

MINUTES of the ORDINARY MEETING OF STANLEY TOWN COUNCILHeld via **Microsoft Teams** on **Tuesday 24th November 2020** at **6.30pm**

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

*Chairman

OFFICERS: James Black (Town Clerk)
 Alan Tubman (Deputy Town Clerk)
 Nicola James (Senior Administration Officer)
 Ann Barry (Finance Officer)

ABSENT: Cllrs C Bell & J Pallas

Prior to the start of the meeting, the Town Mayor made the following announcement.

Good evening everyone and welcome to our remote meeting of Stanley Town Council. This meeting is taking place on Tuesday 24 November 2020 at 6.30pm and is streamed live to YouTube. It will be available to view for a minimum of 6 months. Please be aware that any footage from the meeting may be used in subsequent media broadcasts. I am Councillor Carole Hampson, Mayor of Stanley, and I will be chairing the meeting tonight. I would like to extend a warm welcome to Members, Officers, members of the public and media who are watching this live stream.

Before I commence with the formal business on the agenda, I would like to cover the housekeeping issues for us all to follow.

For those taking part in the meeting could you please only speak when invited to speak by myself as chair, keep your microphone on mute at all times unless invited to speak. If you wish to speak please type RTS in the chat function. Please bear in mind all participants can see messages in the chat function. Once invited to speak, please introduce yourself with your name and position unless you have already introduced yourself earlier in the meeting. If you are having issues with connectivity, try switching off your video and use the audio function. If connectivity issues continue, you may have to leave the meeting and re-join to get a better signal.

Please follow these simple rules as it will help us run the meeting as efficiently as possible. I will be pausing briefly when questions and comments are being invited to allow members to register their intention to speak.

As I have mentioned this is a remote meeting of the Full Council so please be patient should we encounter any issues. Thank you.

1 **APOLOGIES FOR ABSENCE**

Apologies from Cllrs D Marshall, B Nair, J Clark & G Wilkinson were accepted by Council.

2 **DECLARATIONS OF INTEREST**

None.

3 TOWN MAYOR'S ANNOUNCEMENTS

The Town Mayor made the following announcement:

Since our last Town Council meeting, I attended South Moor Memorial Park on Remembrance Sunday to lay a wreath on behalf of STC.

On November 11th I attended a short wreath laying ceremony outside the Civic Hall. It was unfortunate we could not hold the full service as normal, but it was very important event with the current pandemic that we showed our respects and remembered them in one way or another.

Unfortunately, our Christmas activities have been severely disrupted this year due to the pandemic, there will be no carol service, no gathering to turn on the Christmas Lights and no pantomime at the Civic Hall.

Here is hoping that 2021 is a better year for us all. Please keep up the amazing good work you are all doing, try to support local shops and businesses, stay safe and have a lovely Christmas.

The Town Clerk noted that he wished to have a COVID-19 report available for the meeting to outline how it has affected the Council and how we move forward, however we are unaware which tier we will sit in, so the report will come to the next meeting and a briefing will be emailed to all Members.

4 LEADER'S STATEMENT

The Leader of the Council, Cllr L Timbey, made the following statement:

As we are still in the COVID pandemic and we are unsure which tier we will go into, however there is an easing of restrictions between 23-27 December to allow families to get together. We will keep aware of the situation and react to the tier we are placed in.

5 PUBLIC PARTICIPATION

Nothing was received in writing prior to the meeting and no members of the public were in attendance.

6 CONFIRMATION OF MINUTES

It was proposed by Cllr L Timbey, seconded by Cllr A Clegg and **RESOLVED** that the minutes of the Extra-Ordinary Council meeting held on the 27th October 2020 be **APPROVED** and signed by the Town Mayor as a true record:

7 COMMITTEE MINUTES

It was proposed by Cllr J Stephenson, seconded by Cllr J Kane and **RESOLVED** that Council **RECEIVE** the minutes of the Finance & GP Committee held on 17th November 2020.

8 FINANCIAL SERVICES COMPENSATION SCHEME

The Finance Officer noted the report regarding the protection of the Council funds. It was **AGREED** that Council look to set up additional bank accounts in which to deposit some of the Councils reserves in line with the Financial Compensation Scheme restriction of £85,000 to spread the risk as soon as possible.

9 CIVIC HALL – HIGH PRIORITY

- (i) Stock Write Off – It was proposed by Cllr J Stephenson, seconded by Cllr J Kane and **RESOLVED** by majority recorded vote that Council write off the Stock as reported, and offer any nonalcoholic stock to local community groups or foodbanks and Council give the Town Clerk authority to write off future stock of up to £500 per quarter, a report be provided to the Finance & General Purposes Committee and any nonalcoholic stock written off be offered to local community groups or foodbanks.
- (ii) Furlough Scheme – Council **NOTED** the attached report which outlines the current situation in regards to the furlough of officers.
- (iii) Priority Maintenance - It was proposed by Cllr J Stephenson, seconded by Cllr J Kane and **RESOLVED** by majority recorded vote that Council give the Town Clerk the authority to spend the necessary monies on the maintenance and report back to the Finance & General Purposes Committee.

10 REDMOND REVIEW

Council **NOTED** the attached report.

11 PAY AWARD

It was proposed by Cllr L Timbey, seconded by Cllr A Clegg and **RESOLVED** that Council **NOTE** the attached report and **APPROVE** the pay award.

12 MEMORIALS

The Deputy Town Clerk provided an update on Memorials in the Town. It was proposed by Cllr C Marshall, seconded by Cllr M Davinson and **RESOLVED** that the Deputy Town Clerk should work with Wendy Benson and work in hand with the Masterplan and update Council with options.

13 JANUARY FULL COUNCIL MEETING

It was proposed by Cllr J Kane, seconded by Cllr A Clegg and **RESOLVED** that the January Full Council meeting be brought forward to 19th January 2021 in order to submit the precept demand before the deadline of 22nd January.

14 DATE, TIME AND VENUE OF NEXT MEETING

Tuesday 19th January 2021, 6.30pm, via Microsoft Teams

MINUTES of the FINANCE AND GENERAL PURPOSES COMMITTEE MEETING OF STANLEY TOWN COUNCIL held via Microsoft Teams on Tuesday 12th January 2021 at 6.30pm

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

*Chairman

OFFICERS: James Black (Town Clerk)
 Alan Tubman (Deputy Town Clerk)
 Ann Barry (Finance Officer)
 Nicola James (Senior Administration Officer) – left the meeting after item 7

Before the Chair opened the meeting, she made the following announcement:

Good evening everyone and welcome to our first remote meeting of the Finance & General Purposes Committee. This meeting is taking place on Tuesday 12 January 2021 at 6.30pm and is streamed live to YouTube. It will be available for a minimum of 6 months. Please be aware footage from meetings could be used in media broadcasts. I am Jeanette Stephenson, Chair of the Finance & General Purposes Committee, and I would like to extend a warm welcome to Members, Officers, members of the public and media who are watching this live stream.

Before I commence with the formal business on the agenda, I would like to cover housekeeping issues for us all to follow.

For those taking part in the meeting could you please only speak when invited to speak by myself as chair, keep your microphone on mute at all times unless invited to speak. If you wish to speak please raise your hand. Please bear in mind all participants can see discussions in the chat function. Once invited to speak, please introduce yourself with your name and position unless you have already introduced yourself earlier in the meeting. If you are having issues with connectivity, try switching off your video and use the audio function. If connectivity issues continue, you may have to leave the meeting and re-join to get a better signal.

Please follow these simple rules as it will help us run the meeting as efficiently as possible. I will be pausing briefly when questions and comments are being invited to allow members to register their interest to speak.

47 APOLOGIES FOR ABSENCE

None.

48 DECLARATIONS OF INTEREST

None.

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

None from the Chair.

The Town Clerk updated members following the latest lockdown. We have restricted access to the Civic Hall to any members of staff who cannot undertake their roles from home. Where staff can work from home, they must do so. Staff working from the Civic Hall must abide by the Government 2-meter guidelines at all times. All meetings internal and external are to be held virtually unless agreed by the Town Clerk and use of the Environmental Service Vehicle is restricted to 2 members of staff at any one time.

50 **PUBLIC PARTICIPATION**

Nothing was received in writing before the meeting.

51 **CONFIRMATION OF MINUTES**

It was proposed by Cllr L Timbey, seconded by Cllr B Nair and **RESOLVED** that the minutes of the Finance & General Purposes Committee meeting held on 17th November 2020 be **APPROVED** and signed as a correct record.

52 **ACCOUNTS FOR PAYMENT & BANK RECONCILIATION**

It was proposed by Cllr G Binney, seconded by Cllr B Nair and **RESOLVED** that the Committee:

APPROVE the payment of accounts for November 2020;

NOTE the bank reconciliation for November 2020;

APPROVE the payment of accounts for December 2020 and

NOTE the bank reconciliation for December 2020;

53 **EXCLUSION OF PRESS AND PUBLIC**

Committee **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: *Commercial sensitivity*.

54 **BUDGET 2021-2022**

(i) **Full Organisational Review**

It was proposed by Cllr B Nair, seconded by Cllr C Hampson and **RESOLVED** by majority recorded vote that the Finance Committee **RECOMMEND** that Full Council approve the Staffing restructure and allow formal consultation to begin.

(ii) **Budget 2021-2022**

It was agreed to bring forward the additional budget proposals from the Derwentside Independent Councillors to be discussed as part of the budget discussion.

It was proposed by Cllr L Timbey, seconded by Cllr C Hampson and **RESOLVED** by majority recorded vote that the Finance Committee **RECOMMEND** that Full Council increase the precept of 2.99%.

It was proposed by Cllr L Timbey, and seconded By Cllr C Hampson that the external events budget of £53,000 be reduced by £7,300 and that this budget be renamed the Community/Covid-19 Recovery Fund.

It was proposed by Cllr L Timbey, seconded by Cllr C Hampson and **RESOLVED** by majority recorded vote that the Finance Committee **RECOMMEND** that Full Council approves the budget for 2021/22.

It was proposed by Cllr L Timbey, seconded by Cllr C Hampson and **RESOLVED** by unanimous recorded vote that the Finance Committee **RECOMMEND** that Full Council delete the reserve pots of EM Capital reserve, EM Grant Fund reserve, EM Stanley Masterplan reserve, and EM IT Replacement Fund reserve with all balances moved back to the general reserve

(iii) **Additional Budget Proposals**

Considered in point (ii)

55

DATE, TIME AND VENUE OF NEXT MEETING

Tuesday 9th February 2021, 6.30pm, via Microsoft Teams.



Double Taxation and Durham County Council - CDALC Consultation

Double taxation can be defined as a situation where residents are paying Council Tax to a principal authority and a local council for the same or a similar service. E.g. the principal authority (e.g. Durham County Council) and the local council (e.g. Stanley Town Council) provide services concurrently. Double taxation can also be identified as a situation where the principal authority is paid to provide a service, but don't, instead the service is provided by the local council.

At the CDALC (County Durham Association Local Councils) meeting on 19th November double taxation was discussed, following which the group agreed to consult members on a motion from Great Aycliffe Town Council requesting Durham County Council to reconsider double taxation and options to alleviate the unfairness that it causes local taxpayers.

The detail in this report is provided by CDALC as part of their consultation, which will end on 31st January 2021.

1. Double Taxation And Durham County Council

1.1 At the CDALC Larger and Smaller councils Forum meetings held on the 19 November, the issue of Double Taxation was discussed. It had been raised by a couple of larger councils. At these meetings, it was agreed that we would consult all member councils on the following motion. This motion was agreed by the Larger Council Forum members and discussed by Smaller Council Forum members on 19 November.

1.2 *“Great Aycliffe Town Council acknowledges Durham County Council’s response to the issue of double taxation. We would request that, in the interest of fairness, there is a commitment by Durham County Council to reconsider the issue of double taxation and possible options to alleviate the unfairness that this causes for local council tax payers in County Durham. It is requested that this review is undertaken in consultation with the Local Councils Working Group.”*

2. Background Information

2.1 Double Taxation is defined as a situation where residents in certain local council areas are paying twice over for particular public services. It can happen because many local services are concurrent functions - that is, they can be managed and delivered either by local parish and town councils or by the principal council, Durham County Council. Typically, double taxation comes about in relation to the most locally delivered services,

such as maintaining children's play areas, closed churchyards, playing fields, open spaces, public convenience, streetlights, cemeteries, allotments, and footpaths.

2.2 There are two ways in which Double Taxation comes about.

- a) Where provision of a service is delegated or devolved from a principal local authority to a local council without sufficient funding being passed on to cover the costs. This may mean the local council having to make good the funding gap by raising the precept it levies on local residents.
- b) Where, within a principal local authority's area, a service is delivered in some places by that authority and in other places by local councils. This can result in some residents paying for the service in their local council area through its precept, while at the same time they contribute to the cost of provision elsewhere, particularly in unparished areas, through the Council Tax bill from their principal local authority.

2.3 Residents in both smaller parish councils and larger town councils throughout the nation can be subject to double taxation. Nationally there is only a minority of areas that deal with it where the trend is for 'special expenses' paid to parish councils from their principal authority, where a service has more recently been transferred to the local council and a deal brokered. Functions delivered by parish and town councils over a longer period of time would need to be assessed for cost and quality and calculations devised as to differentials in costs and how to deal with them. At this point we do not have any data as to what the relevant services would amount to.

2.4 A summary of the arguments for and against resolving the issues of double taxation are:

2.4.1 Reasons To Resolve Double Taxation

- **Accountability** – an often quoted principle is that 'finance should follow function'. The organisation responsible for delivering a service – the local council in this case should also hold the relevant budget. This strengthens democratic accountability by making clear who is responsible for decisions about that service;
- **Fairness** – it is inequitable if taxpayers are treated differently for no good reason. Residents in certain areas should not be paying both (in full) for the service in their locality as well as contributing to its provision elsewhere;
- **Sending the right signal** – public policy aims to encourage local councils to expand their role, so that services better meet local needs. However, allowing double taxation to arise discourages local councils from doing just that;
- **Partnership** – it is a practical way in which tiers of local government can demonstrate partnership intent, reaching agreement about concurrent services and their funding;
- **Taxpayer interests** – local Councillors have a legal duty to act in the best interests of their taxpayers. It is argued that this should include considering concerns about double taxation.

2.4.2 Arguments Advanced For Not Taking Action

- **Administrative effort** – the effort and cost required to find an appropriate

resolution and then manage it may be disproportionate for the scale of double taxation that occurs;

- **Unclear comparisons** – a truly accurate assessment of double taxation would require comparison of service levels in different (local council) areas. Such like for like comparisons are hard to achieve.
- **Historic accident**– uneven patterns of service delivery and which tier of government delivers what service are largely a result of past developments (rather than recent policy decisions);
- **Serving the wider area** – more centralised services, such as leisure or arts centre serve people across the wider area. Indeed, district councils may only have one or two such centres, inevitably located in the largest settlement(s). Put another way, local council boundaries don't determine where people access services;
- **Income generating services** – there is a converse argument about what to do with services which generate a profit for the principal local authority. Should that profit help reduce the Council Tax charge for all its taxpayers or only those living close by the profitable service?

2.4.3 Weighing up the arguments

When faced with a double taxation situation certain points are worth bearing in mind.

- a) First, tackling double taxation does not imply that every local council area should have the same service levels. Individual local councils will want to decide how far they are prepared to use their precepting powers to enhance the standard of services which would otherwise be provided. Measures implemented to address double taxation should try to avoid compensating local councils for such enhancements.
- b) Second, it is important to be clear about the legal position of different services; When something is a concurrent function and when it is a distinct function for one tier of government. Double taxation arguments can only be made in respect of those which are concurrent functions.
- c) Third, it will help to distinguish between those services delivered at a very local level (such as play areas, sports fields, litter collection and bus shelters) and those delivered centrally (such as leisure centres) which serve a wider catchment. It is more reasonable to expect users to travel to access some services than it is to others. The more locally a service is delivered, the stronger the case for addressing double taxation concerns.
- d) Fourth, principal local authorities should understand the geography of their double taxation issues, as different situations point towards different ways addressing the issue. Considerations are: whether they have both parished and unparished areas; and how much their local councils vary in the extent to which they deliver concurrent services.
- e) Fifth, it is relevant to understand how double taxation issues have come about. In particular, whether they are historic in nature or are arising as a result of decisions taken now. In theory it is easier to deal with situations arising now. Understanding this will also help to identify the best approach.

- f) Last, it will be useful for local councils to form a view about what they are prepared to fund from their precept and to be as strategic as possible in their thinking. There is a risk of being bounced into ad hoc decisions to save (any and all) threatened services. Double taxation is never ideal, but may be tolerated up to a point for higher priority services. Local councils can take more informed decisions by knowing which services matter most to their community. Nationally, one (admittedly large) local council says that if a service is really important for its town it will deliver that service for the town's sake and not worry unduly about double taxation.

3. Recent Discussions About Double Taxation In County Durham

3.1 The issue was raised at a Durham County Council full council meeting on 21 October 2021. The discussion and vote is in the following recording at 1 hour and 50 mins onwards. <https://youtu.be/v0I0ODk8WdU?t=6686>. The proposal for double taxation to be addressed by DCC was rejected by the full council.

3.2 CDALC have had informal discussions with DCC regarding this issue at the Local Councils Working Group meeting held on the 6 November. The Local Councils Working Group enables our members and officers to meet with members and officers from Durham County Council. For members information, the response from DCC (received before, but reiterated at the 6 November meeting) was as follows:-

3.3 *"We are aware that there have been a number of motions raised at town and parish councils recently in relation to this issue, which is disappointing as we have not had chance to consider discussing this through the Local Councils Working Group. As you are aware, this issue was discussed at length in 2012 with relevant stakeholders and through the CDALC. Of course, the council could consider this issue again however this is a significant piece of work which will take time and resource – at a time when the council is extremely stretched dealing with the coronavirus. We would clearly also need to consider the standards to which the County Council would deliver if these services were being overseen by it and take into account the economies of scale and efficiencies of a larger organisation. We would hope town and parish council' are aware of this – and as discussed previously, if any town and parish councils wish to, they can pass these services back to the council to be provided through our existing arrangements.*

3.4 *If there was a desire to undertake this work at some point, the wider support to town and parish council's is also likely to be considered including reviewing the Local Council Tax Reduction Scheme payments that are made which is a significant sum - and far outweighs the double taxation payments that were previously made. Since 2013/14 we have passed on circa £13.4million in LCTRS grant payments to local town and parish councils. The annual "double taxation" grant payments that were removed were circa £0.25million. If we hadn't passed on the grant, as many others haven't, and continued to pay the £0.25million instead local councils would have received around £11.4m less funding over the last 8 years."*

4. Action Required

4.1 All CDALC Association member councils are asked to consider the above information and make their resolution for reporting back to CDALC via the online survey CDALC Double Taxation Online Survey, with a deadline of 31 January 2021.

5. Possible Further Action

5.1 After receiving Association members thoughts, CDALC will report back to the Larger and Smaller Council Forums in February, with a final decision by the Association's Executive Committee in early March about presenting it to the Local Councils Working Group where our members and officers meet with representatives of Durham County Council four times a year.

6. Recommendation

It is **RECOMMENDED** that:

- i) The Town Council **notes** the report and makes **decides** what to do.

Report Author

James Black
Town Clerk
Stanley Town Council

James.Black@Stanley-TC.gov.uk
01207 299109



Stanley Community Fund – Update Report

In April 2019 Stanley Town Council in partnership with County Durham Community Foundation, and in association with Durham County Council, Durham Police, Crime and Victim Commissioner’s Office and Kevan Jones MP, set up the innovative Stanley Fund. The purpose of the fund was to establish a place-based giving scheme, to generate funding investment into the Stanley area from private and public sources.

Local groups and organisations operating in the Stanley area can apply to the fund for between £2,000 and £10,000 for projects benefitting the area. The project also allows multi-year funding projects from a single bid.

This report is to give members an update on progress of the fund to date and to include case studies on some projects and groups that have been funded.

Stanley Community Fund – Year 1

1. April 2019 – March 2020

1.1 Table 1 shows the donors to the Stanley Community Fund in year 1, and total amount awarded by the community panel. The Stanley Community Panel comprises representatives of the organisations contributing to the Fund, who meet periodically.

Table 1

STANLEY COMMUNITY FUND 2019 - 2020	
DONOR	AMOUNT
Stanley Town Council	£50,000.00
Durham County Council (Stanley AAP)	£20,000.00
Police Crime & Victim Commissioners Office	£25,000.00
County Durham Community Foundation	£25,000.00
Foundation donors, including Kevan Jones MP	£9,371.91
SUB TOTAL	£129,371.91
Less CDCF admin fees ¹	(£2,500.00) ²
TOTAL AVAILABLE 2019 - 2020	£126,871.91

Total grants awarded (16) 2019 - 20	£109,777.00
BALANCE REMAINING	£17,094.91

Notes:

1, The Foundation secured Government funding from the Department of Digital, Culture, Media and Sport that supported the first year of the Stanley Community Fund admin fees, as a pilot project on place-based giving schemes.

2, Actual admin fee is based on a 10% contribution (excluding Foundation donor monies) was £12,000 resulting in a net gain of £9,500 to the Stanley Community Fund to award as grants.

Stanley Community Fund - Year 2

2. Funding Commitments Carried Over From Year 1

2.1 Five organisations were awarded multiple years funding by the Stanley Community Panel in 2019-20. Two of the above groups have been funded through additional monies levered-in to support the Stanley Community Fund, and three groups will be supported directly through the Stanley Community Fund 2020-21. These groups are:

GROUP	PROJECT	AWARD
PACT House	Facilities manager (part payment)	£9,724.00
Stanley Area Youth Consortium	Open Access Youth Project	£9,900.00
Quaking Houses Village Hall Association	Gym Buddies project	£4,518.00
TOTAL		£24,142.00

3. Stanley Community Fund April 2020 – March 2021

3.1 The following table shows the funds available for April 2020–March 2021

STANLEY COMMUNITY FUND 2020 - 2021	
DONOR	AMOUNT
Stanley Town Council	£50,000.00
Durham County Council (Stanley AAP) ¹	£20,000.00
County Durham Community Foundation	£20,000.00

Foundation donors, including Kevan Jones MP	£3,021.00
Balance of fund brought forward 2019/20	£17,904.91
SUB TOTAL	£110,115.91
Less CDCF admin fees	(£9,000.00)
TOTAL	£101,115.91
Commitment to 2 nd year funding	£24,142.00
NET TOTAL AVAILABLE 2020 – 2021	£76,973.91

Note:

1, Durham County Council (AAP) contribution approved in principle.

4. Additional Funding Available

4.1 Part of the ethos behind the Stanley Community Fund was that the fund would help bring in additional funding, either by donations directly to the fund, or by other funding organisation's making funding available for the Stanley area.

4.2 County Durham Community Foundation have subsequently been able to secure funding from:

- Mohn Westlake – 1 year funding £40,500
- National Lottery Community Fund, £300,000 for 2 years, with £200,000 available for grants in year one with certain funding ring-fenced for specific projects (community mentoring).

4.3 County Durham Community Foundation will support groups with applications to these funds to help strengthen the voluntary sector within the Stanley area and support two (of the five) second year grants mentioned in paragraph 2 above.

4.4 The total amount available to for 2020-2021 both directly and indirectly via the Stanley Community Fund is detailed below:

TOTAL FUNDING AVAILABLE via STANLEY COMMUNITY FUND 2020-2021	
FUND NAME	AMOUNT
Stanley Community Fund	£101,115.00
Mohn Westlake	£40,500.00
National Lottery Community Fund	£200,000.00
TOTAL	£341,615.00

4.5 Mohn Westlake:

County Durham Community Foundation were successful with a bid to Mohn Westlake, as part of the Place Based Giving Scheme to supplement the Stanley Community Fund. This funding can be used for:

- Outreach youth provision, to tackle anti-social behavior,
- Support resilience and positive mental health in young people,
- Tackling poverty, engaging with local employers.

This fund is to be used to support the second year of the two-year projects mentioned in paragraph 2 above, namely:

- Foundation of Light–Stanley Kicks Programme
- Tanfield Lea School – enterprise events and education enrichment program

4.6 National Lottery Community Fund – Spotlight On Stanley Fund:

The County Durham Community Foundation was successful in securing funds for charitable organisations in Stanley as part of the Place Based Giving Schemes. The Spotlight on Stanley Fund will sit alongside the Stanley Community Fund. This can provide core funding to organisations and Consultant/mentors have been recruited to work alongside organisations to aid future sustainability.

The aim of this fund/project is to enable the organisations best placed to meet the needs of their communities to be effective, resilient, and forward thinking.

In the first phase, the following organisations have been awarded National Lottery Community funding:

- PACT House
- Stanley Area Youth Consortium
- Just for Women
- SHAID

5. 2019-20 Year One Review

5.1 In 2019–2020, year 1 of the fund, 21 applications were received and of these 17 were awarded with a total spend of £109,777

5.2 Each applicant was to required to describe the overall impact from their activity. Grants were awarded according to the following impact headings;

IMPACT	Awarded
Advance people physical mental health, wellbeing and safety	50,967
Connect people with arts, culture and heritage	16,622
Improve life skills, education, employability and enterprise	19,994

Maximise ability to strengthen community cohesion and build social capacity	19,624
Promote reduction of isolation and disadvantage and access to local service	8,570
Transform access to, and engagement with, the environment and public spaces	4,000
Grand Total	109,777

5.3 Categories selected on the application by groups to identify the intended outcome their project is aiming to achieve can be summarised as follows.

OUTCOME	Awarded	Beneficiaries
Improve community cohesion	9,724	400
Improve health, physical, mental, and emotional	132,190	70
Improve quality of local environment and public space	4,000	280
Improve community facilities	9,900	750
Increase access to sport, exercise & leisure activities	36,748	540
Increase employability	10,769	55
Increase in training, education, accreditation, and employment	9,225	45
Preserve local heritage	7,638	25,000
Promote opportunities for creativity	8,984	80
Support vulnerable people	8,570	360
Grand Total	109,777	27,580

5.4 Number of beneficiaries per age group identified as beneficiary

AGE GROUP	Awarded	% of Fund	Beneficiaries
All Ages	26,346	25	25,480
Children (5 – 12)	23,576	21	375
Young people (13– 18)	32,500	30	1015

Young adults (19- 25)	2,825	2	40
Adults (26- 65)	15,960	14	310
Seniors (65+)	8,570	8	
Grand Total	109,777	100	27,580

6. Recommendation

It is **RECOMMENDED** that:

- (i) The Town Council notes the contents of the report

Report Author

Alan Tubman
 Deputy Town Clerk
 Stanley Town Council

alan.tubman@stanley-tc.gov.uk
 01207 299109



Stanley Town Council – Flags

The flying of a flag is a way of expressing respect, joy, pride and are emotive symbols that can boost local and national identities and strengthen community cohesion.

Stanley Town Council has two flagpoles on the front of the Civic Hall, above the main entrance, and has a range of flags which it can fly throughout the year.

This report is to set out a standard program for flags throughout the year.

Stanley Town Council – Flags

1. Background

1.1 The Town and County Planning (Control of Advertisements) (England) Regulations 2007 and the Town and County Planning (Control of Advertisements) (England) Regulations Amended 2012, of which is summarised in the Department for Communities and Local Government – Plain English guide to flying flags, set out the detailed requirements for the flying of flags. In line with the regulations and summary guidance, flags are treated as advertisements, and some will require formal consent (permission) from the planning authority.

1.2 All flag flying is subject to some standard conditions, all flags must;

- Be maintained in a condition that does not impair the overall visual appearance of the site;
- Be kept in a safe condition;
- Have the permission of the owner of the site on which they are displayed;
- Not obscure, or hinder the interpretation of the official road, rail, waterway, or aircraft signs, or otherwise make hazardous the use of these types of transport, and
- Be removed carefully where so required by the planning authority

1.3 Subject to compliance with standard conditions, there are 3 categories of flag:

- a) Flags which can be flown without consent, e.g.,
 - Any country's national flag, civil ensign, or civil air ensign

- A flag of any island, county district, borough, burgh, parish, city, town or village,
 - A flag of any historic county, e.g. and Riding of Yorkshire,
 - The flag of Saint David, Saint Patrick,
 - Any flag of Her Majesty's forces,
 - The Armed Forces Day flag,
- b) Flags which do not need consent provided they comply with regulations, e.g.,
- House flag – displaying the name, emblem or trademark of a company,
 - Sports club (not including sponsorship logos),
 - The horizontal striped rainbow flag, such as “Pride” flag,
 - Specified awards schemes, e.g., Investors in People
- c) Flags which require express consent, from the planning authority

1.4 Where there are two or more flagpoles parallel to the building line, the senior National Flag should be the first flag on the left of an observer facing the main entrance of the building.

2. Current position

2.1 Stanley Town Council has two flagpoles on the front of the Civic Hall and has a range of flags that are routinely displayed throughout the year.

2.2 As outlined above, the Union Flag is flown on the left-hand flagpole, leaving the right-hand flagpole available to fly an alternative flag.

2.3 We have several alternative flags that can be flown at various times throughout the year, these include;

- Stanley Town Council flag,
- Durham Light Infantry flag,
- Royal Navy flag,
- Armed Forces Day flag,

2.4 The intention is to fly the Union Flag together with the Stanley Town Council flag as our default position, the Stanley Town Council flag can be replaced by an alternative flag as and when appropriate.

2.5 The draft plan has been developed by officers in line with some of the most popular flags and can be seen in Figure 1 below. This includes the existing

arrangement and adds additional opportunities should members agree to its proposal.

Figure 1 – Flag flying plan

STANLEY TOWN COUNCIL – FLAG FLYING PLAN				
DATE	L/H FLAG	R/H FLAG	NOTE	HAVE FLAG
ONGOING	Union Flag	Stanley Town Council	DEFAULT	YES
1 st Mar	Union Flag	Wales	St David's Day	NO
17 th Mar	Union Flag	Ireland	St Patrick's Day	NO
20 th Mar	Union Flag	County Durham	St Cuthbert's Day	NO
23 rd Apr	Union Flag	St George's Cross	St Georges Day	NO
8 th May	Union Flag	Durham Light Infantry	VE Day	YES
June (First 2 weeks)	Union Flag	Rainbow Flag	Gay Pride Month	NO
June (last 2 weeks)	Union Flag	Armed Forces Day Flag	Armed Forces Day	YES
10 th July	Union Flag	Royal Air Force Ensign	Battle of Britain	NO
3 rd Sept	Union Flag	Red Ensign	Merchant Navy Day	YES
21 st Oct	Union Flag	White Ensign	Trafalgar Day (Royal Navy)	NO
Nov (first 2 weeks)	Union Flag	Durham Light Infantry	Armistice & Remembrance	YES
30 th Nov	Union Flag	St Andrew's Cross	St Andrew's Day	NO

2.6 The plan also identifies flags we currently have and where further purchase of additional flags would be required. Currently, the estimated cost of a new flag is approximately £50 per flag, although this depends on the size, quality and material.

3. Use of flags to show respect

3.1 It is a tradition that a flag can be flown at "half-mast" (two-thirds the height of the flagpole) to show respect to an individual or event.

3.2 In the event of the death of a significant individual e.g.,

- A senior member of the Royal Family,
- A senior/significant politician,
- Significant local figure,
- Major loss of life (e.g., terrorist incident)

3.3 Stanley Town Council has a Civic Contingencies Procedure, in line with National Guidelines to ensure full compliance with all the legalities.

3.4 Guidelines state when the Union Flag should be flown at half-mast. This does not stop the town council from flying the second flag at half-mast on occasions to show respect to local events, and an example of this could be on the anniversary of a local mining disaster, or on the death of a significant local individual.

4. Summary

4.1 Stanley Town Council currently has two flagpoles on the front of the Civic Hall, giving us the option to fly flags throughout the year, which can be changed to show respect, or to signify a special occasion.

4.2 Officers have produced a draft plan, showing options for flags to be flown,

4.3 There will be financial implications where additional flags need to be purchased.

4.4 The Town Council has a Civic Contingencies Procedure clearly stating how flags should be flown in the event of a significant death, and guidance on when the Union Flag should be flown at half-mast. This does not prevent a local arrangement to fly our flag at half-mast to recognise and show respect to local events.

5. Recommendation

It is **RECOMMENDED** that:

- (i) The Town Council decide which occasions or organisations they want to recognise through the flying of flags on the Civic Hall and agree on the delegated power to Officers to purchase additional flags as and when necessary.
- (ii) The Town Council decides on a local protocol for flying flags at the Civic Hall as a mark of respect.

Report Author

Alan Tubman

Deputy Town Clerk
Stanley Town Council

alan.tubman@stanley-tc.gov.uk
01207 299109

STANLEY TOWN COUNCIL



Environmental Caretakers & Neighbourhood Warden Service

Prepared for: Full Council 19th January 2021

Prepared by: James Harper

Date of Report: 11th January 2021

INTRODUCTION

You will all be very aware that 2020 has been an extremely difficult year for everyone world wide and will continue to be for sometime yet. The impact on the Services we provide as a council has been considerable including the Environmental Service and the Enhanced Neighbourhood Warden Service.

The body of this report will outline the fantastic works of both these services and what we have achieved since the first national Lockdown in March 2020. I will not be able to include every single piece of work we have carried out as the list is extensive. However I will hope to give you a taste of the successful work we have carried out and implemented over the last several months this includes the transition we are making for the general public and the environment of Stanley.

Please note we record the works that are carried out by our services. In due course I will endeavour to provide you with stats and overview report like I have in the past, (example; areas of work, types of work, requests etc). However due to the current situation with staffing levels/furlough/reduced hours, I have not had the time to pull these figures together for your perusal to date.

I hope you find the content of this report a reassuring example of the difference we are making as a Town Council to the area we live in. I have purposely included many images of the works we have carried out. Hopefully this will allow you to understand what we have



achieved and the difference we are making. I am also aware that many Members may not have had the opportunity to visit all corners of our parish over the last several months due to the pandemic. Essentially this report will aid you with some of the work streams you have been unable to see or experience for yourselves.

BACKGROUND

You will be aware, that over the last 3/4 years we (the council) have driven the Environmental & Warden Services forward under my management and supervision, but of course with guidance from the Council. It is evident the difference we are making to the Environment of Stanley is substantial and can be clearly recognised and is well received by the residents of Stanley.

Since the Council took the Environmental Team in house we have evolved and developed the service into an excellent frontline service. With the back up of praise from the public, partners, agencies and other organisations whilst being officially recognised by awarding bodies (Britain in Bloom) including the project works we do to assist in initiatives that are dear to the public (memorials etc). Essentially we have taken this service through 2 stages to date and are now in stage 3 which is integral for the reputation of Stanley Town Council.

Stage 1. was to bring the Environmental Service in house and carrying out ad hoc environmental works at councillors request while working on initiatives with other partners to improve the environment we live in. We also supported the many initiatives/events and programmes of work that the council put on as a whole. The Council recognised that we need to drive this service forward and start producing stand out work streams that would have maximum impact to the people of Stanley.

With the success of Stage 1, this led to Stage 2 and involved creating a portfolio of recognised permanent works, these were carried out by the service and have huge visual impact within the Stanley area. Not only has our work been successfully delivered, we have 'stepped up' and worked in partnership with other agencies and the community at a high level and we now are recognised as a credible and reliable service throughout Stanley. We have also continued to provide reactive responses to ward issues and link into the councillor requests for improvements to a high level. Myself and the team have worked tirelessly to bring the Council credit through means of visual impact supported by Britain in Bloom. The Judges positive feedback being warmly received with fantastic feedback about our techniques of inspiring others and the way we use 'in bloom' to engage community, giving me no doubt in my mind that if it had not been for the burden of Covid -19 we would have been looking at Gold award for 2020. I also believe we are in a fantastic position for 2021 to be awarded highly for the Environmental Awards that is carried out by DCC for the whole of County Durham. The Environmental works and Community Engagement works we do are certainly a front runner within the whole County in relation to Parish/Town Councils.

These efforts in turn have provided much respect from the public and has been an essential tool for the engagement with the residents allowing us to bring them on board to make Stanley a cleaner and greener environment for us all. This has been proven by the various groups that we have helped and established, for example St. Josephs school (awarded gold by Britain In Bloom), Just For Women receiving silver, Copper Beach Residents Association also awarded silver and this is just to name a few. You will be aware there are many more groups that we have supported and encouraged through our efforts. The service coupled with the Neighbourhood Warden service continues to be a lead for regular excellent PR for the council.

It is essential for our Town Council that we continue to carry out stage 3 of the service with the same ethic and hard-work, but with an emphasis on sustainability. We cannot as an Authority allow the efforts made over the past few years to be a 'flash in the pan,' neither can we let the hard work, community engagement, the improved areas and community support not to continue. The Public and other agencies now recognise the excellent service we provide. As part of stage 3 we need to drive forward and ensure all the hard work is sustainable. We are currently plotting ways to ensure we make this happen with new additional projects having a sustainable approach. With the support we have now built up from the public we can certainly continue to make this happen successfully. **(In the remainder of this report you will see examples of how we are providing an effective sustainable service through the works we have continued to drive forward over the last several months).**

The Council also decided to bring back the Neighbourhood Warden Service with a strong remit for Community Engagement. I believe to date we (the council) have accomplished this remit successfully. Not only have the wardens been hugely proactive in the community projects and education we carry out whilst enhancing the Principle Authorities Statutory Works. We have created a 'one team approach' with both the Neighbourhood Wardens and Environmental Team working hand in hand to provide a successful front line service. The Neighbourhood Warden service has also proved to be versatile with its response and assistance to Covid -19 and adapted to help out with the challenges of supporting the vulnerable in this difficult time. The public engagement and reassurance that we have worked hard on with the Neighbourhood Wardens has proved to be very effective and now at that same stage 3, we need to ensure we sustain what we are doing for the residents of Stanley and continue to develop, providing public safety & reassurance, which is being well received with the feedback of the public.

DEMONSTRATING OUR SERVICE AND OBJECTIVES

Visually Improving The Stanley Environment

When we were first hit with the national lockdown in March 2020 our spring displays were popping into their element, we followed this up with a fantastic summer display for 2020, building upon our efforts from the previous year. Those of you who were lucky enough to get a glimpse through the hardship of restrictions, I hope you were impressed. Although judging for Britain in Bloom did not go ahead this year,

for our efforts to improve the environment and the community engagement that we had been driving forward, due to covid-19, we were awarded by means of certification from Britain in Bloom for our efforts under the circumstances.

As a team we believed it was really important to ensure we made the Environment of Stanley the best we could whilst we are in this pandemic and try to provide a feel good factor for our residents to the best of our ability. We should be very proud of what our services have achieved.



Covid-19 And Supporting Our Vulnerable And Those In Need

Whilst Improving and making a Cleaner and Greener Environment for Stanley, In addition to supporting the Councils financial contribution to the public in Covid-19, the Neighbourhood Wardens adapted their



duties to support with food parcels and medication for the vulnerable and for those in need of support. The Wardens delivered over 1200 parcels (assisting PACT HOUSE located in the Civic Hall) and continue to support in an adhoc basis when required. This has shown how the service can adapt and be versatile when needed.



This not only supported in a vital way it also showed thousands of residents in Stanley that the Town Council are here to support wherever we can. All this work was carried out in a socially distanced capacity it also has allowed the Neighbourhood Wardens to engage with the community of Stanley and allowed residents to see that our services are friendly and efficient and will help wherever we can.

Neighbourhood Warden Productivity

The Neighbourhood Wardens were very aware of the detrimental knock on effects and impact covid-19 would have within our Neighbourhood.



The Wardens have worked tirelessly to ensure proactive Neighbourhood Warden duties continue, using high visibility method (to be seen by the residents) and reporting and rectifying issues that need dealing with to

enhance community reassurance. This has included much community engagement (socially distanced), dealing with Signal Crime, Fly tipping investigations, Littering, Dog Fouling, Graffiti investigations etc and a supporting role to the statutory service provided by Durham County Council.

The Wardens have linked in with the likes of DAAC (Durham Agency Against Crime) and their Youth Engagement Initiative are working towards their involvement to provide the youth involved in this service to help improve the Stanley Environment.



Quick Hits

You may have heard me use the term 'Quick Hit' on various occasions. This is when a situation in our environment of Stanley needs action fast to benefit our community. This can be achieved by deploying both the Neighbourhood Wardens & Environmental Caretakers as a unit for a limited period of time (usually one to two days) to make impact on the given issue.

For example, either myself, member, partner/agency and either of the teams identify a problem (could be a drug den in the woods, a sudden increase in litter to a small area, an increase on curb waste etc.). We set a date as soon as possible to go to the issue and deal with it with the whole team working together and effectively to try and make a drastic improvement to the environment or assist to push out signal crime. Recent excellent examples of such actions include a wooded/field area to the rear of New Kyo. A well-used path was used to walk through a beautiful area of Stanley countryside that had unfortunately succumbed to small fly tips and accumulation of litter and environmental damage to trees. Both of our services were deployed as a unit and cleared the area. Litter picking, cutting back damaged vegetation and removing fly tipped waste.



Another fantastic example the teams hit with instant impact to reduce an ASB problem was in an area/pocket of land located to the rear of the Annfield Plain cricket pitch with residential housing to the far side. The area was made up of large "Winnie Bushes" & Silver Birch. It had become an excellent source of shelter to youths to congregate to drink alcohol and partake in banned substances. (please note this was also being used by youths whilst in lockdown regulations). This ASB HotSpot was having considerable impact on the residents in the area, impacting on daily exercise by the community,

blighting the landscape with litter, empty alcohol bottles & cans, discarded drug paraphernalia and environmental damage to trees.

The Wardens investigated and linked in with the residents and Police for intelligence etc and the Environmental Caretakers tackled the hide out "den". The team reduced the Winnie Bushes to open up the pocket of

land, litter picked the area. They also put in a wood chipped pathway recycling the trees and branches that had been damaged by the ASB. Any small chance of doubt that we may not have made a difference, was soon elevated by the gratitude shown by the local residents for our actions. A group of disgruntled youths





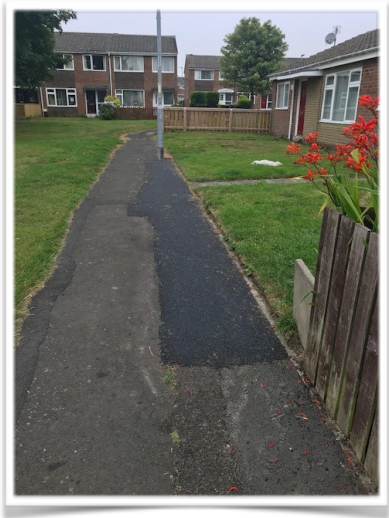
that turned up mid demolition of den that showed their contempt with some not so flattering language towards us. Descriptions of individuals were passed to the police by the Neighbourhood Wardens. Whilst it is not possible to give all examples over the last several months of “Quick Hits” the team and residents definitely see the benefits of our services.



Regular Response Work Through Public & Member Requests.

Although Quick Hits are carried out, both teams try to manage as many requests as possible on top of their daily tasks. This could be anything from racist graffiti removal and investigation by the Neighbourhood Wardens to the collection of community group Christmas Trees by the Environmental Wardens. We always make every effort to respond to these requests as soon as possible and at times have to prioritise what gets done first. Again the pictures are just a small sample of attending requests and essential reports.

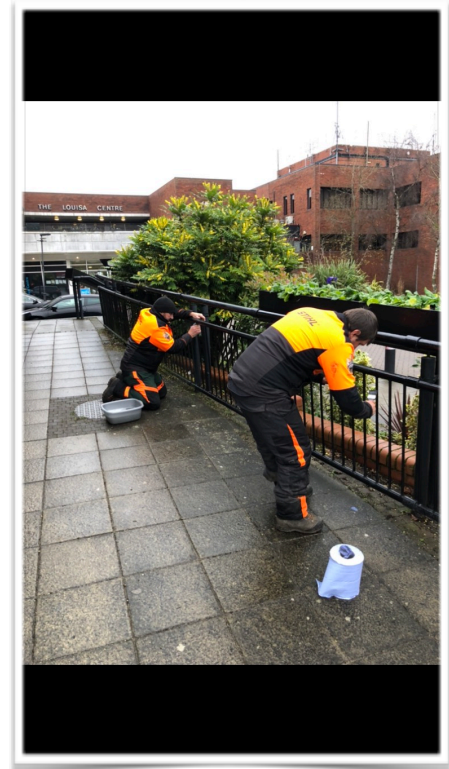




Spruce Up's

When the Environmental Team are able (workload dependant) we keep a list of issues that could do with improvement and a helping hand to improve the environment for our residents. These could be through issues/pro-actives the teams have identified, or requested by members. These are normally not deemed as urgent but we don't just ignore and if we can drop onto these items sporadically we do, whenever possible.

The team have an excellent attitude to 'little and often' making improvements where we can. This could be from painting railings to painting pit wheels. The team have been tasked by me to improve wherever possible and make a visual difference.



Partnerships & Working Together

We know that various agencies and partners have their own responsibilities in the community including the Principle Authorities statutory remit. However quite often we recognise that working together with partners makes a bigger impact and improvement to Stanley.

This has been proven recently over the last several months by the street scene problems that have occurred through the pandemic of covid-19. We have experienced for example more curb side waste, more flytipping in the streets, increase in environmental crime, untidy yards



and in turn an influx of pest control issues.

Both the Neighbourhood Wardens and Environmental Caretakers have increased our support to the Principle Authority with tackling these issues.



With the hinderance of lock downs happening /self isolation periods /social distance

amongst staff, it was inevitable that routine environmental

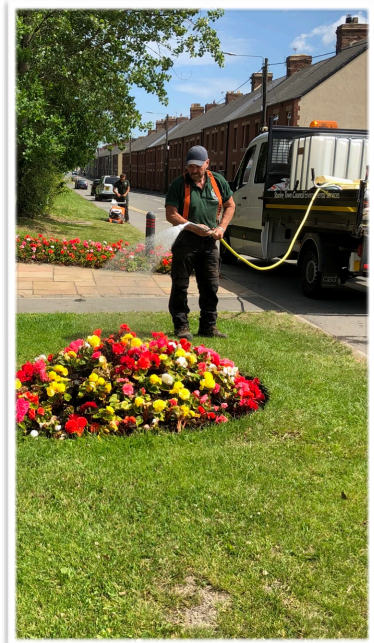
statutory services within organisations and agencies would be disrupted. We have supported wherever we can to help catch up on the build up of works and shown we are a credible organisation to assist when it matters. Again this has demonstrated our importance within the Community.



Regular Site Maintenance and Enhancements



It should be apparent now to a large sector of our community that the Town Council has come good on its commitment and promise to improve visually the environment of Stanley. We have now, either by enhancing existing sites or implementation of new sites, made Stanley a more pleasing environment. Increasing a feel good factor to our Community and on the whole made it a more aesthetically pleasing area to live in. STC now control and maintain well over 30 sites in Stanley with an 'in bloom' yet sustainable approach to make residents aware of our hard work but more



importantly a nicer place to live. Our efforts have also been reassured by the feed back from Northumbria in Bloom and of course from local residents.

To keep these sites at their very best requires a team that takes pride over what they do and they have demonstrated this to an extremely high level. The team are now looking at ways we can improve the sites we maintain through means of sustainable planting and enhancements. You may have seen the new back drops (bird mouth fencing) we have started to introduce to some of our sites? The DAAC team mentioned earlier in the report will be assisting us with a clinical splash of white paint to these features in due course.



Enhancement Projects Supported by External Funding

Due to both the teams professional works and the visual improvements that can be seen by all. Myself and both teams/services are now experiencing an increase on external partners/agencies/members requesting our services to help with various projects within the Stanley Parish. Not only does this prove that the work we carry out encourages others to carry out Neighbourhood & Environmental initiatives, it helps influence their planned works and incorporate our efforts into various neighbourhood/environmental projects. It also provides external funding for the cost of the various projects. With our services being involved in this capacity we are able to influence a sustainable approach as well as tailor these external projects to support the Town Councils initiatives and of course demonstrate that we are viewed as a professional service and an example of good working practices to the partners we work with.

A couple of current examples would be for instance; A new traffic/speeding management scheme that is being implemented into the Annfield Plain/Catchgate/New Kyo area by a County Council Member. We have been asked to help provide a sustainable in bloom scheme to compliment the various installations



needed for this initiative. Funding for the cost of this sustainable planting plan has been provided in the main body of the scheme. The sustainable planting support we will provide for this scheme will help engage local residents to assist with the new features and also helps considerably towards our Stanley In Bloom efforts and visual impact.

A further example of requested support with funding earmarked from the requester, is a new sustainable planting and maintenance scheme to the essential soak away installations located in South Moor. Our works within the Stanley area have attracted Partners to approach our services for advice and suggestions to make the soak aways more visually effective and sustainable. Again this will only help towards our environmental initiative as a Town Council.

It is worth noting, the services are being recognised by others as a professional & effective service. Hopefully this will lend our services to carry out occasional private and contractual works, in turn possibly providing a revenue stream back in the Town Council, for the Council to invest further into community development and support.

Good Environmental Working Practice

Myself and the services have tasked ourselves with how we can be more cost effective and environmentally friendly. A new practice we have been piloting recently is how we can recycle brash from clearances at the very site we are working on. It has bothered the teams for sometime, that when we are clearing an overgrown site/cutting back requested areas/clearing drinking & drug dens made within the undergrowth. This type of work usually requires a lot of transportation (fuel costs) and time to dispose of the waste and considerable costs to dispose of the waste at transfer stations (Tip). Obviously this costs the Council money that could be invested elsewhere but also is not healthy for our environment and our carbon footprint. From a small investment we are now manually chipping where possible at the different sites we work at and use this chipping to lay as a path or used on bedding areas.

Neighbourhood Warden Environmental Initiatives



Sections of this report has demonstrated how the Neighbourhood Wardens are continuously trying to meet neighbourhood objectives to provide a safer environment for us all. They have also been carrying out further initiatives to provide Education and Community involvement. You will probably be aware (albeit it is delayed due to Covid-19) the wardens are working with a local school to develop displays for the windows of the Board School with the images supporting our in bloom efforts (noted by the judges the current state of the board

school has a detrimental impact on our efforts). External funding has been secured for this project and it also allows the Neighbourhood Wardens to engage with the youth of Stanley and also help promote pride. More tree saplings have been secured in large quantities to plant in various areas of Stanley. The Neighbourhood Wardens with the support of the

Environmental Caretakers will initiate this planting scheme with schools. It also goes without saying the Neighbourhood Wardens have not taken their finger of the pulse in terms of staying in touch with various groups (socially distanced) and the planning of further community improvements for our future in bloom efforts. Hopefully come spring you will see some new Daffodil floats that have been installed around Stanley,

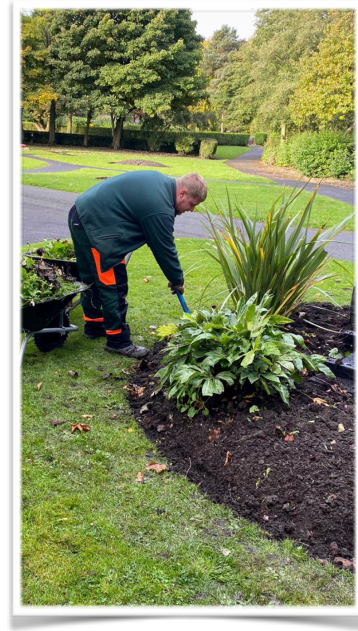


including other new features.

At the start of 2020 the Neighbourhood Warden Service had timetabled 'Ward Walkabouts' in the various Wards of Stanley. This would provide opportunity for other agencies & partners to be involved but more importantly an opportunity for members of Stanley Town Council to assist the Wardens to identify problems within their own wards. Obviously due to Covid-19 and social distance restrictions this halted this particular piece of work. However with risk assessed measures in place and with reduced numbers being involved the Neighbourhood Wardens have a new indicative timetable to roll this initiative back out and have already made a start. (please note the continuity of this work and timetable is more than likely to be continuously interrupted due to national lockdown measures), however we are determined to "Walk your Wards" with you in due course and will be in touch.

A Quick Update on Our Apprentice.

You will all be aware that we have had Ryan Stoker working as an apprentice with us for the last year and a bit. Ryan has done well to hone his skills in the horticultural setting and worked well within our service. We have tried to provide Ryan with as much experience as possible and taught him valuable professional practice skills within the work environment. He is doing well in obtaining his academical remit through the college and has been able to demonstrate to the college the skills and knowledge he has gained by serving his apprenticeship with the Town Council. We even managed to place Ryan for sometime at the Morrison Busty Nurseries to gain experience with the County team and the production they carry out for planting for the whole of the County. Ryan has also learnt the crucial element of Community Engagement through our Service.



Skilled Working & Training to Improve Our Environmental Service

In the Autumn of 2020. Aaron Embleton (Environmental Caretaker) and myself (Operations Manager) carried out and passed successfully our City in Guilds Chainsaw Licenses for felling, cross cutting & maintenance. This has assisted the service to be more efficient and skilled in the larger more trickier works that we undertake as a service. I have found this to be beneficial for estimating time elements for service requests, understanding the health & safety required and to ensure we carry out any clearance

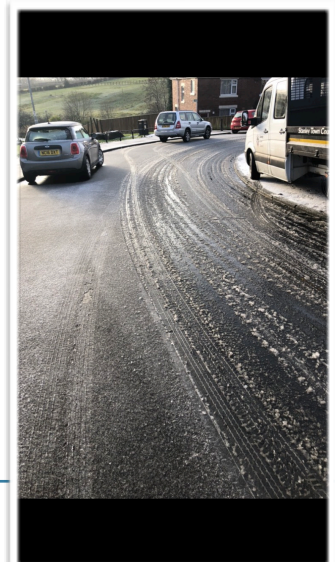
works with the use of chainsaws to a high level of professionalism and safety. We believe in turn this will assist the service in possible contractual works for the future. Since obtaining this qualification we have put our skills to good use with rapid response (quick hits) on a number of occasions, primarily clearing out trees and thick brush that had been abused/damaged/Burnt, through means of ASB arson.



Winter Maintenance Service

No quicker have we come back to work after the Christmas break, we have been faced with a prolonged cold snap bringing in adverse weather conditions to Stanley. The Environmental Caretaker Team has sprung into action with the replenishment of continuous salt to the Town Councils 23 grit bins. Over the last few years we have demonstrated the success of our scheme and still to

this day, I believe we are the only Town Council carrying out a Grit Bin Service. We have already this year transported and deposited a large tonnage to our various locations within the parish. (actual figures will be provided in weight of salt at the end of the winter). This service is greatly appreciated by the residents of Stanley and again provides the council with a positive effective image in supporting the general public. We have established an excellent



relationship with Durham County Council with this service we provide and this relationship has ensured this service runs with minimal problems. Again this service is showing how credible and vital our service is to all.

A Warm Welcome to John Smith

Some of you may of already had the opportunity to meet our new permanent Neighbourhood Warden - John Smith. The process of replacing Stuart Champion (our last Warden) was somewhat difficult as Covid -19 struck as Stuart left. This had a knock on effect for interviewing and selecting the appropriate person for the role of Stanley Neighbourhood Warden.

At the beginning of August John took up his role with DCC and undertook his essential Warden training for a month, before coming to join our team at the start of September. John has settled in really well and seems really keen to try and make difference to Stanley and to meet the needs Stanley Town Council have identified. John is doing his best to understand the geographical layout of Stanley and of course trying to understand the needs of the different wards that make up our Parish.

John has been carrying out many hi-vis foot patrols in the different areas and talking to as much of the community as possible. (socially distanced of course). Im sure John is going to be a credible asset to our service.



Sustainable Working Practices and Northumbria in Bloom 2021

Throughout this report I have mentioned on a number of occasions the services working sustainably and the need for the Town Council to continue with the works we do outlined in this report. To ensure the general public can see the Town Council will continue to try and make a difference to Stanley.

Both the Environmental Caretakers & Neighbourhood Wardens try and keep a sustainable approach in the forefront of their mind with works, installations, improvements and community development they carry out and in particular the Environmental Caretakers.

Over the last couple of years the services have demonstrated this by the significant increase/output of works the services have undertaken, with no additional increase request to the budgets set for the services. The services have introduced a number of features and additional sites to the work under our

control and use innovative practices and methods in the way they go about their duties to ensure we produce high quality work at minimal expense.

For example; At certain locations of our works, annual planting is used etc for maximum impact for colour, however, we are now gradually introducing herbaceous planting schemes to established existing sites and taking on a strong sustainable planting design to any new features we may introduce as a Council or when requested works come in from external partners.

By the services taking this approach, it has demonstrated, that on a minimal budget the services can still produce excellent visual work year on year, in turn allowing the public to see the difference we are making and that we are sustainable, effective and value for money.

The Neighbourhood Wardens have also been able to take advantage of having a sustainable approach within our environmental schemes. This has allowed them to use this important approach to our works as an Educational tool.

An included benefit to this type of working practice supports our approach to the Stanley in Bloom works and favours the Town Council in recognition from Britain in Bloom. It certainly helps tick all the right boxes as well as proving we care about the environment we live, at the same time carrying out work that will be around year after year rather than a quick dash of colour seasonally.

The Environmental Caretakers and Neighbourhood Wardens have embraced the Northumbria in Bloom as a bench mark for the work the services carry out within the community of Stanley, not only with the displays, features and installations but also with the community development carried out. Collectively both services have decided that we are now in a position and experienced enough to incorporate a theme to the works carried out and hope to do this for 2021, deciding on the theme 3 B's (bees, birds & butterflies). Our intention is to enhance some of the visual works (including education) with this theme, using techniques to attract our wildlife and the importance of the 3 B's.

You may well have seen our start on this theme, with the newly installed bee hive 'style' planters outside the Civic hall. (Please note these are not real hives and bees will not work inside of them). Currently the hives have some herbaceous planting in them temporarily until the decision is made to the exact planting scheme. The Teams are very keen for



Northumbria in Bloom to find a safe way of going ahead this year in the uncertainty of Covid - 19. If the competition does not go ahead the services are still determined to carry out the works we have planned to ensure we can still bring some Pride and Colour to Stanley in this difficult time.



Objectives

To date, the vision of the Town Council for the purpose of Environmental Service & Neighbourhood Warden Service has met its objectives with much success and certainly demonstrated the importance of such services, especially within the last several months of Covid-19. The Services are now a well recognised credible operation, making a difference to the environment of Stanley.

Both of the Services have carried out some exceptional work within the Stanley area supported with a sense of pride and passion for the work we carry out and certainly in turn provided the public of Stanley visible benefits for where they live.

Moving forward I intend to accompany the reports the neighbourhood wardens carry out, with quarterly reports similar to this report for the Environmental Caretakers works, with the inclusion of statistics.



Stanley
Town
Council

Budget Update 2021/22

1. Purpose Of The report

The purpose of the report is to inform the Finance and General Purposes Committee of the 2021/22 budget process:

- i) The projected spend for the 2020/21 budget
- ii) Workable options for the 2021/22 budget following an organisational review

2. Background information

2.1 At the Finance and General Purposes Committee on the 17th November 2020, officers informed the committee that should Stanley Town Council wish to repeat the 2020/21 budget for 2021/22, the authority would need to find £144k in revenue funding to ensure the council meets its statutory obligations of setting a balanced budget.

2.2 The £144k in-year funding deficit can be attributed to several reasons:

- A reduction in self-generated income, following the council assessing the risk of generating income through the Civic Hall, whilst the pandemic restrictions continue.
- Under-funded budget headings only identified during 2020/21 that have been corrected for 2021/22.
- Other budget pressures identified in year that would need to be funded as annual costs.

2.3 Significant budget pressures can also be attributed to the COVID-19 pandemic in which the council acted swiftly in its response, providing 22 local community organisations/charities with a share of £63,000. These costs do not directly contribute to the 2021/22 budget deficit but should be viewed in the wider context of budget setting. i.e., should these costs not have been incurred, the authority would have ended the year with a significant surplus.

2.4 The Finance and General Purposes Committee received several proposed options by officers, for reducing this potential £144k deficit. The committee made a formal request for the Town Clerk to undertake a full organisational review, including staffing.

2.5 Durham County Council's HR advisory services were appointed to support the staffing review. On the 19th November 2020, staff were informed via email of the committee's instruction, and in line with guidelines all staff received an early warning letter in the days following the 20th November 2020.

2.6 A full organisational review has now been completed. New job descriptions have been produced and reviewed to ensure pay clarity and equality.

2.7 At the Finance and General Purposes Committee on the 12th January 2021, officers provided the committee with a full staffing restructure proposal, of which was subsequently passed for recommendation to Full Council.

2.8 A draft 2 budget was presented to the Finance and General Purposes Committee in line with the previous meetings proposals and the proposed staffing review. The budget identified a £15k deficit with a 2% Council Tax increase.

2.9 The Committee proposed to increase the Council Tax by 0.99% to 2.99% and reduce the external events budget from £53k to £45.7k. The external events budget was also renamed as the Community/COVID-19 Recovery Fund. The proposal was voted on and the motion was passed to recommend the budget to Full Council for approval.

2.10 Following the Finance and General Purposes meeting, the Responsible Finance Officer has identified that the precept base level used to calculate the total precept is incorrect, and the proposal from the Finance and General Purposes meeting still provides for a £2,303 deficit. The following budget working assumes that this deficit will be balance by reducing the Community/Covid-19 Recovery Fund by £2,303.

3. Current 2020/21 Budget Position

3.1 The current year outturn is based upon staffing being furloughed from 3rd November until the end of December 2020. Any additional months of furlough will provide additional savings, although this may be negated by changes in government policy.

3.2 Any further grants received by the council through the Local Restrictions Support Grant may also reduce the 2020/21 outturn deficit.

3.3 The Responsible Finance Officer is projecting the councils 2020/21 outturn to be a deficit of £10k. This is a positive step from November's report, where it was expected that the council would end the year with a deficit of £27k. The change in deficit is following council's agreement to fund specific repairs and maintenance to the Civic Hall out of general reserves. Any 2020/21 deficit will need to be funded from general reserves.

3.4 The Councils 2020/21 budget was set as a break-even budget.

4. Precept Demand

4.1 As part of the council budget setting process, the council must set a precept amount for the 2021/22 financial year. The precept demand is an amount of money of which the council needs to raise to set a balanced budget for the year. There are no restrictions as the amount of precept that can be raised by the precept demand unlike local authority council tax budget setting, of which a statutory limit is set and can only be overridden by the Secretary of State.

4.2 To set the precept demand, the council are provided with a council tax base every year from Durham County Council. The base increases or decreases annually, depending on the local circumstances in the relevant area:

- The number of properties in each band during the year (i.e., including the results of changes and appeals)
- Disabled relief
- Discounts and exemptions
- Provision for bad or doubtful debts
- Allowance for growth

This means that even if the town council requests the same precept demand for the next financial year, because of the annual changes above, the individual precept against each property may change. This can cause the individual precept to rise or fall by a small percentage, even when the town council precept has not changed.

4.3 The final tax base figures for the year 2021/22, of which was agreed by Durham County Council on 11th November 2020, is **7901.90**, a decrease of **21.8** from last year's figure. Our current Band D council tax precept is **£98.16**, which would give a council tax yield of **£775,650** if no increase to the precept from the current year were applied.

4.4 It has been confirmed that for the 2021/22 year, the council will receive **£102,922** in respect of the local council tax reduction scheme. This

is a decrease of **£535** from the 2020/21.

4.5 The net budget position (based on a nil increase to the precept demand) is that the council's income will see a net decrease of **£2,674.89** (total yield **£878,872**)

Worked Examples To Show The Effect Of Precept Increases

This year's tax base is **7901.9**

Figure 1. Effect of precept increases

Band	Proportion (in relation to Band D)	Standstill	1% increase	2% increase	2.99% increase	3.99% increase
A	6/9	£65.44	£66.09	£66.75	£67.40	£68.05
B	7/9	£76.35	£77.11	£77.87	£78.63	£79.40
C	8/9	£87.25	£88.12	£89.00	£92.49	£90.73
D	9/9	£98.16	£99.14	£100.12	£101.09	£102.08
E	11/9	£119.97	£121.17	£122.37	£123.56	£124.76
F	13/9	£141.79	£143.20	£144.62	£146.03	£147.45
G	15/9	£163.60	£165.23	£166.87	£168.49	£170.13
H	18/9	£196.32	£198.23	£200.25	£202.19	£204.15
(a) Precept Yield		£775,650	£783,406	£791,163	£798,842	£806,598
(b) Additional yield from increases		-	£7,756	£15,513	£23,192	£30,985

Notes

1. All figures calculated using £98.16 (Band D) as the starting point. Therefore, there will be rounding errors on bands other than D - these figures are indicative and included for information only. The key figures are Band D and the precept yield.
2. Figures quoted for Bands A - H are Annual figures. For monthly figures, divide by 10.

5. 2021/22 Budget

5.1 It was established that the best method to set the 2021/22 budget was to produce a base budget for costs that are required to continue the day-to-day operations of the council. Such items include staff salaries, property, PWLB loan payback, contracted costs and operating expenses including utilities. Civic Hall costs make up a significant proportion of these costs,

however these significant costs are not relevant to the Civic Hall being open but are general building running costs.

5.2 Base budget costs are referenced in both the draft 1 (*Figure 1*) and draft 2 (*Figure 2*) budgets.

5.3 The draft 1 budget - base budget makes up 86% of projected income for 2021/22, (£847,280 against a projected Income base of £990,734). The 2020/21 base budget equivalent was 69%, £687,289 against £982,689.

5.4 The base budget key increases for 2021/22 in comparison with the 2020/21 budget include.

- £21,308 - Staff salaries (increments & 5% pay increase)
- £64,500 - Repairs & maintenance,
- £36,234 – Utilities (gas, electricity, water)
- £ 9,753 – Contracts
- £23,000 - Election costs (all out elections)

5.5 The base budget income was based upon an increase in precept of 2% on top of the council tax base rate of 2020/21, whilst self-generated income was reduced following consideration of the current risk related to the income generation within the Civic Hall because of the current pandemic restrictions.

i) Draft 1 Budget:

5.6 The draft 1 budget (*Figure 1*) identified a shortfall of £144,346 if the council wanted to continue with its current service delivery model.

FIGURE 1 - 2021/22 DRAFT 1 BUDGET

INCOME	(£)
PRECEPT	793,345
LCTRS GRANT	102,714
CIVIC HALL INCOME	93,000
OTHER	1,675
TOTAL	990,734
BASE BUDGET COSTS	
SALARIES	490,024
REPAIRS & MAINTENANCE	73,000
UTILITIES	53,284
CONTRACTS	40,543
LOAN	43,589
PROPERTY	25,910

OPERATING EXPENSES	23,310
ELECTION	23,000
IT COSTS	14,300
PUBLICITY	13,300
VEHICLE	7,520
HR	7,100
TOOLS & EQUIPMENT	6,000
ENVIRONMENTAL	9,500
HOSPITALITY	300
EVENTS (PANTO)	16,600
TOTAL	847,280
OUTSIDE OF BASE BUDGET BASED UPON 2020/21 BUDGET	
STANLEY ADVICE & SUPPORT SERVICES	57,500
GRANTS	85,000
MEETINGS	1,800
TOWN MAYORS FUND/AWARDS	4,500
DISCRETIONARY ROOM HIRE	8,000
MASTER PLAN	10,500
DETACHED YOUTH PROJECT	30,000
EVENTS	90,500
TOTAL	287,800
TOTAL INCOME	990,734
TOTAL BASE BUDGET EXPENDITURE	847,280
NET SURPLUS / (DEFICIT)	143,454
OUTSIDE OF BASE BUDGET EXPENDITURE	287,800
TOTAL SURPLUS / (DEFICIT)	(144,346.22)

ii) Identified Savings

5.7 Proposed savings were presented to members at the Finance and General Purposes meeting on the 17th November 2020. Members' views were sought on the proposals, with an agreement that payroll and HR contracts would continue with the current provider and that the reduction in budget for Remembrance Sunday 2021/22 should not be implemented.

5.8 On the 25th November 2020, Rishi Sunak, the Chancellor of the Exchequer announced that public sector employees would receive a £250 cost-of-living increase for the financial year 2021/22, if the employee received less than £24,000 per year. No increase would be provided for employees

earning more than £24,000. The draft 1 (Figure 1) budget identified a 5% cost-of-living increase.

5.9 Discussions have taken place with the Stars Youth and Community CIC, who were recipients of a £30k grant for youth provision delivery in 2020/21. It has been agreed with Stars Youth and Community CIC that should a reduction in funding from £30k to £10k be proposed, it would not pose a significant detriment to the youth provision delivery in Stanley following a temporary increase in other funding streams for the organisation.

5.10 The staffing review proposal as set out in the 2021/22 staffing report identifies a minimum year 1 saving of £73,312, subject to its implementation on April 1st, 2021, subject to its agreement, and following consultation.

iv) Draft 2 Budget (as recommended by Finance and General Purposes)

5.11 The draft 2 budget (*Figure 2*) includes all the identified savings as set out in part 5 of the report paragraph 5.7–5.10.

5.12 The draft 2 budget includes the staffing review proposals as set out in the 2021/22 staffing report as recommended for approval by the Finance and General Purposes Committee. Should the proposal not be agreed by Full Council, a further £73,312 will need to be found from the council's revenue budget or raised through Income generation or by allocating funding from the council's general reserves.

5.13 The draft 2 budget (*Figure 2*) includes a council tax increase of 2.99% as recommended by the Finance and General Purposes Committee.

5.14 The draft 2 budget (*Figure 2*) includes a new budget heading named Community/COVID-19 Recovery Fund. This fund was monies originally allocated for external events contracted to Alan Hillary Events. The original allocation was £53k, of which has been reduced to £43,497 to allow for a balanced budget.

FIGURE 2 - 2021/22 DRAFT 2 BUDGET

INCOME	(£)	Difference to Draft 1 Budget (£)	Reason
PRECEPT	798,842	5,497	2.99%
LCTRS GRANT	102,922	-208	Confirmed Grant
CIVIC HALL INCOME	93,000	-	
OTHER	1,675	-	

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TOTAL	996,439		
BASE BUDGET COSTS			
SALARIES	396,339	-93,685	Restructure/ removal of Inflation Pay Increase
REPAIRS & MAINTENANCE	73,800	800	Vehicle Repairs
UTILITIES	53,284	-	
CONTRACTS	41,165	622	H&S / HR Increases
LOAN	43,589	-	
PROPERTY	25,910	-	
OPERATING EXPENSES	21,010	-2,300	Civic Hall General Savings
ELECTION	23,000	-	
IT COSTS	17,100	2,800	Members IT Costs
PUBLICITY	13,300	-	
VEHICLE	15,000	7,480	Vehicle Purchase replaces Vehicle Lease
HR	6,245	-855	Clothing Saving
TOOLS & EQUIPMENT	3,600	-2,400	Environmental & Civic Hall Saving
ENVIRONMENTAL	9,500	-	
HOSPITALITY	300	-	
EVENTS (PANTO)	16,600	-	
TOTAL	759,742		
OUTSIDE OF BASE BUDGET			
STANLEY ADVICE & SUPPORT SERVICES	57,500	-	
GRANTS	50,000	-35,000	Removal of Strategic Grants
MEETINGS	500	-1,300	Annual Parish Meeting Saving
TOWN MAYORS FUND/AWARDS	3,000	-1,500	Mayors Fund Saving
DISCRETIONARY ROOM HIRE	-	- 8,000	Removal of Fund
MASTER PLAN	35,500	25,000	Moved from Reserves
DETACHED YOUTH PROJECT	10,000	-20,000	Reduced Contribution to Youth Project
COMMUNITY/COVID-19 RECOVERY FUND	43,497	43,497	New Budget heading – Movement from Ext Events
EVENTS	35,200	-55,300	See Winter Maintenance / Saving from Blooming Good / Movement of Ext events to COVID19 Fund
WINTER MAINTENANCE	1,500	1,500	Originally included in Events
TOTAL	236,697		

TOTAL INCOME	-996,439
TOTAL BASE BUDGET EXPENDITURE	759,742
NET SURPLUS / DEFICIT	236,697
OUTSIDE OF BASE BUDGET EXPENDITURE	236,697
TOTAL SURPLUS / DEFICIT	-

6. Reserves

7.1 The council does not currently have a reserve policy in place; however, it is the Responsible Finance Officer's opinion in line with External Audit that usable reserve balances should be held equivalent to that of 3 to 12 months' operating costs. Based upon the 2021/22 draft 2 budget, the minimum reserve balance for 2020/21 should be £251,485.

7.2 The councils projected usable reserves level for the year ending 2020/21 (including the current year expected deficit) is £229,754, therefore £21,731 below the recommended level. Where the reserves fall below the identified minimal balance, a plan should be put in place to move the council finances back above this minimal balance within 12 months, with a maximum timescale of 24 months.

7.3 Currently there are five earmarked reserves: EM Capital Reserve, EM Reserve Grant Fund, EM Reserve Election Costs, EM Reserve Stanley Master Plan and EM Reserve IT Replacement Fund. Subject to the approval of the draft 2 budget, the earmarked reserves pots, EM Reserve Stanley Master Plan, EM Reserve Grant Fund and EM Reserve IT Replacement Fund would be held with a nil balance.

7.4 The EM Capital Reserve was revenue allocated for the purchase and refurbishment of the old Stanley Library. Although this pot is identified as capital funds, it does not constitute as capital funds with reference to the Local Authorities (Capital Finance and Accounting) (England) Regulations 2003 and therefore can be used as revenue funding in the future.

7.5 The Impact of the draft 2 budget would see the overall reserves position:

Current reserve balance	£229,754
of which earmarked reserves	

Earmarked Election Costs (Mid-term) £ 15,000

7.6 It is officers' recommendation that committee should consider any in year savings, to be allocated to the council's general reserves as part of the process to move the council's reserve balance to within the three months operating costs best practice guidelines.

7. Council Tax

8.1 As set out in part 4 of this report, the council must set a precept amount for the 2021/22 financial year.

8.2 The 2021/22 draft 2 budget (Figure 2) is set with a 2.99% increase in council tax.

8.3 The 2021/22 draft 2 budget is proposed as a breakeven budget.

- An increase in council tax from 2.99% to 3.99% would as additional £7,793
- A decrease in council tax from 2.99% to 1% would reduce the council's Income by £15,436, therefore leaving a shortfall in the budget.
- A decrease in council tax from 2.99% to standstill would reduce the council's budgeted Income by £23,192, leaving a shortfall in the budget.

Five Year Budget Plan

9.1 The council's five-year budget (*Figure 3*) sets out the council's medium term financial plan for the next five years, starting from the 2021/22 year.

The plan is based on several assumptions, including.

- The plan is based upon the 2021/22 draft 2 budget being rolled forward in its entirety until 2025-26, with exception to the Community/COVID-19 Recovery Fund being moved back into the Events budget for 2022/23 and the removal of the one-off costs (MASTER PLAN).
- Salary costs are based on the proposed staffing structure and include a 3% annual cost-of-living pay increase from 2022/23
- Council Tax Income is based upon a 2.99% increase for 2021/22 and a 2% increase year on year for the following years.
- Other costs are increased by between 2% and 2.2% to take into account inflation
- The LCTRS Grant is currently only confirmed for 2021/22, it is therefore removed for future years

2021-2026 Five Year Budget (*Figure 3*)

	2021 – 2022	2022 – 2023	2023 – 2024	2024 – 2025	2025 – 2026
INCOME	(£)	(£)	(£)	(£)	(£)

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PRECEPT	798,842	814,819	831,115	847,737	864,692
LCTRS GRANT	102,922	-	-	-	-
CIVIC HALL INCOME	93,000	93,000	93,000	93,000	93,000
OTHER	1,675	6,750	6,750	6,750	6,750
TOTAL	996,439	914,569	930865	947,487	964,442
BASE BUDGET COSTS					
SALARIES	396,339	392,260	408,742	421,499	430,349
REPAIRS & MAINTENANCE	73,800	75,276	76,782	80,621	82,233
UTILITIES	53,284	53,284	53,284	54,350	55,437
CONTRACTS	41,165	41,988	42,828	43,685	44,558
LOAN	43,589	42,736	41,883	41,030	40,291
PROPERTY	25,910	26,665	26,977	27,295	27,621
OPERATING EXPENSES	21,010	23,823	24,347	24,883	25,430
ELECTION	23,000	-	-	-	23,000
IT COSTS	17,100	14,542	14,789	15,042	15,300
PUBLICITY	13,300	13,593	13,892	14,197	14,510
VEHICLE	15,000	2,044	2,085	2,127	2,169
HR	6,245	7,700	7,700	7,700	7,700
TOOLS & EQUIPMENT	3,600	4,500	5,000	5,500	5,000
ENVIRONMENTAL	9,500	9,500	9,500	9,500	9,500
HOSPITALITY	300	300	300	300	300
EVENTS (Panto)	16,600	-	-	-	-
TOTAL	759,742	708,211	728,108	747,727	783,397

OUTSIDE OF BASE BUDGET					
STANLEY ADVICE & SUPPORT SERVICES	57,500	57,500	57,500	57,500	57,500
GRANTS	50,000	50,000	50,000	50,000	50,000
MEETINGS	500	500	500	500	500
TOWN MAYORS FUND/AWARDS	3,000	3,000	3,000	3,000	3,000
MASTER PLAN	35,500				
DETACHED YOUTH PROJECT	10,000	10,000	10,000	10,000	10,000
COMMUNITY / COVID-19 RECOVERY FUND	43,497				
EVENTS	35,200	88,200	88,200	88,200	88,200
WINTER MAINTENANCE	1,500	1,500	1,500	1,500	1,500
TOTAL	236,697	210,700	210,700	210,700	210,700
TOTAL INCOME	996,439	914,569	930,865	947,487	964,442
TOTAL BASE BUDGET	759,742	708,211	728,108	747,727	783,397
NET SURPLUS / (DEFICIT)	236,697	206,358	202,757	199,760	181,045
OUTSIDE OF BASE BUDGET EXPENDITURE	236,697	210,700	210,700	210,700	210,700
TOTAL SURPLUS / (DEFICIT)	-	-4342	-7943	-10,940	-29,655
Reserves 2021/22	244,754				
Reserves C/F	244,754	240,412	232,469	221,529	191,874

9.2 Subject to the assumptions council should note that the councils five-year plan, identifies a year-on-year deficit, resulting in a significant reduction of the councils reserves by 2025/26, subject to the assumptions outlined in 9.1

9.3 Any further use of the council's reserves, or any decrease to the council's income, will have a significant effect on the councils' ongoing financial position.

9 Budget Breakdown

10.1 The councils draft 2 budget has been provided at a budget heading level. A summary of these headings can be viewed in Appendix A.

10 Recommendations

The committee is requested to:

- **Consider the report and draft budget 2 as set out in Figure 2**
- **Set the the level of precept for 2021/22**
- **Amend the Finance & General Purposes recommended budget to take into account a £2,303 error – reduce the Community/Covid-19 Recovery Fund.**
- **Approve the budget for 2021/22**
- **Authorise the Town Mayor to sign the precept demand on behalf of the council.**
- **Approve the deletion of the reserve pots of EM Capital Reserve, EM Reserve Grant Fund, EM Reserve Stanley Masterplan and EM Reserve IT Replacement Fund with all balances moved back to the general reserve.**