



# Stanley Town Council

## NOTICE OF MEETING

I hereby give notice that a meeting of the Finance and General Purposes Committee of Stanley Town Council will be held on Tuesday, the 14th November 2018 at 7.30pm at the Masonic Hall, Scott Street, Stanley, Co. Durham, DH9 8AD.

### TO ALL MEMBERS of STANLEY TOWN COUNCIL FINANCE AND GENERAL PURPOSES COMMITTEE

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

You are hereby summoned to attend a meeting of the **Finance and General Purposes Committee of Stanley Town Council** to be held in **Masonic Hall, Scott Street, Stanley**, on **Tuesday the 14th November 2018 at 19.30** in order to transact the following business:

Yours sincerely,

**Alan Shaw**  
**Town Clerk**  
**7th November 2018**

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

\*Chairman      §Vice - Chairman

## A G E N D A

### 1 APOLOGIES FOR ABSENCE

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

### 2 DECLARATIONS OF INTEREST

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

### 3 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIR

To **RECEIVE** announcements from the Chair or Town Clerk.

### 4 PUBLIC PARTICIPATION

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

### 5 CONFIRMATION OF MINUTES (ATTACHMENT A)

To **APPROVE** as a correct record and sign the minutes of the Finance and General Purposes Committee meeting held on 9th October 2018.

### 6 ACCOUNTS FOR PAYMENT & BANK RECONCILIATION

Statutory Basis:Accounts & Audit (England) Regulations 2011

#### October 2018

Schedule of Payments	(ATTACHMENT B)
Schedule of Receipts	(ATTACHMENT C)
Bank Reconciliation	(ATTACHMENT D)
Bank Balances	(ATTACHMENT E)
Trial Balance	(ATTACHMENT F)
BACS Payments	(ATTACHMENT G)
Year to Date Expenditure Budget Report	(ATTACHMENT H)

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

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

### 7 COUNTY DURHAM COMMUNITY FOUNDATION

Michelle Cooper, Chief Executive of the County Durham Community Foundation will present to members in relation to the proposed establishment of a charitable fund for Stanley.

#### ATTACHMENT I Vital Signs - About CDCF

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

### 8 MEMBER'S INITIATIVE & GRANT FUNDING

(ATTACHMENT J) MIF Expenditure 2018/19 (year to date)

(ATTACHMENT K) MIF & Grants Policy

The Chairman of Committee requested that Committee **REVIEWS** the policy and budget allocations for Grant Funding and Member's Initiative Funding with a view to putting forward **RECOMMENDATIONS** to Full Council for next year's budget setting exercise.

Budget allocations and expenditure in recent years are provided below for information:

Financial Year	MIF Budget	MIF Expenditure	Full Council Grant Budget	FC Grant Expenditure
2015/16	£70,000	£61,474	£102,480	£61,975
2016/17	£70,000	£78,835	£11,872	£67,376
2017/18	£70,000	£68,753	£55,153	£42,046
2018/19	£70,000	£70,000	£0	£15,473

**Notes:**

- (i) The apparent 'overspend' on MIF for 16/17 relates to projects committed in 15/16 but not paid until 16/17. The apparent 'underspend' in 15/16 correlates with this.
- (ii) The MIF expenditure for 18/19 is estimated.
- (iii) The grant expenditure reported in 18/19 relates to grants awarded in 17/18 to be met from reserves.
- (iv) This item was deferred by the meeting of the Finance & General Purposes Committee held on 9th October 2018

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

**9 BUDGET MONITORING REPORT (ATTACHMENT L)**

- (i) A review of year to date expenditure with a forecasted out-turn. Variances highlighted and actions proposed if there appears to be an overspend forecasted.

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

- (ii) **Motion on the 2018/19 Budget:**

Cllr D Marshall has put forward the following motion for consideration by Council:

*"I move that the Town Council seeks to support the long standing local theatre groups who have used the Civic Hall for many years by taking a decision, for one year, to waive the hire charges related to the staging of their 2018/19 winter shows. This will enable the groups to put all the proceeds of their performances back into their groups to help support them financially in the coming years. The groups covered by the motion are South Moor Operatic, Oxhill Youth Club and Stanley Stars. Where these groups have had support through Member's Funds, the member's fund balance will be returned to the members involved."*

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

**10 2019-20 BUDGET DRAFT BUDGET**

**Tax Base  
Draft Budget\***

**(ATTACHMENT M)  
(ATTACHMENT H)**

A first draft budget for next year (based on a standstill position) with updated salaries following the implementation of the new Council structure using the projections for tax base provided by DCC in July to be used as a starting point for setting next year's budget.

*\* Information contained on report from Item 6*

## 11 REVIEW OF MEDIUM TERM PLAN

### ATTACHMENT N - MTP Review Appendix I - Staff Consultation

An updated version of last year's Medium Term Plan - to review accountability for projects in light of the new staffing structure and make any necessary amendments to timeline. This exercise will hopefully draw out projects that need to be budgeted for in 2019/20.

- (i) Projects to be put forward for inclusion or removal in next year's budget
- (ii) Any initial recommendations about precept increases/ decreases to be made

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

## 12 COMMITTEE ACTIONS UPDATE (ATTACHMENT O)

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

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

Members may also request verbal updates in respect of any of other matters.

## 13 BUDGET DELEGATIONS (ATTACHMENT P)

Now that the restructure has been implemented, Committee is requested to review the delegated responsibility for Council revenue budgets. It is proposed that the Operations Manager is given the authority to incur expenditure against and the monitoring responsibility for the budgets detailed on the attached report.

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

## 14 DATE, TIME AND VENUE OF NEXT MEETING

Wednesday 12th December 2018, Civic Hall, Stanley

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