
MINUTES of the FINANCE AND GENERAL PURPOSES COMMITTEE MEETING OF STANLEY TOWN COUNCIL held at Stanley Civic Hall on Wednesday 12th December 2018 at 6.30pm

PRESENT: **Cllr M Davinson*** Cllr A Clegg Cllr C Bell Cllr G Binney
 Cllr B Nair Cllr J Clark Cllr H Clark Cllr C Hampson
 Cllr J Kane Cllr C Marshall Cllr D Marshall Cllr J McMahon
 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)

OTHERS IN ATTENDANCE: Gemma Dobson (Durham County Council CLLD),
 Inspector Dave Stewart (Durham Constabulary)
 3 members of the public.

186 APOLOGIES FOR ABSENCE

Apologies from Cllrs L Christie, J Stephenson & L Timbey were accepted by Committee.

187 DECLARATIONS OF INTEREST

Cllrs C Marshall, J Nicholson, C Hampson & M Davinson declared a non-pecuniary interest in item 7 relating to the CLLD Update, as Durham County Councillors.

188 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIR

The Town Clerk reminded Members to turn their mobile phones off or switch them to silent. The Clerk advised those present that the meeting was being recorded by the Council and a member of the public.

189 PUBLIC PARTICIPATION

The Town Clerk advised the Chair there had been a question submitted from the public for Inspector Stewart in respect of issues at Stanley Bus Station. As Inspector Stewart will be giving an update on this issue, Committee **NOTED** the question.

190 CONFIRMATION OF MINUTES

It was proposed by Cllr A Clegg, seconded by Cllr J Kane and **RESOLVED** that Committee **APPROVE** the minutes of the Finance and General Purposes meeting held on 14th November 2018. The Chair signed them as a correct record.

191 POLICING UPDATE

Inspector Dave Stewart from Stanley Police outlined current local policing priorities and plans for the future and discussed opportunities for the Council and Police to support each other's priorities.

Inspector Stewart advised Members that following the anti social behaviour during halloween and bonfire week, presentations were given to year 7, 8 and 9 students, a number of youths who engaged in criminal activities have been identified and dealt with and Police have interacted with children and parents. There have been positive reactions from both parents and children involved.

Inspector Stewart advised that on Friday 14th December, Police and other partners are coming together to launch Operation Stay Safe. Police, PCSOs, ASB workers and Wardens will bring youths congregating and under the influence back to a central safe location. Parents will be called to come and collect the youths and deal with issues.

It was requested that Inspector Stewart come back to Committee in February to provide an update, and that he be involved with our Annual Town Meeting in March 2019.

Cllr C Marshall stated that Stanley Police have gone above and beyond engaging with all sections of the community, especially young people, and it was appalling to see that a small number of young people turned on the police the way they did.

It was proposed by Cllr C Marshall, seconded by Cllr C Hampson and **RESOLVED** that the Bamburgh Suite within the Civic Hall should be provided free of charge to partners to host Operation Stay Safe on 14th December with refreshments provided as necessary.

192 CLLD UPDATE

Gemma Dobson gave Committee information in relation to projects which have been funded so far and those in the pipeline and information about how members can get involved to support initiatives in their area.

Community Local Led Development (CLLD) has £1.2 million to spend in 3 years through two funds, European regional development fund and European social fund. The first project funded is a 121 mentoring project ran through Durham County Council and their employability team. An employability mentor has been funded via the European social fund.

The application process is 6-8 months. There has been a lot of interest in Stanley so far. CLLD is to support jobs and growth. Applications should be asking for £10,000+. The Town Clerk will circulate information to Members.

193

WARDENS UPDATE

The Operations Manager (OM) James Harper passed on apologies from Belinda Snow and the Neighbourhood Wardens.

The OM advised that the Wardens were doing a great job, they have an excellent attitude, are professional and provide him with regular updates.

They work well with partners and agencies, including local schools, using STC priorities to approach communities and schools.

The OM **RECOMMENDED** that STC continue with the current service priorities over the next two month.

Committee **NOTED** the update and **APPROVED** the recommendation.

194

ACCOUNTS FOR PAYMENT & BANK RECONCILIATION

It was proposed by Cllr D Marshall, seconded by Cllr A Clegg and **RESOLVED** that the Committee **APPROVE** the payment of accounts and **NOTE** the Bank Reconciliation for November 2018.

195

BUDGET MONITORING & DRAFT BUDGET REPORT**(i) Budget Monitoring**

The Town Clerk advised that as we are approaching the end of the financial year, year end budget estimates are getting firmer and an underspend is likely which will hopefully offset the regular internal transfers from General to Earmarked reserves. (Capital Fund and Elections Fund)

Committee **NOTED** the report.

(ii) **Updated Draft Budget**

The Town Clerk provided Committee with a number of options to enable the Council to meet the spending requirements requested by Council for 2019/20.

Cllr D Marshall stated that Council want to offer hope, help and quality of life for Stanley residents and the growth is required to deliver the Council's plan to provide this in 2019-20.

It was proposed by Cllr D Marshall, seconded by Cllr B Nair and **RESOLVED** that Committee **RECOMMEND** that Council increase the precept by 3% in 2019/20 to fund the required growth in the budget. Additional capital expenditure required for the festive lighting scheme should be met from the Earmarked Reserve for Capital projects.

196 **COMMITTEE ACTIONS UPDATE**

The Town Clerk advised the following updates from the Committee Action Log:

- (i) **Medium Term Plan** - Steering Group for Environment not set up as yet
- (ii) **County Durham Plan Consultation** - Waiting on a response from Ian Thompson.
- (iii) **Defibrillator** - The OM is waiting for the Job Centre Facilities Team to do the electrical works.
- (iv) **Youth Council** - To be removed from the Actions Log.

It was proposed by Cllr D Marshall, seconded by Cllr B Nair and **RESOLVED** that actions should be included in staff appraisals. Each budgeted activity should have an update page detailing which staff member is responsible so that progress towards objectives can be planned, monitored and reviewed.

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

Wednesday 13th February 2019, 6.30pm, Stanley Civic Hall.

Date: 04/02/2019

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Cashbook 1

User: SO

Current Bank A/c

For Month No: 10

Payments for Month 10

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
02/01/2019	BACS P/L Pymnt Page 59	BACS Pymnt	4,544.20	4,544.20		500			BACS P/L Pymnt Page 59
04/01/2019	BACS P/L Pymnt Page 63	BACS Pymnt	3,963.00	3,963.00		500			BACS P/L Pymnt Page 63
07/01/2019	ADOBE	DD10 002	16.64	16.64		500			Adobe monthly sub
07/01/2019	MICROSOFT	DD10 003	39.50	39.50		500			Microsoft Dec 18 charges
08/01/2019	BACS P/L Pymnt Page 65	BACS Pymnt	3,365.96	3,365.96		500			BACS P/L Pymnt Page 65
08/01/2019	DURHAMDD	DD10 004	826.00	826.00		500			Business rates Jan 19 instalme
09/01/2019	BARCLAYS	DD10 005	12.50	12.50		500			Dec charges E acc
09/01/2019	BARCLAYS	DD10 017	110.61	110.61		500			Dec charges Mixed ac
10/01/2019	SCREWFIX	DD10 006	22.99	22.99		500			safety respirator
14/01/2019	ALLSTAR	DD10 007	177.28	177.28		500			fuel 07/12 & 14/12
16/01/2019	BT	DD10 008	30.72	30.72		500			01207 281376
17/01/2019	AMAZONDD	DD10 016	7.78	7.78		500			year planner
18/01/2019	payroll -M9 deductions	DD10 001	10,853.19			4000	101	3,986.88	payroll -M9 deductions
						4000	450	2,478.33	payroll -M9 deductions
						4005	500	639.67	payroll -M9 deductions
						4000	350	3,748.31	payroll -M9 deductions
18/01/2019	ITC	DD10 009	563.39	563.39		500			ITC Dec 18
21/01/2019	DAWSONGRP	DD10 010	586.11	586.11		500			van lease Dec 18
21/01/2019	CORONA	DD10 011	98.48	98.48		500			gas dec 18
21/01/2019	WORLDPAY	DD10 013	16.63	16.63		500			card charges Dec 18
21/01/2019	WORLDPAY	DD10 014	9.37	9.37		500			internet charges Dec 18
21/01/2019	WORLDPAY	DD10 015	25.76	25.76		500			card charges Dec 18
21/01/2019	Office petty cash top up	DD10 018	50.00			205		50.00	Office petty cash top up
21/01/2019	AMAZONDD	DD10 012	7.99	7.99		500			Prime subs
22/01/2019	BACS P/L Pymnt Page 71	BACS Pymnt	8,078.31	8,078.31		500			BACS P/L Pymnt Page 71
23/01/2019	BACS P/L Pymnt Page 73	BACS Pymnt	39,457.28	39,457.28		500			BACS P/L Pymnt Page 73
25/01/2019	TOTALGAS	DD10 019	1,169.43	1,169.43		500			December electricity
25/01/2019	payroll January 19	DD10 020	15,016.85			4000	101	4,566.35	payroll January 19
						4000	450	4,793.15	payroll January 19
						4005	500	1,332.43	payroll January 19
						4000	350	4,324.92	payroll January 19
28/01/2019	BOC	DD10 021	15.36	15.36		500			December gas bottle rental
30/01/2019	VODAFONE	DD10 022	41.18	41.18		500			Vodafone Dec 18
Total Payments for Month			89,106.51	63,186.47	0.00			25,920.04	
Balance Carried Fwd			528,113.94						
Cashbook Totals			617,220.45	63,186.47	0.00			554,033.98	

Date: 04/02/2019

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Cashbook 1

User: SO

Current Bank A/c

For Month No: 10

Receipts for Month 10

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		613,803.22					613,803.22	
INC10 003	Banked: 21/12/2018	279.20						
	Sales Recpts Page 57	279.20			100		279.20	Sales Recpts Page 57
INC10 001	Banked: 09/01/2019	22.13						
INC10 001	Barclays	22.13			4999	110	22.13	loyalty reward
INC10 002	Banked: 09/01/2019	2.50						
INC10 002	Barclays	2.50			4999	110	2.50	Loyalty reward
INC10 003	Banked: 11/01/2019	132.00						
	Sales Recpts Page 58	132.00			100		132.00	Sales Recpts Page 58
INC10 003	Banked: 15/01/2019	506.70						
INC10 003	var cash/chqs three weeks/c 17	246.40		41.07	1020	510	205.33	var cash/chqs three weeks/c 17
INC10 003	var cash/chqs 3 weeks /c 17/12	7.30		1.22	4105	500	6.08	var cash/chqs 3 weeks /c 17/12
INC10 003	var cash/chqs 3 weeks/c 17/12	-39.00		-6.50	1000	500	-32.50	Refund Jan & beanstalk
INC10 003	var csh/chq 3 weeks/c 17/12	292.00			530		312.00	var csh/chq 3 weeks/c 17/12
					1028	500	-20.00	var csh/chq 3 weeks/c 17/12
INC10 006	Banked: 19/01/2019	477.50						
INC10 006	internet rec 27/12-19/01	461.00			530		461.00	internet rec 27/12-19/01
INC10 006	internet rec 27/12-19/01	16.50		2.75	4102	500	5.00	internet rec 27/12-19/01
					4998	500	8.75	internet rec 27/12-19/01
INC10 004	Banked: 22/01/2019	129.60						
	Sales Recpts Page 59	129.60			100		129.60	Sales Recpts Page 59
INC10 005	Banked: 22/01/2019	172.80						
	Sales Recpts Page 60	172.80			100		172.80	Sales Recpts Page 60
INC10 008	Banked: 22/01/2019	405.00						
	Sales Recpts Page 62	405.00			100		405.00	Sales Recpts Page 62
INC10 008	Banked: 28/01/2019	1,017.00						
INC10 008	card rec 02/01-28/01	1,017.00			530		1,017.00	card rec 02/01-28/01
INC10 009	Banked: 28/01/2019	100.00						
INC10 009	internet rec 26/01-28/01	100.00		0.67	530		96.00	internet rec 26/01-28/01
					4102	500	0.83	internet rec 26/01-28/01
					4998	500	2.50	internet rec 26/01-28/01
INC10 007	Banked: 29/01/2019	172.80						
	Sales Recpts Page 61	172.80			100		172.80	Sales Recpts Page 61
Total Receipts for Month		3,417.23	0.00	39.21			3,378.02	
Cashbook Totals		617,220.45	0.00	39.21			613,803.22	

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Date: 04/02/2019

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Time: 12:09

**Bank Reconciliation Statement as at 31/01/2019
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	31/01/2019		6,254.53
Savings Account	31/01/2019		500,738.17
Current Bank Account-e account	31/01/2019		21,121.24
			<hr/> 528,113.94
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			528,113.94
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			528,113.94
		Balance per Cash Book is :-	528,113.94
		Difference is :-	0.00



4 Feb 2019

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	£6,238.77
Last night's balance	£6,254.53
Overdraft limit	£0.00

Showing 1-4 of 4 transactions between 01/01/2019 and 31/01/2019

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See your pending debit card transactions

>	Date	^	Description	Money In	Money Out	Balance
>	15/01/2019		44STANLEY	£917.90		£6,254.53
>	14/01/2019		203351 43231674		-£5,000.00	£5,336.63
>	09/01/2019		LOYALTY REWARD	£22.13		£10,336.63
>	09/01/2019		CHARGES		-£110.61	£10,314.50

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4 Feb 2019
Miss Nicola James
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Work Email: nicola.james@stanley-tc.gov.uk
Work Tel: 01207 299109

Transactions

e-Payments Plan

20-33-51 43231674

Available balance	£20,676.77
Last night's balance	£20,585.37
Overdraft limit	£0.00

Showing 1 - 50 of 77 transactions between 01/01/2019 and 31/01/2019

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>	Date	^	Description	Money In	Money Out	Balance
>	31/01/2019		MV- 76950763 -2801	£80.00		£21,121.24
>	31/01/2019		MV- 02937763 -2901	£65.50		£21,041.24
>	30/01/2019		MV- 76951073 -2501	£152.00		£20,975.74
>	30/01/2019		MV- 76950763 -	£38.00		£20,823.74
>	30/01/2019		MV- 02937763 -2701	£34.50		£20,785.74
>	30/01/2019		VODAFONE LIMITED		-£41.18	£20,751.24



4 Feb 2019
Miss Nicola James
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Work Email: nicola.james@stanley-tc.gov.uk
Work Tel: 01207 299109

Transactions

Active Saver


20-33-51 93186547

Available balance  **£500,738.17**

Last night's balance  **£500,738.17**

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 01/01/2019 and 31/01/2019

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>	Date	^	Description	Money In	Money Out	Balance
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Date : 04/02/2019

Stanley Town Council 2018-19

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Trial Balance for Month No: 10

User : SO

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
100	Debtors			2,069.45	
105	VAT Control A/c			2,023.28	
110	Prepayments			22,161.67	
200	Current Bank A/c			528,113.94	
201	Civic Hall Petty Cash			49.93	
202	Civic Hall Refunds Float			13.50	
205	Office Petty Cash			70.07	
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				4,300.00
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				2,162.00
540	Room hire deposits-wedding etc				350.00
1000	Ticket Sales Retained	500	Civic Hall		50.41
1002	Ticket sales ret'd- Ext shows	500	Civic Hall		3,365.69
1005	Ticket Sales Non Retained	500	Civic Hall		43,553.94
1010	Hall Hire	500	Civic Hall		31,571.17
1012	Civic Players etc-Fees, Subs,	500	Civic Hall		8,883.33
1020	Bar Takings	510	Civic Hall Bar		26,757.64
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		266.12
1050	Interest	110	Administration		1,334.68
1060	Rent Income	307	AP Community Room		90.00
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		1,229.53
1220	Coffee Shop	505	Coffee Shop		2,629.18
4000	Direct Salaries	101	Stanley Town Council	85,482.25	
4000	Direct Salaries	350	Environmental Services	70,395.80	
4000	Direct Salaries	450	Facilities Management	73,618.93	
4000	Direct Salaries	505	Coffee Shop	5,250.68	
4005	Casual Staff	500	Civic Hall	31,883.24	
4008	Training	101	Stanley Town Council	675.00	

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Date : 04/02/2019

Stanley Town Council 2018-19

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Trial Balance for Month No: 10

User : SO

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4008	Training	500	Civic Hall	560.00	
4009	Clothing Costs	101	Stanley Town Council	91.80	
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	437.89	
4013	HR Advice & Support	101	Stanley Town Council	3,947.50	
4049	Rent	305	PACT House	8,000.00	
4050	Rates	307	AP Community Room	360.00	
4050	Rates	500	Civic Hall	8,256.00	
4051	Water Rates	500	Civic Hall	1,303.53	
4052	Electricity	307	AP Community Room	223.25	
4052	Electricity	500	Civic Hall	8,411.76	
4053	Gas	307	AP Community Room	575.68	
4053	Gas	500	Civic Hall	942.86	
4054	Insurance	110	Administration	3,963.29	
4055	Cleaning	500	Civic Hall	1,695.01	
4056	Alarm Maintenance	500	Civic Hall	1,656.03	
4057	Window Cleaning	500	Civic Hall	150.00	
4058	Trade Waste	350	Environmental Services	411.40	
4058	Trade Waste	500	Civic Hall	1,186.00	
4059	Laundry	500	Civic Hall	202.55	
4061	Accommodation Rent	105	Office Accommodation	1,250.00	
4065	Repairs & Maintenance	307	AP Community Room	76.84	
4065	Repairs & Maintenance	350	Environmental Services	312.43	
4065	Repairs & Maintenance	500	Civic Hall	3,170.18	
4066	Tools & Equipment	350	Environmental Services	1,064.15	
4066	Tools & Equipment	500	Civic Hall	2,238.45	
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	
4073	Health and Safety	500	Civic Hall	19.16	
4075	Advertising	115	Publicity	2,058.85	
4076	Marketing & Promotion	500	Civic Hall	2,322.05	
4077	Licences	110	Administration	480.00	
4077	Licences	500	Civic Hall	2,204.67	
4100	Telephones	500	Civic Hall	2,915.79	
4101	Mobile Phones	110	Administration	157.92	
4101	Mobile Phones	500	Civic Hall	84.60	
4102	Stationery	110	Administration	317.51	
4102	Stationery	500	Civic Hall	842.83	
4103	Publications	101	Stanley Town Council	660.00	

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Date : 04/02/2019

Stanley Town Council 2018-19

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Trial Balance for Month No: 10

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>
4103	Publications	110	Administration	29.00	
4104	Postage	110	Administration	131.45	
4104	Postage	500	Civic Hall	184.89	
4105	Photocopying	110	Administration	498.82	
4105	Photocopying	500	Civic Hall	400.49	
4106	Subscriptions	110	Administration	4,970.86	
4111	Audit Internal	110	Administration	1,000.00	
4112	Professional Fees	110	Administration	11,714.94	
4114	Refreshments	200	Democracy	33.79	
4116	STC Warden Service	310	Warden Service	38,677.18	
4122	IT - Email Maintenance	110	Administration	2,377.35	
4123	IT - Support & Maintenance	110	Administration	865.25	
4123	IT - Support & Maintenance	500	Civic Hall	681.88	
4124	IT - Equipment	110	Administration	100.80	
4125	IT - Software	110	Administration	1,110.02	
4125	IT - Software	500	Civic Hall	225.50	
4130	Vehicle Leasing	350	Environmental Services	4,110.66	
4131	Vehicle Fuel	350	Environmental Services	2,134.90	
4132	Winter Maintenance	350	Environmental Services	1,434.24	
4134	Stanley in Bloom	350	Environmental Services	21.00	
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	387.50	
4421	Events (External)	320	Events	27,434.00	
4423	Heritage Projects	320	Events	8,256.71	
4424	West Stanley Memorial	320	Events	50.00	
4425	Technical Support	500	Civic Hall	1,675.00	
4439	Christmas Decorations	320	Events	6,086.37	
4500	Members Initiative Fund	400	Grants	52,333.72	
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	720.39	
4600	Bar Stock	510	Civic Hall Bar	15,080.94	
4601	Bar Supplies - Sundry Items	510	Civic Hall Bar	163.57	
4602	Bar - Stocktaking Costs	505	Coffee Shop	100.00	
4602	Bar - Stocktaking Costs	510	Civic Hall Bar	675.00	
4603	Bar - gas	510	Civic Hall Bar	314.40	
4650	Events - Civic Hall	500	Civic Hall	25,166.02	

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Date : 04/02/2019

Stanley Town Council 2018-19

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Time: 12:43

Trial Balance for Month No: 10

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>
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	43,553.94	
4751	Technical supp-rechargeable	500	Civic Hall	130.00	
4752	Purchases weddings etc- rech	500	Civic Hall	4,442.84	
4803	Chairmans Fund	200	Democracy	1,868.44	
4805	Chairmans Awards	200	Democracy	1,624.37	
4808	Election Costs	200	Democracy	12,579.35	
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	2,175.54	
4999	Bank Charges	110	Administration	739.48	
5000	Transfer to EM Reserves			190,000.00	
5001	Trnsfer from EM Reserves				213,776.00
Trial Balance Totals :				1,682,202.39	1,682,202.39
Difference				0.00	

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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 10
by user SO

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CDALC CDALC							
<i>Appraisal training</i>	19/12/2018	CTP148/19	1	90.00	0.00	90.00	0.00
Authorised: BACS10 003							
					0.00	90.00	
Above paid on 02/01/2019 by Online Payment Ref CDALC							
DCCRB Durham County Council							
<i>erect Bunting</i>	18/12/2018	900317587	1	687.60	0.00	687.60	0.00
Authorised: BACS10 004							
					0.00	687.60	
Above paid on 02/01/2019 by Online Payment Ref DCCRB							
FATTORINI Thomas Fattorini Ltd							
<i>Deputy Mayor pendant</i>	17/12/2018	I236481	1	1,750.93	0.00	1,750.93	0.00
Authorised: BACS10 002							
					0.00	1,750.93	
Above paid on 02/01/2019 by Online Payment Ref FATTORINI							
HELENWEST Helen West Theatre Dance School							
<i>Fantasy ticket sales</i>	18/12/2018	FANTASY	1	1,836.67	0.00	1,040.67	796.00
Authorised: BACS09 016							
					0.00	1,040.67	
Above paid on 02/01/2019 by Online Payment Ref HELENWEST							
HOG100 Hoge 100 Business Systems Ltd							
<i>Booking system training</i>	20/12/2018	24037	1	600.00	0.00	600.00	0.00
Authorised: BACS10 001							
					0.00	600.00	
Above paid on 02/01/2019 by Online Payment Ref HOG100							
INBLOOM Northumbria in Bloom							
<i>N-i-B 2019 Entry fee</i>	19/12/2018	2019 ENTRY FEE	1	300.00	0.00	300.00	0.00
Authorised: BACS10 007							
					0.00	300.00	
Above paid on 02/01/2019 by Online Payment Ref INBLOOM							

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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 10
by user SO

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
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NESTOCK	North of England Stocktakers						
stocktake 10/12	14/12/2018	37816	1	75.00	0.00	75.00	0.00
Authorised: BACS10 006							

0.00	75.00
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Above paid on 02/01/2019 by Online Payment Ref NESTOCK

Total Purchase Ledger Payments	0.00	4,544.20
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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 10
by user SO

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
NEREO	North East Regional Employers Org						
<i>Investigation</i>	03/01/2019	22812	1	3,963.00	0.00	3,963.00	0.00
Authorised: BACS10 009							
					0.00	3,963.00	
Above paid on 04/01/2019 by Online Payment Ref NEREO							
Total Purchase Ledger Payments					0.00	3,963.00	

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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 10
by user SO

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
AUDITOR G Fletcher							
<i>Additional audit work</i>	07/01/2019	2-2018/19	1	520.00	0.00	520.00	0.00
Authorised: BACS10 010							
					0.00	520.00	

Above paid on 08/01/2019 by Online Payment Ref AUDITOR

DCCRB Durham County Council							
<i>Weighbridge Dec 18</i>	03/01/2019	252710215	1	31.68	0.00	31.68	0.00
Authorised: BACS10 010							
					0.00	31.68	

Above paid on 08/01/2019 by Online Payment Ref DCCRB

HOG100 Hoge 100 Business Systems Ltd							
<i>websales Dec 18</i>	31/12/2018	24045	1	77.28	0.00	77.28	0.00
Authorised: BACS10 012							
					0.00	77.28	

Above paid on 08/01/2019 by Online Payment Ref HOG100

PACTHOUSE Pact House Stanley							
<i>Carol concert charity raffle</i>	07/01/2019	CHARITY RAFFLE	1	119.00	0.00	119.00	0.00
Authorised: BACS10 014							
					0.00	119.00	

Above paid on 08/01/2019 by Online Payment Ref PACTHOUSE

PRINTMEIT Printmeit.com Ltd							
<i>Christmas banners/leaflets etc</i>	15/11/2018	1328189	1	282.00	0.00	282.00	0.00
Authorised: BACS10 015							
					0.00	282.00	

Above paid on 08/01/2019 by Online Payment Ref PRINTMEIT

SNOWDON Kevin Snowdon Groundworks Limited							
<i>foundation for Brazier</i>	31/12/2018	2573	1	2,136.00	0.00	2,136.00	0.00
Authorised: BACS10 013							
					0.00	2,136.00	

Above paid on 08/01/2019 by Online Payment Ref SNOWDON

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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 10
by user SO

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
TALLIMAGE Tall Image Media Projects							
<i>Film Armed Forces Day</i>	13/11/2018	00006	1	200.00	0.00	200.00	0.00
Authorised: BACS10 016							

0.00	200.00
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Above paid on 08/01/2019 by Online Payment Ref TALLIMAGE

Total Purchase Ledger Payments	0.00	3,365.96
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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 10
by user SO

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
AMBEROL Amberol Ltd							
<i>NIB Planters</i>	20/12/2018	0000017953	1	1,591.20	0.00	1,591.20	0.00
Authorised: BACS10 019							
					0.00	1,591.20	
Above paid on 22/01/2019 by Online Payment Ref AMBEROL							
CRYSTAL Crystal View							
<i>window cleaning 17/11</i>	17/11/2018	5822	1	25.00	0.00	25.00	0.00
Authorised: BACS10 021							
<i>window cleaning 19/12</i>	19/12/2018	6445	1	25.00	0.00	25.00	0.00
Authorised: BACS10 020							
					0.00	50.00	
Above paid on 22/01/2019 by Online Payment Ref CRYSTAL							
DCCRB Durham County Council							
<i>By election Havannah 6/9/18</i>	09/01/2019	601116791	1	6,082.11	0.00	6,082.11	0.00
Authorised: BACS10 017							
					0.00	6,082.11	
Above paid on 22/01/2019 by Online Payment Ref DCCRB							
GEORDIES Geordies Signs							
<i>banners etc brazier ceremony</i>	12/01/2019	INV-0744	1	60.00	0.00	60.00	0.00
Authorised: BACS10 018							
					0.00	60.00	
Above paid on 22/01/2019 by Online Payment Ref GEORDIES							
NORTH-HEAT Northern heating Services							
<i>Service/CP12 17/01/19</i>	17/01/2019	400	1	45.00	0.00	45.00	0.00
Authorised: BACS10 022							
					0.00	45.00	
Above paid on 22/01/2019 by Online Payment Ref NORTH-HEAT							

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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 10
by user SO

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
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SNOWDON Kevin Snowdon Groundworks Limited							
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January rent- storage	17/01/2019	2579	1	250.00	0.00	250.00	0.00
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Authorised: BACS10 023

0.00	250.00
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Above paid on 22/01/2019 by Online Payment Ref SNOWDON

Total Purchase Ledger Payments	0.00	8,078.31
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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 10
by user SO

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CRAGHEAD Craghead Colliery Band							
<i>Bugler Armistice Day</i>	31/01/2019	181112	1	30.00	0.00	30.00	0.00
Authorised: BACS10 024							
<i>C'head Band- christmas concert</i>	31/01/2019	181216	1	200.00	0.00	200.00	0.00
Authorised: BACS10 025							
					0.00	230.00	
Above paid on 23/01/2019 by Online Payment Ref CRAGHEAD							
DCCRB Durham County Council							
<i>DCC- warden service 16/7-15/01</i>	22/01/2019	252713912	1	38,677.18	0.00	38,677.18	0.00
Authorised: BACS10 026							
					0.00	38,677.18	
Above paid on 23/01/2019 by Online Payment Ref DCCRB							
JAK JAK HQ Ltd							
<i>In & Around Feb 19</i>	18/01/2019	63834	1	240.00	0.00	240.00	0.00
Authorised: BACS10 027							
					0.00	240.00	
Above paid on 23/01/2019 by Online Payment Ref JAK							
NEWKYO New Kyo and Oxhill Partnership							
<i>MIF714 Pantomime outing</i>	08/01/2019	MIF714	1	310.10	0.00	310.10	0.00
Authorised: BACS10 028							
					0.00	310.10	
Above paid on 23/01/2019 by Online Payment Ref NEWKYO							
Total Purchase Ledger Payments					0.00	39,457.28	

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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
101 Stanley Town Council									
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	89,373	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	438	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	97,147	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>(97,147)</u>	<u>(123,485)</u>		<u>(163,357)</u>		
105 Office Accommodation									
4054 Insurance	8,000	2,518	8,000	0	0	0	0	0	0
4061 Accommodation Rent	0	3,000	13,738	1,250	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	1,250	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>(1,250)</u>	<u>(4,750)</u>		<u>(3,500)</u>		
110 Administration									

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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	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	158	185	0	200	0	0
4102 Stationery	750	688	750	318	334	0	700	0	0
4103 Publications	100	0	100	29	100	0	100	0	0
4104 Postage	900	235	700	131	167	0	250	0	0
4105 Photocopying	600	781	600	499	631	0	600	0	0
4106 Subscriptions	4,400	4,129	4,400	4,971	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	393	0	0
4122 IT - Email Maintenance	2,200	2,986	2,200	2,377	2,458	0	2,000	0	0
4123 IT - Support & Maintenance	4,000	1,108	4,000	865	914	0	2,000	0	0
4124 IT - Equipment	2,000	1,843	2,000	101	1,800	0	1,800	0	0
4125 IT - Software	500	1,622	800	1,110	1,374	0	800	0	0
4999 Bank Charges	1,250	1,661	2,000	739	743	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
Overhead Expenditure	27,200	37,427	36,330	28,736	34,414	0	29,983	0	0
Movement to/(from) Gen Reserve	<u>(27,200)</u>	<u>(36,371)</u>	<u>(36,330)</u>	<u>(27,401)</u>	<u>(34,414)</u>		<u>(29,983)</u>		
<u>111</u> Precept									
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	106,660	0	0
Total Income	786,876	786,876	823,388	823,388	823,388	0	844,890	0	0
Movement to/(from) Gen Reserve	<u>786,876</u>	<u>786,876</u>	<u>823,388</u>	<u>823,388</u>	<u>823,388</u>		<u>844,890</u>		
<u>115</u> Publicity									
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	<u>(21,800)</u>	<u>(3,308)</u>	<u>(15,300)</u>	<u>(2,059)</u>	<u>(1,900)</u>		<u>(20,000)</u>		
<u>200</u> Democracy									
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	34	22	0	100	0	0
4800 Member Training	2,000	1,469	2,000	0	0	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
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	1,868	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	12,579	12,580	0	0	0	0
Overhead Expenditure	40,150	39,097	8,850	16,106	27,557	0	15,350	0	0
Movement to/(from) Gen Reserve	(40,150)	(39,097)	(8,850)	(16,106)	(27,557)		(15,350)		
300 Services									
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)		

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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
<u>305</u>	<u>PACT House</u>								
4049	Rent	8,000	8,000	8,000	8,000	0	8,000	0	0
4054	Insurance	200	200	0	200	0	200	0	0
4112	Professional Fees	0	0	0	0	0	0	0	0
	Overhead Expenditure	8,200	8,200	8,000	8,200	0	8,200	0	0
	Movement to/(from) Gen Reserve	(8,200)	(8,200)	(8,000)	(8,200)		(8,200)		
<u>307</u>	<u>AP Community Room</u>								
1060	Rent Income	2,000	1,500	90	150	0	500	0	0
	Total Income	2,000	1,500	90	150	0	500	0	0
4050	Rates	500	400	360	360	0	500	0	0
4051	Water Rates	300	300	0	0	0	0	0	0
4052	Electricity	300	300	223	300	0	500	0	0
4053	Gas	564	550	576	538	0	650	0	0
4054	Insurance	350	350	0	0	0	0	0	0
4065	Repairs & Maintenance	500	500	77	200	0	200	0	0
4112	Professional Fees	500	500	0	0	0	0	0	0
	Overhead Expenditure	3,014	2,900	1,236	1,398	0	1,850	0	0
	Movement to/(from) Gen Reserve	(1,014)	(1,400)	(1,146)	(1,248)		(1,350)		
<u>310</u>	<u>Warden Service</u>								
4116	STC Warden Service	0	54,227	38,677	40,716	0	54,288	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
Overhead Expenditure	0	0	54,227	38,677	40,716	0	54,288	0	0
Movement to/(from) Gen Reserve	0	0	(54,227)	(38,677)	(40,716)		(54,288)		
320 Events									
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	388	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	8,257	6,500	0	5,000	0	0
4424 West Stanley Memorial	400	308	400	50	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	52,215	97,120	0	90,754	0	0
Movement to/(from) Gen Reserve	(92,325)	(71,806)	(75,100)	(52,215)	(97,120)		(90,754)		

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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
<u>350</u>	<u>Environmental Services</u>								
4000	Direct Salaries	0	91,889	73,532	88,300	0	93,538	0	0
4009	Clothing Costs	0	2,000	479	639	0	600	0	0
4058	Trade Waste	0	2,700	411	1,500	0	1,500	0	0
4065	Repairs & Maintenance	0	2,000	312	2,000	0	2,000	0	0
4066	Tools & Equipment	0	5,000	1,064	1,206	0	3,500	0	0
4130	Vehicle Leasing	0	0	4,111	5,430	0	3,200	0	0
4131	Vehicle Fuel	0	6,000	2,135	2,900	0	2,500	0	0
4132	Winter Maintenance	0	2,200	1,434	2,200	0	2,200	0	0
4133	Environmental Campaigns	0	5,000	0	3,000	0	3,000	0	0
4134	Stanley in Bloom	0	0	21	0	0	6,500	0	0
	Overhead Expenditure	0	116,789	83,500	107,175	0	118,538	0	0
	Movement to/(from) Gen Reserve	0	(116,789)	(83,500)	(107,175)		(118,538)		
<u>400</u>	<u>Grants</u>								
4500	Members Initiative Fund	70,000	68,753	70,000	52,334	70,000	0	0	0
4502	Strategic Grants	55,153	42,046	0	15,473	0	35,000	0	0
4504	Youth Providers	0	0	15,000	0	0	0	0	0
4505	Stanley Fund	0	0	0	0	0	50,000	0	0
	Overhead Expenditure	125,153	110,800	85,000	67,807	70,000	85,000	0	0
	Movement to/(from) Gen Reserve	(125,153)	(110,800)	(85,000)	(67,807)	(70,000)	(85,000)		
<u>450</u>	<u>Facilities Management</u>								

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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
4000 Direct Salaries	0	0	108,979	76,097	90,600	0	114,450	0	0
Overhead Expenditure	0	0	108,979	76,097	90,600	0	114,450	0	0
Movement to/(from) Gen Reserve	0	0	(108,979)	(76,097)	(90,600)		(114,450)		
500 Civic Hall									
1000 Ticket Sales Retained	30,000	27,904	25,000	50	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	31,571	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	0	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	93,779	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	32,168	39,500	0	20,000	0	0
4008 Training	2,500	332	2,500	560	2,500	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
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	8,256	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	8,412	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	150	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	2,238	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	19	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	2,322	2,562	0	0	0	0
4077 Licences	2,000	3,045	2,000	2,205	4,500	0	3,000	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
4079 Security	500	179	500	0	200	0	500	0	0
4100 Telephones	3,200	3,103	3,200	2,916	3,200	0	3,200	0	0
4101 Mobile Phones	0	0	1,000	85	100	0	0	0	0
4102 Stationery	2,000	753	1,500	843	1,137	0	1,000	0	0
4104 Postage	800	2,175	1,500	185	236	0	1,000	0	0
4105 Photocopying	1,200	919	1,200	400	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	682	700	0	1,500	0	0
4125 IT - Software	200	548	500	226	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	25,166	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	2,176	2,500	0	1,000	0	0
Overhead Expenditure	283,162	388,699	116,230	162,658	175,709	0	83,050	0	0

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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
Movement to/(from) Gen Reserve	<u>(164,552)</u>	<u>(203,444)</u>	<u>(14,805)</u>	<u>(68,879)</u>	<u>(75,171)</u>		<u>(16,740)</u>		
<u>505 Coffee Shop</u>									
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	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
4625 Coffee Shop supplies	700	372	0	0	0	0	0	0	0
Overhead Expenditure	50,575	52,270	0	6,606	6,606	0	0	0	0
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>		

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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
<u>510</u>	<u>Civic Hall Bar</u>								
1020	Bar Takings	48,000	63,905	65,000	26,758	31,000	0	45,000	0
1210	Food sales	0	0	0	1,230	1,463	0	1,000	0
	Total Income	48,000	63,905	65,000	27,987	32,463	0	46,000	0
4009	Clothing Costs	150	110	200	6	100	0	0	0
4066	Tools & Equipment	450	80	250	0	0	0	0	0
4070	Crockery,Cutlery etc	500	0	500	0	0	0	0	0
4102	Stationery	100	0	0	0	0	0	0	0
4560	Coffee Shop-Food	0	0	0	720	917	0	750	0
4600	Bar Stock	18,500	28,360	27,000	15,081	17,000	0	28,500	0
4601	Bar Supplies - Sundry Items	3,500	288	400	164	210	0	400	0
4602	Bar - Stocktaking Costs	650	943	900	675	900	0	950	0
4603	Bar - gas	800	288	400	314	385	0	300	0
	Overhead Expenditure	24,650	30,068	29,650	16,960	19,512	0	30,900	0
	Movement to/(from) Gen Reserve	23,350	33,837	35,350	11,027	12,951		15,100	
<u>520</u>	<u>Loan Charges</u>								
4996	PWLB Loan - Principal	20,000	20,000	40,000	19,500	40,000	0	40,000	0
4997	PWLB Loan - Interest	3,990	3,534	7,980	3,582	7,980	0	7,980	0
	Overhead Expenditure	23,990	23,534	47,980	23,082	47,980	0	47,980	0
	Movement to/(from) Gen Reserve	(23,990)	(23,534)	(47,980)	(23,082)	(47,980)		(47,980)	
<u>800</u>	<u>Loan Costs</u>								

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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
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	1,139,268	1,149,228	0	957,700	0	0
Expenditure	1,018,801	1,095,021	991,313	945,491	1,149,228	0	957,700	0	0
Movement to/(from) Gen Reserve	(30,215)	(20,610)	0	193,778	0		0		



Budget Monitoring Report

A report to provide estimates for the year end out-turn for 2018/19 and initial estimates for 2019/ 20 to assist Council with the development of next year's budgets. Updates from the report supplied to members in September are italicised.

Budget Areas

1. Salaries

Estimating the final salaries budgets for the year is difficult because the final structure has not yet been implemented. Therefore, some assumptions must be made to provide an estimate and the estimates can only be within a range.

Table 2 below breaks down the cost to the Council of the existing staffing establishment at the time of preparation of the report. It does not include the un-budgeted salary costs incurred for the time the coffee shop continued to trade after the start of the year of **£5,251** but it **does** include the full- year costs of the Events Manager post which has been vacant since the end of month 2.

Therefore, to predict the out-turn figure for the current establishment, we would subtract 10 months of the Events Manager post (**£24,627**) and add the un-budgeted Coffee Shop salaries (**£5,251**).

This would give a year end forecast of **£310, 405**, which is well within the amount budgeted. I have not included the wardens in this table because although STC does pay their salaries it is on a contract basis and in a separate budget area.

Table 3 shows the full-year costs of the proposed establishment, which are slightly higher (by **£2,957**) than the current budget.

Assuming that the proposed structure is implemented on **1st October 2018**, this would provide the estimate detailed in **Table 1** below for the out-turn, which is within the existing budget with an underspend of **£14,366**. It should also be noted that if a Deputy Town Clerk were not in post on 1st October 2018, there would be a further saving of **£3,473** for each month the post remained vacant.

Table 4 shows the effect of the National pay award and changes to the structure of the National Pay Scales on the establishment for 2019/20 and therefore what would need to be budgeted for next year to cater for the proposed establishment. The hourly rate for lower paid staff will increase by as much as 9%.

It is **RECOMMENDED** that the Council sets aside a budgets of **£370,000** in 2019/20 to cover salaries and occasional out of hours/ overtime payments.

TABLE 1.1 Salaries Out-Turn Estimates

Item	Cost
Existing Structure months 1-7	£192,372
less Events Manager months 3-7	-£12,310
plus Coffee Shop costs months 1-2	£5,251
Proposed Structure months 8 -12	£144,739
Total	£330,052
2018/19 Salaries Budget	£344,418

TABLE 1.2 Existing Establishment (full year costs)(as at 13/8/18) 2018/19

Job Title	SCP	Salary (FTE)	Hourly Rate	Hours worked	Actual Salary	Salary + Employer Costs
Town Clerk	51	£46,957	£24.33	37	£46,957	£61,243
Comm. Dev. Manager	40	£36,153	£18.74	37	£36,153	£46,885
Finance Officer	28	£25,463	£13.20	23	£15,829	£19,874
Events Manager	25	£23,111	£11.98	37	£23,111	£29,552
PA to Town Clerk	22	£21,074	£10.92	37	£21,074	£26,845
Acting Duty Manager	21	£20,541	£10.65	37	£20,541	£26,136
Environmental Caretaker	10	£16,863	£8.74	37	£16,863	£21,248
Environmental Caretaker	10	£16,863	£8.74	37	£16,863	£21,248
Interim Box Office Assistant	10	£16,863	£8.74	37	£16,863	£21,248
Caretaker	10	£16,863	£8.74	37	£16,863	£21,248
General Assistant	10	£16,863	£8.74	37	£16,863	£21,248
Cleaner	10	£16,863	£8.74	12	£5,460	£6,503
Cleaner	10	£16,863	£8.74	12	£5,460	£6,503
TOTAL						£329,781
2018/19 Salaries Budget						£344,418

TABLE 1.3 Proposed Establishment (full year costs)(pending Job Evaluations) 2018/19

Job Title	SCP	Salary (FTE)	Hourly Rate	Hours worked	Actual Salary	Salary + Employer Costs
Town Clerk	51	£46,957	£24.33	37	£46,957	£61,243
Operations Manager	40	£36,153	£18.74	37	£36,153	£46,885
Deputy Town Clerk	36	£32,233	£16.71	37	£32,233	£41,675
Finance Officer	28	£25,463	£13.20	23	£15,829	£19,874
Senior Admin Officer	24	£22,401	£11.61	37	£22,401	£28,608
Duty Officer	24	£22,401	£11.61	37	£22,401	£28,608
Box Office Assistant	12	£17,173	£8.90	37	£17,173	£21,660
Facilities Assistant	12	£17,173	£8.90	37	£17,173	£21,660
Facilities Assistant	12	£17,173	£8.90	37	£17,173	£21,660
Environmental Caretaker	10	£16,863	£8.74	37	£16,863	£21,248
Environmental Caretaker	10	£16,863	£8.74	37	£16,863	£21,248
Cleaner	10	£16,863	£8.74	12	£5,460	£6,503
Cleaner	10	£16,863	£8.74	12	£5,460	£6,503
TOTAL						£347,375
2018/19 Salaries Budget						£344,418

TABLE 1.4 Proposed Establishment (full year costs)(pending Job Evaluations) 2019/20

Job Title	SCP	Salary (FTE)	Hourly Rate	Hours worked	Actual Salary	Salary + Employer Costs
Town Clerk	45	£47,858	£24.54	37	£47,858	£62,441
Operations Manager	34	£36,876	£19.11	37	£36,876	£47,846
Deputy Town Clerk	31	£33,799	£17.52	37	£33,799	£43,756
Finance Officer	22	£26,317	£13.64	23	£16,359	£20,579
Senior Admin Officer	17	£23,836	£12.35	37	£23,836	£30,516
Duty Officer	17	£23,836	£12.35	37	£23,836	£30,516

Job Title	SCP	Salary (FTE)	Hourly Rate	Hours worked	Actual Salary	Salary + Employer Costs
Box Office Assistant	4	£18,426	£9.55	37	£18,426	£23,326
Facilities Assistant	4	£18,426	£9.55	37	£18,426	£23,326
Facilities Assistant	4	£18,426	£9.55	37	£18,426	£23,326
Environmental Caretaker	3	£18,065	£9.36	37	£18,065	£22,846
Environmental Caretaker	3	£18,065	£9.36	37	£18,065	£22,846
Cleaner	3	£18,065	£9.36	12	£5,859	£6,978
Cleaner	3	£18,065	£9.36	12	£5,859	£6,978
TOTAL						£365,280
2018/19 Salaries Budget						£344,418

November 2018 - Updates

Now that the restructure has been implemented, the salaries paid in the year to date have been apportioned to the appropriate budget within the new budgetary structure.

*Civic Hall staff are allocated to the "Facilities Management" Salaries Budget
The Environmental Caretakers and the Operations Manager are allocated to the "Environmental Services" Budget.*

*Other staff are allocated to the "Staffing" salaries budget - **RECOMMENDATION:** This cost centre could be renamed now that the Council has three separate areas with salaries budgets attached.*

February 2019 - Update

The restructure has been fully implemented and all staff are now in post with effect from the 28th January. Therefore the salary estimates at year end have a high degree of confidence.

2. Administration, Publicity & Democracy

- (i) We had budgeted £10,000 to cover the costs of rental/ rates/ utilities at alternative premises as we submitted a bid for the library this year. This money has not been required to date as the Council has remained in its existing premises. However we now require yard space and storage for our environmental services team as the former Groundwork facility (which we still had some equipment stored in) is closing and we cannot continue the short term arrangement of storing equipment in the Civic Hall.
- (ii) We have identified a suitable secure yard with container storage, power and water within the Council's area which we can rent for £250 per month with no long term contract required. We will be moving our stores and equipment into this facility in late September, therefore around £1500 of the money allocated for rent will be spent on this facility by the year end.

Item 7 - ATTACHMENT I

- (iii) I have projected that we would require £2500 for HR support but we are reaching the end of the process now and the costs for the DCC HR support are likely to be closer to £1000. We have incurred additional charges from the NEREO investigation but this should come closer to budget than estimated at year end.
- (iv) I have also estimated an overspend in professional fees but again we have had the final bills for the land transactions we have undertaken in this financial year so this may come closer to budget by the year end.
- (v) There has been a significant saving in bank charges since the move to electronic payments last year and our performance in making payments in a timely manner has increased even more significantly. We are now settling most accounts within a week of receipt of invoice and can now process urgent payments almost immediately.
- (vi) We have not produced Stanley Life in this year so this budget has not been spent. However, we have partnered with Creo Communications to deliver improved communications and the costs associated with this are being offset against this code. There will still be a significant underspend in this area. It is a matter for consideration by the Council whether we roll up the Comms work we have been commissioning into a printed newsletter for residents but there would be some logic to this as we would be able to get a wider reach with the work we have already commissioned.
- (vii) We have had 2 by-elections in this financial year and I have estimated a cost of £15,000 for the two, although it may be a bit less when we get the actual cost for the Havannah election. These costs were not budgeted so will create budget pressures.

November 2018 - Updates

*If the Council does not intend to re-introduce the Parish Magazine, the allocation in the draft budget for next year can be used differently. **RECOMMENDATION:** This budget should be added to marketing and publicity budgets for next year if Council does not wish to re-introduce the Parish Magazine.*

3. Services

- (i) The majority of our services are commissioned so the actual costs will reflect the budget exactly. However, we did incur £4108 of un-budgeted costs for the environmental services project as the TUPE transfer period ran into the first two weeks of April.
- (ii) I have projected full year costs for the warden service simply because we have not yet been invoiced by DCC for the service which makes it impossible to give an accurate year end projection. However, it is the case that the service did not commence until 16th July so there should be at least a quarter saved on these estimates which will help to offset overspends in other areas.
- (iii) The budgets allocated for vehicle hire and fuel for the Environmental Services team underestimated the likely actual costs by around £2800. This can be offset by the savings on the wardens service outlined above. We have been able to secure some additional funds which were set aside by the AAP towards Northumbria in Bloom towards this project for next year which will support that project in 19/20.

4. Grants

- (i) There are no full Council grants this year and the MIF fund is expected to be fully spent as in previous years.
- (ii) The allocation for youth provision of £15000 has not been allocated to any projects as yet nor any mechanism to call for bids been agreed by Council. This either needs to be done or the budget taken as an in-year saving .

November 2018 - Updates

We have still not brought forward proposals to allocate the £15k youth budget in this year's budget - this needs to be considered by Committee

5. Premises

- (i) The costs for PACT House and the Just for Women Centre are fixed and there has been no deviation from what was expected.
- (ii) The Annfield Plain Community Room does not cost very much to keep open but does run at a small loss. Some effort needs to be taken with this building to try and increase its usage and with a larger user base it should be fairly self sufficient in future years.

6. Civic Hall

- (i) The Civic Hall is the largest single area of expenditure the Town Council is responsible for. When budgets were set in January 2018 there was a package of measures agreed to reduce costs in the Civic Hall. The closure of the Coffee Shop will deliver a saving over the medium term but in this financial year as the closure was delayed until mid May, unbudgeted costs were incurred. The original budget was set against the proposals in the restructuring document which have been amended through the consultation process. Therefore there will be an overspend in the Civic Hall in excess of that budgeted for.
- (ii) The main area of overspend/ losses relates to productions which the town council produced in house and bookings for outside performances booked on unfavourable terms. These areas are the subject of much more detailed reports which will come before Council separately. The losses incurred through these activities amount to in excess of £30,000. Despite these issues, the Civic Hall is on track to have a net reduction in its operating costs over the full year.
- (iii) The estimates for income are at this stage low - the busy period is yet to come and it may be that with the new structure in place and improved marketing we can drive up sales in the second half of the year.

November 2018 - Updates

*The Civic Hall Working Group has **RECOMMENDED** that*

- (i) *the building's cinema capability is re-instated, at a cost of approximately £25,000.*
- (ii) *the Town Council should create a budget within the STC budget area to fund events that the Council wishes to stage or support within the Civic Hall so that losses incurred in the hall which are as a result of a Council decision to support a community initiative are borne by the Council itself and not hidden within the Civic Hall's budget.*

Conclusions

At the present time the projected out-turn figure would be an overspent budget in the region of £21,000. However, there are a number of areas in the budget which I have highlighted where the projections are indicative at this stage, particularly in the Wardens Service which is likely to achieve a significant underspend and in the Civic Hall, where I have made very conservative estimates of income. It is also the case that there will be a saving made in the lead in time before a deputy Town Clerk is appointed.

As long as the Council does not undertake any new areas of un-budgeted expenditure in the remainder of the financial year, I am confident that sufficient savings can be found across the budget as a whole to balance the budget by the year end.

Recommendations

- (i) The Town Clerk is projecting that the budget will balance at the year end.

Report Author

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Stanley Town Council

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POLICY DOCUMENT

Name of Policy:	STRATEGIC GRANTS POLICY
Date policy created:	10th January 2019
Author:	Alan Shaw, Town Clerk
Date adopted by Full Council:	DRAFT
Signed: (Town Mayor)	

1. INTRODUCTION

- 1.1** Local councils have a general power to make grants under section 137 of the Local Government Act 1972, where there is not provision in any other legislation. For example, the Local Government (Miscellaneous Provisions) Act 1976 provides for financial support to providers of leisure, recreation and sport activities.
- 1.2** Stanley Town Council encourages local voluntary organisations which provide services to local people and which require funding to apply for grant aid. The Council must ensure that grants (which are all funded by local taxpayers) provide value for money. Therefore the following criteria will be taken into account when considering applications:

2. POLICY STATEMENT

- 2.1** A Grant is any payment made by Stanley Town Council (the Council) to be used by an organisation for a specific purpose in the furtherance of the wellbeing of the local community, either generally or for a specific purpose, and which is not directly controlled or administered by the Council.
- 2.2** The Council awards grants, at its discretion, to organisations which can demonstrate a clear need for financial support to benefit part or all of the Council's designated area by, for example: providing a service; enhancing the quality of life; reducing crime; improving the environment; promoting the area in a

positive way or otherwise positively contributing to the achievement of the Council's objectives, which are published from time to time.

- 2.3** A beneficiary organisation must be either non-profit making or charitable and be properly constituted with its own bank account and independent audit of its accounts. Grants will not be made to individuals unless there is a demonstrable and compelling benefit to the wider community of the Stanley area by doing so.
- 2.4** Grants will not be made retrospectively. No applications for financial support will be granted where the expenditure being requested has already been incurred.

3. STRATEGIC GRANT FUND

The Town Council sets aside money within its budget each year for awarding grants to local organisations and applicants are advised to refer to the annual budget to see the level of allocation for the relevant year. Applications for grants are assessed twice annually (see Application deadlines section below)

QUALIFYING CRITERIA

3.1 Will the grant benefit Stanley residents?

The Town Council will only give grants for purposes which directly benefit Stanley residents and will give priority to organisations which are based in the town. The Council may consider grants to organisations that cover a wider area than Stanley (e.g. the Derwentside area or North Durham) if the organisation provides services to Stanley residents or which benefit the Stanley area.

The Town Council will not generally contribute to national appeals or to appeals that benefit only a single individual.

3.2 Can the applicant organisation show that it needs the grant?

The Town Council has only limited funds and therefore will only give grants to organisations that can demonstrate that a grant from the Town Council will make a difference and that there are not alternative ways of raising the money.

You will be required to provide a copy of your most recent accounts (including a balance sheet), annual report if you produce one and details of other organisations approached for funding and whether you were successful.

The Town Council will not normally provide grants to organisations which, for example, have large unallocated reserves or where funding should be available from another source. In some circumstances the Council may provide advice and information, or request that your organisation re-applies after exploring alternative options.

3.3 Does the applicant organisation follow basic organisational rules?

The Town Council will only give grants to properly constituted bodies that are not for profit. This usually means that, at a minimum, the organisation should have a constitution, set of rules or memorandum and articles. The organisation should have clear roles and responsibilities and produce annual accounts. All grants will be paid by BACS and paid direct to the organisation's account. Payment will not be made to any individual's personal bank account.

3.4. What purposes must the grant be used for?

Applicants must identify a specific purpose for which funding is sought. Acceptable examples include capital grants for a specific project or purchase, upgrading existing facilities, training costs, and start-up costs for new initiatives/projects. Grants will not be given towards activities that are part of statutory obligations, or research costs. Retrospective applications where an event or activity has already taken place will not be considered. Organisations with a profit making remit are not eligible nor are religious/political activities unless it can be shown that the event will be open to and for the benefit of the community as a whole. The list above provides examples only, more detailed criteria can be found in paragraph 3.9.

3.5. How much can be applied for?

A single application under the Strategic Grant Fund can be a maximum of **£2,000**. No application for under **£250** will be considered under this process. A single applicant may apply for a grant in each and any round of funding but only one application per applicant will be considered in any single round of funding.

3.6. How to complete the application form

Please complete all sections of the form; applications may be rejected if incorrect or incomplete information is supplied. The Council will only consider requests for specific sums. You should also submit the following information with your application:

- The organisation's constitution or other governing document.
- The year-end accounts (or in the case of a new organisation, please provide a brief business plan showing your projected costs and expected income for at least one year.)
- All accounts relating to the organisation must be disclosed, not just those relating to the specific purpose associated with the application.
- If your latest accounts show more than 12 month running costs in reserves please give an explanation as to why you require additional funding.
- Proportion/number of beneficiaries living in the Council's designated area;
- An explanation as to why your organisation needs this funding.
- How the provision of the grant supports the Town Council's objectives.

3.7. Conditions of grant

- The application should be supported by estimates for the project where appropriate, or a price list for items of equipment to be purchased and any further information requested by the Town Council.
- Only one grant per funding round will usually be made to any applicant. Applicants are not precluded from applying for a grant in any round of funding, even if they have received a grant in an earlier round in the same year (provided the grant application meets eligibility criteria).
- Organisations are encouraged to search for sustainable alternative means of funding their activities. Acceptance or refusal of a particular application does not determine, predicate or influence the outcome of any further applications by the Town Council at a later date.
- The Town Council may, at its discretion, fund all or only part of any given application.
- Applicants agree that if they are awarded funding by the Town Council, they will participate in publicity which will as a minimum include a presentation photograph with the Town Mayor and press release.
- A spokesperson for the applicant organisation must be prepared to give a quote which the Town Council can use in any publicity material.
- Funding will not be released to the applicant until the publicity conditions have been met.

3.8. Further conditions

- The Council reserves the right to attach specific conditions to any individual grant above and beyond the conditions in this policy.
- Any such conditions will be explained in your offer of grant letter. You must state at the time of your application if you are applying to other funding organisations for match or part funding, or if you have already raised part of the funding from other sources.
- The Council reserves the right to reclaim any award not spent for the purposes it was granted and/or not spent during the financial year it was awarded.
- All decisions regarding applications are final and non-negotiable.

3.9. Additional eligibility criteria

The Council will not consider applications for grant funding in the following circumstances:

- Projects that have ongoing costs that extend beyond the year in which the grant is allocated unless agreement to meet the additional costs has been secured.
- Projects that do not start within 12 months of the date application.
- Projects that could lead to future operating cost difficulties for the recipient organisation.
- To support profit-making organisations.

- Religious projects that are deemed denominational, although faith-based organisations can be supported where there is wider community benefit.
- Funding for political activities.
- Funding for the purchase of alcohol
- Projects that should be paid from mainstream budgets of the principal authority or of an external agency UNLESS it can be demonstrated that the project will provide 'additionality'.
- Funding for mainstream educational activity i.e. activities/services that schools have a statutory responsibility to provide.
- Projects where the applicant has not managed a previous grant satisfactorily.
- Funding for VAT that the recipient organisation can recover.
- Funding loans and interest payments.
- Funding for liability arising out of negligence
- Funding for payments to employees of the organisation arising from claims of unfair dismissal or redundancy.
- Funding for the purchase of used vehicles.
- Where an officer or key individual within an applicant group has unspent convictions for fraud or dishonesty*
- Grants will not be awarded to organisations for the purpose of facilitating further grants to be made by that organisation. All applications must be related to the direct cost of an initiative being undertaken by the applicant.
- Further grants to an organisation will not be considered where there is outstanding monitoring and/ or feedback from projects previously funded by the Town Council.

*to be dealt with by way of declaration on the application form

3.10.Publicity

Your organisation must acknowledge the support of Stanley Town Council and include the Town Council logo in any promotional material. This helps let people know where the Council's grant aid is being spent and to encourage others to apply.

You will be asked to forward to us any publicity and photographic evidence of the project/purchase where appropriate and this may be used on the Town Council's websites and publications. Recipients of Town Council grant funding must NOT portray the Town Council in a negative light to the general public or make politically motivated statements to the public.

3.11. Monitoring

All successful applicants will be required, within 6 months of the award, to:

- Update the Town Council on progress.
- Account for how the grant money has been spent (with receipts/ other supporting documents)

- Provide to the feedback to the Council detailing how the grant was used.

3.12.Funding Appraisal panel

- The Funding Appraisal Panel will consist of 6 members of Stanley Town Council and will reflect as close as is practicable the political balance of the Council overall.
- The Chair of the panel will be appointed by the Town Council.
- The panel will meet twice yearly, in June and November and its role will be the appraisal of projects for suitability against the councils grant making policy and the Council's Medium Term Plan Objectives and make funding recommendations to the Full Council.
- The panel will also inspect the monitoring and evaluation of all grants made in previous rounds of funding including the impact of these projects on the wider community and highlight projects which were particularly effective (or not) to the Council in its report.

3.13.Application Deadlines

Applications will be accepted in two rounds each year:

Round 1: 1st April to 31st May

Round 2: 1st September to 30th October

Funding decisions will be made at the Full Council meetings in June and November each year and applicants notified of the outcome of their application thereafter.

3.14. Where do I get an application form?

You can download the form from the Town Council's website, or by contacting the Town Council:

Stanley Town Council
Civic Hall
Front Street
Stanley
DH9 0NA

Phone: 01207 299109
Email: info@stanley-tc.gov.uk

Please return completed application forms and supporting documentation to the address above, marking the envelope: 'Grants'. Electronic submissions should be in pdf format.

All applications will be considered on individual merit and judged against the Council's priorities as published in the Medium Term Plan.

The final decision on applications and the level of any grant made lies with the Town Council.

The Town Council reserves the right to amend these guidelines, and in exceptional circumstances to award grants that do not meet all the criteria.

Stanley Fund Meeting

Meeting Notes

31 January 2019

Present: M Cooper
S Gollan

Officers: A Shaw (Town Clerk)
A Tubman (Deputy Town Clerk)

1. Current makeup of Fund

The committed contributions to the fund so far are:

- (i) STC - **£50k**
- (ii) PCVC - **£25k**
- (iii) Kevan Jones/ M Ianson - **£10k**
- (iv) CDCF - **£10k**

The CDCF have also got to the callback stage of a DCMS pilot to apply for £50k for 2 years and have applied to the National Lottery Community Fund for £75k.

Approaches have been made to Dyer Engineering.

An introduction will be made to the local AAP.

The initial year funding pot of £100k should be easily deliverable

Action: CDCF have requested that elected members/ officers provide some details of local businesses and industry who may be interested in participating in the scheme for them to follow up on.

2. Terms of Reference

(i) Board

The Town Clerk expressed a desire that STC should be able to nominate 3 members to the board. In terms of the remaining membership and size of the board, CDCF stated that it would be useful to have Police representation, some business representatives, resident representatives, community representatives and an independent chair, possibly from CDCF themselves.

The Clerk proposed that there should be an open recruitment process to the panel, which should be held by CDCF in collaboration with STC. It would also be useful to know what other donors wish to see in terms of the panel composition.

Action/ Decision: Elected members to consider local resident and community how local community and business reps should be selected and give feedback to CDCF.

(ii) Callouts

CDCF expressed the view that a rolling callout for bids into the fund would be their preferred model. They proposed a 3 month cycle with bids accepted for 2 months and the board convening every third month to consider bids received in the preceding window.

Decision: Are STC Members agreeable with this approach to deliver the fund?

(iii) Applications & Monitoring

CDCF have a standardised online application process through a web portal which would be how applications needed to be handled for CDCF to process them through their systems. The monitoring process is similarly managed. STC would be able to provide support for local groups in completing applications and also link the application portal through the STC website.

Action: CDCF to provide examples of the application form, guidance and monitoring process for the information of the Council.

(iv) Funding Limits

The draft Strategic Fund policy has limits of **£500 - £2,000**. Therefore it was proposed that the lower limit for the Stanley fund would logically be **£2,000**. Since the existing STC Grants policy contained an upper limit of **£10,000**, it was also considered that this would not be an unreasonable point to consider as an upper limit.

Decisions:

- (a) Are the proposed limits of £2k - £10k in line with Council thinking?*
- (b) Would Council consider a higher upper limit, or going beyond the upper limit in certain circumstances?*
- (c) Would Council be happy with a multi-year package, subject to performance break clauses?*
- (d) If so, what would be the maximum length of package? (CDCF suggested 3 years max)*

3. Fund Priorities/ Qualifying Criteria

The Town Clerk informed CDCF that the acceptance criteria should be clearly linked to the Medium Term Plan priorities (and as a result the '9 pledges'). However not all the 9 pledges have direct relevance to a grant funding regime. Therefore the Town Clerk put forward the following headings for consideration and development by CDCF:

- (i) Regeneration**
- (ii) Environmental Improvement**
- (iii) Children and Young People**
- (iv) Community Facilities and Sports Clubs**

also the wider objective of demonstrable community benefit taken from the existing grant funding policy. CDCF have stated that other contributors to the fund may also wish to add some specific acceptance criteria but these will all fit within the sphere of 'community benefit'.

There was some discussion about what 'regeneration' meant in terms of the fund and whether it was feasible to include within the criteria given the difficulty of dealing with private landowners. There was also discussion about whether the provision of play areas

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might be deemed 'regeneration' and whether s.106 monies could be drawn down into the fund.

Decisions: Council to give consideration to the qualifying criteria in general but specifically:

- (a) *Should 'Regeneration' be included or removed?*
- (b) *Should the provision of play areas be considered under the scheme?*
- (c) *How would ongoing maintenance and inspection of such schemes be supported?*

Actions: CDCF will develop a draft of the qualifying criteria based on their experience with other community funds but having regard to STC priorities and those of other fund contributors: A clear steer from Council will help to support this process.

4. Next Steps

- (i) CDCF will produce Draft Terms of Reference for consideration at the Full Council Meeting to be held on February 26th 2019. They will be in attendance to answer questions and provide any necessary clarification
- (ii) The Town Clerk will produce a draft SLA with CDCF to be considered together with the proposal. It is suggested the SLA should have a 3 year length (with a suitable break clause based on performance) to provide certainty for the scheme beyond the next local elections.
- (iii) If the SLA and Terms of Reference are agreed in this timeline, the Council will be able to launch the scheme in March 2019 and rollout the first application window in April 2019.

Actions: To meet this timetable, it is essential that the documents presented to Council in February 2019 are acceptable and will receive approval. Therefore it is essential that we receive and early and clear steer from elected members to ensure this is the case.

POLICY DOCUMENT

Name of Policy:	Flexi-time Policy
Date policy created:	28 th January 2019
Author:	Alan Shaw (Town Clerk)
Date endorsed by Finance & General Purposes Committee:	
Signed: (Chair of Finance & General Purposes Committee)	
Date adopted by Full Council:	
Signed: (Chair of Council)	

FLEXI-TIME POLICY

1 Introduction

1.1 What is the policy about?

The council is committed to the promotion of a healthy work life balance for all staff and the contribution that flexible working can make in providing more effective access to services and promoting equalities in employment.

Flexi-time allows employees to have an element of flexibility over their working hours, subject to the operational requirements of the service.

This policy outlines the rights and responsibilities of all staff and is intended to provide guidance to staff and managers utilising the scheme.

1.2 Who does the policy apply to?

This policy covers all employees. However, there are some posts that are not suitable for flexi-time and it is a matter for individual services to determine, in consultation with employees and trade unions, which posts are excluded from the scheme and to maintain records to reflect this.

In instances where the rules of the scheme do not adequately meet the needs of a particular service area, modifications may be made after taking advice from the Councils HR providers and following consultations with trade union representatives.

Currently, operational staff in the Facilities Management and Environmental Services teams are excluded from the policy as they have to work a pre-arranged shift pattern to meet the needs of their respective services.

1.3 Responsibilities

Managers are responsible for:

- Ensuring the correct operation of the flexi-time scheme within their service and for resolving any issues that may arise;
- Ensuring there is sufficient office cover to meet the demands of both internal and external customers. Where necessary, this may require the use of a rota system;
- Making reasonable checks to satisfy themselves that claims are genuine;
- Retaining and storing timesheets and related records confidentially for the current financial year plus six years.

Employees are responsible for:

- Ensuring that working times are recorded honestly, accurately and on the day they occur, where possible;
- Ensuring that the recording and notification procedures detailed in this policy are adhered to when working flexibly;
- Co-operating with their service to ensure that any minimum staffing levels are maintained during the normal working day.

2 Principles

The flexi-time scheme aims to provide managers with flexibility in arranging working hours to meet the needs of the service, including peaks, troughs and other work demands. It also gives employees the flexibility to adjust their working hours to meet personal circumstances.

Employees must be aware that there is no automatic entitlement to flexi-time and service delivery will always be the overriding consideration for managers when authorising requests. However, flexi-time can allow employees to work more flexibly improving their work life balance.

The flexi-time year runs from the end of March and this is broken down in 13 accounting periods for the purposes of recording hours.

2.1 Operating Hours

The flexi-time scheme operates within a band of operating hours, during which employees can choose when to work their hours, subject to manager approval. It is recommended that employees should agree their general pattern of work with their manager to ensure that service requirements are being met.

The normal operating hours of the flexi-time scheme are **8.15 am to 9.15 pm**, Monday to Friday. However, where an employee's normal working week extends beyond these hours or includes a weekend, managers can agree to extend the bandwidth to include those working arrangements.

There are no core times and employees can sign in and out of work multiple times on a single day, subject to manager approval.

2.2 Credit and Debit Hours

Employees who work hours in excess of their contracted hours accrue 'credit' flexi-time hours. Where an employee falls short of their contracted hours, they accrue 'debit' flexi-time hours. Credit hours should only be accrued where there is a genuine need for tasks to be completed at work.

The maximum credit a full-time employee can carry forward from one accounting period to the next is **11 hours** (pro rata for part time staff). Any balance in excess of the maximum credit hours will be forfeited. In exceptional circumstances, where there is a specific business need and with manager approval, it may be possible to carry forward more than 11 hours. In this circumstance, any hours to be added back on should be entered in the 'miscellaneous' box on the flex sheet with a note explaining why they are being reimbursed.

The maximum debit a full-time employee can carry forward from accounting period to the next is **7½ hours** (pro rata for part time staff). Any balance in excess of the maximum debit hours will normally be recovered by making a deduction from salary. Subject to management approval, it may also be possible to convert the excess debit hours to annual leave.

Employees can use accrued credit hours to request time off work, known as flexi leave, in the same way they would request annual leave.

2.3 Flexi Leave

Flexi leave can be taken in minutes, hours, half days or full days up to a maximum of **13 days** in each annual leave year (pro rata for part time employees working less than 5 days a week), with up to 2 days or 4 half days to be taken during any one accounting period.

An employee does not need to have accumulated credit hours to enable them to work a shorter day or request flexi leave, however, the employee and their manager, must ensure that the maximum debit hours will not be exceeded.

All requests for flexi leave must be agreed in advance by the employee's manager.

2.4 Standard Working Day

For the purposes of the flexi-time policy, a standard working day for a full-time employee is considered to be:

Monday to Friday 7 hours 24 mins (3 hours 42 mins for half day)

A standard working day for a part time employee is considered to be whatever they would be expected to usually work on the day.

3 Recording of Hours

Employees are responsible for completing the electronic flexisheet, ensuring that they accurately record their start and finish times throughout the day. It is the employee's responsibility to record the hours worked and the manager's responsibility to check the sheet and certify that it is correct.

An electronic copy of the flexisheet is available on the Council server, along with instructions on how to complete it.

3.1 Minimum Working Day

For employees who are scheduled to work a standard working day (see section 2.4) the minimum number of hours that can be worked is **4 hours**.

Where an employee is scheduled to work less than a standard working day, the minimum number of hours that can be worked is **half of their normal working pattern or 2 hours**, whichever is greater.

If an employee works less than the minimum working day, they will be required to supplement the hours with either annual leave or flexi leave, which will be deducted from their annual entitlement/allowance.

3.1.1 Breaks

Employees attending work for more than 6 hours (4½ hours for those under 18 years) must take a break of at least 30 minutes.

3.2 Credit Adjustments

Where an employee is absent from work for any of the reasons listed below, a standard working day or half day should be recorded on the flexisheet. The reason for the leave should be detailed in the 'comments' box.

- annual leave
- flexi leave
- public holiday
- sickness
- compassionate leave
- public or statutory duties
- special leave

Where an employee works part of the day and either starts late or leaves early for one of the above reasons, they will be entitled to claim a standard half day. Except in the case of annual leave, the total of the hours worked and the credit adjustment must not exceed the employee's standard working day (see section 2.4).

3.2.1 Travel Time

Employees are not entitled to claim hours for travel time to their normal work base.

Where an employee is required to travel to a different site either from or to home at the beginning or end of the day, and the travelling time exceeds the employee's normal travel to work time, an adjustment may be claimed. The employee is entitled to receive a credit adjustment equivalent to the difference between their normal travel time and the time it took to travel to or from the site and home.

This should be reflected with an explanation in the associated 'comments' box.

3.2.2 Antenatal Appointments

Employees should try to arrange antenatal care such as clinic appointments and recommended relaxation and/or parent craft classes during their own time. Where this is not possible, the employee is entitled to a credit adjustment equivalent to the time taken to attend the appointment.

This should be reflected on the employee's flexisheet using the 'comments' column.

3.2.3 Courses or Conferences

Employees are entitled to claim a standard working day (see section 2.4) for attendance at a full day college course, training event, conference, seminar, exhibition, with the permission of their manager.

Where an employee attends a course for part of the day, they should claim the hours that they actually worked plus a standard half day, however, the total of the hours worked and the credit adjustment must not exceed the employee's standard working day (see section 2.4).

3.2.4 Dental, Optical and Hospital Appointments

Where it is not possible for employees to make routine dental, optical or hospital appointments outside of working time, employees will be allowed the time to attend their appointment, subject to approval from their manager. Time off for this type of appointment will be unpaid and therefore no credit adjustment will be given.

Where an employee is covered by the Equality Act (2010) and has supporting medical evidence, a credit adjustment for personal hospital appointments will be made, up to a maximum of a standard working day (see section 2.4).

A credit adjustment will also be authorised where an employee attends an appointment in connection with a medical initiative directly supported by the council e.g. health checks.

3.2.5 Office Closures and Celebrations

No credit adjustment will be authorised where the council office is closed early e.g. for Christmas and/or New Year. Employees can only record hours actually worked or

taken as leave. The guidance regarding the minimum working day will apply on these days (see section 3.1).

Similarly, no credit adjustment will be authorised where an employee chooses to attend an official lunch or council event e.g. carol concert, staff sales.

3.2.6 Adverse Weather

No credit adjustment is authorised where an employee is either delayed or prevented from getting to work as a result of adverse weather. Similarly, employees leaving work early as a result of bad weather conditions will not normally be entitled to a credit adjustment.

Where adverse weather results in an employee exceeding the maximum deficit hours (7½ hours), the employee's manager must agree a timescale within which the deficit must be recovered.

3.3 Others Additional Hours

3.3.1 Lieu Time

Time off in lieu is not subject to the restrictions set out in this policy and, if approved by a manager, should be recorded separately. Where lieu time is taken, the employee will need to make a credit adjustment on their flexisheet using 'comments' column.

Lieu time must be recorded in the same way as annual leave and kept by the manager for monitoring by Internal Audit.

3.3.2 Overtime

Overtime will not be paid unless specifically requested or approved by the Town Clerk and must be recorded separately to ensure payment.

Where an employee has an outstanding flexi-time debit and works overtime hours, this should not be used to offset the debit and will not be paid until the debit hours are cleared.

4 Authorisation

Employees must ensure that they submit their flexi-sheet to their manager at the end of each 4 week recording period and the employee must sign to confirm that the information provided is accurate and in line with this policy. It is essential that notes are included where prompted to provide their manager with an explanation.

Managers must check the flexi-sheet carefully to ensure that the employee is completing the information accurately and claiming time in accordance with the policy and should ask employees for more information where they have failed to provide sufficient information in the comments column.

In addition, managers should check that employees are not building up too much flexi-time credit, resulting in them consistently losing time or too much flexi-time debit. Where a manager feels that there is an issue, they should meet with the employee to

discuss their flexi-time arrangements as soon as possible.

4.1 Retention

Managers should retain copies of their employee's flexi-sheets for at least 6 years following the end of the flexi-time year for internal audit purposes. The sheets can be stored in paper or electronic format.

5 Suspension of the Flexi-time

Managers are authorised to suspend the flexi-time scheme for any of the following reasons or at the request of an employee:

- The employee is finding it difficult to manage their time.
- An employee is misusing the scheme.
- The workload in the service demands that fixed hours are introduced for a temporary period e.g. as a result of an increase or decrease in workload.
- An employee is subject to the council's Attendance Management Policy or Disciplinary Policy as a result of their attendance record.

To ensure equitable and consistent application, managers must consult the Town Clerk and Leader of the Council before withdrawing the flexi-time scheme from an employee.

6 Employees Leaving the Council

Employees leaving the council must ensure that they have a zero flexi-time balance at the end of the notice period.

No payment will be made for any credit hours that remain, however, a deduction will be made from the employee's final salary for any outstanding debit hours.

7 Supporting Documents

The following documents support this policy

- (a) Flexisheet
- (b) Flexisheet instructions

[Note: The DCC policy refers to these policies; we do not have any of them in place, therefore we can remove reference to them or seek to implement them. We do have a special leave policy]

The following documents are associated with this policy

- (c) Adverse Weather Guidance
- (d) Family Leave and Flexible Working Policy
- (e) Maternity, Adoption, Paternity and Shared Parental Leave Policy

8 Further Information

8.1 Confidentiality

Stanley Town Council complies with all relevant statutory obligations. Personal information processed by the Council will be handled in accordance with the Council's privacy statement, which is available on the Council's server.

If you have any concerns about how your data is handled, please contact either the Town Clerk or the [Information Commissioner's Office](#).

8.2 Dealing with Abuses of the Policy

Employees who attempt to abuse this policy may face disciplinary action. The council takes false or misleading accusations very seriously which may result in further action taken through the disciplinary procedure. This will not include ill-founded allegations that were made in good faith.

8.3 Equality and Diversity

Stanley Town Council is committed to promoting equality of opportunity, valuing diversity and ensuring discrimination, harassment or victimisation is not tolerated.

Our policy is to treat people fairly, with respect and dignity. We also comply with legal requirements in relation to age, disability, gender, pregnancy and maternity, marriage and civil partnership, gender reassignment, race, religion or belief and sexual orientation.

8.4 Contact Details

If you would like any further advice or would like the document in an alternative format, please contact the Town Clerk using the contact details below:

Stanley Town Council
Civic Hall
Front Street
Stanley
DH9 0NA

01207 299 109
alan.shaw@stanley-tc.gov.uk

Events Meeting

Meeting Notes

29 January 2019

Present: Cllr M Davinson
S Hillary
A Hillary

Officers: A Shaw (Town Clerk)
A Tubman (Deputy Town Clerk)
J Harper (Operations Manager)

1. Miners Sunday

Core elements for the event:

- (i) Event to be held on August Bank Holiday Weekend
- (ii) Event at the Civic Hall (Main Hall) to include stalls and displays from 'heritage' traders and relevant organisations e.g.
 - Beamish Museum
 - War Memorials Trust
 - Local History/ Banner groups
- (iii) Invite local banner groups (Durham area) to bring banners to the event - borrow some from the DMA if necessary.
- (iv) Parade to be held down the Front Street with the banners as part of the event
- (v) Funfair and other activities to be held in Front Street
- (vi) Consider a heritage theme to activities in Front Street
- (vii) Craghead Colliery Band to march with banners and to perform outside (possibly in outdoor performance area by Louisa Centre)
- (viii) Contribution to be made to local banner groups, i.e. Tanfield Lea, Morrison Busty, Craghead, South Moor.
- (ix) Display case to be considered to display STC's South Moor No1 Lodge Banner on the stairwell in the Civic Hall to be unveiled on the day.

2. Play in the Park

- (i) Proposed dates to be as put forward on timetable (see attached)
- (ii) View Lane Park is no longer viable as DCC have built a MUGA on the site which makes the site too small.
- (iii) Alternative location in Tanfield area to be identified - Tantobie Cricket Club has been identified as a possible site. New location need to be agreed asap to enable posters and publicity
- (iv) A Hillary Events suggested tweaking the offer to include more engagement type activities like the circus skills, archery, climbing walls etc.

3. Armed Forces Day

It was stressed that the key to the event is to engage early with the Armed Services because the event will not be a success without their participation. Last year being the 100th Anniversary of the end of WW1 was very difficult to secure participation as Armed Forces Day events are becoming more popular and more are held across the region.

Action: S Hillary to meet with James so that James can pass on contacts and information relating to last year's event as soon as possible.

4. Christmas Event Review

- (i) A Hillary Events reported they had a number of issues which contributed to the event not being as successful as they would have liked, namely:
 - DCC dug a large hole in the ground in the Front Street on the Thursday before the event which had a significant impact on how the event space was laid out.
 - Because of the hole, the funfair and the market stalls had to be flipped which meant the traders were the end of the street rather than in the centre
 - The reconfiguration meant that only 7 stalls would fit in the space
 - A Hillary had difficulty finding traders as the event was on the same day as Xmas markets in Durham and other places.
- (ii) Despite these issues, A Hillary Events reported the primary reason the event was not a success was because it was a washout on the 1st December. The traders from John Nobles General Market and those in the Christmas stalls just packed up and left mid-morning because there were no people out. The fair operator also reported a loss due to the weather conditions.
- (iii) The Town Clerk discussed feedback from elected members who were present at the switch on which related to comments made by the compere which were in the view of some present not appropriate.

5. Actions

Event	Action	Who by	When
Miners Sunday	Consider ideas for the package for the Miners Sunday Event	AH Events	w/c 11th Feb
Miners Sunday	Soundings to be taken with local banner groups to gauge support	M Davinson	w/c 11th Feb
Miners Sunday	Report to Council to gain approval for elements of Miners Sunday which will tap into other budget areas (Civic Hall Capital and Heritage for display of S Moor Banner)	A Shaw	For Finance Agenda on 12th Feb
Play in the Park	Identification of suitable alternate venue in Tanfield area for event in consultation with local ward members	A Tubman	w/c 11th Feb
Play in the Park	Preparation of posters/ flyers/ banners and sharing dates of events on social media etc	A Shaw N James	w/c 11th Feb
Play in the Park	Proposals for the offer for each event for 2019 to be developed and presented	AH Events	w/c 11th Feb
Armed Forces Day	AH Events to meet with J Harper to hand over contacts and make introductions with relevant Armed Forces Partners	AH Events J Harper	asap
Christmas	AH Events to develop an alternative proposal for Christmas 2019 to present to members for consideration	AH Events	March 2019

5. Budgets

The budget allocations for 2019/20 are as follows:

External Events:	£45,000
Miner's Sunday:	£10,000*

*Note: £2000 of this allocation is earmarked for supporting local banner groups so the available budget for the event will be **£8,000**.

The approximate split in the external events part of the budget between the three events funded has been in previous years as follows:

Play in the Park	50%	(£22,500)
Christmas	35%	(£15,750)
Armed Forces Day	15%	(£6,750)

Promotion and marketing for the events will be met from a separate budget.

This is a guide only - as long as proposals are within the overall funding envelope they will be considered.

Item 11 - ATTACHMENT M

Month	Date	Public Events for Comms Plan	Council/ Governance matters
Jan	22	Budget sign off - Full Council	FC - Budget
Feb	9 TBA TBA TBA	West Stanley Memorial Cinema Launch Defibrillator Launch Police Vehicles launch	Finance - Grant Funding Policy
Mar	23 TBA	Town Meeting - Launch of Funding Strategy <i>Blooming Good Fun/ In Bloom launch?</i>	Finance - Review of Risk Register and internal control
Apr	TBA	Annual Report/ update to residents	
May	1 28	Town Mayor's Awards AGM - Election of Town Mayor	AGM - sign off accounts for 19/20
Jun	30	Armed Forces Day	Submit accounts to external audit
Jul	31 TBA TBA	Play in the Park - <i>View Lane [consider Tanfield location?]</i> Stanley in Bloom <i>Blooming Good Fun judging</i>	Public Inspection of Accounts
Aug	3 7 17 21 23 25	Play in the Park - Oakies Play in the Park - South Moor Greenlands Play in the Park - Annfield Plain Play in the Park - Craghead Louisa Morrison Memorial Miner's Sunday	Recess
Sep	TBA	<i>Blooming Good Fun awards?</i>	
Oct			Finance - Budget 20/21 1st Draft
Nov	2 10 11	Oakies Fireworks Remembrance Sunday - Beacon Event Armistice Day	Finance/ FC - Budget 2nd Draft
Dec	7	Lights Switch on - Xmas Market event	Finance - Budget Final Draft

Committee Action Log - updated 5th February 2019

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. Meeting scheduled for 4/3/19 to discuss next steps
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. Decision to remove from plan
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