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**MINUTES of the FINANCE AND GENERAL PURPOSES COMMITTEE MEETING OF STANLEY TOWN COUNCIL** held at Stanley Civic Hall on Tuesday 16th July 2019 at 6.30pm

**PRESENT:** Cllr G Binney\*            Cllr H Clark            Cllr M Davinson            Cllr B Nair  
                 Cllr J Nicholson            Cllr L Timbey            Cllr D Tully            Cllr C Hampson  
                 Cllr D Marshall

**\*Chairman**

**OFFICERS:** Alan Shaw (Town Clerk)  
                 Nicola James (Senior Administration Officer)

**OTHERS IN ATTENDANCE:** Cllr A Clegg

**45            APOLOGIES FOR ABSENCE**

Apologies from Cllrs J Stephenson, J Kane & J McMahon were accepted by Committee.

**46            DECLARATIONS OF INTEREST**

None.

**47            PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIR**

The Town Clerk reminded members to turn their mobile phones off or switch them to silent. and informed members that the meeting was being recorded by the Council.

**48            PUBLIC PARTICIPATION**

None.

**49            CONFIRMATION OF MINUTES**

It was proposed by Cllr B Nair, seconded by Cllr L Timbey and **RESOLVED** that Committee **APPROVE** the minutes of the Finance and General Purposes meeting held on 11th June 2019. The Chair signed them as a correct record.

The Chairman advised Committee that 2 maps had been tabled showing all of the Strategic Grant Funding applications received and which had been awarded. Members were asked to encourage groups from the areas where no applications were received to apply in the second round of funding in September/ October.

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**50 ACCOUNTS FOR PAYMENT & BANK RECONCILIATION**

It was **RESOLVED** that the Committee **APPROVE** the payment of accounts and **NOTE** the Bank Reconciliation for June 2019.

**51 WORKING GROUPS**

The Town Clerk gave the following updates:

- (i) **Events Working Group** (5th July) - This was the last meeting to discuss the running order before Armed Forces Day.  
**Committee Feedback:** More posters should be put in shops to advertise AFD next year and we need to look into booking providers for next year asap.
- (ii) **Policy Working Group** (5th July) - The WG discussed the Local Council Achievement Award and the work needed to be done to achieve the Foundation Award. The Senior Admin Officer advised Committee that work has started and nearly half of the actions have been completed. The main outstanding points are some policies to finalise and the Town Clerk to document his CPD points. Diary reminders have been added to keep actions on track.  
**Committee Feedback:** Cllr Timbey stated that the TOIL policy should include that staff are unable to accumulate more than 11.5 hours and that a separate TOIL policy is not required as it is dealt with by the National Agreement in the Green Book. Cllr Timbey also stated that under the Confidential Reporting policy, there should be an addition to address complaints from staff about the Town Clerk (to be directed to the Leader of the Council). The Town Clerk to make necessary amends before Full Council.
- (iii) **Civic Hall Working Group (Ops)** (3rd July) - This WG is essentially member oversight of operational business and is reported for information.
- (iv) **Civic Hall Working Group (Structure)** (26th June) - This WG discussed the formulation of the brief for the architect. It was proposed by Cllr D Marshall, seconded by Cllr B Nair and **RESOLVED** that the brief proposed on page 2, item 3 be put forward to Full Council, subject to the amendment of the reference to a "Town Mayors Parlour" to a "multifunctional meeting room for the Town Mayor, staff and public".

Committee **RESOLVED** to:

- (a) **RECEIVE** the minutes of the Working Groups;
- (b) **NOTE** the decisions taken;
- (c) **RECOMMEND** that the brief for the Civic Hall report be **APPROVED** subject to changes at (iv) above.

**52 BUDGET MONITORING**

The Town Clerk advised that **ATTACHMENT L** (Budget Monitoring Report) was a summary of the first quarter which shows that the net expenditure was on target and there are no causes for concern.

Cllr M Davinson requested the Town Clerk to check the Civic Hall income, bar income, Civic Hall expenditure and bar expenditure. as the figures for the Actuals in the current month were shown as zero.

**53 APPRENTICES**

Members **APPROVED** the Job Description for the Environmental Services apprentice and tasked the Town Clerk to begin recruitment for the role.

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

Tuesday 17th September 2019, 6.30pm, Stanley Civic Hall.