



Stanley Town Council

NOTICE OF MEETING

I hereby give notice that the Annual General Meeting of Stanley Town Council will be held on Tuesday 28th May 2024 at 6.30pm at The Masonic Hall, Stanley, DH9 8AD

TO ALL MEMBERS of STANLEY TOWN COUNCIL

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

You are hereby summoned to attend the **ANNUAL GENERAL MEETING** of **Stanley Town Council** to be held in **The Masonic Hall, Stanley, DH9 8AD** on **Tuesday 28th May 2024** at **6.30pm** in order to transact the following business:

Yours sincerely

Ann Barry
Acting Town Clerk
21st May 2024

Please turn off all mobile phones or set to silent mode.
Please refer to the Policy for recording proceedings

A G E N D A

1. ELECTION OF TOWN MAYOR & DEPUTY TOWN MAYOR

- (i) Council is requested to **ELECT** the Town Mayor for the Civic Year 2024/25.
- (ii) The Town Mayor is to sign the Declaration of Acceptance of Office.
Town Mayor for the Civic Year 2024/25 to take the Chair.
- (iii) Council is requested to **ELECT** the Deputy Town Mayor for the Civic Year 2024/25.
- (iv) The Deputy Town Mayor is to sign the Declaration of Acceptance of Office

2. APOLOGIES FOR ABSENCE

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

3. 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.

4. CORE GOVERNANCE DOCUMENTS

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

- (i) The Constitution **(ATTACHMENT A)**

Several updates are recommended to the Constitution to reflect changes in the services provided by the Council. The draft Constitution proposed is attached and the changes outlined below.

Style change.

Introduction of a content page.

- 3.4** Remove “The Civic Hall generates income in the form of hire charges, ticket merchandising and bar sales from booking at the hall”.
- 4.3** Amendment (such as the Police) to enforcement.
- 5.8** Removal of the following reference “A Deputy Town Clerk is also employed to ensure continuity on occasion when the Town Clerk is unavailable.
- 6.10** Addition of and as directed by the Town Clerk.

Appendix 2 Committee Structure and scheme of committee delegation

4.1 Finance

Replace “To oversee and control to oversee and recommend”.

Removal of “The Committee may hear a request for the award of a community use in the Civic Hall and may grant a request if it would be inexpedient to defer the request to the next meeting of the Full Council and if there is sufficient allocated in the relevant revenue budget.

4.4 Events & Entertainment

Removal of “To oversee the operation, development, and promotion of the Civic Hall.

Appendix 3 Role and Responsibilities of the Town Major

(b) Replace “To inform himself” with “To acquaint themselves”

Appendix 4 Scheme of Officer Delegation

Town Clerk

4 (ii) Replace “Day to day supervision and control” to “Day to day supervision and management”.

The Responsible Finance Officer

5 Correction of numbering

Addition of (iii) To review annual budgets and present to Finance & General-Purpose Committee, and Full Council with Precept review and submission by January of the preceding year.

(ii) Standing Orders

(ATTACHMENT B)

In 2018 NALC issued a new set of Model Standing Orders to reflect changes in the legal framework, which the Council adopted in May 2018. Version two of Model Standing Orders 2018 (England) was updated in April 2022.

Update to Model Standing Order 18 only.

18 Financial Controls and procurement

C A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £30,000 net of VAT but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.

Replace above with

A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £30,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the “light touch” arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).

5. LEADER & DEPUTY LEADER OF THE COUNCIL

Council is requested to **ELECT** for the Civic Year 2024/25:

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

Notes:

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

6. FINANCE & GENERAL PURPOSES COMMITTEE

Council is requested to **APPOINT**:

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

Notes:

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

7. INTERIM HR COMMITTEE

Council is requested to **APPOINT**:

- (i) A Chairman of the Committee,
- (ii) A Deputy Chairman of the Committee; and
- (iii) Three (3) ordinary members of the Committee.

Notes:

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

8. ALLOTTMENT COMMITTEE

Council is requested to **APPOINT**:

- (i) A Chairman of the Committee,
- (ii) A Deputy Chairman of the Committee; and
- (iii) Five (5) ordinary members of the Committee.

Notes:

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

9. REPORT OF THE OUTGOING TOWN MAYOR

To **RECEIVE** a verbal report from Cllr. O Milburn, Town Mayor for 2023/24 on her experiences and reflections on her term of office.

10. ANNOUNCEMENTS FROM THE TOWN MAYOR

To **RECEIVE** any announcements from the Town Mayor or Acting Town Clerk.

11. PUBLIC PARTICIPATION

An adjournment will be allowed at the direction of the Town Mayor to allow for public comment and response in relation to items on this Agenda or to consider written questions from the public submitted in advance of the meeting (*Individuals will be permitted a maximum of three Minutes each. Total time for this session is limited to fifteen Minutes*).

12. CONFIRMATION OF COUNCIL MINUTES (ATTACHMENT C)

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

13. CONFIRMATION OF COMMITTEE MINUTES (ATTACHMENT D)

Members of the Interim HR Committee to **APPROVE** as a correct record and sign the minutes of the Interim HR Committee meeting held on 30th April 2024.

Full Council to **RECEIVE** and **NOTE** the minutes from the Interim HR Committee meeting on the 30th April 2024.

14. ACCOUNTS FOR PAYMENT & BANK RECONCILIATION

Statutory Basis: Accounts & Audit (England) Regulations 2011
April 2024

Schedule of Payments	(ATTACHMENT E)
Schedule of Receipts	(ATTACHMENT F)
Bank Reconciliation & Bank Balances	(ATTACHMENT G)

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

- (i) **APPROVE** the payment of accounts for April 2024, and,
- (ii) **NOTE** the Bank Reconciliation for April 2024.

15. APPOINTMENTS TO OUTSIDE BODIES & WORKING GROUPS

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

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

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

16. SCHEDULE OF MEETINGS **(ATTACHMENT H)**

Council is requested to **APPROVE** the schedule of meetings for the Civic Year 2024/25.

17. SUBSCRIPTIONS TO OUTSIDE ORGANISATIONS

Council is requested to **CONSIDER** whether the Council wishes to continue to subscribe to the following organisations:

- (i) National Association of Local Councils (NALC)
- (ii) County Durham Association of Local Councils (CDALC)
- (iii) Society of Local Council Clerks (SLCC)*

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

18. CORRECTION TO RESIDENT QUESTION

Members to **AGREE** correction to answer provided to resident question during Full Council meeting of 26th March 2024.

QUESTION

Could you confirm the Town Council Councillors make-up for the years the Town Council had the lease for the Civic Hall 2013 – present day? E.g. Labour, independent etc – Sarah Kenna

ANSWER – The following verbal answer provided at the full council held on 26.03.2024, followed by a written response to all members of the public who raised questions.

“After the May 2013 election 8 Labour Councillors resigned from the Labour Party becoming Independent Councillors this means the political control for STC passed from Labour to the Independents for the year 2013, until 2017 election results led to a Labour majority which it has been from then until the present day.”

CORRECTION

Stanley Town Council was an “apolitical” council (not connected to any political party) until 16.05.2017 minute 10 when members agreed to amend the Constitution to reflect political groups and leaders of these groups. Therefore, the answer to the questions should be 2013 – 16.05.2017 APOLITICAL, then Labour majority until the present day.

19. WARD VACANCY (ATTACHMENT I)

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

20. CIVIC HALL DEFIBRILATOR

An update from the Acting Town Clerk, in response to Councillors question regarding the Defibrillator sited at the Civic Hall Stanley.

21. GREENHOUSE ADDITIONAL UNIT (ATTACHMENT J)

Members to **CONSIDER** proposal and **APPROVE** future accommodation costs.

22. DATE, TIME, AND VENUE OF NEXT MEETING

Tuesday, 25th June 2024 at 6.30pm, St Margarets Hall, Tanfield, Stanley, DH9 9PX

23. EXCLUSION OF PRESS AND PUBLIC.

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

*Justification for excluding the public and press from consideration of the following item:
-Consideration of personal information in respect of nominated person.
Any recording/broadcasting of the meeting must stop at this point.*

24. STAFFING UPDATE

Members to **RECEIVE** a verbal update from the Acting Town Clerk.

In accordance with the Public Bodies (Admission to Meetings) Act 1960, members of the public and press are welcome to attend the meeting. Members of the public will only be permitted to speak at the beginning of the meeting during Public Participation.