



Stanley Town Council

NOTICE OF MEETING

I hereby give notice that a meeting of the Finance and General Purposes Committee of Stanley Town Council will be held on Wednesday, the 10th April at 6.30pm at Civic Hall, Front Street, Stanley, Co. Durham, DH9 0NA.

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

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

You are hereby summoned to attend a meeting of the **Finance and General Purposes Committee of Stanley Town Council** to be held at **Civic Hall, Front Street, Stanley**, on **Wednesday 10th April 2019 at 18.30** in order to transact the following business:

Yours sincerely,

Alan Shaw
Town Clerk
3rd April 2019

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

*Chairman § Vice-Chairman

A G E N D A

1 APOLOGIES FOR ABSENCE

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

2 DECLARATIONS OF INTEREST

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

3 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIR

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

4 PUBLIC PARTICIPATION

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

5 CONFIRMATION OF MINUTES (ATTACHMENT A)

To **APPROVE** as a correct record and sign the minutes of the Finance and General Purposes Committee meeting held on 13th March 2019.

6 ACCOUNTS FOR PAYMENT & BANK RECONCILIATION

Statutory Basis:Accounts & Audit (England) Regulations 2011

March 2019

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|--------------------------------|----------------|
| Schedule of Payments | (ATTACHMENT B) |
| Schedule of Receipts | (ATTACHMENT C) |
| Bank Reconciliation & Balances | (ATTACHMENT D) |
| Explanatory Report | (ATTACHMENT E) |

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

- (i) **APPROVE** the payment of accounts for March 2019; and
- (ii) **NOTE** the Bank Reconciliation for March 2019.

7 BUDGET MONITORING

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|--|----------------|
| Year to Date Expenditure Budget Report | (ATTACHMENT F) |
| Budget Monitoring Report | (ATTACHMENT G) |

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

Please note this Budget report *does not* represent the final accounts for the year as it does not take account of accruals, transfers, outstanding invoices and some salaries and deductions are paid in arrears. The final accounts will be presented at the AGM in May for approval after the accounts have been closed and inspected by the internal auditor.

Committee is requested to **CONSIDER** this matter and **DECIDE** if any action is required

8 FUNDING STRATEGY

The window has opened for the first round of Strategic Fund applications and the Stanley Community Fund will go live in the near future.

The Council needs to appoint members to sit on the awarding panels for both funds. Committee requested to:

- (i) Appoint 3 members of Council to sit on the Stanley Community Fund Panel; and
- (ii) Appoint 6 members of Council to sit on the Strategic Fund Panel.
- (iii) Consider the tenure of these appointments; e.g. Annual, bi-annual, full term.

9 **FINANCE OFFICER** (ATTACHMENT H)

The Deputy Town Clerk (DTC) was tasked with reviewing the Job Description and role of the Finance Officer given that our current officer intends to retire in the near future.

A report with proposals and a revised Job Description are attached for consideration by Committee.

Committee is requested to **CONSIDER** this matter and make a **RECOMMENDATION** to Full Council.

10 **APPRENTICES** (ATTACHMENT I)

The current staffing establishment contains provision and funding for a business administration apprentice, a post which is currently vacant. The Deputy Town Clerk is now in post and there is a proposal on this agenda to make the Finance Officer a full-time position (see Item 9 above). The business need for an administration apprentice has reduced with the DTC in post and would reduce further if the Council further increases capacity in the support team by accepting the proposal above.

The Operations Manager has requested that Committee **CONSIDER** whether there is any scope to engage an apprentice on the Environmental Caretaker Team or within the Civic Hall. The training path for apprentices in these two areas is very clear and any apprentices engaged on this basis would be equipped with readily transferrable skills at the end of their placement. They would also help to provide extra staff capacity in these two operational areas of the Council.

A copy of the current staffing establishment is attached for reference.

Committee is requested to:

- (i) **CONSIDER** if our existing apprenticeship post would be better placed in one of the other areas and if so which one;
- (ii) **CONSIDER** whether any additional apprenticeships beyond the existing structure would be beneficial or desirable for the Council;
- (iii) Make a **RECOMMENDATION** to Full Council in respect of this matter.

11 **EVENTS WORKING GROUP** (ATTACHMENT J)

The Events Working Group met on 29th March 2019. The minutes of the group are attached for information.

Committee is requested to:

- (i) **RECEIVE** the minutes of the Working Group;

- (ii) **NOTE** the decisions taken by the Working Group; and
- (iii) **DECIDE** if any further action is required.

12 **CIVIC HALL WORKING GROUP** **(ATTACHMENT K)**

The Civic Hall Working Group met on 3rd April 2019. The minutes of the group are attached for information.

Committee is requested to:

- (i) **RECEIVE** the minutes of the Working Group;
- (ii) **NOTE** the decisions taken by the Working Group; and
- (iii) **DECIDE** if any further action is required.

13 **COMMITTEE ACTIONS UPDATE** **(ATTACHMENT L)**

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

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

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

NOTE: Council has **RESOLVED** that the format of the Actions update is changed to a progress report style, therefore this report will not be presented at future meetings and outstanding actions from this report will be combined with the new report for Full Council.

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

Wednesday 15th May 2019, Civic Hall, Stanley

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