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| NOTICE OF MEETING  I hereby give notice that an Ordinary Full Meeting of Stanley Town Council will be held on Tuesday the 26th September 2023 at 6.30pm at  ANNFIELD PLAIN |



***Stanley***

*Town* *Council*

**TO** **ALL MEMBERS of STANLEY TOWN COUNCIL**

**O Milburn (Town Mayor)**

**A Clegg (Deputy Town Mayor)** D Fall L Ferry A Hanson

C Hampson A Jones J Kane C Marshall M Martin

J McMahon S McMahon M Thompson D Tully K Wilson

J Nicholson J Stephenson C Bell H Clark G Binney

You are hereby summoned to attend an **ORDINARY FULL MEETING** of Stanley Town Council to be held at **Annfield Plain Community Centre, 23 New Front Street,**

**DH9 7SY,** on Tuesday **26th September 2023** at **6.30pm** in order to transact the following business:

Yours sincerely,



**Dianne Rickaby**

Locum Town Clerk

19th September 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.** **MINUTE’S SILENCE**

In respect of the late Cllr Alderman David Marshall**.**

**2. APOLOGIES FOR ABSENCE**

To **RECEIVE** any apologies and reasons for absence

* Cllr Tully
* Dianne Rickaby

**3.** **DECLARATIONS OF INTEREST**

Members are invited to **DECLARE** disclosable pecuniary and other interests, along with the nature of those interests, in relation to any item on this agenda.

**4.** **MAYOR’S ANNOUNCEMENTS**

To **RECEIVE** announcements from the Town Mayor or Locum Town Clerk, and to welcome Daniel O’Brien from AAP and also Paul Rutherford from DCC.

**5.** **LEADER’S STATEMENT**

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

**6.** **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).*

(i) Letter received by M Ridley re Civic Hall **(ATTACHMENT A)**

**7.** **CONFIRMATION OF MINUTES**  **(ATTACHMENT B)**

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

**8.** **ST. CUTHBERTS CROSS TANFIELD VILLAGE**

Daniel O’Brien from Stanley Area Action Partnership (AAP) will give a presentation.

**9. LOCUM CLERK UPDATE**

Report to be circulated.

**10 EVENTS UPDATE**

An update will be given by the Environment Services Team Leader (ESTL).

**11.** **GOVERNMENT’S ANTI-SOCIAL BEHAVIOUR ACTION PLAN**

**(ATTACHMENT C)**

**(ATTACHMENT D)**

There was a presentation on the 20th June from the PCC’s Chief of Staff and at that point it was discussed how Parish and Town Councils could be involved.  County Durham and Darlington are a pilot area for the Plan with funding in 2023/24, a year ahead of most of other parts of the country.

There is a newly appointed PCC’s Policy and Strategy Officer, Lucy Hatch, whose role is to co-ordinate with partners for the Plan’s delivery.  Any queries can be addressed to her directly at [lucy.hatch2@durham-pcc.gov.uk](mailto:lucy.hatch2@durham-pcc.gov.uk).

It is **NOTED** that Councils could be involved in two strands - (1) Immediate Justice and (2) Hotspots - of the Action Plan so it would be worth getting on board at this early stage.

**12. NEIGHBOURHOOD WARDENS** **(ATTACHMENT E)**

Please refer to the monthly report going forward, from the Neighbourhood Wardens.

In attendance is Paul Rutherford to answer any questions.

However, it is to be **noted** that members are required to make themselves aware of the contract particulars in relation to the length of contract outlined in the service agreement for the Enhanced Neighbourhood Warden Service. The service was set up in April 2021 and was envisaged to run for 3 years and can be renewed at the discretion of the council. Members are not being asked to make any decisions at this council meeting, however Paul Rutherford a Neighbourhood Warden Coordinator who is in attendance tonight to represent the service and answer any questions that council may have regarding Neighbourhood Wardens and the work the Neighbourhood Wardens carry out county wide and within the Enhancement for Stanley. This is to assist the members to start considering service renewal discussions for future Full Council meetings.

**13.** **ACCOUNTS FOR PAYMENT & BANK RECONCILIATION**

Statutory Basis: Accounts & Audit (England) Regulations 2011

**July 2023**

Schedule of Payments **(ATTACHMENT F)**

Schedule of Receipts **(ATTACHMENT G)**

Bank Reconciliation & Bank Balances **(ATTACHMENT H)**

AND

**August 2023**

Schedule of Payments **(ATTACHMENT I)**

Schedule of Receipts **(ATTACHMENT J)**

Bank Reconciliation & Bank Balances **(ATTACHMENT K)**

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

1. **APPROVE** the payment of accounts, and
2. **NOTE** the bank reconciliations for both July & August 2023.

**14.** **ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN**

Committee is requested to **note** the Annual Governance and Accountability Return for the period 2022 – 2023.

(i) Audited AGAR 2022 – 2023 **(ATTACHMENT L)**

**15.** **INTERNAL AUDIT PLAN**

Mr G Fletcher, the Internal Auditor, has submitted his Committee Report and Terms of Reference for the 4 audits to be carried out in October 2023.

Members are asked for any comments and their agreement on the attached Terms of Reference for the audits to be carried out in October 2023.

(i) Committee Report **(ATTACHMENT M)**

* TOR Accounts Receivable **(ATTACHMENT N)**
* TOR Welfare Assisted Funding **(ATTACHMENT O)**
* TOR Accounts Payable **(ATTACHMENT P)**
* TOR Payroll **(ATTACHMENT Q)**

**16. POLICIES & PROCEDURES**

The following draft documents were discussed at the Policy Working Group Meeting held on 12th September and are now being submitted by the Locum Town Clerk for approval :

1. Constitution and Committee Terms of Reference &

Scheme of Delegation  **(ATTACHMENT R)**

1. Standing Orders **(ATTACHMENT S)**
2. Financial Regulations **(ATTACHMENT T)**
3. Member / Officer Protocol (new) **(ATTACHMENT U)**
4. Communications Policy **(ATTACHMENT V)**
5. Redundancy Policy and Procedure  **(ATTACHMENT W)**

**17. COMMS UPDATE**

An update will be given by the ESTL.

**18.** **TRANSFER OF ALLOTMENTS TO STANLEY TOWN COUNCIL**

A verbal update will be given by the ESTL.

**19. TRAINING OPPORTUNITIES**

Online Event – re new model finance regulations.

**20.** **DATE, TIME AND VENUE OF NEXT MEETING**

Tuesday **24th October 2023** at **6.30pm**, **Craghead Village Hall,** **DH9 6AN**.

(\**Surgery opens 5.30pm* *– to confirm Councillor*)

**21. EXCLUSION OF PRESS AND PUBLIC**

To **RESOLVE** that under Public Bodies (Admissions to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during 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 of excluding the public and press for the consideration*

*of the following items: Discussion falls under the Data Protection Act 2018.*

**PART B**

**22.**  **HR COMMITTEE**

*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.*