



Stanley Town Council

NOTICE OF MEETING

I hereby give notice that a meeting of the Finance and General Purposes Committee of Stanley Town Council will be held on Tuesday, the 14th September 2021 at 6.30pm at Stanley Civic Hall.

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

G Binney*
A Jones
J Nicholson

A Hanson§
J Kane
D Tully

H Clark
J McMahon
O Milburn∞

D Fall
S McMahon
A Clegg∞

*Chairman § Vice-Chairman ∞Ex-Officio

You are hereby summoned to attend a meeting of the Finance and General Purposes Committee of Stanley Town Council to be held in Stanley Civic Hall, Front Street, Stanley, DH9 0NA, on Tuesday the 14th September 2021 at 18.30 in order to transact the following business:

Yours sincerely,

Alan Tubman
Deputy Town Clerk
7th September 2021

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

A G E N D A

1 APOLOGIES FOR ABSENCE

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

2 DECLARATIONS OF INTEREST

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

3 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIR

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

4 PUBLIC PARTICIPATION

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

5 CONFIRMATION OF MINUTES (ATTACHMENT A)

To **APPROVE** as a correct record and sign the minutes of the Finance and General Purposes Committee meeting held on 13th July 2021.

6 ACCOUNTS FOR PAYMENT & BANK RECONCILIATION

Statutory Basis: Accounts & Audit (England) Regulations 2011

June 2021

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

July 2021

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

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

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

7 EXTERNAL AUDIT REPORT

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

8 INTERNAL AUDIT 2021/22

Internal Auditor Gordon Fletcher will be carrying out the following planned audits in October 2021:

- Accounts payable
- Accounts receivable
- Events
- Payroll

9 SUMMER EVENTS & CIVIC HALL

Committee is requested to **NOTE** a verbal report /update on the Summer Events program and Civic Hall.

10 ELECTRONIC CHRISTMAS TREE (ATTACHMENT H)

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

11 MEMORIALS AND RECOGNITION (ATTACHMENT I)

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

12 STRATEGIC GRANT FUND SGF041 (ATTACHMENT J)

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

13 EVENTS GROUP (ATTACHMENT K)

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

14 DATE, TIME AND VENUE OF NEXT MEETING

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

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

MINUTES of the FINANCE AND GENERAL PURPOSES MEETING of STANLEY TOWN COUNCIL held at Stanley Civic Hall on Tuesday 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)

17 APOLOGIES FOR ABSENCE

Members **ACCEPTED** an apology for absence from Cllr H Clark

18 DECLARATIONS OF INTEREST

None

19 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIR

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

20 PUBLIC PARTICIPATION

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

21 CONFIRMATION OF MINUTES

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

22 ACCOUNTS FOR PAYMENT AND BANK RECONCILIATION

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

23 BUDGET MONITORING REPORT

Members **NOTED** the report.

24 CIVIC HALL PROJECT REPORT

It was proposed by Cllr J Kane, seconded by Cllr A Jones that the committee **APPROVE** in principle the Heating and Solar project, though regarding the Smarter Working and Democracy Support members would require more information prior to making a decision.

25 STRATEGIC TIMELINE

Members **NOTED** the report, though it was requested that work needs to be carried out on a new Medium Term Plan for the council which would link with the strategic time line.

MARKETING STRATEGY

Members **NOTED** the report, though it was requested that work needs to be carried out on a new Medium Term Plan for the council which would link with the strategic time line

HERITAGE REPORT

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

- the amendment to the Flag Program was approved
- Officers should carry out option appraisal on a heritage resource
- The Council do not look to install the Beacon into Clifford Road, but continue to work on looking for a better site for the Beacon within the Town, and if necessary it is temp located back in its original location for 2021 Remembrance Service

26 EVENTS WORKING GROUP

Members **NOTED** the report.

29 DATE AND TIME OF NEXT MEETING

Tuesday, 7th September 2021, 6.30 pm Stanley Civic Hall.

Schedule of Payments June 2021

Invoice Date	Centre	A/C	Invoice Number	Ref No	Supplier A/c Name	Amount	Analysis Description
Stanley Town Council (101)							
27/05/2021	101	4010	601185705	4816	DCCRB	2,148.25	HR Payroll SLA 21-22
Office Accommodation (105)							
Administration (110)							
19/05/2021	110	4999	APR/MAY EPAY	4807	BARCLAYS	12.50	Apr/May 2021 E-Payments
19/05/2021	110	4999	APR/MAY MIXED	4808	BARCLAYS	6.00	Apr/May 2021 Mixed payments
28/05/2021	110	4105	257508	4845	DOCUMENTSOLUTIONS	23.38	May 2021 Photocopies
Publicity (115)							
28/05/2021	115	4205	1587	4810	CREO	500.00	May 21 Monthly PR
Democracy (200)							
01/06/2021	200	4124	210817	4806	ASPIRE	205.00	Members IT
19/05/2021	200	4124	6846006	4813	BANNER	3,840.20	Members IT
21/06/2021	200	4035	ITALIAN CHARITY	4846	FHILLCHAR	25.00	Mayors charity evening
Services (300)							
Pact House (305)							
AP Community Room (307)							
06/06/2021	307	4052	IN0000983521	4822	CORONA	9.35	May 2021 AP Hut
07/06/2021	307	4053	16143127	4831	CORONA	67.17	May 21 (E) Gas AP Hut
09/06/2021	307	4065	09/06/21	4838	GEE	445.00	AP Hut Maintenance Repairs
Warden Service (310)							
Events (320)							
06/06/2021	320	4439	IN0000983520	4821	CORONA	8.82	May 2021 Xmas Tree Kiosk
26/05/2021	320	4423	539	4840	KEARTON	250.00	Works at Stanley Town Cemetery
Environmental Services (350)							
19/05/2021	350	4066	OLIVERS REFUND	4809	OLIVERS	- 11.00	Olivers refund duplicate
01/06/2021	350	4134	8134	4812	IBA FABRICATIONS	1,065.00	In Bloom
01/06/2021	350	4137	OAK BARREL APR	4814	OAKBARREL	94.95	Oak Tubs S/Moor Enviro Project
15/05/2021	350	4131	E2013914776	4820	ALLSTAR	150.94	April/May 21 Fuel
15/05/2021	350	4131	E22013914776	4823	ALLSTAR	150.94	Apr/May 21 Fuel
01/05/2021	350	4130	677817	4828	DAWSONGRP	465.93	May 2021 Van Hire
21/06/2021	350	4131	REV E2013914776	4834	ALLSTAR	- 150.94	Rev duplicate Apr/May Fuel
31/05/2021	350	4131	E2013977011	4844	ALLSTAR	71.44	May 2021 Fuel
Grant Funding (400)							
25/05/2021	400	4505	3591	4811	CDCF	50,000.00	Stanley Fund 21/22 Contributio

Invoice Date	Centre	A/C	Invoice Number	Ref No	Supplier A/c Name	Amount	Analysis Description
Civic Hall (500)							
01/06/2021	500	4077	26193	4815	HOG100	1,515.00	Stage IT Annual Licence
31/05/2021	500	4077	26221	4817	HOG100	49.74	Web Sales May 21
01/06/2021	500	4050	CIVIC HALL 03	4819	DURHAMDD	858.00	June 2021 Business Rates
31/05/2021	500	4998	154677338	4824	WORLDPAY	15.64	May 2021 Worldpay
31/05/2021	500	4998	154675822	4825	WORLDPAY	26.00	May 2021 Worldpay
31/05/2021	500	4998	154659741	4826	WORLDPAY	9.14	May 2021 Worldpay
03/06/2021	500	4053	238297482/21	4827	TOTALGAS	7,557.58	28.02.21 - 31.05.21 (A) Gas
04/06/2021	500	4056	Q135XD	4829	BTBUSINESS	37.89	01.06.21 - 31.08.21 BT Alarm
01/06/2021	500	4100	211575	4830	ASPIRE	841.04	May 21 Tele/IT Support
04/06/2021	500	4056	Q054 5T	4832	BTBUSINESS	39.86	01.06.2021-31.08.2021 BT Alarm
08/06/2021	500	4081	UK1279	4833	PAYPAL	33.33	Electricial - Light upgrade
19/05/2021	500	4101	6.86331E+11	4835	VODAFONE	7.26	May 2021 Mobile
05/06/2021	500	4052	238460183/21	4836	TOTALGAS	508.08	May 2021 Electricity
15/06/2021	500	4072	270205468	4837	AMAZON	44.47	First Aid Supplies
27/05/2021	500	4055	20578	4839	WASHINGTON	125.76	Cleaning Materials
18/06/2021	500	4080	40489	4841	BGP	495.00	Structural Inspection
18/05/2021	500	4009	10154	4842	JG	159.50	Clothing - Civic Hall
28/05/2021	500	4105	257508	4845	DOCUMENTSOLUTIONS	29.99	May 2021 Photocopies
Civic Hall Bar (510)							
31/05/2021	510	4603	3063246887	4843	BOC	13.80	May 2021 Boc Charges
Loan Charges (520)							
						71,745.01	Monthly Expenditure Sub Total
Payroll April 2021 Deductions							
	4000	101			STC	6,098.52	
	4000	450			Civic Hall	1,031.38	
	4005	500			Casual Staff		
	4000	350			Environmental Services	3,168.31	
Payroll May 2021							
	4000	101			STC	8,812.56	
	4000	450			Civic Hall	2,045.68	
	4005	500			Casual Staff		
	4000	350			Environmental Services	4,853.44	
					SUBTOTAL	26,009.89	Monthly Payroll Total
					TOTAL	97,754.90	Overall Monthly Expenditure

Centre	£ Amount	Transaction Detail
Invoices Paid (Civic Hall) (100)		
100	50.00	Sylvia Dobson
100	630.00	Adult Learning
100	120.00	Adult Learning
100	671.25	Timeless Theatre
100	50.00	A. Bell (Wedding)
Administration (110)		
110	1.50	Loyalty Reward
Precept (111)		
AP Community Room (307)		
Environmental Services (350)		
Facilities Management (450)		
450	314.93	J Bolan Salary adjustment
Civic Hall (500)		
500	6.19	20210529-20210602 Websales
500	2.38	20210603 Internet Sales
500	1,530.09	Friends of CH
500	1.43	20210615 - 20210621 Websales
500	7.14	20210623 - 20210629 Websales
500	1.91	20210623 - 20210629 Websales
Civic Hall Income For Future Shows (530)		
530	108.00	20210529-20210602 Websales
530	80.00	20210603 Websales
530	500.00	20210528 Cash
530	28.00	20210615 Cash
530	26.67	20210615 - 20210621 Websales
530	320.00	20210623 - 20210629 Websales
Room Hire Deposits (540)		
Total	4,449.49	

Date: 06/07/2021

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Time: 16:30

**Bank Reconciliation Statement as at 30/06/2021
for Cashbook 1 - Current Bank A/c**

User: AB

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
mixed payments account	30/06/2021		5,341.86
Savings Account	30/06/2021		585,993.01
Current Bank Account-e account	30/06/2021		10,371.48
			<hr/> 601,706.35
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			601,706.35
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			601,706.35
		Balance per Cash Book is :-	601,706.35
		Difference is :-	0.00

Today: 05 Jul 2021



MRS ANN ELIZABETH BARRY

Transactions

Mixed Payments Plan

20-33-51 60189243

Available balance	£5,330.28
Last night's balance	£5,341.86
Overdraft limit	£0.00

Showing 3 transactions between 07/06/2021 and 15/06/2021 from 01/06/2021 to 30/06/2021

Date	Description	Money in	Money out	Balance
15/06/2021	Credit 41STANLEY 100125	£28.00		£5,341.86
08/06/2021	Credit 42STANLEY 100124	£500.00		£5,313.86
07/06/2021	Debit CHARGES COMMISSION FOR PERIOD 13APR/12MAY *****		-£6.00	£4,813.86

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Today: 05 Jul 2021



MRS ANN ELIZABETH BARRY

Transactions

Active Saver

20-33-51 93186547

Available balance	£585,993.01
Last night's balance	£585,993.01
Overdraft limit	n/a

Showing 2 transactions between 10/06/2021 and 21/06/2021 from 01/06/2021 to 30/06/2021

Date	Description	Money in	Money out	Balance
21/06/2021	Funds Transfer 203351 43231674 PAYROLL FT		-£20,000.00	£585,993.01
10/06/2021	Funds Transfer 203351 43231674 BACS PAYMENTS FT		-£75,000.00	£605,993.01

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Today: 05 Jul 2021



MRS ANN ELIZABETH BARRY

Transactions

e-Payments Plan

20-33-51 43231674

Available balance	£10,598.98
Last night's balance	£10,611.48
Overdraft limit	£0.00

Showing 60 transactions between 01/06/2021 and 30/06/2021 from 01/06/2021 to 30/06/2021

Date	Description	Money in	Money out	Balance
30/06/2021	Counter Credit MV- 02937763 -2806 02937763 BGC	£102.50		£10,371.48
30/06/2021	Counter Credit MV- 02937763 -2606 02937763 BGC	£91.00		£10,268.98
30/06/2021	Direct Debit DOCUMENT SOLUTION 2100 DOC SOL DDR		-£64.05	£10,177.98
29/06/2021	Counter Credit MV- 02937763 -2506 02937763 BGC	£136.00		£10,242.03
29/06/2021	Debit DISCLOSURE AND BAR ON 28 JUN BDC		-£23.00	£10,106.03
29/06/2021	Debit WWW.DURHAM.GOV.UK ON 28 JUN BDC		-£23.00	£10,129.03
28/06/2021	Counter Credit TIMELESS THEATRE A CIVIC Hall invoice BGC	£671.25		£10,152.03
28/06/2021	Direct Debit ALLSTAR AS60147834 DDR		-£85.73	£9,480.78
25/06/2021	Counter Credit MV- 76950763 -2206 76950763 BGC	£50.00		£9,566.51
25/06/2021	Counter Credit DURHAM COUNTY COUN	£120.00		£9,516.51

3883049 BGC

25/06/2021	Bill Payment BGP CONSULTING INV 40489 BBP	-£594.00	£9,396.51
25/06/2021	Bill Payment KEVIN MCVITTIE STC ANNFIELD P HUT BBP	-£445.00	£9,990.51
25/06/2021	Bill Payment J N KEARTON INV 539 BBP	-£250.00	£10,435.51
25/06/2021	Bill Payment JG UNIFORMS INV 10154 BBP	-£191.40	£10,685.51
25/06/2021	Bill Payment WASHINGTON SUPPLIE INV 20578 BBP	-£150.91	£10,876.91
25/06/2021	Bill Payment AMAZON A2M0YWMP6KRL7Q BBP	-£53.36	£11,027.82
25/06/2021	Direct Debit BOC MANCHESTER ACC 0003095819 DDR	-£16.56	£11,081.18
25/06/2021	Direct Debit BACS DDR	-£15,711.68	£11,097.74
24/06/2021	Counter Credit DURHAM COUNTY COUN 3882778 BGC	£630.00	£26,809.42
23/06/2021	Counter Credit MV- 02937763 -2106 02937763 BGC	£29.50	£26,179.42
23/06/2021	Direct Debit TOTAL GAS & POWER 1142469 DDR	-£609.70	£26,149.92
21/06/2021	Funds Transfer BOLAN J A BOLAN FT	£314.93	£26,759.62
21/06/2021	Funds Transfer 203351 93186547 PAYROLL FT	£20,000.00	£26,444.69
21/06/2021	Bill Payment FERRYHILL TOWN COU ACLEGG STC 21JUNE BBP	-£25.00	£6,444.69
21/06/2021	Direct Debit TOTAL GAS & POWER 1156287 DDR	-£9,069.10	£6,469.69
21/06/2021	Direct Debit DG VANS LTD 0052788 DDR	-£559.11	£15,538.79

21/06/2021	Direct Debit WORLDPAY XCCSMQ 154677338 DDR	-£15.77	£16,097.90
21/06/2021	Direct Debit WORLDPAY XCCSMQ 154675822 DDR	-£31.20	£16,113.67
21/06/2021	Direct Debit WORLDPAY XCCSMQ 154659741 DDR	-£10.65	£16,144.87
18/06/2021	Direct Debit BT GROUP PLC NE20883942-000017 DDR	-£47.83	£16,155.52
18/06/2021	Direct Debit BT GROUP PLC NE16573274-000017 DDR	-£45.47	£16,203.35
18/06/2021	Direct Debit BACS DDR	-£10,298.21	£16,248.82
17/06/2021	Direct Debit CORONA ENERGY RETA 20432111 DDR	-£70.53	£26,547.03
17/06/2021	Direct Debit ASPIRE TECHNOLOGY STANLEY DDR	-£1,009.25	£26,617.56
16/06/2021	Direct Debit CORONA ENERGY RETA D000059703C2106141 DDR	-£19.08	£27,626.81
14/06/2021	Direct Debit ALLSTAR AS60147834 DDR	-£181.13	£27,645.89
11/06/2021	Credit FRD OF ST CV HL CLOSE ACT TFR	£1,530.09	£27,827.02
11/06/2021	Bill Payment COUNTY DURHAM COMM INV 3591 BBP	-£50,000.00	£26,296.93
11/06/2021	Bill Payment BANNER GROUP LTD ACTNO 940509/001 BBP	-£4,608.24	£76,296.93
11/06/2021	Bill Payment DURHAM COUNTY COUN INV 601185705 BBP	-£2,577.90	£80,905.17
11/06/2021	Bill Payment HOGE100 ALU001-INV 26193 BBP	-£1,818.00	£83,483.07
11/06/2021	Bill Payment IBA FABRICATIONS INV NO 8134 BBP	-£1,278.00	£85,301.07

11/06/2021	Bill Payment CREO COMMS INV 1587 BBP	-£600.00	£86,579.07
11/06/2021	Bill Payment KEOGHS LLP INV 40140499 BBP	-£420.90	£87,179.07
11/06/2021	Bill Payment NORTHERN TUBS LTD INV 25496 BBP	-£113.94	£87,599.97
11/06/2021	Bill Payment HOG100 ALU001-INV 26221 BBP	-£59.69	£87,713.91
10/06/2021	Funds Transfer 203351 93186547 BACS PAYMENTS FT	£75,000.00	£87,773.60
10/06/2021	Counter Credit MV- 76951073 -0706 76951073 BGC	£50.00	£12,773.60
09/06/2021	Counter Credit Olivers Building & BGC	£13.20	£12,723.60
09/06/2021	Bill Payment JAMES BLACK PERSONAL LICENCE BBP	-£37.00	£12,710.40
09/06/2021	Debit PAYPAL *YOUSHITEAKE HONG KONG ON 08 JUN BDC	-£39.99	£12,747.40
08/06/2021	Counter Credit MV- 02937763 -0406 02937763 BGC	£82.50	£12,787.39
08/06/2021	Direct Debit DCC INCOME COLLECT 01 8500210156 DDR	-£858.00	£12,704.89
07/06/2021	Credit Loyalty Reward 13 Apr - 12 May	£1.50	£13,562.89
07/06/2021	Counter Credit MV- 02937763 -0306 02937763 BGC	£28.50	£13,561.39
07/06/2021	Debit CHARGES COMMISSION FOR PERIOD 13APR/12MAY *****	-£12.50	£13,532.89
03/06/2021	Counter Credit MV- 02937763 -2905 02937763 BGC	£27.50	£13,545.39
02/06/2021	Direct Debit VODAFONE LIMITED	-£8.71	£13,517.89

01/06/2021	Counter Credit MV- 02937763 -2705 02937763 BGC	£58.50	£13,526.60
01/06/2021	Direct Debit ASPIRE TECHNOLOGY STANLEY DDR	-£246.00	£13,468.10

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Schedule of Payments July 2021

Invoice Date	Centre	A/C	Invoice Number	Ref No	Supplier A/c Name	Amount	Analysis Description
Stanley Town Council (101)							
Office Accommodation (105)							
21/07/2021	105	4061	3809	4877	SNOWDON	250.00	May 2021 Rental
21/07/2021	105	4061	3809	4877	SNOWDON	250.00	June 2021 Rental
21/07/2021	105	4061	3809	4877	SNOWDON	250.00	July 2021 Rental
Administration (110)							
18/05/2021	110	4123	231004185	4852	AMAZON	18.35	IT Sundries
17/06/2021	110	4999	JUN 21 E-PAY	4867	BARCLAYS	12.50	June 2021 E-payments
17/06/2021	110	4999	JUN 21 MIXED	4868	BARCLAYS	11.58	June 2021 Mixed
30/06/2021	110	4105	259245	4870	DOCUMENTSOLUTIONS	42.32	June 2021 Photocopies
04/06/2021	110	4054	507427717	4873	ZURICH	4,074.09	16.07.21 - 15.07.22 Insurance
Publicity (115)							
01/07/2021	115	4205	1320	4856	JAK	150.00	July 2021 Advert I & A
05/07/2021	115	4205	1334240	4860	PRINTMEIT	140.00	Publicity Board - Panto
28/06/2021	115	4205	1624	4880	CREO	500.00	June 21 Monthly PR
Democracy (200)							
Services (300)							
Pact House (305)							
20/07/2021	305	4065	JULY 2021	4875	ICOSTELLO	150.00	Plastering Works
28/07/2021	305	4065	JULY 21 - (2)	4884	ICOSTELLO	300.00	Plastering Works - Pact House
AP Community Room (307)							
06/07/2021	307	4052	IN0001012698	4865	CORONA	11.66	June 2021 Electric Hut
Warden Service (310)							
Events (320)							
02/07/2021	320	4423	42902	4861	AAFLAGS	30.00	NHS Flag
06/07/2021	320	4439	IN0001012697	4864	CORONA	8.82	June 2021 Xmas Tree Kiosk
Environmental Services (350)							
06/07/2021	350	4066	63	4857	MAIN	12.52	Maintenance equipment
01/06/2021	350	4130	679263	4871	DAWSONGRP	450.90	June 2021 Van Hire
15/06/2021	350	4131	E2014025517	4872	ALLSTAR	70.28	June 2021 Fuel
21/07/2021	350	4405	57228	4878	STANLEY	255.00	Coach Hire
21/07/2021	350	4135	1334330	4879	PRINTMEIT	2,000.00	Artwork St Josephs School
21/07/2021	350	4065	1334330	4879	PRINTMEIT	300.00	Artwork St Josephs School
13/07/2021	350	4134	1334295	4881	PRINTMEIT	160.00	In Bloom letters
30/06/2021	350	4131	E2014087144	4882	ALLSTAR	76.13	June 2021 Fuel

Invoice Date	Centre	A/C	Invoice Number	Ref No	Supplier A/c Name	Amount	Analysis Description
Grant Funding (400)							
Civic Hall (500)							
30/06/2021	500	4998	158972164	4848	WORLDPAY	8.08	June 2021 Worldpay
30/06/2021	500	4998	158960053	4849	WORLDPAY	26.44	June 2021 Worldpay
30/06/2021	500	4998	159177645	4850	WORLDPAY	15.36	June 2021 Worldpay
01/07/2021	500	4100	213677	4851	ASPIRE	819.52	June 21 Telephone/IT Charges
02/07/2021	500	4065	7494	4853	AZULSERVICES	758.12	Front Door Maintenance
30/06/2021	500	4998	26310	4855	HOG100	31.65	May 2021 Websales
06/07/2021	500	4065	63	4857	MAIN	5.80	Maintenance equipment
06/07/2021	500	4121	1248	4858	TOTAL	100.00	Web Hosting 2021
06/07/2021	500	4121	1196	4859	TOTAL	100.00	Web Hosting 2020
08/07/2021	500	4066	446606	4862	ADEXADIRECTLTD	513.15	Hospitality Equipment
07/07/2021	500	4052	7494	4863	TOTALGAS	484.53	June 2021 Electricity
08/07/2021	500	4050	CIVIC HALL 04	4866	DURHAMDD	858.00	July 2021 Business Rates
30/06/2021	500	4105	259245	4870	DOCUMENTSOLUTIONS	30.00	June 2021 Photocopies
21/07/2021	500	4066	5718	4874	ELEV8MEDIALTD	321.90	Cash Register
12/07/2021	500	4058	270174758	4876	DCCRB	1,244.88	Trade Waste
11/07/2021	500	4051	9210335	4883	WAVE	482.28	11.04.21 - 10.07.21 Water
Civic Hall Bar (510)							
30/06/2021	510	4603	3063682594	4869	BOC	13.80	June 2021 Boc Charges
28/07/2021	510	4600	JULY 2021	4885	SAMEDAYBEERS	686.20	Bar stock
Loan Charges (520)							
						16,023.86	Monthly Expenditure Sub Total
Payroll June 2021 Deductions							
	4000	101			STC	6,777.92	
	4000	450			Civic Hall	821.16	
	4005	500			Casual Staff		
	4000	350			Environmental Services	3,159.52	
Payroll July 2021							
	4000	101			STC	8,218.81	
	4000	450			Civic Hall	2,082.06	
	4005	500			Casual Staff		
	4000	350			Environmental Services	4,851.24	
					SUBTOTAL	25,910.71	Monthly Payroll Total
					TOTAL	41,934.57	Overall Monthly Expenditure

Centre	£ Amount	Transaction Detail
Invoices Paid (Civic Hall) (100)		
100	240.00	Adult Learning
100	850.64	Swan Kenney Theatreworks
100	50.00	Cartoon Circus
Administration (110)		
110	1.50	Loyalty Reward
110	1.40	Loyalty Reward
Precept (111)		
AP Community Room (307)		
Environmental Services (350)		
Civic Hall (500)		
500	64.29	20210704 - 20210712 Websales
500	9.05	20210713 - 20210719 Websales
500	23.76	20210719 - 20210727 Websales
500	98.10	20210719 - 20210727 Websales
500	3.81	20210728 Card
500	21.91	20210728 Card
(510)		
510	47.00	20210726 Cash
510	66.00	20210725 Card
510	36.75	20210726 Card
510	24.28	20210729 Bar Income
Civic Hall Income For Future Shows (530)		
530	1,566.00	20210704 - 20210712 Websales
530	44.00	2021.07.06 Card
530	200.00	20210713 - 20210719 Websales
530	288.00	20210719 - 20210727 Websales
Room Hire Deposits (540)		
Total	3,636.49	

Date: 04/08/2021

Stanley Town Council 2021 - 22

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Time: 12:11

**Bank Reconciliation Statement as at 31/07/2021
for Cashbook 1 - Current Bank A/c**

User: AB

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
mixed payments account	31/07/2021		5,467.22
Savings Account	31/07/2021		549,993.01
Current Bank Account-e account	31/07/2021		6,426.34
			<u>561,886.57</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			561,886.57
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			561,886.57
		Balance per Cash Book is :-	561,886.57
		Difference is :-	0.00

Today: 04 Aug 2021



MRS ANN ELIZABETH BARRY

Transactions

Mixed Payments Plan

20-33-51 60189243

Available balance	£5,460.97
Last night's balance	£5,467.22
Overdraft limit	£0.00

Showing 4 transactions between 05/07/2021 and 29/07/2021 from 01/07/2021 to 31/07/2021

Date	Description	Money in	Money out	Balance
29/07/2021	Counter Credit SumUp Payments Acc PID109463-SUMUP BGC	£29.14		£5,467.22
23/07/2021	Credit 41STANLEY 100126	£106.40		£5,438.08
05/07/2021	Credit Loyalty Reward 13 May - 13 Jun	£1.40		£5,331.68
05/07/2021	Debit CHARGES COMMISSION FOR PERIOD 13MAY/13JUN *****		-£11.58	£5,330.28

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Today: 04 Aug 2021



MRS ANN ELIZABETH BARRY

Transactions

Active Saver

20-33-51 93186547

Available balance	£534,993.01
Last night's balance	£534,993.01
Overdraft limit	n/a

Showing 2 transactions between 12/07/2021 and 26/07/2021 from 01/07/2021 to 31/07/2021

Date	Description	Money in	Money out	Balance
26/07/2021	Funds Transfer 203351 43231674 PAYROLL FT		-£16,000.00	£549,993.01
12/07/2021	Funds Transfer 203351 43231674 PAYROLL DEDUCTIONS FT		-£20,000.00	£565,993.01

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Today: 04 Aug 2021



MRS ANN ELIZABETH BARRY

Transactions

e-Payments Plan

20-33-51 43231674

Available balance	£20,611.26
Last night's balance	£20,550.76
Overdraft limit	£0.00

Showing 67 transactions between 01/07/2021 and 30/07/2021 from 01/07/2021 to 31/07/2021

Date	Description	Money in	Money out	Balance
30/07/2021	Counter Credit MV- 02937763 -2807 02937763 BGC	£27.00		£6,426.34
30/07/2021	Direct Debit ANGLIAN WATER BUSI 315145380011 DDR		-£482.28	£6,399.34
30/07/2021	Direct Debit DOCUMENT SOLUTION 2100 DOC SOL DDR		-£86.78	£6,881.62
29/07/2021	Counter Credit MV- 02937763 -2707 02937763 BGC	£221.00		£6,968.40
28/07/2021	Counter Credit MV- 76950763 -2507 76950763 BGC	£79.20		£6,747.40
28/07/2021	Counter Credit MV- 02937763 -2407 02937763 BGC	£81.50		£6,668.20
28/07/2021	Counter Credit MV- 02937763 -2507 02937763 BGC	£38.00		£6,586.70
28/07/2021	Counter Credit MV- 02937763 -2607 02937763 BGC	£12.50		£6,548.70
28/07/2021	Bill Payment PRINTMEIT.COM INV1334330 + 13342 BBP		-£2,952.00	£6,536.20
28/07/2021	Bill Payment COUNTY DURHAM COMM		-£1,244.88	£9,488.20

INV 270174758 BBP

28/07/2021	Bill Payment KEVIN SNOWDON GW INV 3809 BBP	-£750.00	£10,733.08
28/07/2021	Bill Payment CREO COMMS INV 1624 BBP	-£600.00	£11,483.08
28/07/2021	Bill Payment IAN COSTELLO STANLEY TOWN COUNC BBP	-£300.00	£12,083.08
28/07/2021	Bill Payment STANLEY TRAVEL INV 57228 BBP	-£255.00	£12,383.08
28/07/2021	Bill Payment JAMES BLACK ASDA - SUNDRIES BBP	-£8.27	£12,638.08
28/07/2021	Direct Debit WORLDPAY XCCSMQ769510732407 DDR	-£80.00	£12,646.35
28/07/2021	Direct Debit WORLDPAY XCCSMQ769510732307 DDR	-£80.00	£12,726.35
28/07/2021	Direct Debit SAMEDAYBEERS CN003584-N DDR	-£823.44	£12,806.35
28/07/2021	Direct Debit ALLSTAR AS60147834 DDR	-£91.36	£13,629.79
27/07/2021	Counter Credit MV- 02937763 -2307 02937763 BGC	£127.50	£13,721.15
27/07/2021	Direct Debit BACS DDR	-£15,152.11	£13,593.65
26/07/2021	Funds Transfer 203351 93186547 PAYROLL FT	£16,000.00	£28,745.76
26/07/2021	Counter Credit MV- 76950763 -2107 76950763 BGC	£44.10	£12,745.76
26/07/2021	Counter Credit MV- 02937763 -2207 02937763 BGC	£41.00	£12,701.66
23/07/2021	Counter Credit MV- 02937763 -2107 02937763 BGC	£41.50	£12,660.66
23/07/2021	Direct Debit TOTAL GAS & POWER	-£581.44	£12,619.16

1142469 DDR

23/07/2021	Direct Debit BOC MANCHESTER ACC 0003095819 DDR	-£16.56	£13,200.60
22/07/2021	Counter Credit MV- 02937763 -2007 02937763 BGC	£21.50	£13,217.16
21/07/2021	Counter Credit MV- 02937763 -1807 02937763 BGC	£22.50	£13,195.66
21/07/2021	Bill Payment ELEV8 MEDIA LTD ORDER 5718 BBP	-£386.28	£13,173.16
20/07/2021	Counter Credit MV- 02937763 -1607 02937763 BGC	£81.50	£13,559.44
20/07/2021	Bill Payment IAN COSTELLO PLASTERER - BBP	-£150.00	£13,477.94
20/07/2021	Direct Debit DG VANS LTD 0052788 DDR	-£541.08	£13,627.94
20/07/2021	Direct Debit WORLDPAY XCCSMQ 159177645 DDR	-£15.43	£14,169.02
20/07/2021	Direct Debit WORLDPAY XCCSMQ 158972164 DDR	-£9.59	£14,184.45
20/07/2021	Direct Debit WORLDPAY XCCSMQ 158960053 DDR	-£31.65	£14,194.04
19/07/2021	Counter Credit MV- 02937763 -1507 02937763 BGC	£84.00	£14,225.69
19/07/2021	Direct Debit ASPIRE TECHNOLOGY STANLEY DDR	-£983.42	£14,141.69
19/07/2021	Direct Debit BACS DDR	-£10,758.60	£15,125.11
16/07/2021	Counter Credit MV- 02937763 -1407 02937763 BGC	£21.50	£25,883.71
16/07/2021	Direct Debit CORONA ENERGY RETA D000059703C2107141 DDR	-£21.50	£25,862.21
15/07/2021	Counter Credit MV- 02937763 -1307 02937763 BGC	£222.00	£25,883.71

15/07/2021	Bill Payment ZURICH- TOWN + PAR CLIENT REF 3646154 BBP	-£4,074.09	£25,661.71
14/07/2021	Counter Credit MV- 02937763 -1007 02937763 BGC	£865.00	£29,735.80
14/07/2021	Counter Credit MV- 02937763 -1207 02937763 BGC	£210.00	£28,870.80
14/07/2021	Counter Credit MV- 02937763 -1107 02937763 BGC	£109.00	£28,660.80
14/07/2021	Bill Payment A TUBMAN PERSONAL LICENCE BBP	-£37.00	£28,551.80
13/07/2021	Counter Credit MV- 02937763 -0907 02937763 BGC	£45.50	£28,588.80
13/07/2021	Direct Debit ALLSTAR AS60147834 DDR	-£84.34	£28,543.30
12/07/2021	Funds Transfer SWAN EK SWAN KENNEY THEATR FT	£850.64	£28,627.64
12/07/2021	Funds Transfer 203351 93186547 PAYROLL DEDUCTIONS FT	£20,000.00	£27,777.00
09/07/2021	Counter Credit MV- 76950763 -0607 76950763 BGC	£44.00	£7,777.00
09/07/2021	Counter Credit MV- 02937763 -0707 02937763 BGC	£43.50	£7,733.00
09/07/2021	Bill Payment AZUL SERVICES LTD INV 7494 BBP	-£909.74	£7,689.50
09/07/2021	Bill Payment ADEXA DIRECT LTD ORDER NO 446606 BBP	-£615.78	£8,599.24
09/07/2021	Bill Payment TOTAL RESULTS LTD INV 1196 + 1248 BBP	-£200.00	£9,215.02
09/07/2021	Bill Payment JAK HQ INV 001320 BBP	-£180.00	£9,415.02
09/07/2021	Bill Payment PRINTMEIT.COM INV 1334240 BBP	-£168.00	£9,595.02

09/07/2021	Bill Payment HOGE100 ALU001-INV 26310 BBP	-£37.98	£9,763.02
09/07/2021	Bill Payment A A FLAGS LIMITED INV 42902 BBP	-£36.00	£9,801.00
09/07/2021	Bill Payment AMAZON A2M0YWMP6KRL7Q BBP	-£22.02	£9,837.00
09/07/2021	Bill Payment MAIN BROS INVOICE 63 BBP	-£21.96	£9,859.02
08/07/2021	Direct Debit DCC INCOME COLLECT 01 8500210156 DDR	-£858.00	£9,880.98
07/07/2021	Counter Credit MV- 02937763 -0507 02937763 BGC	£138.50	£10,738.98
05/07/2021	Credit Loyalty Reward 13 May - 13 Jun	£1.50	£10,600.48
05/07/2021	Debit CHARGES COMMISSION FOR PERIOD 13MAY/13JUN *****	-£12.50	£10,598.98
01/07/2021	Counter Credit DURHAM COUNTY COUN 3885407 BGC	£240.00	£10,611.48

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Electronic Christmas Tree

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

Stanley Town Council – Electronic Christmas Tree

1. Background

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

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

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

2. Current situation

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

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

We have been in touch with the original supplier of the tree and while they say they could potentially take it back, and refurbishing it, they have indicated that the tree as it stands will have little value due to its age and requiring full services/refurbishment and the could not provide an estimate of the potential costs without carrying out a full inspection of the tree.

2.1 Storage

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

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

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

3. Options

This gives us three options;

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

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

If the intention is to retain the tree, then it will either need servicing and returning to use, or an alternative storage facility will have to be found at cost to the Council. However, if the tree is to be retained and used in the future then Durham County Council may be willing to continue to store it as ultimately they will install and remove the tree, at cost to Stanley Town Council.

4. Summary

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

Durham County Council are reviewing the storage arrangements at the depot and have asked Stanley Town Council to confirm their future intentions with regards to the tree as they want it removed from the depot.

5. Recommendation

It is **RECOMMENDED** that:

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

Report Author

Alan Tubman

Deputy Town Clerk

Stanley Town Council

alan.tubman@stanley-tc.gov.uk

01207 299109



Civic Hall – Recognition of service and memorials

Following the death of long time member of the South Moor Musical Theatre Group and “Friend of the Civic Hall” Ruby Goldsborough, the issue was raised with Council about how the Council could formally remember or recognize people who may no longer be with us, but who have a connection or have made a significant contribution to the Civic Hall Stanley.

Stanley Town Council – Recognition of service and memorials

1. Background

Stanley Town Council currently have a number of ways we recognise service throughout our community and memorials for those no longer with us, including:

1.1 Town Mayors Award

Currently the Town Council will host annual Town Mayors Awards where individuals or groups throughout our community can be formally recognised by the town Council for contribution to the town and local community.

This involves nominations from members, following by the presentation of a physical award and certificate at a gala evening event within the Civic Hall.

1.2 Memorials

The Town Council service and maintain a number of physical memorials and memorial installations throughout the town. These are mainly;

- War Memorials, including the Heritage Beacon
- Mining Memorials in respect of the West Stanley and Louisa Morrison disasters

1.3 Heritage Plaque Scheme

The Town Council currently have 5 heritage plaques dedicated to significant former residents or events installed throughout the town, specifically:

- Tommy Armstrong (x 2),
- Michael Heaviside VC,
- Matthew Kirtley,
- Louisa Morrison Disaster

1.4 Were as currently we have a range of options with regard to recognition or memorial to those who have made a contribution to the town over the years, however this doesn't allow for small scale memorials to individuals (or potentially groups) who have made their own contributions to the town or Town Council/Civic Hall.

2. Options available

There are a number of options available to allow for individuals to be formally recognized or remembered, these are detailed below.

2.1 Plaque

The creation and installation of a plaque in itself creates a number of options, specifically;

- Large plaque, as in the current heritage plaque scheme, to represent a group or venue e.g. "Dedicated to all those who have performed in the Civic Hall over the years". This could be attached to the building either internally or externally
- Small plaque, could be for an individual, or group and fixed to a theatre seat, bench, or installed in a garden area. Similarly, an area could be set aside within the building where plaques could be installed.
- Theatre seat sponsorship, this gives members of the public or groups the opportunity to sponsor a seat, and have a bespoke plaque fitted, within the theatre, specifically the upper balcony seats.

2.2 Tree

As part of our ongoing environmental works, it would be possible to allocate a tree to be planted and dedicated to someone, this potentially create the issue of finding a suitable location that could accommodate additional trees, to build up over time.

2.3 Garden

The creation of or adoption of a garden or space could be utilized to create a dedicated memorial space within the town.

If this was a significant space, then this could also provide a the opportunity for other memorial installations such as the Heritage Beacon, DLI bench and potentially a location for other heritage or remembrance based installations.

Alternatively, or indeed in addition, if it was a smaller space, e.g. the garden area in front of the Civic Hall, this could be utilized, as a specific space to remember those who have performed or worked within the Civic Hall. The space currently is part of our In Bloom display and contains a heritage coal truck and silent soldier where we annually lay a wreath on Armistice Day. The area is already maintained to a high standard by our environmental team, and could be adapted to include a stone/plaque and could allow for planting in addition to the memorials etc.

2.4 Bench

It would be possible to either install a bench in a location within the town, fitted with a plaque, or alternatively, as the benches in front of the Civic Hall have STC branding we could look to arrange for plaques to be fitted to these.

This option also is available to sponsorship, as with the plaques attached to theatre seats.

2.5 Event

It is an option, particularly with theatre groups, to hold a memorial event at the Civic Hall, this could provide a celebration of the person's life, and while it would not provide a lasting physical memorial, it could work alongside it.

It would also be possible to allow time at the annual Town Mayors Awards to recognize those residents who we have lost during the previous year, but who have made a significant contribution to the community. Arrangements could be made to recognize individuals directly, of a period could be set aside for a moments reflection for those we've lost in the previous year.

3. Identification of recipient

Should the Council decide to go ahead with this project then depending on what method of recognition they decide to implement this may need further development.

In addition, it needs to be decided if this project is to cover all members of the community at this stage or be relevant to the connection with the Civic Hall, or indeed if deferent options may be made available to cover different circumstances.

If individual plaques are to be recommended, then a policy will potentially need to be developed establishing qualifying criteria, and if a decision is required, what will be the protocol in regards to this. This will be particularly relevant if the Council are to pay for the plaque and installation.

If the Council decide to go down the sponsorship option, then outline criteria will also have to be developed to allow for potential sponsors to have guidance on the necessary requirements.

4. Budget and funding

Stanley Town Council has an annual Heritage budget and additional Heritage Plaque budget of £500. Currently we have a number of heritage projects outstanding, though nothing identified for a Heritage Plaque.

We have obtained a sample cost for a fully engraved plaque, which for a plaque 150mm x 75mm the cost would be:

- Brass - £40
- Stainless Steel - £32

A smaller plaque, for example to fit on a theatre seat, the cost would reduce by an estimate of £5 per plaque as the majority of the cost is in the engraving work.

If the Town Council decided to allow for sponsored plaques, then costs would be built into the sponsorship fees.

5. Summary

Stanley Town Council currently have a range of ways to recognize those who make a contribution to our community through the Town Mayors Awards as well as a number of memorials and heritage installations including plaques.

The Town Council have been asked to look at ways to recognize individuals from the town who have made a contribution to the town/Civic Hall but are no longer with us.

A number of options are available, including sponsorship of seats/plaques which can be funded by the community, and can potentially open up a small income stream. Alternatively, it is possible to utilize a range of options, looking at individual as well as group solutions, though there will be budget implications and members would need to decide on the process for nominations, and any criteria for approval.

6. Recommendation

It is **RECOMMENDED** that:

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

Report Author

Alan Tubman
Deputy Town Clerk
Stanley Town Council

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01207 299109



Strategic Grant Fund Application SGF041

Request for transfer of grant funding to new organisation.

Strategic Grant Funding Application SGF 041 Beamish Stripes

1. Background

In the 2019/20 Stanley Town Council Strategic Grant Fund Awards, Beamish Strikes football team were awarded £1071 towards the purchase of equipment, footballs, bibs, cones etc.

In line with normal procedures a monitoring and feedback form was provided for completion and return.

2. Update

We have recently received an email from Karen Graham, who works with the team and who originally applied for the grant.

“With regards to the grant that was kindly given to the beamish stripes from Stanley council I can state the following:-

Unfortunately, the team has now folded and due to COVID we were unable to use the money provided.

We thought it only fair to contact yourself and ask your where this money should go.

Many of the players have gone to a team called The Avengers. This also a team that has a need for extra funding so we wondered whether this team could benefit from the kind donation?

Thank you in advance for your help on this matter’

Regards
Karen graham
Telephone 07710 817964

3. Strategic Grant Fund Policy

A copy of the current Strategic Grant Fund Policy is included as Appendix 1 to this report. Where there is no specific provision to allow or prevent a transfer for a grant to another organisation, there is clear expectation that the grant is used by the organisation which

has applied for the grant, within six months of receipt, and the organisation receiving the grant should provide us with certain information and satisfy certain criteria regards how they are constituted and what finance they have available prior to the grant being awarded.

4. Summary

In 2019 Beamish Strikes Football Team applied for and we awarded a grant of £1071, through the Stanley Town Council Strategic Grants Fund, a copy of the strategic Grant Fund Policy is attached as appendix 1 to this report.

The club were unable to spend the money through covid and sadly have had to fold with the majority of the players moving to a new team. They have requested if they can transfer the grant to the new team

5. Recommendations

It is **RECOMMENDED** that:

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

Report Author

Alan Tubman
Deputy Town Clerk
Stanley Town Council
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APPENDIX 1

POLICY DOCUMENT

Name of Policy:	STRATEGIC GRANTS POLICY
Date policy created:	10th January 2019
Author:	Alan Shaw, Town Clerk
Date adopted by Full Council:	26th February 2019
Signed: (Town Mayor)	

1. INTRODUCTION

- 1.1** Local councils have a general power to make grants under section 137 of the Local Government Act 1972, where there is not provision in any other legislation. For example, the Local Government (Miscellaneous Provisions) Act 1976 provides for financial support to providers of leisure, recreation and sport activities.
- 1.2** Stanley Town Council encourages local voluntary organisations which provide services to local people and which require funding to apply for grant aid. The Council must ensure that grants (which are all funded by local taxpayers) provide value for money. Therefore the following criteria will be taken into account when considering applications:

2. POLICY STATEMENT

- 2.1** A Grant is any payment made by Stanley Town Council (the Council) to be used by an organisation for a specific purpose in the furtherance of the wellbeing of the local community, either generally or for a specific purpose, and which is not directly controlled or administered by the Council.
- 2.2** The Council awards grants, at its discretion, to organisations which can demonstrate a clear need for financial support to benefit part or all of the Council's designated area by, for example: providing a service; enhancing the quality of life; reducing crime; improving the environment; promoting the area in a positive way or otherwise positively contributing to the achievement of the Council's objectives, which are published from time to time.
- 2.3** A beneficiary organisation must be either non-profit making or charitable and be properly constituted with its own bank account and independent audit of its accounts. Grants will not be made to individuals unless there is a demonstrable and compelling benefit to the wider community of the Stanley area by doing so.
- 2.4** Grants will not be made retrospectively. No applications for financial support will be granted where the expenditure being requested has already been incurred.

3. STRATEGIC GRANT FUND

The Town Council sets aside money within its budget each year for awarding grants to local organisations and applicants are advised to refer to the annual budget to see the level of allocation for the relevant year. Applications for grants are assessed twice annually (see Application deadlines section below)

QUALIFYING CRITERIA

3.1 Will the grant benefit Stanley residents?

The Town Council will only give grants for purposes which directly benefit Stanley residents and will give priority to organisations which are based in the Stanley Town Council area. The Council may consider grants to organisations that cover a wider area than Stanley (e.g. the Derwentside area or North Durham) if the organisation provides services to Stanley residents or which benefit the Stanley area.

The Town Council will not generally contribute to national appeals or to appeals that benefit only a single individual.

3.2 Can the applicant organisation show that it needs the grant?

The Town Council has only limited funds and therefore will only give grants to organisations that can demonstrate that a grant from the Town Council will make a difference and that there are not alternative ways of raising the money.

You will be required to provide a copy of your most recent accounts (including a balance sheet), annual report if you produce one and details of other organisations approached for funding and whether you were successful.

The Town Council will not normally provide grants to organisations which, for example, have large unallocated reserves or where funding should be available from another source. In some circumstances the Council may provide advice and information, or request that your organisation re-applies after exploring alternative options.

3.3 Does the applicant organisation follow basic organisational rules?

The Town Council will only give grants to properly constituted bodies that are not for profit. This usually means that, at a minimum, the organisation should have a constitution, set of rules or memorandum and articles. The organisation should have clear roles and responsibilities and produce annual accounts. All grants will be paid by BACS and paid direct to the organisation's account. Payment will not be made to any individual's personal bank account.

3.4. What purposes must the grant be used for?

Applicants must identify a specific purpose for which funding is sought. Acceptable examples include capital grants for a specific project or purchase, upgrading existing facilities, training costs, and start-up costs for new initiatives/projects. Grants will not be given towards activities that are part of statutory obligations, or research costs. Retrospective applications where an event or activity has already taken place will not be considered. Organisations with a profit making remit are not eligible nor are religious/political activities unless it can be shown that the event will be open to and for the benefit of the community as a whole. The list above provides examples only, more detailed criteria can be found in paragraph 3.9.

3.5. How much can be applied for?

A single application under the Strategic Grant Fund can be a maximum of £2,000. No application for under £250 will be considered under this process. A single applicant may apply for a grant in each and any round of funding but only one application per applicant will be considered in any single round of funding.

3.6. How to complete the application form

Please complete all sections of the form; applications may be rejected if incorrect or incomplete information is supplied. The Council will only consider

requests for specific sums. You should also submit the following information with your application:

- The organisation's constitution or other governing document.
- The year-end accounts (or in the case of a new organisation, please provide a brief business plan showing your projected costs and expected income for at least one year.)
- All accounts relating to the organisation must be disclosed, not just those relating to the specific purpose associated with the application.
- If your latest accounts show more than 12 month running costs in reserves please give an explanation as to why you require additional funding.
- Proportion/number of beneficiaries living in the Council's designated area;
- An explanation as to why your organisation needs this funding.
- How the provision of the grant supports the Town Council's objectives.

3.7. Conditions of grant

- The application should be supported by estimates for the project where appropriate, or a price list for items of equipment to be purchased and any further information requested by the Town Council.
- Only one grant per funding round will usually be made to any applicant. Applicants are not precluded from applying for a grant in any round of funding, even if they have received a grant in an earlier round in the same year (provided the grant application meets eligibility criteria).
- Organisations are encouraged to search for sustainable alternative means of funding their activities. Acceptance or refusal of a particular application does not determine, predicate or influence the outcome of any further applications by the Town Council at a later date.
- The Town Council may, at its discretion, fund all or only part of any given application.
- Applicants agree that if they are awarded funding by the Town Council, they will participate in publicity which will as a minimum include a presentation photograph with the Town Mayor and press release.
- A spokesperson for the applicant organisation must be prepared to give a quote which the Town Council can use in any publicity material.
- Funding will not be released to the applicant until the publicity conditions have been met.

3.8. Further conditions

- The Council reserves the right to attach specific conditions to any individual grant above and beyond the conditions in this policy.
- Any such conditions will be explained in your offer of grant letter. You must state at the time of your application if you are applying to other funding organisations for match or part funding, or if you have already raised part of the funding from other sources.
- The Council reserves the right to reclaim any award not spent for the purposes it was granted and/or not spent during the financial year it was awarded.
- All decisions regarding applications are final and non-negotiable.

3.9. Additional eligibility criteria

The Council will not consider applications for grant funding in the following circumstances:

- Projects that have ongoing costs that extend beyond the year in which the grant is allocated unless agreement to meet additional costs has been secured
- Projects that do not start within 12 months of the date application.
- Projects that could lead to future operating cost difficulties for the recipient organisation.
- To support profit-making organisations.
- Religious projects that are deemed denominational, although faith-based organisations can be supported where there is wider community benefit.
- Funding for political activities.
- Funding for the purchase of alcohol
- Projects that should be paid from mainstream budgets of the principal authority or of an external agency UNLESS it can be demonstrated that the project will provide 'additionality'.
- Funding for mainstream educational activity i.e. activities/services that schools have a statutory responsibility to provide.
- Projects where the applicant has not managed a previous grant satisfactorily.
- Funding for VAT that the recipient organisation can recover.
- Funding loans and interest payments.
- Funding for liability arising out of negligence
- Funding for payments to employees of the organisation arising from claims of unfair dismissal or redundancy.
- Funding for the purchase of used vehicles.
- Where an officer or key individual within an applicant group has unspent convictions for fraud or dishonesty*
- Grants will not be awarded to organisations for the purpose of facilitating further grants to be made by that organisation. All applications must be related to the direct cost of an initiative being undertaken by the applicant.
- Further grants to an organisation will not be considered where there is outstanding monitoring and/ or feedback from projects previously funded by the Town Council.

*to be dealt with by way of declaration on the application form

3.10. Publicity

Your organisation must acknowledge the support of Stanley Town Council and include the Town Council logo in any promotional material. This helps let people know where the Council's grant aid is being spent and to encourage others to apply.

You will be asked to forward to us any publicity and photographic evidence of the project/purchase where appropriate and this may be used on the Town Council's websites and publications. Recipients of Town Council grant funding must NOT portray the Town Council in a negative light to the general public or make politically motivated statements to the public.

3.11. Monitoring

All successful applicants will be required, within 6 months of the award, to:

- Update the Town Council on progress.
- Account for how the grant money has been spent (with receipts/ other supporting documents)
- Provide to the feedback to the Council detailing how the grant was used.

3.12. Funding Appraisal panel

- The Funding Appraisal Panel will consist of 6 members of Stanley Town Council and will reflect as close as is practicable the political balance of the Council overall.
- The Chair of the panel will be appointed by the Town Council.
- The panel will meet twice yearly, in June and November and its role will be the appraisal of projects for suitability against the councils grant making policy and the Council's Medium Term Plan Objectives and make funding recommendations to the Full Council.
- The panel will also inspect the monitoring and evaluation of all grants made in previous rounds of funding including the impact of these projects on the wider community and highlight projects which were particularly effective (or not) to the Council in its report.

3.13. Application Deadlines

Applications will be accepted in two rounds each year:

Round 1: 1st April to 31st May

Round 2: 1st September to 30th October

Funding decisions will be made at the Full Council meetings in June and November each year and applicants notified of the outcome of their application thereafter.

3.14. Where do I get an application form?

You can download the form from the Town Council's website, or by contacting the Town Council:

Stanley Town Council

Civic Hall

Front Street

Stanley

DH9 0NA

**Events Working Group
Minutes**

Wednesday 14th July 2021

5.00 pm Bamburgh Suite, Civic Hall, Stanley

In attendance

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

1. Stanley Town Council Events 2021

Play in the Park,

Scott Hillary provided an update on the current progress around Play in the Parks.

There have been licencing issues with an additional licence of £130 per event with Durham County Council as a 'market' due to the sale of food and drink and it being a free event. In addition to other required licencing charges this gives an overall licencing charge of £201 per event, which effects the budget available for attractions etc.

Overall planning for the events is going well, they will feature plenty of attractions in addition to some of the traditional rides, and a stage where local performers will be performing. Scott if in process of arranging local performers.

Some potential partner organisations have been contacted including, Police, Fire Brigade and Local Army Cadets, and they have all indicated they'd be willing to support the events if they can. Similarly, STC is part of the Stanley Area AAP and all partners within the AAP have been informed of the events.

Some advertising is being prepared and will be circulated in the near future. Cllr Ferry indicated that a number of Cllrs will be on school boards and should be able to share any publicity through facebook groups etc.

Miners Sunday,

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

The majority of the event is coming together, though the major outstanding issue is securing local banners for the parade and display. Potentially, the group could

contact Mark Davinson who was instrumental in securing the banners in previous years, and has many contacts within the banner groups.

Cllr Ferry stated a lot of local banner groups have councillor members on committee so hopefully they will be able to arrange for the local banners to be displayed.

Alan Tubman confirmed he had tried to contact the DMA rep as requested but had been unsuccessful. Similarly, he had contacted Beamish Museum Community Engagement Team, who despite an initial positive response had yet to confirm any practical assistance or support. Scott Hillary requested Alan provide him with contact details and he will contact them also in support.

Remembrance and Christmas

To date not much work has been carried out on the Remembrance or Christmas Event, though its anticipated that it will be a similar Event to the last Christmas Event in 2019. Reece Sibbald has indicated that cast members from the Panto could be available to take part in the event.

2. Cinema

Alan Tubman confirmed that a program for August had been completed and they are working on the publicity to advertise the screenings and events.

The future cinema program for later in the years also being looked into as is the option to utilise the cinema for gaming events.

3. Panto 2021

Alan Tubman confirmed that he had spoken to Reece Sibbald and he felt the development of the production was coming along well and he will be meeting Council later in the year to give a full update.

Tickets are on sale and actively being promoted, all local schools have been informed and there is a special promotion rate available for local schools.

4. In Bloom & Blooming Good Fun

James Harper and the environmental team are currently putting the finishing touches to this years In Bloom scheme and judging is expected on 21st July

5. Date and Time of next meeting.