

10/01/2019

Stanley Town Council 2018-19

Page 1

10:49

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
101	<u>Stanley Town Council</u>									
1075	Grants	0	785	0	0	0	0	0	0	0
	Total Income	0	785	0	0	0	0	0	0	0
4000	Direct Salaries	154,582	148,617	143,550	80,916	115,675	0	157,292	0	0
4008	Training	2,000	1,450	2,000	675	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	426	600	0	600	0	0
4013	HR Advice & Support	250	0	1,000	3,948	3,948	0	1,000	0	0
4014	Courses and Seminars	150	0	150	0	0	0	150	0	0
4103	Publications	0	0	0	660	0	0	0	0	0
	Overhead Expenditure	159,432	151,856	149,500	88,678	123,485	0	163,357	0	0
	Movement to/(from) Gen Reserve	<u>(159,432)</u>	<u>(151,071)</u>	<u>(149,500)</u>	<u>(88,678)</u>	<u>(123,485)</u>		<u>(163,357)</u>		
105	<u>Office Accommodation</u>									
4054	Insurance	8,000	2,518	8,000	0	0	0	0	0	0
4061	Accommodation Rent	0	3,000	13,738	1,000	4,750	0	3,500	0	0
4065	Repairs & Maintenance	250	8	250	0	0	0	0	0	0
	Overhead Expenditure	8,250	5,526	21,988	1,000	4,750	0	3,500	0	0
	Movement to/(from) Gen Reserve	<u>(8,250)</u>	<u>(5,526)</u>	<u>(21,988)</u>	<u>(1,000)</u>	<u>(4,750)</u>		<u>(3,500)</u>		
110	<u>Administration</u>									

Continued on next page

10/01/2019

Stanley Town Council 2018-19

Page 2

10:49

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	1,335	0	0	0	0	0
Total Income		0	1,056	0	1,335	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	300	0	0	0	0
4101	Mobile Phones	500	451	500	141	185	0	200	0	0
4102	Stationery	750	688	750	265	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	499	631	0	600	0	0
4106	Subscriptions	4,400	4,129	4,400	4,946	5,050	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	1,000	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	2,111	2,458	0	2,000	0	0
4123	IT - Support & Maintenance	4,000	1,108	4,000	824	914	0	2,000	0	0
4124	IT - Equipment	2,000	1,843	2,000	38	1,800	0	1,800	0	0
4125	IT - Software	500	1,622	800	1,071	1,374	0	800	0	0
4999	Bank Charges	1,250	1,661	2,000	641	743	0	1,000	0	0

Continued on next page

10/01/2019

Stanley Town Council 2018-19

Page 3

10:49

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
Overhead Expenditure		27,200	37,427	36,330	28,126	34,414	0	29,740	0	0
Movement to/(from) Gen Reserve		(27,200)	(36,371)	(36,330)	(26,791)	(34,414)		(29,740)		
111	<u>Precept</u>									
1176	Precept	674,837	674,837	706,256	706,256	706,256	0	738,230	0	0
1177	LCTRS Grant	112,039	112,039	117,132	117,132	117,132	0	106,417	0	0
Total Income		786,876	786,876	823,388	823,388	823,388	0	844,647	0	0
Movement to/(from) Gen Reserve		786,876	786,876	823,388	823,388	823,388		844,647		
115	<u>Publicity</u>									
4075	Advertising	6,500	3,308	5,000	2,059	1,900	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
Overhead Expenditure		21,800	3,308	15,300	2,059	1,900	0	20,000	0	0
Movement to/(from) Gen Reserve		(21,800)	(3,308)	(15,300)	(2,059)	(1,900)		(20,000)		
200	<u>Democracy</u>									
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
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

Continued on next page

10/01/2019

Stanley Town Council 2018-19

Page 4

10:49

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
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	1,668	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
4806	Discretionary Room Hire	0	0	0	0	10,290	0	8,000	0	0
4808	Election Costs	32,000	32,149	0	6,497	12,580	0	0	0	0
Overhead Expenditure		40,150	39,097	8,850	9,812	27,557	0	15,350	0	0
Movement to/(from) Gen Reserve		(40,150)	(39,097)	(8,850)	(9,812)	(27,557)		(15,350)		
300	<u>Services</u>									
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
Overhead Expenditure		150,900	131,651	114,290	73,356	102,106	0	90,500	0	0
Movement to/(from) Gen Reserve		(150,900)	(131,651)	(114,290)	(73,356)	(102,106)		(90,500)		

Continued on next page

10/01/2019

Stanley Town Council 2018-19

Page 5

10:49

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
305	<u>PACT House</u>									
4049	Rent	8,000	8,000	8,000	8,000	8,000	0	8,000	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
	Overhead Expenditure	8,200	9,497	8,200	8,000	8,200	0	8,200	0	0
	Movement to/(from) Gen Reserve	(8,200)	(9,497)	(8,200)	(8,000)	(8,200)		(8,200)		
307	<u>AP Community Room</u>									
1060	Rent Income	2,000	0	1,500	90	150	0	500	0	0
	Total Income	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	223	300	0	500	0	0
4053	Gas	564	579	550	482	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
	Overhead Expenditure	3,014	1,424	2,900	1,065	1,398	0	1,850	0	0
	Movement to/(from) Gen Reserve	(1,014)	(1,424)	(1,400)	(975)	(1,248)		(1,350)		
310	<u>Warden Service</u>									
4116	STC Warden Service	0	0	54,227	0	40,716	0	54,288	0	0

Continued on next page

10/01/2019

Stanley Town Council 2018-19

Page 6

10:49

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
Overhead Expenditure		0	0	54,227	0	40,716	0	54,288	0	0
Movement to/(from) Gen Reserve		0	0	(54,227)	0	(40,716)		(54,288)		
320	<u>Events</u>									
4400	Music Festival	5,000	0	0	0	0	0	0	0	0
4401	Firework Festival	15,000	10,000	10,000	10,000	10,000	0	10,000	0	0
4402	Christmas Festival	10,000	9,952	0	0	0	0	0	0	0
4405	Blooming Good Fun	1,500	1,519	0	0	0	0	0	0	0
4407	Play in the Park	15,000	14,689	0	0	0	0	0	0	0
4410	Remembrance Services	400	510	500	358	500	0	2,000	0	0
4411	WW1 Commemoration	5,000	0	0	0	0	0	0	0	0
4412	Armed Forces Day	4,000	4,443	0	0	0	0	0	0	0
4413	Moria-Con	5,000	3,598	0	0	0	0	0	0	0
4418	Older People's Entertainment	1,000	850	0	0	0	0	0	0	0
4419	Other Events	0	-676	0	0	0	0	0	0	0
4420	Blue Plaque Scheme	1,200	448	1,200	0	1,200	0	500	0	0
4421	Events (External)	0	0	40,000	27,434	40,000	0	45,000	0	0
4423	Heritage Projects	5,825	3,386	5,000	8,198	6,500	0	5,000	0	0
4424	West Stanley Memorial	400	308	400	0	400	0	400	0	0
4426	Miners Sunday	0	0	0	0	0	0	10,000	0	0
4439	Christmas Decorations	23,000	22,779	18,000	6,086	38,520	0	17,854	0	0
Overhead Expenditure		92,325	71,806	75,100	52,076	97,120	0	90,754	0	0
Movement to/(from) Gen Reserve		(92,325)	(71,806)	(75,100)	(52,076)	(97,120)		(90,754)		

Continued on next page

10/01/2019

Stanley Town Council 2018-19

Page 7

10:49

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
350	<u>Environmental Services</u>									
4000	Direct Salaries	0	0	91,889	66,071	88,300	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	411	1,500	0	1,500	0	0
4065	Repairs & Maintenance	0	0	2,000	286	2,000	0	2,000	0	0
4066	Tools & Equipment	0	0	5,000	967	1,206	0	3,500	0	0
4130	Vehicle Leasing	0	0	0	3,645	5,430	0	3,200	0	0
4131	Vehicle Fuel	0	0	6,000	1,976	2,900	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	0	3,000	0	3,000	0	0
4134	Stanley in Bloom	0	0	0	-1,305	0	0	6,500	0	0
	Overhead Expenditure	0	0	116,789	73,964	107,175	0	118,538	0	0
	Movement to/(from) Gen Reserve	0	0	(116,789)	(73,964)	(107,175)		(118,538)		
400	<u>Grants</u>									
4500	Members Initiative Fund	70,000	68,753	70,000	52,024	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
	Overhead Expenditure	125,153	110,800	85,000	67,497	70,000	0	85,000	0	0
	Movement to/(from) Gen Reserve	(125,153)	(110,800)	(85,000)	(67,497)	(70,000)		(85,000)		
450	<u>Facilities Management</u>									

Continued on next page

10/01/2019

Stanley Town Council 2018-19

Page 8

10:49

Annual Budget - By Centre

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

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		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4000	Direct Salaries	0	0	108,979	68,826	90,600	0	114,450	0	0
	Overhead Expenditure	0	0	108,979	68,826	90,600	0	114,450	0	0
	Movement to/(from) Gen Reserve	0	0	(108,979)	(68,826)	(90,600)		(114,450)		
500	<u>Civic Hall</u>									
1000	Ticket Sales Retained	30,000	27,904	25,000	83	0	0	2,500	0	0
1002	Ticket sales ret'd- Ext shows	0	5,166	0	3,366	3,366	0	0	0	0
1005	Ticket Sales Non Retained	0	71,709	0	43,554	34,700	0	0	0	0
1010	Hall Hire	70,000	61,111	70,000	31,371	42,048	0	50,000	0	0
1012	Civic Players etc-Fees, Subs,	16,700	5,722	0	8,883	8,883	0	0	0	0
1013	DCC Recharges	1,760	1,760	1,760	0	1,760	0	1,760	0	0
1026	Table packages etc	0	1,074	500	2,986	2,986	0	4,000	0	0
1028	Resale Items	0	833	500	20	20	0	500	0	0
1029	Recharged buffet, disco etc	0	2,550	2,500	3,094	3,500	0	3,000	0	0
1031	PRS income	0	40	150	266	266	0	50	0	0
1032	Recharged technical	0	717	1,000	0	0	0	1,000	0	0
1061	Rent Income - Town Council	0	3,000	0	0	3,000	0	3,500	0	0
1081	Donations	0	3,666	0	0	0	0	0	0	0
1091	Art Work Sales	150	4	15	9	9	0	0	0	0
	Total Income	118,610	185,255	101,425	93,632	100,538	0	66,310	0	0
4000	Direct Salaries	154,582	116,540	0	0	0	0	0	0	0
4005	Casual Staff	20,000	49,262	20,000	30,551	39,500	0	20,000	0	0
4008	Training	2,500	332	2,500	560	2,500	0	1,500	0	0

Continued on next page

10/01/2019

Stanley Town Council 2018-19

Page 9

10:49

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
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	7,430	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	7,437	11,000	0	12,000	0	0
4053	Gas	3,500	1,895	2,000	943	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	1,656	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	250	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
4075	Advertising	5,000	8,681	0	0	0	0	0	0	0
4076	Marketing & Promotion	2,500	8,028	15,000	2,122	2,562	0	0	0	0
4077	Licences	2,000	3,045	2,000	2,205	4,500	0	3,000	0	0

Continued on next page

10/01/2019

Stanley Town Council 2018-19

Page 10

10:49

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>		
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4079	Security	500	179	500	0	200	0	500	0	0
4100	Telephones	3,200	3,103	3,200	2,890	3,200	0	3,200	0	0
4101	Mobile Phones	0	0	1,000	76	100	0	0	0	0
4102	Stationery	2,000	753	1,500	842	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	343	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	603	700	0	1,500	0	0
4125	IT - Software	200	548	500	206	600	0	600	0	0
4425	Technical Support	2,500	4,255	2,500	1,675	1,940	0	3,500	0	0
4650	Events - Civic Hall	15,000	43,996	0	25,160	25,160	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	43,554	34,700	0	0	0	0
4750	Resale Items	0	662	500	0	0	0	250	0	0
4751	Technical supp-rechargeable	0	715	1,000	130	130	0	1,000	0	0
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	2,141	2,500	0	1,000	0	0
Overhead Expenditure		283,162	388,699	116,230	158,589	175,709	0	83,050	0	0

Continued on next page

10/01/2019

Stanley Town Council 2018-19

Page 11

10:49

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
Movement to/(from) Gen Reserve		<u>(164,552)</u>	<u>(203,444)</u>	<u>(14,805)</u>	<u>(64,957)</u>	<u>(75,171)</u>		<u>(16,740)</u>		
505	Coffee Shop									
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
Total Income		<u>33,100</u>	<u>36,534</u>	<u>0</u>	<u>2,689</u>	<u>2,689</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
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
4625	Coffee Shop supplies	700	372	0	0	0	0	0	0	0
Overhead Expenditure		<u>50,575</u>	<u>52,270</u>	<u>0</u>	<u>6,606</u>	<u>6,606</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve		<u>(17,475)</u>	<u>(15,736)</u>	<u>0</u>	<u>(3,917)</u>	<u>(3,917)</u>		<u>0</u>		

Continued on next page

10/01/2019

Stanley Town Council 2018-19

Page 12

10:49

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
510	<u>Civic Hall Bar</u>									
1020	Bar Takings	48,000	63,905	65,000	26,552	31,000	0	45,000	0	0
1210	Food sales	0	0	0	1,230	1,463	0	1,000	0	0
	Total Income	48,000	63,905	65,000	27,782	32,463	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	15,081	17,000	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	675	900	0	950	0	0
4603	Bar - gas	800	288	400	302	385	0	300	0	0
	Overhead Expenditure	24,650	30,068	29,650	16,909	19,512	0	30,900	0	0
	Movement to/(from) Gen Reserve	23,350	33,837	35,350	10,873	12,951		15,100		
520	<u>Loan Charges</u>									
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
	Overhead Expenditure	23,990	23,534	47,980	23,082	47,980	0	47,980	0	0
	Movement to/(from) Gen Reserve	(23,990)	(23,534)	(47,980)	(23,082)	(47,980)		(47,980)		
800	<u>Loan Costs</u>									

Continued on next page

10/01/2019

Stanley Town Council 2018-19

Page 13

10:49

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
1100	Loan	0	0	0	190,000	190,000	0	0	0	0
Total Income		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
Overhead Expenditure		0	38,059	0	190,000	190,000	0	0	0	0
Movement to/(from) Gen Reserve		0	(38,059)	0	0	0		0		
Total Budget Income		988,586	1,074,411	991,313	1,138,915	1,149,228	0	957,457	0	0
Expenditure		1,018,801	1,095,021	991,313	869,644	1,149,228	0	957,457	0	0
Movement to/(from) Gen Reserve		(30,215)	(20,610)	0	269,272	0		0		



Stanley In Bloom

Northumbria in Bloom began in 1964 as one of the founder regions of the national Britain in Bloom competition. The Northumbria region is the area from Berwick in the north to Cleveland in the south and Greenhead in the west. The purpose of the competition was, and still is, to bring cheer to the country through community gardening. Improve the area, promote business and attract new business to the area through horticulture.

Update Report

1. Stanley in Bloom Team

The project team consists of:

James Harper (Operations Manager)
David Jarvis (Neighbourhood Warden) – Lead Officer for project
Kieran Rice (Neighbourhood Warden)
Stephen Davies (Environmental Caretaker) Lead Gardner for project
Aaron Embleton (Environmental Caretaker)

An initial meeting was arranged for the team to discuss the STC entry in to the national competition Northumbria in Bloom 2019. It was decided that we carry out a regular team group operational meeting to oversee, plan, programme and action the development of the competition, with the option to invite various partners, groups etc when necessary.

Members of the Council who have expressed an interest in this initiative have attended some of the team meetings and also visited various sites with team members.

2. Operational/Project Works carried out

The Team agreed that the first stage of the planning process would be to arrange a site visit/travel a proposed judge's route throughout the STC area. The route would have to include horticultural features, be able to evidence community engagement and demonstrate the inclusion of local business. It must be understood that the competition scoring focuses on 30% for the horticulture and 70% for the community engagement elements.

The Team travelled the proposed route, taking photographs as evidence for the judges. The main features on the route will be the 6 gateway locations to the Stanley Town Council area. It was decided that these 6 locations will be enhanced with large bespoke wooden whiskey barrels, modified so they can be planted with bedding plants and marked with STC branding to form a floral display. These will be accompanied by drift wood features recovered from the River Tyne.



The modified barrels have been stored at DCC Morrison Busty Nursery so they can be planted and the bedding grown on in the greenhouse for positioning on site in early spring 2019. All spring and summer bedding will be supplied by DCC at trade prices.

Front Street Stanley

For a number of years DCC have erected hanging baskets and self-watering flower towers on the front street to enhance the area. DCC water and maintain the baskets/towers to ensure they are in peak condition. It was agreed that this process will continue and that DCC would cover the cost of this activity.

There were a number of flower beds on the street that had not been planted therefore DCC were approached and asked to prepare and plant these beds with flowers and that they be watered along with the hanging baskets/towers when required. This work was completed further enhancing the area.

Business Involvement

The wardens visited every business on the front street to check the owners had a current contract to remove their business waste under duty of care, this also provided the wardens with the opportunity to promote STC and the Northumbria in bloom competition for 2019.

There was a 100% interest from local businesses and they were informed that we would be back in touch. The Team decided that a professional flyer would be designed at a printers to explain the process, show example photos of the tubs and hanging baskets and provide contact details at STC reception for costs etc.



Community Engagement

During the business visits, the Team spoke to various schools, community hubs and community groups to promote Northumbria in Bloom 2019 and see if they were willing to enter the competition or be involved in some way.

This could be litter picking, tidy ups, planting bedding or volunteer work. Back up and support would be provided by the wardens and STC environmental services staff if required.

Premises Visited:

- **Schools:**
 - St Josephs Front Street, Stanley
 - South Stanley Middle School, Stanley
 - Greenland Community Primary School, South Moor, Stanley
 - Oxhill Nursery School, Oxhill, Stanley
- PACT House Front Street, Stanley
- **Garden Centres**
 - Harperly Hall Farm Nurseries, Harperly, Stanley (trade)
 - Durham County Council Nursery, Annfield Plain, Stanley
 - New Row Farm Nurseries, Bishop Auckland, Durham (trade)
 - Congburn Garden Centre, Edmondsley, Durham
- **Community Groups and Volunteers**
 - DCC Civic Pride
 - Asda Front Street, Stanley
 - CHAPs
 - Haven Community Centre, South Moor, Stanley
 - Wear Rivers Trust
 - Environment Agency
 - Northumbria Water
 - GWNE Woodshed

Groundwork, The Greenhouse, Greencroft Industrial Estate, Stanley
Durham Police
Durham County Council (DCC) Civic Pride
New Kyo & Oxhill Partnership, New Kyo, Stanley

- Karbon Homes
- (DCC) Clean and Green Department
- **PLEASE NOTE THE TEAM ARE CONTINUOUSLY LIAISING WITH THE COMMUNITY AND MAKING NEW LINKS**

The list is not exhaustive and as many people as possible need to be updated and brought on board with the Northumbria in bloom competition before planting commences in early spring.

There are three entrants to the competition who have agreed to enter under the special category award, which is judged only once in the summer visit by the judges.

There is a meeting with the organizers of Northumbria in bloom in March 2019. Our contact has agreed to brief us nearer the date and confirm if representatives from the three entrants can attend. This will give the three entrants the opportunity to understand the competition and have any questions they may have answered.

Maintenance Works and enhancement issues

It was apparent that there were a number of issues where maintenance was required in the Stanley town area for DCC Clean & Green Department to carry out work. For example, there were a number of green corridor signs and features that needed to be tidied up and pruned. This would expose the features and allow prime locations to be enhanced with bedding plants.



Example of works

The two corridor signs on Weir Road, Stanley were planted up with new bedding plants by Stephen and Aaron the STC Environmental services. The team have worked with DCC and Training was provided to the two lads by DCC clean and green department as part of their horticultural training needs.

Other corridor features have been pruned, weeded, and the block paving cleaned to enhance the area.

3. Sites/Route Planning/Judging

There will be two visits by the judges in spring and summer.

The judges will start their walkabout from Stanley Civic Hall (which will be dressed with various hanging baskets and planters), then proceed on foot to the Louisa Morrison Memorial and immediate area (prepared to a very high standard), then on to Front Street (to see bedding and hanging baskets and business involvement), down to PACT House to speak to the staff and volunteers, walk across the road to St Joseph's School to meet the teachers and children. The school has recently been awarded a level 5 Royal Horticultural Society (RHS) award.

After the walkabout judges will board a coach where they will be driven from Station Road, Stanley. There are a list of locations that have been identified and work has already begun. These will be viewed from the coach with stops to meet community and volunteers. Please note, the list is not in any specific order:

- East Stanley Cemetery (Geoff Graham memorial area)
- The Haven, South Moor (community area & Councillor MIF investment)
- Bloemfontain school (hanging baskets & school works. This will include the Heaviside Memorial, additional bedding and school allotment creation)
- Quaking Houses community garden (maintained and enhanced throughout the year by STC Team)
- Annfield Plain Old Mans Hut (outside area planters and hanging baskets)
- Catchgate School
- Alder Crescent Community Garden (enhanced area)
- Drive through Tanfield Village
- From Tanfield Village Heading towards No Place turn right A693 back to Civic Hall Stanley.
- 6 barrel features at entrances to the parish throughout the journey
- Coal trucks at Asda roundabout

All of the listed areas will be supported and brought on with the help of the team and much of the work is already underway with various works and planting started.

The wild flora/biodiversity meadows and daffodil floats (under grass) have been cut and raked off ready for flowering in the spring. (working with DCC)

New daffodil bulbs have been planted by STC environmental services around the gateway feature barrel locations. Additional daffodil bulbs have been planted by South Stanley Middle School at the memorial stone located on Front Street, Stanley. The children are already looking forward to the spring visit.



4. Recommendation

Council is requested to:

- (i) **NOTE** the update for Stanley in Bloom;
- (ii) **AGREE** that the Team should continue with the delivery of the initiative as outlined in the report; and
- (iii) **DECIDE** if any further action is required at this time.

5. Conclusion

As was mentioned at the beginning of the report some elected members have shown real interest in and provided support for the project and although we are limited to additional sites/ideas being suggested at this stage purely due to staffing capacity, the team would welcome further input and support from all elected members.

If any members would like to attend an operational meeting, please do not hesitate to get in contact with me and I will be able to advise you when we will be holding our next In Bloom operational meeting. (please note these meetings are organised at fairly short notice to meet the operational need and when operational decisions are needed, however it is a good insight to the way the project works).

A final note, as this is the 1st year Stanley Town Council have taken control of Stanley in Bloom it must be considered as building a platform to develop in

the future. Member must recognise that there are capacity limitations to the number of sites that can be developed and should manage their expectations accordingly.

The team are very much working towards a long term plan for this initiative and are delighted members have indicated they will be investing further by including funding for year two in the draft budget.

Members will need to consider that in the future we will need to concentrate our efforts into a chosen area of Stanley to build upon year 1 and enhance, to ensure good development year on year. *“if you spread your jam to thin, you lose the taste”* so to speak.

Report Author

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Stanley Town Council

Supported by David Jarvis (Neighbourhood Warden)

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Policy Working Group Minutes

13 December 2018

Present: Cllr G Binney
Cllr M Davinson
Cllr L Timbey
Cllr D Tully

Officers: A Shaw (Town Clerk)
G Fletcher (Internal Auditor)

The group nominated Cllr L Timbey as Chairman

1. Terms of Reference

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

(i) Background/ Context

- The Council has identified that the Council's policy framework is in need of review. At present there are areas where policies have not been put in place and the format and style of the policies which are in place are not consistent and in some cases have not been reviewed and updated since implementation.
- The Council needs to have a comprehensive and up to date policy framework to comply with relevant employment law and other statutory requirements to ensure the Council operates effectively and in a transparent way.

(ii) Roles and Functions of the Working Group

- To review the existing policy framework and:
- Identify gaps in current provision,
- Create a workplan to prioritise areas of policy which need to be implemented/ revised;
- Put forward recommendations to Council and present new/ updated policies for adoption to Council,
- To have oversight and input into the implementation of the workplan;
- Where appropriate, review the operation of policies to ensure they are complied with in practice.
- Develop new policies as required by the Council's workplace or legislative changes

(iii) Role of Individual Group Members

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

(iv) Administration

- The Policy Working Group shall be comprised of Cllrs M Davinson, D Tully, G Binney and L Timbey, with officer input provided appropriate to the agreed objectives of the group.

- The group shall be chaired by Cllr Les Timbey
- The convenor will be the Town Clerk (or Deputy Town Clerk)
- Any items to be added to the agenda of meetings will be forwarded to the convenor at least 7 days in advance of the meeting.
- Out of session decisions will be permissible with appropriate consultation (where the decision does not require further approval from Committee or Council) and minuted at the next meeting.
- The group shall convene at the discretion of the Chair or on the recommendation of the convenor in consultation with the Chair.
- No proxy or substitute members will be permitted.
- In order to enable democratic decision making, at least 3 elected members must be present for a quorum (or give consent to an out of session decision)
- The effectiveness of the group will be reviewed by the Finance & General Purposes Committee on a quarterly basis.
-

2. Aims & Objectives

The group identified the following objectives:

Objectives - Short term

- (i) Address gaps in current policy framework. The priority areas to consider are:
- (ii) Disciplinary and Grievance Policy;
- (iii) Use of Council resources (to includes of Council vehicles)
- (iv) Flexi-time policy

Objectives - Medium Term

- (v) Once gaps in framework have been identified and filled, to review the remainder of the policy framework to ensure it is up to date and fit for purpose and reflects changes in both legislation and the Council's constitution.
- (vi) To be pro-active about governance issues rather than re-active.

Objectives - Long Term

- (vii) To have developed a suite of policies which are fit for purpose.
- (viii) To allow the role of the group to change to one of monitoring effectiveness of policies rather than design and implementation.
- (ix) To bring recommendations about the governance of the Council to Full Council for consideration.

3. Priorities (Actions)

The group considered the report of the internal auditor at this point and identified the following actions as a result of his recommendations:

Action	Who	When	Comments
Budgetary Control - Group to be provided a copy of the spreadsheet created to monitor income/ expenditure for individual events	AS	Jan 19	Required so the group can assess whether the spreadsheet meets the recommendations of the internal auditor

Action	Who	When	Comments
Bookings - A work Instruction to be drawn up to inform staff what bookings can be made without express authority from Council	AS/ JH	Jan 19	To ensure there is a written instruction about the booking of acts on splits/ guarantees and appropriate levels of authority are sought.
Work Instructions to be drawn up for: <ul style="list-style-type: none"> • Cashing up of tills/ Maintenance of floats • Collection and Banking of Income • Drawing up of rotes and timesheets 	JH/DC	Jan 19	To ensure there is consistency and auditability of these key activities
Appraisals - to ensure all staff are given appraisals and monthly supervision meetings	AS/ JH	April 19	Top level activity plan to be signed off by Council in January 19 to be cascaded to staff
Specific Policies: <ul style="list-style-type: none"> • Sickness Management • Appraisal & Supervision 	AS	Jan 19	Copies of DCC policies to be obtained under SLA and adapted for STC purposes.
Gaps in Framework to be addressed: <ul style="list-style-type: none"> • Disciplinary & Grievance Policy • Flexi-Time Policy • Vehicle checks • Use of Council Resources 	AS	Jan 19	Copies of DCC policies to be obtained under SLA for consideration by group.

4. Review of Specific Policies

- (i) Sickness Management
- (ii) Appraisal & Supervision

The group took the view that given that the Council has an SLA in place with DCC Human Resources and during the recent structuring exercise the Council had taken the decision to align itself with DCC policy in number of areas, it was sensible to follow this approach and as far as possible align the HR policy framework with DCC.

Proposed actions detailed in the table above under item 3.

5. Report of the Internal Auditor – Internal Control

Discussed with item 3 - see actions above.

6. Recommendations

Council is requested to:

- (i) **APPROVE** the proposed terms of reference;
- (ii) **APPROVE** the actions and approach put forward; and
- (iii) **AGREE** the aims and objectives set by the group.



Stanley
Town
Council

Draft Budget

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 is produced below, together with the actions taken to incorporate these matters into the draft budget presented for approval by Council.

The draft budget itself is attached to the Committee papers in the 'Next Year' column of **ATTACHMENT I** (from Item 9 on this agenda).

Table 1. New Initiatives to be funded in 2019/20

	Title	Description	Amount	Funded From	Comments
1	Stanley Fund	Create partnership approach to funding voluntary organisations across the Stanley are 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 Councils 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 Figure 1 below)
8	Christmas Lights	Stanley Wide Development of the Christmas Lights.	£20,000	Annual capital programme of investment.	To be met from earmarked reserves

Table 2. Reserves & Balances

	Balance 01/04/2017	Transfers	Additions	Expenditure	Balance 31/03/2018
310-General reserve	178,840	-24,757			154,083
313-Grant fund		36,757	1,350		38,107
314-Community safety			16,099		16,099
315-Front St	25,000	-25,000			0
316-WW1 Centenary	10,000				10,000
317-War memorial	50,000				50,000
318-Parks	8,000	8,000			16,000
319-Election costs	5,000	5,000			10,000

320-Civic upgrades (balance of loan)	94,192			38,059	56,133
Balance	371,032	0	17,449	38,059	350,422
Total Earmarked Reserves					92,099

2. The Draft Budget

Based on the **RECOMMENDATION** of the Finance Committee to apply an increase to the precept of 3%, the draft budget for 2019/20 (provided as **ATTACHMENT I**) is based on a precept figure of **£738,230**.

The new 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 taken the decision to fund this growth through a mixture of increased local taxation and committing some reserves earmarked for capital work to extend the Council's festive lighting scheme.

The Council has also **RESOLVED** to establish a budget within core budgets for Discretionary Hires, to cover the costs of hiring the Civic Hall for Council meetings and to fund the hire costs of other community events which the Council decides to stage or support. A new budget code has been created in the Democracy budget (Code 200 4806) and a budget allocation of **£8,000** made. In order to achieve this within the confines of the funding envelope put forward by the Finance Committee, the draft budget is based on the full **£20,000** of growth for the Christmas lighting schemes coming from the Capital Reserve.

3. Worked Examples to demonstrate the effect of increases

This year's tax base is **7745.9**.

Band	Proportion (in relation to Band D)	Standstill	2% increase	2.5% increase	3.0% increase	4.7% increase
A	6/9	£61.68	£62.94	£63.24	£63.54	£64.56
B	7/9	£71.96	£73.43	£73.78	£74.13	£75.32
C	8/9	£82.84	£83.92	£84.32	£84.72	£86.08
D	9/9	£92.53	£94.38	£94.84	£95.31	£96.88
E	11/9	£113.08	£115.39	£115.94	£116.49	£118.36
F	13/9	£133.64	£136.37	£137.02	£137.67	£139.88
G	15/9	£154.20	£157.35	£158.10	£158.85	£161.40
H	18/9	£185.04	£188.82	£189.72	£190.62	£193.68
Precept Yield		£716,728	£731,063	£734,646	£738,230	£750,414

4. Recommendation

The Town Clerk has prepared a balanced budget which:

- (i) Meets all of the Town Council's commitments to staffing, overheads and ongoing (multi-year or open ended) projects;
- (ii) Takes account of the growth in the budget which the Council has requested; and
- (iii) Is achievable within the envelope of the 3% increase to the precept put forward by the Finance Committee.

On this basis, the Town Clerk **RECOMMENDS** that:

- (a) The budget put forward as **ATTACHMENT I** to this agenda be **APPROVED**; and
- (b) The Town Mayor is delegated the authority to sign and issue a precept demand to the Principal Authority for **£738,230** for the year 2019/20

Report Author

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Appendix - Council Bookings and Community uses of the Civic Hall 2018/19

Activity	Cost
Council meetings (based on 2017/18)	£1,530
South Moor Musical Theatre Group	£1,800
Stanley Starz	£1,450
Oxhill Youth Club (based on 2017/18)	£2,530
Stay safe	£130
Carol service (estimate)	£450
Advice day	£100
Deaf Club (based on 2017/18)	£2,300
TOTAL	£10,290

FULL COUNCIL ACTION LOG - Updated 21-11-18

Meeting Date	Minute Ref	Lead Officer	Agenda Item	Action	Date Complete	Notes
27.11.18	178	Alan Shaw	Grant Funding	Establish a Stanley Fund in partnership with CDCF		Initial meeting with Michelle Cooper to be arranged
27.11.18	180	James Harper	Civic Hall Cinema	Re-instate Cinema capability in Civic Hall		Supplier has been instructed, install scheduled to be completed by end of Feb 19
27.11.18	180	Alan Shaw	Free use of Civic Hall	Waive fees to local theatre groups, establish budget within STC budgets to allow CH Hall to recharge free hires granted by Council, make sure budget exists in future years	10.1.19	All the required changes are reflected in the budget presented for approval at the meeting on 22.1.19
27.11.18	183	Alan Shaw	Strategic Grant Fund	Update STC Grant policy to reflect change to Strategic Grant Fund		Meeting held with Cllr C Marhsall on 9/1/19; draft policy has been prepared for consideration by Finance Cttee in Feb 19
27.11.18	184	Alan Shaw	War Memorials/ Remembrance Events	Review to be done of memorials and remembrance events in the Town and recommendations brought back to Council for consideration.		Council decision was to bring this back for Jan 19 but initial meeting to scope have not yet been held - needs to be progressed.
23.10.18	148	Alan Shaw	Staffing Matter	Task the internal auditor to review all Town Council policies	13/12/18	Internal Auditor has been tasked and has examined existing policies and interviewed staff as appropriate. A report from the auditor will be submitted initially to the Policy Working Group. Report has been submitted and examined by Policy Group - Recommendations of the Group are on the agenda for 22/1/19
23.10.18	144	Alan Shaw	Heritage Plaque	Recognise Matthew Kirtley under the heritage plaque scheme.		Suitable site to be identified for the location of the heritage plaque and reported to Committee for approval. Site meeting held on 3/12/18 and request sent to Highways concerning Land Ownership
25.09.18	112	Alan Shaw/ James Harper	Beacons of Light	Implement the Beacons of Light proposal and come back to Council with siting recommendations	1/11/18	The Beacon Brasier is being fabricated and ground works required carried out. Meeting has been held with AH Events and Creo and the programme for the event is being finalised. Done. Event held on 11.11.18
25.09.18	110	Alan Shaw	Fireworks	Arrange payment of funding for Stanley Events Fireworks event	17/10/18	Done
25.09.18	107	Alan Shaw	CLLD Update	Written report to be circulated	12/12/18	Needs to be followed up. Gemma Dobson has been invited to Finance Cttee in December and has stated she will attend. CLLD Officer gave a report to Finance Cttee on 12/12/18
13.08.18	84	Alan Shaw	Staffing Matters	Implement the staffing structure and advertise for the Deputy Town Clerk at the earliest available opportunity	1/10/18	Structure in place - DTC Job out to advert
24.07.18	76	Alan Shaw	Civic Hall	Media Consultants to be engaged to produce marketing material for weddings and corporate events		Meeting has been held with Creo and initial ideas discussed - follow up meeting with draft artwork has been arranged for w/c 22.10.18. Meeting scheduled with CREO on 16/1/19. Further meeting to be arranged with members of CH Working Group
24.07.18	76	Alan Shaw	Civic Hall	Pantomime details and costs to be brought to budget setting process for 2019/20.		This needs to be fed into the Civic Hall Working Group process. No budgets have been allocated internally for pantomime. Inviting a third party to host a pantomime may be the only option in the short term
27.03.18	301	Alan Shaw	12 - Civic Hall Fees and Charges	Implement new fees and charges for 2018/19		New fees agreed by Council on 27/3/18 and implemented
27.03.18	300	Alan Shaw	11 - Draft SLA for Warden Service	Negotiate service with DCC		Meeting held with DCC, Spec is agreed and rollout of service is planned for Mid July
27.03.18	299	Alan Shaw	10 - Events Specification	Move forward and advertise for partners to bring bids to Council		Uploaded to Contract Finder website. Deadline for submissions is 19th May 2018. Submissions received, report and decision pending
27.03.18	296	Nicola James & Alan Shaw	7 - Recommendations of Committee Meetings	Inform grant applicants of decisions, send offer letter and arrange for payment		Nicola informed applicants 29.03.18 Offer letters to follow
13.03.18	265	James Harper	12 - Louisa Morrison Memorial	Apply for faculty to have the memorial stone moved to the Louisa site in Stanley		Consultation period for faculty application expires on 26/4/18 and will be submitted. Awaiting the outcome of the faculty application
13.03.18	263	James Harper	10 - War Memorial	Working Group to be convened to identify whether there is public support.		Request for meeting with working group sent on 18-3-18, no meeting yet arranged, to be re-sent.
13.03.18	261	James Harper	8 - Events Specification	Assessment criteria to be added to and revised spec submitted to Council on 27.03.18		Spec agreed on 27/3/18

Meeting Date	Minute Ref	Lead Officer	Agenda Item	Action	Date Complete	Notes
23.01.18	252	Alan Shaw	13 - Budget and Precept (Part B)	Implement staffing structure (including wardens service and TUPE of GWNE staff)	01.10.18	Staff meetings held between 24.01.18 and 29.01.18. Initial meetings held with HR advisor on 31.01.18. Outline of the restructure process circulated to members on 9.2.18. Initial drafts of new JDs done 6.2.18. Discussions with HR re: JDs on-going. Context statement and JDs on Agenda for 24th April for approval. Coffee shop staff given notice and due to finish on 10th May 2018. GWNE staff have been transferred. Staff consultation due to begin for implementation. Restructure to be implemented on 1st October 2018 and advert for Deputy Town Clerk published
23.01.18	250	Alan Shaw	10 - Budget and Precept (Part A)	Submit precept demand	24.01.18	Done
23.01.18	249	James Harper	9 - Stanley in Bloom	Jointly manage the Stanley In Bloom campaign with DCC		Meeting held with DCC on 16.2.18. Report to be brought to P&I Committee for 13.3.18. Report to be submitted to P&I in May. Decision taken to defer to 2019/20
23.01.18	248	Alan Shaw/ James Harper	8 - Recommendations of Committee Meetings	Environmental Cleanup team to be brought in house		Meeting held with Groundwork and notice given. Work underway to secure lease vehicles and uniform and to agree inventory of equipment for transfer. Premises and storage issue outstanding. Staff TUPEd across on 23rd April
23.01.18	248	Alan Shaw	8 - Recommendations of Committee Meetings	Police Cars - to be forward funded over three years	16.03.18	Invoice received and process for lease of vehicles
23.01.18	248	Alan Shaw	8 - Recommendations of Committee Meetings	Stars YC - Detailed plan to be submitted before the end of the financial year	25/9/18	Requested update on 16-3-18 and chased on 18-4-18. Further request sent on 19th September. This was reported to Council on 25/9/18
28.11.17	187	Alan Shaw	8 - Recommendations of Committee Meetings	Dying to work Policy. Implement Policy and contact TUC to publicise	7.11.18	Initial contact made with TUC date to be arranged for publicity. Emails sent to Beth Farhat on 11/9 and 18/9 to try and get date organised. Several attempts have been made to arrange a date with the TUC Regional secretary. Completed in November 2018
07.11.17	154	Alan Shaw	5 - Request from the Just for Women Centre	The Town Council will seek to purchase the property at no more than the maximum price agreed		Building purchased. JFW have occupied
24.10.17	148	Alan Shaw	11 - Stanley Council Offices	Notify DCC that the Town Council intends to withdraw from the purchase of the building on the current terms	30.10.17	Done
24.10.17	148	Alan Shaw	11 - Stanley Council Offices	Liaise with DCC and express our desire to see the building restored in the medium term, with a focus on the use of the building as a heritage asset for the town		To be actioned following restructure (13.03.18)
24.10.17	148		11 - Stanley Council Offices	Research into possible sources of funding, with the assistance of suitably qualified and experienced fund raisers who can identify sources and prepare bids for external funding		To be actioned following restructure (13.03.18)
24.10.17	145	Alan Shaw	8 - Medium Term Plan	In consultation with the Chairman of Finance, prepare an outline 3 year delivery timeline and indicative budget estimates for the delivery of the plan	28.11.17	Done
24.10.17	144	Alan Shaw	7 - Recommendations of Finance & Governance	Adapt the Cirencester Standing Orders and amend our own SO's accordingly	24.10.17	Done
24.10.17	140	Nicola James	3 - Town Mayors Announcements	Date for OAP Christmas Dinner to be emailed to Members	10.11.17	Done
26.09.17	120	Alan Shaw	11 - Civic Regalia	The Town Clerk look into the costs for purchasing Civic Regalia for the Town Mayor's consort and the Deputy Town Mayor and report findings to FC	28.08.18	Quotes have been obtained for Civic Regalia and passed to the Leader/ Mayor for consideration.
26.09.17	118	James Harper	9 - Recommendations of Projects & Initiatives	Christmas - Officers be instructed to deliver the event in line with that outlined in the draft specification	6.12.17	Event delivered in accordance with spec
26.09.17	118	Alan Shaw	9 - Recommendations of Finance & Governance	MIF Policy - A working group be established to review the current policy and bring recommendations to FC	24.10.17	Policy reviewed and amended
26.09.17	118	James Harper	9 - Recommendations of Finance & Governance	DBS Checks - Council should implement a policy of compulsory DBS checks for elected members in line with DCC policy and ID cards be purchased for members and staff	23.10.18	Outstanding - Tasked J Harper with delivery 12.2.18. Since the Council meeting on 25/9/18, The Clerk has contacted an umbrella organisation, taken advice from DCC Legal Services and asked other Durham TCs in the network if they have had checks. It is not permissible for STC members to have enhanced DBS checks in their capacity as elected members. The role is ineligible. Standard checks could be requested for members. Matter discontinued after report to Council in October

Meeting Date	Minute Ref	Lead Officer	Agenda Item	Action	Date Complete	Notes
26.09.17	118	Nicola James	9 - Recommendations of Finance & Governance	ID Cards to be purchased for members and staff		Done
25.07.17	76	Alan Shaw/ James Harper	7 - Recommendations of Projects & Initiatives	Louisa Memorial - DCC should be asked for a licence to have the stone relocated to Annfield Plain Park		Permissions have been obtained for both locations, however the matter is still not resolved. On agenda for 27.2.18
25.07.17	76	James Harper	7 - Recommendations of Projects & Initiatives	Armed Forces Day - 2018 planning should begin immediately		Ongoing.
25.07.17	76	James Harper	7 - Recommendations of Projects & Initiatives	Christmas - A specification should be produced for the Christmas Light switch on event and that bids are invited from outside providers		Draft spec on agenda for 27.2.18
27.06.17	45	James Harper	7 - Recommendations of Projects & Initiatives	The two surplus tractors be donated to Beamish FC and Annfield Plain FC	23.11.17	Both tractors handed over.
27.06.17	45	Alan Shaw	7 - Recommendations of Projects & Initiatives	An extra-ordinary meeting of Council be scheduled to consider medium term planning in detail		Meeting was not held , MTP was completed through P&I process in November 2017.