



# Stanley Town Council

## NOTICE OF MEETING

I hereby give notice that the Annual General Meeting of Stanley Town Council will be held on Tuesday 23<sup>rd</sup> May 2023 at 6.30pm at Stanley Civic Hall, Front Street, Stanley, DH9 0NA

### TO ALL MEMBERS of STANLEY TOWN COUNCIL

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

You are hereby summoned to attend the **ANNUAL GENERAL MEETING** of **Stanley Town Council** to be held in **Stanley Civic Hall, Front Street, Stanley**, on **Tuesday 23<sup>rd</sup> May 2023** at **6.30pm** in order to transact the following business:

Yours sincerely

**Ann Barry**

Responsible Finance Officer

17th May 2023

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 **ELECTION OF TOWN MAYOR & DEPUTY TOWN MAYOR**

- (i) Council is requested to **ELECT** the Town Mayor for the Civic Year 2023/24.
- (ii) The Town Mayor is to sign the Declaration of Acceptance of Office.

*Town Mayor for the Civic Year 2023/24 to take the Chair.*

- (iii) Council is requested to **ELECT** the Deputy Town Mayor for the Civic Year 2023/24.

### 4 **CORE GOVERNANCE DOCUMENTS**

Council is requested to **REVIEW** and **APPROVE** the following core governance documents, subject to any changes they feel may be required:

- (i) The Constitution **(ATTACHMENT A)**
- (ii) Standing Orders **(ATTACHMENT B)**
- (iii) Financial Regulations **(ATTACHMENT C)**
- (iv) Community Engagement & Communications Policies **(ATTACHMENT D)**
- (v) Publication Scheme **(ATTACHMENT E)**
- (vi) Publicity Policy **(ATTACHMENT F)**

### 5 **LEADER & DEPUTY LEADER OF THE COUNCIL**

Council is requested to **ELECT** for the Civic Year 2023/24:

- (i) The Leader of the Council, and
- (ii) The Deputy Leader of the Council

*Notes:*

- (i) *Any elected member of the Council may be nominated for the position of Leader.*
- (ii) *All seconded nominations will be determined by a show of hands.*
- (iii) *In circumstances where more than 2 members are put forward for the role(s), candidates with the fewest votes will be eliminated in as many rounds of voting as are necessary for one candidate to have a clear simple majority of members present.*
- (iv) *In the event of an equality of votes in a run-off between 2 candidates, the Town Mayor must exercise a casting vote.*

## 6 FINANCE & GENERAL PURPOSES COMMITTEE

Council is requested to **APPOINT**:

- (i) A Chairman of the Committee,
- (ii) A Deputy Chairman of the Committee; and
- (iii) Eight (8) ordinary members of the Committee.

*Notes:*

- (i) Council **RESOLVED** in May 2017 that Committee membership should reflect as far as possible the overall political balance of the Council as a whole. Council must **DECIDE** how many seats on the Committee will be allocated to each group in these circumstances.
- (ii) The Town Mayor & Deputy Town Mayor are *ex officio* members of all Committees.

## 7 ANNOUNCEMENTS FROM THE TOWN MAYOR

To **RECEIVE** any announcements from the Town Mayor or Responsible Finance Officer.

## 8 REPORT OF THE OUTGOING TOWN MAYOR

To **RECEIVE** a verbal report from Cllr Alex Clegg, Town Mayor for 2022/23 on his experiences and reflections on his term of office.

## 9 PUBLIC PARTICIPATION

An adjournment will be allowed at the direction of the Town Mayor 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*).

## 10 CONFIRMATION OF COUNCIL MINUTES (ATTACHMENT G)

To **APPROVE** as a correct record and sign the Minutes of the Ordinary Full Council Meeting held on 25th April 2023.

## 11 ANNUAL ACCOUNTS & GOVERNANCE STATEMENT

**Statutory Basis:** Accounts & Audit Regulations 2015

### **ATTACHMENTS:**

- (i) Report on Annual Accounts (ATTACHMENT H)
- (ii) Accounts Outturn 2022/23 – Appendix 1 (ATTACHMENT I)
- (iii) Budget Expenditure – Appendix 2 (ATTACHMENT J)
- (iv) Outturn 2022/23 Detail (ATTACHMENT K)
- (v) Asset & Land Register (ATTACHMENT L)

- |       |   |                       |
|-------|---|-----------------------|
| (vi)  | Report on Internal Control                  | <b>(ATTACHMENT M)</b> |
| (vi)  | Risk Register                               | <b>(ATTACHMENT N)</b> |
| (vii) | TAP Policy Schedule                         | <b>(ATTACHMENT O)</b> |
| (vii) | Annual Return Form (AGAR) pending signature | <b>(ATTACHMENT P)</b> |

The Responsible Finance Officer has prepared a report for Council in respect of the Annual Accounts and Governance Statement for 2022/23.

Council is requested to:

- (i) **CONSIDER** the attached documents;
- (ii) **APPROVE** the Annual Governance Statement for 2022/23
- (iii) **APPROVE** the Annual Accounts for 2022/23;
- (iv) **RESOLVE** that the Council has in place an effective system of internal control;
- (v) **NOTE** the Risk Register;
- (vi) **CONFIRM** that the Council has arrangements in respect of all insurable risks in place; and having done so,
- (vi) **AUTHORISE** the Town Mayor to sign the Annual Governance Statement and the Annual Accounting Statement for 2022/23 on behalf of the Council.

## 12 **ACCOUNTS FOR PAYMENT & BANK RECONCILIATION**

Statutory Basis: Accounts & Audit (England) Regulations 2011

### **April 2023**

- |                                     |                       |
|-------------------------------------|-----------------------|
| Schedule of Payments                | <b>(ATTACHMENT Q)</b> |
| Schedule of Receipts                | <b>(ATTACHMENT R)</b> |
| Bank Reconciliation & Bank Balances | <b>(ATTACHMENT S)</b> |

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

- (i) **APPROVE** the payment of accounts for April 2023, and,
- (ii) **NOTE** the Bank Reconciliation for April 2023.

## 13 **REVIEW OF EXPENDITURE UNDER LOCAL GOVERNMENT ACT 1972, s.137**

**(ATTACHMENT T)**

A report containing details of the expenditure under s.137 for 2022/23 is attached for the information of and consideration by Council. Council is requested to **NOTE** the report.

## 14 **APPOINTMENTS TO OUTSIDE BODIES & WORKING GROUPS**

Council is requested to **REVIEW** appointments to outside bodies and **DECIDE** what to do.

- (i) **AAP** - Current appointment: Cllr Jeanette Stephenson.
- (ii) **CDALC Executive** - Current appointment: Cllr A Clegg.

- (iii) **Larger Local Councils Forum (CDALC)** - Current Appointments: Cllrs A Clegg and Cllr O Milburn.
- (iv) **PACT House** - Current appointment: Cllr Dean Fall
- (v) **Stanley Fund Panel** - Cllrs O Milburn, Cllr A Clegg and one Derwentside Independent Member
- (vi) **Love Beamish and Stanley** – Cllr A Jones
- (vii) **Armed Forces Champion** – Cllr A Jones

Council is requested to **REVIEW** appointments to Working Groups.

## 15 **SCHEDULE OF MEETINGS** **(ATTACHMENT U)**

Council is requested to **CONSIDER** the schedule of meetings for the Civic Year 2023/24 and **DECIDE** what to do.

## 16 **SUBSCRIPTIONS TO OUTSIDE ORGANISATIONS**

Council is requested to **CONSIDER** whether or not the Council wishes to continue to subscribe to the following organisations:

- (i) National Association of Local Councils (NALC)
- (ii) County Durham Association of Local Councils (CDALC)
- (iii) Society of Local Council Clerks (SLCC)\*
- (iv) North East Regional Employer's Organisation (NEREO)

*\* Members are requested to note that since 2016, the Trade Union aspect of the SLCC has been separated into a separate association (the ALCC), therefore the Council does not fund Trade Union representation for the Town Clerk through subscription to the SLCC but does benefit from the legal consultancy and training benefits of membership.*

## 17 **BUILDING UPDATE**

DCC commissioned contractors to carry out surveys of Civic Hall on the 26th April and 5th May 2023. On Friday 5th May, the second contractor noted leakage of the fifth and last working mains boiler and therefore due to hazard and safety to both staff and building, the boiler was immediately sealed and shut down. To conclude no boilers in the cellar are now working nor repairable - this affects ONE Point office as well. However, Civic Hall does have a small “boiler” in the downstairs kitchen which has been turned on to provide hot water but it remains that there is no heating available in the building. Councillors are requested to **NOTE** the update and **DECIDE** on any action.

## 18. **EVENTS UPDATE**

The next major event is Armed Forces Day in June of which a verbal update is to be given.

## 19. **DATE, TIME, AND VENUE OF NEXT MEETING**

To be confirmed under Item 14.

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## **PART B**

### **EXCLUSION OF PRESS AND PUBLIC.**

To **RESOLVE** that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.

*Justification for excluding the public and press from consideration of the following item:*

*-Consideration of personal information in respect of nominated person.  
Any recording/broadcasting of the meeting must stop at this point.*

## **20. STAFFING ISSUES**

To **NOTE** the verbal update from the RFO.

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*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.*