



# 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 18th February 2020 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 18th February 2020 at 18.30** in order to transact the following business:

Yours sincerely,

**Alan Shaw**  
**Town Clerk**  
**10th February 2020**

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 (ATTACHMENTS A & B)

To **APPROVE** as a correct record and sign the minutes of the:

- (i) Finance and General Purposes Committee meeting held on 10th December 2019;
- (ii) Extra-Ordinary Finance & GP Committee meeting held on 14th January 2020.

#### 6 ACCOUNTS FOR PAYMENT & BANK RECONCILIATION

Statutory Basis: Accounts & Audit (England) Regulations 2011

**January 2020**

Schedule of Payments	(ATTACHMENT C)
Schedule of Receipts	(ATTACHMENT D)
Bank Reconciliation & Balances	(ATTACHMENT E)

Committee is requested to **CONSIDER** the attached information and

- (i) **APPROVE** the payment of accounts for January 2020; and
- (ii) **NOTE** the Bank Reconciliation for January 2020.

#### 7 WORKING GROUPS

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

Civic Hall Working Group	5th February 2020	(ATTACHMENT F)
Events Working Group	7th February 2020	(ATTACHMENT G)
Policy Working Group	7th February 2020	(ATTACHMENT H)

**Policies for Approval**

- (i) **Member's Allowances** (ATTACHMENT I)

At the Ordinary Council Meeting held on 21st January 2020, Council **RESOLVED** to permit elected members to claim reimbursement of travel expenses in certain circumstances.

Council further **RESOLVED** that this should be put into a policy document and presented to the Finance & General Purposes Committee for **APPROVAL**. (*Minute #182 of 2019/20*)

- (i) **Recruitment** (ATTACHMENT J)

Draft policy attached for **CONSIDERATION** by Committee

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 STRATEGIC GRANTS FUND PANEL

The Panel met on Friday 31st January to review the policy and applications process for the operation of the fund. A number of minor changes are proposed to the policy and it is proposed that the application windows are moved so that the windows do not run into the Christmas period. The proposed changes to the policy are highlighted on the attached documents. A new Checklist for applications has been devised to assist applicants. Some small amendments have been made to the application form.

SGF Panel Minutes	(ATTACHMENT K)
Revised Policy	(ATTACHMENT L)
Revised Application Form	(ATTACHMENT M)
Application Form Guidance	(ATTACHMENT N)

Committee is requested to **CONSIDER** the **RECOMMENDATIONS** of the panel and **DECIDE** what to do.

## 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:  
Staff Confidentiality*

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

## 10 STAFFING MATTER (ATTACHMENT O)

At the Ordinary Council meeting held on 21st January 2020, Council **RESOLVED** that: *"the Council continue running the Cinema and that a post be created on the establishment to reflect the additional duties and put through job evaluation before the current officer's secondment ends."* (Minute #184 of 2019/20)

A job description has been prepared and evaluated. (ATTACHMENT O).

Committee is requested to **CONSIDER** this matter and make **RECOMMENDATIONS** to Full Council.

## 10 DATE, TIME AND VENUE OF NEXT MEETING

Tuesday 10th March 2020, 6.30 pm, 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.***