



# STANLEY TOWN COUNCIL

## NOTICE OF MEETING

I hereby give notice that an Ordinary meeting of the Stanley Town Council will be held on Tuesday, the 22nd September 2015 at 6.30pm at Stanley Civic Hall, Front Street, Stanley, Co. Durham, DH9 0NA.

### TO ALL MEMBERS of STANLEY TOWN COUNCIL

J. Nicholson (Chair)	A. Clegg	G. Graham	C. McKee	C. Thompson
W. Nixon (Vice-Chair)	T. Davinson	R. Harrison	D. McMahon	D. Tully
C. Bell	L. Elliott	D. Marshall	D. Mills	D. Walker
J. Charlton	R. Ferris	L. Marshall	B. Nair	M. Wilkinson

You are hereby summoned to attend an **ORDINARY MEETING** of the **Stanley Town Council** to be held in **Stanley Civic Hall, Front Street, Stanley**, on **Tuesday the 22nd September 2015 at 18.30** in order to transact the following business:

Yours sincerely,

**Alan Shaw**  
**Town Clerk**  
**16th September 2015**

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 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIR

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

#### 4 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 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*).

#### 5 CONFIRMATION OF COUNCIL MINUTES (ATTACHMENT A)

To **APPROVE** as a correct record and sign the minutes of the Ordinary Council Meeting held on 25th August 2015 and the Extraordinary Council Meeting held on 4th August 2015.

#### 6 MINUTES OF COMMITTEE MEETINGS

To receive the Minutes of the following Committee Meetings:

7th July 2015	Personnel	(ATTACHMENT B)
8th July 2015	Crime & Community Safety	(ATTACHMENT C)
14th July 2015	Comms & Events	(ATTACHMENT D)
8th July 2015	Finance & Gen. Purposes	(ATTACHMENT E)

#### 7 RECOMMENDATIONS OF COMMITTEE MEETINGS

The following **RECOMMENDATIONS** of Committee meetings held since the last Ordinary Council meeting require ratification by full Council:

##### (i) PERSONNEL

##### Appraisal Policy (ATTACHMENT F)

Members of the Committee **RECOMMEND** approval of the draft appraisal policy submitted by the Town Clerk subject to the following changes:

(a) The Chair, Vice-Chair and Personnel Committee Chair should appraise the Town Clerk.

(b) The Personnel Committee Chair and the Town Clerk should appraise the Civic Hall Manager.

The Town Clerk was not present at the Committee meeting due to annual leave. The Clerk feels that Council should consider amending the above recommendations as follows:

(b) The Civic Hall Manager should only be appraised by the Town Clerk. The Town Clerk is the Head of Paid Service and as such should be responsible for the supervision arrangements for all members of staff.

## 8 REPORT OF THE TOWN CLERK (ATTACHMENT G)

A report from the Town Clerk on current activities and matters of interest to the Council is attached. Members are requested to **NOTE** the report and may ask the Town Clerk for further updates at the meeting.

## 9 PACT HOUSE (ATTACHMENT H)

**Statutory Basis:** Local Government Act 1972, ss.124 & 133

### Background

The Tommy Armstrong Centre is due to close in the near future. The closure of the Centre will displace a number of services. The Town Council was approached by PS Dave Clark from South Moor Police Station with a request for funding from the Member Initiative Fund. A number of members of Council have already indicated that they would be willing to support the initiative in this way. Details of the proposal are attached.

The Town Clerk has met with PS Clark and has concluded that if the Town Council provides financial support alone there will be a number of administrative issues that PS Clark and other service providers may not have the capacity to resolve or be best placed to. The Town Council could provide more effective support for this initiative by becoming more directly involved and taking over the lease on behalf of the service providers who wish to relocate to this building.

None of the community service groups who would be using the premises are as well placed as the Town Council to manage the building. The Council's back office would be in a position to manage rates, insurances, maintenance etc. The building could be operated on a cost recovery basis with overheads being offset by rents. This would allow the service providers to focus on delivery rather than building management.

The cost of the lease for four years would be as stated on the report £7,000. At the time of writing, firm prices for rates and utilities have not been obtained. However, the users of the building would be expected to meet the vast majority of additional costs.

Council is requested to **CONSIDER** this matter and **DECIDE** what to do.

**RECOMMENDATION:** This is a project which will support vulnerable residents of Stanley in a prominent and central location close to other service providers. It is the type of project that will make a significant impact for the cost. The recommendation of the Town Clerk is that it deserves Council's support. If Council does provide support to the project, day to day reporting (not requiring additional budget commitment) should be through the Crime and Community Safety Committee.

## 10 COUNCIL IT (OFFICERS)

**Statutory Basis:** Local Government Act 1972, s.111

In recent months, Council has invested in improvements in the Council's IT infrastructure. New equipment has been purchased for members and a new finance package has been procured to manage the accounts. The Civic Hall has a budget for IT equipment of £4,000 (of which approx £2,500 has been spent in the current year). The Council itself has no budget allocation for IT equipment in the current year. The PCs in the Civic Hall are relatively new and are fit for purpose.

The position is that the office needs new IT equipment. The staff have laptops which are the same type and age as the ones that members have just had replaced. The Town Clerk has been using his own laptop because there was not a functioning one available (there are now functioning laptops available now the members have begun handing theirs in but the Town Clerk is still using his own).

The immediate requirements are as follows:

1. Provision of a server to replace the NAS in the office to allow integration of the Council and Civic Hall back office systems, sharing of resources and cloud server capability. (Approximate cost, £1,000)
2. Replacement of office IT (Approx cost £3,500)

I would propose that a budget allocation of at least £1,500 be established in future years to allow for periodic replacement or upgrading of IT equipment on a refresh programme. The current position where no equipment has been replaced or upgraded for the last 5 years has led to a position where more expenditure is required in one year than would normally be required.

## RECOMMENDATION

Computer equipment is the essential tool for administrative staff at the Council. Failure to provide adequate equipment is business critical. Authority should be delegated to the Town Clerk to procure replacement IT equipment for the office up to a maximum of £4,500. The budget should be taken from the remaining IT allocation for the Civic Hall and underspending in other areas.

Council is requested to **CONSIDER** this matter and **DECIDE** what to do.

## 11 REFUGEES

Councillor L Marshall has tabled a motion for discussion by Council:

“In light of the unfolding refugee crisis, Members are requested to **CONSIDER** the Town Council’s position on this and what (if any) options are available to us to support refugees either directly or in partnership with other local service providers”

Council is **REQUESTED** to consider this matter and **DECIDE** what to do.

## 12 CONSTITUTION - PLANNING COMMITTEE

The Terms of Reference of the Planning Committee state that:

“The Planning Committee (a Standing Committee) shall comprise up to a maximum of ten Members and, in addition, to include the Chair and Vice-Chair of the Council. An open invitation extends to all Members to attend the Committee to consider matters of interest relating to their Ward.”

The current position is that Council has not appointed members to the Committee and is therefore not complying with the Constitution.



## Options

- (i) Appoint Members to sit on the Committee including a Vice-Chair to comply with the Constitution;
- (ii) Reconstitute the Committee as “Council in Committee”. This would mean that all members of Council are also members of the Council are also members of the Planning Committee.

## RECOMMENDATION

The recommendation of the Clerk is option (ii). This would allow the flexibility for any two members of Council to call a meeting in respect of an individual planning matter and give all members of Council voting rights in relation to these matters. Given that Council has **RESOLVED** to apply for designation as a Neighbourhood Planning area, it is sensible for all members of Council to be able to participate in discussions and vote on these matters.

### 13 CIVIC HALL - FEES, CHARGES, CHARITY RATES

**Statutory Basis:** Local Government (Miscellaneous Provisions) Act 1976, s.19  
Local Government Act 1972, s.144

#### (i) Wes Fagan

(ATTACHMENT I)

The Town Clerk has received a request for a reduction in fees from the published schedule to be granted (see attached).

## RECOMMENDATION

Similar events are held in the Civic Hall and the organisers of these events have accepted and are paying the revised fees. The fees agreed by Council are based on full cost recovery and reducing them to the previous levels means that the Council will incur a loss on the event. The request should be declined.

#### (ii) Oxhill Youth Club

The Oxhill Youth Club books the Civic Hall for a number of performance nights. They do not use the Civic Hall for rehearsal or at any other time and sell their own tickets. They currently receive a significant discount on published rates which pre-dates the Town Council's ownership of the Civic Hall.

## RECOMMENDATION

Council should consider introducing discounted rates for Stanley based businesses and residents and for Charities but not the current level of discount. 10% for Stanley residents and businesses and 20% for Charities is suggested.

#### (iii) Homegroup

(ATTACHMENT J)

The Town Council has received a request for provision of free room hire from Homegroup. More information is attached.

## RECOMMENDATION

The Civic Hall is a place of entertainment and a venue for seminars, training and local groups. The provision of this type of service within the building is not the best fit. There may be other venues more suited to the provision of this service.

Council is requested to **CONSIDER** these matters and **DECIDE** what to do.

### 14 REQUEST FOR GRANT FUNDING - FIREWORKS (ATTACHMENT K)

**Statutory Basis:** Local Government Act 1972, s.145

The Town Council has funded a fireworks event in Stanley for several years and has set aside a budget of £10,000 to provide an event in 2015. The Town Clerk has received a request for funding from Stanley Events Ltd, who have put on the event for the last 3 years.

Council is requested to **CONSIDER** this matter and **DECIDE** what to do.

### 15 ANNUAL RETURN (ATTACHMENT L)

**Statutory Basis:** Local Government Finance Act 1992  
Accounts & Audit Regulations 2003, ss 4 & 5 (as amended by the  
Accounts & Audit (Amendment) (England) Regulations 2006)

The Annual Return for 2014/15 has been returned by the external auditor. A copy of the return and the issues arising report are attached for members' information. The following matters were raised:

- (i) The Bank Reconciliation had a £3.34 discrepancy. We were unable to identify where the discrepancy had occurred and declared this to the auditor when the return was submitted.
- (ii) If there is an uplift on the precept in the coming financial year we must ensure that the reason for the uplift is clearly minuted.

Members are requested to **NOTE** and **ACCEPT** the report.

### 16 EXCLUSION OF PRESS AND PUBLIC\*

**\*Any members recording the proceedings must stop at this point.**

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.

### 17 STANLEY FRONT STREET HIGHWAY WORKS (ATTACHMENTS M & N)

**Statutory Basis:** Local Government Act 1972, s.137

Council has commissioned an independent report into the quality of the works on Front Street. The report was commissioned after Council's decision to with-hold payment of monies to Durham County Council for the regeneration project.

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Council is requested to **CONSIDER** the report and **DECIDE** what to do.

**17 DATE, TIME AND VENUE OF NEXT MEETING**

Tuesday, 20th October 2015, 18.30 at the Civic Hall

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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 Question Time.*



# **MINUTES of the ORDINARY MEETING OF STANLEY TOWN COUNCIL**

Held at **Stanley Civic Hall**, Front Street, Stanley on **Tuesday 25<sup>th</sup> August 2015** at **6.30pm**

**PRESENT:**

J Nicholson*	A Clegg	G Graham	C Thompson	W Nixon
T Davinson	R Harrison	D Tully	L Elliott	D Marshall
D Mills	D Walker	J Charlton	R Ferris	L Marshall
B Nair	M Wilkinson			

\*Chairman

**OFFICERS:** Alan Shaw (Town Clerk)  
Nicola James (PA to the Town Clerk)

## **STC.64-15 APOLOGIES**

Apologies received from Cllrs C McKee, D McMahon and C Bell were accepted by Council.

## **STC.65-15 DECLARATIONS OF INTEREST**

Cllr Charlton declared an interest as a member of Durham County Council.

## **STC.66-15 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIRMAN**

The Chair asked Members to turn their mobile phones off and to declare if they were recording the meeting. The Chair also noted that Members would be required to stand if they wished to talk on an item.

## **STC.67-15 PUBLIC PARTICIPATION**

There were no questions from members of the public in attendance. No written questions were submitted prior to the meeting.

## **STC.68-15 CONFIRMATION OF COUNCIL MINUTES**

It was proposed by Cllr L Marshall, seconded by Cllr D Walker and **RESOLVED** that the minutes of the Ordinary Council Meeting on 28<sup>th</sup> July 2015 be approved as a correct record.

It was proposed by Cllr R Harrison, seconded by Cllr B Nixon and **RESOLVED** that the minutes of the Extraordinary Council Meeting on 4<sup>th</sup> August 2015 be approved as a correct record.

## **STC.69-15 RECOMMENDATIONS OF COMMITTEE MEETINGS**

Council considered the following recommendation from the Planning Committee

“Stanley Town Council should apply to Durham County Council for designation of the whole parish as a neighbourhood planning area.”

It was proposed by Cllr B Nixon, seconded by Cllr A Clegg and **RESOLVED** that the Council adopt and approve this recommendation.

**STC.70-15 REPORT OF THE TOWN CLERK**

Members **NOTED** the report from the Town Clerk on Current activities and matters of interest to the Council.

**STC.71-15 FINANCIAL REPORT TO 31<sup>ST</sup> JULY 2015**

It was proposed by Cllr D Mills, seconded by Cllr B Nixon and **RESOLVED** that members note the report on the Financial Summary to 31<sup>st</sup> July 2015.

Members requested that the Finance Manager provide clarification of what the £14,699 figure for Christmas Lights related to.

**STC.72-15 ACCOUNTS FOR PAYMENT**

It was proposed by Cllr R Harrison, seconded by Cllr B Nixon and **RESOLVED** that Members approve the payment of accounts for July 2015.

**STC.73-15 APPOINTMENT OF EVENTS MANAGER**

Following a discussion, it was proposed by Cllr D Walker, seconded by Cllr R Harrison and **RESOLVED** by majority vote that:

- (i) the Council delegates authority to commence a recruitment exercise to fill the post of Events Manager to the Town Clerk.
- (ii) The Personnel Committee should be tasked with examining the issue of Authority to Recruit and recruitment in general in more detail and report back to Council with recommendations.

**STC.74-15 CHRISTMAS LIGHTS**

Following a discussion, it was proposed by Cllr R Harrison, seconded by Cllr B Nixon and **RESOLVED** that the Council award the Christmas Lights contract to Seasonal Group.

**STC.75-15 PARKING AT THE CIVIC HALL**

Following a discussion relating to parking issues at the Civic Hall, it was proposed by Cllr D Mills, seconded by Cllr L Marshall and **RESOLVED** that the Council will provide a single drop off bay at the Louisa Centre end of the parking bays and the rest will be

labelled marked and signed as disabled bays (for Civic Hall use only.) Authority is delegated to the Town Clerk to incur expenditure to move this matter forward.

**STC.76-15 COMMITTEE FORWARD PLAN**

The Town Clerk presented his report to Members. It was proposed by Cllr D Marshall, seconded by Cllr R Harrison and **RESOLVED** that the Council adopt this format as the basis for planning future Council Business.

**STC.77-15 REQUEST FOR GRANT FUNDING**

Members considered a request for funding from the Derwentside/ Werdohl Friendship Club for £1268. It was proposed by Cllr D Mills, seconded by Cllr D Walker and **RESOLVED** by majority vote that the Council will decline this request for funding.

*Cllr J Charlton left the meeting at 8:30pm*

**STC.78-15 SOUTH MOOR HERTITAGE TRAIL**

Following a discussion it was proposed by Cllr D Mills, seconded by Cllr R Harrison and **RESOLVED** that the Council will participate in the South Moor Heritage Trail and will undertake to maintain the signs as requested.

**STC.79-15 CHRISTMAS OPENING**

Members considered the request for Christmas close down from the Town Clerk. It was proposed by Cllr L Marshall, seconded by Cllr D Mills and **RESOLVED** that the proposed close down be approved.

STANLEY TOWN COUNCIL PERSONNEL COMMITTEE			
MINUTES			
MEETING: TIME: 18.30; DATE: 07.07.2015; VENUE: Stanley Civic Hall, Front Street, Stanley, DH9 0NA			
PRESENT – CLLRS: R. Harrison (Chair); D. Mills; A. Clegg; M. Wilkinson; B. Nair; G. Graham; J. Nicholson; B.Nixon; J Charlton APOLOGIES – CLLRS: D. Walker; C. Bell ABSENT – CLLR L. Marshall OFFICIALS: D. Shingleton (Acting Town Clerk) & C Howe (Civic Hall Manager) OTHERS IN ATTENDANCE: None Cllr Charlton referred to the Agenda still showing Cllr Ferris as a Member of the Committee and asked that this be amended in future to show Cllr Charlton as a Member. The Acting Town Clerk apologised for the oversight.			
MINUTE	SUBJECT:	NOTE/S	ACTION/S
PC.13-15	Apologies	Apologies received from Cllrs D. Walker and C. Bell were accepted by the Committee.	
PC.14-15	Declarations of Interest	Cllr Charlton declared her interest as a Durham County Councillor.	
PC.15-15	Procedural and Appropriate Announcements from the Chair	The Chair reminded Members for follow proper protocol for debate - if anyone wished to speak they should raise their hands and should not interrupt when other Members are speaking. Cllr Harrison then raised the issue of the Committee having a list of staff with appropriate information, and that staff should be wearing name badges. He also referred to an email from Cllr Walker suggesting that Item 10.2 on the Agenda relating to the Civic Hall Manager be deferred until the new Town Clerk is in post. This was not agreed.	
PC.16-15	Public Participation	There were no public in attendance, and no written questions had been submitted before the meeting.	
PC.17-15	Minutes of the meeting held on 2 June 2015	It was RESOLVED that these be approved as a correct record.	
PC.18-15	Exclusion of Public and Press	It was RESOLVED that in accordance with Section 1 of the Public Bodies (Admissions to Meetings) Act 1960, as amended by Section 100 of the Local Government Act 1972, the Council excludes the press and public on the grounds of the confidential nature of the business to be transacted since publicity would be prejudicial to the public interest.	



PC.19-15	Staff Handbook	Further discussion took place on the need for a Staff Handbook. Cllr Nair asked for a copy of the example circulated previously, and the Civic hall Manager referred to a copy of a Health and Safety Policy received from Durham County Council. It was AGREED that progress be made once the new Town Clerk is in post.	
PC.20-15	Training Requirements	Further discussion took place on the training requirements of staff and Members. The Acting Town Clerk pointed out that he had received no information from Members on training required. Cllr Graham referred to the need to keep proper training records. It was AGREED that progress be made once the new Town Clerk is in post.	
PC.21-15	Coffee Shop	It was RESOLVED that, as the Council meeting on 23 June had agreed that this be considered by Full Council on the basis of a more detailed report, this item would not be considered here.	
PC.22-15	Civic Hall – Staffing Matters	Consideration was given to a report by the Civic Hall Manager. It was RESOLVED that: a) Events Manager - Members agree to the recommendation that the post be reduced to 30 hours, but the Civic Hall Manager have the flexibility to increase this up to a maximum of 37 hours if required by circumstances, subject to this being reported to this Committee. The Civic Hall Manager was given approval to recruit to the post once Hazel and the Council have signed the Agreement; b) Kitchen – Members agree in principle to the recommendation that catering for future events be provided by an outside caterer rather than appoint our own Chef. Given the likely value of any contract, proper tendering arrangements should be undertaken requiring the need for at least three estimates. c) Cleaning Arrangements – Members agree to the recommended revised cleaning arrangements, involving one cleaner working mornings and one afternoons.	
PC.23-15	Civic Hall Manager	Consideration was given to a report from the Acting Town Clerk concerning the salary grade of the Civic Hall Manager. Following considerable debate it was moved by Cllr Nair, seconded by Cllr Nixon and RESOLVED that the grade of the post of Civic Hall Manager be increased to Spinal Column Points 32 to 35 with effect from 1 August 2015.	
PC.24-15	Assistant Manager	Consideration was given to a report from the Acting Town Clerk and a draft Settlement Agreement in relation to the Assistant Manager. It was RESOLVED that the Settlement Agreement be approved, and be submitted to the next Full Council meeting for formal agreement.	
PC.25-15	Date, Time and	Following discussion on the frequency of meetings of the	

	Venue of Next Meeting	Committee it was RESOLVED that it meet monthly, and that the Planning Committee meet as required.	
		Minutes approved by:  ----- (Chair); ----- ----- (Date).	

# STANLEY TOWN COUNCIL: CRIME & COMMUNITY SAFETY COMMITTEE

## MINUTES OF MEETING

MEETING TIME: 18:30hrs; DATE: 08/07/15; VENUE: Stanley Civic Hall, Front Street, Stanley, DH9 0NA

PRESENT - CLLRS: C. Bell (Chair), C. Thompson, G. Graham, J. Charlton, J. Nicholson, L. Elliot, D. Tully, W. Nixon, D. Walker

APOLOGIES – CLLR: R. Ferris

ABSENT –

OFFICERS – J. Harper (Community Development Manager), B. Hall (Community Services Officer & Note Taker).

IN ATTENDANCE – Sgt D Clarke (Stanley NPT) Lee Brown (CDDFR)

MINUTE REF	ITEM	DECISION:	ACTION BY:
CCS.014-15	Item 1 - Apologies	Apology received from Councillor Ferris was accepted by the Committee.	
CCS.015-15	Item 2 - Declarations of Interest	Cllrs: C. Bell (Traders) and J. Charlton (DCC)	
CCS.016-15	Item 3 - Procedural and Appropriate Announcements from the Chairman	None	
CCS.017-15	Item 4 - Minutes	It was proposed by Cllr C Thompson, seconded by Cllr J Nicholson and RESOLVED that the minutes of the Committee meeting held on 3rd <sup>th</sup> June 2015, be approved as a correct record.	
CCS.018-15	Item 5 - Public Participation	5.1 There were no members of the public present.	
CCS.019-15	Item 6 – Ward Issues	<p>1 – Cllr D Walker – Tethering of horses. Cllr Walker informed the committee that he had been in contact with Mark Farren at DCC in relation to 7 tethered horses on Kyo bogs who explained to him that DCC had not changed their policy and that each seizure of a horse cost £1500 legal costs plus transport and storage. However shortly afterwards the horses were seized and seizure notices from DCC left at the scene.</p> <p>Cllr Elliot then informed the meeting that a young man she had been talking with had told her he had his horses, which he keeps in good order, illegally seized from Kyo by DCC and was getting them back. A discussion then took place about the legal position of seizing horses.</p>	<p>Brian</p> <p>Brian</p>

		<p>It was AGREED that Mark Farren would be contacted and asked to committee to explain the legal position of the county council in relation to seizing horses.</p> <p>2 – Cllr C Bell – School Crossing Safety at night. Cllr Bell informed committee that she had concerns about road safety with young children going to and from school in dark nights and mornings. She had thought that STC branded high visibility items given out free to infant, junior, and older school children would be a good idea. A discussion then took place about which schools should be targeted and how this would fit in with schools/DCC road safety campaign. It was AGREED that research should be done to explore areas we could develop this idea and report back.</p> <p>3 – Cllr R Harrison – Proposal to provide free skips in various locations for local people to dispose of larger items of waste rather than paying the county council a fee to remove them. This may lead to a cleaner environment and discourage fly-tipping.</p> <p>J. Harper advised committee that the concerns were that permission had to be obtained if skips were in place more than six months, they were likely to be used to builders etc. to dispose of their waste, unsupervised skips would be messy and possibly attract vermin.</p>	
CCS.020-15	Item 7 – Current Initiatives	<p>7.1 – Pink poo – Brian reported that the initiative had been favourably received by the community and analysis of feedback had shown a reduction of around 59% in dog fouling while it was ongoing.</p> <p>Reports after the initiative indicate dog fouling has increased again following the initiative.</p> <p>It was AGREED that Brian should look further into this and report back to committee with suggestions.</p>	Brian
CCS.021-15	Item 8 – Fire Service Q & A	<p>Lee Brown (County Durham and Darlington Fire and Rescue service) told committee that in relation to the school fires; Burnside school, four youths had been arrested 1 of who was being dealt with by the youth offending team the other three had been dealt with by means of restorative justice. The old board school in Front Street appears to be a one off incident, youths have apparently gained access to the rear of the building and on finding flammable liquids inside have started a fire. On arrival the fire crew have taken the decision to enter the burning building in order to put out the fire, this appears to have had the effect of minimising damage. Police and fire have met in relation to this building and a time limited project</p>	

		<p>to secure the building. Insp Kelly Martin has spoken to the owner of the building who lives in Bradford on the telephone; he was completely uncooperative and unwilling to take responsibility for the security of the building.</p> <p>In relation to Joicey Gardens fires, the suspect is remanded in custody awaiting trial at crown court. Following a scan of the area bin locks have been fitted on wheelie bins in the area around 200-300 already done and funding in place for a further 200 which will be done shortly, there was also a wish list for 290 others depending on funding. It was AGREED that Mr Brown could work out costing to continue work and give figures to next meeting for consideration.</p>	
CCS.022-15	Item 9 – THE WORD	<p>9.1 An audio visual presentation was played of the event.</p> <p>Brian informed the committee that in conjunction with police, an on line competition on the theme of ‘I feel respect because...’, ‘I see respect because...’, etc and winning slogans would be displayed on The Word/respectyourstreet banners on school railings. These were terms which had been suggested by an NLP consultant working with the police.</p> <p>Further work would be done to continue the engagement started by the event</p>	James/ Brian
CCS.023-15	ITEM 10 – Blooming Good Fun	James informed committee the event was progressing, a number of application packs had gone out although not many have yet been returned. Closing date for applications is Friday 17 <sup>th</sup> July.	
CCS.024-15	ITEM 11 – Groundwork s	James reported that the groundwork team had started work at Craghead Cemetery; a 3 year remit had been agreed with the church paying enough to cover costs. He asked that members should consider which areas could be developed by groundwork to enhance the area.	
CCS.025-15	Sgt Dave Clarke police report	Sgt Clarke updated the committee that a male had been arrested and remanded following the robbery at NISA South moor, he was identified within 20 minutes of the incident happening. 3 men had been remanded following the burglary at West Kyo.	
CCS.026-15	Alcohol Awareness	The chair informed the meeting that some concerning reports had reached her regarding young people getting	Brian

	initiative	alcohol and she felt the council should be taking some kind of action. A discussion took place regarding work of other agencies in the area and it was AGREED that Brian contact Sgt Urwin on the alcohol harm reduction unit to update committee at the next meeting.	
CCS.027-15	School Council	Brian updated the committee that work was still in progress, both school councils were keen to be involved and meetings were scheduled following the summer break.	
CCS.028-15	North Durham Academy Concerns	A discussion took place about the school and the possibility that it may be placed in special measures. It was AGREED that council contacts school governors and the principal and offer support.	Brian
CCS.029-15	Date, time and venue of next meeting	2nd September 2015, 6:30pm, Stanley Civic Hall	
	Notes taken by Brian Hall	<p>Minutes agreed by;</p> <p>----- (signed) -----</p> <p>----- (date)</p>	

STANLEY TOWN COUNCIL: COMMUNICATIONS & EVENTS COMMITTEE			
MINUTES OF MEETING			
<b>MEETING:</b> TIME: 18.30hrs; DATE: 14/07/15 VENUE: Stanley Civic Hall, Front Street, Stanley, DH9 0NA			
<b>PRESENT – CLLRS:</b> D. Mills(Chair); M. Wilkinson, L. Marshall, D. Tully, R. Harrison, D. McMahon, J. Nicholson & B. Nixon.			
<b>APOLOGIES – CLLR:</b> C. Bell			
<b>OFFICIALS – Alan Shaw (Town Clerk), Brian Hall (Community Services Officer), Nicola James (PA / Note Taker)</b>			
MINUTE	SUBJECT	NOTE/S	ACTION/S
CEC.014-15	Apologies	Apologies received from Cllr C Bell were received by the Committee.	
CEC.015-15	Declarations of Interest	None.	
CEC.016-15	Procedural and Appropriate Announcements from the Chairman	None.	
CEC.017-15	Minutes	It was proposed by Cllr R Harrison, seconded by Cllr B Nixon and RESOLVED that the minutes of the meeting held on 9 <sup>th</sup> June 2015 be approved as a correct record.	
CEC.018-15	Public Participation	5.1 There were no questions from any members of the public at the meeting. 5.2 There were no written questions from the public.	
CEC.019-15	Item 6 – Events Working Groups	6.1 Music – The Chairman updated members on the Festival of Music. It was RESOLVED that: 1. Any posters relating to the Festival of Music will have the STC logo on, at least, if not a specific reference to Council funding. 2. All events to feature the Civic Hall as the primary venue and Alun Armstrong theatre subsidiary.  Cllr L Marshall queried the progress of the WWI working group. Brian to progress meetings.	Brian
		6.2 Fireworks – It was RESOLVED that, since there had been no progress made in relation to venue, the Fireworks Festival will go ahead on Oakies Field again this year. Members asked Officers to look into the provision of shuttle buses to get residents from outside villages into the Town Centre.	Alan  Brian
		6.3 Christmas – Brian updated Members on the Christmas Lights situation. He presented 3 quotes to Members. It was RESOLVED that the Council go ahead with the Seasonal Group quotation.	Brian

## Item 6 – ATTACHMENT D

		<p>6.4 Activities (Cycling) – Brian noted that he had liaised with a contact who deals with the Big Ride in Durham. Our Cycling Festival should be held in May 2016 to enable proper planning. Brian presented 3 quotes to Members. It was RESOLVED that the Council go ahead with option 3 for DCC to organize the whole even for STC including making provision of a 100 mile course. Figures to be firmed up.</p> <p>Extra Item – Joan Dodds Brass Band Contest – The Chairman noted a report he had received from Joan Dodds, and a request for funding. It was RESOLVED that officers request a breakdown of costs from last year, and these be provided for Full Council to consider on 28 July. It should be clarified where the contest will take place and whether she can sustain the contest for another 3 years.</p>	Nicola
CEC.020-15	Item 7 – Moria Con	Cllr McMahon noted that the planning for the event was going well. There will be characters in Stanley on Wednesday 15 <sup>th</sup> on the Front Street and outside the Civic Hall to promote the event. Brian to take photos.	Brian
CEC.021-15	Item 8 – Engaging with the Public	Brian noted that the Community Survey is ready to be put to the public once Alan has had chance to look it over. Councillors will be sent a link.	Brian
CEC.022-15	Item 9 – Social Media	It was RESOLVED that the Council needs to establish what Social Media it has, and look into ways to utilize it better.	
CEC.023-15	Item 10 – Chairmans Award	Members discussed the new Chairmans Award Policy. It was RESOLVED that officers come up with criteria to help distinguish who should be nominated for a Chairmans Award. There also needs to be thought as to how many nominations the Council can receive in each year and how many Awards will be given.	Alan / Nicola
CEC.024-15	Item 11 – Freedom of the Town	The Chairman showed the Freedom of the Town Key to Members and noted that the presentation of the Award was to be on 26 <sup>th</sup> August as part of a presentation evening, however the recipient is unwell at the moment so this may be deferred.	
CEC.025-15	Item 12 – Blooming Good Fun	The Chairman asked members to encourage last minute Blooming Good Fun entries.	
CEC.026-15	Item 13 – Scarecrow Festival	It was RESOLVED that the Town Council's involvement in the Scarecrow Festival will be the 2 entries that Civic Hall staff are creating.	
CEC.027-15	Item 14 – Farmers Market	Cllr D Tully noted his idea for a Farmers Market. It was RESOLVED that Cllr D Tully look into costs and licenses	Cllr D



## Item 6 – ATTACHMENT D

		for the event, and for the provision of shuttle busses for residents to get between the Farmers Market, the Horticultural Show and the Scarecrow Festival that are all held on the same day.	Tully
CEC.028-15	Item 15 – IT	Members had spoken with Chris Potts from ITC Services before the meeting to decide whether Members should have laptops or iPads. It was RESOLVED by majority vote that Members be provided with iPads. Officers to look into costs and order.	Alan
CEC.029-15	Item 16 – Stanley Pride	Cllr M Wilkinson expressed her wish to hold a ‘Stanley Pride’ festival in Spring. It was RESOLVED that Cllr M Wilkinson look into the costs and feasibility and work up a proposal.	Cllr M Wilkinson
CEC.030-15	Item 17 – Date, Time and Venue of Next Meeting	8 <sup>th</sup> September 2015, 6.30pm, Stanley Civic Hall	
	Notes taken by Nicola James	Minutes approved by: <div style="text-align: right;">           _____ (Chair);            _____ (Date)         </div>	

STANLEY TOWN COUNCIL FINANCE & GENERAL PURPOSES COMMITTEE			
MINUTES			
MEETING: TIME: 18:30; DATE: 15/07/15; VENUE: Stanley Civic Hall, Front Street, Stanley, DH9 0NA			
PRESENT: CLLRS: D. Walker (Chair), D. Tully, R. Harrison, D. Mills, B. Nair, J. Nicholson, B. Nixon.			
APOLOGIES: CLLRS: D. Marshall, C. Bell			
OFFICIALS: A. Shaw (Town Clerk), D. Shingleton (Finance Manager)			
MINUTE	SUBJECT:	NOTE/S	ACTION/ S
FGP.015-15	ITEM 1 - Apologies	Apologies received from Cllrs Bell and D Marshall were accepted by Committee	
FGP.016-15	ITEM 2 - Declarations of Interest	None.	
FGP.017-15	ITEM 3 - Procedural and Appropriate Announcemen ts from the Chair	The Chairman welcomed the new Town Clerk	
FGP.018-15	ITEM 4 - Minutes	It was RESOLVED that the minutes of the meeting held on 16 <sup>th</sup> June 2015 be approved as a correct record.	
FGP.019-15	ITEM 5 - Public Participation	There were no public in attendance, and no written questions submitted before the meeting.	
FGP.020-15	ITEM 6 – Invoices for payment & Bank Reconciliation	Members asked the Town Clerk and Finance Manager for more information in relation to a number of payments on the Schedule. After clarification, Committee RESOLVED to agree the Schedule of Payments and Bank Reconciliation.	
FGP.021-15	ITEM 7 – Civic Hall Income & Expenditure	The Chairman advised members of the request from Cllr D Marshall for a breakdown sales of draught and bottled beer from the Civic Hall. Members discussed the need for more detailed information relating to the income and expenditure from the Civic Hall to inform better decision making. Committee RESOLVED to recommend to Council that a Business Plan should be brought forward for the Civic Centre for the next 3 years for consideration by Council in September.	
FGP.022-15	ITEM 8 – Budgetary Control to June 30th	Members NOTED the Budgetary Control report presented by the Finance Manager.	

FGP.023-15	ITEM 14 - Date, Time and Venue of Next Meeting	9 <sup>th</sup> September 2015, 6:30pm, Stanley Civic Hall	
	Notes taken by A Shaw	Notes approved by:  ----- (Chair); ----- ----- (Date)	

## PERFORMANCE APPRAISAL PROCEDURE

This document applies to all Council employees

### CONTENTS

PERFORMANCE APPRAISAL - SUMMARY .....	1
THE APPRAISAL PROCESS .....	1
A GUIDE FOR APPRAISERS .....	2
PREPARATION .....	2
THE APPRAISAL MEETING.....	2
Individual Development .....	4
THE APPRAISAL REVIEW MEETING.....	4
Completing the Appraisal Meeting Record .....	5
Section 1 - Review of last year's performance .....	5
Section 2 – Assessment against the Council's Values .....	5
Section 3 – Setting objectives, targets for the coming year .....	5
Section 4 – Personal Skills & Knowledge Development .....	6
Section 5 – Additional Comments .....	6
RECORDING .....	6
EVALUATION .....	6
FURTHER INFORMATION .....	7
ADVICE AND SUPPORT .....	7

### PERFORMANCE APPRAISAL - SUMMARY

Managers are responsible for ensuring that each member of staff in their team is clear about what is expected of them in achieving their personal objectives from the beginning of their employment.

Appraisals give individuals and their manager an opportunity to review performance, agree personal objectives and learning and development requirements, which will help to achieve those objectives.

Each member of staff will have individual objectives which will contribute to the agreed objectives identified by the Council.

Appraisal meetings will be supplemented by regular updates, one to one's, supervision and/or mentoring meetings.

### THE APPRAISAL PROCESS

Appraisals will take place at the time of year most appropriate to the job role, but will be always be annually with a mid-year review after 6 months.

Employees will be fully informed about how the procedure will work and how it will affect them.

New employees will be informed about the procedure as part of their induction and will receive training. They will have an initial appraisal shortly after starting, the timing of subsequent appraisal meetings can be shortened to take place alongside those being held for other members of the team.

An individual performance plan outlining targets and objectives must be aligned with team business plans and show a link to continuous service improvement. For this reason it is unlikely that a manager will be able to effectively carry out an appraisal for a member of their team before they have received their own appraisal.

Areas for personal development will be agreed that will assist the employee to meet their objectives and the job requirements.

The appraisal meeting will be carried out in private. Adequate time must be allocated so that the meeting is unhurried and the discussion is properly considered. It must be understood that any information discussed in an appraisal may need to be disclosed in certain circumstances and that the Town Clerk (for Civic Hall staff) or members of Council are likely to see and sign off the record of the appraisal.

The appraisal meeting is a review of the employee's employment. It should not be used by managers to raise issues that should properly have been dealt with at the time that any praise or issue occurred. Managers must not "store" up issues to raise at appraisal – the correct time to deal with these is at the time they occur or as part of regular supervision/ one to ones and remedial action taken which may include the use of the [Council's Capability Procedure](#).

Employees may use the [Grievance and Dignity at Work Procedure](#) in the event of problems over the accuracy or the fairness of the appraisal record or meeting.

## **A GUIDE FOR APPRAISERS**

As part of a performance management framework, appraisal supports, but does not replace, normal regular dialogue between managers and their employees, regular supervision, or good day to day management practice.

## **PREPARATION**

The Appraisal Procedure is designed to be supportive to employees and seen as an opportunity by all employees to contribute to their own team, director area and the Council. It also provides an opportunity for personal development. All employees should be encouraged to influence the direction of the organisation through having their views listened to as part of the appraisal process.

Appraisal will take place at a time of the year most appropriate to the service and will be based on a formal discussion, normally with the individual's line manager.

Employees must be informed of the date, time and place of the appraisal meeting at least 3 weeks before it is held. There is a form available to assist both parties to prepare for the meeting but it is not mandatory that this is used.

The appraiser will need to be familiar with the previous appraisal record including development plans, job description, person specification, the '[Bringing the Values to Life](#)' Behaviours Framework and any agreed performance criteria prior to the appraisal meeting.

Before each appraisal meeting the appraiser and the appraisee will need to reflect on:

- The work the appraisee has been involved in and how he/she has responded
- Future demands and service plans
- The appraisee's performance against the agreed objectives
- Possible development needs against the Council's Core Abilities (link to Core Abilities and skills and knowledge which are specific to the post.

## THE APPRAISAL MEETING

The purpose of the appraisal is, through discussion, to:

- give and receive feedback
- review targets and objectives set the previous year
- assess against the Council's Behaviour Framework
- look forward and agree targets and objectives for the coming year • identify development and training needs and opportunities
- agree a date for the appraisal review meeting 2

The appraisal will be recorded using the Appraisal record form. The appraiser and appraisee will agree the record is accurate and sign and date the record form. This should be completed, either at the meeting or within 15 working days of the appraisal meeting by the appraisee and then the appraiser.

Employees should be given every opportunity to give their opinion about their achievements and their performance at work and there should be joint discussion at the meeting. It is important that any performance concerns which become apparent during the process are dealt with quickly and effectively through the Council's Capability Procedures.

The appraiser and the appraisee should agree the agenda to consist of items that each want to discuss. These items should include;

### **A review of last year's performance:**

- a review of progress made against previously agreed objectives/targets
- an assessment of the personal skills development that was identified and how this was achieved
- agreeing an assessment about if the objective/target has been met, not met or partially met
- if an objective/target has not been met, to document reasons why

### **Setting objectives, targets and personal development for the coming year:**

- agreeing new objectives/targets to cover both work activity and behaviours
- agree what will be achieved from meeting the objective/target
- identify a completion date for objectives/targets
- identify personal skills and knowledge development that will be required and how and when this will be achieved

### **Feedback given should be clear, honest, helpful and constructive. It should be based on:**

- behaviour rather than personality
- observation rather than inferences
- description not judgment
- specifics rather than generalisations
- facts not unsupported opinions
- suggestions for improvement which are capable of achievement.

Opinions expressed in the appraisal and recorded following the meeting must be supported by evidence.

Appraisers should discuss whether their organisation of the work in the team or their own management style needs to be reviewed.

Objectives may be short or long term and should be kept to a reasonable and manageable number (4-6 in number).

Appraisers and appraisees must clearly understand what is to be achieved, how it is to be achieved and how it is to be measured.

In identifying and agreeing learning and development needs, the appraiser should:

- ensure that the necessary opportunities are made available to the employee to enable them to develop appropriate skills and knowledge to undertake their present role
- ensure that the employee has access to learning and development that develops their potential through planned experience and other opportunities so as to equip them to undertake their role as an effective team member.
- encourage all employees to contribute to the identification of their personal development and learning needs.

### **Individual Development**

Targets and objectives for the coming year together with development and training requirements will have been agreed at the appraisal meeting. These can be recorded and updated when they have been achieved.

It is important that the areas for development and training are identified and updated regularly as part of the normal supervisory and management arrangements.

Consideration should be given to a range of learning and development activities including:

- learning in the job
- work experience
- team work and group activity • self development
- group development

### **THE APPRAISAL REVIEW MEETING**

An appraisal review meeting will be held approximately 6 months after the appraisal meeting. The purpose of the review meeting is to:

- review the progress over the previous 6 months, including the agreed targets
- agree, if appropriate, any new or revised targets for the remainder of the year
- raise any relevant matters  
As a guide, meetings should last for no more than an hour and dates should be planned well in advance, i.e. at the annual appraisal meeting. Any amendments to written targets should be made at the meeting.  
It is recommended that the framework for discussion should be:
  - how is the appraisal plan progressing?

- what has gone well?
- what has gone less well?
- what has the employee learned?

The appraiser should establish:

- what is helping?
- what is hindering?
- how can the appraiser further support the individual?
- does the appraisee require any other support or equipment to enable to perform their role effectively? (ICT, flexible working, reasonable adjustments to support a disability)
- whether any adaptations need to be made to the appraisal plan

Prior to the appraisal meeting date, both appraiser and appraisee should review the previous appraisal/review meeting and make notes to guide the discussion. The Performance Appraisal Preparation form may be used to help to prepare but this is not compulsory. The 6 month review form should be used to record the meeting.

## **Completing the Appraisal Meeting Record**

### **Section 1 - Review of last year's performance**

Review the objectives set previously. Objectives will have been discussed during review/supervision/mentoring meetings, but the appraisal allows for an overall review of the year. It will mainly be the appraisee's responsibility to provide evidence to support the achievement of the objectives or reasons why the objective has not been met, including any factors affecting performance.

### **Section 2 – Assessment against the Council's Values**

The appraiser and appraisee will reflect on, and provide evidence to support whether the appraisee has demonstrated effective behaviours described and any which require improvement. As part of the discussion it may be helpful to interpret the behaviours into the context of the appraisees role. Any areas for improvement can then be identified as a target for the coming year. Where performance against additional professional competencies is being assessed this can be recorded in the Competence section.

### **Section 3 – Setting objectives, targets for the coming year**

The appraiser and appraisee will jointly discuss objectives for the year ahead. These may be short or long term or both. Suitable review dates and a completion date should be recorded and agreed by both parties. Objectives should be linked to team/director area/Council objectives but may also relate to an area of the Behaviour Framework where improvement is required. It is primarily the appraiser's responsibility to clarify what these objectives are, however the appraisee may be asked to consider what their objectives should be prior to the meeting. Ideally objectives should be stretching – they should not be day to day, familiar tasks unless there is a substantial change involved.

A reasonable and achievable number of objectives should be set, e.g. 4-6, but one large, new project may be sufficient, particularly if there are a number of other challenges happening at the time.

Objectives should:

- be written
- be agreed
- have target dates
- be reviewed regularly
- have a clear outcome in mind
- have a way of measuring progress (milestones during the appraisal period)
- identify a support system. This will usually be the appraiser/manager but may be a mentor or a



colleague with expertise in a particular area.

- be SMART (Specific, Measurable, Achievable, Relevant, Time based)

#### **Section 4 – Personal Skills & Knowledge Development**

In order for staff to successfully achieve their objectives, they may require training, coaching or personal development. This may relate to classroom or online training, one to one support, coaching, mentoring or opportunities to work with other colleagues. Personal development can be identified using the five core abilities please refer to the Core Abilities Framework and [Lincs2Learn](#) for the objectives of each ability and the relevant modules.

#### **Section 5 – Additional Comments**

This section should record any relevant issues raised during the meeting which do not fit into the previous sections. This includes a record of whether the appraisee requires any additional support or equipment in order to perform their role effectively. This may be ICT equipment, flexible working arrangements or whether any reasonable adjustments made to support a disability are still appropriate. Significant achievements and any factors affecting performance should also be entered in this section, e.g. staff absences in the team, changes in priorities or any relevant personal circumstances.

The appraisal may be shared with and authorised by the Town Clerk or members of the Personnel Committee i.e. the appraiser's manager. This manager or Committee also has the opportunity to add any comments.

#### **RECORDING**

All appraisals will be retained in the employee's personal file.

#### **EVALUATION**

Following their appraisal meeting, appraisees will be encouraged to complete an anonymous appraisal evaluation form which can be accessed through George.

#### **FURTHER INFORMATION**

[Appraisal Preparation Form](#)  
[Core Abilities](#)

#### **ADVICE AND SUPPORT**

Please contact your Manager or the Town Clerk

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**STANLEY TOWN COUNCIL**

# Report of the Town Clerk

Prepared for Ordinary Council 25th August 2015

Prepared by: Alan Shaw, Town Clerk

15th September 2015

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## 1. MEMBERS IT

The iPads are in the process of being rolled out and should be all distributed to Members by the date of the Ordinary Council meeting on 22nd September.

## 2. RBS OMEGA - FINANCE SOFTWARE

The RBS financial software has been installed on site and key staff have been trained in its use. The Finance Manager is in the process of back keying the accounts for the current financial year to date so that we have a full year's accounts on the new system. The RBS software will bring some instant operational advantages, e.g

- (i) Civic Hall staff will be able to post invoices directly into the accounting system which will enable proper monitoring of debtors and simplify accounting.
- (ii) Budget monitoring will become simpler for both Civic Hall and Town Council staff.
- (iii) Budget setting and projections for future years will be possible on the system.
- (iv) Reporting for Council and for annual statutory returns will be automated.
- (v) A live networked system will allow drilling down into cost codes for members monitoring the accounts.
- (vi) Retrieval of information like payments over £500 and spend per supplier or by cost centre will be able to be produced instantly

## 3. DURHAM COUNTY COUNCIL'S MEDIUM TERM FINANCIAL PLAN AND THE 'BIG ASK'

A meeting has been arranged with officers from Durham County Council to explore possibilities for asset and service transfer. The Financial position for the County Council is that it is likely to face £100 million pounds cuts to its overall budget over the next 5 years. This means that the County Council is open to suggestions from Town Councils and others and will consider a range of options which will deliver savings to their overall budget. I am initially exploring options relating to Parks and recreation grounds, play areas, allotments, toilets, highways verges and other grounds maintenance. I will report to Council in due course on the opportunities for the Town in this respect.

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#### **4. STANLEY BLUES FESTIVAL**

I have met with Paul Green and Mary Kearney who were the organisers of the Stanley Blues Festival which ran for 15 years until 2007. The name of the festival is a registered trade mark and by calling the final event of this year's music festival 'Stanley Blues Festival' the Town Council was infringing intellectual property owned by Mr Green and Ms Kearney. I have given Mr Green and Ms Kearney that the Council was unaware at the time of planning the event that rights existed in the use of the name and given an assurance that the Town Council would not infringe the rights in the future. Fortunately Mr Green and Ms Kearney have indicated that they will be content with this as a conclusion to the matter. The net effect of this is that we cannot call an event 'Stanley Blues Festival' in the future.

#### **5. CIVIC HALL PARKING**

An order has been placed with a company to re-mark the bays in accordance with Council's decision last month. The bays will be re-marked before Council meets in October.

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# PACTHOUSE



## Information

Pact House is an exciting new social project developed as a collaboration between Stanley Police, Stanley Town Council and other key partners in order to address social, regeneration, training, health and wellbeing needs for the whole community in Stanley. Lead by a team of enthusiastic volunteers from the community, it will be a focal point for local people to access key support services in a positive environment. A strong thread and ethos of the project will be that everyone who uses the facilities will 'Pay it forward' doing something positive for the community. The building will be the seed of public confidence and re-generation of the Front Street and Stanley as a whole community.

## Intention

The Zone Youth café were looking for new, more suitable premises when the old Lloyds Bank building on Front Street, currently trading as a second hand shop, came up for rent. Discussions were held with the 'Just for Women' project and the Youth café who wanted to join forces on a Men's Cree project in the building, supporting people in the area and providing key skills to the wider community. The Cree project will upcycle affordable

furniture and provide portable appliance testing so that donated electrical goods can be given to needy families.

Once the building was viewed, it was realised that the potential for the building was greater than those two projects alone and could be a one stop shop for all of the support agencies in the Stanley area, who could provide advice in a friendly and comfortable Café environment.



### The future

The team of community volunteers, connected to the Police, Council, Homeless charities and youth provision, have been working together on projects for several years. They have a proven track record of project management, fundraising and dealing with community issues. They currently manage other youth projects with fairly substantial budgets.

The Pact House project will be a registered charity and be managed by a committee of local people, overseen by trustees and co opted partner organisations. This affords many benefits for the local people and families facing crisis, or socially isolated due to low income or in just in need of support. The Trustees and volunteers will work towards sustaining the building and the services through funding applications and self fundraising.

It is planned that once the project is up and running, we will expand to open the café on a daytime, to provide affordable home cooked meals to the community and subsidised meals for those who need them the most. Any support and advice from partner agencies will be in that comfortable and friendly environment on a drop in basis. People in crisis can be given immediate support by the PACT partners, or they can seek general advice in the café area, or retire to one of the private upstairs meeting rooms for anything which is of a sensitive or confidential nature.



## Item 9 - ATTACHMENT H

There will be an Internet Café, to offer people the ability to connect with family and friends, complete training courses, or even complete job searches – with advisors present to assist where necessary. A computer recycling social enterprise has expressed an interest in offering good quality computers at low prices. All whilst people enjoy a quality cup of coffee or Tea.

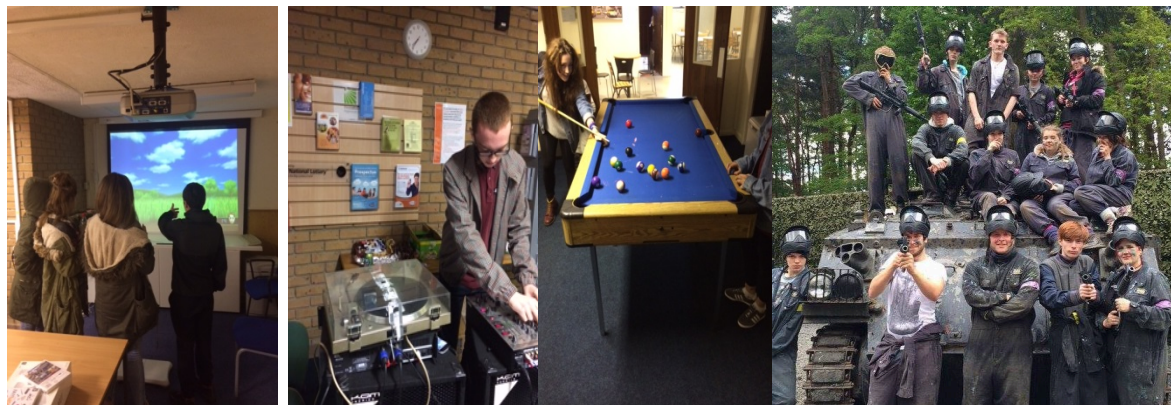
Police officers and community support officers will have weekly surgeries, as will Neighbourhood Wardens, who will offer a wide range of advice and support. Police will have a dedicated PACT board, where people can suggest local priorities and raise issues in their area. The local officers will act on these issues and post results on the board for anyone to see when they pop in.

Debt advice, counselling, addiction advice, housing solutions, welfare rights, Age Concern, the Royal British Legion, food and clothing banks, training providers, healthy lifestyle advisors, community banks, Shaid and many other social interest providers have been offered a home here, to use as they please to support the local community – all as long as they bring something to benefit the local area and local people.

As the café evolves, we hope that it will be open on evenings for community groups to use, with one major project bringing together Senior Citizens with young people and another, bringing together ex-forces veterans with young people. This will bridge a generation gap and offer mentoring to young people in the Stanley Area who may have troubled family issues.

The building will have training rooms upstairs and eventually a small recording studio in the basement downstairs. We hope to have a small computer suite to teach young people open source programming, which is now studied in many schools.

The Just for women project will hold workshops, supporting women in the area and producing artwork and crafts which will adorn the walls and will also be for sale to support the café and its sustainability



The Café will of course be the natural home base for 'The Zone' Youth Café on a Friday and Saturday night, catering of between 25 and 45 young people who may otherwise be drawn into committing antisocial behaviour and Criminal damage.

Dedicated youth workers and police officers have been running this café for nearly two years and it has had dramatic positive effects on the behaviour of some of those children, whilst protecting them from harm and sexual exploitation. We also concentrate on the health and wellbeing of the young people who access sexual health services with the youth workers and work towards fitness goals with activities such as paintballing and outward bounds courses at Dukes House wood.



How are we going to do it?

We need money..... That's the long and the short of it. We need £7000 to buy the lease from the current owner and £400 to transfer it over. We then need money for insurances and running costs including Gas and Electric. We need money or supplies to decorate it and ensure it conforms to modern safety standards. We then need capital expenditure to equip the café with internet connections, computers and a commercial grade kitchen including refrigeration and Coffee machine.

We also need to have a contingency pot to ensure continuity and sustainability if there are any problems. We do however believe that within a couple of years, the building will be self funding and sustainable with the revenue generated from room hire.

The youth Café Budget and Men's Cree budget will pay the building rent of £500 PCM and we hope that this will continue in April when the Café funding is up for renewal, however we need to be prepared for all eventualities – self sustainability is the end goal, which will be managed by the Committee and Trustees.

Once in the building, we have many funding possibilities available to us, including Lottery and Coalfields grants – this could guarantee future sustainability and a new beginning for the young people of Stanley.

Many people see the benefits of this project and are coming together to help, whether it be financially, with equipment and skills, or even just offering their time up to help. Thank you for being one of them!

Sgt 993 Dave Clarke

Stanley Neighbourhood Policing team



BURNOPFIELD COMMUNITY ASSOCIATION

SYKE ROAD  
BURNOPFIELD  
NE16 6 JF  
01207 270319 OR 01207 571145

C.I.O NUMBER 1157968

To Whom It May Concern:

We at Burnopfield Community Association wish for the town council to review the cost to (N.E.K.A.) North East Kickboxing Academy a section of Burnopfield Community Ass, who are booked to hire the Civic Hall on the 10<sup>th</sup> of Oct 2015 for our KICKBOXING event. This event is bringing kick boxers from Germany and France including kick boxer's from all over the region . Our first quote was £694.00 all in. which was doable . A few hours later it had changed to a staggering £789.00 Plus a further £50.00 per hour after the first four hours.

With these extra charges it will make these events in the future impossible.

Over the last five or six years this event has took place twice a year with great yelled to the lamplight center, we had anticipated that this would continue with Stanley Town Council. The price of tickets do look high but to promote this event there is a great need for medical safety, including a doctor and ambulance in attendance the hole event.

Also accommodation costs for fighters from abroad including, trainer's , we have give a full breakdown to Clair over the past few weeks. The costs of this event come quite high were money is concerned ,

But we must not forget the benefit of these young fighters some as young as 7years and our 16 year old boy that is fighting for world championship .

Many thanks for our chance to view our feeling to your meeting.

MRS E Munto (CHAIRPERSON)

## Item 13 - ATTACHMENT I

BEFORE

NOW

HIRE OVER THE YEARS= £350.00- £500.00 -£600.00

£800.00

DOORMEN £45.00X2 = £90.00

£100.00X 2 =£200.00

DJ + LIGHTING TECH (IN WITH COST)

£200.00 OR £20.00 PER HOUR

EXTRA ROOM INCLUDED

HIRE OF EXTRA ROOMS £100.00+

CORK CHARGE WILL BE CHARGED OR NO FOOD ON TABLE'S

(THIS WILL MEAN A LOSS OF SPONCERS) COSTING THE CLUB A FURTHER £2500.00

ORIGINAL HIRE £440.00

HIRE £1300.00+

THIS IS WITH OUT EXTRAS LIKE DOCTORS, REF, AMBULANCES, AND COMPAIRS HIRE OF RING.INSURANCE'S

THE BENEFITS THAT THIS EVENT WILL BRING TO THE CIVIC IS THE BAR TAKING WILL IMPROVE

THE ADVERTISING ALONE WILL ENCOURAGE OTHERS TO USE.

PEOPLE LOOK AT THE PRICE OF THE ENTRANCE FEE, YET NEVER LOOK AT THE COST OF PROMOTING THE SKILLS OF THESE CHILDREN AND THE DEADEICATION THAT IS GIVEN TO REJUICE UNSOCIALBEHAVIOR.

THE FULL COST OF THIS EVENT IS NOW NEALY IMPOSSIBLE TO RAISE DUE TO STANLEY TOWN COUNCIL.

£6,500 £7,000

**Claire Howe**

**From:** Wilkinson, Stephen <Stephen.Wilkinson@homegroup.org.uk>  
**Sent:** 24 August 2015 11:10  
**To:** Claire Howe  
**Subject:** Stonham Drop - in service  
**Attachments:** HG Information.docx

Hi Claire,

Following our visit we had with you at your office on 13<sup>th</sup> August 2015 to discuss the possibility of holding weekly drop in sessions within your building, please attached a detailed description of the service we provide within the community as requested.

We discussed the possibility of using the venue free of charge therefore I hope the attached document holds the relevant information you require to feedback to the board.

When would we be permitted to start and which days are available?

I would like to thank you for your time in this matter and if you require any further information, please don't hesitate to contact me on the contact details below.

Many Thanks

Stephen

*Alan*

**Stephen Wilkinson**  
 Support Coordinator

Home Group  
 Steel House, Ponds Court  
 Consett  
 DH8 5XP

T: 01207 585808  
 M: 07525 904023

 [www.facebook.com/HomeGrouphousing](http://www.facebook.com/HomeGrouphousing)

 [www.twitter.com/homegroup](http://www.twitter.com/homegroup)

 [www.homegroup.org.uk](http://www.homegroup.org.uk)

*(Can we put this  
 on agenda for  
 next council  
 meeting?)*

*They want a room  
 every week for  
 Drop in session*

**RECEIVED**  
**02 SEP 2015**



Web: [www.homegroup.org.uk](http://www.homegroup.org.uk)

Twitter: @homegroup

Home group's values are: *Caring* | commercial | accountable | ENERGISED



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Celebrating 75 years of thriving communities and futures

The following are all part of Home Group:

Home Scotland, Live Smart @ Home, Home Group Developments.

Home Group Limited\* (charitable registered society no. 22981R); Home in Scotland Limited\*\* (charitable registered society no. 1935R(S). Scottish Charity no. SC005247) Property Factor ID: PF000277; Live Smart @ Home Limited\* (Registered in England under no. 03402204); Home Group Developments Limited\* (Registered in England under no. 04664018).

\* Registered office address: 2 Gosforth Park Way, Gosforth Business Park, Newcastle upon Tyne NE12 8ET.

\*\* Registered office address: 20 Harvest Road, Newbridge, Edinburgh, EH28 8LW.

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Home Group are looking to secure venues throughout the Derwentside area to enable us to deliver Drop in support to the local community.

The service provides support to vulnerable adults in Derwentside covering a diverse range of client groups including Mental Health, Substance Misuse, Generic and Young People. Stonham provides ongoing support to

- Achieve Economic Wellbeing
- Enjoy & Achieve
- Be Healthy
- Stay Safe
- Make a positive Contribution

Due to service changes within Stonham, we are currently undertaking a new working "model" approach to the way we deliver support.

Our Support Services are classified into three main groups:

- ***Advocacy and Advice*** - Seeking to minimise disadvantage by provision of benefits advice and access to resources which will enhance the skills and knowledge of the service user.
- ***Practical Support*** - Developing close links with community networks to allow better access to local resources such as personal development courses, other training, education, and employment, as well as the improvement of basic home skills. This support will also be used to assist where necessary in the integration of each individual into the community.
- ***Emotional Support*** - providing emotional support aimed at building self-confidence and raising self-esteem, making the later transition to full independence a less problematic experience.

Support can be offered to those who have a tenancy; are looking for a tenancy or may soon be looking to become more independent and feel they will benefit from support that can enable them to successfully manage it.

**Assistance and support may be given in the following specific areas:**

- Help in setting up and maintaining home or tenancy.
- Developing domestic / life skills, social skills / behaviour management.
- Advice, advocacy and liaison.
- Help in managing finances and benefit claims.
- Emotional support, counselling and advice.
- Help in establishing social contacts and activities.
- Risk assessment to help in establishing personal safety and security.
- Peer support and befriending.
- Help finding other accommodation.
- Help maintaining the safety and security of the dwelling.
- Liaison with involved agencies.
- Advice and support on repair work / home improvement work.

- Help with shopping and being good neighbour
- Liaison and advocacy support from the same ethnic group.
- Culture-specific counselling / emotional support.
- Access to local community organisations.
- Security support related to racial harassment.
- Signposting to culture specific legal services, health / treatment services or parenting advisory agencies.
- Access to employment and training opportunities and signposting to providers.
- Access to child-care providers.
- Health Promotion, (may include Healthy eating, Contraception, etc.).
- Encouraging empowerment and raising self-esteem.

## Service Definition – Homestay Derwentside Service

### About Stonham

Stonham is committed to reducing the impact of homelessness and social disadvantage through its provision of specialist housing with care and support and related floating support and other non-housing support services designed to meet a wide range of people's support needs. Stonham is committed to providing its services through individually tailored support for every client and within a framework of equal opportunities, anti-discrimination and respect.

### Aims and objectives of our service

Our aim is to support clients to work out what they want out of their lives and the journey that is required to enable them to reach their full potential

We are committed to empowering clients and ensuring that they have respect, dignity, independence, choice and control over their own lives.

The service offers practical housing related support to vulnerable people who may be experiencing difficulties, by helping them identify and or refresh their independent living skills, promoting the recovery process which includes individual's health and social well-being, with a view to enabling them to acquire the necessary skills to maintain their tenancy or home.

**Service we offer**

The Homestay service is under the umbrella of Stonham; Home Group which has a proven track record in supporting vulnerable people, utilising their knowledge and expertise to help people to find effective solutions that will enable them to live independently.

The service provides support depending upon the individual need of the client around the following outcomes:

1. Housing
2. Finance
3. Health
4. Education; Training and Employment
5. Meaningful use of Time

The service is provided using three interventions; which depend on the needs of the client at the assessment stage; clients are able to access one or more of these at the same time to meet the client's needs:

**1. Drop Ins**

These are a single point of access for all clients looking for support from the service. Drop- INS are based throughout the Derwentside area and more information on these Drop Ins will be sent to stakeholders and advertised locally. The aim is to assess client needs and support clients to deal with these needs at the first point of contact and to concentrate solely on the needs which the client wishes to address. The service aims to resolve the issue with the client during this time. Some clients may need to attend more than once and clients are welcome to attend as many times as needed to resolve one or a number of needs. Some clients may need additional support in one or more areas and therefore maybe signposted to another organisation or referred into the Group Work or Floating Support aspects of the service. Drop- INS are based throughout the Derwentside area in order to ensure that they are as accessible as possible for clients.

**2. Group Work**

In order to access the Group Work; clients must attend a Drop In and be assessed and referred for the Group Work Sessions. The Group Work sessions will focus on delivering learning programmes around Housing and Finance. Group Work sessions will be delivered to a wide range of client groups in a range of venues or settings to ensure client needs are met and that the service also looks to prevent issues and develop skills around housing and finance for the client's future. External group work packages will also be delivered to learners and tenants within schools; colleges; training providers; RSL Providers and Private Landlords. Depending on client's needs the Group Work programme will continue to grow and develop bespoke packages to meet these needs.



**3. Floating Support**

In order to access the Floating Support; clients must attend a Drop In. The service recognises that some clients may need individually tailored support to meet their needs. At Drop In assessment stage; after a client has attended one or more Drop Ins or Group Work sessions; it may be apparent that their level of support needs are of such that they require Floating Support. A referral will then be made internally to the Floating Support aspect of the service. The client will be offered a tailor made package of support which could involve all of the support interventions in order to meet their needs. Support will last a maximum of 6 months.

**Support provider and staffing**

The service is provided by Stonham under contract to the Supporting People Commissioning Body for County Durham.

Staff are available from Monday to Friday 9.00am – 5pm; Drop In and Group Work times will be set and distributed to Stakeholders and advertised locally. The service will be as flexible as possible to ensure all clients are able to access the service.

The staff are supported by a Client Service Manager.



**REQUEST FOR COMMITTEE / FULL COUNCIL FUNDING**

<b>Name of Delivery Organisation</b>	<b>Stanley Events</b>
<b>Purpose of Funding</b>	<p>I have pleasure in submitting a proposal from Stanley Events for grant funding from Stanley Town Council towards this year's Fireworks Festival in Stanley. The 2014 event saw an estimated crowd of between 8000-10,000 attend what is fast becoming one of the regions highly regarded free fireworks events. The feedback from the 2014 event was excellent with local residents complimenting the measures put in place to manage car parking and reduce disruption, attendees complimenting the high quality of the fireworks and a general opinion that it was a great, free family event. It is hoped that with grant funding from Stanley Town Council we are able to keep this event free for families across the town. Due to the excellent popularity of the event and taking into account our need to ensure the safety of the public Stanley Events have this year provided detailed costs that account for the additional stewarding required to ensure the safety of this large open air event. If funding is secured we will be able to retain the high levels of public safety we continue to provide at our events without introducing charges. Stanley Events will continue to work alongside volunteers to support the management and the delivery of the event, with no management costs associated with the event. Stanley Events have secured an additional £3k from the AAP and will be contributing an additional £4k from its own resources, secured through trading from outside of Stanley. Our organisation prides ourselves on providing excellent, local training and employment opportunities, offering valuable work experience and paid employment, complementing our volunteers in the delivery of our events. We use local contractors where possible, including Reaction Fireworks based at Greencroft and FX productions for our Sound, staging and lighting requirements. The event will involve a 25 minute display, fully choreographed to music with a theme for the event still to be confirmed. (2014 was superheroes).</p>
<b>Total Amount Required</b>	£10,000
<b>Breakdown of Costs (Elements of Project)</b>	£ 900 Toilets
	£ 1800 Tower Lights & Event Signage
	£5500 Fireworks
	£3700 Compere, Entertainment, PA System
	£800 First Aid Provision
	£2680 Fencing, Gazebo's, Radio Hire, Fire Equipment

Item 14 - ATTACHMENT K

	£700 Waste Management & Insurance
	£500 Marketing
	£1800 Event Staff

**Applicants Details**

<b>Project Manager / Lead Officer</b>	Carl Marshall
<b>Position Held on Organisation</b>	Director
<b>Telephone Number</b>	07500125291
<b>Address</b>	73 Cloverhill Court, Stanley, Co. Durham
<b>Email Address</b>	<a href="mailto:stanleyeventsLtd@hotmail.co.uk">stanleyeventsLtd@hotmail.co.uk</a>
<b>Cheque to be made Payable to</b>	Stanley Events

**PLEASE ATTACH A QUOTE / EVIDENCE OF COSTINGS TO THIS APPLICATION  
(i.e. letter headed quote or price list from reputable supplier)**

**Done X**

**THE COMPANIES ACT 2006**  
**PRIVATE COMPANY LIMITED BY GUARANTEE**  
**MEMORANDUM OF ASSOCIATION**  
**OF**  
**STANLEY EVENTS LTD**

Each subscriber to this memorandum of association wishes to form a company under the Companies Act 2006 and agrees to become a member of the Company.

Name of each subscriber

Authentication by each subscriber

---

MR CARL MARSHALL

---

Dated 7<sup>TH</sup> JULY 2011

# Company Information for Company Number 07697255

**Company name:** STANLEY EVENTS LTD  
**Company number:** 07697255

*This is a summary of your company information held at Companies House on 23/06/2015.  
(This report cannot be submitted to Companies House)*

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## *Company Details*

**Made Up Date of Next Annual Return:** 07/07/2015

**Company Type:** PRI/LTD BY GUAR/NSC

### **Principal Business Activities:**

#### **SIC Codes**

90020

Support activities to performing arts

### **Registered office address**

### **Single Alternative Inspection Location**

No address registered

Steel House  
Ponds Court Business Park  
Genesis Way  
Consett  
Co. Durham  
DH8 5XP

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## *Details of Officers of the Company*

### *Director 1:*

**Name:** Mr Stephen William ARMSTRONG  
**Date of birth:** 26/02/1960  
**Nationality:** British  
**Occupation:** Director

**Address:**  
21 Langholm Road  
East Boldon  
Tyne & Wear  
United Kingdom  
NE36 0ED

**THE COMPANIES ACT 2006**  
**COMPANY LIMITED BY GUARANTEE**  
**ARTICLES OF ASSOCIATION**  
**of**  
**STANLEY EVENTS LTD**

**PART 1**  
**INTERPRETATION AND LIMITATION OF LIABILITY**

**1 Defined terms**

- (1) The regulations contained in the Model Articles for Private Companies Limited by Guarantee set out in Schedule 2 of The Companies (Model Articles) Regulations 2008 (SI 3229/2008), shall not apply to the Company.
- (2) In the articles, unless the context requires otherwise:
- |                           |  |
|---------------------------|--|
| "the 2006 Act"            | means the Companies Act 2006;  |
| "articles"                | means the Company's articles of association;   |
| "bankruptcy"              | includes individual insolvency proceedings in a jurisdiction other than England and Wales or Northern Ireland which have an effect similar to that of bankruptcy;                                    |
| "chairman"                | has the meaning given in article 12;   |
| "chairman of the meeting" | has the meaning given in article 25;   |
| "Companies Acts"          | means the Companies Acts (as defined in section 2 of the Companies Act 2006, in so far as they apply to the Company);  |
| "director"                | means a director of the Company, and includes any person occupying the position of director, by whatever name called;  |
| "document"                | includes, unless otherwise specified, any document sent or supplied in electronic form;  |
| "electronic form"         | has the meaning given in section 1168 of the 2006 Act;   |
| "member"                  | has the meaning given in section 112 of the 2006 Act;  |
| "ordinary resolution"     | has the meaning given in section 282 of the 2006 Act;  |
| "participate"             | in relation to a directors' meeting, has the meaning given in article 10;  |
| "proxy notice"            | has the meaning given in article 31;   |
| "special resolution"      | has the meaning given in section 283 of the 2006 Act;  |
| "subsidiary"              | has the meaning given in section 1159 of the 2006 Act; and   |
| "writing"                 | means the representation or reproduction of words, symbols or other information in a visible form by any method or combination of methods, whether sent or supplied in electronic form or otherwise. |

Unless the context otherwise requires, other words or expressions contained in these articles bear the same meaning as in the 2006 Act as in force on the date when these articles become binding on the Company.

**2 Liability of members**

The liability of each member is limited to £1.00, being the amount that each member undertakes to contribute to the assets of the Company in the event of its being wound up while he is a member or within one year after he ceases to be a member, for:

- (a) payment of the Company's debts and liabilities contracted before he ceases to be a member,
- (b) payment of the costs, charges and expenses of winding up, and
- (c) adjustment of the rights of the contributories among themselves.

**PART 2**  
**DIRECTORS**  
**DIRECTORS' POWERS AND RESPONSIBILITIES**

**3 Directors' general authority**

Subject to the articles, the directors are responsible for the management of the Company's business, for which purpose they may exercise all the powers of the Company.

**4 Members' reserve power**

- (1) The members may, by special resolution, direct the directors to take, or refrain from taking, specified action.
- (2) No such special resolution invalidates anything which the directors have done before the passing of the resolution.

**5 Directors may delegate**

- (1) Subject to the articles, the directors may delegate any of the powers which are conferred on them under the articles:
  - (a) to such person or committee;
  - (b) by such means (including by power of attorney);
  - (c) to such an extent;
  - (d) in relation to such matters or territories; and
  - (e) on such terms and conditions; as they think fit.
- (2) If the directors so specify, any such delegation may authorise further delegation of the directors' powers by any person to whom they are delegated.
- (3) The directors may revoke any delegation in whole or part, or alter its terms and conditions.

**6 Committees**

- (1) Committees to which the directors delegate any of their powers must follow procedures which are based as far as they are applicable on those provisions of the articles which govern the taking of decisions by directors.
- (2) The directors may make rules of procedure for all or any committees, which prevail over rules derived from the articles if they are not consistent with them.

**DECISION-MAKING BY DIRECTORS**

**7 Directors to take decisions collectively**

- (1) The general rule about decision-making by directors is that any decision of the directors must be either a majority decision at a meeting or a decision taken in accordance with article 8.
- (2) If:
  - (a) the Company only has one director, and
  - (b) no provision of the articles requires it to have more than one director,

the general rule does not apply, and the director may, subject to articles 8(3) and 15 take decisions without regard to any other of the provisions of the articles relating to directors' decision-making.

**8 Unanimous decisions**

- (1) A decision of the directors is taken in accordance with this article when all eligible directors indicate to each other by any means that they share a common view on a matter.
- (2) Such a decision may take the form of a resolution in writing, copies of which have been signed by each eligible director or to which each eligible director has otherwise indicated agreement in writing.
- (3) References in this article to eligible directors are to directors who would have been entitled to vote on the matter had it been proposed as a resolution at a directors' meeting.
- (4) A decision may not be taken in accordance with this article if the eligible directors would not have formed a quorum at such a meeting.

**9 Calling a directors' meeting**

- (1) Any director may call a directors' meeting by giving notice of the meeting to the directors or by authorising the Company secretary (if any) to give such notice.
- (2) Notice of any directors' meeting must indicate:

- (a) its proposed date and time;
  - (b) where it is to take place; and
  - (c) if it is anticipated that directors participating in the meeting will not be in the same place, how it is proposed that they should communicate with each other during the meeting.
- (3) Notice of a directors' meeting must be given to each director, but need not be in writing.
- (4) Notice of a directors' meeting need not be given to directors who waive their entitlement to notice of that meeting, by giving notice to that effect to the Company not more than 7 days after the date on which the meeting is held. Where such notice is given after the meeting has been held, that does not affect the validity of the meeting, or of any business conducted at it.

## **10 Participation in directors' meetings**

- (1) Subject to the articles, directors participate in a directors' meeting, or part of a directors' meeting, when:
- (a) the meeting has been called and takes place in accordance with the articles, and
  - (b) they can each communicate to the others any information or opinions they have on any particular item of the business of the meeting.
- (2) In determining whether directors are participating in a directors' meeting, it is irrelevant where any director is or how they communicate with each other.
- (3) If all the directors participating in a meeting are not in the same place, they may decide that the meeting is to be treated as taking place wherever any of them is.

## **11 Quorum for directors' meetings**

- (1) At a directors' meeting, unless a quorum is participating, no proposal is to be voted on, except a proposal to call another meeting.
- (2) The quorum for directors' meetings may be fixed from time to time by a decision of the directors, but it must never be less than two, and unless otherwise fixed it is two.
- (3) If the total number of directors for the time being is less than the quorum required, the directors must not take any decision other than a decision:
- (a) to appoint further directors, or;
  - (b) to call a general meeting so as to enable the members to appoint further directors.

## **12 Chairing of directors' meetings**

- (1) The directors may appoint a director to chair their meetings.
- (2) The person so appointed for the time being is known as the chairman.
- (3) The directors may terminate the chairman's appointment at any time.
- (4) If the chairman is not participating in a directors' meeting within ten minutes of the time at which it was to start, the participating directors must appoint one of themselves to chair it.

## **13 Casting vote**

- (1) If the numbers of votes for and against a proposal are equal, the chairman or other director chairing the meeting has a casting vote.
- (2) But this does not apply if, in accordance with the articles, the chairman or other director is not to be counted as participating in the decision-making process for quorum or voting purposes.

## **14 Conflicts of interest**

- (1) If a proposed decision of the directors is concerned with an actual or proposed transaction or arrangement with the Company in which a director is interested, that director is not to be counted as participating in the decision-making process for quorum or voting purposes.
- (2) But if paragraph (3) applies, a director who is interested in an actual or proposed transaction or arrangement with the Company is to be counted as participating in the decision-making process for quorum and voting purposes.
- (3) This paragraph applies when:
- (a) the Company by ordinary resolution disapplies the provision of the articles which would otherwise prevent a director from being counted as participating in the decision-making process;
  - (b) the director's interest cannot reasonably be regarded as likely to give rise to a conflict of interest; or
  - (c) the director's conflict of interest arises from a permitted cause.
- (4) For the purposes of this article, the following are permitted causes:

- (a) a guarantee given, or to be given, by or to a director in respect of an obligation incurred by or on behalf of the Company or any of its subsidiaries;
  - (b) subscription, or an agreement to subscribe, for shares or other securities of any of the Company's subsidiaries, or to underwrite, sub-underwrite, or guarantee subscription for any such shares or securities; and
  - (c) arrangements pursuant to which benefits are made available to employees and directors or former employees and directors of the Company or any of its subsidiaries which do not provide special benefits for directors or former directors.
- (5) For the purposes of this article, references to proposed decisions and decision-making processes include any directors' meeting or part of a directors' meeting.
- (6) Subject to paragraph (7), if a question arises at a meeting of directors or of a committee of directors as to the right of a director to participate in the meeting (or part of the meeting) for voting or quorum purposes, the question may, before the conclusion of the meeting, be referred to the chairman whose ruling in relation to any director other than the chairman is to be final and conclusive.
- (7) If any question as to the right to participate in the meeting (or part of the meeting) should arise in respect of the chairman, the question is to be decided by a decision of the directors at that meeting, for which purpose the chairman is not to be counted as participating in the meeting (or that part of the meeting) for voting or quorum purposes.
- (8) Where the number of non-conflicted directors is less than the quorum for the purposes of approving a resolution authorising any situation or transaction constituting a conflict as anticipated by the Companies Acts, the quorum shall be all the disinterested directors.
- (9) When all the directors of the Company are conflicted, the Company shall pass the conflict to the Company's members for approval by ordinary resolution.

#### **15 Records of decisions to be kept**

The directors must ensure that the Company keeps a record, in writing, for at least 10 years from the date of the decision recorded, of every unanimous or majority decision taken by the directors.

#### **16 Directors' discretion to make further rules**

Subject to the articles, the directors may make any rule which they think fit about how they take decisions and about how such rules are to be recorded or communicated to directors.

### **APPOINTMENT OF DIRECTORS**

#### **17 Methods of appointing directors**

- (1) Any person who is willing to act as a director, and is permitted by law to do so, may be appointed to be a director:
- (a) by ordinary resolution, or
  - (b) by a decision of the directors.
- (2) In any case where, as a result of death, the Company has no members and no directors, the personal representatives of the last member to have died have the right, by notice in writing, to appoint a person to be a director.
- (3) For the purposes of paragraph (2), where 2 or more members die in circumstances rendering it uncertain who was the last to die, a younger member is deemed to have survived an older member.

#### **18 Termination of director's appointment**

A person ceases to be a director as soon as:

- (a) that person ceases to be a director by virtue of any provision of the 2006 Act or is prohibited from being a director by law;
- (b) a bankruptcy order is made against that person;
- (c) a composition is made with that person's creditors generally in satisfaction of that person's debts;
- (d) a registered medical practitioner who is treating that person gives a written opinion to the Company stating that that person has become physically or mentally incapable of acting as a director and may remain so for more than three months;
- (e) by reason of that person's mental health, a court makes an order which wholly or partly prevents that person from personally exercising any powers or rights which that person would otherwise have;



- (f) notification is received by the Company from the director that the director is resigning from office, and such resignation has taken effect in accordance with its terms.

## **19 Directors' remuneration**

- (1) Directors may undertake any services for the Company that the directors decide.
- (2) Directors are entitled to such remuneration as the directors determine:
  - (a) for their services to the Company as directors, and
  - (b) for any other service which they undertake for the Company.
- (3) Subject to the articles, a director's remuneration may:
  - (a) take any form, and
  - (b) include any arrangements in connection with the payment of a pension, allowance or gratuity, or any death, sickness or disability benefits, to or in respect of that director.
- (4) Unless the directors decide otherwise, directors' remuneration accrues from day to day.
- (5) Unless the directors decide otherwise, directors are not accountable to the Company for any remuneration which they receive as directors or other officers or employees of the Company's subsidiaries or of any other body corporate in which the Company is interested.

## **20 Directors' expenses**

The Company may pay any reasonable expenses which the directors properly incur in connection with their attendance at-

- (a) meetings of directors or committees of directors;
  - (b) general meetings, or
  - (c) separate meetings of the holders of debentures of the Company;
- or otherwise in connection with the exercise of their powers and the discharge of their responsibilities in relation to the Company.

## **PART 3 MEMBERS BECOMING AND CEASING TO BE A MEMBER**

### **21 Applications for membership**

No person shall become a member of the Company unless:

- (a) that person has completed an application for membership in a form approved by the directors, and
- (b) the directors have approved the application.

### **22 Termination of membership**

- (1) A member may withdraw from membership of the Company by giving 7 days' notice to the Company in writing.
- (2) Membership is not transferable.
- (3) A person's membership terminates when that person dies or ceases to exist.

## **ORGANISATION OF GENERAL MEETINGS**

### **23 Attendance and speaking at general meetings**

- (1) A person is able to exercise the right to speak at a general meeting when that person is in a position to communicate to all those attending the meeting, during the meeting, any information or opinions which that person has on the business of the meeting.
- (2) A person is able to exercise the right to vote at a general meeting when:
  - (a) that person is able to vote, during the meeting, on resolutions put to the vote at the meeting, and
  - (b) that person's vote can be taken into account in determining whether or not such resolutions are passed at the same time as the votes of all the other persons attending the meeting.
- (3) The directors may make whatever arrangements they consider appropriate to enable those attending a general meeting to exercise their rights to speak or vote at it.
- (4) In determining attendance at a general meeting, it is immaterial whether any two or more members attending it are in the same place as each other.

- (5) Two or more persons who are not in the same place as each other attend a general meeting if their circumstances are such that if they have (or were to have) rights to speak and vote at that meeting, they are (or would be) able to exercise them.

**24 Quorum for general meetings**

The quorum for a general meeting shall be determined according to section 318 of the 2006 Act and no business other than the appointment of the chairman of the meeting is to be transacted at a general meeting if the persons attending it do not constitute a quorum.

**25 Chairing general meetings**

- (1) If the directors have appointed a chairman, the chairman shall chair general meetings if present and willing to do so.
- (2) If the directors have not appointed a chairman, or if the chairman is unwilling to chair the meeting or is not present within ten minutes of the time at which a meeting was due to start:
- (a) the directors present, or
  - (b) (if no directors are present), the meeting,
- must appoint a director or member to chair the meeting, and the appointment of the chairman of the meeting must be the first business of the meeting.
- (3) The person chairing a meeting in accordance with this article is referred to as "the chairman of the meeting".

**26 Attendance and speaking by directors and non-members**

- (1) Directors may attend and speak at general meetings, whether or not they are members.
- (2) The chairman of the meeting may permit other persons who are not members of the Company to attend and speak at a general meeting.

**27. Adjournment**

- (1) If the persons attending a general meeting within half an hour of the time at which the meeting was due to start do not constitute a quorum, or if during a meeting a quorum ceases to be present, the chairman of the meeting must adjourn it.
- (2) The chairman of the meeting may adjourn a general meeting at which a quorum is present if:
- (a) the meeting consents to an adjournment, or
  - (b) it appears to the chairman of the meeting that an adjournment is necessary to protect the safety of any person attending the meeting or ensure that the business of the meeting is conducted in an orderly manner.
- (3) The chairman of the meeting must adjourn a general meeting if directed to do so by the meeting.
- (4) When adjourning a general meeting, the chairman of the meeting must:
- (a) either specify the time and place to which it is adjourned or state that it is to continue at a time and place to be fixed by the directors, and
  - (b) have regard to any directions as to the time and place of any adjournment which have been given by the meeting.
- (5) If the continuation of an adjourned meeting is to take place more than 14 days after it was adjourned, the Company must give at least 7 clear days' notice of it (that is, excluding the day of the adjourned meeting and the day on which the notice is given):
- (a) to the same persons to whom notice of the Company's general meetings is required to be given, and
  - (b) containing the same information which such notice is required to contain.
- (6) No business may be transacted at an adjourned general meeting which could not properly have been transacted at the meeting if the adjournment had not taken place.

**VOTING AT GENERAL MEETINGS**

**28 Voting: general**

A resolution put to the vote of a general meeting must be decided on a show of hands unless a poll is duly demanded and acted upon in accordance with these articles and sections 321 and 322 of the 2006 Act.

**29 Errors and disputes**

- (1) No objection may be raised to the qualification of any person voting at a general meeting except at the meeting or adjourned meeting at which the vote objected to is tendered, and every vote not disallowed at the meeting is valid.
- (2) Any such objection must be referred to the chairman of the meeting whose decision is final.

### **30 Poll votes**

- (1) A poll on a resolution may be demanded:
  - (a) in advance of the general meeting where it is to be put to the vote, or
  - (b) at a general meeting, either before a show of hands on that resolution or immediately after the result of a show of hands on that resolution is declared.
- (2) A poll may be demanded by:
  - (a) the chairman of the meeting;
  - (b) the directors;
  - (c) two or more persons having the right to vote on the resolution; or
  - (d) a person or persons representing not less than one tenth of the total voting rights of all the members having the right to vote on the resolution.
- (3) A demand for a poll may be withdrawn if:
  - (a) the poll has not yet been taken, and
  - (b) the chairman of the meeting consents to the withdrawal.
- (4) Polls must be taken immediately and in such manner as the chairman of the meeting directs.

### **31 Content of proxy notices**

- (1) Proxies may only validly be appointed by a notice in writing (a "proxy notice") which:
  - (a) states the name and address of the member appointing the proxy;
  - (b) identifies the person appointed to be that member's proxy and the general meeting in relation to which that person is appointed;
  - (c) is signed by or on behalf of the member appointing the proxy, or is authenticated in such manner as the directors may determine; and
  - (d) is delivered to the Company in accordance with the articles and any instructions contained in the notice of the general meeting to which they relate.
- (2) The company may require proxy notices to be delivered in a particular form, and may specify different forms for different purposes.
- (3) Proxy notices may specify how the proxy appointed under them is to vote (or that the proxy is to abstain from voting) on one or more resolutions.
- (4) Unless a proxy notice indicates otherwise, it must be treated as:
  - (a) allowing the person appointed under it as a proxy discretion as to how to vote on any ancillary or procedural resolutions put to the meeting, and
  - (b) appointing that person as a proxy in relation to any adjournment of the general meeting to which it relates as well as the meeting itself.

### **32 Delivery of proxy notices**

- (1) A person who is entitled to attend, speak or vote (either on a show of hands or on a poll) at a general meeting remains so entitled in respect of that meeting or any adjournment of it, even though a valid proxy notice has been delivered to the Company by or on behalf of that person.
- (2) An appointment under a proxy notice may be revoked by delivering to the Company a notice in writing given by or on behalf of the person by whom or on whose behalf the proxy notice was given.
- (3) A notice revoking a proxy appointment only takes effect if it is delivered before the start of the meeting or adjourned meeting to which it relates.
- (4) If a proxy notice is not executed by the person appointing the proxy, it must be accompanied by written evidence of the authority of the person who executed it to execute it on the appointor's behalf.

### **33 Amendments to resolutions**

- (1) An ordinary resolution to be proposed at a general meeting may be amended by ordinary resolution if:
  - (a) notice of the proposed amendment is given to the Company in writing by a person entitled to vote at the general meeting at which it is to be proposed not less than 48 hours before the meeting is to take place (or such later time as the chairman of the meeting may determine), and

- (b) the proposed amendment does not, in the reasonable opinion of the chairman of the meeting, materially alter the scope of the resolution.
- (2) A special resolution to be proposed at a general meeting may be amended by ordinary resolution, if:
  - (a) the chairman of the meeting proposes the amendment at the general meeting at which the resolution is to be proposed, and
  - (b) the amendment does not go beyond what is necessary to correct a grammatical or other non-substantive error in the resolution.
- (3) If the chairman of the meeting, acting in good faith, wrongly decides that an amendment to a resolution is out of order, the chairman's error does not invalidate the vote on that resolution.

## PART 4 ADMINISTRATIVE ARRANGEMENTS

### **34 Means of communication to be used**

- (1) Anything sent or supplied by or to the Company under the articles may be sent or supplied in any way in which the 2006 Act provides for documents or information which are authorised or required by any provision of that Act to be sent or supplied by or to the Company.
- (2) Every notice convening a general meeting shall comply with the provisions of section 307 and 325 of the 2006 Act as to the length of notice required for the meeting and the giving of information to members in regard to their right to appoint proxies; and notices of and other communications relating to any general meeting which any member is entitled to receive shall be sent to the directors and to the auditor for the time being of the Company.
- (3) Any notice or document to be sent or supplied to a director in connection with the taking of decisions by directors may also be sent or supplied by the means by which that director has asked to be sent or supplied with such notices or documents for the time being.
- (4) A director may agree with the Company that notices or documents sent to that director in a particular way are to be deemed to have been received within a specified time of their being sent, and for the specified time to be less than 48 hours.

### **35 Company seals**

- (1) Any common seal may only be used by the authority of the directors.
- (2) The directors may decide by what means and in what form any common seal is to be used.
- (3) Unless otherwise decided by the directors, if the Company has a common seal and it is affixed to a document, the document must also be signed by at least one authorised person in the presence of a witness who attests the signature.
- (4) For the purposes of this article, an authorised person is:
  - (a) any director of the Company;
  - (b) the Company secretary (if any); or
  - (c) any person authorised by the directors for the purpose of signing documents to which the common seal is applied.

### **36 No right to inspect accounts and other records**

Except as provided by law or authorised by the directors or an ordinary resolution of the Company, no person is entitled to inspect any of the Company's accounting or other records or documents merely by virtue of being a member.

### **37 Provision for employees on cessation of business**

The directors may decide to make provision for the benefit of persons employed or formerly employed by the Company or any of its subsidiaries (other than a director or former director or shadow director) in connection with the cessation or transfer to any person of the whole or part of the undertaking of the Company or that subsidiary.

### **38 Rules**

- (1) The directors may from time to time make such rules or bye laws as they may deem necessary or expedient or convenient for the proper conduct and management of the Company and for the purposes of prescribing classes of and conditions of membership, and in particular but without prejudice to the generality of the foregoing, they may by such rules or bye laws regulate:

- (a) the admission and classification of members of the Company (including the admission of organisations to membership) and the rights and privileges of such members, and the conditions of membership and the terms on which members may resign or have their membership terminated and the entrance fees, subscriptions and other fees or payments to be made by members;
  - (b) the conduct of members of the Company in relation to one another, and to the Company's servants;
  - (c) the setting aside of the whole or any part or parts of the Company's premises at any particular time or times or for any particular purpose or purposes;
  - (d) the procedure at general meetings and meetings of the directors and committees of the directors in so far as such procedure is not regulated by the Articles;
  - (e) generally, all such matters as are commonly the subject matter of company rules.
- (2) The Company in general meeting shall have power to alter, add to or repeal the rules or bye laws and the directors shall adopt such means as they think sufficient to bring to the notice of members of the Company all such rules or bye laws, which shall be binding on all members of the Company. Provided that no rule or bye law shall be inconsistent with, or shall affect or repeal anything contained in, the Memorandum or the Articles.

### **39 Profits not to be distributed**

The income and property of the Company shall be applied solely towards the promotion of the Company's objects and activities and no part shall be paid or transferred, directly or indirectly, by way of dividend, bonus or otherwise by way of profit, to members of the Company, and no Director shall be appointed to any office of the Company paid by salary or fees or receive any remuneration or other benefit in money or money's worth from the Company: Provided that nothing in this document shall prevent any payment in good faith by the Company:

- (a) of the usual professional charges for business done by any Director or member of the Company who is a solicitor, accountant or other person engaged in a profession when instructed by the Company to act in a professional capacity on its behalf: Provided that at no time shall a majority of the Directors benefit under this provision and that a Director shall withdraw from any meeting at which his or her appointment or remuneration is under discussion;
- (b) of reasonable remuneration to any person holding office as an event or fund raising organiser or manager for work undertaken whilst holding that office, notwithstanding that he/she is a Director or member of the Company: Provided that any Director withdraws from any meeting whilst his/her remuneration is being discussed;
- (c) of reasonable and proper remuneration for any services rendered to the Company by any member, officer or servant of the Company who is not a Director;
- (d) of interest on money lent by any member of the Company or director at a reasonable and proper rate per annum not above the published base lending rate of a clearing bank to be selected by the Directors;
- (e) of fees, remuneration or other benefit in money or money's worth to any company of which a Director may also be a member holding not more than 1/100th part of the issued capital of that company;
- (f) of reasonable and proper rent for premises demised or let by any member of the Company or a Director;
- (g) to any Director of reasonable out-of-pocket expenses. Provided that no payment to a member or Director shall be effective unless passed at a quorate meeting of the Directors.

### **40 Dissolution**

If the Company is wound up or dissolved and after all its debts and liabilities have been satisfied there remains any property it shall not be paid to or distributed among the members of the Company, but shall be given or transferred to some other company or companies, society or societies (whether charitable or not) having activities similar to those of the Company at the time of dissolution which prohibits the distribution of its or their income and property to an extent at least as great as is imposed on the Company by article 39 above, chosen by the members of the Company at or before the time of dissolution.

## **DIRECTORS' INDEMNITY AND INSURANCE**

### **41 Indemnity**

- (1) Subject to paragraph (2), a relevant director of the Company or an associated company may be indemnified out of the Company's assets against:
  - (a) any liability incurred by that director in connection with any negligence, default, breach of duty or breach of trust in relation to the Company or an associated company,
  - (b) any liability incurred by that director in connection with the activities of the Company or an associated company in its capacity as a trustee of an occupational pension scheme (as defined in section 235(6) of the 2006 Act),
  - (c) any other liability incurred by that director as an officer of the Company or an associated company.
- (2) This article does not authorise any indemnity which would be prohibited or rendered void by any provision of the Companies Acts or by any other provision of law.
- (3) In this article:
  - (a) companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate, and
  - (b) a "relevant director" means any director or former director of the Company or an associated company.

### **42 Insurance**

- (1) The directors may decide to purchase and maintain insurance, at the expense of the Company, for the benefit of any relevant director in respect of any relevant loss.
- (2) In this article:
  - (a) a "relevant director" means any director or former director of the Company or an associated company,
  - (b) a "relevant loss" means any loss or liability which has been or may be incurred by a relevant director in connection with that director's duties or powers in relation to the Company, any associated company or any pension fund or employees' share scheme of the Company or associated company, and
  - (c) companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate.

### **43 Addendum – Objectives**

- (1) To undertake the organization, management and promotion of events which benefit the town of Stanley, County Durham and the surrounding communities.
- (2) To carry on such other incidental and auxiliary activities as may be necessary in connection with the organization, management and promotion of such events.

*Director 2:*

**Name:** Miss Angela HANSON  
**Date of birth:** 21/09/1969  
**Nationality:** British  
**Occupation:** Company Director

**Address:**

Steel House  
Ponds Court Business Park  
Genesis Way  
Consett  
Co. Durham  
DH8 5XP

*Director 3:*

**Name:** Mr Carl MARSHALL  
**Date of birth:** 14/10/1980  
**Nationality:** British  
**Occupation:** Director

**Address:**

88 Murray Park  
  
Stanley  
Co. Durham  
United Kingdom  
DH9 0PU

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### *Share Capital*

No capital information currently held for this company.

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### *Full Details of Shareholders*

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*(This report cannot be submitted to Companies House)*

Registered number  
07697255

Stanley Events Ltd  
(A Company Limited By Guarantee)  
Report and Accounts

31 July 2014



**Stanley Events Ltd****Registered number: 07697255****Directors' Report**

The directors present their report and accounts for the year ended 31 July 2014.

**Principal activities**

The company is a not for profit organisation established to deliver events for the benefit of the people of Stanley and the surrounding area.

**Directors**

The following persons served as directors during the year:

SW Armstrong

C Marshall

A Hanson - Appointed 1 October 2013

**Small company provisions**

This report has been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.

This report was approved by the board on 7 April 2015 and signed on its behalf.

SW Armstrong  
Director

**Stanley Events Ltd**  
**Profit and Loss Account**  
**for the year ended 31 July 2014**

	<b>Notes</b>	<b>2014</b> <b>£</b>	<b>2013</b> <b>£</b>
<b>Turnover</b>		83,581	64,225
Cost of sales		(84,028)	(61,037)
<b>Gross (loss)/profit</b>		<u>(447)</u>	<u>3,188</u>
Administrative expenses		536	(2,287)
<b>Operating profit</b>		<u>89</u>	<u>901</u>
<b>Profit on ordinary activities before taxation</b>		<u>89</u>	<u>901</u>
Tax on profit on ordinary activities	2	(18)	(180)
<b>Profit for the financial year</b>		<u>71</u>	<u>721</u>

**Stanley Events Ltd**  
**Balance Sheet**  
**as at 31 July 2014**

	Notes	2014 £	2013 £
<b>Current assets</b>			
Debtors	3	684	11,711
Cash at bank and in hand		17,126	8,215
		<u>17,810</u>	<u>19,926</u>
<b>Creditors: amounts falling due within one year</b>	4	(17,018)	(19,205)
<b>Net current assets</b>		<u>792</u>	<u>721</u>
<b>Net assets</b>		<u>792</u>	<u>721</u>
<b>Capital and reserves</b>			
Profit and loss account	5	792	721
<b>Shareholder's funds</b>		<u>792</u>	<u>721</u>

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

The member has not required the company to obtain an audit in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.

C Marshall  
 Director  
 Approved by the board on 7 April 2015

**Stanley Events Ltd**  
**Notes to the Accounts**  
**for the year ended 31 July 2014**

**1 Accounting policies**

***Basis of preparation***

The accounts have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

***Turnover***

Turnover represents the value, net of value added tax and discounts, of goods provided to customers and work carried out in respect of services provided to customers.

<b>2 Taxation</b>	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
UK corporation tax	<u>18</u>	<u>180</u>
<b>3 Debtors</b>	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
Other debtors	<u>684</u>	<u>11,711</u>
<b>4 Creditors: amounts falling due within one year</b>	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
Corporation tax	18	180
Other creditors	<u>17,000</u>	<u>19,025</u>
	<u>17,018</u>	<u>19,205</u>
<b>5 Profit and loss account</b>	<b>2014</b>	
	<b>£</b>	
At 1 August 2013	721	
Profit for the year	71	
	<u>792</u>	
At 31 July 2014		

**Stanley Events Ltd**  
**Detailed profit and loss account**  
**for the year ended 31 July 2014**

	<b>2014</b> <b>£</b>	<b>2013</b> <b>£</b>
<b>Sales</b>	83,581	64,225
Cost of sales	(84,028)	(61,037)
<b>Gross (loss)/profit</b>	<hr/> (447)	<hr/> 3,188
Administrative expenses	536	(2,287)
<b>Operating profit</b>	<hr/> 89	<hr/> 901
<b>Profit before tax</b>	<hr/> 89	<hr/> 901

**Stanley Events Ltd**  
**Detailed profit and loss account**  
**for the year ended 31 July 2014**

	<b>2014</b> £	<b>2013</b> £
<b>Sales</b>		
Sales	<u>83,581</u>	<u>64,225</u>
<b>Cost of sales</b>		
Direct expenses	<u>84,028</u>	<u>61,037</u>
<b>Administrative expenses</b>		
Premises costs:		
Use of home	<u>(1,040)</u>	<u>1,040</u>
	<u>(1,040)</u>	<u>1,040</u>
General administrative expenses:		
Postage	6	-
Stationery and printing	33	-
IT expenses	224	-
Bank charges	228	20
Sundry expenses	<u>13</u>	<u>-</u>
	<u>504</u>	<u>20</u>
Legal and professional costs:		
Professional fees	<u>-</u>	<u>1,227</u>
	<u>-</u>	<u>1,227</u>
	<u>(536)</u>	<u>2,287</u>

# Local Councils in England

## Annual return for the financial year ended 31 March 2015

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Local councils in England with an annual turnover of £6.5 million or less must complete an annual return in accordance with proper practices summarising their activities at the end of each financial year. In this annual return the term 'local council' includes a Parish Meeting, a Parish Council and a Town Council.

The annual return on pages 2 to 5 is made up of four sections:

- Sections 1 and 2 are completed by the person nominated by the local council.
- Section 3 is completed by the external auditor appointed by the Audit Commission.
- Section 4 is completed by the local council's internal audit provider.

Each council must approve this annual return no later than 30 June 2015.

### Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all sections highlighted in green. Do not leave any green box blank. Incomplete or incorrect returns require additional external audit work and may incur additional costs.

Send the annual return, together with your bank reconciliation as at 31 March 2015, an explanation of any significant year on year variances in the accounting statements and any additional information requested, to your external auditor by the due date.

Your external auditor will identify and ask for any additional documents needed for their work. Therefore, unless requested, do not send any original financial records to the external auditor.

Once the auditor has completed their work, certified annual returns will be returned to the local council for publication or public display of sections 1, 2 and 3. You must publish or display the annual return, including the external auditor's report, by 30 September 2015.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guide for local councils that can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.slcc.co.uk](http://www.slcc.co.uk)

## Section 1 – Accounting statements 2014/15 for

Enter name of  
reporting body here:

STANLEY TOWN

Council/Meeting

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	Year ending		Notes and guidance
	31 March 2014 £	31 March 2015 £	
1 Balances brought forward	835,317	410,082	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2 (+) Annual precept	587,194	614,450	Total amount of precept received or receivable in the year. Excludes any grants received.
3 (+) Total other receipts	225,264	463,881	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	200,535	187,620	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6 (-) All other payments	1,037,158	699,907	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	410,082	600,886	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	419,597	721,326	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March - <b>to agree with bank reconciliation.</b>
9 Total fixed assets plus other long term investments and assets	56,784	98,145	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the council as at 31 March
10 Total borrowings	0	200,000	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 Disclosure note Trust funds (including charitable)	<div style="display: flex; justify-content: space-around;"> <span>yes</span> <span>no</span> </div> <div style="text-align: center; margin-top: 10px;"> <input checked="" type="checkbox"/> </div>		<p>The council acts as sole trustee for and is responsible for managing trust funds or assets.</p> <p>N.B. The figures in the accounting statements above do not include any trust transactions.</p>

I certify that for the year ended 31 March 2015 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

D Shingleton

Date 23/06/2015

I confirm that these accounting statements were approved by the council on this date:

23/06/2015

and recorded as minute reference:

STC.37-15

Signed by Chair of the meeting approving these accounting statements.

Joe Nichol

Date 23/06/2015



## Section 2 – Annual governance statement 2014/15

We acknowledge as the members of:

STANLEY TOWN

Council Meeting

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2015, that:

	Agreed –		'Yes' means that the council:
	Yes	No*	
1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	✓		prepared its accounting statements in the way prescribed by law.
2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3 We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the council to conduct its business or on its finances.	✓		has only done what it has the legal power to do and has complied with proper practices in doing so.
4 We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year has given all persons interested the opportunity to inspect and ask questions about the council's accounts.
5 We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.
6 We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the council.
7 We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8 We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9 Trust funds (including charitable) – in our capacity as the sole managing trustee we discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	yes	no NA	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by the council and recorded as minute reference

STC.37-15  
dated 23/06/2015

Signed by:

Chair *Joan Nicholas*  
dated 23/06/2015

Signed by:

Clerk *D Shingleton*  
dated 23/06/2015

\*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the council will address the weaknesses identified.

## Section 3 – External auditor certificate and report 2014/15

### Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Audit Commission Act 1998 as transitionally saved, for the year ended 31 March 2015 in respect of:

STANLEY TOWN

Council/~~Meeting~~

### Respective responsibilities of the body and the auditor

The body is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The body prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2015; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to review the annual return in accordance with guidance issued by the Audit Commission (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

### External auditor report

(~~Except for the matters reported below~~)\* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*~~delete as appropriate~~).

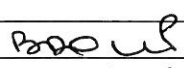
(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the council:

Please see enclosed report

**BDO LLP Southampton**  
**United Kingdom**

(continue on a separate sheet if required)

External auditor signature 

External auditor name **BDO LLP Southampton**  
**United Kingdom** Date **19/4/15**

BDO LLP is a limited liability partnership registered in England and Wales (with registered number OC305127).

Note: The Audit Commission issued guidance in its Standing Guidance, which is applicable to external auditors' work on 2014/15 accounts.

## Section 4 – Annual internal audit report 2014/15 to

STANLEY TOWN

Council/Meeting

The council's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2015.

Internal audit has been carried out in accordance with the council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the council.

Internal control objective	Agreed? Please choose only one of the following	Yes - No* - Not covered**
A Appropriate accounting records have been kept properly throughout the year.	✓	
B The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓	
C The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓	
D The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓	
E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓	
F Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓	
G Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.	✓	
H Asset and investments registers were complete and accurate and properly maintained.	✓	
I Periodic and year-end bank account reconciliations were properly carried out.	✓	
J Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.	✓	
K Trust funds (including charitable) The council met its responsibilities as a trustee.	Yes No Not applicable	✓

For any other risk areas identified by the council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

Name of person who carried out the internal audit GORDON FLETCHER (C.M.I.I.A.)

Signature of person who carried out the internal audit G. Fletcher

Date 23/6/2015

If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**\*\*Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

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The following issue(s) have been raised to assist the council. The council is recommended to take action on the following issue(s) to ensure that the council acts within its statutory and regulatory framework.

#### **Budget**

##### *What is the issue?*

Although a precept was set by the due date, and the council did prepare a budget to support this, the amount of precept finally claimed was a 1.9% uplift on the budgeted amount. The reason for this uplift was not clear from the budget documents or from the minutes where the precept was resolved.

##### *Why has this issue been raised?*

The council may have contravened Part 1, Chapter IV, Para 50 3 (b) of the Local Government Finance Act 1992 which states that every authority must 'make calculations required' under the 'calculation of budget requirement', and they must also estimate the amount of the financial reserves which the authority estimates that it will use...

##### *What do we recommend you do?*

The council must ensure in future and when the next budget is prepared if an uplift is proposed the reasons for the uplift should be clearly documented.

Further guidance on this matter can be obtained from the following source(s):

Governance and Accountability in Local Councils in England - A Practitioners' Guide, NALC/SLCC  
The Local Government Finance Act 1992

#### **Bank**

##### *What is the issue?*

Although a bank reconciliation was prepared it contained some unexplained differences

##### *Why has this issue been raised?*

The bank reconciliation should reconcile the bank balance to the cash book.

##### *What do we recommend you do?*

The bank balance should be properly reconciled with all differences eliminated.

Further guidance on this matter can be obtained from the following source(s):

Governance and Accountability in Local Councils in England - A Practitioners' Guide, NALC/SLCC

**No other matters came to our attention.**

For and on behalf of  
BDO LLP

Date: 19 August 2015

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