



Stanley Town Council

NOTICE OF MEETING

I hereby give notice that an Ordinary Meeting of Stanley Town Council will be held on Tuesday, the 23th November 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	M Martin	J McMahon
Nicholson	J Stephenson	M Thompson	D Tully	S McMahon

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 23th November 2021 at 18.30 in order to transact the following business:

Yours sincerely,

Alan Tubman
Deputy Town Clerk
16th November 2021

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

A G E N D A

1. APOLOGIES FOR ABSENCE

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

2. DECLARATIONS OF INTEREST

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

3. 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 26th October 2021.

7. RECEIPT OF COMMITTEE MINUTES (ATTACHMENT B)

To **RECEIVE** the minutes from the Finance and General Purposes Committee 12th October 2021

8. ACCOUNTS FOR PAYMENT & BANK RECONCILIATION

Statutory Basis: Accounts & Audit (England) Regulations 2011

September 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 September 2021; and
- (ii) **NOTE** the Bank Reconciliation for September 2021.

9. COUNCILLOR VACANCY (ATTACHMENT F)

The Council is to **NOTE** the Election of Cllr Michael Martin in the Havannah Ward, and the cost to the Town Council of the last by election.

10. STANLEY MASTERPLAN

The Council is to **NOTE** the report from Cathy Russell, Ryder Architecture and Graham Wood Durham County Council.

11. CIVIC HALL HEATING

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

12. BUDGET UPDATE

The Interim Clerk reports that a summary schedule of issues and priorities was identified from the Members Budget Workshop held on 4th November 2021.

These priorities have been refined and presented to Finance and General Purposes Committee for approval on 9th November 2021 and forms the basis of a priority

budget to be presented to the Council for consideration for the 2022/23 Financial Year.

The Budget Workshop had proved helpful in determining priorities for the Council both in the short term and longer term. These priorities have provided a baseline to which a number of core actions can be undertaken during the current financial year and next year.

Based on the projected outturn from the Councils 2021/22 Budget approximately £60,000 would be available to allocate against the identified immediate priorities.

Priority	Priority Budget Recommendations		Budget Allocation
Environment <i>Ensure our environment is clean, accessible and people feel proud where they live</i>	Pump prime new environmental projects	Longer term - Develop 3-5 year STC Priority Plan & MTFP	£5,000
Anti-social behaviour and crime <i>Tackle anti-social behaviour and crime</i>	Better Partnership Working with clear outcomes & achievements		
Establishment <i>Our staff are key to achieving our objectives</i>	Support Staff Team/Immediate Set aside funding for staff resource to meet immediate needs (NB contract short term support pending review to achieve priorities in MTFP) Develop workplan for establishment based on priorities		£20,000
Partnership Working, Community Engagement & Post Covid Community Support <i>Working with our partners and engaging with our community</i>	Develop a robust Community Engagement Plan/Strategy Review STC Strategic Grants programme Review Marketing & Communications Establish Community funding post - Joint (>£20k)		£20,000
Assets (Civic Hall)	Appoint D3 to update Civic report to assist in determining future priorities (>£10k)		£10,000
Sustainability & Climate Change - Carbon Footprint <i>Support climate change measures and reduce STC's carbon footprint</i>	Kickstart establishment of STC approach to Carbon Neutral		£2,000

Other Future Projects	Website Accessibility Introduce Performance Management Framework	£5,000
	TOTAL	£62,000

It is suggested that the Council commence work on the following summary of key priorities during the current financial year and that these be developed during 2022/23. These will be used to inform and develop a rigorous and detailed review of the Council's priorities with the necessary information required to develop a sustainable longer-term Priority & Medium Term Financial Plan (3-5 years post 2023).

Council is asked to **RESOLVE** that:

- i. the report and the priority budget recommendations outlined above be adopted by the Council for the revised 2021/22 budget and to be included in the 2022/23 precepting requirement;
- ii. the Council consider whether they wish to include additional budget provision to the above priorities, it being noted that will impact by increasing the Council's budget requirement and resulting precept
(Note 1% increase equates to £7,988.00)

13. CHRISTMAS OPENING/CLOSURE 2021/22

The Council is to **NOTE** the closing from 24th December and reopening on Tuesday 4th January 2022.

14. RISK REGISTER (ATTACHMENT G)

Council is requested to **NOTE** the updated Risk Register.

15. 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.*

16. TOWN CLERK RECRUITMENT UPDATE (ATTACHMENT H)

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

17. COMPLAINT – ALLEGED BREACH OF COUNCILLOR CODE OF CONDUCT

To inform members that there has been a complaint referred to the monitoring officer and the outcome of the complaint will be confirmed in the decision notice upon conclusion of the matter.

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

18. DATE, TIME AND VENUE OF NEXT MEETING

Tuesday 25th January 2022, 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 COUNCILHeld at **Stanley Civic Hall** on **Tuesday 26th October 2021** at **6.30pm**

PRESENT: G Binney H Clark A Clegg L Ferry
C Hampson A Hanson A Jones C Marshall
S McMahon O Milburn* J Stephenson M Thompson
D Tully

*Chairman

OFFICERS: Alan Tubman (Deputy Town Clerk)
Ann Barry (Finance Officer)
James Harper (Environmental Services Team Leader)

121 APOLOGIES FOR ABSENCE

Members **ACCEPTED** apologies for absence from, Cllrs C Bell, K Coulson, D Fall, J Kane, J McMahon and J Nicholson,

No members were absent.

122 DECLARATIONS OF INTEREST

No declarations of interest were received.

123 MAYOR'S ANNOUNCEMENTS

There were no announcements from the Town Mayor.

The Deputy Town Clerk updated members on the current situation within the Town Council operations and Civic Hall.

- Three kickstart members of staff have started from 18/10/21
- Blooming Good Fun awards night is on Wednesday 3rd November
- Remembrance update, we have the wreaths to prepare for collection for members and the Beacon should be installed by the end of October
- Through Soldiers Eyes Art Project is on track for 8 – 20th November,
- Members are all invited to the Think Positive open day 5th November 12 – 16:00
- Panto posters/promo are available for members to distribute
- November FC – Masterplan

124 LEADERS STATEMENT

Evening everyone, October has been a very busy month for staff, we have been looking at the budget. We are building on last year where a zero-based budget approach was taken looking at every line in the budget to make savings because of the significant budgetary shortfall we were experiencing because of the impact of the Covid 19 Pandemic. I have been involved in the budget setting process for STC for the last four years as Chair of F&GP after many years managing budgets for DCC. But you are never too old to learn so I recently attended an online CDALC course on budget setting which I have to say was very informative. Since then the RFO and myself are looking to tweak some very small areas to bring us in line with best practice. It was a great relief to end

the course with the reassurance that our processes are sound and we were in some cases exceeding the expectations of CDALC.

You will have all received an invitation to a budget workshop where we can work together to develop our Medium Term Plan and agree the direction of travel for the budget to then begin its journey through the Councils decision making processes. The Interim Town Clerk and the RFO will be facilitating this workshop.

One thing I'm going to have to reiterate is the points made at the last Full Council meeting in my Leaders Statement around staff capacity to answer queries which are occurring after meetings have taken place the day before. So just for clarity this is the process: If you have a query about finance, please bring it up in the Finance and General Purposes meeting that is what it is for it is the place to ask questions to have discussion and debate about items on the agenda, not the following day or after the meeting. If you want to ensure a full and comprehensive answer to a query you have about an item on the agenda, please submit your question a couple of days before the meeting to give staff time to answer your question fully. All queries particularly those received directly after a meeting must be put into writing and will be answered at the correct meeting - for example if it was a query following F&GP the question and the answer will be tabled at that following meeting for full transparency. You are being asked, as a member, to support our staff who are working flat out by following these simple guidelines -they are not to stifle debate, in fact just the opposite we want debate and discussion to happen in the most appropriate and transparent manner – in the meeting where we can all be seen to be doing our jobs debating issues on behalf of our residents in a calm and measured manner.

125 PUBLIC PARTICIPATION

One member of the public were present, they did not have a specific question and no questions had been received in advance of the meeting.

126 CONFIRMATION OF MINUTES

It was proposed by Cllr A Clegg and seconded by Cllr S McMahon that the minutes of the Ordinary Council Meeting on 28th September 2021 were **APPROVED** as a true record.

127 RECEIPT OF COMMITTEE MINUTES

It was proposed by Cllr A Clegg and seconded by Cllr G Binney that Council **RECEIVE** the minutes from Finance and General Purposes Committee Tuesday 14th September 2021

128 ACCOUNTS FOR PAYMENT & BANK RECONCILIATION

It was proposed by Cllr G Binney and seconded by Cllr A Hanson that Council **APPROVE** the payment of accounts and **NOTE** the bank reconciliation for September 2021.

129 BUDGET MONITORING REPORT JULY – SEPT 2021

The Council **NOTED** the report.

130 COUNCILLOR VACANCY

The Council **NOTED** the progress with the vacancy to date.

Cllr Marshall stated, and requested it be minuted.

“When a vacancy arises for the Town Council, regardless of the circumstances, and I’m sure all members of the Town Council have had the opportunity to read my email, and I didn’t get a response from it so I’m sure everyone agreed with the sentiment in it. When a vacancy arises on the Town Council effectively the community have the option to call an election if they want to and they do that by submitting a petition from ten people living in the area where the vacancy has arose, by a certain date, which in this case was the 11th October.

If that vacancy isn’t filled, and just for clarity for everybody, the Council as a group have the opportunity to co-opt a member on to save the cost of a by election and I think its important just to note that on this occasion there has been a petition submitted, and I think its even more important that we get it on public record, and I am going to be very carefull about what I say as I would like to make sure that this is minuted so we can approve it in the minutes next month. On the 30th of September at 10:28 in the morning Cllr David Tully sent an email to the Leader of the Town Council and to the Mayor of the Council suggesting they accept the proposal for a political appointment to that position, and that vacancy, via co-option. The first thing is that it isn’t within the Leader, the Mayor or Cllr David Tully or anybody’s gift to do that, and that’s the first point to note, but the second thing within that email Cllr Tully acknowledges that the other option, which is if there was a petition raised by the public which they are well within their rights to do, it would result in a costly election, which I’m sure the Finance Officer could confirm the costs of that which I’m sure is excess of £13,000, there or thereabouts, maybes even more, of the tax payers money.

By 12:35 on the same day after having a reply from the Leader of the Council to confirm that it wasn’t within her gift, it wasn’t with Olga as Mayor’s gift, there was reply from Cllr Tully basically saying that he was well aware of the process and well aware of the costs to the council of an election, however also stating that he’d already accrued the ten names for the petition and that unless we agreed that we were held to ransom or backmailed or which ever way you want to interpret the emails which we have in writing that he was going to put the petition in unless there was a political appointment of a Derwentside Independent member. Now given that most of the Derwentside Independent Members just in May several months ago put leaflets through doors around the whole of Stanley saying they put people before politics this just makes a mockery of the whole thing, by trying to blackmail Councillors and other Members of the Council that if they don’t agree to the co-option, a political co-option, which isn’t in anybody’s gift, that council and the taxpayers of Stanley would have to shoulder the burden of the cost of a byelection. So within 20 minutes, by my recollection, according to the time of the emails sent by David

Tully, he had managed to recruit ten names, I would suggest that Cllr Tully already had them names before he tried to coerce, blackmail or force through a political appointment which again wasn't in anybody's gift. So I just want that on the record, I would like that in the minutes and I think it's important and that the wider public understand the circumstances around this and understand the costs that are going to be shouldered by the taxpayers of Stanley, thank you chair.

Cllr Helen Clark

"Can I just come in there, obviously I did write to the Leader, I wrote to Jeanette earlier to what David put forward obviously the possibility of a co-option and whether that under circumstances and because we are pressed for cash whether obviously as a Derwentside Independent was standing down, and a Derwentside Independent has been elected and for whatever circumstances could not continue if it could be considered, if we could discuss a co-option because it wouldn't change the dynamic and of the council and it would have exactly the same dynamic, obviously I was told that that was not possible. I didn't know if it was something we could discuss and at some point before we got to the next stage because I will hold my hand up and I didn't fully understand if there was somebody there who could be co-opted that we had to go through the whole process. I know CDALC had to be involved and electoral services had to be involved I understand that but I didn't know if not changing the dynamic and saving the council money is an option that could have been looked at."

Cllr David Tully

"In the past we have had by elections that is exactly what Labour have done, one Labour out and one Labour in"

Cllr C Marshall

"It just makes a mockery of the whole process, let's put politics aside for one second, we are on about someone who is going to represent the community, regardless of political persuasion who will be the best person for the job, regardless of what political party they are tied with or not tied to, it's irrelevant, it's about who's going to best represent the public. I did not know there was two Derwentside Independent members who were trying to blackmail and coerce the Council"

Cllr H Clark

"I object to that, I object to that completely, I did not try to blackmail any Council I wrote to the Leader for instruction"

Cllr C Marshall

"Let me finish then members can say what they like about my views. I do think it's important people understand the consequences here, we have got emails from Members trying to say that if you pick this colour team over that colour team we won't charge the taxpayer £13,000+ for an election, it's bonkers, absolutely bonkers, there's nothing about capability, nothing about who's the best person for the job, no proposal about somebody who is already active in the community down there, simply that they are tied to the Derwentside Independents and to be fair chair this is the second election petition that David Tully has submitted to the County Council not in his ward, it happened in the last term where the election petition which I went and inspected was submitted by David Tully in another part of Stanley and here we are again, in an area he

doesn't even live in its absolutely bonkers, that's £13,000 that could have gone to our community.

Cllr H Clark

"Obvioulsy when I did go to seek Jeanettes advice or whatever you'd like to call it and I do have a couple of people that I probably would have, had we gone further down that road, and I take offence that I tried to coorce or blackmail anybody, I am not and I am here to represent my community and the people that I stand for within the whole of Stanley not just Tanfield and I take exception at that, and I would like that on the record please"

Cllr J Stephenson

"Obvioulsy I'm the person that everybody is emailing, Helen is right and she contacted me and it was very much about information, but Cllr Marshall is also right that the email from David was a totally different tone, I did seek CDALCs advice and I did seek electoral services advice and this isn't the correct process to be having a discussion and I did say this in every email that I replied and copied everybody into the responses and that response was it's a statutoary process that has to be done by the book, it's a legal process and we should not be even talking about co-option until after the date the petition could have gone in and unfortunately what was going to happen, was some sort of political horsetrading to be done before hand that does happen in some places, but it certainly wasn't going to happen under my watch and things would be done correctly as far as I'm concerned"

Cllr D Tully

"Cllr Marshall, did you or your group ever co-opt anyone? Yes?"

Cllr J Stephenson

"All I know is that last two elections where there has been Labour people who have stood down then elections have been forced"

Cllr O Milburn

"I don't think theres anything futher to be gained by this as this can just go backwards and forwards and it can run and run, Alan is taking the minutes, sorry Ann is taking the minutes and what's been said will be a matter of record"

Cllr M Thompson

"Cllr Marshall commented at the beginning about the email he'd sent out and assumed everybody had agreed with it, can I just say that I don't like the tone of that email and I didn't agree with all of it"

Alan Tubman

"Was this an email about the resignation?"

Cllr C Marshall

"Sorry, just for a point of clarity this was an email sent to all Members regarding the position Cllr Wilkinson found herself in, was sent to all members and might be an email officers of the Council may not be aware of it"

Cllr M Thompson

"I think it was addressed to all Councillors. I think you assumed people agreed with it, I agree with bits of it, but there was bits I thought some of it was all wrong."

131 CIVIC HALL HEATING UPDATE

The Deputy Town Clerk reported that Durham County Council had been consulted as landlord on the potential agreement to renew the heating system, including solar pv panels and finance agreement. Officers from Durham County Council had said they disapproved of the project but had offered to work with Stanley Town Council on other potential solutions.

Officers from Durham County Council are to be invited to the next Full Council Meeting to discuss this further.

132 ELECTRONIC CHRISTMAS TREE

It was proposed by Cllr S McMahon, seconded by Cllr A Jones and **RESOLVED** that the Council agree for Durham County Council to dispose of the old electronic Christmas Tree, currently in storage.

133 EVENTS WORKING GROUP

Council **RECEIVED** the minutes from the Events Working Group and **NOTED** the update report.

134 EXCLUSION OF PRESS AND PUBLIC

Press and public were excluded from the meeting and live streaming of the meeting was stopped

135 TOWN CLERK RECRUITMENT UPDATE

Council **RECEIVED** the minutes from the Town Clerk Recruitment Group and **NOTED** the verbal update from the Deputy Town Clerk including the fact that 4 applications had been received and the group is to be reconvened on Monday 1st November to go through a shortlisting process.

136 INTERIM TOWN CLERK UPDATE

It was proposed by Cllr J Stephenson and seconded by Cllr C Hampson that Council **APPROVE** the recommendations of Finance and General Purposes Committee and Stuart Wardle is to be offered the position of Interim Town Clerk on a 20 hour per week basis, from 1st November 2021

137 DATE, TIME AND VENUE OF THE NEXT MEETING

Tuesday, 23rd November 2021 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 12th October 2021 at 6.30pm

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

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

110 APOLOGIES FOR ABSENCE

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

111 DECLARATIONS OF INTEREST

None

112 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIR

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

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

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

113 PUBLIC PARTICIPATION

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

114 CONFIRMATION OF MINUTES

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

115 ACCOUNTS FOR PAYMENT AND BANK RECONCILIATION

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

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

116 BUDGET MONITORING REPORT JULY – SEPTEMBER 2021

Members **NOTED** the report.

117 EVENTS WORKING GROUP

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

118 TOWN CLERK RECRUITMENT GROUP

Members **NOTED** the report

119 INTERIM TOWN CLERK

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

120 DATE AND TIME OF NEXT MEETING

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

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

Schedule of Payments September 2021

ITEM 8 – ATTACHMENT C

25/08/2021	200	4035	INTALIAN CREDIT	4967	FHILLCHAR	- 25.00	Italian Charity night refund
Services (300)							
07/09/2021	300	4321	1036	4954	STARSYC	10,000.00	Youth Provision 21-22
Pact House (305)							
AP Community Room (307)							
08/09/2021	307	4052	IN0001067995	4992	CORONA	12.90	Aug 21 AP Hut Electric
Warden Service (310)							
Events (320)							
31/08/2021	320	4423	INV 65	4937	MAIN	13.32	Maintenance Equipment
23/08/2021	320	4423	AUG 21	4945	LUCIALEE	50.00	Wreath
25/05/2021	320	4423	42712	4964	AAFLAGS	261.76	Flags
31/08/2021	320	4421	2456	4968	AHILLARY	29,229.00	Play in the Parks 2021
31/08/2021	320	4426	2457	4969	AHILLARY	9,252.00	Miners Sunday
08/09/2021	320	4439	IN0001067994	4993	CORONA	8.82	Aug 21 Xmas Tree Kiosk
Environmental Services (350)							

Invoice Date	Centre	A/C	Invoice Number	Ref No	Supplier A/c Name	Amount	Analysis Description
02/08/2021	350	4065	INV 64	4938	MAIN	45.76	Maintenance Equipment
31/08/2021	350	4065	AUG 21	4942	OLIVERS	24.52	Maintenance supplies
21/07/2021	350	4134	42970	4957	AAFLAGS	105.00	Bunting
13/09/2021	350	4134	IN BLOOM	4958	INBLOOM	120.00	Northumberland in Bloom
09/09/2021	350	4065	172360	4959	GUSTHARTS	50.37	Maintenance

Schedule of Payments September 2021

ITEM 8 – ATTACHMENT C

10/09/2021	350	4134	1334623	4960	PRINTMEIT	50.00	Signage
31/08/2021	350	4131	E2014325864	4972	ALLSTAR	76.89	August 2021 Fuel
01/08/2021	350	4130	672427	4976	DAWSONGRP	465.93	August Van Rental
Grant Funding (400)							
Civic Hall (500)							
16/08/2021	500	4650	6258869	4931	FILMBANK	83.00	Raya & The Last Dragon
16/08/2021	500	4650	6258868	4932	FILMBANK	83.00	Sonic The Hedgehog
16/08/2021	500	4650	6258867	4933	FILMBANK	83.00	Scoob!
16/08/2021	500	4650	6258866	4934	FILMBANK	83.00	Tom & Jerry
09/08/2021	500	4066	100359138	4936	AMAZON	374.99	Popcorn Maker
02/08/2021	500	4065	INV 64	4938	MAIN	17.46	Maintenance Equipment
20/08/2021	500	4065	252878244	4943	DCCRB	126.88	Repairs & Main water heater
22/07/2021	500	4066	1609	4949	AMAZON	5.79	Candy Floss Sticks
17/08/2021	500	4066	2191	4950	AMAZON	10.83	Cake Knife
23/08/2021	500	4055	20698	4955	WASHINGTON	227.04	Cleaning Material
09/09/2021	500	4100	174	4961	AMAZON	21.63	Computer Charger
09/09/2021	500	4066	742	4962	AMAZON	16.65	Cabinet Locks
09/09/2021	500	4102	190040	4963	AMAZON	14.13	Stationery 2022 Diary
31/08/2021	500	4998	26434	4965	HOG100	133.82	Aug 2021 Websales
10/09/2021	500	4067	30348	4966	AFX	150.00	Mr & Mrs Sign Hire
22/09/2021	500	4056	46531336	4970	ADT	353.04	Intruder Alarm Maintenance
04/09/2021	500	4056	Q1360	4974	BTBUSINESS	37.89	01.09.2021-30.11.2021 BT Alarm
31/08/2021	500	4105	261505	4977	DOCUMENTSOLUTIONS	32.70	Aug 21 Photocopies
05/09/2021	500	4052	245648595/21	4979	TOTALGAS	871.03	August 2021 Electricity
07/09/2021	500	4053	245870773/21	4980	TOTALGAS	617.03	31.05.21-31.08.21 (E) Gas
31/08/2021	500	4998	168388958	4981	WORLDPAY	17.89	August 2021 Worldpay
31/08/2021	500	4998	168602768	4982	WORLDPAY	8.36	August 2021 Worldpay

Schedule of Payments September 2021

ITEM 8 – ATTACHMENT C

31/08/2021	500	4998	168648997	4983	WORLDPAY	30.92	August 2021 Worldpay
01/09/2021	500	4050	CIVICHALL 06	4985	DURHAMDD	858.00	September 2021 Business Rates
04/09/2021	500	4056	Q05596	4986	BTBUSINESS	40.29	01.09.21 - 30.11.21 BT Alarm
26/08/2021	500	4650	6259758	4994	FILMBANK	83.00	Teen Titans Film
25/08/2021	500	4650	6259691	4995	FILMBANK	83.00	Peter Rabitt 2
25/08/2021	500	4650	6259690	4996	FILMBANK	83.00	Onward Film

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

27/09/2021	500	4066	446606 CR	4999	ADEXADIRECTLTD	- 231.20	446606 Credit
08/09/2021	500	4125	CIVIC 11117-	5000	PCAPREDICT	50.00	Annual Postcode Predictor

Civic Hall Bar (510)

27/08/2021	510	4600	306599	4940	AMAZON	5.42	Bar Sundries
27/08/2021	510	4600	306599 2	4941	AMAZON	8.32	Bar Sundries
12/08/2021	510	4600	23580	4946	AMAZON	7.87	Bar Sundries
17/08/2021	510	4600	24105	4951	AMAZON	5.95	Bar Sundries
17/08/2021	510	4600	24105 2	4952	AMAZON	16.87	Bar Sundries
17/08/2021	510	4600	12245	4953	AMAZON	23.97	Bar Sundries
09/09/2021	510	4600	600057910	4978	SAMEDAYBEERS	583.25	Bar Stock
31/08/2021	510	4603	3064536618	4988	BOC	13.80	August 21 Boc Charges

Loan Charges (520)

19/08/2021	520	4996	PW503801 SEPT	4984	PWLB	10,000.00	Civic Hall Loan PW503801
19/08/2021	520	4997	PW503801 SEPT	4984	PWLB	912.00	Civic Hall Loan PW503801

						69,377.55	Monthly Expenditure Sub Total

Schedule of Payments September 2021

ITEM 8 – ATTACHMENT C

Payroll August	2021 Deductions					
	4000	101		STC	6,632.59	
	4000	450		Civic Hall	1,014.59	
	4005	500		Casual Staff	18.00	
	4000	350		Environmental Services	3,161.72	
Payroll September 2021						
	4000	101		STC	5,723.82	
	4000	450		Civic Hall	2,059.28	
	4005	500		Casual Staff	160.62	
	4000	350		Environmental Services	5,008.49	
				SUBTOTAL	23,779.11	Monthly Payroll Total
				TOTAL	93,156.66	Overall Monthly Expenditure

Schedule of Receipts September 2021

ITEM 8 ATTACHMENT D

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

Civic Hall Income For Future Shows (530)		
530	266.00	20210826 - 20210821 Websales
530	70.00	20210830 - 20210905 Card
530	1,154.00	20210901-20210914 Websales
530	364.00	20210915-20210919 Websales
530	169.00	20210914 - 20210920 Card
530	53.00	20210922 - 20210924 Card
530	32.92	20210920-20210927 Websales
530	58.00	20210927 Card
530	28.00	20210927 Card
Room Hire Deposits (540)		
Total	22,175.49	

Date: 17/10/2021

Stanley Town Council 2021 - 22

Page I

Time: 17:58

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

User: AB

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

15



MRS ANN ELIZABETH BARRY

Showing 14 transactions between 07/09/2021 and 24/09/2021 from

20-33-51 60189243

Mixed Payments Plan

01/09/2021 to
30/09/2021

Available balance	E8,513.15
Last night's balance	E8,513.15
Overdraft limit	E0.00

Date
Description Money in
Money out Balance

BARCLAYS

MRS ANN ELIZABETH BARRY

Transactions

	Counter Credit		
24/09/2021	SumUp Payments Acc	E24.68	£19,189.77
	PIDI 16424-SUMUP BCC		
	Funds Transfer		
23/09/2021	203351 93186547	E10,000.00	E19,165.09
	PWLB LOAN FT		
	Credit		
23/09/2021	42STANLEY	E1,153.80	E9,165.09
	100132		
	Direct Debit		
16/09/2021	PUBLIC WORKS	-E10,912.00	€8,011.29
	LOANS STANLEY		
	DDR Funds Transfer		
15/09/2021	203351 93186547 LOAN	E11,000.00	E18,923.29
	FT		
	Credit		
15/09/2021	43STANLEY	272.80	E7,923.29
	100131		
	Credit		
15/09/2021	43STANLEY	E292.50	E7,650.49
	100130		
	Counter Credit		
15/09/2021	SumUp Payments Acc	E129.46	E7,357.99
	PIDI 15025-SUMUP BGC		
	Counter Credit		
14/09/2021	SumUp Payments Acc	E321.49	£7,228.53
	PIDI 14845-SUMUP BCC		
	Counter Credit		
10/09/2021	SumUp Payments Acc	E13.53	E6,907.04

BARCLAYS

MRS ANN ELIZABETH BARRY

Transactions

15



MRS ANN ELIZABETH BARRY

Showing 5 transactions between 03/09/2021 and 23/09/2021 from

20-33-51 93186547

Active Saver

Available balance

£841,993.01

01/09/2021 to
30/09/2021

Last night's balance

€661,993.01

Overdraft limit

n/a

Date	Description	Money in	Money out	Balance
23/09/2021	Funds Transfer 203351 60189243 BACS PAYMENTS FT		£10,000.00	£411,993.01

PWLB

LOAN

	Funds Transfer			
23/09/2021	203351 43231674		-€60,000.00	£421,993.01
	BACS + SALARIES FT			
	Funds Transfer			
17/09/2021	203351 43231674		-£12,000.00	£481,993.01
	BACS PAYMENTS FT			
	Funds Transfer			
15/09/2021	203351 60189243 LOAN FT		-£11,000.00	£493,993.01
	Funds Transfer			
03/09/2021	203351 43231674		-£10,000.00	£504,993.01
	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

MRS ANN ELIZABETH BARRY

Transactions

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.

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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: I Churchill

2



MRS ANN ELIZABETH BARRY

-Paymen

20-33-51 43231674

Available balance E25,960.02 Last night's balance 26,110.33

Overdraft limit EO.OO

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

Pending debit card transactions

Date	Transaction	Amount
20/10/2021 11:13	ROYAL MAIL ONLINE SHOPINTERNET GB	-263.50
Card	**** * Number0024	

Date	Description	Money in	Money out	Balance
	Counter Credit	E58.OO		£15,767.24
	MV- 76951073 2709			30/09/2021
	76951073 BCC			
	Direct Debit			
30/09/2021	DOCUMENT		-E53.76	E15,709.24
	SOLUTION 2100 DOC			

BARCLAYS

MRS ANN ELIZABETH BARRY

Transactions

SO		DDR	
	Direct Debit	02937763 BCC	
30/09/2021	ASPIRE TECHNOLOGY STANLEY DDR	-£1 90.58	£1 5,763.00
	Counter Credit	E28.00	
29/09/2021	MV- 76951073 -2409 76951073 BGC	E15,953.58	
	Counter Credit	€28.00	
29/09/2021	MV- 76950763 -2409 76950763 BGC	E15,925.58	
	Counter Credit		
29/09/2021	MV- 02937763 -2509		
	L	€254.00	£1 5,897.58
	Counter Credit		
29/09/2021	MV- 02937763 -2709	E150.50	E15,643.58

NOTICE OF UNCONTESTED ELECTION

Durham County

Election of a Town Councillor for Stanley Town Council (Havannah Ward) on Thursday 2 December 2021

I, John Hewitt being the Returning Officer at the above election, report that the person whose name appears below was duly elected for Stanley Town Council (Havannah Ward)

Name of Candidate	Home Address	Description (if any)
MARTIN Michael	11 Roseberry Street, No Place, Stanley, County Durham, DH9 0QR	Labour Party Candidate

ITEM 9 ATTACHMENT F

Dated Friday 5 November 2021

John Hewitt
Returning Officer

Printed and published by the Returning Officer, Room 1/104-115, County Hall, Durham, DH1 5UL

STANLEY TOWN COUNCIL - RISK REGISTER

REF	Subject	Risk(s) Identified	Financial Impact	Performance Impact	Reputational Impact	Likelihood	Management/Control of Risk	Review/Assess/Revise	Officer Responsible	Last Review Date	Risk Score
			Scored out of 5								((4)+(5)+(6)) × (7))
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
	MANAGEMENT										
M1	Business Continuity	Council is not able to continue its business due to an unexpected event.	5	5	5	1	The Town Council Server is backed up to the cloud nightly. Key staff are issued with laptops which would enable them to work from alternative locations. Laptops are backed up as part of the IT support contract. The new it support contract Sept 2020 increases security, back up and mobility of devices increasing the ability of staff to work off site/from home.	The new IT support contract implemented Sept 2020 has increased security and mobility, with records backed up off site and the ability to work from home etc. Id be downloaded and accessed in an emergency situation. A procedure is to be produced and presented to Governance Working Group with regards business continuity and to ensure staff response in the event of an emergency.	Town Clerk	8th October 2021	15
M2	Business Continuity	Loss of key staff - succession planning.	3	4	3	4	The Council has a small compliment of staff and a staff training and development (PDR) policy, however with the small team and operational demands there is little capacity for training and development. If the Council were to lose one or two members of staff it would have a significant impact on service delivery. Recent changes to responsibilities of staff has placed the RFO role with the Finance Officer splitting it from the Town Clerk role creating more resilience within the team.	The Council have instigated a restructure of responsibilities in 2020 with the recruitment of a new Town Clerk and the RFO role now resting with the Finance Officer. The restructure in 2018 and created a new post of Deputy Town Clerk to build capacity and continuity, throughout the team. Day to day transactional role of the Finance Officer could be bought in on a consultancy basis. Additional restructure in 2021 will build greater resilience and support to the Finance Officer role.	Town Clerk	8th October 2021	40
M3	Business Continuity	Cyber Security breach.	5	5	5	1	With the implementation of the new IT support contract in September 2020, the security on the Town Councils records and systems has been improved and backed up off site. Laptops and computers are all password protected.	As records and systems are accessible through IT, these are secured through new IT support contract from September 2020 ITC. Some staff have laptops which allow for mobile working through all are password protected for access.	Town Clerk	8th October 2021	15
M4	Location of Meetings	The Civic Hall is not always available for meetings.	1	1	1	3	Ensure alternative venues are available before accepting bookings in the Civic Hall. The Town Council also have the ability to utilise online meeting platforms such as Team (or ZOOM) creating the ability to have meetings remotely.	Ensure that the agreed schedule of meetings is entered int the diary at the Civic Hall and that any bookings are not accepted unless the Town Clerk can secure alternative arrangements. STC has a renege of alternative halls it can use for Council Meetings. E.g. The Venue, Masonic Hall, Annfield Plain Community Centre and Craghead Village hall have all hosted meetings in the last 2 years. In addition online platforms are also available such as Teams (or ZOOM)	Town Clerk	8th October 2021	9
M5	Online Meetings	Issues with online meetings, people connecting from home etc	1	2	2	2	Chair of meeting has been joining meeting from Office in the company of an officer to provide cover and backup in case of issue.	Remote meeting protocol has been developed for staff and members, local/personal connectivity difficult to manage by Town Council directly, procedures need to be in place for public access and meeting protocol management, if the chair loses connectivity or member voting	Town Clerk	8th October 2021	10
M6	Council Records	Loss through theft, fire or other damage.	1	3	3	1	All key documents are not secured effectively and have not been produced. A lot of documents are now being stored electronically. A document retention policy is being developed and will be managed by the Senior Admin Officer	Council records prior to 2013 (and reports 2013-15) are only held in hard copy format. A document retention policy has been produced and these documents will be managed in line with this policy, ideally they will be scanned for secure storage	Town Clerk	8th October 2021	7
M7	Council Records (Electronic)	Loss through corruption, theft, fire or other damage.	3	3	3	1	The Town Council server is backed up to the cloud nightly. Key staff are issued with laptops which would enable then to work from alternative locations. Individual laptops have backup drives to enable them to be restored in the event of loss or damage.	Electronic data is backed up daily and securely stored as part of IT service contract.	Town Clerk	8th October 2021	9
M8	Freedom of Information Act	Failure to comply with the requirements of the legislation.	5	3	5	1	The Council has a model publication scheme for Local Councils in places. The Town Clerk is aware that if a request for information is received it needs to be addressed within prescribed time limits.	Publication scheme and procedure for dealing with FOI Act requests are reviewed annually at AGM. This is a requirement of Quality Council status.	Town Clerk	8th October 2021	13
M9	Rights of Electors	The Council fails to meet the rights of electors in terms of inspection of the accounts, access to information and meetings etc.	1	3	3	1	The Town Clerk and Finance Officer are fully conversant with the required procedures for internal and external audit and the publications of electors rights at the appropriate time.	The staffing structure has specified that adequate financial qualifications and or experience are in place. A procedure is to be produced and presented to the Policy Working Group to inform staff what the practical and legal requirements are when dealing with year end accounts.	Town Clerk	8th October 2021	7
	FINANCE										
F1	Precept	The Precept is inadequate. The Precept request form is not submitted on time. The Precept is not received.	5	5	5	1	The Town Clerk and RFO ensures that. 1 Sound budgeting arrangements are in place. 2 The budget is monitored throughout the year. 3 Financial regulations are adhered to in relation to the first draft budget being reported to members in December. 4 Date for the submission of the precept is diaried. (Day after Full Council in January). 5 Bank account is monitored for receipt of the precept. 6 All of the above is subject to internal audit and reported to Council or the appropriate Committee.	Recent staffing structure review has resulted in the Town Clerk and RFO (Finance Officer) roles being separated and it is ensured that suitably qualified and experienced staff are in place. The Town Clerk and Finance Officer are available to support each other through the process. A procedure is being produced and presented to the Policy Working Group to inform staff what the requirements are in this area.	Town Clerk/Finance Officer	8th October 2021	15

REF	Subject	Risk(s) Identified	Financial Impact	Performance Impact	Reputational Impact	Likelihood	Management/Control of Risk	Review/Assess/Revise	Officer Responsible	Last Review Date	Risk Score
F2	Financial Management	Inadequate financial management leads to overspending.	5	5	5	3	The Town Clerk and RFO will ensure that. 1 Costs and income are monitored at least monthly against the budget. 2 Members receive a monthly report. 3 Operational staff are consulted and involved in budget setting. 4 Members understand through the budget setting process the risk of committing to unbudgeted expenditure. 5 Expenditure is approved in accordance with Financial regulations, including procurement of goods and services	A procedure is being produced and presented to the Governance Working Group to inform staff what the requirements are in this area. Proposed restructure of resources should allow improvements in this area including making financial information easier to understand. Training is also recommended for all members to ensure they fully understand the information presented to them and the budget process.	Town Clerk/Finance Officer	8th October 2021	45
F3	Insurance	Cover is inadequate, expensive or incomplete.	5	3	5	1	The Town Clerk is to monitor insurance arrangements annually.	The asset register is regularly check and updated and reported to Council annually. Insurer notified of new assets which require additional insurance when procured. Quotes obtained annually for insurance.	Town Clerk/Operations Manager	8th October 2021	13
F4	Banking	Income is not banked promptly and completely.	3	3	3	3	Income from the Civic Hall is collected and banked weekly.	Current procedure is to be documented and presented to Governance Working Group to inform staff what the requirements are in this area.	Finance Officer	8th October 2021	27
F5	Cash	Cash is lost through error, theft or other dishonesty.	2	1	1	1	Income from the Civic hall is collected and banked weekly. Processes are subject to internal audit review.	Current procedure is to be documented and presented to Governance Working Group to inform staff what the requirements are in this area.	Finance Officer	8th October 2021	4
F6	Financial Records	Financial records are inadequate.	1	1	1	1	Proper financial records are kept	Existing procedures are considered adequate and have received full assurance from internal audit.	Finance Officer	8th October 2021	3
F7	Financial Controls	Financial controls are incomplete or not complied with.	4	5	4	1	Financial regulations are in place and are reviewed annually or when required. The Town Clerk will maintain a review of financial controls	Financial regulations are reviewed annually. Governance Working Groups has the ability to review more regularly in its remit.	Town Clerk	8th October 2021	13
F8	Election Costs	Inadequate budget provision exists for by-election costs.	3	2	3	3	No budget provision is made for the cost of by-elections. Any costs actually incurred are funded through savings and reserves.	An earmarked reserve has been established to cover the costs of the full council elections. A similar reserve is established to cover the cost of by-elections and casual vacancies, this must be reviewed annually to ensure provision maintained.	Town Clerk	8th October 2021	24
F9	VAT	Incomplete records exist for the completion of VAT returns. VAT returns not completed on time	1	1	1	1	The Town Clerk will ensure that VAT Returns are submitted on time. The RBS Financial software provides all the necessary information for the completion of quarterly VAT returns.	Finance Officer completes quarterly VAT returns using RBS software and submits them to HMRC.	Finance Officer	8th October 2021	3
F10	Annual Return	The return is not submitted within time limits.	1	1	1	1	The Town Clerk will agree the date for the external audit, and diary the events which are required to complete the year end accounts process.	Current procedure is to be documented and presented to Governance Working Group to inform staff what the requirements are in this area.	Town Clerk	8th October 2021	3
F11	Grants	Grant opportunities are missed.	2	2	3	4	The Finance Officer role is now full time, opening up more opportunities for staff to investigate grant funding options, this is to be supported by the Deputy Town Clerk	Council to identify strategic objectives to allow the DTC to explore possible sources of funding and prepare bids. Funding assistance is looked into for specific projects where at all possible.	Deputy Town Clerk	8th October 2021	28
F12	Investments	Surplus funds are not identified and invested appropriately to secure maximum interest while maintaining security of investment.	2	3	2	1	The Town Clerk is to ensure that surplus balances are invested appropriately. Council have approved splitting the Town Councils investments in bank accounts to maximise coverage with the Governments Financial Protection Scheme.	Finance Officer to review banking arrangements to ensure security of funds and any investment opportunity gets maximum return	Finance Officer	8th October 2021	7
F13	Creditors	Procedures for the payment of creditors invoices are inadequate, leading to errors in payment, incorrect VAT accounting etc.	1	1	2	2	The Town Clerk to ensure that creditors are paid regularly and accurately, and reported to Members for approval.	Processes are in place to ensure payments are authorised and paid within acceptable limits. Current procedure to be documented and presented to the Governance Working Group to inform staff what the requirements are in this area.	Finance Officer	8th October 2021	8
F14	Reserves	The level of reserves is either inadequate or excessive.	5	4	3	2	Consideration must be given through the budget setting to ensure that the level of reserves are stabilised and increased to meet the following three objectives. 1 Maintain a working balance to help cushion the impact of uneven cash flows and avoid unnecessary temporary borrowing. 2 A contingency to cushion the impact of unexpected events or emergencies. 3 A means to build up funds, referred to as earmarked reserves, to meet known or predicted requirements. Earmarked reserves are accounted for separately but remain legally part of the general fund	Through 2021/22 budget setting, it was approved that a work should be carried out to the reserves to simplify the current arrangements by rationalising them into one account. The possibility of utilising additional bank accounts to spread the money has been looked into by the Finance Officer, and could be revisited if requested.	Town Clerk	8th October 2021	24
F15	Resources	The Council now depends on decisions from DCC for a substantial part of its resources and therefore subject to the loss of revenues with a negative impact on services or council tax levels.	5	5	5	2	Reserves are inadequate to cope with any significant loss in income	The Council needs to develop a medium term finance plan to support the medium term service plan.	Town Clerk, Finance Office, Members	8th October 2021	30

REF	Subject	Risk(s) Identified	Financial Impact	Performance Impact	Reputational Impact	Likelihood	Management/Control of Risk	Review/Assess/Revise	Officer Responsible	Last Review Date	Risk Score
F16	Asset Management	The Council own or rent buildings with are used by Community Groups, if the groups failed to use the buildings the financial responsibility would still be present.	3	2	2	3	Currently the Council have a rental agreement in place for the building PACT House use, for a number of years. Should PACT House close or move out, the rental agreement would still be in place and Council would have liabilities on the building	Council are in regular contact with PACT House and are supporting them in that a building, the situation will be monitored and reviewed, through currently there is no indication or expectation that they plan to vacate. Liability reduces as contract/agreement progresses. Currently the under lease of PACT House has still not been agreed	Town Clerk	8th October 2021	21
	ASSETS										
A1	Buildings	Damage to Council building through fire, storm or other incident.	5	5	4	1	Insurance cover is in place to cover all risks to Council buildings, alarms are in place and maintained.	A review of asset values is carried out annually when the asset register is reviewed and this is used to asses insurance quotes. Insurance is reviewed annually at renewal. Contracts are in place for the manitmenace	Town Clerk	8th October 2021	14
A2	Maintenance	The value and condition therefore operational use of Council properties are adversely affected by inadequate maintenance, (incl lack of planned maintenance program)	5	3	3	4	Budgetary provision is included for the repair and maintenance of Council property.	Revenue budgets are provided for routine maintenance. A strategic review of the Civic Hall is planned. Other buildings are inspected regularly. A list of priority maintenance works has been complied and this is reviewed regularly with works resourced. The Town Council has no specific budget provision to carry out works or support properties within their portfolio other that Civic Hall and Annfield Plain.	Town Clerk	8th October 2021	44
A3	Health and Safety	Council buildings pose a threat to the health and safety of users and council employees.	5	5	5	1	Regular building inspections are carried out and risk assessment are in place for operations and events. Groups hiring rooms are required to have insurance cover and risk assessments will be in place to cover use of the building and to protect the safety of staff and building users.	Risk assessments are in place to cover building use and operations. These will be reviewed regularly and shared with building users and hirers as appropriate. Civic Hall team will carry out regular inspections and ensure the building is safe for use and any issues recorded and addressed.	Town Clerk/ Operations Manager	8th October 2021	15
A4	Compliance	Council buildings pose a threat to health and safety of staff and users due to compliance issues.	5	5	5	1	Contract is in place of regular compliance testing, (including regular electric testing and legionella) and periodic works are planned e.g. flushing systems, in order to ensure compliance. Necessary budgets must be in place to cover testing and remedial works.	Staffing arrangements at the Civic Hall have been reviewed and adequately trained staff are in post to carry out routine risk assessments. Large projects will be risk assessed at the material time and contractors asked to provide method statements and H&S procedures as appropriate.	Town Clerk/ Operations Manager	8th October 2021	15
	LIABILITY										
L1	Legal Powers	The Council undertakes illegal activities or makes illegal payments. Working parties/ groups take decisions.	5	5	5	1	All activities and payments made are within the powers of the Town Council, and are approved by Members. Working Parties have clear terms of reference. The Town Clerk clarifies the legal position on any policy or other proposals and seeks advice from an appropriate source when necessary. Access to guidance regarding legislation is available from the likes of NALC, SLCC etc	All council business should be checked for legality before being placed onto the agenda of a meeting on a case by case basis and elected members advised if any activities they wish to undertake are outside the power of the Town Council.	Town Clerk	8th October 2021	15
L2	Minutes/Agendas/ Statutory Documents	Minutes and agendas are not accurate and are not produced in accordance with statutory requirements.	1	2	2	1	Minutes and agendas are produced in the prescribed method and comply with legal requirements. Minutes are approved at the following meeting. Minutes and agendas are displayed in accordance with legal requirements. Business conducted at Council meetings is managed by the Chair in accordance with Standing Orders with the support of the Town Clerk. Minutes of meetings prior to 2015 have not been complied into minute books as required by the Local Government Act and minutes from meeting prior to 2013 are retained but in unindexed files.	Minutes are signed and are numbered consecutively. Minute books containing the signed minutes are created at the end of each Civic Year.	Town Clerk	8th October 2021	5
L3	Public Liability	The activities of the Council pose a risk to third parties, i.e. play equipment, headstones, potholes etc.	5	4	5	1	Adequate insurance is in place.	Existing procedures are considered adequate.	Town Clerk	8th October 2021	14
L4	Employer Liability	The Council does not comply with employment law.	5	5	5	1	A SLA with Durham County Council HR Department is in place to provide advice on employee related matters	Further training may be required.	Town Clerk	8th October 2021	15
L5	Legal Liability	The Council undertakes activities for which it has no legal power, or fails to comply with the legislation such as Data Protection, Freedom of Information etc. Failure to have in place proper document control.	5	3	5	1	The Town Clerk clarifies the legal position on any policy or other proposals and seeks advice from an appropriate source when necessary. Access to guidance regarding legislation is available from the likes of NALC, SLCC etc.	Existing procedures are considered adequate. The Clerk has access to appropriate reference books and sources of external advice.	Town Clerk	8th October 2021	13
	STAFFING										
S1	Staffing	Loss of Key Staff	3	5	5	4	The Council has a small compliment of staff and very little capacity for training and development. If the Council were to lose one or two members of staff it would have a significant impact on service delivery.	The change on the job roles to incorporate the RFO role into the Finance Officers job as well as the appointment of a Deputy Town Clerk creates greater cover and resilience within the Management Team structure. Temp staff are available to cover roles in an emergency.	Town Clerk, Members	8th October 2021	52

REF	Subject	Risk(s) Identified	Financial Impact	Performance Impact	Reputational Impact	Likelihood	Management/Control of Risk	Review/Assess/Revise	Officer Responsible	Last Review Date	Risk Score
S2	Salaries	Staff are paid incorrectly; deductions are made; requirements of HMRC are not complied with.	1	1	1	1	Durham County Council ensure all procedures are properly followed. In addition, job evaluation is carried out on all posts, and national guidance followed.	Existing procedures are considered adequate.	Finance Officer	8th October 2021	3
S3	Motivation of Staff	Staff morale is low leading to reduced productivity.	4	4	4	3	A new staffing structure has been implemented in 2018 which builds capacity and clarifies accountability in key areas. A more detailed Performance Development Review procedure and more regular staff supervision interviews to take place to allow individual issues to be identified and addressed, including identifying training needs	A member/officer protocol and member training should be implemented to ensure professional working relationships between members and staff and clear understanding of the roles and responsibilities of each. 2021/22 sees new staffing structure implemented, staff are offered support throughout the process.	Town Clerk	8th October 2021	36
S4	Staff - time management	Staff do not manage their time correctly, leading to a build up of time owed, or holiday entitlement. Also staff sickness absence and return to work.	3	3	2	5	New policy and procedures recently introduced re Time off in Lieu. Improved staff management regime introduced, including regular supervision interviews, allows issues to be regularly monitored and discussed.	New management procedures and practices to be monitored and reviewed ongoing to improve staff management arrangements.	Senior Mangers	8th October 2021	40
S5	Sickness management	Staff are absent from work due to sickness and this is not correctly managed causing pressure and stress on other staff	3	3	2	3	Absence management policy in place ensuring staff absent for sickness have regular contact and return to work interviews to determine and underlying issues and to ensure fitness for work. In addition Mental Wellbeing Policy supports staff suffering stress or with mental health concerns, including access to counselling	Improved policies and procedures in place to manage sickness and support staff.Policies will be regularly reviewed by managers/policy group	Senior Mangers	8th October 2021	24
S6	Sickness Management - accident	Staff are off sick due to accident at work	2	3	2	1	Risk assessment in place covering operation, which are reviewed regularly. Appropriate training given to all staff using equipment. Correct PPE provided and used at all times.	Risk assessment will be reviewed regularly and mangers will ensue PPE is worn and procedures followed.	Operations Manager	8th October 2021	14
	MEMBERS										
C1	Members Interests	Conflicts of interest. Failure to register interest.	1	3	5	1	Agendas for all meetings have an item for the declaration of interests by Members.	A new Code of Conduct was adopted by the Council on 28/11/2017 Code of Conduct training arranged for all members July 2018	Town Clerk, Members	8th October 2021	9
C2	Gifts and Hospitality	Failure to register the receipt of gifts and/or hospitality.	1	3	5	1	Code of Conduct is in place a regularly reviewed.	The officer Code of Conduct contains provision about gifts and hospitality. DCC recently reviewed and updated Code of Conduct for members to be looked at by Policy Working Group to adapt for STC.	Town Clerk, Members	8th October 2021	9
C3	Political Conflict	Inertia due to political conflict.	5	5	5	3	The Code of Conduct and Standing Orders have been reviewed and are considered to be robust.	The Council agreed a medium term strategic plan in November 2017 which sets out the Members vision for the Councils role in the town and allows officers to focus on delivering that vision without having to open every minor decision to political debate. The plan is due to be reviewed.	Town Clerk, Members	8th October 2021	45
C4	Management of Staff	Elected members do not understand the structure of the Council and seek to make operational decisions.	5	5	5	2	A member/officer protocol and member training should be implemented to ensure professional working relationship between members and staff and clear understanding of the roles and responsibilities of each.	Training was provided for all members elected in May 2017 elections and further training will be identified to support members to be more effective in their roles. The Council constitution has been reviewed annually and supports the new staffing structure.	Town Clerk, Members	8th October 2021	30
C5	Member training	New members will require training on Policies and procedures. Existing members need updated on legal changes in addition to policies and procedures	1	3	5	2	4 yearly training program after elections, to train new councillors and refresher training available to existing Councillors. In the vent of a By Election new councillors will be given an induction and direct/specific training as required. Councillors will also be provided with updates on legal changes by the Town Clerk and Policy changes are approved by Finance Committee and Council. Specific training will be given for identified gaps/ reasons	4 yearly training program for new councillors, including refresher training will be available. New councillors will be part of the induction training process, and any issues/updates or refresher training will be dealt with as required. The 2021 Local Council elections could potentially lead to a large number of new councillors who require training	Town Clerk	8th October 2021	18
	REVIEW DATE	8th October 2021									
	VERSION NUMBER	RR04									

Town Clerk Recruitment Working Group
Minutes

Monday 1st November 2021
6.00 pm via Microsoft Teams

In attendance:

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

1. Shortlisting

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

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

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

2. Interview Process

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

A plan for the process is;

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

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

3. Date and Time of next meeting.

Friday 19th November 2021 (Interviews)