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Stanley Town Council

Constitution and Committee Terms of Reference

May 2021

1. INTRODUCTION

1.1 Local councils are not required by law to adopt a constitution. However, many councils recognise that it is a valuable document which helps everyone understand how they are set up, how they make decisions, how they are financed, how they are governed, the roles of members and officers and what services they provide to the community.

1.2 Stanley Town Council has decided to adopt a Constitution for the reasons outlined above. It is a living document, which is regularly reviewed and confirmed at each Annual General Meeting. It contains details of who or what body, within the council, can make various decisions. It contains procedural rules which apply to the conduct of meetings of the Full Council and its Committees (Standing Orders). It also contains guidance to ensure the sound management of the council's financial affairs and rules that apply to the letting of contracts for the ordering of goods, works and services (Financial Regulations; Standing Orders Relating to Contracts). In addition, it includes a number of other policies and procedures which assist in the efficient management of the council.

2. BACKGROUND - GENERAL

2.1 In County Durham there is only one principal authority, Durham County Council, which is responsible for all major services, including Education, Housing, Social Services, Highways, Planning, Refuse Collection etc. The council was created on 1 April 2009 following the abolition of seven existing district councils. Full details of county council services are provided on their website.

2.2 In addition to the county council, there are over 150 parish and town councils, which are the first tier of local government. Like all councils, they are created by statute and may provide a range of services primarily aimed at improving amenity in the areas they serve. However, the Localism Act 2011 introduced a general power of competence for certain qualifying councils. There are very few

legal duties on local councils but they have a wide range of powers, and details are provided in Appendix 1.

3. HOW THE COUNCIL IS FUNDED

3.1 How the town council is funded.

Local councils are funded primarily from council tax contributions made by local residents. They also at present receive a grant from Durham County Council under the local council tax reduction scheme (which was implemented when council tax benefit was abolished in 2012 to make up the shortfall in revenue). The size of the grant from Durham County Council is reducing over time and must be expected to disappear completely in the future.The town council receives no contributions from Business Rates.

3.2 The Parish Precept.

The name given to the council tax which is collected for the town council is the 'precept'. The town council calculates its budgetary requirement in January each year and issues a 'demand' (this is a legal term, it is not an actual demand)to the county council to collect the required amount of council tax from residents to raise the required budget.

3.3 How is the precept calculated?

In December each year, the county council advises each town and parish council what their ‘tax base’ is. The tax base is a figure that is calculated by taking the total number of properties in the area which are liable to pay council tax and converting them to a number of ‘Band D’ equivalents. This is done using a formula which expresses each band in ninths. For example, a Band A property is 6/9 of a Band D, a 'Band D' property is 9/9 and a band H property is 18/9. The total budget requirement of the town council is then divided by the tax base to give the cost per 'Band D' property.

3.4 The Civic Hall generates income in the form of hire charges, ticket, merchandising and bar sales arising from bookings at the hall.

~~3.5 The Town Council receives no grant of any sort from Central Government.~~

4. THE COUNCIL

4.1 The council comprises twenty Councillors who are elected in May every four years by the electors of the town council area. Councillors have an over-riding duty to the whole community but have a special duty to the residents of the Ward that they represent.

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4.2 The council area is made up of seven Wards, each electing a number of Councillors as follows:

Annfield Plain Ward	3 Councillors
Catchgate Ward	2 Councillors
Craghead & South Stanley Ward	2 Councillors
Havannah Ward	3 Councillors
Stanley Hall Ward	4 Councillors
South Moor Ward	3 Councillors
Tanfield Ward	3 Councillors

4.3 The council is committed to making a positive difference to the local community that it represents. It aims to be a modern, forward-thinking, and effective local decision maker, and acts as a focus - a "sounding board" - for local opinion providing a way to get things done which best suits the needs of the local community. It does this by recognising it cannot do everything itself and works with other agencies (such as the Police), local voluntary organisations and other tiers of government with the aim of improving local services and amenities. This may include the Council providing services and taking a stake in land/or property assets.

4.4 Only the Full Council has authority to make decisions on behalf of the residents of Stanley. It can, however, delegate some decisions to Committees, Sub-Committees and the "Proper Officer" (the Town Clerk) to enable it to operate more effectively.

5. HOW THE COUNCIL OPERATES

5.1 Under Schedule 12, Part II of the Local Government Act 1972 the council must hold an Annual Meeting, an elector's meeting and at least three other meetings in any year. A Chairperson~~man~~ (who in Stanley is known as the Town Mayor) of the council must be elected at each Annual Meeting and serves for a period of oneyear until the next Annual Meeting. The Town Mayor, if present, must preside atall meetings of the Full Council or, in his/her absence, the Deputy Town Mayor will preside.

5.2 The council itself can make all the policy and other decisions within the powers given to local councils by statute. However, under Section 101 (1) Of the Local Government Act 1972, it can also establish Committees and Sub- Committees to make decisions on issues specifically delegated by the Council, or only to make recommendations on these issues, or a combination of both. Chairs of any Committee established are also elected at the Annual General Meeting, although the Chair of any Sub-Committee or Working Group is elected by that particular body.

5.3 The following matters cannot be delegated to a Committee, Sub-Committee or Officer of the council.

- The borrowing of money.
- The setting of a precept.
- The disposal of land, other than lettings for two years or less.
- The introduction of a new major policy or a material change in theCouncil's established policy.
- The making of bye-laws.
- The purchase of land not provided for, or at a cost in excess of a sum previously allowed for.

5.4 Stanley Town Council has one standing Committee that makes recommendations to Full Council, regarding policies and services. Details of the scheme of delegation are given in **Appendix 2** below. The current Committee is called the Finance & General Purposes Committee.

5.5 The town council is a statutory consultee on Planning Matters. Any Planning matters which two or more members wish to be discussed by the Council can be dealt with by the Full Council or the Finance & General Purposes Committee.

5.6 The Council, or its Committees, may appoint sub-committees or working groups to consider issues delegated to them by the parent committee.

5.7 The Council meets on the 4th Tuesday of every month (excluding August and December) and its Committees meet in accordance with the agreed Schedule of Meetings. Meetings are open to the public and press, although there may be occasions when matters need to be discussed in private and the press and public will be excluded.

5.8 The Council is required by law to appoint a "Proper Officer" and a "Responsible Finance Officer". It has the power to appoint any additional staff required to deliver its programme. Stanley Town Council employs a Town Clerk who fulfils the role of ~~both~~ Proper Officer, whilst the Finance Officer fulfils the role of the ~~and~~ Responsible Financial Officer. A Deputy Town Clerk is also employed to ensure continuity on occasion when the Town Clerk is unavailable.

5.9 Officers are employed to deliver the Council's services in line with the policies and direction determined by the Members at meetings of the Council and its Committees. They advise Members on policy issues and the statutory requirements the Council must meet. In addition, the Town Clerk, as Proper Officer, is by law required to undertake certain functions, both administratively and financially, detailed in **Appendix 4**.

6. ROLE OF MEMBERS AND OFFICERS

6.1 To ensure good governance and the effective running of the Council it is important to understand the respective roles of Members and officers. They are both servants of the public, and they are indispensable to one another, but their responsibilities are distinct.

6.2 Members are responsible to the electorate and serve only so long as their term of office lasts. Officers are responsible to the Council as a corporate body. Their role is to give advice to both individual Members and to the Full Council, and to carry out the Council"s work under the direction and control of the Council and its relevant Committees. It is also the role of the Proper Officer to ensure the Council does not do anything which it does not have the legal power to do.

6.3 Mutual trust and respect between Members and officers is essential.

Members

6.4 Elected members have four main areas of responsibility:

(i) To determine Council policy and provide community leadership;

(ii) To monitor and review Council performance in delivering services;

(iii) To represent the Council externally; and

(iv) To act as advocates for their constituents.

6.5 In more detail, a Member should be concerned with most or all of the following:

(i) To be involved actively and constructively in the governance of the Town;

(ii) To participate fully in the formation and scrutiny of the Town Council's strategies, policies, budgets and service delivery, including the Medium Term Plan;

(iii) To ensure, with other Members, that the Town Council is properly managed;

(iv) To keep up to date with significant developments affecting local councils;

(v) To be accessible to the electorate of the ward for which the Member is elected, to represent their views and to be receptive to complaints, questions and suggestions;

(vi) To represent the whole electorate and reflect their views in considering Council policies and actions;

(vii) To attend Council meetings;

(viii) To adequately prepare for Council meetings by reading reports and being properly informed on the matters to be discussed;

(ix) To take part in meetings, form a view on what is best for the community and then abide by majority decisions taken;

(x) To represent the Council on outside bodies;

(xi) To abide by the Council's Code of Conduct.

6.6 All Members have the same rights and obligations in their relationship with the Town Clerk and other officers, regardless of their status or political party and must be treated equally, subject to section 7 below.

6.7 Individual Members:

(i) **must not** involve themselves in the day to day running of the Council. This is the Town Clerk's responsibility, and he/she will be acting on instructions from the Council or its Committees, within their agreed job description.

(ii) **do not have and cannot be given** any powers to make decisions on behalf of the Council, including decisions which result in financial commitments for the Council. This includes the Leader and the Town Mayor although these members do have personal responsibilities in connection with the running of formal meetings and other matters (see also **Appendices 3 and 5**).

6.8 All decisions taken by Councillors should be in the best interests of the people of the Stanley Town Council area.

Officers

6.9 In general, it is the role of officers to provide information and advice to Members, and to implement policies agreed by the Council. The Town Clerk has the senior role in ensuring that Council decisions are implemented, and the operation of the Council is effectively managed. His/her duties are wide and varied, some of which are statutory, and cover financial, legal, secretarial, and administrative functions, as well as managing other officers. (see also **Appendix 4**).

6.10 Other officers carry out duties as detailed in their job descriptions.

6.11 In giving advice to Members, and in preparing and presenting reports, it is the responsibility of an officer to express his/her professional views and to make recommendations where appropriate. An officer may reflect on the views of individual Members on an issue, but the recommendations should be the officer's own. If a Member wishes to express a different view, they must not pressurise the officer to make a recommendation contrary to the officer's view.

7. POLITICAL GROUPS

7.1 The legal framework of Town and Parish Councils is such that only the Full Council has the authority to make decisions. ~~However, Stanley Town Council recognises that the vast majority of Councillors who have been elected since the Council's formation have been members of a political party. As such,~~ If there is a political group on the Council which comprises more than three members, the group may, upon service on the Town Clerk a notice signed by all members of the group confirming their intention to do so, appoint a group Leader.

7.2 The role of a group Leader is to be a link between the recognised political group and the Town Clerk in discussion of business to be put forward to the

agendas of Council and its committees and to act as a spokesperson for that group in relation to political matters.

7.3 A group leader may also request the Town Clerk make such reasonable resources available to the group to enable meetings of thegroup to take place in council premises, subject to the proviso that the arrangement of such meetings will not prevent paid bookings taking place.

8. LEADER OF THE COUNCIL

8.1 The Leader and Deputy Leader of the Council are to be elected at the Annual Meeting of Council after the election of the Town Mayor and Deputy Town Mayor.

8.2 The role of Leader is separate and distinct from the Town Mayor, which is a non-political, civic and administrative role. The two positions may not be concurrently held by the same member of Council.

8.3 The Leader of the Council may be the Leader of a political group as defined in Paragraph 7 above but does not have to be.

8.4 The Leader (or Deputy Leader) will have responsibility for the day-to-day supervision of the Town Clerk. If for any reason the Council has not appointed a Leader, the Town Mayor will undertake this role.

8.5 The process for the election of the Leader and Deputy Leader shall be as follows.

(i) Any elected member of the Council may be nominated for the position of Leader.
(ii) All seconded nominations will be determined by a show of hands.
(iii) In circumstances where more than 2 members are put forward for the role(s), candidates with the fewest votes will be eliminated in as many rounds of voting as are necessary for one candidate to have a clear simple majority of members present.
(iv) In the event of an equality of votes in a runoff between 2 candidates, the Town Mayor must exercise a casting vote.

8.6 The Leader of the Council shall have the delegations listed in **Appendix 5 and Standing Order 26**.

9. THE TOWN MAYOR

9.1 At the Annual General Meeting held on 16th May 2017, the Council resolved to adopt the style of Town Mayor and Deputy Town Mayor for the Chairperson~~man~~ and Vice Chairperson~~man~~, respectively.

9.2 The role of Town Mayor, as described by the Local Government Association's publication "Preparing for the role of Civic Mayor", is:

"*The mayor is often seen as a symbol of an open society because the role is no longer restricted to an elite group within the population. The 'first citizen', as they are sometimes known, can come from any class, gender or ethnic background and has a key democratic role to play. After being chosen and appointed by fellow councilors, he or she must act as a politically impartial chairman of the council, making sure that proper conduct takes place in the council chamber during meetings. The civic mayor also has a duty and privilege to support local initiatives aimed at providing benefit to the council area and its diverse communities. In this role, the mayor can speak and act in multiple capacities, as ambassador, facilitator, promoter and encourager. This may involve highlighting relevant causes and helping members of the local community to receive the recognition they deserve. However, it is probably the mayor's ceremonial role that most people are familiar with. Mayors are frequently invited to attend events in the community, such as openings and fundraising events organised by voluntary and charitable organisations. Fundraising events may also be held for charities that are chosen by the new mayor at the start of the civic year."*

9.3 The role of the Town Mayor is defined in **Appendix 3**.

10. Governance Documents

10.1 The council has several documents which establish the framework in which the Council discharges its duties and powers. They are the internal rules, practical arrangements and processes which are essential to those whoform and work for the council. Members and officers should be able to demonstrate compliance with the governance documents in relation to all activities, decisions and decision making processes.

10.2 The governance documents are:

- The Constitution, including the Scheme of Delegation
- Standing Orders
- Financial Regulations
- Member Code of Conduct
- Budget
- Publication Scheme
- Complaints Procedure
- Gifts and Hospitality Policy
- Member/Officer Relations Policy
- Bullying and Harassment Policy
- Strategic Grants Policy
- Whistleblowing Policy

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- Anti-Fraud and Corruption Policy
- *Child and Vulnerable Adult Protection Policy*
- *Health and Safety Policy*
- Risk Management Strategy
- Media Policy, including Social Media
- Business Continuity Policy
- Privacy Policy

10.3 The documents will be kept under regular review and any amendments must be approved by the Full Council.

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Function	Powers & Duties	Statutory Provisions
Allotments	Duty to provide allotments. Power to improve and adapt land for allotments, and to let grazing rights	Small Holding & Allotments Act 1908, ss. 23, 26, and 42
Baths and washhouses	Power to provide public baths and washhouses	Public Health Act 1936, ss. 221, 222, 223 and 227
Burial grounds, cemeteries and crematoria	Power to acquire and maintain Power to provide Power to agree to maintain monuments and memorials Power to contribute towards expenses of cemeteries	Open Spaces Act 1906, Ss 9 and 10; Local Government Act 1972, s. 214; Parish Councils and Burial Authorities (Miscellaneous Provisions) Act 1970, s. 1 Local Government Act 1972, s. 214(6)
Bus shelters	Power to provide and maintain shelters	Local Government (Miscellaneous Provision) Act 1953, s. 4
Bye-laws	Power to make bye-laws in regard to pleasure grounds Cycle parks Baths and washhouses Open spaces and burial grounds Mortuaries and post-mortem rooms	Public Health Act 1875, s. 164 Road Traffic Regulation Act 1984, s. 57(7) Public Health Act 1936, s.223 Open Spaces Act 1906, s.15 Public Health Act 1936, s.198
Clocks	Power to provide public clocks	Parish Councils Act 1957, s.2
Closed churchyards	Powers as to maintenance	Local Government Act 1972, s.215
Common pastures	Powers in relation to providing common pasture	Smallholdings and Allotments Act 1908, s.34
Conference facilities	Power to provide and encourage the use of facilities	Local Government Act 1972, s.144

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Community centres	Power to provide and equip buildings for use of clubs having athletic, social or recreational objectives	Local Government (Miscellaneous Provisions) Act 1976 s.19
Crime prevention	Powers to install and maintain equipment and establish and maintain a scheme for detection or prevention of crime	Local Government and Rating Act 1997, s.31
	Power to contribute to police services e.g. PCSOs	Police Act 1996, s.92
	Duty on Parish Councils to consider crime reduction in every policy and action	s17 Crime and Disorder Act 1998 (as amended)
Drainage	Power to deal with ponds and ditches	Public Health Act 1936, s.260
Dogs	Power to make a Dog Control Order Power to take enforcement action against those who commit an offence against a Dog Control Order	Cleaner Neighbourhoods and Environment Act 2005
Entertainment and the arts	Provision of entertainment and support of the arts	Local Government Act 1972, s.145
Flyposting and Graffiti	Power to take enforcement action against those that flypost or graffiti	Cleaner Neighbourhoods and Environment Act 2005
Gifts	Power to accept	Local Government Act 1972, s.139

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Highways	Power to maintain footpaths and bridle-ways Power to light roads and public places Provision of litter bins Powers to provide parking places for bicycles and motor-cycles, and other vehicles Power to enter into agreement as to dedication and widening Power to provide roadside seats and shelters Consent of parish council required for ending maintenance of highway at public expense, or for stopping up or diversion of highway Power to complain to highway authority as to unlawful stopping up or obstruction of highway or unlawful encroachment on roadside wastes Power to provide traffic signs and other objects or devices warning of danger Power to plant trees and lay out grass verges etc. and to maintain them	Highways Act 1980, ss.43,50 Parish Councils Act 1957, s.3; Highways Act 1980, s.301 Litter Act 1983, ss.5,6 Road Traffic Regulation Act 1984, ss.57,63 Highways Act 1980, ss.30,72 Parish Councils Act 1957, s.1 Highways Act 1980, ss.47,116 Highways Act 1980, s.130 Road Traffic Regulation Act 1984, s. 72 Highways Act 1980, s.96
Investments	Power to participate in schemes of collective investment	Trustee Investments Act 1961, s.11
Land	Power to acquire by agreement, to appropriate, to dispose of Power to accept gifts of land	Local Government Act 1972, ss. 124, 126, 127 Local Government Act 1972, s.139
Litter	Provision of receptacles Power to take enforcement action against those that litter	Litter Act 1983, ss.5,6 Cleaner Neighbourhoods and Environment Act 2005
Lotteries	Powers to promote	Lotteries and Amusements Act 1976, s.7
Mortuaries and post mortem rooms	Powers to provide mortuaries and post mortem rooms	Public Health Act 1936, s.198

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Open spaces	Power to acquire land and maintain	Public Health Act 1875, s.164 Open Spaces Act 1906, ss.9 and 10
Parish documents	Powers to direct as to their custody	Local Government Act 1972, s.226
Telecommunications facilities	Power to pay public telecommunications operators any loss sustained providing telecommunication facilities	Telecommunications Act 1984, s.97
Public buildings and village halls	Power to provide buildings for public meetings and assemblies	Local Government Act 1972, s.133
Public conveniences	Power to provide	Public Health Act 1936, s.87
Sustainable communities	Able to be represented on a panel of representatives to be consulted on proposals that would contribute to sustainable communities	Sustainable Communities Act 2007
Town and country planning	Right to be notified of planning applications	Town and Country Planning Act 1990, Sched.1, para. 8
Tourism	Power to encourage visitors and provide conference and other facilities	Local Government Act 1972, s.144
Traffic calming	Powers to contribute financially to traffic calming schemes	Highways Act 1980, s.274A
Transport	Powers in relation to car-sharing schemes, taxi fare concessions and information about transport Powers to make grants for bus services	Local Government and Rating Act 1997, s.26, 28 and 29 Transport Act 1985, s.106A

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War memorials	Power to maintain, repair, protect and alter war memorials	War Memorials (Local Authorities' Powers) Act 1923, s.1; as extended by Local Government Act 1948, s. 133
Water supply	Power to utilise well, spring or stream and to provide facilities for obtaining water from them	Public Health Act 1936, s.125
Well-Being	Power to well-being of the area (for eligible councils)	s2 and 4 of the Local Government Act 2000

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APPENDIX 2

COMMITTEE STRUCTURE AND SCHEME OF COMMITTEE DELEGATION

1. **All Committees have the power to act immediately on all delegated decisions reached without waiting for endorsement by the full Council**. However, a Committee considering an item of business which they have a delegated power to make decision on may refer that item to Full Council for decision by resolution if they wish.
2. The Town Mayor and Deputy Town Mayor shall be ex-officio members of any standing Committees

3. Planning Committee

PC1 The Town Council has not elected to have a delegated Planning Committee. All planning issues, where correspondence is received from two members of the Council to the Town Clerk will be dealt with by an Agenda item at the next Full Council meeting

~~The Planning Committee (a Standing Committee) shall comprise all membersof the Council.~~

~~PC2 The Committee shall meet at the discretion of the Chair of the Committee who shall be Town Mayor. In addition, any two members of the Committee (Council) may convene a meeting of the Committee if the Chairman does not or refuses to within 7 days of a written request for a meeting to be called.~~

~~PC3 The quorum shall be six Members.~~

PC2 ~~The Committee is delegated with authority~~Full Council in the role of planning matters will~~to~~ pursue the following role and functions:

(i) To formulate the Council's policies and case specific position relating to land use;

(ii) To exercise the Council's legal right to act as a statutory consultee in the planning process;

(iii) To make representations to the Local Planning Authority on any application referred to the Council and on any other planning matter that affects the Parish;

(iv) To consider and respond to any strategic planning proposals by the principal authority;

(v) To comment on highways/footways issues that affect the Parish;

(vi) To submit to the Finance and General Purpose Committee bids for funds as part of the annual budget process;

(vii) To lead the Neighbourhood planning process on behalf of Council, including the establishment and oversight of any steering groups that may be required.

(viii) To administer an agreed, delegated budget for the pursuit of the above activities, subject to compliance with Financial Regulations and Standing Orders.

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4. Finance and General Purposes Committee

FG1 The Finance and General Purposes Committee (a Standing Committee) shall comprise ten (10) members of the Council.

FG2 The Committee shall meet a minimum of five times a year and otherwise as required at the discretion of the Chair of the Committee. In addition, any two members of the Committee may convene a meeting of the Committee if the Chairperson~~man~~ does not or refuses to within 7 days of a written request for a meeting to be called.

FG3 The quorum shall be four Members.

FG4 The Committee is delegated the authority to pursue the following role and functions:

4.1 Finance

(i) To make recommendations to the Council on the annual budget and precept (consistent with the Council's agreed priorities and policies);

(ii) To receive from sub-committees and working groups, and to collate prior to the submission to the Council, all bids for financial provision to be included in the annual revenue and capital budget relating to the work of the Committee;

(iii) To formulate and present to the Council recommendations for annual expenditure and income;

(iv) To oversee the Council's financial performance through the review of budget monitoring reports;

(v) To oversee the Councils Accounts;

(vi) To oversee and control borrowing by the Council and the investment of funds within the Council's control;

(vii) To make recommendations to the Council on the capital programme, its content, phasing and monitoring;

(viii) To execute and carry out, in the name and on behalf of the Council, all resolutions and instructions from time to time given with reference to finances and accounts;

(ix) To have the direction and control of insurance in respect of the Council's property, members, and employees;

(x) To provide efficient financial services and advice for the benefit of the Council;

(xi) To monitor and make recommendations in relation to the process for applying for grant funding to support the Council's activities;

(xii) To regularly review the Council's treasury management activities;

(xiii) To review proposed amendments to Financial Regulations before submission to the Council for approval;

(xiv) To periodically review risk;

(xv) To monitor and approve payments;

(xvi) To receive and respond to internal and external audit reports;

(xvii) To administer an agreed, delegated budget for the pursuit of the above activities, subject to compliance with Financial Regulations and Standing Orders.

(xviii) The Committee may hear a request for the award of a community use in the Civic Hall and may grant a request if it would be inexpedient to defer the request to the next meeting of the Full Council and if there is sufficient allocated in the relevant revenue budget.

4.2 Staffing

(i) To consider issues concerning the employment and salaries, terms and conditions of all staff and make recommendations to full Council;.

(ii) To consider issues concerning Council personnel policy and make recommendations to full Council;

(iii) To review the staffing structure and levels and make recommendations to full Council;

(iv) To review health and safety at work for all Council employees.

(v) To ensure the Council complies with all legislative requirements relating to the employment of staff;

(vi) To interview staff for appointments to the posts of Town Clerk and the Management Team, and make recommendations to full Council;

(vii) To keep under review a system for regular staff appraisals;

(viii) To review and make recommendations on all aspects of communication involving the Council, with the aim of ensuring that the community is aware of the aims, policies and activities of the Council;

(ix) To have responsibility for setting the appraisal objectives of the Town Clerk

4.3 Communications

(i) To review and make recommendations on how information is to be circulated to all interested groups regarding the Council's activities;

(ii) To review and make recommendations on how the Council may encourage feedback from the community to inform it on the need for policy changes and development;

(iii) To review and develop initiatives to improve communications within the Council;

(iv) To develop and review policies for dealing with the media;

(v) To monitor and review the policy for the use of social media as a means of communicating with the community;

(vi) To oversee the effectiveness of the Council's websites;

4.4 Events & Entertainment

(i) To consider the options for delivering and/or supporting events in the communities of Stanley which may further the overall objectives of the Council;

(ii) To oversee the operation, development and promotion of the Civic Hall;

4.5 Community Safety

(i) To keep under review the safety of the community within the Town Council area, and make recommendations to the Council on any matters involving community safety;

(ii) To consider and develop initiatives involving the Council's partners aimed at reducing crime and helping make the community feel more secure;

(iii) To review the issue of anti-social behaviour, particularly among the youth of the community, and consider how this may be addressed;

(iv) To monitor and review arrangements relating to environmental issues, such as dog fouling, litter etc., with a view to developing initiatives to address the situation;

(v) To monitor the performance of any environmental improvement contracts and make recommendations to Council to improve their effectiveness

(vi) To consider and make recommendations on how the community may be educated and informed on issues concerning the environment, crime and community safety;

(vii) To create an effective partnership with other agencies involved in matters relating to the remit of the Committee;

5. Grievance Panel

The Grievance Panel is set up as part of the Council's Grievance Process. It will meet as and when required to hear grievances from officers of the Council. The Panel shall comprise three members who have undergone the necessary training in handling grievance matters. Members selected for the Panel will have had no direct involvement in any issue to be heard by the Panel. The Panel will make recommendations on how the grievance may be resolved.

6. Disciplinary Panel

The Disciplinary Panel is set up as part of the Council's Disciplinary Procedure. It will meet as and when required to hear reports prepared by an appropriate officer or other approved person following a disciplinary investigation, together with the response from the Council officer concerned. The Panel shall comprise three members who have undergone the necessary training in handling disciplinary matters. Members selected for the Panel will have had no direct involvement in any issue to be heard by the Panel. The Panel will be required to make a decision as to what disciplinary action, if any, should be taken as a result of the hearing.

7. Appeals Panel

The Appeals Panel is set up as part of the Council's Disciplinary Procedure. It will meet as and when required to hear appeals by Council officers against any decision made by the Disciplinary Panel. The Panel shall comprise three members who have undergone the necessary training in handling disciplinary matters. Members selected for the Panel will have had no direct involvement in any issue to be heard by the Panel, or in the process prior to the hearing of the appeal. The decision of the Appeals Panel is final.

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APPENDIX 3

ROLE AND RESPONSIBILITIES OF THE TOWN MAYOR

The main rules of law governing the role of the Town Mayor of a parish council are set out in the Local Government Act 1972, principally within Schedule 12, which sets out, for example:

- That the Town Mayor must preside at a meeting of the parish council if he or she is present; and
- That it is the person who presided at the meeting who has the responsibility to sign the minutes as a true record.

It is the duty of the Town Mayor:

> "to preserve order, and to take care that the proceedings are conducted in a proper manner, and that the sense of the meeting is properly ascertained with regard to any question which is properly before the meeting"

National Dwellings Society v Sykes (1894)

It is the Town Mayor's responsibility:

(a) To determine that the meeting is properly constituted and that a quorum is present;
(b) To inform himself as to the business and objects of the meeting;
(c) To preserve order in the conduct of those present;
(d) To confine discussion within the scope of the meeting and reasonable limits to time;
(e) To decide whether proposed motions and amendments are in order;
(f) To formulate for discussion and decision questions which have been moved for the consideration of the meeting;
(g) To decide points of order and other incidental questions which require decision at the time;
(h) To ascertain the sense of the meeting by:
    (i) Putting relevant questions to the meeting and taking the vote thereon (and if so minded giving a casting vote);
    (ii) Declaring the result; and
    (iii) Causing a ballot to be taken if duly demanded;
(i) To approve the draft of the minutes or other record of proceedings (with the consent of the meeting);
(j) To adjourn the meeting when circumstances justify or require that course; and
(k) To declare the meeting closed when its business has been completed

"Knowles on Local Authority Meetings" (ICSA Publishing)

Voting

During the meeting, if a vote on a matter is tied, the Town Mayor, or other person presiding, has a second or casting vote.

ATTACHMENT A

The Town Mayor's term of office continues until the appointment of a successor, other than where the Town Mayor resigns or is disqualified. This continuity also applies when the Town Mayor has not been re-elected following local elections. In this case, the Town Mayor does not have a vote on the appointment of a successor but does have a casting vote in the event of equal votes.

Outside of the Meeting

The Town Mayor:

- Is the person to whom notice of resignation is given by other Councillors or the Town Clerk;
- May convene meetings of the Council (on proper notice to the Town Clerk);
- When attending ceremonial events, is the proper person to represent the parish;
- May receive an allowance to meet the expenses of his or her office.

Beyond that, the workings and decisions not taken by the Council or through the delegation scheme, by one of its Committees or Sub-committees are to be taken by the Town Clerk.

The Town Mayor may have an enhanced role, as functions may be delegated to the Town Clerk in consultation with the Town Mayor (or the Chair of a Committee). This means that the decision and the responsibility for it, remains with the Town Clerk (not the Town Mayor) but that he or she must first bring the matter to the attention of the Town Mayor and take into account the views of the Town Mayor in coming to his or her decision.

It is also likely to be the case that in the absence of a Council Leader, the Town Mayor will be the person whom the Town Clerk will approach;

- for information about the Council and the parish;
- to seek to informally discuss matters with and;
- to informally consult on decisions that are in the Town Clerk's remit to make or pass back to a formal meeting.

Correspondence to and from the Council will normally be dealt with by the Clerk, not by the Town Mayor.

The Deputy Town Mayor has the same roles and responsibilities as the Town Mayor in the absence of, or at the request of the Town Mayor.

ATTACHMENT A

APPENDIX 4

SCHEME OF OFFICER DELEGATION

TOWN CLERK

1. The Town Clerk shall be the Proper Officer in accordance with Section 112 of the Local Government Act 1972.

~~2. The Town Clerk shall be the Responsible Financial Officer in accordance with Section 151 of the Local Government Act 1972.~~

~~3.~~2. The Town Clerk is the Proper Officer for any purpose in respect of which a Proper Officer is mentioned in any statute.

~~4.~~3. As Proper Officer, the Town Clerk is specifically authorised to:

(i) Receive declarations of acceptance of office;
(ii) Receive and record notices disclosing pecuniary interests;
(iii) Receive and retain plans and documents;
(iv) Sign notices or other documents on behalf of the Council and arrange for legal deeds to be sealed and witnessed reference Standing Order 22
(v) Receive copies of bye-laws made by a Primary Local Authority;
(vi) Certify copies of bye-laws made by the Council;
(vii) Sign summonses to attend meetings of the Council.

~~5.~~4. In addition, the Town Clerk has the delegated authority to undertake the following matters on behalf of the Council:

(i) The day to day administration of services, facilities and assets together with routine inspection and control;
(ii) Day to day supervision and control of all staff employed by the Council in accordance with the Council's policies, procedures and budgets;
(iii) The authority to commence disciplinary investigations against staff, in consultation with the Leader of the Council and the Chair of the Finance & Governance Committee and subject to HR advice.
(iv) Where any investigations are commenced under 5 (iii) above, the matter must be reported to the next available meeting of the Finance & Governance Committee and all members notified that an investigation has been commenced.
(v) Authorisation of routine expenditure within agreed budgets;
(vi) Emergency expenditure because of an unforeseeable emergency involving immediate risk to persons, property or other assets or serious disruption to Council Services;
(vii) To institute, defend and appear in any legal proceedings authorised by the Council;

(viii) To appear or make representation to any tribunal or public inquiry into any matter in which the Council has an interest (in its own right or on behalf of the citizens of Stanley);

(ix) To agree the terms of any lease, licence, conveyance or transfer;

(x) Variations of restrictive covenants of a routine nature;

(xi) The granting of easements, wayleave and licenses over Council land;

(xii) To respond to planning applications on behalf of the Council, where, due to timescales the Planning Committee is unable to comment, provided that the Town Clerk has consulted with the Chair and Vice-Chair of the Committee. All members will receive details of planning applications which are dealt with under this delegation and may make comments;

(xiii) To act as the Council's designated officer for the purpose of the Freedom of Information Act 2000;

(xiv) To arrange for interviews and appoint staff graded below **Grade 10** to a vacant post in the staffing establishment (where authority to recruit has been granted by Council;)

(xv) To (in consultation with the Leader of the Council) take editorial decisions in relation to digital and printed media issued by the Town Council in accordance with any policies agreed by Council;

(xvi) Actions taken under delegated authority by the Town Clerk shall be in accordance with Standing Orders, Financial Regulations, Contracts and Procurement and this Scheme of Delegation and with directions given by the Council from time to time.

~~(xvi)~~ **The Responsible Finance Officer**

~~6.~~5. The ~~Town Clerk~~Finance Officer shall be the Responsible Financial Officer (RFO) to the Council~~u~~ under Section 151 of the Local Government Act 1972. The Town Clerk shall be the RFO for any purpose in which a Responsible Financial Officer is mentioned in any statute. The ~~Town Clerk~~Finance Officer, as RFO, is specifically authorised:

(iii) To determine the Council's accounting system and the form of the accounts and supporting accounting records;

(iv) To be responsible for the proper administration of the Council's financial affairs which includes reviewing the Council's Financial Regulations and submitting revisions to the Council for approval.

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ATTACHMENT A

APPENDIX 5

SCHEME OF DELEGATION

LEADER OF THE COUNCIL

Where a Leader of the Council has been appointed in accordance with paragraph 8.1 above, the Council delegates to the Leader of the Council the authority to:

1. Work with the Town Clerk and other elected members to develop and propose to Council the strategic direction and policy objectives of the Council;

2. Work with the Town Clerk and other elected members to ensure the strategic direction and operational management of the Council are working effectively;

3. Work with the Town Clerk as authorised by Council to negotiate on behalf of the Council with other local authorities and organisations in order to further progress toward strategic and policy objectives.

4. The Leader of the Council and Mayoral roles remain separate.

5. The Town Clerk

   (i) will brief the Leader of the Council on a ~~weekly~~ regular basis on the operational work of the Council;
   (ii) will have their leave or time off in lieu agreed in advance by the Leader of the Council; and,
   ~~(iii) will ensure the Leader of the Council is aware of any upcoming meetings with external organisations (and the Leader of the Council will keep the Proper Officer so informed.)~~

6. The Leader of the Council and Town Clerk will jointly consider the medium term plan and other relevant strategic documents on a ~~monthly~~ regular basis and jointly propose changes and additions required to Council and/or the relevantCommittee.

7. The Leader of the Council may not alter the strategic direction agreed by the council or add or remove any agreed projects without the authorisation of the council or relevant committee.

8. In the absence of the Leader of the Council the Deputy Leader of the Council will undertake those matters delegated to the Leader of the Council in accordance with this Appendix and Standing Order.

9. The Leader of the Council will have responsibility for day to day supervision of the Town Clerk, however the Clerk remains accountable to relevant Committees and the Full Council itself.

10. The Leader may have an enhanced role, as functions may be delegated to the Town Clerk in consultation with the Leader/ Town Mayor (and/or the Chair of a Committee). This means that the decision and the responsibility for it, remains with the Town Clerk (not the Leader) but that he or she must first bring the matter to the attention of the Leader. ~~and take into account the views of the Leader in coming to his or her decision.~~
11. It is also likely to be the case that the Council Leader will be the person whom the Town Clerk will approach;
    - for information about the Council and the town;
    - to seek to informally discuss matters with; and
    - to informally consult on decisions that are in the Town Clerk's remit to make or pass back to a meeting.
12. It is acknowledged that this Appendix does not confer upon the Leader or Deputy Leader of Council any executive decision making powers to act on the Council's behalf.

Stanley Town Council

STANDING ORDERS

May 2020

Amended March 21

National Association of Local Councils (NALC)
109 Great Russell Street
London
WC1B 3LD

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INTRODUCTION

These model standing orders update the National Association of Local Council (NALC) model standing orders contained in “Local Councils Explained” by Meera Tharmarajah (© 2013 NALC). This publication contains new model standing orders which reference new legislation introduced after 2013 when the last model standing orders were published.

1. **RULES OF DEBATE AT MEETINGS**

a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the ~~chairman~~ chairperson of the meeting.

b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.

c A motion on the agenda that is not moved by its proposer may be treated by the ~~chairman~~ chairperson of the meeting as withdrawn.

d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.

e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.

f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.

g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the ~~chairman~~ chairperson of the meeting, is expressed in writing to the ~~chairman~~chairperson.

h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.

i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the ~~chairman~~ chairperson of the meeting.

j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the ~~chairman~~ chairperson of the meeting.

k One or more amendments may be discussed together if the ~~chairman~~ chairperson of the meeting considers this expedient but each amendment shall be voted upon separately.

l A councillor may not move more than one amendment to an original or substantive motion.

m The mover of an amendment has no right of reply at the end of debate on it.

n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

o Unless permitted by the ~~chairman~~ chairperson of the meeting, a councillor may speak once in the debate on a motion except:

i. to speak on an amendment moved by another councillor;

ii. to move or speak on another amendment if the motion has been amended since he last spoke;

iii. to make a point of order;

iv. to give a personal explanation; or

v. to exercise a right of reply.

p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.

q A point of order shall be decided by the ~~chairman~~ chairperson of the meeting and his decision shall be final.

r When a motion is under debate, no other motion shall be moved except:

i. to amend the motion;

ii. to proceed to the next business;

iii. to adjourn the debate;

iv. to put the motion to a vote;

v. to ask a person to be no longer heard or to leave the meeting;

vi. to refer a motion to a committee or sub-committee for consideration;

vii. to exclude the public and press;

viii. to adjourn the meeting; or

ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.

s Before an original or substantive motion is put to the vote, the ~~chairman~~ chairperson of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.

t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed three minutes without the consent of the ~~chairman~~ chairperson of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the ~~chairman~~ chairperson of the meeting shall request such person(s) to moderate or improve their conduct.

b If person(s) disregard the request of the ~~chairman~~ chairperson of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

c If a resolution made under standing order 2(b) is ignored, the ~~chairman~~ chairperson of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

● a Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.

● b The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.

● c The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.

● d Meetings shall be open to the public unless their presence is prejudicial to
● the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.

e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed fifteen minutes unless directed by the ~~chairman~~ chairperson of the meeting.

g Subject to standing order 3(f), a member of the public shall not speak for more than three minutes.

h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The ~~chairman~~ chairperson of the meeting may direct that a written or oral response be given.

i A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The ~~chairman~~ chairperson of the meeting may at any time permit a person to be seated when speaking.

j A person who speaks at a meeting shall direct his comments to the ~~chairman~~ chairperson of the meeting at all times.

k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.

l Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.

m A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place. ~~without permission.~~

n The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.

o Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Town Mayor may in his absence be done by, to or before the Deputy Town Mayor.

p The Town Mayor or chairperson, if present, shall preside at a meeting. If the Town Mayor or chairperson is absent from a meeting, the Deputy Town Mayor ~~or vice-chairperson if present, shall preside. If both the Town~~ Mayor or Chairperson and the Deputy Town Mayor or vice-chairperson are absent from a meeting, a councillor as proposed, seconded and voted on by the councillors present at the meeting shall preside at the meeting.

q Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting

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rights present and voting.

r The ~~chairman~~ chairperson of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.

See standing orders 5(h) and (i) for the different rules that apply in the election of the Town Mayor at the annual meeting of the Council.

s Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.

t The minutes of a meeting shall include an accurate record of the following:

i. the time and place of the meeting;

ii. the names of councillors who are present and the names of councillors who are absent;

iii. interests that have been declared by councillors and non-councillors with voting rights;

iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;

v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;

vi. if there was a public participation session; and

vii. the resolutions made.

u A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.

v No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

x A meeting shall not exceed a period of two and a half hours.

4. COMMITTEES AND SUB-COMMITTEES

a Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.

b The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.

c Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.

d The Council may appoint standing committees or other committees as may be necessary, and:

i. shall determine their terms of reference;

ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;

iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;

iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;

v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer two days before the meeting that they are unable to attend;

vi. shall, after it has appointed the members of a standing committee, appoint the ~~chairman~~ chairperson of the standing committee;

vii. shall permit a committee other than a standing committee, to appoint its own ~~chairman~~ chairperson at the first meeting of the committee;

viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;

ix. shall determine if the public may participate at a meeting of a committee;

x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;

xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and

xii. may dissolve a committee or a sub-committee.

5. **ORDINARY COUNCIL MEETINGS**

a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.

b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.

c If no other time is fixed, the annual meeting of the Council shall take place at 6pm.

d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.

e The first business conducted at the annual meeting of the Council shall be the election of the Town Mayor and Deputy Town Mayor of the Council.

f The Town Mayor of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.

g The Deputy Town Mayor of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Town Mayor at the next annual meeting of the Council.

h In an election year, if the current Town Mayor has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Town Mayor has been elected. The current Town Mayor shall not have an original vote in respect of the election of the new Town Mayor but shall give a casting vote in the case of an equality of votes.

i In an election year, if the current Town Mayor has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Town Mayor has been elected. He may exercise an original vote in respect of the election of the new Town Mayor and shall give a casting vote in the case of an equality of votes.

j Following the election of the Town Mayor and Deputy Town Mayor at the annual meeting, the business shall include:

i. In an election year, delivery by the Town Mayor and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Town Mayor of his acceptance of office form unless the Council resolves for this to be done at a later date;

ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;

iii. Receipt of the minutes of the last meeting of a committee;

iv. Consideration of the recommendations made by a committee;

v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;

vi. Review of the terms of reference for committees;

vii. Appointment of members to existing committees;

viii. Appointment of any new committees in accordance with standing order 4;

ix. Review and adoption of appropriate standing orders and financial regulations;

x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.

xi. Review of representation on or work with external bodies and arrangements for reporting back;

xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;

xiii. Review of inventory of land and other assets including buildings and office equipment;

xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;

xv. Review of the Council's and/or staff subscriptions to other bodies;

xvi. Review of the Council's complaints procedure;

xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);

xviii. Review of the Council's policy for dealing with the press/media;

xix. Review of the Council's employment policies and procedures;

xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.

xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

a The Town Mayor may convene an extraordinary meeting of the Council at any time.

b If the Town Mayor does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.

c The ~~chairman~~ chairperson of a committee (or a sub-committee) may convene an extraordinary meeting of the committee [or the sub-committee] at any time.

d If the ~~chairman~~ chairperson of a committee (or a sub-committee) does not call an extraordinary meeting within seven days of having been requested to do so by two members of the committee (or the sub-committee), any two members of the committee (or the sub-committee) may convene an extraordinary meeting of the committee (or a sub-committee).

7. PREVIOUS RESOLUTIONS

a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least eleven councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. **VOTING ON APPOINTMENTS**

a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the ~~chairman~~ chairperson of the meeting.

9. **MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.

b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer with written support from at least one other councillor, at least seven clear days before the meeting. Clear days do not include Sunday or Bank Holidays, the day of the notice or the day of the meeting.

~~b~~c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.

~~c~~d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least seven clear days before the meeting.

~~d~~e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the ~~chairman~~ chairperson of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

~~e~~f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

~~f~~g Motions received shall be recorded and numbered in the order that they are received.

~~g~~h Motions rejected shall be recorded with an explanation by the Proper Officer of

the reason for rejection.

10. **MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

a The following motions may be moved at a meeting without written notice to the Proper Officer:

i. to correct an inaccuracy in the draft minutes of a meeting;

ii. to move to a vote;

iii. to defer consideration of a motion;

iv. to refer a motion to a particular committee or sub-committee;

v. to appoint a person to preside at a meeting;

vi. to change the order of business on the agenda;

vii. to proceed to the next business on the agenda;

viii. to require a written report;

ix. to appoint a committee or sub-committee and their members;

x. to extend the time limits for speaking;

xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;

xii. to not hear further from a councillor or a member of the public;

xiii. to exclude a councillor or member of the public for disorderly conduct;

xiv. to temporarily suspend the meeting;

xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);

xvi. to adjourn the meeting; or

xvii. to close the meeting.

11. **MANAGEMENT OF INFORMATION**

See also standing order 20.

a The Council shall have in place and keep under review, technical and

organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.

b The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).

c The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.

d Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

12. DRAFT MINUTES

Full Council meetings ●
Committee meetings ●
Sub-committee meetings ●

a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.

b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).

c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the ~~chairman~~ chairperson of the meeting and stand as an accurate record of the meeting to which the minutes relate.

d If the ~~chairman~~ chairperson of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The ~~chairman~~ chairperson of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

e If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.

f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.

b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.

c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.

d Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

e A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.

f A dispensation request shall confirm:

i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;

ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;

iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and

iv. an explanation as to why the dispensation is sought.

g Subject to standing orders 13(d) and (f), a dispensation request shall be considered at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.

h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:

i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;

ii. granting the dispensation is in the interests of persons living in the Council's area; or

iii. it is otherwise appropriate to grant a dispensation.

14. CODE OF CONDUCT COMPLAINTS

a Upon notification by the County Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.

b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Town Mayor of this fact, and the Town Mayor shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).

c The Council may:

i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;

ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;

d Upon notification by the County Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.

15. **PROPER OFFICER**

a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

b The Proper Officer shall:

i. at least three clear days before a meeting of the council, a committee or a sub-committee,

- serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and
- provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least five days before the meeting confirming his withdrawal of it;

iii. convene a meeting of the Council for the election of a new Town Mayor, occasioned by a casual vacancy in his office;

iv. facilitate inspection of the minute book by local government electors;

v. receive and retain copies of byelaws made by other local authorities;

vi. hold acceptance of office forms from councillors;

vii. hold a copy of every councillor's register of interests;

viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;

ix. liaise, as appropriate, with the Council's Data Protection Officer;

x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic

form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);

xii. arrange for legal deeds to be executed;
(*see also standing order 23);*

xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;

xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;

xv. refer a planning application received by the Council to the Town Mayor or in his absence the Deputy Town Mayor within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council;

xvi. manage access to information about the Council via the publication scheme; and

xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(s*ee also standing order 23).*

16. **RESPONSIBLE FINANCIAL OFFICER**

a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. **ACCOUNTS AND ACCOUNTING STATEMENTS**

a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".

b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.

c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:

i. the Council's receipts and payments (or income and expenditure) for each quarter;

ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;

iii. the balances held at the end of the quarter being reported which includes a comparison with the budget for the financial year and highlights any actual or potential overspends;

~~iii.~~ iv. the Council's projected end of year position

d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:

i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the year to date for information; and

ii. to the Council the accounting statements for the year in the form of Section 2 of the Annual Governance and Accountability Return, as required by proper practices, for consideration and approval.

e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:

i. the keeping of accounting records and systems of internal controls;

ii. the assessment and management of financial risks faced by the Council;

iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;

iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and

v. whether contracts with an estimated value below **£25,000** net of VAT due to special circumstances are exempt from a tendering process or procurement exercise.

b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.

c. A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 net of VAT but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.

d. Accordingly, a contracting authority does not need to advertise an opportunity where it makes the opportunity available only to a number of particular economic operators who have been selected for that purpose (whether ad hoc or by virtue of their membership of some closed category such as a framework agreement), regardless of how it draws the opportunity to the attention of those economic operators.

~~c.~~e. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

i. a specification for the goods, materials, services or the execution of works shall be drawn up;

ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;

iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;

iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;

v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;

vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.

~~d.~~f. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

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e.g. A public contract -regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £1891,30230 for a public service or supply contract or in excess of £4,733,252551,413 for a public works contract (or other thresholds determined by the European CommissionUK Government every two years and published in the Official Journal of the European Union (OJEU))on Find a Tender service) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and on Find a Tender service.in OJEU.

f.h. A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424378,660 for a supply, services or design contract; or in excess of £4,551,413733,252 for a works contract; or £884,72020,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two yearsUK Government and published in OJEUon Find a Tender service) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.

19. **HANDLING STAFF MATTERS**

a A matter personal to a member of staff that is being considered by a meeting of Council or the Finance and Genral Purposes Committee is subject to standing order 11.

b Subject to the Council's policy regarding absences from work, the Town Clerk will report their own absences to the Leader of the Council. Absence information for any other members of the Council staff will be made available on occasion to the Leader of the Council subject to the discretion of the Town Clerk. Any absences where possible HR action is necessary will be notified to the Leader of the Council.Council's most senior member of staff shall notify the chairman of the Finance and General Purposes Committee, if they are not available, the vice-chairman of the Finance and General Purposes Committee of absence occasioned by illness or other reason and that person shall report such absence to the Finance and Genral Purposes at its next meeting.

c The chairman Leader of the Council of the Finance and General Purposes Committee or in his absence, the vice-chairman Deputy Leader of the Council shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Town Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Finance and General Purposes Committee.

d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact

the ~~chairman~~ chairperson of the Finance and General Purposes Committee or in their absence, the vice-~~chairman~~ chairperson of the Finance and General Purposes Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Finance and General Puposes Committee.

e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Town Clerk or other employee relates to the ~~chairman~~ chairperson or vice-~~chairman~~ chairperson of the Finance and General Puposes Committee which shall be reported back and progressed by resolution of the Finance and General Purposes Committee.

f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.

g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. **RESPONSIBILITIES TO PROVIDE INFORMATION**

See also standing order 21.

a In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.

b. The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**
(Below is not an exclusive list).

See also standing order 11.

a The Council ~~may~~ must appoint a Data Protection Officer.

b The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.

c The Council shall have a written policy in place for responding to and managing a personal data breach.

d The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.

e The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.

f The Council shall maintain a written record of its processing activities.

22. RELATIONS WITH THE PRESS/MEDIA

a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii).

a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

b Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

~~24. COMMUNICATING WITH COUNTY COUNCILLORS~~

~~a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the County Council.~~

~~b Unless the Council determines otherwise, a copy of each letter sent to the County Council shall be sent to the ward councillor(s) representing the area of the Council.~~

~~25.~~24. **RESTRICTIONS ON COUNCILLOR ACTIVITIES**

a. Unless duly authorised no councillor shall:

i. Inspect any land and/or premisis which the Council has a right or duty to inspect; or

ii. Issue orders, instructions or directions.

~~26.~~25. **THE LEADER OF THE COUNCIL**

Where a Leader of the Council has been appointed in accordance with the Council's constitution, the council delegates to the Leader of the Council the authority to:

a. Work with the Town Clerk and other elected members to develop and propose to Council the strategic direction and policy objectives of the Council;

b. Work with the Town Clerk and other elected members to ensure the strategic direction and operational management of the Council are working effectively;

c. Work with the Town Clerk as authorised by the Council to negotiate on behalf of the Council with other local authroitues and organisations in order to further progress towards strategic and policy objectives.

d. The Leader of the Council and the Mayoral roles remain separate.

e. The Town Clerk:

(i) will brief the Leader of the Council on a~~a weekly~~regular basis on the operational work of the Council

(ii) will have their leave or time off in lieu agreed in advance by the Leader of the Council; and,

~~(iii) will ensure the Leader of the Council is aware of any upcoming meetings with external organisations (and the Leader of the Council will keep the Proper Officer so informed)~~

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f. The Leader of the Council and the Town Clerk will jointly consider the medium term plan and other relevant strategic documents on a ~~monthky~~regular basis and jointly propose changes or additions required to Council and/or relevant Committee.

g. The Leader of the Council may not alter the strategic direction agreed by the Council or add or remove any agreed projects without authorisation of the Council or relevant Committee.

h. In the absence of the Leader of the Council the Deputy Leader of the Council will undertake those matters delegated to the Leader of the Council.

i. The Leader of the Council will have responsibility for ~~day to day~~day-to-day supervison of the Town Clerk, however the Clerk remains accountable to relevant Committee and the Full Council itself.

j. The Leader may have an enhanced role, as functions may be delegated to the Town Clerk in consultation with the Leader/Town Mayor (and/or the Chair of a Committee). This means that the decision and the responsibility for it, remains with the Town Clerk (not the Leader) but that he or she must first bring the matter to the attention of the Leader ~~and take into account the views of the Leader in coming to his or her decision.~~.

k. It is also likely to be the c~~s~~ase that the Councl Leader will be the person whom the Town Clerk will approach;

- For information about the Council and the town
- To seek to formally discuss matters with
- To informally consult on decision that are in the Town Clerk's remit to make or pass back to a meeting.
- It is acknowledged that there are no executive decision making powers conferred upon the Leader or Deputy Leader, to act on the Councils behalf.

~~27.~~26. STANDING ORDERS GENERALLY

a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.

b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least eleven councillors to be given to the Proper Officer in accordance with standing order 9.

c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible after he has delivered his acceptance of office form.

d The decision of the ~~chairman~~ chairperson of a meeting as to the application of standing orders at the meeting shall be final.

ATTACHMENT C

FINANCIAL REGULATIONS

STANLEY TOWN COUNCIL

Civic Hall, Front Street, Stanley DH90NA

Last updated May 2021

ATTACHMENT C

FINANCIAL REGULATIONS

The purpose of Financial Regulations is to formalise the process used by Stanley Town Council to govern the conduct of the financial transactions of the Council.

1.0 GENERAL

1.1 These Financial Regulations may only be amended or varied by recommendation of the Finance and General Purposes Committee followed by resolution of the Full Council.

1.2 The Responsible Financial Officer (RFO), under the policy direction of the Full Council, shall be responsible for the proper administration of the Council's affairs.

1.3 The RFO shall be responsible for the production of financial management information.

2.0 ANNUAL ESTIMATES

2.1 ~~Committees and working groups shall~~The Responsible Finance Officer in line with the Town Clerk and other officers will formulate and submit proposals to the Council in respect of revenue and capital costs for the following financial year, not later than the end of November each year.

2.2 Detailed (estimated) receipts and payments for the full financial year, shall also be prepared at this time each year by the RFO. These shall be used as the basis for the budget for the ensuing financial year.

2.3 The Full Council shall review the estimates and proposed budget not later than the beginning of January following the preceding November (see 2.1) and use these to fix the precept to be levied for the ensuing financial year. The RFO shall supply each member with a copy of the approved estimates and budget.

2.4 The annual budget shall form the basis of financial control for the ensuing year.

2.5 The Council shall prepare and have regard to a three year forecast of Revenue and Capital Receipts and Payments (Medium Term Financial Plan) which shall be prepared at the same time as the annual Budget.

3.0 BUDGETARY CONTROL

3.1 Expenditure on revenue items may be incurred up to the amounts included in the approved budget.

3.2 Any expenditure which would exceed the amount provided in the revenue budget. may be incurred only by resolution of the Full Council, or by way of emergency expenditure because of an unforeseeable emergency involving immediate risk to

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persons, property or other assets or serious disruption to Council Services, such items will be reported to Full Council

3.3 The RFO shall regularly (on a monthly basis) provide the Finance and General Purposes Committee with a statement of receipts and payments to date.

3.23.4 The RFO shall regularly (on a quarterly basis) provide the Finance and General Purposes Committee with a budgetary control statement outlining each head of the budget, comparing actual expenditure against that planned, and includinga projection of the likely outcome for the full year.

3.3 The RFO and Chair of the Council may incur expenditure on behalf of the Council, which is necessary to carry out any repair, replacement, or other work, which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £7,500. Such expenditure shall be reported to Full Council by email immediately confirming the value and reason, and then to be retrospectively reviewed and approved at the next Full Council meeting.

3.43.5 Unspent provisions in the revenue budget shall not be carried forward to a subsequent year unless approved by the Full Council, on the recommendation of the Finance and General Purposes Committee.

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3.53.6 No expenditure shall be incurred in relation to any capital project or service, and no contract entered into, or tender accepted involving capital expenditure, unless the Council is satisfied that the necessary funds are available, or the requisite borrowing approval has been obtained.

3.63.7 All capital works shall be administered in accordance with the Council's standing orders and these financial regulations relating to contracts.

4.0 ACCOUNTING AND AUDIT

4.1 All accounting procedures and financial records of the Council shall be determined by the RFO as required by the Accounts and Audit Regulations in effect at the time.

4.2 The RFO shall be responsible for completing the annual financial statements of the Council as soon as practicable after the year-end of the financial year and shall submit them and report thereon to the Full Council.

4.3 The RFO shall be responsible for completing the accounts of the Council contained in the Annual Return (as supplied by the External Auditor appointed from time to time by the Audit Commission), and for submitting the Annual Return for approval and authorisation by the Full Council, within the timescale set by the Accounts and Audit Regulations in effect at the time or set by the Auditor.

4.4 The RFO shall be responsible for ensuring that there is an adequate and effective system of internal control of the Council's accounting, financial and other operations, in accordance with the appropriate Regulation of the Accounts and Audit Regulations in effect at the time. Any officer or member of the Council shall, if the RFO or Internal

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Auditor requires, make available such documents which appear to the RFO or Internal Auditor to be necessary for the purpose of the internal audit and shall supply

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the RFO or Internal Auditor with such information and explanation as the RFO or Internal Auditor considers necessary for that purpose.

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4.5 The Internal Auditor shall carry out the work required in accordance with a risk based audit plan to be determined by the Auditor and approved by the Finance and General Purposes Committee. Additional work may, from time to time, be requested by the RFO, or by the Council. The Internal Auditor, who shall be competent and independent of the operations of the Council, shall report to the Finance and General Purposes Committee in writing on a regular basis with a minimum of one annual report in respect of each financial year.

4.6 The RFO shall make arrangements for the exercise of electors' rights to inspect the accounts, books and vouchers required by Section 15 of the Audit Commission Act 1998 and the Accounts and Audit Regulations in effect at the time.

4.7 The RFO shall, as soon as practicable, bring to the attention of all Councillors, any relevant correspondence or report from the Internal or External Auditor, unless the correspondence is of a purely administrative matter.

5.0 BANKING ARRANGEMENTS AND CHEQUES

5.1 The Council's banking arrangements shall be made by the RFO and approved by the Full Council. They shall be regularly reviewed for efficiency.

5.2 Cheques drawn on the Council's bank account shall be signed by one Officer and one Member of Council.

5.3 Payments drawn on the Council's bank account by BACS or other electronic means shall be raised by one authoriszed bank signatory and authorised by a second. The BACS files shall be checked and signed by ~~a Member of Council~~a Senior Manager of the Council ~~who is also a bank signatory~~ and reported to Council or the relevant Committee of Council.

6.0 PAYMENT OF ACCOUNTS

6.1 The Council shall ensure that safe and efficient arrangements are in place for the making of any payments.

6.2 All payments (other than petty cash [6.5]) shall be made by cheque, Debit Card, direct debit, or other order drawn on the Council's bankers, including BACS payments. With regard to payments by any means other than cheque, approval will be renewed by resolution of the full Council every two years.

6.3 The appropriate Manager shall satisfy him/herself that the work, goods or services to which the invoice relates, have been received or carried out in accordance with the relevant order. He/she shall insert the appropriate budget code to which the cost is to be charged.

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6.4 The ~~Finance Officer~~RFO shall be responsible for the examineation of invoices in relation to arithmetic accuracy, correct application of VAT and correct coding and shall take all steps to settle invoices submitted, and which are in order, at the earliest possible opportunity.

6.5 The ~~RFO~~ Town Clerk and respective officer shall countersign all invoices prior to payment being processed.

6.6 If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and where the RFO ~~and Finance Manager~~ certify that there is no dispute or other reason to delay payment, the RFO may (not withstanding paragraph 6.3), take all steps necessary to settle such invoices, provided that such payments shall subsequently be scrutinised by the Chair of the Finance and General Purposes Committee.

6.7 The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. ~~Vouchers for payments made shall be forwarded to the Finance Manager with a claim for reimbursement:~~

a) The RFO shall maintain a petty cash float of £100 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
b) Income received must not be paid into the petty cash float, but must be separately banked on the next available working day, as provided elsewhere in these regulations.
c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to the Council.

6.8 Subject to 6.2, wherever possible payments to staff and service providers will be made by the Banking Automated Credit System (BACS). This is subject to strict compliance with the agreed procedure for the operation of an electronic payments system.

7.0 PAYMENT OF SALARIES

7.1 The payment of all salaries shall be made by Durham County Council (the Principal Authority) in accordance with payroll records and the rules of PAYE and National Insurance currently operating. Salaries shall be according to employees' contractual agreements, which have been previously agreed by the Council.

7.2 Payment of salaries, and deductions from salary for tax, national insurance and pension contributions, will be made in accordance with the payroll records and on the appropriate dates.

7.3 Payment of excess additional hours worked (in accordance with contractual agreements), will be made in accordance with the payroll records and on the appropriate dates provided that each payment is reported to, and resolved by, the next available Full Council Meeting.

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8.0 LOANS AND INVESTMENTS

8.1 All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.

8.2 The Council's Investment Policy, shall be in accordance with the Trustee Investments Act 2000, and shall be reviewed on a regular basis (at least annually).

8.3 All investments of money under the control of the Town Council shall be in the name of the Council.

8.4 All borrowings shall be made in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by the Full Council as to its terms and purpose.

8.5 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

9.0 INCOME

9.1 The collection of all sums due to the Council shall be the responsibility of, and under the supervision of, the RFO.

9.2 Particulars of all charges to be made for work done, services rendered or goods supplied, shall be agreed annually by the Council and notified to the RFO.

9.3 The Council shall review all fees and charges annually (where relevant), following a report of the RFO. Any sums found to be irrecoverable and any associated bad debts shall be reported to the Full Council, and shall be written off in the relevant financial year.

9.4 All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers, with such frequency, as the RFO considers necessary.

9.5 The origin of each receipt shall be entered on the paying-in slip and recorded in the accounts.

9.6 Personal cheques shall not be cashed out of money held on behalf of the Council.

9.7 The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994, Section 33, shall be made on a quarterly basis in accordance with HMRC procedures.

9.8 Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council, to ensure that more than one person is present when the cash is counted in the first instance, that there is a

ATTACHMENT C

reconciliation to some form of control (such as ticket issues), and that appropriate care is taken in the security and safety of individuals banking such cash.

9.9 Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere within these regulations.

10.0 ORDERS

10.1 An official order or letter shall be issued for all work, goods and services, unless a formal contract is to be prepared, or an official order would be inappropriate. Copies of orders shall be retained.

10.2 All Purchase Orders shall be controlled by the RFO.

10.3 ~~All Members and~~ Officers are responsible for obtaining value for money at all times. An officer issuing an official order is to ensure as far as reasonable and practicable, that the best available terms are obtained in respect of quality, value and service for each transaction

11.0 PROCUREMENT

11.1 Contracts are subject to any de minima provisions current at the time they are agreed:

- These provisions are commonly referred to as the 'De Minimis' rules/exceptions, under which local authorities are in some cases excepted from the requirement to let contracts through competitive tender.
- There is no obligation on authorities to make use of the de minimis provisions; the limits set are not to be exceeded but it is a matter for individual authorities to decide to what extent they are used, or even if they are used at all.
- At the time of adopting this policy it is now possible to let any number of individual de minimis contracts up to a value of £29,999 expenditure each in any one year (the previous limit was £24,999).
- However, subject to the individual contract limit, there will no longer be any limit on the total value of de minimis contracts that may be let with an individual organisation in any year.

11.2 Procedures as to contract are laid down as follows:

General

a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency, provided that these regulations shall not apply to contracts which relate to items (i) to (vi) below:

i) for the supply of gas, electricity, sewerage and telephone services;
ii) for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
iii) for work to be executed or goods or materials to be supplied which consist of repairs to or for existing machinery or equipment or plant;

ATTACHMENT C

iv) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Town Council;
vi) for additional audit work of the external Auditor up to an estimated value of £750 (in excess of this sum the RFO shall act after consultation with the Chair and Vice Chair of the Council);

b) Where it is intended to enter into a contract for the supply of goods or materials, or for the execution of works or specialist services, other than such goods, materials, works or specialist services as are excepted as set out in paragraph 11.2.a.i (above) the following shall apply:

Contracts Exceeding £60,000 in Value

c) For Contracts exceeding £60,000 in value, the RFO shall invite tenders from at least three firms to be taken from the appropriate approved list.

d) Such invitations to tender shall state the general nature of the intended Contract, and the RFO shall obtain the necessary technical assistance to prepare a specification in appropriate cases.

e) The invitation shall, in addition, state that a tendering firm shall be supplied with a specifically marked envelope, in which the tender is to be sealed, and remain sealed until the prescribed date for opening tenders for that contract.

f) All sealed tenders shall be opened at the same time on the prescribed date by the Town Clerk in the presence of at least one Member of the Council

g) If less than three tenders are received for contracts over £60,000, or if all the tenders are identical, the Council may make such arrangements as it thinks fit for procuring the goods or materials, or executing the works.

h) Any invitation to tender issued under this regulation, shall contain a statement to the effect that “Neither the Town Council, nor any committee, is bound to accept the lowest tender, estimate or quote, provided a justifiable reason is stated.”

Contracts Over £20,000 and up to £60,000

i) For Contracts of above £20,000 and up to £60,000 in value the RFO shall endeavour to obtain three written quotations (priced descriptions of proposed supply).

Contracts Between £5,000 and up to £25,000

j) Where the value of a Contract is between £5,000 and £20,000, the RFO shall endeavour to obtain three estimates.

Contracts Below £5,000

ATTACHMENT C

k) Where the value of a Contract is below £5,000, the RFO shall obtain one or more estimates, as appropriate.

l) The Council shall not be obliged to accept the lowest, or any tender, quote or estimate.

m) Where applications are made to waive financial regulations relating to Contracts (of whatever value), to enable a price to be negotiated without competition, the RFO shall state the reason in a recommendation to the Full Council.

12.0 PAYMENTS UNDER CONTRACT FOR BUILDING OR OTHER CONSTRUCTION WORKS

12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO, upon authorised certificates of the architect, or other consultants engaged to supervise the contract (subject to any percentage withholdings as may be agreed in the particular contract).

12.2 Where Contracts provide for payment by instalments, the RFO shall maintain a record of all such payments. In any case, where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more, a report shall be submitted to the Full Council.

12.3 Any variations to, addition to or omission from a Contract, must be approved by the Full Council and the RFO in writing to the Contractor, the Council being informed where the final cost is likely to exceed the financial provision.

13.0 STORES, EQUIPMENT AND ASSETS

13.1 The relevant Manager shall be responsible for the care and custody of stores and equipment in their control.

13.2 Delivery notes shall be obtained in respect of all goods received or otherwise delivered, and goods must be checked as to order and quantity at the time delivery is made.

13.3 Stocks shall be kept at the minimum levels consistent with operational requirements.

13.4 The RFO shall be responsible for periodic checks of stocks and stores at least annually.

13.5 Non Current Assets - all expenditure on the acquisition, creation or enhancement of non current assets below the Council de minimus of £10,000 is written off to the Council's Income and Expenditure account in the year of acquisition. Expenditure on the acquisition, creation or enhancement of non current assets above the de-minimus of £10,000 and which provide economic benefits to the council for a period over one year are capitalised in accordance with accounting requirements in effect at the time.

ATTACHMENT C

13.6 Asset depreciation – in accordance with current accounting requirements asset values should not be adjusted for depreciation. The cost value will remain as the asset value in the asset register and on the Annual Return until the asset is disposed.

14.0 PROPERTIES

14.1 The RFO shall make appropriate arrangements for the custody of all title deeds for properties owned by the Council. The RFO shall ensure a record is maintained of all properties owned by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which, held in accordance with the appropriate Regulation of the Accounts and Audit Regulations in effect at the time.

14.2 No property shall be sold, leased or otherwise disposed of without the authority of the Full Council, together with any other consents required by law, except where the estimated value of any one item of tangible, movable property, does not exceed £50.

15.0 INSURANCE

15.1 Following an annual risk assessment, the Finance Manager shall effect all insurances and negotiate all claims on the Council's insurers (in consultation with the RFO).

15.2 The RFO shall give prompt notification to the Council's insurer of all new risks, properties or vehicles, which require to be insured, and of any alterations affecting existing insurances.

15.3 The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby, and annually review it.

15.4 The RFO shall be notified of any loss, liability or damage, or of any event likely to lead to a claim, and shall report these to the Council at the next available meeting.

15.5 All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance, which shall cover the maximum risk exposure as determined by the Council.

16.0 RISK MANAGEMENT

16.1 The RFO, shall prepare and promote Risk Management policy statements in respect of all activities of the Council.

16.2 When considering any new activity, the RFO shall prepare a draft Risk Management Policy for the activity, and shall bring a draft addressing the legal and financial liabilities and Risk Management issues that arise to Council for consideration and, if thought appropriate, adoption.

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17.0 REVISION OF FINANCIAL REGULATIONS

17.1 It shall be the duty of the Finance and General Purposes Committee to review the Financial Regulations of the Town Council from time to time, and recommend such amendments to Full Council as are appropriate.

17.2 Irrespective of 17.1 above, the Town Council shall review the Financial Regulations at least annually.

ATTACHMENT D

STANLEY TOWN COUNCIL

Communications Policy

INTRODUCTION

This policy covers the Council's non-statutory external communications both in printed media, broadcast media and on the internet. It does not extend to communication by elected members of the Council who are free to give their own personal views on any subject as long as they do not purport those views to be the settled will of the Town Council and are mindful of the Code of Member Conduct when communicating with the public.

PURPOSE OF POLICY

As a local Council, a key role of Stanley Town Council is to understand public opinion locally and be well connected with community based groups, organisations and service providers throughout the Parish. This objective will not be met unless the Council creates and maintains effective channels of communication with residents that do not just broadcast information about the activities of the Town Council but support the wider best interests of the Parish and promote the parish of Stanley in a positive way to people in the wider region.

EDITORIAL GUIDELINES

We will:

1. Promote our own activities in the Community, and aim to increase participation in local democracy, encourage attendance at Council organised events and raise our profile both locally and in the North Durham area.
2. Promote the activities of other statutory service providers in the local area including but not limited to Durham County Council, Durham Police, Durham & Darlington Fire Service etc.
3. Seek to support and promote through our media channels local groups and organisations which are not for profit or charitable, or the aims of similar organisations based outside Stanley if they are active in Stanley.
4. Develop civic pride by providing information about local history and events.

5. Encourage participation in democracy in general (e.g. encouraging residents to register to vote and vote in elections.)

We will not:

1. Publish any material which is overtly political or presents one political group more favourably than another.
2. Promote the commercial interests of businesses unless there is a community aspect (e.g. a grant from a major retailer, sponsorship of an event, relevant information from utility companies)
3. Publish material (even if meets all other relevant criteria) which portrays Stanley or its communities negatively.

COMMUNITY NOTICE BOARDS

The Community Notice Board in Front Street (and any other notice boards the Town Council may subsequently put in place) will be made available for the display of any posters that meet the editorial guidelines

DELEGATED AUTHORITY

The authority to make editorial decisions about whether or not to publish any information, promotion or advertising using the media channels of the Town Council or Civic Hall is delegated to the Town Clerk, who will apply the provisions of this policy, or if an issue is unclear, exercise discretion in line with the broader purpose of the policy.

ATTACHMENT D

Stanley Town Council
Community Engagement Strategy

The Town Council recognises that it is uniquely placed to represent the views of its residents and provide community leadership. This strategy sets out how we engage with the local community to identify their needs and aspirations and how it can improve community engagement to give people a voice and involve them in decisions affecting their quality of life.

1. Stanley Town Council aims to:

(i) Represent and promote the interests of Stanley and its people of all ages in all its activities;
(ii) Provide the best possible amenities and services by the efficient use of available resources;
(iii) Actively involve local people in decisions affecting activities in the local area;
(iv) Promote equality of opportunity and oppose discrimination;
(v) Be open and accountable in all it does;
(vi) Enhance quality of life by protecting and enhancing Stanley's ecological and environmental assets.

2. In order to achieve these aims, the Council will:

(i) Work closely with residents, local businesses and community groups;
(ii) Engage with as many people as possible who want to participate in decision making, monitoring services and planning for the future;
(iii) Ensure, that through the use of a wide range of approaches to public involvement and community engagement, we actively encourage the involvement of residents to capture their views and learn their concerns, and effectively use those views as an integral part of the decision-making process; and
(iv) Ensure that residents have opportunities to be heard at every stage and the capacity to be effective citizens.

3. Defining the community

The Town Council considers the community of Stanley to comprise:

(i) All residents of the parish;
(ii) Users of the Town Council's services and facilities;
(iii) Those who work or own businesses within the parish;
(iv) Young people who live and/or go to school within the parish; and
(v) Local voluntary organisations, clubs and societies and any group or organisation that represents some or any of the members of the above sections of the community.

In addition to the above, the Town Council recognises that there are certain bodies that are crucial to the quality of life in Stanley and aims to maintain excellent working relationships

with these bodies, including Durham County Council, the local Area Action Partnership, Durham Police, Durham & Darlington Fire Service, NHS providers and, in order to share best practice and innovation, other town and parish councils in the County.

4. How community engagement is facilitated

The Town Council provides the following:

(i) A website providing information about the parish, Council initiatives and documents detailing the Council's decisions, expenditure and governance;
(ii) A strong social media presence, recognising that a significantly higher number of residents can be reached through this medium than they can through the standalone website;
(iii) An annual report providing details of the activities and expenditure of the Council;
(iv) Regularly updated noticeboards promoting the work of the Council, its partners and other local organisations;
(v) Residents may contact the Town Council offices in person and by telephone Monday to Thursday 9.30am – 4.30pm and Friday 9.30am – 4.00pm with an answerphone provided for messages outside these hours;
(vi) Details of how to contact the Town Clerk's office and elected members are provided in the newsletter, on noticeboards and on the website;
(vii) Ensuring all meetings of the Council are open to the public and press with a period set aside for residents to speak;
(viii) Full Council meetings are video recorded and broadcast live on Facebook to maximise engagement, accountability and transparency;
(ix) A quarterly newsletter, Stanley Life, delivered to all residents and businesses across the town and also available from libraries/community centres and on the website;
(x) Community forums will be held when required to address important issues affecting the area;
(xi) Additional public meetings will be arranged to address controversial issues;
(xii) Holding a wide range of community events which provide opportunities to engage with the public and raise community spirit and Civic Pride;
(xiii) Press releases to manage the media effectively to promote and enhance the reputation and community ownership of the Council;
(xiv) Effective use of the Arms of Stanley to promote the work of the Council and the parish to the wider area;
(xv) Good internal communications – making sure staff and members are informed and give consistent messages and representations on behalf of the community;
(xvi) To seek opportunities for Town Councillors to represent the Council on various outside bodies to ensure good two-way communication with regular reports of these meetings made to the Council; and
(xvii) Councillors to hold regular surgeries and provide other informal opportunities for residents to speak to them.

5. Improving community engagement

The Town Council will:

(i) Publicise the positive results from working with the community and other partners;
(ii) Seek to work with North Durham Academy and Tanfield School to ensure the views of young people are heard and taken into account;
(iii) Identify new and innovative opportunities to work with local community groups;
(iv) Make the fullest possible use of modern communication methods; and
(v) Review the Community Engagement Strategy annually to ensure its relevance.

PUBLICATION SCHEME

STANLEY TOWN COUNCIL

Civic Hall, Front Street, Stanley DH90N

Information to be published	**How the information can be obtained**	**Cost**
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only. N.B. Councils should already be publishing as much information as possible about how they can be contacted.	Website	Nil
Who's who on the Council and its Committees	Website	Nil
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	Nil
Location of main Council office and accessibility details	Website	Nil
Staffing structure	Website	Nil
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	(hard copy or website)	
Annual return form and report by auditor	Website	Nil
Finalised budget	Website	Nil
Precept	Website	Nil
Borrowing Approval letter	Website	Nil

Financial Standing Orders and Regulations	Website	Nil
Grants given and received	Website	Nil
List of current contracts awarded and value of contract	Website	Nil
Members' allowances and expenses	N/A	N/A
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Website	Nil
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website	Nil
Quality status	Website	Nil
Local charters drawn up in accordance with DCLG guidelines	Website	Nil
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	Nil
Agendas of meetings (as above)	Website	Nil

Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	Nil
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	Nil
Responses to consultation papers	Website	Nil
Responses to planning applications	Website	Nil
Bye-laws	Website	Nil
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website	Nil
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy	Website	Nil

Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)		
Information security policy	Website	Nil
Records management policies (records retention, destruction and archive)	Website	Nil
Data protection policies	Website	Nil
Schedule of charges (for the publication of information)	Website	Nil
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Website	Nil
Assets register	Website	Nil
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Website	Nil
Register of members' interests	Website	Nil
Register of gifts and hospitality	Website	Nil
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by	

Current information only	inspection)	
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	Website	Nil
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	Website	Nil
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	Website	Nil
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

The Town Clerk
Stanley Town Council
Stanley Civic Hall
Front Street
Stanley
DH9 0NA
SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

Information available via the Councils website will be made available at no cost.

POLICY DOCUMENT

Name of Policy:	Publicity Policy
Date policy created:	December 2020
Author:	James Black (Town Clerk)
Date endorsed by Finance & General Purposes Committee:	9th March 2021
Signed: (Chair of Finance & General Purposes Committee)	
Date adopted by Full Council:	23rd March 2021
Signed: (Town Mayor)	

1. Introduction

The Town Council recognises the importance of publicity, in a number of key areas:

- Promotion of town council services, activities, and events,
- Create a positive reputation for the Town Council,
- Reply to queries from the community and media.

This policy is in addition to the Councils Publication scheme which refers to the documents the Council are required to publish the documents in line with legal requirements of the Freedom of Information Act.

Code of Recommended Practice on Local Authority Publicity 2011, states publicity should:

- Be lawful,
    - Ensure publicity complies with all applicable statutory provisions and any paid for advertising must comply with the Advertising Standards Authority's Advertising Codes.
- Be cost effective,
    - Consideration should be given to ensuring value for money should be achieved
- Be objective,
    - Publicity should be balanced, factual and accurate and should avoid

anything likely to be perceived as a political statement.

- Be even-handed,
    - Publicity should always seek to present different positions in relation to any issue in an even-handed manner. If views are expressed by a member as part of publicity, for example when they are involved in a particular project, which do not represent the overall view of the council, then this should be made clear in the publicity.
- Be appropriate,
    - Publicity should clearly and unambiguously identify itself as a product of the Council and should not be used to attempt to influence members of political parties to take a particular view on a situation.
- Have regard to equality and diversity,
    - Publicity should consider how to contribute to the promotion of any duties applicable to them in relation to the elimination of discrimination, the advancement of equality and the fostering of good relations.
- Be issues with care during periods of heightened sensitivity,
    - During periods of heightened sensitivity, before elections or referendums, it may be necessary to suspend communications to avoid breaching the legislation which prevents publishing material designed to influence people in making a decision. (Political Parties, Elections and Referendums Act 2000, and Local Authorities (Conduct of Referendums) (England) Regulations 2007.

2. Types of Publicity

The Council shall make available to itself a wide range of methods of publicity, including:

- Dedicated Stanley Town Council website,
- Printed Media (newsletters, posters, flyers, mail out letters),
- Vinyl banners,
- Social Media;
    - Facebook,
    - Twitter,
    - Instagram.

The Council can also look to utilise other methods of communications, when appropriate. Ensuring and maximising effectiveness and value for money should be a consideration when deciding on which methods to utilise for which purpose.

3. Members and publicity

Town Mayor

The Town Mayor is appointed each year at the annual meeting “after being chosen and appointed by fellow councillors, he or she must act as a politically impartial chairman of the council”. It is expected that the Town Mayor be included in publicity in their role representing the Town Council as a whole.

Specifically, the Strategic Grant Fund Policy states that publicity around the awards from the Strategic Grant Fund will feature the Town Mayor presenting the ceremonial cheque and involved within subsequent follow up publicity, on behalf of the Town Council.

In the absence of the Town Mayor, the Deputy Town Mayor will be expected to take on this role.

Leader of the Council

Where a Leader of the Council has been appointed, the Council delegates to the Leader authority to work with the Town Clerk and other elected members to ensure the strategic direction and operational management of the Council are working effectively.

Therefore, the Leader of the Council can be included within any project management and subsequent publicity.

Members

When specific projects or events are championed by specific members, then they can be included within publicity for these projects. For example, the Armed Forces Champion will be included within any armed forces related projects.

If publicity is to be produced on general projects within specific ward areas, then all ward members will be informed of the project and potentially included within publicity.

4. Officers and publicity

Under normal circumstances the Town Clerk would be responsible for publicity and would act as main point of contact for any queries or quotes on behalf of the council.

The Town Clerk, can delegate responsibility for publicity to other managers or officers as they see appropriate, depending on the project.

5. Communications Program

The Town Council with have in place a communications plan, contacting all upcoming events and projects which will be suitable for publicity. This plan should be updated regularly, and should include details of potential publicity, including if the necessity to utilise external partners or incur additional expenditure to the project.

The plan should be periodically reported to members for information.

6. Partnerships

When working in partnership with other organisations it may be suitable to carry out joint publicity, if this is to be the case, it is expected that Stanley Town Council should;

- have input into the design process,

- the publicity follows the guidelines set out in this Policy, and,
- the Stanley Town Council Logo is displayed, or the Town Council is credited as part of the process.

The Town Council may also work in partnership with a specialist publicity/public relations company on specific projects in order to maximise effectiveness and to provide a technical level of skills or expertise not present within the core staff.

Contact details
Should you require any further advice or would like this policy in a different format, contact:

James Black,
Civic Hall,
Front Street,
Stanley
DH9 0NA

James.black@stanley-tc.gov.uk

MINUTES of the **ORDINARY MEETING OF STANLEY TOWN COUNCIL**
Held via Microsoft Teams on Tuesday 27th April 2021 at 6.30pm

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

*Chairman

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

ABSENT: J Clark, J McMahon & C Marshall

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 27 April 2021 at 6.30pm and is streamed live to YouTube. 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 our guest speakers, Members, Officers, members of the public and media who are watching this live stream.

Everyone knows the housekeeping rules now so I will move straight onto the agenda.

138 APOLOGIES FOR ABSENCE

Members **ACCEPTED** apologies from Cllrs J Pallas, J Nicholson & C Bell.

139 DECLARATIONS OF INTEREST

None.

140 TOWN MAYOR'S ANNOUNCEMENTS

The Town Mayor made the following announcement:

I have had no mayoral engagements since the last Town Council meeting. I would like the thank Stanley Town Council staff for all their hard work and keeping the Town Council ticking over during the pandemic, allowing us to help communities in time of need. Thanks and well done.

I would like to send best wishes and good lucky to those who are no longer working with us due to the recent restructure.

Thank you to all organisations and individuals for supporting communities during the pandemic. You have all shown true community spirit.

Thanks to all of our Councillors with regard to how they have conducted themselves in pre-pandemic face-to-face meetings and virtual meetings. It has been a learning curve for us all. Thank you.

The Town Clerk thanked those not standing or who are retiring and wished them the best for the future. He reminded Members to return their IT equipment and will send a note out closer to the time. Finally he noted that the planned Finance & General Purposes Committee meeting for 13th April 2021 was cancelled following advice due to death of HRH Prince Philip. Agenda items will be carried over to this Full Council meeting tonight.

The Town Clerk checked that all Members could hear, see, and have all the meeting papers with them.

141 LEADER'S STATEMENT

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

Thank you to all Councillors for their hard work and commitment to Stanley Town Council over last 4 years. It has been difficult, especially the last couple of years, but we have got through all business needed.

Thank you to these Councillors not standing in the upcoming election for their service to Stanley Town Council. I wish them all the best for the future.

Thank you to our Officers for their great work over the last 4 years and thank you to Cllr Carole Hampson for being the Town Mayor over last 2 years, which have been particularly hard due to covid.

And thank you to our community groups, who have worked hard and helped vulnerable members of our communities during the pandemic.

Cllr D Marshall thanked the leader for the remarks just made. He noted that he would be leaving politics and not restanding in the upcoming elections and thanked officers and Councillors for working along side him over recent years.

142 PUBLIC PARTICIPATION

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

143 CONFIRMATION OF MINUTES

It was proposed by Cllr L Timbey, seconded by Cllr A Clegg and **RESOLVED** that the minutes of the Ordinary Council meeting held on the 23rd March 2021 be **APPROVED** and signed by the Town Mayor as a true record.

144 JUST FOR WOMEN CENTRE

Members **NOTED** the update report from Linda Kirk, Founder & Director at Just for Women.

Cllr L Timbey thanked Just for Women for all the help they provided in our communities during the pandemic.

145 STARS YOUTH & COMMUNITY CIC

Members **NOTED** the update report from Darren McMahon, Founder & Manager.

Cllr L Timbey thanked all the staff and volunteers at Stars Y&C. The programme is something Stanley should be proud of.

146 ACCOUNTS FOR PAYMENTS & BANK RECONCILIATION

It was proposed by Cllr J Kane, seconded by Cllr A Clegg and **RESOLVED** that Council:

(i) **APPROVE** the payment of accounts for March 2021; and
(ii) **NOTE** the Bank Reconciliation for March 2021

147 DRAFT OUTTURN

Council **NOTED** the reports circulated with the agenda.

148 DATE, TIME AND VENUE OF NEXT MEETING

To be confirmed at the Annual General Meeting.

Attachment H

Stanley Town Council

Annual Accounts

A report to accompany the final budget figures for the financial year 2020-21

1. Background

The internal auditor has inspected the Annual Accounts and has certified that the Council has in place adequate policies and internal controls to ensure that the accounts are properly managed, and the annual return presented to Council is accurate.

2. Summary Budget Report

As the figures presented are the year-end position, **APPENDIX 1** provides a quick overview of the final out-turn position for the year.

The Appendix shows that the year-end position on revenue expenditure was a gross underspend of **£24,176** after taking account of the expenditure incurred to be funded from the Ear Marked Reserves Grant Fund & Ear Marked Reserves IT Replacement Fund and the transfer of expenditure to Earmarked Reserves set up to allow for planned spend that was unable to go ahead due to Covid 19 Pandemic, which is still anticipated to go ahead in addition to the budget costs in the following financial year.

The table at **APPENDIX 2** is the normal report which presents expenditure vs budget with the Cost Centers grouped under four broad headings. As has been the case since this reporting method was adopted, variances are highlighted and explained in the report below in the order they appear in that table. As these are year-end figures, there are no amber statuses this month, only green or red.

Table 1 - Expenditure recharged to earmarked reserves at year end.

Item	Amount	Charged to
Grant Fund	**£22,634**	Grants
IT Replacement Fund	**£2,893**	Administration
Total	**£25,527**	

3. Administration - Status Green

Overall, this budget area was underspent attributed to:

(i) **Stanley Town Council** – Underspend on salaries of **£25,061** following resignation of Town Clerk. The post was vacant between 19 April 2020 – 03 August 2020. Offset against overs in salaries within environmental and civic budgets due to a secondment, a promotion and no budget included for apprentice.

(ii) **Office Accommodation** - Underspend of **£500** attributed to an overstated budget for the rental of space and secure storage for environmental services.

(iii) **Administration –** Underspend of **£1,908** attributed to savings within

- Insurance – overstated budget.
- Stationery, Internal Audit, Postage & Bank charges - due to Covid 19 closure and staff working from home.
- IT savings contract moved to a new supplier.

Underspend: **£27,469**

4. Democracy/ Publicity/ Assets/ External Services - Status Green

Overall, this budget area was underspent attributed to:

(i) **Publicity** – **£17,276** Underspend, as savings attributed to less need for publicity because of closure.
(ii) **Democracy** – **£16,732** Underspend as savings made in all areas due to Covid-19.
(iii) **PACT House** – **£768** Overspend due to the increase in rent over the next five years which was stated in the lease but not reflected in the budget and a slight increase in Insurance.
(iv) **Services - £438** Underspend.
(v) **AP Community Room** – **£8,673** surplus resulted from the government lockdown grants.

Underspend: **£42,351**

5. Operational Services/ Grants - Status Red

(i) **Warden Service** – £17,650 underspend as the service was running with 1 member for several months.
(ii) **Events** –Underspend of £60,716 - No events took place due to Covid 19 Pandemic.
(iii) **Environmental Services** – Overall overspend of £3,522 which was mainly attributed to an overspend on Salaries of £13,171 following a secondment and lack of budget for apprentice. The deficit was reduced further following receipt of Staff Retention Grants as one member of the team was on furlough for 50% of their time.
(iv) Grants – Overspend of £22,634 following the support of the local community during the early stages of Covid 19 which was offset against several events that were cancelled.
(v) Facilities Management – Overall underspend of £17,216 due to the Staff Retention Grants for the events team who were furloughed.
(vi) **Civic Hall** –The Civic Hall budget came in with an overall deficit of £95,335 which was anticipated because of the pandemic.
Income - £32,032 deficit due to the closure, the deficit would have been greater however government lockdown grants negated against a higher deficit.
Gas – Overspend of £50,516, budgeted costs unrealistic with charges incurred previously being underestimated, along with the age and inefficiency of the current boilers.
Cleaning – Overspend by £2,385 as budget understated.
Repairs & Maintenance overspent by £9,414 mainly attributed to the seating contract and outstanding repairs to the seating.

Civic Hall Bar – Overall deficit of £17,688. £35,981 attributed to loss of Income negated against £18,293 saving in the purchase of stock for the bar because of the closure.

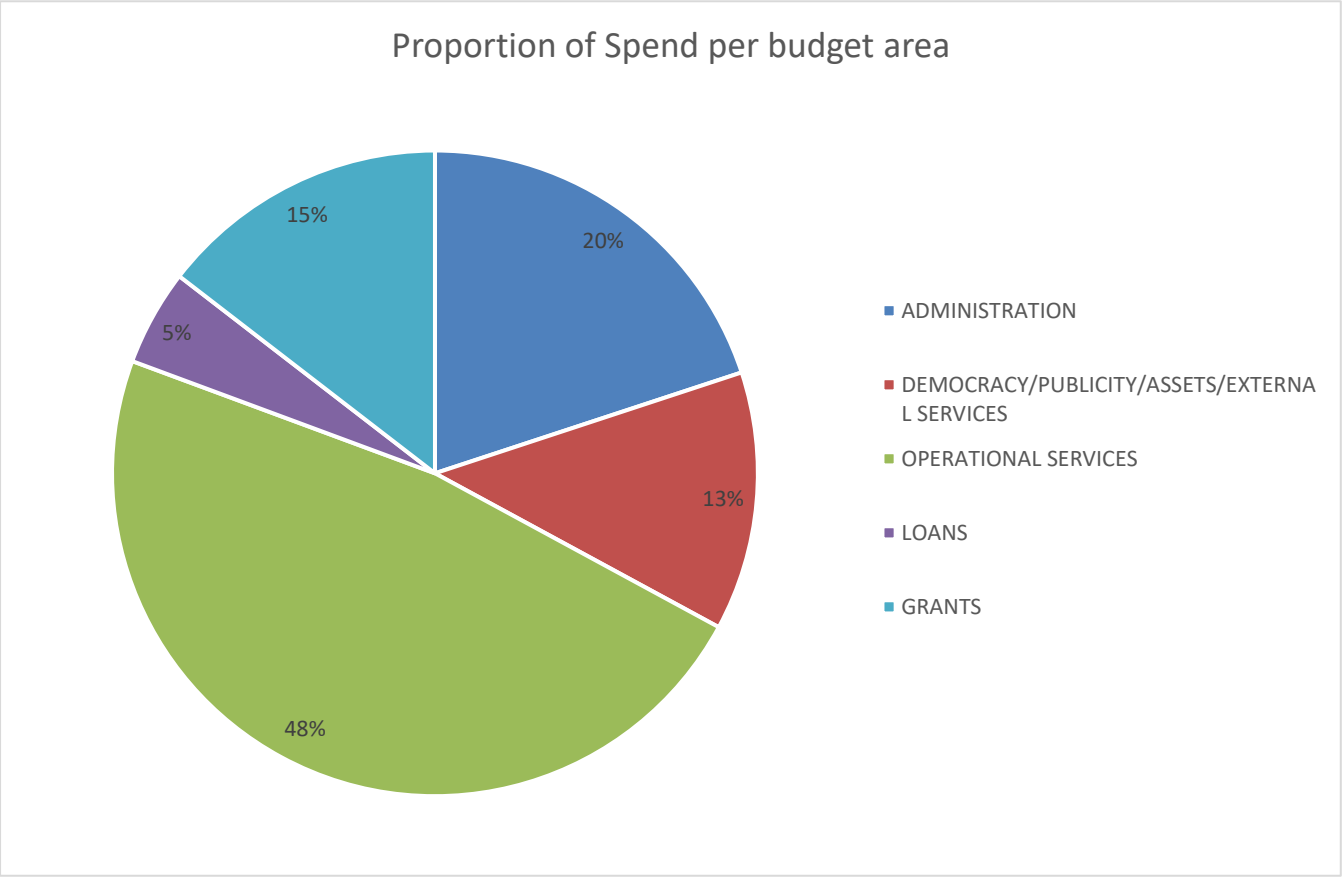
Overspend: **£43,597**

6. Loans/Capital Spend – Status Green

Loan – Underspend of £3,538 as budget overstated.

Underspend: **£3,538**

7. Proportion of Spend per budget area



Conclusions

It has been an unusual year due to the pandemic and support given to community at the start of lockdown through our strategic grants. Savings have been made in general running costs, and salaries due to furloughed staff. Whilst local lockdown grants helped reduce the loss of income.

The year-end position has seen an underspend of **£24,176** which will increase General Reserve.

Recommendation

The Finance Officer **RECOMMENDS** that Committee:

(i) **ACCEPTS** the report; and

(iii) **APPROVES** the final accounts for the year 2020/21

Report Author

Ann Barry

Finance Officer
Stanley Town Council

ann.barry@stanley-tc.gov.uk
01207 299109

Stanley Town Council Accounts Outturn 2020/21

Balance on revenue account 31/03/2021	Surplus	-	30,068
Less expenditure funded from EMR			25,527
Less expenditure transferred to EMR			31,419
Balance - (surplus)		-	24,176

Requirements for earmarked reserves

Additional contributions			
St Cuthbert/Tanfield Project	4,694		
Civic Hall Training	1,000		
Members Training	1,225		
Mayor's fund/awards	4,500		
Fireworks	10,000		
Community Engagement	10,000		
	31,419		
Total requirement			31,419
Net balance on revenue account			55,595
Allocation from General Reserves		-	31,419
(this happens automatically at the opening of 20/21)			24,176

Reserves

	Balance 31/03/2020	Additions	Expenditure	Transfers	Balance 31/03/2021
310 - General Reserve	121,003	123,551			244,554
311 - Capital Fund	98,551			- 98,551	-
313 - Grant Fund	22,634		22,634		-
319 - Election Costs	15,000				15,000
321 - Stanley Master Plan	25,000			- 25,000	-
322 - Members IT Replacement	2,893		2,893		-
323 - St Cuthbert/Tanfield Project		4,694			4,694
324 - Civic Hall Training		1,000			1,000
325 - Members Training		1,225			1,225
326 - Mayor's Fund/Awards		4,500			4,500
327 - Fireworks		10,000			10,000
328 - Community Engagement		10,000			10,000
Balance	285,081	154,970	25,527	- 123,551	290,973

As at 01/04/21, the General Reserve will **increase** by the balance on the Revenue account **£24,176**

315,149

Cost Centre	E/I		Actual YTD	Budget	Variance	Available	% Spent
	ADMINISTRATION						
Stanley Town Council	Expenditure		£ 159,534	£ 184,595	£ 25,061	£ 25,061	86.40
Office Accommodation	Expenditure		£ 3,000	£ 3,500	£ 500	£ 500	85.70
Administration	Income		£ 535	£ -	-£ 535	£ 535	-
	Expenditure		£ 21,877	£ 23,250	£ 1,373	£ 1,373	94.10
		Subtotal	**£ 184,946**	**Budget Remaining**		**£ 27,469**	
	DEMOCRACY/PUBLICITY/ASSETS/EXTERNAL SERVICES						
Precept	Income		£ 881,246	£ 880,939	-£ 307		100.00
Publicity	Income		£ 2,400	£ -	-£ 2,400	£ 2,400	-
	Expenditure		£ 10,657	£ 25,533	£ 14,876	£ 14,876	41.70
Democracy	Expenditure		£ 468	£ 17,200	£ 16,732	£ 16,732	2.70
Services	Expenditure		£ 97,562	£ 98,000	£ 438	£ 438	99.60
PACT House	Expenditure		£ 9,018	£ 8,250	-£ 768	-£ 768	109.00
AP Community Room	Income		£ 9,269	£ 750	-£ 8,519	£ 8,519	1235.90
	Expenditure		£ 2,246	£ 2,400	£ 154	£ 154	93.60
		Subtotal	**£ 1,012,866**			**£ 42,351**	
	OPERATIONAL SERVICES/GRANTS						
Warden Service	Expenditure		£ 58,350	£ 76,000	£ 17,650	£ 17,650	76.80
Events	Expenditure		£ 4,159	£ 64,875	£ 60,716	£ 60,716	6.40
Environmental Services	Income		£ 9,649	£ -	-£ 9,649	£ 9,649	0.00
	Expenditure		£ 135,323	£ 122,152	-£ 13,171	-£ 13,171	110.80
Grants	Expenditure		£ 134,509	£ 111,875	-£ 22,634	-£ 22,634	120.20
Facilities Management	Income		£ 18,810	£ -	-£ 18,810	£ 18,810	0.00
	Expenditure		£ 110,013	£ 108,419	-£ 1,594	-£ 1,594	101.50
Civic Hall	Income		£ 32,968	£ 65,000	£ 32,032	-£ 32,032	50.70
	Expenditure		£ 131,963	£ 68,660	-£ 63,303	-£ 63,303	192.20
		Subtotal	**£ 635,744**	**Budget Remaining**		**-£ 25,909**	
Civic Hall Bar	Income		£ 19	£ 36,000	£ 35,981	-£ 35,981	0.10
	Expenditure		£ 1,707	£ 20,000	£ 18,293	£ 18,293	8.50
		Subtotal	**£ 1,726**	**Budget Remaining**		**-£ 17,688**	
		Subtotal	**£ 637,470**	**Budget Remaining**		**-£ 43,597**	
	Loans/Capital Spend						
Loan Charges	Expenditure		£ 44,442	£ 47,980	£ 3,538	£ 3,538	92.6
		Subtotal	**£ 44,442**			**£ 3,538**	
	Totals						
	Grand Totals:- Income		£ 954,895	£ 982,689	£ 27,794	-£ 27,794	97.2
	Expenditure		£ 924,827	£ 982,689	£ 57,862	£ 57,862	94.1
	Net Income over Expenditure		£ 30,068	£ -	-£ 30,068		
	plus Transfer from EMR		£ 25,527				
	less Transfer to EMR		£ 31,419				
	Movement to/(from) Gen Reserve		-£ 24,176				

Annual Governance and Accountability Return 2020/21 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- **where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or**
- **where the higher of gross income or gross expenditure was £25,000 or less but that:**
  - **are unable to certify themselves as exempt (fee payable); or**
  - **have requested a limited assurance review (fee payable)**

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2020/21

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices.*
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
   - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
   - **Sections 1 and 2 must** be completed and approved by the authority.
   - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2021.**
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2021.** Reminder letters will incur a charge of £40 +VAT:
   - the Annual Governance and Accountability Return Sections 1 and 2, together with
   - a bank reconciliation as at 31 March 2021
   - an explanation of any significant year on year variances in the accounting statements
   - notification of the commencement date of the period for the exercise of public rights
   - Annual Internal Audit Report 2020/21

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2021 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2020/21**, approved and signed, page 4
- **Section 2 - Accounting Statements 2020/21**, approved and signed, page 5

Not later than 30 September 2021 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

**for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.*

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return (AGAR) 2020/21

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2021.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements **(Section 2, page 5)**. An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2020) equals the balance brought forward in the current year (Box 1 of 2021).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2021.**

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including **the dates set for the period for the exercise of public rights**, been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been published?		
	Has the bank reconciliation as at **31 March 2021** been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? **NB:** do not send trust accounting statements unless requested.		

Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from **www.nalc.gov.uk or from **www.ada.org.uk**

Annual Internal Audit Report 2020/21

ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic bank account reconciliations were properly carried out during the year.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. **If** the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")*			
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/ webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations *(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).*			
N. The authority has complied with the publication requirements for 2019/20 AGAR *(see AGAR Page 1 Guidance Notes).*			

O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

DD/MM/YYYY DD/MM/YYYY DD/MM/YYYY

Name of person who carried out the internal audit

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		
	Yes	*No**	*'Yes' means that this authority:*
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			*considered and documented the financial and other risks it faces and dealt with them properly.*
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			*arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.*
7. We took appropriate action on all matters raised in reports from internal and external audit.			*responded to matters brought to its attention by internal and external audit.*
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A — *has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.*

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman **SIGNATURE REQUIRED**

Clerk **SIGNATURE REQUIRED**

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2020/21 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.*
1. Balances brought forward	**figures restated**		*Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies			*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts			*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs			*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments			*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments			*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward			*Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).*

8. Total value of cash and short term investments			*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – **To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets			*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings			*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	*The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.*
			N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor's Report and Certificate 2020/21

In respect of | ENTER NAME OF AUTHORITY

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit,** it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/ .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2020/21

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2020/21

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature | SIGNATURE REQUIRED | Date | DD/MM/YY

Stanley Town Council 2020 - 21

Annual Budget - By Centre (Actual YTD Month 12)

Note: Note: 2020-21 OUTTURN

		2019/20		2020/21						2021/22		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
101	**Stanley Town Council**											
4000	Direct Salaries	157,292	162,630	0	0	180,495	0	180,495	154,631	173,568	0	0
4008	Training	1,915	855	0	0	1,000	0	1,000	1,010	1,000	0	0
4009	Clothing Costs	300	43	0	0	200	0	200	65	200	0	0
4010	Payroll SLA	2,100	1,870	0	0	2,100	0	2,100	2,173	2,200	0	0
4012	Recruitment	600	150	0	0	150	0	150	450	195	0	0
4013	HR Advice & Support	1,000	0	0	0	500	0	500	555	1,572	0	0
4014	Courses and Seminars	150	0	0	0	150	0	150	0	150	0	0
4015	Telephone Allowance	0	0	0	0	0	0	0	649	0	0	0
	Overhead Expenditure	163,357	165,548	0	0	184,595	0	184,595	159,534	178,885	0	0
	Movement to/(from) Gen Reserve	(163,357)	(165,548)			(184,595)		(184,595)	(159,534)	(178,885)		
105	**Office Accommodation**											
4061	Accommodation Rent	3,500	3,000	0	0	3,500	0	3,500	3,000	3,000	0	0
	Overhead Expenditure	3,500	3,000	0	0	3,500	0	3,500	3,000	3,000	0	0
	Movement to/(from) Gen Reserve	(3,500)	(3,000)			(3,500)		(3,500)	(3,000)	(3,000)		
110	**Administration**											
1041	Other income	0	129	0	0	0	0	0	0	0	0	0
1050	Interest	0	1,611	0	0	0	0	0	535	1,300	0	0
	Total Income	0	1,741	0	0	0	0	0	535	1,300	0	0
4054	Insurance	3,500	3,958	0	0	4,500	0	4,500	4,000	4,000	0	0
4073	Health and Safety	450	0	0	0	0	0	0	0	0	0	0

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		2019/20		2020/21						2021/22		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4077	Licences	500	723	0	0	630	0	630	0	700	0	0
4101	Mobile Phones	200	-6	0	0	100	0	100	0	0	0	0
4102	Stationery	700	974	0	0	750	0	750	618	700	0	0
4103	Publications	100	0	0	0	0	0	0	0	0	0	0
4104	Postage	250	495	0	0	270	0	270	35	500	0	0
4105	Photocopying	600	797	0	0	500	0	500	532	500	0	0
4106	Subscriptions	4,500	5,121	0	0	5,000	0	5,000	5,114	5,100	0	0
4110	Audit External	2,000	2,040	0	0	2,000	0	2,000	2,000	2,000	0	0
4111	Audit Internal	1,500	1,480	0	0	1,600	0	1,600	880	1,600	0	0
4114	Refreshments	100	176	0	0	150	0	150	36	150	0	0
4120	IT - Antivirus	90	0	0	0	0	0	0	0	0	0	0
4121	IT - Website Support	393	75	0	0	500	0	500	0	0	0	0
4122	IT - Email Maintenance	2,000	2,999	0	0	2,500	0	2,500	1,630	0	0	0
4123	IT - Support & Maintenance	2,000	404	0	0	1,000	0	1,000	3,028	11,000	0	0
4124	IT - Equipment	1,800	199	0	0	2,000	0	2,000	2,714	2,000	0	0
4125	IT - Software	800	1,227	0	0	900	0	900	1,039	0	0	0
4999	Bank Charges	1,000	845	0	0	850	0	850	251	900	0	0
	Overhead Expenditure	22,483	21,508	0	0	23,250	0	23,250	21,877	29,150	0	0
	110 Net Income over Expenditure	-22,483	-19,767	0	0	-23,250	0	-23,250	-21,341	-27,850	0	0
6000	plus Transfer from EMR	0	0	0	0	0	0	0	2,893	0	0	0
	Movement to/(from) Gen Reserve	(22,483)	(19,767)			(23,250)		(23,250)	(18,448)	(27,850)		
111	**Precept**											
1176	Precept	738,230	738,230	0	0	777,789	0	777,789	777,789	798,842	0	0

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		2019/20		2020/21						2021/22		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1177	LCTRS Grant	106,660	106,660	0	0	103,150	0	103,150	103,457	102,922	0	0
	Total Income	844,890	844,890	0	0	880,939	0	880,939	881,246	901,764	0	0
6001	less Transfer to EMR	0	0	0	0	0	0	0	31,419	0	0	0
	Movement to/(from) Gen Reserve	844,890	844,890			880,939		880,939	849,827	901,764		
115	**Publicity**											
1075	Grants	0	0	0	0	0	0	0	2,400	0	0	0
	Total Income	0	0	0	0	0	0	0	2,400	0	0	0
4204	Community Consultation	0	0	0	0	5,533	0	5,533	4,423	5,500	0	0
4205	Community Engagement	20,000	19,338	0	0	20,000	0	20,000	6,234	7,800	0	0
	Overhead Expenditure	20,000	19,338	0	0	25,533	0	25,533	10,657	13,300	0	0
	Movement to/(from) Gen Reserve	(20,000)	(19,338)			(25,533)		(25,533)	(8,257)	(13,300)		
200	**Democracy**											
1035	Town Mayor's charity account	0	943	0	0	0	0	0	0	0	0	0
	Total Income	0	943	0	0	0	0	0	0	0	0	0
4035	Town Mayors Charity Account	0	943	0	0	0	0	0	0	0	0	0
4102	Stationery	100	0	0	0	0	0	0	0	0	0	0
4114	Refreshments	100	51	0	0	100	0	100	0	100	0	0
4124	IT - Equipment	0	0	0	0	1,300	0	1,300	0	4,100	0	0
4800	Member Training	1,500	968	0	0	1,500	0	1,500	275	1,500	0	0
4801	Annual Parish Meeting	150	0	0	0	1,300	0	1,300	0	0	0	0

Continued on next page

		2019/20		2020/21						2021/22		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4802	Other Meetings	1,000	110	0	0	500	0	500	0	500	0	0
4803	Chairmans Fund	2,000	218	0	0	2,000	0	2,000	0	500	0	0
4805	Chairmans Awards	2,500	2,198	0	0	2,500	0	2,500	193	2,500	0	0
4806	Discretionary Room Hire	8,000	8,147	0	0	8,000	0	8,000	0	0	0	0
4808	Election Costs	0	0	0	0	0	0	0	0	23,000	0	0
	Overhead Expenditure	15,350	12,636	0	0	17,200	0	17,200	468	32,200	0	0
	Movement to/(from) Gen Reserve	(15,350)	(11,692)			(17,200)		(17,200)	(468)	(32,200)		
300	**Services**											
4308	Regeneration	0	0	0	0	10,500	0	10,500	0	35,500	0	0
	Direct Expenditure	0	0	0	0	10,500	0	10,500	0	35,500	0	0
4065	Repairs & Maintenance	0	14	0	0	0	0	0	0	0	0	0
4312	Police Cars - Contribution	10,500	10,500	0	0	0	0	0	10,062	0	0	0
4321	Detached Youth Project	30,000	30,000	0	0	30,000	0	30,000	30,000	10,000	0	0
4323	Defibrillators	0	66	0	0	0	0	0	0	0	0	0
4324	Money Advice Service	50,000	57,500	0	0	57,500	0	57,500	57,500	57,500	0	0
	Overhead Expenditure	90,500	98,080	0	0	87,500	0	87,500	97,562	67,500	0	0
	Movement to/(from) Gen Reserve	(90,500)	(98,080)			(98,000)		(98,000)	(97,562)	(103,000)		
305	**PACT House**											
4049	Rent	8,000	8,000	0	0	8,000	0	8,000	8,750	9,500	0	0
4054	Insurance	200	288	0	0	250	0	250	268	300	0	0
	Overhead Expenditure	8,200	8,288	0	0	8,250	0	8,250	9,018	9,800	0	0

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		2019/20		2020/21						2021/22		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Movement to/(from) Gen Reserve	(8,200)	(8,288)			(8,250)		(8,250)	(9,018)	(9,800)		
307	**AP Community Room**											
1060	Rent Income	500	740	0	0	750	0	750	0	375	0	0
1075	Grants	0	0	0	0	0	0	0	9,269	0	0	0
	Total Income	500	740	0	0	750	0	750	9,269	375	0	0
4050	Rates	500	368	0	0	550	0	550	-16	381	0	0
4051	Water Rates	0	0	0	0	550	0	550	550	550	0	0
4052	Electricty	500	290	0	0	300	0	300	115	300	0	0
4053	Gas	650	984	0	0	500	0	500	722	984	0	0
4065	Repairs & Maintenance	200	225	0	0	500	0	500	875	1,000	0	0
	Overhead Expenditure	1,850	1,868	0	0	2,400	0	2,400	2,246	3,215	0	0
	Movement to/(from) Gen Reserve	(1,350)	(1,128)			(1,650)		(1,650)	7,024	(2,840)		
310	**Warden Service**											
4116	STC Warden Service	61,788	69,675	0	0	76,000	0	76,000	58,350	76,000	0	0
	Overhead Expenditure	61,788	69,675	0	0	76,000	0	76,000	58,350	76,000	0	0
	Movement to/(from) Gen Reserve	(61,788)	(69,675)			(76,000)		(76,000)	(58,350)	(76,000)		
320	**Events**											
4401	Firework Festival	10,000	10,000	0	0	10,000	0	10,000	0	0	0	0
4410	Remembrance Services	2,000	1,284	0	0	2,000	0	2,000	193	2,000	0	0
4420	Blue Plaque Scheme	500	0	0	0	500	0	500	0	500	0	0

Continued on next page

		2019/20		2020/21						2021/22		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4421	Community/Covid 19 Recovery Fu	45,000	33,867	0	-21,625	45,000	0	23,375	50	43,497	0	0
4423	Heritage Projects	5,000	5,437	0	0	5,000	0	5,000	504	5,000	0	0
4424	West Stanley Memorial	400	50	0	0	500	0	500	50	500	0	0
4426	Miners Sunday	10,000	10,308	0	0	10,000	0	10,000	0	10,000	0	0
4427	Contingency	0	0	0	0	0	0	0	0	2,000	0	0
4439	Christmas Decorations	17,854	26,762	0	0	13,500	0	13,500	3,362	13,500	0	0
	Overhead Expenditure	90,754	87,709	0	-21,625	86,500	0	64,875	4,159	76,997	0	0
	Movement to/(from) Gen Reserve	(90,754)	(87,709)			(86,500)		(64,875)	(4,159)	(76,997)		
350	**Environmental Services**											
1075	Grants	0	0	0	0	0	0	0	5,115	0	0	0
1135	Artwork Project/St Josephs Sch	0	0	0	0	0	0	0	2,000	0	0	0
1137	In Bloom External Projects	0	0	0	0	0	0	0	2,534	0	0	0
	Total Income	0	0	0	0	0	0	0	9,649	0	0	0
4000	Direct Salaries	93,538	98,726	0	0	98,302	0	98,302	107,584	92,224	0	0
4007	Mileage	0	0	0	0	0	0	0	721	0	0	0
4008	Training	0	0	0	0	2,000	0	2,000	1,250	1,500	0	0
4009	Clothing Costs	600	254	0	0	1,400	0	1,400	1,318	300	0	0
4058	Trade Waste	1,500	886	0	0	1,500	0	1,500	1,347	858	0	0
4065	Repairs & Maintenance	2,000	1,999	0	0	2,000	0	2,000	1,541	2,800	0	0
4066	Tools & Equipment	3,500	2,259	0	0	3,500	0	3,500	3,120	1,100	0	0
4101	Mobile Phones	0	183	0	0	0	0	0	9	0	0	0
4130	Vehicle Leasing	3,200	5,035	0	0	3,200	0	3,200	6,347	13,000	0	0

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		2019/20		2020/21						2021/22		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4131	Vehicle Fuel	2,500	1,957	0	0	2,000	0	2,000	1,732	2,000	0	0
4132	Winter Maintenance	2,200	0	0	0	2,000	0	2,000	184	1,500	0	0
4133	Environmental Campaigns	3,000	4,991	0	0	3,000	0	3,000	2,386	3,000	0	0
4134	Stanley in Bloom	6,500	353	0	-3,250	6,500	0	3,250	3,250	6,500	0	0
4135	Artwork Project/St Jospehs Sch	0	0	0	0	0	0	0	2,000	0	0	0
4137	In Bllom External Projects Exp	0	0	0	0	0	0	0	2,534	0	0	0
4405	Blooming Good Fun	0	0	0	-2,000	2,000	0	0	0	1,700	0	0
	Overhead Expenditure	118,538	116,644	0	-5,250	127,402	0	122,152	135,323	126,482	0	0
	Movement to/(from) Gen Reserve	(118,538)	(116,644)			(127,402)		(122,152)	(125,675)	(126,482)		
400	**Grants**											
4502	Strategic Grants	35,000	34,859	0	26,875	35,000	0	61,875	84,509	0	0	0
4505	Stanley Fund	50,000	50,000	0	0	50,000	0	50,000	50,000	50,000	0	0
	Overhead Expenditure	85,000	84,859	0	26,875	85,000	0	111,875	134,509	50,000	0	0
6000	plus Transfer from EMR	0	0	0	0	0	0	0	22,634	0	0	0
	Movement to/(from) Gen Reserve	(85,000)	(84,859)			(85,000)		(111,875)	(111,875)	(50,000)		
450	**Facilities Management**											
1075	Grants	0	0	0	0	0	0	0	18,810	0	0	0
	Total Income	0	0	0	0	0	0	0	18,810	0	0	0
4000	Direct Salaries	114,450	109,316	0	0	108,419	0	108,419	110,013	44,547	0	0
	Overhead Expenditure	114,450	109,316	0	0	108,419	0	108,419	110,013	44,547	0	0

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		2019/20		2020/21						2021/22		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Movement to/(from) Gen Reserve	(114,450)	(109,316)			(108,419)		(108,419)	(91,203)	(44,547)		
500	**Civic Hall**											
1000	Ticket Sales Retained	2,500	0	0	0	15,000	0	15,000	0	9,000	0	0
1001	Ticket sales- other Civic	0	6,405	0	0	0	0	0	399	0	0	0
1002	Ticket sales ret'd- Ext shows	0	1,900	0	0	0	0	0	0	0	0	0
1005	Ticket Sales Non Retained	0	26,135	0	0	0	0	0	0	0	0	0
1006	Tickets Postage/ Copying	0	958	0	0	0	0	0	40	0	0	0
1010	Hall Hire	50,000	42,256	0	0	50,000	0	50,000	3,682	42,000	0	0
1013	DCC Recharges	1,760	0	0	0	0	0	0	3,178	6,000	0	0
1026	Table packages etc	4,000	300	0	0	0	0	0	0	0	0	0
1028	Resale Items	500	140	0	0	0	0	0	0	0	0	0
1029	Recharged buffet, disco etc	3,000	625	0	0	0	0	0	0	0	0	0
1031	PRS income	50	200	0	0	0	0	0	0	0	0	0
1032	Recharged technical	1,000	698	0	0	0	0	0	0	0	0	0
1041	Other income	0	102	0	0	0	0	0	0	0	0	0
1060	Rent Income	0	40	0	0	0	0	0	0	0	0	0
1061	Rent Income - Town Council	3,500	0	0	0	0	0	0	0	0	0	0
1075	Grants	0	0	0	0	0	0	0	25,669	0	0	0
	Total Income	66,310	79,759	0	0	65,000	0	65,000	32,968	57,000	0	0
4000	Direct Salaries	0	140	0	0	0	0	0	33	0	0	0
4005	Casual Staff	20,000	10,597	0	0	11,000	0	11,000	829	10,000	0	0
4008	Training	1,500	250	0	0	1,000	0	1,000	0	1,000	0	0
4009	Clothing Costs	800	0	0	0	800	0	800	235	400	0	0

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		2019/20		2020/21						2021/22		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4012	Recruitment	500	0	0	0	0	0	0	0	0	0	0
4050	Rates	8,150	8,445	0	0	8,500	0	8,500	8,583	8,729	0	0
4051	Water Rates	1,800	3,248	0	0	1,800	0	1,800	1,583	3,250	0	0
4052	Electricty	12,000	13,110	0	0	11,900	0	11,900	9,271	13,200	0	0
4053	Gas	2,000	13,115	0	0	2,000	0	2,000	52,516	35,000	0	0
4055	Cleaning	2,700	1,721	0	0	450	0	450	2,835	3,500	0	0
4056	Alarm Maintenance	2,000	1,637	0	0	1,800	0	1,800	1,803	2,400	0	0
4057	Window Cleaning	150	50	0	0	150	0	150	0	150	0	0
4058	Trade Waste	1,300	1,221	0	0	1,300	0	1,300	1,261	1,300	0	0
4059	Laundry	800	0	0	0	500	0	500	0	200	0	0
4065	Repairs & Maintenance	2,500	40,094	0	0	6,000	0	6,000	15,414	20,000	0	0
4066	Tools & Equipment	1,000	1,331	0	0	1,000	0	1,000	64	500	0	0
4067	Furniture & Fittings	1,000	70	0	0	1,000	0	1,000	3,857	2,000	0	0
4068	Structure	800	0	0	0	0	0	0	0	0	0	0
4069	Pest Control	300	275	0	0	300	0	300	275	275	0	0
4070	Crockery,Cutlery etc	250	0	0	0	250	0	250	0	0	0	0
4071	Health & Safety - Fire	300	149	0	0	300	0	300	133	200	0	0
4072	Health & Safety First Aid	50	0	0	0	50	0	50	0	150	0	0
4073	Health and Safety	1,500	0	0	0	0	0	0	504	0	0	0
4076	Marketing & Promotion	0	200	0	0	0	0	0	0	0	0	0
4077	Licences	3,000	3,665	0	0	3,000	0	3,000	1,462	4,310	0	0
4079	Security	500	0	0	0	500	0	500	0	0	0	0
4080	Planned Maintenance	0	0	0	0	0	0	0	0	6,500	0	0
4081	Civic Hall Projects	0	0	0	0	0	0	0	0	50,000	0	0

Continued on next page

		2019/20		2020/21						2021/22		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4100	Telephones	3,200	4,124	0	0	3,200	0	3,200	7,279	0	0	0
4101	Mobile Phones	0	103	0	0	60	0	60	98	108	0	0
4102	Stationery	1,000	347	0	0	750	0	750	17	450	0	0
4104	Postage	1,000	159	0	0	750	0	750	0	300	0	0
4105	Photocopying	1,000	841	0	0	600	0	600	528	600	0	0
4112	Professional Fees	0	4,795	0	0	3,800	0	3,800	3,612	3,612	0	0
4114	Refreshments	0	100	0	0	50	0	50	0	50	0	0
4120	IT - Antivirus	100	0	0	0	0	0	0	0	0	0	0
4121	IT - Website Support	500	222	0	0	500	0	500	0	0	0	0
4123	IT - Support & Maintenance	1,500	1,102	0	0	1,000	0	1,000	1,342	0	0	0
4125	IT - Software	600	661	0	0	500	0	500	470	0	0	0
4425	Technical Support	3,500	1,003	0	0	2,000	0	2,000	0	1,000	0	0
4560	Coffee Shop-Food	0	0	0	0	0	0	0	2	0	0	0
4650	Events - Civic Hall	0	5,739	0	0	0	0	0	17,458	16,600	0	0
4654	Purchases for weddings/parties	500	85	0	0	500	0	500	0	200	0	0
4700	Ticket Sales Paid Over	0	26,135	0	0	0	0	0	0	0	0	0
4750	Resale Items	250	0	0	0	250	0	250	0	0	0	0
4751	Technical supp-rechargeable	1,000	1,110	0	0	0	0	0	0	0	0	0
4752	Purchases weddings etc- rech	3,000	822	0	0	0	0	0	0	0	0	0
4998	Transaction Fees	1,000	2,227	0	0	1,100	0	1,100	501	2,700	0	0
	Overhead Expenditure	83,050	148,894	0	0	68,660	0	68,660	131,963	188,684	0	0
	500 Net Income over Expenditure	-16,740	-69,135	0	0	-3,660	0	-3,660	-98,995	-131,684	0	0
6000	plus Transfer from EMR	0	32,818	0	0	0	0	0	0	0	0	0

Continued on next page

		2019/20		2020/21					2021/22		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Movement to/(from) Gen Reserve	(16,740)	(36,317)			(3,660)		(3,660)	(98,995)	(131,684)		
510	**Civic Hall Bar**											
1020	Bar Takings	45,000	34,858	0	0	35,000	0	35,000	19	35,000	0	0
1210	Food sales	1,000	1,031	0	0	1,000	0	1,000	0	1,000	0	0
	Total Income	46,000	35,889	0	0	36,000	0	36,000	19	36,000	0	0
4560	Coffee Shop-Food	750	398	0	0	600	0	600	0	400	0	0
4600	Bar Stock	28,500	15,940	0	0	18,000	0	18,000	1,429	16,000	0	0
4601	Bar Supplies - Sundry Items	400	160	0	0	300	0	300	23	160	0	0
4602	Bar - Stocktaking Costs	950	755	0	0	700	0	700	95	600	0	0
4603	Bar - gas	300	418	0	0	400	0	400	160	430	0	0
	Overhead Expenditure	30,900	17,672	0	0	20,000	0	20,000	1,707	17,590	0	0
	Movement to/(from) Gen Reserve	15,100	18,217			16,000		16,000	(1,688)	18,410		
520	**Loan Charges**											
4996	PWLB Loan - Principal	40,000	39,000	0	0	40,000	0	40,000	39,000	39,000	0	0
4997	PWLB Loan - Interest	7,980	6,295	0	0	7,980	0	7,980	5,442	4,589	0	0
	Overhead Expenditure	47,980	45,295	0	0	47,980	0	47,980	44,442	43,589	0	0
	Movement to/(from) Gen Reserve	(47,980)	(45,295)			(47,980)		(47,980)	(44,442)	(43,589)		

Continued on next page

	2019/20		2020/21						2021/22		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Total Budget Income	957,700	963,962	0	0	982,689	0	982,689	954,895	996,439	0	0
Expenditure	957,700	1,010,328	0	0	982,689	0	982,689	924,827	996,439	0	0
Net Income over Expenditure	0	-46,366	0	0	0	0	0	30,068	0	0	0
plus Transfer from EMR	0	32,818	0	0	0	0	0	25,527	0	0	0
less Transfer to EMR	0	0	0	0	0	0	0	31,419	0	0	0
Movement to/(from) Gen Reserve	0	(13,548)			0		0	24,176	0		

ASSET REGISTER 2020/21

Asset	Acquired	Location	Cost c/f 01/04/20	Additions 2020/21	Disposals 2020/21	Cost c/f 01/04/2021	Supplier
LED Christmas Tree	01/04/2012	Morrison Busty Dept	10,184.40			10,184.40	DCC
Tree &lights		Morrison Busty Dept	5,500.00			5,500.00	Acorn
Tree &lights		Morrison Busty Dept	16,142.00			16,142.00	Lite
Commando Boxes	01/10/2013	Lamp posts throughout area	14,700.00			14,700.00	
Telephone System	01/05/2014	Civic Hall, Front Street, Stanley DH9 0NA	3,808.83			3,808.83	
Sound Equipment	01/08/2014	Civic Hall, Front Street, Stanley DH9 0NA	1,503.33			1,503.33	
Tables and chairs	04/04/2014	Civic Hall, Front Street, Stanley DH9 0NA	6,688.82			6,688.82	
Carpet	05/05/2014	Civic Hall, Front Street, Stanley DH9 0NA	1,875.00			1,875.00	
Doors and Canopy	01/06/2014	Civic Hall, Front Street, Stanley DH9 0NA	14,830.00			14,830.00	
Trusses	01/05/2014	Civic Hall, Front Street, Stanley DH9 0NA	8,437.50			8,437.50	
Salt Spreader	01/10/2014	DCC Depot, Morrison Busty	0.00			0.00	Donated to voluntary group
CCTV Cameras	17/06/2015	Civic Hall, Front Street, Stanley DH9 0NA	1,079.00			1,079.00	ADT
20xiPad Air with covers	13/08/2015	Civic Hall, Front Street, Stanley DH9 0NA	6,156.20			6,156.20	BT Business
MacBook Pros and PC	02/10/2015	Civic Hall, Front Street, Stanley DH9 0NA	3,102.19			3,102.19	BT Business
Server & Battery Back-up	16/10/2015	Civic Hall, Front Street, Stanley DH9 0NA	1,760.43			1,760.43	ITC
Ticket printer	31/07/2015	Civic Hall, Front Street, Stanley DH9 0NA	5,200.00			5,200.00	HOGE 100
Seating	13/08/2015	Civic Hall, Front Street, Stanley DH9 0NA	32,877.66			32,877.66	Audience Systems
Slush Machine	30/09/2015	Civic Hall, Front Street, Stanley DH9 0NA	1,012.20			1,012.20	Nisbets
Coffee Machine	30/09/2015	Civic Hall, Front Street, Stanley DH9 0NA	1,670.59			1,670.59	Nisbets
Folding Tower	02/11/2015	Civic Hall, Front Street, Stanley DH9 0NA	1,204.17			1,204.17	Towers
CCTV cameras	07/07/2015	Civic Hall, Front Street, Stanley DH9 0NA	1,170.00			1,170.00	Solar
Theatre curtains	07/09/2016	Civic Hall, Front Street, Stanley DH9 0NA	2,809.11			2,809.11	Custom Group Ltd
Acoustic doors	07/04/2016	Civic Hall, Front Street, Stanley DH9 0NA	4,580.00			4,580.00	Henderson
Silverlink range	08/02/2017	Civic Hall, Front Street, Stanley DH9 0NA	1,183.78			1,183.78	Nisbets
Theatre lights	10/11/2017	Civic Hall, Front Street, Stanley DH9 0NA	4,297.69			4,297.69	Guangzhou
Civic Hall sign	01/07/2017	Civic Hall, Front Street, Stanley DH9 0NA	2,730.00			2,730.00	Funky Frog
Fly Tower	18/09/2017	Civic Hall, Front Street, Stanley DH9 0NA	27,662.45			27,662.45	Custom/DJCamp
PA system	22/11/2017	Civic Hall, Front Street, Stanley DH9 0NA	1,281.89			1,281.89	PAS/Solar
Macbook	15/11/2017	Civic Hall, Front Street, Stanley DH9 0NA	1,332.50			1,332.50	John Lewis
Cinema equipment	12/02/2019	Civic Hall, Front Street, Stanley DH9 0NA	23,551.00			23,551.00	Promotime
Defibrillator	22/03/2019	Front Street, Stanley DH9 0NA	1,548.00			1,548.00	Primcare
Beacon brazier	24/10/2018	Front Street, Stanley DH9 0NA	1.00			1.00	Leander (notional cost only)
St Josephs House	03/04/2018	St Josephs House Stanley	190,000.00			190,000.00	Mrs J Gannon
Skid-mounted waterer	21/03/2019	Civic Hall, Front Street, Stanley DH9 0NA	1,180.00			1,180.00	Gustharts
Stihl Saw, mower, cutter, blower	01/03/2019	Civic Hall, Front Street, Stanley DH9 0NA	3,774.59			3,774.59	Gustharts
deputy mayor's pendant	17/12/2018	Civic Hall, Front Street, Stanley DH9 0NA	1,459.00			1,459.00	Fattorini
Hand Tools	18/03/2020	Civic Hall, Front Street, Stanley DH9 0NA	666.81			666.81	Gralands
Environmental Machinery & Power Tools	05/03/2020	Civic Hall, Front Street, Stanley DH9 0NA	1,257.71			1,257.71	Gusthards
Environmental Machinery & Power Tools	17/09/2020	Civic Hall, Front Street, Stanley DH9 0NA		1,000.00		1,000.00	Gusthards
Carpet (Bamburgh)	28/07/2020	Civic Hall, Front Street, Stanley DH9 0NA		1,045.00		1,045.00	Franks The Flooring Store
3 Desktop Computers		Civic Hall, Front Street, Stanley DH9 0NA		1,287.00		1,287.00	ITC Services Ltd.
			408,217.85	3,332.00	0.00	411,550	

Old laptops
PC

Asset	Acquired	Location	Cost	Additions	Disposals	Cost	Supplier	Reason item removed from list
Photocopier x 2	15/01/2015	Civic Hall, Front Street, Stanley DH9 0NA	2,517.99			2,517.99		Copiers are leased not owned
Fridge	30/09/2015	Civic Hall, Front Street, Stanley DH9 0NA	799.99			799.99	Nisbets	Less than £1,000 as per policy

Stanley Town Council

Internal Control

Update on the Internal Control arrangements for Stanley Town Council, including 3-year plan 2020/21 to 2022/23

1. Introduction

1.1 The Accounts and Audit Regulations 2015 require the Council to ensure that it has a sound system of internal control which:

(i) Facilitates the effective exercise of its functions and the achievement of its aims and objectives.

(ii) Ensures that the financial and operational management of the Council is effective.

(iii) Includes effective arrangements for the management of risk.

1.2 The 2015 Regulations also require the Council each year to:

(i) Conduct a review of the effectiveness of the system of internal control referred to above; and

(i) Prepare an annual governance statement.

1.3 Following the review the Council must:

(ii) Consider the findings for the review by members of the Council meeting as a whole; and

(iii) Approve the annual governance statement by resolution of members of the Council meeting as a whole prior to the approval of the statement of accounts.

1.4 The 2015 Regulations also require the Council to undertake an effective internal audit to evaluate the effectiveness of its risk management and control and governance processes. Although the Regulations do not require a “smaller relevant body” to undertake an annual review of internal audit arrangements, I consider that this would be a useful part of the review of internal control and have included such a review below.

1.5 A review for the year 2020/21 has been undertaken and the findings are presented below. A full copy of the Internal Audit Annual Report 2020/21 is included as **Appendix A** to this report.

2. Internal Audit

2.1 An annual review of the effectiveness of the system of internal audit is beneficial as part of continually improving governance and accountability. The review is designed to provide sufficient assurance for the Council that standards are being met and that the work of internal audit is effective.

Current Arrangements

2.2 The Councils current internal Auditor is Mr. Gordon Fletcher, who was Head of Internal Audit at Easington District Council up to its abolition in 2009 and currently provides the internal audit service for several local town and parish councils, including Ferryhill, Peterlee, Yarm, and Seaham. Mr. Fletcher carries out his audits in accordance with a three-year audit plan which ensures that all systems within the Council are examined, based on high, medium, and low risks to the Council.

Mr. Fletcher has been engaged with the Council since 2014, and it was agreed at Finance and General Purposes Committee on 10th March 2020 to extend his current contract for another three years up until the end of the financial year 2022/23.

Review

2.3 Guidance recommends that the review of internal audit covers five categories, and these are addressed below.

2.4 **Scope of Internal Audit**

Mr. Fletcher's audit plan was prepared on an examination of the Council's budget document and guidance on the level of risk that each of the Council's activities represents. No areas of the Council's activities are excluded from the audit plan. The plan provides for 7.5 days audit work, and a copy of the 3-year audit plan is attached as **Appendix B** to this report. In addition, a more detailed copy of the proposed plan for 2021/22 is included as **Appendix C** to this report. Mr. Fletcher presents his plan for each year to Council and the Finance and General Purposes Committee will develop the scope in discussion with the Policy Working Group.

All reports will be submitted for consideration to Finance and General Purposes Committee. The Committee requires confirmation by follow up audits that all recommendations have been actioned.

2.5 Independence:

Mr. Fletcher is given complete access to all relevant personnel and to all reports, records and supporting documents. Reports are prepared in his name and there is no influence on any recommendations made. Mr. Fletcher has a direct

reporting line to the Finance and General Purposes Committee, and the Policy Working Group has direct access to him. He has no other role within the Council.

2.6 Competence:

Mr. Fletcher is a qualified internal auditor and member of the Institute of Internal Auditors, with many years' experience in public sector auditing. There has been no evidence of a failure to carry out internal audit work ethically, with integrity and objectivity.

2.7 Relationships:

Mr. Fletcher operates independently within the Council, with freedom to decide his audit priorities and no influence if exerted on the outcome of any audit. The respective responsibilities of officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters.

2.8 Planning and Reporting:

The audit plan takes account of all risks facing the Council.

2.9 The purpose of the review of internal audit is to assess effectiveness. Audits are undertaken on each of the high-risk areas within income and expenditure, recommendations are made in each of the audits to improve arrangements and all the reports are submitted to Members at the appropriate Committee.

3. Internal Control

3.1 Internal control is a range of policies, procedures and their arrangements designed to safeguard the assets of the Council, and to reduce the chances of losses through fraud, corruption, or error. Internal audit is part of internal control, and this has been reviewed in Section 2 of this report. I will now address the remaining features of internal control.

3.2 The Town Council's Financial Regulations and Standing Orders are approved annually at the Annual Meeting of the Council. As no formal Annual Meeting of the Council took place in 2020/21 then the Standing Orders and Financial Regulations remain as approved at the Annual Meeting of the Council 28th May 2019. The approved Standing Orders are based on the Model issued by NALC. The Standing Orders have been amended through member motions; however, the amendments are minor, and the bulk of the rules remain unchanged. There are several specific policies which it would be desirable to implement or where they exist, review including: Confidential Reporting, Privacy Policy, Disciplinary Policy, Health and Safety. The Policy Working Group was established to address gaps within the Policy Framework. The Council has taken the decision to adapt policies which are derived from the Principal Authority (Durham County Council) wherever possible rather than develop policies from scratch. In some areas we rely on the basic statutory legal framework to guide and inform decision making.

3.3 All internal audits undertaken in 2020/21 resulted in Substantial/Full Assurance being given.

3.4 An important feature of internal control is the principal of separation of duties. The means that a no one officer should be involved in the full range of income duties (i.e., collection, banking, and accounting) or expenditure duties (i.e., ordering goods and services, receiving them, checking invoices, paying invoices and bank reconciliation) Whilst it can be difficult in a small organisation such as a Town Council, we are able to ensure that key elements of these duties are separated. With the current operational structure in place.

3.5 I consider that internal control arrangements are adequate, bearing in mind size of the Council and the limited capacity to ensure complete division of duties.

4. Risk Management

4.1 Another key element of internal control is risk management. Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated, and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.

In 2019/20 the Council decided to change the way it calculated and assessed risks to the organisation and full reassessment and rescoring of the full risk register took place utilising the new system, which is the system as used by the Principal Authority (Durham County Council). The risk register will be reviewed, at least biannually by the Policy Working Group.

4.2 The risks are broken into six categories.

- Management,
- Finance,
- Assets,
- Liabilities,
- Staffing, and
- Members**.**

Each risk is individually assessed and scored, using set out criteria, for Impact (financial, performance and reputational), and likelihood. The subsequent scores are used to calculate the overall risk score and status, categorised as High, Medium, or Low. The risk is scored with all current controls in place, so we are scoring the live/net risk.

Throughout the assessment and scoring process, controls are assessed and/or recommended to reduce the overall risk. Particular attention is given to those identified in the High category.

4.3 The updated Schedule of Risk (Risk Register) is included within the Annual Accounts and Governance Statement section of this agenda.

5. Annual Governance Statement

5.1 The Accounts and Audit Regulations 2015 require Councils to prepare annually a governance statement and have this approved by a meeting of Full Council prior to the approval of the Statement of Accounts. The assertions required are reproduced from "Governance and Accountability for Local Councils" produced jointly by NALC and the SLCC which itself is based on CIPFA's Accounting Guidance Notes for Local Councils."

5.2 "Stanley Town Council asserts that we have:

(i) Approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.

(ii) Maintained and adequate system of internal control, including measures designed to prevent and detect fraud and corruption and review its effectiveness.

(iii) Taken all reasonable steps to assure ourselves that there are no matters of actual or potential noncompliance with laws, regulations and codes of practice which could have a significant financial effect on the ability of the Council to conduct its business or on its finances.

(iv) Provide proper opportunities during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.

(v) Carried out an assessment of the risks facing the Council and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

(vi) Maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

(vii) Take appropriate action on all matters raised in previous reports from internal and external audit.

(viii) Considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year end, have a financial impact on the body and where appropriate have included them in the accounting statements."

6. Conclusions

6.1 Having adequate systems of internal control in place and undertaking a review at least annually are statutory requirements on Councils. Systems include appropriate policies and procedures, internal audit, and risk management. The aim of effective internal control is to reduce the potential risk of loss through error, fraud, and corruption.

6.2 Managing risks effectively offers several benefits to the Council. It is not just about insurance or health and safety. Studies have shown that insurable risks account for only around 25% of an organisation's total risk profile. Effective risk management provides a means of improving strategic, operational, and financial management. It can help to maximise opportunities and minimise loss events which might result in financial losses, service disruption, bad publicity, threats to public health and safety or claims for compensation.

7. Recommendations

It is **RECOMMENDED** that The Council:

(i) CERTIFIES that it has received the Risk Register attached and **RESOLVES** that:

(a) The risks identified are comprehensive; and

(b) Considers the control measures in place adequate.

(c) Gives direction to the Town Clerk in relation to priorities.

(d) Approves the audit plan detailed in section 2 above.

(e) Moves to issue the annual governance statement detailed in section 5 above.

Report Author

Ann Barry
Finance Officer
Stanley Town Council

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INTERNAL AUDIT ANNUAL REPORT
2020/2021

Stanley Town Council

Assurance level:	**Substantial/Full Assurance**
Date:	**16th March 2021**

Introduction

The Accounts and Audit Regulations and CIPFA Code of Practice for Internal Audit in Local Government (the CIPFA Code) require Internal Audit to report annually to *'those charged with governance'* on their findings and conclusions and provide an overall opinion on the adequacy and effectiveness of the internal control environment. This opinion is also significant in support of the Annual Governance Statement which is also a statutory requirement.

The report also provides a summary of the results of audit assignments and my overall opinion on the internal control environment, which I have prepared without fear or favour and which is based upon the findings of internal audit work carried out throughout the 2020/21 financial year.
It is recognized that because of the unusual year due to the Pandemic that certain audits were unable to be carried out either due to there being no or very little activity to audit or because of the Government Lockdown it has been difficult to arrange audit work. Where possible audits have been carried out from home.

It is important to be aware that the system of internal control is designed to manage risk to a reasonable level rather than eliminate it altogether and therefore this report and my opinion can provide only reasonable assurance on the effectiveness of internal control.

CIPFA Code of Practice

The CIPFA Code is recognised by the Accounts and Audit Regulations as the definition for 'proper audit practices' and consists of eleven standards. Only when internal audit work is managed and conducted in accordance with the CIPFA Code can it be deemed as being of sufficient quality to inform an annual report and the Council's Annual Governance Statement. Where internal audit is not managed or operated in accordance with the CIPFA Code then the reliability of opinions and the level of assurance provided may be compromised.

Quality assurance

To ensure consistency and compliance with professional standards and audit procedures, all audit work is carried out by a qualified internal Auditor (C.M.I.I.A.) As a Member of the I.I.A. I am expected to "continually improve" and "enhance my knowledge, skills and other competencies" through Continuing Professional Development (CPD). Carried out through the I.I.A. website and its monthly magazine. Further knowledge is also obtained through reading minutes from other Town and Parish Councils, which can update me with any current legislation I am unaware of. I have attended two training session by the new external auditors (Mazars) at Durham County Hall in March 2018 and April 2019.

The purpose of any review is to ensure that:

1 The objectives of the audit have been fulfilled and that the conclusions are sound and are demonstrably supported by relevant, reliable and sufficient audit

evidence;

2 All work undertaken complies with the requirements of professional best practice and appropriate audit techniques have been used;

3 Audit files are complete and properly structured;

4 The related audit report is complete, accurate, objective, clear, concise, constructive and timely;

5 The audit assignment has been completed within the allocated time budgets or that appropriate time variations have been authorised.

Internal Audit performance against the Agreed 2020/21 audit plan

The performance for the period April 2020 to March 2021 is as follows:

Audits	Planned Days	Actual Days
Payroll	.75	.75
Accounts Payable	.75	.75
Income Collection and Banking	.75	.75
Budgetary Control and Budget Setting	.25	.25
Main Accounting	.25	.25
Grants Fundind	.75	.75
Events/Activities	1	.0
Environmental Services	.5	0
Bar	.5	0
Corporate Governance	.5	.5
Risk Management	.5	.5
Administration (including follow up work, committee, annual report and plans)	1	1
Total 2020/21 days	**7.5**	**5.5**

Therefore, the actual days were 2 days short of the planned days for the year, due to the difficult year because of the Pandemic. The audit plan for next year will take into account the audits not carried out.

Results of audit assignments

On conclusion of each assignment a report is produced which evaluates the control environment under review and gives one of five assurances on the effectiveness of the control environment. These assurances are discussed and agreed with the relevant manager and a definition of the categories is detailed below:

Level of Assurance	Definition
Full Assurance	There is a sound system of controls in place & those controls are consistently applied & are fully effective. Control objectives are fully met.
Substantial Assurance	There is a sound system of control in place but some of the controls are not consistently applied or fully effective. Control

	objectives are largely achieved.
Moderate Assurance	There is basically a sound system of control in place, but there are weaknesses and evidence of non-compliance with or ineffective controls. Control objectives are often achieved.
Limited Assurance	The system of control is weak & there is evidence of non-compliance with controls that do exist. Control objectives are sometimes achieved.
No Assurance	There is no system of control in place and control objectives are rarely or never achieved.

During 2020/21, I have carried out the following assignments and gave the following assurances:

Audit assignment		Assurance 2020/21
Payroll		Substantial
Accounts Payable		Full
Income and Banking		Full
Budgetary Control and Budget Setting		Full
Main Accounting		Full
Grants Funding		Full
Events		N/A
Environmental Services		N/A
Bar		N/A
Corporate Governance		Full
Risk Management		Full
Overall Assurance		**Substantial/Full**

Internal Audit Observations, Risks and Recommendations

1. My observations together with the associated risks are detailed in the action plan within the above reports. For each area where an observation is made, a recommendation and priority for action is agreed.

2. I have categorised the importance of our recommendations as follows:
   - Critical – A control weakness that may have a significant impact upon the achievement of, not only the system objectives, but also the organisation's objectives
   - High – A control weakness that may have a significant impact upon the achievement of the system objectives
   - Medium – A control weakness that may have an impact upon the achievement of the system objectives
   - Low – A control weakness that does not impact upon the achievement of the

system objectives, however, the implementation of which would improve overall control

For the audit work relating to 2020/21, I made 2 recommendations (1 audit) to address any identified weaknesses in internal control and these were included in an action plan and will be followed up during the next audit.

Investigations

During 2020/21 there were 0 investigation work carried out by Internal Audit.

Key findings and qualifications

There are no particular issues arising from internal audit assignments that, in my opinion, are significant enough to be considered as part of the Annual Governance Statement. No system of internal control can provide absolute assurance against material misstatement or loss and nor can Internal Audit give that assurance. This statement is designed to provide reasonable assurance on the adequacy of the control environment.

Failure to fully comply with the CIPFA Code of Practice for Internal Audit would usually be an appropriate qualification to my opinion but given the observations shown above, I do not think it appropriate to attach such a qualification at this time.

Overall opinion

Based upon the results of the audit assignments carried out during 2020/21 and the satisfactory follow up work, my opinion is that the overall level of assurance is **Substantial/Full f**or the internal control environment during the year.

I am satisfied that there are sufficient and robust action plans in place to rectify any weaknesses that have been identified and have been agreed by the Finance and General Purposes Committee. I am confident that the separation of duties between the Town Clerk, Deputy Town Clerk and Finance Officer was maintained during the Pandemic which improves the internal controls of the Council

G Fletcher

Gordon Fletcher
Internal Auditor for the Council
Date: 16th March 2021

STANLEY TOWN COUNCIL - INTERNAL AUDIT PLAN 2020/21 - 2022/23

				2020/21	**2021/22**	**2022/23**
AREA OF AUDIT	**Objective of the audit**	**Scope of Work**	**Risk**			
			assessment	**Days**	**Days**	**Days**
Payroll	To ensure that all salaries	Evaluate the system in place for the	annually	**0.75**	0.75	0.75
	and wages are paid correctly	payment of salaries and wages and				
	and promptly.	and carry out testing on the system.				
Accounts payable	To ensure that all accounts paid	Evaluate the system in place for the	annually	**0.75**	0.75	0.75
	have been properly authorised	payment of accounts and carry out				
	and correctly and promptly paid.	testing on the system				
Income and banking	To ensure that the Council is	Evaluate the system in place to ensure	annually	**0.75**	0.75	0.75
inc. fees and charges	receiving all income due to it,	that all income received is properly				
	and that it is promptly banked.	and promptly banked, and that bank				
		reconciliations are carried out regularly.				
Budgetary Control and	To ensure that budgetary control	Evaluate the systems in place to ensure	annually	**0.5**	0.5	0.5
Main Accounting	and main accounting procedures	that budgets have been properly set and				
	are being correctly followed.	are effectively monitored, and to test these.				

		Evaluate the systems in place to ensure				
		that there are adequate procedures in				
		place for the main accounting system.				
Strategic Grants Fund	Ensure that any income is received and that	Determine system for deciding on projects and	annually	**0.75**	0.75	0.75
	expenditure is properly accounted for	ensure that they benefit the Community and the				
		money is properly accounted for and reported.				
activities and events	Ensure that expenditure is accounted for	Determine system for spending monies on events	annually	**1**	1	1
	and any income is received.	and activities and ensure that it is properly accounted				
		for.				
Bar	To ensure that all stocks	Evaluate the systems in place for ordering, receiving	annually	**0.5**	0.5	0.5
	and income and expedniture is	and payment for stock				
	accounted for.	ensure that all income is properly collected and				
		banked, security arrangemnts in place				
		Bar stock is properly accounted for				
Services (streetscene,	To ensure that services arrangements are	Determine the services provided by the Council and	annually	**0.5**	0.5	0.5
environment etc,)	satisfactorily carried out and within budget	ensure that arrangements are adequate.				
Corporate Governance	To ensure that the Council has	Evaluate the systems in place which will	Annually	**0.5**	0.5	0.5
arrangements	effective Governance arrangements	ensure that the Council has proper Governance				

	in place.	arrangements in place.				
Accounts Receivable	To ensure that accounts are raised promptly	Evaluate the system in place to ensure that accounts	2 yearly		0.5	
	and accurately for debts owed to the Council	are raised promptly and accurately and that income				
	and income is recived.	is received promptly.				
Risk Management	To ensure that the Council has effective	Evaluate the systems in place which enables the	3 yearly	0.5		0.5
arrangements	Risk Management procedures in place.	Council to identify and assess risks. (including				
		insurance arrangements)				
Administration	To complete reports for Committee.	Write and deliver audit reports to the	annually	**1**	1	1
inc committee and plans		appropriate Committee.				
			TOTAL DAYS	**7.5**	**7.5**	**7.5**

STANLEY TOWN COUNCIL INTERNAL AUDIT PLAN 2021/22

STANLEY TOWN COUNCIL	2021/22
IDENTIFIED AREAS FOR AUDIT	
Annual Audit	**DAYS**
Payroll	0.75
Accounts payable	0.75
Income collection and banking	0.75
Budgetary control & main accounting	0.5
Events/Activities	1.0
Service arrangements	0.5
Bar	0.5
Corporate governance arrangements	0.5
Accounts receivable	0.5
Administration	1.0
Committee reports etc	
Reading minutes	
Plans	
Audit report	
TOTAL DAYS	**6.75**

ATTACHMENT M

STANLEY TOWN COUNCIL - RISK REGISTER

REF	Subject	Risk(s) Identified	Financial Impact	Performance Impact	Reputational Impact	Likelihood	Management/Control of Risk	Review/Assess/Revise	Officer Responsible	Last Review Date	Risk Score
			Scored out of 5								((4)+(5)+(6)) x (7))
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
	MANAGEMENT										
M1	Business Continuity	Council is not able to continue its business due to an unexpected event.	5	5	5	1	The Town Council Server is backed up to the cloud nightly. Key staff are issued with laptops which would enable them to work from alternative locations. Laptops are backed up as part of the IT support contract. The new it support contract Sept 2020 increases security, back up and mobility of devices increasing the ability of staff to work off site/from home.	The new IT support contract implemented Sept 2020 has increased security and mobility, with records backed up off site and the ability to work from home etc. Id be downloaded and accessed in an emergency situation. A procedure is to be produced and presented to Policy Working Group with regards business continuity and to ensure staff response in the event of an emergency.	Town Clerk	29th January 2021	15
M2	Business Continuity	Loss of key staff - succession planning.	3	3	3	3	The Council has a small compliment of staff and very little capacity for training and development. If the Council were to lose one or two members of staff it would have a significant impact on service delivery. Recent changes to responsibilities of staff has placed the RFO role with the Finance Officer splitting it from the Town Clerk role creating more resilience within the team.	The Council have instigated a restructure of responsibilities in 2020 with the recruitment of a new Town Clerk and the RFO role now resting with the Finance Officer. The restructure in 2018 and created a new post of Deputy Town Clerk to build capacity and continuity, throughout the team. Day to day transactional role of the Finance Officer could be bought in on a consultancy basis. Additional restructure in 2021 will build greater resilience and support to the Finance Officer role.	Town Clerk	29th January 2021	27
M3	Business Continuity	Cyber Security breach.	5	5	5	1	With the implementation of the new IT support contract in September 2020, the security on the Town Councils records and systems has been improved and backed up off site. Laptops and computers are all password protected.	As records and systems are accessible through IT, these are secured through new IT support contract from September 2020 ITC. Some staff have laptops which allow for mobile working through all are password protected for access.	Town Clerk	29th January 2021	15
M4	Location of Meetings	The Civic Hall is not always available for meetings.	1	1	1	3	Ensure alternative venues are available before accepting bookings in the Civic Hall. The Town Council also have the ability to utilise online meeting platforms such as Team (or ZOOM) creating the ability to have meetings remotely.	Ensure that the agreed schedule of meetings is entered int the diary at the Civic Hall and that any bookings are not accepted unless the Town Clerk can secure alternative arrangements. STC has a renege of alternative halls it can use for Council Meetings. E.g. The Venue, Masonic Hall, Annfield Plain Community Centre and Craghead Village hall have all hosted meetings in the last 2 years. In addition online platforms are also available such as Teams (or ZOOM)	Town Clerk	29th January 2021	9
M5	Online Meetings	Issues with online meetings, people connecting from home etc	1	2	2	2	Chair of meeting has been joining meeting from Office in the company of an officer to provide cover and backup in case of issue.	Remote meeting protocol has been developed for staff and members, local/personal connectivity difficult to manage by Town Council directly, procedures need to be in place for public access and meeting protocol management, if the chair loses connectivity or member voting	Town Clerk	29th January 2021	10
M6	Council Records	Loss through theft, fire or other damage.	1	3	3	1	All key documents are not secured effectively and have not been produced. A lot of documents are now being stored electronically. A document retention policy is being developed and will be managed by the Senior Admin Officer	Council records prior to 2013 (and reports 2013-15) are only held in hard copy format. A document retention policy has been produced and these documents will be managed in line with this policy, ideally they will be scanned for secure storage	Town Clerk	29th January 2021	7
M7	Council Records (Electronic)	Loss through corruption, theft, fire or other damage.	3	3	3	1	The Town Council server is backed up to the cloud nightly. Key staff are issued with laptops which would enable then to work from alternative locations. Individual laptops have backup drives to enable them to be restored in the event of loss or damage.	Electronic data is backed up daily and securely stored as part of IT service contract.	Town Clerk	29th January 2021	9
M8	Freedom of Information Act	Failure to comply with the requirements of the legislation.	5	3	5	1	The Council has a model publication scheme for Local Councils in places. The Town Clerk is aware that if a request for information is received it needs to be addressed within prescribed time limits.	Publication scheme and procedure for dealing with FOI Act requests are reviewed annually at AGM. This is a requirement of Quality Council status.	Town Clerk	29th January 2021	13
M9	Rights of Electors	The Council fails to meet the rights of electors in terms of inspection of the accounts, access to information and meetings etc.	1	3	3	1	The Town Clerk and Finance Officer are fully conversant with the required procedures for internal and external audit and the publications of electors rights at the appropriate time.	The staffing structure has specified that adequate financial qualifications and or experience are in place. **A procedure is to be produced and presented to the Policy Working Group to inform staff what the practical and legal requirements are when dealing with year end accounts.**	Town Clerk	29th January 2021	7
	FINANCE										
F1	Precept	The Precept is inadequate. The Precept request form is not submitted on time. The Precept is not received.	5	5	5	1	The Town Clerk and RFO ensures that. 1 Sound budgeting arrangements are in place. 2 The budget is monitored throughout the year. 3 Financial regulations are adhered to in relation to the first draft budget being reported to members in December. 4 Date for the submission of the precept is diaried. (Day after Full Council in January). 5 Bank account is monitored for receipt of the precept. 6 All of the above is subject to internal audit and reported to Council or the appropriate Committee.	Recent staffing structure review has resulted in the Town Clerk and RFO (Finance Officer) roles being separated and it is ensured that suitably qualified and experienced staff are in place. The Town Clerk and Finance Officer are available to support each other through the process. **A procedure is being produced and presented to the Policy Working Group to inform staff what the requirements are in this area.**	Town Clerk/Finance Officer	29th January 2021	15

REF	Subject	Risk(s) Identified	Financial Impact	Performance Impact	Reputational Impact	Likelihood	Management/Control of Risk	Review/Assess/Revise	Officer Responsible	Last Review Date	Risk Score
F2	Financial Management	Inadequate financial management leads to overspending.	5	5	5	3	The Town Clerk and RFO will ensure that. 1 Costs and income are monitored at least monthly against the budget. 2 Members receive a monthly report. 3 Operational staff are consulted and involved in budget setting. 4 Members understand through the budget setting process the risk of committing to unbudgeted expenditure. 5 Expenditure is approved in accordance with Financial regulations, including procurement of goods and services	**A procedure is being produced and presented to the Policy Working Group to inform staff what the requirements are in this area. Proposed restructure of resources should allow improvements in this area including making financial information easier to understand.**	Town Clerk/Finance Officer	29th January 2021	45
F3	Insurance	Cover is inadequate, expensive or incomplete.	5	3	5	1	The Town Clerk is to monitor insurance arrangements annually.	The asset register is regularly check and updated and reported to Council annually. Insurer notified of new assets which require additional insurance when procured. Quotes obtained annually for insurance.	Town Clerk/ Operations Manager	29th January 2021	13
F4	Banking	Income is not banked promptly and completely.	3	3	3	3	Income from the Civic Hall is collected and banked weekly.	**Current procedure is to be documented and presented to Policy Working Group to inform staff what the requirements are in this area.**	Finance Officer	29th January 2021	27
F5	Cash	Cask is lost through error, theft or other dishonesty.	2	1	1	1	Income from the Civic hall is collected and banked weekly. Processes are subject to internal audit review.	**Current procedure is to be documented and presented to Policy Working Group to inform staff what the requirements are in this area.**	Finance Officer	29th January 2021	4
F6	Financial Records	Financial records are inadequate.	1	1	1	1	Proper financial records are kept	Existing procedures are considered adequate and have received full assurance from internal audit (March 17)	Finance Officer	29th January 2021	3
F7	Financial Controls	Financial controls are incomplete or not complied with.	4	5	4	1	Financial regulations are in place and are reviewed annually or when required. The Town Clerk will maintain a review of financial controls	Financial regulations are reviewed annually. Policy Working Groups has the ability to review more regularly in its remit. Under recent restructure responsibility	Town Clerk	29th January 2021	13
F8	Election Costs	Inadequate budget provision exists for by-election costs.	3	2	3	2	No budget provision is made for the cost of by-elections. Any costs actually incurred are funded through savings and reserves.	An earmarked reserve has been established to cover the costs of the full council elections. No provision has been made for by-elections and costs must be met from reserves.	Town Clerk	29th January 2021	16
F9	VAT	Incomplete records exist for the completion of VAT returns. VAT returns not completed on time	1	1	1	1	The Town Clerk will ensure that VAT Returns are submitted on time. The RBS Financial software provides all the necessary information for the completion of quarterly VAT returns.	Finance Officer completes quarterly VAT returns using RBS software and submits them to HMRC.	Finance Officer	29th January 2021	3
F10	Annual Return	The return is not submitted within time limits.	1	1	1	1	The Town Clerk will agree the date for the external audit, and diary the events which are required to complete the year end accounts process.	**Current procedure is to be documented and presented to Policy Working Group to inform staff what the requirements are in this area.**	Town Clerk	29th January 2021	3
F11	Grants	Grant opportunities are missed.	2	2	3	3	The Finance Officer role is now full time, opening up more opportunities for staff to investigate grant funding options, this is to be supported by the Deputy Town Clerk	**Council to identify strategic objectives to allow the DTC to explore possible sources of funding and prepare bids. Funding assistance is looked into for specific projects where at all possible.**	Deputy Town Clerk	29th January 2021	21
F12	Investments	Surplus funds are not identified and invested appropriately to secure maximum interest while maintaining security of investment.	2	3	2	1	The Town Clerk is to ensure that surplus balances are invested appropriately. Council have approved splitting the Town Councils investments in bank accounts to maximise coverage with the Governments Financial Protection Scheme.	Finance Officer to review banking arrangements to ensure security of funds and any investment opportunity gets maximum return	Finance Officer	29th January 2021	7
F13	Creditors	Procedures for the payment of creditors invoices are inadequate, leading to errors in payment, incorrect VAT accounting etc.	1	1	1	1	The Town Clerk to ensure that creditors are paid regularly and accurately, and reported to Members for approval.	Processes are in place to ensure payments are authorised and paid within acceptable limits. **Current procedure to be documented and presented to the Policy Working Group to inform staff what the requirements are in this area.**	Finance Officer	29th January 2021	3
F14	Reserves	The level of reserves is either inadequate or excessive.	5	4	3	1	Consideration must be given through the budget setting to ensure that the level of reserves are stabilised and increased to meet the following three objectives. 1 Maintain a working balance to help cushion the impact of uneven cash flows and avoid unnecessary temporary borrowing. 2 A contingency to cushion the impact of unexpected events or emergencies. 3 A means to build up funds, referred to as earmarked reserves, to meet known or predicted requirements. Earmarked reserves are accounted for separately but remain legally part of the general fund	Through 2021/22 budget setting, it was approved that a work should be carried out to the reserves to simplify the current arrangements by rationalising them into one account	Town Clerk	29th January 2021	12
F15	Resources	The Council now depends on decisions from DCC for a substantial part of its resources and therefore subject to the loss of revenues with a negative impact on services or council tax levels.	5	5	5	3	Reserves are inadequate to cope with any significant loss in income	**The Council needs to develop a medium term finance plan to support the medium term service plan.**	Town Clerk, Finance Office, Members	29th January 2021	45

REF	Subject	Risk(s) Identified	Financial Impact	Performance Impact	Reputational Impact	Likelihood	Management/Control of Risk	Review/Assess/Revise	Officer Responsible	Last Review Date	Risk Score
F16	Asset Management	The Council own or rent buildings with are used by Community Groups, if the groups failed to use the buildings the financial responsibility would still be present.	3	2	2	1	Currently the Council have a rental agreement in place for the building PACT House use, for a number of years. Should PACT House close or move out, the rental agreement would still be in place and Council would have liabilities on the building	Council are in regular contact with PACT House and are supporting them in that a building, the situation will be monitored and reviewed, through currently there is no indication or expectation that they plan to vacate. Liability reduces as contract/agreement progresses.	Town Clerk	29th January 2021	7
	ASSETS										
A1	Buildings	Damage to Council building through fire, storm or other incident.	5	5	4	1	Insurance cover is in place to cover all risks to Council buildings, alarms are in place and maintained.	A review of asset values is carried out annually when the asset register is reviewed and this is used to asses insurance quotes. Insurance is reviewed annually at renewal. Contracts are in place for the manitmenace	Town Clerk	29th January 2021	14
A2	Maintenance	The value and condition therefore operational use of Council properties are adversely affected by inadequate maintenance.	5	3	3	3	Budgetary provision is included for the repair and maintenance of Council property.	Revenue budgets are provided for routine maintenance. A strategic review of the Civic Hall is planned. Other buildings are inspected regularly. A list of priority maintenance works has been complied and this is reviewed regularly with works resourced.	Town Clerk	29th January 2021	33
A3	Health and Safety	Council buildings pose a threat to the health and safety of users and council employees.	5	5	5	1	Regular building inspections are carried out and risk assessment are in place for operations and events. Groups hiring rooms are required to have insurance cover and risk assessments will be in place to cover use of the building and to protect the safety of staff and building users.	Risk assessments are in place to cover building use and operations. These will be reviewed regularly and shared with building users and hirers as appropriate. Civic Hall team will carry out regular inspections and ensure the building is safe for use and any issues recorded and addressed.	Town Clerk/ Operations Manager	29th January 2021	15
A4	Compliance	Council buildings pose a threat to health and safety of staff and users due to compliance issues.	5	5	5	1	Contract is in place of regular compliance testing, (including regular electric testing and legionella) and periodic works are planned e.g. flushing systems, in order to ensure compliance. Necessary budgets must be in place to cover testing and remedial works.	Staffing arrangements at the Civic Hall have been reviewed and adequately trained staff are in post to carry out routine risk assessments. Large projects will be risk assessed at the material time and contractors asked to provide method statements and H&S procedures as appropriate.	Town Clerk/ Operations Manager	29th January 2021	15
	LIABILITY										
L1	Legal Powers	The Council undertakes illegal activities or makes illegal payments. Working parties/ groups take decisions.	5	5	5	1	All activities and payments made are within the powers of the Town Council, and are approved by Members. Working Parties have clear terms of reference. The Town Clerk clarifies the legal position on any policy or other proposals and seeks advice from an appropriate source when necessary. Access to guidance regarding legislation is available from the likes of NALC, SLCC etc	All council business should be checked for legality before being placed onto the agenda of a meeting on a case by case basis and elected members advised if any activities they wish to undertake are outside the power of the Town Council.	Town Clerk	29th January 2021	15
L2	Minutes/Agendas/ Statutory Documents	Minutes and agendas are not accurate and are not produced in accordance with statutory requirements.	1	2	2	1	Minutes and agendas are produced in the prescribed method and comply with legal requirements. Minutes are approved at the following meeting. Minutes and agendas are displayed in accordance with legal requirements. Business conducted at Council meetings is managed by the Chair in accordance with Standing Orders with the support of the Town Clerk. Minutes of meetings prior to 2015 have not been complied into minute books as required by the Local Government Act and minutes from meeting prior to 2013 are retained but in unindexed files.	Minutes are signed and are numbered consecutively. Minute books containing the signed minutes are created at the end of each Civic Year.	Town Clerk	29th January 2021	5
L3	Public Liability	The activities of the Council pose a risk to third parties, i.e. play equipment, headstones, potholes etc.	5	4	5	1	Adequate insurance is in place.	Existing procedures are considered adequate.	Town Clerk	29th January 2021	14
L4	Employer Liability	The Council does not comply with employment law.	5	5	5	1	A SLA with Durham County Council HR Department is in place to provide advice on employee related matters	Further training may be required.	Town Clerk	29th January 2021	15
L5	Legal Liability	The Council undertakes activities for which it has no legal power, or fails to comply with the legislation such as Data Protection, Freedom of Information etc. Failure to have in place proper document control.	5	3	5	1	The Town Clerk clarifies the legal position on any policy or other proposals and seeks advice from an appropriate source when necessary. Access to guidance regarding legislation is available from the likes of NALC, SLCC etc.	Existing procedures are considered adequate. The Clerk has access to appropriate reference books and sources of external advice.	Town Clerk	29th January 2021	13
	STAFFING										
S1	Staffing	Loss of Key Staff	3	5	5	2	The Council has a small compliment of staff and very little capacity for training and development. If the Council were to lose one or two members of staff it would have a significant impact on service delivery.	The change on the job roles to incorporate the RFO role into the Finance Officers job as well as the appointment of a Deputy Town Clerk creates greater cover and resilience within the Management Team structure. Temp staff are available to cover roles in an emergency.	Town Clerk, Members	29th January 2021	26

REF	Subject	Risk(s) Identified	Financial Impact	Performance Impact	Reputational Impact	Likelihood	Management/Control of Risk	Review/Assess/Revise	Officer Responsible	Last Review Date	Risk Score
S2	Salaries	Staff are paid incorrectly; deductions are made; requirements of HMRC are not complied with.	1	1	1	1	Durham County Council ensure all procedures are properly followed. In addition, job evaluation is carried out on all posts, and national guidance followed.	Existing procedures are considered adequate.	Finance Officer	29th January 2021	3
S3	Motivation of Staff	Staff morale is low leading to reduced productivity.	4	4	3	2	A new staffing structure has been implemented in 2018 which builds capacity and clarifies accountability in key areas. A more detailed Performance Development Review procedure and more regular staff supervision interviews to take place to allow individual issues to be identified and addressed, including identifying training needs	A member/officer protocol and member training should be implemented to ensure professional working relationships between members and staff and clear understanding of the roles and responsibilities of each. 2021/22 sees new staffing structure implemented, staff are offered support throughout the process.	Town Clerk	29th January 2021	22
S4	Staff - time management	Staff do not manage their time correctly, leading to a build up of time owed, or holiday entitlement. Also staff sickness absence and return to work.	1	3	2	2	New policy and procedures recently introduced re Time off in Lieu. Improved staff management regime introduced, including regular supervision interviews, allows issues to be regularly monitored and discussed.	New management procedures and practices to be monitored and reviewed ongoing to improve staff management arrangements.	Senior Mangers	29th January 2021	12
S5	Sickness management	Staff are absent from work due to sickness and this is not correctly managed causing pressure and stress on other staff	2	3	2	2	Absence management policy in place ensuring staff absent for sickness have regular contact and return to work interviews to determine and underlying issues and to ensure fitness for work. In addition Mental Wellbeing Policy supports staff suffering stress or with mental health concerns, including access to counselling	Improved policies and procedures in place to manage sickness and support staff.Policies will be regularly reviewed by managers/policy group	Senior Mangers	29th January 2021	14
S6	Sickness Management - accident	Staff are off sick due to accident at work	2	3	2	1	Risk assessment in place covering operation, which are reviewed regularly. Appropriate training given to all staff using equipment. Correct PPE provided and used at all times.	Risk assessment will be reviewed regularly and mangers will ensue PPE is worn and procedures followed.	Operations Manager	29th January 2021	14
	MEMBERS										
C1	Members Interests	Conflicts of interest. Failure to register interest.	1	3	5	1	Agendas for all meetings have an item for the declaration of interests by Members.	A new Code of Conduct was adopted by the Council on 28/11/2017 Code of Conduct training arranged for all members July 2018	Town Clerk, Members	29th January 2021	9
C2	Gifts and Hospitality	Failure to register the receipt of gifts and/or hospitality.	1	3	5	1	Code of Conduct is in place a regularly reviewed.	The officer Code of Conduct contains provision about gifts and hospitality. DCC recently reviewed and updated Code of Conduct for members to be looked at by Policy Working Group to adapt for STC.	Town Clerk, Members	29th January 2021	9
C3	Political Conflict	Inertia due to political conflict.	5	5	5	3	The Code of Conduct and Standing Orders have been reviewed and are considered to be robust.	The Council agreed a medium term strategic plan in November 2017 which sets out the Members vision for the Councils role in the town and allows officers to focus on delivering that vision without having to open every minor decision to political debate. The plan is due to be reviewed.	Town Clerk, Members	29th January 2021	45
C4	Management of Staff	Elected members do not understand the structure of the Council and seek to make operational decisions.	5	5	5	1	A member/officer protocol and member training should be implemented to ensure professional working relationship between members and staff and clear understanding of the roles and responsibilities of each.	Training was provided for all members elected in May 2017 elections and further training will be identified to support members to be more effective in their roles. The Council constitution has been reviewed annually and supports the new staffing structure.	Town Clerk, Members	29th January 2021	15
C5	Member training	New members will require training on Policies and procedures. Existing members need updated on legal changes in addition to policies and procedures	1	3	5	1	4 yearly training program after elections, to train new councillors and refresher training available to existing Councillors. In the vent of a By Election new councillors will be given an induction and direct/specific training as required. Councillors will also be provided with updates on legal changes by the Town Clerk and Policy changes are approved by Finance Committee and Council. Specific training will be given for identified gaps/ reasons	4 yearly training program for new councillors, including refresher training will be available. New councillors will be part of the induction training process, and any issues/updates or refresher training will be dealt with as required. The 2021 Local Council elections could potentially lead to a large number of new councillors who require training	Town Clerk	29th January 2021	9
	REVIEW DATE	**29th January 2021**									
	VERSION NUMBER	**RR03**									

Mr Alan Shaw
Stanley Town Council
Civic Hall
Front Street
Stanley
County Durham
DH9 0NA

Local Council Policy Schedule

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Number	YLL-272038-7213
Insured	Stanley Town Council
Business	Parish / Town Council
Period of Insurance	
From	16th July 2020
To	15th July 2021

and any other period for which cover has been agreed.

Renewal Premium	£ 3,999.88

Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.

Schedule Number	74590534
Long Term Agreement:	Not Applicable
Preparation Date	21st May 2020
Prepared by	Mr Charles Thomson

Policy Cover Declaration:
You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

This is important information, please read it carefully and check that the facts given about you are correct and that we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.

Important information

Taking reasonable care

We require that you take reasonable care in managing your activities. Where appropriate this requires you to do the following:

- Keep written risk assessments for your key activities
- Keep written records of your staff and volunteer training. For example, manual handling training, or for use of tools and machinery
- Abide by any rules, guidelines or advice that is given to you by any relevant authority, such as a Local Authority, or the Health and Safety Executive

We want you to be confident about your insurance and understand what is required of you. Please contact us if you have any questions relating to the above.

ZURICH MUNICIPAL

Lines of Cover applying

PART A – Material Damage

Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Sums Insured

Premises Address	Buildings Sum Insured	Loss of Rent	Contents (a)	Contents (b)	Contents (c)	Contents (d)	Contents (e)	Contents (f)	Contents (g)
1. Stanley TC are tenants insuring contents only, Stanley Civic Hall, Front Street, Stanley, Durham, DH9 0NA	£0.00	N/A	£0.00	£110,903.11	£0.00	£0.00	£0.00	£0.00	£0.00
2. St. Josephs House, Thorneyholme Terrace, Stanley, County Durham, DH9 0BL	£207,618.13	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

For Premises: 1
Insured Perils applicable to Material Damage : 1-13, 15 & 16
For Premises: 2
Insured Perils applicable to Material Damage: 1-16

Excesses Applicable to Premises 1

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

Accidental Damage	£100
Theft	£100
Malicious Damage	£250
Storm or Flood	£250
Escape of Water	£250
Falling Trees or Branches	£250
Subsidence	£1,000

Excesses Applicable to Premises 2

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

Accidental Damage	£100
Theft	£100
Malicious Damage	£250
Storm or Flood	£250
Escape of Water	£250
Falling Trees or Branches	£250
Subsidence	£1,000

Operative Endorsements: 1, 2, 3, 5, 6, 7, 8 & 9 (see pages 35 - 37)

PART C – All Risks

Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other Contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer Equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Additional Items:
Where no premises address is shown, the item is not based at one location and cover is provided anywhere within the **territorial limits**.

Item Description	Sum Insured	Excess
Laptops	£20,471.00	£100

The excess stated applies to each and every loss.

Operative Endorsements: 1, 2, 3 & 7 (see pages 35 - 37)

PART D – Money

	Limit any one loss
1. Loss of Non-Negotiable **money** in the situations specified in items 2(a), 2(b), 2(c)(i) and 2(c)(ii):	£250,000
2. Loss of other **money**:	
(a) in transit in the custody of any member or employee or in transit by registered post (limit £250), or in a Bank Night Safe	£5,000
(b) in the private residence of any member or employee	£250
(c) in the premises	
(i) in the custody of or under the actual supervision of any member or employee	£15,000
(ii) in locked safes or strongrooms	£15,000
(iii) in locked receptacles other than safes or strongrooms	£250

Excess: £50 each and every loss

Personal Accident Assault Limits: Stated in Section 3(c) *(see page 38)*

Operative Endorsements:

'In respect of **Section 1 – Special Definitions**, the definition of Person Insured is extended to include any person between the ages of 16 and 90.'

PART E – Public Liability

Limit of Indemnity: £10,000,000

Excess: £100 each and every claim in respect of Section 2(d)(ii)

Operative Endorsements:

1. Environmental Clean Up Costs. The following Special Definitions are added to Section 1:

Clean Up Costs

a) Testing for or monitoring of Pollution or Contamination

b) the costs of Remediation required by any Enforcing Authority to a standard reasonably achievable by the methods available at the time that such Remediation commences.

Remediation

Remedying the effects of Pollution or Contamination including primary, complementary and compensatory actions as specified in the Environmental Damage (Prevention and Remediation) Regulations 2009.

Enforcing Authority

Any government or statutory authority or body implementing or enforcing environmental protection legislation within the territorial limits.

Cover

With effect from 01 July 2009 or the inception of the policy if later, the **insurer** will indemnify the **insured** in respect of all sums including statutory debts that the **insured** is legally liable to pay in respect of Clean Up Costs arising from environmental damage caused by Pollution or Contamination where such liability arises under an environmental directive, statute or statutory instrument.

Provided always that:

a) liability arises from Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident which takes place in its entirety at a specific time and place during the Period of Insurance. All Pollution or Contamination which arises out of one incident shall be deemed to have occurred at the same time such incident takes place

b) the **insurer**'s liability under this Extension shall not exceed £1,000,000 for any one occurrence and in the aggregate in any one Period of Insurance and will be the maximum the insurer will pay inclusive all costs and expenses. This limit will form part of and not be in addition to the Limit of Indemnity stated in the Schedule

c) immediate loss prevention or salvage action is taken and the appropriate authorities are notified

Exclusions
The **insurer** shall be under no liability:

1. in respect of Clean up Costs for **damage** to the **Insured's** land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control

2. for **damage** connected with pre-existing contaminated property

3. for **damage** caused by a succession of several events where such individual event would not warrant immediate action

4. in respect of removal of any risk of an adverse effect on human health on the Insured's land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control

5. in respect of costs in achieving an improvement or alteration in the condition of the land, atmosphere or any watercourse or body of water beyond that required under any relevant and applicable law or statutory enactment at the time Remediation commences

6. in respect of costs for prevention of imminent threat of environmental damage where such costs are incurred without there being Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident

7. for **damage** resulting from an alteration to subterranean stores of groundwater or to flow patterns

8. in respect of costs for the reinstatement or reintroduction of flora or fauna

9. for **damage** caused deliberately or intentionally by the **insured** or where they have knowingly deviated from environmental protection rulings or where the **insured** has knowingly omitted to inspect, maintain or perform necessary repairs to plant or machinery for which they are responsible

10. in respect of fines or penalties of any kind

11. for **damage** caused by the ownership or operation on behalf of the **insured** of any mining operations or storage, treatment or disposal of waste or waste products other than caused by composting, purification or pre-treatment of waste water

12. for **damage** which is covered by a more specific insurance policy

13. for **damage** caused by persons aware of the defectiveness or harmfulness of products they have placed on the market or works or other services they have performed

14. for **damage** caused by disease in animals belonging to or kept or sold by the **insured**.

2. Section 14 – Exclusion 2 b) is amended to read as:

exemplary or punitive damages awarded by any Court of Law outside the **territorial limits**.

5. **Officials Indemnity**

Section 3 – Financial Loss
For the purposes of this Section, **employee** is held to include **member**

PART F – Hirers' Liability

Limit of Indemnity: £2,000,000

Excess: £100 each and every claim for damage to the premises or contents caused other than by fire or explosion

Operative Endorsements

1. Section 3 – Exclusion 2 b) is amended to read as:

exemplary or punitive damages awarded by any Court of Law outside the **territorial limits**

PART G – Employers Liability

Limit of Indemnity: £10,000,000

Operative Endorsements:

PART H – Libel and Slander

Sum Insured	£250,000

Excess: 10% each and every claim or £1,000 whichever is the lower

ZURICH MUNICIPAL

PART I – Motor Vehicles

Insured Vehicle:	All as described in
Persons Entitled to Drive:	the Certificate of
Limitation as to Use:	Motor Insurance

Cover: Section 23

A. Comprehensive

EXCESS : Section 23

Amount	**Description**
£ 150	Accidental Damage , Fire , Theft , Windscreen , Total Loss
£ Nil	Third party

Additional to any other Excess which applies

Age and Inexperienced Driver Excess: Section 11

(a)	Under 25 years	£150
(b)	Over 25 years inexperienced	£150

Additional to any other Excess which applies

Repair Limit: £Nil

Section 12

Damage to Property Limit:

£5,000,000 Applicable to any Commercial Vehicle, Minibus, Agricultural Vehicle and Special Type

£50,000,000 Applicable to any Private Motor Car

Personal Effects Limit: £150

Section 13

Medical Expenses Limit: £250

Section 14

Additional Cover : Section 25

U. Occasional Business Use	Not Operative
V. Loss of No Claim Discount/Excess	Not Operative

Operative Endorsements:

1. **Motor Insurers Database**

It is a condition precedent of this policy that you supply such details of the vehicles whose use is covered by the policy as are required by the relevant law applicable in Great Britain and Northern Ireland for entry on the Motor Insurers Database

2. The following clause is added to Part I Section 2:

Corporate Manslaughter and Corporate Homicide Act 2007
In respect of any event which may be the subject of indemnity under this section the **insurer** will pay legal costs and expenses incurred with the **insurer's** prior written consent in connection with the defence of any criminal proceedings (including any appeal against conviction arising from any such proceedings) brought in respect of a charge and or investigations connected with a charge of corporate manslaughter or corporate homicide under the Corporate Manslaughter and Corporate Homicide Act 2007 or any equivalent legislation in the Isle of Man or the Channel Islands committed or alleged to been committed during the period of insurance in the course of the **business**.
Provided always that:

a) the **insurer's** liability under this clause will not exceed £5,000,000 in any one period of insurance
b) this clause will only apply to proceedings brought in the **territorial limits**
c) the **insurer** must consent in writing to the appointment of any solicitor or counsel who are to act for and on the **insured's** behalf
d) the **insured** will give the **insurer** immediate notice of any summons or other process served upon the **insured** which may give rise to proceedings under this clause
e) in relation to any appeal counsel has advised there are strong prospects of such an appeal succeeding
f) the **insurer** will be under no liability:
    i) where the **insured** has committed any deliberate or intentional criminal act giving rise to a corporate manslaughter or corporate homicide charge
    ii) in respect of fines or penalties of any kind
    iii) where indemnity for defence costs is available from any other source or is provided by any other insurance or where but for the existence of this clause indemnity would have been provided by such other source or insurance.

PART J – Motor Legal Expenses and Uninsured Loss Recovery

The Claims Handling Agent is DAS Legal Expenses Insurance Company Limited

Limit of Indemnity: £100,000 per insured incident

PART N – Fidelity Guarantee

Persons Guaranteed:	**Sum Insured**
All **members** and **employees**	£1,000,000

Excess: £100 each and every loss

PART O – Personal Accident

Cover is limited to £500,000 any one person and £2,000,000 any one incident.

Persons Insured:

Employees		
Capital Sum		£50,000.00
Weekly Sum		£200.00
Cover	Sections 2 and 3 - Accident and Assault Cover	
Volunteers		
Capital Sum		£50,000.00
Weekly Sum		£200.00
Cover	Sections 2 and 3 - Accident and Assault Cover	
Directors/Councillors		
Capital Sum		£50,000.00
Weekly Sum		£200.00
Cover	Sections 2 and 3 - Accident and Assault Cover	

Operative Endorsement:

Special Condition 4 of Section 5 is inoperative provided always that the **insurer** will not make any payment of any benefit or in respect of any expense or loss arising from any Person Insured who has attained the age of 90 years unless such expense or loss arises during the period of insurance during which the Person Insured attains the age of 90

PART P – Legal Expenses

The Claims Handling Agent is DAS Legal Expenses Insurance Company Limited.

Section:

3. Employment Disputes and Compensation Awards	
(A) Employment Disputes	Operative
(B) Compensation Awards	Operative
4. Legal Defence	Operative
5. Property Protection and Bodily Injury	
(A) Property Protection	Operative
(B) Bodily Injury	Operative
6. Tax Protection	Operative
7. Contract Disputes - £5,000 Limit	Operative
(b) Not operative	
8. Statutory Licence Protection	Operative
Limit of Indemnity:	£200,000

The following is also operative: EPL Extension
Section 2 (c) shall read:

(c) in civil claims other than claims under Section 3 it is always more likely than not that a Person Insured will recover damages (or obtain any other legal remedy which the **insurer** has agreed) or make a successful defence.

Provisos (i) (1), (i) (2) and (ii) to Section 3 (B) are deleted.

The following is also operative: Debt Recovery
Insured Incident
The **insurer** will negotiate for the **insured's** legal rights including enforcement of judgment to recover money and interest due from the sale or provision of goods or of services, provided always that:

a) the amount of the debt exceeds £250 (incl VAT)
b) the claim under this Part is made within 90 days of the money becoming due and payable
c) the **insurer** has the right to select the method of enforcement, or to forego enforcing judgment if the **insurer** is not satisfied that there are, or will be, sufficient assets available to satisfy judgment.

Exceptions
We will not provide indemnity in respect of or arising from or relating to:
a) any debt arising from an agreement entered into prior to the inception date of the indemnity

provided by this section if the debt is due within the first 90 days of the indemnity provided by this section

b) the recovery of money and interest due from another party where the other party intimates that a defence exists

c) any claim relating to:

i) any settlement payable under an insurance policy

ii) any lease, licence or tenancy of land or buildings

iii) any motor vehicle owned by, or hired or leased to you other than agreements relating to the sale of motor vehicles where you are engaged in the business of selling motor vehicles

d) any dispute which arises out of the purchase, hire, sale or provision of computer hardware, software, systems or services.

General Notes

1. Fair presentation of the risk

You must make a fair presentation of the risk to us at inception, renewal and variation of your policy. This means that we must be told about all facts and circumstances which may be material to the risks covered by the policy and that you must not make a misrepresentation to us about any material facts. As part of your duty of fair presentation, you must ensure that the information detailed within the schedule is correct and complete. A material fact is one which would influence the acceptance or assessment of the risk. If you have any doubt about facts considered material, it is in your interests to disclose them to us.

Failure to make a fair presentation of the risk could result in the policy either being avoided, written on different terms or a higher premium being charged, depending on the circumstances surrounding the failure to present the risk fairly.

This policy is compliant with the principles of the Insurance Act 2015 law reforms. It also incorporates an 'opt out' which has the aim to promote good customer outcomes. We have opted-out of the ‘proportionate reduction of claim remedy’ available to insurers under the Insurance Act 2015. This means that in cases of non-disclosure or misrepresentation which are neither deliberate nor reckless, if we would have charged an additional premium had we known the relevant facts, we will charge that premium and pay any claims in full rather than reducing claims payments in proportion to the amount of premium that would have been charged.

We believe that our ‘additional premium approach’ should, in most situations, be more favourable to our customers when compared to the proportionate reduction of claim remedy. Our additional premium approach does not affect our right to apply the other remedies available under the Act for non-disclosure or misrepresentation.

2. Cancellation

All insurance policies run for a fixed period of time. The Insured can terminate an insurance contract verbally or in writing at any time. No refund will legally be due for any unused period of cover outside of the ‘cooling off period’ for consumer customers or following initiation for organisations and businesses. The Insurer may cancel the policy by giving 30 days’ notice in writing. In such an event the insured will be entitled to a return of premium in respect of the unexpired portion of the period of insurance.

3. Bonus and fee structure

Employees and businesses who work for ZIP UK are remunerated in various different ways for selling insurance contracts. Employees receive a basic salary and also receive a bonus based on a number of factors, including the achievement of sales and quality targets. Businesses which work for the insurer on an outsourced basis receive a fee and also additional payments based on a number of factors, including the achievement of sales and quality targets.

Claims Contact Information

If you need advice on a claim, it is important that you speak to the appropriate specialist. Claims specialists are available to discuss your cover and advise you on how to make a claim. Their contact details are:

Line of cover	Claims team	Claims contact details	
Buildings, Contents including All Risk Items	Property Claims	Tel:	0800 028 0336
Business Interruption		Email:	farnboroughpropertyclaims@uk.zurich.com
Money		Address:	Zurich Municipal Property Claims, PO Box 3303,Interface Business Park, Swindon, SN4 8WF
Works In Progress			
Public Liability	Liability Claims	Tel:	0800 917 7207
Employers Liability		Email:	fnlc@uk.zurich.com (New Claims) zmflc@uk.zurich.com (Subsequent correspondence)
Personal Assault under Money		Address:	Zurich House, 1 Gladiator Way, Farnborough, Hampshire, GU14 6GB (DX 140850, Farnborough 4)
Personal Accident			
Professional Negligence			
Hirers Liability			
Fidelity Guarantee			
Libel and Slander			
Plant Protection			
Engineering – Deterioration of Stock			
Business Travel			
Motor	Motor Claims	Tel:	0800 916 8872 (new claims) 0800 232 1913 (customer damage)
		Email:	zmmotorclaimsoffice@uk.zurich.com
Legal Expenses	DAS Legal Claims	Tel:	0117 976 2030 (Switchboard)

General claims procedure

This is a description of the general claims procedure you will need to follow:

1. Contact the relevant claims office, to notify the claim
2. If necessary, a claim form will be sent out to you for completion, or you will be asked to send details in writing
3. In the event of uncertainty, please call the relevant office for guidance.
4. Out of hours/Emergency Property losses - please contact 0800 028 0336
5. You can track open claims online at: https://www.zurich.co.uk/municipal/existing-customers

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Zurich Insurance plc is authorised by the Central Bank of Ireland and authorised and subject to limited regulation by the Financial Conduct Authority. Details about the extent of our authorisation by the Financial Conduct Authority are available from us on request. Our FCA Firm Reference Number is 203093.

Communications may be monitored or recorded to improve our service and for security and regulatory purposes.

Review of Expenditure under secton 137 of the Local Government Act 1972

1 **STRATEGIC GRANTS - 2020/2021 was unusual due to the Pandemic and Strategic Grants were used to support our local communities prior to governement funding.**

The Strategic grants paid in 2020/21 have been reviewed against the stautory provision which they were authorised under and the total reproduced below.

Strategic Grant Reference	Date Paid	Amount	Organisation	Project Name	Statutory Power
STC COV 01	07/04/2020	11,509.10	PACT House	Community Covid 19 Support	Local Government Act 1972, s.137
STC COV 02	07/04/2020	5,000.00	SHAID	Community Covid 19 Support	Local Government Act 1972, s.137
STC COV 03	07/04/2020	3,000.00	Just for Women	Community Covid 19 Support	Local Government Act 1972, s.137
STC COV 04	07/04/2020	3,000.00	The Venue	Community Covid 19 Support	Local Government Act 1972, s.137
STC COV 05	07/04/2020	3,000.00	Annfield Plain Community Centre	Community Covid 19 Support	Local Government Act 1972, s.137
STC COV 06	07/04/2020	3,000.00	Annfield Plain Cricket Club	Community Covid 19 Support	Local Government Act 1972, s.137
STC COV 07	07/04/2020	3,000.00	Beamish & East Stanley Cricket Club	Community Covid 19 Support	Local Government Act 1972, s.137
STC COV 08	07/04/2020	3,000.00	Beamish FC	Community Covid 19 Support	Local Government Act 1972, s.137
STC COV 09	07/04/2020	3,000.00	Craghead Village Hall / CH Community Assoc	Community Covid 19 Support	Local Government Act 1972, s.137
STC COV 10	07/04/2020	500.00	Community Hut Shield Row	Community Covid 19 Support	Local Government Act 1972, s.137

STC COV 11	07/04/2020	500.00	South Moor Partnership - The Haven	Community Covid 19 Support	Local Government Act 1972, s.137
STC COV 12	07/04/2020	3,000.00	Activity Den	Community Covid 19 Support	Local Government Act 1972, s.137
STC COV 13	07/04/2020	3,000.00	Stanley Indoor Bowls Club	Community Covid 19 Support	Local Government Act 1972, s.137
STC COV 14	07/04/2020	3,000.00	South Stanley Partnership - St Stephens Ctr	Community Covid 19 Support	Local Government Act 1972, s.137
STC COV 15	07/04/2020	3,000.00	Oxhill YC	Community Covid 19 Support	Local Government Act 1972, s.137
STC COV 16	07/04/2020	500.00	Stanley Young Peoples Club	Community Covid 19 Support	Local Government Act 1972, s.137
STC COV 17	07/04/2020	3,000.00	Tantobie Community Centre	Community Covid 19 Support	Local Government Act 1972, s.137
STC COV 18	07/04/2020	3,000.00	Tanfield Lea & District Community Centre	Community Covid 19 Support	Local Government Act 1972, s.137
STC COV 19	07/04/2020	3,000.00	Quaking Houses Village Hall	Community Covid 19 Support	Local Government Act 1972, s.137
STC COV 20	07/04/2020	500.00	St Margarets Church Hall	Community Covid 19 Support	Local Government Act 1972, s.137
STC COV 21	07/04/2020	500.00	White le Head Church Hall	Community Covid 19 Support	Local Government Act 1972, s.137
STC COV 22	07/04/2020	500.00	South Moor Methodist Church	Community Covid 19 Support	Local Government Act 1972, s.137
Minute 296 Full Council 27.03.18	22/07/2020	23,000.00	Stanley IBC Ltd	Redevlopment of the Centre	Local Government Act 1972, s.137
Total Strategic Grant Expenditure		**£84,509.10**			
Total Expenditure under s.137 of LGA (A)		**£84,509.10**			

2 STC FUNDED SERVICES

Stanley Fund	£50,000
Warden Service	£58,350
Heritage Events	£504
Christmas Lights	£3,362
Remembrance Events	£193
West Stanley Memorial	£50
Miners Sunday	£0
Total (B)	**£112,459**
Total Expenditure under section 137 LGA (A+B)	**£196,968**

The Council remained within the Statutory limit of **£204,115**, however we must continue to monitor this requirement until such time as the Council are in a position to adopt the power of General Competence, at which point the restriction under section 137 will no longer apply.