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| NOTICE OF MEETINGI hereby give notice that an Ordinary Full Meeting of Stanley Town Council will be held on Tuesday the 24th October 2023 at 6.30pm at Craghead Village Hall, DH9 6AN  |

***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 **Craghead Village Hall, DH9 6AN**

on Tuesday **24th October 2023** at **6.30pm** in order to transact the following business:

Yours sincerely,



**Dianne Rickaby**

Locum Town Clerk

17th October 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.** **HOUSEKEEPING – (mobile phones on silent, fire drills, safety exits.)**

**2. APOLOGIES FOR ABSENCE**

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

* Helen Clark
* Angela Hanson
* Sam McMahon
* Joe McMahon

**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.

**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).*

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

To **APPROVE** as a record and sign the Minutes of the Ordinary Full Council Meeting held on 26th September 2023.

**8.** **GREENCROFT FOREST PARK (ATTACHMENT B)**

Sam Roberts in attendance to give an overview of the project.

**9. LOCUM CLERK UPDATE**

 Report to be circulated.

**10 EVENTS UPDATE**

A verbal update will be given following the Events Working Group meeting on 18th October 2023 (Alex Ferry & Dianne Rickaby).

**11. NEIGHBOURHOOD WARDENS** **(ATTACHMENT C)**

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

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

Statutory Basis: Accounts & Audit (England) Regulations 2011

**September 2023**

 Schedule of Payments **(ATTACHMENT D)**

Schedule of Receipts **(ATTACHMENT E)**

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

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.

**13. QUARTER 2 BUDGET MONITOR REPORT** **(ATTACHMENT G)**

The committee is requested to **NOTE** the budget monitoring report for Quarter 2 2023/24.

**14.** **PLANNING APPLICATIONS**

 All circulated to members throughout the month.

Council to **RESOLVE** receipt of applications and if any objections are to be submitted.

**15. REVIEW OF POLLING DISTRICTS & POLLING STATIONS (ATTACHMENT H)**

Previously circulated. Any comments.

**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 I)**

1. Standing Orders **(ATTACHMENT J)**
2. Financial Regulations **(ATTACHMENT K)**
3. Member / Officer Protocol (**new**) **(ATTACHMENT L)**
4. Communications Policy **(ATTACHMENT M)**
5. Redundancy Policy and Procedure (**new**)  **(ATTACHMENT N)**

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

Update from Locum Clerk following meeting with DCC on 23rd October 2023

**18. TRAINING OPPORTUNITIES**

Circulated via email.

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

 Tuesday 28th **November 2023** at **6.30pm**, The Greenhouse, .

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

**20. 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**

**21.**  **HR COMMITTEE**

* + Recruitment of Chief Officer - update

*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.*