



Stanley Town Council

NOTICE OF MEETING

I hereby give notice that an Ordinary Meeting of Stanley Town Council will be held on Tuesday the 22nd November 2022 at 6.30pm at Stanley Civic Hall.

TO ALL MEMBERS of STANLEY TOWN COUNCIL

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

You are hereby summoned to attend an **ORDINARY MEETING** of meeting of Stanley Town Council to be held in Stanley Civic Hall, Front Street, Stanley, DH9 0NA, on Tuesday 22nd November 2022 at 6.30pm in order to transact the following business:

Yours sincerely,

H Richardson

Helen Richardson
Town Clerk
15th November 2022

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. MAYORS ANNOUNCEMENTS

To **RECEIVE** announcements from the Town Mayor or Town Clerk.

4. LEADERS STATEMENT

An update on current business by the Leader of the Council.

5. PUBLIC PARTICIPATION

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

5. CONFIRMATION OF MINUTES (ATTACHMENT A)

To **APPROVE** as a record and sign the minutes of the Ordinary Full Council Meeting held on 18th October 2022.

6. RECEIPT OF COMMITTEE MINUTES

To **RECEIVE** the minutes from the Finance and General Purposes Committees held on the 11th October 2022. (ATTACHMENT B)

7. ACCOUNTS FOR PAYMENT & BANK RECONCILIATION

Statutory Basis: Accounts & Audit (England) Regulations 2011

October 2022

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

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

- (i) **APPROVE** the payment of accounts for October 2022, and **NOTE** the Bank Reconciliation for October 2022.

8. LOCAL GOVERNMENT PAY AWARD 2022/2023 (ATTACHMENT F)

To **NOTE** the Local Government Pay Award for 2022/2023

9. BUILDING CONDITION AND BUDGET UPDATE (ATTACHMENT G)

The Council is to **CONSIDER** the report and **AGREE** a Proposal.

**10. FORTHCOMING ELECTORAL REVIEW OF DURHAM COUNTY COUNCIL
(ATTACHMENT H)**

To **NOTE** the up and coming briefing of the forthcoming Electoral Review of Durham County Council

11. CHRISTMAS OPENING/CLOSURE 2022/23

The Council is to **NOTE** the closing from 24th December and reopening on Tuesday 3rd January 2023.

12. DATE, TIME AND VENUE OF NEXT MEETING

Tuesday 24th January 2023, 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 FULL COUNCIL of STANLEY TOWN COUNCIL held at Stanley Civic Hall on Tuesday 18th October 2022 at 6.00pm

O Milburn* G Binney H Clark **A Clegg§** L Ferry A Hanson
S McMahon J Nicholson M Thompson K Coulson J Kane C Bell
D Fall C Hampson A Jones C Marshall J McMahon J Stephenson
D Tully

*Chairman § Vice-Chairman

OFFICERS: Helen Richardson (Town Clerk)
Ann Barry (Finance Officer)
Michelle Robertson (Events & Admin Support Officer)
Peter Burns (Facilities & Events Officer)

The Town Mayor welcomed everyone to the meeting and stated that the meeting will be live streamed via the Stanley Town Council YouTube channel.

105. APOLOGIES FOR ABSENCE

Members **RECEIVED** apologies from Cllr K Coulson and Cllr M Martin.

106. DECLARATIONS OF INTEREST

No declarations of interest were received.

107. MAYORS ANNOUNCEMENTS

No announcements from the Mayor.

The Town Clerk congratulated Stanley Town Council for winning the Silver Guild Award and Best in Class for Large Towns at the Northumbria in Bloom Awards, this was a huge achievement. Thanks were passed to the environmental team for making Stanley and the surrounding areas beautifully in bloom.

A reminder was given to all councilors to RSVP their invitation to the Blooming Good Fun awards.

108. LEADERS STATEMENT

The Leader of the Council welcomed everyone to Full Council and added her congratulations to the team for their success at Northumbria in Bloom.

The Leader stated that the Town Council were currently looking to make decisions with regards to the budget and how it effectively spends this budget for Stanley Town Council 2023/24. Following tonight's Full Council meeting we will be working together to build that budget and there would be some decisions to be made to achieve a balanced budget going forward.

Hopefully this workshop would help the Town Council to debate and make decisions about how to move forward as a Council and everyone would work together to get to that point.

109. PUBLIC PARTICIPATION

A welcome was given to members of the public in attendance tonight.

The Town Clerk has spoken to the member of the public who has raised a discussion point in relation to the derelict buildings on Stanley Front Street and another vacant pub. The Town Clerk will find out more about this before it is brought back to Full Council.

110. CONFIRMATION OF MINUTES

It was proposed by Cllr G Binney, seconded by Cllr A Hanson and **RESOLVED** that the minutes of the Full Council meeting held on the 27th September 2022 be **APPROVED** and signed by the Town Mayor as a true record.

111. RECEIPT OF COMMITTEE MINUTES

It was proposed by Cllr G Binney, and **RESOLVED** that Council **RECEIVE** the minutes from the Finance & General Purposes Committee held of 20th September 2022.

112. ACCOUNTS FOR PAYMENT & BANK RECONCILIATION

It was proposed by Cllr. A Hanson and seconded by Cllr. S McMahon to **APPROVED** the payments for September 2022 and **NOTED** the bank reconciliation for September 2022.

113. DATE, TIME AND VENUE OF NEXT MEETING

Tuesday 22nd November 2022, 6.30pm, Stanley Civic Hall.

MINUTES of the FINANCE & GENERAL PURPOSE MEETING of STANLEY TOWN COUNCIL held at Stanley Civic Hall on Tuesday 11th October 2022 at 6.30pm

G Binney*	A Hanson§	H Clark	S McMahon
A Jones	D Tully	A Clegg	J Nicholson
L Ferry	J Kane		

*Chairman § Vice-Chairman

OFFICERS: Helen Richardson (Town Clerk)
Ann Barry (Finance Officer)
Michelle Robertson (Events & Admin Support Officer)
Peter Burns (Facilities & Events Support Officer)

95. APOLOGIES FOR ABSENCE

Members **RECEIVED** apologies from Cllr. O Milburn and Cllr. J McMahon.

96. DECLARATIONS OF INTEREST

No declarations of interest were received.

97. PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIR

No announcements from the Chair.

Updates from the Town Clerk;

Following a recent meeting of the Area Action Partnership. Stanley Town Council have been approached to provide the administration of the Welfare Assistance Scheme. This would be a small grants scheme covering 6 venues, this would be a step in the right direction for partnership working if Stanley Town Council were to manage the scheme. As this is a small fund, after discussions with our Finance Officer, the Town Clerk proposes that the Finance Apprentice manage the scheme under supervision.

The Town Clerk met with Fr Daniel, the new Priest at St Joseph's RC Church, Stanley. They spoke about a memorial for the mass grave of those who died in the West Stanley mining disaster which is in St Joseph's Church graveyard.

Budget Workshop – The Town Clerk proposes bringing the Full Council meeting of the 25th October 2022 forward to the 18th October 2022 followed by the budget workshop. Councillors are happy with this proposal to ensure maximum attendance. The Town Clerk will send the agenda out this evening for this.

98. PUBLIC PARTICIPATION

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

99. CONFIRMATION OF MINUTES

It was proposed by Cllr. A Clegg and seconded by Cllr S McMahon **RESOLVED** that the minutes from the Finance and General Purposes Committee meeting held on 13th September 2022 be **APPROVED** and signed as a correct record.

100. ACCOUNTS FOR PAYMENT & BANK RECONCILIATION

It was proposed by Cllr A Hanson, seconded by Cllr S McMahon and **RESOLVED** that the committee take papers as one item and **APPROVED** the payment of accounts for September 2022 and **NOTED** the bank reconciliation for September 2022.

101. UPDATE FROM BUILDING WORKING GROUP

The Town Clerk updated members that we have finally received the inception report from Durham County Council for the building, this will be shared with the building working group first so they can read through the recommendations, which will then be reported back to Full Council.

102. PROPOSED ST CUTHBERT'S SEATING AND CROSS INSTALLATION FOR TANFIELD VILLAGE

Stanley Town Council has been approached by the AAP, as part of Jack Hair's final work of local history, a St Cuthberts Cross. The approach is to help maintain the structure once it is in place. Durham County Council will maintain the paths ways, the Tanfield Bloom Group will maintain the flower beds but the structure is something that the County won't maintain. Councillors raised questions regarding the maintenance of any installation; further information regarding this is to be provided by the AAP prior to any proposal being considered by the Council.

103. REQUEST FOR PLANNING PERMISSION SUPPORT

Stanley Town Council have received a request for a letter of support for a forthcoming planning application in relation to South Moor Golf Club.

Recommendation is to let the planning process take its course and when Stanley Town Council are requested to feedback, this would be the appropriate time to consider and provide comment.

104. DATE, TIME AND VENUE OF NEXT MEETING

Tuesday 8th November 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.

Schedule of Payments October 2022

Invoice Date	Centre	A/C	Invoice Number	Ref No	Supplier A/c Name	Amount	Analysis Description
Stanley Town Council (101)							
18/10/2022	101	4012	S/L3560	5907	NEREO	150.00	Events and Admin Advert
01/10/2022	101	4013	601213820	5915	DCCRB	18.75	HR Advice
01/10/2022	101	4101	1524096941	5929	ARGOS	22.47	Mobile Phones
01/10/2022	101	4101	77312	5931	ARGOS	49.99	Mobile Phones
01/10/2022	101	4101	647147	5933	ARGOS	- 20.82	Mobile Phones Refund
Office Accommodation (105)							
01/10/2022	105	4061	4282	5858	SNOWDON	250.00	October 22 Rent
10/10/2022	105	4061	4014	5903	SNOWDON	250.00	Febuary 22 Rent
01/10/2022	105	4061	3420	5913	SNOWDON	250.00	October 20 Rent
01/10/2022	105	4061	4003	5926	SNOWDON	750.00	November 21 - January 22 Rent
Administration (110)							
01/10/2022	110	4999	20092022	5864	BARCLAYS	10.45	August/September 22 Mixed
01/10/2022	110	4999	12092022	5866	BARCLAYS	47.01	August/September 22 E-Pay
11/10/2022	110	4106	355619	5875	LOYVERSE	20.00	Till Subscription
09/10/2022	110	4102	1568988	5877	RESTORE DATASHRED	40.00	Confidential Shredding
10/10/2022	110	4125	SM26414	5905	RIALTAS	59.00	Tax Digital
01/10/2022	110	4105	276282	5937	DOCUMENTSOLUTIONS	90.60	September 22 Photocopies
Publicity (115)							
01/10/2022	115	4205	3378	5857	JAK	160.00	October 22 I&A Advert
01/10/2022	115	4205	1336908	5859	PMI CREATIVE	120.00	Foamex Board
01/10/2022	115	4205	562	5924	ASDA	25.75	Warmspace Supplies
Democracy (200)							
01/10/2022	200	4803	11103	5916	SPENNYMOOR	25.00	Civic Dinner
Services (300)							
Pact House (305)							
01/10/2022	305	4101	72418	5930	ARGOS	99.98	Mobile Phones
01/10/2022	305	4101	64725	5934	ARGOS	- 41.65	Mobile Phones Refund
27/10/2022	305	4049	RENT NOV 22	5936	PATEL	4,750.00	Pact House Rent Nov 22
AP Community Room (307)							
01/10/2022	307	4053	17169517	5880	CORONA	44.76	September 22 Gas AP Hut
06/10/2022	307	4052	IN0001451787	5884	CORONA	12.01	September 22 Elec AP Hut
Warden Service (310)							
01/10/2022	310	4116	252963855	5860	DCCRB	6,385.00	Warden Service October 22
Events (320)							
01/10/2022	320	4410	219279	5868	ROYALBRIT	220.00	Remembrance Sunday Wreaths
12/10/2022	320	4423	12102022	5879	DOVEBUILDING	58.95	Beacon Site Maintenance
06/10/2022	320	4439	IN0001451786	5882	CORONA	16.35	September 22 Xmas Tree Kiosk

Schedule of Payments October 2022

Invoice Date	Centre	A/C	Invoice Number	Ref No	Supplier A/c Name	Amount	Analysis Description
Environmental Services (350)							
01/10/2022	350	4065	75129	5872	OLIVERS	20.00	Repairs and Maintenance
12/10/2022	350	4008	5372	5876	JOHNJONESTRAINING	390.00	Training
15/09/2022	350	4131	E2015969840	5878	ALLSTAR	95.67	September 22 Fuel
10/10/2022	350	4138	65690	5906	NEWROW	953.68	Sustainable Planting
01/10/2022	350	4130	674250	5909	DAWSONGRP	450.90	September 22 Van Hire
01/10/2022	350	4101	251403445	5928	ARGOS	41.65	Mobile Phones
01/10/2022	350	4131	E2016032017	5938	ALLSTAR	74.11	September 22 Fuel
Grant Funding (400)							
Civic Hall (500)							
01/10/2022	500	4079	2092022	5867	LA SECURITY	225.00	Door Staff 02.09.2022
01/10/2022	500	4065	50840367	5869	ADT	6,032.46	Repairs and maintenance
01/10/2022	500	4700	31072022	5870	TIMELESS	4,684.00	Timeless Dazzle Ticket Sales
01/10/2022	500	4065	252957378	5871	DCCRB	289.37	Repairs and Maintenance
01/10/2022	500	4050	8102022	5873	DURHAMDD	858.00	October 22 Rates Civic Hall
01/10/2022	500	4100	247388	5881	ASPIRE	876.99	September 22 Tele/IT Charges
06/10/2022	500	4066	693445965-2022-	5885	AMAZON	83.32	Bar Equipment
06/10/2022	500	4650	GB248OZ66AEUI	5889	AMAZON	22.47	Cinema Films
06/10/2022	500	4650	134739311-2022-	5891	AMAZON	6.99	Boss Baby 2 DVD
06/10/2022	500	4650	132296451-2022-	5892	AMAZON	3.90	The Addams Family DVD
12/10/2022	500	4102	SI132638	5894	NORTHSTAT	68.00	Stationery
14/10/2022	500	4065	7977	5895	EMS CONTRACTING	413.00	Repairs and Maintenance
01/10/2022	500	4998	225648105	5896	WORLDPAY	37.08	September 22 Worldpay
01/10/2022	500	4998	225789057	5897	WORLDPAY	10.98	September 22 Worldpay
01/10/2022	500	4998	225551452	5898	WORLDPAY	123.65	September 22 Worldpay
10/10/2022	500	4654	1010STC	5901	PACTHOUSE	920.00	SLP Catering
10/10/2022	500	4425	30092022	5902	TACAIN	270.00	SLP 30.09.2022
10/10/2022	500	4650	6281291	5904	FILMBANK	83.00	Anchorman - Cinema
05/10/2022	500	4052	278316307/22	5908	TOTALGAS	1,348.47	September 22 Electricity
01/10/2022	500	4101	1524096941	5929	ARGOS	22.47	Mobile Phones
01/10/2022	500	4101	77312	5931	ARGOS	49.99	Mobile Phones
01/10/2022	500	4101	647147	5933	ARGOS	- 20.83	Mobile Phones Refund
Civic Hall Bar (510)							
01/10/2022	510	4600	715999	5861	PIONEER	65.46	Bar Stock
01/10/2022	510	4600	713946	5862	PIONEER	28.90	Bar Stock
01/10/2022	510	4600	9287230	5865	LWC	1,044.58	Bar Stock
06/10/2022	510	4601	1519832765-2022-	5888	AMAZON	73.28	Bar Sundries
06/10/2022	510	4601	134623211-2022-	5890	AMAZON	21.68	Bar Sundries
01/10/2022	510	4600	206970086	5900	MOLSON	229.60	Bar Stock

Schedule of Payments October 2022

ATTACHMENT C

Invoice Date	Centre	A/C	Invoice Number	Ref No	Supplier A/c Name	Amount	Analysis Description
01/10/2022	510	4603	3070062304	5910	BOC	10.95	September 22 BOC Charges
01/10/2022	510	4601	736702	5918	PIONEER	152.18	Bar Sundries
01/10/2022	510	4600	741194	5919	PIONEER	62.42	Bar Stock
01/10/2022	510	4601	741194	5919	PIONEER	57.87	Bar Sundries
01/10/2022	510	4601	5210	5925	ASDA	1.13	Bar Stock
Loan Charges (520)							
01/10/2022	520	4996	5092022	5863	PWLB	9,500.00	Civic Hall Loan PW507201
01/10/2022	520	4997	5092022	5863	PWLB	1,191.30	Civic Hall Loan PW507201
						44,737.27	Monthly Expenditure Sub Total
Payroll September 2022 Deductions							
	4000	101			STC	3,681.12	
	4000	450			Civic Hall	2,188.54	
	4005	500			Casual Staff	154.22	
	4000	350			Environmental Services	2,408.24	
Payroll October 2022							
	4000	101			STC	4,429.73	
	4000	450			Civic Hall	4,696.95	
	4005	500			Casual Staff	2,701.03	
	4000	350			Environmental Services	5,458.52	
					SUBTOTAL	25,718.35	Monthly Payroll Total
					TOTAL	70,455.62	Overall Monthly Expenditure

Bank Reconciliation Statement as at 31/10/2022
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	31/10/2022		36,169.40
Savings Account	31/10/2022		968,525.71
Current Bank Account- e account	31/10/2022		24,834.98
			1,029,530.09
Unpresented Cheques (Minus)		Amount	
		0.00	0.00
			1,029,530.09
Receipts not Banked/Cleared (Plus)			
		0.00	0.00
			1,029,530.09
		Balance per Cash Book is:•	1,029,530.09
		Difference is:•	0.00



Mon, 31 Oct 22

POST OFFICE CREDIT REM

£933.00

£36,169.40

>	Date	Description	Money In	Money Out	Balance
)	Fri, 21 Oct 22	203351 43231674 FT		-£20,000.00	£968,525.71

>	Date	Description	Money In	Money Out	Balance
>	Mon, 31 Oct 22	DOCUMENT SOLUTION		-£108.72	£24,834.98

Centre	£ Amount	Transaction Detail
Invoices Paid (Civic Hall) (100)		
100	190.00	Fell Scouts
100	1,134.00	Prince Bishop Primary School
100	1,045.00	North Road Gym
100	1,453.75	Timeless Theatre
100	439.00	West Pelton Primary School
100	1,864.35	Timeless Theatre
100	55.00	U3A
100	60.00	CDCF
100	141.00	Durham County Council
100	1,153.00	South Stanley Junior School
100	17,594.02	One Point Hub
100	113.00	Cinema Club
100	933.00	South Stanley Infant School
VAT (105)		
Administration (110)		
110	9.63	Loyalty Reward
110	0.62	Mixed Loyalty Reward
110	0.62	Mixed Loyalty Reward
110	9.63	Loyalty Reward
110	-	9.63 Loyalty Reward Reversal
110	-	0.62 Loyalty Reward Reversal
110	9.63	Loyalty Reward
110	-	9.63 Loyalty Reward Reverse
Precept (111)		
Environmental Services (350)		
Civic Hall (500)		
500	25.00	20220928-20220930 Websales
500	6.25	20220928-20220930 Websales
500	55.00	20221003-20221009 Card
500	73.33	20221001-20221007 Websales
500	17.50	20221001-20221007 Websales
500	65.00	20221001-20221007 Websales
500	1.25	20221003-20221009 Cash
500	93.33	20221008-20221014 Websales
500	22.50	20221008-20221014 Websales
500	58.33	20221008-20221014 Websales
500	15.00	20221017-20221023 Cash
500	36.67	20221015-20221021 Websales
500	5.00	20221015-20221021 Websales
500	15.00	20221015-20221021 Websales
500	7.50	20221710-20221023 Card
500	53.33	20221710-20221023 Card
500	25.00	20221022-20221026 Websales
500	6.25	20221022-20221026 Websales
500	20.00	20221022-20221026 Websales
500	85.00	20221024-20221030 Card
500	-	94.17 Reverse part INC04 11
Civic Hall Bar (510)		
510	1,557.04	20220926-20221002 Cash

510	1,675.06	20220926 - 20221002	Sum Up
510	14.98	20221003-20221009	Sum Up
510	57.50	20221003-20221009	Cash
510	15.48	20221010-20221016	Sum Up
510	25.89	20221010-20221016	Sum Up
510	9.17	20221010-20221016	Cash
510	22.75	20221017-20221023	Cash
510	18.59	20221017-20221023	Sum Up
510	3.28	20221024-20221030	Sum Up
510	6.56	20221024-20221030	Sum Up
510	19.98	20221024-20221030	Sum Up
Civic Hall Income For Future Shows (530)			
530	1,046.00	20220928-20220930	Websales
530	151.00	20220926-20221002	Card
530	180.00	20221003-20221009	Card
530	231.00	20221003-20221009	Card
530	2,724.00	20221008-20221014	Websales
530	485.00	20221010-20221016	Card
530	375.00	20221017-20221023	Cash
530	923.50	20221015-20221021	Websales
530	1,179.50	20221710-20221023	Card
530	769.00	20221022-20221026	Websales
530	556.75	20221024-20221030	Card
530	2,204.00	20221001-20221007	Websales
Room Hire Deposits (540)			
Total	41,028.47		

National Joint Council for local government services

Employers' Secretary
Naomi Cooke

Trade Union Secretaries
Rachel Harrison, GMB

Mike Short, UNISON

Address for correspondence
Local Government Association
18 Smith Square
London SW1P 3HZ
Tel: 020 7664 3000
info@local.gov.uk

Address for correspondence
UNISON Centre
130 Euston Road
London NW1 2AY
Tel: 0845 3550845
l.government@unison.co.uk

**To: Chief Executives in England, Wales and N Ireland
(copies for HR and Finance Directors)
Members of the National Joint Council**

1 November 2022

Dear Chief Executive,

LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2022-23

Employers are encouraged to implement this pay award as swiftly as possible.

Pay

Agreement has been reached on rates of pay applicable from **1 April 2022**. The new pay rates are attached at **Annex 1**.

The new rates for allowances, uprated by 4.04 per cent, are set out at **Annex 2**.

The NJC has agreed that from **1 April 2023**, Spinal Column Point (SCP) 1 will be permanently deleted from the NJC pay spine.

Annual Leave

The NJC has agreed that from **1 April 2023**, all employees covered by this National Agreement, regardless of their current leave entitlement or length of service, will receive a permanent increase of one day (pro rata for part-timers) to their annual leave entitlement. This may require, in some organisations, that a local agreement has to be reached in order for the extra day to be applied. The NJC's full expectation is that the additional day's leave will be applied for all NJC staff, regardless of existing local arrangements.

The National Agreement Part 2 Para 7.2 will, with effect from **1 April 2023**, be amended to read as follows:

7.2 Annual Leave

With effect from 1 April 2023, the minimum paid annual leave entitlement is twenty-three days with a further three days after five years of continuous service. The

entitlement as expressed applies to five day working patterns. For alternative working patterns an equivalent leave entitlement should be calculated.

7.3 *The annual leave entitlement of employees leaving or joining an authority is proportionate to their completed service during the leave year.*

7.4 Extra Statutory Holidays

Employees shall have an entitlement to two extra statutory days holiday, the timing of which shall be determined by the authority in consultation with the recognised Trade Unions with a view to reaching agreement or added to annual leave by local agreement.

Joint work

The NJC has also agreed to enter into discussions on homeworking policies, mental health support and maternity etc leave.

Backpay for employees who have left employment since 1 April 2022

If requested by an ex-employee to do so, we recommend that employers should pay any monies due to that employee from 1 April 2022 to the employee's last day of employment.

When salary arrears are paid to ex-employees who were in the LGPS, the employer must inform its local LGPS fund. Employers will need to amend the CARE and final pay figures (if the ex-employee has pre-April 2014 LGPS membership) accordingly. Further detail is provided in [section 15 of the HR guide](#) which is available on the [employer resources section](#) of www.lgpsregs.org

Yours sincerely,

*Naomi
Cooke*

Naomi Cooke

R. Harrison

Rachel Harrison

M. R. Short

Mike Short

SCP	01-Apr-21		01-Apr-22	
	per annum	per hour	per annum	per hour
1	£18,333	£9.50	£20,258	£10.50
2	£18,516	£9.60	£20,441	£10.60
3	£18,887	£9.79	£20,812	£10.79
4	£19,264	£9.99	£21,189	£10.98
5	£19,650	£10.19	£21,575	£11.18
6	£20,043	£10.39	£21,968	£11.39
7	£20,444	£10.60	£22,369	£11.59
8	£20,852	£10.81	£22,777	£11.81
9	£21,269	£11.02	£23,194	£12.02
10	£21,695	£11.25	£23,620	£12.24
11	£22,129	£11.47	£24,054	£12.47
12	£22,571	£11.70	£24,496	£12.70
13	£23,023	£11.93	£24,948	£12.93
14	£23,484	£12.17	£25,409	£13.17
15	£23,953	£12.42	£25,878	£13.41
16	£24,432	£12.66	£26,357	£13.66
17	£24,920	£12.92	£26,845	£13.91
18	£25,419	£13.18	£27,344	£14.17
19	£25,927	£13.44	£27,852	£14.44
20	£26,446	£13.71	£28,371	£14.71
21	£26,975	£13.98	£28,900	£14.98
22	£27,514	£14.26	£29,439	£15.26
23	£28,226	£14.63	£30,151	£15.63
24	£29,174	£15.12	£31,099	£16.12
25	£30,095	£15.60	£32,020	£16.60
26	£30,984	£16.06	£32,909	£17.06
27	£31,895	£16.53	£33,820	£17.53
28	£32,798	£17.00	£34,723	£18.00
29	£33,486	£17.36	£35,411	£18.35
30	£34,373	£17.82	£36,298	£18.81
31	£35,336	£18.32	£37,261	£19.31
32	£36,371	£18.85	£38,296	£19.85
33	£37,568	£19.47	£39,493	£20.47
34	£38,553	£19.98	£40,478	£20.98
35	£39,571	£20.51	£41,496	£21.51
36	£40,578	£21.03	£42,503	£22.03
37	£41,591	£21.56	£43,516	£22.56
38	£42,614	£22.09	£44,539	£23.09
39	£43,570	£22.58	£45,495	£23.58
40	£44,624	£23.13	£46,549	£24.13
41	£45,648	£23.66	£47,573	£24.66
42	£46,662	£24.19	£48,587	£25.18
43	£47,665	£24.71	£49,590	£25.70

NB: hourly rate calculated by dividing annual salary by 52.143 weeks (which is 365 days divided by 7) and then divided by 37 hours (the standard working week)

Part 3 Paragraph 2.6(e) Sleeping-in Duty Payment:

1 April 2022
£39.24

**RATES OF PROTECTED ALLOWANCES AT 1 APRIL 2022
(FORMER APT&C AGREEMENT (PURPLE BOOK))**

Paragraph 28(3) Nursery Staffs in Educational Establishments - Special Educational Needs Allowance

1 April 2022
£1,401

Paragraph 28(14) Laboratory / Workshop Technicians

City and Guilds Science Laboratory Technician's Certificate Allowance:

1 April 2022
£228

City and Guilds Laboratory Technician's Advanced Certificate Allowance:

1 April 2022
£165

Paragraph 32 London Weighting and Fringe Area Allowances £ Per Annum

Inner Fringe Area:

1 April 2022
£951

Outer Fringe Area:

1 April 2022
£663

Paragraph 35 Standby Duty Allowance - Social Workers (1)(a)(i) Allowance - Per Session

1 April 2022
£31.58

FORMER MANUAL WORKER AGREEMENT (WHITE BOOK)

Section 1 Paragraph 3 London and Fringe Area Allowances £ Per Annum

Inner Fringe Area:

1 April 2022

£951

Outer Fringe Area:

1 April 2022

£663



Stanley Town Council – Civic Hall Report

The following report is to update members on the current financial position and condition of the Civic Hall. The report is to enable members to decide on the future of the Civic Hall, Stanley.

1. Background

The Civic Hall is a theatre/entertainment venue situated at Front Street, Stanley. The building is owned by Durham County Council and is leased to Stanley Town Council (the "Council") over a 35 year term. The lease was signed on 30 June 2015, the rental for the building is one peppercorn on request. The conditions of the lease are not favourable to the Council, in particular the lease requires all repairs and maintenance to be undertaken by the Council.

2. Current Position

The current condition of the Civic Hall is poor, built in 1961 the building has fallen in to significant disrepair and has sadly not been maintained by either Durham County Council prior to 2015 or by the Council despite a number of reports being prepared detailing and advising of the work that was required to be undertaken. Whilst the current condition of the building is poor, it appears from feedback that has been received from a number of sources, the building was never of a reasonable standard and it could be said that it is in a better condition now than when it was first received by the Council.

The building requires a significant amount of maintenance to bring it up to a reasonable standard. The maintenance and running costs of the Civic Hall have been catapulted to the forefront of the Councils discussions due to Durham County Council condemning the heating system in March 2022 which left the building with no working heating system, there are a significant number of other repairs to be undertaken ie a new roof, a number of internal walls and ceilings need to be treated for damp and replastering, 2 sets of public toilets require full refurbishment alongside a large amount of general repairs and maintenance and cosmetic works and the requirement for the Council to set a budget for 2023 – 2024.

A extensive maintenance schedule is being prepared and is currently estimated to include costs over 1 million pound.

The Council reluctantly accepts that all repairs and maintenance are their responsibility given the terms of a very unfavourable lease, it had been hoped that there would be recognition from Durham County Council that they owned the building, it's condition when it was received by the Council and that their "One Point" service had been benefitting from a jointly sourced heating arrangement, they would financially contribute to the 2 main areas of concern ie the roof and heating system. The Clerk alongside County Councillors met with the Head of Corporate Property and Land in an attempt to obtain a financial commitment from Durham County Council however it was confirmed in a recent meeting with the Head of Corporate Property and Land that they would be unable to financially support any works given the terms of the lease and their own financial burden, please see the below:-

"It was good to meet with you and Cllr Stephenson yesterday and have a tour of the Civic Hall. I thought I would drop you a line to confirm the discussion. As you aware under the terms of the lease to the Town Council responsibility for keeping the building in repair falls to the Town Council. Unfortunately, Durham County Council do not have available funding to assist the Town Council in undertaking any repairs to the Civic Hall.

When we met yesterday you raised the question as to whether it would be possible to vary your lease to permit subletting. Whilst I have no problem in looking into this I would suggest that it is unlikely to generate sufficient income to offer a long term financial solution to the investment required to the Civic Hall.

Whilst we were leaving the Civic Hall yesterday, we did identify that some of the guttering and flashing is missing from the outside of the building and there is also a missing roof tile. Having these repaired will assist with some of the water ingress that you are experiencing. With regard to the general maintenance issues that you highlighted when we looked around the building, as promised I have asked one of my team to arrange to visit the Hall and provide you with some general advice.

I appreciate that this isn't the answer you were looking for but hope you can understand the Council's limited financial resources."

3. Usage/Income/Expenditure

There is no dedicated hospitality team to run and manage the Civic Hall following a recent restructure. Without investment in to a team with hospitality knowledge it is difficult to increase any sort of income and interest.

The Civic Hall is used by a small number of regular organisations who hire various rooms within the building. There are a regular number of users who generally deliver an annual show within the theatre area. Sadly, the charging arrangements for the use of the building have not been consistent and in most cases the Civic Hall has ran at a loss at these events. Whilst the staffing team have attempted to bring consistency to all charging arrangements this has been met with a significant amount of displeasure from those using the building, there is an element of belief that the building should come for free. It has also been difficult to justify an increase in these charges due to the condition of the building and what it is able to offer.

The below table shows the income and expenditure of the Civic Hall since 2016/2017 to the Quarter 1 projections for 2022/2023.

	Actual 2016/17	Actual 2017/18	Actual 2018/19	Actual 2019/20	COVID Actual 2020/21	Actual 2021/22	QTR 1 Projections
Civic Hall & Bar Income	211,830	249,161	160,767	115,648	32,987	139,200	120,035
Civic Hall & Bar Expenditure	354,808	418,770	298,897	243,062	243,683	224,341	284,004
Deficit	-142,978	-169,609	-138,130	-127,414	-210,696	-85,141	-163,969
Precept	795,662	786,876	823,388	844,890	881,246	904,439	947,418
Deficit as a % of the precept	-17.97	-21.55	-16.78	-15.08	-23.91	-9.41	-17.31
Salaries	128,630	116,540	93,502	109,316	110,013	74,864	91,603

As you can see from the above table, the Civic Hall has always ran at a significant loss which has been subsidised by Stanley Town Council year on year. The current spend on the Civic Hall being approximately a third of the Councils overall precept.

The Council have held 2 budget workshops and officers have provided the Council with 2 proposals to help inform their decision making. Proposal 1 details the financial implications of ending the lease on the Civic Hall with Durham County Council and returning the building to them (Appendix 1) and proposal 2 which details the financial implications of retaining the Civic Hall (Appendix 2). It is important to note that both proposals require the Council to undertake a significant and costly amount of repairs and maintenance. Each proposal also has implications upon all other financial support given to other organisations currently although it is a recommendation of the Clerk that all spend and leasing arrangements are reviewed in the coming year. It is important to note that this is the beginning of a lengthy process with the first decision being the future of the building.

4. Recommendations

It is **RECOMMENDED** from the Budget Workshop that:

- (i) Given the information provided, the Town Council are required to **AGREE** Proposal 1 which would see the Civic Hall being returned to Durham County Council. Should this Proposal be **AGREED** then Council is **RECOMMENDED** to instruct a Solicitor to provide advice on the current leasing arrangements and “get out” clauses.

Report Author

Helen Richardson, Town Clerk
Stanley Town Council

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Returning The Civic Hall - Impact on 23/24 budget

(Based on a year to hand back and seek alternative venue)

Proposal 1

Deficit	Savings
98,013	As presented in Draft 1 Budget 2023 -2024 - Budget Workshop
	-84,000 Remove MTP Project line for 23/24 until new priorities are identified against the saving on the cost of running the civic hall.
	-28,884 New Capital Expenditure budget £41,884 This would reduce to IT only until we know what new commitments would be in new venue. Reduced to £13,000 saving £28,884
<u>98,013</u>	<u>-112,884</u>
	-14,871
New Roof £229,714 Funding from reserves	
229,714	Could meet costs from reserves (current level £503,102 - £229,714 = £273,388) which is within the acceptable 3mth operating costs. The level of operating would reduce to £220 if we discount the civic hall operating costs.
	-229,714
New central heating boiler £167,269	
167,269	
	Savings from Civic Hall Projects - work identified has been on hold pending repair to roof and installation of central heating as this would cause further damage if interior work is carried out before major repairs.
	-50,000
	-60,000 No further spend this year against MTP Project line £84,000 Budget (less committed spend)
	-23,000 New posts budget for 23/24 (Apprenticeships to permanent positions)
	-6,000 Councillors IT equipment
	-10,485 Wardens new vehicle plus fuel
	-9,758 Surplus above £14,871 less additional £5,113 from reserves = £9,758
<u>167,269</u>	<u>-159,243</u>
	8,026
8,026	In order to fund central heating still need a further £8,026
20,000	Legal Fees
	Option 1 - Outside base budget costs - Support to other organisations. Total cost of supporting these worthy organisations equals £93,500.
	Money Advice £33,500 - No reduction in 23/24 (Full Review)
	-20,000 Stanley Fund reduce from £50,000 to £30,000 (Full Review)
	Detached Youth £10,000 - No reduction 23/24 (Full Review)
	or
	-8,188 Option 2 - Increase precept by 1% = £8,188 (0.04p per month per household)
<u>28,026</u>	<u>-28,188</u>
	-162 Surplus (reduce amount needed from reserves by £162.00 to balance budget)

Retaining the Civic Hall - Impact on 23/24 budget

Proposal 2

Deficit	Savings
98,013	As presented in Draft 1 Budget 2023 -2024 - Budget Workshop
	Remove MTP Project line for 23/24 until new priorities are identified against the saving on the cost of running the civic hall.
	-84,000
	-14,013 Reserves
98,013	-98,013
	0

New central heating boiler £167,269	
167,269	Could meet costs from reserves (current level £503,102 - 167,269 = £335,833, which is within the acceptable 3 mth operating costs.
	-167,269
167,269	-167,269
	0

New Roof £229,714	
Year 1 2022/2023	Split over 2 years
114,857	Year 1 in 22/23 from savings in this years budget.
	£50,000 Civic Hall Projects budget - work identified has been on hold pending repair to roof and installation of central heating as this would cause further damage if interior work is carried out before major repairs.
	-50,000
	No further spend this year against MTP Project line
	£84,000 Budget (Less committed spend)
	-60,000
	-4,857 Reserves
114,857	-114,857
	0

Year 2 2023/2024	
114,857	
	-23,000 New posts budget for 23/24 (Apprenticeships to permanet postions)
	-6,000 Councillors IT equipment
	-10,485 Wardens new vehicle plus fuel
	-38,525 Reserves
114,857	-78,010
	36,847 In order to fund year 2 roof repairs in 23/24 still need to find a further £36,847
	Option 1 - Outside base budget costs - Support to other organisations.
	Total cost of supporting these worthy organisations equals £93,500,
	I have reduced the amount by an equal % of the overall total to meet the £36,847
	-13,265 Money Advice reduce from £33,500 - £20,235
	-19,529 Stanley Fund reduce from £50,000 to £30,471
	-4,053 Detached Youth reduce from £10,000 to £5,947
	Or
	-36,847 Option 2 - Increase precept by 4.5% = £36,847 (0.18p per month per household)
	Or
	Option 3 - Removal of the rent element from the payment to Money Advice Service
	Withdrawal of rent, and used the same principle above to deduct the deficit from each organisation
	-11,054 Money Advice reduce from £33,500 - £7,500 rent - £11,054 = £14,946
	-21,371 Stanley Fund reduce from £50,000 to £28,629
	-4,422 Detached Youth reduce from £10,000 to £5,578
	Or
	Option 4 - Withdraw the Stanley Fund support using £30,000 as a strategic councillor grant fund and £20,000 towards deficit. Deficit at this point is still £36,847 less £20,00 saving from Stanley fund still £16,847 to find
30,000	New Startegic Grant funding
	-20,000 Balance from stanley fund
	-12,972 Money Advice £33,500 - £12,972 = £20,528
	-3,875 Detached Youth £10,000 - £3,875 = £6,125
	Or
	Option 5 - Withdraw Stanley Fund and Detached Youth saving and create £30 Councillor Strategic Fund
30,000	-20,000 Balance from Stanley Fund
	-10,000 Removal of support to Detached Youth
	£6,847 to find
	-6,847 Money Advice £33,500 - £7,500 = £26,000
	The above savings would give you a balanced budget for 23/24, reserves would be at a minimum level.

Financial Implications on Future Budget If We Maintain The Building

		2024/2025
175,000	Consider the implications of increased utility costs from 24/25	
76,832	2 x experienced hospitality staff (salary + on costs)	
	Remove the remainder of budget for other organisations (Option 4 you would need to find an additional	
	£30,000	
	-56,589 Warden Service	
	-74,560 Withdrawal of events budget	
	-45,035 5.5% increase in precept	
251,832	-252,791	
	-959	
		2025/2026
106,259	Further added complication for 25/26 is the potential withdrawal of the LCTRS Grant or part and how this would be funded.	
	200,000 Loan to fund major repairs	
	Interest 2.28% at the time of last loan, will be higher now.	
25,000	This is just to give some idea. Repayment would need to be accounted for in the year it is taken out.	

Dear clerks,

Briefing for Parish and Town Councils

Forthcoming Electoral Review of Durham County Council

Mon 21st Nov 2022 at 6pm (1 hour approx.) online

Parish Councillors and officers are invited to a briefing on the forthcoming Electoral Review of Durham County Council which proposes to reduce the number of county councillors and create a better equity of representation per no. of electors.

It will be hosted by CDALC using Teams

Click [here](#) to join the Boundary Commission for England briefing on Mon 21st Nov 2022 at 6pm

There is no need to book, nor is there any limits to the number of representatives from any council.

If you have any issues logging in with the link above then Join on the web using

Meeting ID: 346 111 846 806

Passcode: Hc38vW

Background information

This session will be delivered by representatives from the Local Government Boundary Commission for England (LGBCE) on the forthcoming Electoral Review of Durham and how Parish and Town Councils can contribute and engage in the Electoral Review process. An electoral review examines and proposes new electoral arrangements for the whole local authority. These are:

- The total number of councillors to be elected to the council – referred to as council size.
- The names, number and boundaries of Electoral Divisions.
- The number of councillors to be elected from each Electoral Division.

The review is likely to have implications for the whole local authority not just areas with high levels of electoral inequality.

Reviews are conducted to ensure fairer representation at local government elections after any significant changes in the distribution of electors. Durham meets the Commission's criteria for electoral inequality as one division has a variance outside +/-30% from the average for the authority. Furthermore, 15 of the 63 (24%) divisions have a variance outside +/-10%. Four divisions have a variance outside +/-20%. The Commission will seek to deliver electoral equality for voters in local elections.

Please note that the LGBCE have no powers to alter the external boundaries of local parishes. However, if their recommendations propose to divide parishes between wards, they will alter the electoral arrangements of that parish to create parish wards. Parish boundaries often represent the extent of a community. In fact, the Commission often uses parishes as the building blocks of wards and electoral divisions.

Further information on how reviews work can be found on the Local Government Boundary Commission for England website at <https://www.lgbce.org.uk/how-reviews-work>
