

**MINUTES of the FINANCE AND GENERAL PURPOSES COMMITTEE MEETING OF STANLEY TOWN COUNCIL** held at Stanley Masonic Hall on Wednesday 14th November 2018 at 7.30pm

**PRESENT:**    **Cllr M Davinson\***    Cllr A Clegg    Cllr C Bell    Cllr G Binney  
                 Cllr B Nair    Cllr L Christie    Cllr H Clark    Cllr J Kane  
                 Cllr J Nicholson    Cllr J Pallas    Cllr D Tully    Cllr J Tully  
                 Cllr G Wilkinson

**\*Chairman**

**OFFICERS:**    Alan Shaw (Town Clerk)  
                 Nicola James (Senior Administration Officer)  
                 James Harper (Operations Manager)

**ABSENT:**    Cllr J Clark

**156            APOLOGIES FOR ABSENCE**

Apologies from Cllrs C Hampson, C Marshall, D Marshall, J McMahon, J Stephenson & L Timbey were accepted by Committee. Cllr J Clark was absent from the meeting.

**157            DECLARATIONS OF INTEREST**

None

**158            PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIR**

The Town Clerk reminded Members to turn their mobile phones off or switch them to silent. The meeting was being recorded by the Council.

The Town Clerk noted that Item 7 - County Durham Community Foundation would be deferred to Full Council on 27th November as Michelle Cooper was unable to attend tonight's meeting.

**159            PUBLIC PARTICIPATION**

Nothing was received prior to the meeting. No members of the public were in attendance.

**160            CONFIRMATION OF MINUTES**

It was proposed by Cllr A Clegg, seconded by Cllr C Bell and **RESOLVED** that Committee **APPROVE** the minutes of the Finance and General Purposes meeting held on 9th October 2018. The Chair signed them as a correct record.

**161 ACCOUNTS FOR PAYMENT & BANK RECONCILIATION**

It was proposed by Cllr B Nair, seconded by Cllr L Christie and **RESOLVED** that Committee:

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

**162 COUNTY DURHAM COMMUNITY FOUNDATION**

*This item was deferred to Full Council on 27th November as Michelle Cooper was unable to attend tonight's meeting.*

**163 MEMBER'S INITIATIVE & GRANT FUNDING**

*This item was deferred to Full Council on 27th November.*

**164 BUDGET MONITORING REPORT**

It was **RESOLVED** that:

- (i) Cllr J Kane proposed that under item 1 of the report (Salaries), the change in cost centre be approved.
- (ii) Under item 2 of the report (Administration, publicity & democracy), the Town Clerk produce options and costings for the Parish Magazine and bring those back to the next Finance Committee meeting for consideration.
- (iii) Under item 4 of the report (Grants), that the Town Clerk look into allocating the £15,000 youth budget towards holding youth clubs in each village and looking into ideas around supporting mental health.

It was **RECOMMENDED** that:

- (i) The Civic Hall Working Group's idea of re-instating the cinema under item 6 of the report (Civic hall) is supported.

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

Cllr B Nair 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."

This motion was seconded by Cllr A Clegg. It was **RECOMMENDED** that a budget be created in the current year to cover these costs in accordance to Attachment L, item 6 (Civic hall) recommendation (ii).

Committee **RECOMMEND** that Council waive the hire charges as per the motion and introduce a budget to cover the waived charges to reflect the true cost to the Council.

#### 165            **2019-20 BUDGET DRAFT**

Members **NOTED** the draft budget provided by the Town Clerk.

#### 166            **REVIEW OF MEDIUM TERM PLAN**

Committee **RECOMMENDED** that environmental projects be looked into first and that a steering group be set up to facilitate discussions.

#### 167            **COMMITTEE ACTIONS UPDATE**

The Town Clerk provided the following updates:

- (i)     **WWI Remembrance** - The beacon event was held on Sunday and was very successful.
- (ii)    **Christmas Lights** - This was dealt with at the Extra-Ordinary meeting on 7th November.
- (iii)   **Defibrillator** - Costs have been obtained and we have instructed the DWP to start on installation.
- (iv)    **Speed Visor** - The Town Clerk has chased up Dave Clark again.
- (v)     **Youth Council** - The Council need to decide if this is to be in the MTP or not.

#### 168            **BUDGET DELEGATIONS**

It was proposed by Cllr L Christie, seconded by Cllr G Binney and **RESOLVED** that the responsibility for budgetary control and monitoring be delegated to the Operations Manager includes; Services, Annfield Plain Community Room, Environmental Services, Civic Hall, Coffee Shop and Civic Hall Bar.

#### 169            **DATE, TIME AND VENUE OF NEXT MEETING**

Wednesday 12th December, 6.30pm, Stanley Civic Hall.

# Stanley Town Council

## Enhanced Service

## Monthly Report

Item 8 - ATTACHMENT B

### STANLEY TOWN COUNCIL NEIGHBOURHOOD WARDEN MONTHLY PERFORMANCE REPORT – October 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

#### Litter

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

#### Untidy Yards and Gardens

No. of Reports	Community Protection Warnings issued	Community Protection Notices issued	Fixed Penalty Notices issued	Council Tax Checks
<b>1</b>				





**Fly-tipping**

No. of Investigations	Duty of Care Warning Letters issued	Fixed Penalty Notices issued	Section 108 Notices	Target Hardening	PACE Interviews
<b>22</b>				<b>1</b>	

**Vehicle Checks / Police**

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

**Business Duty of Care visits (sec.47)**

Duty of Care Inspection	Section 47 Notice issued	Prosecutions July/August
<b>2</b>		

**Abandoned Vehicles**

No. of Reports	15 Day Notices Issued	Vehicles removed by STC NW	Fixed Penalty Notices issued	Prosecutions September
<b>1</b>				

**Anti-social behaviour (ASB)**

No. of Cases Investigated by STC NW	Graffiti Offensive	Graffiti General	Home Visits	Warning letters
<b>3</b>	<b>1</b>	<b>4</b>		

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

**Northumbria in Bloom**

Northumbria in Bloom	Community Engagement
<b>7</b>	<b>2</b>

**Proactive Work**

Dash jobs	Proactive jobs
<b>22</b>	<b>40</b>

**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](http://www.durham.gov.uk) or call 03000 261 000.

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

Funding has been provided by Stanley Town Council, from 16<sup>th</sup> 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 month and we would like to provide a description on our achievements so far.

### Stray Dogs/Dog fouling

There has been no reports of dog fouling within the Stanley Town Council area, Hotspot areas will continue to be patrolled by both Stanley Town Council wardens.

### Litter picking events

The litter pick event attended in October was located at South Stanley Woods. This event was in partnership with Stanley Town Council Neighbourhood Wardens, Staff and volunteers from Northumbria Water, the Environment Agency and the Weir Rivers Trust (30 people in total). The litter pick lasted 3 hours however the waste removal took an additional 3 hours due to just over 1.5 tonnes been cleaned up. This was hugely successful in helping to clean up the surrounding area.



### Duty of Care Business waste.

We continued to carry out duty of care business waste visits in the Stanley Town Council area to ensure all business waste is being disposed of correctly. We also promoted Stanley Town Council and Northumbria in Bloom 2019 competition.



### Abandoned Vehicles

We dealt with 1, abandoned car during October which was removed from the highway for not having any tax, mot or current registered keeper. DVLA Swansea removed the vehicle with their own enforcement team.

### Untidy Yards and Gardens

One address within the Stanley area had been reported to the Stanley Town Council Neighbourhood Wardens. The address was visited/investigated and the job was passed to our Team Leader who subsequently allocated to the Warden for that area. The warden visited the address and the property owner removed all waste from the back yard immediately, leaving it clean and tidy.

### 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. We patrol Stanley Town Council area to investigate any fly tipping offences, have them removed from site quickly and provide a high visibility presence. There was 22, fly-tips found during October within two of these flytipping offences we were able to find evidence which are currently being investigated.

As part of the procedure into investigating these offences, we have the power to issue a Section 108 Notice which allows us to bring in the individual who was named on any evidence that was found for questioning regarding the fly tipping offence. The fly-tipping offences are marked with fly tipping investigation stickers should someone witness the offence to contact Durham County Council to provide evidence of the offender(s). A clean up job is created on DASH for every fly tip found for clean and Green Department leaving the areas clean and tidy.





## Anti-Social Behaviour

There has been a total of 3 anti-social behaviour issues in different areas within the Stanley Town Council area. We conducted patrols in the areas. There was 1, issue of offensive graffiti that was removed from a garage brick wall within 24 hours and an additional 4, locations of general graffiti that was removed within 4 days. It is important to remove graffiti quickly so that it does spread and create a negative image of the area. 1 graffiti disclaimer has been sent to 1, private property owner in the South Moor area to have graffiti removed from his building, following authorisation and the return of the completed form.

We will continue our patrols of Anti-Social Behaviour and the current issue from vehicles at Greencroft Industrial Estate, intelligence of this has been shared with the Police.

## Community Engagement

We both attended Annfield Plain Central Methodist Church for the blessing of our silent soldiers on Wednesday 31<sup>st</sup> October 2018 at 11.00am.



## Northumbria in Bloom

As Northumbria in Bloom is one of our primary priorities as Stanley Town Council Neighbourhood Wardens, we have ensured that we have been highly productive in promoting and encouraging Northumbria in Bloom 2019. We have been having regular weekly meetings with Stanley Town Council Environmental Services, which is our Stanley Town Council working group to provide and receive any updates on the project itself, this also encourages ideas to be heard. We also have monthly meetings which is to provide updates on the progress being made and is again another way to implement ideas.

As the working group discussed and decided on the route in August, we have continued to patrol the route and report any jobs that have required attention. The Green Corridor signs that are located around



the Stanley area have now been cut back to make them visible. We are now looking to enhance some these signs with floral bedding displays.

A major part of Northumbria in Bloom is promoting community engagement which we have been able to heavily promote through working with members of the public. We were able to locate a community garden at Alder Crescent in Tantobie, Stanley. We have been able to communicate with a local residents of Alder Crescent who are happy to work along side and hopefully we can promote as a community champion. Following an additional meeting the local community identified what type of things they would like in the community garden and what maintenance would need to be completed by the residents.

As part of our continued efforts in engaging different community groups, a shrub bed of poor plants has been replaced with spring bedding plants to further enhance Front Street Stanley. The Teachers and pupils of St Joseph's Catholic Primary School have agreed a summer bedding design for the new flower bed which they will plant up in partnership with Stanley Town council.

### **Children's design for the summer bedding display.**



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
- Local businesses

### Proactive Work

During patrols we often find work that requires attention and this is something that we are able to ensure receives the right attention and gets fixed as soon as possible. By looking for proactive jobs in the area we are able to help ensure that the area is as clean and tidy as possible as well as ensuring the area is as safe as possible. We dealt with 40, proactive jobs during October.



Report compiled by:

David Jarvis (SW 129)  
Kieran Rice (SW109)

Neighbourhood Warden – Stanley Town council.  
31st October 2018.



# Stanley Town Council

## Enhanced Service

## Monthly Report

### STANLEY TOWN COUNCIL NEIGHBOURHOOD WARDEN MONTHLY PERFORMANCE REPORT – November 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
<b>2</b>	

#### Litter

No. of Reports	Fixed Penalty Notices issued	Litter Educate	Litter Picks/ Events	Prosecutions October/November
<b>1</b>	<b>1 Litter from Vehicle</b>		<b>2</b>	

#### Untidy Yards and Gardens

No. of Reports	Community Protection Warnings issued	Community Protection Notices issued	Fixed Penalty Notices issued	Council Tax Checks
<b>1</b>				



**Fly-tipping**

No. of Investigations	Duty of Care Warning Letters issued	Fixed Penalty Notices issued	Section 108 Notices	DASH	Target Hardening	PACE Interviews
<b>17 of which 8 were from bonfires</b>				<b>17</b>		

**Vehicle Checks / Police**

No. of Checks	Producers issued	Fixed Penalty Notices issued	Waste Carriers	CCTV Signage	Prosecutions from October/November
<b>4</b>		<b>1 Litter from vehicle</b>			

**Business Duty of Care visits (sec.47)**

Duty of Care Inspection	Section 47 Notice issued	Prosecutions October/November
<b>7</b>		

**Abandoned Vehicles**

No. of Reports	15 Day Notices Issued	Vehicles removed by STC NW	Fixed Penalty Notices issued	Prosecutions October/November
<b>3</b>		<b>1</b>		

**Anti-social behaviour (ASB)**

No. of Cases Investigated by STC NW	Home Visits	Warning letters
<b>5</b>		

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
	<b>4</b>	<b>1</b>		<b>1</b>	

**Northumbria in Bloom**

Northumbria in Bloom	Community Engagement
<b>34</b>	<b>14</b>

**Proactive Work**

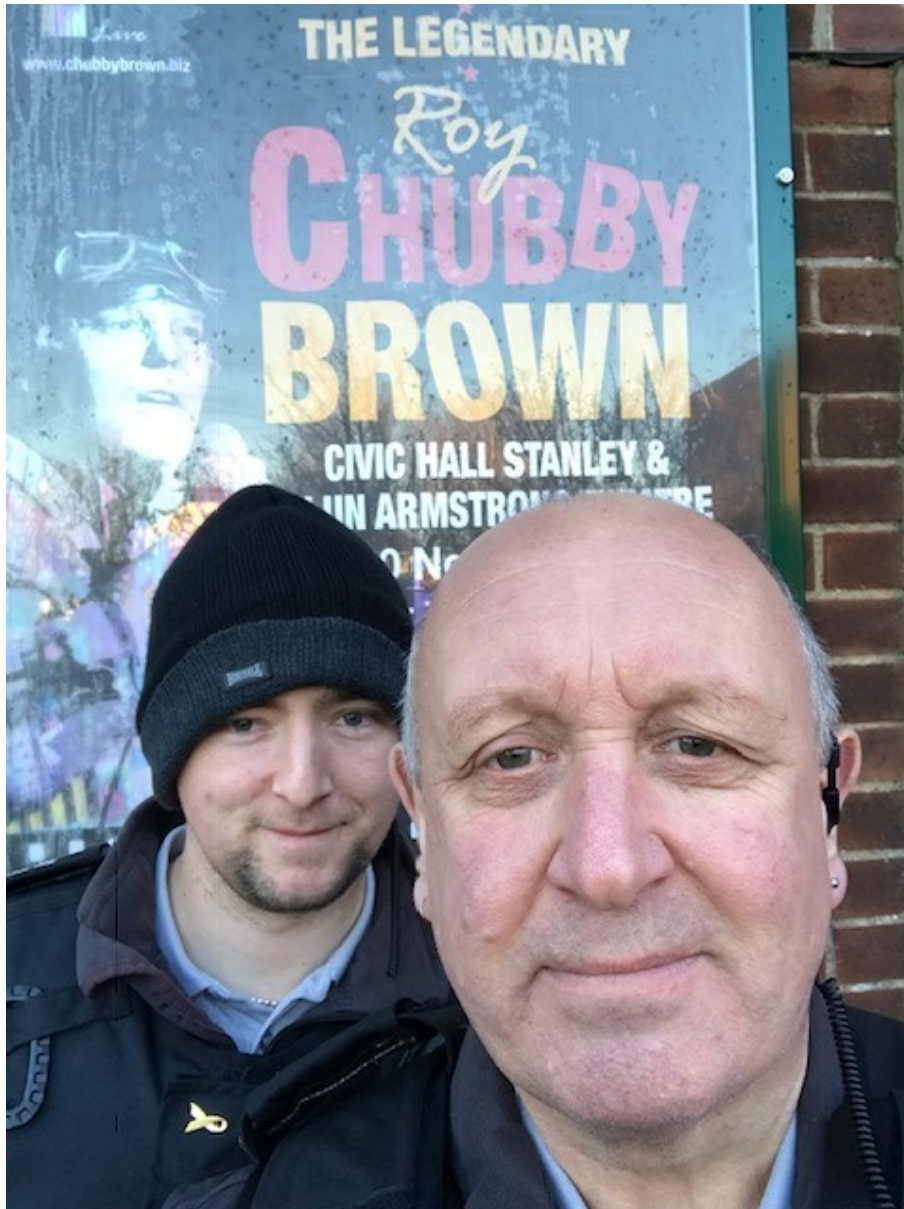
Dash jobs	Proactive jobs
<b>36</b>	<b>36</b>

**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](http://www.durham.gov.uk) or call 03000 261 000.



**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 month and we would like to provide a description on our achievements so far.

### Dog fouling

There has been two separate reports of dog fouling in the Stanley area, those being Quaking Houses and Westfields in South Moor. There was reports of dog waste within the compound of the community garden in Quaking Houses, upon inspection this was the case despite dog fouling stickers already being up in the area. During a PACT meeting we were informed that there had been issues with dog fouling in the dog exercise area at Westfields at the rear of Nutfield House, however the area was relatively clean during inspection. Both areas receive regular high visibility patrols and the issue at present appears to have subsided in both locations.

### Litter picks

Although no official pre-organised litter picking events were arranged during November, we came across areas that required a litter pick due to their being a large amount of waste in that particular location. During times when it is not possible to litter pick due to it being hazardous or dangerous waste, the job is reported via Durham County Council's DASH system and is subsequently removed.



Above photograph shows broken glass shards on a public footpath, this was reported as potentially dangerous and was removed.

### Untidy Yards and Gardens

There had been only one report of an untidy yard and garden in the Stanley area of which we were able to deal with. The untidy yard was a result of a tenant moving out abruptly and leaving everything they did not want in the back yard, this was reported to us and we were able to look into it. After receiving the landlady's contact details, it was explained that the back yard would have to be cleared up as soon as possible, the process was explained to the landlady who was then able to get a skip in place and have it all removed in a timely manner.

### 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. We patrol the full Stanley Town Council area as part of our patrol and as such have come across a number of flytipping offences during the month of November. There was a total of 17 flytips found during this period of time, however no flytip had any evidence following investigation. All flytips during November were found proactively and therefore all 17 flytips were reported via the DASH system at Durham County Council and then removed. We regularly patrol the full Stanley Town Council

area and will continue to do so as this enables us to ensure the area is clean, tidy and safe for the public and helps to proactively improve the Stanley area as a whole.



The photo above shows a large flytip consisting of 3 Large builders bags filled with black dust, these were reported on our DASH system and subsequently removed.

### Bonfire Flytipping

As November was of course bonfire night, there was a rise in flytips around Stanley area, however we immediately patrolled the area the following day and compiled a list of areas in which had been flytipped for use as a bonfire. We were then able to report these areas effected via the DASH system and, therefore, have each bonfire removed. There was a total of 8 flytippings that were used for bonfires.



Day after bonfire night



After being reported



### Anti-Social Behaviour

There has been 5 reported cases of anti-social behaviour related issues within different areas of the Stanley Town Council area. Issues such as littering, dog fouling and vandalism have been found to be an issue in the area. In order to get areas cleaned and tidy following these reports we again work with DCC and the clean and green department for removal of litter. This is carried out by reporting it via DASH which includes the location of the litter or waste and a job is created for clean and green to remove the waste from that location.

Additionally, there have been other ASB jobs which included criminal damage to bus stops. There was also issues regarding vandalism to bus shelters around the Stanley area.



Before target hardening



After target hardening

### Vandalism (ASB)

During November there has been many jobs that we have proactively found relating to vandalised bus shelters within the Stanley Town Council area. As can be seen from the images below, the vandalism can consist of anything from smashed glass panels (as seen below), scratched or carved perspex panels of which at times contain offensive images or words. Once we have identified the issue and have ascertained whether it is dangerous or offensive, we are then able to create a job for it to be replaced.



Smashed glass panel prior to being reported



After being reported.

### Graffiti (ASB)

Other ASB issues in the area have been that of graffiti, this type of anti-social behaviour has been found on a range of different buildings or structures. Within November there has been a total of 11 graffiti cases that we have been able to have removed, 9 of these were non offensive general graffiti and 2 of those cases were offensive graffiti which was removed within 24 hours of it being reported. We have been able to work alongside different companies in order to have graffiti removed from certain buildings, one of these examples was working with Northern Powergrid to remove graffiti from one of the substations. All cases of graffiti was found as part of our regular patrols of the area and therefore proactively, all cases have been cleared up.



Before being reported to Northern Powergrid



After being reported to Northern Powergrid

### Business Duty of Care (BDOC)

We have been into a total of 7 business premises to ensure that businesses have an appropriate contract in place for their business waste removal. As part of this we were able to talk to the business about Northumbria in Bloom, this was to promote Northumbria in Bloom and to try and get businesses involved and to support the project.

### Abandoned Vehicles

In November we had a total of 3 reports of Abandoned vehicles, 2 vehicles met the criteria for being abandoned and were subsequently dealt with, the other vehicle did not meet the criteria being abandoned.

### PACT Meetings

During November we have been able to attend a Police and Communities Together (PACT) meeting at South Moor Police Station, these are extremely useful meetings to be able to attend as the local communities can highlight issues in the local area to which we may be able to assist with. The meeting was attended by STC Neighbourhood Wardens, PCSO's and members of the public. This is an opportunity for the Police to provide an overview of their monthly statistics and how they have dealt with issues from the previous meeting, they also updated the public on questions they had. We were able to use this an opportunity to promote Stanley Town Council and Northumbria In Bloom 2019 and we also promoted the Warden's card which has contact information on for any issues that could be dealt with by Durham County Council, this also ensured proper procedure is adhered to.

### Community Engagement

During November we have managed to ensure community engagement is a priority and we have done this by engaging with local businesses such as ASDA located on Stanley Front Street and Durham County Council Morrison Busty Nursery. We have also been largely involved with a social enterprise and small business named The Woodshed which is a small business that helps get young people into voluntary work and focuses on reclaiming wood from areas such as the river Tyne and cleaning it up



for re-purposing. This small business are providing Stanley Town Council with the large whiskey barrels that will be placed at the gateways to each ward for Northumbria in Bloom 2019.

Additionally, as community engagement is imperative to the success and sustainability of Northumbria in Bloom 2019, it is important that the local communities get involved with Northumbria in Bloom. We have been able to have a planting ceremony at the pit disaster memorial outside of the Civic Hall at Stanley, this involved young children from South Stanley Junior School who helped plant up the daffodils and polyanthus plants. Other people involved were Stanley Town Council Neighbourhood Wardens, Stanley Town Council Environmental Services and Stanley Town Council. The children are looking forward to seeing the plants flower in the spring.



### Northumbria in Bloom

Northumbria in Bloom 2019 is one of our main priorities as Stanley Town Council Neighbourhood Wardens, we have ensured that throughout November we have been productive in promoting Northumbria in Bloom and encouraging local communities and businesses to get involved with it. In order to ensure we keep up to date with all developments that occur within Bloom we hold regular team meetings that allow us to put ideas across and to put ideas into action.

The most important aspect of Northumbria in Bloom is the community engagement aspect, it is vital that we show the different community groups involved in order to be successful. As mentioned we have been able to get school children of a young age involved in planting up flowers as well as Wardens and Stanley Town Council.

During November, we were able to work in partnership with Durham County Council who were able to provide an experienced member of staff to provide training to Stanley Town Council Environmental Services on the correct process of preparing and planting up a new flower bed. This was organised by Stanley Town Council Wardens, this was a success which is visible on the areas in which they have planted up. In order to ensure we had sufficient and good quality plants we have worked with the Nursery at Morrison Busty which have been used in planting up new beds as well as being used to plant up the memorial outside of the Civic Hall Stanley during the planting ceremony.

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
- Local businesses
- The Woodshed

### Proactive Work

We are always looking for ways to improve the Stanley Town Council area during our regular patrols of the Stanley area, this is known as proactive work. During November we were able to identify and therefore report 36 jobs proactively which means the issues identified would be reported and then remedied, ultimately helping to keep the Stanley Town Council area clean, tidy and as safe as possible.



Report compiled by:

David Jarvis (SW 129)  
Kieran Rice (SW109)

Neighbourhood Warden – Stanley Town council.  
30 November 2018.

Date: 03/12/2018

Stanley Town Council 2018-19

Page: 222

Time: 14:40

Cashbook 1

User: SO

Current Bank A/c

For Month No: 8

## Payments for Month 8

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/11/2018	NWGWATER	DD07 037	470.27	470.27		500			water charges to 10/10/18
01/11/2018	FACEBOOK	DD08 002	25.84	25.84		500			October boosts
02/11/2018	WRIKE	DD08 003	473.51	473.51		500			renewal of subscription
05/11/2018	BACS P/L Pymnt Page 24	BACS Pymnt	4,000.00	4,000.00		500			BACS P/L Pymnt Page 24
05/11/2018	BACS P/L Pymnt Page 31	BACS Pymnt	34.00	34.00		500			BACS P/L Pymnt Page 31
05/11/2018	BARCLAYS	DD08 001	34.90	34.90		500			bank charges mixed ac Oct 18
05/11/2018	BARCLAYS	DD08 04	12.50	12.50		500			bank charges e ac Oct 18
05/11/2018	INDEED	DD080005	85.55	85.55		500			Deputy Clerk advert
06/11/2018	MOLSON	DD08 006	2,009.76	2,009.76		500			carling etc
06/11/2018	MICROSOFT	DD08 007	39.50	39.50		500			Microsoft charges Oct 18
07/11/2018	BACS P/L Pymnt Page 28	BACS Pymnt	3,387.75	3,387.75		500			BACS P/L Pymnt Page 28
08/11/2018	DURHAMDD	DD08 008	826.00	826.00		500			Business rates instalment 8
08/11/2018	ADOBE	DD08 009	16.64	16.64		500			Adobe subs Oct 18
12/11/2018	ALLSTAR	DD08 010	190.65	190.65		500			fuel 01/10 & 10/10
12/11/2018	LUXSA	DD08 011	36.00	36.00		500			emergency lighting
13/11/2018	BACS P/L Pymnt Page 30	BACS Pymnt	30,000.00	30,000.00		500			BACS P/L Pymnt Page 30
13/11/2018	MOLSON	DD08 012	234.73	234.73		500			coors etc
14/11/2018	BACS P/L Pymnt Page 32	BACS Pymnt	1,913.78	1,913.78		500			BACS P/L Pymnt Page 32
14/11/2018	BACS P/L Pymnt Page 34	BACS Pymnt	4,500.00	4,500.00		500			BACS P/L Pymnt Page 34
15/11/2018	ITC	DD08 013	788.21	788.21		500			copies 31/08-25/09
16/11/2018	BT	DD08 014	30.72	30.72		500			01207 281376 Oct 18
19/11/2018	Payroll October deductions	DD08 015	10,080.72			4000	101	4,098.96	Payroll October deductions
						4000	450	2,399.17	Payroll October deductions
						4005	500	453.35	Payroll October deductions
						4000	350	3,129.24	Payroll October deductions
20/11/2018	BACS P/L Pymnt Page 38	BACS Pymnt	2,620.17	2,620.17		500			BACS P/L Pymnt Page 38
20/11/2018	AMAZONDD	DD08 017	7.99	7.99		500			Prime subscription Nov 18
20/11/2018	DAWSONGRP	DD08 016	559.11	559.11		500			lease rental October 18
21/11/2018	WORLDPAY	DD08 018	49.95	49.95		500			Internet charges Oct 18
21/11/2018	WORLDPAY	DD08 019	37.24	37.24		500			card charges Oct 18
21/11/2018	WORLDPAY	DD08 020	12.33	12.33		500			card charges Oct 18
22/11/2018	BACS P/L Pymnt Page 39	BACS Pymnt	2,583.20	2,583.20		500			BACS P/L Pymnt Page 39
22/11/2018	BT	DD08 021	1,074.49	1,074.49		500			rental 01/11-31/01
22/11/2018	BRITISHGAS	DD08 022	1,169.71	1,169.71		500			electricity October 18
26/11/2018	BOC	DD08 023	30.72	30.72		500			rental Oct 18
26/11/2018	CORONA	DD08 024	61.66	61.66		500			gas october 18
26/11/2018	ASDA	DD08 028	40.20	40.20		500			first class stamps
26/11/2018	AMAZONDD	DD08 025	17.49	17.49		500			poster frame
27/11/2018	MACMILLAN	100017	800.69	800.69		500			Coffee morning collection
27/11/2018	MOLSON	DD08 027	295.29	295.29		500			wolf rock etc
27/11/2018	Payroll November 18	DD08 026	16,856.08			4000	101	4,813.96	Payroll November 18
						4000	450	4,801.15	Payroll November 18
						4005	500	2,849.73	Payroll November 18
						4000	350	4,327.56	Payroll November 18
						4000	350	63.68	Mileage Nov 18

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Stanley Town Council 2018-19

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Cashbook 1

User: SO

Current Bank A/c

For Month No: 8

## Payments for Month 8

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
28/11/2018	BACS P/L Pymnt Page 40	BACS Pymnt	8,484.64	8,484.64		500			BACS P/L Pymnt Page 40
28/11/2018	ALLSTAR	DD08 029	200.63	200.63		500			fuel 31/10/18
29/11/2018	VODAFONE	DD08 030	41.18	41.18		500			Mobiles/ October 18
29/11/2018	AMAZONDD	DD08 031	11.00	11.00		500			heavy fog juice
<b>Total Payments for Month</b>			94,144.80	67,208.00	0.00			26,936.80	
<b>Balance Carried Fwd</b>			669,860.73						
<b>Cashbook Totals</b>			764,005.53	67,208.00	0.00			696,797.53	

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Stanley Town Council 2018-19

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Cashbook 1

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Current Bank A/c

For Month No: 8

Receipts for Month 8

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		723,750.78					723,750.78	

INCO8 004 Banked: 25/10/2018 180.00

Sales Recpts Page 28

180.00

100

180.00 Sales Recpts Page 28

INCO8 005 Banked: 29/10/2018 448.00

Sales Recpts Page 30

448.00

100

448.00 Sales Recpts Page 30

INCO8 005 Banked: 30/10/2018 794.00

Sales Recpts Page 29

794.00

100

794.00 Sales Recpts Page 29

INCO8 007 Banked: 02/11/2018 55.00

Sales Recpts Page 32

55.00

100

55.00 Sales Recpts Page 32

INCO8 006 Banked: 03/11/2018 798.50

INCO8 006 internet 29/10-03/11

753.00

530

753.00 internet 29/10-03/11

INCO8 006 internet 29/10-03/11 45.50

INCO8 006 internet 29/10-03/11

45.50

7.58 4102 500

6.67 internet 29/10-03/11

INCO8 004 Banked: 05/11/2018 4,993.31

INCO8 004 var cash/cnqs w/c 22/10

383.00

530

383.00 var cash/cnqs w/c 22/10

INCO8 004 var cash/cnqs w/c 22/10 4,610.31

INCO8 004 var cash/cnqs w/c 22/10

4,610.31

768.38 4105 500

1.25 var cash/cnqs w/c 22/10

INCO8 005 Banked: 05/11/2018 1.00

INCO8 005 balance MMA invoice

1.00

0.17 1020 510

0.83 balance MMA invoice

INCO8 001 Banked: 05/11/2018 6.98

INCO8 001 Barclays loyalty

6.98

4999 110

6.98 Barclays loyalty

INCO8 002 Banked: 05/11/2018 2.50

INCO8 002 Barclays loyalty

2.50

4999 110

2.50 Barclays loyalty

INCO8 003 Banked: 09/11/2018 570.00

Sales Recpts Page 31

570.00

100

570.00 Sales Recpts Page 31

INCO8 008 Banked: 10/11/2018 2,182.00

Sales Recpts Page 33

2,182.00

100

2,182.00 Sales Recpts Page 33

INCO8 011 Banked: 10/11/2018 2,234.85

INCO8 011 card rec 31/10-10/11

2,129.00

530

2,129.00 card rec 31/10-10/11

INCO8 011 card rec 31/10-10/11 105.85

INCO8 011 card rec 31/10-10/11

105.85

17.64 4104 500

2.50 card rec 31/10-10/11

INCO8 010 Banked: 11/11/2018 3,579.50

INCO8 010 internet 04/11-11/11

3,415.00

530

3,415.00 internet 04/11-11/11

INCO8 010 internet 04/11-11/11 164.50

INCO8 010 internet 04/11-11/11

164.50

27.42 4102 500

25.83 internet 04/11-11/11

INCO8 010 internet 04/11-11/11 4998 500

INCO8 010 internet 04/11-11/11

4998 500

111.25 internet 04/11-11/11

111.25 internet 04/11-11/11

## Item 9 - ATTACHMENT E

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Cashbook 1

User: SO

Current Bank A/c

For Month No: 8

## Receipts for Month 8

## Nominal Ledger Analysis

Receipt Ref Name of Payer

£ Amnt Received

£ Debtors

£ VAT

A/c Centre

£ Amount Transaction Detail

INCO8 008 Banked: 14/11/2018 132.00

Sales Recpts Page 34

132.00

100

132.00 Sales Recpts Page 34

INCO8 008 Banked: 14/11/2018 2,434.95

INCO8 008 var cash/chqs w/c 05/11

1,302.00

530

1,302.00 var cash/chqs w/c 05/11

INCO8 008 var cash/chqs w/c 05/11

1,132.95

188.82 4105 500

1.25 var cash/chqs w/c 05/11

INCO8 008 var cash/chqs w/c 05/11

1020 510

510

807.58 var cash/chqs w/c 05/11

INCO8 009 Banked: 15/11/2018 160.00

Sales Recpts Page 35

160.00

100

160.00 Sales Recpts Page 35

INCO8 017 Banked: 17/11/2018 1,923.00

INCO8 017 Internet 12/11-17/11

1,812.00

530

1,812.00 Internet 12/11-17/11

INCO8 017 Internet 12/11-17/11

111.00

18.50 4898 500

75.00 Internet 12/11-17/11

INCO8 013 Banked: 20/11/2018 8,526.48

INCO8 013 HMRC

8,526.48

105

8,526.48 Vat refund

INCO8 015 Banked: 23/11/2018 1,537.40

INCO8 015 card rec 12/11-23/11

196.40

32.73 1020 510

163.67 card rec 12/11-23/11

INCO8 015 card rec 12/11-23/11

3.00

0.50 4104 500

2.50 card rec 12/11-23/11

INCO8 015 card rec 12/11-23/11

1,338.00

530

1,338.00 card rec 12/11-23/11

INCO8 018 Banked: 24/11/2018 1,680.00

INCO8 018 Internet 18/11-24/11

1,611.00

530

1,611.00 Internet 18/11-24/11

INCO8 018 Internet 18/11-24/11

69.00

11.50 4102 500

10.00 Internet 18/11-24/11

INCO8 014 Banked: 27/11/2018 655.00

Sales Recpts Page 36

655.00

100

655.00 Sales Recpts Page 36

INCO8 019 Banked: 27/11/2018 420.00

INCO8 019 Internet 25/11-27/11

400.00

530

400.00 Internet 25/11-27/11

INCO8 019 Internet 25/11-27/11

20.00

3.33 4102 500

3.33 Internet 25/11-27/11

INCO8 022 Banked: 27/11/2018 96.00

INCO8 022 card rec 26/11 &amp; 27/11

96.00

530

96.00 card rec 26/11 &amp; 27/11

INCO8 022 Banked: 27/11/2018 405.00

Sales Recpts Page 39

405.00

100

405.00 Sales Recpts Page 39

INCO8 012 Banked: 28/11/2018 3,305.25

INCO8 012 var cash/chqs w/c 12/11/18

1,011.00

530

1,011.00 var cash/chqs w/c 12/11/18

INCO8 012 var cash/chqs w/c 12/11/18

193.00

32.17 1210 510

160.83 var cash/chqs w/c 12/11/18

INCO8 012 var cash/chqs w/c 12/11/18

2,095.65

349.28 1020 510

1,746.37 var cash/chqs w/c 12/11/18

INCO8 016 Banked: 28/11/2018 2,287.43

INCO8 016 var cash/chqs w/c 12/11/18

5.60

0.93 4105 500

4.67 var cash/chqs w/c 12/11/18

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Item 9 - ATTACHMENT E

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Cashbook 1

User: SO

Current Bank A/c

For Month No: 8

Receipts for Month 8

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
INCO8 016	var csh/chqs w/c 19/11/18	242.00			530		242.00	var csh/chqs w/c 19/11/18
INCO8 016	var csh/chqs w/c 19/11/18	85.74			14.29	1210	71.45	var csh/chqs w/c 19/11/18
INCO8 016	var csh/chqs w/c 19/11/18	1,157.50			192.92	1020	964.58	var csh/chqs w/c 19/11/18
INCO8 016	var csh/chqs w/c 19/11/18	1.50			0.25	4105	1.25	var csh/chqs w/c 19/11/18
INCO8 016	Macmillan nurses coffee mornin	800.69			1081	500	800.69	Macmillan nurses coffee mornin
INCO8 016	Banked: 28/11/2018	40.00						
INCO8 016	Just for women- rent AP hut	40.00			1060	307	40.00	Just for women- rent AP hut
INCO8 020	Banked: 28/11/2018	375.00						
	Sales Recpts Page 37	375.00			100		375.00	Sales Recpts Page 37
INCO8 021	Banked: 30/11/2018	80.00						
	Sales Recpts Page 38	80.00			100		80.00	Sales Recpts Page 38
Total Receipts for Month		40,254.75	0.00		1,666.68		38,588.07	
Cashbook Totals		764,005.53	0.00		1,666.68		723,750.78	

Date: 03/12/2018

Stanley Town Council 2018-19

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**Bank Reconciliation Statement as at 30/11/2018  
for Cashbook 1 - Current Bank A/c**

User: SO

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
mixed payments account	30/11/2018		8,083.25
Savings Account	30/11/2018		634,403.49
Current Bank Account-e account	30/11/2018		36,886.82
			<u>679,373.56</u>
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
22/10/2018 100015 ROYALBRIT		227.50	
27/11/2018 100017 MACMILLAN		800.69	
28/11/2018 BACS Pymnt BACS P/L Pymnt Page 40		8,484.64	
			<u>9,512.83</u>
			669,860.73
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
		0.00	
			<u>0.00</u>
			669,860.73
		<b>Balance per Cash Book is :-</b>	<b>669,860.73</b>
		<b>Difference is :-</b>	<b>0.00</b>



3 Dec 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	£36,978.22
Last night's balance	£36,886.82
Overdraft limit	£0.00

Showing 1-50 of 139 transactions between 01/11/2018 and 30/11/2018

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

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See your pending debit card transactions



>	Date	^	Description	Money In	Money Out	Balance
>	30/11/2018		MV- 76951073 -2711	£48.00		£36,886.82
>	30/11/2018		MV- 76950763 -2711	£405.00		£36,838.82
>	30/11/2018		MV- 02937763 -2811	£195.50		£36,433.82
>	30/11/2018		MTREC LIMITED	£80.00		£36,238.32
>	29/11/2018		MV- 76950763 -2611	£48.00		£36,158.32
>	29/11/2018		MV- 02937763 -2711	£70.50		£36,110.32





3 Dec 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  £634,403.49

Last night's balance  £634,403.49

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 1-2 of 2 transactions between 01/11/2018 and 30/11/2018

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



3 Dec 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	£8,043.25
Last night's balance	£8,083.25
Overdraft limit	£0.00

Showing 1-8 of 8 transactions between 01/11/2018 and 30/11/2018

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

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See your pending debit card transactions



>	Date	^	Description	Money In	Money Out	Balance
>	28/11/2018		44STANLEY	£2,327.43		£8,083.25
>	22/11/2018		QPPWS	£3,305.25		£5,755.82
>	19/11/2018		203351 43231674		-£15,000.00	£2,450.57
>	14/11/2018		44STANLEY	£4,748.95		£17,450.57
>	07/11/2018		44STANLEY	£5,173.31		£12,701.62
>	07/11/2018		44STANLEY	£1,594.60		£7,528.31

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Stanley Town Council 2018-19

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Trial Balance for Month No: 8

User : SO

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
100	Debtors			2,040.35	
105	VAT Control A/c				939.25
110	Prepayments			22,161.67	
200	Current Bank A/c			669,860.73	
201	Civic Hall Petty Cash			263.98	
202	Civic Hall Refunds Float			13.50	
205	Office Petty Cash			411.72	
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				6,080.00
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				17,701.00
540	Room hire deposits-wedding etc				350.00
1000	Ticket Sales Retained	500	Civic Hall		106.24
1002	Ticket sales ret'd- Ext shows	500	Civic Hall		5,207.19
1005	Ticket Sales Non Retained	500	Civic Hall		24,325.37
1010	Hall Hire	500	Civic Hall		27,725.84
1012	Civic Players etc-Fees, Subs,	500	Civic Hall		8,883.33
1020	Bar Takings	510	Civic Hall Bar		25,901.58
1026	Table packages etc	500	Civic Hall		2,986.34
1029	Recharged buffet, disco etc	500	Civic Hall		3,093.76
1031	PRS income	500	Civic Hall		201.52
1060	Rent Income	307	AP Community Room		80.00
1091	Art Work Sales	500	Civic Hall		8.50
1100	Loan	800	Loan Costs		190,000.00
1176	Precept	111	Precept		706,256.00
1177	LCTRS Grant	111	Precept		117,132.00
1200	Hot Drinks	505	Coffee Shop		60.00
1210	Food sales	510	Civic Hall Bar		1,097.43
1220	Coffee Shop	505	Coffee Shop		2,629.18
4000	Direct Salaries	101	Stanley Town Council	68,113.89	
4000	Direct Salaries	350	Environmental Services	54,315.91	
4000	Direct Salaries	450	Facilities Management	59,083.57	
4000	Direct Salaries	505	Coffee Shop	5,250.68	
4005	Casual Staff	500	Civic Hall	26,128.28	
4008	Training	101	Stanley Town Council	645.00	
4009	Clothing Costs	101	Stanley Town Council	91.80	

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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	
4009	Clothing Costs	510	Civic Hall Bar	5.83	
4010	Payroll SLA	101	Stanley Town Council	1,961.82	
4012	Recruitment	101	Stanley Town Council	100.69	
4012	Recruitment	110	Administration	285.00	
4013	HR Advice & Support	101	Stanley Town Council	645.00	
4049	Rent	305	PACT House	8,000.00	
4050	Rates	307	AP Community Room	360.00	
4050	Rates	500	Civic Hall	6,604.00	
4051	Water Rates	500	Civic Hall	1,303.53	
4052	Electricity	307	AP Community Room	136.02	
4052	Electricity	500	Civic Hall	6,365.10	
4053	Gas	307	AP Community Room	335.04	
4053	Gas	500	Civic Hall	563.26	
4054	Insurance	110	Administration	3,963.29	
4055	Cleaning	500	Civic Hall	1,695.01	
4056	Alarm Maintenance	500	Civic Hall	1,581.36	
4057	Window Cleaning	500	Civic Hall	100.00	
4058	Trade Waste	350	Environmental Services	385.00	
4058	Trade Waste	500	Civic Hall	1,186.00	
4059	Laundry	500	Civic Hall	202.55	
4065	Repairs & Maintenance	350	Environmental Services	306.88	
4065	Repairs & Maintenance	500	Civic Hall	3,135.51	
4066	Tools & Equipment	350	Environmental Services	904.92	
4066	Tools & Equipment	500	Civic Hall	2,095.27	
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	1,922.05	
4077	Licences	110	Administration	480.00	
4077	Licences	500	Civic Hall	2,204.67	
4100	Telephones	500	Civic Hall	2,864.59	
4101	Mobile Phones	110	Administration	139.08	
4101	Mobile Phones	500	Civic Hall	51.72	
4102	Stationery	101	Stanley Town Council	39.86	
4102	Stationery	110	Administration	250.36	
4102	Stationery	500	Civic Hall	853.01	
4103	Publications	101	Stanley Town Council	660.00	
4103	Publications	110	Administration	29.00	
4104	Postage	110	Administration	125.00	
4104	Postage	500	Civic Hall	176.85	

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Stanley Town Council 2018-19

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Trial Balance for Month No: 8

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>
4105	Photocopying	110	Administration	473.14	
4105	Photocopying	500	Civic Hall	292.11	
4106	Subscriptions	110	Administration	4,921.60	
4111	Audit Internal	110	Administration	480.00	
4112	Professional Fees	110	Administration	11,714.94	
4114	Refreshments	200	Democracy	22.11	
4122	IT - Email Maintenance	110	Administration	1,844.15	
4123	IT - Support & Maintenance	110	Administration	685.50	
4123	IT - Support & Maintenance	500	Civic Hall	524.84	
4124	IT - Equipment	110	Administration	38.30	
4125	IT - Software	110	Administration	1,031.02	
4125	IT - Software	500	Civic Hall	186.50	
4130	Vehicle Leasing	350	Environmental Services	3,171.33	
4131	Vehicle Fuel	350	Environmental Services	1,670.75	
4132	Winter Maintenance	350	Environmental Services	1,434.24	
4133	Environmental Campaigns	350	Environmental Services		3,115.00
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	
4321	Detached Youth Project	300	Services	30,000.00	
4324	Money Advice Service	300	Services	28,750.00	
4401	Firework Festival	320	Events	10,000.00	
4410	Remembrance Services	320	Events	357.50	
4421	Events (External)	320	Events	26,611.00	
4423	Heritage Projects	320	Events	6,410.25	
4425	Technical Support	500	Civic Hall	1,455.00	
4439	Christmas Decorations	320	Events	526.31	
4500	Members Initiative Fund	400	Grants	48,001.22	
4502	Strategic Grants	400	Grants	15,473.00	
4560	Coffee Shop-Food	505	Coffee Shop	1,255.03	
4560	Coffee Shop-Food	510	Civic Hall Bar	688.19	
4600	Bar Stock	510	Civic Hall Bar	15,885.40	
4601	Bar Supplies - Sundry Items	510	Civic Hall Bar	157.57	
4602	Bar - Stocktaking Costs	505	Coffee Shop	100.00	
4602	Bar - Stocktaking Costs	510	Civic Hall Bar	600.00	
4603	Bar - gas	510	Civic Hall Bar	288.80	
4650	Events - Civic Hall	500	Civic Hall	25,040.02	
4652	Civic Hall Performers	500	Civic Hall	12,640.64	
4654	Purchases for weddings/parties	500	Civic Hall	615.82	
4700	Ticket Sales Paid Over	500	Civic Hall	27,445.95	
4751	Technical supp-rechargeable	500	Civic Hall	130.00	
4752	Purchases weddings etc- rech	500	Civic Hall	4,442.84	

Continued over page

Date : 03/12/2018

Stanley Town Council 2018-19

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Time: 14:38

Trial Balance for Month No: 8

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>
4803	Chairmans Fund	200	Democracy	209.33	
4805	Chairmans Awards	200	Democracy	1,624.37	
4808	Election Costs	200	Democracy	6,497.24	
4996	PWLB Loan - Principal	520	Loan Charges	19,500.00	
4997	PWLB Loan - Interest	520	Loan Charges	3,581.50	
4998	Transaction Fees	500	Civic Hall	1,329.40	
4999	Bank Charges	110	Administration	557.09	
5000	Transfer to EM Reserves			190,000.00	
5001	Trnsfer from EM Reserves				211,996.00
<b>Trial Balance Totals :</b>				<b>1,678,221.63</b>	<b>1,678,221.63</b>
<b>Difference</b>				<b>0.00</b>	



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## List of Purchase Ledger Payments

User: SO

Linked to Cashbook 1

Entered Month 8  
by user SO

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>PATEL</b>							
<b>A Patel</b>							
<i>Rent 01/11/18 to 30/04/19</i>	01/11/2018	NOV18 RENT	1	4,000.00	0.00	4,000.00	0.00
					<b>0.00</b>	<b>4,000.00</b>	
Above paid on 05/11/2018 by Online Payment Ref PATEL							
<b>Total Purchase Ledger Payments</b>					<b>0.00</b>	<b>4,000.00</b>	

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## List of Purchase Ledger Payments

User: SO

## Linked to Cashbook 1

Entered Month 8  
by user SO

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>APBOWLING</b> <b>Annfield Plain Park Bowling Club</b>							
<i>MIF697 -AP bowls boiler</i>	05/11/2018	MIF697	1	389.97	0.00	389.97	0.00
Authorised: <b>BCS08 002</b>							
					<b>0.00</b>	<b>389.97</b>	
Above paid on 07/11/2018 by Online Payment Ref APBOWLING							
<b>APLAIN</b> <b>Annfield Plain Community Centre</b>							
<i>MIF704 comm garden insurance</i>	05/11/2018	MIF704	1	99.31	0.00	99.31	0.00
Authorised: <b>BACS08 006</b>							
					<b>0.00</b>	<b>99.31</b>	
Above paid on 07/11/2018 by Online Payment Ref APLAIN							
<b>DCCRB</b> <b>Durham County Council</b>							
<i>HR advice-restructure</i>	29/10/2018	601112519	1	774.00	0.00	774.00	0.00
Authorised: <b>BACS08 009</b>							
					<b>0.00</b>	<b>774.00</b>	
Above paid on 07/11/2018 by Online Payment Ref DCCRB							
<b>DRAINDOC</b> <b>Drain Doctor Plumbing</b>							
<i>unblock ladies toilets</i>	31/10/2018	57-8396	1	270.00	0.00	270.00	0.00
Authorised: <b>BACS08 008</b>							
					<b>0.00</b>	<b>270.00</b>	
Above paid on 07/11/2018 by Online Payment Ref DRAINDOC							
<b>MAIN</b> <b>Main Brothers DIY</b>							
<i>araldite, drill bits etc</i>	29/10/2018	42	1	38.72	0.00	38.72	0.00
Authorised: <b>BACS08 010</b>							
					<b>0.00</b>	<b>38.72</b>	
Above paid on 07/11/2018 by Online Payment Ref MAIN							
<b>PIONEER</b> <b>Pioneer Foods</b>							
<i>crisps, glasses</i>	26/10/2018	281975	1	107.48	0.00	107.48	0.00
Authorised: <b>BACS08 011</b>							
					<b>0.00</b>	<b>107.48</b>	
Above paid on 07/11/2018 by Online Payment Ref PIONEER							

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## List of Purchase Ledger Payments

User: SO

Linked to Cashbook 1

Entered Month 8  
by user SO

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>SHAID</b> <b>SHAID Ltd</b>							
<i>MIF703 extinguishers/bikes</i>	05/11/2018	MIF703	1	550.00	0.00	550.00	0.00
Authorised: <b>BACS08 005</b>							
					<u>0.00</u>	<u>550.00</u>	
Above paid on 07/11/2018 by Online Payment Ref SHAID							
<b>STATIONERY</b> <b>Normans of Billingham Ltd</b>							
<i>file dividers</i>	29/10/2018	22012	1	8.28	0.00	8.28	0.00
Authorised: <b>BACS08 011</b>							
					<u>0.00</u>	<u>8.28</u>	
Above paid on 07/11/2018 by Online Payment Ref STATIONERY							
<b>TANFIELD</b> <b>Tanfield Lea Partnership</b>							
<i>MIF694 WW1 commemoration</i>	05/11/2018	MIF694	1	150.00	0.00	150.00	0.00
Authorised: <b>BACS08 001</b>							
					<u>0.00</u>	<u>150.00</u>	
Above paid on 07/11/2018 by Online Payment Ref TANFIELD							
<b>TANFRAIL</b> <b>Tanfield Railway</b>							
<i>MIF702- Railway vibrating plat</i>	29/10/2018	MIF702	1	849.99	0.00	849.99	0.00
Authorised: <b>BACS08 004</b>							
					<u>0.00</u>	<u>849.99</u>	
Above paid on 07/11/2018 by Online Payment Ref TANFRAIL							
<b>TANPRIMARY</b> <b>Tanfield Lea Community Primary</b>							
<i>MIF701 WW1 &amp; reading mosaics</i>	29/10/2018	MIF701	1	150.00	0.00	150.00	0.00
Authorised: <b>BACS08 003</b>							
					<u>0.00</u>	<u>150.00</u>	
Above paid on 07/11/2018 by Online Payment Ref TANPRIMARY							
<b>Total Purchase Ledger Payments</b>					<u>0.00</u>	<u>3,387.75</u>	



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## List of Purchase Ledger Payments

User: SO

Linked to Cashbook 1

Entered Month 8  
by user SO

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>STARSYC</b> <b>Stars Youth and Community</b>							
<i>grant 2018/19</i>	13/11/2018	GRANT18	1	30,000.00	0.00	30,000.00	0.00
Authorised: BACS08 013							
						<b>0.00</b>	<b>30,000.00</b>
Above paid on 13/11/2018 by Online Payment Ref STARSYC							
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>30,000.00</b>

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## List of Purchase Ledger Payments

User: SO

Linked to Cashbook 1

Entered Month 8  
by user SO

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>SEDGEFIELD Sedgefield Town Council Mayor's Charity</b>							
<i>Remembrance lunch- Sedgefield</i>	29/10/2018	REMEMBRANCE	1	34.00	0.00	34.00	0.00
Authorised: BACS08 007							

0.00	34.00
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Above paid on 05/11/2018 by Online Payment Ref SEDGEFIELD

<b>Total Purchase Ledger Payments</b>	<b>0.00</b>	<b>34.00</b>
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## List of Purchase Ledger Payments

User: SO

## Linked to Cashbook 1

Entered Month 8  
by user SO

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>CELEBRITY</b> <b>Celebrity PR Ltd</b>							
<i>Joe McElderry 26/10</i>	13/11/2018	8589	1	4,992.94	0.00	492.94	4,500.00
Authorised: <b>BACS08 014</b>							
					<b>0.00</b>	<b>492.94</b>	
Above paid on 14/11/2018 by Online Payment Ref CELEBRITY							
<b>DCCRB</b> <b>Durham County Council</b>							
<i>Weighbridge Oct 18</i>	05/11/2018	252695960	1	293.04	0.00	293.04	0.00
Authorised: <b>BACS08 015</b>							
					<b>0.00</b>	<b>293.04</b>	
Above paid on 14/11/2018 by Online Payment Ref DCCRB							
<b>PACTPRINT</b> <b>PACT Print Ltd</b>							
<i>5 duplicate copy order books</i>	01/11/2018	PP0015	1	95.00	0.00	95.00	0.00
					<b>0.00</b>	<b>95.00</b>	
Above paid on 14/11/2018 by Online Payment Ref PACTPRINT							
<b>PRINTMEIT</b> <b>Printmeit.com Ltd</b>							
<i>signage- 10 foamex roundals</i>	12/11/2018	1328151	1	160.80	0.00	160.80	0.00
Authorised: <b>BACS08 017</b>							
					<b>0.00</b>	<b>160.80</b>	
Above paid on 14/11/2018 by Online Payment Ref PRINTMEIT							
<b>ROCHNDT</b> <b>Roch ndt Services</b>							
<i>testing of lighting columns</i>	12/11/2018	INS1676	1	480.00	0.00	480.00	0.00
Authorised: <b>BACS08 018</b>							
					<b>0.00</b>	<b>480.00</b>	
Above paid on 14/11/2018 by Online Payment Ref ROCHNDT							
<b>TACAIN</b> <b>T A Cain</b>							
<i>tech supp Joe McElderry 26/10</i>	29/10/2018	JOE MCELDERRY	1	290.00	0.00	290.00	0.00
Authorised: <b>BACS08 019</b>							
					<b>0.00</b>	<b>290.00</b>	
Above paid on 14/11/2018 by Online Payment Ref TACAIN							

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## List of Purchase Ledger Payments

User: SO

Linked to Cashbook 1

Entered Month 8  
by user SO

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>TECHNO</b> <b>Technogrid Ltd</b>							
Maint contract SAM 4S 900	01/11/2018	29225	1	102.00	0.00	102.00	0.00
Authorised: BACS08 020							

0.00	102.00
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Above paid on 14/11/2018 by Online Payment Ref TECHNO

<b>Total Purchase Ledger Payments</b>	<b>0.00</b>	<b>1,913.78</b>
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Stanley Town Council 2018-19

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## List of Purchase Ledger Payments

User: SO

Linked to Cashbook 1

Entered Month 8  
by user SO

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>CELEBRITY</b> <b>Celebrity PR Ltd</b>							
<i>Joe McElderry 26/10</i>	13/11/2018	8589	1	4,500.00	0.00	4,500.00	0.00
Authorised: BACS08 014							

0.00	4,500.00
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Above paid on 14/11/2018 by Online Payment Ref CELEBRITY

<b>Total Purchase Ledger Payments</b>	<b>0.00</b>	<b>4,500.00</b>
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## List of Purchase Ledger Payments

User: SO

Linked to Cashbook 1

Entered Month 8  
by user SO

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>BOWLS</b> <b>Stanley IBC Ltd</b>							
<i>MIF706-Indoor bowls</i>	16/11/2018	MIF706	1	200.00	0.00	200.00	0.00
Authorised: <b>BACS08 024</b>							
					<u>0.00</u>	<u>200.00</u>	
Above paid on 20/11/2018 by Online Payment Ref BOWLS							
<b>HOG100</b> <b>Hoge 100 Business Systems Ltd</b>							
<i>web sales October 18</i>	31/10/2018	23932	1	270.17	0.00	270.17	0.00
Authorised: <b>BACS089 021</b>							
					<u>0.00</u>	<u>270.17</u>	
Above paid on 20/11/2018 by Online Payment Ref HOG100							
<b>SMMTG</b> <b>South Moor Musical Theatre Group</b>							
<i>MIF700 S Moor MTG</i>	16/11/2018	MIF700	1	1,150.00	0.00	1,150.00	0.00
Authorised: <b>BACS08 023</b>							
					<u>0.00</u>	<u>1,150.00</u>	
Above paid on 20/11/2018 by Online Payment Ref SMMTG							
<b>TANFBLOOM</b> <b>Tanfield in Bloom</b>							
<i>MIF705 Tanf in bloom-perennial</i>	16/11/2018	MIF705	1	1,000.00	0.00	1,000.00	0.00
Authorised: <b>BACS08 022</b>							
					<u>0.00</u>	<u>1,000.00</u>	
Above paid on 20/11/2018 by Online Payment Ref TANFBLOOM							
<b>Total Purchase Ledger Payments</b>						<u>0.00</u>	<u>2,620.17</u>



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## Stanley Town Council 2018-19

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## List of Purchase Ledger Payments

User: SO

## Linked to Cashbook 1

Entered Month 8  
by user SO

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>APCRICKET</b> <b>Annfield Plain Cricket Club</b>							
<i>MIF707- cricket coaching</i>	22/11/2018	MIF707	1	560.00	0.00	560.00	0.00
Authorised: <b>BACS08 028</b>							
					<b>0.00</b>	<b>560.00</b>	
Above paid on 22/11/2018 by Online Payment Ref APCRICKET							
<b>AUDITOR</b> <b>G Fletcher</b>							
<i>2 days planned audit work</i>	19/11/2018	STTC1/18	1	320.00	0.00	320.00	0.00
Authorised: <b>BACS0/ 026</b>							
					<b>0.00</b>	<b>320.00</b>	
Above paid on 22/11/2018 by Online Payment Ref AUDITOR							
<b>CATCHSCH</b> <b>Catchgate Primary School</b>							
<i>MIF708-wellbeing week</i>	22/11/2018	MIF708	1	1,665.00	0.00	1,665.00	0.00
Authorised: <b>BACS08 027</b>							
					<b>0.00</b>	<b>1,665.00</b>	
Above paid on 22/11/2018 by Online Payment Ref CATCHSCH							
<b>FATTORINI</b> <b>Thomas Fattorini Ltd</b>							
<i>Mayor's collarett</i>	19/11/2018	I235612	1	38.20	0.00	38.20	0.00
Authorised: <b>BACS08 025</b>							
					<b>0.00</b>	<b>38.20</b>	
Above paid on 22/11/2018 by Online Payment Ref FATTORINI							
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>2,583.20</b>

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## List of Purchase Ledger Payments

User: SO

Linked to Cashbook 1

Entered Month 8  
by user SO

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>ADVERT</b> <b>Newsquest Media Group</b>							
11/11 Sunday Echo	12/11/2018	27112866	1	198.00	0.00	198.00	0.00
Authorised: <b>BACS08 038</b>							
					<b>0.00</b>	<b>198.00</b>	
Above paid on 28/11/2018 by Online Payment Ref ADVERT							
<b>CAOS</b> <b>CAOS</b>							
Ticket sales Top Hat (gross)	27/11/2018	TOP HAT	1	7,012.00	0.00	7,012.00	0.00
Authorised: <b>BACS08 029</b>							
					<b>0.00</b>	<b>7,012.00</b>	
Above paid on 28/11/2018 by Online Payment Ref CAOS							
<b>JAK</b> <b>JAK HQ Ltd</b>							
Advert In and Around Dec 18	22/11/2018	63587	1	240.00	0.00	240.00	0.00
Authorised: <b>BACS08 030</b>							
					<b>0.00</b>	<b>240.00</b>	
Above paid on 28/11/2018 by Online Payment Ref JAK							
<b>MEDICS</b> <b>Medics UK (North East) Ltd</b>							
Med cover -remembrance-S Moor	22/11/2018	E2018/0622	1	130.00	0.00	130.00	0.00
Authorised: <b>BACS08 031</b>							
					<b>0.00</b>	<b>130.00</b>	
Above paid on 28/11/2018 by Online Payment Ref MEDICS							
<b>NESTOCK</b> <b>North of England Stocktakers</b>							
stocktake 14/11/18	14/11/2018	37785	1	75.00	0.00	75.00	0.00
Authorised: <b>BACS08 037</b>							
					<b>0.00</b>	<b>75.00</b>	
Above paid on 28/11/2018 by Online Payment Ref NESTOCK							
<b>PIONEER</b> <b>Pioneer Foods</b>							
ice creams	13/11/2018	307951	1	162.72	0.00	162.72	0.00
Authorised: <b>BACS08 039</b>							
ice cream, crisps	23/11/2018	32346	1	163.74	0.00	163.74	0.00
Authorised: <b>BACS08 038</b>							
					<b>0.00</b>	<b>326.46</b>	
Above paid on 28/11/2018 by Online Payment Ref PIONEER							

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Stanley Town Council 2018-19

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## List of Purchase Ledger Payments

User: SO

Linked to Cashbook 1

Entered Month 8  
by user SO

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>STRIKE</b> <b>Strike While the Irons Hot Ltd</b>							
<i>laundry 20/10 (inv 1684)</i>	06/11/2018	006502	1	49.38	0.00	49.38	0.00
Authorised: <b>BACS08 040</b>							
					<b>0.00</b>	<b>49.38</b>	
Above paid on 28/11/2018 by Online Payment Ref STRIKE							
<b>WASHINGTON</b> <b>Washington Supplies</b>							
<i>credit re wrong item charged</i>	07/11/2018	18462CR	1	-48.00	0.00	-48.00	0.00
Authorised: <b>BACS08 042</b>							
<i>mop heads etc</i>	07/11/2018	18462	1	501.80	0.00	501.80	0.00
Authorised: <b>BACS08 041</b>							
					<b>0.00</b>	<b>453.80</b>	
Above paid on 28/11/2018 by Online Payment Ref WASHINGTON							
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>8,484.64</b>



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## Stanley Town Council 2018-19

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## Annual Budget - By Centre

Note: Year End Projection 2018-19 / Estimate 2019-20

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>101 Stanley Town Council</b>									
1075 Grants	0	785	0	0	0	0	0	0	0
<b>Total Income</b>	0	785	0	0	0	0	0	0	0
4000 Direct Salaries	154,582	148,617	143,550	72,275	115,675	0	157,292	0	0
4008 Training	2,000	1,450	2,000	645	1,000	0	1,915	0	0
4009 Clothing Costs	300	0	300	92	300	0	300	0	0
4010 Payroll SLA	1,500	1,789	1,500	1,962	1,962	0	2,100	0	0
4012 Recruitment	650	0	1,000	101	600	0	600	0	0
4013 HR Advice & Support	250	0	1,000	645	2,500	0	1,000	0	0
4014 Courses and Seminars	150	0	150	0	0	0	150	0	0
4102 Stationery	0	0	0	40	0	0	0	0	0
4103 Publications	0	0	0	660	0	0	0	0	0
<b>Overhead Expenditure</b>	159,432	151,856	149,500	76,419	122,037	0	163,357	0	0
<b>Movement to/(from) Gen Reserve</b>	(159,432)	(151,071)	(149,500)	(76,419)	(122,037)		(163,357)		
<b>105 Office Accommodation</b>									
4054 Insurance	8,000	2,518	8,000	0	0	0	0	0	0
4061 Accommodation Rent	0	3,000	13,738	750	3,000	0	3,500	0	0
4065 Repairs & Maintenance	250	8	250	0	0	0	0	0	0
<b>Overhead Expenditure</b>	8,250	5,526	21,988	750	3,000	0	3,500	0	0
<b>Movement to/(from) Gen Reserve</b>	(8,250)	(5,526)	(21,988)	(750)	(3,000)		(3,500)		
<b>110 Administration</b>									

Continued on next page

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## Stanley Town Council 2018-19

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## Annual Budget - By Centre

Note: Year End Projection 2018-19 / Estimate 2019-20

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1050 Interest	0	1,056	0	0	0	0	0	0	0
<b>Total Income</b>	0	1,056	0	0	0	0	0	0	0
4012 Recruitment	0	0	0	285	0	0	0	0	0
4054 Insurance	4,000	3,956	4,000	3,963	3,963	0	3,500	0	0
4065 Repairs & Maintenance	0	0	0	0	0	0	0	0	0
4073 Health and Safety	0	0	0	279	350	0	450	0	0
4077 Licences	0	475	0	480	480	0	500	0	0
4100 Telephones	300	300	300	0	0	0	0	0	0
4101 Mobile Phones	500	451	500	139	185	0	200	0	0
4102 Stationery	750	688	750	250	334	0	700	0	0
4103 Publications	100	0	100	29	100	0	100	0	0
4104 Postage	900	235	700	125	167	0	250	0	0
4105 Photocopying	600	781	600	473	631	0	600	0	0
4106 Subscriptions	4,400	4,129	4,400	4,922	4,922	0	4,500	0	0
4110 Audit External	2,100	2,000	2,100	0	2,000	0	2,000	0	0
4111 Audit Internal	1,200	1,400	1,500	480	1,750	0	1,500	0	0
4112 Professional Fees	2,000	13,610	10,000	11,715	11,715	0	7,500	0	0
4114 Refreshments	200	90	200	0	0	0	100	0	0
4120 IT - Antivirus	100	16	80	0	0	0	90	0	0
4121 IT - Website Support	100	75	100	0	100	0	150	0	0
4122 IT - Email Maintenance	2,200	2,986	2,200	1,844	2,458	0	2,000	0	0
4123 IT - Support & Maintenance	4,000	1,108	4,000	686	914	0	2,000	0	0
4124 IT - Equipment	2,000	1,843	2,000	38	1,800	0	1,800	0	0

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## Stanley Town Council 2018-19

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## Annual Budget - By Centre

Note: Year End Projection 2018-19 / Estimate 2019-20

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4125 IT - Software	500	1,622	800	1,031	1,374	0	800	0	0
4999 Bank Charges	1,250	1,661	2,000	557	743	0	1,000	0	0
<b>Overhead Expenditure</b>	27,200	37,427	36,330	27,297	33,986	0	29,740	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(27,200)</u>	<u>(36,371)</u>	<u>(36,330)</u>	<u>(27,297)</u>	<u>(33,986)</u>		<u>(29,740)</u>		
<b><u>111</u></b>	<b><u>Precept</u></b>								
1176 Precept	674,837	674,837	706,256	706,256	706,256	0	716,728	0	0
1177 LCTRS Grant	112,039	112,039	117,132	117,132	117,132	0	106,417	0	0
<b>Total Income</b>	786,876	786,876	823,388	823,388	823,388	0	823,145	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>786,876</u>	<u>786,876</u>	<u>823,388</u>	<u>823,388</u>	<u>823,388</u>		<u>823,145</u>		
<b><u>115</u></b>	<b><u>Publicity</u></b>								
4075 Advertising	6,500	3,308	5,000	1,359	1,811	0	0	0	0
4200 Stanley Life	15,000	0	10,000	0	0	0	0	0	0
4201 Annual Report	300	0	300	0	0	0	0	0	0
4205 Community Engagement	0	0	0	0	0	0	20,000	0	0
<b>Overhead Expenditure</b>	21,800	3,308	15,300	1,359	1,811	0	20,000	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(21,800)</u>	<u>(3,308)</u>	<u>(15,300)</u>	<u>(1,359)</u>	<u>(1,811)</u>		<u>(20,000)</u>		
<b><u>200</u></b>	<b><u>Democracy</u></b>								
4020 DBS Checks	500	0	500	0	0	0	0	0	0
4066 Tools & Equipment	0	1,109	0	0	0	0	0	0	0
4102 Stationery	0	100	100	0	100	0	100	0	0

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**Stanley Town Council 2018-19**  
**Annual Budget - By Centre**

**Note: Year End Projection 2018-19 / Estimate 2019-20**

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4114 Refreshments	0	247	100	22	22	0	100	0	0
4800 Member Training	2,000	1,469	2,000	0	0	0	1,500	0	0
4801 Annual Parish Meeting	150	0	150	0	150	0	150	0	0
4802 Other Meetings	250	1,915	1,000	0	250	0	1,000	0	0
4803 Chairmans Fund	5,000	2,108	2,000	209	2,000	0	2,000	0	0
4804 Freedom of the Town Award	250	0	0	0	0	0	0	0	0
4805 Chairmans Awards	0	0	3,000	1,624	2,165	0	2,500	0	0
4808 Election Costs	32,000	32,149	0	6,497	15,000	0	0	0	0
<b>Overhead Expenditure</b>	40,150	39,097	8,850	8,353	19,687	0	7,350	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(40,150)</u>	<u>(39,097)</u>	<u>(8,850)</u>	<u>(8,353)</u>	<u>(19,687)</u>		<u>(7,350)</u>		
<b>300 Services</b>									
4300 Environmental Services	67,500	64,300	19,129	4,106	4,106	0	0	0	0
4301 Tractors	0	50	0	0	0	0	0	0	0
4305 Front Street Regeneration	0	0	4,661	0	0	0	0	0	0
4310 Crime Prevention Initiatives	7,000	0	0	0	0	0	0	0	0
4312 Police Cars - Contribution	7,000	7,000	10,500	10,500	10,500	0	10,500	0	0
4313 Mini Police	4,400	0	0	0	0	0	0	0	0
4321 Detached Youth Project	30,000	30,000	30,000	30,000	30,000	0	30,000	0	0
4322 Road Safety Initiatives	3,000	301	0	0	0	0	0	0	0
4323 Defibrillators	2,000	0	0	0	0	0	0	0	0
4324 Money Advice Service	30,000	30,000	50,000	28,750	57,500	0	50,000	0	0
<b>Overhead Expenditure</b>	150,900	131,651	114,290	73,356	102,106	0	90,500	0	0

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## Stanley Town Council 2018-19

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## Annual Budget - By Centre

Note: Year End Projection 2018-19 / Estimate 2019-20

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Movement to/(from) Gen Reserve</b>	<u>(150,900)</u>	<u>(131,651)</u>	<u>(114,290)</u>	<u>(73,356)</u>	<u>(102,106)</u>		<u>(90,500)</u>		
<b><u>305</u></b>									
<b><u>PACT House</u></b>									
4049 Rent	8,000	8,000	8,000	8,000	8,000	0	8,000	0	0
4052 Electricity	0	0	0	0	11,000	0	0	0	0
4054 Insurance	200	322	200	0	200	0	200	0	0
4112 Professional Fees	0	1,175	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>	8,200	9,497	8,200	8,000	19,200	0	8,200	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(8,200)</u>	<u>(9,497)</u>	<u>(8,200)</u>	<u>(8,000)</u>	<u>(19,200)</u>		<u>(8,200)</u>		
<b><u>307</u></b>									
<b><u>AP Community Room</u></b>									
1060 Rent Income	2,000	0	1,500	90	150	0	500	0	0
<b>Total Income</b>	2,000	0	1,500	90	150	0	500	0	0
4050 Rates	500	332	400	360	360	0	500	0	0
4051 Water Rates	300	0	300	0	0	0	0	0	0
4052 Electricity	300	353	300	136	181	0	500	0	0
4053 Gas	564	579	550	404	538	0	650	0	0
4054 Insurance	350	0	350	0	0	0	0	0	0
4065 Repairs & Maintenance	500	159	500	0	200	0	200	0	0
4112 Professional Fees	500	0	500	0	0	0	0	0	0
<b>Overhead Expenditure</b>	3,014	1,424	2,900	900	1,279	0	1,850	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(1,014)</u>	<u>(1,424)</u>	<u>(1,400)</u>	<u>(810)</u>	<u>(1,129)</u>		<u>(1,350)</u>		

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**Stanley Town Council 2018-19**  
**Annual Budget - By Centre**

**Note: Year End Projection 2018-19 / Estimate 2019-20**

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b><u>310</u></b>	<b><u>Warden Service</u></b>								
4116	STC Warden Service	0	54,227	0	40,716	0	54,288	0	0
	<b>Overhead Expenditure</b>	0	54,227	0	40,716	0	54,288	0	0
	<b>Movement to/(from) Gen Reserve</b>	0	(54,227)	0	(40,716)		(54,288)		
<b><u>320</u></b>	<b><u>Events</u></b>								
4400	Music Festival	5,000	0	0	0	0	0	0	0
4401	Firework Festival	15,000	10,000	10,000	10,000	0	10,000	0	0
4402	Christmas Festival	10,000	9,952	0	0	0	0	0	0
4405	Blooming Good Fun	1,500	1,519	0	0	0	0	0	0
4407	Play in the Park	15,000	14,689	0	0	0	0	0	0
4410	Remembrance Services	400	510	500	358	500	2,000	0	0
4411	WW1 Commemoration	5,000	0	0	0	0	0	0	0
4412	Armed Forces Day	4,000	4,443	0	0	0	0	0	0
4413	Moria-Con	5,000	3,598	0	0	0	0	0	0
4418	Older People's Entertainment	1,000	850	0	0	0	0	0	0
4419	Other Events	0	-676	0	0	0	0	0	0
4420	Blue Plaque Scheme	1,200	448	1,200	0	1,200	500	0	0
4421	Events (External)	0	0	40,000	26,611	40,000	45,000	0	0
4423	Heritage Projects	5,825	3,386	5,000	6,418	6,410	5,000	0	0
4424	West Stanley Memorial	400	308	400	0	400	400	0	0
4426	Miners Sunday	0	0	0	0	0	10,000	0	0
4439	Christmas Decorations	23,000	22,779	18,000	526	38,520	38,000	0	0

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## Stanley Town Council 2018-19

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## Annual Budget - By Centre

Note: Year End Projection 2018-19 / Estimate 2019-20

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Overhead Expenditure</b>	92,325	71,806	75,100	43,913	97,030	0	110,900	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(92,325)</u>	<u>(71,806)</u>	<u>(75,100)</u>	<u>(43,913)</u>	<u>(97,030)</u>		<u>(110,900)</u>		
<b>350 Environmental Services</b>									
4000 Direct Salaries	0	0	91,889	57,449	87,300	0	93,538	0	0
4009 Clothing Costs	0	0	2,000	479	639	0	600	0	0
4058 Trade Waste	0	0	2,700	385	1,500	0	1,500	0	0
4065 Repairs & Maintenance	0	0	2,000	339	2,000	0	2,000	0	0
4066 Tools & Equipment	0	0	5,000	905	1,206	0	3,500	0	0
4130 Vehicle Leasing	0	0	0	3,171	5,430	0	3,200	0	0
4131 Vehicle Fuel	0	0	6,000	1,671	2,227	0	2,500	0	0
4132 Winter Maintenance	0	0	2,200	1,434	2,200	0	2,200	0	0
4133 Environmental Campaigns	0	0	5,000	-3,115	3,000	0	3,000	0	0
4134 Stanley in Bloom	0	0	0	0	0	0	6,500	0	0
<b>Overhead Expenditure</b>	0	0	116,789	62,719	105,502	0	118,538	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>0</u>	<u>0</u>	<u>(116,789)</u>	<u>(62,719)</u>	<u>(105,502)</u>		<u>(118,538)</u>		
<b>400 Grants</b>									
4500 Members Initiative Fund	70,000	68,753	70,000	49,313	70,000	0	0	0	0
4502 Strategic Grants	55,153	42,046	0	15,473	0	0	35,000	0	0
4504 Youth Providers	0	0	15,000	0	0	0	0	0	0
4505 Stanley Fund	0	0	0	0	0	0	50,000	0	0
<b>Overhead Expenditure</b>	125,153	110,800	85,000	64,786	70,000	0	85,000	0	0

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**Note: Year End Projection 2018-19 / Estimate 2019-20**

	Last Year		Current Year				Next Year		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve									
		(125,153)	(110,800)	(85,000)	(64,786)	(70,000)	(85,000)		
450 Facilities Management									
4000	Direct Salaries	0	0	108,979	61,554	90,600	0	114,450	0
Overhead Expenditure		0	0	108,979	61,554	90,600	0	114,450	0
Movement to/(from) Gen Reserve		0	0	(108,979)	(61,554)	(90,600)	(114,450)		
500 Civic Hall									
1000	Ticket Sales Retained	30,000	27,904	25,000	106	1,500	0	2,500	0
1002	Ticket sales ret'd- Ext shows	0	5,166	0	5,207	5,207	0	0	0
1005	Ticket Sales Non Retained	0	71,709	0	29,068	34,700	0	0	0
1010	Hall Hire	70,000	61,111	70,000	27,726	40,000	0	50,000	0
1012	Civic Players etc-Fees, Subs,	16,700	5,722	0	8,883	8,883	0	0	0
1013	DCC Recharges	1,760	1,760	1,760	0	1,760	0	1,760	0
1026	Table packages etc	0	1,074	500	2,986	3,500	0	4,000	0
1028	Resale Items	0	833	500	0	200	0	500	0
1029	Recharged buffet, disco etc	0	2,550	2,500	3,094	5,000	0	3,000	0
1031	PRS income	0	40	150	202	202	0	50	0
1032	Recharged technical	0	717	1,000	0	0	0	1,000	0
1061	Rent Income - Town Council	0	3,000	0	0	3,000	0	3,500	0
1081	Donations	0	3,666	0	0	0	0	0	0
1091	Art Work Sales	150	4	15	9	9	0	0	0
Total Income		118,610	185,255	101,425	77,281	103,961	0	66,310	0

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**Stanley Town Council 2018-19**  
**Annual Budget - By Centre**  
**Note: Year End Projection 2018-19 / Estimate 2019-20**

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4000 Direct Salaries	154,582	116,540	0	0	0	0	0	0	0
4005 Casual Staff	20,000	49,262	20,000	26,883	35,835	0	20,000	0	0
4008 Training	2,500	332	2,500	0	2,500	0	1,500	0	0
4009 Clothing Costs	1,100	879	1,200	0	800	0	800	0	0
4011 Travel & Subsistence	400	19	400	0	0	0	0	0	0
4012 Recruitment	650	0	650	0	0	0	500	0	0
4050 Rates	8,000	8,015	8,100	6,604	8,100	0	8,150	0	0
4051 Water Rates	3,500	1,549	3,000	1,304	1,800	0	1,800	0	0
4052 Electricity	10,000	14,286	13,000	6,365	11,000	0	12,000	0	0
4053 Gas	3,500	1,895	2,000	494	1,750	0	2,000	0	0
4055 Cleaning	2,400	4,175	3,500	1,695	2,259	0	2,700	0	0
4056 Alarm Maintenance	1,500	1,980	2,000	1,581	2,000	0	2,000	0	0
4057 Window Cleaning	250	150	250	100	150	0	150	0	0
4058 Trade Waste	2,000	1,150	1,500	1,186	1,500	0	1,300	0	0
4059 Laundry	1,700	667	1,200	203	480	0	800	0	0
4065 Repairs & Maintenance	2,500	6,771	2,500	3,170	3,750	0	2,500	0	0
4066 Tools & Equipment	6,000	6,220	3,000	2,095	2,217	0	1,000	0	0
4067 Furniture & Fittings	1,500	374	1,000	0	0	0	1,000	0	0
4068 Structure	800	0	800	0	0	0	800	0	0
4069 Pest Control	250	267	300	272	272	0	300	0	0
4070 Crockery,Cutlery etc	1,000	0	500	0	100	0	250	0	0
4071 Health & Safety - Fire	250	282	250	164	300	0	300	0	0
4072 Health & Safety First Aid	200	64	200	0	50	0	50	0	0
4073 Health and Safety	2,580	1,402	2,600	0	1,000	0	1,500	0	0

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**Stanley Town Council 2018-19**  
**Annual Budget - By Centre**  
**Note: Year End Projection 2018-19 / Estimate 2019-20**

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4075 Advertising	5,000	8,681	0	0	0	0	0	0	0
4076 Marketing & Promotion	2,500	8,028	15,000	1,922	2,562	0	0	0	0
4077 Licences	2,000	3,045	2,000	2,205	3,500	0	3,000	0	0
4079 Security	500	179	500	0	200	0	500	0	0
4100 Telephones	3,200	3,103	3,200	2,865	3,200	0	3,200	0	0
4101 Mobile Phones	0	0	1,000	52	100	0	0	0	0
4102 Stationery	2,000	753	1,500	853	1,137	0	1,000	0	0
4104 Postage	800	2,175	1,500	177	236	0	1,000	0	0
4105 Photocopying	1,200	919	1,200	292	389	0	1,000	0	0
4114 Refreshments	0	6	0	0	0	0	0	0	0
4115 Hospitality	0	9	0	0	0	0	0	0	0
4120 IT - Antivirus	100	180	180	0	100	0	100	0	0
4121 IT - Website Support	200	0	200	0	500	0	500	0	0
4123 IT - Support & Maintenance	3,000	2,559	3,000	525	700	0	1,500	0	0
4125 IT - Software	200	548	500	187	600	0	600	0	0
4425 Technical Support	2,500	4,255	2,500	1,455	1,940	0	3,500	0	0
4650 Events - Civic Hall	15,000	43,996	0	25,160	25,040	0	0	0	0
4651 Events - Externally Organised	0	4	0	0	0	0	0	0	0
4652 Civic Hall Performers	11,200	12,714	10,000	12,641	12,641	0	0	0	0
4653 Summer Stage School	5,500	0	0	0	0	0	0	0	0
4654 Purchases for weddings/parties	0	1,865	0	616	616	0	500	0	0
4700 Ticket Sales Paid Over	0	71,709	0	32,189	34,700	0	0	0	0
4750 Resale Items	0	662	500	0	250	0	250	0	0
4751 Technical supp-rechargeable	0	715	1,000	130	600	0	1,000	0	0

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## Stanley Town Council 2018-19

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## Annual Budget - By Centre

Note: Year End Projection 2018-19 / Estimate 2019-20

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4752 Purchases weddings etc- rech	0	3,031	0	4,443	4,500	0	3,000	0	0
4998 Transaction Fees	1,100	3,286	2,000	1,329	1,772	0	1,000	0	0
<b>Overhead Expenditure</b>	283,162	388,699	116,230	139,156	171,146	0	83,050	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(164,552)</u>	<u>(203,444)</u>	<u>(14,805)</u>	<u>(61,874)</u>	<u>(67,185)</u>		<u>(16,740)</u>		
<b><u>505 Coffee Shop</u></b>									
1200 Hot Drinks	1,500	214	0	60	60	0	0	0	0
1205 Cold Drinks	100	0	0	0	0	0	0	0	0
1210 Food sales	1,500	0	0	0	0	0	0	0	0
1220 Coffee Shop	30,000	36,320	0	2,629	2,629	0	0	0	0
<b>Total Income</b>	33,100	36,534	0	2,689	2,689	0	0	0	0
4000 Direct Salaries	34,525	37,258	0	5,251	5,251	0	0	0	0
4008 Training	100	0	0	0	0	0	0	0	0
4009 Clothing Costs	200	98	0	0	0	0	0	0	0
4055 Cleaning	100	0	0	0	0	0	0	0	0
4065 Repairs & Maintenance	250	149	0	0	0	0	0	0	0
4066 Tools & Equipment	500	113	0	0	0	0	0	0	0
4070 Crockery,Cutlery etc	0	50	0	0	0	0	0	0	0
4075 Advertising	600	0	0	0	0	0	0	0	0
4550 Coffee Shop-Drinks (Hot)	1,700	0	0	0	0	0	0	0	0
4555 Coffee Shop-Drinks (Cold)	1,800	0	0	0	0	0	0	0	0
4560 Coffee Shop-Food	10,000	13,646	0	1,255	1,255	0	0	0	0
4602 Bar - Stocktaking Costs	100	585	0	100	100	0	0	0	0

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## Stanley Town Council 2018-19

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## Annual Budget - By Centre

Note: Year End Projection 2018-19 / Estimate 2019-20

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4625 Coffee Shop supplies	700	372	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>	50,575	52,270	0	6,606	6,606	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(17,475)</u>	<u>(15,736)</u>	0	<u>(3,917)</u>	<u>(3,917)</u>		0		
<b>510 Civic Hall Bar</b>									
1020 Bar Takings	48,000	63,905	65,000	25,902	34,527	0	45,000	0	0
1210 Food sales	0	0	0	1,097	1,463	0	1,000	0	0
<b>Total Income</b>	48,000	63,905	65,000	26,999	35,990	0	46,000	0	0
4009 Clothing Costs	150	110	200	6	100	0	0	0	0
4066 Tools & Equipment	450	80	250	0	0	0	0	0	0
4070 Crockery, Cutlery etc	500	0	500	0	0	0	0	0	0
4102 Stationery	100	0	0	0	0	0	0	0	0
4560 Coffee Shop-Food	0	0	0	688	917	0	750	0	0
4600 Bar Stock	18,500	28,360	27,000	15,885	21,175	0	28,500	0	0
4601 Bar Supplies - Sundry Items	3,500	288	400	158	210	0	400	0	0
4602 Bar - Stocktaking Costs	650	943	900	600	900	0	950	0	0
4603 Bar - gas	800	288	400	289	385	0	300	0	0
<b>Overhead Expenditure</b>	24,650	30,068	29,650	17,626	23,687	0	30,900	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>23,350</u>	<u>33,837</u>	<u>35,350</u>	<u>9,373</u>	<u>12,303</u>		<u>15,100</u>		
<b>520 Loan Charges</b>									
4996 PWLB Loan - Principal	20,000	20,000	40,000	19,500	40,000	0	40,000	0	0
4997 PWLB Loan - Interest	3,990	3,534	7,980	3,582	7,980	0	7,980	0	0

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**Stanley Town Council 2018-19**  
**Annual Budget - By Centre**

**Note: Year End Projection 2018-19 / Estimate 2019-20**

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Overhead Expenditure</b>									
	23,990	23,534	47,980	23,082	47,980	0	47,980	0	0
	<u>(23,990)</u>	<u>(23,534)</u>	<u>(47,980)</u>	<u>(23,082)</u>	<u>(47,980)</u>		<u>(47,980)</u>		
<b>Movement to/(from) Gen Reserve</b>									
<b><u>800</u></b>									
<b><u>Loan Costs</u></b>									
1100 Loan	0	0	0	190,000	190,000	0	0	0	0
<b>Total Income</b>	0	0	0	190,000	190,000	0	0	0	0
4156 Civic Hall - Structure	0	30,977	0	0	0	0	0	0	0
4160 Civic Hall - Equipment	0	7,082	0	0	0	0	0	0	0
4162 St Josephs House	0	0	0	190,000	190,000	0	0	0	0
<b>Overhead Expenditure</b>	0	38,059	0	190,000	190,000	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	0	(38,059)	0	0	0		0		
<b>Total Budget Income</b>	988,586	1,074,411	991,313	1,120,447	1,156,178	0	935,955	0	0
<b>Expenditure</b>	1,018,801	1,095,021	991,313	805,873	1,146,373	0	969,603	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(30,215)</u>	<u>(20,610)</u>	0	314,574	9,805		<u>(33,648)</u>		



**Stanley**  
**Town**  
**Council**

## Budget Monitoring

### 1. Salaries

The salaries estimates provided this month will now be fairly accurate as they take account of the new structure. The estimates are based on a Deputy Town Clerk being in post from 1st February 2019.

### 2. Office Accommodation

Budgets were established in this cost centre to take account of the Council's desire to take on the former Stanley Library building. As this seems unlikely, projections have been revised down accordingly.

### 3. Publicity

This area of the budget will be significantly underspent, which will help offset overspends in other areas.

### 4. Salaries

The salaries estimates provided this month will now be fairly accurate as they take account of the new structure. The estimates are based on a Deputy Town Clerk being in post from 1st February 2019.

### 5. Democracy

There is an overspend in this area due to the 2 by-elections held in this financial year.

### 6. Warden Service

The budgets in this area have been combined onto a single line - previously there were a number of nominals in the cost centre as though the service was an in-house service (which was the original preference when budgets were set). We have projected an underspend in this area due to the commencement of the service in mid- July 2018.

### 7. Events

This budget area is overspent for two reasons: Firstly because of the Beacon Event which was not budgeted for last January and secondly (and primarily) due to the additional investment in Christmas decorations required.

**8. Grants**

This area will be underspent due to the decision of Council not to allocate the £15k for additional youth funding and hold this back to be added to the provision for the Stanley Fund.

**9. Out-Turn**

I am now estimating an out-turn figure which will be underspent by less than 1%, in the region of £10k. This is an improvement of the position we estimated a few months ago and may improve further as we seek to reduce costs in other areas in the last quarter.

**4. Recommendation**

It is requested that Committee **NOTES** the report.

**Report Author**

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**Stanley**  
**Town**  
**Council**

## Draft Budget (updated)

### 1. Budget Proposals

At the meeting of Full Council held on the 27th November 2018, Council **RESOLVED** to make a number of changes to existing budgets and to create growth in certain areas to enable new projects to be undertaken in 2019/20. A summary of the changes required by Council is produced below, together with the actions taken to incorporate these matters into the draft budget. The draft budget itself is attached to the Committee papers in the 'Next Year' column of **ATTACHMENT J** (from Item 9 on this agenda).

	Title	Description	Amount	Funded From	Comments
1	Stanley Fund	Create partnership approach to funding voluntary organisations across the Stanley area by creating and collaborating on the creation of the Stanley fund to provide a sustainable grant pot for activities delivered by the voluntary sector across the Stanley Area. The fund to be managed by the County Durham Community Foundation. Representation from STC and joint aims for the fund to be developed in line with the public and STC priorities.	£50,000 year 1 and then £35,000 PA for 3 years	Merge 19/20 MIF & 18/19 Youth Funds to create.	Created new budget Code 400 4505 for Stanley Fund  Zeroed 400 4500 (MIF) and 400 4504 (Youth Providers)
2	Stanley Town Council Strategic Grant Fund	Internal Grant Fund to be split into two rounds. First call for projects April 2019 with Projects allocated May 2019 and a further round in September 2019 with funds awarded in October 2019. Funding criteria to be around the Council's priorities and MTP.	£35,000 PA	MIF Funds	Renamed 400 4502 from Other Grants to Strategic Grants

	Title	Description	Amount	Funded From	Comments
3	Community Engagement	Budget for engaging the community in Council Initiatives including the civic hall, Environmental services and Council funded projects.	£20,000	Re-Alignment of existing communication budget	Created new Code 115 4205 Community Engagement  Zeroed 115 4200 (Stanley Life); 115 4075 (Advertising); 115 4201 (Annual Report) and 500 4076 (Marketing & Promotion (Civic))
4	Stanley In Bloom	New fund to develop the Stanley In Bloom project including Blooming good fun.	£6,500	New budget for 2019/20	Created new code 350 4134
5	Miners Sunday	New event to celebrate our heritage and local mining history. To be developed on the back of existing contract.	£10,000	New budget for 2019/20	Created new code 320 4426
6	Annual Beacon Remembrance Event	Develop an annual event on the evening of remembrance Sunday	£1,500	New budget for 2019/20	Added £1500 to Code 320 4410 (Remembrance Events)
7	Regeneration & Development Fund	Develop a strategic fund to be used for high profile regeneration and development funds.	£ TBD	Earmarked Reserves to be moved into one single pot.	Stands at £92,099 (see <b>Figure 1 below</b> )
8	Christmas Lights	Stanley Wide Development of the Christmas Lights.	£20,000	Annual capital programme of investment.	Added £20,000 to Code 320 4439 (Christmas Decorations)

**Figure 1. Reserves & Balances**

	Balance 01/04/2017	Transfers	Additions	Expenditure	Balance 31/03/2018
<b>310-General reserve</b>	178,840	-24,757			154,083
<b>313-Grant fund</b>		36,757	1,350		38,107
<b>314-Community safety</b>			16,099		16,099
<b>315-Front St</b>	25,000	-25,000			0
<b>316-WW1 Centenary</b>	10,000				10,000
<b>317-War memorial</b>	50,000				50,000
<b>318-Parks</b>	8,000	8,000			16,000

<b>319-Election costs</b>	5,000	5,000			10,000
<b>320-Civic upgrades (balance of loan)</b>	94,192			38,059	56,133
<b>Balance</b>	<b>371,032</b>	<b>0</b>	<b>17,449</b>	<b>38,059</b>	<b>350,422</b>
<b>Total Earmarked Reserves</b>					<b>92,099</b>

## 2. Funding Requirement

As can be seen from Page 13 of **ATTACHMENT J**, the proposals taken together would amount to an additional budget requirement (based on this year's precept of **£92.53** and the revised tax base) of **£33,648**. In order to fund this, the Council has a number of options available:

### (i) Reduce Spending in other areas

Committee could consider other areas of expenditure in the draft budget which it feels are a lesser priority or where current levels of funding could be reduced. There is limited scope for savings as the budgets were streamlined last year and a number of multiple-year commitments made in the current year.

### (ii) Raise the funds through local taxation

The Council could raise the additional budget requirement through an increase in the local precept. To raise the required **£33,648**, the Band D equivalent Council Tax would need to be increased from **£92.53** to **£96.88**, which would equate to a **4.7%** increase.

A three year agreement was reached with the treasury last December so there is certainty that referendum principles for increases of **2%** or more will not be applied to Town & Parish Councils in the current budget setting round.

### (iii) Fund some of the growth using capital reserves

£20,000 of the growth put forward for next year relates specifically to capital investment in the Town Council's festive lighting schemes.

All or part of this growth could be met from the newly created earmarked reserve for strategic capital investment. If the entire **£20,000** growth was met from this earmarked reserve, the funding requirement would fall to **£13,648**. This would equate to an increase in the precept to **£94.29**, which equates to a **1.9%** increase.

Using a smaller proportion of reserves to fund this growth would enable the Council to fix an increase between the points identified above and in point (ii)

### (iv) Reconsider the amount of growth required

Unlikely, since these requirements were put forward by Council at the last meeting, however if Committee feels none of the above options are suitable, it could **RECOMMEND** that some or all of the proposals are amended or withdrawn.

#### 4. Recommendation

On the basis that:

- (i) The LCTRS grant is reducing over time;
- (ii) The Government has stated it will not require a referendum in this financial year for increases over 1.9%
- (iii) All of proposals which Council put forward last month will go into next year's budget.

The Town Clerk would **RECOMMEND** that prudent medium term financial planning would make an increase in the precept of between 2% and 3% a sensible and justifiable proposal.

#### Report Author

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## Committee Action Log - updated 5th December 2018

Meeting Date	Minute Ref	Officer	Agenda Item	Action	Date Complete	Notes
14.11.18	166	Alan Shaw	Medium Term Plan	Set up a steering group to look at Environmental Projects first		
09.10.18	127	James Harper	Festive Lighting Working Group	To send Cllr C Marshall timeline of discussions with DCC	7.11.18	Christmas lighting dealt with at extra ordinary Council on 6th November
09.10.18	127	Alan Shaw	Speed Visor	Chase Dave Clark to progress	7.11.18	Dave Clark now back in substantive post - has been contacted and asked for proposal to be brought forward
09.10.18	126	Alan Shaw	Stars YC	Send thank you for their update report and request information re 2019 delivery plan ideas	7.11.18	Proposals for next 3 years requested
12.09.18	97	Alan Shaw	Lights Out - Remembrance Beacon	A full size beacon to be installed in the bed where the Christmas Tree usually stands and convert it into gas.	6.11.18	Beacon has been ordered from suppliers. Meeting held with events partner to spec event to support. Groundworks required to ballast beacon have been commissioned. 7.1..
12.09.18	96	James Harper	Festive Lighting Working Group	Investigate and implement the scheme subject to quotations and costs	6.11.18	Issues have been encountered with the highways authority concerning power supplies - verbal update to be provided
12.09.18	95	Alan Shaw	Review of Medium Term Plan	Convene a meeting for staff to put forward their comments about the future of the MTP	5.10.18	Meeting scheduled for 5th October. Done and reported to Council in October
18.07.18	59		Town Clerk's Report	Youth Service - talk to Stars YC to bring this in Autumn	25.10.18	Stars Annual report attached to October 18 Agenda
18.07.18	57	Alan Shaw	County Durham Plan Consultation	Write to Ian Thompson at DCC and request that the DCC works with STC to bring together key stakeholders in the community to examine the effect of the plan's proposals on the area in detail		Meeting scheduled for 10th October. Meeting held and further work required to convene forum.
09.05.18	365	Alan Shaw	Youth Services Budget	Town Clerk should look into joint working with the AAP and combining STC and AAP budgets to create a larger budget.	22.5.18	Plan presented to Council at the AGM and decided to keep budgets separate unless DCC's funding rules changed.
08.05.18	356	James Harper	World War One Remembrance	Event proposal to be developed for a beacon event to be held	Action moved onto delivery	Report on Agenda for September 18 meeting
11.04.18	323		Payment Protection Policy	The new policy be approved and implemented	22.5.18	Done
10.04.18	311		Advice in County Durham Proposal	The Town Council to host the partnership networking event in June 2018		Event Booked in for 27th June
10.04.18	310		Armed Forces Day Proposal	Youth Connection Theatre Company be granted free use of the theatre and reception area for their performances of 'The Lucky Durhams'		Event Booked in and posters up
10.04.18	309		Stanley Advice Service	Partnership should be requested to resubmit their proposal to address the elements in the spec and budget set by Council		Revised Proposal on the Agenda for the meeting. Now approved.
14.03.18	287	Nicola James	9 - MIFs	Provide full list of MIFs Paid to Full Council	27.3.18	List provided to Full Council 27.3.18



Meeting Date	Minute Ref	Officer	Agenda Item	Action	Date Complete	Notes
14.03.18	286	Alan Shaw	8 - Grants	Arrange working group to look at applications	27.3.18	Working Group met and Recommendations agreed by Full Council 27.3.18
14.03.18	285	Alan Shaw	7 - Draft SLA Warden Service	Circulate contract when complete	27.3.18	Specification agreed by Full Council
14.03.18	284	Alan Shaw	6 - Advice Specification	Amend specification with suggestions from Committee	27.3.18	Specification agreed by Full Council
13.03.18	276	James Harper	7 - Stanley in Bloom	Calculate hours per week/month needed on the project		Ongoing. There are issues with the project. Cllr Carmichael's resignation has removed one partner from the project, Karbon Homes have pulled out of the project and we are currently trying to evaluate what work will be required to continue even at the same level as last year. A report to be brought to Committee in May. Council agreed in May to pull Stanley in Bloom 2018 to allow preparations for 2019
13.03.18	275	James Harper	6 - Grit Bin Service	Arrange for grit bins to be replenished. Liaise with Cllr Hampson to discuss proposed new bin locations. Provide costs to Finance along with cost of snow tyres	22.5.18	Bins are routinely replenished. Proposal for purchase of additional bins to go to Finance Committee on 11th April 2018. Budget was agreed at the AGM 2018
13.03.18	273	James Harper	4 - Public Participation	Email Billy Nixon back with a reply re: grit question	03.04.18	Done
10.01.18	236	Alan Shaw	7 - Recommendations from P & I Committee	Find out what Mental Health provisions Stars Youth and Community have and circulate to Members. MH to be included in the audit	26.01.18	
09.01.18	228	Nicola James	9 - Street Warden Service	Arrange meeting with Ian Hoult and Oliver Sherratt to discuss DCC Warden Service	10.01.18	Done
09.01.18	226	James Harper	7 - Updates	Arrange Christmas Lights working group meeting with members		Report on Agenda for September 18
09.01.18	226	James Harper	7 - Updates	Meeting with diocese to discuss Louisa Memorial and update facilities on progress	20.2.18	Meeting held - report submitted to Council for 27th February 2018 meeting
09.01.18	226	James Harper	7 - Updates	Look into location for defibrillator at the bottom of the Front Street and bring proposal back to committee		Verbal update on Agenda for September 18 - Still waiting for DWP . November 18 - The quotes for infrastructure works have now been agreed by DWP and authority given to proceed.
09.01.18	226	Nicola James	7 - Updates	Send new grants policy to applicants who have outstanding requests and ask them to resubmit their proposal	13.02.18	October Policy. Invite applicants to review policy, amend their application and resubmit
09.01.18	225	Alan Shaw	6 - Stars Youth and Community	Liaise with Darren McMahon to amend funding request to include carrying out an audit in relation to objective 3.2 in the medium term plan	26.01.18	
12.12.17	204	Alan Shaw	11 - Road Safety	Purchase speed visor with remaining budget		Chased Dave Clark/ John Ullathorne on 6.3.18
12.12.17	202	James Harper	9 - Christmas Lights	Set up a working group, with a geographical balance, to bring back a detailed proposal for a specification for Christmas Lights	9.1.18	Action repeated on 9.1.18

Meeting Date	Minute Ref	Officer	Agenda Item	Action	Date Complete	Notes
12.12.17	201	James Harper	8 - Christmas Events	Provide a breakdown of costs to help the Committee develop a specification for the event for 2018 and beyond	20.2.18	Events Specification submitted to Full Council for 27th February 2018
12.12.17	200	Alan Shaw	7 - Environmental Cleanup Team	Provide costings to the Committee to enable them to do a cost comparison	23.1.18	Decision taken to bring service in house by Full Council
15.11.17	177	Alan Shaw	11 - BACS Payments and E-Banking	Second current account be open for electronic payments and linked policies should be amended to reflect change to BACS payments	28.11.17	Done
14.11.17	163	Susan Oliver	8 - Christmas Events	Income from the traders be donated to the Town Mayor's Charity	outstanding	£100 collected and paid into STC account. Needs to be paid to Mayors Charity. Was paid over to SHAID before year end.
14.11.17	161	Alan Shaw	6 - Feedback from Fireworks Event	Council look into Street Wardens being present on the Front Street and costs for a fun fair be looked into	28.11.17	Comments noted by Council
11.10.17	136	Alan Shaw	14 - Financial Matter	Town Clerk to write off £600 owed from insolvent hirer of the Civic Hall	11.10.17	Done
11.10.17	135	Alan Shaw	13 - Staffing Matter	Fill the Bar Manager post over Christmas on temporary basis or fixed term contract	21.11.17	Done - temporary potholder left in February
11.10.17	133	Alan Shaw	11 - Member Motion	Schedule quarterly reports to meetings from the Town Mayor	24.10.17	Monthly reports now given at Full Council
11.10.17	132	Alan Shaw	10 - Apprentices	Recruit an apprentice through DCC; Town Clerk to lead the interviews and recruitment	21.11.17	Apprentice recruited and in post
13.09.17	98	Alan Shaw	9 - Report of the Chairman	Recommendations from the Report of the Chairman be implemented - see attachment T	13.12.17	Completed
12.09.17	88	Nicola James	9 - Chairman's Awards	The awards be renamed Town Mayors Awards, the policy be amended to state all people receive an award and the public should be invited to nominate recipients of the awards	outstanding	No nominations have been put forward by members despite several reminders from staff. Item is on Full Council agenda for 27th February 2018. Awards were held on 2nd May 2018
19.07.17	68	Alan Shaw	10 - Investment Opportunities	In consultation with the Chair of Finance, investigate suitable investment opportunities and bring back a report for consideration		outstanding - parked for now
18.07.17	56	James Harper	8 - Armed Forces Day	2018 preparations should begin ASAP	ongoing	Preparations progressing
18.07.17	54	Alan Shaw	6 - Police Cars	Arrange separate meeting to discuss police cars and neighbourhood wardens with Sgt Dave Clarke	23.1.18	Police Cars agreed at Full Council on 23rd January 2018
18.07.17	54	James Harper	6 - Mini Police	Make contact with Craig Johnson to discuss which schools want to join the project	25.8.17	Sgt Johnson was asked for proposals for the budget, no proposal has been submitted. The budget for this project was transferred into a Community Safety EM Reserve at year end. 2017/18
18.07.17	54	Alan Shaw	6 - Road Safety	A specific meeting be set up with John Ullathorne and Sgt Dave Clarke to discuss progression	23.11.17	Meeting held to discuss project. Proposals agreed at P&I on 12.12.17 ( <i>Minute #203</i> ).
18.07.17	54	James Harper	6 - Defibrillators	A defibrillator be placed outside Stanley Police Station	9.1.18	9.1.18 RESOLVED that sites should be identified at the top of Front Street and reported back to Committee ( <i>Minute #226</i> )

Meeting Date	Minute Ref	Officer	Agenda Item	Action	Date Complete	Notes
18.07.17	54	Alan Shaw	6 - Christmas Festival	Write a specification for the Christmas Festival and bring back to Committee for approval	26.9.17	Specification agreed by Council ( <i>Minute #118</i> )
18.07.17	54	Nicola James	6 - Old Peoples Entertainment	Fool's Gold to be booked to provide entertainment in Care Homes in Stanley	22.08.17	Performances held at 8 venues.
13.06.17	26	Alan Shaw	9 - Louisa Memorial	Liaise with the church to get the memorial secured, moved and stored.	23.08.17	Report submitted to Council for the 27th February meeting. The application for the faculty has been submitted to the Church Commissioner and we are awaiting the outcome. The memorial is being moved imminently in time for the anniversary on 22/8/18
13.06.17	26	James Harper	9 - Veterans Badges	Badges should be re-presented to those who have them, by the Town Mayor on 25 June at Armed Forces	25.6.17	Done
13.06.17	26	Nicola James	9 - Youth Council	Project to be costed properly and brought back to Committee in future.	outstanding	1.6.17 Schools emailed to ask if they would participate. No response received. This action has not been progressed further.
13.06.17	26	Alan Shaw	9 - Project Submissions	Fly a Merchant Navy flag outside Civic Hall	3.9.17	Done
13.06.17	24	Nicola James	7 - Play in the Park	Evaluation data should be collected at each event i.e attendance figures, feedback from attendees, surveys, qualitative data etc and reported back to Council in due course	30.8.17	Was not done at the time, methodology should be agreed for future events