



# Stanley Town Council

## NOTICE OF MEETING

I hereby give notice that an Ordinary Meeting of Stanley Town Council will be held on Tuesday the 26<sup>th</sup> July 2022 at 18.30pm at Stanley Civic Hall.

### TO ALL MEMBERS of STANLEY TOWN COUNCIL

<b>O Milburn (Deputy Town Mayor)</b>	C Bell	G Binney	H Clark	K Coulson
<b>A Clegg (Town Mayor)</b>	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 26<sup>th</sup> July 2022 at 18.30pm in order to transact the following business:

Yours sincerely,

Helen Richardson  
Town Clerk  
19<sup>th</sup> July 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.

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#### 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. CONFIRMATION OF MINUTES (ATTACHMENT A)

To **APPROVE** as a record and sign the minutes of the Ordinary Council Meeting held on 28<sup>th</sup> June 2022

#### 7. RECEIPT OF COMMITTEE MINUTES

To **RECEIVE** the minutes from the Finance and General Purposes Committees; on the 14<sup>th</sup> June 2022. (ATTACHMENT B)

#### 8. ACCOUNTS FOR PAYMENT & BANK RECONCILIATION

Statutory Basis: Accounts & Audit (England) Regulations 2011

May 2022

Schedule of Payments

(ATTACHMENT C)

Schedule of Receipts

(ATTACHMENT D)

Bank Reconciliation & Bank Balances

(ATTACHMENT E)

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

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

#### 9. EVENTS 2022

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

#### 10. NEW WORKING GROUP APPOINTMENTS

To **DISCUSS** and **AGREE** Town Councillor appointments on to the Building Working Group and the Staffing Working Group.

#### 11. DATE, TIME AND VENUE OF NEXT MEETING

Tuesday 27<sup>th</sup> September 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 ORDINARY COUNCIL MEETING of STANLEY TOWN COUNCIL held at Stanley Civic Hall on Tuesday 28th June 2022 at 6.30pm**

<b>O Milburn (Deputy Town Mayor)*</b>	C Bell	G Binney	H Clark
<b>A Clegg (Town Mayor)</b>	L Ferry	A Hanson	C Hampson
J McMahon S McMahon	D Tully	J Nicholson	M Thompson

Chairman\*

**OFFICERS:** Stuart Wardle (Interim Town Clerk)  
James Harper (Environmental Team Leader)  
Michelle Robertson (Events & Admin Support Officer)  
Peter Burns (Facilities & Events Officer)

**GUESTS:** Sharon Gollan, County Durham Community Foundation

**28. APOLOGIES FOR ABSENCE**

**RESOLVED** that, apologies for absence be received on behalf of H Richardson (Town Clerk), Cllr. J Stephenson, Cllr. A Jones, Cllr. H Clark, Cllr. K Coulson, Cllr. D Fall and Cllr. J Kane.

**29. DECLARATIONS OF INTEREST**

**RESOLVED** that the declarations of interest made and outlined by the Members below be received and noted:

- Cllr J Nicholson in respect of item 7 and 15 on the agenda, as she is the Vice Chair of the Police and Crime Panel and the Chair of the existing Community Centre, and it could benefit from the Annfield Plain Community Hut closing.
- Cllr C Bell in respect of item 15 on the agenda, as she sits on the committee of the existing Community Centre, and it could benefit from the Annfield Plain Community Hut closing.
- Cllr M Thompson in respect of item 15 on the agenda, as she sits on the committee of the existing Community Centre, and it could benefit from the Annfield Plain Community Hut closing.

**30. MAYORS ANNOUNCEMENTS**

The Town Mayor updated members on the events he had recently attended.

The Town Clerk advised that item 7 which had been added to the agenda late would be dealt with as part of the Town Clerk's update.

An update was given regarding the heating system in the Civic Hall, a positive meeting had taken place on Wednesday 22<sup>nd</sup> June between the Town Clerk and DCC. The current position is DCC met onsite with COMPAC, and it was agreed that should the remaining boilers, not be repairable then DCC would allow a temporary boiler to be installed. COMPAC would be attending on site on 29<sup>th</sup> June to assess if the boilers can be fixed.

Further damage to the Civic Hall roof had appeared which needed to be repaired as a matter of urgency and a quote is being obtained.

The post of Admin officer had been re-advertised with a new closing date of 5<sup>th</sup> July. Members were asked to share the vacancy.

The Town Clerk had circulated to each Member an email update regarding the Police Van sharing arrangement with Stanley Police. The position is that the vehicle we use the most has been taken off the road by Stanley Police and is awaiting service. The second van is due its service and will soon also be held until a decision is made.

Following detailed discussion, it was suggested that that other vehicle options needed to be investigated, possibly through DCC but that Stanley Town Council would no longer be able to commit to subsidising these vans with the Police and that the Police be notified accordingly.

Permission was granted to hire a van in the interim to ensure continuity of services.

**RESOLVED** that the information given be noted, further developments be awaited, and the Town Clerk be authorised to hire a vehicle if necessary to ensure existing services were maintained.

### 31. LEADERS STATEMENT

There was no update from the Leader of the Council. Apologies were received.

**RESOLVED** that the information given be noted

### 32. PUBLIC PARTICIPATION

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

**RESOLVED** that the information given be noted

### 33. STANLEY COMMUNITY FUND

Sharon Gollan gave a presentation and updated the Council on the performance from the Stanley Community Fund in relation to their 3-year report and funding proposal. These included details of the additional funds that have been secured alongside and in association with the Stanley Fund and invested within the Stanley Community.

Following a number of questions which were duly answered, it was **RESOLVED** that Stanley Town Council would continue their contribution to the fund this year and would review on a yearly basis for future funding.

**34. CONFIRMATION OF MINUTES**

It was proposed by Cllr A Clegg, seconded by Cllr S McMahon and **RESOLVED** that the minutes of the Full Council meeting held on the 10<sup>th</sup> May 2022 be approved and signed by the Town Mayor as a true record.

**35. RECEIPT OF COMMITTEE MINUTES**

It was proposed by Cllr A Clegg, seconded by Cllr A Hanson, and **RESOLVED** that Council receive and note the minutes from the Finance & General Purposes Committee held of 10<sup>th</sup> May 2022.

**36. ACCOUNTS FOR PAYMENT & BANK RECONCILIATION**

It was proposed by Cllr A Hanson and seconded by Cllr S McMahon and **RESOLVED** that the payments for April 2022 and the bank reconciliation for April 2022, details of which had been circulated to each member be approved and noted

**37. TOWN COUNCILLOR ATTENDANCE AT MEETING REVIEW**

**RESOLVED** that the recommendation from Finance & General Purpose Committee to establish a register to be signed by all attendees as they enter the meeting and that a reminder to be sent to members prior to meetings advising them of their responsibilities regarding attendance at meetings be implemented.

**38. EVENTS 2022**

The Events Working Group had met on 15<sup>th</sup> June 2022, with its new membership. It had been a good meeting looking at this year's events schedule, with each event well into it planning. Meeting to be held at on a monthly basis looking at the large events as well as smaller events held at the Civic Hall.

**RESOLVED** that the information given be noted

**39. MEETING SCHEDULE AND COMMITTEE STRUCTURE**

Following the Annual General Meeting an email had been sent to all Councillors regarding the Town Council's meeting schedule and requested feedback on dates and times that may better suit Councillors. The feedback received confirmed that the current days and times suited best. No other suggestions were made by members in relation to working groups and committee structure.

The Clerk asked Members to consider establishing a staffing working group to discuss staffing matters which can often be of a personal nature and a

smaller working group to deal with the ongoing Civic Hall project which would keep things moving and ensure decisions could be made quickly.

Members suggested:

Civic Hall Working Group –appoint 5 members to deal with any ongoing issues of maintenance or the usage of the building.

Staffing Working Group –the Town Clerk and Staff to suggest what would work best.

**RESOLVED** that the information given be noted and that terms of reference, for both Working Groups, be brought back to Council for approval

#### 40. **EXCLUSION OF PRESS AND PUBLIC**

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

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

#### 41. **ANNFIELD PLAIN COMMUNAL ROOM**

**Councillors J Nicholson, C Bell and M Thompson declared their interests in the following item and took no part in the discussion or decision that followed**

Consideration was given to the report of the Town Clerk in relation to the above premises.

Cllr. A Hanson advised that Pact House and Stars Youth Group are two separate organisations.

Following discussion of the issues and likely impacts, it was **RESOLVED** that the Annfield Plain Community Hut be returned to Durham County Council.

#### 42. **EVENT PAYMENT TERMS**

Consideration was given to the report of the Town Clerk in relation to this matter. It was noted by Members that the previous and current arrangements had not benefitted Stanley Town Council.

**RESOLVED** that, Officers would go back to the production company to negotiate a new arrangement, it being noted that existing terms were not sustainable

#### 43. **DATE, TIME AND VENUE OF NEXT MEETING**

**RESOLVED** that the next meeting be held on Tuesday 26<sup>th</sup> July 2022, 6.30pm, Stanley Civic Hall





**MINUTES of the FINANCE AND GENERAL PURPOSES MEETING of STANLEY TOWN COUNCIL held at Stanley Civic Hall on Tuesday 14th June 2022 at 6.30pm**

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

\*Chairman

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

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

**17 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr J Kane and Cllr. J McMahon.

**18 DECLARATIONS OF INTEREST**

No declarations of interest were received.

**19 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIR**

No announcements from the Chair.

Town Clerk requests committee approve an item to be brought straight to June 2022 Full Council. Durham County Council have requested a review of the lease held for the Annfield Plain Community room. This is an urgent matter.

Council **ACCEPTED** Town Clerks request.

**20 PUBLIC PARTICIPATION**

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

**21 CONFIRMATION OF MINUTES**

It was proposed by Cllr. A Clegg, seconded by Cllr. A Hanson & **RESOLVED** that the minutes from the Finance and General Purposes Committee meeting held on 10<sup>th</sup> May 2022 be **APPROVED** and signed as a correct record.

**22 ACCOUNTS FOR PAYMENT & BANK RECONCILIATION**

Cllr. H Clark queries £20k payment to Reece Sibbald Productions. Town Clerk advises this is the 1<sup>st</sup> payment towards the production of the 2022 Christmas Pantomime production of Cinderella.

Cllr. O Milburn queried possible missing information from the E-Payments section of Attachment D. The Town Clerk advised she would follow this up following the meeting and distribute an amended copy via email to all members.

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

## 23 ACTION LOG

The Town Clerk explained there had been no change to the Action Log.

Town Clerk provides an update to Action Points previously added to the log.

### 1. Police Vans.

**UPDATE** - this is still ongoing. Town Clerk chasing a response from the Police & Crime Commissioners office in relation to the financial support they were going to find us to be able the Town Council to continue to support the two Police vans outside of the three year warranty. Dave Stewart has been in contact as one van is due service he needs to know if we will continue to pay for them. Will continue to chase this up.

The discussion was **NOTED**.

## 24 TOWN COUNCILLOR ATTENDANCE AT MEETING REVIEW

Town Clerk provided an update on the attendance records. This is correct based on the information we have. Town Clerk encouraged all members to attend the meetings. Suggested this should be discussed and advise of any action they wish to make.

Cllr. A Clegg suggested a register should be signed by all attendees as they enter the meeting, which has been done in the past.

Cllr. H Clark suggest a reminder be sent to members prior to meetings.

Cllr. O Milburn agrees with Cllr H Clark, possibly even a letter to be sent out.

Committee **AGREED** this action. Action to be added to Action Log.

## 25 EVENTS UPDATE

Town Clerk confirmed a meeting with the Events Working Group on Wednesday 15<sup>th</sup> June 2022. Armed Forces Day is coming up on 26<sup>th</sup> June 2022, details have been added onto Social Media and Website which is being well received.

Invitations to join the working group sent out Cllr. D Tully will attend with the existing members. This will start putting in place plans for future events.

75<sup>th</sup> Louisa Memorial Disaster will be discussed, to decide if we will join with Morrison Lodges Banner Group at Annfield Plain Park.

Cllr. O Milburn requested to also be part of this working group.

Committee **NOTED** the update.

## **26 MEETING SCHEDULE AND COMMITTEE STRUCTURE**

Town Clerk provided an update following discussion at AGM, an email was sent out to all members asking for suggestions for alternative days and times which work best for members. The conclusion was that the current schedule works best.

In regard to the structure of the committee it was suggested that this be carried over for discussion at Full Council.

Town Clerks has suggested two new working groups;

1. Staffing Working Group  
A smaller group of councilors that can be consulted on issues rather than bringing this to Full Council which can be of a sensitive nature.
2. Civic Hall Working Group – future of the building, a group of councilors to take things forward and feed into Full Council. A smaller group can make things work faster on occasion.

Cllr. J Nicolson welcomes the idea of a Staffing Working Group, so the correct support is in place for all staff.

Cllr. S McMahon agrees that this should be in place and suggested training for members of the group to be provided so they are properly prepared to deal with this.

Committee **AGREED** this action.

## **27 DATE, TIME AND VENUE OF NEXT MEETING**

Tuesday 12<sup>th</sup> July 2022, 6.30pm, Stanley Civic Hall.

Invoice Date	Centre	A/C	Invoice Number	Ref No	Supplier A/c Name	Amount	Analysis Description
<b>Stanley Town Council (101)</b>							
27/05/2022	101	4000	30680334	5484	BROOK STREET	722.45	29.04.2022 Agency MR
27/05/2022	101	4000	30667948	5503	BROOK STREET	653.86	22.04.2022 Agency MR
27/05/2022	101	4000	30692802	5504	BROOK STREET	621.86	06.05.2022 Agency MR
27/05/2022	101	4010	601204852	5510	DCCRB	1,631.39	HR Payroll - SLA 2022/23
27/05/2022	101	4013	301205180	5512	DCCRB	148.75	HR Advice
31/05/2022	101	4013	601203938	5531	DCCRB	210.00	HR Advice
31/05/2022	101	4000	30705270	5538	BROOK STREET	768.18	13.05.2022 Agency MR
<b>Office Accommodation (105)</b>							
27/05/2022	105	4061	4118	5525	SNOWDON	250.00	May 22 Rent
<b>Administration (110)</b>							
27/05/2022	110	4999	28042022	5515	BARCLAYS	47.11	April 22 E-Payments
27/05/2022	110	4106	289574	5516	LOYVERSE	20.00	May 22 Loyverse Subscription
27/05/2022	110	4999	21042022	5522	BARCLAYS	12.85	April 22 Mixed Charges
31/05/2022	110	4123	235393	5543	ASPIRE	19.20	IT - Support
31/05/2022	110	4105	270841	5549	DOCUMENTSOLUTIONS	45.80	April 22 Photocopies
<b>Publicity (115)</b>							
27/05/2022	115	4205	2670	5499	JAK	160.00	May I&A Advert
<b>Democracy (200)</b>							
<b>Services (300)</b>							
<b>Pact House (305)</b>							

31/05/2022	305	4049	4052022	5541	BHARAT AMIN	4,750.00	PACT Rent 02.11.22-02.05.22
<b>AP Community Room (307)</b>							
31/05/2022	307	4052	16914799	5537	CORONA	62.84	May 22 Electric AP Hut
31/05/2022	307	4050	08/05/2022	5548	DURHAMDD	339.39	05.05.21-31.03.22 Rates AP Hut
31/05/2022	307	4050	05/04/2022	5550	DURHAMDD	56.25	May 22 Business Rates AP Hut
31/05/2022	307	4052	IN0001286636	5557	CORONA	19.68	April 22 Electric AP Hut
<b>Warden Service (310)</b>							
27/05/2022	310	4116	252931431	5523	DURHAMDD	6,385.00	Warden Service May 22
<b>Events (320)</b>							
27/05/2022	320	4423	44367	5511	AAFLAGS	378.00	Bunting
31/05/2022	320	4439	2657696822/22	5533	TOTALGAS	29.62	01.02.22-30.04.22 Unit 9 Elec
31/05/2022	320	4439	265796800/22	5534	TOTALGAS	29.62	01.02.22-30.04.22 Elec Feeder
31/05/2022	320	4439	265796811/22	5536	TOTALGAS	29.96	01.02.22-01.05.22 Elec Feeder
31/05/2022	320	4423	8361	5545	IBA FABRICATIONS	4,800.00	Jubilee Installation
31/05/2022	320	4439	IN0001286635	5558	CORONA	16.18	April 22 Xmas Kiosk Electric

Invoice Date	Centre	A/C	Invoice Number	Ref No	Supplier A/c Name	Amount	Analysis Description
<b>Environmental Services (350)</b>							
27/05/2022	350	4066	189279	5489	GUSTHARTS	177.52	Tools and equipment
27/05/2022	350	4065	10650	5496	JG UNIFORMS	23.85	Clothing
27/05/2022	350	4065	10681	5498	JG UNIFORMS	232.84	Clothing
27/05/2022	350	4065	SO154505	5500	PROGREEN WEED	77.80	Repairs and Maintenance
27/05/2022	350	4065	189981	5508	GUSTHARTS	71.60	Repairs and Maintenance
27/05/2022	350	4065	72	5513	MAIN	32.48	Repairs and Maintenance
27/05/2022	350	4130	675971	5521	DAWSONGRP	450.90	April 22 Van Hire
27/05/2022	350	4134	59337	5526	STANLEY	285.00	Coach Hire
31/05/2022	350	4133	30032022	5529	WOODSHEDCIC	395.00	Environmental Campaign
31/05/2022	350	4131	30042022	5532	ALLSTAR	90.64	April 22 Fuel
31/05/2022	350	4066	189722	5546	GUSTHARTS	659.10	Tools and equipment
31/05/2022	350	4131	E2015286365	5559	ALLSTAR	98.28	April 22 Fuel
31/05/2022	350	4134	1336127	5562	PMI CREATIVE	62.00	Posters

<b>(450)</b>							
27/05/2022	450	4000	30680333	5483	BROOK STREET	763.60	29.04.2022 Agency SP
27/05/2022	450	4000	30667947	5505	BROOK STREET	589.85	22.04.2022 Agency SP
27/05/2022	450	4000	30692801	5506	BROOK STREET	438.96	06.05.2022 Agency SP
<b>Civic Hall (500)</b>							
27/05/2022	500	4700	ILD01	5482	CHRISTINE ECCLES	4,224.00	Here Come The Girls
27/05/2022	500	4998	27053	5486	HOG100	376.23	March 22 Websales
27/05/2022	500	4065	252924857	5490	DCCRB	136.32	Repairs and Maintenance
27/05/2022	500	4650	6272229	5491	FILMBANK	83.00	Cinema - Spiderman No Way Home
27/05/2022	500	4650	6272225	5492	FILMBANK	83.00	Cinema - Rons Gone Wrong
27/05/2022	500	4650	6272226	5494	FILMBANK	110.25	Cinema - Encanto
27/05/2022	500	4425	24/04/2022	5495	TACAIN	220.00	Tech Support 23.04.2022 WF
27/05/2022	500	4650	6272227	5497	FILMBANK	83.00	Cinema - Clifford
27/05/2022	500	4065	06/05/2022	5502	GEE	198.00	Repairs and Maintenance
27/05/2022	500	4059	1218	5507	A1 LAUNDRIES	366.61	Laundry
27/05/2022	500	4059	1239	5509	A1 LAUNDRIES	23.96	Laundry
27/05/2022	500	4065	72	5513	MAIN	54.68	Repairs and Maintenance
27/05/2022	500	4051	10369023	5514	WAVE	554.61	11.01.2022 - 10.04.2022 Water
27/05/2022	500	4998	204109084	5518	WORLDPAY	42.95	April 22 Worldpay
27/05/2022	500	4998	203939946	5519	WORLDPAY	43.29	April 22 Worldpay
27/05/2022	500	4998	204091160	5520	WORLDPAY	12.78	April 22 Worldpay
31/05/2022	500	4050	8052021	5530	DCCRB	858.00	May 22 Business Rates
31/05/2022	500	4052	2651595/22	5535	TOTALGAS	1,386.61	Civic Hall April 22 Electric
31/05/2022	500	4100	235658	5542	ASPIRE	861.90	April 22 Tele/IT Charges
31/05/2022	500	4105	270841	5549	DOCUMENTSOLUTIONS	32.70	April 22 Photocopies
31/05/2022	500	4079	65495	5561	LA SECURITY	320.00	Doorstaff 23.04.2022

<b>Invoice Date</b>	<b>Centre</b>	<b>A/C</b>	<b>Invoice Number</b>	<b>Ref No</b>	<b>Supplier A/c Name</b>	<b>Amount</b>	<b>Analysis Description</b>
<b>Civic Hall Bar (510)</b>							
27/05/2022	510	4600	27154	5493	BLUEICE	57.95	Bar Stock - Slush
27/05/2022	510	4600	600064362	5524	SAMEDAYBEERS	395.90	Bar Stock
31/05/2022	510	4601	1774	5527	AMAZON	41.72	Bar Supplies
31/05/2022	510	4601	1773	5528	AMAZON	20.86	Bar Supplies

31/05/2022	510	4600	906566077	5539	MOLSON	576.03	Bar Stock
31/05/2022	510	4600	906566075	5540	MOLSON	872.62	Bar Stock
31/05/2022	510	4602	7463	5544	D WATSON	140.00	May 22 Stocktaker
31/05/2022	510	4603	145144612	5552	BOC	83.92	May 22 Bar - Gas
31/05/2022	510	4603	3068349103	5553	BOC	10.95	May 22 Bar - Gas
31/05/2022	510	4601	29042022	5554	ASDA	2.25	Bar Sundries
31/05/2022	510	4601	13052022	5555	ASDA	6.67	Bar Sundries
31/05/2022	510	4601	16052022	5556	ASDA	6.25	Bar Sundries
31/05/2022	510	4601	25052022	5560	ALDI	29.59	Bar Sundries
<b>Loan Charges (520)</b>							
						<b>38,974.01</b>	<b>Monthly Expenditure Sub Total</b>
<b>Payroll April 2021 Deductions</b>							
	4000	101			STC	4,847.94	
	4000	450			Civic Hall	1,654.53	
	4005	500			Casual Staff	-	
	4000	350			Environmental Services	2,843.82	
<b>Payroll May 2021</b>							
	4000	101			STC	4,360.07	
	4000	450			Civic Hall	3,388.65	
	4005	500			Casual Staff	1,878.64	
	4000	350			Environmental Services	5,441.50	

				<b>SUBTOTAL</b>	<b>24,415.15</b>	<b>Monthly Payroll Total</b>
				<b>TOTAL</b>	<b>63,389.16</b>	<b>Overall Monthly expenditure</b>



# ATTACHMENT D

## Schedule of Receipts May 2022

Centre	£ Amount	Transaction Detail
<b>Invoices Paid (Civic Hall) (100)</b>		
100	1,270.00	Wes Fagan Kickboxing Event
100	325.00	Joleen Craggs
100	230.00	Just for Women
100	352.00	Cheesy Waffles Youth Project
100	189.00	Stanley Young Peoples Club
100	1,330.00	Catherine Smith
100	346.80	Stanley Civic Hall Art Group
100	100.00	The Wright Theatre School
100	526.00	The Wright Theatre School
100	3.00	The Wright Theatre School
100	110.00	U3A
100	50.00	J Piggins
100	50.00	Swan Kenny Theatreworks
<b>Administration (105)</b>		
<b>Administration (110)</b>		
110	9.66	Loyalty Reward
110	1.22	Loyalty Reward
<b>(201)</b>		
201	8.32	Petty Cash Closed
<b>(202)</b>		
202	10.00	Petty Cash & refund float-bank
<b>(205)</b>		
205	2.51	Petty Cash & refund float-bank
<b>(450)</b>		
450	2,578.25	Kickstart
<b>Civic Hall (500)</b>		
500	16.25	20220427-20220430 Websales
500	5.83	20220427-20220430 Websales
500	66.25	20220501-20220507 Websales
500	13.33	20220501-20220507 Websales
500	46.25	20220508-20220514 Websales
500	13.33	20220508-20220514 Websales
500	135.00	20220515-20220521 Websales
500	35.83	20220515-20220521 Websales
500	100.83	20220418-20220424 Cash
500	100.00	20220522-20220526 Websales
500	15.83	20220522-20220526 Websales
500	300.00	Change Request
<b>(510)</b>		

## ATTACHMENT D

510	404.83	20220509-20220515 Card WP
510	6.56	20220516-20220526 Card Sum Up
510	2,850.04	20220418-20220424 Cash
510	1,850.00	20220509-20220515 Cash
510	23.54	20220519-20220520 Bar
510	149.80	20220502-20220508 Cash
510	817.97	20220509-20220515 Card
510	232.63	20220502-20220508 Card
510	297.20	20220523-20220529 Card Sum up
510	349.13	20220516-20220529 Cash

1

### Schedule of Receipts May 2022

Civic Hall Income For Future Shows (530)		
530	176.00	20220425-20220430 Card
530	422.00	20220502-20220508 Card
530	306.00	20220427-20220430 Websales
530	2,336.00	20220501-20220507 Websales
530	1,884.00	20220508-20220514 Websales
530	5,412.00	20220515-20220521 Websales
530	30.00	20220418-20220424 Cash
530	3,725.00	20220522-20220526 Websales
530	36.00	20220509-20220515 Cash
530	130.00	20220502-20220508 Cash
530	708.00	20220516-20220522 Card
530	352.00	20220509-20220515 Card WP
530	300.00	20220523-20220529 Card WP
530	312.00	20220516-20220529 Cash
<b>Total</b>	<b>31,451.19</b>	

2

Date: 16/06/2022

Stanley Town Council 2022 - 23

Page 1

Time: 10:22

**Bank Reconciliation Statement as at 31/05/2022  
for Cashbook 1 - Current Bank A/c**

User: ANNB

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
mixed payments account	31/05/2022		31,502.42
Savings Account	31/05/2022		838,525.71
Current Bank Account-e account	31/05/2022		25,239.06
			<hr/>
			895,267.19
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
30/11/2021 100044 James Michael Crowley		25.00	
			<hr/>
			25.00
			<hr/>
			895,242.19
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
		0.00	
			<hr/>
			0.00
			<hr/>
			895,242.19
		<b>Balance per Cash Book is :-</b>	<b>895,242.19</b>
		<b>Difference is :-</b>	<b>0.00</b>

<b>Date</b>	<b>Description</b>	<b>Money in</b>	<b>Money out</b>	<b>Balance</b>
31/05/2022	Counter Credit SumUp Payments Acc PID154742-SUMUP BGC	£356.64	ATTACHMENT E	£31,502.42

Date	Description	Money in	Money out	Balance
19/05/2022	Funds Transfer 203351 43231674 FT		-£30,000.00	£838,525.71

ATTACHMENT E

<b>Date</b>	<b>Description</b>	<b>Money in</b>	<b>Money out</b>	<b>Balance</b>
			ATTACHMENT E	
31/05/2022	Cash Withdrawal POST OFFICE 92 FRONT STREET 31MAY 11.46 ATM	£730.95		£25,239.06