



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 15th May 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

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 15th May 2019 at 18.30** in order to transact the following business:

Yours sincerely,

Alan Shaw
Town Clerk
8th May 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

April 2019

Schedule of Payments	(ATTACHMENT B)
Schedule of Receipts	(ATTACHMENT C)
Bank Reconciliation & Balances	(ATTACHMENT D)

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

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

7 OUT-TURN POSITION

Year End Expenditure Budget Report	(ATTACHMENT E)
Budget Monitoring Report	(ATTACHMENT F)

The accounts for 2018-19 have been closed down and details of the out-turn budget position for 2018-19 are attached. Variances are highlighted and explained in the monitoring report.

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

8 WORKING GROUPS

Notes of the following working group meetings are attached for information:

26th April 2019	Policy Working Group	(ATTACHMENT G)
3rd May 2019	Events Working Group	(ATTACHMENT H)
8th May 2019	Civic Hall Working Group	(ATTACHMENT I)

Committee is requested to:

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

Note: The following **RECOMMENDATIONS** made by the Civic Hall working group requires the approval of Full Council but Committee may wish to make a recommendation in respect of; namely:

- (i) **Civic Hall Working Group:** The working group wishes to meet twice a month and have secretarial support to create the additional capacity it needs to deliver its programme.
- (ii) **Policy Working Group:** The review of the Risk Register is included as a separate agenda item.

9 **ARMED FORCES COVENANT** **(ATTACHMENT J)**

A report is attached. The covenant is a commitment from an organisation that it will actively ensure that former armed forces personnel and their families are treated fairly and where possible, actively supported within the community.

The Council for many years has been an active supporter of Armed Forces Day and Remembrance events in the parish. Committee is requested to **CONSIDER** the report and make a **RECOMMENDATION** to Full Council.

10 **INTERNAL AUDIT REPORTS**

Reports of the audits undertaken in April 2019 but Gordon Fletcher, Internal Auditor, are attached. The areas examined were:

(ATTACHMENT K)	Bar Income Collection
(ATTACHMENT L)	Accounts Receivable
(ATTACHMENT M)	Corporate Governance
(ATTACHMENT N)	Budgetary Control
(ATTACHMENT O)	Main Accounting System
(ATTACHMENT P)	Income Collection & Banking

The Internal auditor has given Stanley Town Council **FULL ASSURANCE** in each of the areas examined.

Committee is requested to:

- (i) **NOTE** the reports; and
- (ii) **DECIDE** if any further action is required.

11 **CONSTITUTION** **(ATTACHMENT Q)**

The amendments put forward by the Council to the draft Constitution at the Ordinary Council meeting held on 23rd April 2019 have been incorporated into the draft document.

Committee is requested to **REVIEW** the amended draft and **DECIDE** if this version can be put forward to the Annual Meeting of Council for approval or if further amendments are required.

12 RISK REGISTER (ATTACHMENT R)

The Policy Working Group reviewed the Town Council's Risk Register at its meeting held on the 26th April 2019 and recommended a number of updates to it, which have been incorporated into the draft version attached.

Subsequent to these changes, the Risk Management Training attended by staff and the majority of elected members on 7th May 2019 presented an opportunity to implement the scoring mechanism which was recommended by the Policy Group.

It is **RECOMMENDED** that the amended version be put forward for approval by Council at the Annual Meeting but the Risk Register be substantially updated thereafter to include the good practice highlighted during the recent training sessions.

13 DATE, TIME AND VENUE OF NEXT MEETING

Tuesday 11th June 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.