



Stanley Town Council

NOTICE OF MEETING

I hereby give notice that an Ordinary Meeting of Stanley Town Council will be held on Tuesday, the 25th June 2019 at 6.30pm at Stanley Civic Hall, Front Street, Stanley, Co. Durham, DH9 0NA.

TO ALL MEMBERS of STANLEY TOWN COUNCIL

C Hampson (Town Mayor)	C Bell	G Binney	L Christie	H Clark
D Marshall (Deputy TM)	J Clark	A Clegg	M Davinson	B Nair
J Kane	C Marshall	J McMahan	J Nicholson	J Pallas
J Stephenson	L Timbey	D Tully	J Tully	G Wilkinson

You are hereby summoned to attend an **ORDINARY MEETING** of Stanley Town Council to be held in **Stanley Civic Hall, Front Street, Stanley**, on **Tuesday the 25th June 2019 at 18.30** in order to transact the following business:

Yours sincerely,

Alan Shaw
Town Clerk
18th June 2019

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

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 MAYOR'S ANNOUNCEMENTS

To **RECEIVE** a verbal monthly report from the Town Mayor and any announcements from the Town Mayor or Town Clerk.

4 LEADER'S STATEMENT

An update on current business from the Leader of Stanley Town Council, Cllr Les Timbey.

5 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*).

6 CONFIRMATION OF MINUTES

Annual Council (ATTACHMENT A)

To **APPROVE** as a correct record and sign the minutes of the Annual Council meeting held on 28th May 2019.

7 COMMITTEE MINUTES

Council to **RECEIVE** and **APPROVE** the minutes of:

(i) Planning Committee held on 28th May 2019 (ATTACHMENT B)

Council to **RECEIVE** the minutes of:

(ii) Finance & GP Committee held on 11th June 2019 (ATTACHMENT C)

8 POLICY WORKING GROUP

Local Government Act 1972, Section 112

The Policy Working Group met on 7th June 2019 to consider the draft versions of a number Policies which the Council had identified as being in need of either updating or implementation. The following documents (which have been amended in line with the direction of the working group) are attached:

Attachments:

ATTACHMENT D Vehicle Use Policy
ATTACHMENT E Town Mayor's Awards
ATTACHMENT F Equality & Diversity

The Minutes of the meeting are attached as **ATTACHMENT G**. Council is requested to:

- (i) **CONSIDER** the draft policies presented;
- (ii) **APPROVE** the policies (subject to any changes required)
- (iii) **DECIDE** if any other action is required.

RECOMMENDATION: Council should **ACCEPT** and **APPROVE** the draft policies.

9 EVENTS WORKING GROUP (ATTACHMENT H)**Local Government Act 1972, Section 145**

The Working Group met on 7th June 2019. The notes of the meeting are provided as **ATTACHMENT H**.

Council is requested to **NOTE** the minutes and **DECIDE** if any further action is required.

10 CIVIC HALL (OPERATIONS) WORKING GROUP (ATTACHMENT I)**Local Government Act 1972, Section 145**

The Working Group met on 5th June 2019. The notes of the meeting are provided as **ATTACHMENT I**. The **RECOMMENDATIONS** of the Working Group were considered by the Finance & General Purposes Committee at the meeting held on 11th June 2019.

The Finance & General Purposes Committee **RECOMMENDS** that:

- (i) The approximately £10,000 which will be required to overhaul the Civic Hall website and design publicity leaflets for the Hall's general offer and the specialised wedding brochure should not be funded from the Council's Community Engagement budget but should be funded from savings in other areas to be identified by the Town Clerk and agreed by the Finance Committee;
- (ii) The Working Group and Committee agree that the following areas are a priority for cosmetic refurbishment: The Bamburgh Suite (carpet, curtains, decor); the Main Hall (paint, curtains). The uses of these areas is unlikely to be significantly changed under any proposals brought forward by the Structure meeting of the CHWG and it is necessary to make some improvements before taking the photos to be used in marketing material which is being brought forward under item (i) above;
- (iii) Quotes for additional PA equipment to enable the operation of surround sound in the cinema should also be obtained and put forward for consideration.

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

11 STANLEY ADVICE SERVICE UPDATE (ATTACHMENT J)**Local Government Act 1972, s.142 (2A)**

Sam Scotchbrook from Advice in County Durham will provide Council with an update in relation to the running of the service and its outputs. A report is attached for the information of elected members.

Council is requested to **NOTE** the report and **DECIDE** if any further action is required.

12 APPRENTICES (ATTACHMENT K)**Local Government Act 1972, Section 112**

At the meeting of the Finance & General Purposes Committee held on 10th April 2019, it was **RESOLVED** that "*two apprenticeships be created and that officers look into match funding opportunities. Information should be brought back to Full Council.*"

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

13 SCHEDULE OF MEETINGS (ATTACHMENT L)

The Finance & General Purposes Committee has **RECOMMENDED** that the dates of meetings of the Committee are moved back one week to enable working group meetings to be convened and feed back to the Committee in the same cycle. A proposed schedule of meetings is attached. The meetings in December and March are not proposed to be changed due to Christmas and the date of the Town Meeting in March 2020.

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

14 ARMED FORCES COVENANT (ATTACHMENT M)

The Finance & General Purposes Committee has **RECOMMENDED** that Stanley Town Council becomes a signatory of the Armed Forces Charter and requested that a draft of the Charter be presented to Full Council for consideration. A draft is attached.

Council is requested to:

- (i) **DECIDE** if it wishes to sign the Charter;
- (ii) **APPROVE** the wording of the Charter; and if it does;
- (iii) **APPOINT** a member champion and an officer champion.

It is anticipated that the signing of the Charter will be possible to coincide with the Stanley Armed Forces Day event on 7th July 2019 and there is also another County wide event being arranged at New College Durham which the Council would be invited to participate in.

15 COUNCIL ACTIONS UPDATE (ATTACHMENT N)

Details of outstanding Full Council decisions and those completed since the last Ordinary Council meeting are attached for the information of Council.

Council is requested to **REVIEW** the report and **DECIDE** if any further action is required at this time.

Members may also request verbal updates in respect of any outstanding Council decisions.

16 DATE, TIME AND VENUE OF NEXT MEETING

Tuesday 23rd July 2019, 6.30pm, Stanley Civic Hall.

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.