



Stanley Town Council

NOTICE OF MEETING

I hereby give notice that a meeting of the Finance and General Purposes Committee of Stanley Town Council will be held on Tuesday, the 11th October 2022 at 6.30pm at Stanley Civic Hall.

TO ALL MEMBERS of STANLEY TOWN COUNCIL FINANCE AND GENERAL PURPOSES COMMITTEE

G Binney*
A Jones
J Nicholson

A Hanson§
J Kane
D Tully

H Clark
J McMahon
O Milburn∞

L Ferry
S McMahon
A Clegg∞

*Chairman § Vice-Chairman ∞Ex- Officio

You are hereby summoned to attend a meeting of the Finance and General Purposes Committee of Stanley Town Council to be held in Stanley Civic Hall, Front Street, Stanley, DH9 0NA, on Tuesday the 11th October 2022 at 6.30pm in order to transact the following business:

Yours sincerely,

Helen Richardson
Town Clerk
5th October 2022

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 MINUTES

To **APPROVE** as a correct record and sign the minutes of the Finance and General Purposes Committee meetings held on

- 13th September 2022 **(ATTACHMENT A)**

6 ACCOUNTS FOR PAYMENT & BANK RECONCILIATION

Statutory Basis: Accounts & Audit (England) Regulations 2011

September 2022 (papers to follow)

Schedule of Payments	(ATTACHMENT B)
Schedule of Receipts	(ATTACHMENT C)
Bank Reconciliation & Bank Balances	(ATTACHMENT D)

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

- APPROVE** the payment of accounts for September 2022, and,
- NOTE** the Bank Reconciliation for September 2022.

7 UPDATE FROM BUILDING WORKING GROUP

To **RECEIVE** the verbal update from the Town Clerk in respect of the Building Working Group.

8 PROPOSED ST CUTHBERT'S SEATING AND CROSS INSTALLATION FOR TANFIELD VILLAGE **(ATTACHMENT E)**

To **RECEIVE** the verbal update from the Town Clerk in respect of the proposed installation and request for maintenance support (plans attached).

9 REQUEST FOR PLANNING PERMISSION SUPPORT

To **RECEIVE** a request for a letter of support for a forth coming planning application in relation to South Moor Golf Club.

10 DATE, TIME AND VENUE OF NEXT MEETING

Tuesday 8th November 2022, 6.30pm, Stanley Civic Hall.

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.

MINUTES of the FINANCE & GENERAL-PURPOSE MEETING of STANLEY TOWN COUNCIL held at Stanley Civic Hall on Tuesday 20th September 2022 at 6.30pm

G Binney*
O Milburn

A Hanson§
D Tully

H Clark
A Clegg

S McMahon
J Kane

*Chairman § Vice-Chairman

OFFICERS: Helen Richardson (Town Clerk)
Michelle Robertson (Events & Admin Support Officer)
Peter Burns (Facilities & Events Officer)

65. APOLOGIES FOR ABSENCE

Members **RECEIVED** apologies from Cllr J Nicholson, Cllr. L Ferry, Cllr. J McMahon and Cllr A Jones.

66. DECLARATIONS OF INTEREST

No declarations of interest were received.

67. PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIR

The Chair, Cllr G Binney welcomed everyone to the meeting and stated that the meeting will be live streamed via the Stanley Town Council YouTube channel. The Chair then ask's that before the meeting starts, we observe a one-minute silence in respect and memory of the late Queen Elizabeth II, who died 8th September 2022.

No other announcements from the Chair.

The Town Clerk explains following discussion with The Chair that an urgent item has been added to Part B of the meeting due to its sensitive nature.

68. PUBLIC PARTICIPATION

No members of the public were present, and no questions had been received in advance.

69. CONFIRMATION OF MINUTES

It was proposed by Cllr. A Clegg and seconded by Cllr. A Hanson and **RESOLVED** that the minutes from the Finance and General Purposes Committee meeting held on 12th July 2022 be **APPROVED** and signed as a correct record.

70. ACCOUNTS FOR PAYMENT & BANK RECONCILIATION

It was proposed by Cllr. A Hanson and seconded by Cllr. S McMahon and **RESOVLED** that the committee take papers as one item and **APPROVES** the payment of accounts for June, July and August 2022 and **NOTED** the bank reconciliation for June, July and August 2022.

71. ANNUAL GOVERANCE AND ACCOUNTABILITY RETURN

Members **NOTED** the report.

72. QUARTER 1 BUDGET MONITOR REPORT

Members **NOTED** the report.

73. UPDATE FROM BUILDING WORKING GROUP

Members **NOTED** an update from the Clerk, that the Building Working Group met 10th August 2022, with its new membership and will meet every 2 weeks.

74. DATE, TIME AND VENUE OF NEXT MEETING

Tuesday 11th October 2022, 6.30pm, Stanley Civic Hall.

75. EXCLUSION OF PRESS AND PUBLIC

Council **RESOLVED** 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: Staffing confidentiality.

Streaming and recording of the meeting stopped at this point.

76. UPDATE FROM STAFFING WORKING GROUP

Members **RECEIVED** an update from the Town Clerk following the first meeting of this working group on 5th September 2022. A successful meeting, current processes and procedures and the need for these to be updated to make them fit for purpose was agreed.

Proposals for business only mobile phones and a new time management system were put forward by the Town Clerk. Members **APPROVED** proposals; this will be brought to next Full Council meeting.

77. PANTOMIME 2022

Update from the Town Clerk following conversations with the Pantomime Producer regarding requests for press & promotor (complimentary) tickets and the implications regarding this.

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.

Schedule of Payments September 2022

Invoice Date	Centre	A/C	Invoice Number	Ref No	Supplier A/c Name	Amount	Analysis Description
Stanley Town Council (101)							
01/09/2022	101	4000	308331614	5781	BROOK STREET	759.03	22.07.2022 Agency MR
09/09/2022	101	4000	30899179	5794	BROOK STREET	2,822.00	30.08.2022 Agency MR
Office Accommodation (105)							
09/09/2022	105	4061	4229	5793	SNOWDON	250.00	Rent September 22
Administration (110)							
06/09/2022	110	4999	18082022	5796	BARCLAYS	50.38	July/August E-Pay Charges
09/09/2022	110	4106	0-341790	5800	LOYVERSE	20.00	Till Subscription
09/09/2022	110	4999	6092022	5802	BARCLAYS	12.55	July/August Mixed Charges
07/09/2022	110	4110	2069073	5810	MAZARS	2,000.00	31.03.2022 Year End Audit
21/09/2022	110	4054	517216281	5832	ZURICH	- 105.25	AP Hut Insurance Refund
21/09/2022	110	4125	SM26173	5835	RIALTAS	687.00	Maintenance and Licence
Publicity (115)							
01/09/2022	115	4205	3158	5808	JAK	160.00	September I&A Advert
Democracy (200)							
30/09/2022	200	4806	27092022	5848	WHICKHAM JEWELLERS	40.00	Chain Repairs
Services (300)							
Pact House (305)							
AP Community Room (307)							
01/09/2022	307	4053	17118958	5817	CORONA	41.87	August 22 AP Hut Gas
06/09/2022	307	4052	IN0001421131	5819	CORONA	13.01	August 22 AP Hut Electricity
21/09/2022	307	4050	20092022	5830	DURHAMDD	- 86.06	AP Hut Business Rates Refund
Warden Service (310)							
01/09/2022	310	4116	252950688	5780	DCCRB	6,385.00	August 22 Warden Service
01/09/2022	310	4116	252957717	5809	DCCRB	6,385.00	September 22 Warden Service
Events (320)							
09/09/2022	320	4410	10844	5805	ASDA	6.67	Flowers
15/09/2022	320	4421	2528	5811	AHILLARY	28,870.00	Play in the Parks 2022
15/09/2022	320	4426	2527	5813	AHILLARY	9,773.00	Miners Sunday 2022
06/09/2022	320	4439	IN0001421130	5818	CORONA	16.35	August 22 Xmas Kiosk Elec
Environmental Services (350)							
01/09/2022	350	4132	5628	5769	BARNETT	170.00	Tyres
09/09/2022	350	4131	E2015818746	5801	ALLSTAR	97.49	August 22 Fuel
01/09/2022	350	4130	672669	5815	DAWSONGRP	465.93	August 22 Van Hire
21/09/2022	350	4009	A10071899386	5821	SCREWFIX	41.65	Clothing
21/09/2022	350	4134	AWARDS22	5833	INBLOOM	127.50	NIB 22 Presentation Tickets
21/09/2022	350	4065	76	5839	MAIN	15.81	Repairs and Maintenance
21/09/2022	350	4134	252955711	5842	DCCRB	2,664.63	Summer Bedding and Planters

Schedule of Payments September 2022

Invoice Date	Centre	A/C	Invoice Number	Ref No	Supplier A/c Name	Amount	Analysis Description
Grant Funding (400)							
Civic Hall (500)							
01/09/2022	500	4065	SIN060938	5767	HODGSONSAYERS	3,319.40	Roof Repairs - Civic
01/09/2022	500	4065	128440621202226	5774	AMAZON	19.83	Repairs and Maintenance
01/09/2022	500	4998	27465	5779	HOGE100	165.22	August 22 Websales
01/09/2022	500	4650	6278964	5782	FILMBANK	83.00	Bad Guys The Movie
01/09/2022	500	4650	6278951	5783	FILMBANK	83.00	Sonic The Hedgehog 2
01/09/2022	500	4650	6278959	5784	FILMBANK	83.00	Sing 2
01/09/2022	500	4650	6278950	5785	FILMBANK	83.00	Paw Patrol The Movie
01/09/2022	500	4650	6278966	5786	FILMBANK	83.00	Fantastic Beasts Film
01/09/2022	500	4650	6276761	5787	FILMBANK	83.00	Jungle Cruise
01/09/2022	500	4650	6278963	5788	FILMBANK	83.00	Boss Baby 2
01/09/2022	500	4650	6278961	5789	FILMBANK	83.00	Moana DVD
01/09/2022	500	4650	6279793	5790	FILMBANK	83.00	Encanto DVD
09/09/2022	500	4050	8092022	5799	DCCRB	858.00	September 22 Business Rates
13/09/2022	500	4065	0811/5451	5806	JDM DOORS	150.00	Repairs and Maintenance
15/09/2022	500	4700	1	5812	ELITEEVENTS	14,070.00	Kevin Keegan Tickets
01/09/2022	500	4100	245024	5814	ASPIRE	875.63	August 22 Telephone/IT Charges
01/09/2022	500	4056	Q140IZ	5816	BT	37.89	01.09.2022-31.11.2022 BT Alarm
21/09/2022	500	4998	221481455	5822	WORLDPAY	40.31	September 22 Worldpay
21/09/2022	500	4998	221625363	5823	WORLDPAY	65.47	September 22 Worldpay
21/09/2022	500	4998	221340433	5824	WORLDPAY	16.05	September 22 Worldpay
21/09/2022	500	4052	275846807/22	5826	TOTALGAS	1,079.95	August 22 Electricity Civic
21/09/2022	500	4077	SINV00738828	5828	ACS	119.99	NitroSign Licence
21/09/2022	500	4700	8082022	5829	SARA MORRIS	2,121.67	Ticket Sales Sara Ellen SOD
21/09/2022	500	4066	GB25VMH5DAEUI	5836	AMAZON	137.99	Water Boiler
21/09/2022	500	4065	0811/5239	5837	JDM DOORS	125.00	Repairs and Maintenance
21/09/2022	500	4059	1313	5838	A1 LAUNDRIES	118.56	Laundry
21/09/2022	500	4065	76	5839	MAIN	67.93	Repairs and Maintenance
21/09/2022	500	4125	1344817	5840	PCAPREDICT	48.00	Service Charges
21/09/2022	500	4066	1548133195-2022-	5841	AMAZON	8.33	Tools and Equipment
30/09/2022	500	4056	Q059 PT	5843	BT	38.88	01.09.2022-30.11.2022 BT Alarm
30/09/2022	500	4052	275725796/22	5844	TOTALGAS	67.06	Civic Hall Elec
30/09/2022	500	4066	XWW123404640	5847	TOOL STATION	41.64	Sum up reader
30/09/2022	500	4105	275773	5849	DOCUMENTSOLUTIONS	35.64	September 22 Photocopies
30/09/2022	500	4700	0808082022ADJ	5851	SARA MORRIS	424.33	Ticket Sales Paid Over - Adj
Civic Hall Bar (510)							
01/09/2022	510	4601	595261	5768	PIONEER	162.50	Bar Sundries
01/09/2022	510	4600	626492	5770	PIONEER	145.10	Bar Stock
01/09/2022	510	4601	640031	5771	PIONEER	96.69	Bar Sundries
01/09/2022	510	4601	684206	5772	PIONEER	64.77	Bar Sundries

Schedule of Payments September 2022

Invoice Date	Centre	A/C	Invoice Number	Ref No	Supplier A/c Name	Amount	Analysis Description
01/09/2022	510	4601	368403289	5773	AMAZON	49.95	Bar Sundries
01/09/2022	510	4601	595121	5775	PIONEER	14.99	Bar Sundries
01/09/2022	510	4600	660448	5776	PIONEER	204.18	Bar Stock
01/09/2022	510	4601	659849	5777	PIONEER	48.08	Bar Sundries
01/09/2022	510	4600	653811	5778	PIONEER	205.48	Bar Stock
01/09/2022	510	4601	595261(2)	5791	PIONEER	-	Reverse 595261
01/09/2022	510	4601	959261(3)	5792	PIONEER	183.56	Bar Sundries
09/09/2022	510	4601	693445965202229	5795	AMAZON	91.64	Bar Supplies
09/09/2022	510	4600	9226769	5797	LWC	774.38	Bar Stock
09/09/2022	510	4600	9228088	5798	LWC	346.00	Bar Stock
02/09/2022	510	4600	54514	5803	ASDA	71.25	Bar Stock
02/09/2022	510	4600	69832	5804	ASDA	6.25	Bar Stock
13/09/2022	510	4600	9239470	5807	LWC	184.54	Bar Stock
21/09/2022	510	4600	9258128	5827	LWC	81.48	Bar Stock
21/09/2022	510	4603	3069637142	5834	BOC	10.95	September 22 BOC Charges
29/09/2022	510	4600	SEPT 22	5850	BLACK SHEEP BREWERY	35.41	Bar Stock
Loan Charges (520)							
30/09/2022	520	4996	19082022	5845	PWLB	10,000.00	PW503801 Repayment
30/09/2022	520	4997	19082022	5845	PWLB	684.00	PW503801 Repayment
						99,782.03	Monthly Expenditure Sub Total

Schedule of Payments September 2022

Invoice Date	Centre	A/C	Invoice Number	Ref No	Supplier A/c Name	Amount	Analysis Description
Payroll August 2022 Deductions							
	4000	101			STC	3,681.32	
	4000	450			Civic Hall	1,640.15	
	4005	500			Casual Staff	191.76	
	4000	350			Environmental Services	2,866.74	
Payroll September 2022							
	4000	101			STC	4,214.93	
	4000	450			Civic Hall	5,475.35	
	4005	500			Casual Staff	2,329.27	
	4000	350			Environmental Services	5,436.92	
					SUBTOTAL	25,836.44	Monthly Payroll Total
					TOTAL	125,618.47	Overall Monthly Expenditure

Schedule of Receipts September 2022

Centre	£ Amount	Transaction Detail
Invoices Paid (Civic Hall) (100)		
100	1,066.70	Elite Events
100	15.00	Stanley Allotment Association
100	418.20	Trudi Smith
100	110.00	U3A
100	45.00	Stanley Allotment Association
100	84.00	Durham County Council
100	57.60	Durham County Council
100	50.00	Ann Makin
100	1,229.50	Christine Eccles
Administration (110)		
110	0.60	Loyalty Reward
110	14.62	Loyalty Reward
110	10.47	Loyalty Reward
110	1.14	Loyalty Reward
110	-	Rev Loyalty Reward
110	-	Rev Loyalty Reward
Precept (111)		
111	409,406.50	Precept
111	54,067.50	Precept
Environmental Services (350)		
Civic Hall (500)		
500	550.00	Change Request
500	40.00	20220826-20220904 Websales
500	12.50	20220826-20220904 Websales
500	33.33	20220826-20220904 Websales
500	235.00	20220801-20220828 Cash
500	15.00	20220829-20220904 Cash
500	23.33	20220905-20220908 Websales
500	7.50	20220905-20220908 Websales
500	15.00	20220909-20220912 Websales
500	2.50	20220909-20220912 Websales
500	67.50	20220829-20220904 Card
500	-	550.00 Rev Change Request
500	-	37.50 20220626 - 20220703 Cash Rev
500	28.33	20220913-20220919 Websales
500	2.50	20220913-20220919 Websales
500	71.67	20220920-20220926 Websales
500	13.75	20220920-20220926 Websales
500	37.50	20220920-20220926 Websales
500	10.00	20220919-20220924 Card
500	6.67	20220919-20220924 Card
500	6.67	20220927 Websales
500	1.25	20220927 Websales
Civic Hall Bar (510)		
510	414.33	20220718-20220724 Cash
510	210.33	20220801-20220828 Cash
510	674.92	20220829-20220904 Cash
510	195.25	20220829-20220904 Card
510	835.75	20220829-20220904 Sum Up
510	2.45	20220905-20220911 Sum Up
510	-	414.33 20220718 - 20220724 Cash Rev
510	41.42	20220905-20220911 Cash

Schedule of Receipts September 2022

510	451.13	20220912-20220925	Cash
510	16.38	20220919-20220925	Sum Up
510	356.28	20220919-20220925	Sum Up
510	3.33	20220919-20220924	Card
Civic Hall Income For Future Shows (530)			
530	144.00	Card 20220822 - 20220828	
530	1,177.00	20220826-20220904	Websales
530	144.00	20220822-20220828	Card
530	168.00	20220829-20220904	Cash
530	717.00	20220905-20220908	Websales
530	568.00	20220909-20220912	Websales
530	184.00	20220829-20220904	Card
530	92.00	20220905-20220911	Card
530	-	144.00	20220822 - 20220828 Card Rev
530	37.00	20220905-20220911	Cash
530	982.00	20220913-20220919	Websales
530	159.00	20220912-20220918	Card
530	2,421.00	20220920-20220926	Websales
530	165.00	20220912-20220925	Cash
530	53.00	20220912-20220918	Card
530	294.00	20220919-20220924	Card
530	254.00	20220927	Websales
530	50.00	20220926-20221002	Card
Room Hire Deposits (540)			
Total	477,406.35		

Date: 06/10/2022

Stanley Town Council 2022 - 23

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Time: 09:07

**Bank Reconciliation Statement as at 30/09/2022
for Cashbook 1 - Current Bank A/c**

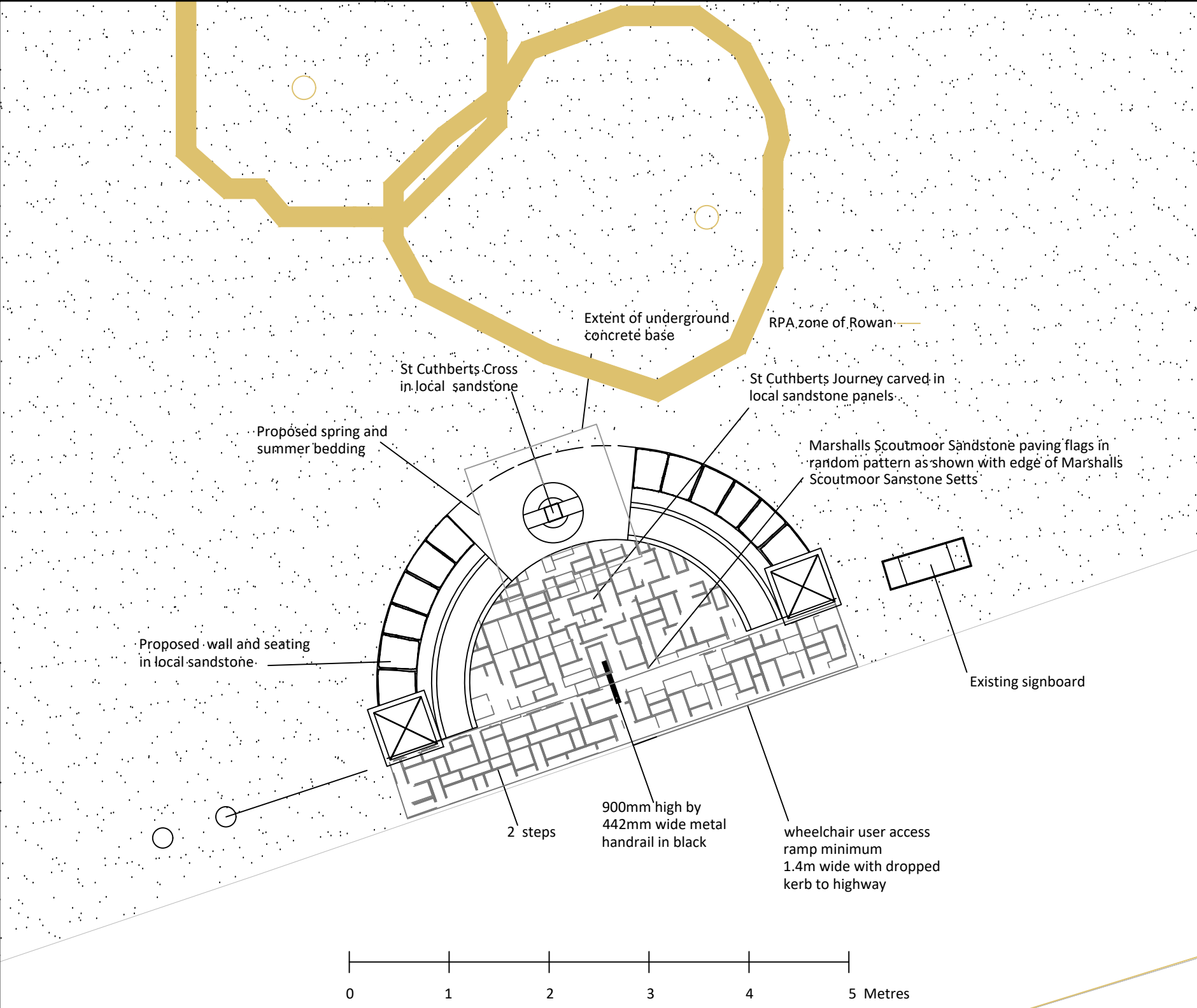
User: JR

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
mixed payments account	30/09/2022		26,207.71
Savings Account	30/09/2022		988,525.71
Current Bank Account-e account	30/09/2022		47,077.75
			<hr/> 1,061,811.17
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			1,061,811.17
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			1,061,811.17
		Balance per Cash Book is :-	1,061,811.17
		Difference is :-	0.00

>	Date	^ v	Description	^ v	Money In	^ v	Money Out	^ v	Balance
>	Tue, 27 Sep 22		SumUp Payments Acc		£427.54				£26,207.71

>	Date	^ v	Description	^ v	Money In	^ v	Money Out	^ v	Balance
>	Fri, 30 Sep 22		203351 43231674		£200,000.00				£988,525.71

>	Date	^ v	Description	^ v	Money In	^ v	Money Out	^ v	Balance
>	Fri, 30 Sep 22		203351 93186547				-£200,000.00		£47,077.75



Extent of underground
concrete base

RPA zone of Rowan

St Cuthberts Cross
in local sandstone

St Cuthberts Journey carved in
local sandstone panels

Proposed spring and
summer bedding

Marshall's Scoutmoor Sandstone paving flags in
random pattern as shown with edge of Marshall's
Scoutmoor Sandstone Setts

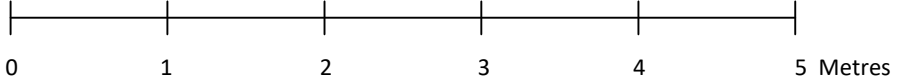
Proposed wall and seating
in local sandstone

Existing signboard

2 steps

900mm high by
442mm wide metal
handrail in black

wheelchair user access
ramp minimum
1.4m wide with dropped
kerb to highway



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REVISIONS	
08/04/22	A Amended Handrail



PROJECT
St Cuthbert's Journey seating area
Tanfield

TITLE
Layout for Paving, wall and Seating

DRAWN DIG **SCALE** See scale bar
DATE July 21

TENDER **CONTRACT** **AS BUILT**

PROJECT / DRAWING NO.
Tanfield 2021 - 07-01



FRONT STREET

Proposed Site Location

**The Peacock
public house**

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REVISIONS	



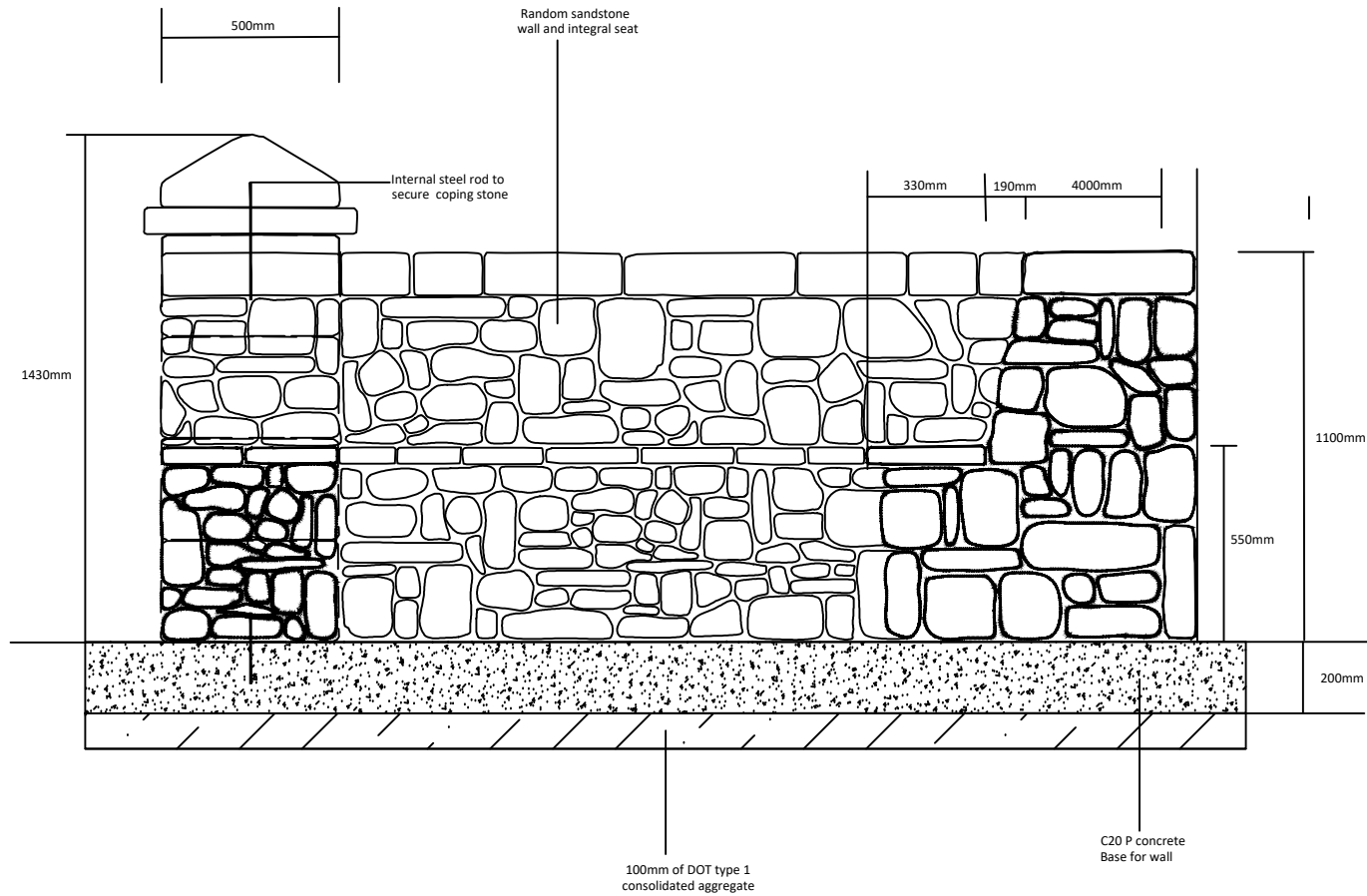
PROJECT
St Cuthbert's Journey seating area
Tanfield

TITLE
Location of proposed works

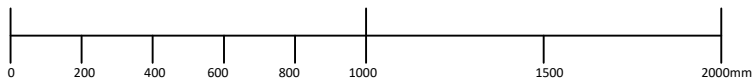
DRAWN	DIG	SCALE	See scale bar
PHONE		DATE	July 21
TENDER	<input type="checkbox"/>	CONTRACT	<input type="checkbox"/> AS BUILT

PROJECT / DRAWING No.
Tanfield location

Sectional elevation of west wall and integral seat looking west



Scale Bar



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REVISIONS

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PROJECT	
St Cuthbert's Journey seating area Tanfield	
TITLE	
Option 3 wall detail	
DRAWN	SCALE See scale bar
DIG	DATE March 21
TENDER <input type="checkbox"/>	CONTRACT <input type="checkbox"/>
PROJECT / DRAWING No.	AS BUILT
Tanfield 2021 - 03 - 02	

Section of stone cross and plinth looking north

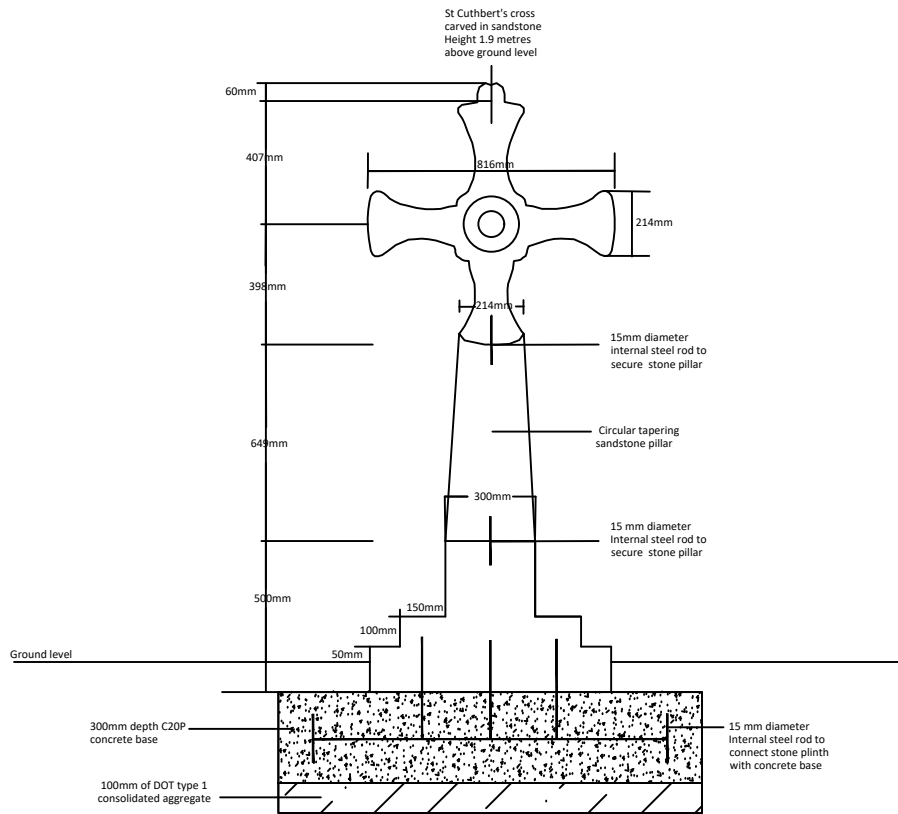
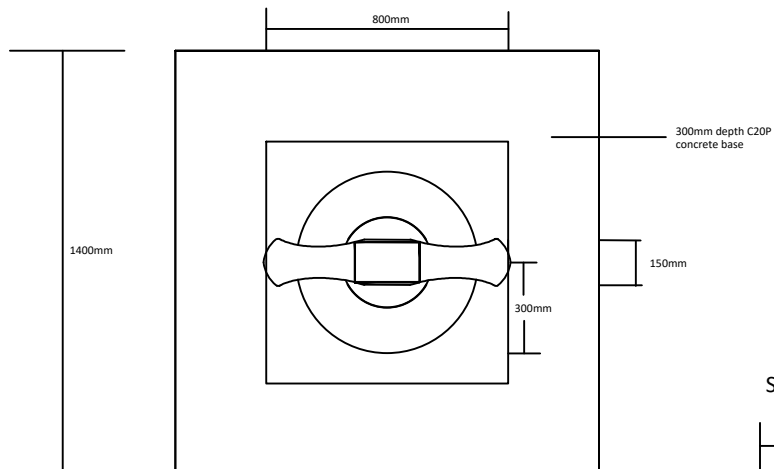


Image of an original St Cuthbert's Cross



Finer detail for carving of stone cross to be taken from image by stone mason/sculptor

Plan view



Scale Bar



Revised from the Durham County Council Design Handbook with the permission of the Controller of the Durham Building Design Centre (DBDC) Design Handbook

REVISIONS

NO.	DATE	DESCRIPTION



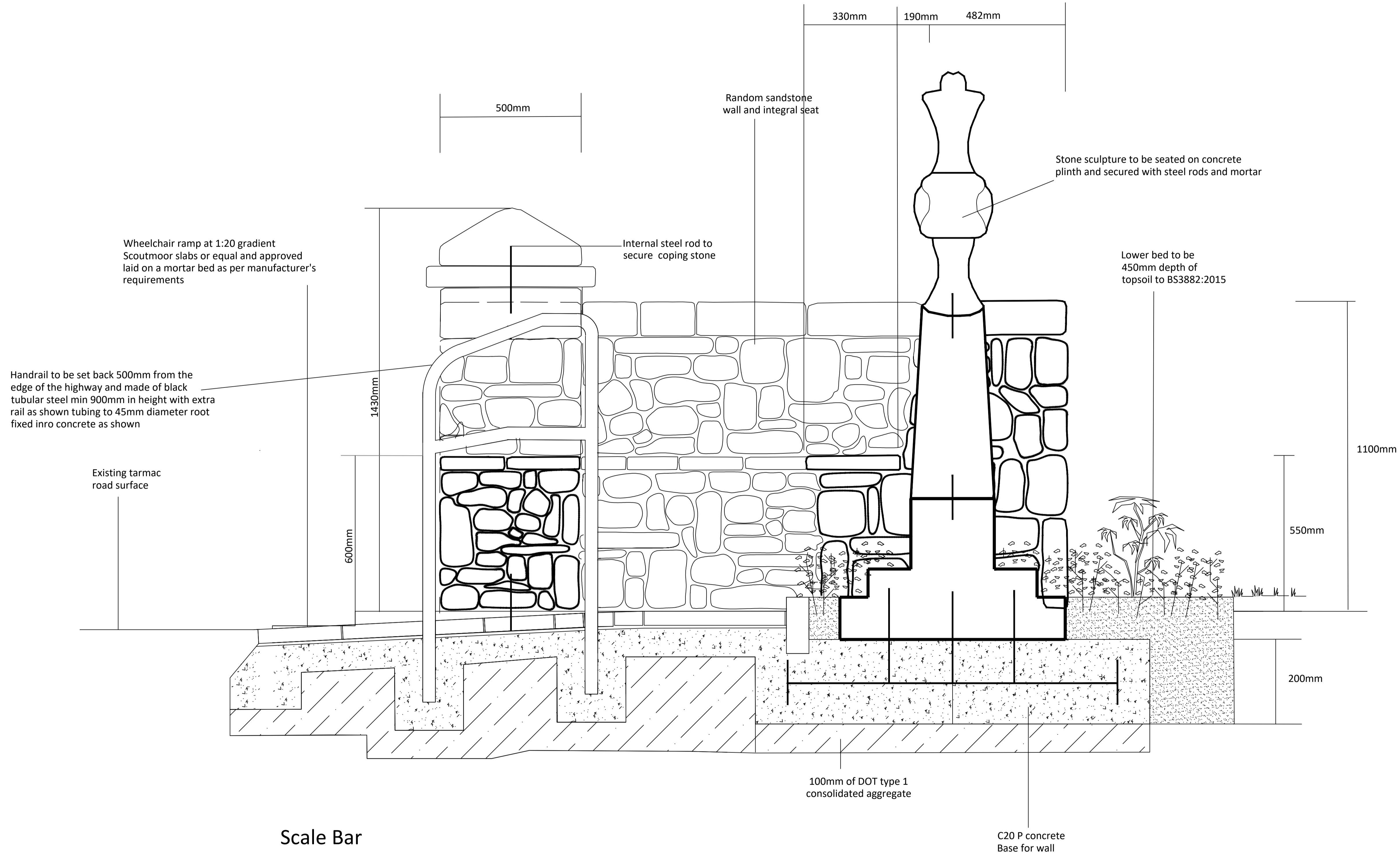
PROJECT
St Cuthbert's Journey seating area
Tanfield

TITLE
Stone plinth and cross sculpture

DRAWN DIG **SCALE** 1:500
DATE 15 March 21

PROJECT / DRAWING NO.
Tanfield 2021 - 04

Sectional elevation of handrail, ramp, sculpture, wall and integral seat looking west



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REVISIONS

08/04/22	A	Adjusted handrail 500mm from road
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PROJECT	
St Cuthbert's Journey seating area Tanfield	
TITLE	
Sectional elevation through centre of site looking west	
DRAWN	SCALE See scale bar
PHONE	DATE Nov 21
TENDER <input type="checkbox"/>	CONTRACT <input type="checkbox"/> AS BUILT
PROJECT / DRAWING No. Tanfield 2021 - 04 - 01	