



Stanley Town Council

NOTICE OF MEETING

I hereby give notice that an Ordinary Meeting of Stanley Town Council will be held on Tuesday, the 26th April 2022 at 6.30pm at Stanley Civic Hall.

TO ALL MEMBERS of STANLEY TOWN COUNCIL

O Milburn (Town Mayor)	C Bell	G Binney	H Clark	K Coulson
A Clegg (Deputy Town Mayor)	D Fall	L Ferry	A Hanson	C Hampson
A Jones	J Kane	C Marshall	M Martin	J McMahon
J Nicholson	J Stephenson	M Thompson	D Tully	S McMahon

You are hereby summoned to attend an **ORDINARY MEETING** of meeting of Stanley Town Council to be held in Stanley Civic Hall, Front Street, Stanley, DH9 0NA, on Tuesday 26th April 2022 at 18.30 in order to transact the following business:

Yours sincerely,

Helen Richardson
Town Clerk
20 April 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. MAYORS ANNOUNCEMENTS

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

4. LEADERS STATEMENT

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

5. 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 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*).

6. STANLEY COMMUNITY FUND (ATTACHMENT A)

To **NOTE** information from the Stanley Community Fund in relation to their 3 year report and funding proposal.

7. CONFIRMATION OF MINUTES (ATTACHMENT B)

To **APPROVE** as a record and sign the minutes of the Ordinary Council Meeting 22nd March 2022.

8. RECEIPT OF COMMITTEE MINUTES

To **RECEIVE** the minutes from the Finance and General Purposes Committees; 8th March 2022, and (ATTACHMENT C)

9. ACCOUNTS FOR PAYMENT & BANK RECONCILIATION

Statutory Basis: Accounts & Audit (England) Regulations 2011

February 2022

Schedule of Payments

(ATTACHMENT D)

Schedule of Receipts

(ATTACHMENT E)

Bank Reconciliation & Bank Balances

(ATTACHMENT F)

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

(i) **APPROVE** the payment of accounts for February 2022, and,

(ii) **NOTE** the Bank Reconciliation for February 2022.

10. CIVIC HALL UPDATE (ATTACHMENT G)

To **RECEIVE** information from the Town Clerk in respect of the Civic Hall maintenance update and to **APPROVE** the recommendation of the Finance and General Purpose Committee on the 12th April 2022 to move the underspend with regards to building projects/repairs from the 2021/2022 budget to an earmarked reserve as a building works contingency budget.

11. STAFFING REPORT**(ATTACHMENT H)**

To **RECEIVE** report from the Town Clerk in respect of the staffing position at Stanley Town Council and to **DISCUSS/APPROVE** the recommendations of the Town Clerk.

12. EVENTS 2022

Council is requested to **NOTE** the new date for Miners Sunday.

13. NEIGHBOURHOOD WARDEN UPDATE

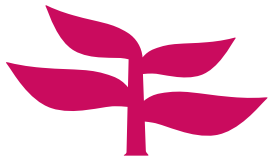
To **NOTE** a verbal update from our Environmental Service Team Leader.

14. DATE, TIME AND VENUE OF NEXT MEETING

Tuesday 24th May 2022, 6.30pm, Stanley Civic Hall – Annual General Meeting

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.

ATTACHMENT A



County Durham
Community Foundation

March 2022

Stanley Community Fund
2019-2022

Stanley Community Fund

Background

Stanley Community Fund (Fund) was set up in 2019 as a placed-based grant scheme (PBGS) to support charities, voluntary-led organisations and projects to have an impact in their community, to enable them to continue their work, and to make vital improvements to their service.

Stanley suffers from a weakened support network, which creates challenges regarding engagement with local community, groups and businesses. Research by the Foundation that found that despite significant inequalities in Stanley, Stanley fared relatively poorly in terms of grants awarded to the area and to the groups working to tackle those issues that are specific to the area.

To counter some of these and to support grassroots agencies working in the area, the Foundation consulted with local authorities and the public sector helped to define the criteria for the Fund.

The Foundation-led PBGS aims to ensure potential barriers are minimised and local community groups are supportive and engaged i.e. Stanley is 'worked with, not on', and to support the delivery of a broad range of interventions based around four themes:

- Regeneration
- Environmental
- Children and Young People
- Community facilities

The following report provides an overview of the Fund over the three years it has been running, and an update (Appendix 1) on the grants awarded in year 3 of the Fund.

The Fund 2019-2022

Over three years the Fund has shown that localised and targeted funding (of areas and groups that have historically proven hard to reach) has the potential help to make a difference at a hyper local level.

In setting up the Fund, the Foundation secured Government funding from the Department of Digital, Culture, Media and Sport (DCMS) that covered the first year of the Fund's administration fees and supported the broader development of the pilot PBGS. This helped to develop both a presence in Stanley and a commitment to fund from other prospective donors.

The availability of monies from the Fund over a three-year period promised continuity and stability to organisations seeking funding to deliver and expand their services, and support was secured from key partners to ensure the longer-term support.

COVID-19

Conversations with Foundation donors indicated that a more strategic approach was needed to support organisations during the COVID-19 pandemic. This included broadening of criteria of funding to include the 'restructuring' of organisations or projects. This included:

- Providing capital resources and upgrades to assist organisations meet COVID-19 health & safety guidance and having the right resources to meet new operational guidelines

- Digital support such as training and or capital resources to adapt services to online and phone support
- Practical support such as food distribution and dropping off medication and shopping
- Tailored support for at-risk groups such as those experiencing homelessness or domestic abuse
- Increased community support to vulnerable people
- Developing the capacity to reengage with beneficiaries or new audiences in new ways
- Capital resources or upgrades that encourage service users to use venues and facilities e.g. sliding doors, extra signage etc.

Because of the closer relationship built with local charities because of initiatives like the Stanley Community Fund, the Foundation was able to award more than £46,000 in 'COVID grants' to organisations in Stanley, to deliver emergency projects at a hyperlocal local level.

The following shows the monies donated directly to the Fund over the past three years:

STANLEY COMMUNITY FUNDS 2019-2022	
DONOR	AMOUNT
Stanley Town Council	£150,000
Durham County Council (Stanley AAP) ¹	£40,000
Office of the Police & Crime Commissioner (OPCC)	£25,000
County Durham Community Foundation (Foundation)	£60,000
MOHN Westlake (UKCF)	£45,000
Foundation donors including Kevan Jones, MP	£12,712
SUB TOTAL	£332,712
Less Foundation Admin fees ²	£24,031
TOTAL	£308,681
40 Grants Awarded 2019-2022	(£304,685)
END YR3 - BALANCE REMAINING	£4,296

Table 1: Fund summary

Each application made to the Fund was assessed by the Foundation and subject to a final decision by the Stanley Fund Panel - a panel of local residents, and representatives from the local authority, businesses and community. Over the three-year period 74 applications were made to the fund during six funding rounds and 40 grants were awarded to 32 different organisations; 34 applications were rejected with the main reason being oversubscription of the Fund.

Five organisations were awarded multi-year funding by the Stanley Community Panel to enable project growth and development. This had a very positive impact on the organisations' ability to sustain specific work with target groups.

¹ A bid to Stanley AAP Area Fund 2022-2023 is currently under consideration.

² Admin fee equates to 7% Stanley Community Fund over the three-year period

Across the projects, it is estimated that more than 30,000 local people will have benefitted from the funding. The following tables show how the funding was allocated across the wards, the issues funding aimed to address and the people who benefited from the grants.

Table 2: Ages of project beneficiaries

Beneficiary Ages	Awarded
All Ages	£147,984
Young People (13 – 18)	£58,945
Adults (26 – 65)	£39,668
Children (5 – 12)	£37,215
Seniors (65+)	£17,748
Young Adults (19 – 25)	£2,825
Grand Total	£304,385

Percentage of funding awarded per age-group

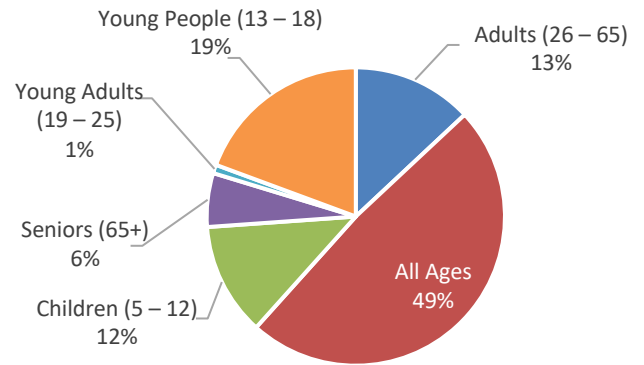
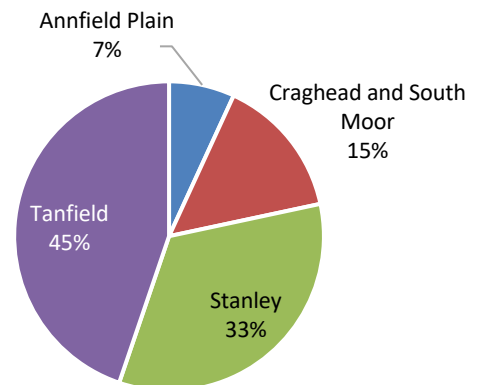


Table 3: Amount awarded per ward

Ward	Awarded	No. of Grants
Tanfield	£136,285	18
Stanley	£102,206	13
Craghead and South Moor	£45,013	6
Annfield Plain	£20,882	3
Grand Total	£304,385	40

Percentage awarded per ward



Stanley and Tanfield projects were the main recipients of multi-year hence the higher number of awards and funding; relatively fewer organisations from Annfield Plain and Craghead applied for funding from the Stanley Fund, and from the Foundation in general.

Table 4: Amount awarded per beneficiary group

Beneficiaries	Awarded
Children and Young People	£107,962
Local residents	£56,204
People with mental health issues	£23,738
People living in poverty	£22,355
Women	£21,860
Families/Parents/Lone parents	£11,638
Homeless people	£10,000
People with low skill levels	£10,000
People with learning difficulties	£9,997
People with physical difficulties	£9,329
Victims of crime/violence/abuse	£9,300
Older People	£9,178
People with multiple disabilities	£2,825
Grand Total	£304,385

Table 5: Amount awarded per issue

Issue	Awarded
Community development	£67,873
Sport and Recreation	£59,495
Mental health	£45,598
Poverty and disadvantage	£22,032
Health, wellbeing, serious illness	£19,875
Arts, culture and heritage	£16,622
Environment	£14,000
Disability and Access issues	£12,822
Education, learning and training	£10,769
Counselling, Advice, Mentoring	£10,000
Homelessness	£10,000
Domestic violence	£9,300
Anti-social behaviour	£6,000
Grand Total	£304,385

Meeting the aims of the Fund

A key aim of the Fund was to support community involvement in local projects to directly influence the health and wellbeing of the community in Stanley. Feedback from funded organisations shows that creating change is very much about providing opportunities to engage in local community activities, and about a sense of belonging. The projects funded over the past three years have been about Stanley -the people and the place.

As a 'left behind area' there are wide inequalities in Stanley that affect quality of life for local people; inequalities such as:

- 36% of people have no qualifications c.f. 14% England
- 56% jobs are full-time - 9% lower than average
- Typically, low-skilled, low paid work
- 41% households have no car c.f. 26% England - limiting ability to access quality jobs
- 1 in 4 households live in poverty
- 27% children live in poverty c.f. 17% across England
- 15% people in fuel poverty
- 28% people have limiting long-term illness c.f. 18% England
- Fewer than 1 in 5 people participate in regular exercise
- Mental health, obesity and binge drinking dominate health issues - higher than UK average

In light of these statistics, the benefits of the Fund feel tangible, and the impact significant.

Table 6 show the intended outcomes for the Fund and the investment to tackle inequalities

Outcome of the Fund 2019-2022	Awarded	No. Beneficiaries	£ per capita
Improve community cohesion	£19,448	800	£ 24
Improve economic wellbeing	£10,000	500	£ 20
Improve health (physical / mental / emotional)	£113,429	3157	£ 36
Improve quality of local environment and public space	£4,000	280	£ 14
Improved community facilities	£19,229	950	£20
Increase access to services	£6,000	200	£ 30
Increase access to sport, exercise and leisure activities	£60,218	1340	£ 45
Increase employability	£20,769	95	£ 219
Increase in beneficiary training, education, employment	£9,225	45	£ 205
Increase participation in lifelong learning	£6,875	25	£ 275
Preserve local heritage	£7,638	25000	£ 1
Promote opportunities for creativity	£8,984	80	£ 112
Reduce isolation	£10,000	200	£ 50
Support vulnerable people	£8,570	360	£24
Grand Total	£304,385	33032	£ 9

*All of the students gained invaluable skills, self-confidence and practical knowledge around apprenticeships, and employment University based opportunities. Despite the Covid-19 backdrop to a significant part of the programme, several young people acquired work - **Beyond Limits***

Table 7 shows the overall impact from the funded activity

Impact of the Fund 2019-2022	Awarded	Beneficiaries
Advance people's physical and mental health, wellbeing and safety	£173,647	4497
Connect people with the arts, culture and heritage	£16,622	25080
Improve life skills, education, employability and enterprise	£46,869	665
Maximise ability to strengthen community cohesion and build social capacity	£38,677	1750
Promote reduction of isolation and disadvantage and access to local services	£24,570	760
Transform access to, and engagement with, the environment and public spaces	£4,000	280
Grand Total	£304,385	33032

What difference has the Stanley Community Fund made?

Sustainability, confidence, and growth

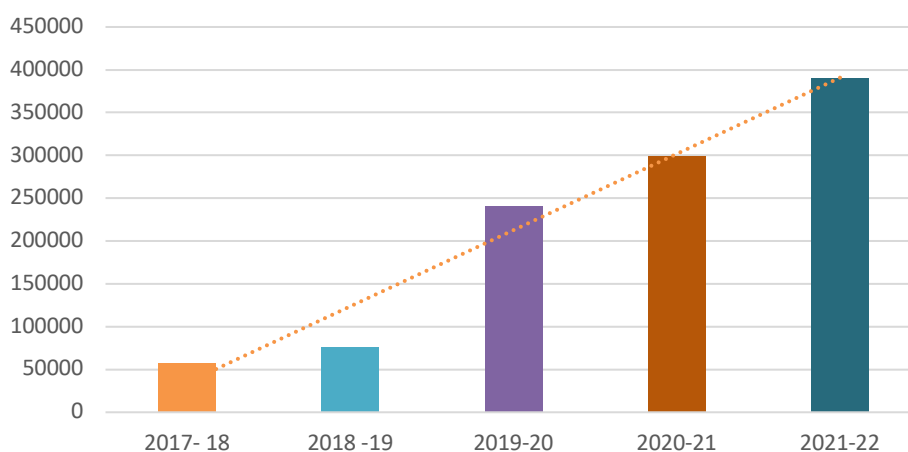
Five organisations were awarded two-year funding by the Stanley Community Panel in 2019-20 to enable project growth and development. This had a very positive impact on the organisations' ability to sustain specific work with target groups.

Alternative match-funding was also secured for two other organisations from other Foundation funds to sustain the projects and to maintain the impact of the Fund.

Through this, the Foundation recognised that key organisations operating in Stanley could, with core support, develop their purpose as anchor organisations within the area. To trial this, in year 2 of the Stanley Fund, the Foundation secured £300,000 from National Lottery Community Fund to support six (6) organisations with core unrestricted funding which, along with mentoring support, aimed to strengthen their capacity and to enable organisations best placed to meet the needs of their communities to be effective, resilient and to be forward-thinking. This money was secured for the benefit of Stanley charitable organisations but outside of the remit of the Stanley Community Fund panel.

The profile of the Foundation as a provider of localised funding was raised because of the Stanley Fund and this also encouraged applications to a variety of other Foundation funding programmes. As figure 1 shows, the amount awarded to groups in the Stanley wards per year since 2017-18 has increased eight-fold, from just over £50,000 to almost £400,000.

Figure 1: Amount awarded from the Foundation per financial year



The increase in the level of funding awarded over the three year period of the Stanley Fund is significant, equating to an investment of more than **£900,000** in to the local community, to support the development of projects and programmes, and to help more than 50,000 people facing disadvantage and poverty.

Table 8 shows the level of funding deployed into Stanley from 2019-2022.

Funding Programme	Awarded 2019-22
Stanley Community Fund	£ 304,385
National Lottery SOS Fund	£300,000
Community Health funds	£50,260
Community Grants Programme	£ 48,242
Covid19 Sustainability Fund	£46,185
ESF Community Grants	£35,985
Youth Social Action	£33,542
Poverty Relief	£ 23,549
Volunteer Support	£ 19,850
Art, Culture & Sport Small Grants	£ 16,179
UKCF programmes	£13,013
High Sheriff Awards	£11,500
Community Safety Fund	£ 7,000
Grand Total	£ 909,690

Improve life skills, education, employability and enterprise



For local people, children, and charities, the availability of the Stanley Fund and the connectivity it builds has been life changing.

Many of our family-based activities covertly support holiday hunger and food poverty. We promote and teach using past sell by dated foods, bulk cooking and freezing left-overs, being inventive with food and trying new foods.

D took part and enjoyed the element around soup making with leftovers. They found a soup maker in a local charity shop negotiated down the price down as there were no instructions or box. They came to PACT House and we googled the make and model, printing out instruction for them. On leaving they took some end-of-life items from the fresh foodbank to make soup with. A few days later they returned and said the soup was fantastic, it was only missing some crusty bread which, as we receive Greggs supplies at the end of each day that always includes baguettes, was easily rectified. Quick chat about microwaving Greggs baguettes to soften and freshen them up!

D once again collected end of life items and made more soup, enough to freeze and enough to give the elderly man next door a knock and offer him some soup and crusty baguette. The soup and sharing with next door became a regular thing, the elderly gentleman was told about PACT House and eventually also signed up for our free community meal deliveries. This led to PACT House building up a social relationship with him - he'd lost his wife and was remote from family. Our mental health support phone project started ringing him once a week to check in on his well-being. He now rings us to check on what the community meal is each week, cohesion and connecting is what we excel at, building and growing peer support. The relationships we foster grow, and now that gentleman has a community family he can call on.

Appendix 1

Year 3 of Stanley Community Fund Monies

The following table shows the donors to the Stanley Community Fund in Year 3. This includes the surplus of £15,247 carried over from Year 2 of Foundation donor funds.

STANLEY COMMUNITY FUNDS 2020-2021	
DONOR	AMOUNT
Stanley Town Council	£50,000.00
County Durham Community Foundation (Foundation)	£15,000.00
Durham County Council (Stanley AAP)	£20,000.00
Foundation donors including Kevan Jones, MP	£5119.00
B/F balance of funds	£15,247.00
SUB TOTAL	£105,819.00
Less Foundation Admin fees	(£7108.00)
TOTAL AVAILABLE TO AWARD AS GRANTS	£98,711.00

In the 2021 – 2022 financial year (FY) the Stanley Community Fund received sixteen applications with a total request of £136,726. Six applications were rejected by the Stanley Community Panel and ten applications were approved and awarded grants from the Stanley Fund **with a spend of £93,962.**

The groups awarded funding from the Stanley Community Fund in 2021 -22 were:

Group	Awarded	Project
SHAID	£ 10,000	To support the salary of an interim CEO ³
Beamish Football Club	£ 2,503	Beamish Junior FC - return to game post Covid-19
Stanley Events Ltd	£ 10,000	Stanley Events Mentoring Project Pilot
Thera North	£ 9,997	To support individuals with sensory equipment
Just For Women Centre	£ 9,300	Widening Horizons project.
Quaking Houses Village Hall Association	£9,329	To employ a part time caretaker.
Friends of Croft Community School	£ 9,959	Croft Growing Communities project.
Stanley & District Angling Club	£ 6,000	The Stanley and District Angling Club fence project.
PACT House Stanley	£20,000	The Managing Emotions project.
Investing in Children CIC	£ 6,875	To offer additional support for girls and young women who are vulnerable.

Organisations were asked on the application to estimate the increased participation that funding would help them achieve. From the successful applications, it is anticipated that almost **3100** people will benefit from the funding in year 3 alone.

³ Funding was awarded to SHAID for temporary cover to recruit a new CEO after Kevin Howe's death. Significant sustainability issues became evident with the charity, which proved to be unsolvable, and so the role was extended assist the closure of the charity, to support the staff to transition into new jobs, and clients into new accommodation.

Stanley Community Fund Proposal

Background

County Durham Community Foundation (the Foundation) is seeking to build on the success of the three year programme of support in Stanley bringing together communities, philanthropists, corporates, local organisations & authorities (stakeholders), to continue a bespoke funding programme that helps to tackle the multiple issues of disadvantage in Stanley.

Rationale

The Stanley Community Fund will bring together stakeholders to continue to support this hyper-local place-based giving scheme (PBGS). Building on previous support (see Stanley Community Fund report) from community stakeholders, the PBGS will (i) be embedded in the whole local system (not marginalised), (ii) have a sense of focus and realism about what can be achieved, (iii) demonstrate meaningful impact quickly, and (iv) work toward a long-term legacy that the local community contributes to and owns.

The themes of the fund are currently shown below, but it is recommended that in light of the pandemic and changing priorities, these are reviewed:

- More engaged people, creating a sense of ownership in the town
- A community that feels confident and empowered to participate
- A place for young people to learn, work and live in
- Safer, healthier and more resilient communities
- A place to be proud of
- A prosperous and thriving town
- A place where people support their community

Previously secured funding from the Council, PCC, and donors including a local MP who has been a key driver in this PBGS, has helped lever in other investment from funders to support Stanley communities. This level of support was key to encourage the development of the Fund. The Foundation is aiming to build on this, bringing in resources from new and existing stakeholders, to continue to deliver the fund and its impact over the longer term, and to raise the profile of the area and its supporters.

Activities to support the embedding of fundraising and community giving to the Stanley Fund were significantly hampered by Covid-19 and the national lockdowns. To build on successes of the previous three years of the Fund, the Foundation recognises that community buy-in is essential for continuation of the Fund. As such, in partnership with other funders, the Foundation aims to commit resources to future Stanley events that help continue the development of the Fund beyond short-term funding.

Request

Monies have been pledged toward the continuance of the Stanley Fund with contributions agreed by Foundation donors, the Foundation (in match) over three years, and provisional agreement from Stanley AAP for the first year (see table). This proposal is a request for **Stanley Town council to commit to pledge £50,000 per year for a term of three years** to ensure that the fund continues to deliver and retain its profile and meets the needs of local communities.

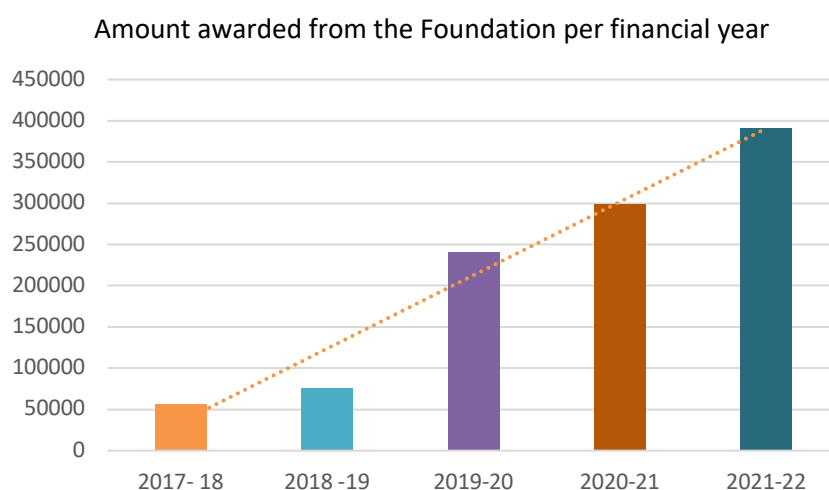
The contribution of match funding from the Foundation realises the delivery of the programme at zero

cost to Stanley Town Council based on a 12.5% contribution.

Partners	Year 1	Year 2	Year 3
Stanley Town Council	£ 50,000	£ 50,000	£ 50,000
Stanley AAP	£20,000		
OPCC	£5,000	£5,000	£5,000
Foundation donors	£ 5,000	£5,000	£5,000
Foundation	£15,000	£12,500	£5,000
Stakeholders/giving	£5,000	£20,000	£30,000
	£ 100,000	£92,500	£ 95,000

The Fund also has considerable traction in benefiting from investment from other stakeholders brought to the table by the Foundation (previously, National Lottery, Mohn Westlake etc.) and has also been heavily supported via the Foundation’s other funding streams thus alleviating the pressures on the Fund from oversubscription.

In context, the profile of the Foundation as a provider of localised funding was raised because of the Stanley Fund and this also encouraged applications to a variety of other Foundation funding programmes; the amount awarded to groups in the Stanley wards per year since 2017-18 has increased eight-fold, from just over £50,000 to almost £400,000.



The increase in the level of funding awarded over the three year period of the Stanley Fund is significant, equating to an investment of more than **£900,000** in to the local community, to support the development of projects and programmes, and to help more than 50,000 people facing disadvantage and poverty.

With a target set at £100K per year, it is intended that monies will have been secured or pledged for a launch of the Fund in May 2022. The final criteria of the Fund and the application guidelines (including dates and timings of rounds for funding) will be agreed with the donors, and following research undertaken by the Foundation into potential areas or themes. The Foundation will publicise the Fund via its website, social media and press as well as via networking at funding events etc.

MINUTES of the ORDINARY MEETING OF STANLEY TOWN COUNCILHeld in Stanley Civic Hall on Tuesday 22nd March 2022 at 6.30pm

PRESENT: O Milburn* C Bell G Binney H Clark
A Clegg D Fall L Ferry C Hampson
A Hanson M Martin J Nicholson M Thompson
A Jones J McMahon S McMahon J Stephenson
D Tully

*Chairman

OFFICERS: Helen Richardson (Town Clerk)
Ann Barry (Finance Officer)
Michelle Robertson (Events & Administration Support Officer)
Sarah Parkin (Events & Administration Support Officer)

GUESTS: Police Inspector Dave Stewart, Northumbria Police
Sergeant Terry Archbald, Northumbria Police

226 APOLOGIES FOR ABSENCEMembers **RECEIVED** apologies from Cllr K Coulson**227 DECLARATIONS OF INTEREST**

None.

228 MAYOR'S ANNOUNCEMENTS

The Town Clerk provided an update to the attendees to confirm that whilst the Deputy Town Clerk has left the team, they were continuing to review lots of processes and have this week welcomed a new temporary member of staff to the team.

Mayors Awards – We were still awaiting submissions for anyone who wanted to nominate anyone for a Mayors award.

The Town Clerk also advised that a letter had been received from the NHS for the incoming Mayor – they would like us to consider supporting the NHS Charity for the coming year.

Double Taxation Update – A email had been received from CDALC in relation to not proceeding with double taxation, however if there were any further comments, they could be submitted to Durham County Council by 30th April 2022.

With respect to the appeal to support The Ukraine, thanks and appreciation have been passed to the residents of Stanley for their generosity and their donations. Additional thanks were passed to Cllr J McMahon and Cllr C Marshall who travelled to Ukraine to deliver much needed supplies.

229 LEADER'S STATEMENT

Cllr J Stephenson, Leader of Stanley Town Council acknowledged that there had been an eventful month with changes of staff, thanking them for their efforts and wishing them well for the future. Also, welcoming new members to the team.

Cllr J Stephenson also spoke about the Civic Hall update on D3 Report – discussion around the condition of the Civic Hall and the ongoing maintenance for the building. Currently acting as a sticking plaster to cover over the wounds. New report suggests an estimated costs of around £3m.

The heating has been condemned since 15th March 2022.

Stanley Town Council are asking Durham County Council, as the landlord of the building, if they could support in partnership to help Stanley Town Council with the repairs to the building. The alternative option would be to hand back the building to DCC at the end of the lease period for them to close the building.

230 PUBLIC PARTICIPATION

There were no questions from the floor and no questions submitted before the meeting.

231 POLICE UPDATE (*moved up the agenda*)

Police Inspector Dave Stewart and Sergeant Terry Archbald were in attendance to give the police update.

The Town Clerk would like to bring to the discussion the topic of the police/ warden vehicles, advising that the current contract between Stanley Town Council and The Police is coming to the end of the contract term and decisions need to be made moving forwards. The Town Clerk feels that this needs further discussion, however the contract for one of the vehicles comes to an end on Friday 25th March 2022.

Inspector Stewart confirmed that the vans used by Stanley Town Council wardens are funded as part of the Police Fleet Scheme where the Town Council pay an element towards this cost, and the police would like to continue to support and there are two options for consideration.

1. To keep the current vehicles in operation – the cost would be £5K per van, this would include all the maintenance, signage and servicing and MOT.
2. To replace the current vehicles with newer vans and continue the current arrangement as is.

Invitation for any questions – there was none, Cllr A Clegg had thought the contract was for 5 years, this was clarified as only 3 years from the date when

the vans arrived in the possession of STC. It was agreed that a further discussion needed to be had.

Questions posed for answer by the Police

Anti-Social Behaviour

- Do the Police put youths in front of the youth court – yes, eventually, this is the end part of the process.
- Do the police think they address the youth justice system appropriately – the police will consider the background of each individual. Stay safe operation Nov time.
- Are police keeping an eye on Stanley front street and the bus station – Police are keeping an eye on this. Youth anti-social behaviour accounts for 5.5% of crime in Stanley. There are 3 PCs patrolling across Stanley, and a number of PCSOs – however, there is no coverage Monday or Tuesday evening
- What has been done about anti-social behaviour in Stanley bus station – police understand this is a lure for young people – they have tried piping classic musical and mosquito noise across the speakers, they have tried stationing security guards on site, however this has had no effect. Police do put the shutters down on the bus station 5 nights out of 7. Trouble now around the concourse rather than in the bus station.
- How will police presence be affected now the Summer is approaching – police staffing does not change in the summer – there is likely to be more park presence than town centre.

The majority of kids in Stanley are nice. It is the minority who cause the issues. Youth anti-social behaviour is down by 37% this month from the last two years, however, due to the effects and restrictions following COVID, this is not a true reflection on figures.

- Question posed by Cllr C Hampson

The Police have recently been having a recruitment drive for neighbourhood police – how many are being allocated to Stanley?

Inspector Stewart confirmed that Durham County Council have continued to staff PCSOs unlike some areas where cuts have been made, the priorities when allocated new police staff will be to safeguarding and CID before more PCSOs

Comment by Cllr C Marshall who shared positive praise and feedback about the things that the local police response team do in Stanley, dealing with incidents. Thank you to the Police and the Stanley Police Community Team.

There were no further comments or questions and thanks were passed to the Police for their attendance. The Police thereafter left the meeting.

232 CONFIRMATION OF MINUTES

No matters arising from previous minutes. It was proposed by Cllr A Clegg, seconded by Cllr C Bell and **RESOLVED** that the minutes of the Full Council meeting held on the 22nd February 2022 be **APPROVED** and signed by the Town Mayor as a true record.

233 & 234 RECEIPT OF COMMITTEE MINUTES and ACCOUNTS FOR PAYMENT & BANK RECONCILIATION

It was proposed by Cllr A Hanson, seconded by Cllr C Bell and **RESOLVED** that Council **RECEIVE** the minutes from the Finance & General Purposes Committee held of 15th February 2022.

The same **APPROVED** the payments for January 2022 and **NOTED** the bank reconciliation for January 2022.

235 BUDGET MONITORING REPORT

Budget monitoring report for Quarter 3 201/2022 **NOTED** and accepted by all.

236 INTERNAL AUDIT REPORTS

Internal Audit Reports **NOTED** and accepted by all.

237 CIVIC HALL – D3 REPORT

Update from The Town Clerk.

Heating went off Tuesday last week therefore STC team are only heating the rooms which are being used.

The Town Clerk had met with Durham County Council on Monday and they have taken the conditioning report away for consideration. The Town Clerk has asked for a quick response.

DCC have provided a quote for a temporary boiler unit for around £20K to be attached to current boiler room. The building has 5 boilers, however, the building has been operating on 1 boiler for the last 5 years, therefore an alternative quote has been sought for 1 boiler with a new flue which additional boilers could be added to in the future. This could be costed at less than £20K.

Stanley Town Council have some big events coming up and the smaller committee rooms may be quite cold

Suggestion from Cllr C Marshall was to ensure the request was put in writing to DCC. He questioned the due diligence which had taken place or which should have taken place when the lease agreement commenced between STC and DCC.

Stanley Civic Hall is a valuable community asset, a theatre and arts venue – considering the budget of £80M funds which DCC have available to support the upcoming City of Culture Bid, DCC should be showing support and not letting an arts and theatre venue be closed down. STC are the tenants, DCC are the owners of the building,

238 EVENTS 2022

Events Committee asked Council to note the minutes from the Events Working Group from 19th February 2022. Minutes **NOTED**. Committee **APPROVED** the recommendation of the Finance and General Purposes Committee on 8th March 2022 that Option 1 is the preferred program for 2022 events. **Approved** by Cllr A Clegg, **seconded** by Cllr C Bell.

239 STAFFING UPDATE

Members **NOTED** the staffing update provided by the Town Clerk. Appreciating there have been some major changes to the staff, rather than replace with them with permanent members of staff, it has been decided to move forwards with temporary staff to enable a review of processes to see what Stanley Town Council have and what they need, streamlining the way we work and improving admin processes. STC still have events booked in, and have a steady flow of enquiries for bookings, therefore it is important to build on standards to ensure an excellent customer experience to enhance the reputation of Stanley Town Council.

240 FOOLS GOLD

Fools Gold have requested support from Stanley Town Council with a grant application for the development of a new show. Further information is required before decisions could be made. Cllr C Marshall happy to support.

241 DATE, TIME AND VENUE OF NEXT MEETING

Tuesday 26th March 2022, 6.30pm, Stanley Civic Hall.



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 8th March 2022 at 6.30pm at Stanley Civic Hall.

MINUTES of the FINANCE AND GENERAL PURPOSES MEETING of STANLEY TOWN COUNCIL held at Stanley Civic Hall on Tuesday

8th March 2022 at 6.30pm

PRESENT: G Binney* H Clark A Clegg A Hanson
A Jones S McMahon O Milburn D Tully
J McMahon L Ferry J Nicholson

*Chairman

OFFICERS: Stuart Wardle (Interim Town Clerk)
Alan Tubman (Deputy Town Clerk)
Helen Richardson (Town Clerk)
Michelle Robertson (Events & Admin Support Officer)
Ann Barry (Finance Officer)

226 APOLOGIES FOR ABSENCE

No apologies for absence were received. Cllr. J Kane was absent.

227 DECLARATIONS OF INTEREST

No declarations of interest were received.

228 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIR

The Town Clerk announced confirmation of the agreed pay scales for 2021/22, the Pantomime had been confirmed for December 2022 and Councillors should have received an email with regards to the offers for school sales and posters to share around their areas to maximise attendance for 2022.

Apologies were made on behalf of Stanley Town Council as the incorrect document had been attached as item 6 on the agenda, the correct attachment had been tabled for review.

The Town Clerk, welcomed new members of staff to their first Finance & General Purpose meeting and announced that the Deputy Town Clerk would be leaving in the coming weeks.

229 PUBLIC PARTICIPATION

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

230 CONFIRMATION OF MINUTES

It was proposed by Cllr. A Clegg, seconded by Mayor O Milburn & **RESOLVED** that the minutes from the Finance and General Purposes Committee meeting held on 15th February 2022 be **APPROVED** and signed as a correct record.

231 ACCOUNTS FOR PAYMENT & BANK RECONCILIATION

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

232 BUDGET MONITORING REPORT

The committee agreed no further detail was required. The Deputy Clerk explained the Heritage Budget for Vertrans could be carried forward into reserve for the Jubilee project. The discussion was **NOTED**.

233 INTERNAL AUDIT REPORTS

Cllr. J Nicolson queried not receiving any monthly external auditor reports. The Finance Officer confirmed that this report was carried out on an annual basis and would be distributed once it had taken place. The discussion was **NOTED**.

234 CIVIC HALL REPORT

The Interim Clerk provided an update on the D3 report, which will be circulated to all members by Monday 14th March. It was confirmed it would come to Full Council by end of April 2022. The discussion was **NOTED**.

235 EVENTS 2022

Committee **RECEIVED** the minutes of the Events Working Group for February 2022.

Following advice from the Deputy Town Clerk several options were discussed for the varied events due to take place in 2022. A discussion should take place to address how the committee would like events in Stanley to take place. Chair **PROPOSED** to discuss how this would take place. All **AGREED** to make **ACTION**.

236 DATE, TIME AND VENUE OF NEXT MEETING

Tuesday 12th April 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.

Schedule of Payments February 2022

Invoice Date	Centre	A/C	Invoice Number	Ref No	Supplier A/c Name	Amount	Analysis Description
Stanley Town Council (101)							
Office Accommodation (105)							
Administration (110)							
02/02/2022	110	4999	1674	5288	BARCLAYS	14.50	E Payment Plan
02/02/2022	110	4999	9243	5289	BARCLAYS	25.05	Mixed Payment Plan
11/02/2022	110	4106	254374	5297	LOYVERSE	20.00	Till Subscription
31/01/2022	110	4106	ICO	5307	ICO	35.00	ICO Subs February 22
31/01/2022	110	4105	267320	5323	DOCUMENTSOLUTIONS	11.67	January 22 Photocopies
Publicity (115)							
25/01/2022	115	4205	1960	5269	CREO	500.00	Jan 22 PR Support
25/01/2022	115	4205	2243	5270	JAK	150.00	Feb 22 I&A Advert
Democracy (200)							
02/02/2022	200	4808	601197635	5284	DCCRB	27901.39	Election Costs
16/02/2022	200	4803	CIVIC BALL	5329	SEDFIELD	35	Civic Ball 04.03.2022
Services (300)							
Pact House (305)							
31/01/2022	305	4054	INSURANCEPACT	5306	BHARAT AMIN	312.39	Insurance Pact House
AP Community Room (307)							
Warden Service (310)							
02/02/2022	310	4116	252910344	5276	DCCRB	6,385.00	Warden Contract
Events (320)							
13/02/2022	320	4439	IN0001198416	5295	CORONA	17.15	Xmas Tree Electricity
06/02/2022	320	4052	IN0001198417	5296	CORONA	17.33	Jan 22 Electricity AP Hut
31/01/2022	320	4052	16731448	5302	CORONA	26.84	Feb 22 AP Hut Electricity
31/01/2022	320	4424	160222	5308	LUCIALEE	50.00	West Stanley memorial
05/02/2022	320	4439	258328230/22	5312	TOTALGAS	48.02	Elec Feeder
15/02/2022	320	4439	74/22	5321	TOTALGAS	47.59	Jan Electricity
15/02/2022	320	4439	85/22	5322	TOTALGAS	41.60	Jan 22 Electricity
Environmental Services (350)							
25/01/2022	350	4134	252908181	5268	DCCRB	2,691.77	Summer Bedding
25/01/2022	350	4134	252908199	5272	DCCRB	47.52	Flowers
02/02/2022	350	4065	182417	5278	GUSTHARTS	103.87	Repairs and maintenance

Schedule of Payments February 2022

Invoice Date	Centre	A/C	Invoice Number	Ref No	Supplier A/c Name	Amount	Analysis Description
02/02/2022	350	4065	182419	5279	GUSTHARTS	97.66	Repairs and maintenance
02/02/2022	350	4065	182416	5280	GUSTHARTS	88.90	Repairs and maintenance
02/02/2022	350	4065	182418	5281	GUSTHARTS	81.87	Repairs and maintenance
02/02/2022	350	4065	182415	5282	GUSTHARTS	81.73	Repairs and maintenance
13/02/2022	350	4131	E2014898815	5294	ALLSTAR	49.27	January 22 Fuel
11/02/2022	350	4130	670864	5299	DAWSONGRP	465.93	Jan 22 Van Hire
15/02/2022	350	4137	8284	5314	IBA FABRICATIONS	450.00	Coal Truck Repairs
15/02/2022	350	4131	2014966062	5319	ALLSTAR	86.22	January Fuel
Grant Funding (400)							
Civic Hall (500)							
04/02/2022	500	4065	60055	5267	HODGSONSAYERS	3,187.60	JFW Centre - Storm roof repair
25/01/2022	500	4102	107733	5271	NORMANS	57.16	Stationary
25/01/2022	500	4065	69	5273	MAIN	39.54	Maintenance Equipment
25/01/2022	500	4051	9974017	5274	WAVE	531.39	11.10.21 - 10.01.22
08/02/2022	500	4700	UNDER THE TREE	5275	SLP	1,510.00	SLP - UNDER THE TREE TICKETS
02/02/2022	500	4102	102268	5283	NORMANS	48.96	Stationary
02/02/2022	500	4102	40009948	5285	HAGUE	650.00	Tickets - Ticket Machine
02/02/2022	500	4081	8022022	5290	ASDA	7.33	Labour
02/02/2022	500	4104	9885634	5291	POSTOFFICE	151.00	Stamps
11/02/2022	500	4100	228864	5298	ASPIRE	907.55	Jan 22 Tele/IT Charges
11/02/2022	500	4998	190731272	5300	WORLDPAY	59.22	Transaction Fees
31/01/2022	500	4998	190962870	5301	WORLDPAY	31.64	Transaction Fees
31/01/2022	500	4998	190982382	5304	WORLDPAY	9.23	Transaction Fees
05/02/2022	500	4052	257664863/22	5311	TOTALGAS	1,014.16	Jan 22 Electricity
15/02/2022	500	4065	252911904	5313	DCCRB	514.58	Repairs
15/02/2022	500	4065	ELEC	5315	GEE	295.00	Repairs and maintenance
15/02/2022	500	4055	20941	5316	WASHINGTON	235.55	Cleaning Supplies
15/02/2022	500	4065	110222	5317	TACAIN	49.99	Repairs and maintenance
31/01/2022	500	4105	267320	5323	DOCUMENTSOLUTIONS	32.70	January 22 Photocopies
28/02/2022	500	4700	CINDERELLA	5325	TIMELESS	3,441.78	Cinderella Ticket Sales
01/02/2022	500	4055	1397504	5326	CATHEDRAL	363.99	Hygiene Services Quarterly
10/02/2022	500	4998	OVERPAY	5327	HOGE100	-	447.80 Refund following overpayment
09/02/2022	500	1002	UNDER THE TREE	5331	SLP	487.50	Under The Tree
Civic Hall Bar (510)							
13/02/2022	510	4600	600062096	5293	SAMEDAYBEERS	611.79	Bar Stock
31/01/2022	510	4600	180222	5303	ASDA	15.89	Bar Sundries
18/02/2022	510	4600	180222	5309	MALLABARS	7.45	Bar Sundries
15/02/2022	510	4603	3066649859	5318	BOC	89.97	Bar - Gas
Loan Charges (520)							
						53,786.44	Monthly Expenditure Sub Total

Schedule of Payments February 2022

Invoice Date	Centre	A/C	Invoice Number	Ref No	Supplier A/c Name	Amount	Analysis Description
Payroll January 2022 Deductions							
	4000	101			STC	5,218.57	
	4000	450			Civic Hall	1,403.98	
	4005	500			Casual Staff	- 1.40	
	4000	350			Environmental Services	3,376.11	
Payroll February 2022							
	4000	101			STC	9,069.54	
	4000	450			Civic Hall	5,031.84	
	4005	500			Casual Staff	226.86	
	4000	350			Environmental Services	5,726.52	
					SUBTOTAL	30,052.02	Monthly Payroll Total
					TOTAL	83,838.46	Overall Monthly Expenditure

Schedule of Receipts February 2022

Centre	£ Amount	Transaction Detail
Invoices Paid (Civic Hall) (100)		
100	250.00	N Irving
100	50.00	Sylvia Dobson
100	1,022.50	SLP
100	200.00	Movers & Shakers
100	110.00	U3A
100	622.50	Timeless Theatre
100	415.00	Chris Culley Wrestling
100	1,070.00	Swan Kenny Theatre Works
100	427.50	Timeless Theatre
100	692.00	North Road Gym
100	-	798.00 North Road Gym
100	798.00	North Road Gym Reverse
100	75.00	Linda Jaye
100	581.25	Timeless Theatre
100	860.00	Timeless Theatre
Administration (110)		
110	1.50	Loyalty Reward
110	4.27	Loyalty Reward
Precept (111)		
AP Community Room (307)		
Environmental Services (350)		
Facilities Management (450)		
450	2,443.53	DCC Kickstart
Civic Hall Income For Future Shows (530)		
530	36.00	20220131 - 20220206 Card
530	-	65.50 20220124 - 20220130 Card Refund
530	1,354.00	20220127-20220131 Websales
530	1,256.00	20220207 20220213 Websales
530	170.00	20220201 - 20220207 Websales
530	116.00	20220207 - 20220213 Card
530	30.00	20220110-20220116 Cash
530	-	1,256.00 REVERSE ENTRY
530	1,256.00	External Groups
530	2,207.00	20220214 - 20220223 Websales
530	147.00	20220214 - 20220221 Card
Room Hire Deposits (540)		
Civc Hall (500)		
500	65.34	20220127-20220131 Websales
500	14.22	20220127-20220131 Websales
500	41.25	20220207 - 20220213 Websales
500	14.17	20220207 - 20220213 Websales
500	10.67	20220201 - 20220207 Websales
500	2.66	20220201 - 20220207 Websales
500	-	41.25 REVERSE ENTRY
500	-	14.17 REVERSE ENTRY
500	44.00	20220207 - 20220213 Websales
500	15.11	20220207 - 20220213 Websales
500	101.33	20220214 - 20220223 Websales
500	41.67	20220207 - 20220213 Card

Schedule of Receipts February 2022

500	500.00	Change Request
500	2,937.60	Zurich Claim JFW Roof
Civic Hall Bar (510)		
1020	110.09	20220124-20220130 Card
1020	201.23	20220130 Card
1020	316.54	20220117 - 20220130 Cash
1020	599.58	20220207 - 20220220 Cash
1020	121.54	20220214 - 20220221 Card
1020	546.05	20220207 - 20220221 Card Sumup
TOTAL	19,703.18	

**Bank Reconciliation Statement as at 10/03/2022
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
mixed payments account	28/02/2022		38,892.74
Savings Account	28/02/2022		592,051.71
Current Bank Account-e account	28/02/2022		18,546.95
			<hr/> 649,491.40
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
30/11/2021 100044 James Michael Crowley		25.00	
			<hr/> 25.00
			649,466.40
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			649,466.40
		Balance per Cash Book is :-	649,466.40
		Difference is :-	0.00

Transactions

Mixed Payments Plan

20-33-51 60189243

Available balance	£38,862.01
Last night's balance	£38,862.01
Overdraft limit	£0.00

 Showing 8 transactions between **01/02/2022** and **24/02/2022** from 01/02/2022 to 28/02/2022

Date	Description	Money in	Money out	Balance
24/02/2022	Counter Credit SumUp Payments Acc PID137582-SUMUP BGC	£128.56		£38,892.74
24/02/2022	Counter Credit SumUp Payments Acc PID137792-SUMUP BGC	£11.80		£38,764.18
22/02/2022	Counter Credit SumUp Payments Acc PID137179-SUMUP BGC	£494.20		£38,752.38
21/02/2022	Counter Credit DURHAM COUNTY COUN 3970043 BGC	£2,443.53		£38,258.18
10/02/2022	Counter Credit SumUp Payments Acc PID135693-SUMUP BGC	£20.70		£35,814.65
04/02/2022	Credit Loyalty Reward 13 Dec - 12 Jan	£4.27		£35,793.95
04/02/2022	Debit CHARGES COMMISSION FOR PERIOD 13DEC/12JAN *****		-£25.05	£35,789.68
01/02/2022	Counter Credit SumUp Payments Acc PID134075-SUMUP BGC	£241.48		£35,814.73

Need to view older transactions?

If you have registered for online statements, then follow the link to view them
 If you don't have online statements, then statements may still be visible in Barclays Cloud It



Transactions

Active Saver

20-33-51 93186547

Available balance	£562,051.71
Last night's balance	£562,051.71
Overdraft limit	n/a

Showing 2 transactions between 08/02/2022 and 23/02/2022 from 01/02/2022 to 28/02/2022

Date	Description	Money in	Money out	Balance
23/02/2022	Funds Transfer 203351 43231674 PAYROLL FT		-£25,000.00	£592,051.71
08/02/2022	Funds Transfer 203351 43231674 BACS PAYMENTS FT		-£25,000.00	£617,051.71

Need to view older transactions?

If you have registered for online statements, then follow the link to view them

If you don't have online statements, then statements may still be visible in Barclays Cloud It

If you can't find the relevant statement/transactions online, you can order a copy statement

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Transactions

e-Payments Plan

20-33-51 43231674

Available balance	£49,335.19
Last night's balance	£49,295.61
Overdraft limit	£0.00

Showing **105** transactions between **01/02/2022** and **28/02/2022** from 01/02/2022 to 28/02/2022

Pending debit card transactions

Date	Transaction	Amount
10/03/2022 10:24	Adobe ADOBE.LY/BILL IE	-£150.92
Card Number	**** * 0024	

Date	Description	Money in	Money out	Balance
28/02/2022	Funds Transfer JAYE L CIVIC HALL HIRE FT	£75.00		£18,546.95
28/02/2022	Counter Credit MV- 02937763 -2402 02937763 BGC	£143.00		£18,471.95
28/02/2022	Counter Credit ZURICH INS PLC/REC 27220000108 BGC	£2,937.60		£18,328.95
28/02/2022	Direct Debit DOCUMENT SOLUTION 2100 DOC SOL DDR		-£53.24	£15,391.35
28/02/2022	Direct Debit ALLSTAR AS60147834 DDR		-£103.46	£15,444.59
25/02/2022	Remittance POST OFFICE CREDIT REM	£692.00		£15,548.05
25/02/2022	Counter Credit MV- 02937763 -2302 02937763 BGC	£184.50		£14,856.05



CIVIC HALL – Building Update

The below is an update in relation to the current maintenance and condition of the Civic Hall building and an update on the proposed next steps following the production of the D3 report

Current Maintenance and Condition Report

Heating

Following a recent annual service of the building's boilers, the boilers were condemned as being unsafe in that gases were being released outside of the flues. This has led to the building not having any heating throughout and sporadic hot water in some areas. Rooms are currently being heated by oil filled radiators and convector heaters although only the rooms that are being used are being heated. Events and functions are still taking place within the Civic Hall.

Stanley Town Council have a full maintenance agreement attached to their lease which means that they are responsible for full repair, decoration and replacement responsibility for the fittings and fabric of the building. This includes the replacement of the heating system should it become defunct.

Durham County Council have provided a quote for a temporary boiler house to be attached to the existing boiler house. The cost for this is in the region on £20k.

Given the boiler house has only had 1 working boiler for a considerable period of time, we have obtained our own quote in relation to replacing 1 boiler that could be integrated into a new boiler house system should that be the route agreed on, this quote is in the region of £15k but this solution will be part of the final boiler solution. Durham County Council have been provided with this quote and as they are the landlord Stanley Town Council are required to ask permission to have the works undertaken. Permission has been requested to install the 1 boiler option and the Town Clerk has received a form to complete and return.

The D3 report highlighted the issues around the current life span of the boiler house however the condemning of the boilers has brought this issue to the forefront.

Windows in Theatre

Sadly, the Civic Hall has been the victim of vandalism. This occurred when unsecured scaffolding equipment being used at the Louisa Centre appears to have been thrown on to the flat roof of the Lumley and Alnwick rooms before being thrown through 2 of the theatre windows. The Louisa Centre have been spoken to and they stated that they had been

trying to have the scaffold removed for a number of weeks due to the work they were having done being completed but this was proving difficult.

This incident was reported to the Police and a crime number was given however, due to there being no CCTV on either the back of the Civic Hall or the front of the Louisa Centre no further action can be taken. The Police did attend at the Louisa Centre to encourage them to make arrangements to remove the scaffolding or have it secured.

Durham County Council attended to make the windows secure and thereafter attended to measure up for new glass – we are currently awaiting this repair to be undertaken.

The cost of this work will be passed to Louisa Centre for payment.

Ceiling in Alnwick Room

The Alnwick room within the Civic Hall has suffered serious damage to the ceiling following a significant leak. This leak has caused a number of the ceiling tiles to disintegrate and crumble in a number of areas of the room due to water damage. Durham County Council attended and found that further scaffolding had been placed on to the flat roof of the Alnwick room and damage was visible to not only the roof but also a window where it appears the lead has been attempted to be removed. Whilst Stanley Town Council are aware that that the Civic Hall roof does require attention, it is believed that this damage was caused by people being on the roof with scaffolding equipment.

This incident has also been added to the complaint we submitted to the Police.

General Maintenance

Given the age of the building and condition of the building, there are significant amounts of general maintenance that requires to be undertaken. This maintenance simply allows the building to remain open and safe for those people using it. This maintenance ranges from toilets breaking, internal walls crumbling due to damp, the stage requires recovering and other general wear and tear issues.

D3 Report Update

The D3 report was completed and presented to members. Following on from this the Town Clerk met with County Councillor James Rowlandson, a County Council Building Surveyor has visited the Civic Hall and taken back her findings in relation to the current condition of the building and a Community Grants Officer. The County Council have been asked for financial support in the region £500k. The Town Council are awaiting a response from the County Council in relation to this. Town Councillor's need to agree a way forward and ensure that they all support the process.

Summary

In light of the required maintenance above and the presentation of the D3 report, Stanley Town Council are required to make some difficult decisions in relation to the future of the Civic Hall building. The building requires continuous maintenance and Stanley Town Council are required to do this as part of the lease on the building and this comes at a significant cost. The previous Town Clerk set aside 3 budgets in 2021/2022 for Civic Hall projects, planned maintenance and repairs and maintenance totaling £76,500.00, there is

a remaining budget from these budgets of £59,500.00 due to projects not going ahead, a proposal was taken to the Finance and General Purpose Committee on the 12th April 2022 to move this underspend from these 3 budgets and place them in to an earmarked reserve for building contingency works together with the 2022/2023 budget. This would (pending year end position) provide a maintenance/contingency budget of around £131,500.00. This would allow for a part resolution to the building having no heating and enable the building to undergo the maintenance it requires to keep it in working order to enable events to go ahead and create much needed income.

Recommendation

It is **RECOMMENDATION** that:

1. The members **NOTE** the information regarding the current condition of the building and the maintenance required.
2. Members **APPROVE** the recommendation of the Finance and General Purpose Committee on the 12th April 2022 to move the underspend with regards to building projects/repairs from the 2021/2022 budget to an earmarked reserve as a building works contingency budget
3. Members to **DISCUSS, AGREE** and **COMMIT** to a process/plan/consultation following the completion and presentation of the D3 report.

Report prepared by Helen Richardson, Town Clerk



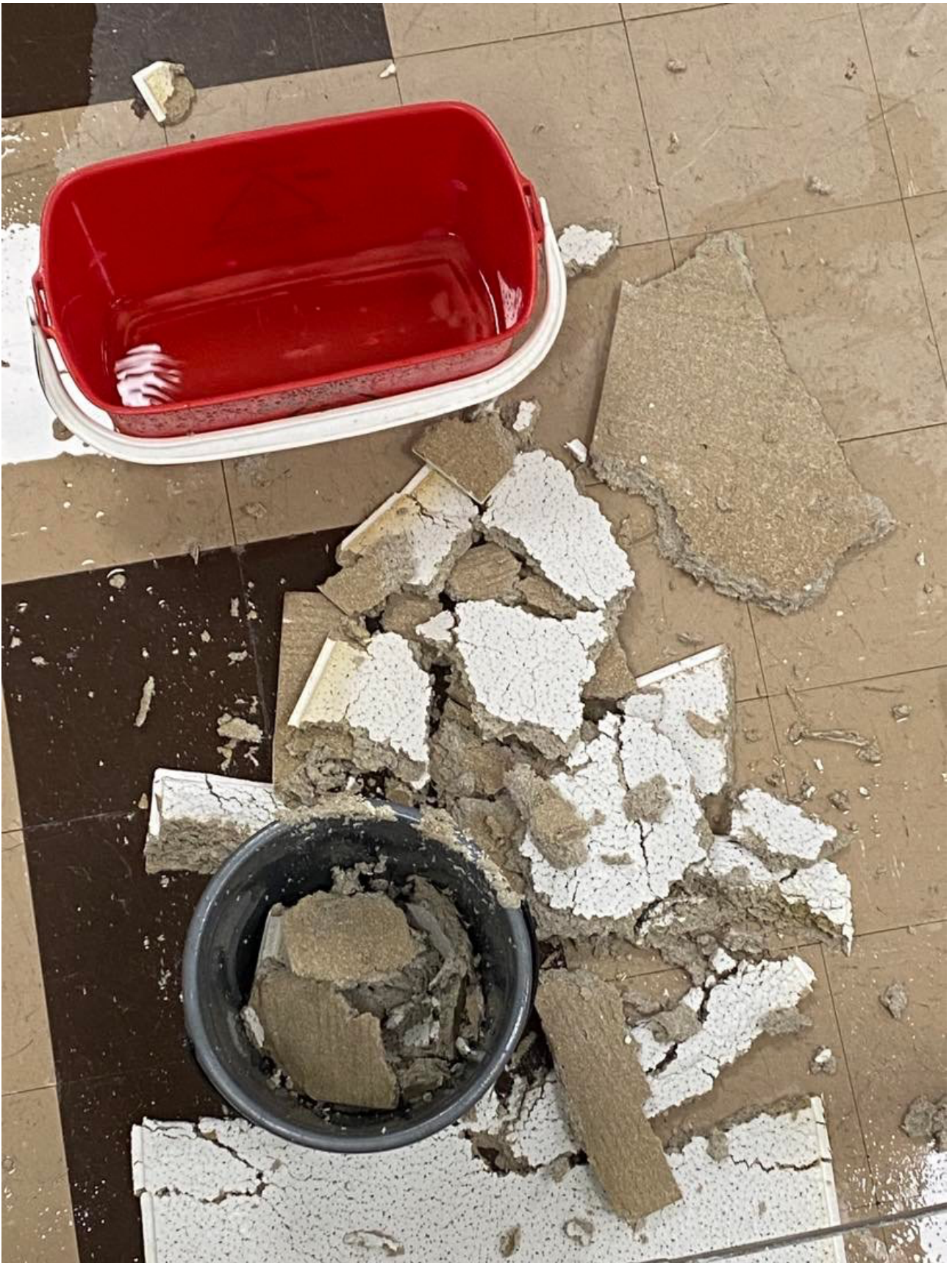














CIVIC HALL – STAFFING

An update report to members on the current staffing situation within Stanley Town Council and the Civic Hall.

Town Clerk

The new Town Clerk, Helen Richardson is now in post. The Interim Clerk has taken a step back although continues to support in relation to the D3 building review on an as and when basis.

Deputy Town Clerk

The Deputy Town Clerk has now left his employment with Stanley Town Council. At present there has been no recruitment process to fill this vacancy, this is due to the current D3 building review and a review of the workload of the Deputy Town Clerk being undertaken. However, a second temporary agency worker has been in place supporting the Town Council and Civic Hall functions as currently it is office/event support that is required. It is evident from reviewing the work of the Deputy Clerk that a lot of the work undertaken by them was around projects and grant funding, this work requires support and the Town Clerk would recommend that a Projects and Grant Officer role on a 12 months fixed term position be recruited to. This post would be required to go through an evaluation process via Durham County Council as to it's grading.

Town Council and Civic Hall Staffing Team

The Civic Hall continues to thrive following it's reopening after the pandemic with regular and new bookings being taken.

The Civic Hall is currently open approximately 60 hours per week and this creates a lot of work for the Council staffing team (who support both the Town Council and the Civic Hall functions) in arranging and confirming bookings as well as additional works with room set ups for groups, supervising the building on evenings and weekends as well as staffing each event and supporting administrative duties within the Town Council.

Following the departure of the Events and Administration Officer again due to the current D3 building review and a review of the workload of that employee being undertaken, no recruitment process has been undertaken however, a temporary agency worker has been in place supporting the Town Council and Civic Hall functions. We are currently reviewing all processes and procedures that are undertaken by the staffing team to ensure that all tasks are being undertaken as efficiently and as cost effective as possible. We are also reviewing the opening hours of the reception area as currently this is being manned by either a member of the Town Council or a casual member of staff Monday to Friday 10am till 3pm and Saturday mornings.

We continue to have a small team supporting the Civic Hall and the current number of evening and weekend events however, due to the size of the staffing team this is putting an incredible amount of pressure on them.

While this has highlighted issues with the overall permanent staffing structure, the staffing team are working hard with greater flexibility and a lot of good will to cover for time off and events, this is enabling Stanley Town Council to maintain its service and generate income. That being said, the overall service and structure does need to be looked at further pending the outcome of the D3 building review.

In order to support the staffing team with the management of the Civic Hall, and allow for a work life balance, we continue to use 1 of the Environmental Caretakers. The Environmental Caretaker has been undertaking other very useful jobs within the Civic Hall including the painting of the bar area. This additional work is carried out on a paid basis.

Casual Staff

Stanley Town Council have always employed a number of casual staff for events, mainly for bar work or event management but in recent weeks this has also been used to cover reception duties. Recently, we placed an advert on social media, and subsequently have now recruited a number of casual staff to support the current staffing team.

Kickstarter

These placements have now come to an end with one young person continuing as part of our casual team and one young person being the successful applicant for our finance apprentice role.

Apprenticeships

Stanley Town Council have agreed to support the employment of 2 apprentices in a finance apprenticeship and an environmental apprenticeship role. The finance apprentice has been recruited but we are still in the process of recruiting to the environmental apprenticeship although we hope to have this recruitment completed no later than 29 April 2022.

Summary

In light of the above resignations, the D3 building review being undertaken, the temporary staffing arrangements and the influx of room bookings and events, the staffing situation within Stanley Town Council has become pressured. Under delegated authority the option of bringing in temporary staff has helped to support the existing staff and operations within the Town Council and Civic Hall however using temporary agency workers is expensive and not the solution.

Recommendation

It is **RECOMMENDED** that:

1. Members **NOTE** the information regarding resignations.
2. Members **APPROVE** the recruitment of a fixed term Projects/Grants Officer role for a period of 12 months.

3. Members **APPROVE** the recruitment of a fixed term Events and Administration Officer for a period of 12 months.

Reported prepared by Helen Richardson, Town Clerk