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**MINUTES of the FINANCE AND GENERAL PURPOSES COMMITTEE MEETING OF STANLEY TOWN COUNCIL** held at Stanley Masonic Hall on Tuesday 14<sup>th</sup> December 2021 at 6.30pm

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

**OFFICERS:** Stuart Wardle (Interim Town Clerk)  
              Alan Tubman (Deputy Town Clerk)  
              Ann Barry (Finance Officer)  
              Nicola James (Events & Admin Support Officer)  
              Peter Burns (Events & Facilities Support Officer)

**167            APOLOGIES FOR ABSENCE**

The Committee accepted apologies from Cllr J Kane.

**168            DECLARATIONS OF INTEREST**

None.

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

None from the Chair.

The Interim Town Clerk noted that the Council have been approached by GMB to gift staff a wellbeing day. This will be discussed under Item 9.

The Deputy Town Clerk also confirmed that following the change to Government Covid Guidelines, the Civic Hall staff are now prepared for Panto to start on Wednesday 15<sup>th</sup> and have extra cleaning and signage in place to be Covid secure. The two 1pm shows on the 15<sup>th</sup> and 16<sup>th</sup> have been cancelled due to low uptake, and the weekend and Christmas eve shows are looking most popular.

The Deputy Town Clerk also reminded Members of the Carol Service at St Andrews Church on 19<sup>th</sup> December at 4pm and encouraged all to attend.

**170            PUBLIC PARTICIPATION**

Nothing was received in writing before the meeting. No public were in attendance.

**171 CONFIRMATION OF MINUTES**

Cllr G Binney noted that the minutes of 9<sup>th</sup> November do not reflect the comments he made in relation to the website and toil, however these actions have now been completed.

It was proposed by Cllr A Clegg, seconded by Cllr J McMahon and **RESOLVED** that the minutes of the Finance & General Purposes Committee meeting held on 9<sup>th</sup> November 2021 be **APPROVED** and signed as a correct record.

**172 ACCOUNTS FOR PAYMENT & BANK RECONCILIATION**

The Finance Officer noted the following questions received via email, to which the Deputy Town Clerk has responded:

1. Was NEREO advice for the investigation? – Yes
2. Does our SLA with DCC cover the HR advice? – No, we don't have a HR SLA, we have an annual fee contract and are charged £70/hr as and when we need it.
3. Was is the van hire? – This is the monthly rental for the Environmental Services vehicle. It was coded wrong and then reversed.

It was proposed by Cllr A Clegg, seconded by Cllr S McMahon and **RESOLVED** that the Committee **APPROVE** the payment of accounts for October 2021 and **NOTE** the bank reconciliation for October 2021.

**173 INTERNAL AUDIT REPORTS**

Full Assurance was given for:

1. Accounts payable
2. Accounts receivable
3. Payroll
4. Events

It agreed to **ACCEPT** all reports and no further action was needed.

**174 EVENTS WORKING GROUP**

The Deputy Town Clerk noted that there had been a poor turn out for the Christmas Light Switch on however the event went really well. Members noted that some public weren't informed of the switch on time and that the Police and shop owners didn't know the event was on at all. In future staff will ensure marketing of the event is improved.

Members **NOTED** the report.

**175 TOIL PROCEDURE**

The Interim Town Clerk noted that he had added the second paragraph under item 1 in the procedure document. This was to alleviate issues where there are exceptional circumstances and the policy does not allow payment for ours worked.

Following a discussion relating to the Green Book and the Working Time Directive, questioned by Cllr H Clark, it was proposed by Cllr S McMahon, seconded by Cllr A Clegg and **RESOLVED** that the amendment be **ACCEPTED** and **ADOPTED**.

**176 STANLEY MASTERPLAN**

The Interim Town Clerk noted that the consultation ends on 14<sup>th</sup> January and the Town Council should make comment.

Cllr O Milburn and J Nicholson raised issues around transport plans.

It was **AGREED** that a special meeting be called on 11<sup>th</sup> January 2022 to discuss the Stanley Masterplan and gather the Town Councils comments to submit by 14<sup>th</sup> January.

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

Special Finance Meeting – 14<sup>th</sup> January 2022 – details to be arranged.

Ordinary Finance Meeting - Tuesday 8<sup>th</sup> February 2022, 6.30pm, Stanley Civic Hall.