

MINUTES of the ORDINARY MEETING OF STANLEY TOWN COUNCIL

Held at Stanley Civic Hall on Tuesday 24th September 2019 at 6.30pm

PRESENT: C Hampson* G Binney H Clark D Marshall J Clark A Clegg
 M Davinson J Kane J Nicholson J Pallas J Stephenson L Timbey
 D Tully J Tully

*Chairman

OFFICERS: Alan Shaw (Town Clerk)
 Alan Tubman (Deputy Town Clerk)
 Nicola James (Senior Administration Officer)
 James Harper (Operations Manager)
 David Jarvis & Stuart Champion (Neighbourhood Wardens)

OTHERS IN ATTENDANCE: Belinda Snow (DCC Neighbourhood Warden Manager) & 1 member of the public (4 further members of the public joined the meeting at 18.43)

ABSENT: Cllrs L Christie

86 APOLOGIES FOR ABSENCE

Apologies from Cllrs C Bell, C Marshall, J McMahon, B Nair & G Wilkinson were accepted by Council.

87 DECLARATIONS OF INTEREST

None

88 TOWN MAYOR'S ANNOUNCEMENTS

The Town Mayor outlined the appointments she had attended since the previous meeting which amounted to 20 engagements:

- Armed Forces Covenant signing
- Strategic Grant Funding photoshoots
- Shildon Town Council visit to the locomotion museum
- Play in the Park events
- Louisa Morrison Memorial
- Miners Sunday
- Ferryhill Mayor at Home
- Homeside Grange development show home opening

The Deputy Town Mayor attended Shildon Town Council race night and Spennymoor Civic Service in the absence of the Town Mayor, alongside his consort.

The Town Clerk reminded Members to wait until recognised by the Town Mayor and to stand when speaking. He announced that the meeting was being recorded by STC and 1 member of the public and that mobile phones should be switched off or turned to silent.

89 LEADER'S STATEMENT

The Leader of the Council, Cllr L Timbey, noted that summer events went well over the recess and thanked all the staff involved, especially at the Play in the Park events. He also asked that the Operations Manager pass on his words of encouragement to the new Environmental Caretaker apprentice, Ryan, who started his apprenticeship with the Town Council on Monday.

90 PUBLIC PARTICIPATION

There were no written questions and no questions from the floor.

91 CONFIRMATION OF MINUTES

It was proposed by Cllr A Clegg seconded by Cllr M Davinson and **RESOLVED** that the minutes of the Council meeting held on 23rd July 2019 be approved as a correct record and signed by the Town Mayor.

92 COMMITTEE MINUTES

- (i) It was **RESOLVED** that Council **RECEIVE** the minutes of the Finance & GP Committee held on 17th September 2019.
- (ii) Council will consider recommendations of the Committee later in the agenda.
- (iii) It was proposed by Cllr J Stephenson, seconded by Cllr M Davinson and **RESOLVED** that the Schedule of Payments for August 2019 be **APPROVED**.

93 ENVIRONMENTAL SERVICES

The Operations Manager presented Members his Environmental Services Annual Report. He noted that both the Neighbourhood Wardens (NW) and Environmental Caretakers (EC) have had a successful year and built a good team working together. The ECs have worked hard on the work they have produced and take pride in what they do. Their work is made up from Councillors requests and direction from the Operations Manager. He advised Members that the EC Apprentice had started this week and is very keen to get started. Hopefully he will help the ECs with their workload and meeting deadlines. The NW enhanced service provided by Durham County Council have become a highly visible team working with partners and agencies and improving community engagement in Stanley. They have built a good rapport with the community and have also worked along side them on the Northumbria in Bloom project. The expertise of David Jarvis in particular has been crucial. The NWs have been involved in Blooming Good Fun and Play in the Park events. They have a proactive approach with how to improve the area and are keen to educate the public. The Operations Manager advised that he has weekly meetings with Belinda Snow who manages the NW, he engages with both teams daily and both teams work well together. Members have been provided with reports on the work of the NWs and the Operations Manager will work on sending these out on a more frequent basis.

The NWs expressed that the most exciting thing they have been involved in so far would be Northumbria in Bloom. They have seen the public get involved and the reaction to how good the area looks is encouraging.

It was proposed by Cllr M Davinson, seconded by Cllr J Stephenson and **RESOLVED** that the report be noted, the work plan be approved as a working document, that the NWs be tasked to attend the Scarecrow event in Tanfield next year and that bi-monthly reports come back to Council in the future.

94 **ARMED FORCES COVENANT UPDATE**

The Deputy Town Clerk outlined the progress to date, the support that the Council are providing, the promotion of the outreach service, working with partners, funding and grants available to help us support veterans etc. and how the Council can support serving members with life outside the Armed Forces.

It was **RESOLVED** that the Town Council will promote the Covenant and its services, the Policy Working Group will work into our policies that reservists will be allowed 10 days annual paid leave and that interviews will be guaranteed to any member of the Armed Forces and that the Armed Forces Champion be kept informed of progress, issues, events etc that the Council can support.

It was also proposed by Cllr A Clegg, seconded by Cllr D Marshall and **RESOLVED** that the Council should encourage local employers to sign the Covenant and arrange for the Armed Forces to come to speak to them.

95 **POLICY WORKING GROUP**

Following recommendation from the Finance Committee, it was proposed by Cllr J Stephenson, seconded by Cllr G Binney and **RESOLVED** that:

- (i) The following policy be deleted as it is obsolete
 - Adoption of Policies
- (ii) The following policies be accepted and approved
 - Corporate Complaints
 - Procedure for Local Assessment of Complaints
 - Pay Protection Policy
 - Risk Management Strategy

It was also **RESOLVED** that a special meeting will be held to go over the Town Council risk register.

96 **CIVIC HALL WORKING GROUP**

The Town Clerk provided the following updates and recommendations:

- (i) Quotes for the refurbishment works will be sent to the Working Group by the end of the week to be considered at the meeting on 2nd October.
- (ii) Council should continue to support Oxhill YC, South Moor Operatic & Stanley Starz by providing them with free use of the Civic Hall.
- (iii) The Civic Hall WG should meet with the groups to see how STC can help them reduce the costs of staging their performances.

It was proposed by Cllr D Marshall, seconded by Cllr A Clegg and **RESOLVED** that the update be noted and the recommendations be approved and implemented.

97 REVIEW OF EVENTS

The Town Clerk discussed the report circulated and the feedback from Members. Council discussed looking at alternative / additional Play in the Park venues and adding an event for VE day in 2020. Following this discussion, it was **RESOLVED** that:

- (i) Armed Forces Day will be reverted to the original weekend in 2020.
- (ii) 2 extra Play in the Park sites in the Tanfield and Catchgate Wards be brought back to budget setting, fully costed.
- (iii) VE day should be supported, ideas from Members and the public should be gathered by the Deputy Town Clerk.
- (iv) Miners Sunday should be held again in 2020, date to be confirmed but definitely to be late August.

98 MEMBER MOTION

It was proposed by Cllr L Timbey, seconded by Cllr A Clegg and **RESOLVED** that:

Funding should be allocated from the "Discretionary Room Hire" budget to cover the costs of room hire for Stanley Learning Partnership to hold their Talent Show and Quiz so we can deliver these events in partnership. Similar proposals will also be supported if we have sufficient funds in our allocated budget to do so.

99 CONCLUSION OF AUDIT

The Town Clerk updated Members on the findings of the external audit for 2018/19. Council **NOTED** the update.

100 COUNCIL ACTIONS UPDATE

Council were provided with the following updates on outstanding Full Council decisions since the last Ordinary meeting.

- (i) Strategic Grant Funding - this is ongoing and round 2 is now open.
- (ii) Road Safety Visor - this is ongoing.
- (iii) Blooming Good Fun - judging is complete and the awards night will be held on 21st October.
- (iv) Stars Youth & Community - representatives were due to come to the meeting tonight to present an update report however they were unavailable. The report will be circulated.
- (v) Civic Hall - CREO are working on developing the website and brochure.
- (vi) Pantomime - meetings have been arranged and proposals have been forwarded to the Civic Hall Working Group to be discussed at the meeting next week.
- (vii) Events Working Group - there will be a Christmas events meeting convened in the next week or 2.
- (viii) Recruitment - our new Finance Officer, Ann, started at the end of August.
- (ix) Policy Working Group - review ongoing.
- (x) Local Council Award Scheme - ongoing and on target.

- (xi) Budget - the first draft will go to Finance Committee in October then to Full Council.
- (xii) IT & Telephones - install from Aspire is imminent.
- (xiii) Finance Committee - Comms strategy is done and will be presented to Finance in October.
- (xiv) South Moor Miners Banner - conservation of the banner has been undertaken and further quotes are being obtained.
- (xv) War Memorial - the Deputy Town Clerk is to produce an update report.
- (xvi) Louisa Morrison Memorial - interpretation board, coal tub and plaque to be installed.

101 **EXCLUSION OF PRESS AND PUBLIC***

*Recording of proceedings was stopped at this point.

Council **RESOLVED** that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.

*Justification for excluding the public and press from consideration of the following item:
Staff Confidentiality.*

102 **STAFFING MATTER**

Members were presented with a report relating to a temporary secondment for a staff member. It was proposed by Cllr L Timbey, seconded by Cllr D Marshall and **RESOLVED** that the temporary secondment be implemented, back dating the role to the beginning of July. Appreciation of the Members to be passed to this staff member.

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

Tuesday 22nd October 2019, 6.30pm, Stanley Civic Hall