

It was proposed by Cllr L Timbey and seconded by J Stephenson that Cllr A Clegg be nominated as Town Mayor.

Following a show of hands, it was **RESOLVED** that Cllr A Clegg be appointed as Town Mayor for 2018-19.

**2            DECLARATION OF ACCEPTANCE OF OFFICE**

Cllr A Clegg duly signed the Declaration of Acceptance of Office before the Town Clerk.

**Cllr A Clegg in the Chair.**

**3            ELECTION OF DEPUTY TOWN MAYOR**

It was proposed by Cllr A Clegg and seconded by B Nair that Cllr C Hampson be nominated as Deputy Town Mayor.

Following a show of hands, it was **RESOLVED** that Cllr C Hampson be appointed as Deputy Town Mayor for 2018-19.

**4            APOLOGIES FOR ABSENCE**

Apologies from Cllrs J McMahon & J Kane were accepted by Council.

**5            DECLARATIONS OF INTEREST**

None.

## 6 ANNOUNCEMENTS FROM THE TOWN MAYOR

The Town Mayor thanked Cllr B Nair for this hard work as Town Mayor in 2017-18. He hopes that he can do as good a job in the coming year.

The Town Mayor also proudly announced that he had the all clear from Cancer earlier in the week. Members all wished him well.

The Town Clerk advised Members not to speak until they have been recognised by the Town Mayor, and to stand when speaking. The meeting is being recorded but not live streamed.

## 7 REPORT OF THE OUTGOING TOWN MAYOR

Cllr B Nair said that he had had a great year as the first Town Mayor for STC, and that he had met some very interesting people and exchanged information about different subjects with other Town Councils. He believes that the title of Town Mayor has enhanced the image of Stanley and he was honoured to be the first Town Mayor.

## 8 STATEMENT OF THE LEADER OF STANLEY TOWN COUNCIL

Cllr D Marshall thanked Cllr A Clegg for accepting the nomination to become Town Mayor and he is confident he will do a sterling job. He noted that in the 12 months since Labour took control of the Council, they have managed to get it onto a firm financial footing. The Council is now investing in youths, with a budget for youth grants, a new staffing structure will help to implement the new medium term plan, the Civic Hall expenditure is under review to allow the Council to provide value for money, budgets are now being kept on track and DBS checks will be implemented.

## 9 PUBLIC PARTICIPATION

Mr Ron Harrison questioned the motion from Cllr D Marshall in relating to deleting the Projects & Initiatives Committee as this would mean all recommendations from Finance & General Purposes, which consists of every Member of Council, would essentially mean Full Council would discuss and provide recommendations to themselves.

Council noted Mr Harrison's comments, the issue will be dealt with under item 13.

## 10 CONFIRMATION OF COUNCIL MINUTES

It was proposed by Cllr B Nair, seconded by Cllr L Timbey and **RESOLVED** that the minutes of the Ordinary Council meeting held on 24th April 2018 be approved and signed by the Town Mayor.

## 11 MINUTES OF OTHER MEETINGS

It was proposed by Cllr B Nair, seconded by Cllr C Marshall and **RESOLVED** that the Council receive the minutes of the Projects & Initiatives Committee from 8th May 2018 and the Finance & Governance Committee from 9th May 2018.

## 12 RECOMMENDATIONS OF COMMITTEE MEETINGS

### (a) Projects & Initiatives

- (i) **Youth Services Budget** - Cllr C Marshall thanked the Town Clerk for speaking with the AAP on this matter. It was proposed by Cllr C Marshall, seconded by Cllr B Nair and **RESOLVED** that a decision on this matter be deferred to the Finance Committee.
- (ii) **World War I Remembrance** - It was proposed by Cllr C Marshall, seconded by Cllr B Nair and **RESOLVED** that the Town Council will propose for a beacon event to be delivered on behalf of the town by the Council and any unallocated budget once the project has been resources can be made available for bids from community groups for localised commemorations.
- (iii) **Events Tender Assessment Panel** - It was proposed by Cllr B Nair, seconded by Cllr L Timbey and **RESOLVED** that:
  - (a) A panel of 3 Councillors (2 Labour and 1 Independent) be appointed to have oversight of the process;
  - (b) After the initial evaluation, bidders who meet the initial criteria will be requested to provide examples of how events will be priced to allow value for money to be assessed which was not specified in the initial specification.
  - (c) The member panel will not be involved in any interviews with potential bidders; and
  - (d) Full Council will award the contract having regard to the assessment by officers and the recommendations of the panel.

### (b) Finance & Governance

- (i) **Reallocation of Budgets** - It was proposed by Cllr D Marshall, seconded by Cllr M Davinson and **RESOLVED** that the proposed reallocation of budgets detailed in the report should be made to permit the Environmental Services team to be able to make a meaningful impact on the area by planning improvement projects and having resources to be able to deliver them.
- (ii) **Draft Job Descriptions & Restructure** - It was proposed by Cllr J Stephenson, seconded by Cllr B Nair and **RESOLVED** that the job descriptions be **AGREED** and the proposed structure be **IMPLEMENTED**.

## 13 CONSTITUTION AND OTHER POLICIES

### (i) The Constitution

Cllr D Marshall made the following motion:

It is the view of the Labour Group that the current Standing Committees overlap to the degree that effort on both the part of members and officers is often duplicated and both

Committees often are considering the same business in the same cycle. Therefore, It is proposed that in the interests of efficient and effective governance that:

- (i) The current Projects & Initiatives Committee is dissolved and its delegations are absorbed by the Finance & Governance Committee;
- (ii) The Finance & Governance Committee is renamed the Finance & General Purposes Committee;
- (iii) Membership of the new Committee is extended to all members of the Council.

It is further proposed that:

- (iv) The new Committee will establish thematic Task & Finish Sub-Committees to deliver specific pieces of work and report back to the new Committee;
- (v) The dates which were set aside for meetings of the Projects & Initiatives Committee at the Ordinary Council meeting in April 2018 will be retained for Task & Finish Sub-Committee meetings to be convened as required, and
- (vi) The Town Clerk should make the relevant changes to the Constitution and Standing Orders required to facilitate this.

Cllr C Marshall proposed that an additional point under item 9 Political Groups be added as provision for the leader of the Town Council to provide an update to Full Council as part of the agenda, under a standing item, which outlines the work that the leader has been doing in the wider town. This substantive motion was seconded by Cllr B Nair and **APPROVED** by Members.

#### **(ii) Standing Orders**

It was proposed by Cllr M Davinson, seconded by Cllr L Timbey and **RESOLVED** that the revised Standing Orders be adopted.

#### **(iii - vi) Financial Regulations, Complaints Procedure, Community Engagement Policy, Communications Policy and Publication Scheme**

It was proposed by Cllr L Timbey, seconded by Cllr J Stephenson and **RESOLVED** that as there were no changes made, all 5 documents be **APPROVED**.

### **14 ANNUAL ACCOUNTS & GOVERNANCE STATEMENT**

Members considered the annual accounts documents. It was proposed by Cllr C Marshall, seconded by Cllr B Nair and **RESOLVED** that Council:

- (i) **APPROVE** the annual accounts for 2017/18
- (ii) **RESOLVE** that the Council has in place an effective system of internal control
- (iii) **RESOLVE** that the Council has reviewed and updated the risk register
- (iv) **CONFIRM** that the Council has arrangements in respect of all insurable risks in place and
- (v) **AUTHORISE** the Town Mayor to sign the Annual Governance Statement and the Annual Accounting Statement for 2017/18 on behalf of the Council.

### **15 REVIEW OF EXPENDITURE UNDER LOCAL GOVERNMENT ACT 1972, s. 137**

The Town Clerk provided details of the expenditure under s.137 for 2017/18.

It was proposed by Cllr B Nair, seconded by Cllr L Christie and **RESOLVED** that the Council **NOTE** the information provided.

## 16 APPOINTMENTS TO COMMITTEES

It was proposed by Cllr M Davinson that Cllr J Stephenson become Chair of the Finance and General Purposes Committee and that Cllr J McMahon become Vice-Chair. This was seconded by Cllr J Pallas and **APPROVED** by Council.

## 17 APPOINTMENTS TO OUTSIDE BODIES

It was proposed by Cllr M Davison, seconded by Cllr C Marshall and **RESOLVED** that the following Members will become appointed to the following outside bodies:

- (i) AAP - Cllr L Christie
- (ii) CDALC Executive - Cllr A Clegg
- (iii) Larger Local Councils Forum - Cllr A Clegg & D Marshall
- (iv) PACT House - Cllr J Kane

## 18 SCHEDULE OF MEETINGS

Members **APPROVED** the revised schedule of meetings for 2018/19.

## 19 SUBSCRIPTIONS TO OUTSIDE ORGANISATIONS

It was proposed by Cllr B Nair, seconded by Cllr M Davinson and **RESOLVED** that the Council continue to subscribe to all of the following organisations:

- (i) National Association of Local Councils (NALC)
- (ii) County Durham Association of Local Councils (CDALC)
- (iii) Society of Local Council Clerks (SLCC)
- (iv) North East Regional Employer's Organisation (NEREO)

## 20 DATE, TIME AND VENUE OF NEXT MEETING

Tuesday, 26th June 2018, 6.30pm, Civic Hall, Stanley