



Stanley Town Council

NOTICE OF MEETING

I hereby give notice that an Ordinary Full Meeting of Stanley Town Council will be held on Tuesday the 23rd April 2024 at 6.30pm at Annfield Plain Community Centre, Stanley, DH9 8HY

TO ALL MEMBERS of STANLEY TOWN COUNCIL

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

You are hereby summoned to attend an **ORDINARY FULL MEETING** of Stanley Town Council to be held at, **Annfield Plain Community Centre, Stanley, DH9 8HY** on **Tuesday 23rd April 2024 6.30pm** in order to transact the following business:

Yours sincerely,

Ann Barry
Acting Town Clerk
16th April 2024

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** and **APPROVE** any apologies, reasons for absence and any requests for dispensations.

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 Chair 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. INTERNAL AUDIT REPORTS

To **NOTE** the Internal Audit Reports from Mr. G Fletcher.

- Main Accounting **(ATTACHMENT A)**
- Budget Setting and Budgetary Control **(ATTACHMENT B)**
- Corporate Governance Arrangements **(ATTACHMENT C)**
- Income Collection and Banking **(ATTACHMENT D)**
- Risk Management Arrangements **(ATTACHMENT E)**

8. CONFIRMATION OF MINUTES **(ATTACHMENT F)**

To **APPROVE** as a true record and sign the minutes of the Ordinary Full Council meeting held on 26th March 2024.

9. ACCOUNTS FOR PAYMENT & BANK RECONCILIATION

Statutory Basis: Accounts & Audit (England) Regulations 2011

March 2024

- Schedule of Payments **(ATTACHMENT G)**
- Schedule of Receipts **(ATTACHMENT H)**
- Bank Reconciliation & Bank Balances **(ATTACHMENT I)**

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

- (i) **APPROVE** the payment of accounts, and
- (ii) **NOTE** the bank reconciliations for March 2024.

10. **PLANNING APPLICATIONS**

Delegated Lists circulated to council throughout the month.
Council to **RESOLVE** that receipt of applications and if any objections are to be submitted.

11. **UPDATE FROM DURHAM COUNTY COUNCILORS**

Council to **RECEIVE** an update from Durham County Councilor.

12. **ALLOTMENT COMMITTEE**

Members to **NOTE** minutes of Allotment Committee meeting, 9th April 2024.
(ATTACHMENT J)

Members to **REVIEW** and **NOTE** Allotment Committee Terms of Reference.
(ATTACHMENT K)

13. **WARD VACANCYS** **(ATTACHMENT L)**

Craghead and South Stanley Ward – Members to **RECEIVE** and **CONSIDER** Co-Option application and invite them to speak for up to 3 minutes about their application if they so wish.

Members to **RECEIVE** an update for the Havannah Ward vacancy.

14. **COMMUNITY PUBLIC ACCESS DEFIBRILLATOR** **(ATTACHMENT M)**

Following the reports submitted to Full Council on 26th March 2024 from Red Sky Foundation. Officer have sought further clarification in relation to Stanley Town Council's responsibility if we take ownership.

Guardian:	Red Sky would source a guardian for the defibrillator.
Cost to STC:	£15 - £20 cPAD's x 2 (usage based on their experience twice a year on average) £40.00.
Future Costs:	Replacement battery (life span is 5 years). Red sky would help with fund raising and completing a bid to the Stanley Fund or AAP for 12 standard pads plus battery.
Insurance:	Minimum

Members to **CONSIDER** the additional information **DECIDE** if they would like to go ahead with the proposal.

15. STANLEY TOWN COUNCIL WEBSITE

Following a report submitted to full council on 26th March 2025 in relation to renewing our website. Officers have since had the opportunity to look at the suggested options and agree with the recommendation from Greymatter.

Since the report was presented to Full Council the website is now in an even more critical condition taking a considerable length of time to update content, for example a 15-minute job has been taking up to 1 hour. The hosting of the site has also not been updated and is so old that the version cannot now be updated.

I have taken the opportunity to press ahead with Aubergine in the hope we can get a website up and running before our website is no longer functional.

Council to **APPROVE** financial regulation 3.4 for the expenditure of £1,324 to enable Aubergine to commence the build of the new website.

Financial Regulation 3.4

*3.4 The RFO (Responsible Finance Officer) and Chair of the Council may incur expenditure on behalf of the Council, which is necessary to carry out any repair, replacement, or other work, which is of such **extreme urgency** that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £7,500. Such expenditure shall be reported to the Full Council by email immediately confirming the value and reason, and then to be retrospectively reviewed and approved at the next Full Council.*

16. DATE, TIME, AND VENUE OF NEXT MEETING

Tuesday 28th May 2024 at 6.30pm, Masonic Hall, Stanley, DH9 8AD

(No Councillor Surgery, Town Meeting to be held prior)