



# Stanley Town Council

## NOTICE OF MEETING

I hereby give notice that an Ordinary Meeting of Stanley Town Council will be held on Tuesday, the 27<sup>th</sup> July 2021 at 6.30pm at Stanley Civic Hall, Front Street, Stanley, DH9 0NA.

### TO ALL MEMBERS of STANLEY TOWN COUNCIL

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

You are hereby summoned to attend an **ORDINARY MEETING** of **Stanley Town Council** to be held in **Stanley Civic Hall, Front Street, Stanley, DH9 0NA** on **Tuesday 27th July 2021 at 18.30** in order to transact the following business:

Yours sincerely,

**James Black**  
**Town Clerk**  
**20<sup>th</sup> July 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 MAYOR'S ANNOUNCEMENTS

To **RECEIVE** a verbal monthly report from the Town Mayor and any announcements from the Town Mayor or Town Clerk.

4 **LEADERS STATEMENT**

An update on current business by the Leader of the Council, Cllr James Kane.

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

The meeting will be livestreamed on the Stanley Town Council YouTube channel, should any member of the public wish to view it.

6 **CONFIRMATION OF MINUTES**

**22<sup>nd</sup> June 2021**

**(ATTACHMENT A)**

To **APPROVE** as a correct record and sign the minutes of the Ordinary Council Meeting held on 22<sup>nd</sup> June 2021.

7 **RECEIPT OF COMMITTEE MINUTES**

**(ATTACHMENT B)**

To **RECEIVE** the minutes of the Finance & General Purposes Committee meeting held on 13<sup>th</sup> July 2021.

8 **STANLEY AREA ACTION PARTNERSHIP**

External report presented by Daniel O'Brien Area Action Partnership Coordinator

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

9 **ACCOUNTS FOR PAYMENT & BANK RECONCILIATION**

*Statutory Basis: Accounts & Audit (England) Regulations 2011*

May 2021

Schedule of Payments

**(ATTACHMENT C)**

Schedule of Receipts

**(ATTACHMENT D)**

Bank Reconciliation & Bank Balances

**(ATTACHMENT E)**

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

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

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

10 **BUDGET MONITORING REPORT APRIL – JUNE 2021**

**(ATTACHMENT F)**

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

11      **CIVIC HALL PROJECT REPORT**      **(ATTACHMENT G)**

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

12      **HERITAGE REPORT**      **(ATTACHMENT H)**

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

13      **EVENTS GROUP**      **(ATTACHMENT I)**

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

14      **EXCLUSION OF PRESS AND PUBLIC \***

To **RESOLVE** that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the 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 for excluding the public and press from consideration of the following item: Member of staff confidentiality.*

*\* Any recording of the proceedings must stop at this point.*

15      **PROBATION REVIEW**      **(ATTACHMENT J)**

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

16      **PERSONNEL ISSUE**      **(ATTACHMENT K)**

Council is requested to **NOTE** the report

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

Tuesday 28<sup>th</sup> September 2021, 18:30, 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 in Stanley Civic Hall on Tuesday 22<sup>nd</sup> June 2021 at 6.30pm

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

\*Chairman

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

**ABSENT:** Cllr A Jones

**30                      APOLOGIES FOR ABSENCE**

Members **ACCEPTED** apologies from Cllrs K Coulson, C Marshall, D Fall & M Wilkinson.

**31                      DECLARATIONS OF INTEREST**

Cllr C Bell & J Nicholson declared an interest in item 15.

**32                      TOWN MAYOR'S ANNOUNCEMENTS**

There were no announcements from the Town Mayor or the Town Clerk.

**33                      LEADER'S STATEMENT**

The Leader of the Council, Cllr J Kane, noted that he will be working with the Town Clerk on the Town Council's Medium Term Plan in the coming months.

Cllr Kane proposed that item 15 be deferred as a verbal report does not give all the facts and information for Councillors to make a full informed decision on the outcome. It was seconded by Cllr A Clegg and **AGREED** that item 15 be deferred until the next Full Council meeting where a confidential report be presented to Part B of the meeting. This motion was carried by majority vote.

**34                      PUBLIC PARTICIPATION**

The Town Clerk read out the following Facebook question from Mr R Harrison:

*When will the council consider a war memorial for Stanley as the only memorial is in St Andrews church yard and is a memorial for Beamish parish dead from World war 1 and was funded by the people of Beamish parish only. Most parts of the STC area have their own memorial and funds are available from central government and the war graves commission so why not Stanley as the center of the Council area?*

The Deputy Town Clerk replied:

*At the Town Meeting on 26 May it was agreed that the Town Council would support and develop a community based project for war memorials in the Town Centre. A report on the progress and funding opportunities for the project will be brought to Full Council.*

### 35 CONFIRMATION OF MINUTES

It was proposed by Cllr A Clegg, seconded by Cllr G Binney and **RESOLVED** that the minutes of the AGM held on the 24<sup>th</sup> May 2021 be **APPROVED** and signed by the Town Mayor as a true record.

### 36 RECEIPT OF COMMITTEE MINUTES

It was proposed by Cllr J Kane, seconded by Cllr A Clegg and **RESOLVED** that the minutes of the Finance & General Purposes Committee held on the 8<sup>th</sup> June 2021 be **RECEIVED** by Council.

### 37 STANLEY NEIGHBOURHOOD POLICING

Sergeant Terry Archbold noted that during COVID, crime rates have not increased and there are no worrying trends. ASb has increased in the Town Centre over the last few months at the board school. The Owners were contacted and have now made the building secure. He also asked Members to assist those in their communities who are struggling with their mental health. Mental health is a massive demand on police resources and more people are in crisis, suffering, missing and even hurting themselves. We all need to work to protect those in need.

Sergeant Archbold made notes of issues in Annfield Plain, Catchgate and Tanfield Lea reported by Cllrs Nicholson & Milburn.

### 38 ACCOUNTS FOR PAYMENTS & BANK RECONCILIATION

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

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

### 39 CASUAL STAFF RECRUITMENT CAMPAIGN

The Town Clerk reported that due to GDPR, our existing list of casual staff has been deleted. The Civic Hall is due to full open soon after COVID and casual staff are needed to fully delivery services. £10,000 is set aside in the budget for casual staffing. The recruitment campaign would look to fill a number of roles including casual bar management, general assistants, caretakers, and SIA staff. All appointments will follow the normal recruitment process including a completed application form, interviews and references.

Cllr Kane requested that the Town Clerk take advice from HR, following the recent restructure to avoid any complications following redundancies.

Council **NOTED** the update.

**40               EVENTS WORKING GROUP**

The Deputy Town Clerk noted the minutes from the latest Events Working Group meeting held on Friday 23 April 2021. Council **NOTED** the update.

**41               MINERS MEMORIAL UPDATE**

Council **NOTED** the report from the Deputy Town Clerk.

**42               PROPOSED CLOSURE OF ST GEORGE, SOUTH MOOR**

Council **NOTED** the report from the Town Clerk. It was proposed by Cllr C Hampson, seconded by Cllr L Ferry and **RESOLVED** that the Council should write to the church commissioners and outline concerns of another derelict building in the Town Council area and ask whether they plan to maintain the graveyard until it is sold.

**43               EXCLUSION OF PRESS AND PUBLIC**

Deferred.

**44               REVIEW OF COUNCIL MEETING BAN**

Deferred.

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

Tuesday 27<sup>th</sup> July 2021, 6.30pm, Stanley Civic Hall.

---

**MINUTES of the FINANCE AND GENERAL PURPOSES MEETING of STANLEY TOWN COUNCIL held at Stanley Civic Hall on Tuesday 13th July 2021 at 6.30pm**

---

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

\*Chairman

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

**46                      APOLOGIES FOR ABSENCE**

Apologies from Cllr H Clerk were accepted by Council.

**47                      DECLARATIONS OF INTEREST**

None

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

The meeting will be live streamed via the Stanley Town Council YouTube channel.

**49                      PUBLIC PARTICIPATION**

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

**50                      CONFIRMATION OF MINUTES**

It was proposed by Cllr A Clegg, seconded by Cllr A Jones and **RESOLVED** that the minutes of the Finance and General Purposes Committee on 8th June 2021 be **APPROVED** as a true record.

**51                      ACCOUNTS FOR PAYMENT AND BANK RECONCILIATION**

It was proposed by Cllr J Kane, seconded by Cllr S McMahon that the Council **APPROVE** the schedules of payments and receipts as reported and **NOTE** the bank reconciliation.

**52                      BUDGET MONITORING REPORT**

Members **NOTED** the report.

**53                      CIVIC HALL PROJECT REPORT**

It was proposed by Cllr J Kane, seconded by Cllr A Jones that the committee **RECOMMEND** to Full Council, the Heating and Solar project be approved. More information was requested from Officers on the Civic Hall Project report

regarding a priority plan, as well as more specific costings for work to be undertaken.

More information was requested from Officers on the Compliance Management System and Democracy Support System through the Smarter Working programme.

#### **54 STRATEGIC TIMELINE**

Members **NOTED** the report.

Members referred to a requirement of a Medium-Term Plan before a strategic timeline could be put in place.

#### **55 MARKETING STRATEGY**

Members **NOTED** the report.

Members referred to a requirement of a Medium-Term Plan before any strategies could be put in place.

#### **56 HERITAGE REPORT**

Members **NOTED** the report, It was proposed by Cllr S McMahon, seconded by Cllr J Kane, and **APPROVED** by unanimous vote to recommend to Full Council that;

- The amendment to the Flag Program as outlined in the report.
- Officers should carry out an option appraisal on a heritage resource.
- The Council should install the Beacon at the centre of Front Street, Stanley for the current year Remembrance Sunday, whilst continuing to review other sites.

#### **57 EVENTS WORKING GROUP**

Members **NOTED** the report.

#### **58 DATE AND TIME OF NEXT MEETING**

Tuesday, 7<sup>th</sup> September 2021, 6.30 pm Stanley Civic Hall.



Invoice Date	Centre	A/C	Invoice Number	Ref No	Supplier A/c Name	Amount	Analysis Description
<b>Stanley Town Council (101)</b>							
26/04/2021	101	4013	601183734	4757	DCCRB	490.00	HR Advice
<b>Office Accommodation (105)</b>							
<b>Administration (110)</b>							
19/04/2021	110	4999	APR 21	4772	BARCLAYS	12.50	April 21 E-Payment
19/04/2021	110	4999	APR 21 MIXED	4773	BARCLAYS	7.04	April 2021 Mixed
03/04/2021	110	4125	E0800C60QW	4778	MICROSOFT	39.50	03.03.21 - 02.04.21
30/04/2021	110	4105	256427	4791	DOCUMENTSOLUTIONS	21.25	April 2021 Photocopies
<b>Publicity (115)</b>							
28/04/2021	115	4205	1549	4759	CREO	500.00	April 2021 Monthly PR
21/04/2021	115	4205	1333764	4777	PRINTMEIT	50.00	Flyer & Leaflet
<b>Democracy (200)</b>							
<b>Services (300)</b>							
<b>Pact House (305)</b>							
30/04/2021	305	4049	APR-SEPT RENT	4761	PATEL	4,750.00	Apr - Sept 2021 Rent
<b>AP Community Room (307)</b>							
10/05/2021	307	4053	16072142	4792	CORONA	84.57	April 2021 AP Hut Gas (E)
14/05/2021	307	4065	140521	4801	GEE	120.00	Electrical work
<b>Warden Service (310)</b>							
<b>Events (320)</b>							
06/05/2021	320	4439	IN0000955659	4781	CORONA	8.82	April 21 Xmas Kiosk Elec
06/05/2021	320	4052	IN0000955660	4782	CORONA	10.77	April 21 AP Hut Electricity
07/05/2021	320	4439	236389895/21	4789	TOTALGAS	26.89	04.02.21-30.04.21 Unit 9 Elect
07/05/2021	320	4439	236389917/21	4799	TOTALGAS	29.62	01.02.21-30.04.21 Elec Feeder
07/05/2021	320	4439	236389906/21	4800	TOTALGAS	26.92	04.02.21-30.04.21 1A Electric
<b>Environmental Services (350)</b>							
26/04/2021	350	4065	62	4758	MAIN	39.09	Maintenance Supplies
05/04/2021	350	4132	3174	4769	BARNETT	24.00	Winter Tyre Fitting
01/05/2021	350	4066	MAY 2021	4770	OLIVERS	11.00	Maintenance Equipment
15/04/2021	350	4131	E2013804450	4780	ALLSTAR	70.75	April 2021 Fuel
11/04/2021	350	4130	676331	4787	DAWSONGRP	475.50	April 2021 Replacement
01/04/2021	350	4130	676332	4788	DAWSONGRP	450.90	April 2021 Van Hire
21/05/2021	350	4066	100209603	4798	AGRIGEM	46.49	Weed Killer
31/05/2021	350	4066	MAY 21 DUP	4803	OLIVERS	11.00	Maintenance Equipment

Invoice Date	Centre	A/C	Invoice Number	Ref No	Supplier A/c Name	Amount	Analysis Description
<b>Grant Funding (400)</b>							
<b>Civic Hall (500)</b>							
27/04/2021	500	4067	275187	4754	AMAZON	71.66	Office Chair
29/04/2021	500	4112	252861109	4755	DCCRB	5,662.35	Building Compliance 21/22
03/05/2021	500	4055	M1/1331647	4756	CATHEDRAL	363.99	Hygiene Services Quarterly
05/05/2021	500	4065	252861661	4760	DCCRB	57.32	General Repairs
07/05/2021	500	4065	MAY 2021	4762	ICOSTELLO	450.00	Plastering Works
06/05/2021	500	4065	1811	4763	AMAZON	22.32	Electrical Sundries
06/05/2021	500	4065	714	4764	AMAZON	8.33	Electrical sundries
06/05/2021	500	4106	96/22	4765	CDALC	2,458.50	CDALC Subscriptions 21-22
06/05/2021	500	4106	96/22	4765	CDALC	1,824.21	NALC Subscriptions 21-22
06/05/2021	500	4106	96/22	4765	CDALC	17.00	LCR
09/05/2021	500	4065	3012	4766	AMAZON	8.71	Electrical Cables
06/05/2021	500	4065	314	4767	AMAZON	5.83	Cable Ties
09/05/2021	500	4065	109902	4768	AMAZON	10.83	Electrical Sudries
14/04/2021	500	4051	8819481	4771	WAVE	474.36	11.01.21 - 10.04.21 Water
04/05/2021	500	4102	PP0420	4776	PACTPRINT	95.00	Stationery
01/05/2021	500	4050	CIVIC HALL 02	4779	DURHAMDD	858.00	May 2021 Business Rates
01/05/2021	500	4100	209475	4783	ASPIRE	796.39	APR 21 Telephone/IT Charges
30/04/2021	500	4998	150314679	4784	WORLDPAY	8.89	April 2021 Worldpay
30/04/2021	500	4998	150352396	4785	WORLDPAY	26.00	April 2021 Worldpay
30/04/2021	500	4998	150356643	4786	WORLDPAY	15.00	April 2021 Worldpay
30/04/2021	500	4105	256427	4791	DOCUMENTSOLUTIONS	30.00	April 2021 Photocopies
07/05/2021	500	4052	236389884/21	4793	TOTALGAS	482.35	April 2021 Electricity
19/04/2021	500	4069	252859145	4794	DCCRB	275.03	01.04.21-31.03.22 Pest Control
06/05/2021	500	4008	5043	4795	TRAIN2TRAIN	170.00	Bar License Training
07/05/2021	500	4081	2021325380	4796	PAYPAL	119.90	Light Bulbs
07/05/2021	500	4081	STANLEYTC123	4797	EBAY	617.43	Electircial purchases - Light
14/05/2021	500	4065	140521	4801	GEE	280.00	Electrical work
10/05/2021	500	4081	STC1160	4802	EBAY	153.33	Emergency Battery Packs
31/05/2021	500	4081	MAY 21	4804	AMAZON	90.00	Electrical maintenace equip
07/05/2021	500	4069	252859145 ADJ	4805	DCCRB	0.30	Adj Pest Control Contract
<b>Civic Hall Bar (510)</b>							
30/04/2021	510	4603	3062836817	4790	BOC	13.80	April 2021 Boc Charges
<b>Loan Charges (520)</b>							
						<b>22,773.44</b>	<b>Monthly Expenditure Sub Total</b>

Invoice Date	Centre	A/C	Invoice Number	Ref No	Supplier A/c Name	Amount	Analysis Description
<b>Payroll April 2021 Deductions</b>							
	4000	101			STC	6,098.12	
	4000	450			Civic Hall	3,040.33	
	4005	500			Casual Staff		
	4000	350			Environmental Services	3,162.12	
<b>Payroll May 2021</b>							
	4000	101			STC	8,199.96	
	4000	450			Civic Hall	12,218.80	
	4005	500			Casual Staff		
	4000	350			Environmental Services	5,054.49	
					<b>SUBTOTAL</b>	<b>37,773.82</b>	<b>Monthly Payroll Total</b>
					<b>TOTAL</b>	<b>60,547.26</b>	<b>Overall Monthly expenditure</b>

Centre	£ Amount	Transaction Detail
<b>Invoices Paid (Civic Hall) (100)</b>		
100	390.00	NHS Blood & Transplant
100	341.25	Timeless Theatre
100	120.00	Movers & Shakers
<b>Administration (110)</b>		
110	0.26	Loyalty Reward
110	1.50	Loyalty Reward
<b>Precept (111)</b>		
<b>AP Community Room (307)</b>		
<b>Environmental Services (350)</b>		
<b>Civic Hall (500)</b>		
500	14.29	20210401-20210513 Internet
500	5.83	20210527 Internet Sales
500	0.83	20210528 Card
<b>Civic Hall Income For Future Shows (530)</b>		
530	504.00	20210401-20210513 Internet
530	146.00	20210527 Internet Sales
530	200.00	20210528 Card
<b>Room Hire Deposits (540)</b>		
<b>Total</b>	<b>1,723.96</b>	

Date: 04/06/2021

Stanley Town Council 2021 - 22

Page 1

Time: 09:54

User: AB

**Bank Reconciliation Statement as at 31/05/2021  
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
mixed payments account	31/05/2021		4,819.86
Savings Account	31/05/2021		680,993.01
Current Bank Account-e account	31/05/2021		13,714.10
			<hr/> 699,526.97
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			699,526.97
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			699,526.97
		<b>Balance per Cash Book is :-</b>	<b>699,526.97</b>
		<b>Difference is :-</b>	<b>0.00</b>

Today: 01 Jun 2021



MRS ANN ELIZABETH BARRY

## Transactions

### Mixed Payments Plan

20-33-51 60189243

Available balance	£4,819.86
Last night's balance	£4,819.86
Overdraft limit	£0.00

Showing 3 transactions between 06/05/2021 and 26/05/2021 from 01/05/2021 to 31/05/2021

Date	Description	Money in	Money out	Balance
26/05/2021	Credit 41STANLEY 100123	£120.00		£4,819.86
06/05/2021	Credit Loyalty Reward 15 Mar - 12 Apr	£0.26		£4,699.86
06/05/2021	Debit CHARGES COMMISSION FOR PERIOD 15MAR/12APR *****		-£7.04	£4,699.60

### 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](http://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.

Today: 07 Jun 2021



MRS ANN ELIZABETH BARRY

## Transactions

### Active Saver

**20-33-51 93186547**

Available balance	£680,993.01
Last night's balance	£680,993.01
Overdraft limit	n/a

Showing 2 transactions between 11/05/2021 and 18/05/2021 from 08/05/2021 to 07/06/2021

Date	Description	Money in	Money out	Balance
18/05/2021	Funds Transfer 203351 43231674 PAYROLL FT		-£30,000.00	£680,993.01
11/05/2021	Funds Transfer 203351 43231674 BACS PAYMENTS FT		-£20,000.00	£710,993.01

### 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](http://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.

Today: 01 Jun 2021



MRS ANN ELIZABETH BARRY

## Transactions

### e-Payments Plan

20-33-51 43231674

Available balance	£13,526.60
Last night's balance	£13,714.10
Overdraft limit	£0.00

Showing 65 transactions between 05/05/2021 and 28/05/2021 from 01/05/2021 to 31/05/2021

Date	Description	Money in	Money out	Balance
28/05/2021	Counter Credit MV- 76951073 -2505 76951073 BGC	£68.00		£13,714.10
28/05/2021	Direct Debit DOCUMENT SOLUTION 2100 DOC SOL DDR		-£61.50	£13,646.10
27/05/2021	Counter Credit MV- 02937763 -2505 02937763 BGC	£107.50		£13,707.60
27/05/2021	Direct Debit BACS DDR		-£25,473.25	£13,600.10
25/05/2021	Direct Debit TOTAL GAS & POWER 1180879 DDR		-£31.10	£39,073.35
25/05/2021	Direct Debit TOTAL GAS & POWER 1180879 DDR		-£28.26	£39,104.45
25/05/2021	Direct Debit TOTAL GAS & POWER 1180879 DDR		-£28.23	£39,132.71
25/05/2021	Direct Debit TOTAL GAS & POWER 1142469 DDR		-£578.82	£39,160.94
25/05/2021	Direct Debit BOC MANCHESTER ACC 0003095819 DDR		-£16.56	£39,739.76
24/05/2021	Counter Credit HMRC VAT	£6,668.08		£39,756.32





**Stanley**  
**Town**  
**Council**

## Quarterly Budget Monitoring – QUARTER 1

A report to accompany quarter 1 budget monitoring for the financial year 2021/22.

### 1. Summary Budget Monitoring Report – QTR 1

The following reports present year to date (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 is available on the last page of both reports and based on the information to date, with a cautious approach taken. The current projected outturn figure is **£9,855**.

The Quarter 1 outturn figure is based on 2 months' worth of data, but does include direction from members of the team. As with any projection this is based on what we know now, and doesn't take into account significant operational issues that cannot be foreseen, such as those issues the Council have experienced in the last year with the impact of covid.

#### Expenditure

The Quarter 1 predicted Budget V Expenditure gives us a small surplus of **£4,774**. Budget areas showing a surplus and those showing a deficit are detailed below.

#### **101 Stanley Town Council - £2,046 Deficit – Status Red**

A Cost pressure for salaries has been identified due to, at the time of setting the budget all public sector annual pay increases were frozen. It has since been found that talks have begun with unions to agree a pay award. An initial pay award of 1.5% has been rejected by Unions. The current projection predicts the pay award will be 1.5%.

#### **110 Administration - £939 Surplus – Status Green**

Small saving in licenses and subscriptions.

#### **307 Community Room - £413 Surplus – Status Green**

Reduction in business rates because of closure.

#### **310 Warden Service - £330 Surplus – Status Green**

The Neighbourhood Warden contract has been finalised with Durham County Council, of which the annual cost is expected to be £330 under budget.

#### **350 Environmental Services - £1,724 Surplus – Status Green**

Salaries £5,475 deficit due to a change in grade following staffing review.

Vehicle Leasing £7,000 surplus as we continue to lease the current vehicle rather than purchase a vehicle outright.

#### **450 Facilities Management - £4,262 Deficit – Status Red**

The Councils recent restructure was implemented from 1<sup>st</sup> April 2021, however some members of staff continued to serve there notice into the new financial year.

**500 Civic Hall - £1,471 Surplus – Status Green**

Licenses £1,010 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 - £4,895 Surplus – Status Green**

Projecting an underspend as no stock purchases has been required to date.

**Income**

Income only projection against budget can be found at **APPENDIX 3**. Overall, I am projecting a small surplus of **£5,081**. The Government restart 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 - £700 Deficit – Status Red**

A reduction in interest rate will result in a deficit against the budget of £700.

**500 Civic Hall - £18,991 Surplus – Status Green**

Ticket Sales Retained - £9,555 surplus. Assuming a breakeven position on Pantomime Tickets. (Require 55% capacity to breakeven)

Hall Hire - £10,074 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. The team continue to work with new business to reduce this deficit.

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 - £12,000 surplus. Government restart grant.

**510 Civic Hall Bar £15,885 deficit – Status Red**

There is potential to reduce the deficit once the covid 19 restrictions are fully lifted. Any savings in the purchase of bar stock will also reduce this deficit.

**2. General & Earmarked Reserve – Current position**

	<b>Account</b>	<b>Opening Balance</b>
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/>
		<b>315,150</b>
		<hr/>

### Conclusions

Throughout quarter one we have continued to maintain contact with groups who have expressed an interest in returning to the Civic Hall and continue to explore new avenues to increase revenue in the future despite the uncertainty of the ending of Covid 19 restrictions. The interest in returning is growing daily and we remain optimistic that any growth will keep us in a surplus position.

### Recommendation

The Finance Officer **RECOMMENDS** that Committee:

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

### Report Author

Ann Barry

Finance Officer  
Stanley Town Council

[ann.barry@stanley-tc.gov.uk](mailto:ann.barry@stanley-tc.gov.uk)  
01207 299109

### Annual Budget - By Centre (Actual YTD Month 3)

Note: Note: 2021/22 Budget + 2 previous years

		<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>101</b>	<b><u>Stanley Town Council</u></b>									
	Overhead Expenditure	184,595	159,534	178,885	31,226	180,931	0	196,886	0	0
	Movement to/(from) Gen Reserve	<u>(184,595)</u>	<u>(159,534)</u>	<u>(178,885)</u>	<u>(31,226)</u>	<u>(180,931)</u>		<u>(196,886)</u>		
<b>105</b>	<b><u>Office Accommodation</u></b>									
	Overhead Expenditure	3,500	3,000	3,000	0	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>0</u>	<u>(3,000)</u>		<u>(3,060)</u>		
<b>110</b>	<b><u>Administration</u></b>									
	Total Income	0	535	1,300	3	600	0	0	0	0
	Overhead Expenditure	23,250	21,877	29,150	-2,260	28,211	0	14,637	0	0
	110 Net Income over Expenditure	-23,250	-21,341	-27,850	2,264	-27,611	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>2,264</u>	<u>(27,611)</u>		<u>(14,637)</u>		
<b>111</b>	<b><u>Precept</u></b>									
	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>		
<b>115</b>	<b><u>Publicity</u></b>									
	Total Income	0	2,400	0	0	0	0	0	0	0
	Overhead Expenditure	25,533	10,657	13,300	1,230	13,300	0	0	0	0

Continued on next page

### Annual Budget - By Centre (Actual YTD Month 3)

Note: Note: 2021/22 Budget + 2 previous years

		<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	<b>Movement to/(from) Gen Reserve</b>	<u>(25,533)</u>	<u>(8,257)</u>	<u>(13,300)</u>	<u>(1,230)</u>	<u>(13,300)</u>		<u>0</u>		
<b>200</b>	<b><u>Democracy</u></b>									
	Overhead Expenditure	17,200	468	32,200	4,045	32,200	0	15,708	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(17,200)</u>	<u>(468)</u>	<u>(32,200)</u>	<u>(4,045)</u>	<u>(32,200)</u>		<u>(15,708)</u>		
<b>300</b>	<b><u>Services</u></b>									
	Direct Expenditure	10,500	0	35,500	0	35,500	0	0	0	0
	Overhead Expenditure	87,500	97,562	67,500	0	67,500	0	30,600	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(98,000)</u>	<u>(97,562)</u>	<u>(103,000)</u>	<u>0</u>	<u>(103,000)</u>		<u>(30,600)</u>		
<b>305</b>	<b><u>PACT House</u></b>									
	Overhead Expenditure	8,250	9,018	9,800	4,750	9,800	0	10,506	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(8,250)</u>	<u>(9,018)</u>	<u>(9,800)</u>	<u>(4,750)</u>	<u>(9,800)</u>		<u>(10,506)</u>		
<b>307</b>	<b><u>AP Community Room</u></b>									
	Total Income	750	9,269	375	0	375	0	0	0	0
	Overhead Expenditure	2,400	2,246	3,215	-290	2,784	0	2,260	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(1,650)</u>	<u>7,024</u>	<u>(2,840)</u>	<u>290</u>	<u>(2,409)</u>		<u>(2,260)</u>		
<b>310</b>	<b><u>Warden Service</u></b>									
	Overhead Expenditure	76,000	58,350	76,000	-13	75,670	0	77,520	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(76,000)</u>	<u>(58,350)</u>	<u>(76,000)</u>	<u>13</u>	<u>(75,670)</u>		<u>(77,520)</u>		
<b>320</b>	<b><u>Events</u></b>									

Continued on next page

### Annual Budget - By Centre (Actual YTD Month 3)

Note: Note: 2021/22 Budget + 2 previous years

		<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	<b>Overhead Expenditure</b>	64,875	4,159	76,997	-11	76,997	0	16,320	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(64,875)</u>	<u>(4,159)</u>	<u>(76,997)</u>	<u>11</u>	<u>(76,997)</u>		<u>(16,320)</u>		
<b>350</b>	<b><u>Environmental Services</u></b>									
	<b>Total Income</b>	0	9,649	0	1,233	0	0	0	0	0
	<b>Overhead Expenditure</b>	122,152	135,323	126,482	15,903	124,758	0	132,558	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(122,152)</u>	<u>(125,675)</u>	<u>(126,482)</u>	<u>(14,670)</u>	<u>(124,758)</u>		<u>(132,558)</u>		
<b>400</b>	<b><u>Grants</u></b>									
	<b>Overhead Expenditure</b>	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
	<b>Movement to/(from) Gen Reserve</b>	<u>(111,875)</u>	<u>(111,875)</u>	<u>(50,000)</u>	<u>(50,000)</u>	<u>(50,000)</u>		<u>(86,700)</u>		
<b>450</b>	<b><u>Facilities Management</u></b>									
	<b>Total Income</b>	0	18,810	0	4,859	0	0	0	0	0
	<b>Overhead Expenditure</b>	108,419	110,013	44,547	21,764	48,809	0	120,065	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(108,419)</u>	<u>(91,203)</u>	<u>(44,547)</u>	<u>(16,906)</u>	<u>(48,809)</u>		<u>(120,065)</u>		
<b>500</b>	<b><u>Civic Hall</u></b>									
	<b>Total Income</b>	65,000	32,968	57,000	14,540	75,991	0	0	0	0
	<b>Overhead Expenditure</b>	68,660	131,963	188,684	24,923	185,921	0	42,737	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(3,660)</u>	<u>(98,995)</u>	<u>(131,684)</u>	<u>(10,383)</u>	<u>(109,930)</u>		<u>(42,737)</u>		
<b>510</b>	<b><u>Civic Hall Bar</u></b>									

Continued on next page

### Annual Budget - By Centre (Actual YTD Month 3)

Note: Note: 2021/22 Budget + 2 previous years

		<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Total Income</b>		36,000	19	36,000	-24	20,115	0	36,720	0	0
<b>Overhead Expenditure</b>		20,000	1,707	17,590	2,248	12,695	0	439	0	0
<b>Movement to/(from) Gen Reserve</b>		16,000	(1,688)	18,410	(2,272)	7,420		36,281		
<b>520</b>	<b><u>Loan Charges</u></b>									
<b>Overhead Expenditure</b>		47,980	44,442	43,589	10,989	43,589	0	44,461	0	0
<b>Movement to/(from) Gen Reserve</b>		(47,980)	(44,442)	(43,589)	(10,989)	(43,589)		(44,461)		
<b>Total Budget Income</b>		982,689	954,895	996,439	474,169	1,001,520	0	36,720	0	0
<b>Expenditure</b>		982,689	924,827	996,439	164,506	991,665	0	794,457	0	0
<b>Net Income over Expenditure</b>		0	30,068	0	309,662	9,855	0	-757,737	0	0
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
<b>Movement to/(from) Gen Reserve</b>		0	24,176	0	309,662	9,855		(757,737)		

### Annual Budget - By Centre (Actual YTD Month 3)

Note: Note: 2021/22 Budget + 2 previous years

		<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>101</b>	<b><u>Stanley Town Council</u></b>									
4000	Direct Salaries	180,495	154,631	173,568	28,432	174,886	0	192,704	0	0
4007	Mileage	0	0	0	76	300	0	0	0	0
4008	Training	1,000	1,010	1,000	0	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	195	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	80	480	0	0	0	0
	<b>Overhead Expenditure</b>	<b>184,595</b>	<b>159,534</b>	<b>178,885</b>	<b>31,226</b>	<b>180,931</b>	<b>0</b>	<b>196,886</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(184,595)</b>	<b>(159,534)</b>	<b>(178,885)</b>	<b>(31,226)</b>	<b>(180,931)</b>		<b>(196,886)</b>		
<b>105</b>	<b><u>Office Accommodation</u></b>									
4061	Accommodation Rent	3,500	3,000	3,000	0	3,000	0	3,060	0	0
	<b>Overhead Expenditure</b>	<b>3,500</b>	<b>3,000</b>	<b>3,000</b>	<b>0</b>	<b>3,000</b>	<b>0</b>	<b>3,060</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(3,500)</b>	<b>(3,000)</b>	<b>(3,000)</b>	<b>0</b>	<b>(3,000)</b>		<b>(3,060)</b>		
<b>110</b>	<b><u>Administration</u></b>									
1050	Interest	0	535	1,300	3	600	0	0	0	0
	<b>Total Income</b>	<b>0</b>	<b>535</b>	<b>1,300</b>	<b>3</b>	<b>600</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4054	Insurance	4,500	4,000	4,000	0	4,074	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 3)

Note: Note: 2021/22 Budget + 2 previous years

		<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	72	700	0	765	0	0
4104	Postage	270	35	500	0	500	0	275	0	0
4105	Photocopying	500	532	500	21	700	0	0	0	0
4106	Subscriptions	5,000	5,114	5,100	0	4,587	0	5,131	0	0
4110	Audit External	2,000	2,000	2,000	-2,000	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	0	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	0	11,000	0	0	0	0
4124	IT - Equipment	2,000	2,714	2,000	0	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	37	900	0	0	0	0
<b>Overhead Expenditure</b>		23,250	21,877	29,150	-2,260	28,211	0	14,637	0	0
<b>110 Net Income over Expenditure</b>		-23,250	-21,341	-27,850	2,264	-27,611	0	-14,637	0	0
6000	plus Transfer from EMR	0	2,893	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>		(23,250)	(18,448)	(27,850)	2,264	(27,611)		(14,637)		
<b>111</b>	<b>Precept</b>									
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
<b>Total Income</b>		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 3)

Note: Note: 2021/22 Budget + 2 previous years

		<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
	<b>Movement to/(from) Gen Reserve</b>	<u>880,939</u>	<u>849,827</u>	<u>901,764</u>	<u>453,557</u>	<u>904,439</u>		<u>0</u>		
<b>115</b>	<b><u>Publicity</u></b>									
1075	Grants	0	2,400	0	0	0	0	0	0	0
	<b>Total Income</b>	<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	1,230	7,800	0	0	0	0
	<b>Overhead Expenditure</b>	<u>25,533</u>	<u>10,657</u>	<u>13,300</u>	<u>1,230</u>	<u>13,300</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<b>Movement to/(from) Gen Reserve</b>	<u>(25,533)</u>	<u>(8,257)</u>	<u>(13,300)</u>	<u>(1,230)</u>	<u>(13,300)</u>		<u>0</u>		
<b>200</b>	<b><u>Democracy</u></b>									
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
	<b>Overhead Expenditure</b>	<u>17,200</u>	<u>468</u>	<u>32,200</u>	<u>4,045</u>	<u>32,200</u>	<u>0</u>	<u>15,708</u>	<u>0</u>	<u>0</u>
	<b>Movement to/(from) Gen Reserve</b>	<u>(17,200)</u>	<u>(468)</u>	<u>(32,200)</u>	<u>(4,045)</u>	<u>(32,200)</u>		<u>(15,708)</u>		

Continued on next page

## Annual Budget - By Centre (Actual YTD Month 3)

Note: Note: 2021/22 Budget + 2 previous years

		<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>300</b>	<b><u>Services</u></b>									
4308	Regeneration	10,500	0	35,500	0	35,500	0	0	0	0
	<b>Direct Expenditure</b>	10,500	0	35,500	0	35,500	0	0	0	0
4312	Police Cars - Contribution	0	10,062	0	0	0	0	0	0	0
4321	Detached Youth Project	30,000	30,000	10,000	0	10,000	0	30,600	0	0
4324	Money Advice Service	57,500	57,500	57,500	0	57,500	0	0	0	0
	<b>Overhead Expenditure</b>	87,500	97,562	67,500	0	67,500	0	30,600	0	0
	<b>Movement to/(from) Gen Reserve</b>	(98,000)	(97,562)	(103,000)	0	(103,000)		(30,600)		
<b>305</b>	<b><u>PACT House</u></b>									
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
	<b>Overhead Expenditure</b>	8,250	9,018	9,800	4,750	9,800	0	10,506	0	0
	<b>Movement to/(from) Gen Reserve</b>	(8,250)	(9,018)	(9,800)	(4,750)	(9,800)		(10,506)		
<b>307</b>	<b><u>AP Community Room</u></b>									
1060	Rent Income	750	0	375	0	375	0	0	0	0
1075	Grants	0	9,269	0	0	0	0	0	0	0
	<b>Total Income</b>	750	9,269	375	0	375	0	0	0	0
4050	Rates	550	-16	381	0	267	0	389	0	0
4051	Water Rates	550	550	550	-550	550	0	561	0	0

Continued on next page

## Annual Budget - By Centre (Actual YTD Month 3)

Note: Note: 2021/22 Budget + 2 previous years

		<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4052	Electricity	300	115	300	9	267	0	306	0	0
4053	Gas	500	722	984	131	700	0	1,004	0	0
4065	Repairs & Maintenance	500	875	1,000	120	1,000	0	0	0	0
<b>Overhead Expenditure</b>		2,400	2,246	3,215	-290	2,784	0	2,260	0	0
<b>Movement to/(from) Gen Reserve</b>		(1,650)	7,024	(2,840)	290	(2,409)		(2,260)		
<b>310</b>	<b><u>Warden Service</u></b>									
4116	STC Warden Service	76,000	58,350	76,000	-13	75,670	0	77,520	0	0
<b>Overhead Expenditure</b>		76,000	58,350	76,000	-13	75,670	0	77,520	0	0
<b>Movement to/(from) Gen Reserve</b>		(76,000)	(58,350)	(76,000)	13	(75,670)		(77,520)		
<b>320</b>	<b><u>Events</u></b>									
4052	Electricity	0	0	0	11	0	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	0	43,497	0	0	0	0
4423	Heritage Projects	5,000	504	5,000	0	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	10,000	0	0	0	0
4427	Contingency	0	0	2,000	0	2,000	0	0	0	0
4439	Christmas Decorations	13,500	3,362	13,500	-21	13,500	0	13,770	0	0
<b>Overhead Expenditure</b>		64,875	4,159	76,997	-11	76,997	0	16,320	0	0

Continued on next page

### Annual Budget - By Centre (Actual YTD Month 3)

Note: Note: 2021/22 Budget + 2 previous years

		<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Movement to/(from) Gen Reserve</b>		<u>(64,875)</u>	<u>(4,159)</u>	<u>(76,997)</u>	<u>11</u>	<u>(76,997)</u>		<u>(16,320)</u>		
<b>350</b>	<b><u>Environmental Services</u></b>									
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
	<b>Total Income</b>	0	9,649	0	1,233	0	0	0	0	0
4000	Direct Salaries	98,302	107,584	92,224	15,910	96,817	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	40	240	0	0	0	0
4058	Trade Waste	1,500	1,347	858	-495	858	0	0	0	0
4065	Repairs & Maintenance	2,000	1,541	2,800	39	2,800	0	0	0	0
4066	Tools & Equipment	3,500	3,120	1,100	57	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	1,931	6,000	0	0	0	0
4131	Vehicle Fuel	2,000	1,732	2,000	22	1,800	0	0	0	0
4132	Winter Maintenance	2,000	184	1,500	24	1,500	0	0	0	0
4133	Environmental Campaigns	3,000	2,386	3,000	0	3,000	0	0	0	0
4134	Stanley in Bloom	3,250	3,250	6,500	1,065	6,500	0	0	0	0
4135	Artwork Project/St Josephs Sch	0	2,000	0	-2,000	0	0	0	0	0
4137	In Bloom External Projects Exp	0	2,534	0	-898	0	0	0	0	0
4405	Blooming Good Fun	0	0	1,700	0	1,700	0	0	0	0

Continued on next page

### Annual Budget - By Centre (Actual YTD Month 3)

Note: Note: 2021/22 Budget + 2 previous years

		<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Overhead Expenditure</b>		122,152	135,323	126,482	15,903	124,758	0	132,558	0	0
<b>Movement to/(from) Gen Reserve</b>		(122,152)	(125,675)	(126,482)	(14,670)	(124,758)		(132,558)		
<b>400</b>	<b><u>Grants</u></b>									
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
<b>Overhead Expenditure</b>		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
<b>Movement to/(from) Gen Reserve</b>		(111,875)	(111,875)	(50,000)	(50,000)	(50,000)		(86,700)		
<b>450</b>	<b><u>Facilities Management</u></b>									
1075	Grants	0	18,810	0	4,859	0	0	0	0	0
<b>Total Income</b>		0	18,810	0	4,859	0	0	0	0	0
4000	Direct Salaries	108,419	110,013	44,547	21,753	48,697	0	120,065	0	0
4015	Telephone Allowance	0	0	0	12	112	0	0	0	0
<b>Overhead Expenditure</b>		108,419	110,013	44,547	21,764	48,809	0	120,065	0	0
<b>Movement to/(from) Gen Reserve</b>		(108,419)	(91,203)	(44,547)	(16,906)	(48,809)		(120,065)		
<b>500</b>	<b><u>Civic Hall</u></b>									
1000	Ticket Sales Retained	15,000	0	9,000	0	18,555	0	0	0	0
1001	Ticket sales- other Civic	0	399	0	0	0	0	0	0	0
1006	Tickets Postage/ Copying	0	40	0	30	0	0	0	0	0
1010	Hall Hire	50,000	3,682	42,000	981	31,926	0	0	0	0

Continued on next page

### Annual Budget - By Centre (Actual YTD Month 3)

**Note: Note: 2021/22 Budget + 2 previous years**

		<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1013	DCC Recharges	0	3,178	6,000	0	13,510	0	0	0	0
1041	Other income	0	0	0	1,530	0	0	0	0	0
1075	Grants	0	25,669	0	12,000	12,000	0	0	0	0
<b>Total Income</b>		65,000	32,968	57,000	14,540	75,991	0	0	0	0
4000	Direct Salaries	0	33	0	0	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	0	400	0	0	0	0
4050	Rates	8,500	8,583	8,729	2,577	8,583	0	8,904	0	0
4051	Water Rates	1,800	1,583	3,250	-54	3,250	0	3,315	0	0
4052	Electricity	11,900	9,271	13,200	990	13,000	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	583	3,200	0	0	0	0
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	0	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	2,115	20,000	0	0	0	0
4066	Tools & Equipment	1,000	64	500	0	500	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	0	150	0	0	0	0

Continued on next page

09:11

### Annual Budget - By Centre (Actual YTD Month 3)

**Note: Note: 2021/22 Budget + 2 previous years**

		<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4073	Health and Safety	0	504	0	0	0	0	0	0	0
4077	Licences	3,000	1,462	4,310	1,602	3,300	0	0	0	0
4079	Security	500	0	0	0	0	0	0	0	0
4080	Planned Maintenance	0	0	6,500	0	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	1,637	0	0	0	0	0
4101	Mobile Phones	60	98	108	16	18	0	110	0	0
4102	Stationery	750	17	450	142	450	0	0	0	0
4104	Postage	750	0	300	0	300	0	0	0	0
4105	Photocopying	600	528	600	30	580	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
4121	IT - Website Support	500	0	0	0	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	0	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	0	13,752	0	0	0	0
4654	Purchases for weddings/parties	500	0	200	0	200	0	0	0	0
4750	Resale Items	250	0	0	0	0	0	0	0	0
4998	Transaction Fees	1,100	501	2,700	101	2,500	0	0	0	0
<b>Overhead Expenditure</b>		<b>68,660</b>	<b>131,963</b>	<b>188,684</b>	<b>24,923</b>	<b>185,921</b>	<b>0</b>	<b>42,737</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>(3,660)</b>	<b>(98,995)</b>	<b>(131,684)</b>	<b>(10,383)</b>	<b>(109,930)</b>		<b>(42,737)</b>		

Continued on next page



## Annual Budget - By Centre (Actual YTD Month 3)

Note: Note: 2021/22 Budget + 2 previous years

		<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>510</b>	<b><u>Civic Hall Bar</u></b>									
1020	Bar Takings	35,000	19	35,000	-24	19,115	0	35,700	0	0
1210	Food sales	1,000	0	1,000	0	1,000	0	1,020	0	0
	<b>Total Income</b>	<b>36,000</b>	<b>19</b>	<b>36,000</b>	<b>-24</b>	<b>20,115</b>	<b>0</b>	<b>36,720</b>	<b>0</b>	<b>0</b>
4560	Coffee Shop-Food	600	0	400	0	400	0	0	0	0
4600	Bar Stock	18,000	1,429	16,000	2,235	11,300	0	0	0	0
4601	Bar Supplies - Sundry Items	300	23	160	0	160	0	0	0	0
4602	Bar - Stocktaking Costs	700	95	600	0	435	0	0	0	0
4603	Bar - gas	400	160	430	14	400	0	439	0	0
	<b>Overhead Expenditure</b>	<b>20,000</b>	<b>1,707</b>	<b>17,590</b>	<b>2,248</b>	<b>12,695</b>	<b>0</b>	<b>439</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>16,000</b>	<b>(1,688)</b>	<b>18,410</b>	<b>(2,272)</b>	<b>7,420</b>		<b>36,281</b>		
<b>520</b>	<b><u>Loan Charges</u></b>									
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
	<b>Overhead Expenditure</b>	<b>47,980</b>	<b>44,442</b>	<b>43,589</b>	<b>10,989</b>	<b>43,589</b>	<b>0</b>	<b>44,461</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(47,980)</b>	<b>(44,442)</b>	<b>(43,589)</b>	<b>(10,989)</b>	<b>(43,589)</b>		<b>(44,461)</b>		
	<b>Total Budget Income</b>	<b>982,689</b>	<b>954,895</b>	<b>996,439</b>	<b>474,169</b>	<b>1,001,520</b>	<b>0</b>	<b>36,720</b>	<b>0</b>	<b>0</b>
	<b>Expenditure</b>	<b>982,689</b>	<b>924,827</b>	<b>996,439</b>	<b>164,506</b>	<b>991,665</b>	<b>0</b>	<b>794,457</b>	<b>0</b>	<b>0</b>
	<b>Net Income over Expenditure</b>	<b>0</b>	<b>30,068</b>	<b>0</b>	<b>309,662</b>	<b>9,855</b>	<b>0</b>	<b>-757,737</b>	<b>0</b>	<b>0</b>
	plus Transfer from EMR	0	25,527	0	0	0	0	0	0	0

Continued on next page

# **Annual Budget - By Centre (Actual YTD Month 3)**

**Note: Note: 2021/22 Budget + 2 previous years**

	<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
less Transfer to EMR	0	31,419	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	0	24,176	0	309,662	9,855		(757,737)		

	Budget 21/22	Projection	Variance	Actual	Assumption
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
	<b>901,764.00</b>	<b>904,439.00</b>	<b>2,675.00</b>		
307 1060 Rent Income	375.00	375.00	-		
110 1050 Interest	1,300.00	600.00	- 700.00		Reduction in interest rate
	<b>1,675.00</b>	<b>975.00</b>	<b>- 700.00</b>		
500 1000 Ticket Sales Retained	9,000.00	18,555.00	9,555.00		Breakeven on Panto
500 1010 Hall Hire	42,000.00	31,926.00	-10,074.00		
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		12,000.00	12,000.00		Government Start up Grant following lockdown
510 1020 Bar Takings	35,000.00	19,115.00	-15,885.00		
510 1210 Food sales	1,000.00	1,000.00	-		
Civic Hall Income - Total	<b>93,000.00</b>	<b>96,106.00</b>	<b>3,106.00</b>		
TOTAL INCOME	<b>996,439.00</b>	<b>1,001,520.00</b>	<b>5,081.00</b>		

**£5,081 Projected Income Surplus**



**Stanley**  
**Town**  
**Council**

## Civic Hall Project Report

### 1. Purpose of the Report

- 1.1 To provide Council with details of planned improvement works to the Civic Hall following a completed feasibility study by Engenera Renewables Group Ltd.

### 2. Background Information

- 2.1 The Councils current portfolio of properties include:

Stanley Civic Hall – Long term lease from Durham County Council  
St Joseph House–Owned–Currently leased to Just for Women  
Annfield Plain Hut – Owned – Used by the community for short term hire  
39 Front Street – Ten year lease – Currently sublet to Pact House  
Container and Yard–Rolling monthly agreement–Currently used by Environmental Services team for storage and vehicle parking.

- 2.2 The Civic Hall Stanley was built in 1961 as a Theatre for the now abolished Derwentside District Council. In September 2013, Stanley Town Council agreed to lease the building known then as the Lamplight Arts Center on a 35 year lease, following the demise of Leisure works Ltd a management company in charge of the centre.

- 2.3 In May 2013, a conditional survey was undertaken on the building identifying £500,000 of works that would need to be completed within a ten-year period.

- 2.4 In 2018, a survey was conducted drawing up plans to change the Civic Hall. No further action has been taken on the project because of the costs associated with the works.

- 2.5 Over the previous twelve months, some health and safety compliance issues have been identified, whilst the current heating system for the Civic Hall is in immediate need of replacement.

### 3. Planned improvement works

- 3.1 Heating system and solar panel install.  
The current heating system is over 25 years old. Over the past five years,

because of breakdowns, uneconomical repair, and inability to get parts, of the five boilers in situ, three are currently offline. Many radiators are currently not working because of leaks, whilst some areas of the building do not have radiators in place. Three quotes have previously been obtained by Officers for the direct replacement of the boiler system, however this does not address other associated works including inadequate ventilation in the boiler house, non-working radiators and heat zoning.

The proposal as attached in Appendix 1 outlines a Power Purchase Agreement. In summary, the Council currently buys all of its energy usage via the commercial energy market with a five-year deal currently in place. A small percentage of this is provided by green energy. The proposal of a PV Solar install will provide a significantly larger percentage of green energy. The Civic Hall would have 142 Solar panels fitted to its roof, and a new boiler system installed. The Council would pay through a 25 year agreement for the first 67kWp at a rate of £0.21p per kWh, this is more than our current electricity cost of £0.1599p per kWh, therefore the cost of our electricity would increase by approx. £2,000 per year for the next five years. The installation of a new gas boiler system would result in a saving of approximately £12,000 per year, based on efficiency ratios. The PPA would include all works to bring the heating system up to current date health and safety requirements, however, there would be a need for the council to fund the cost of radiator repairs and replacements.

After 13 years, based upon expected inflation costs of electricity our price per kWh from the Power Purchase Agreement is expected to become cheaper than the cost of commercially sourced electricity. After 25 years, it is expected that the total cumulative saving on electricity will be £11,795.

After 25 years, the Council will own the system and will receive full use of the Solar energy, resulting in an annual saving of £24,000 per year.

The risk of the proposal, is that should the Council at any point decide to hand the building back to Durham County Council, it could be required to end the contract and pay a termination fee or Durham County Council may decide to take on the agreement.

All solar equipment would continue to be owned by Engenera, and therefore would be serviced, repaired and monitored by Engenera for the life of the agreement. The Council would retain ownership of the boiler system following installation.

Should the proposal be agreed, Durham County Council would be required to provide final approval, because of the building leased.

See Appendix 1 for the full proposal.

3.2 Additional works as mentioned above will be required to be undertaken as part of the heating system renewal, it is estimated that these costs will be approximately £20,000, however the full costs will not be known until works are ongoing. Additional works include repairs to pipework and radiators across the Hall and improvements to heating zoning.

### 3.3 **Current ongoing works**

Over the past six months the following works have been completed:

- i) Corridor damage repaired.
- ii) Roofing damage repaired
- iii) Roof doors replaced
- iv) Ongoing works to the lighting Fly tower
- v) Decoration of Alnwick Room
- vi) Replacement of Theatre Bar main lights
- vii) Ongoing replacement of lighting
- viii) New lighting in the office accommodation
- ix) Adhoc electrical safety work
- x) Repair work to seating following servicing
- xi) Repair works to front doors

## 3 **Recommendations**

Finance and General Purposes have made the following recommendation to Full Council:

- Consider the report
- Provide approval to a 25 year agreement with Engenera for the Power Purchase Agreement as outlined in Appendix 1, resulting in the installation of a new heating system and solar panel system (Final approval will be required to be obtained by Durham County Council) and approval for the additional works as required as part of these works.



# Power Purchase Agreement Proposal

Stanley Civic Hall

Valid for 30 days from 13-May-2021

## Engenera Renewables Limited

### Contact Details:

e: [enquiries@engenera.com](mailto:enquiries@engenera.com)  
t: 0330 133 0857  
w: [www.engenera.com](http://www.engenera.com)  
Company Number: 08811056

Gateway House  
Gateway West  
Newburn Riverside  
Newcastle Upon Tyne  
NE15 8NX



## Introduction



Thank you for entrusting Engenera Renewables with investigating the feasibility of a funded Solar PV system under our Power Purchase Scheme.

Having completed a review of on-site daytime consumption and available area(s) which we deem suitable for Solar PV installation, we are delighted to confirm that your business qualifies for a Power Purchase Agreement (PPA).

A PPA is a solution provided by Engenera, which enables organisations to make the switch to low cost renewable energy. Instead of purchasing 100% of your electricity from the grid, you self-generate a percentage of your day-time consumption, by way of a fully installed Solar PV system on your building, land or car park.

## Power Purchase Agreement Summary

- The PPA term is typically up to 25 years.
- The price of the power purchased is fixed and will increase annually at the rate of the Retail Price Index (RPI). The tariff will only be payable on electricity generated by the PV system.
- Invoicing and payments will take place monthly with reporting and performance data being made available for your information and convenience.
- No planning permission required for installations up to 50 kW; System sizes under 1MW are permitted development (unless on a listed building or in a conservation area). All licenses and permits will be the responsibility of Engenera.
- There are no initial maintenance, refurbishment or roof upgrade costs. We execute a complete structural survey to ensure the roofs and/or lands integrity are suitable for the system.
- We will insure the system at no cost to you. This covers such eventualities as storm damage, fire, theft, and vandalism.
- The rights and title to the system will pass to you upon completion of the PPA term. Thereafter, you will benefit from the power produced at zero cost. As the PV system will still have substantial monetary value, this will invariably increase the value of your asset (building, car park, land).
- The system is monitored and maintained for the full duration of the agreement, at no cost to you.





## Executive Summary



Having profiled your business operation and completed a review of your on-site daytime consumption, our findings are as follows:

Current Energy Price:	15.99 p/kWh	Total System Size:	67 kWp
Proposed PPA Price:	20.2 p/kWh	On-site Consumption:	100 %
Energy Price Savings:	-26 %	Yr 1 Carbon Savings:	15,194 kgCO <sub>2</sub> e
Global Irradiation /m <sup>2</sup> :	821 kWh/kWp	Daytime Energy Offset:	8 %

Utilising historical data for the Retail Price Index (RPI) and electricity price increases over the last 10 years, we have allowed for 5% annual electricity inflation, with a Retail Price Index Inflation of 3%. Incorporating this data, the predicted savings are as follows:

25 Year Savings:	£11,795
Average Annual Savings:	£472

Upon expiration of the PPA (typically 25 years), ownership of the system transfers to you without charge. With the quality of the equipment and the ongoing regular maintenance, we estimate the life expectancy to be a further 10 - 15 years. The summary below illustrates potential savings for the 10-year period immediately proceeding the initial PPA term.

Year 26 to 35 Savings:	£243,751
Total Savings over 35 Years:	£255,546

Working with a number of respected experts & partners within the energy sector, we have been conservative with our above historical estimations. Current evidence suggests a minimum annual electricity increase of approximately 6%. As such, the predicted savings are adjusted as follows:

25 Year Savings:	£68,969
Average Annual Savings:	£2,759
Total Savings over 35 Years:	£374,985

### Our Accreditations



Contents



1.	Introduction	Page 5
2.	Our Solar Program	Page 6
3.	The PPA Process	Page 7
4.	Projected Electricity Cost Savings	Page 9
5.	Predicted Impact on Energy Usage	Page 11
6.	Equipment and Design	Page 13
7.	Proposed Array Location	Page 14
8.	Case Studies	Page 15
9.	Frequently Asked Questions	Page 17
10.	Heads of Terms Agreement	Page 18



## 1. Introduction



Engenera take great pleasure in presenting our proposal for a fully funded Solar PV System on the above premises.

This proposal highlights:

- Engenera- Who we are
- Our Solar Program - PPA Structure
- Customer Benefits and Savings
- Equipment and Technology
- Process and Timeline
- The Next Steps



### Engenera - About Us

Engenera was founded in 2014. Since inception, we have established ourselves as one of the leading EPC (Engineer, Procure, Construct) contractors within the renewable energy sector. Specialising in Solar PV and a host of other renewable technologies, we fund, develop, monitor and manage commercial renewable energy projects across the UK & Ireland.

We are also the first EPC in the UK to launch our own investment platform - Engenera Green Bond: A fully accredited & registered Investment Bond (GEMS and FWB Frankfurt).

Our primary goal is to help businesses achieve long-term reductions to their ever-increasing electricity costs and carbon footprint; We achieve this by enabling them to generate their own cleaner, greener, cheaper, electricity from solar energy.

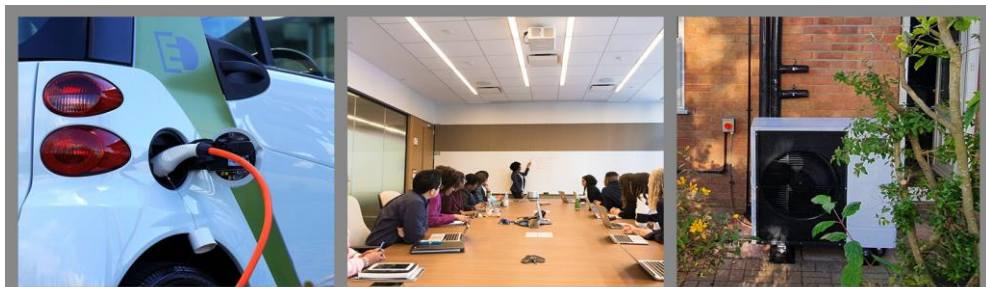
Having successfully executed over 150 projects to date; Our management team have a unique blend of expertise and experience in all aspects of –

- Financial Models
- Solar PV Installations - pitched roof, flat roof, ground mount and car ports
- Legal, technical & commercial

In addition to the provision and installation of solar PV, we have expertise in a number of related technologies, including:

- Energy Storage Systems (Battery Storage)
- Electric Vehicle Charging
- Air Source and Ground Source Heat Pumps
- Biomass Boilers
- LED Lighting

These added technologies allow for the implementation of a complete energy management strategy. We would be happy to discuss any of these technologies with you.



## 2. Our Solar Program



### Power Purchase Agreement

A Power Purchase Agreement (PPA) is a solution provided by Engenera, which enables organisations to make the switch to low-cost, clean-energy, without any capital expenditure and with the added benefit of having the system maintained for the full term.

Instead of purchasing 100% of your electricity from the grid, you generate your own clean, green energy by way of a fully installed solar PV system on your own premises: Thereby cutting energy costs and greatly reducing carbon emissions; The implementation of a renewable technology will also future-proof against ever-changing government legislation & charges on carbon reduction within the commercial sector.

### Benefits of the PPA

- There are no upfront costs to your business - you simply benefit from reduced electricity rates, allowing you to save money on your energy bills and protect against rising and volatile electricity prices. (Recent figures predict an average annual rate of inflation associated with energy prices of around 6-11%.)
- You will only pay for the electricity that your system produces each month. This is a significant benefit to a commercial operation, given that the electricity is being purchased at a cheaper rate than from the grid.
- Typical electricity bill savings of approximately 20-25% for the energy which is produced by the Solar PV system and consumed on-site.
- Engenera will design and install the equipment with zero upfront costs to you. We will also monitor & maintain the system for the complete term of the agreement.
- In addition, the PPA contract can be transferred if the building is sold; The new owner will continue to benefit from cheaper electricity and reduced bills.
- Your organisations green credentials and environmental profile will be significantly enhanced following installation.



### 3. The PPA Process



#### Feasibility Study

The consumption information gathered to date, coupled with a desktop survey of your premises, has enabled us to produce this proposal. It is intended to provide indicative information on what can be achieved and is very much the first step in your renewable journey.

**Please Note:** The very fact that we have produced this proposal, means we have already pre-qualified and ring-fenced the required capital, in order to successfully install your system.

#### The Next Steps

**Upon acceptance in principle of our offer (as laid out in this document), and in order for us to continue to ring-fence the aforementioned capital and proceed to the next stage, you will be required to sign a Heads of Terms (HOT).** This document clearly outlines the key terms of the offer and the basis on which we intend to work together to bring the project to a successful implementation (please see page 18 onwards).

Once received, one of our Certified Partners will conduct a detailed analysis of your building and/or land by way of a structural or ground survey. Further to this, one of Engenera's Contract Managers will then visit site to carry-out a complete Technical Review in order to explore details including possible equipment locations, electrical layouts, and shading risks.

Once we have finalised your system design, we will proceed to run a final analysis of your current electricity rate and usage, to ensure a PPA is 100% right for you and your business.

#### PPA Offer

Once an agreement is deemed feasible and we receive a signed Heads of Terms, we will offer to lease the air space above your roof or land. In addition, we will offer a fixed electricity "tariff" rate for all produced electricity, providing instant savings on your future bills. The tariff will be payable only on electricity which is produced by the Solar PV system.

With your agreement in principal, we will then proceed to secure any relevant permissions, such as planning and grid connection.

Assuming respective permissions are granted, you will then sign an official PPA agreement. Under a PPA, you will not own or be responsible for the Solar PV system. However, the maintenance of the roof will remain with you, the client.

**Please Note:** You will still have your existing connection and grid supplier in order to cover base loads and consumption during non-daylight hours, when the PV System is not producing.

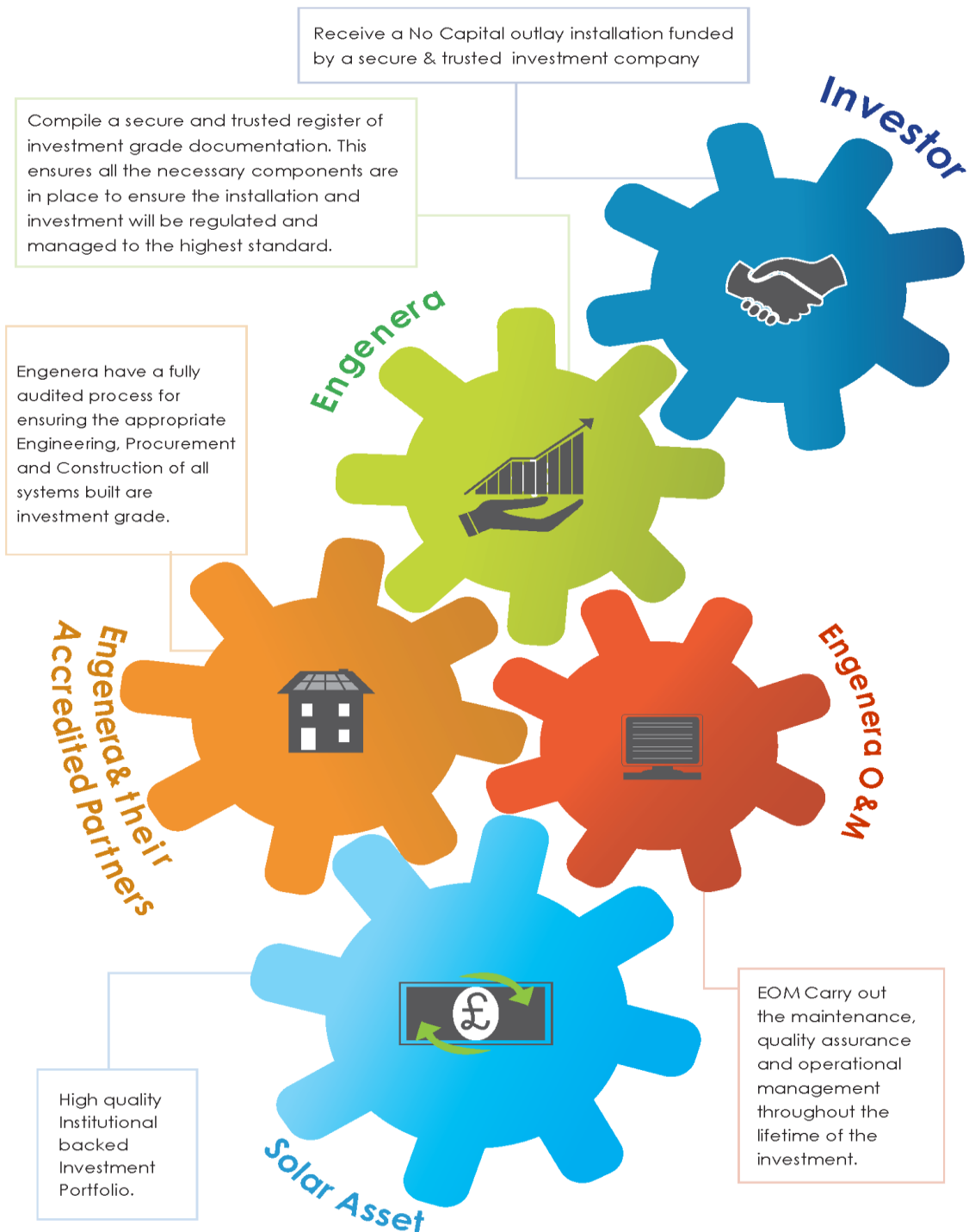
#### Installation & Timescale

Once the PPA is signed and our various on-site surveys have been successfully completed, our highly skilled in-house technical & engineering team will then proceed to install the PV system.

Total timeline from signing PPA agreement to fully operational and commissioned system is generally 4 – 6 weeks.

Following the installation, you will benefit from reduced energy bills for the length of the term; maintenance and hassle free.

At the end of the PPA term, ownership of the system transfers to you to enjoy 100% free solar PV electricity for the remaining lifetime of the system (c.10 - 15 years).





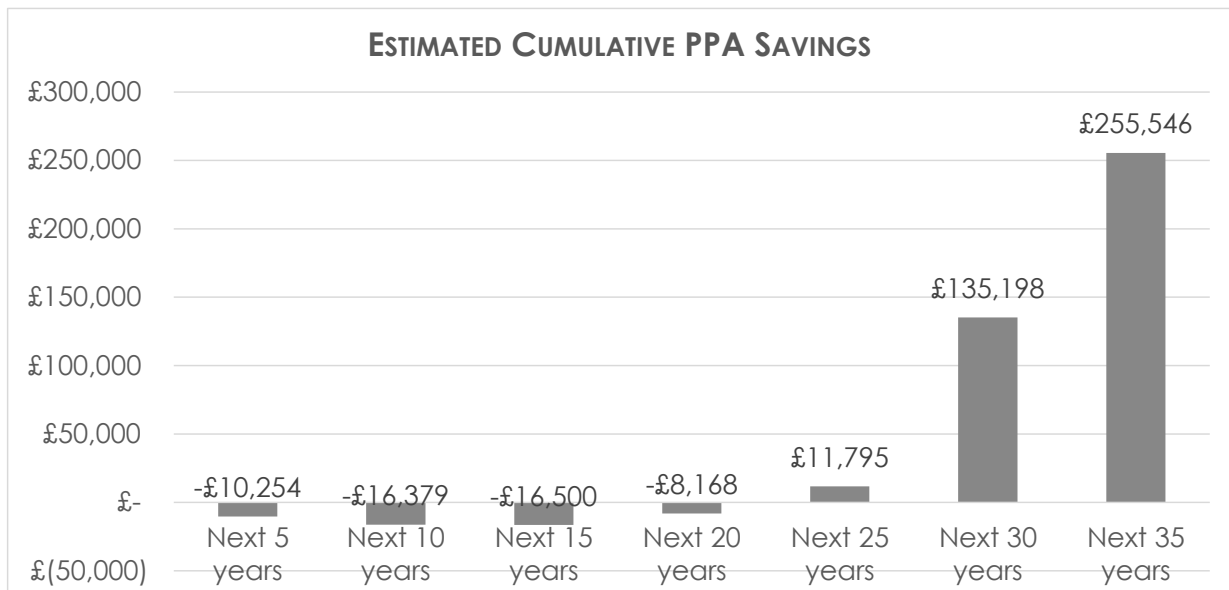
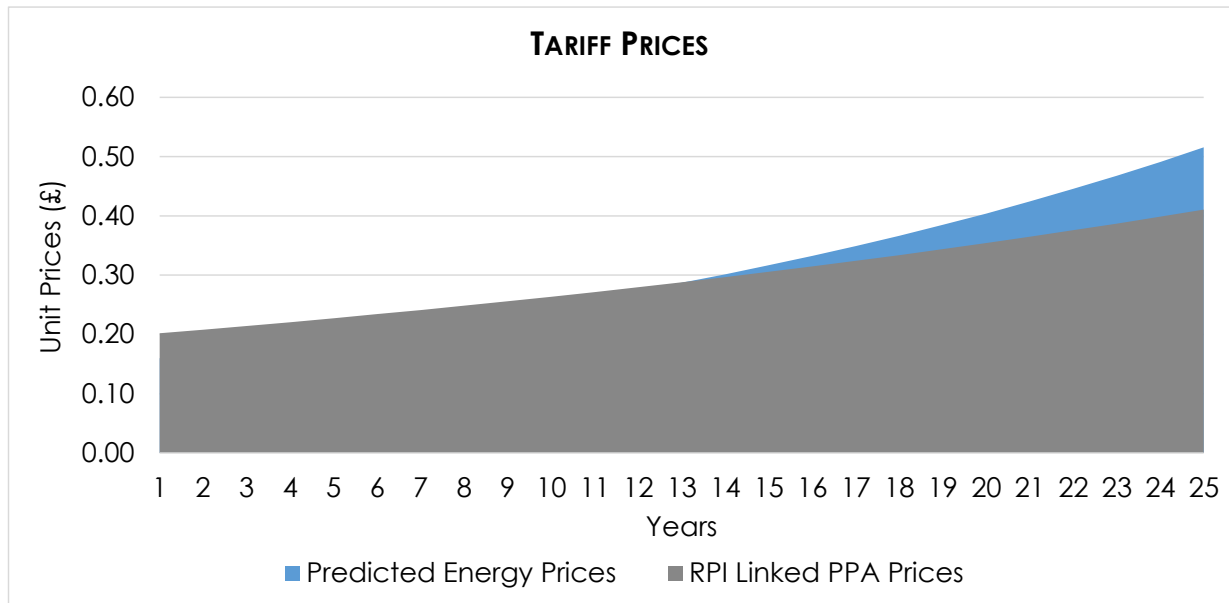
## 4. Projected Electricity Cost Savings



As both the energy prices and the Power Purchase Agreement tariff are inflation linked (RPI & Annual Energy Inflation) the savings will invariably increase over the duration of the agreement. This offers complete protection against volatile future energy prices.

The table and graphs below illustrates projected electricity tariff prices based on historical data associated with standard rate of inflation and electricity prices over the last 10 years.\* We have allowed for 5% electricity inflation, with a standard rate of inflation of 3%. (\*data provided by BEIS / DECC)

Years	KWh Produced	Export Tariff	Export Income	Unit Cost /kWh (from Supplier)	PPA Price	Saving on Electricity Bill (including CCL)	Cumulative Savings
1	54,794	£ 0.0600	£ -	£ 0.1599	£ 0.2020	-£ 2,307	-£ 2,307
2	54,520	£ 0.0618	£ -	£ 0.1679	£ 0.2081	-£ 2,190	-£ 4,497
3	54,247	£ 0.0637	£ -	£ 0.1763	£ 0.2143	-£ 2,062	-£ 6,559
4	53,976	£ 0.0656	£ -	£ 0.1851	£ 0.2207	-£ 1,923	-£ 8,482
5	53,706	£ 0.0675	£ -	£ 0.1944	£ 0.2274	-£ 1,772	-£ 10,254
6	53,437	£ 0.0696	£ -	£ 0.2041	£ 0.2342	-£ 1,608	-£ 11,862
7	53,170	£ 0.0716	£ -	£ 0.2143	£ 0.2412	-£ 1,431	-£ 13,293
8	52,904	£ 0.0738	£ -	£ 0.2250	£ 0.2484	-£ 1,240	-£ 14,533
9	52,640	£ 0.0760	£ -	£ 0.2362	£ 0.2559	-£ 1,034	-£ 15,567
10	52,377	£ 0.0783	£ -	£ 0.2481	£ 0.2636	-£ 812	-£ 16,379
11	52,115	£ 0.0806	£ -	£ 0.2605	£ 0.2715	-£ 574	-£ 16,953
12	51,854	£ 0.0831	£ -	£ 0.2735	£ 0.2796	-£ 318	-£ 17,271
13	51,595	£ 0.0855	£ -	£ 0.2872	£ 0.2880	-£ 44	-£ 17,315
14	51,337	£ 0.0881	£ -	£ 0.3015	£ 0.2966	£ 250	-£ 17,065
15	51,080	£ 0.0908	£ -	£ 0.3166	£ 0.3055	£ 564	-£ 16,500
16	50,825	£ 0.0935	£ -	£ 0.3324	£ 0.3147	£ 900	-£ 15,600
17	50,571	£ 0.0963	£ -	£ 0.3490	£ 0.3242	£ 1,259	-£ 14,341
18	50,318	£ 0.0992	£ -	£ 0.3665	£ 0.3339	£ 1,641	-£ 12,700
19	50,066	£ 0.1021	£ -	£ 0.3848	£ 0.3439	£ 2,049	-£ 10,651
20	49,816	£ 0.1052	£ -	£ 0.4041	£ 0.3542	£ 2,483	-£ 8,168
21	49,567	£ 0.1084	£ -	£ 0.4243	£ 0.3648	£ 2,946	-£ 5,222
22	49,319	£ 0.1116	£ -	£ 0.4455	£ 0.3758	£ 3,437	-£ 1,785
23	49,072	£ 0.1150	£ -	£ 0.4677	£ 0.3871	£ 3,960	£ 2,175
24	48,827	£ 0.1184	£ -	£ 0.4911	£ 0.3987	£ 4,515	£ 6,691
25	48,583	£ 0.1220	£ -	£ 0.5157	£ 0.4106	£ 5,105	£ 11,795
26	48,340	£ 0.1220	£ -	£ 0.5157	£ -	£ 24,929	£ 36,724
27	48,098	£ 0.1220	£ -	£ 0.5157	£ -	£ 24,804	£ 61,528
28	47,858	£ 0.1220	£ -	£ 0.5157	£ -	£ 24,680	£ 86,208
29	47,618	£ 0.1220	£ -	£ 0.5157	£ -	£ 24,557	£ 110,764
30	47,380	£ 0.1220	£ -	£ 0.5157	£ -	£ 24,434	£ 135,198
31	47,143	£ 0.1220	£ -	£ 0.5157	£ -	£ 24,312	£ 159,509
32	46,908	£ 0.1220	£ -	£ 0.5157	£ -	£ 24,190	£ 183,700
33	46,673	£ 0.1220	£ -	£ 0.5157	£ -	£ 24,069	£ 207,769
34	46,440	£ 0.1220	£ -	£ 0.5157	£ -	£ 23,949	£ 231,717
35	46,208	£ 0.1220	£ -	£ 0.5157	£ -	£ 23,829	£ 255,546
	<b>1,290,714</b>		<b>£ -</b>			<b>£ 255,546</b>	<b>£ 255,546</b>



We believe we have been conservative with our estimations, and that average rate of inflation will be 3% with a significant electricity increase over the next 10 years of closer to 6%.

Years	kWh Produced	Unit Cost /kWh (from Supplier)	PPA Price	Saving on Electricity Bill (including CCL)	Cumulative Savings
10	52377	£ 0.2701	£ 0.2636	£ 345	-£ 11,268
25	48583	£ 0.6474	£ 0.4106	£ 11,504	£ 68,969
35	46208	£ 0.6474	£ -	£ 29,916	£ 374,985
					£ 374,985

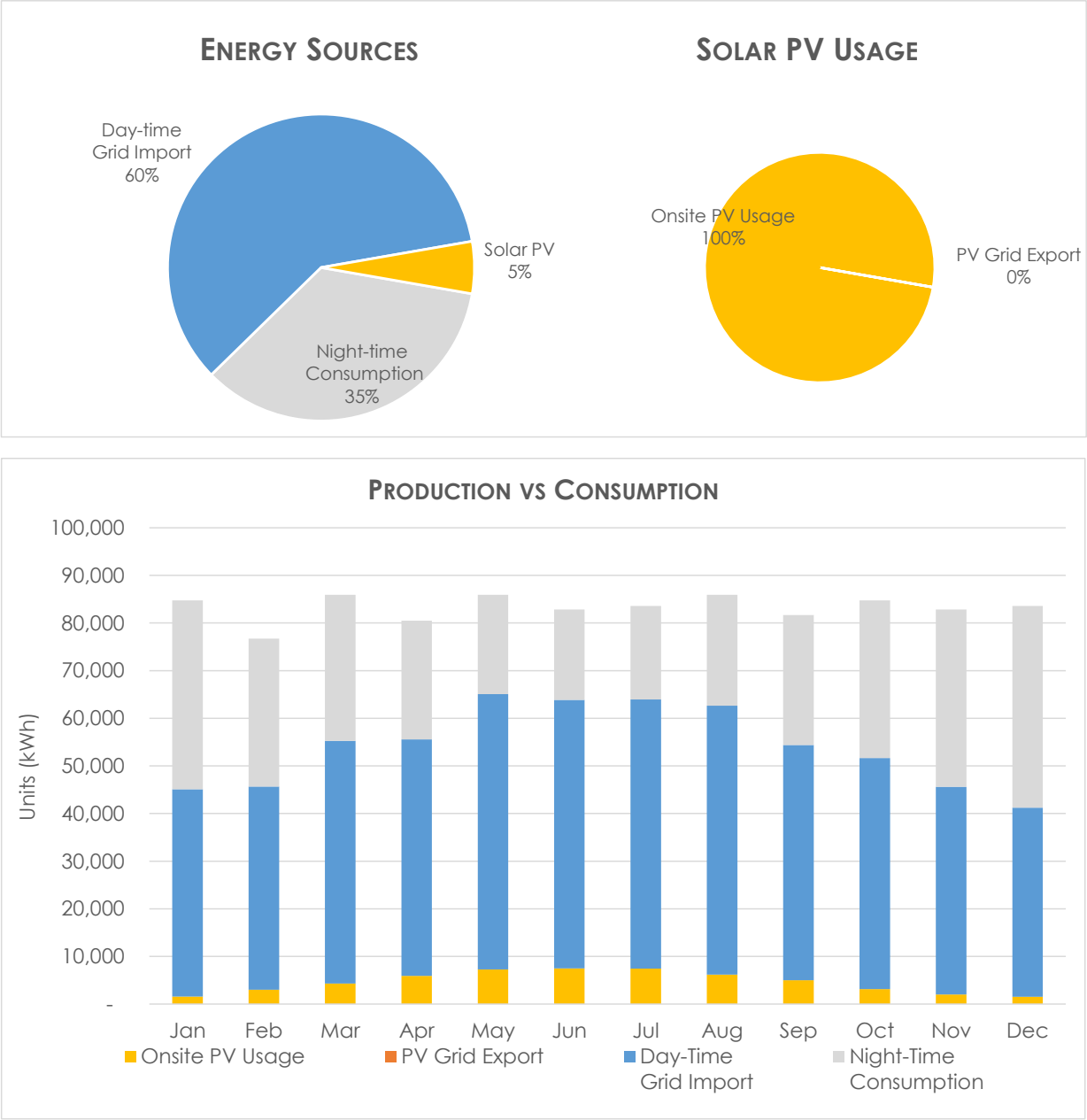


5. Predicted Impact on Energy Usage



In order to ensure that the proposed system size is optimised for your energy profile, we utilise advanced, investment grade, modelling techniques to ensure maximum savings for you. These techniques and supporting systems have been reviewed by the likes of KPMG, BDO & Pinsent Masons.

As solar is only able to impact upon day-time energy usage we have highlighted the difference between daytime and night-time consumption - this is differentiated by the hours of daylight, and varies throughout the year.



Please note this calculation is most accurate where we have half hour data. As we did not have this information prior to completing this proposal we have estimated your usage to the best of our ability. If you have this information available and would like a more accurate consumption calculation carried out then please send us this data and we would be happy to re-run the calculation for you.

## Why is there export?

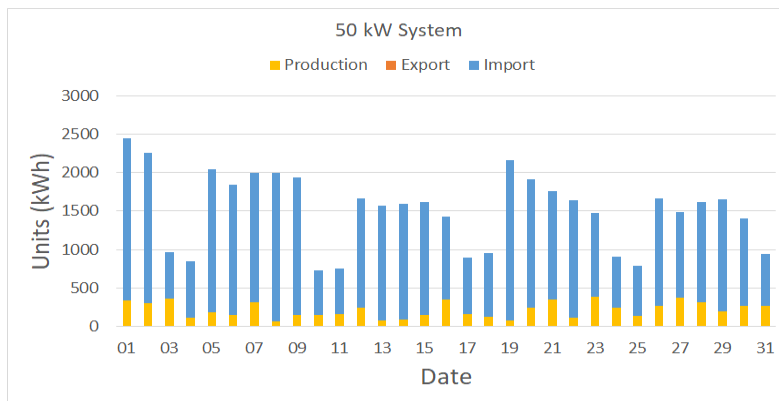


As previously mentioned, we have calculated the optimal configuration to maximise your savings. By utilising hourly Consumption vs Production simulations, we can accurately predict the impact of the system size on your power usage.

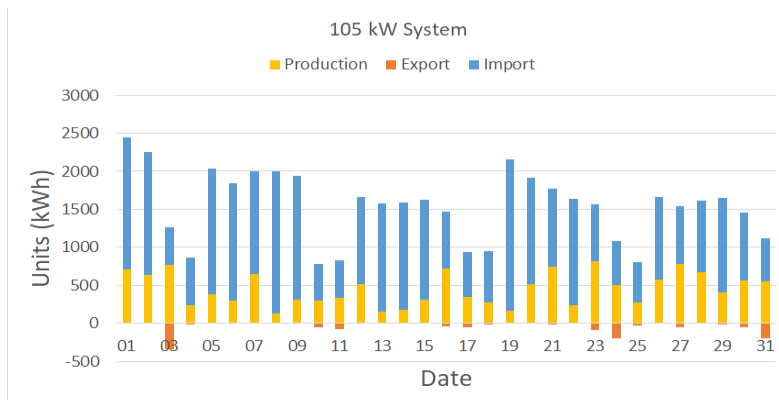
In order to maximise savings it is necessary to have a degree of export. Much of this export is concentrated to a small number of hours on a few days, when production exceeds consumption. Across the year in general however the increased production from the larger system size results in a net benefit.

To further support the above; our conservative calculations result in an estimated additional -£962,485 in savings over the PPA Term. The below case study demonstrates in more detail, the over-riding benefit for installing a larger system size.

## Illustrative Example



50 kW System  
0% Export  
14.1% Consumption provided  
by PV  
Year 1 Saving: £1,161  
25 Year Saving: £107,919



105 kW System  
8.6% Export  
27.5% Consumption provided  
by PV  
Year 1 Saving: £1,626  
25 Year Saving: £184,421

System Size increased by 110% results in increased 25 year savings of 71%

## 6. Equipment and Design



### Equipment/Components

Engenera guarantee that we will only ever use the highest quality components from the worlds leading brands.

We have established relationships with leading manufactures of solar PV equipment, Air Source Heat Pumps, battery storage systems and distribution specialists. This provides several key advantages such as assured quality and product availability, combined with an efficient distribution network; resulting in competitive pricing of materials we can pass on to you the client.



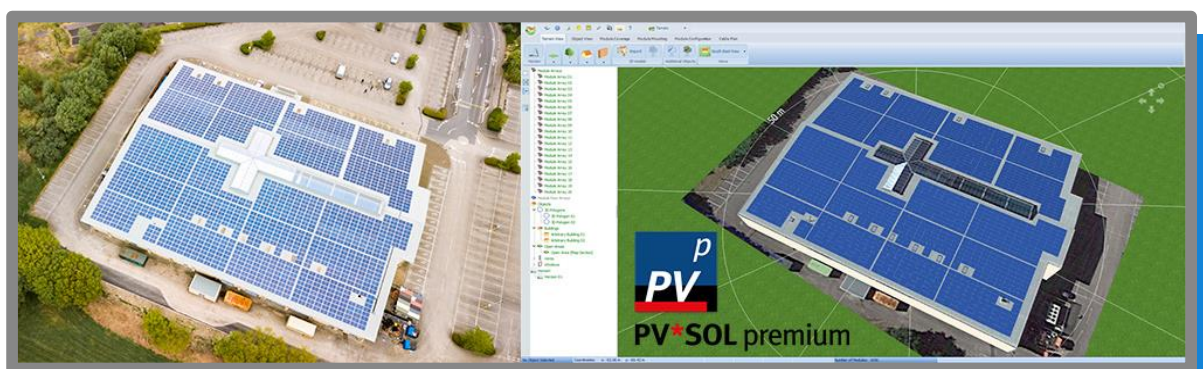
### System Design

Engenera take great pride in carrying out industry-leading calculations to ensure that the proposed system meets the best needs of our customers.

As part of our desktop design, we carry out advanced 3D modelling, which recognises the impact that any possible shading could have on the overall yield. This calculation also reviews a minimum of 20 years of weather data at your geographical location. Additionally, our PVSol software calculates the performance, not only on the panels in general, but the specific configuration(s) that our expert design team propose.

This system is then modelled for every hour of a full year, providing us with an extremely accurate idea of how the system might perform. This is then analysed and cross-referenced with your on-site consumption to ensure that we are providing a system that meets your requirements in every possible way; It will even tell us exactly how much carbon we are offsetting.

All proposals are subject to a technical survey being carried out. However due to our experience in this field, we are able to carry out 95% of the design process prior to this survey being carried out. We work closely with our network of approved installers to guarantee a quick and efficient install process.



## 7. Proposed System Location



## 8. Case Studies



### Golden Casket - 350 kWp Solar PV

**A family owned and run company, Golden Casket are proud to support the community in which they operate. Whilst working on a category B-listed building with historical significance, Engenera Renewables had to be particularly sympathetic to these points, in order to install a 350kWp Solar PV array.**

Situated in Greenock, on the Firth of Clyde, their factory occupies a prominent position both physically and emotionally within the local community. Buchanan's Golden Casket pride themselves on their strong links with the local neighbourhood and its residents, and have many staff with well over 20 years' service. Their factory features the last remaining buildings of the Royal Naval Torpedo Factory, formally the centre of torpedo manufacturing in Britain.



The building has been listed since 2006, which represented the first hurdle in bringing this solar installation to a conclusion which was satisfactory to all.

Working closely with Inverclyde Council and Historic Environment Scotland, Engenera Renewables were able to adapt our design to minimise the visual impact of this installation. Furthermore, by utilising a dark panel with a higher peak output, we were able to remove panels which were visible from street level, whilst minimising the loss of production.

A further challenge lay in securing the support of the Distribution Network Operator. The electrical layout of the existing network prompted concerns around installing the full Solar Array on the roof. The costs associated with installing the required protection threatened to derail the project. Again however, we were able to work with SP Energy Networks in order to minimise the potential issues, by installing enhanced protection on the client side of the network.

Finally, this project generated a number of operational challenges to complete the installation in a safe and satisfactory manner. The main building itself consisted of a traditional but awkward roof profile, known as saw-tooth. Not only were these extremely steep, but glass windows were mounted into the reverse side—presenting a potential hazard. Combined with this, the requirement for continuous access limited the ability to install full scaffolding around the building. The decision was therefore made to make use of a roof man anchor safe access system combined with extendable lanyards and harnesses to ensure the safety of our team throughout this installation.

As this project was carried out in a busy factory, it was important that impact on day-to-day operations were minimal. With this in mind, arrangements were made to complete the connection outside of usual running hours, preventing any down time for the factory.

This installation has already significantly reduced the running costs for this busy factory, and is expected to generate savings of approximately £1.2m across the lifetime of the system.

This project was awarded third place in the Solar PV Project of the Year category at the 2019 National Energy



## 8. Case Studies



### Cleveland Golf Club - 50 kWp Solar PV

A breakdown of the estimations given to Cleveland by Engenera showed that if the club invested £49,000, they could expect to see an annual return on investment of 16% with a payback period estimated at only 7 years. The added incentive was a total average annual income and saving of £9,775.40 providing a lifetime benefit of over £200,000.

Cleveland Golf Club not only benefitted from extraordinary financial benefits, but also best in class technology. Engenera installed a Solis three phase inverter system – the latest in solar PV equipment. Inverters are technologically the most important component in solar PV systems, converting DC into AC suitable for the grid.

Utilising the latest production technologies and sourcing components from world recognised sources the Solis inverter has a track record of reliability, efficiency and competitive pricing.



Over 97.5% max. efficiency and a compact and light design the Solis 3 phase range is a great value solution for all commercial PV installations.

Before the installation of the solar PV system, Cleveland Golf Club was concerned about increasing energy bills. Following the installation, business costs have been dramatically cut and payments are up to 25% less per year.

### Riverside Housing - 875 kWp Solar PV

In November 2017, Engenera Renewables Group installed 850kW of Solar PV for Riverside Housing, across three new build PFI sheltered housing developments in Hull. This was one of the largest rooftop Solar PV installations in the sector.

The installation will reduce their "annual" electricity spend by approx. £88,000 whilst also drastically reducing carbon emissions. The installation consisted of various roof and mounting types – flat roof/ballast & pitched roof.

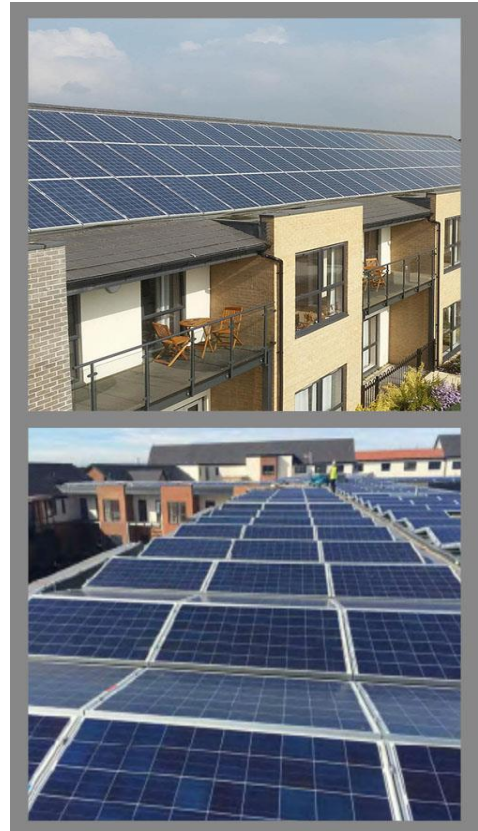
"Dealing with the environmental concerns of our tenants and home owners drove us to consider installing Solar PV. It makes a lot of sense financially and we are seeing a dramatic reduction in our clients energy bills," said **Dominic Beha, Energy Consultant**

Whilst carrying out research Engenera found the Riverside Project was a perfect candidate for zero cost Solar PV. Even though the property was not perfectly South facing, Engenera took into consideration the following characteristics of the building including pitch, azimuth and orientation.

Engenera approached Riverside to explain their offerings and the savings that they could achieve through the installation of renewable measures. Through a pricing matrix Engenera illustrated to the client that by fitting a 850KW system at ZERO cost they could save Riverside an average £88,000 per year.

Our **zero cost option** means businesses profit from free installation, zero operation costs and no ongoing maintenance fees. Through our Power Purchase Agreements, businesses will purchase the green generated electricity and benefit from a significant reduction on mandatory Climate Change Levy charges.

The installation and ongoing maintenance costs businesses nothing and offers financial savings on billed compulsory charges together with lower electricity bills year on year.



## 9. Frequently Asked Questions



### **How long will my PPA contract be?**

The PPA term is typically between 20 and 25 years.

### **Will I be subject to irregular PPA (kWh) unit price increases?**

The price of the power purchased is fixed and will only increase annually in line with the Retail Price Index. Furthermore, the tariff will only be payable on electricity generated by the PV system.

### **How often will I receive an invoice?**

Invoicing and payments will take place monthly, with reporting and performance data being made available for your information and convenience. This is a great way to portray your renewable ethos to existing and future customers.

### **Do I require Planning Permission?**

No planning permission is required for installations up to 50 kW. System sizes under 1MW can be installed under the Permitted Development Planning Guidelines, unless listed building or conservation area; all licenses and permits will be the responsibility of Engenera. We investigate this early in the process.

### **How do I know if my roof or land is suitable for a PV system?**

There are no initial maintenance, refurbishment or roof upgrade costs for you. We will ensure the roof and/or land is suitable for the system before any works begin. Should we uncover any issues, there are several ways we can address this, such as incorporating remedial work into the PPA.

### **Is the system insured and will it affect my own insurance premium?**

We will insure the system at no cost to you. As the asset is third party owned, there should be no increase to your premium.

### **Who is responsible for monitoring and maintaining the equipment?**

The system is monitored and maintained for the full duration of the agreement, again this cost is included in our offering.

### **What happens once the PPA contract expires?**

The rights and title to the system will pass to you at the end of the PPA term, meaning you will benefit from the power produced at zero cost. As we only use the highest quality materials and execute regular maintenance throughout the contract, we are confident the system will still operate to a minimum of 80% efficiency for a further 10-15 years.

### **How long will the process take?**

The total timeline will; very much depend on how quickly you sign the PPA & Lease. Typically, total timeline from signing PPA agreement to fully operational and commissioned system is generally 4-6 weeks.

### **Will the installation process disrupt my business?**

There will be minimal disruption to your business as the vast majority of the install takes place outside. Our experienced operations team will work with you to ensure internal works proceed without disruption.

### **Why do you need to lease my roof/land/car park?**

As you own the premises, this is the only legal avenue for us to install our equipment for your benefit.

### **What happens if I sell my business?**

As this is essentially an energy contract; The Power Purchase Agreement and lease will simply be transferred. The very nature and structure of our agreements, ensure this is a seamless and hassle free process.

### **Do I have the option to buy-out/exit the agreement?**

You can activate an early release clause, anytime from year 2 onwards. As this is a financial instrument, the early settlement figure will depend on remaining term.



## Stanley Town Council – Heritage Projects Update

**Supporting and promoting the town's heritage is intrinsic to what Stanley Town Council does, both directly through its own heritage projects and heritage plaque scheme, and in partnership with community groups and organizations.**

**The following report is to update members on the current situation regarding the projects that we are currently involved in.**

### **1. Heritage Projects**

The following heritage projects are all projects that the Town Council is currently involved in either wholly or as a partner.

#### **1.1 South Moor Lodge Banner**

At the Civic Hall we currently have an over 100 years old South Moor Lodge Banner. This has had come from conservation works done to it and the intention has for some time to have a bespoke case made and for the banner to be displayed on the main staircase in the Civic Hall.

We were hoping to work with Help for Heroes at Phoenix House, Catterick Garrison on this project, but they have been closed during the pandemic and we have been informed they are unlikely to pick up this project once they reopen.

Through looking at other potential connections with the Armed Forces, we have been put in touch with Veterans Woodcraft, an organization who use woodworking as a way of supporting veterans, including those with PTSD. The Veterans Woodcraft team have visited us at the Civic Hall and are keen to work with us on the project, and potentially other projects moving ahead.

Currently, we are waiting for an update from them on potential costs and timescales, though we have spoken to them recently, and they have confirmed they wish to work with us on this project, and potentially other projects in the future.

#### **1.2 Heritage Beacon**

Stanley Town Council currently own a Heritage Beacon, which is used for a community remembrance service, on Remembrance Sunday. Previously it was installed in the Front Street, in the brick planter shared with the Christmas Tree. The Beacon was removed to storage in November 2019 and remains in storage as it was not utilised in 2020 because of Covid restrictions on social gatherings.

The Beacon will need installing for the Remembrance Service in November, while the option remains for a temp installation within the Christmas Tree site,



the preferred option is for a permanent installation within its own space within the Town Center.

**Durham County Council is looking to develop and improve the Clifford Road area of the town and improve the public space there. They have indicated that that this would be their preferred space for the Beacon within the town.**

At the meeting of Finance and General Purposes Committee on 13<sup>th</sup> July 2021 it was recommended to Council that the Beacon not be located within the Clifford Road development, Officers continue to work with Durham County Council to find an alternative location within the Town Centre, that could potentially incorporate some other of the proposed memorial installations, and that Officers look to potentially utilize the Christmas Tree site as a temporary site for 2021.

### **1.3 Durham Light Infantry Installation**

Full Council on 29<sup>th</sup> November 2019 agreed that Stanley Town Council would work in partnership with Durham County Council Area Action Partnership (AAP) and the Durham Light Infantry Association to create an installation dedicated to the DLI within the Town Centre, potentially a memorial bench. This project has been on hold during the Covid 19 pandemic and it to be revisited with the AAP and DLI Association soon.

Durham County Council have over the last few years upgraded all the public benches in the town with the same design and have indicated that they would not want to replace one of these benches.

A potential location suggested for the bench would be opposite the Louisa Morrison Memorial at the side of the Civic Hall, however there is possibly scope for an installation close to or within the Beacon site once this is established. Similarly, the site opposite to the Louisa Morrison could potentially be improved/developed as indicated through the Masterplan process.

If the installation is to be a bench, then a number of options are available, including Veterans Woodcraft who have indicated that they have done similar projects in the past and would be happy to work directly with the veterans on the design and delivery of the project.

### **1.4 Town Center War Memorial**

At the Annual Town Meeting on Wednesday 26<sup>th</sup> May 2021 a question was raised by a member of the public regarding the possibility of Officer time being devoted to a potential community War Memorial within the town center utilizing local fundraising including possible crowd funding. It was agreed that Officers would be happy to work with the community on this project.

Initial contact has taken place with the public representative, and it is hoped to progress this matter further in the near future, however consideration will have to be made for the potential development of open spaces within the town center, while looking to create the installation in its own space.

### **1.5 Tanfield War Memorial**

Full Council on 29<sup>th</sup> November 2019 agreed to support the creation of two local War Memorials, one in Shield Row and one in Tanfield Lea. Officers have been working with the community groups involved and whereas the

Shield Row memorial has been completed, the Tanfield Lea project was on hold during the Covid 19 pandemic. We have been in touch with a representative from the community group and we will continue to work with them to bring this project to a successful resolution throughout 2021.

### **1.6 Annfield Plain Park**

Work is almost complete on the installation in association with the Louisa Morrison Disaster in Annfield Plain Park. Completion had been delayed due to Covid, though it is expected that this can be finished and formally unveiled in the Summer 2021.

### **1.7 West Stanley Miners Memorial – St Josephs**

Further to the report to Finance and General Purposes Committee on 8<sup>th</sup> June 2021, officers are currently working with St Joseph's Church and associated schools on the project around the mass grave of 38 victims of the West Stanley Colliery Disaster in St Josephs Churchyard.

The project is currently on hold, with the expectation that we will be able to start work with the group after the summer school holidays.

### **1.8 St Cuthbert and Tanfield Installation**

Stanley Town Council have been working in partnership with Durham County Council AAP on the creation of a heritage installation celebrating the connection between St Cuthbert and Tanfield. A contribution of £4,694 was made from the 2020/21 heritage budget towards this project and it is expected that the project is realized later this year.

### **1.9 Flower Mine**

The Flower Mine is an environmental installation in the shape of a flower, which shows respect to the mining heritage and of the area and in particular the West Stanley Colliery Disaster in 1909. It was installed on the land behind Scott Street (Iceland/Louisa Center), by Sustrans in association with the Coast to Coast cycle path, see figure 1 below.



*Figure 1: The flower mine*

Environmental Team Leader James Harper has identified this area as a potential site to develop and improve, to enhance the overall installation, raise its profile and develop it into a significant local community project. Durham County Council have been contacted and they have subsequently contacted

Sustrans, and it is felt that there is the potential to develop this project, together.

## **2. Heritage Plaque Scheme**

Stanley Town Council currently operate its own heritage plaque scheme, details are available on the website:

[www.stanley-tc.gov.uk/heritage-plaque-scheme/](http://www.stanley-tc.gov.uk/heritage-plaque-scheme/)

This allows members of the public in addition to Council Members the opportunity to nominate someone or a particular location of note to be formally recognised within the town with a Stanley Town Council heritage plaque.

Currently we have an annual budget of £500 to allow for the installation of a new plaque each financial year.

### **2.1 Current situation**

To date we have 4 heritage plaques currently located throughout the town:

- Tommy Armstrong (burial site)
- Tommy Armstrong (Oak Tree Inn)
- Michael Heaviside VC
- Matthew Kirtley (Railway Engineer)

Full details of the installations are included in Appendix 1.

In addition to the installations listed above we currently have a new heritage plaque in respect of the Louisa Morrison Disaster which will be installed in Annfield Plain Park in 2021. This plaque has been purchased and is awaiting installation.

## **3. Heritage, other considerations**

### **3.1 Flags scheme**

The flying and treatment of flags is a graphic way to show respect and appreciation. In March 2021 Council agreed a program of flags which we have since put in place, appendix 2. However, the option remains for the program to be reviewed and revised at any time, though any new or additional flags will need to be purchased.

Within the program the Union Flag is always flown on the left hand flagpole, and the right hand flag pole used to fly specific flags as directed by the program.

Currently the program states the DLI flag will be flown for VE Day, then in June the Pride Flag will be flown for the first two weeks of the month and the Armed Forces Day flag flown for the remaining part of the month.

The Finance and General Purposes Committee on 13<sup>th</sup> July 2021 made the recommendation Council to revise the program slightly to keep flying the DLI flag to include D Day (6<sup>th</sup> June) following which we would fly the Pride Flag for two weeks, then the Armed Forces Day flag for the remainder of the month.

### **3.2 Towns heritage information**

There is a large amount of interest in the heritage of the town from the members of the Town Council and also from those living within the Town and connected with it. Durham County Council maintain County wide records and Archives, and the town contains the Causey Arch, Tanfield Railway, and Beamish Museum.

It has been proposed previously that the town has some sort of heritage resource or facility within the town, that would be of interest to locals as well as preserve some of the local heritage within the town.

Finance and General Purposes Committee 13<sup>th</sup> February 2021 recommended that Officers should carry out an option appraisal on the development of a local heritage resource within the Town.

#### 4. Heritage Budget

The 2021/22 heritage budget totals £5,000, though contributions have already been approved for the flag scheme and repairs to the Cllr Graham memorial in the cemetery, amounting to approximately £800.

While Stanley Town Council have a direct commitment to complete and install the South Moor Banner in the Civic Hall, complete the Louisa Morrison installation within Annfield Plain Park, and install the Heritage Beacon. Other projects include working in partnership and with community and these give options for match funding, local fundraising, donations, and potential grant funding applications, otherwise the delivery of some of these projects may have to be programmed in and carried forward to a future financial year.

The summary table in section 5 below will outline current potential partners, timescales, and costs (where available).

#### 5. Summary

The Table below contains a summary of the current projects outlined in section 1 above. Some of the projects are still under development so no costs are available, in addition there are opportunities available for further partnership working in the development, delivery and funding of these projects, and this will be investigated as the projects are worked through.

	<b>Project</b>	<b>Partners</b>	<b>Cost/Funding</b>	<b>Date</b>
1.1	South Moor Banner	Veterans Woodcraft	STC, Awaiting costs	2021
1.2	Heritage Beacon	N/A	Dependant on installation	Oct 2021
1.3	DLI Installation	DLI Assoc. DCC/AAP	Dependant on installation	2021
1.4	Town Centre War Memorial	Community project	Local fundraising & donations	TBD

1.5	Tanfield Lea, War Memorial	Tanfield Partnership	Planning Permission (approx. £300)  Local fundraising & donations	2021
1.6	Annfield Plain Park	N/A	Major expenditure on project has been made, finishing req'd	Aug 2021
1.7	West Stanley Disaster & St Josephs	St Jospeh's Church, St Joseph's & St Mary's schools	Potential grant funding application	2022
1.8	St Cuthbert's & Tanfield Installation	DCC/AAP - Lead  Visit County Durham	Finance raised, awaiting installation to be programmed	2021
1.9	Flower Mine	Sustrans  DCC/AAP	Project in formative stages	N/A

A major consideration regarding these projects is design and location as a number are based within the Town Centre, and it would be wise to work with partners to adopt a coordinated approach to the design to create better overall projects and improve the overall appearance of the town.

The Stanley Masterplan process is currently ongoing in partnership with Durham County Council and part of this process is looking at improving the environment within the Town, it is essential that Town Centre projects take this into account to deliver the projects satisfactorily, with respect to the project but also in a cohesive way that enhances the overall environment as well as the projects themselves.

## 6. Recommendations

It is **RECOMMENDED** that:

- (i) The Town Council NOTE the report and:
- (ii) APPROVE the recommendations from Finance and General Purposes Committee in respect to
  - (i) The Beacon not being located within the Clifford Road improvement scheme, being sited temp in its old location within the Front Street,

and Officers continue to work to find a suitable location within the Town.

- (ii) The amendment to the flag scheme in respect to DDay and the Pride Flag.
- (iii) Carry out an options appraisal on the creation of a local heritage resource
- (iv) Officer continue to work with community and partners on delivering the projects within the Town

### **Report Author**

Alan Tubman  
Deputy Town Clerk  
Stanley Town Council

[alan.tubman@stanley-tc.gov.uk](mailto:alan.tubman@stanley-tc.gov.uk)  
01207 299109

## **APPENDIX 1**

### **STANLEY TOWN COUNCIL - HERITAGE PLAQUE SCHEME**

In November 2015 Stanley Town Council agreed to introduce their own Heritage Plaque Scheme to recognise important people who have lived here in Stanley over the centuries and important places and events in the Towns' History.

The criteria for qualifying for a plaque is outlined on the Stanley Town Council website, together with an online form for residents to complete to nominate a person or place. The information is available: <http://www.stanley-tc.gov.uk/heritage-plaque-scheme/>

The plaques are produced in Stanley Town Council green with silver writing and contain the Stanley Town Council crest as well as potentially any information for any partners.

Currently we have 5 plaques located throughout the Town Council area:

### **TOMMY ARMSTRONG "The Pitman Poet"**

Born in 1848, Tommy Armstrong moved to the Stanley area as a child and went on to work in several mines around Tanfield.

By the time of his death in 1920, he had left a legacy of songs and poems, from humorous verses about daily life in the pit villages to ballads about the strikes and disasters which made life in the collieries so precarious.

There are 2 plaques within the Town relating to Tommy Armstrong, one sited at the Oak Tree Inn, Tantobie, one of his favourite pubs, and where he was often seen writing his poems and songs, and the Churchyard of St Margaret's of Antioch Church, in Tanfield where he is buried.

### **TOMMY ARMSTRONG "The Pitman Poet"**

In association with the Tommy Armstrong Society.

"Born 1848 - Shotley Bridge, died 1920 Tantobie. Is buried in this churchyard"

Location:

St Margaret's of Antioch Church Churchyard,  
Tanfield,  
Stanley,  
Co Durham.  
DH9 9PX  
<https://w3w.co/unstable.stated.drivers>





**TOMMY ARMSTRONG "The Pitman Poet"**

In association with the Tommy Armstrong Society.

"Gained inspiration for some of his poems and songs here" The Oak Tree Inn.

Location:

The Oak Tree Inn,

Front Street,

Tantobie,

Stanley,

Co Durham

DH9 9RF

<https://w3w.co/ruin.estuaries.feasting>

**MICHAEL HEAVISIDE VC**

Michael Heaviside VC 1880 – 1937

"Awarded the Victoria Cross for Bravery July 1917. Lived at Bloemfontein Terrace, Craghead"

Born in 1880 Michael William Heaviside, moved to Craghead in 1913 and worked in Burnhope Colliery. In September 1914 he reenlisted into the Durham Light Infantry and in June 1915 was sent to the Western Front. On 6<sup>th</sup> May 1917 under heavy rifle and machine gun fire he ventured into no mans land to assist a wounded soldier, returning later that day with two other stretcher bearers to carry him back to safety.



On his return to Craghead on 12<sup>th</sup> 1917 he was greeted with a heroes welcome and received his Victoria Cross from King George V on 21<sup>st</sup> July.

After the war he returned to work as a miner and he died at his home in Craghead on 26<sup>th</sup> April 1939.

Location:

Bloemfontein Primary School,

The Middles,

Stanley,

Co Durham,

DH9 6AG

<https://w3w.co/badge.hung.slant>



## **MATTHEW KIRTLEY**

In association with the Midland Railway Society (and Tanfield Railway)

Matthew Kirtley

"1st Locomotive superintendent Midland Railway 1844. Born 6<sup>th</sup> February 1813 Clough Dene, Tanfield, died 24<sup>th</sup> May 1873, Derby aged 60"

Matthew Kirtley was born in February 1813 in Clough Dene, Tanfield. He joined the Stockton & Darlington Railway as an apprentice aged 13 in 1826 and would have worked under either the Stephensons or Timothy Hackworth.

Kirtley's career progressed – he became an engine driver and by 1836 he was employed by the London & Birmingham railway looking after locomotives and static engines at

Camden shed. By 1842 Kirtley had risen to the position of Locomotive Superintendent at the Birmingham & Derby Junction Railway. Two years later, when the Midland Counties, North Midland and Birmingham & Derby Junction merged to form the Midland, Kirtley only 33 years of age and the Superintendent of the smallest of the three companies was appointed Locomotive and Carriage Superintendent for the new railway.

Kirtley had to oversee the standardisation of a vehicle fleet which contained a myriad of different locomotive designs from different makers. This trend continued as the Midland expanded rapidly, absorbing company after company. Kirtley needed to consolidate the repair maintenance and manufacturing capability of the railway. By 1851 Derby could build its own locomotives.

Matthew Kirtley died on May 24th 1873 at his home in Derby aged 60.

Location:

(Roadside – B6173)

Clough Dene,

Stanley,

Co Durham

DH9 9PW

<https://w3w.co/honest.headers.deck>



## LOUISA MORRISON COLLIERY DISASTER

Louisa Morrison Colliery Disaster

"23<sup>rd</sup> August 1947, 22 men lost their lives underground in a firedamp explosion in the area of Kyo bogs"

The underground workings of the Louisa Morrison colliery linked Annfield Plain with Stanley. On 23<sup>rd</sup> August 1947, there was an explosion underground which killed 22 men. A memorial to those lost in the disaster is currently located with the Stanley Town Centre. A "coal tub" and Heritage Plaque installation is being created within Annfield Plain Park to mark the disaster at the Annfield Plain end of the colliery.

Location

Annfield Plain Park

Park View

Annfield Plain  
County Durham  
DH9 7UW



## APPENDIX 2

STANLEY TOWN COUNCIL – CIVIC HALL – FLAG PROGRAM			
DATE	L/H FLAG	R/H FLAG	NOTE
ONGOING	Union Flag	Stanley Town Council	DEFAULT
1 <sup>st</sup> Mar	Union Flag	Wales	St David's Day
17 <sup>th</sup> Mar	Union Flag	Ireland	St Patrick's Day
20 <sup>th</sup> Mar	Union Flag	County Durham	St Cuthbert's Day
23 <sup>rd</sup> Apr	Union Flag	St George's Cross	St Georges Day

8 <sup>th</sup> May – 6 <sup>th</sup> June	Union Flag	Durham Light Infantry	VE Day - DDay
2 <sup>nd</sup> Week June (2 weeks)	Union Flag	Rainbow Flag	Gay Pride Month
June (last week)	Union Flag	Armed Forces Day Flag	Armed Forces Day
5 <sup>th</sup> July	Union Flag	NHS	NHS Frontline Day
3 <sup>rd</sup> Sept	Union Flag	Red Ensign	Merchant Navy Day
15 <sup>th</sup> Sept	Union Flag	Royal Air Force Ensign	Battle of Britain Day
21 <sup>st</sup> Oct	Union Flag	White Ensign	Trafalgar Day (Royal Navy)
Nov (first 2 weeks)	Union Flag	Durham Light Infantry	Armistice & Remembrance
30 <sup>th</sup> Nov	Union Flag	St Andrew's Cross	St Andrew's Day

## **Events Working Group Minutes**

**Thursday 17<sup>th</sup> June 2021**

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

### **In attendance**

Cllr G Binney, Cllr K Coulson, Cllr L Ferry, Cllr J Kane  
Alan Tubman (Deputy Town Clerk),  
Scott Hillary (Alan Hillary Events)

### **1. Background**

With the group being a new group and featuring new members of the council Alan Tubman gave a background to the events situation and program. Currently the Town Council are in the final year of a three-year contract with Alan Hillary events and have indicated that they will review the situation regarding events later in the year.

Scott Hillary (Alan Hillary Events) provided information on the services they provide under the current contract and the current working arrangements, he also stated he'd be happy to take any questions from members of the group.

### **2. Stanley Town Council Events 2021**

#### **Armed Forces Day,**

Sadly, there will be no Armed Forces Day Event within the Front Street in 2021. We have put up the bunting in the Front Street, will fly the flag at the Civic Hall and direct the public to on line content.

It was planned to create our own online content, but this has proved difficult due to challenges with technology, and it is planned to revisit this later in the year potentially around Remembrance Day.

The group agree to work with Scott around potentially incorporating greater armed forces content in other events and also adding to the Towns Remembrance Event later in the year.

#### **Play in the Park,**

Scott Hillary provided an update on the current progress around Play in the Parks. The intention is to make the event covid safe and change the format slightly, though there will still be a number of attractions, rides for smaller children, and a stage with some local music acts and have a more relaxed feel to the event.

Scott is working towards securing the necessary permissions and attractions for the events.

Some discussion took place regarding potentially expanding the program in the future, and it was anticipated that that could be part of the overall review of events and budget setting process planned for later in the year.

**Miners Sunday,**

Scott gave an update on planning for the Miners Sunday Event, which is underway.

We have contacted the Durham Miners Association to hopefully engage their support with the event. Members pointed out that Stanley has major heritage attractions within its area/on its doorstep and suggested that we contact these, specifically Beamish Museum to ascertain if they would be likely to work with us or provide additional support. Officers will be following this up.

Originally it had been hoped to work with the Tommy Armstrong Society on this, to support their program of events around the anniversary of his death with potentially a show in the Civic Hall on the Saturday evening. We have spoken to them, and while they have stated that their plans have been seriously disrupted by covid they are unlikely to do the large event they potentially could still be involved in the event in some way.

**Summer Cinema,**

A proposed program for the Community Summer Cinema was circulated round the group and agreed. The group also discussed potential program for the cinema moving forward in addition to the family based films, and will be happy to work on this moving forward.

**3. Panto 2021**

Alan Tubman gave a brief update on the current situation regarding the Panto for 2021. All local schools have been contacted and to date one school has replied and is looking to book tickets. The current plan is to increase contact and engagement with the schools, and look to expand the reach/offer to other local schools who are outside of the Stanley area, after an initial period of contact with the schools within the Town Council area.

Panto producer, Reece Sibbald has indicated that he would be willing to speak to the group to discuss progress at a later date should that be requested.

**4. Date and Time of next meeting.**

Wednesday 21<sup>st</sup> July 2021 @ 5:00pm, The Bamburgh Suite, Civic Hall