



Stanley Town Council

NOTICE OF MEETING

I hereby give notice that an Ordinary Meeting of Stanley Town Council will be held on Tuesday, the 26th October 2021 at 6.30pm at Stanley Civic Hall.

TO ALL MEMBERS of STANLEY TOWN COUNCIL

O Milburn (Town Mayor)	C Bell	G Binney	H Clark	K Coulson
A Clegg (Deputy Town Mayor)	D Fall	L Ferry	A Hanson	C Hampson
A Jones	J Kane	C Marshall	J McMahon	S McMahon
J Stephenson	M Thompson	D Tully	J Nicholson	

You are hereby summoned to attend an **ORDINARY MEETING** of meeting of Stanley Town Council to be held in Stanley Civic Hall, Front Street, Stanley, DH9 0NA, on Tuesday 26th October 2021 at 18.30 in order to transact the following business:

Yours sincerely,

Alan Tubman
Deputy Town Clerk
19th October 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. MAYORS ANNOUNCEMENTS

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

4. LEADERS STATEMENT

An update on current business by the Leader of the Council,

5. 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 submitted in advance of the meeting (*Individuals will be permitted a maximum of three minutes each. The total time for this session is limited to fifteen minutes*).

6. CONFIRMATION OF MINUTES (ATTACHMENT A)

To **APPROVE** as a record and sign the minutes of the Ordinary Council Meeting 28th September 2021.

7. RECEIPT OF COMMITTEE MINUTES (ATTACHMENT B)

To **RECEIVE** the minutes from the Finance and General Purposes Committee 14th September 2021

8. ACCOUNTS FOR PAYMENT & BANK RECONCILIATION

Statutory Basis: Accounts & Audit (England) Regulations 2011

August 2021

Schedule of Payments

(ATTACHMENT C)

Schedule of Receipts

(ATTACHMENT D)

Bank Reconciliation & Bank Balances

(ATTACHMENT E)

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

(i) **APPROVE** the payment of accounts for August 2021; and

(ii) **NOTE** the Bank Reconciliation for August 2021.

9. BUDGET MONITORING REPORT JULY – SEPT 2021 (ATTACHMENT F)

Committee is requested to **NOTE** the report from the Finance Officer.

10. COUNCILLOR VACANCY

The Council is to **NOTE** the report on the current situation regarding the vacancy in the Havannah Ward.

11. CIVIC HALL HEATING UPDATE

The Council are to **NOTE** the verbal report on the current situation with the Civic Hall heating, following consultation with the landlord (Durham County Council).

12. ELECTRONIC CHRISTMAS TREE (ATTACHMENT G)

The Council is to **CONSIDER** the report and **DECIDE** what to do.

13. EVENTS WORKING GROUP**(ATTACHMENT H)**

Council is requested to **RECEIVE** the minutes from the Events Working Group.

14. 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.*

15. TOWN CLERK RECRUITMENT UPDATE**(ATTACHMENT I)**

To **RECEIVE** minutes from the Town Clerk recruitment working group and **NOTE** the verbal update.

16. INTERIM TOWN CLERK UPDATE

Council is requested to **CONSIDER** the report and **DECIDE** what to do.

17. DATE, TIME AND VENUE OF NEXT MEETING

Tuesday 23th November 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 ORDINARY MEETING OF STANLEY TOWN COUNCIL
Held at **Stanley Civic Hall** on **Tuesday 28th September 2021** at **6.30pm**

PRESENT: C Bell G Binney H Clark A Clegg
 K Coulson L Ferry A Hanson A Jones
 J McMahon O Milburn* J Nicholson J Stephenson
 M Thompson D Tully

*Chairman

OFFICERS: Alan Tubman (Deputy Town Clerk)
 James Harper (Environmental Services Team Leader)

94 APOLOGIES FOR ABSENCE

Members **ACCEPTED** apologies for absence from Cllr C Hampson, Cllr J Kane, Cllr C Marshall and Cllr S McMahon.

Cllr D Fall was **ABSENT**.

95 DECLARATIONS OF INTEREST

None.

96 MAYOR'S ANNOUNCEMENTS

The Town Mayor requested all members and officer stand and observe a minutes silence in respect of Kevin Howe, who had sadly recently passed away. Kevin had been a Town Councillor, CEO of SHAID, worked as a youth worker, with the Citizens Advice Bureau and PACT House, he had been a massive champion of Stanley and its community, and will be greatly missed.

The Town Mayor also arranged for a copy of the member code of conduct to be circulated, and asked that all members conducted themselves in a polite, respectful and civilized manner. A new code of conduct had been developed by Durham County Council, and this will be adapted for Stanley Town Council and reviewed by the Governance Group for acceptance and adoption in the near future.

The Deputy Town Clerk, apologized to members in respect of the breakdown in communications around the unveiling of the Louisa Morrison Disaster installation within Annfield Plain Park on 23rd August.

97 LEADERS STATEMENT

Good evening everyone I am delighted to be giving my first Leaders report here tonight at Full Council, it has been a very full and hectic few weeks which I have spent working with our fantastic staff to try to address the issues raised by a loss of 74 hours of staff time to the establishment. Firstly I would like to put on record my thanks to our staff who have worked tirelessly to keep our doors open, to honour our event commitments, often working long unsocial hours to do so and then trying to do their day jobs, I can't commend them enough. Thank you. We have worked to pull some solutions together to try to tackle these issues in the short and medium term and I won't say more on that as we

have a report on the agenda to go through where we are and what is needed to continue.

Over the next few months we have some time sensitive work to be undertaken, the Medium Term Plan and the budget that sits under it the Medium Term Financial Plan, the recruitment of a new Town Clerk to name a few. These are the things are that our office staff need to be able to focus on. So as members I would urge you all to think how we can support our staff to be able to do their jobs effectively with the least amount of stress given the current situation. I would like to ask all members to think about the need to send queries in to the office by email or telephone unless it is absolutely urgent.

Over the next few weeks we will be looking at the support that can be expected from our staff going forward and what new processes we can put into place to help them get through this difficult time when there is no capacity in the establishment, some examples are as follows :

- we will be producing a members query form loosely based upon the current FOI process
- we will be signposting members to information already in the public domain minutes agendas financial reports
- there will be no large scale analysis for members undertaken unless this is for F&G, sub groups or Full Council
- all queries which come outside of the meeting framework eg after a meeting - will be answered at the following meeting so that there is clarity and transparency for all members
- members are encouraged to use the meetings more effectively for any queries they may have by being engaged in the meeting and I would encourage debate about issues to take place in the meeting where again there is transparency for the electorate and other members.

Thanks everyone

Finally following on from that point and from the Mayors points raised I would like to mention the conduct and culture that we seem to be experiencing at STC particularly after meetings. We have all come through a really difficult time in this pandemic and it has effected people in many different ways with some of our colleagues experiencing mental health problems. I would make the point no matter what our political persuasions are - we are all human beings with thoughts, emotions and frailties and I would ask everyone here to try to draw a line under any issues they may have had with each other in the past and treat each other with mutual respect and kindness.

Thanks very much everyone

98 PUBLIC PARTICIPATION

No members of the public were present and one question had been received in advance of the meeting.

99 CONFIRMATION OF MINUTES

Cllr C Bell pointed out an error in the minutes, which will be corrected, subsequently it was proposed by Cllr A Clegg, and seconded by Cllr C Bell that the minutes of the:

Council Meeting on 27th July 2021

Extra-Ordinary Meeting of the Council on 10th August 2021, and

Extra-Ordinary Meeting of the Council on 13th September 2021
were **APPROVED** as a true record.

100 RECEIPT OF COMMITTEE MINUTES

It was proposed by Cllr A Clegg, and seconded by Cllr G Binney that the Council **RECEIVE** the minutes from Finance and General Purposes Committee Tuesday 13th July 2021

101 ACCOUNTS FOR PAYMENT & BANK RECONCILIATION

It was proposed by Cllr A Clegg and Cllr A Jones that Council **APPROVE** the payment of accounts and **NOTE** the bank reconciliation for June and July 2021.

102 COUNCILLOR VACANCY

The resignation of Cllr Mary Wilkinson was **NOTED** by the Council. The Town Mayor, thanked Mary for her contribution to the Council over many years.

103 CIVIC HALL

It was proposed by Cllr J Stephenson, and seconded by Cllr A Clegg, that the Council;

NOTE the information regarding the Town Clerk Recruitment,
APPROVE the payment of Peter Burns accrued hours,
APPROVE the payment of additional hours to the Environmental Caretakers,
APPROVE the engagement of agency staff to ensure the operation of the Civic Hall

Members requested the current TOIL policy be reviewed by the Governance Group.

104 EXTERNAL AND INTERNAL AUDIT UPDATE

Members **NOTED** the report regarding the external audit.

The Deputy Town Clerk informed Council that the Internal Audit which had been planned for October 2021 was now been rearranged for November 2021 to allow the Finance Officer greater amount of time to carry out preparation for the budget.

105 SUMMER EVENTS and CIVIC HALL

Council **NOTED** the report.

Members requested information, for a future meeting regarding Creo communications role in the promotion of events and Town Council business.

106 MEMORIALS AND RECOGNITION

It was proposed by Cllr L Ferry and seconded by Cllr A Jones that members and officers work together to develop the idea and criteria for recognition further and resubmit to Council at a later date.

107 ARMED FORCES COVENANT UPDATE

Council **NOTED** the report.

108 EVENTS WORKING GROUP

Council **NOTED** the report.

109 DATE, TIME AND VENUE OF THE NEXT MEETING

Tuesday, 26th October 6.30 pm Stanley Civic Hall.

MINUTES of the FINANCE AND GENERAL PURPOSES MEETING of STANLEY TOWN COUNCIL held at Stanley Civic Hall on Tuesday 14th September 2021 at 6.30pm

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

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

83 APOLOGIES FOR ABSENCE

Members **ACCEPTED** an apology for absence from Cllr J Kane, Cllr J McMahon and Cllr D Tully

84 DECLARATIONS OF INTEREST

None

85 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIR

Cllr Binney stated that the meeting will be live streamed via the Stanley Town Council Youtube channel. He has also requested Item 9 The Electronic Christmas Tree be removed from the agenda for further information and costs into options available.

The Deputy Town Clerk stated that:

- CDALC training in respect of finance had been circulated to all members and anybody wishing to be included should let him know and he'll arrange to book.
- The internal auditor will be carrying out audits in October and these will be reported back to committee
- Over the last 2 weekends 2 weddings had been held in the Civic Hall, both had been well received
- The RAF flag is being flown at the Civic Hall for Battle of Britain day

86 PUBLIC PARTICIPATION

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

87 CONFIRMATION OF MINUTES

It was proposed by Cllr S McMahon, seconded by Cllr A Clegg that the minutes of the Finance and General Purposes Committee on 13h July 2021 be **APPROVED** as a true record.

88 ACCOUNTS FOR PAYMENT AND BANK RECONCILIATION

It was proposed by Cllr A Clegg, seconded by Cllr A Hanson that the Council **APPROVE** the schedules of payments and receipts and **NOTE** the bank recociliation

89 EXTERNAL AUDIT REPORT

The Finance Officer reported that the external audit report had been received and there were no issues. A copy of the report and the AGAR document will be posted on the website and and the notice board in line with official guidelines.

90 SUMMER EVENTS & CIVIC HALL

The Deputy Town Clerk gave a verbal report on the summer events, and the summer cinema. Feedback had been overwhelmingly positive and a more detailed financial report will be presented to committee in the coming months.

91 MEMORIALS AND RECOGNITION

Members **NOTED** the report, and requested some work be carried out to develop criteria on who the Council would like to recognize and how. Deputy Town Clerk requested members provide suggestions to him and he will report back to committee.

92 STRATEGIC GRANT FUND

Members **NOTED** the report and officers comments that a transfer of funds to a secondary organization is not within the Strategic Grant Fund criteria. The Deputy Town Clerk is to contact the recipient and advise them accordingly

93 EVENTS WORKING GROUP

Members **NOTED** the report.

93 DATE AND TIME OF NEXT MEETING

Tuesday, 12th October 2021, 6.30 pm Stanley Civic Hall.

Schedule of Payments August 2021

Item 8 Attachment C

Invoice Date	Centre	A/C	Invoice Number	Ref No	Supplier A/c Name	Amount	Analysis Description
Stanley Town Council (101)							
30/07/2021	101	4008	124/22	4893	CDALC	30.00	Training - YE Accounts
Office Accommodation (105)							
Administration (110)							
22/07/2021	110	4123	TGL240721	4887	2GAMELTD	50.00	Computer Repair
19/07/2021	110	4999	JUN/JUL E-PAY	4890	BARCLAYS	12.50	June/July e-pay
19/07/2021	110	4999	JUN/JUL MIXED	4891	BARCLAYS	6.25	June/July Mixed
15/07/2021	110	4054	508345485	4892	ZURICH	720.73	Insurance
30/07/2021	110	4105	260332	4907	DOCUMENTSOLUTIONS	32.71	July 2021 Photocopies
Publicity (115)							
28/07/2021	115	4205	1663	4889	CREO	500.00	July 2021 Monthly PR
Democracy (200)							
Services (300)							
Pact House (305)							
28/08/2021	305	4065	SIN059222	4896	HODGSONSAVERS	5,821.28	Roof repairs - Pact House
AP Community Room (307)							
06/08/2021	307	4053	16251945	4921	CORONA	45.32	July 2021 (E) Gas AP Hut
06/08/2021	307	4052	IN0001041275	4922	CORONA	13.61	July 2021 AP Hut Electric
Warden Service (310)							
Events (320)							
04/08/2021	320	4421	1334398	4911	PRINTMEIT	20.00	Leaflet & Flyer
09/08/2021	320	4439	244345580/21	4918	TOTALGAS	30.62	01.05.21-31.07.21 Unit 9 Elec
09/08/2021	320	4439	244345568/12	4919	TOTALGAS	30.62	01.05.21-31.07.21 Feeder Elec

09/08/2021	320	4439	244345579/21	4920	TOTALGAS	30.62	01.05.21-31.07.21 Unit 1A Elec
06/08/2021	320	4439	IN0001041274	4923	CORONA	8.82	July 2021 Xmas Tree Kiosk
Environmental Services (350)							
22/07/2021	350	4134	65351	4886	NEWROW	176.73	Trees & Shrubs
04/05/2021	350	4132	3797	4897	BARNETT	24.00	Summer Tyre Fitting
01/07/2021	350	4130	670834	4928	DAWSONGRP	465.93	July 2021 Van Hire
30/07/2021	350	4131	31.08.2021	4930	ALLSTAR	94.81	July 2021 Fuel
Grant Funding (400)							
Civic Hall (500)							
29/07/2021	500	4425	S TEESDALE	4888	TACAIN	129.17	Tech Support Dance Extravaganc
28/06/2021	500	4065	SIN059101	4894	HODGSONSAYERS	3,403.75	Roofing Repairs - Civic
28/06/2021	500	4065	SIN059102	4895	HODGSONSAYERS	955.36	Roofing Repairs - Civic
29/07/2021	500	4065	3836	4898	SNOWDON	1,080.00	Memorial Repairs
31/07/2021	500	4998	26373	4899	HOGE100	221.35	July 2021 Websales

1

Schedule of Payments August 2021

Attachment B

Invoice Date	Centre	A/C	Invoice Number	Ref No	Supplier A/c Name	Amount	Analysis Description
02/08/2021	500	4055	M1/1356202	4900	CATHEDRAL	363.99	Hygiene Services Quarterly
09/07/2021	500	4050	CIVIC HALL 05	4901	DURHAMDD	858.00	August 2021 Business Rates
19/07/2021	500	4077	TV LICENSE	4902	TVLICENSING	159.00	TV License July 2021-22
31/07/2021	500	4998	163774480	4903	WORLDPAY	46.70	July 2021 Worldpay
31/07/2021	500	4998	163926753	4904	WORLDPAY	33.20	July 2021 Worldpay
31/07/2021	500	4998	163913257	4905	WORLDPAY	7.86	July 2021 Worldpay
01/08/2021	500	4100	215856	4906	ASPIRE	819.47	July 21 Telephone/IT Charges
30/07/2021	500	4105	260332	4907	DOCUMENTSOLUTIONS	21.72	July 2021 Photocopies
05/08/2021	500	4052	243268350/21	4908	TOTALGAS	857.69	July 2021 Electricity
04/08/2021	500	4700	DANCE 25.07.2021	4909	SWANKENNEYTHEATRE	1,360.00	Dance Extravaganza
12/07/2021	500	4065	THEATRE	4910	TACAIN	450.00	Theatre Lighting
12/07/2021	500	4058	270174758 CR	4924	DCCRB	- 1,037.40	Reverse Trade Waste
12/07/2021	500	4058	270174758 (2)	4925	DCCRB	1,037.40	Trade Waste Contract
12/07/2021	500	4058	270174758	4926	CDCF	1,037.40	Trade Waste -Incorrectly coded
12/07/2021	500	4058	270174758 (REV)	4927	CDCF	- 1,037.40	Credit to rev incorrect entry
Civic Hall Bar (510)							
22/07/2021	510	4601	1C6Q-6PWH-1Q3W	4912	AMAZON	5.83	Bar Sundries
22/07/2021	510	4601	GB-121977461-	4913	AMAZON	18.50	Bar Sundries
22/07/2021	510	4601	100056471-2021-	4914	AMAZON	10.80	Bar Sundries

21/07/2021	510	4601	121977461-2021-	4915	AMAZON	9.90	Bar Sundries
21/07/2021	510	4601	128119211-2021-	4916	AMAZON	7.46	Bar sundries
21/07/2021	510	4601	1268759315-2021-	4917	AMAZON	13.32	Bar Sundries
31/07/2021	510	4603	6064111966	4929	BOC	16.56	July 2021 Boc Charges
Loan Charges (520)							
						18,964.18	Monthly Expenditure Sub Total
Payroll July 2021 Deductions							
	4000	101			STC	6,167.54	
	4000	450			Civic Hall	1,023.97	
	4005	500			Casual Staff		
	4000	350			Environmental Services	3,161.72	
Payroll August 2021							
	4000	101			STC	9,110.92	
	4000	450			Civic Hall	2,045.68	
	4005	500			Casual Staff	73.40	
	4000	350			Environmental Services	4,851.24	
					SUBTOTAL	26,434.47	Monthly Payroll Total
					TOTAL	45,398.65	Overall Monthly Expenditure

Centre	£ Amount	Transaction Detail
Invoices Paid (Civic Hall) (100)		
100	100.00	Stanley Starz
100	560.00	Adult Learning
100	500.00	Cartoon Circus
100	585.00	Timeless Theatre
100	1,180.00	Wedding 11.09.2021
100	340.00	Sora Training
100	630.00	Timeless Theatre
100	50.00	South Moor Musical Theatre
100	50.00	South Moor Musical Theatre
Administration (110)		
110	1.50	Loyalty Reward
110	0.07	Loyalty Reward
Precept (111)		
AP Community Room (307)		
Environmental Services (350)		
Civic Hall (500)		
500	28.57	20210802-20210808 Card
500	80.00	20210705 - 20210805 Cash
500	53.33	202100809 - 20210815 Card
500	19.52	20210728-20210802 Websales
500	66.67	20210728-20210802 Websales
500	172.38	20210802-20210820 Websales
500	56.19	20210802-20210820 Websales
500	73.33	20210816-20210822 Card
500	7.62	20210820-20210823 Websales
500	14.28	20210820-20210823 Websales
500	46.67	20210824 Card
500	6.67	20210823 - 20210824 Websales
500	16.19	20210823 - 20210824 Websales
Civic Bar (510)		

510	35.33	20210802-20210808 Card
510	230.04	20210705 - 20210805 Cash
510	288.50	20210810-20210812 Cash
510	117.76	August 2021 Bar Card
Civic Hall Income For Future Shows (530)		
530	66.00	202100809 - 20210815 Card
530	504.00	20210802-20210820 Websales
530	72.00	20210820-20210823 Websales
530	98.00	20210823 - 20210824 Websales
Room Hire Deposits (540)		
Total	6,049.62	

Date: 09/09/2021

Stanley Town Council 2021 -

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Time: 15:16

Bank Reconciliation Statement as at
31/08/2021 for Cashbook I - Current
Bank A/c

User: AB

Bank Statement Account Name (s)	Statement Date	Page No	Balances
mixed payments account	31/08/2021		6,808.60
Savings Account	31/08/2021		514,993.01
Current Bank Account-e account	31/08/2021		5,388.03
			<u>527,189.64</u>
Unpresented Cheques (Minus)		Amount	
		<u>0.00</u>	0.00
			<u>527,189.64</u>
Receipts not Banked/Cleared (Plus)			
		<u>0.00</u>	0.00
			<u>527,189.64</u>
		Balance per Cash Book is	<u>527,189.64</u>
		Difference is	0.00

BARCLAYS

MRS ANN ELIZABETH BARRY

Transactions



MRS ANN ELIZABETH BARRY

Mixed Payments Plan

20-33-51 60189243

Available balance E6,808.60

Last night's balance E6,808.60

Overdraft limit EO.00

Showing 13 transactions between 04/08/2021 and 31/08/2021 from 01/08/2021 to 31/08/2021

	Counter Credit		
31/08/2021	SumUp Payments Acc PIDI 12841-SUMUP BCC Counter Credit	E1.86	
26/08/2021	SumUp Payments Acc PIDI 12522-SUMUP BGC Counter Credit	E14.56	E6,806.74
26/08/2021	SumUp Payments Acc PIDI 12680-SUMUP BGC Counter Credit	E4.08	E6,792.18
23/08/2021	SumUp Payments Acc PIDI 12025-SUMUP BGC Credit	21.73	E6,788.10
19/08/2021	42STANLEY 100128	E346.20	€6,766.37
18/08/2021	Counter Credit SumUp Payments Acc PID111714-SUMUP BCC Counter Credit	€26.05	€6,420.17
13/08/2021	SumUp Payments Acc PIDI 11212-SUMUP BCC Counter Credit	29.16	E6,394.12

BARCLAYS

MRS ANN ELIZABETH BARRY

Transactions

13/08/2021	SumUp Payments Acc PIDI 11057-SUMUP BCC Credit	E9.88	E6,364.96
12/08/2021	42STANLEY 100127	€860.05	E6,355.08
12/08/2021	Counter Credit SumUp Payments Acc	E4.92	£5,495.03
Date	Description	Money in Money out	£6,808.60

Balance

BARCLAYS

MRS ANN ELIZABETH BARRY

Transactions

2



MRS ANN ELIZABETH BARRY

Active Saver 20-33-51 93186547

Available balance E514,993.01

Last night's balance €514,993.01

Overdraft limit n/a

Showing 2 transactions between 03/08/2021 and 09/08/2021 from 01/08/2021 to 31/08/2021

Date	Description	Money in	Money out	Balance
09/08/2021	Funds Transfer 203351 43231674 F		-£20,000.00	E514,993.01
				BACS

PAYMENTS

Funds Transfer

03/08/2021 203351 43231674 -€15,000.00 E534,993.01 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

Barclays Bank UK PLC. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register number: 759676). Barclays Bank UK PLC adheres to The Standards of Lending Practice which is monitored and enforced by The Lending Standards Board. Further details can be found at www.lendingstandardsboard.org.uk, Barclays Insurance

Services Company Limited is authorised and regulated by the Financial Conduct Authority (Financial Services Register number: 312078).

Barclays Smart Investor is a trading name of Barclays Investment Solutions Limited. Barclays Investment Solutions Limited is authorised and regulated by the Financial Conduct Authority. (Financial Services Register number: 155595). Barclays Investment Solutions Limited is a member of the London Stock Exchange & NEX.

Barclays Bank PLC. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register number: 122702).

Barclays Bank UK PLC. Registered no. 9740322. Barclays Insurance Services Company Limited. Registered no. 973765. Barclays Investment Solutions Limited. Registered no. 2752982. Barclays Bank PLC. Registered no. 1026167. All registered in England. Registered office for all: 1 Churchill Place, London E14 5HP.

BARCLAYS

MRS ANN ELIZABETH BARRY

Transactions



MRS ANN ELIZABETH BARRY^I

e-Payments Plan 20-33-51 43231674

Available balance E7,043.19

Last night's balance E5,472.19

Overdraft limit EO.00

Showing 92 transactions between 02/08/2021 and 31/08/2021 from 01/08/2021 to 31/08/2021

Date	Description	Money in	Money out	Balance
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31/08/2021	Direct Debit			
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		-E65.31		8
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DOCUMENT SOLUTION

2100 DOC SOL DDR

Direct Debit

BARCLAYS

MRS ANN ELIZABETH BARRY

Transactions

31/08/2021	ALLSTAR AS60147834 DDR	-E113.77	£5
27/08/2021	Bill Payment SORA SERVICE LTD SORA BBP	E340.00	E5,567.11
27/08/2021	Counter Credit MV- 76950763 -2408 76950763 BGC	E49.00	£5,227.11
27/08/2021	Counter Credit MV- 02937763 -2508 02937763 BGC	E1 16.50	E5,178.11
27/08/2021	Counter Credit TIMELESS THEATRE A CIVIC Hall invoice BGC	€630.00	E5,061.61
27/08/2021	Direct Debit	-E16,081.24	E4,431.61
26/08/2021	BACS DDR Counter Credit MV- 02937763 - 2408 02937763 BGC Counter Credit	E5.50	E20,512.85
26/08/2021	A Bell wedding BGC	E1 , 180.00	20,507.35
26/08/2021	Direct Debit TOTALENERGIES G& P	-E32.15	E19,327.35



Quarterly Budget Monitoring – QUARTER 2

Projected outturn £9,701 Surplus

A report to accompany quarter 2 budget monitoring and projected outturn for the financial year 2021/22.

1. Summary Budget Monitoring Report – QTR 2

The following reports present YTD spend against budget and projected outturn for 2021/22.

APPENDIX 1 provides a summary report and **APPENDIX 2** provides the same information at a more detailed level.

The projected outturn figure can be seen on the last page of either report and based on the information to date and a cautious approach I am projecting a small surplus position of **£9,701**.

Expenditure

Expenditure prediction against budget give us a small surplus of **£5,395**. Budget areas showing a surplus and those showing a deficit are detailed below. At present all deficit areas are netted off by surplus.

101 Stanley Town Council - £8,074 Surplus – Status Green

Position has moved to a surplus due to the resignation of the Town Clerk, and an assumption that a replacement Town Clerk may not be available until January 2022, and an Interim Town Clerk for 3 months at 25 hrs per week at the bottom of the LC3 SLP 37 - 41 grade. This includes the projected overspend on recruitment. It should also be noted that surplus will be offset against overtime and toil within other costs centers. £7,851 deficit in Environmental Services and £5,682 in Facilities Management.

105 Office Accommodation – Breakeven – Status Green

110 Administration - £879 Surplus – Status Green Small saving in licenses and subscriptions.

115 Publicity – Breakeven – Status Green

200 Democracy – Breakeven – Status Green

300 Services – Breakeven – Status Green

Potential within cost center for a surplus outcome if no spend against regeneration budget of £35,500. No spend to date, I have however assumed at this stage spend against the budget will go ahead.

305 Pact House - £4,271 Deficit - Status Red

Roof repairs costing £6,271 have led to the deficit as no repairs and maintenance budget within Pact House Cost Centre. A contribution from Pact House of £2,000 was received which has reduced the deficit to £4,271.

307 Community Room - £473 Surplus – Status Green

Reduction in business rates resulting from closure.

310 Warden Service - £343 Surplus – Status Green

320 Events - £10,923 Surplus – Status Green

A £10,175 grant was secured from DCC to cover additional covid 19 measures required to run Play in the Park and Miners Sunday.

350 Environmental Services - £2,176 Deficit – Status Red

Salaries £7,851 deficit due to a change in grade following staffing review and overtime for environmental caretakers covering staffing issues within Civic Hall Events Team. Vehicle Leasing £7,000 surplus as we continue to lease rather than purchase a van.

400 Grants – Breakeven – Status Green

450 Facilities Management - £5,682 Deficit – Status Red

Cost pressure here is down to unbudgeted costs for notice period of redundant staff, Toil payment and additional cost for 3 kickstart starters which is the difference between the National Living Wage and the Durham Living Wage.

500 Civic Hall - £533 Surplus – Status Green

Licenses £2,310 saving as credit balance on PSR/PLS as we pay upfront, and no events took place last year.

Cost pressure on professional fees of £2,050 as the 3-year electrical testing had not been included in budget.

Events (Pantomime) £2,848 as the balance owing to the production company was overstated.

510 Civic Hall Bar - £4,195 Surplus – Status Green

Projecting an underspend as no stock required during quarter 1.

520 Loan Charges – Breakeven – Statuses Green

Income

Income only projection against budget can be found at **APPENDIX 3**. Overall, I am projecting a small surplus of **£4,306**. The Government restart grant, building support grant, additional local grant tax support grant, and an additional year's gas recharges have netted off against the deficits. Budget areas showing a surplus and those showing a deficit are detailed below.

111 Precept - £2,675 Surplus – Status Green

An Additional Local Council Tax Support Grant for 2021/22 of £2,675 was received after the setting of the budget.

110 Administration - £737 Deficit – Status Red

A reduction in interest rate will result in a deficit against budget.

500 Civic Hall - £4,548 Surplus – Status Green

Ticket Sales - £2,600 deficit. Assuming a breakeven position on Pantomime Tickets. (Require 55% capacity to breakeven)

Hall Hire - £15,897 deficit. I have taken a cautious approach to this projection using the data available from the groups who have returned and those who have expressed an interest.

DCC Recharges - £7,510 surplus. This covers last year and current year gas recharges which has taken time to resolve following the receipt of a gas bill more in line with the size of the building and inefficient heating system.

Grants - £15,000 surplus. £12,000 Government restart grant and £3,000 Building Support Grant.

510 Civic Hall Bar £15,885 Deficit – Status Red

Projecting savings within the purchase of bar stock which will reduce deficit by £4,195.

2. General & Earmarked Reserve – Current position

No change to reserves, however the costs associated with a Bi Election may see the EM Reserve Elections Costs reduce. The cost of the last Bi Election was £11K.

Account		Opening Balance
310 General Reserves		268,731
319 EM Reserve Election costs		15,000
323 EM Reserve St Cuthbert/Tanfield	4,694	
324 EM Reserve Civic Hall Training	1,000	
325 EM Reserve Members Training	1,225	
326 EM Reserve Mayor's fund/awards	4,500	
327 EM Reserve Fireworks	10,000	
328 EM Reserve Community Engagement	10,000	
		<hr/>
		315,150

Conclusions

At quarter 2 we have continued to see the return of several groups to the Civic Hall which has been welcomed. As the community of Stanley get to grips with returning to social activities, I remain optimistic that any growth will keep us in a surplus position. Whilst the staffing position has caused additional spend in salaries these have been offset against savings in other areas.

Recommendation The Finance Officer

RECOMMENDS that Committee:

- (i) **ACCEPTS** the report.

Report Author

Ann Barry

Finance Officer
Stanley Town Council

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01207 299109

Annual Budget - By Centre (Actual YTD Month 6)

Note: Quarter 2 Projected Outturn 2021-22

		<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
101	<u>Stanley Town Council</u>									
	Overhead Expenditure	184,595	159,534	178,885	70,344	170,810	0	196,886	0	0
	Movement to/(from) Gen Reserve	<u>(184,595)</u>	<u>(159,534)</u>	<u>(178,885)</u>	<u>(70,344)</u>	<u>(170,810)</u>		<u>(196,886)</u>		
105	<u>Office Accommodation</u>									
	Overhead Expenditure	3,500	3,000	3,000	750	3,000	0	3,060	0	0
	Movement to/(from) Gen Reserve	<u>(3,500)</u>	<u>(3,000)</u>	<u>(3,000)</u>	<u>(750)</u>	<u>(3,000)</u>		<u>(3,060)</u>		
110	<u>Administration</u>									
	Total Income	0	535	1,300	12	563	0	0	0	0
	Overhead Expenditure	23,250	21,877	29,150	7,792	28,272	0	14,637	0	0
	110 Net Income over Expenditure	-23,250	-21,341	-27,850	-7,780	-27,709	0	-14,637	0	0
6000	plus Transfer from EMR	0	2,893	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(23,250)</u>	<u>(18,448)</u>	<u>(27,850)</u>	<u>(7,780)</u>	<u>(27,709)</u>		<u>(14,637)</u>		
111	<u>Precept</u>									
	Total Income	880,939	881,246	901,764	453,557	904,439	0	0	0	0
6001	less Transfer to EMR	0	31,419	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>880,939</u>	<u>849,827</u>	<u>901,764</u>	<u>453,557</u>	<u>904,439</u>		<u>0</u>		
115	<u>Publicity</u>									
	Total Income	0	2,400	0	0	0	0	0	0	0
	Overhead Expenditure	25,533	10,657	13,300	3,170	13,300	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 6)

Note: Quarter 2 Projected Outturn 2021-22

		<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	Movement to/(from) Gen Reserve	<u>(25,533)</u>	<u>(8,257)</u>	<u>(13,300)</u>	<u>(3,170)</u>	<u>(13,300)</u>		<u>0</u>		
200	<u>Democracy</u>									
	Overhead Expenditure	17,200	468	32,200	4,070	32,200	0	15,708	0	0
	Movement to/(from) Gen Reserve	<u>(17,200)</u>	<u>(468)</u>	<u>(32,200)</u>	<u>(4,070)</u>	<u>(32,200)</u>		<u>(15,708)</u>		
300	<u>Services</u>									
	Direct Expenditure	10,500	0	35,500	0	35,500	0	0	0	0
	Overhead Expenditure	87,500	97,562	67,500	10,000	67,500	0	30,600	0	0
	Movement to/(from) Gen Reserve	<u>(98,000)</u>	<u>(97,562)</u>	<u>(103,000)</u>	<u>(10,000)</u>	<u>(103,000)</u>		<u>(30,600)</u>		
305	<u>PACT House</u>									
	Overhead Expenditure	8,250	9,018	9,800	11,021	16,071	0	10,506	0	0
	Movement to/(from) Gen Reserve	<u>(8,250)</u>	<u>(9,018)</u>	<u>(9,800)</u>	<u>(11,021)</u>	<u>(16,071)</u>		<u>(10,506)</u>		
307	<u>AP Community Room</u>									
	Total Income	750	9,269	375	0	375	0	0	0	0
	Overhead Expenditure	2,400	2,246	3,215	236	2,742	0	2,260	0	0
	Movement to/(from) Gen Reserve	<u>(1,650)</u>	<u>7,024</u>	<u>(2,840)</u>	<u>(236)</u>	<u>(2,367)</u>		<u>(2,260)</u>		
310	<u>Warden Service</u>									
	Overhead Expenditure	76,000	58,350	76,000	-13	75,670	0	77,520	0	0
	Movement to/(from) Gen Reserve	<u>(76,000)</u>	<u>(58,350)</u>	<u>(76,000)</u>	<u>13</u>	<u>(75,670)</u>		<u>(77,520)</u>		
320	<u>Events</u>									

Continued on next page

Annual Budget - By Centre (Actual YTD Month 6)

Note: Quarter 2 Projected Outturn 2021-22

		<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	Total Income	0	0	0	10,175	10,175	0	0	0	0
	Overhead Expenditure	64,875	4,159	76,997	713	76,249	0	16,320	0	0
	Movement to/(from) Gen Reserve	<u>(64,875)</u>	<u>(4,159)</u>	<u>(76,997)</u>	<u>9,462</u>	<u>(66,074)</u>		<u>(16,320)</u>		
350	<u>Environmental Services</u>									
	Total Income	0	9,649	0	1,233	0	0	0	0	0
	Overhead Expenditure	122,152	135,323	126,482	39,834	128,658	0	132,558	0	0
	Movement to/(from) Gen Reserve	<u>(122,152)</u>	<u>(125,675)</u>	<u>(126,482)</u>	<u>(38,601)</u>	<u>(128,658)</u>		<u>(132,558)</u>		
400	<u>Grants</u>									
	Overhead Expenditure	111,875	134,509	50,000	50,000	50,000	0	86,700	0	0
6000	plus Transfer from EMR	0	22,634	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(111,875)</u>	<u>(111,875)</u>	<u>(50,000)</u>	<u>(50,000)</u>	<u>(50,000)</u>		<u>(86,700)</u>		
450	<u>Facilities Management</u>									
	Total Income	0	18,810	0	4,859	0	0	0	0	0
	Overhead Expenditure	108,419	110,013	44,547	29,783	50,229	0	120,065	0	0
	Movement to/(from) Gen Reserve	<u>(108,419)</u>	<u>(91,203)</u>	<u>(44,547)</u>	<u>(24,924)</u>	<u>(50,229)</u>		<u>(120,065)</u>		
500	<u>Civic Hall</u>									
	Total Income	65,000	32,968	57,000	28,896	65,078	0	0	0	0
	Overhead Expenditure	68,660	131,963	188,684	40,722	183,859	0	42,737	0	0
	Movement to/(from) Gen Reserve	<u>(3,660)</u>	<u>(98,995)</u>	<u>(131,684)</u>	<u>(11,826)</u>	<u>(118,781)</u>		<u>(42,737)</u>		

Continued on next page

Annual Budget - By Centre (Actual YTD Month 6)

Note: Quarter 2 Projected Outturn 2021-22

		<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
510	<u>Civic Hall Bar</u>									
	Total Income	36,000	19	36,000	2,091	20,115	0	36,720	0	0
	Overhead Expenditure	20,000	1,707	17,590	3,186	13,395	0	439	0	0
	Movement to/(from) Gen Reserve	<u>16,000</u>	<u>(1,688)</u>	<u>18,410</u>	<u>(1,095)</u>	<u>6,720</u>		<u>36,281</u>		
520	<u>Loan Charges</u>									
	Overhead Expenditure	47,980	44,442	43,589	10,989	43,589	0	44,461	0	0
	Movement to/(from) Gen Reserve	<u>(47,980)</u>	<u>(44,442)</u>	<u>(43,589)</u>	<u>(10,989)</u>	<u>(43,589)</u>		<u>(44,461)</u>		
	Total Budget Income	982,689	954,895	996,439	500,823	1,000,745	0	36,720	0	0
	Expenditure	982,689	924,827	996,439	282,599	991,044	0	794,457	0	0
	Net Income over Expenditure	<u>0</u>	<u>30,068</u>	<u>0</u>	<u>218,224</u>	<u>9,701</u>	<u>0</u>	<u>-757,737</u>	<u>0</u>	<u>0</u>
	plus Transfer from EMR	0	25,527	0	0	0	0	0	0	0
	less Transfer to EMR	0	31,419	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>0</u>	<u>24,176</u>	<u>0</u>	<u>218,224</u>	<u>9,701</u>		<u>(757,737)</u>		

Annual Budget - By Centre (Actual YTD Month 6)

Note: Quarter 2 Projected Outturn 2021-22

		<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
101	<u>Stanley Town Council</u>									
4000	Direct Salaries	180,495	154,631	173,568	67,343	162,951	0	192,704	0	0
4007	Mileage	0	0	0	133	319	0	0	0	0
4008	Training	1,000	1,010	1,000	30	1,000	0	1,020	0	0
4009	Clothing Costs	200	65	200	0	200	0	204	0	0
4010	Payroll SLA	2,100	2,173	2,200	2,148	2,148	0	2,142	0	0
4012	Recruitment	150	450	195	0	2,000	0	153	0	0
4013	HR Advice & Support	500	555	1,572	490	1,572	0	510	0	0
4014	Courses and Seminars	150	0	150	0	150	0	153	0	0
4015	Telephone Allowance	0	649	0	200	470	0	0	0	0
	Overhead Expenditure	184,595	159,534	178,885	70,344	170,810	0	196,886	0	0
	Movement to/(from) Gen Reserve	(184,595)	(159,534)	(178,885)	(70,344)	(170,810)		(196,886)		
105	<u>Office Accommodation</u>									
4061	Accommodation Rent	3,500	3,000	3,000	750	3,000	0	3,060	0	0
	Overhead Expenditure	3,500	3,000	3,000	750	3,000	0	3,060	0	0
	Movement to/(from) Gen Reserve	(3,500)	(3,000)	(3,000)	(750)	(3,000)		(3,060)		
110	<u>Administration</u>									
1050	Interest	0	535	1,300	12	563	0	0	0	0
	Total Income	0	535	1,300	12	563	0	0	0	0
4054	Insurance	4,500	4,000	4,000	4,795	4,795	0	4,080	0	0
4077	Licences	630	0	700	0	0	0	714	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 6)

Note: Quarter 2 Projected Outturn 2021-22

		<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4101	Mobile Phones	100	0	0	0	0	0	0	0	0
4102	Stationery	750	618	700	85	600	0	765	0	0
4104	Postage	270	35	500	0	440	0	275	0	0
4105	Photocopying	500	532	500	120	500	0	0	0	0
4106	Subscriptions	5,000	5,114	5,100	136	4,587	0	5,131	0	0
4110	Audit External	2,000	2,000	2,000	-400	2,000	0	2,040	0	0
4111	Audit Internal	1,600	880	1,600	-520	1,600	0	1,632	0	0
4114	Refreshments	150	36	150	5	150	0	0	0	0
4121	IT - Website Support	500	0	0	90	0	0	0	0	0
4122	IT - Email Maintenance	2,500	1,630	0	0	0	0	0	0	0
4123	IT - Support & Maintenance	1,000	3,028	11,000	3,345	11,000	0	0	0	0
4124	IT - Equipment	2,000	2,714	2,000	17	2,000	0	0	0	0
4125	IT - Software	900	1,039	0	40	0	0	0	0	0
4999	Bank Charges	850	251	900	81	600	0	0	0	0
Overhead Expenditure		23,250	21,877	29,150	7,792	28,272	0	14,637	0	0
110 Net Income over Expenditure		-23,250	-21,341	-27,850	-7,780	-27,709	0	-14,637	0	0
6000	plus Transfer from EMR	0	2,893	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		<u>(23,250)</u>	<u>(18,448)</u>	<u>(27,850)</u>	<u>(7,780)</u>	<u>(27,709)</u>		<u>(14,637)</u>		
111	<u>Precept</u>									
1176	Precept	777,789	777,789	798,842	399,421	798,842	0	0	0	0
1177	LCTRS Grant	103,150	103,457	102,922	54,136	105,597	0	0	0	0
Total Income		880,939	881,246	901,764	453,557	904,439	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 6)

Note: Quarter 2 Projected Outturn 2021-22

		<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6001	less Transfer to EMR	0	31,419	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>880,939</u>	<u>849,827</u>	<u>901,764</u>	<u>453,557</u>	<u>904,439</u>		<u>0</u>		
115	<u>Publicity</u>									
1075	Grants	0	2,400	0	0	0	0	0	0	0
	Total Income	<u>0</u>	<u>2,400</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
4204	Community Consultation	5,533	4,423	5,500	0	5,500	0	0	0	0
4205	Community Engagement	20,000	6,234	7,800	3,170	7,800	0	0	0	0
	Overhead Expenditure	<u>25,533</u>	<u>10,657</u>	<u>13,300</u>	<u>3,170</u>	<u>13,300</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>(25,533)</u>	<u>(8,257)</u>	<u>(13,300)</u>	<u>(3,170)</u>	<u>(13,300)</u>		<u>0</u>		
200	<u>Democracy</u>									
4035	Town Mayors Charity Account	0	0	0	25	0	0	0	0	0
4114	Refreshments	100	0	100	0	100	0	102	0	0
4124	IT - Equipment	1,300	0	4,100	4,045	4,100	0	1,326	0	0
4800	Member Training	1,500	275	1,500	0	1,500	0	1,530	0	0
4801	Annual Parish Meeting	1,300	0	0	0	0	0	0	0	0
4802	Other Meetings	500	0	500	0	500	0	0	0	0
4803	Chairmans Fund	2,000	0	500	0	500	0	2,040	0	0
4805	Chairmans Awards	2,500	193	2,500	0	2,500	0	2,550	0	0
4806	Discretionary Room Hire	8,000	0	0	0	0	0	8,160	0	0
4808	Election Costs	0	0	23,000	0	23,000	0	0	0	0
	Overhead Expenditure	<u>17,200</u>	<u>468</u>	<u>32,200</u>	<u>4,070</u>	<u>32,200</u>	<u>0</u>	<u>15,708</u>	<u>0</u>	<u>0</u>

Continued on next page

Annual Budget - By Centre (Actual YTD Month 6)

Note: Quarter 2 Projected Outturn 2021-22

		<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		<u>(17,200)</u>	<u>(468)</u>	<u>(32,200)</u>	<u>(4,070)</u>	<u>(32,200)</u>		<u>(15,708)</u>		
300	<u>Services</u>									
4308	Regeneration	10,500	0	35,500	0	35,500	0	0	0	0
	Direct Expenditure	<u>10,500</u>	<u>0</u>	<u>35,500</u>	<u>0</u>	<u>35,500</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
4312	Police Cars - Contribution	0	10,062	0	0	0	0	0	0	0
4321	Detached Youth Project	30,000	30,000	10,000	10,000	10,000	0	30,600	0	0
4324	Money Advice Service	57,500	57,500	57,500	0	57,500	0	0	0	0
	Overhead Expenditure	<u>87,500</u>	<u>97,562</u>	<u>67,500</u>	<u>10,000</u>	<u>67,500</u>	<u>0</u>	<u>30,600</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve		<u>(98,000)</u>	<u>(97,562)</u>	<u>(103,000)</u>	<u>(10,000)</u>	<u>(103,000)</u>		<u>(30,600)</u>		
305	<u>PACT House</u>									
4049	Rent	8,000	8,750	9,500	4,750	9,500	0	9,690	0	0
4051	Water Rates	0	0	0	0	0	0	561	0	0
4054	Insurance	250	268	300	0	300	0	255	0	0
4065	Repairs & Maintenance	0	0	0	6,271	6,271	0	0	0	0
	Overhead Expenditure	<u>8,250</u>	<u>9,018</u>	<u>9,800</u>	<u>11,021</u>	<u>16,071</u>	<u>0</u>	<u>10,506</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve		<u>(8,250)</u>	<u>(9,018)</u>	<u>(9,800)</u>	<u>(11,021)</u>	<u>(16,071)</u>		<u>(10,506)</u>		
307	<u>AP Community Room</u>									
1060	Rent Income	750	0	375	0	375	0	0	0	0
1075	Grants	0	9,269	0	0	0	0	0	0	0
	Total Income	<u>750</u>	<u>9,269</u>	<u>375</u>	<u>0</u>	<u>375</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Continued on next page

Annual Budget - By Centre (Actual YTD Month 6)

Note: Quarter 2 Projected Outturn 2021-22

		<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4050	Rates	550	-16	381	0	267	0	389	0	0
4051	Water Rates	550	550	550	-550	550	0	561	0	0
4052	Electricity	300	115	300	45	225	0	306	0	0
4053	Gas	500	722	984	176	700	0	1,004	0	0
4065	Repairs & Maintenance	500	875	1,000	565	1,000	0	0	0	0
Overhead Expenditure		2,400	2,246	3,215	236	2,742	0	2,260	0	0
Movement to/(from) Gen Reserve		(1,650)	7,024	(2,840)	(236)	(2,367)		(2,260)		
310	<u>Warden Service</u>									
4116	STC Warden Service	76,000	58,350	76,000	-13	75,670	0	77,520	0	0
Overhead Expenditure		76,000	58,350	76,000	-13	75,670	0	77,520	0	0
Movement to/(from) Gen Reserve		(76,000)	(58,350)	(76,000)	13	(75,670)		(77,520)		
320	<u>Events</u>									
1075	Grants	0	0	0	10,175	10,175	0	0	0	0
Total Income		0	0	0	10,175	10,175	0	0	0	0
4401	Firework Festival	10,000	0	0	0	0	0	0	0	0
4410	Remembrance Services	2,000	193	2,000	0	2,000	0	2,040	0	0
4420	Blue Plaque Scheme	500	0	500	0	500	0	510	0	0
4421	Community/Covid 19 Recovery Fu	23,375	50	43,497	20	43,497	0	0	0	0
4423	Heritage Projects	5,000	504	5,000	605	5,000	0	0	0	0
4424	West Stanley Memorial	500	50	500	0	500	0	0	0	0
4426	Miners Sunday	10,000	0	10,000	0	9,252	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 6)

Note: Quarter 2 Projected Outturn 2021-22

		<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4427	Contingency	0	0	2,000	0	2,000	0	0	0	0
4439	Christmas Decorations	13,500	3,362	13,500	88	13,500	0	13,770	0	0
Overhead Expenditure		64,875	4,159	76,997	713	76,249	0	16,320	0	0
Movement to/(from) Gen Reserve		(64,875)	(4,159)	(76,997)	9,462	(66,074)		(16,320)		
350	<u>Environmental Services</u>									
1075	Grants	0	5,115	0	1,233	0	0	0	0	0
1135	Artwork Project/St Josephs Sch	0	2,000	0	0	0	0	0	0	0
1137	In Bloom External Projects	0	2,534	0	0	0	0	0	0	0
Total Income		0	9,649	0	1,233	0	0	0	0	0
4000	Direct Salaries	98,302	107,584	92,224	36,727	100,075	0	129,090	0	0
4007	Mileage	0	721	0	208	643	0	0	0	0
4008	Training	2,000	1,250	1,500	0	1,500	0	2,040	0	0
4009	Clothing Costs	1,400	1,318	300	0	300	0	1,428	0	0
4015	Telephone Allowance	0	0	0	100	240	0	0	0	0
4058	Trade Waste	1,500	1,347	858	-495	500	0	0	0	0
4065	Repairs & Maintenance	2,000	1,541	2,800	460	2,800	0	0	0	0
4066	Tools & Equipment	3,500	3,120	1,100	70	1,100	0	0	0	0
4101	Mobile Phones	0	9	0	0	0	0	0	0	0
4130	Vehicle Leasing	3,200	6,347	13,000	2,848	7,000	0	0	0	0
4131	Vehicle Fuel	2,000	1,732	2,000	334	1,800	0	0	0	0
4132	Winter Maintenance	2,000	184	1,500	48	1,500	0	0	0	0
4133	Environmental Campaigns	3,000	2,386	3,000	0	3,000	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 6)

Note: Quarter 2 Projected Outturn 2021-22

		<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4134	Stanley in Bloom	3,250	3,250	6,500	1,677	6,500	0	0	0	0
4135	Artwork Project/St Jospehs Sch	0	2,000	0	0	0	0	0	0	0
4137	In Bloom External Projects Exp	0	2,534	0	-898	0	0	0	0	0
4138	Funded Projects Expenditure	0	0	0	-1,500	0	0	0	0	0
4405	Blooming Good Fun	0	0	1,700	255	1,700	0	0	0	0
Overhead Expenditure		122,152	135,323	126,482	39,834	128,658	0	132,558	0	0
Movement to/(from) Gen Reserve		(122,152)	(125,675)	(126,482)	(38,601)	(128,658)		(132,558)		
400	<u>Grants</u>									
4502	Strategic Grants	61,875	84,509	0	0	0	0	35,700	0	0
4505	Stanley Fund	50,000	50,000	50,000	50,000	50,000	0	51,000	0	0
Overhead Expenditure		111,875	134,509	50,000	50,000	50,000	0	86,700	0	0
6000	plus Transfer from EMR	0	22,634	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		(111,875)	(111,875)	(50,000)	(50,000)	(50,000)		(86,700)		
450	<u>Facilities Management</u>									
1075	Grants	0	18,810	0	4,859	0	0	0	0	0
Total Income		0	18,810	0	4,859	0	0	0	0	0
4000	Direct Salaries	108,419	110,013	44,547	29,741	50,117	0	120,065	0	0
4015	Telephone Allowance	0	0	0	42	112	0	0	0	0
Overhead Expenditure		108,419	110,013	44,547	29,783	50,229	0	120,065	0	0
Movement to/(from) Gen Reserve		(108,419)	(91,203)	(44,547)	(24,924)	(50,229)		(120,065)		

Continued on next page

Annual Budget - By Centre (Actual YTD Month 6)

Note: Quarter 2 Projected Outturn 2021-22

		<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
500	<u>Civic Hall</u>									
1000	Ticket Sales Retained	15,000	0	9,000	0	4,082	0	0	0	0
1001	Ticket sales- other Civic	0	399	0	978	0	0	0	0	0
1005	Ticket Sales Non Retained	0	0	0	1,360	1,360	0	0	0	0
1006	Tickets Postage/ Copying	0	40	0	277	958	0	0	0	0
1010	Hall Hire	50,000	3,682	42,000	7,554	26,103	0	0	0	0
1011	Hall Hire - Concessionary	0	0	0	26	0	0	0	0	0
1013	DCC Recharges	0	3,178	6,000	0	13,510	0	0	0	0
1031	PRS income	0	0	0	21	85	0	0	0	0
1032	Recharged technical	0	0	0	150	450	0	0	0	0
1041	Other income	0	0	0	1,530	1,530	0	0	0	0
1075	Grants	0	25,669	0	15,000	15,000	0	0	0	0
1081	Donations	0	0	0	2,000	2,000	0	0	0	0
Total Income		65,000	32,968	57,000	28,896	65,078	0	0	0	0
4000	Direct Salaries	0	33	0	73	0	0	0	0	0
4005	Casual Staff	11,000	829	10,000	0	10,000	0	0	0	0
4008	Training	1,000	0	1,000	225	1,000	0	0	0	0
4009	Clothing Costs	800	235	400	160	400	0	0	0	0
4050	Rates	8,500	8,583	8,729	4,293	8,583	0	8,904	0	0
4051	Water Rates	1,800	1,583	3,250	429	3,250	0	3,315	0	0
4052	Electricity	11,900	9,271	13,200	2,333	11,500	0	13,464	0	0
4053	Gas	2,000	52,516	35,000	3,558	35,000	0	13,260	0	0
4055	Cleaning	450	2,835	3,500	1,300	3,200	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 6)

Note: Quarter 2 Projected Outturn 2021-22

		<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4056	Alarm Maintenance	1,800	1,803	2,400	78	2,400	0	0	0	0
4057	Window Cleaning	150	0	150	0	150	0	0	0	0
4058	Trade Waste	1,300	1,261	1,300	1,245	1,300	0	0	0	0
4059	Laundry	500	0	200	0	200	0	0	0	0
4065	Repairs & Maintenance	6,000	15,414	20,000	8,912	20,000	0	0	0	0
4066	Tools & Equipment	1,000	64	500	1,243	1,243	0	0	0	0
4067	Furniture & Fittings	1,000	3,857	2,000	72	2,000	0	0	0	0
4069	Pest Control	300	275	275	275	275	0	0	0	0
4070	Crockery,Cutlery etc	250	0	0	0	0	0	0	0	0
4071	Health & Safety - Fire	300	133	200	0	200	0	0	0	0
4072	Health & Safety First Aid	50	0	150	44	150	0	0	0	0
4073	Health and Safety	0	504	0	0	0	0	0	0	0
4077	Licences	3,000	1,462	4,310	1,794	2,000	0	0	0	0
4079	Security	500	0	0	0	0	0	0	0	0
4080	Planned Maintenance	0	0	6,500	495	6,500	0	0	0	0
4081	Civic Hall Projects	0	0	50,000	1,014	50,000	0	0	0	0
4100	Telephones	3,200	7,279	0	22	0	0	0	0	0
4101	Mobile Phones	60	98	108	16	18	0	110	0	0
4102	Stationery	750	17	450	156	450	0	0	0	0
4104	Postage	750	0	300	66	225	0	0	0	0
4105	Photocopying	600	528	600	112	450	0	0	0	0
4106	Subscriptions	0	0	0	4,300	0	0	0	0	0
4112	Professional Fees	3,800	3,612	3,612	5,662	5,663	0	3,684	0	0
4114	Refreshments	50	0	50	0	50	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 6)

Note: Quarter 2 Projected Outturn 2021-22

		<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4121	IT - Website Support	500	0	0	200	0	0	0	0	0
4123	IT - Support & Maintenance	1,000	1,342	0	0	0	0	0	0	0
4125	IT - Software	500	470	0	0	0	0	0	0	0
4425	Technical Support	2,000	0	1,000	129	1,000	0	0	0	0
4560	Coffee Shop-Food	0	2	0	0	0	0	0	0	0
4650	Events - Civic Hall	0	17,458	16,600	332	13,752	0	0	0	0
4654	Purchases for weddings/parties	500	0	200	150	200	0	0	0	0
4700	Ticket Sales Paid Over	0	0	0	1,360	0	0	0	0	0
4750	Resale Items	250	0	0	0	0	0	0	0	0
4998	Transaction Fees	1,100	501	2,700	675	2,700	0	0	0	0
Overhead Expenditure		68,660	131,963	188,684	40,722	183,859	0	42,737	0	0
Movement to/(from) Gen Reserve		(3,660)	(98,995)	(131,684)	(11,826)	(118,781)		(42,737)		
510	<u>Civic Hall Bar</u>									
1020	Bar Takings	35,000	19	35,000	2,091	19,115	0	35,700	0	0
1210	Food sales	1,000	0	1,000	0	1,000	0	1,020	0	0
Total Income		36,000	19	36,000	2,091	20,115	0	36,720	0	0
4560	Coffee Shop-Food	600	0	400	0	400	0	0	0	0
4600	Bar Stock	18,000	1,429	16,000	3,054	12,000	0	0	0	0
4601	Bar Supplies - Sundry Items	300	23	160	74	160	0	0	0	0
4602	Bar - Stocktaking Costs	700	95	600	0	435	0	0	0	0
4603	Bar - gas	400	160	430	58	400	0	439	0	0
Overhead Expenditure		20,000	1,707	17,590	3,186	13,395	0	439	0	0

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Annual Budget - By Centre (Actual YTD Month 6)

Note: Quarter 2 Projected Outturn 2021-22

		<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		<u>16,000</u>	<u>(1,688)</u>	<u>18,410</u>	<u>(1,095)</u>	<u>6,720</u>		<u>36,281</u>		
520	<u>Loan Charges</u>									
4996	PWLB Loan - Principal	40,000	39,000	39,000	9,500	39,000	0	39,780	0	0
4997	PWLB Loan - Interest	7,980	5,442	4,589	1,489	4,589	0	4,681	0	0
Overhead Expenditure		<u>47,980</u>	<u>44,442</u>	<u>43,589</u>	<u>10,989</u>	<u>43,589</u>	<u>0</u>	<u>44,461</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve		<u>(47,980)</u>	<u>(44,442)</u>	<u>(43,589)</u>	<u>(10,989)</u>	<u>(43,589)</u>		<u>(44,461)</u>		
Total Budget Income		982,689	954,895	996,439	500,823	1,000,745	0	36,720	0	0
Expenditure		982,689	924,827	996,439	282,599	991,044	0	794,457	0	0
Net Income over Expenditure		<u>0</u>	<u>30,068</u>	<u>0</u>	<u>218,224</u>	<u>9,701</u>	<u>0</u>	<u>-757,737</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR		0	25,527	0	0	0	0	0	0	0
less Transfer to EMR		0	31,419	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		<u>0</u>	<u>24,176</u>	<u>0</u>	<u>218,224</u>	<u>9,701</u>		<u>(757,737)</u>		

ATTACHMENT F – Appendix 3

			Budget	Projection	21/22 Variance	Actual
111	1176	Precept	798,842.00	798,842.00	-	
111	1177	LCTRS Grant	102,922.00	105,597.00	2,675.00	Additional LCTRS Grant
			901,764.00	904,439.00	2,675.00	Surplus
307	1060	Rent Income	375.00	375.00	-	
110	1050	Interest	1,300.00	563.00	-737.00	Reduction in interest rate
320	1075	Grant		10,175.00	10,175.00	DCC Grant covering additional covid measures for events
			1,675.00	11,113.00	9,438.00	Surplus
500	1000	Ticket Sales Retained	9,000.00	6,400.00	-2,600.00	*
500	1010	Hall Hire	42,000.00	26,638.00	15,362.00	
500	1013	DCC Recharges	6,000.00	13,510.00	7,510.00	Pending invoice for 20/21 along with 21/22

500	1075	Grants		15,000.00	15,000.00	Government Start up Grant & Building Support Grant - C-19			
					-				
510	1020	Bar Takings	35,000.00	19,115.00	15,885.00				
510	1210	Food sales	1,000.00	1,000.00	-				
		Other Income				Contribution re Pact House roof repairs and donation from Friends of Civic			
						3,530.00	3,530.00	Hall	Civic Hall Income -
			93,000.00	85,193.00	-7,807.00				
						Total Deficit			
			996,439.00	1,000,745.00	4,306.00				
						TOTAL INCOME Surplus			

4,306.00 Projected Income Surplus

*ASSUMING BREAK EVEN ON PANTO



Electronic Christmas Tree

Report to update members on the current situation regarding the Electronic Christmas Tree, formally used as the official Town Councils Christmas Tree.

Stanley Town Council – Electronic Christmas Tree

1. Background

In 2012 Stanley Town Council purchased, at a cost of £10,184 an electronic christmas tree which was to be the Towns Official Christmas Tree and centre piece of the town centre/Christmas display.

Stanley Town Council commissioned works to the brick planter within the Front Street to provide a safe site for the tree, and Durham County Council, installed and removed the tree to storage annually.

Despite initial issues with the tree in 2012, the tree was used until 2018, a total of 7 years. The tree itself was of a non-traditional design and proved quite divisive with the community, and in 2019 a decision was made to revert to a traditional real Christmas Tree dressed in lights.

2. Current situation

In February 2019 while in discussion with Durham County Council regarding Christmas lights, we were informed that in 2018, when the electronic tree had been installed it had required an amount of servicing and repair work prior to installation which had been carried out at the cost to Durham County Council, and that if the intention was to reuse the tree in 2019, then in their opinion, it would require a full service and redress, prior to installation, and this was likely to be at a significant cost to Stanley Town Council.

It was subsequently decided that for 2019 a traditional/real tree would be used, and work was carried out to the Christmas Tree/Beacon site to allow for its installation and lights were purchased to dress the tree. Subsequently, a real tree was used again in 2020.

We have been in touch with the original supplier of the tree and while they say they could in theory potentially take it back, this is unlikely as it will need refurbishing. They have indicated that the tree as it stands will have little value due to its age and requiring full services/refurbishment and they could not provide an estimate of the potential costs without carrying out a full inspection of the tree. This would require the tree being removed from storage and professionally assembled and assessed at cost to Stanley Town Council, and even then, there is no guarantee that they would want to take over the tree.

2.1 Storage

Currently, the tree is in storage at Durham County Councils Meadowfield Depot, which is in the process of undergoing some development work. The tree is stored on five separate pallets and is taking up a considerable amount of space.

Durham County Council have been in touch regarding our intentions with the tree as they have indicated that they need the space within the depot and would like the tree removed from the depot as a matter of urgency.

Currently, there is no fee being charged by Durham County Council for storage of the tree.

3. Options

This gives us three options;

- Dispose of the tree,
- Arrange storage elsewhere,
- Have the tree fully serviced and reuse.

Durham County Council have indicated that they would be willing to dispose of the tree on our behalf including stripping the tree down and disposing of the electronic parts in full compliance with the Waste Electronic, Electrical Equipment (WEEE) regulations.

If the intention is to retain the tree at this time, then it will either need servicing and returning to use, or an alternative storage facility will have to be found at cost to the Council. Due to the size of the tree Stanley Town Council do not have anywhere available to store it, and therefore secure storage would have to be secured at an ongoing cost to the Council.

4. Summary

In 2012 Stanley Town Council purchased an electronic Christmas Tree for use as the center piece to the Towns Christmas decorations and celebrations. The tree has not been used for the last two years as the Town Council have utilized a real tree for the center of the display and the electronic tree is currently in storage at Durham County Council reportedly requiring a full service and significant remedial works prior to any future use.

Durham County Council are reviewing the storage arrangements at the depot and have asked Stanley Town Council to remove the tree from the depot as they require the space.

5. Recommendation

It is **RECOMMENDED** that:

- (i) The Town Council DECIDE how they would like to progress this matter.

Report Author

Alan Tubman
Deputy Town Clerk
Stanley Town Council
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01207 299109

Events Working Group
Minutes

Wednesday 15th September 2021

5.00 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 J Kane Absent:

Cllr K Coulson, Cllr D Fall

1. Summer Events 2021

At the point of the play in the park events starting, a claim was submitted to DCC in respect of funding which they had made available to support events by covering additional expenditure due to covid, which organisers had incurred to ensure events went ahead. A condition of the grant was that DCC SAG applications had been approved. Scott Hillary had assisted with the application, providing information from suppliers and performers etc, who had had to increase their costs due to covid in addition to extra measures that he had to put in place on site.

Though the process didn't allow us to claim for the first Play in the Park event, we were successful in our claim for the remaining 4 events and Miners Sunday, the total grant was in excess of £10,000, and prior notification of the success of the grant allowed Scott to add value to the original planned events as we knew the event would be supported with the DCC grant.

Play in the Parks,

The 2021 Play in the Parks had been changed slightly this year with the removal of some of the contact heavy attractions and the introduction of a stage and some local music acts. It was felt that the events had all gone well and feedback had been excellent. The changing music act throughout the event meant people stayed longer, and some of the other attractions gave it a familiar play in the park feel. Should the events go ahead in 2022, Scott would recommend a similar style and feel to the event.

Overall attendances were estimated at 600 to 1,000 and it was estimated that the mid week events are slightly better attended than the weekend, with the feeling being that on weekends there are potentially more things to do. I was also noted that it is good to have a mix of days as weekends allow working parents to attend as part of the family group.

Scott also noted that the Police attended all events, and he would like to pass on his thanks (which has since been done) as they added great value and provided positive engagement.

Miners Sunday,

It was felt that though the second Miners Sunday had been a success and a quality event, it was not as well attended as we would have liked, though those attending had all given positive feedback. The low attendance could have been down to a number of issues.

- Poor publicity
- Timing – the bank holiday weekend, offers a number of opportunities for families and entertainment, and a lot of the other attractions are booked or difficult to book

Scott stated that overall he felt it was a quality event, and it was important to have a heritage based cultural event within the events portfolio. For 2022 its important that we review and improve publicity and look at ways of enhancing the event, potentially changing the date, to make it easier for schools to engage or get involved.

It was pointed out that Durham Miners Gala is on Mid July and it is important to avoid that date, so some planning may be required to select the best date moving forward, and local schools are to be contacted to see if a change of date will increase their contribution.

2. Christmas Event

Scott has commenced planning of the Christmas Event, some potential performers are being lined up and Reece Sibbald the Civic Hall Panto producer has also indicated that he will be happy to get the Panto cast involved in the production as part of the promotion of the panto and partnership with STC.

A request was also made to try to create more effects or Christmas Lights/Effects within the Front Street.

3. Date and Time of next meeting.

To be arranged

Town Clerk Recruitment Working Group
Minutes

Monday 20th September 2021

2.00 pm Bamburgh Suite, Civic Hall, Stanley

In attendance:

Cllr G Binney, Cllr C Marshall, Cllr S McMahon, Cllr J

Stephenson. Alan Tubman (Deputy Town Clerk) Apologies:

Derwentside Independents.

1. Group Composition

Derwentside Independents have contacted the Deputy Town Clerk and indicated that while they will provide two members for the group in future, however due to a number of issues today they are unable to attend.

2. Job Description and Person Specification

A copy of the current job description and person specification was circulated to the group.

It was decided that the group was happy with the JD & PS as they currently are, and recruitment will proceed with the current JD & PS

3. Advertising

A copy of the adverts used in the last Town Clerk recruitment exercise were circulated, it was agreed that this would be suitable for the advert as this the job role effectively remains the same.

Options suggested for advert in order to ensure, local, regional and national/specialist coverage were,

- STC website and social media
- North East Jobs
- SLCC
- CDAL
- NALC

- Northern Echo/local press

Deputy Town Clerk to contact advertisers and place adverts, within budget agreed by Council.

Closing date for the Advert is planned to be in 4 weeks from the going live date which should be 22nd October 2021, following which the group will be reconvened to shortlist the applications and plan the interview process.

All applications received will be collated by the Deputy Town Clerk and provided to the group anonymised for consideration and shortlisting.

4. Date and Time of next meeting.

To be arranged week commencing 25th October 2021