



# 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 13th March 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

<b>M Davinson*</b>	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 13th March 2019 at 18.30** in order to transact the following business:

Yours sincerely,

**Alan Shaw**  
**Town Clerk**  
**4th March 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 February 2018.

### 6 ACCOUNTS FOR PAYMENT & BANK RECONCILIATION

Statutory Basis:Accounts & Audit (England) Regulations 2011

February 2019

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 February 2019; and
- (ii) **NOTE** the Bank Reconciliation for December 2019.

### 7 BUDGET MONITORING

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.

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

### 8 LOCAL COUNCIL AWARDS SCHEME (ATTACHMENT H)

A report is attached in relation to the Local Councils Award Scheme and work required in order to apply for accreditation under the scheme.

Committee is requested to **CONSIDER** the report presented and **DECIDE** what to do.

**9 LOCAL WAR MEMORIALS (ATTACHMENT I)**

A report is attached in relating to local war memorials in the Stanley Town Council area.

Committee is requested to **CONSIDER** the report and **DECIDE** what to do.

**10 INTERNAL AUDIT REPORTS (ATTACHMENT J)**

Gordon Fletcher, the Council's Internal Auditor, will present the results of his last inspection. His reports are attached, with associated action plans

Committee is requested to:

- (i) **NOTE** the reports; and
- (ii) **DECIDE** what action is required in relation to the auditor's recommendations.

**RECOMMENDATION:**

Durham County Council's Principal Risk Management Officer, Kevin Roberts, can be booked to provide training for members and staff.

It is **RECOMMENDED** that the Town Clerk be instructed to arrange 2 sessions (one afternoon and one early evening) for members and senior staff to receive training in this important area.

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

The Events Working Group was established by Committee at the meeting held on 13th February 2019. The Group met on 15th February 2019 and had authority delegated to it to manage and oversee the STC Events programme by Full Council on 26th February 2019.

The Working Group met again on Friday 1st 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 TELEPHONES AND BROADBAND (ATTACHMENT L)**

The Deputy Town Clerk has been obtaining quotes to upgrade the Council telephony system. The current system is a Voice over Internet Protocol (VOIP) system which runs through an ISDN line. ISDN will be discontinued for new installations from 2020 and phased out completely by 2025.

Three quotes have been obtained (attached for member's information but not for public disclosure) and it is possible to make a saving on our current telephone bills. However, it is also possible through one supplier to upgrade our broadband connection to a dedicated line for about the same as we are currently paying. A dedicated line would increase our broadband strength sufficiently to enable the Council to resume live streaming of meetings.

Committee is requested to **DECIDE** whether we should:

- (i) Make a saving by replacement with a like for like system using our existing broadband connection; or
- (ii) Take the opportunity to upgrade our existing connection as it can be achieved within current budgets.

### 13 COMMITTEE ACTIONS UPDATE

(ATTACHMENT M)

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.

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

Wednesday 10th April 2019, Civic Hall, Stanley

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