



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 10th December 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 10th December 2019 at 18.30** in order to transact the following business:

Yours sincerely,

Alan Shaw
Town Clerk
4th December 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 15th October 2019.

6 ACCOUNTS FOR PAYMENT & BANK RECONCILIATION

Statutory Basis: Accounts & Audit (England) Regulations 2011

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

7 WORKING GROUPS

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

Civic Hall Working Group	4th December 2019	(ATTACHMENT E)
Policy Working Group	6th December 2019	(ATTACHMENT F)

Committee is requested to:

- (a) **RECEIVE** the minutes of the Working Groups;
- (b) **NOTE** decisions taken by the Working Groups; and
- (c) **CONSIDER** Recommendations made by the Working Groups; and
- (d) **DECIDE** if any further action is required.

8 INTERNAL AUDIT

Reports of the internal auditor are attached for consideration by Committee

Accounts Payable	(ATTACHMENT G)
Payroll	(ATTACHMENT H)
Enhanced Services	(ATTACHMENT I)
Main Accounting System	(ATTACHMENT J)
Risk Management Arrangements	(ATTACHMENT K)

Committee is requested to **CONSIDER** the attached reports and **DECIDE** what to do.

RECOMMENDATION: A Full Assurance has been given for these audits. Committee is advised to **NOTE** and **ACCEPT** the reports subject to any observation members wish to make.

9 EXCLUSION OF PRESS AND PUBLIC *

To **RESOLVE** 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 items:
Commercial Sensitivity*

** Any recording of the proceedings must stop at this point.*

10 2020/21 BUDGET (Final Estimate)

(i) Draft Budget

Budget Final Estimate Report
Year to Date Expenditure/ Final Estimate detail

(ATTACHMENT L)
(ATTACHMENT M)

Committee is requested to **CONSIDER** the report and make **RECOMMENDATIONS** about the budget and precept to Full Council.

(ii) Budget Monitoring

Budget Monitoring Report

(ATTACHMENT N)

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** these matters and **DECIDE** if any action is required

11 DATE, TIME AND VENUE OF NEXT MEETING

Tuesday 18th February 2020, 6.30 pm, 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.