



# 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 15<sup>th</sup> February 2022 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 15<sup>th</sup> February 2022 at 18.30 in order to transact the following business:

Yours sincerely,

Helen Richardson  
Town Clerk  
8<sup>th</sup> February 2022

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

To **APPROVE** as a correct record and sign the minutes of the Finance and General Purposes Committee meetings held on

- 14<sup>th</sup> December 2021 (ATTACHMENT A)
- 11<sup>th</sup> January 2022 (ATTACHMENT B)

#### 6 ACCOUNTS FOR PAYMENT & BANK RECONCILIATION

Statutory Basis: Accounts & Audit (England) Regulations 2011

November 2021

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

December 2021

Schedule of Payments	(ATTACHMENT F)
Schedule of Receipts	(ATTACHMENT G)
Bank Reconciliation & Bank Balances	(ATTACHMENT H)

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

- (i) **APPROVE** the payment of accounts for November and December 2022, and,
- (ii) **NOTE** the Bank Reconciliation for November and December 2021.

#### 7 DOUBLE TAXATION (ATTACHMENT I)

To **DISCUSS** Double Taxation, and the Stanley Town Council response to the current CDALC consultation and **DECIDE** what to do.

#### 8 BUDGET 2022/23

To **DISCUSS** the 2022/23 budget as submitted.

#### 9 EVENTS 2022 (ATTACHMENT J)

To **RECEIVE** the minutes, from the Events Working Group 19<sup>th</sup> January 2022, and

To **DISCUSS** the Council Events Program and contract for events for 2022.

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## 10 GOVERNANCE WORKING GROUP

To **RECEIVE** the minutes, from the Governance Working Group on 4<sup>th</sup> February 2022. **(ATTACHMENT K)**

To **APPROVE** the policies as recommended by the Governance Working Group

- Appeals Policy **(ATTACHMENT L)**
- Publicity Policy **(ATTACHMENT M)**
- Code of Conduct for Members **(ATTACHMENT N)**

## 11 DATE, TIME AND VENUE OF NEXT MEETING

Tuesday 8<sup>th</sup> March 2022, 6.30pm, Stanley Civic Hall.

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

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**MINUTES of the FINANCE AND GENERAL PURPOSES COMMITTEE MEETING OF STANLEY TOWN COUNCIL** held at Stanley Masonic Hall on Tuesday 14<sup>th</sup> December 2021 at 6.30pm

**PRESENT:** Cllr G Binney\*                      Cllr A Hanson                      Cllr H Clark                      Cllr L Ferry  
                 Cllr J McMahon                      Cllr S McMahon                      Cllr J Nicholson                      Cllr D Tully  
                 Cllr O Milburn                      Cllr A Clegg  
                 \*Chairman

**OFFICERS:** Stuart Wardle (Interim Town Clerk)  
                 Alan Tubman (Deputy Town Clerk)  
                 Ann Barry (Finance Officer)  
                 Nicola James (Events & Admin Support Officer)  
                 Peter Burns (Events & Facilities Support Officer)

**167                      APOLOGIES FOR ABSENCE**

The Committee accepted apologies from Cllr J Kane.

**168                      DECLARATIONS OF INTEREST**

None.

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

None from the Chair.

The Interim Town Clerk noted that the Council have been approached by GMB to gift staff a wellbeing day. This will be discussed under Item 9.

The Deputy Town Clerk also confirmed that following the change to Government Covid Guidelines, the Civic Hall staff are now prepared for Panto to start on Wednesday 15<sup>th</sup> and have extra cleaning and signage in place to be Covid secure. The two 1pm shows on the 15<sup>th</sup> and 16<sup>th</sup> have been cancelled due to low uptake, and the weekend and Christmas eve shows are looking most popular.

The Deputy Town Clerk also reminded Members of the Carol Service at St Andrews Church on 19<sup>th</sup> December at 4pm and encouraged all to attend.

**170                      PUBLIC PARTICIPATION**

Nothing was received in writing before the meeting. No public were in attendance.

**171 CONFIRMATION OF MINUTES**

Cllr G Binney noted that the minutes of 9<sup>th</sup> November do not reflect the comments he made in relation to the website and toil, however these actions have now been completed.

It was proposed by Cllr A Clegg, seconded by Cllr J McMahon and **RESOLVED** that the minutes of the Finance & General Purposes Committee meeting held on 9<sup>th</sup> November 2021 be **APPROVED** and signed as a correct record.

**172 ACCOUNTS FOR PAYMENT & BANK RECONCILIATION**

The Finance Officer noted the following questions received via email, to which the Deputy Town Clerk has responded:

1. Was NEREO advice for the investigation? – Yes
2. Does our SLA with DCC cover the HR advice? – No, we don't have a HR SLA, we have an annual fee contract and are charged £70/hr as and when we need it.
3. Was is the van hire? – This is the monthly rental for the Environmental Services vehicle. It was coded wrong and then reversed.

It was proposed by Cllr A Clegg, seconded by Cllr S McMahon and **RESOLVED** that the Committee **APPROVE** the payment of accounts for October 2021 and **NOTE** the bank reconciliation for October 2021.

**173 INTERNAL AUDIT REPORTS**

Full Assurance was given for:

1. Accounts payable
2. Accounts receivable
3. Payroll
4. Events

It agreed to **ACCEPT** all reports and no further action was needed.

**174 EVENTS WORKING GROUP**

The Deputy Town Clerk noted that there had been a poor turn out for the Christmas Light Switch on however the event went really well. Members noted that some public weren't informed of the switch on time and that the Police and shop owners didn't know the event was on at all. In future staff will ensure marketing of the event is improved.

Members **NOTED** the report.

**175 TOIL PROCEDURE**

The Interim Town Clerk noted that he had added the second paragraph under item 1 in the procedure document. This was to alleviate issues where there are exceptional circumstances and the policy does not allow payment for ours worked.

Following a discussion relating to the Green Book and the Working Time Directive, questioned by Cllr H Clark, it was proposed by Cllr S McMahon, seconded by Cllr A Clegg and **RESOLVED** that the amendment be **ACCEPTED** and **ADOPTED**.

**176 STANLEY MASTERPLAN**

The Interim Town Clerk noted that the consultation ends on 14<sup>th</sup> January and the Town Council should make comment.

Cllr O Milburn and J Nicholson raised issues around transport plans.

It was AGREED that a special meeting be called on 11<sup>th</sup> January 2022 to discuss the Stanley Masterplan and gather the Town Councils comments to submit by 14<sup>th</sup> January.

**177 DATE, TIME AND VENUE OF NEXT MEETING**

Special Finance Meeting – 14<sup>th</sup> January 2022 – details to be arranged.

Ordinary Finance Meeting - Tuesday 8<sup>th</sup> February 2022, 6.30pm, Stanley Civic Hall.

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**MINUTES of the SPECIAL FINANCE AND GENERAL PURPOSES MEETING of STANLEY TOWN COUNCIL held at Stanley Civic Hall on Tuesday 11th January 2022 at 6.30pm**

**PRESENT:** G Binney\*                      H Clark                      A Clegg                      A Hanson  
                 A Jones                      S McMahon                      O Milburn                      D Tully

\*Chairman

**OFFICERS:** Stuart Wardle (Interim Town Clerk)  
                 Alan Tubman (Deputy Town Clerk)

**178                      APOLOGIES FOR ABSENCE**

Members **ACCEPTED** apologies for absence from Cllr L Ferry, Cllr J Kane, Cllr J McMahon and Cllr J Nicholson

**179                      DECLARATIONS OF INTEREST**

None

**180                      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 informed Committee that 2021 pantomime had been very well received by customers and that there had been no issues or problems at the Civic Hall. A fuller report will be made to Council and the pantomime production team are looking to put on another performance, next this year and potentially a three year program.

Cllr Binney asked the Deputy Town Clerk to pass on his thanks to all staff involved in the delivery of the pantomime.

**181                      PUBLIC PARTICIPATION**

No members of the public were present and no questions had been received in advance.

**182                      STANLEY MASTERPLAN**

Finance and General Purpose Committee **AGREED** that the following points should be forwarded to Durham County Council for consideration as part of the consultation process.

- Stanley Town Council are generally supportive of the overall intentions within the draft master plan and acknowledge that it is a living document to provide an ongoing plan to bring about real improvements for Stanley and the surrounding area

- Stanley Town Council is a key stakeholder in the community and wish to remain fully involved and active in the ongoing development and implementation of the masterplan
- Stanley is recognised as an area of deprivation and the master-plan acknowledges the need for the whole area to receive major investment to provide for a sustainable and thriving community. In doing so STC note that all investment will need to be properly prioritised around community needs to maximise positive outcomes and benefits
- Stanley Town Council acknowledge that to achieve the wider ambitions set out in the plan will require a long-term investment and a multi-agency approach requiring ongoing and effective community consultation
- The Stanley Civic Hall is recognised by the community as a major community asset. The building incorporates a Civic Theatre and needs major investment to be sustainable in order to thrive and be able to develop community, cultural and heritage activities for the community and wider region. (The building is owned by Durham County Council and leased to Stanley Town Council)
- The need for good and accessible public transport links from the outlying villages is a key area identified by the community and also to nearby conurbations i.e. Durham, Sunderland & Newcastle
- Stanley Town Council have concerns surrounding the possibility of introducing parking charges as it would deter visitors to the Town Centre
- There is a need for the masterplan to take account and as far as possible clearly link to the leveling up bid to ensure resources and investment are maximized and not disadvantaged

**183****DATE AND TIME OF NEXT MEETING**

Tuesday, 8<sup>th</sup> February 2022, 6.30 pm Civic Hall, Stanley.



Schedule of Payments November 2021

attachment c

Invoice Date	Centre	A/C	Invoice Number	Ref No	Supplier A/c Name	Amount	Analysis Description
<b>Stanley Town Council (101)</b>							
30/09/2021	101	4012	133875	5067	SLCC	347.00	Town Clerk Advert
20/11/2021	101	4012	38181279	5069	NEWSQUEST	535.00	Town clerk advert
22/11/2021	101	4013	601195308	5108	DCCRB	35.00	HR Advice
<b>Office Accommodation (105)</b>							
<b>Administration (110)</b>							
19/10/2021	110	4999	EPAY	5075	BARCLAYS	14.50	Sept/Oct E Pay
19/10/2021	110	4999	MIXED	5079	BARCLAYS	27.06	September/October 21 Mixed
21/09/2021	110	4125	24164	5101	RIALTAS	506.00	Software Maintenace
15/11/2021	110	4125	29239	5102	RIALTAS	139.17	Software Maintenace
21/10/2021	110	4125	24343	5103	RIALTAS	59.00	Tax Digital
23/11/2021	110	4123	WEBSITE	5104	GREYMATTER	500.00	Website
15/11/2021	110	4123	151671	5149	WPSTAGING	78.41	WP Staging Pro
<b>Publicity (115)</b>							
28/10/2021	115	4205	1806	5070	CREO	500.00	October 21 Monthly PR
01/11/2021	115	4205	1858	5088	JAK	150.00	November 21 I and A Advert
<b>Democracy (200)</b>							
03/11/2021	200	4800	100/22	5072	CDALC	60.00	Member Training
24/11/2021	200	4803	CHARITYNIGHT	5084	FHILLCHAR	10.00	Ferryhill Charity Night
18/11/2021	200	4803	CVICDINNERSPEN	5118	SPENNYTOWN	26.00	Civic Dinner Spennymoor
24/11/2021	200	4803	CHARITY	5147	FHILLCHAR	10.00	Charity
16/11/2021	200	4803	CHARITY NOV 221	5151	FHILLCHAR	- 10.00	REV Ferryhill Charity Night
16/11/2021	200	4803	CHARITY NOV 21	5152	BARNARD	10.00	Barnard Castle Charity Night
<b>Services (300)</b>							
<b>Pact House (305)</b>							
01/11/2021	305	4049	RENT	5068	PATEL	4,750.00	Oct/March 2021 Rent
<b>AP Community Room (307)</b>							
15/11/2021	307	4052	60009807	5123	CORONA	14.67	Oct 21 AP Hut Electric
<b>Warden Service (310)</b>							
17/11/2021	310	4116	252894613	5106	DCCRB	50,000.00	Warden Contract
17/11/2021	310	4116	252894613A	5107	DCCRB	1,080.00	Warden Contract
<b>Events (320)</b>							
15/11/2021	320	4439	15112021	5122	CORONA	8.82	Oct 21 Xmas Tree Kiosk
06/11/2021	320	4439	250485450/21	5125	TOTALGAS	30.62	01.08.21-31.10.21 IA Electric
06/11/2021	320	4439	250485449/21	5126	TOTALGAS	30.62	01.08.21-31.10.21 Feeder Elect
06/11/2021	320	4439	250485460/21	5127	TOTALGAS	30.62	01.08.21-31.10.21 Unit 9 Elect
15/11/2021	320	4410	100046	5130	ROYALBRIT	50.64	Poppy Appeal
25/10/2021	320	4410	100045	5131	ROYALBRIT	192.50	Poppy Appeal

# Schedule of Payments November 2021

Invoice Date	Centre	A/C	Invoice Number	Ref No	Supplier A/c Name	Amount	Analysis Description
<b>Environmental Services (350)</b>							
02/11/2021		350	4405	FRAME	5073	ASDA	56.25 Certificate Frames
15/10/2021		350	4131	2014523332	5078	ALLSTAR	153.63 September/October Fuel
09/08/2021		350	4066	170402	5080	GUSTHARTS	62.95 Maintenance Equipment
28/10/2021		350	4065	28102021	5093	MAIN	55.21 Maintenace Supplies
10/11/2021		350	4134	2851	5098	DPTROPHIES	67.92 Trophies
17/11/2021		350	4066	176787	5099	GUSTHARTS	556.00 Tools and Equipment
28/10/2021		350	4065	66 ADJ	5119	MAIN	- 4.17 Correction
25/10/2021		350	4133	100039	5132	WILLIAM PETERS	75.00 BGF03
03/11/2021		350	4133	100037	5133	MICHAEL CHAPMAN	50.00 BGF06
03/11/2021		350	4133	100040	5134	VALRICE	50.00 BGF01
03/11/2021		350	4133	100038	5135	MAUREENROBERTSON	25.00 BGF04
03/11/2021		350	4133	100041	5136	ELIZABETHJANEGIFFORD	25.00 BGF07
03/11/2021		350	4133	100042	5137	HAZELWATSON	75.00 BGF02
03/11/2021		350	4133	100036	5138	CHRISTINEDUDLEY	75.00 BGF05
03/11/2021		350	4133	100043	5139	ALANGLEGHORN	50.00 BGF08
03/11/2021		350	4133	100044	5140	JAMESMICHAELCROWLEY	25.00 BGF09
01/10/2021		350	4130	675762	5141	DAWSONGRP	465.93 October 2021 Van Hire
24/11/2021		350	4131	618487	5150	S DAVIES	40.25 Oct 21 Fuel
<b>Civic Hall (500)</b>							
08/11/2021		500	4066	1272	5066	ELEV8MEDIALTD	340.00 Equipment
11/10/2021		500	4051	9586653	5074	WAVE	481.04 11.07.2021 - 10.10.2021 Water
15/03/2021		500	4050	PROPERTYCHARG	5077	DCCRB	858.00 November 2021 Business Rates
17/10/2021		500	4425	17102021	5081	TACAIN	240.00 Tech Support
03/11/2021		500	4425	3112021	5082	TACAIN	80.00 Tech Support
31/10/2021		500	4998	26583	5085	HOGE100	604.38 October Websales
02/11/2021		500	4055	1378302	5086	CATHEDRAL	363.99 Hygeine Services
08/11/2021		500	4055	20815	5087	WASHINGTON	308.04 Cleaning Material
08/11/2021		500	4425	8102021	5089	TACAIN	150.00 Tech Support Dance Extravaganz
09/11/2021		500	4650	6264103	5091	FILMBANK	83.00 Cruella
09/11/2021		500	4650	6264102	5092	FILMBANK	83.00 Luca
11/11/2021		500	4102	103570	5094	NORMANS	32.47 Stationary
24/11/2021		500	4077	801799669	5095	DCCRB	180.00 Premises Licence
30/09/2021		500	4102	1000423	5096	NORMANS	74.10 Stationery
09/11/2021		500	4065	1183	5097	TECHNO	85.00 Till Maintenace
17/11/2021		500	4055	20770	5100	WASHINGTON	242.50 20770/5100/Washington Supplies
22/11/2021		500	4008	10030	5105	COOLBLUE	140.00 Training
22/11/2021		500	4700	MEDIUMSHIP	5109	GLAD	590.00 An Evening Of Mediumship
02/10/2021		500	4700	MEDIUMS	5110	GLAD	485.20 An Evening Of Mediumship
31/10/2021		500	4998	3002937763	5112	WORLDPAY	116.73 Transaction Fees
31/10/2021		500	4998	3076950763	5113	WORLDPAY	46.04 Transaction Fees
31/10/2021		500	4998	3076951073	5114	WORLDPAY	18.26 Worldpay

# Schedule of Payments November 2021

Invoice Date	Centre	A/C	Invoice Number	Ref No	Supplier A/c Name	Amount	Analysis Description
15/11/2021	500	4100	222293	5117	ASPIRE	974.93	October 21 Tele/IT Charges
07/11/2021	500	4052	250762462/21	5124	TOTALGAS	985.63	Oct 21 Electricity
06/11/2021	500	4105	263756	5128	DOCUMENTSOLUTIONS	80.73	Photocopying
31/10/2021	500	4998	26583 ADJ	5121	HOG100	0.25	Correction
18/11/2021	500	4104	30197	5142	POSTOFFICE	132.00	Stamps
12/11/2021	500	4055	24840356	5144	ASDA	4.17	Cleaning Materials
23/11/2021	500	4081	A8707101600	5145	SCREWFIX	11.63	Decorating Materials
<b>Civic Hall Bar (510)</b>							
02/11/2021	510	4600	600059593	5076	SAMEDAYBEERS	1,009.71	Bar Stock
14/11/2021	510	4600	600059755	5111	SAMEDAYBEERS	939.14	Bar Stock
31/10/2021	510	4603	3065376319	5120	BOC	10.35	Bar Gas
18/11/2021	510	4600	906315936	5143	MOLSON	1,069.71	Bar Stock
23/11/2021	510	4600	22112021	5146	ASDA	8.18	Bar Stock
24/11/2021	510	4600	16112021	5148	MOLSON	1,269.08	Bar Stock
<b>Loan Charges (520)</b>							
						73,186.86	Monthly Expenditure Sub Total
<b>Payroll October 2021 Deductions</b>							
	4000	101			STC	4,121.50	
	4000	450			Civic Hall	1,528.84	
	4005	500			Casual Staff	20.80	
	4000	350			Environmental Services	3,254.93	
<b>Payroll November 2021</b>							
	4000	101			STC	5,745.52	
	4000	450			Civic Hall	6,348.93	
	4005	500			Casual Staff	320.51	
	4000	350			Environmental Services	6,369.03	
					<b>SUBTOTAL</b>	<b>27,710.06</b>	<b>Monthly Payroll Total</b>
					<b>TOTAL</b>	<b>100,896.92</b>	<b>Overall Monthly Expenditure</b>

## Schedule of Receipts November 2021

Centre	£ Amount	Transaction Detail
<b>Invoices Paid (Civic Hall) (100)</b>		
100	882.00	South Stanley Infant School
100	50.00	C Eccles Dance Show
100	132.00	U3A
100	50.00	Swan Kenney Theatre Works
100	49.00	SYP
100	705.00	MMA
100	50.00	Violinist Performance
<b>Administration (110)</b>		
110	1.50	Loyalty Reward
110	4.77	Loyalty Reward
<b>Precept (111)</b>		
<b>AP Community Room (307)</b>		
<b>Environmental Services (350)</b>		
<b>Events (320)</b>		
320	50.64	20211025-20201107 British Legion Donation
<b>Grants (400)</b>		
400	1,071.50	SGF40 Beamish Stripes
<b>Facilities Management (450)</b>		
450	2,250.00	Kickstart Set Up
<b>Civic Hall (500)</b>		
500	11.56	20211024-20211031 Card
500	54.22	20211025-20201107 Cash
500	61.33	20211027-20211101 Websales
500	16.00	20211027-20211101 Websales
500	41.78	20211027-20211101 Websales
500	0.83	20211101-20211105 Card
500	221.33	20211103-20211118 Websales
500	65.78	20211103-20211118 Websales
500	0.83	20211108-20211113 Card
500	58.67	20211119-20211123 Websales
500	15.11	20211119-20211123 Websales
500	36.00	20211124-20211126 Websales
500	11.56	20211124-20211126 Websales
<b>Cost Centre (510)</b>		
510	79.94	20211027-20211031 Sumup
510	307.84	20211025-20201107 Cash
510	9.21	20211101-20211105 Card
510	88.81	20211101-20211107 Sum up
510	2,023.77	20211101-20211128 Sumup
510	253.92	20211108-20211113 Card
510	3,443.63	20211108-20211114 Cash
<b>Civic Hall Income For Future Shows (530)</b>		
530	128.00	20211024-20211031 Card
530	35.00	20211025-20201107 Cash
530	1,503.00	20211027-20211101 Websales
530	178.00	20211101-20211105 Card
530	6,919.00	20211103-20211118 Websales
530	441.00	20211108-20211113 Card
530	55.00	20211108-20211114 Cash
530	366.00	20211115-20211121 Card

Schedule of Receipts November 2021

530	1,816.00	20211119-20211123 Websales
530	448.00	20211122-20211125 Card
530	1,130.00	20211124-20211126 Websales

Room Hire Deposits (540)		
<b>Total</b>	<b>25,117.53</b>	

Date: 09/12/2021

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Time: 11:48

**Bank Reconciliation Statement as at 30/11/2021  
for Cashbook 1 - Current Bank A/c**

User: AB

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
mixed payments account	30/11/2021		24,153.53
Savings Account	30/11/2021		731,993.01
Current Bank Account-e account	30/11/2021		24,675.66
			<hr/> 780,822.20
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
03/11/2021 100043 Alan Gleghorn		50.00	
30/11/2021 100036 Christine Dudley		75.00	
30/11/2021 100044 James Michael Crowley		25.00	
			<hr/> 150.00
			780,672.20
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			780,672.20
		<b>Balance per Cash Book is :-</b>	<b>780,672.20</b>
		<b>Difference is :-</b>	<b>0.00</b>



## Transactions

### Mixed Payments Plan

**20-33-51 60189243**

Available balance	<b>£24,117.05</b>
Last night's balance	£24,117.05
Overdraft limit	<b>£0.00</b>

 Showing **24** transactions between **01/11/2021** and **30/11/2021** from 01/11/2021 to 30/11/2021

Date	Description	Money in	Money out	Balance
30/11/2021	Counter Credit SumUp Payments Acc PID125200-SUMUP BGC	£381.95		£24,153.53
26/11/2021	Counter Credit SumUp Payments Acc PID124822-SUMUP BGC	£43.85		£23,771.58
26/11/2021	Counter Credit SumUp Payments Acc PID124997-SUMUP BGC	£35.43		£23,727.73
26/11/2021	Cheque 100042		-£75.00	£23,692.30
24/11/2021	Credit 44STANLEY 100136	£4,892.35		£23,767.30
24/11/2021	Counter Credit SumUp Payments Acc PID124469-SUMUP BGC	£105.10		£18,874.95
24/11/2021	Cheque 100046		-£50.64	£18,769.85
24/11/2021	Cheque 100045		-£192.50	£18,820.49
23/11/2021	Counter Credit SumUp Payments Acc PID124286-SUMUP BGC	£168.66		£19,012.99
17/11/2021	Counter Credit SumUp Payments Acc PID123533-SUMUP BGC	£776.19		£18,844.33
	Cheque			



## Transactions

### Active Saver

20-33-51 93186547

Available balance	£731,993.01
Last night's balance	£731,993.01
Overdraft limit	n/a

Showing 2 transactions between 10/11/2021 and 23/11/2021 from 01/11/2021 to 30/11/2021

Date	Description	Money in	Money out	Balance
23/11/2021	Funds Transfer 203351 43231674 BACS + PAYROLL FT		-£75,000.00	£731,993.01
10/11/2021	Funds Transfer 203351 43231674 PAY DEDUCTIONS/BAC FT		-£20,000.00	£806,993.01

### Need to view older transactions?

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## Transactions

### e-Payments Plan

20-33-51 43231674

Available balance	£25,109.14
Last night's balance	£24,675.66
Overdraft limit	£0.00

Showing **145** transactions between **01/11/2021** and **30/11/2021** from 01/11/2021 to 30/11/2021

### Pending debit card transactions

Date	Transaction	Amount
30/11/2021 10:30	ASDA SUPERSTORE STANLEY GB	-£7.35
Card Number	**** * 4011	
30/11/2021 09:17	TOOLSTATION LTD STANLESTANLEY GB	-£23.95
Card Number	**** * 4011	

Date	Description	Money in	Money out	Balance
30/11/2021	Counter Credit MV- 76951073 -2511 76951073 BGC	£53.00		£24,675.66
30/11/2021	Counter Credit MV- 02937763 -2611 02937763 BGC	£565.50		£24,622.66
30/11/2021	Debit BESCOL ON 29 NOV BDC		-£103.44	£24,057.16
30/11/2021	Direct Debit DOCUMENT SOLUTION 2100 DOC SOL DDR		-£96.87	£24,160.60
30/11/2021	Direct Debit MCBC UK LIMITED 0003225468 DDR		-£1,283.65	£24,257.47
29/11/2021	Counter Credit MV- 76951073 -2411	£13.00		£25,541.12

**Schedule of Payments December 2021**

ATTACHMENT F

Invoice Date	Centre	A/C	Invoice Number	Ref No	Supplier A/c Name	Amount	Analysis Description
<b>Stanley Town Council (101)</b>							
<b>Office Accommodation (105)</b>							
<b>Administration (110)</b>							
26/11/2021	110	4111	1	5154	GORDAN FLETCHER	520.00	Internal Audit
26/11/2021	110	4999	EPAYMENTS	5159	BARCLAYS	16.15	Oct/Nov E Payments
26/11/2021	110	4999	MIXEDPAYMENTS	5160	BARCLAYS	43.16	Oct/Nov Mixed
11/12/2021	110	4106	0-232143	5187	LOYVERSE	20.00	Till Subscription
30/11/2021	110	4105	264900	5192	DOCUMENTSOLUTIONS	47.27	November 21 Photocopies
<b>Publicity (115)</b>							
28/11/2021	115	4205	1858	5162	CREO	500.00	November 2021 Monthly PR
01/12/2021	115	4205	1982	5183	JAK	150.00	December Advert Booking
02/11/2021	115	4075	1334970	5203	PRINTMEIT	140.00	Advertising
<b>Democracy (200)</b>							
<b>Services (300)</b>							
<b>Pact House (305)</b>							
<b>AP Community Room (307)</b>							
07/12/2021	307	4065	178638	5173	SAFE	28.95	AP Hut Fire Extinguisher Servi
06/12/2021	307	4052	IN0001148161	5197	CORONA	16.62	Nov 21 AP Hut Electric
06/12/2021	307	4053	16612315	5206	CORONA	100.57	Nov 21 (E) Gas AP Hut
<b>Warden Service (310)</b>							
07/12/2021	310	4116	252898648	5168	DCCRB	6,385.00	Warden Service Dec 21
<b>Events (320)</b>							
29/11/2021	320	4410	2472	5153	AHILLARY	410.00	Remembrance Day
06/12/2021	320	4439	900355678	5161	DCCRB	2,009.24	Christmas Lights 2021
06/12/2021	320	4439	2479	5167	AHILLARY	9,119.00	Christmas Event Management
06/12/2021	320	4439	IN0001148160	5198	CORONA	9.00	Nov 21 Xmas Tree Kiosk
<b>Environmental Services (350)</b>							
02/12/2021	350	4009	177812	5163	GUSTHARTS	330.94	Maintenance & Clothing
02/12/2021	350	4066	177812	5163	GUSTHARTS	28.69	Maintenance & Clothing
01/12/2021	350	4132	5192	5181	BARNETT	66.00	Winter Tyres
08/12/2021	350	4134	INBLOOM22	5182	INBLOOM	300.00	Entry Fee 2022
01/11/2021	350	4130	677477	5188	DAWSONGRP	450.90	Nov 2021 Van Hire
30/11/2021	350	4131	E2014702682	5191	ALLSTAR	96.49	November 2021 Fuel
01/12/2021	350	4131	DEC2021	5207	ALLSTAR	81.06	Dec 2021 Fuel

# Schedule of Payments December 2021

Invoice Date	Centre	A/C	Invoice Number	Ref No	Supplier A/c Name	Amount	Analysis Description
<b>Grant Funding (400)</b>							
<b>Civic Hall (500)</b>							
26/11/2021	500	4121	2	5155	GREYMATTER	2,500.00	IT Web Support
26/11/2021	500	4065	571094	5156	P AND N ASSOCIATES	277.00	Fridge Repair
26/11/2021	500	4121	1275	5157	TOTAL	105.00	IT Website Support
06/12/2021	500	4102	40009799	5164	HAGUE	200.00	Tickets - Ticket Machine
07/12/2021	500	4071	178637	5169	SAFE	193.50	Extinguishers Service 2021
09/12/2021	500	4066	618	5171	AMAZON	113.33	Disinfectant Machine
10/12/2021	500	4073	961852	5178	AMAZON	13.33	Covid 19 Face Masks
22/11/2021	500	4077	SIN1908086	5179	PPLPRS	1,934.93	Annual License
10/12/2021	500	4055	20869	5180	WASHINGTON	647.38	Cleaning Materials
10/12/2021	500	4073	169483	5184	AMAZON	149.93	Covid 19 Cleaning
08/12/2021	500	4050	CIVIC HALL 09	5186	DURHAMDD	858.00	December 2021 Business Rates
04/12/2021	500	4053	252683491/21	5189	TOTALGAS	5,656.42	Oct - Nov 21 Gas (A)
06/12/2021	500	4052	253152795/21	5190	TOTALGAS	1,178.92	Nov 21 Electric
30/11/2021	500	4105	264900	5192	DOCUMENTSOLUTIONS	43.55	November 21 Photocopies
04/12/2021	500	4056	Q1374M	5193	BTBUSINESS	37.89	01.12.21 - 28.02.22 BT Alarm
30/11/2021	500	4998	182327595	5194	WORLDPAY	196.19	November 21 Worldpay
30/11/2021	500	4998	182447890	5195	WORLDPAY	19.59	November 2021 Worldpay
30/11/2021	500	4998	182516034	5196	WORLDPAY	57.36	November 2021 World Pay
10/12/2021	500	4104	DEC 21	5199	POSTOFFICE	15.85	Parcel Post
13/12/2021	500	4073	CLEANING	5200	ASDA	10.48	Cleaning material covid 19
01/12/2021	500	4100	224456	5204	ASPIRE	819.00	Nov 21 Tele/IT Charges
04/12/2021	500	4056	Q056DB	5205	BTBUSINESS	39.35	01.12.2021-28.02.2022 BT Alarm
04/12/2021	500	4053	252683491/21 ADJ	5208	TOTALGAS	- 7.50	Oct - Nov 21 Gas (a) Adj
31/12/2021	500	4053	252683491/21	5209	TOTALGAS	8.91	Oct-Nov 21 Gas adj
<b>Civic Hall Bar (510)</b>							
26/11/2021	510	4600	600060143	5158	SAMEDAYBEERS	661.85	Bar Stock
06/12/2021	510	4600	25728	5166	BLUEICE	57.95	Slush Syrup
07/12/2021	510	4600	1356	5172	AMAZON	36.63	Bar Sundries
08/12/2021	510	4600	43775	5174	AMAZON	28.54	Bar Sundries
07/12/2021	510	4600	GB13DV4RKAUI	5175	AMAZON	25.00	Bar Sundries
07/12/2021	510	4600	GB13D6XUPAEUI	5176	AMAZON	23.32	Bar Sundries
07/12/2021	510	4600	86813	5177	AMAZON	21.27	Bar Sundries
30/11/2021	510	4603	3065824728	5185	BOC	10.35	Nov 21 Boc Charges
19/12/2021	510	4600	PANTO	5201	ASDA	8.20	Bar Sundries
21/12/2021	510	4600	PANTO2	5202	ASDA	6.49	Bar Sundries
<b>Loan Charges (520)</b>							
						<b>36,817.05</b>	<b>Monthly Expenditure Sub Total</b>

# Schedule of Payments December 2021

Invoice Date	Centre	A/C	Invoice Number	Ref No	Supplier A/c Name	Amount	Analysis Description
<b>Payroll November 2021 Deductions</b>							
	4000	101			STC	4,121.70	
	4000	450			Civic Hall	1,618.07	
	4005	500			Casual Staff	25.60	
	4000	350			Environmental Services	2,885.31	
<b>Payroll December 2021</b>							
	4000	101			STC	8,887.03	
	4000	450			Civic Hall	5,118.51	
	4005	500			Casual Staff	846.10	
	4000	350			Environmental Services	5,383.72	
					<b>SUBTOTAL</b>	<b>28,886.04</b>	<b>Monthly Payroll Total</b>
					<b>TOTAL</b>	<b>65,703.09</b>	<b>Overall Monthly Expenditure</b>

Centre	£ Amount	Transaction Detail
<b>Invoices Paid (Civic Hall) (100)</b>		
100	60.00	N Tweedy
100	50.00	North Road Gym
100	510.00	Swan Kenney
100	390.00	DCC Masterplan
100	220.00	DCC Understanding Autisim
100	660.00	SYP
100	360.00	Adult Learning
100	110.00	U3A
100	360.00	Adult Learning
100	480.00	Adult Learning
100	360.00	Adult Learning
100	393.75	Timeless
100	50.00	Wrestling
100	461.00	West Pelton Primary School
100	173.00	Pact House Film
100	70.00	Greencore Recruitment
100	132.00	U3A
100	240.00	Adult Learning
100	160.00	Adult Learning
100	750.00	Adult Learning
100	720.00	Adult Learning
100	-	66.00 U3A
<b>Administration (110)</b>		
110	1.92	Loyalty Reward
110	8.78	Loyalty Reward
110	58.70	Barclays Interest
<b>Precept (111)</b>		
<b>AP Community Room (307)</b>		
307	8,000.00	Discretionary Restart Grant
<b>Environmental Services (350)</b>		
<b>(450)</b>		
450	2,443.53	DCC - DWP Kickstart
<b>Civic Hall (500)</b>		
500	57.78	20211126 - 20211130 Websales
500	50.67	20211201 - 20211206 Websales
500	14.22	20211201 - 20211206 Websales
500	57.33	20211206 - 20211212 Websales
500	17.78	20211206 - 20211212 Websales
500	226.67	20211213 - 20211222 Websales
500	44.44	20211213 - 20211222 Websales
500	2.67	20211224 Websales
500	0.89	20211224 Websales
500	26.67	20211223 - 20211231 Websales
500	4.44	20211223 - 20211231 Websales
<b>(510)</b>		
510	11.27	20211122 - 20211128 Sumup
510	822.13	20211115 - 20211127 Cash
510	6.97	20211218 - 20211219 Sumup
510	778.88	20211218 - 20211219 Sumup
510	56.46	20211129 - 20211205 Cash
510	144.48	20211220 - 20211224 Sumup Card

## Schedule of Receipts December 2021

510	1538.87	20211220-20211224 Card
<b>Civic Hall Income For Future Shows (530)</b>		
530	104.00	20211118 - 20211128 Card
530	1,356.00	20211126 - 20211130 Websales
530	1,854.00	20211201 - 20211206 Websales
530	48.00	20211129 - 20211205 Card
530	259.00	20211206 - 20211212 Card £259
530	1,610.00	20211206 - 20211212 Websales
530	318.00	20211115 - 20211127 Cash
530	508.00	20211213 - 20211219 Card
530	7,252.00	20211213 - 20211222 Websales
530	50.00	20211205 20211212 Cash
530	52.00	20211224 Websales
530	754.00	20211223 - 20211231 Websales
530	887.50	20211220-20211224 Card
<b>Room Hire Deposits (540)</b>		
<b>Total</b>	<b>36,071.80</b>	

Date: 10/01/2022

Stanley Town Council 2021 - 22

Page 1

Time: 20:44

**Bank Reconciliation Statement as at 31/12/2021  
for Cashbook 1 - Current Bank A/c**

User: AB

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
mixed payments account	31/12/2021		29,350.90
Savings Account	31/12/2021		692,051.71
Current Bank Account-e account	31/12/2021		37,024.04
			<u>758,426.65</u>
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
30/11/2021 100036 Christine Dudley		75.00	
30/11/2021 100044 James Michael Crowley		25.00	
			<u>100.00</u>
			758,326.65
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
		0.00	
			<u>0.00</u>
			758,326.65
		<b>Balance per Cash Book is :-</b>	<b>758,326.65</b>
		<b>Difference is :-</b>	<b>0.00</b>



## Transactions

### Mixed Payments Plan

20-33-51 60189243

Available balance	£29,350.90
Last night's balance	£29,350.90
Overdraft limit	£0.00

Showing 11 transactions between 01/12/2021 and 24/12/2021 from 01/12/2021 to 31/12/2021

Date	Description	Money in	Money out	Balance
24/12/2021	Credit 43STANLEY 100140	£183.75		£29,350.90
23/12/2021	Counter Credit SumUp Payments Acc PID128440-SUMUP BGC	£56.35		£29,167.15
22/12/2021	Counter Credit SumUp Payments Acc PID128245-SUMUP BGC	£117.03		£29,110.80
21/12/2021	Counter Credit SumUp Payments Acc PID128054-SUMUP BGC	£934.66		£28,993.77
20/12/2021	Counter Credit DURHAM COUNTY COUN 3949648 BGC	£2,443.53		£28,059.11
16/12/2021	Counter Credit SumUp Payments Acc PID127642-SUMUP BGC	£8.36		£25,615.58
14/12/2021	Credit 41STANLEY 100139	£1,524.55		£25,607.22
06/12/2021	Credit Loyalty Reward 13 Oct - 14 Nov	£8.78		£24,082.67
06/12/2021	Debit CHARGES COMMISSION FOR PERIOD 13OCT/14NOV *****		-£43.16	£24,073.89





## Transactions

### Active Saver

20-33-51 93186547

Available balance	£692,051.71
Last night's balance	£692,051.71
Overdraft limit	n/a

Showing 3 transactions between 08/12/2021 and 31/12/2021 from 04/12/2021 to 03/01/2022

Date	Description	Money in	Money out	Balance
31/12/2021	Credit INTEREST PAID GROSS FOR PERIOD 31DEC/30DEC	£58.70		£692,051.71
22/12/2021	Funds Transfer 203351 43231674 BACS FT		-£20,000.00	£691,993.01
08/12/2021	Funds Transfer 203351 43231674 BACS FT		-£20,000.00	£711,993.01

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## Transactions

### e-Payments Plan

20-33-51 43231674

Available balance	£37,500.29
Last night's balance	£37,024.04
Overdraft limit	£0.00

Showing **132** transactions between **01/12/2021** and **31/12/2021** from 01/12/2021 to 31/12/2021

Date	Description	Money in	Money out	Balance
31/12/2021	Counter Credit MV- 76951073 -2412 76951073 BGC	£40.00		£37,024.04
31/12/2021	Counter Credit MV- 76950763 -2412 76950763 BGC	£867.78		£36,984.04
31/12/2021	Counter Credit MV- 02937763 -2512 02937763 BGC	£56.00		£36,116.26
30/12/2021	Counter Credit MV- 76951073 -2312 76951073 BGC	£26.00		£36,060.26
30/12/2021	Counter Credit MV- 76950763 -2312 76950763 BGC	£562.87		£36,034.26
30/12/2021	Counter Credit MV- 02937763 -2412 02937763 BGC	£789.00		£35,471.39
30/12/2021	Direct Debit DOCUMENT SOLUTION 2100 DOC SOL DDR		-£108.99	£34,682.39
29/12/2021	Counter Credit MV- 76951073 -2212 76951073 BGC	£44.00		£34,791.38
29/12/2021	Counter Credit MV- 76950763 -2212 76950763 BGC	£526.55		£34,747.38
	Counter Credit			

## Local Councils Working Group

14 December 2021



## Double Taxation

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### Introduction

- 1 At a meeting of the Local Councils Working Group held on 18 March 2021, CDALC presented the following motion which had been discussed and agreed with their membership at their AGM:

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

- 2 It was agreed that the LCWG would consider this request and this report considers the history of double taxation since LGR and options for the future.

### Definition

- 3 Double Taxation is defined as a situation where residents in certain local council areas are paying council tax twice over for particular public services. It can happen because many local services are concurrent functions — that is, they can be managed and delivered either by local parish and town councils or by the County Council. Typically, double taxation comes about in relation to the most locally delivered services, such as maintaining children's play areas, closed churchyards, playing fields, open spaces, public conveniences, street-lighting, cemeteries, allotments and footpaths.
- 4 There are two ways in which Double Taxation can be viewed and therefore two definitions of Double Taxation:
  - (a) where provision of a service is delegated or devolved from a principal local authority to a local council without funding being passed on to cover the costs, which results in the local residents funding that service through the Town or Parish precept; or

- (b) where, within a principal local authority's area there are services delivered in some places by that authority (e.g. in unparished areas) and in other places by local Town or Parish councils. This can result in some residents paying for the service in their local council area through its precept, while at the same time they contribute to the cost of provision elsewhere, particularly in unparished areas, through the Council Tax bill from their principal local authority. This is the National Association of Local Councils definition of Double Taxation.
- 5 In terms of funding for local authorities, council tax makes up significantly different proportion of total funding available to different types of authority as detailed below:
- (a) Unitary Authority – in the case of Durham County Council council tax makes up circa 22% of total funding for the council. In this circumstance council tax could be said to finance 20% of all service provision;
  - (b) Town and Parish Councils – in many circumstances council tax will make up the vast majority of total funding and as such council tax will pay for the majority of all services.

### **Treatment of Double Taxation after LGR**

- 6 During the LGR process the issue of Double Taxation was raised by local councils and colleagues from District Councils. It was agreed that the issue was complex and there was no simple solution. An agreement was reached with local councils that a grant payment would continue to be made in line with those made by the former District Councils. This would reflect that certain services were being provided by local councils which could be deemed to be the county council's responsibility. The functions included in the payment process at that time were as follows:
- (a) allotments;
  - (b) bus shelters;
  - (c) cemeteries;
  - (d) public conveniences.
- 7 The sums paid post LGR totalled £0.246 million across 60 local councils ranging from £16 to £38,475. There is no clear evidence that local councils utilised the additional grant payment to reduce council tax ie. it

was impossible to say that double taxation was not an issue in those areas that received this grant funding.

- 8 Post LGR local councils continued to lobby for additional and more substantial functions to be added to the list of functions included in the grant payment scheme. Local councils requested that the following functions also be included in calculations. The functions in question were as follows:

- (a) CCTV;
- (b) public parks and open spaces;
- (c) community centres;
- (d) information centres;
- (e) tourism;
- (f) leisure facilities including sports grounds;
- (g) town twinning.

### **Withdrawal of Council Tax Benefit Subsidy and Introduction of Local Council Tax Support Grant**

- 9 During 2012 the government announced that consideration was being given to localising control of council tax benefit payments – changing the support from a cash benefit payment to a discount against the council Tax. This resulted in the introduction from April 2013 of Local Council Tax Support Schemes – which impacted on the tax base calculations. At the time the government passported grant funding to local authorities to (partially) offset the impact on the tax base, with following actioned and advised:
- (a) a 10% sum as top sliced from the grant. For Durham this equated to a loss of funding of circa £5 million and;
  - (b) to recognise the loss of income for local councils a proportion of the Revenue Support Grant was recommended to be passported to local councils to protect them from the impact of this change, though principal authorities were not mandated to do so.

- 10 At that time local authorities took a range of actions to introduce a LCTRS and to address the issue of loss of income for local authorities as detailed below:
- (a) many authorities reduced entitlement to council tax support to recover the lost 10% of funding. Since 2013/14 the majority of authorities have reduced entitlement. The county council has maintained entitlement at pre 2013/14 levels. If the council had reduced entitlement the tax base would increase, and local councils would receive more council tax dependent upon the number of claimants impacted from their area;
  - (b) many local authorities recognised that it was legal to either not pay any local council tax support grant to local councils or at least to pay a lower sum than was necessary. At this time only 10 upper tier authorities still pay a proportion of the local council tax support grant to local councils. The majority of local authorities have taken this as a MTFP saving recognising that local councils have the ability to recover losses via increasing council tax. The county council agreed in 2013/14 to reimburse the full amount to local councils but that the grant would reduce in future years based upon the equivalent loss in Revenue Support Grant of the county council.
- 11 In discussions with local councils during 2012 it was clear that many local authorities did not intend to passport the local council tax support grant to local councils. It was agreed at that point that the county council would passport the full amount of £2.3 million to town and parishes subject to future RSG reductions for the county council. The share of the local council tax support grant still paid to local councils in 2021/22 is £1.35 million. The reduction in grant is commensurate with the significant reductions in RSG the county council has faced since 2013/14.
- 12 In recognition of the commitment from the county council in terms of continuing with the local council tax grant payments it was agreed that the £0.246 million 'double taxation' payment would be withdrawn

### **Eradicating Double Taxation - Special Expenses Schemes**

- 13 The only option available to truly eradicate double taxation would be via the implementation of a special expenses scheme. The County Council will not consider providing any grant support / payments to local councils as it cannot be guaranteed that this will result in a reduction in

the council tax paid locally by residents, therefore it cannot be guaranteed that Double Taxation has been eradicated.

- 14 A special expenses scheme would involve the County Council varying its Council Tax in different areas to reduce the amount payable to it.
- 15 To introduce a special expenses scheme would require the following;
  - (a) local councils and the county council would have to agree the definition of what constitutes Double Taxation and which functions carried out by local councils will fall into the scope of any exercise. There are two options:
    - (i) Identify and focus on those areas service areas that have been delegated or devolved from the principal local authority;
    - (ii) Identify the functions and service areas undertaken by the local council that would otherwise be delivered by the County Council if the local council did not exist and to the standards and arrangements in place in unparished areas across the county.
  - (b) for each of these functions identified, every local council would need to commit to a forensic breakdown of their budgets and would be required to provide detailed information on the inputs to provide the service (staffing, materials etc), the service standards (how often works are carried out and the what the standards are of delivery etc) and details and any income received to offset any such costs;
  - (c) consideration would need to be given as to the auditing / verification of the information provided, which would need to be on an open book basis;
  - (d) the county council would identify which of those services it would provide if the local council did not exist and what the service standards would be for the functions identified as being in scope and what the unit costs of delivery would be if the county council were undertaking these services;
  - (e) based upon the input from all local councils and the county council a value of service provision at county council standards and costs would be identified for each local council;

- (f) the county council precept value would then need to be reduced for each local council area by the sum identified. This will result in the county council precept being different for every local council area, result in increased complexity in terms of administration of the council tax system and for residents and ultimately result in the county council losing significant amounts of council tax;
  - (g) the Special Expenses scheme would need to be reviewed every year to ensure the Council Tax charged remained valid and local councils will need to provide updated information to the county council to ensure all such functions are still carried out and to what volume. The county council would also need to annually update all unit costs to revise the deduction from precept;
- 16 To enable the special expenses option to be progressed extensive work would be required by both local councils and the county council to identify the functions in scope, the inputs to service provision and service standards as well as the cost of the functions. This could not be completed in time for 2022/23 budget setting and it is uncertain whether this could be completed and agreed in time for 2023/24 budget setting.
- 17 The county council would also need to consider how to address what could be a significant reduction in council tax.

## Summary

- 18 To truly address the issue of Double Taxation, the only viable option is via the introduction of a Special Expenses scheme, whereby the County Council would vary (reduce) its council tax charge in parished areas.
- 19 The County Council will not consider the provision of any grant to local councils to “address” Double Taxation.
- 20 This requires the co-operation and input from all local councils on an open book basis and significant work will be required to scope and cost the service provision, regardless of the definition of what constitutes Double Taxation. At para 15(a) the two definitions of what constitutes Double Taxation are outlined.

## Recommendations



- 21 LCWG are requested to discuss the contents of this report and specifically:
- (a) Whether all CDALC members would commit to undertaking such and exercise in light the proposed approach to addressing Double Taxation (i.e. via a Special Expenses Scheme);
  - (b) Discuss the ToR / definition and scope of any such exercise; and
  - (c) Consider the timeframes for undertaking such an exercise.

**Events Working Group  
Minutes**

**Wednesday 19<sup>th</sup> January 2022**

**6.00 pm Bamburgh Suite, Civic Hall, Stanley**

**In attendance:**

Cllr G Binney, Cllr L Ferry,

Alan Tubman (Deputy Town Clerk), Scott Hillary (Alan Hillary Events)

**Apologies:**

Cllr K Coulson, Cllr J Kane

**Absent:**

Cllr D Fall

**1. Christmas Event 2021**

Scott confirmed that the Christmas event in 2021 had been a good event and had worked well, but attendance had been low.

This could have been down to a number of factors including the weather not being great on the day, and the general public's ongoing Covid concerns. Lack or quality of advertising had been raised, where as Scott seemed to think other factors were potentially greater reasons, we will endeavour to improve our advertising in the future.

Scott stated that the contribution of the panto cast had been excellent, and should there be a panto this year he'd be happy to work with them again on the Christmas event.

**2. 2022 Events program**

**Events Management Contract and Budget.**

Scott queried if the events contract had been rolled over to cover 2022, as it had previous year. Alan stated that this had not been agreed by Council as it had been unable to do the to the overall contract review in 2021, so he will request Council make a formal decision on this.

Scott also queried if the events contract was rolled over for another year, what would the budget be the same as previous years or had any consideration been made for inflation as this had seriously affected events business. Similarly, additional money had been brought into the summer events via a grant from DCC,

as its being assumed that this would not be available this year there may have to be some adjustment to how the budget was allocated per event, to manage the events as previous years but within budget. He also indicated he felt he had made some savings on the Christmas event, which in theory some of this potential saving in 2022 could be utilised to cover for the lack of DCC grant.

Alan is to confirm the budget for 2022, in addition to the contract status.

### **Spring 2022**

STC have been contacted by DCC regarding funding that is available to stage an event in the Town Centre, prior to 31<sup>st</sup> March 2022 in order to attract visitors to the front street, and potentially increase footfall into the shops and businesses. STC have discussed this from the point of view of improving the town centre environment, though DCC have stated the focus needs to be on an event, rather than environmental improvements, and STC were looking at how they could potentially support his idea with something DCC would fund as part of the program, and subsequently had asked Scott for suggestions.

DCC had also contacted Scott about potentially staging a number of events throughout the County in Town Centres (including Stanley) in February half term. Scott has been working with DCC on these proposals and will be informed shortly if they are to go ahead. If they are not willing to support the program of events, then he will potentially request funding for an event in Stanley.

### **Queens Jubilee 2022**

STC are yet to decide what sort of event is to be carried out to celebrate the Queens jubilee in 2022.

Alan confirmed the Beacon has been registered to be part of the national program, and Scott confirmed that while he personally won't be available on 2<sup>nd</sup> of June he can have someone on site to assist with the beacon lighting.

Scott stated that the expectation is there will be a large number of events nationally with massive implications on the events business around availability etc. though he would confirm we would have someone available to light the beacon.

Cllr Ferry, stated that there will be expectations that the Town Council will do something.

It was agreed to look for some options

## **Events Program 2022**

It was anticipated that STC will run a core events program along the lines of previous years, and as such Alan Tubman is to produce a draft program for the next meeting.

Alan confirmed that in anticipation of Armed Forces Day going ahead in 2022, he has registered the event with the Armed Forces Day website and will apply for a support grant, assisted by information provided by Scott info costs.

### **3. Date and Time of next meeting.**

To be arranged

**Governance Working Group  
Minutes**

**Friday 4<sup>th</sup> February 2022**

**11:00 am Bamburgh Suite, Civic Hall, Stanley**

**In attendance:**

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

**Apologies:**

**Absent:**

Cllr J Kane, Cllr J McMahon & Cllr M Thompson

**1. Risk Register**

Interim Town Clerk Stuart Wardle is a specialist in Risk Management and has informed Deputy Town Clerk, that he would be happy to review the risk register, while he is still temporary employed at Stanley Town Council.

**2. Policy Review**

The group reviewed the following Policies:

**Member Code of Conduct.**

This policy was taken directly from the Durham County Council Member Code of Conduct, and Town and Parish Councils had been advised to adopt this code by DCC

Agreed: forward to Finance and General Purposes Committee for approval

**Appeal Policy, Hearing Procedure & Management Guidance**

This Policy was based on the DCC Appeal Policy and this guidance and had been adapted for Stanley Town Council. Members requested a paragraph was inserted into the Policy to state members on the Appeals Panel should have appropriate training and support.

Agreed: amend as necessary and forward to Finance and General Purposes Committee for approval

**Publicity Policy**

Members suggested amendments to the Policy specifically around the Leader Role.

Agreed: amend as necessary and forward to Finance and General Purposes Committee for approval

### **Managing Unreasonable Customer Behaviour**

This Policy had been drafted following the request from Council, that Stanley Town Council should have a policy to cover this. Members discussed the Policy and requested more work is carried out to greater tailor the Policy to the specific needs of Stanley Town Council.

Agreed: Deputy Town Clerk to carry out additional works to the Policy as outlined by the group and represent back to the group at a later date.

### **3. Date and Time of next meeting.**

Risk Register is to be reviewed at the next meeting.

Date and time to be arranged.

# POLICY DOCUMENT

Name of Policy:	APPEAL POLICY
Date policy created:	
Author:	Alan Tubman
Date Approved by Finance & General Purposes Committee:	
Signed: (Chair of Finance & General Purposes Committee)	
Date adopted by Full Council:	
Signed: (Chair of Council)	

## Policy Name:

## Appeal Policy

### 1. Introduction:

The opportunity for an appeal is essential to natural justice and this policy outlines the procedure an employee who is dissatisfied to request an appeal hearing.

The purpose of an appeal hearing is to enable an independent review as to the 'reasonableness' of the decision to take place and this is undertaken by a group of Members on the Appeals Panel.

Any member selected for the Appeals Panel must have had the appropriate training and support.

### 2. Requesting an appeal:

An appeal may be raised by an employee against disciplinary action, a resolution outcome or a dismissal on the following grounds;

- The sanction was not proportionate to the action;
- This procedure was not followed properly;
- The facts relied upon in making the decision are disputed.

The employee must complete and Appeal Request Form, briefly outlining the basis of their appeal and send it to Town Clerk/Leader within 10 working days of receiving their outcome letter.

### **3. Arranging the appeal**

The Town Clerk/Leader will acknowledge receipt of the form and provide the employee with a date for a hearing to take place. This date will usually be within 28 days of receipt of the request form.

Upon receipt of the form the Town Clerk will also contact the manager who made the decision (Presenting Officer) and inform them of the appeal request and provide them with a copy of the form.

#### **3.1 Statement of case**

Both the employee and the Presenting Officer will be required to submit a statement of case and any relevant supporting documents prior to the appeal hearing.

The employee's statement of case should set out the basis of their appeal against the original decision and should include any documentary evidence they wish to rely on during the hearing.

The Presenting Officer's statement of case should set out the background of the case and the reason why the original decision was made.

All documents should be provided to the Town Clerk/Leader at least 8 working days before the date of the appeal hearing. Any information submitted after this deadline will only be considered by the Appeal Panel in exceptional circumstances, with the consent of the panel. If additional information is permitted, both sides will be allowed appropriate time to consider the information. In some cases, the hearing may need to be postponed.

The Town Clerk/Leader will collate the documentation associated with the original decision e.g. the investigation report, the outcome letter and associated documents provided by both the employee and Presenting Officer. This information will be circulated as a paginated bundle to all parties 5 working days before the date of the hearing.

#### **3.2 Witnesses**

Witnesses can only be called to a disciplinary appeal hearing. No witnesses are permitted at resolution, grievance, or other dismissal appeals.



The employee and the Presenting Officer can ask witnesses to attend a disciplinary hearing to provide evidence to support their case. Where this is the case, their identity and summary of the evidence they will provide, preferably in the form of a witness statement, must be included in the statement of case to enable all parties to prepare for the hearing. The appeal panel may refuse to hear from any witness whose evidence has not been previously disclosed.

If an employee wishes to call any witness to support their case, it is their responsibility to ensure that they are available on the date of the hearing.

#### **4. The appeal hearing**

The appeal will be heard by the appeal panel, which will comprise of elected members, will be set up Finance and General Purposes Committee. An officer will be present to take notes, the meeting will also be clerked by an appropriate officer. A representative from Human Resources may be requested to attend should this be appropriate.

The employee has the right to be accompanied by either a trade union representative or work colleague however they must not be someone whose presence would prejudice the meeting or who has a conflict of interest. The employee must advise the Town Clerk/Leader who will be accompanying them before the date of the appeal hearing.

The Presenting Officer will be the manager who made the original decision being appealed. Where the manager who made the decision differs from the Investigating Officer, the Investigating Officer may also attend the appeal hearing to provide support and answer questions about the original investigation.

#### **Contact details:**

If you would like any further advice or would like the document in an alternative format, please contact.

Alan Tubman  
Stanley Civic Hall  
Front Street  
Stanley  
Co Durham  
DH9 0NA  
01207 299109  
[Alan.tubman@stanley-tc.gov.uk](mailto:Alan.tubman@stanley-tc.gov.uk)

# POLICY DOCUMENT

Name of Policy:	Publicity Policy
Date policy created:	December 2020
Author:	James Black (Town Clerk)
Date endorsed by Finance & General Purposes Committee:	9 <sup>th</sup> March 2021
Signed: (Chair of Finance & General Purposes Committee)	
Date adopted by Full Council:	23 <sup>rd</sup> 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. However in relation to the publicity this should be under the auspices of the Town Clerk or Town Mayor.

#### **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 will 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](mailto:James.black@stanley-tc.gov.uk)



## ITEM 10 ATTACHMENT N

### CODE OF CONDUCT FOR MEMBERS

#### The Stanley Town Council Code of Conduct for Members

1. The Town Council of Stanley ("the Council") has adopted the following code which has effect from **\*\*/\*\*/\*\*\*\*** and will be reviewed annually. The Code which sets out the conduct that is expected of elected and co-opted members of the Council when they are acting in that capacity.
2. This means the code applies whenever you:
  - (a) conduct the business of the Council (including the business of your office as an elected councillor or co-opted member); or
  - (b) act, claim to act or give the impression you are acting as a representative of the Council.
3. 'Co-opted member' means any person who is a member of any committee or sub-committee of the Council with a right to vote but is not one of its elected members

#### Part 1 – General Conduct

4. Members and co-opted Members of Stanley Town Council ("the Council") are expected to undertake their duties as follows:
  - 4.1 Represent the community and work constructively with employees and partner organisations to ensure the area is a safer place to live, work and visit.
  - 4.2 Behave in a manner that is consistent with the following principles to achieve best value for residents and maintain public confidence in the Council:
    - (a) **Selflessness:** act solely in terms of the public interest and not act in such a way as to gain financial or other material benefits for themselves, their family or friends;
    - (b) **Integrity:** not placing themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties;
    - (c) **Objectivity:** make choices on merit, in carrying out public business, including when making public appointments, awarding contracts, or recommending individuals for rewards and

benefits;

- (d) **Accountability:** be accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office;
- (e) **Openness:** be as open as possible about all the decisions and actions they take, and give reasons for decisions and restrict information only when the wider public interest or the law clearly demands;
- (f) **Honesty:** declare any private interests relating to their public duties and take steps to resolve any conflicts arising in a way that protects the public interest.
- (g) **Leadership:** promote and support these principles by leadership and example.

4.3 Act in accordance with the principles in paragraph 4.2 and, in particular:

- (a) Champion the needs of residents - the whole community and all constituents, including those who did not vote for them - and put the public interest first;
- (b) Deal with representations or enquiries from residents, members of our communities and visitors fairly, appropriately and impartially;
- (c) Not allow other pressures, including the financial interests of themselves or others connected to them, to deter them from pursuing the interests of the Council or the good governance of the Council in a proper manner;
- (d) Exercise independent judgement and not compromise their position by placing themselves under obligations to outside individuals or organisations who might seek to influence the way they perform their duties as a Member / Co-opted Member of the Council;
- (e) Listen to the interests of all parties, including relevant advice from statutory and other professional officers, take all relevant information into consideration, remain objective and make decisions on merit;
- (f) Be accountable for decisions and cooperate when scrutinised internally and externally, including by local residents;



- (g) Contribute to making the Authority's decision-making processes as open and transparent as possible to ensure residents understand the reasoning behind those decisions and are informed when holding the Authority to account but restricting access to information when the wider public interest or the law requires it;
- (h) Behave in accordance with all legal obligations, alongside any requirements contained within the Council's policies, protocols and procedures, including on the use of the Council's resources;
- (i) Value colleagues and staff and engage with them in an appropriate manner and one that underpins the mutual respect that is essential to good local government;
- (j) Always treat people with respect, including the organisations and public they engage with and work alongside;

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. Members should express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. Members must not, however, subject individuals, groups of people or organisations to personal attack.

Members should treat members of the public politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in Members. Members equally have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening, Members may stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow Members, where appropriate action could then be taken under the Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's relevant protocols;

- (k) Provide leadership through behaving in accordance with these principles when championing the interests of the community with other organisations as well as within this Authority;
- (l) Not disclose information given to them in confidence by anyone or information acquired, which they believe, or ought reasonably to be aware, is of a confidential nature, without express authority and/or unless the law requires it.

- (m) Not to bully or harass any person (including specifically any council employee) and you must not intimidate or improperly influence, or attempt to intimidate or improperly influence, any person who is involved in any complaint about any alleged breach of the code of conduct.

Bullying may be characterised as: offensive, intimidating, malicious or insulting behaviour; or an abuse or misuse of power in a way that intends to undermine, humiliate, criticise unfairly or injure someone.

Harassment may be characterised as unwanted conduct which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for an individual.

Bullying and/or harassment may take many forms, it could include but is not limited to age, disability, gender reassignment, race, religion, belief, sex and/or sexual orientation.

- (n) Not to bring the role of Member or the local authority into disrepute and be aware that the actions and behaviour of a Member are subject to greater scrutiny than that of ordinary members of the public;
- (o) To hold the local authority and fellow Members to account and constructively challenge and express concern about decisions and processes undertaken by the Council whilst continuing to adhere to other aspects of this Code of Conduct.

4.4 It is expected that Members will at all times comply requests as part of Code of Conduct investigations and any arising outcomes. Members will not submit malicious or trivial complaints.

4.5 Where it is alleged that a Member has failed to act in accordance with the Code, a complaint will be presented to the Monitoring Officer for consideration in accordance with the Local Assessment Procedure and where necessary the Local Determination Procedure.

## **Part 2 - Registration of interests**

### **Register of Interests**

5.1 Members must:

- (a) register and, where appropriate, disclose those disclosable pecuniary interests that they are obliged to declare under the Localism Act and associated regulations; and

- (b) register anybody of which they are a member (or in a position of general control or management) to which you were appointed or nominated by the Council; and
- (c) register details of their membership of any organisation or body whose rules or requirements of membership could be regarded as suggesting a degree of loyalty to that organisation or body. This could arise by reason of an organisation having an obligation of secrecy about its rules, its membership or conduct and/or a commitment of allegiance or support to that organisation or body. Such organisations or bodies may or may not be charitable concerns and they may also have a local, regional, national or international aspect; and
- (d) register details of their membership of any trade union within the meaning of Section 1 of the Trade Union and Labour Relations (Consolidation) Act 1992.

5.2 Registration of interests shall be completed by provision of details upon a signed prescribed form which is submitted to the Town Clerk at Stanley Town Council. Members must ensure they keep the register updated and acknowledge that its contents will be published on the Authority's website and will be open to the public to inspect.

## **6. Disclosable Pecuniary Interests Entered on the Register**

If Members are present at a meeting of the Authority and:

- (a) they are aware that they have a disclosable pecuniary interest under paragraph 5.1(a) above in any matter to be considered or being considered at the meeting; and
- (b) the interest is entered in the Authority's register

they may not participate in any discussion or further discussion of an item of business or in any vote or further vote taken on that item which affects or relates to the subject matter in which they have such an interest; and they must leave the room where the meeting is held while any discussion and or voting takes place.

## **7. Disclosable Pecuniary Interests NOT Entered on the Register**

7.1 If Members are present at a meeting of the Authority and:

- (a) aware that they have a disclosable pecuniary interest under paragraph 5.1(a) above in any matter to be considered or being considered at the meeting; **and**
- (b) the interest is not entered in the Authority's register,

they must disclose the interest to the meeting. Furthermore, they may not participate or further participate in any discussion of the matter at the meeting or participate in any vote or further vote taken on the matter at the meeting and must leave the room where the meeting is held while any discussion and or voting takes place.

7.2 If an interest referred to in 5.1(a) above is not entered on the Authority's register and is not the subject of a pending registration, Members must notify the Town Clerk of the interest within 28 days of the date of the disclosure.

7.3 Members with the power to discharge an Authority function acting alone will have a disclosable pecuniary interest in any matter to be dealt with or being dealt with by them in the course of discharging that function:

- (a) they may not take any steps, or any further steps, in relation to the matter (except for the purpose of enabling the matter to be dealt with otherwise than by them); **and**
- (b) if the interest is not entered on the Council's register and is not the subject of a pending registration, they must notify the Town Clerk of the interest within 28 days of becoming aware of the interest.

## **8. Sensitive Interests**

8.1 This applies to a situation where a Member considers that the disclosure of the details of your interest – including that of your spouse or partner – could lead to you, or a person connected with you, being subject to violence or intimidation.

8.2 In such circumstances you should share your concerns with the Town Clerk. If the Town Clerk agrees with you, then the details of the interest will not be included in the Council's published Register of Interests, but the Register may state that you had registered an interest the details of which had been withheld under Section 32 of the Localism Act 2011.

8.3 If the Town Clerk has accepted that you have a sensitive interest under Section 32 of the Localism Act 2011, you should declare the existence of the interest at any meeting at which you are present but you need not declare the details of the interest.

- 8.4 If circumstances change and the information excluded from the Register on the grounds of sensitivity is no longer sensitive information, the Member must notify the Town Clerk within 28 days.

## 9. **Other Relevant Interests**

- 9.1 Members may have an Other Relevant Interest (which is not a disclosable pecuniary interest) in any matter to be considered or being considered at the meeting) where:
- (a) a decision in relation to that matter might reasonably be regarded as affecting the well-being or financial standing of them or a member of their family or a person with whom they have a close association, or an organisation or body under paragraph 5.1(b), 5.1(c) or 5.1(d) above, to a greater extent than it would affect the majority of the Council Tax payers, ratepayers or inhabitants of the ward or electoral area for which they have been elected or otherwise of the authority's administrative area; **and**
  - (b) the interest is one that a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice their judgement of the public interest.
- 9.2 Members with an Other Relevant Interest as described in 9.1. above:
- (a) must make a verbal declaration of the existence and nature of that interest at or before the consideration of the item of business or as soon as the interest becomes apparent; **and**
  - (b) must not participate in any discussion or further discussion of an item of business or in any vote or further vote taken on that item which affects or relates to the subject matter in which they have an Other Relevant Interest at any meeting at which they are present and will leave the room where the meeting is held while any discussion or voting takes place.

## 10. **Gifts and Hospitality**

- 10.1 Members must, within 28 days of receipt, notify the Town Clerk in writing of any gift, benefit or hospitality with a value in excess of £50 which they have been offered as a member from any person or body other than the Authority, whether the offer is accepted or declined.

- 10.2 The Town Clerk will place any notification received under paragraph 10.1 on a public register of gifts and hospitality.
- 10.3 The duty to notify the Town Clerk does not apply where the gift, benefit or hospitality has been approved by the Authority for this purpose.