



# Stanley Town Council

## NOTICE OF MEETING

I hereby give notice that an Ordinary Meeting of Stanley Town Council will be held on Tuesday the 28<sup>th</sup> June 2022 at 6.30pm 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 28<sup>th</sup> June 2022 at 18.30 in order to transact the following business:

Yours sincerely,

Helen Richardson  
Town Clerk  
21<sup>st</sup> June 2022

Please turn off all mobile phones or set to silent mode  
Please refer to the Policy for recording proceedings

## A G E N D A

### 1. APOLOGIES FOR ABSENCE

To **RECEIVE** any apologies and reasons for absence.

### 2. DECLARATIONS OF INTEREST

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

### 3. 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. STANLEY COMMUNITY FUND (ATTACHMENT A)**

To **WELCOME** and **RECEIVE** a presentation from the Stanley Community Fund in relation to their 3 year report and funding proposal. A **DECISION** is required to be made in relation to future funding.

**7. POLICE VANS**

To **REVIEW** and **DISCUSS** Stanley Town Councils position follow an update by email from the Town Clerk and **CONSIDER** the recommendation from the Clerk on the way forward.

**8. CONFIRMATION OF MINUTES (ATTACHMENT B)**

To **APPROVE** as a record and sign the minutes of the Annual Council Meeting held on 24<sup>th</sup> May 2022.

**9. RECEIPT OF COMMITTEE MINUTES**

To **RECEIVE** the minutes from the Finance and General Purposes Committees; on the 10<sup>th</sup> May 2022. **(ATTACHMENT C)**

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

Statutory Basis: Accounts & Audit (England) Regulations 2011

April 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 April 2022, and,

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

**11. TOWN COUNCILLOR ATTENDANCE AT MEETING REVIEW (ATTACHMENT G)**

To **REVIEW** and **DISCUSS** the meeting attendance register for 2021 - 2022 and **CONSIDER** the recommendation from the Finance and General Purpose Committee on the way forward.

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**12. EVENTS 2022**

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

**13. MEETING SCHEDULE AND COMMITTEE STRUCTURE**

To **RECEIVE** and **DISCUSS** the verbal update from the Clerk and and **CONSIDER** the recommendation from the Finance and General Purpose Committee on the way forward.

**14. 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*

**15. ANNFIELD PLAIN COMMUNAL ROOM (ATTACHMENT H)**

To **RECEIVE** the report from the Town Clerk in respect of the Annfield Plain Communal room and to **DISCUSS/APPROVE** the recommendations of the Town Clerk.

**16. EVENT PAYMENT TERMS (ATTACHMENT I)**

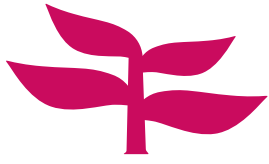
To **RECEIVE** the report from the Town Clerk in respect of the event payment terms and to **DISCUSS/APPROVE** the recommendations of the Town Clerk.

**17. DATE, TIME AND VENUE OF NEXT MEETING**

Tuesday 26<sup>th</sup> July 2022, 6.30pm, Stanley Civic Hall

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*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.*



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:

<b>STANLEY COMMUNITY FUNDS 2019-2022</b>	
<b>DONOR</b>	<b>AMOUNT</b>
Stanley Town Council	£150,000
Durham County Council (Stanley AAP) <sup>1</sup>	£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
<b>SUB TOTAL</b>	<b>£332,712</b>
Less Foundation Admin fees <sup>2</sup>	£24,031
<b>TOTAL</b>	<b>£308,681</b>
40 Grants Awarded 2019-2022	(£304,685)
<b>END YR3 - BALANCE REMAINING</b>	<b>£4,296</b>

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.

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

<sup>2</sup> 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
<b>Grand Total</b>	<b>£304,385</b>

Percentage of funding awarded per age-group

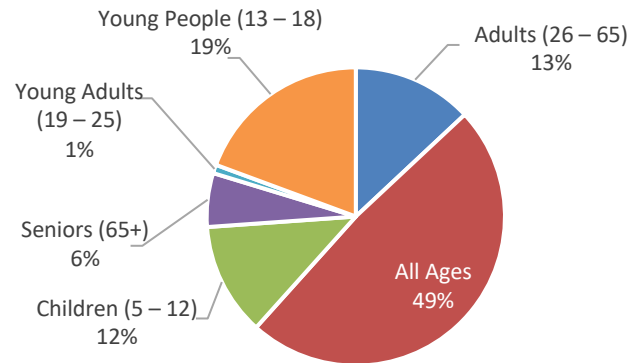
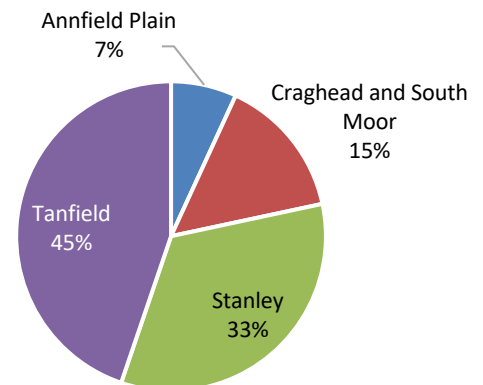


Table 3: Amount awarded per ward

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
<b>Grand Total</b>	<b>£304,385</b>	<b>40</b>

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
<b>Grand Total</b>	<b>£304,385</b>

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
<b>Grand Total</b>	<b>£304,385</b>

### 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
<b>Grand Total</b>	<b>£304,385</b>	<b>33032</b>	<b>£ 9</b>

*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
<b>Grand Total</b>	<b>£304,385</b>	<b>33032</b>

## What difference has the Stanley Community Fund made?

### Sustainability, confidence, and growth

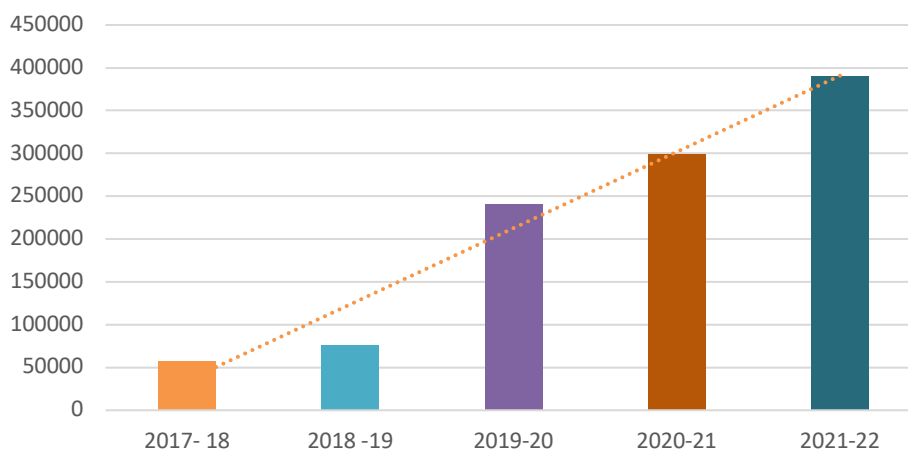
Five organisations were awarded two-year funding by the Stanley Community Panel in 2019-20 to enable project growth and development. This had a very positive impact on the organisations' ability to sustain specific work with target groups.

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
<b>Grand Total</b>	<b>£ 909,690</b>

**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
<b>SUB TOTAL</b>	<b>£105,819.00</b>
Less Foundation Admin fees	(£7108.00)
<b>TOTAL AVAILABLE TO AWARD AS GRANTS</b>	<b>£98,711.00</b>

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 <sup>3</sup>
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.

<sup>3</sup> 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.

## ATTACHMENT A

## 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**

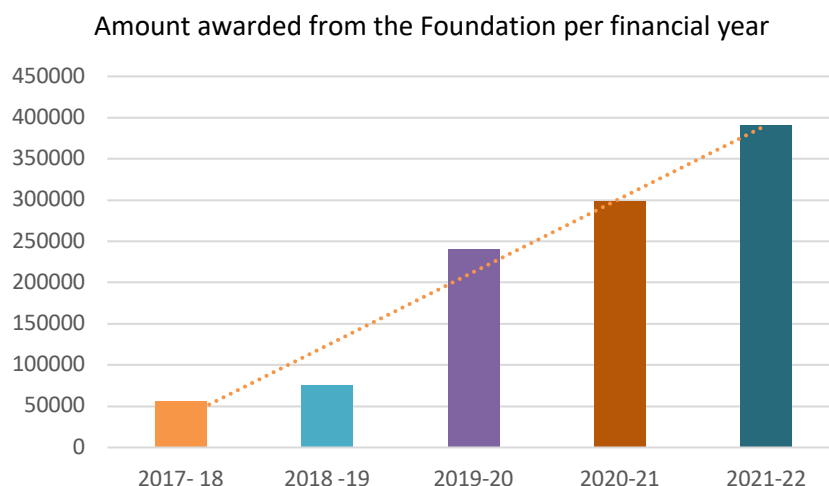
Monies have been pledged toward the continuance of the Stanley Fund with contributions agreed by Foundation donors, the Foundation (in match) over three years, and provisional agreement from Stanley AAP for the first year (see table). This proposal is a request for **Stanley Town council to commit to 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 ANNUAL MEETING OF STANLEY TOWN COUNCIL**  
Held at **Stanley Civic Hall on Tuesday 24<sup>th</sup> May 2022 at 6.30pm**

**PRESENT:** C Bell                                      G Binney                                      A Clegg\*                                      D Fall  
L Ferry    C Hampson                                      A Hanson                                      A Jones  
C Marshall    J McMahon                                      S McMahon                                      J Nicholson  
J Stephenson                                      M Thompson                                      D Tully

\*Chairman

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

**1 APOLOGIES FOR ABSENCE**

Members **ACCEPTED** apologies from Cllr. H Clark, Cllr. O Milburn, Cllr. J Kane and Cllr. K Coulson. Cllr. M Martin Absent.

**2 DECLARATIONS OF INTEREST**

None.

**3 ELECTION OF TOWN MAYOR AND DEPUTY TOWN MAYOR**

- (i) It was proposed by Cllr C Hampson, seconded by Cllr A Jones and **RESOLVED** that Cllr Alex Clegg be **ELECTED** as Town Mayor for the Civic Year 2022/23.

Cllr A Clegg signed the Declaration of Acceptance of Office and took his place as Chairman for the meeting.

- (ii) It was proposed by Cllr J Stephenson, seconded by Cllr Gordon Binney and **RESOLVED** that Cllr O Milburn be **ELECTED** as Deputy Town Mayor for the Civic Year 2022/23.

Cllr O Milburn was not present to sign the Declaration of Acceptance of Office but has accepted the nomination.

Cllr C Bell raised the question as to whether this could be accepted given Cllr O Milburn is not present.

The Town Clerk has checked this and confirmed that the position can be nominated and accepted in their absence as long as they agree to that nomination.

#### 4 CORE GOVERNANCE DOCUMENTS

It was proposed by Cllr. J Stephenson, seconded by Cllr. C Marshall and **RESOLVED** that the following core governance documents were **APPROVED**, including the amendment proposed in the agenda to (i) The Constitution, section 5.8.

Financial Regulations, the new reporting regime will be monitored by Finance and General Purposes committee.

Documents approved:

- (i) The Constitution  
*Amendment – 5.8 Remove reference to a Deputy Clerk being employed as this is currently not the case.*
- (ii) Standing Orders
- (iii) Financial Regulations
- (iv) Community Engagement & Communications Policies
- (v) Publications Scheme
- (vi) Publicity Policy

#### 5 LEADER & DEPUTY LEADER OF THE COUNCIL

- (i) It was proposed by Cllr S McMahon, seconded by Cllr Carl Marshall and **RESOLVED** that Cllr J Stephenson be **ELECTED** as Leader of the Town Council.
- (ii) It was proposed by Cllr S McMahon, seconded by Cllr J Stephenson and **RESOLVED** that Cllr C Hampson be **ELECTED** as Deputy Leader of the Town Council.

#### 6 FINANCE & GENERAL PURPOSES COMMITTEE

- (i) It was proposed by Cllr A Hanson, seconded by Cllr C Hanson and **RESOLVED** that Cllr Gordon Binney is **ELECTED** as Chairman of Finance and General Purposes Committee.
- (ii) It was proposed by Cllr G Binney, seconded by Cllr C Hampson and **RESOLVED** that Cllr A Hanson is **ELECTED** Vice Chair of Finance and General Purposes Committee.
- (iii) The committee will be made up with members, Cllr J Kane, Cllr J McMahon, Cllr S McMahon, Cllr A Jones, Cllr D Fall, plus 3 Derwentside Independent Councillors to be nominated from their group.



## **7 ANNOUNCEMENTS FROM THE TOWN MAYOR**

The Town Mayor welcomed everybody to the meeting, but had no announcements to make.

The Town Clerk apologies for issues with ICT documents over last week, working with provider to resolve the issues. Telephone issues are also being looked into, if people were trying to contact the Civic Hall it was requested that people remain patient but their call would be answered.

The Town Clerk confirmed all Coucillors would receive an email in the next couple of weeks to establish what council equipment they had and what issues, if any they have with the items as a number of members have expressed concerns about the equipment they are using as it is not fit for purpose and so we are looking at options for this to be resolved or updated.

Council members were advised we have now filled the two apprentice positions and this is going well. An advert for the position of Events & Admin Support Officer (Fixed Term) is now live and closes 5th June 2022. The job proposal for a Project & Grant Officer is with Durham County Council HR for evaluation before being advertised. Town Clerk will keep members updated on the outcome of both roles as the process progresses.

## **8 ANNOUNCEMENTS FROM THE OUTGOING TOWN MAYOR**

The outgoing Town Mayor Cllr O Milburn, made the following statement:

Good Evening Fellow Councillors:

Can I start by apologising for my absence. Unavoidable, as this holiday was booked before I became a Town Councillor.

One of my first duties must be to thank the Officers of the Council both past and present for the help and support I have received throughout the year. Being new to the ways of Town Councils and the protocol around receiving and issuing invitations and the schedule of events during the year, I would have been lost without Nicola and later Alan chivvying me and reminding me (sometimes at very short notice) where I was expected to be. Since Helen and Michelle took over the roles it has been much less frenetic and for that I thank them.

Whilst I am on the subject of help and support, I must say a special thank you to Alex (Councillor Clegg) for his help in attending functions on behalf of the Council that I was unable to attend. I know he has done it before but I'm sure he will be a good mayor for the coming year.

One of the events in the Councils year that I very much enjoyed was the presenting of the prizes for the Blooming Good Fun competition, which not only highlighted the great gardening that goes on in the area but also shone a spotlight on James and his incredible workforce whose work on the In Bloom competition is nothing short of breath taking, and whose day to day efforts make Stanley and the surrounding area a better place to live. Thank you lads.

This year has been an especially challenging one for the Council and its staff. It has seen all members of staff undertake tasks that were very far removed from their job descriptions, (I'm sure floor mopping etc is not a pre-requisite for a Finance Officer is it Ann?) For that I thank you all.

My fellow Councillors, thank you for your support and co-operation in meetings which makes the job of chairing so much easier, we can disagree (and indeed do) but I would say that for the most part we can work together for the good of Stanley.

And finally thanks to Helen, for not only reading this on my behalf, but for taking over the reins of the Council and hopefully stopping the horses in full flight to destruction.

Best Wishes to you all.  
Olga

## 9 PUBLIC PARTICIPATION

The event was being live streamed via the Town Councils Youtube channel.

There were no members of the public present and no questions had been received in writing.

## 10 CONFIRMATION OF COUNCIL MINUTES

It was proposed by Cllr J Stephenson, and **AGREED** by all that the minutes from Ordinary Council Meeting on 26<sup>th</sup> April 2022 were **APPROVED** as a true record.

## 11 ANNUAL ACCOUNTS & GOVERNANCE STATEMENT

It was proposed by Cllr J Stephenson to **ACCEPT** all documents as a whole, and **AGREED** by all members that the Council:

- (i) **APPROVE** the Annual Governance Statement for 2021/22
- (ii) **APPROVE** the Annual Accounts for 2021/22
- (iii) **RESOLVE** that the Council has in place an effective system of internal control
- (iv) **CONFIRM** that the Council has arrangements in respect of all insurable risks in place; and
- (v) **AUTHORISE** the Town Mayor to sign the Annual Governance Statement and the Annual Accounting Statement for 2021/22 on behalf of the Council.

## 12 REVIEW OF EXPENDITURE UNDER LOCAL GOVERNMENT ACT 1972, s.137

Council **NOTED** the report.

Members were advised by the RFO that the report is brief compared to previous years as the Strategic Grants was removed for 2021/22 which would normally make up a lot of the Section 137 spend.

### 13 APPOINTMENT TO OUTSIDE BODIES & WORKING GROUPS

It was proposed, **AGREED** and **RESOLVED** by all members the following appointments to outside bodies would remain the same.

- (i) Area Action Partnership, Cllr Jeanette Stephenson, Town Clerk is also a co-opted board member
- (ii) CDALC Executive, Cllr Alex Clegg
- (iii) Larger Local Councils Forum (CDALC) Cllr O Milburn and Cllr A Clegg
- (iv) PACT House, Cllr Dean Fall
- (v) Stanley Fund, Cllr A Clegg, Cllr O Milburn, one Derwentside Independent Member to be nominated from their group
- (vi) Love Beamish and Stanley, Cllr A Jones
- (vii) Armed Forces Champion, Cllr A Jones

It was proposed by Cllr J Stephenson that a review of the Working Groups take place, this is something that has been discussed before, to ensure the right people are in these groups. To ensure the groups are actually what we need now, as things have moved on and new issues present themselves. Council may need groups which were not needed in the past, such as a Civic Hall Working Group in particular and how that can be managed going forward, possibly also reviewing the committee structure.

It was **AGREED** a review would take place.

### 14 SCHEDULE OF MEETINGS

It was **AGREED** the schedule of meetings for the Civic Year 2022/23 would be reviewed by members.

### 15 SUBSCRIPTIONS TO OUTSIDE ORGANISATIONS

It was proposed by **AGREED** and **RESOLVED** that the Council subscribe to the following organisations.

- (i) National Associations of Local Councils (NALC)
- (ii) County Durham Association of Local Councils (CDALC)
- (iii) Society of Local Council Clerk (SLCC)
- (iv) North East Regional Employer's Organisation (NEREO)

### 16 DATE, TIME AND VENUE OF NEXT MEETING

TBC following proposed review of schedule – see item 14.

The Town Clerk confirmed an email would be sent to all members, requesting their availability to meet for full council to establish a Schedule of meeting for the year.

It is proposed a meeting on Tuesday 28<sup>th</sup> June 2022, 6.30pm unless this changes following the review.

**MINUTES of the FINANCE AND GENERAL PURPOSES MEETING of STANLEY TOWN COUNCIL held at Stanley Civic Hall on Tuesday 10th May 2022 at 6.30pm**

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

\*Chairman    § Vice-Chairperson    ∞Ex-officio

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

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

**267 APOLOGIES FOR ABSENCE**

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

Cllr. A Jones was absent.

**268 DECLARATIONS OF INTEREST**

No declarations of interest were received.

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

No announcements from the Chair.

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

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

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

£60k - Civic Hall Project & Maintenance Budget.

£35.5k – Regeneration; in relation to the Stanley Master Plan.

£28k - Money Advice Service

£10k - across several Civic Hall nominal codes.

£30k - in relation grants.

£30k - Ticket Sales income underbudgeted due to COVID-19.

## 270 PUBLIC PARTICIPATION

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

## 271 CONFIRMATION OF MINUTES

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

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

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

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

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

## 272 ACCOUNTS FOR PAYMENT & BANK RECONCILIATION

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

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

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

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

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

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

## 273 ACTION LOG

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

There are currently two action points on the log.

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

The discussion was **NOTED**.

## 274 EXCLUSION OF PRESS AND PUBLIC

Streaming and recording of the meeting stopped at this point.

## 275 INSURANCE UPDATE

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

## 276 DATE, TIME, AND VENUE OF NEXT MEETING

Tuesday 14<sup>th</sup> June 2022, 6.30pm, Stanley Civic Hall.

Schedule of Payments April

ATTACHMENT D

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

## Schedule of Payments April

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



## Schedule of Payments April

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

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

Schedule of Receipts April

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

Date: 21/05/2022

User: ANNB

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

Time: 13:27

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

## Mixed Payments

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

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

## Savings Account

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

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

## E-Payments Account

Showing 127 transactions between 01/04/2022 and 29/04/2022 from 01/04/2022 to 30/04/2022

Date	Description	Money in	Money out	Balance
29/04/2022	Cash Withdrawal POST OFFICE 92 FRONT STREET 29APR 16.00 ATM	£4,029.20		£27,735.44





GOVERNANCE ATTENDANCE

ATTACHMENT G

CLLR

Olga Milburn

Alex Clegg

James Kane

Joe McMahon

Joan Nicholson

Mary Thompson

David Tully



EVENTS ATTENDANCE

ATTACHMENT G

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

TC RECRUITMENT ATTENDANCE

ATTACHMENT G

CLLR	20/09/2021	01/11/2021
Gordon Binney	Present	Present
Helen Clark		
Sam McMahon	Present	Present
Carl Marshall	Present	Present
Jeanette Stephenson	Present	Present
David Tully		Present



## Stanley Town Council – Annfield Plain Communal Room

The following report is to update members on the current situation regarding the Annfield Plain Communal Room following a request from Durham County Council to make the current “tenancy at will” arrangement into a more formal lease agreement.

### 1. Annfield Plain Communal Room

The Annfield Plain Communal Room is a small building based at West Road, Annfield Plain, DH9 8NU. It comprises one small communal room, one kitchen and male/female toilets. The building is owned by Durham County Council.

### 2. Current Situation

The Annfield Plain Communal Room is currently leased to Stanley Town Council as part of a “tenancy at will” agreement and not owned by the Town Council as many previously thought. This agreement has been in place since 19<sup>th</sup> April 2017 (attached agreement at appendix 1).

Durham County Council have contacted the Town Council with a request that the “tenancy at will” agreement comes to an end and that a more formal “lease” arrangement is put in place. There is currently no notice period to end the “tenancy at will” agreement for either party.

The condition of the building is very poor although it appears following feedback from a number of parties that the condition of the building is very similar to how the Town Council received the building. The building requires a significant amount of maintenance to bring it up to a reasonable standard. This would include new windows, kitchen, toilets (the building has 1 working toilet), redecorating throughout and the roof also requires attention. Whilst the Town Clerk has not had this work costed out, it should be recognised that the work would run in to £1000’s. Stanley Town Council have ensured that all statutory testing has also been maintained. There is no maintenance budget for the Annfield Plain Communal Room within the Town Council’s current agreed budget.

### 3. Communal Room Usage and Income/Expenditure

The Communal Room is currently used by 3 groups on an ad hoc basis, these groups being Just for Women, the Starz Youth Group (PACT House) and a ladies craft group, these 3 groups do have alternative venues that they would be able to use should Durham County Council not wish for them to continue to use the building. The charge for the use of the room is currently £5 per session. This appears to be a historical charge however given the condition of the building it would be very difficult to justify an increase in these charges.

The below tables show the income and expenditure for the building, this does not include cleaning costs, administration costs for booking the building or preparing invoices. The building is also covered as part of the main insurance policy therefore a breakdown of this cost is not available. During the pandemic the Town Council received COVID grants for loss of income this is detailed in table 1, table 2 shows the income and expenditure without the grants included.

**Table 1**

	<b>Actual 2017/18</b>	<b>Actual 2018/19</b>	<b>Actual 2019/20</b>	<b>Actual 2020/21</b>	<b>Actual 2021/22</b>	<b>April 22 - June 22</b>	<b>Total</b>
<b>307 AP Community Room</b>							
1060 Rent Income	-	440	740	-	375	240	1,795
1075 Grants				9,269	8,000		17,269
<b>AP Community Room :- Income</b>	<b>-</b>	<b>440</b>	<b>740</b>	<b>9,269</b>	<b>8,375</b>	<b>240</b>	<b>19,064</b>
4050 Rates	332	360	368	16	550	56	1,650
4051 Water Rates			-	550	550		1,100

Item - ATTACHMENT H

4052	Electricity	353	429	290	115	200	83	1,470
4053	Gas	579	737	984	722	700		3,722
4065	Repairs & Maintenance	159	77	225	875	1,000		2,336
<b>AP Community Room :- Expenditure</b>		<b>1,423</b>	<b>1,603</b>	<b>1,867</b>	<b>2,246</b>	<b>3,000</b>	<b>139</b>	<b>10,278</b>

Table  
2

		<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>April</b>	
		<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>22 -</b>	<b>Total</b>
							<b>June</b>	
							<b>22</b>	
<b>307</b>	<b>AP Community Room</b>							
1060	Rent Income	-	440	740	-	375	240	1,795
<b>AP Community Room :- Income</b>		<b>-</b>	<b>440</b>	<b>740</b>		<b>375</b>	<b>240</b>	<b>1,795</b>
4050	Rates	332	360	368	-	550	56	1,650
4051	Water Rates			-	550	550		1,100

Item - ATTACHMENT H

4052	Electricity	353	429	290	115	200	83	1,470
4053	Gas	579	737	984	722	700		3,722
4065	Repairs & Maintenance	159	77	225	875	1,000		2,336
	<b>AP Community Room :- Expenditure</b>	<b>1,423</b>	<b>1,603</b>	<b>1,867</b>	<b>2,246</b>	<b>3,000</b>	<b>139</b>	<b>10,278</b>
	<b>Loss</b>	<b>1,423</b>	<b>1,163</b>	<b>1,127</b>	<b>2,246</b>	<b>2,625</b>	<b>-</b>	<b>8,483</b>

#### 4. Recommendations

It is **RECOMMENDED** that:

- (i) Given the above information, the Town Council are required to **DISCUSS** and **DECIDE** whether or not to enter into a new lease agreement with Durham County Council or return the building and relinquish all responsibility for the Annfield Plain Communal room

#### Report Author

Helen Richardson, Town Clerk  
Stanley Town Council

[helen.richardson@stanley-tc.gov.uk](mailto:helen.richardson@stanley-tc.gov.uk)  
01207 299109

Item - ATTACHMENT H

THIS TENANCY AGREEMENT is made the  
BETWEEN:

19<sup>th</sup>

day of

APRIL

2017

- (1) The County Council of Durham of County Hall Durham DH1 5UL ('the Owner') and
- (2) STANLEY TOWN COUNCIL of Civic Hall Front Street Stanley DH9 0NA ('the Occupier')

NOW IT IS AGREED as follows:

**1. DEFINITIONS AND INTERPRETATION**

In this agreement the following expressions have the meanings given in this clause.

**1.1 Gender and number**

Words importing one gender are to be construed as importing any other gender; words importing the singular are to be construed as importing the plural and vice versa.

**1.2 Headings**

The clause headings and the table of contents do not form part of this agreement and must not be taken into account in its construction or interpretation.

**1.3 'Conduits'**

Cables channels conductors drains ducts pipes risers sewers vents or other conduits for the passage or transmission of air communications drainage electricity gas information oil soil water or other service in, on, over or under the Premises.

**1.4 'Insurance rent'**

The gross sums (including any commission) that the Owner, from time to time pays by way of premium for insuring the Premises;

**1.5 'The Premises'**

The land and building known as Annfield Plain Communal Room West Road Annfield Plain DH9 8NU.

The expression 'the Premises' includes:

- (a) fixtures, fittings and appurtenances on the Premises from time to time;
- (b) all doors and windows in the Premises and their frames and furniture and all plate glass and other glass (if any);
- (c) the Conduits within those Premises;
- (d) but excludes the air space above and any fixtures installed by the Occupier that can be removed from the Premises without defacing the Premises. Unless the contrary is expressly stated, 'the Premises' includes any part or parts of the Premises.

**1.6 Obligation not to permit or suffer**

Any covenant by the Occupier not to do anything includes an obligation not to permit or suffer that thing to be done by another person.



**1.7 'The Permitted Use'**

'The Permitted Use' means the use of the Premises as community use only.

**1.8 References to clauses**

Any reference in this agreement to any clause without further designation is to be construed as a reference to the clause of this agreement so numbered.

**1.9 'The Rent'**

The rent means one peppercorn per annum if demanded

**1.10 'The Tenancy'**

'The Tenancy' means the tenancy granted by this agreement.

**1.11 'VAT'**

'VAT' means value added tax or any other tax of a similar nature.

**2. RECITALS**

**2.1** At the date of this agreement the Owner and the Occupier are negotiating (subject to contract) the grant by the Owner to the Occupier of a new lease of the Premises.

**2.2** The Owner is allowing the Occupier into occupation of the Premises on the basis of this agreement whilst the negotiations for the new lease are in progress and on the express condition that either the Owner, or the Occupier, may without giving reason immediately determine this agreement on written notice to the other and the Occupier will be bound immediately to vacate the Premises.

**3. TENANCY AT WILL**

**3.1** The Owner lets and the Occupier takes the Premises on a tenancy at will commencing on the date of this agreement

**4. RENT**

**4.1 Payment of rent**

The Rent is to be paid on demand and must pay the Insurance Rent when demanded and must not exercise or seek to exercise any right or claim to withhold rent or any right or claim to legal or equitable set off save as may be required by law.

**4.2 Periodic tenancy excluded**

Neither the payment of any rent, nor any demand for payment of it, nor the fact that the amount of the Rent is calculated by reference to a period, is to create, or cause the tenancy to become, a periodic tenancy.

**5. THE OCCUPIER'S OBLIGATIONS**

The Occupier agrees with the Owner to observe and perform the requirements of this clause 5

**5.1 Repair**

**5.1.1** The Occupier shall maintain and repair the Premises and keep them in good repair and condition.

**5.1.2** The Occupier shall keep the Premises in a neat and tidy condition and free of rubbish and not to cause obstruction of the public walkways or accessways of the Business Centre

**5.2 Alterations**

The Occupier must not make any alteration or addition whatsoever to the Premises.

**5.3 Return of the Premises**

The Occupier must return the Premises in the state required by this agreement on determination of this agreement, and immediately thereafter (and notwithstanding termination of this agreement) clear away all rubbish and make good any damage to the Premises caused by the Occupier, his agents and invitees.

**5.4 Use**

**5.4.1** The Occupier must not use the Premises or any part of them otherwise than for the Permitted Use.

**5.4.2** To comply with all reasonable requests by the Council for the efficient running of the premises and building complex as a whole.

**5.5 Nuisance**

The Occupier must not cause any nuisance or annoyance to the Owner or to any owners or occupiers of adjoining or neighbouring property.

**5.6 Disposal**

The Occupier must not hold the Premises on trust for another and must not assign, sublet, charge, part with the possession of, or otherwise dispose of the Premises or any part of the Premises.

**5.7 Occupation**

The Occupier must not permit the Premises or any part of the Premises to be occupied or used by any unauthorised person.

**5.8 Entry**

The Occupier must allow the Owner, and all persons authorised by the Owner, to enter the Premises at any reasonable time to ascertain whether the terms of this agreement have been complied with and for any purposes connected with the Owner's interest in the Premises.

**5.9 Additional Insurance**

The Occupier shall separately insure against public and employer's liability in respect of the Premises.

**5.10 Charges**

**5.10.1** The Occupier shall be responsible for all charges in connection with the supply to or removal from the Premises of electricity, telecommunications, gas, water, sewage, other utilities and any other outgoings of any nature incurred at the Premises by the Occupier, and shall indemnify the Owner in respect of such charges.

**5.10.2** The Occupier shall be responsible for non-domestic rate and water rates charges on the Premises.

**6. INDEMNITY**

The Occupier agrees at all times to indemnify the Owner against all losses, claims, demands, actions, proceedings, damages, costs or expenses or other liability arising through any default in compliance with this agreement or arising from any other act or default of the Occupier its agents or invitees.

**7. DECLARATIONS**

The parties agree and declare as set out in this clause .

**7.1 Determination**

This agreement is to be determined immediately:

**7.1.1** by any demand for possession of the Premises made by or on behalf of the Owner,  
or

**7.1.2** (without prejudice to any subsisting obligation of the Occupier imposed by this agreement) by any delivery of possession by the Occupier to the Owner, or

**7.1.3** the Tenancy being personal to the parties, by the dissolution of either party or by any disposition or purported disposition of the interest of either party whether voluntary or otherwise

**7.2 Exclusion of warranty as to use**

The Owner does not imply or warrant that the Premises may be used for the purpose authorised by this agreement or any other purpose

**7.3 Occupation of the Premises**

This agreement is personal to both parties and is not capable of being assigned, underlet to or held in trust for any other person.

AS WITNESS the hands of the parties the day and year first before written

Signed for and on behalf of  
Durham County Council

David A. Taylor

Signed for and on behalf of  
STANLEY TOWN COUNCIL

Colin Thompson  
CLERK COLIN THOMPSON

Alex Cheek  
CLERK ALEX CHEEK

WITNESSED BY:

Alan Shaw  
ALAN SHAW  
TOWN CLERK





## Stanley Town Council – Spring/Summer Pantomime 80/20 split

**A Pantomime is often the flagship event in any theatre, it's the biggest a most popular event and serves not only to provide high quality family entertainment at Christmas time but also during a theatre's spring/summer program, it can generate income, and raise the profile of the venue due to potentially large number of attendees, often attracting people from outside of the usual catchment area.**

**Stanley Town Council have agreed to enter into a contract with Reece Sibbald Productions to put on a Pantomime at the Civic Hall during December 2022, however this report deals with the spring/summer pantomime that Reece Sibbald Productions undertakes outside of the Christmas contract.**

**This report is to review and discuss the current charging arrangements that have been agreed previously.**

### **1. Background**

Stanley Town Council have welcomed back a professional pantomime following a number of years without one. Reece Sibbald Productions who produces the Christmas event also produced a spring/summer pantomime that the Civic Hall theatre hosted in June 2022 (Wizard of Oz), this is not a Stanley Town Council event. This event was booked on an 80/20 split sale of tickets arrangement.

The production and technical team operated within the Civic Hall from the 24 May 2022 through to the 7 June 2022 including 9 performances. Outside of the 9 performances the other days were used for set-up, technical run through and de-rig. The technical run through being agreed free of charge and the other days simply not charged for, that being said there are email discussions with the producer regarding charges for rehearsals which were not agreed but set-up and de-rig were never discussed. It appears from this arrangement the Civic Hall have missed out on this income.

### **2. Income and Expenditure**

The Wizard of Oz production contract was agreed on an 80/20 split of ticket sales only rather than the producer being charged a daily rate for the use of the Civic Hall, additional rooms used and other associated costs. There are a number of hidden costs that the Civic Hall absorb when an 80/20 split deal is entered into i.e. a charge for every ticket that is sold via the hosting website, this cost is charged every time a ticket is changed and/or amended, a cost for each ticket printed/reprinted, a webpay charge and a cost for postage for those tickets posted to customers. Currently we pay Hoge100 £0.45p per ticket printed and 3% of total web sales through the Civic Hall website. In some instances, if a web sales

customer requests a paper ticket we are paying a double hit, 3% of the web sales plus 0.45p for printing it.

Please see the attached (appendix 2 - summary) which is an example of the recent 80/20 split showing what the Civic Hall income was and what it could have been, the other excel sheets show the detailed breakdown of room, ticket, bar and staff costs.

### 3. 2023 Treasure Island Proposal

The Wizard of Oz production was a great success and Reece Sibbald Productions wishes to undertake another production at the same time next year, this being Treasure Island, details below

Thursday 25th May - 9am-9pm

Friday 26th May - 9am-9pm

Saturday 27th May - 1PM (Access from 9am - 4pm)

Sunday 28th May - 1PM (Access from 11am - 4pm)

Monday 29th May - 1PM (Access from 11am - 4pm)

Tuesday 30th May - 1PM (Access from 10am - 4pm)

Wednesday 31st May - 1PM (Access from 11am - 4pm)

Thursday 1st June - 1PM (Access from 11am - 4pm)

Friday 2nd June - 1PM (Access from 10am - 4pm)

Saturday 3rd June - 1PM & 5PM (Access from 11am until get out is complete)

The producer wishes to undertake this production on an 80/20 ticket split also. As detailed in the attached excel document this would mean a significant financial loss to the Civic Hall.

To be clear this arrangement is not solely exclusive to Reece Sibbald Productions, it has been also used by other users of the Civic Hall in the past which has led to a financial loss in those situations as well.

### 5. Recommendation

It is **RECOMMENDED** that:

- (i) The Town Council **NOTE** the information regarding charging rates and the recent financial loss to the Civic Hall,
- (ii) **DECIDE** whether they wish to continue with an 80/20 future payment arrangement going forward with any external event to the Civic Hall

### Report Author

Helen Richardson  
Town Clerk  
Stanley Town  
Council

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01207 29910

# EVENT SUMMARY - WIZARD OF OZ - MAY 2022

ATTACHMENT I

		80/20 SPLIT
TICKET SALES	23497.00	4699.4
BAR SALES		3315.85
<b>TOTAL</b>		<b>8015.25</b>
<b>LESS</b>		
ROOM HIRE COSTS		7881.25
TICKET COSTS		1126.51
BAR COSTS		1015.81
STAFF COSTS		1376.98
<b>Total</b>		<b>11400.55</b>
<b>Loss</b>		<b>(3385.30)</b>