



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 December 2021 at 6.30pm at Stanley Masonic 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 Masonic Hall, Front Street, Stanley, on Tuesday the 14th December 2021 at 18.30 in order to transact the following business:

Yours sincerely,

Alan Tubman
Deputy Town Clerk
7th December 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 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 9th November 2021.

6 ACCOUNTS FOR PAYMENT & BANK RECONCILIATION

Statutory Basis: Accounts & Audit (England) Regulations 2011

October 2021

Schedule of Payments

(ATTACHMENT B)

Schedule of Receipts

(ATTACHMENT C)

Bank Reconciliation & Bank Balances

(ATTACHMENT D)

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

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

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

7 INTERNAL AUDIT REPORTS (ATTACHMENT E)

Committee is requested to **CONSIDER** the Internal Audit reports from G Fletcher and **DECIDE** what to do.

8 EVENTS WORKING GROUP (ATTACHMENT F)

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

9 TOIL PROCEDURE (ATTACHMENT G)

Committee is requested to **CONSIDER** the procedure document produced by the interim Town Clerk and **DECIDE** what to do.

10 STANLEY MASTERPLAN

Committee is requested to **NOTE** the verbal report and formulate a response from Stanley Town Council.

11 DATE, TIME AND VENUE OF NEXT MEETING

Tuesday 8th February 2022, 6.30pm, Stanley Civic Hall.

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

MINUTES of the FINANCE AND GENERAL PURPOSES MEETING of STANLEY TOWN COUNCIL held at Stanley Civic Hall on Tuesday 9th November 2021 at 6.30pm

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

*Chairman

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

138 APOLOGIES FOR ABSENCE

All members were present

139 DECLARATIONS OF INTEREST

None

140 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIR

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

141 PUBLIC PARTICIPATION

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

142 CONFIRMATION OF MINUTES

It was proposed by Cllr A Clegg and seconded by Cllr S McMahon that the minutes of the Finance and General Puposess Committee on 12th October 2021 be **APPROVED** as a true record.

143 ACCOUNTS FOR PAYMENT AND BANK RECONCILIATION

It was proposed by Cllr A Hanson and seconded by Cllr A Jones that all items are taken together and that the Council **APPROVE** the schedules of payments and receipts and **NOTE** the bank recocilliation for September 2021

144 GOVERNANCE WORKING GROUP

Members **NOTED** the report and the Risk Register, and it was recommended that the TOIL procedure is looked at by the Governance Group as a priority.

145

BUDGET SETTING UPDATE

The Interim Town Clerk provided members with a summary schedule of issues and priorities identified from the Members Budget Workshop held on 4th November 2021.

The priorities had been refined and presented to Finance and General Purposes Committee for approval and the basis of a priority budget to be presented to the Council for consideration for 2022/23 Financial Year.

The Interim Clerk, outlined that the Workshop had proved helpful in determining priorities for the Council both in the short term and longer term. These priorities had provided a baseline to which a number of core actions would be undertaken during current financial year and next year.

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

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

Priority	Priority Budget Recommendations		Budget Allocation
Environment <i>Ensure our environment is clean, accessible and people feel proud where the live</i>	Pump prime new environmental projects	Longer term - Develop 3-5 year STC Priority Plan & MTFP	£5,000
Anti-social behaviour and crime <i>Tackle anti-social behaviour and crime</i>	Better Partnership Working with clear outcomes & achievements		
Establishment <i>Our staff are key to achieving our objectives</i>	Support Staff Team/Immediate Set aside funding for staff resource to meet immediate needs (NB contract short term support pending review to achieve priorities in MTFP) Develop workplan for establishment based on priorities		£20,000
Partnership Working, Community Engagement & Post Covid Community Support <i>Working with our partners and engaging with our community</i>	Develop a robust Community Engagement Plan/Strategy Review STC Strategic Grants programme Review Marketing & Communications Establish Community funding post - Joint (>£20k)		£20,000
Assets (Civic Hall)	Appoint D3 to update Civic report to assist in determining future priorities (>£10k)		£10,000
Sustainability & Climate Change - Carbon Footprint <i>Support climate change measures and reduce STC'a carbon footprint</i>	Kickstart establishment of STC approach to Carbon Neutral		£2,000
Other Future Projects	Website Accessibility Introduce Performance Management Framework		£5,000
	TOTAL		£62,000

Members to **NOTE** the report and that the priority budget recommendations outlined above be recommended to the Council for the 2021/22 budget and to be included in the 2022/23 precepting requirement.

146 EXCLUSION OF PRESS AND PUBLIC

Streaming and recording of the meeting stopped at this point.

147 TOWN CLERK RECRUITMENT GROUP

Members **NOTED** the report, that the shortlisting of applicants for the Town Clerk position had taken place and 2 candidates were to be invited in for interview on Friday 19th November.

148 DATE AND TIME OF NEXT MEETING

Tuesday, 14th December 2021, 6.30 pm Civic Hall, Stanley.

Schedule of Payments October 2021

Invoice Date	Centre	A/C	Invoice Number	Ref No	Supplier A/c Name	Amount	Analysis Description
Stanley Town Council (101)							
06/10/2021	101	4013	31242	5006	NEREO	425.00	NEREO Advice
04/10/2021	101	4012	702452	5007	NALC	300.00	TC Advert
12/10/2021	101	4012	4653	5018	RYALMEDIAGROUPLTD	172.80	TC Advert
21/10/2021	101	4013	601193881	5025	DCCRB	35.00	HR Advice
Office Accommodation (105)							
Administration (110)							
16/09/2021	110	4999	AUG/SEPT E-PAY	5035	BARCLAYS	14.50	Aug/Sept E-pay
16/09/2021	110	4999	AUG/SEPT21	5036	BARCLAYS	14.61	AUG/SEPT21 MIXED PAYMENT
16/09/2021	110	4999	AUG/SEPT 21	5038	BARCLAYS	14.61	AUG/SEPT 21 MIXED
11/10/2021	110	4106	0-211154	5043	LOYVERSE	20.00	Till Subscription
30/09/2021	110	4105	262408	5046	DOCUMENTSOLUTIONS	20.67	September 2021 Photocopies
25/10/2021	110	4106	OCTOBER 2021	5051	AMAZON	80.00	Membership Fee
16/09/2021	110	4999	AUG/SEPT 21 REV	5055	BARCLAYS	- 14.61	REVERSE AUG/SEPT MIXED
Publicity (115)							
01/10/2021	115	4205	1690	5009	JAK	150.00	October Advert I&A
28/09/2021	115	4205	1758	5013	CREO	500.00	September 21 Monthly PR
Democracy (200)							
07/10/2021	200	4324	202032	5031	STANLEYCOMMUNITYASSO	7,500.00	Rent-The Venue Annual
Services (300)							
Pact House (305)							
AP Community Room (307)							
06/10/2021	307	4052	IN0001094477	5048	CORONA	15.03	September 2021 AP Hut
Warden Service (310)							
Events (320)							
06/10/2021	320	4439	IN0001094476	5056	CORONA	8.82	September 21 Xmas Tree Kiosk
Environmental Services (350)							
15/09/2021	350	4131	E2014392061	5002	ALLSTAR	87.53	September 21 Fuel
07/10/2021	350	4066	174117	5014	GUSTHARTS	219.27	Maintenance equipment
03/10/2021	350	4065	66	5015	MAIN	20.59	Maintenance equipment
22/09/2021	350	4065	2275175	5016	EXPRESSCHAINS	35.00	Machinery Repair
08/09/2021	350	4130	2084953	5029	DAWSONGRP	97.07	Van Repair
01/09/2021	350	4130	674099	5032	STANLEYCOMMUNITYASSO	450.90	Sep Van Hire
30/09/2021	350	4131	E2014472861	5044	ALLSTAR	11.24	October 21 Fuel

Schedule of Payments October 2021

Invoice Date	Centre	A/C	Invoice Number	Ref No	Supplier A/c Name	Amount	Analysis Description
01/09/2021	350	4130	674099 CR	5053	STANLEYCOMMUNITYASSO	- 375.90	Cr Sept Van Hire -coding error
01/09/2021	350	4130	674099 - 2	5054	DAWSONGRP	450.90	Sept 2021 Van Hire
08/09/2021	350	4130	2084853-2	5057	DAWSONGRP	41.67	Sept 2021 Van Repair
01/09/2021	350	4130	674099-2	5058	STANLEYCOMMUNITYASSO	- 75.00	Sept 2021 Van Hire - Coding Er
Grant Funding (400)							
Civic Hall (500)							
01/10/2021	500	4100	220100	5001	ASPIRE	820.95	Sept 21 Telephone/IT Charges
30/09/2021	500	4998	173295442	5003	WORLDPAY	29.01	September 21 Worldpay
30/09/2021	500	4998	173282484	5004	WORLDPAY	12.21	September 21 Worldpay
09/09/2021	500	4065	FM33	5005	AMAZON	10.82	Repairs and maintenance
30/09/2021	500	4998	26507	5008	HOGEL100	209.21	September 21 Websales
06/07/2021	500	4055	20637	5010	WASHINGTON	73.28	Cleaning materials
30/09/2021	500	4065	3861	5017	SNOWDON	750.00	August - October Rental
08/10/2021	500	4050	CIVICHALL07	5020	DURHAMDD	858.00	October 2021 Business Rates
05/10/2021	500	4053	247965503/21	5021	TOTALGAS	1,257.99	September 21 Gas
15/10/2021	500	4058	OCTOBER21	5022	SHRECYCLIN	40.00	Rubbish Recycle
01/03/2021	500	4056	46536673	5023	ADT	1,295.10	Intruder Alarm Maintenance
15/10/2021	500	4065	256917	5024	AMAZON	25.35	Maintenance Equipment
30/09/2021	500	4102	100423	5026	STATIONERY	74.10	Stationery
30/09/2021	500	4998	173004348	5033	WORLDPAY	49.25	173004348/5033/Worldpay
15/10/2021	500	4067	2329838	5040	FARNELL	533.33	Star Cloth - Stage
18/10/2021	500	4067	574790	5041	STAGECONCE	85.00	Stage Fittings
21/10/2021	500	4104	ROYALMAIL	5042	ROYALMAIL	263.50	Stamps
07/10/2021	500	4052	248404568/21	5045	TOTALGAS	864.96	September 2021 Electricity
30/09/2021	500	4105	262408	5046	DOCUMENT	32.70	September 2021 Photocopies
18/10/2021	500	4065	5549	5047	AMAZON	55.63	Maintenance Supplies
18/10/2021	500	4067	OCTOBER 21	5052	FARNELL	391.66	Star - Stage
30/09/2021	500	4102	100423 R	5059	STATIONERY	- 74.10	Stationery (Reverse)
Civic Hall Bar (510)							
31/08/2021	510	4600	2021400	5011	AMAZON	9.99	Bar sundries
26/08/2021	510	4600	210827	5012	AMAZON	19.98	Bar Sundries
30/09/2021	510	4603	306497427	5028	BOC	91.20	Sept 21 BOC Charges
19/10/2021	510	4600	600059195	5034	SAMEDAYBEERS	443.34	Bar Stock
19/10/2021	510	4600	902646166	5049	MOLSON	577.77	Bar Stock
22/10/2021	510	4600	OCT 2021	5050	BLUEICE	66.44	Bar Stock - Slush
Loan Charges (520)							
06/09/2021	520	4996	PW507201 OCT21	5039	PWLB	9,500.00	PW507201 OCT21/5039/Public Wor
06/09/2021	520	4997	PW507201 OCT21	5039	PWLB	1,389.85	PW507201 OCT21/5039/Public Wor
						29,976.22	Monthly Expenditure Sub Total

Schedule of Payments October 2021

Invoice Date	Centre	A/C	Invoice Number	Ref No	Supplier A/c Name	Amount	Analysis Description
Payroll September 2021 Deductions							
	4000	101			STC	4,121.50	
	4000	450			Civic Hall	1,023.75	
	4005	500			Casual Staff	29.20	
	4000	350			Environmental Services	3,161.52	
Payroll October 2021							
	4000	101			STC	5,723.82	
	4000	450			Civic Hall	2,483.84	
	4005	500			Casual Staff	292.67	
	4000	350			Environmental Services	4,936.76	
					SUBTOTAL	21,773.06	Monthly Payroll Total
					TOTAL	51,749.28	Overall Monthly Expenditure

Schedule of Receipts October 2021

Centre	£ Amount	Transaction Detail
Invoices Paid (Civic Hall) (100)		
100	50.00	Noor Party
100	1,225.00	S/S Junior School
100	766.00	Claire Wright Dance Theatre
100	100.00	Atoms Education
100	100.00	One Act
100	50.00	VOVGC
100	50.00	Durham Dance
100	132.00	U3A
Administration (110)		
110	1.50	Loyalty Reward
110	1.66	Loyalty Reward
Precept (111)		
111	399,421.00	Precept
111	51,461.00	LCTRS Grant
AP Community Room (307)		
Environmental Services (350)		
Civic Hall (500)		
500	-	1.67 20210927-20211003 Card
500	28.00	20210928-2021104 websales
500	8.89	20210928-2021104 websales
500	4.44	20211005-20211011 Websales
500	24.00	20211005-20211011 Websales
500	7.12	20211005-20211011 Websales
500	7.11	20211004-20211010 Card
500	6.22	20211018-20211024 Card
500	194.22	20211012-20211025 Websales
500	21.34	20211012-20211025 Websales
500	66.67	20211025-20211026 Websales
500	33.77	20211025-20211026 Websales
500	7.11	20210927-20211024 Cash
500	17.77	20211022-20211026 Card
Civic Hall Bar (510)		
510	21.08	20211009 Card
510	36.46	20211011-20211017 Card
510	2,328.46	20210927-20211024 Cash
510	332.01	20210927-20211027 Sumup Card
510	676.38	20211022-20211026 Card
Civic Hall Income For Future Shows (530)		
530	206.00	20210927-20211003 Card
530	870.00	20210928-2021104 Websales
530	874.00	20211005-20211011 Websales
530	442.00	20211004-20211010 Card
530	490.00	20211011-20211017 Card
530	141.00	20211018-20211024 Card
530	3,949.00	20211012-20211025 Websales
530	338.00	20211025-20211026 Websales
530	421.00	20210927-20211024 Cash
530	56.00	20211022-20211026 Card
Room Hire Deposits (540)		
Total	464,964.54	

**Bank Reconciliation Statement as at 31/10/2021
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	31/10/2021		13,315.53
Savings Account	31/10/2021		826,993.01
Current Bank Account-e account	31/10/2021		18,513.87
			<hr/> 858,822.41
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			858,822.41
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			858,822.41
		Balance per Cash Book is :-	858,822.41
		Difference is :-	0.00



Transactions

Mixed Payments Plan

20-33-51 60189243

Available balance	£13,315.53
Last night's balance	£13,315.53
Overdraft limit	£0.00

 Showing **12** transactions between **04/10/2021** and **28/10/2021** from 01/10/2021 to 31/10/2021

Date	Description	Money in	Money out	Balance
28/10/2021	Credit 42STANLEY 100134	£3,901.30		£13,315.53
27/10/2021	Counter Credit SumUp Payments Acc PID120970-SUMUP BGC	£25.12		£9,414.23
25/10/2021	Counter Credit SumUp Payments Acc PID120616-SUMUP BGC	£140.18		£9,389.11
21/10/2021	Counter Credit SumUp Payments Acc PID120226-SUMUP BGC	£6.93		£9,248.93
20/10/2021	Credit 44STANLEY 100133	£728.85		£9,242.00
12/10/2021	Counter Credit SumUp Payments Acc PID118753-SUMUP BGC	£21.39		£8,513.15
07/10/2021	Counter Credit SumUp Payments Acc PID118361-SUMUP BGC	£16.21		£8,491.76
06/10/2021	Counter Credit SumUp Payments Acc PID118007-SUMUP BGC	£86.28		£8,475.55
05/10/2021	Counter Credit SumUp Payments Acc PID117832-SUMUP BGC	£102.30		£8,389.27
04/10/2021	Credit Loyalty Reward	£1.66		£8,286.97

13 Aug - 12 Sep

04/10/2021	Debit CHARGES COMMISSION FOR PERIOD 13AUG/12SEP *****	-£14.61	£8,285.31
04/10/2021	Direct Debit PUBLIC WORKS LOANS STANLEY DDR	-£10,889.85	£8,299.92

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.

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



Transactions

Active Saver

20-33-51 93186547

Available balance	£826,993.01
Last night's balance	£826,993.01
Overdraft limit	n/a

Showing 3 transactions between 07/10/2021 and 26/10/2021 from 02/10/2021 to 01/11/2021

Date	Description	Money in	Money out	Balance
26/10/2021	Funds Transfer 203351 43231674 SALARIES FT		-£15,000.00	£826,993.01
15/10/2021	Funds Transfer 203351 43231674 PRECEPT TRF FT	£180,000.00		£841,993.01
07/10/2021	Funds Transfer 203351 43231674 PRECEPT FT	£250,000.00		£661,993.01

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Transactions

e-Payments Plan

20-33-51 43231674

Available balance	£18,350.33
Last night's balance	£18,513.87
Overdraft limit	£0.00

Showing **116** transactions between **01/10/2021** and **29/10/2021** from 01/10/2021 to 31/10/2021

Date	Description	Money in	Money out	Balance
29/10/2021	Counter Credit MV- 76950763 -2610 76950763 BGC	£20.00		£18,513.87
29/10/2021	Counter Credit MV- 02937763 -2710 02937763 BGC	£274.00		£18,493.87
29/10/2021	Counter Credit Godfrey A J DURHAM FESTIVAL BGC	£100.00		£18,219.87
29/10/2021	Direct Debit DOCUMENT SOLUTION 2100 DOC SOL DDR		-£64.04	£18,119.87
28/10/2021	Counter Credit MV- 76950763 -2510 76950763 BGC	£56.00		£18,183.91
28/10/2021	Counter Credit MV- 02937763 -2610 02937763 BGC	£177.00		£18,127.91
28/10/2021	Counter Credit ATOMS EDUCATION C. Inv. 1993 BGC	£100.00		£17,950.91
28/10/2021	Bill Payment STANLEY COMMUNITY INV 202032 BBP		-£7,500.00	£17,850.91
28/10/2021	Bill Payment ADT FIRE + SECURIT INV 46536673 BBP		-£1,554.12	£25,350.91
	Bill Payment			

INTERNAL AUDIT REPORT

Stanley Town Council Accounts Payable

Assurance level:	Full Assurance
Report status:	Draft Report
Date:	19th November 2021
Prepared by:	Gordon Fletcher, Internal Auditor
Issued to:	Alan Tubman, Deputy Town Clerk
Copied to:	Ann Barry, Finance Officer

INTRODUCTION

1. In accordance with the agreed annual Internal Audit Plan for 2021/22, I have carried out a review of Stanley Town Council, Accounts Payable system. The review involved working from home on the 17th November 2021 and a visit to Stanley Town Council on the 16th November 2021.
2. In carrying out the audit, the time and assistance afforded by the Deputy Town Clerk and the Finance Officer was greatly appreciated.

OBJECTIVES

3. The overall objective of my review is to provide a risk based assessment of the systems in place in order to form an opinion as to whether they are robust and provide an adequate basis for effective control. The detailed objectives for this audit, are to ensure that during the pandemic satisfactory procedures were in place regarding:
 - Compliance with internal and external regulations, legislation and guidance
 - Information used to monitor and manage the creditors' payments is reliable and accurate.
 - Use of Resources is efficient or economical.
 - All assets are safeguarded
4. The Key risks for this audit are that:
 - Payments are made for goods not required or received or for personal gain.
 - Payment is made for incorrect, defective or undelivered goods.
 - Fines for non compliance with Customs and Excise requirements.
 - Inappropriate payments are made.
 - Errors, frauds and processing errors are undetected.
 - Poor value for money in payment processing.
 - Poor use of resources.
 - 'Ghost' suppliers are created to receive fraudulent payments.
 - Duplicate payments are made

SCOPE OF THE AUDIT

5. Compliance and substantive audit tests were carried out on all payments from April to September 2021 to ensure that the system was being properly followed, and correct payments had been made and properly accounted for.
6. The tests carried out covered all BACS and direct debit payments for the period.
7. The report is intended to present to management the observations and conclusions of the audit. Wherever possible the observations and recommendations have been discussed with members of staff and their views taken into account.

SUMMARY OF WORK CARRIED OUT

8. **Creditor payments comply with internal and external regulations, legislation and guidance.**
 - 8.1. Financial Regulations paragraphs 6 and 10 outline the procedures to be carried out for the payment of accounts and ordering of goods and services.
 - 8.2. Written orders are rarely used as Officers telephone requests to the customer or make requests by e.mail or through the internet. This was discussed at a previous audit where it was agreed that it was considered not necessary or practical to raise written orders and that it would be an inefficient use of resources.
 - 8.3. The Town Clerk (or Deputy in his absence) receive all invoices which are dated stamped and if he is unsure of the order will ask the relevant officer who ordered and took receipt of the goods or had a service provided and will then approve the invoice for payment by initialling the invoice. This is then passed to the Finance Officer to input and code the invoice into the finance system for

payment. Internal Control is further maintained by the Town Clerk and Finance Officer when carrying out budget monitoring.

9. **Information used to monitor and manage payment of accounts is reliable and accurate.**

- 9.1. All invoices paid during April to September 2021 were sent to me by e.mail, via the Egress software system (thanks to the Finance Officer for this) along with the monthly Payments list from the Cash Book 1 reports (current account). References for both BACS and direct debits on the Payments list match the invoices sent to me which allows a good audit trail of payments.
- 9.2. The monthly payments lists shows all payments made and this was checked to the invoices, and to the schedule of payments list reported to committee. All were found to be correct.
- 9.3. All payments made were confirmed to the bank statements.

10. **Use of Resources is efficient or economical.**

- 10.1 BACS and direct debit payments are the preferred method of payment for the Council with some payments made by the debit card (recorded as direct debits).

All assets are safeguarded

- 11.1. When goods have been ordered, delivered or a service provided I understand that the Town Clerk's (or Deputy) initial on the invoices indicates that he has confirmed this.
- 11.2. Payment methods are controlled by at least two officers who are involved in the processing of payments with all payments reported to the Finance and General Purposes Committee where they can be seen and approved by Members.
- 11.3. There are two debit cards in use for the Council which are kept in a locked cash box in a locked cabinet in the General Office. When the card is to be used it is authorised by the Town Clerk (or Deputy) and the card holder and recorded in a book.

OBSERVATIONS, RISKS AND RECOMMENDATIONS

12. My observations together with the associated risks are detailed in an action plan (if required), with this report. For each area where an observation is made, a recommendation and priority for action is attached.
13. I have categorised the importance of my recommendations as follows:
- Critical – A control weakness that may have a significant impact upon the achievement of, not only the system objectives, but also the organisation's objectives
 - High – A control weakness that may have a significant impact upon the achievement of the system objectives
 - Medium – A control weakness that may have an impact upon the achievement of the system objectives
 - Low – A control weakness that does not impact upon the achievement of the system objectives, however, the implementation of which would improve overall control
14. My review has highlighted 0 issues considered significant enough for inclusion within this report, and no action plan is required.

AUDIT ASSURANCE LEVEL

15. Based upon the number and potential impact of the observations made, I can provide **Full Assurance** during the Pandemic. This level of assurance is one of five possible levels which are shown in the table below.

Level of Assurance	Definition
Full Assurance	There is a sound system of controls in place & those controls are consistently applied & are fully effective. Control objectives are fully met.
Substantial Assurance	There is a sound system of control in place but some of the controls are not consistently applied or fully effective. Control objectives are largely achieved.
Moderate Assurance	There is basically a sound system of control in place, but there are weaknesses and evidence of non-compliance with or ineffective controls. Control objectives are often achieved.
Limited Assurance	The system of control is weak & there is evidence of non-compliance with controls that do exist. Control objectives are sometimes achieved.
No Assurance	There is no system of control in place and control objectives are rarely or never achieved.

G. Fletcher

Gordon Fletcher
Internal Auditor for the Council
Date: 19th November 2021

INTERNAL AUDIT REPORT

Stanley Town Council Accounts receivable

Assurance level:	Full Assurance
Report status:	Draft Report
Date:	19th November 2021
Prepared by:	Gordon Fletcher, Internal Auditor
Issued to:	Alan Tubman, Deputy Town Clerk
Copied to:	Ann Barry, Finance Manager,

INTRODUCTION

1. In accordance with the agreed annual Internal Audit Plan for Stanley Town Council, I have carried out a review of the accounts receivable (debtors). The review involved a visit to Stanley Town Hall Office on 16th November 2021 and from home on 17th November 2021.
2. In carrying out the audit, the time and assistance afforded by the Finance Manager was greatly appreciated.

OBJECTIVES OF THE AUDIT

3. The overall objective of my review is to provide a risk based assessment of the systems in place in order to form an opinion as to whether they are robust and provide an adequate basis for effective control. The detailed objectives for this audit, as specified in the terms of reference, were to ensure:
 - Compliance with internal and external regulations, legislation and guidance.
 - Information used to monitor and manage the Debtors is reliable and accurate
 - There is economic and efficient use of resources
 - All assets are safeguarded.
4. **The key risks associated with this audit are:**
 - Untraceable debtors and accumulation of arrears.
 - No record to refer to in the case of a query.
 - Debtor records created incorrectly.
 - Disputed invoices.
 - Fraudulent debts are raised or there is under/over charging.
 - Failure to comply with legislation and misinterpretation of legislation.
 - Lack of source of reference.
 - Duplicated invoice request forms.
 - Income is lost or misappropriated.
 - Recovery action initiated unnecessarily.
 - Debts and bad debts are allowed to accumulate.
 - Invoices delayed or not raised.

SCOPE OF THE AUDIT WORK

5. The scope of the work carried out involved the examination of invoices raised by the Finance Manager.
6. This audit report is intended to present to management the observations and conclusions of the audit. Wherever possible the observations and recommendations have been discussed with members of staff and their views taken into account.

SUMMARY OF WORK CARRIED OUT

7. **Compliance with internal and external regulations, and guidance.**
 - 7.1. Financial regulations have adequate general procedures on the control of Income, and there is an operating system manual for the financial system, where all accounts are raised and payments made are recorded. The Council is currently using RBS to produce invoices and to record all invoices raised.
 - 7.2. There is a policy for collecting, accounting and banking of income which outlines the debtors procedure.
8. **Information used to monitor and manage customer invoices is reliable and accurate**
 - 8.1.1. Customers of the Civic Hall will normally be expected to pay for facilities (i.e. Booking of rooms) at the time of booking or at the time of use. Where this is not possible debtors invoices will be

prepared and sent out. This audit covers the raising of the invoices from the information supplied.

- 8.1.2. Information regarding all bookings are shown on an “all bookings” spreadsheet showing a reference number for every customer booking made and details of the booking. As at 16th November 2021 there were 62 bookings recorded.
- 8.1.3. An “usage information for invoices” spreadsheet showing further details of every invoice in the same reference number order. Every booking shows the daily charges which gives a monthly charge. There were 27 monthly invoices raised up to September 2021. **No invoice number is shown on the spreadsheet to complete the audit trail. The Finance Manager is aware of this and is to record the invoice number on the spreadsheet.**
- 8.1.4. The monthly charge is reconciled to a “sales ledger invoice listing” report from the Finance system, which shows the invoice number raised, with the total of the invoice which matches the monthly charge above.
- 8.1.5. Checks carried out were from the booking spreadsheet to the usage for invoices spreadsheet to the invoices raised on the sales ledger invoice listing report. All were found to be correctly raised.
- 9. Economic and efficient use of resources**
- 9.1. Payments are recorded into the RBS computer system where the Finance Manager checks non payments from the debtors recovery system by producing an outstanding invoice report monthly.
- 10. All assets are safeguarded.**
- 10.1 Access to the system is password protected with each user having their own user identification.

OBSERVATIONS, RISKS AND RECOMMENDATIONS

11. My observations together with the associated risks are detailed in an action plan (if required) accompanying this report. For each area where an observation is made, a recommendation and priority for action is attached.
12. I have categorised the importance of my recommendations as follows:
- Critical – A control weakness that may have a significant impact upon the achievement of, not only the system objectives, but also the organisation’s objectives
 - High – A control weakness that may have a significant impact upon the achievement of the system objectives
 - Medium – A control weakness that may have an impact upon the achievement of the system objectives
 - Low – A control weakness that does not impact upon the achievement of the system objectives, however, the implementation of which would improve overall control
13. My review has highlighted 0 issues within this report, and no action plan is required.

AUDIT ASSURANCE LEVEL

14. Based upon the number and potential impact of the observations made, I can provide **Full Assurance**. This level of assurance is one of five possible levels which are shown in the table below.

Level of Assurance	Definition
Full Assurance	There is a sound system of controls in place & those controls are consistently applied and are fully effective. Control objectives are fully met.
Substantial Assurance	There is a sound system of control in place but some of the controls are not consistently applied or fully effective. Control

	objectives are largely achieved.
Moderate Assurance	There is basically a sound system of control in place, but there are weaknesses and evidence of non-compliance with or ineffective controls. Control objectives are often achieved.
Limited Assurance	The system of control is weak & there is evidence of non-compliance with controls that do exist. Control objectives are sometimes achieved.
No Assurance	There is no system of control in place and control objectives are rarely or never achieved.



Gordon Fletcher
Internal Auditor to the Council,
Date: 19th November 2021

INTERNAL AUDIT REPORT

Stanley Town Council Events

Assurance level:	Full Assurance
Report status:	Draft Report
Date:	19th November 2021
Prepared by:	Gordon Fletcher, Internal Auditor
Issued to:	Alan Tubman, Deputy Town Clerk
Copied to:	

INTRODUCTION

In accordance with the agreed annual Internal Audit Plan. I have carried out a review of Stanley Town Council – Events. The review involved a visit to Stanley Town Council on the 16th November 2021 and working from home on 17th November 2021.

In carrying out the audit, the time and assistance afforded by the Deputy Town Clerk, was greatly appreciated.

OBJECTIVE OF THE AUDIT

3. The overall objective of my review is to provide a risk based assessment of the systems in place in order to form an opinion as to whether they are robust and provide an adequate basis for effective control.

4. The detailed objectives for this audit are to ensure that;

The events have been approved, planned, organised and a post event review performed.
Event Income and Expenditure is correctly monitored, controlled and accounted for.

5 The Key risks for this audit are that:

The event is sub-standard, inappropriate, not in line with the Council's identity and directional vision and has insufficient support.

A sub-standard quality event, unnecessary expenditure incurred damage to the Council's reputation.

Potential improvements to the event are not identified and implemented

Theft or misappropriation of funds.

SCOPE OF THE AUDIT

6. The scope of the audit involved the testing of procedures, to ensure that there are proper arrangements in place for the organising of events for the people of Stanley.

7. The report is intended to present to management the observations and conclusions of the audit. Wherever possible the observations and recommendations have been discussed with members of staff and their views taken into account.

SUMMARY OF WORK CARRIED OUT

8.1. Events were previously delivered in house, however due to a previous medium term plan of the Council it was decided to go out to tender to provide the management, delivery and promotion of specific events. This was carried out, with the winning tenderer (Alan Hilary Events) being selected, and a contract awarded for 3 years by Full Council. (20th July 2018 Council meeting)

8.2.1. At the Events Working Group on 17th June 2021, the possible events for 2021 was discussed. The Town Council are in the final year of a 3 year contract with Alan Hillary Events and an outline of possible events for the year focused on the Play in the Park and a Summer Cinema and for the Council to put on a pantomime for 2021.

8.2.2. At the Events working Group on 15th September 2021, an update of the summer events was given. It was established that The Play in the Park events that a claim submitted to DCC for funding for COVID support was submitted to ensure that events went ahead. This application was assisted by Scott Hilary as he provided the detail information of the suppliers and performers, and the claim was successful for the remaining 4 events and the Miners Sunday. The success of the grant enabled Scott Hilary to add value to the original planned events.

Feedback on the Play in the Park seems to suggest that the events went well'

8.2.3. At the Finance and General Purposes committee on the 12th October 2021 the Deputy Town

Clerk gave a verbal report on the Summer Events, and the Summer Cinema. Feedback had been overwhelmingly positive and a detailed financial report is to be presented to Committee in the coming months.

8.2.4. Invoices for the Play in the Park and the Miners Sunday were submitted by Hilary Events which detailed the breakdown of the cost.

8.2.5. An evaluation was completed for the Summer Cinema for the 8 films shown in August showing income against costs with an overall profit of £628.

8.2.6. At the time of the audit the selling of the tickets for the Pantomime is still ongoing. This will be examined during the Income Collection and Banking audit in February 2022.

9. OBSERVATIONS, RISKS AND RECOMMENDATIONS

9.1. My observations together with the associated risks are detailed in an action plan (if required) accompanying this report. For each area where an observation is made, a recommendation and priority for action is attached.

9.2. I have categorised the importance of my recommendations as follows:

- Critical – A control weakness that may have a significant impact upon the achievement of, not only the system objectives, but also the organisation's objectives
- High – A control weakness that may have a significant impact upon the achievement of the system objectives
- Medium – A control weakness that may have an impact upon the achievement of the system objectives
- Low – A control weakness that does not impact upon the achievement of the system objectives, however, the implementation of which would improve overall control.

9.3. My review has highlighted 0 issue for inclusion within this report and no action plan is required.

AUDIT ASSURANCE LEVEL

10. Based upon the number and potential impact of the observations made, I can provide **Full Assurance**. This level of assurance is one of five possible levels which are shown in the table below.

Level of Assurance	Definition
Full Assurance	There is a sound system of controls in place & those controls are consistently applied & are fully effective. Control objectives are fully met.
Substantial Assurance	There is a sound system of control in place but some of the controls are not consistently applied or fully effective. Control objectives are largely achieved.
Moderate Assurance	There is basically a sound system of control in place, but there are weaknesses and evidence of non-compliance with or ineffective controls. Control objectives are often achieved.
Limited Assurance	The system of control is weak & there is evidence of non-compliance with controls that do exist. Control objectives are sometimes achieved.
No Assurance	There is no system of control in place and control objectives are rarely or never achieved.

Gordon Fletcher, Internal Auditor to the Council

Date: 19th November 2021

INTERNAL AUDIT REPORT

Stanley Town Council Payroll Audit

Assurance level:	Full Assurance
Report status:	Draft Report
Date:	19th November 2021
Prepared by:	Gordon Fletcher, Internal Auditor
Issued to:	Alan Tubman, Deputy Town Clerk
Copied to:	Ann Barry, Finance Manager

CONFIDENTIAL

INTRODUCTION

1. In accordance with the agreed annual Internal Audit Plan, I have carried out a review of the Payroll system for Stanley Town Council. The review involved a visit to Stanley Town Council on the 16th November and working from home on 17th November 2021.
2. In carrying out the audit, the time and assistance afforded by the Finance Manager was greatly appreciated.

OBJECTIVES OF THE REVIEW

3. The overall objective of our reviews is to provide a risk based assessment of the systems in place in order to form an opinion as to whether they are robust and provide an adequate basis for effective control. The detailed objectives for this audit are to ensure that during the pandemic satisfactory procedures were in place regarding:
 - Payroll expenditure is only incurred in respect of authorised staff and in line with Council procedure.
 - Payments are correctly calculated and paid in a timely manner.
 - Starters and Leavers data is applied correctly.
 - Payroll is accounted for correctly.
 - Payroll system and data are secure.
4. The key risks associated with this audit are:
 - Inappropriate payroll expenditure occurs due to a lack of procedures .
 - Unauthorised payments made.
 - Incorrect payments are made or staff are paid late
 - Incorrect processing may occur, individuals may be paid incorrect amounts,
 - Incorrect data is entered into the accounts.
 - Amounts are incorrectly coded.

SCOPE OF THE AUDIT

5. The review undertaken by Internal Audit forms part of the overall assurance process within the Annual Governance Statement which is included as part of the Council's Statement of Accounts.
6. The audit examined the payroll preparation process and all employees' payroll records with detailed checks for April to September 2021.
7. The report is intended to present to management the observations and conclusions of the audit. Wherever possible the observations and recommendations have been discussed with members of staff and their views considered.

SUMMARY OF AUDIT WORK CARRIED OUT

8. **Payroll and related expenditure are incurred only in respect of authorised staff and in line with Council procedures.**
- 8.1. An existing staffing structure list showing employee pay scales was obtained and examined which is updated during the budget setting process, and when any changes occur during the year, i.e..new starters and leavers. This was confirmed as correct.
- 8.2.. Financial Regulations outline the procedures to be carried out for the payment of salaries.

9. Payments are correctly calculated and paid accurately and in a timely manner.

- 9.1. Town Hall and Civic Hall (including Environmental Caretakers) staff work contracted hours and their basic pay is fixed into the DCC payroll system which gives a standard monthly salary to be paid. Any additional payments (eg. overtime) are notified to the Finance Officer and made through the payroll.
- 9.2.1. Weekly timesheets are completed on spreadsheets for all Civic Hall Officers which show dates, times, hours worked and TOIL, and are sent to the Officers Line Manager for confirmation and signature, the spreadsheet is then returned to the Officer.
- 9.2.2. Environmental Caretakers complete a timesheet for overtime work which is authorised by the Deputy Town Clerk.
- 9.2.3. The Cleaners have a signing in book and complete timesheets which are signed by the Facilities Manager.
- 9.2.4. The Civic Hall also employ casual staff for the bar when events are taking place, where timesheets are completed by them and are usually confirmed and authorised by the Line Manager who is working at the event, and then sent to the Finance Officer.
- 9.3. Amendments to the payroll are notified by the Finance Officer by e.mail, to Durham County Council (DCC) Payroll section who process the payroll on behalf of the Council.
- 9.4. DCC send a Copy Payroll Report and payslips back to Stanley Town Council showing the amounts to be paid, which is confirmed by the Finance Officer who also confirms the Payroll report to a monthly return.
- 9.5. On examining the payroll information all had been correctly paid.
- 9.6. The Town Clerk and Finance Officer also monitor the payroll expenditure through budgetary control.
- 9.7. On examining the bank statements all salary payments had been correctly paid from the Council's bank account.

10. Starters and Leavers data is applied correctly

- 10.1. Starters (notification of new starter for payroll form) and leavers (Notification of leavers forms) are completed by the employee and authorised by the Town Clerk and notified to the Finance Officer for processing to DCC by e.mail.
- 10.2. There were 3 leavers during the months checked, and these had been notified to DCC

11. Payroll is accounted for correctly

- 11.1. The payroll schedule from DCC is used to input salary amounts into the Council's financial system these figures are reconciled to the bank statement amounts. The payroll amounts are shown in the nominal ledger. (Confirmed during the Main Accounting audit).
- 11.2. Deductions are made from salary for Income Tax, NI etc. and these are summarised each month and reconciled to the payroll reports from the payroll system.

12. Payroll system and data are secure

- 12.1. Access to the computer system was found to have appropriate security arrangements which is controlled by the Finance Manager. Any changes to employees' basic rate of pay can only be carried out by DCC payroll section, on notification by the Finance Officer.

OBSERVATIONS, RISKS AND RECOMMENDATIONS

13. My observations together with the associated risks are detailed in the action plan accompanying this report, if required. For each area where an observation is made, a recommendation and priority for action is attached.
14. I have categorised the importance of my recommendations as follows:
- Critical – A control weakness that may have a significant impact upon the achievement of, not only the system objectives, but also the organisation's objectives
 - High – A control weakness that may have a significant impact upon the achievement of the system objectives
 - Medium – A control weakness that may have an impact upon the achievement of the system objectives
 - Low – A control weakness that does not impact upon the achievement of the system objectives, however, the implementation of which would improve overall control.
15. My review has highlighted 0 issues within this report and no action plan is required.

AUDIT ASSURANCE LEVEL

16. Based upon the number and potential impact of the observations made, I can provide **Full Assurance** on the system of controls in place for the payroll process. This level of assurance is one of five possible levels which are shown in the table below.

Level of Assurance	Definition
Full Assurance	There is a sound system of controls in place & those controls are consistently applied & are fully effective. Control objectives are fully met.
Substantial Assurance	There is a sound system of control in place but one of the controls was not consistently applied or fully effective. Control objectives are largely achieved.
Moderate Assurance	There is basically a sound system of control in place, but there are weaknesses and evidence of non-compliance with or ineffective controls. Control objectives are often achieved.
Limited Assurance	The system of control is weak and there is evidence of non-compliance with controls that do exist. Control objectives are sometimes achieved.
No Assurance	There is no system of control in place and control objectives are rarely or never achieved.



Gordon Fletcher, Auditor to the Council

Date: 19th November 2021

Events Working Group Minutes

Monday 15th November 2021

6.00 pm Bamburgh Suite, Civic Hall, Stanley

In attendance:

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

Apologies:

Cllr J Kane

Absent:

Cllr K Coulson, Cllr D Fall

1. Christmas Event 2021

Scott confirmed he had arranged for a stage, and it will be sited on the Front Street close to the Christmas Tree location, though he had discovered an issue with a newly installed waste bin which was now occupying space he planned to use for the event at the front of the stage.

Acts he has confirmed are

- Craghead Band, to play Christmas Carols etc.
- Alex Winter as seen on CBB's will host the show on stage
- Soldiers of Swing (Britain's got talent semi finalists)
- Kelesis female singers (very popular last Christmas Event)
- STC Panto, Beauty and the Beast cast

Scott also confirmed he has;

- Contacted the showman/fun fair provider to secure rides and to light up the street,
- Will not be providing catering.

Alan Tubman confirmed that STC had been contacted by PACH House and they will be open throughout the event. In addition, PACT House/DH9 radio have said they'd cover and promote the event.

Alan also confirmed that STC have been inContact with DCC regarding the lights themselves and everything is booked. They have arranged for a tree and will be working with the local contractor to remove the Beacon and site the tree with enough time to have it dressed and set up for the light switch on.

A poster and publicity material is being produced and this will be circulated this week.

2. Queens Jubilee 2022

Alan Tubman stated that STC had started to plan for what they will be doing in response to the Queens Jubilee in 2022, though no definite plan has been formulated to date, but the Beacon has been registered as part of the Queens Beacon celebration. Scott stated that, they already have a substantial contract on for the celebration but would be happy to assist STC how and when they could.

3. Date and Time of next meeting.

To be arranged

PROCEDURE DOCUMENT

Name of Policy:	Time Off In Lieu (TOIL) Procedure
Date policy created:	28 th January 2019
Author:	Alan Shaw (Town Clerk)
Date endorsed by Policy Working Group	7th September 2019
Signed: (Chair of Finance & General Purposes Committee)	
Date adopted by Full Council:	
Signed: (Chair of Council)	

TIME OFF IN LIEU (TOIL) PROCEDURE

1 Introduction

1. What is the TOIL procedure about?

The Council recognises that it is necessary for employees to undertake work outside normal working hours, either on a contractual or voluntary basis. The Council has decided to utilise the national agreed conditions within Green Book as a basis for how this additional time is managed, by allowing staff to take Time Off In Lieu (TOIL) of additional hours worked outside of their normal working hours.

In exceptional circumstances and only with the written approval of the Town Clerk, following consultation and agreement with the Leader of the Council, can additional hours worked be paid outside of the TOIL policy.

The purpose of this procedure is to ensure that managers and employees are aware of the Council's arrangements for managing any TOIL and ensuring these arrangements are applied consistently.

1.2 Who does the TOIL procedure apply to?

The arrangements apply to all staff working standard hours, and not those who will be entitled to payment for all hours worked (e.g. casual staff)

2 Procedure

The TOIL scheme aims to allow staff to take any additional hours back by taking time off from work to the value of the additional hours worked.

It is vital therefore that:

- actual time worked is recorded,
- additional hours worked is recorded,
- additional hours take back (TOIL) is also recorded

For time recording purposes staff will be provided with a time sheet to record their hours worked, and this time sheet must be signed off by a manager at the end of the accounting period.

Any staff wanting to take TOIL must do with the approval of the manager and it must be accounted for on the timesheet.

Any abuse of the TOIL system may be treated as a disciplinary matter.

2.1 Operating Hours

Standard full-time working hours are for 37 hours per week, and no member of staff should be expected to work in excess of 48 hours per week.

The core time that staff are expected to be at work is **9.30 to 16.30 Monday to Thursday and 9.30 to 16.00 Friday**, with a minimum of 30 mins to be taken as a break (lunch) though there can be some slight flexibility to start and finish times, to ensure the full 37 hour week is worked.

TOIL can be accrued between **7.00 and 22.00, seven days a week**, and additional hours can only be accrued as TOIL subject to the needs of the job and the approval of the manager.

2.2 Any additional hours worked that would be subject to TOIL need to be agreed in advance with the manager.

TOIL can only be accrued after contractual hours have been worked.

Any time taken by staff outside of core time (as stated in 2.1 above) TOIL must be used.

Employees are required to keep accurate records of hours worked and managers are expected to maintain suitable monitoring arrangements.

Managers can refuse to agree TOIL for hours that have not been agreed or evidenced correctly.

Managers must review employees time sheet on a monthly basis to ensure contractual hours are being worked and any TOIL is being correctly accounted for.

Any TOIL due should be taken as soon as practicable and within the needs of the service, in order to prevent excessive build-up of hours.

Any abuse of the scheme will be dealt with as a conduct matter.

2.3 Managers Responsibilities

Managers are responsible for:

- Ensuring staff are aware of the TOIL arrangements and procedure
- Ensuring the arrangements are applied in a fair and consistent manner
- Ensuring staff comply with the rules of the procedure
- Monitoring staff time worked and TOIL requests
- Ensure that any approved TOIL does not impact on service provision
- Checking time sheets monthly
- Dealing with any issues arising from poor time management by staff
- Taking any action following breach of these arrangements or procedure

3 Further Information and Contact Details

If you would like any further advice or would like the document in an alternative format, please contact the Town Clerk using the contact details below:

Stanley Town Council
Civic Hall
Front Street
Stanley
DH9 0NA

01207 299 109
info@stanley-tc.gov.uk