

MINUTES of the ORDINARY MEETING OF STANLEY TOWN COUNCIL

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

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

***Town Mayor**

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

IN ATTENDANCE: 17 members of the public

331 APOLOGIES FOR ABSENCE

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

332 DECLARATIONS OF INTEREST

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

333 TOWN MAYOR'S ANNOUNCEMENTS

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

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

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

334 PUBLIC PARTICIPATION

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

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

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

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

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

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

335 **CONFIRMATION OF MINUTES**

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

336 **MINUTES OF OTHER MEETINGS**

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

337 **PETITION**

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

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

338 **RECOMMENDATIONS OF COMMITTEE MEETINGS**

Projects and Initiatives

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

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

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

Finance and Governance

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

339 INTERIM OUT-TURN POSITION

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

340 DRAFT SLA FOR WARDEN SERVICE

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

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

341 COUNCIL ACTIONS UPDATE

Officers provided the following updates:

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

Members **NOTED** the updates from Officers.

342 SCHEDULE OF MEETINGS

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

343 EXCLUSION OF PRESS AND PUBLIC*

*Recording of proceedings was stopped at this point.

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

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

344 **COUNCIL STRUCTURE UPDATE**

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

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

345 **INCIDENT REPORT**

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

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

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

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