



# 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 Tuesday, the 16th July 2019 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

J Stephenson*	G Binney§	H Clark	M Davinson	B Nair
J Kane	J McMahon	J Nicholson	L Timbey	D Tully
C Hampson∞	D Marshall∞			

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 **Tuesday 16th July 2019 at 18.30** in order to transact the following business:

Yours sincerely,

**Alan Shaw**  
**Town Clerk**  
**10th July 2019**

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

\*Chairman      §Vice-Chairman      ∞Ex-Officio

## 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 11th June 2019.

**6 ACCOUNTS FOR PAYMENT & BANK RECONCILIATION**

Statutory Basis: Accounts & Audit (England) Regulations 2011

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

**7 WORKING GROUPS**

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

26th June 2019	Civic Hall Working Group (Structure)	(ATTACHMENT E)
3rd July 2019	Civic Hall Working Group (Ops)	(ATTACHMENT F)
5th July 2019	Events Working Group	(ATTACHMENT G)
5th July 2019	Policy Working Group	(ATTACHMENT H)

**Policies for Consideration:**

Confidential Reporting	(ATTACHMENT I)
Member Officer Protocol	(ATTACHMENT J)

Committee is requested to:

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

## 8 BUDGET MONITORING

Year to Date Expenditure Budget Report (ATTACHMENT K)  
Budget Monitoring Report (ATTACHMENT L)

A review of year to date expenditure with estimated 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

## 9 APPRENTICES (ATTACHMENT M)

At the Ordinary Council meeting held on 25th June 2019, It was proposed by Cllr L Timbey, seconded by Cllr J Stephenson and **RESOLVED** that:

*"One Environmental Services apprentice be established which will include day release to Houghall College. The Deputy Town Clerk to report final details via the Finance Committee." (Minute #40 of 2019/20 refers)*

A report containing the details of the Job Description for the apprentice is attached for the **APPROVAL** of Committee.

Committee is requested to **CONSIDER** this matter and **DECIDE** what to do.

## 10 DATE, TIME AND VENUE OF NEXT MEETING

Tuesday 17th September 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.*