

**NOTICE OF MEETING**

I hereby give notice that an Ordinary Full Meeting of Stanley Town Council will be held on Tuesday the 27th February 2024 at 6.30pm at The Greenhouse, Greencroft Business Centre, Stanley, DH9 7XN.

Stanley

Town Council

TO ALL MEMBERS of STANLEY TOWN COUNCIL**O Milburn (Town Mayor)****A Clegg (Deputy Town Mayor)**

C Hampson

J McMahon

J Stephenson

A Jones

S McMahon

C Bell

D Fall

J Kane

M Thompson

H Clark

L Ferry

C Marshall

D Tully

G Binney

A Hanson

M Martin

J Nicholson

You are hereby summoned to attend an **ORDINARY FULL MEETING** of Stanley Town Council to be held at, The Greenhouse, Greencroft Business Centre, Stanley, DH9 7XN on **Tuesday 27th February 2024 6.30pm** in order to transact the following business:

Yours sincerely,

*Dianne Rickaby***Dianne Rickaby**

Locum Town Clerk

20th February 2024

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

Please refer to the Policy for recording proceedings

A G E N D A

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

2. APOLOGIES FOR ABSENCE

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

3. DECLARATIONS OF INTEREST

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

4. MAYOR'S ANNOUNCEMENTS

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

5. LEADER'S STATEMENT

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

6. PUBLIC PARTICIPATION

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

7. CONFIRMATION OF MINUTES

(ATTACHMENT A)

To **APPROVE** as a record and sign the Minutes of the Ordinary Full Council Meeting held on 28th November 2023.

(ATTACHMENT B)

To **APPROVE** as a record and sign the Minutes of the Extra-Ordinary Full Council Meeting held on 9th January 2024.

(ATTACHMENT C)

To **APPROVE** as a record and sign the Minutes of the Ordinary Full Council Meeting held on 23rd January 2024.

8. ACCOUNTS FOR PAYMENT & BANK RECONCILIATION

Statutory Basis: Accounts & Audit (England) Regulations 2011

January 2024

Schedule of Payments

(ATTACHMENT D)

Schedule of Receipts

(ATTACHMENT E)

Bank Reconciliation & Bank Balances

(ATTACHMENT F)

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

- (i) **APPROVE** the payment of accounts, and
- (ii) **NOTE** the bank reconciliations for January 2024.
- (iii) Council to **APPROVE** financial regulation 3.4 for the expenditure of £2500 for a survey of the Civic Hall as part of the exit strategy.

Financial Regulation 3.4

*3.4 The RFO (Responsible Finance Officer) and Chair of the Council may incur expenditure on behalf of the Council, which is necessary to carry out any repair, replacement, or other work, which is of such **extreme urgency** that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £7,500. Such expenditure shall be reported to the Full Council by email immediately confirming the value and reason, and then to be retrospectively reviewed and approved at the next Full Council.*

9. AUDIT TERMS OF REFERENCE

The committee is requested to **REVIEW** the terms of reference.

- Main Accounting (ATTACHMENT G)
- Budget Setting and Budgetary Control (ATTACHMENT H)
- Corporate Governance Arrangements (ATTACHMENT I)
- Income Collection and Banking (ATTACHMENT J)
- Risk Management Arrangements (ATTACHMENT K)
- Activities and Events (ATTACHMENT L)

10. ASSET, DISPOSAL, AND INVENTORY UPDATE

Council to **RECEIVE** an update from Finance Officer.

11. PLANNING APPLICATIONS

Delegated Lists circulated to council throughout the month.

Council to **RESOLVE** that receipt of applications and if any objections are to be submitted.

12. UPDATE FROM DURHAM COUNTY COUNCILORS

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

13. ALLOTMENTS REPORT (ATTACHMENT M)

Council to **CONSIDER** and **APPROVE** recommendations from the ETL in allotments report.

Council to consider and **APPROVE** changing the working group into a committee with delegated authority to make decisions to streamline the handover process in preparation for 1st April 2024.

14. EVENTS WORKING GROUP REPORT (ATTACHMENT N)

Council to **RECEIVE** a report from Events Working Group. Members **CONSIDER** the report and **APPROVE** amendment.

15. ANNUAL TOWN MEETING

Council to **AGREE** a date, venue, and agenda for the Annual Town Meeting 2024.

16. ANNUAL ASSEMBLY OF ELECTORS (ATTACHMENT O)

Council to review dates to hold Annual Assembly of Electors.

17. COUNCILLOR VACANCY

Locum Clerk to give update on procedures.

18. THE GREENHOUSE SERVICE CHARGES (ATTACHMENT P)

Update from The Greenhouse management team regarding services charges for office at The Greenhouse.

19. FREEDOM OF INFORMATION REQUEST

Council to **NOTE** a Freedom of Information (FOI) has been received and will be dealt with within the time frame of 20days, as per policy.

20. DATE, TIME, AND VENUE OF NEXT MEETING

Tuesday 26th March 2024 at 6.30pm, The Greenhouse, Greencroft Business Park, Stanley, DH9 7XN.

*(*Surgery opens 5.30pm – Annfield Plain & Catchgate Ward Cllrs. J Stephenson, A Jones, M Thompson, C Bell & J Nicholson).*

21. EXCLUSION OF PRESS AND PUBLIC

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

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

22. HR COMMITTEE

Paper to be tabled at the meeting.

23. IT QUOTES**(ATTACHMENT Q)**

Council to review IT quotes for the IT support provision.

24. CIVIC HALL UPDATE

Locum Clerk to provide update on Civic Hall.

25. ST JOSEPHS HOUSE

Locum Clerk to give an update.

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.