



Stanley Town Council

NOTICE OF MEETING

I hereby give notice that a meeting of the Finance and General Purposes Committee of Stanley Town Council will be held on Tuesday, the 9th November 2021 at 6.30pm at Stanley Civic Hall.

TO ALL MEMBERS of STANLEY TOWN COUNCIL FINANCE AND GENERAL PURPOSES COMMITTEE

G Binney*
A Jones
J Nicholson

A Hanson§
J Kane
D Tully

H Clark
J McMahon
O Milburn∞

L Ferry
S McMahon
A Clegg∞

*Chairman § Vice-Chairman ∞Ex-Officio

You are hereby summoned to attend a meeting of the Finance and General Purposes Committee of Stanley Town Council to be held in Stanley Civic Hall, Front Street, Stanley, DH9 0NA, on Tuesday the 9th November 2021 at 18.30 in order to transact the following business:

Yours sincerely,

Alan Tubman
Deputy Town Clerk
2nd November 2021

Please turn off all mobile phones or set to silent mode
Please refer to the Policy for recording proceedings

A G E N D A

1 APOLOGIES FOR ABSENCE

To **RECEIVE** any apologies and reasons for absence.

2 DECLARATIONS OF INTEREST

Members are invited to **DECLARE** disclosable pecuniary interests and other interests, along with the nature of those interests, in relation to any item on this agenda.

3 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIR

To **RECEIVE** announcements from the Chair or Deputy Town Clerk.

4 PUBLIC PARTICIPATION

An adjournment will be allowed at the direction of the Chairman to allow for public comment and response in relation to items on this agenda or to consider written questions from the public submitted in advance of the meeting (*Individuals will be permitted a maximum of three minutes each. Total time for this session is limited to fifteen minutes*).

5 CONFIRMATION OF MINUTES (ATTACHMENT A)

To **APPROVE** as a correct record and sign the minutes of the Finance and General Purposes Committee meeting held on 12th October 2021.

6 ACCOUNTS FOR PAYMENT & BANK RECONCILIATION

Statutory Basis: Accounts & Audit (England) Regulations 2011

September 2021

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

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

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

7 GOVERNANCE WORKING GROUP (ATTACHMENT E & F)

Committee is requested to **NOTE** the report and Risk Register

8 BUDGET SETTING UPDATE

Committee is requested to **NOTE** the report

9 EXCLUSION OF PRESS AND PUBLIC

To **RESOLVE** that under Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during consideration of the following items of business as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.

Justification of excluding the public and press for the consideration of the following items: Staff confidentiality

**Recording and streaming of the meeting is to cease at this point.*

10 TOWN CLERK RECRUTMENT GROUP

(ATTACHMENT G)

Committee is requested to **NOTE** the report.

11 DATE, TIME AND VENUE OF NEXT MEETING

Tuesday 14th December 2021, 6.30pm, Stanley Civic Hall.

In accordance with the Public Bodies (Admission to Meetings) Act 1960, members of the public and press are welcome to attend the meeting. Members of the public will only be permitted to speak at the beginning of the meeting during Public Participation.

MINUTES of the FINANCE AND GENERAL PURPOSES MEETING of STANLEY TOWN COUNCIL held at Stanley Civic Hall on Tuesday 12th October 2021 at 6.30pm

PRESENT: G Binney* H Clark A Clegg L Ferry
 A Hanson A Jones J McMahon S McMahon
 J Nicholson D Tully
 *Chairman

OFFICERS: Alan Tubman (Deputy Town Clerk)
 Ann Barry (Finance Officer)

110 APOLOGIES FOR ABSENCE

Members **ACCEPTED** an apology for absence from Cllr J Kane and Cllr O Milburn

111 DECLARATIONS OF INTEREST

None

112 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIR

The meeting will be live streamed via the Stanley Town Council Youtube channel, and will be available for months.

Deputy Town Clerk has received information from Electoral Services on Monday 11/10/2021 that the vacancy in the Havannah Ward had been called to election. The Notice of Election is to go up on 25th October 2021 and if contested the by-election is expected to take place on 2nd December 2021.

The Deputy Town Clerk has also received notice from Durham County Council that the electronic Christmas tree is to be removed from DCC storage in their depot.

113 PUBLIC PARTICIPATION

One member of the public was present and no questions had been received in advance of the meeting.

114 CONFIRMATION OF MINUTES

It was proposed by Cllr A Clegg and seconded by Cllr S McMahon that the minutes of the Finance and General Purposes Committee on 14th September 2021 be **APPROVED** as a true record.

115 ACCOUNTS FOR PAYMENT AND BANK RECONCILIATION

It was proposed by Cllr A Hanson and seconded by Cllr S McMahon

that the Council **APPROVE** the schedules of payments and receipts and **NOTE** the bank reconciliation for August 2021

116 BUDGET MONITORING REPORT JULY – SEPTEMBER 2021

Members **NOTED** the report.

117 EVENTS WORKING GROUP

Members **NOTED** the report, and a suggestion was made to register the Council Beacon as an official Beacon for Her Majesty the Queens Jubilee celebrations in 2022.

118 TOWN CLERK RECRUITMENT GROUP

Members **NOTED** the report

119 INTERIM TOWN CLERK

Members **NOTED** the report, and the intention to request Council approve the appointment of an interim Town Clerk

120 DATE AND TIME OF NEXT MEETING

Tuesday, 9th November 2021, 6.30 pm Civic Hall, Stanley.

Invoice Date	Centre	A/C	Invoice Number	Ref No	Supplier A/c Name	Amount	Analysis Description
Stanley Town Council (101)							
Office Accommodation (105)							
Administration (110)							
30/07/2021	110	4106	SINV00687326	4935	ACS	115.99	Nitro Software Subscription
23/08/2021	110	4110	1898853	4944	MAZARS	1,600.00	31.03.2021 Year End Audit
01/08/2021	110	4124	48812	4947	AMAZON	16.63	Wireless Mouse x 5
22/07/2021	110	4102	1YGR	4948	AMAZON	12.91	ID Plastic Holders
31/07/2021	110	4106	AUG 2021	4971	ADOBE	171.84	Annual Acrobat Adobe
01/09/2021	110	4100	217942	4973	ASPIRE	817.78	August 2021 Telephone/IT Charge
19/08/2021	110	4999	JUL/AUG E-PAY	4975	BARCLAYS	12.50	JUL/AUG 2021 E-PAY
31/08/2021	110	4105	261505	4977	DOCUMENTSOLUTIONS	12.10	Aug 21 Photocopies
19/08/2021	110	4999	JUL/AUG 21 MIXED	4987	BARCLAYS	12.09	JUL/AUG 21 MIXED
14/09/2021	110	4123	219367	4989	ASPIRE	158.82	IT Install
11/09/2021	110	4106	0-201398	4991	LOYVERSE	20.00	Loyverse subscription
Publicity (115)							
27/08/2021	115	4205	1724	4939	CREO	500.00	August 2021 Monthly PR Support
01/09/2021	115	4205	1579	4956	JAK	150.00	Sept 21 Advert I&A
01/08/2021	115	4205	1418	4990	JAK	150.00	Aug 21 Advert I & A
Democracy (200)							
25/08/2021	200	4035	INTALIAN CREDIT	4967	FHILLCHAR	- 25.00	Italian Charity night refund
Services (300)							

Schedule of Payments September 2021

ITEM 6 – ATTACHMENT B

07/09/2021	300	4321	1036	4954	STARSYC	10,000.00	Youth Provision 21-22
Pact House (305)							
AP Community Room (307)							
08/09/2021	307	4052	IN0001067995	4992	CORONA	12.90	Aug 21 AP Hut Electric
Warden Service (310)							
Events (320)							
31/08/2021	320	4423	INV 65	4937	MAIN	13.32	Maintenance Equipment
23/08/2021	320	4423	AUG 21	4945	LUCIALEE	50.00	Wreath
25/05/2021	320	4423	42712	4964	AAFLAGS	261.76	Flags
31/08/2021	320	4421	2456	4968	AHILLARY	29,229.00	Play in the Parks 2021
31/08/2021	320	4426	2457	4969	AHILLARY	9,252.00	Miners Sunday
08/09/2021	320	4439	IN0001067994	4993	CORONA	8.82	Aug 21 Xmas Tree Kiosk
Environmental Services (350)							

Invoice Date	Centre	A/C	Invoice Number	Ref No	Supplier A/c Name	Amount	Analysis Description
02/08/2021	350	4065	INV 64	4938	MAIN	45.76	Maintenance Equipment
31/08/2021	350	4065	AUG 21	4942	OLIVERS	24.52	Maintenance supplies
21/07/2021	350	4134	42970	4957	AAFLAGS	105.00	Bunting
13/09/2021	350	4134	IN BLOOM	4958	INBLOOM	120.00	Northumberland in Bloom
09/09/2021	350	4065	172360	4959	GUSTHARTS	50.37	Maintenance
10/09/2021	350	4134	1334623	4960	PRINTMEIT	50.00	Signage
31/08/2021	350	4131	E2014325864	4972	ALLSTAR	76.89	August 2021 Fuel
01/08/2021	350	4130	672427	4976	DAWSONGRP	465.93	August Van Rental
Grant Funding (400)							

Schedule of Payments September 2021

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Civic Hall (500)							
16/08/2021	500	4650	6258869	4931	FILMBANK	83.00	Raya & The Last Dragon
16/08/2021	500	4650	6258868	4932	FILMBANK	83.00	Sonic The Hedgehog
16/08/2021	500	4650	6258867	4933	FILMBANK	83.00	Scoob!
16/08/2021	500	4650	6258866	4934	FILMBANK	83.00	Tom & Jerry
09/08/2021	500	4066	100359138	4936	AMAZON	374.99	Popcorn Maker
02/08/2021	500	4065	INV 64	4938	MAIN	17.46	Maintenance Equipment
20/08/2021	500	4065	252878244	4943	DCCRB	126.88	Repairs & Main water heater
22/07/2021	500	4066	1609	4949	AMAZON	5.79	Candy Floss Sticks
17/08/2021	500	4066	2191	4950	AMAZON	10.83	Cake Knife
23/08/2021	500	4055	20698	4955	WASHINGTON	227.04	Cleaning Material
09/09/2021	500	4100	174	4961	AMAZON	21.63	Computer Charger
09/09/2021	500	4066	742	4962	AMAZON	16.65	Cabinet Locks
09/09/2021	500	4102	190040	4963	AMAZON	14.13	Stationery 2022 Diary
31/08/2021	500	4998	26434	4965	HOGE100	133.82	Aug 2021 Websales
10/09/2021	500	4067	30348	4966	MFX	150.00	Mr & Mrs Sign Hire
22/09/2021	500	4056	46531336	4970	ADT	353.04	Intruder Alarm Maintenance
04/09/2021	500	4056	Q1360	4974	BTBUSINESS	37.89	01.09.2021-30.11.2021 BT Alarm
31/08/2021	500	4105	261505	4977	DOCUMENTSOLUTIONS	32.70	Aug 21 Photocopies
05/09/2021	500	4052	245648595/21	4979	TOTALGAS	871.03	August 2021 Electricity
07/09/2021	500	4053	245870773/21	4980	TOTALGAS	617.03	31.05.21-31.08.21 (E) Gas
31/08/2021	500	4998	168388958	4981	WORLDPAY	17.89	August 2021 Worldpay
31/08/2021	500	4998	168602768	4982	WORLDPAY	8.36	August 2021 Worldpay
31/08/2021	500	4998	168648997	4983	WORLDPAY	30.92	August 2021 Worldpay
01/09/2021	500	4050	CIVICHALL 06	4985	DURHAMDD	858.00	September 2021 Business Rates
04/09/2021	500	4056	Q05596	4986	BTBUSINESS	40.29	01.09.21 - 30.11.21 BT Alarm
26/08/2021	500	4650	6259758	4994	FILMBANK	83.00	Teen Titans Film
25/08/2021	500	4650	6259691	4995	FILMBANK	83.00	Peter Rabitt 2
25/08/2021	500	4650	6259690	4996	FILMBANK	83.00	Onward Film

Invoice Date	Centre	A/C	Invoice Number	Ref No	Supplier A/c Name	Amount	Analysis Description
26/08/2021	500	4650	26259689	4997	FILMBANK	83.00	Good Dinosaur Film
21/09/2021	500	4650	6244685 CR	4998	FILMBANK	- 141.00	Credit from Inv 6244685

Schedule of Payments September 2021

ITEM 6 – ATTACHMENT B

27/09/2021	500	4066	446606 CR	4999	ADEXADIRECTLTD	-	231.20	446606 Credit
08/09/2021	500	4125	CIVIC 11117-	5000	PCAPREDICT		50.00	Annual Postcode Predicter
Civic Hall Bar (510)								
27/08/2021	510	4600	306599	4940	AMAZON		5.42	Bar Sundries
27/08/2021	510	4600	306599 2	4941	AMAZON		8.32	Bar Sundries
12/08/2021	510	4600	23580	4946	AMAZON		7.87	Bar Sundries
17/08/2021	510	4600	24105	4951	AMAZON		5.95	Bar Sundries
17/08/2021	510	4600	24105 2	4952	AMAZON		16.87	Bar Sundries
17/08/2021	510	4600	12245	4953	AMAZON		23.97	Bar Sundries
09/09/2021	510	4600	600057910	4978	SAMEDAYBEERS		583.25	Bar Stock
31/08/2021	510	4603	3064536618	4988	BOC		13.80	August 21 Boc Charges
Loan Charges (520)								
19/08/2021	520	4996	PW503801 SEPT	4984	PWLB		10,000.00	Civic Hall Loan PW503801
19/08/2021	520	4997	PW503801 SEPT	4984	PWLB		912.00	Civic Hall Loan PW503801
							69,377.55	Monthly Expenditure Sub Total
Payroll August								
		2021 Deductions						
	4000	101			STC		6,632.59	
	4000	450			Civic Hall		1,014.59	
	4005	500			Casual Staff		18.00	
	4000	350			Environmental Services		3,161.72	
Payroll September 2021								
	4000	101			STC		5,723.82	

Schedule of Payments September 2021

ITEM 6 – ATTACHMENT B

	4000	450		Civic Hall	2,059.28	
	4005	500		Casual Staff	160.62	
	4000	350		Environmental Services	5,008.49	
				SUBTOTAL	23,779.11	Monthly Payroll Total
				TOTAL	93,156.66	Overall Monthly Expenditure

Centre	£ Amount	Transaction Detail	
Invoices Paid (Civic Hall) (100)			
100	2,000.00	Pact House	
Administration (110)			
110	1.50	Loyalty Reward	
110	1.53	Loyalty Reward	
Precept (111)			
AP Community Room (307)			
Events (320)			
320	10,175.00	C-19 Measures	
Environmental Services (350)			
350	1,500.00	Annfield Plain Gateways	
Civic Hall (500)			
500	8.57	20210823 - 20210829 Card	
500	4.76	20210826 - 20210821 Websales	
500	6.25	20210830 - 20210905 Card	
500	37.14	20210825-20210904 Cash	
500	100.95	20210917-20210920 Cash	
500	-	15.71	20210914 - 20210920 Card
500	8.57	20210826 - 20210821 Websales	
500	2.86	20210826 - 20210821 Websales	
500	35.00	20210901-20210914 Websales	
500	15.83	20210915-20210919 Websales	
500	1,152.00	20210920-20210927 Websales	
500	35.00	20210823 - 20210829 Card	
500	130.00	20210922 - 20210924 Card	
500	25.71	20210906-20210911 Cash	
500	3,000.00	DCC Grant C-19 Build Sup Grant	
Civic Hall Bar (510)			
510	174.00	20210825-20210904 Cash	
510	155.42	20210917-20210920 Cash	
510	939.00	20210906-20210911 Cash	
510	487.19	20210907-20210924 Card (Sumup)	
Civic Hall Income For Future Shows (530)			
530	266.00	20210826 - 20210821 Websales	
530	70.00	20210830 - 20210905 Card	
530	1,154.00	20210901-20210914 Websales	
530	364.00	20210915-20210919 Websales	

530	169.00	20210914 - 20210920 Card
530	53.00	20210922 - 20210924 Card
530	32.92	20210920-20210927 Websales
530	58.00	20210927 Card
530	28.00	20210927 Card
Room Hire Deposits (540)		
Total	22,175.49	

Date: 17/10/2021

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Time: 17:58

Bank Reconciliation Statement as at
30/09/2021 for Cashbook 1 - Current
Bank Alc

User: AB

Bank Statement Account Name (s)	Statement Date	Page No	Balances
		-	
mixed payments account	30/09/2021		19,189.77
Savings Account	30/09/2021		411,993.01
Current Bank Account-e account	30/09/2021		15,767.24
			<u>446,950.02</u>
Unpresented Cheques (Minus)		Amount	
		<u>0.00</u>	
			0.00
			<u>446,950.02</u>
Receipts not Banked/Cleared (Plus)			
		<u>0.00</u>	
			0.00
			<u>446,950.02</u>
		Balance per Cash Book is..	- 446,950.02
		Difference is ..	0.00

Transactions

15



MRS ANN ELIZABETH BARRY

Mixed Payments Plan

20-33-51 60189243

Available balance	E8,513.15
Last night's balance	E8,513.15
Overdraft limit	EO.00

Showing 14 transactions between 07/09/2021 and 24/09/2021 from 01/09/2021 to 30/09/2021

Date	Description	Money in	Money out	Balance
24/09/2021	Counter Credit SumUp Payments Acc PIDI 16424-SUMUP BCC	E24.68		£19,189.77
23/09/2021	Funds Transfer 203351 93186547 PWLB LOAN FT	E10,000.00		E19,165.09
23/09/2021	Credit 42STANLEY 100132	E1,153.80		E9,165.09
16/09/2021	Direct Debit PUBLIC WORKS LOANS STANLEY		-E10,912.00	€8,011.29
15/09/2021	DDR Funds Transfer 203351 93186547 LOAN FT	E1,000.00		E18,923.29
15/09/2021	Credit 43STANLEY 100131	272.80		E7,923.29
	Credit			

BARCLAYS

MRS ANN ELIZABETH BARRY

Transactions

15/09/2021	43STANLEY 100130	E292.50	E7,650.49
	Counter Credit		
15/09/2021	SumUp Payments Acc PIDI 15025-SUMUP BGC	E129.46	E7,357.99
	Counter Credit		
14/09/2021	SumUp Payments Acc PIDI 14845-SUMUP BCC	E321.49	£7,228.53
	Counter Credit		
10/09/2021	SumUp Payments Acc	E13.53	E6,907.04

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MRS ANN ELIZABETH BARRY

Active Saver

20-33-51 93186547

Available balance	E841 ,993.01
Last night's balance	€661 ,993.01
Overdraft limit	n/a

Showing 5 transactions between 03/09/2021 and 23/09/2021 from 01/09/2021 to 30/09/2021

Date	Description	Money in	Money out	Balance
23/09/2021	Funds Transfer 203351 60189243 PWT.H.O.A.N.F		-£10,000.00	£411,993.01
23/09/2021	Funds Transfer 203351 43231674 BACS + SALARIES FT		-€60,000.00	E421 ,993.01
17/09/2021	Funds Transfer 203351 43231674 BACS PAYMENTS FT		-E12,000.00	E481,993.01
	Funds Transfer			

BARCLAYS

MRS ANN ELIZABETH BARRY

Transactions

15/09/2021	203351 60189243	-E1 1,000.00	E493,993.01
	LOAN FT		
	Funds Transfer		
03/09/2021	203351 43231674	-E10,000.00	E504,993.01
	BACS PAYMENTS FT		

Need to view older transactions?

- If you have registered for online statements, then follow the link to view them
- If you don't have online statements, then statements may still be visible in Barclays Cloud It
- If you can't find the relevant statement/transactions online, you can order a copy statement

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2

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MRS ANN ELIZABETH BARRY

-Paymen

20-33-51 43231674

Available balance

E25,960.02

Last night's balance

26,110.33

Overdraft limit

EO.OO

Showing 114 transactions between 01/09/2021 and 30/09/2021 from 01/09/2021 to 30/09/2021

Pending debit card transactions

Date	Transaction	Amount
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BARCLAYS

MRS ANN ELIZABETH BARRY

Transactions

20/10/2021 11:13 ROYAL MAIL ONLINE SHOP INTERNET GB -263.50

Card Number**** *0024

Date	Description	Money in	Money out	Balance
	Counter Credit MV- 76951073 - 2709 76951073 BCC	E58.00		£15,767.24 30/09/2021
30/09/2021	Direct Debit DOCUMENT SOLUTION 2100 DOC SOL DDR		-E53.76	E15,709.24
30/09/2021	Direct Debit ASPIRE TECHNOLOGY STANLEY DDR		-E190.58	E15,763.00
29/09/2021	Counter Credit MV- 76951073 -2409 76951073 BGC	E28.00		E15,953.58
29/09/2021	Counter Credit MV- 76950763 -2409 76950763 BGC	€28.00		E15,925.58
29/09/2021	Counter Credit MV- 02937763 -2509 02937763 BCC	€254.00		E15,897.58
29/09/2021	Counter Credit MV- 02937763 -2709	E150.50		E15,643.58

Today: Oct 2021

BARCLAYS

MRS ANN ELIZABETH BARRY

Transactions

8

**Governance Working Group
Minutes**

**Friday 8th October 2021
10:00 am Lumley Room, Civic Hall, Stanley**

In attendance:

Cllr O Milburn, Cllr J Nicholson, Cllr M Thompson and Cllr D Tully
Alan Tubman (Deputy Town Clerk),

Apologies:

Cllr J Kane

Absent:

Cllr A Clegg, Cllr J McMahon

1. Governance Group Program

It was agreed for the group to meet on a quarterly basis to review policies, with the Risk Register being reviewed on a six monthly basis,

The group requested a list of all policies be forwarded to all members for information.

Current policies for review include:

- CODE OF CONDUCT
- MANAGING UNREASONABLE BEHAVIOUR
- APPEALS
- TOIL
- PUBLICITY

Notes;

Code of Conduct, there has been a new code produced by Durham County Council and they have indicated that they would like all Local Councils to adopt this code.

Appeals Policy, is something that sits alongside some of our existing policies. TOIL & Publicity, have been specifically requested to be reviewed by members.

2. Risk Register

Members reviewed the risk register in line with the current situation, operationally. Amendments were made as directed, and the amended risk register is to be circulated to members of the group present to ensure the document is as directed.

3. Date and Time of next meeting.

To be arranged

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. It'd be downloaded and accessed in an emergency situation. A procedure is to be produced and presented to Governance Working Group with regards business continuity and to ensure staff response in the event of an emergency.	Town Clerk	8th October 2021	15	
M2	Business Continuity	Loss of key staff - succession planning.	3	4	3	4	The Council has a small compliment of staff and a staff training and development (PDR) policy, however with the small team and operational demands there is 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	8th October 2021	40	
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	8th October 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 into the diary at the Civic Hall and that any bookings are not accepted unless the Town Clerk can secure alternative arrangements. STC has a range 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	8th October 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	8th October 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	8th October 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 them 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	8th October 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 place. 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	8th October 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	8th October 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	8th October 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 Governance 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. Training is also recommended for all members to ensure they fully understand the information presented to them and the budget process.	Town Clerk/Finance Officer	8th October 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	8th October 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 Governance Working Group to inform staff what the requirements are in this area.	Finance Officer	8th October 2021	27
F5	Cash	Cash 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 Governance Working Group to inform staff what the requirements are in this area.	Finance Officer	8th October 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.	Finance Officer	8th October 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. Governance Working Groups has the ability to review more regularly in its remit.	Town Clerk	8th October 2021	13
F8	Election Costs	Inadequate budget provision exists for by-election costs.	3	2	3	3	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. A similar reserve is established to cover the cost of by-elections and casual vacancies, this must be reviewed annually to ensure provision maintained.	Town Clerk	8th October 2021	24
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	8th October 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 Governance Working Group to inform staff what the requirements are in this area.	Town Clerk	8th October 2021	3
F11	Grants	Grant opportunities are missed.	2	2	3	4	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	8th October 2021	28
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	8th October 2021	7
F13	Creditors	Procedures for the payment of creditors invoices are inadequate, leading to errors in payment, incorrect VAT accounting etc.	1	1	2	2	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 Governance Working Group to inform staff what the requirements are in this area.	Finance Officer	8th October 2021	8
F14	Reserves	The level of reserves is either inadequate or excessive.	5	4	3	2	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. The possibility of utilising additional bank accounts to spread the money has been looked into by the Finance Officer, and could be revisited if requested.	Town Clerk	8th October 2021	24
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	2	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	8th October 2021	30

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	3	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. Currently the under lease of PACT House has still not been agreed	Town Clerk	8th October 2021	21
	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	8th October 2021	14
A2	Maintenance	The value and condition therefore operational use of Council properties are adversely affected by inadequate maintenance, (incl lack of planned maintenance program)	5	3	3	4	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 compiled and this is reviewed regularly with works resourced. The Town Council has no specific budget provision to carry out works or support properties within their portfolio other that Civic Hall and Annfield Plain.	Town Clerk	8th October 2021	44
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	8th October 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	8th October 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	8th October 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 compiled 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	8th October 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	8th October 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	8th October 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	8th October 2021	13
	STAFFING										
S1	Staffing	Loss of Key Staff	3	5	5	4	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	8th October 2021	52

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	8th October 2021	3
S3	Motivation of Staff	Staff morale is low leading to reduced productivity.	4	4	4	3	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	8th October 2021	36
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.	3	3	2	5	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	8th October 2021	40
S5	Sickness management	Staff are absent from work due to sickness and this is not correctly managed causing pressure and stress on other staff	3	3	2	3	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	8th October 2021	24
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 managers will ensure PPE is worn and procedures followed.	Operations Manager	8th October 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	8th October 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	8th October 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	8th October 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	2	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	8th October 2021	30
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	2	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	8th October 2021	18
REVIEW DATE		8th October 2021									
VERSION NUMBER		RR04									

**Town Clerk Recruitment Working Group
Minutes**

**Monday 1st November 2021
6.00 pm via Microsoft Teams**

In attendance:

Cllr G Binney, Cllr C Marshall, Cllr S McMahon, Cllr J Stephenson. Cllr D Tully
Alan Tubman (Deputy Town Clerk)

Apologies:

Cllr H Clark

1. Shortlisting

All members had been provided with redacted copies of the applications, a copy of the Job Description & Person Spec and a matrix to aid shortlisting.

Members expressed disappointment at the number of applications received, despite the job being advertised on a local, regional, and national basis.

There was a consensus within the group that 2 of the applicants would be suitable to be interviewed, though members agreed to keep an open mind regarding appointing, and if the panel weren't totally happy with appointing a candidate, then they would not feel obliged to do so, and would then review the situation and decide how to proceed.

2. Interview Process

Members decided to make the interview process as inclusive as possible, and include meetings with members, partners and stakeholders, and staff, though ultimately the decision will remain with the member panel.

A plan for the process is;

- Thursday 18th November, applicants invited in to meet partners/stakeholders, and the staff
- Friday 19th November, meet a with members followed by formal interview including presentation.

The Deputy Town Clerk was tasked with contacting Daniel O'Brien at the AAP and also finding the questions and presentation task from the last Town Clerk recruitment process, and circulating round the group for discussion prior to the interview.

3. Date and Time of next meeting.

Friday 19th November 2021 (Interviews)