



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 March 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 10th March 2020 at 18.30** in order to transact the following business:

Yours sincerely,

Alan Shaw
Town Clerk
4th March 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 (ATTACHMENT A)

To **APPROVE** as a correct record and sign the minutes of the Finance and General Purposes Committee meeting held on 18th February 2020.

6 ACCOUNTS FOR PAYMENT & BANK RECONCILIATION

Statutory Basis: Accounts & Audit (England) Regulations 2011

February 2020

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 February 2020; and
- (ii) **NOTE** the Bank Reconciliation for February 2020.

7 WORKING GROUPS

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

Civic Hall Working Group	4th March 2020	(ATTACHMENT E)
Events Working Group	6th March 2020	(ATTACHMENT F)
Policy Working Group	6th March 2020	(ATTACHMENT G)

These documents will be tabled at the meeting due to the meeting being a week early because of the Annual Town Meeting.

- (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

- (i) The internal auditor visited the Council on 19th February 2020 and examined the following areas:

Income Collection & Banking	(ATTACHMENT H)
Bar Income Collection	(ATTACHMENT I)
Corporate Governance	(ATTACHMENT J)

Budget Setting/ Monitoring

(ATTACHMENT K)

FULL Assurances have been given in all areas; however the auditor has issued an action plan in relation to income collection to highlight some minor issues to be addressed:

Action Plan

(ATTACHMENT L)

- (ii) The Internal Auditor's three year contract expires at the end of March 2020. He has requested that the Council give consideration to renewing the contract for a further 3 year period.

OFFICER RECOMMENDATION: Gordon Fletcher has provided a thorough and independent review of the Council's financial and governance procedures and operation for the last six years. He has when required gone beyond his core brief and supported the Council with a number of independent reviews during this period. He has carried out his duties with a high standard of professionalism and provided a good service to the Council. The Town Clerk **RECOMMENDS** that Gordon Fletcher's services are retained for a further three years.

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:
Consideration of personal information in respect of nominated persons.*

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

10 TOWN MAYOR'S AWARDS

The nominations for the 2020 Town Mayor's Awards are attached for **REVIEW** by the Committee

Town Mayor's Awards Policy
Nominations for 2020

(ATTACHMENT L)
(ATTACHMENT M)

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

11 DATE, TIME AND VENUE OF NEXT MEETING

Tuesday 21st April 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.