



Stanley Town Council

NOTICE OF MEETING

I hereby give notice that an Ordinary Full Meeting of Stanley Town Council will be held on Tuesday the 25th June 2024 at 6.30pm at St. Margaret's Church Hall, Tanfield, Stanley, DH9 9PX

TO ALL MEMBERS of STANLEY TOWN COUNCIL

C Hampson (Town Mayor)

A Clegg (Deputy Town Mayor)

D Fall

L Ferry

C Marshall

J McMahan

J Stephenson

M Thompson

C Bell

A Hanson

S McMahan

D Tully

G Binney

A Jones

O Milburn

L Timbey

H Clark

J Kane

J Nicholson

You are hereby summoned to attend an **ORDINARY FULL MEETING** of Stanley Town Council to be held at, St Margarets Church Hall, Tanfield, Stanley, DH9 9PX on **Tuesday 25th June 2024 6.30pm** in order to transact the following business:

Yours sincerely,

Ann Barry

Acting Town Clerk

18th June 2024

Please turn off all mobile phones or set to silent mode.

Please refer to the Policy for recording proceedings

A G E N D A

1. HOUSEKEEPING – (mobile phones on silent, fire drills, safety exits.)

2. APOLOGIES FOR ABSENCE

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

3. DECLARATIONS OF INTEREST

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

4. MAYOR'S ANNOUNCEMENTS

To **RECEIVE** announcements from the Town Mayor or Locum Town Clerk.

5. LEADER'S STATEMENT

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

6. UPDATE FROM ACTING TOWN CLERK

Members to receive a verbal update from the Acting Town Clerk.

7. PUBLIC PARTICIPATION

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

8. CONFIRMATION OF MINUTES (ATTACHMENT A)

To **APPROVE** as a record and sign the Minutes of the Annual General Meeting held on 28th May 2024.

9. ACCOUNTS FOR PAYMENT & BANK RECONCILIATION

Statutory Basis: Accounts & Audit (England) Regulations 2011

May 2024

Schedule of Payments (ATTACHMENT B)

Schedule of Receipts (ATTACHMENT C)

Bank Reconciliation & Bank Balances (ATTACHMENT D)

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

- (i) **APPROVE** the payment of accounts, and
- (ii) **NOTE** the bank reconciliations for May 2024. [OBJ]

10. ANNUAL ACCOUNTS & GOVERNANCE STATEMENT

Statutory Basis: Accounts & Audit Regulations 2015

- | | | |
|--------|---|-----------------------|
| (i) | Report on Annual Accounts | (ATTACHMENT E) |
| (ii) | Accounts Outturn 2023/24 – Appendix 1 | (ATTACHMENT F) |
| (iii) | Budget Expenditure – Appendix 2 | (ATTACHMENT G) |
| (iv) | Outturn 2023/24 Detail | (ATTACHMENT H) |
| (v) | Asset & Land Register | (ATTACHMENT I) |
| (vi) | Report on Internal Control | (ATTACHMENT J) |
| (vii) | Risk Register | (ATTACHMENT K) |
| (viii) | TAP Policy Schedule 16.07.2023 – 15.07.2024 | (ATTACHMENT L) |
| (ix) | TAP Policy Schedule 22.04.2024 – 15.07.2024 | (ATTACHMENT M) |
| (x) | Annual Return Form (AGAR) pending signature | (ATTACHMENT N) |

The Responsible Finance Officer has prepared a report for Council in respect of the Annual Accounts and Governance Statement for 2023/24.

Council is requested to:

- (i) **CONSIDER** the attached documents.
- (ii) **APPROVE** the Annual Governance Statement for 2023/24.
- (iii) **APPROVE** the Annual Accounts for 2023/24.
- (iv) **RESOLVE** that the Council has in place an effective system of internal control.
- (v) **RESOLVE** that the Council has reviewed and updated the risk register.
- (vi) **CONFIRM** that the Council has arrangements in respect of all insurable risks in place; and having done so,
- (vii) **AUTHORISE** the Town Mayor to sign the Annual Governance Statement and the Annual Accounting Statement for 2023/24 on behalf of the Council.

11. CORE GOVERNANCE

- (i) Financial Regulations **(ATTACHMENT O)**

New Financial Regulations were reviewed by the Policy Working Group and updated appropriately to reflect working practices.

Council is requested to **ACCEPT** and **APPROVE** the recommendations from the Policy Working Group held 17th June 2024 and adopt the new financial regulations.

- (ii) Review of all Council Policies

Responsible Finance Officer provided an update and concern regarding the outstanding policy reviews and for agreement to amend all policies to reflect the new address and contact details as an initial review, then move to review statutory policies that require agreement annually.

A verbal forward plan was provided using the current comprehensive list of documents and policies from CDALC for all policies to be reviewed and updated 12 months from the recruitment of a new Chief Officer.

Policy working group agreed that officers should continue to work on the policies pending the recruitment of the Chief Officer.

Council is requested to **ACCEPT** the initial review amending contact details and **ACCEPT** the forward plan.

(iii) Mission Statement

(ATTACHMENT P)

Policy working group were presented with a mission statement in preparation for the new website, Policy working group recommend Council to **APPROVE**.

12. **INTERNAL AUDIT 1 YEAR PLAN – APRIL 24 TO MARCH 25**

(ATTACHMENT Q)

Recommended that Members **AGREE** to the 1-year internal audit work plan for 2024/25.

13. **SUBSCRIPTIONS TO OUTSIDE ORGANISATIONS**

SLCC Membership

Membership was **APPROVED** at the full council meeting held 28 November 2023; however, the subscription was not purchased.

Members to **CONSIDER** and **APPROVE** subscription to Society of Local Council Clerks upon commencement of a new Chief Officer. Annual cost £403.00 & £20.00 joining fee.

14. **PLANNING APPLICATIONS**

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

15. **UPDATE FROM DURHAM COUNTY COUNCILORS**

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

16. **WARD VACANCY**

(ATTACHMENT R & S)

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.

17. **PARISH MEETING**

A formal complaint was received regarding the timing of the meeting which was held at 5:30 pm. Members to note that the Acting Town Clerk apologises for this minor error and will ensure future meetings are held on or later than 6:00pm.

Members to **AGREE** a date for the Annual Town meeting for 2024/25 Civic Year.

18. DATE, TIME, AND VENUE OF NEXT MEETING

Tuesday 23rd July 2024 at 6.30pm, The Venue, Wear Road, Stanley, DH9 6AH.

19. EXCLUSION OF PRESS AND PUBLIC

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

Justification of excluding the public and press for the consideration of the following items: Discussion falls under the Data Protection Act 2018.

20. STAFFING UPDATE

Outcome of the evaluation looks like it will be concluded on 27 June 2024, which will enable Stanley Town Council to move forward with the recruitment process to fill the roles in the restructure.

Members are **REQUESTED** to **APPROVE** fixed term contracts for a further two months or until new posts for new structure are appointed to if earlier.

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.