**MINUTES** of the **FINANCE AND GENERAL PURPOSES MEETING of STANLEY TOWN COUNCIL** held at **Stanley Civic Hall** on **Tuesday 14th June 2022** at **6.30pm**

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

 O Milburn A Jones

\*Chairman

**OFFICERS**: Helen Richardson (Town Clerk)

 Michelle Robertson (Events & Admin Support Officer)

 Peter Burns (Facilities & Events Officer)

Cllr Binney welcomed everyone to the meeting and confirmed the meeting is being recorded and will be downloaded to YouTube for a period of at least 6 months.

**17** **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr J Kane and Cllr. J McMahon.

# 18 DECLARATIONS OF INTEREST

No declarations of interest were received.

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

No announcements from the Chair.

Town Clerk requests committee approve an item to be brought straight to June 2022 Full Council. Durham County Council have requested a review of the lease held for the Annfield Plain Community room. This is an urgent matter.

Council **ACCEPTED** Town Clerks request.

# 20 PUBLIC PARTICIPATION

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

**21 CONFIRMATION OF MINUTES**

It was proposed by Cllr. A Clegg, seconded by Cllr. A Hanson & **RESOLVED** that the minutes from the Finance and General Purposes Committee meeting held on 10th May 2022 be **APPROVED** and signed as a correct record.

**22** **ACCOUNTS FOR PAYMENT & BANK RECONCILIATION**

Cllr. H Clark queries £20k payment to Reece Sibbald Productions. Town Clerk advises this is the 1st payment towards the production of the 2022 Christmas Pantomime production of Cinderella.

Cllr. O Milburn queried possible missing information from the E-Payments section of Attachment D. The Town Clerk advised she would follow this up following the meeting and distribute an amended copy via email to all members.

It was proposed by Cllr A Hanson, seconded by Cllr. A Jones and **RESOLVED** that the committee **APPROVES** the payment of accounts for April 2022 and **NOTES** the bank reconciliation for April 2022.

**23 ACTION LOG**

The Town Clerk explained there had been no change to the Action Log.

Town Clerk provides an update to Action Points previously added to the log.

1. Police Vans.

**UPDATE** - this is still ongoing. Town Clerk chasing a response from the Police & Crime Commissioners office in relation to the financial support they were going to find us to be able the Town Council to continue to support the two Police vans outside of the three year warranty. Dave Stewart has been in contact as one van is due service he needs to know if we will continue to pay for them. Will continue to chase this up.

The discussion was **NOTED**.

# 24 TOWN COUNCILLOR ATTENDANCE AT MEETING REVIEW

#

Town Clerk provided an update on the attendance records. This is correct based on the information we have. Town Clerk encouraged all members to attend the meetings. Suggested this should be discussed and advise of any action they wish to make.

Cllr. A Clegg suggested a register should be signed by all attendees as they enter the meeting, which has been done in the past.

Cllr. H Clark suggest a reminder be sent to members prior to meetings.

Cllr. O Milburn agrees with Cllr H Clark, possibly even a letter to be sent out.

Committee **AGREED** this action. Action to be added to Action Log.

**25 EVENTS UPDATE**

Town Clerk confirmed a meeting with the Events Working Group on Wednesday 15th June 2022. Armed Forces Day is coming up on 26th June 2022, details have been added onto Social Media and Website which is being well received.

Invitations to join the working group sent out Cllr. D Tully will attend with the existing members. This will start putting in place plans for future events.

75th Louisa Memorial Disaster will be discussed, to decide if we will join with Morrison Lodges Banner Group at Annfield Plain Park.

Cllr. O Milburn requested to also be part of this working group.

Committee **NOTED** the update.

# 26 MEETING SCHEDULE AND COMMITTEE STRUCTURE

Town Clerk provided an update following discussion at AGM, an email was sent out to all members asking for suggestions for alternative days and times which work best for members. The conclusion was that the current schedule works best.

In regard to the structure of the committee it was suggested that this be carried over for discussion at Full Council.

Town Clerks has suggested two new working groups;

1. Staffing Working Group

A smaller group of councilors that can be consulted on issues rather than bringing this to Full Council which can be of a sensitive nature.

1. Civic Hall Working Group – future of the building, a group of councilors to take things forward and feed into Full Council. A smaller group can make things work faster on occasion.

Cllr. J Nicolson welcomes the idea of a Staffing Working Group, so the correct support is in place for all staff.

Cllr. S McMahon agrees that this should be in place and suggested training for members of the group to be provided so they are properly prepared to deal with this.

Committee **AGREED** this action.

# 27 DATE, TIME AND VENUE OF NEXT MEETING

 Tuesday 12th July 2022, 6.30pm, Stanley Civic Hall.