



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 14th June 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 14th June 2022 at 18.30 in order to transact the following business:

Yours sincerely,

Helen Richardson

Town Clerk

7 June 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

- 10 May 2022 **(ATTACHMENT A)**

6 ACCOUNTS FOR PAYMENT & BANK RECONCILIATION

Statutory Basis: Accounts & Audit (England) Regulations 2011

April 2022

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:

- (i) **APPROVE** the payment of accounts for April 2022, and,
- (ii) **NOTE** the Bank Reconciliation for April 2022.

7 ACTION LOG

To **REVIEW** outstanding actions from previous meetings and to **NOTE** the current position.

8 TOWN COUNCILLOR ATTENDANCE AT MEETING REVIEW (ATTACHMENT E)

To **REVIEW** and **DISCUSS** the meeting attendance register for 2021 - 2022 and make **RECOMMENDATION** to Full Council on the way forward.

9 EVENTS UPDATE

To **RECEIVE** and **NOTE** the verbal update from the Clerk.

10 MEETING SCHEDULE AND COMMITTEE STRUCTURE

To **RECEIVE** and **DISCUSS** the verbal update from the Clerk and make **RECOMMENDATION** to Full Council on the way forward.

11 DATE, TIME AND VENUE OF NEXT MEETING

Tuesday 12th July 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 AND GENERAL PURPOSES MEETING of STANLEY TOWN COUNCIL held at Stanley Civic Hall on Tuesday 10th May 2022 at 6.30pm

PRESENT: G Binney* H Clark A Clegg ∞ A Hanson §
D Tully J McMahon L Ferry J Nicholson
J Kane

*Chairman § Vice-Chairperson ∞Ex-officio

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

Cllr Binney welcomed everyone to the meeting and confirmed the meeting was being recorded and will be downloaded to YouTube for a period of at least 6 months.

267 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr O Milburn and Cllr. S McMahon.

Cllr. A Jones was absent.

268 DECLARATIONS OF INTEREST

No declarations of interest were received.

269 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIR

No announcements from the Chair.

The Town Clerk requested the committee accept an apology for the error in the presented Agenda for 10th May 2022 meeting. First paragraph has the incorrect date. The correct Agenda was however posted to the website and in external notice boards.

The Town Clerk requested Councilor's be aware ATTACHMENT E – Reserves has been removed from the agenda and will be discussed at the building review workshop on 11th May 2022.

The Town Clerk would like to clarify how the £192,646 year end, which is a significant surplus as a result of the Town Clerk resignation, which led to the lack of action on progressing items which would normally have incurred costs.

£60k - Civic Hall Project & Maintenance Budget.
£35.5k – Regeneration; in relation to the Stanley Master Plan.
£28k - Money Advice Service
£10k - across several Civic Hall nominal codes.
£30k - in relation grants.
£30k - Ticket Sales income underbudgeted due to COVID-19.

270 PUBLIC PARTICIPATION

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

271 CONFIRMATION OF MINUTES

Cllr. J Nicholson pointed out, for clarity, an inaccuracy in the minutes of Finance & General Purpose meeting which took place 12th April 2022.

Point 251 notes - "Cllr J Nicholson would be happy for each counsellor to have a funding pot of £1K each for their Ward and the rest go back into County Durham Community Foundation."

Agreed that the minutes would be updated to reflect the accurate statement, as below.

"Cllr J Nicholson suggested she would be happy for each councillor to have £1000k each, 20 councillors would be £20k which would not be difficult for the council to manage. The surplus of £30k would then go back to Stanley Town Council Funds, which would be the beginning of a maintenance budget".

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

272 ACCOUNTS FOR PAYMENT & BANK RECONCILIATION

Cllr. H Clark queried how we reconcile the bank account monthly, as cannot follow the movements.

Finance Officer explained how to examine the reports, what information the Councillors should be looking at and where this can be found.

Cllr. H Clerk responded querying if this information is available online to view and for more clarity.

The Town Clerk suggests that the transactional information be redacted going forward, so this does not distract from the essential information.

The Chair suggest a short statement is added so councillors and public understand what they are looking at.

It was proposed by Cllr A Hanson, seconded by Cllr. A Clegg and **RESOLVED** that the committee **APPROVES** the payment of accounts for March 2022 and **NOTES** the bank reconciliation for March 2022.

273 ACTION LOG

The Town Clerk explained an Action Log had been created to track actions discussed at both Finance & General Purpose and Full Council meetings going forward, giving a full explanation how this is expected to be implemented.

There are currently two action points on the log.

1. Discussion with Durham Police regarding the two Police Vans.
UPDATE - this is still ongoing, the Town Clerk has been speaking to the accountant for the Police and Crime Commissioner, they are looking into either funding it or making it possible to remain as it is now, if this was the case, Stanley Town Council would not need to provide further funding for the current vans. The Police and Crime Commissioner is looking to see if there were any grants to support this and find a way forward for the satisfaction of both parties.
2. In relation to the actions regarding the Stanley Community Fund, the Town Clerk confirmed a representative had been asked to come to a meeting following their report and further request for funding. This had not happened, and Councilors had been asked to forward any questions that they had to the Clerk who would forward them to the Fund for response, this had happened but given the further funding request, Councilors wished for a representative to attend. The Town Clerk confirmed she would go back to the Fund and ask for their attendance at Full Council in June.

The discussion was **NOTED**.

274 EXCLUSION OF PRESS AND PUBLIC

Streaming and recording of the meeting stopped at this point.

275 INSURANCE UPDATE

Committee is requested to **NOTE** the report.

276 DATE, TIME, AND VENUE OF NEXT MEETING

Tuesday 14th June 2022, 6.30pm, Stanley Civic Hall.

Schedule of Payments April

Invoice Date	Centre	A/C	Invoice Number	Ref No	Supplier A/c Name	Amount	Analysis Description
Stanley Town Council (101)							
30/04/2022	101	4000	30619053	5447	BROOK STREET	741.69	30.03.2022 Agency SP
30/04/2022	101	4000	30643251	5451	BROOK STREET	685.87	13.04.2022 Agency MR
30/04/2022	101	4000	30631150	5452	BROOK STREET	685.87	06.04.2022 Agency MR
30/04/2022	101	4000	30631149	5454	BROOK STREET	566.99	06.04.2022 Agency SP
Office Accommodation (105)							
30/04/2022	105	4061	4082	5444	SNOWDON	250.00	March 22 Rent
Administration (110)							
01/04/2022	110	4124	INV-GB-	5414	AMAZON	11.66	IT Equipment
01/04/2022	110	4111	STTC 2/21	5424	GORDAN FLETCHER	480.00	Internal Audit
30/04/2022	110	4106	0-277518	5455	LOYVERSE	20.00	April 22 Till Subscription
30/04/2022	110	4123	233362	5456	ASPIRE	884.59	March 22 Tele/IT Charges
30/04/2022	110	4105	268932	5471	DOCUMENTSOLUTIONS	42.23	April 22 Photocopies
30/04/2022	110	4999	04/04/2022	5475	BARCLAYS	36.03	April 22 E-Payment Charges
30/04/2022	110	4999	4042022	5476	BARCLAYS	10.10	April 22 Mixed Payments Charges
Publicity (115)							
01/04/2022	115	4205	2487	5427	JAK	160.00	April I&A Advert
Democracy (200)							
30/04/2022	200	4803	22042022	5445	SEDFIELD	10.00	22.04.2022 Charity Evening
30/04/2022	200	4803	QUINNS CHARITY	5481	BARNARD	50.00	Quinns Retreat
Services (300)							
Pact House (305)							
AP Community Room (307)							
01/04/2022	307	4053	16846948	5434	CORONA	69.19	March 22 Gas AP Hut
30/04/2022	307	4050	08/04/2022	5466	DCCRB	860.80	April 22 Business Rates
30/04/2022	307	4052	IN0001256166	5468	CORONA	18.40	March 22 AP Hut Electric
30/04/2022	307	4050	08/04/2022	5470	DURHAMDD	860.80	April 22 Business Rates
Warden Service (310)							
30/04/2022	310	4116	252925482	5457	DURHAMDD	6,385.00	April 22 Warden Service
Events (320)							
30/04/2022	320	4439	IN0001256165	5469	CORONA	13.43	March 22 Xmas Kiosk Electric
Environmental Services (350)							
01/04/2022	350	4009	187286	5419	GUSTHARTS	930.96	Maintenance and Clothing
01/04/2022	350	4134	252925565	5428	DCCRB	1,077.38	Winter Bedding
01/04/2022	350	4131	E2015141560	5431	ALLSTAR	75.88	March 22 Fuel

Schedule of Payments April

Invoice Date	Centre	A/C	Invoice Number	Ref No	Supplier A/c Name	Amount	Analysis Description
01/04/2022	350	4130	674214	5433	DAWSONGRP	465.93	March 22 Van Hire
30/04/2022	350	4066	184448	5467	GUSTHARTS	484.47	Maintenance Equipment
30/04/2022	350	4065	184448	5467	GUSTHARTS	484.47	Maintenance Equipment
Grant Funding (400)							
(450)							
30/04/2022	450	4000	30619054	5446	BROOK STREET	773.34	30.03.2022 Agency MR
30/04/2022	450	4000	30643250	5453	BROOK STREET	667.58	13.04.2022 Agency SP
Civic Hall (500)							
01/03/2022	500	4056	49287501	5407	ADT	1,380.55	Alarm Maintenance
01/03/2022	500	4056	49282584	5408	ADT	378.45	Alarm Maintenance
01/04/2022	500	4065	44898	5411	AMAZON	24.84	Maintenance Equipment
01/04/2022	500	4066	GB21JFMF4AEUI	5412	AMAZON	20.82	Maintenance Equipment
01/04/2022	500	4073	17582	5416	AMAZON	4.81	Health and Safety
01/04/2022	500	4073	7648	5417	AMAZON	3.82	Health and Safety
01/04/2022	500	4009	10615	5425	JG	244.69	Clothing - Civic Hall
01/04/2022	500	4069	252925680	5426	DCCRB	258.55	01.04.22-31.03.23 Pest Control
01/04/2022	500	4998	199604332	5435	WORLDPAY	67.65	March 22 Worldpay
01/04/2022	500	4998	199751994	5436	WORLDPAY	39.03	March 22 Worldpay
01/04/2022	500	4998	199770839	5437	WORLDPAY	10.95	March 22 Worldpay
01/04/2022	500	4052	262672811/22	5439	TOTALGAS	951.62	March 22 Electricity
30/04/2022	500	4650	STC-2022-1	5442	REECE SIBBALD	20,000.00	June 22 Pantomine W-OZ
30/04/2022	500	4425	30032022	5443	TACAIN	330.00	30.03.2022 Tech Support VOVGC
30/04/2022	500	4425	14032022	5448	TACAIN	570.00	14.03.2022 Tech Support DASDF
30/04/2022	500	4650	GB225ZV0SAEUI	5449	AMAZON	24.96	April 22 Films
30/04/2022	500	4650	GB225OZAEUI	5450	AMAZON	5.82	April 22 Cinema Films
30/04/2022	500	4009	4042022	5458	JG	244.69	Clothing - Civic Hal
30/04/2022	500	4066	8756394	5460	VIKING R	258.32	Tools and equipment
30/04/2022	500	4059	1211	5461	A1 LAUNDRIES	242.95	Laundry
30/04/2022	500	4700	VOV095	5465	VOVGC	931.33	Voices of Virtue Gospel Choir
30/04/2022	500	4105	268932	5471	DOCUMENTSOLUTIONS	118.50	April 22 Photocopies
30/04/2022	500	4065	27042022	5473	TOOL STATION	10.22	Repairs and Maintenance
30/04/2022	500	4106	22/23	5474	CDALC	2,407.00	22/23 CDALC
30/04/2022	500	4106	22/23	5474	CDALC	1,802.84	22/23 NDALC
30/04/2022	500	4077	20220331	5478	DCCRB	23.00	Premises Liscence
30/04/2022	500	4700	VOVGC	5479	VOVGC	2,053.33	Voices of Virtue
30/04/2022	500	4700	VOVGC1	5480	VOVGC	8.71	Voices of Virtue

Schedule of Payments April

Invoice Date	Centre	A/C	Invoice Number	Ref No	Supplier A/c Name	Amount	Analysis Description
Civic Hall Bar (510)							
01/04/2022	510	4601	INV-GB-	5409	AMAZON	44.94	Bar Sundries
01/04/2022	510	4601	INV-GB-	5410	AMAZON	43.92	Bar Sundries
01/04/2022	510	4601	5938	5413	AMAZON	17.13	Bar Sundries
01/04/2022	510	4600	600063746	5418	SAMEDAYBEERS	1,207.30	Bar Stock
01/04/2022	510	4600	600063969	5429	SAMEDAYBEERS	534.31	Bar Stock
30/04/2022	510	4603	3067501626	5463	BOC	10.35	March 22 BOC Charges
Loan Charges (520)							
30/04/2022	520	4997	4042022	5477	PWLB	10,790.58	April 22 PW507201
						62,868.64	Monthly Expenditure Sub Total
Payroll March 2022 Deductions							
	4000	101			STC	8,924.21	
	4000	450			Civic Hall	1,806.25	
	4005	500			Casual Staff	- 18.60	
	4000	350			Environmental Services	4,197.92	
Payroll April 2022							
	4000	101			STC	5,417.58	
	4000	450			Civic Hall	5,487.19	
	4005	500			Casual Staff	594.42	
	4000	350			Environmental Services	4,731.96	
					SUBTOTAL	31,140.93	Monthly Payroll Total
					TOTAL	94,009.57	Overall Monthly expenditure

Centre	£ Amount	Transaction Detail
Invoices Paid (Civic Hall) (100)		
100	1,680.00	Stanley Deaf Club
100	70.00	Stanley Deaf Club
100	110.00	U3A
100	50.00	Durham County Council
100	2,580.25	Durham and Sunderland One Act Festival
100	1,122.00	Voices of Virtue Gospel Choir
Administration (110)		
110	6.89	April 22 Loyalty Reward
110	0.53	April 22 Loyalty Reward
Precept (111)		
111	409,406.50	Precept 2022/23
111	54,067.50	Precept 2022/23
AP Community Room (307)		
Environmental Services (350)		
(450)		
450	2,443.53	DCC Kickstart
Civic Hall (500)		
500	15.00	20220422-20220426 Websales
500	1.67	20220422-20220426 Websales
500	150.00	Change Request
500	52.50	20220418-20220424 Websales
500	15.83	20220418-20220424 Websales
500	126.67	20220418-20220424 Websales
500	48.75	20220408-20220414 Websales
500	7.50	20220408-20220414 Websales
500	155.83	20220408-20220414 Websales
500	27.50	20220415-20220421 Websales
500	4.17	20220415-20220421 Websales
500	35.00	20220415-20220421 Websales
500	60.00	20220418-20220424 Card
500	627.96	20220411-20220417 Card
500	167.50	20220411-20220417 Card
500	35.83	20220411-20220417 Card
500	41.67	20220404-20220410 Card
500	14.17	20220404-20220410 Cash
500	9.33	20220329-20220331 Websales
500	1.78	20220329-20220331 Websales
500	20.00	20220329-20220331 Websales
(510)		
510	35.43	April 2022 Bar Takings
510	1,956.86	20220418-20220424 Card
510	2,254.46	20220411-20220417 Card
510	382.17	20220411-20220417 Card
510	1,411.02	20220411-20220417 Card
510	142.82	20220404-20220410 Card
510	104.92	20220404-20220410 Card
510	293.58	20220404-20220410 Cash
510	188.83	20220328-20220403 Cash
510	171.29	20220328-20220403 Card
510	232.78	20220328-20220403 Card
510	-	0.06 20220404-20220410 Card adj

510	0.42	20220411-20220417 Card Adj
510	0.08	20220411-20220417 Sum up Adj
510	267.25	20220321-20220327 Cash
(530)		
530	581.00	20220422-20220426 Websales
530	560.00	20220418-20220424 Websales
530	329.00	20220408-20220414 Websales
530	378.00	20220415-20220421 Websales
530	168.00	20220418-20220424 Card
530	54.00	20220411-20220417 Card
530	96.00	20220404-20220410 Card
530	19.16	20220404-20220410 Card
530	8.00	20220328-20220403 Cash
530	206.00	20220329-20220331 Websales
530	52.00	20220321-20220327 Cash
Room Hire Deposits (540)		
Total	483,048.87	

Date: 21/05/2022

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Time: 13:27

**Bank Reconciliation Statement as at 30/04/2022
for Cashbook 1 - Current Bank A/c**

User: ANNB

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
mixed payments account	30/04/2022		27,310.57
Savings Account	30/04/2022		868,525.71
Current Bank Account-e account	30/04/2022		27,735.44
			<hr/>
			923,571.72
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
30/11/2021 100044 James Michael Crowley		25.00	
			<hr/>
			25.00
			<hr/>
			923,546.72
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/>
			0.00
			<hr/>
			923,546.72
		Balance per Cash Book is :-	923,546.72
		Difference is :-	0.00

Mixed Payments

Showing 15 transactions between 04/04/2022 and 27/04/2022 from 01/04/2022 to 30/04/2022

Date	Description	Money in	Money out	Balance
27/04/2022	Counter Credit SumUp Payments Acc PID147778-SUMUP BGC	£11.99		£27,310.57

Savings Account

Showing 4 transactions between 05/04/2022 and 25/04/2022 from 01/04/2022 to 30/04/2022

Date	Description	Money in	Money out	Balance
25/04/2022	Funds Transfer 203351 43231674 BACS + PAYROLL FT		-£30,000.00	£868,525.71

E-Payments Account



Event Committee

CLLR	17/06/2021	14/07/2021	15/09/2021
Gordon Binney	Present	Present	Present
Katy Coulson	Present	Apologies	Absent
Dean Fall	Present	Absent	Absent
Lee Ferry	Present	Present	Present
James Kane	Present	Absent	Apologies

ATTACHMENT E

GOVERNANCE COMMITTEE

CLLR

Olga Milburn

Alex Clegg

James Kane

Joe McMahon

Joan Nicholson

Mary Thompson

David Tully

ATTACHMENT E