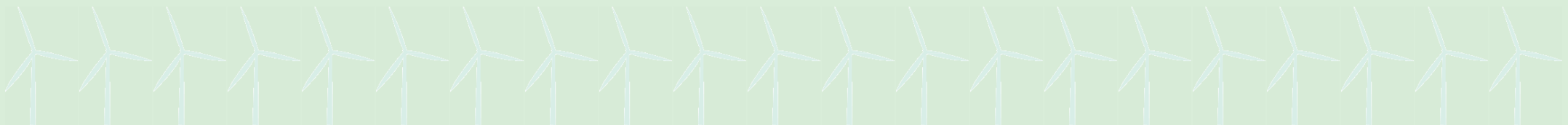


# ANNUAL REPORT 2012-2013



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# Introduction

Stanley Town Council was created by Statutory Instrument (No: 1185, Local Government, England) dated the 11th April 2007.

Parish and Town Councils are also known as Local Councils and are the first tier of local government in England. They are statutory bodies with 'Members' elected for a set term of office whose activities are principally funded by an annual precept on the council tax .

Local Councils have a wide range of powers and are involved in an extensive range of activities intended to benefit the community. During 2012-13 for example, this enabled the reintroduction of a music festival, support to the Stanley Horticultural Show, the Stanley Brass festival, the introduction of a Stanley Fireworks display and a series of Christmas festivals.

The area covered by the Town Council is divided into seven electoral 'wards' represented by a total of twenty elected members known as Town Councillors. These wards are: Annfield Plain; Catchgate; Craghead and South Stanley; Havannah; Stanley Hall; South Moor, and; Tanfield.

The population living within the Town Council's boundary is in excess of 31,000 making it one of the largest local councils in the region. As of October 2012 this figure included just less than 25,000 electors.

The original group of Town Councillors were elected during the 2008 local elections in County Durham. Between taking up office in April 2009 and the end of 2011-12, seven Town Councillors left office mid-term and, in accordance with 'due process', were replaced by seven co-opted Town Councillors. However, during 2012-13 no Town Councillors left office.

At the time of writing, the next local elections are scheduled for the 2nd May 2013 and therefore, the list of Town Councillors within Appendix 3 which refers to 2012-13, is likely to have changed.

Following public consultation, the Council's "Strategic Town Plan 2009-14" (the Strategy) was published in 2010. Whilst the current strategy is now being followed, (see figure 2), a further consultation exercise and follow-on Strategy will be undertaken during 2013-14. This will ensure that the Town Council's overall strategy remains up to date and reflective of local views.

The Town Council's Chief Officer, who performs the roles of 'Town Clerk', 'Responsible Finance Officer', 'Proper Officer' and 'Head of the Paid Service', took up office in March 2009 and the Council began to operate in April 2009.

In accordance with Section 112(1) of the Local Government Act 1972, this officer must remain at all times, independent, objective and professional in the manner in which he provides: administrative support, advice regarding lawful decisions; recommendations for implementing decisions; unbiased information to help inform choices and many other duties.

Whilst the Council is responsible for taking all decisions and the officer takes instructions from the Council as a body corporate, he is not answerable to any individual Councillor - not even the Chairman of the Council.

The Clerk's role is analogous to that of the Chief Executive Officer (CEO) of a District or County Council and many similarly sized local councils have replaced the job title of Clerk/Town Clerk with CEO.

£820 to the Miners Gala 2012 (Craghead & South Stanley Ward)

# Introduction

The new 'unitary' County Council also came into effect on the 1st April 2009 and is known as the 'Principal Authority'. The County Council "recognises local councils as the first tier and 'grass roots' of local democracy.... [and] is committed to full parishing of County Durham and to building the capacity of local councils who wish to play an even stronger role in their local communities..." As can be seen within the Strategy, the Town Council successfully completed an exhaustive process in order to be able to do just that. This mandate sets local councils aside from other local organisations, groups, partnerships and so forth who are not part of the local government structure.

Chapter 5 of the Strategy is titled the "Action Plan". This Plan is based on what the public told the Town Council during the consultation and what the Town Council said it intended to do in response.

£239 to Beamish Primary, No Place for Diamond Jubilee (Havannah Ward)

As can be seen by accessing [www.stanley-tc.gov.uk](http://www.stanley-tc.gov.uk) the Action Plan uses the easy to follow format:  
**You Said.... We Will Do....**

The use of **You Said; We Will Do** means that the public can track progress towards aims, objectives and targets, known as performance.

The Local Government and Public Involvement in Health Act 2007 provides that the Town Council is not subject to the duty of 'Best Value' placed on local authorities by the Local Government Act 1999. Nevertheless the Town Council opts to pursue best value principles by having due regard to economy, efficiency and effectiveness in all of its activities.

As part of this commitment to being accountable to the public, this document, which has been officially approved by Town Councillors, is the third consecutive Annual Report set out in a format that can be easily compared to previous years and the 2009-14 Action Plan.





# Statement of Responsibility

To ensure compliance and regularity, the Town Council is subject to both internal and external audit on an annual basis. In this regard an 'Annual Statement' (the Statement) is read out verbatim before a meeting of the 'full' Town Council for consideration, scrutiny and approval. This practice is recorded in the related minutes of the meeting for transparency and future reference.

The Town Council has a designated 'Proper Officer' (PO) who acts in relation to all matters relating to law and governance in a similar manner as the Director of Law and Governance of a Principal Authority, (as set out within the Local Government Act 1972).

The Town Council also has a designated 'Responsible Finance Officer' (RFO) who is responsible for all financial records of the Council and the careful administration of its finances. The RFO's role is analogous with that of the Director of Finance of a Principal Authority, (Local Government Act 1972).

The Town Council also has a designated Head of the Paid Service who is responsible for the management of all employees.

All of the above roles are performed by the Town Clerk (Russell Morgan). The role of Town Clerk in a larger local council such as Stanley Town Council is analogous to that of the Chief Executive Officer of a Principal Authority and the National

Association of Local Council's 'Model Standing Orders', as adopted by the Town Council, provide for the use of the title of Chief Executive regarding the most senior employee.

The Town Council is responsible for the preparation of this document and for the information and assessments set out within it and the assumptions and estimates on which they are based. It is also responsible for ensuring that 'fit for purpose' internal policies, procedures, performance management mechanisms and internal controls are in place, and thereby, that in all material respects, the contents are accurate, complete, realistic and achievable at the time of writing.

In July 2010, Robin Tunstall took up the position of Deputy Town Clerk whose primary role was to manage all financial and related matters on a 'hands on' and day to day basis.

As befitting what are senior executive roles, the Clerk has a relevant honours degree and is a qualified member of the Crime and Community Safety, Housing, Health, Economic Development and Regeneration, Local Government, and; Leadership and Management professions. Likewise the Deputy Clerk has relevant accountancy and business management qualifications.

£308 to Beamish Under 8's FC  
(Stanley Hall Ward)

## Statement of Responsibility

As well as advising the Town Council as a 'body corporate' on the legal basis of any given matter, for example, the legal power under which a particular project may be supported, the RFO also oversees the Town Council's compliance with the Audit Commission Act 1998 and the related Accounts and Audit (England) Regulations 2011. In so doing the RFO annually publishes 'Notice' that the accounts are available for inspection by local electors.

With effect from August 2012, Cameron McGhee joined the Council as Executive Officer. Cameron is a qualified accountant and experienced international, national and local government auditor whose expertise has been of great benefit regarding financial regularity, scrutiny and risk management.

The Localism Act 2011 introduced new provisions to replace the standards framework previously established by the Local Government Act 2000. As a consequence the Town Council adopted a new Code of Conduct for Town Councillors during 2012-13. (Under Section 28) this is consistent with what are known as the 'Nolan Principles' of conduct in public life, i.e. selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

The Localism Act also introduced a range of new criminal offences concerning the registration and disclosure of Councillors' interests and their participation in discussions and voting at

meetings where they have an interest. (Under Section 34) failure to register a disclosable financial interest, or the provision of false information and participation in discussion of a related matter at a meeting, will be a criminal offence, which at the discretion of the Director of Public Prosecutions, may render the perpetrator liable to a fine of £5,000 and/or disqualification from office for up to five years.

As well as the factors above and compliance with the risk management, expenditure and financial management requirements of the Audit Commission Act 1998 and the related Accounts and Audit (England) Regulations 2011, compliance with the wider legal framework is also applied to the manner in which the Town Council considers all matters before arriving at a decision in order to ensure that the decision is lawful as well as desirable.

As a 'learning organisation' the Town Council is also a Member of the County Durham and National Associations of Local Councils which provides access to expert legal and other relevant technical expertise, as well as the recommended practices of: the Durham and Cleveland Training Partnership; the Chartered Institute of Public Finance Accountants; the Society of Local Council Clerks; the Environment Agency; the Audit Commission; the Local Government Association, and; the Institute of Local Council Administration. In effect this nationwide reservoir of knowledge and experience is tapped for the benefit of informing decisions taken here in Stanley in the interest of local communities.

## Statement of Responsibility

The Town Council also operates in accordance with the “Governance Toolkit for Parish & Town Councils, Version Three, April 2009” and the National Association of Local Council’s “Model Standing Orders, 2010”.

The Standing Orders are reviewed at least annually to ensure they remain appropriate and fit for purpose.

A Constitution which is consistent with the Governance Toolkit and model Standing Orders has been prepared for adoption and implementation from 2013-14. Once adopted the Constitution shall be placed on the website with a view to making it much easier for the public and Town Councillors alike to understand how the Town Council operates, and why certain processes or procedures are followed.



£10,000

funding towards

Stanley Fireworks Festival



£10,000 to Beaconsfield Street Car Park  
Improvement Works

# Chair's Review of 2012-13

(Councillor Peter McLaughlin)

Having been co-opted as a Member of the Town Council during 2010, at the Annual General Meeting (AGM) on the 8th May 2012, I was honoured to be elected as Chairman for civic year of 2012-13. Accordingly it falls to me to review the year just ended.

The Town Council came into being in 2009 at the same time, but not as a part of local government reorganisation of County Durham. This process replaced the previous form of Durham County Council and seven District or Borough Councils, including Derwentside District Council, with a single 'unitary' County Council.

One of the main reasons for forming the Town Council in the years leading up to 2009 was to give the Stanley area a stronger voice due to a perception that the decisions affecting the Town and surrounding villages and hamlets were being taken too far away (in Consett). As the Principal Authority is now based in Durham County Hall, having a strong local voice that is independent of bodies such as the County Council, Police or national

government etc, is just as important, and perhaps even more so following the credit crunch and economic downturn.

With regard to this report which covers financial year 2012-13, I would like to recognise the hard work of the Town Clerk whose challenging workload was exacerbated by the long term absence of the Deputy Clerk and then a series of further shorter absences.

Naturally, everyone connected with the Town Council wishes the Deputy Clerk a full recovery following his entirely blameless involvement in a serious road accident, and; as Chairman I am involved in the process of facilitating a supported return to work.

I also acknowledge the contribution of my fellow Town Councillors and the patience of my family in terms of time needed to fulfill my commitment to the role of Chairman.

From 'day one', whilst remaining independent of other organisations, the Town Council has sought to develop effective working relationships with outside bodies. A few examples included the bulb planting and roundabout improvements which started during last autumn time and which we all hope will soon signal the arrival of warmer weather, or, the joint Participatory Budgeting event in February 2013 which was helped by positive links between staff and Members of both the Town Council and the 'Stanley Area Action Partnership' (or AAP as it is usually known).

During 2012-13 Councillor Ron Harrison was the Town Council's designated representative on the AAP Management Board whilst Councillor Mark Boyd continued as Deputy. Due to workload the Town Clerk was unable to continue as a member of the AAP.

£500 to Quaking Houses Olympic Play Scheme (South Moor Ward)



As the Localism Act 2011 was implemented by Parliament in March 2012, 'localism' is becoming a cornerstone of national government policy regarding local government practice. In this context, it is increasingly likely that the Town Council may opt to directly deliver services from within, and for, the communities it serves.

However, as all twenty Town Councillors are unpaid volunteers who live in the area and pay the precept, we are not interested in bringing services 'in house' for the sake of it.

The main consideration regarding the possible devolution of services to the most local level will simply be whether the service will improve in delivery and customer satisfaction terms without increasing costs.

During 2012-13, the Town Council's commitment to community safety and improving the local environment meant the continuation of the local enhancement of the County Council's 'Streetscene' service. The

enhancement more than doubles the number of Neighbourhood Wardens patrolling our communities (see Appendix 4) and introduces an additional fulltime 'Civic Pride Officer' (CPO) and two full-time 'Community Environmental Caretakers' (CEC) to undertake outdoor 'odd jobs'.

The CECs work on pre-planned zones in order to really make a visible and lasting difference to the localities tackled. Wherever you may live in the whole area, your locality is on the list and will therefore benefit too.

The success of the CECs has led to the further appointment of two full time Environmental Wardens (EWs) through Groundwork North East. The EWs are based at Greencroft and they enable the continuation of responsive works across the whole Town Council area whilst the CECs focus on specific zones on a more targeted basis. In keeping with the Town Council's aim of creating job opportunities, during 2012-

13 the two EWs were supported by two local youngsters as trainees. As well as 'more hands makes less work', the trainees will benefit from hands-on experience of a vast range of practical 'outdoor work' intended to increase their longer term job prospects.



## Chair's Review of 2012-13 (Councillor Peter McLaughlin)

As the third atrocious winter in the last four years hit the area hard, the Town Council deployed two tractors with snow clearing equipment operated by the CECs and EWs. An additional quantity of road salt was also acquired beforehand and stored ready for use when needed. As there are always more worthy areas for clearance than bodies and equipment available, the Town Council negotiated (with the statutory highways and 'footways' authority) to treat footpaths that are officially classified as 'non-priority' routes, but, which local knowledge tells us need attention in times of severe weather. Examples include entrances to medical practices or sheltered housing units. The list of footpath routes the Town Council will clear over and above the routes already taken care of by the County Council is reviewed annually during the warmer months and then published in Town Council News before the next winter sets in.

The tractors and other equipment are used at other times to support general 'clean and green' and environmental maintenance works.

The Neighbourhood Wardens act as the community's eyes and ears and report matters they come across, or are made aware of by the public, to the relevant authorities. They also intervene in appropriate circumstances and take enforcement or other legal action against the troublesome minority who spoil things for the majority. This includes issuing Fixed Penalty Notices (FPNs) for dog-fouling or littering and gathering evidence for the prosecution of fly-tippers etc, (see Appendix 4).

The CPO complements the work of the Wardens by providing specialist advice, support and capacity to the community so that environmental and anti-social behaviour issues can also be tackled using the 'carrot' as well as the 'stick'. A good example of the CPO's ability to think 'outside the box' or to engage 'real' people in the process of improving the area by taking a pride in it started back in 2011-12. The project known as "Stanley Heart—*Love Where You Live*" continued during 2012-13 and physical works near to the Town Centre bus station based on the views of local young people are due to

'go on site' towards the end of this year and into 2013-14. Stanley Heart will complement the major programme of Public Realm Improvement Works being jointly funded by the Town and County Councils which is also scheduled to go on site at the same time in the Front Street area.

By learning from the experience of the festive season, whereby the success of a series of four successive Christmas festivals and the installation of numerous festive lighting assemblies across the whole area, all of which was funded by the Town Council, was undermined by the negative publicity arising from a last minute technical hitch concerning a festive tree; the pre-planning of the December 2013/January 2014 festive season began in February 2013. In this regard dealing with any and all technicalities has been included within the Town Centre regeneration programme which entails the long overdue improvement of the Front Street.

£1,000 to White-le-Head Chapel for Community Hall Improvement Works (Tanfield Ward)

During 2012-13 the Council's commitment to tackling crime and anti-social behavior (ASB) saw the provision of two additional police vehicles to the Stanley Neighbourhood Police Team. The vehicles which operate from the Catchgate and South Moor stations are for the day to day delivery of 'neighbourhood policing' to, and for, the communities within the Town Council's area. A series of performance measures have been agreed to assess the improved performance and increased support to the community arising from the availability of suitable vehicles.

Town Council funding has also enabled the "Local Multi-Agency Problem Solving group" known as the LMAPS partnership to successfully pursue the long and complex legal process required to introduce four "Designated Public Place Orders" (DPPOs).

Under the Criminal Justice and Police Act 2001, DPPOs enable the Police to prevent the consumption of, and confiscate, alcohol from anyone in the 'designated'

area. DPPOs apply to over eighteens as well as juveniles and whilst the Town Council made their introduction possible, the Police Service is responsible for enforcing them. DPPOs are one measure intended to address the nuisance caused to residents by public drinking and rowdy behaviour in specific locations.

The previous three-tier funding process was simplified during 2012-13 into a single-tier community grants and donations process. In essence, the Town Council identified a sum within its annual budget setting exercise for use during that financial year and delegated the assessment of the merits and eligibility of funding applications to its Chief Officer.

The total funding pot was notionally divided into twenty sub-pots, one per Town Councillor. Each Member was then encouraged to get involved in their local community and bring the possibility of a donation to the attention of local groups and projects.

Eligibility was based on whether or not the Town Council had the legal power to make a financial contribution to the project or activity proposed, whilst the merits of the application were assessed on the degree to which the proposal would contribute to the achievement of the Town Council's Strategy and Action Plan. As mentioned above, the Action Plan is based on what the community said the Town Council ought to be prioritising, and therefore, it was possible to ensure that community donations were consistent with local priorities and opinions. A comprehensive list of projects, community groups and other activities funded from this source is available on request.



£1,250 to Jubilee Picnic, Catchgate Primary (Catchgate Ward)

## Chair's Review of 2012-13 (Councillor Peter McLaughlin)

As mentioned above, the 'Localism Act 2011' was 'implemented' 2012. Accordingly, the professional qualification which is necessary before the Town Council can exercise the newly created "General Power of Competence" (GPOC) has been pursued by the Town Clerk during 2012-13 despite an already challenging workload. If successful, the Town Council can resolve (i.e. officially decide) to use this legal power in order to engage in a much wider range of activities than current statute allows.

As all twenty Town Councillors are local residents who pay the same council tax as everyone else, the Town Council nevertheless continues to take the view that no new services or activities are to be embarked upon for the sake of it. Only if a better local service or facility and no extra cost to the public purse can be achieved, will existing legal powers, or, new powers to act be used.

This is an important principle in times of national austerity which unfortunately transfers down to the most local level. Put simply, the Town Council cannot realistically off-set all of the effects of national or regional public funding cuts or welfare reforms and so on. Accordingly, genuine value for money and social or heritage value to the community will be important factors in the Town Council's consideration of whether or not it is justified to make some form of

intervention, such as, for example, taking a stake or ownership of key local buildings or land assets that maybe at risk due to cuts.

In terms of what programme the Town Council follows, it is also necessary to appreciate that the Town Council has one of, if not, the smallest core staff teams of any similar sized Town Council. Therefore, workload and roles and responsibilities began to be reviewed during 2012-13.

The Deputy Clerk's long term absence following a serious road accident in 2011, for which he was entirely blameless, continued throughout 2012-13 in the form of a series of shorter term absences linked to his long road to a full recovery. Support arrangements are in place and at the time of writing, it is anticipated that a return to full-time office-based working will be possible early into 2013-14. Without wishing to tempt fate, if that proves to be the case, on behalf of all Town Councillors and employees, I warmly welcome this development.

£200 to Re-site the Westfield Youth Shelter (South Moor Ward)





In the meantime, following successful periods of fixed term contract working, an Executive Officer (Cameron McGhee) and Clerical Officer (Nicola James) were appointed on permanent contracts during 2012-13, (pictured page 34). Cameron is a professionally qualified accountant and experienced auditor, and; Nicola brings a wealth of customer service experience, a 'can do' attitude and excellent organisation skills.

Now that Cameron and Nicola have found their feet, the Town Council also acted during 2012-13 to clarify the role of the "Stanley-Civic Pride Officer". Accordingly negotiations between the Town and County Councils were successfully concluded and James Harper (pictured page 34) will transfer at no extra cost to the public purse or to the Town Council as of the 1st of April 2013. James will continue his Civic Pride role but will begin to link up and improve the coordination of all of the Town Council's environmental and clean and green activities going forward.

I would also like to thank the Council's many partner bodies and contractors for their commitment during 2012-13 and confirm that we shall continue to strive to get more for less by working in mutually beneficial partnership with others. A few examples include the Police, LMAPS, the County Council, Groundwork

North East, the Area Action Partnership and numerous local businesses who provide goods and services etc.

As my predecessors have stated in previous Annual Reports, the Town Council has sought to balance front-line service improvements and new projects on the ground with behind the scenes corporate development in readiness for the future. In this regard a Constitution has been drafted which includes a comprehensive committee structure and scheme of delegation of authority or powers to committees and certain employees. The aim is to adopt the constitution for use from the beginning of 2013-14, which in effect means from after the local elections on the 2nd May 2013.

As enshrined in the draft Constitution, the Town Council is accountable to the residents and electors of the area it serves. Accordingly, although its meetings are not 'public meetings', they are normally held in, and open to, the public in the interests of transparency and community engagement. In addition, a specific slot is included within each agenda so that the press or public can raise questions or make comments on any matters about to be discussed. The decisions taken by the 'full' Council or its Committees are recorded in the 'minutes' of the meeting which in turn are placed in the public domain via the website.



# The Town Council

The Town Council was formed by Statutory Instrument (No: 1185, Local Government, England) dated the 11th April 2007 and began to operate on the 1st April 2009.

The Town Council has a full complement of twenty Members, i.e. Town Councillors. Thirteen were elected in the 2008 local elections and the remaining seven were co-opted between 2009-10 and 2011-12. However, none of the Town Councillors who held office at the beginning of 2012-13 vacated office during this year, (see page 35).

Local Elections are scheduled for the 2nd May 2013 and thereafter, each full term of office will be four years.

The whole Town Council area is divided into seven wards which are based on population size. During 2012-13 Annfield Plain; Craghead and South Stanley; Havannah; South Moor; Stanley Hall, and; Tanfield were each represented by three Town Councillors whilst Catchgate ward had two Members.

Following a review by the Boundary Review Committee (England), after the election Catchgate will be joined by the Craghead and South Stanley ward in being represented by two Town Councillors. Annfield Plain; Havannah; South Moor, and; Tanfield will retain three, whilst Stanley Hall will have four Members.

The Town Council's seven wards are co-terminous with the four County Council electoral divisions of Annfield Plain; Craghead and South Moor; Stanley, and; Tanfield.

Although the two organisations are entirely unconnected, the Town Council is based in the offices previously occupied by the Green Corridor Neighbourhood Partnership (GCNP) at 57-61 Lenin Terrace, South Stanley, DH9 6LW.

In accordance with local government reorganisation, GCNP which was part of the former Derwentside District Council ceased operating on the 31st March 2009. This presented the Town Council with an opportunity to instantly access reasonable premises at a relatively low cost with effect from 'day one'. However, the Town Council is now looking for premises more suited to the longer term.



On an annual basis the Town Council elects a Chair and Vice-chair. During 2012 - 13 these positions were held by Councillors Peter McLaughlin and Christine Weightman respectively. The Chair, or the Vice-chair in their absence, preside over meetings of the 'full' Council. When necessary the Chair used his 'casting' vote, but, otherwise the Chairs have the same role, responsibilities and obligations as other councillors.

During 2012-13, the practice of taking most official decisions, known as RESOLUTIONS, at full Town Council level was continued. The exception being that planning and development decisions were delegated to the Planning Committee. The following Committees focused on the themes of:

- Communications and Events;
- Crime and Community Safety;
- Finance and General Purposes, and;
- Planning.

Several Committees also appointed sub-committees or working groups when necessary. The above structure is clarified within the Constitution to be implemented from 2013-14. One of the benefits of clear terms of reference and the delegated authority to take decisions on behalf of the whole council is the swifter ability to take binding decisions and translate them into action 'on the ground'.

By law, a few decisions, such as setting the level of the annual precept, or borrowing money etc, must be taken by the full Town Council.

Whilst the General Power of Competence is to be pursued for use in 2013-14, during 2012-13 the Town Council already had the legal power to, amongst other things: provide community buildings; use a school building; accept property; promote entertainment and the arts; provide allotments; provide public baths and washhouses; acquire, provide and maintain monuments and memorials; contribute towards cemeteries expenses; be a burial authority; provide mortuaries and post-mortem rooms; provide and

maintain bus shelters; provide conference facilities; provide and equip buildings for athletic, social or educational use; provide buildings for offices, public meetings and assemblies; provide public conveniences; provide gymnasiums, playing fields, holiday camps, boating pools and to acquire land for recreation/pleasure grounds and public walks.



£290 to Tanfield Lea & Epworth Care  
Home Pensioners Events (Tanfield Ward)

## The Town Council

During 2012-13, the Town Council continued to take a significant financial, contractual and legal stake in the following:

1. More than doubling the Stanley area's (part of the County Council managed) Neighbourhood Warden service;
2. More than trebling the Stanley area's (part of the County Council managed) Civic Pride service. (Culminating in bringing this service 'in-house' as of 2013-14, see page 31);
3. Funding a (unique to the Stanley area) Community Environmental Caretaker service (under the management of the County Council) whereby two full-time workers carry out numerous environmental jobs that would otherwise go undone to the physical detriment of the public environment. (Based on a programme of zonal working to cover the whole area zone by zone);
4. Funding an Environmental Warden service to free up the Community Environmental Caretakers to focus in on local 'grot-spots' while odd jobs continue to get done on a responsive basis across the whole area;
5. Extending the Environmental Warden service by funding two Trainees, i.e. local young people who get documented and structured on the job training which enhances their long term employment prospects and helps improve and maintain the environment;
6. Delivered winter weather treatment of footpaths and public spaces using specially acquired plant and machinery to 'bring more hands to the pumps' (to increase the base-level of service that would otherwise be provided by the County Council's standard service);
7. The provision of free dog-waste bags to local residents since the ending of the county-wide service due to funding cuts;
8. Using the Town Council's resources in the delivery of its strategy by supporting public, private and voluntary sector bodies able to do the job better than the Town Council. This meant that several hundreds of actions, initiatives, schemes, events, services or projects that would otherwise not have happened, were able to benefit local communities and neighbourhoods across the local area. Some of the local voluntary groups, community partnerships and sporting or social clubs who have benefitted are featured throughout this report.





# Corporate Aims and Objectives

## Vision:

Your Council is committed to improving your area, improving the quality of life and developing a sense of pride by working together to ensure that our actions reflect your priorities.

The Town Council's vision is expanded upon by the Strategic Town Plan 2009-14 (the Strategy). However the Town Council recognises that by simply having a written 'Strategy' or similar glossy document doesn't necessarily improve things 'on the ground' for 'real' people.

Therefore, the Strategy contains a detailed 'Action Plan' (the Plan) which clarifies what the public have told the Town Council ought to be its priorities (**You said...**) and what action the Town Council intends to take in response (**We will do...**).

The Town Council's strategic priorities are also sub-divided by theme as follows:

- (High) Crime and safety;
- (High) Housing and the environment;

- (Medium) Shopping, leisure, culture and heritage;
- (Medium) Traffic and transport;
- (Medium) Information, communication and services;
- (Medium) Employment, training and education, and;
- Other local service issues.

Each priority theme is then broken down into issues with appropriate actions and timescales, within which the actions are to be taken, set out alongside.

Even though the Town Council stated from the outset that the Strategic Town Plan was in effect a 'living' document, as the consultation upon which it is based was carried out in 2008-09 before the worldwide economic downturn,

local government reorganisation and change of national government, not to mention the Localism Act 2011, it remains committed to reviewing, up-dating and superseding it on an on-going cyclical basis. Therefore provision has been made to consult the public during 2013-14 to up-date the main strategy.

Whilst all plans and strategies are to some extent out of date by the time the 'ink has dried', the above strategic priorities remain of fundamental importance to local residents and the document therefore still helps to focus the work of the Town Council. However, having set the corporate objectives in line with public feedback, as a resident, you have a stake in their achievement and the following sections of this report clarify what has been achieved in terms of performance and delivery .

# Activities, Action and Performance 2012-13

The Local Government Act 1989 placed a duty of 'Best Value' on local authorities with effect from April 2000. This included Parish and Town Councils with an annual budget over £500,000. With effect from April 2008, the Local Government and Public Involvement in Health Act 2007 removed parish and town councils from the above Best Value regime. However, the Town Council has applied the spirit and principles of Best Value since its inception and shall continue to do so for the foreseeable future. This is reflected in the said Strategy, Plan and related policies and procedures.

The duty of Best Value included a requirement to consult local people; review all functions periodically; measure and publish its audited performance, and; to achieve continuous improvement in the exercise of its functions having regard to a combination of economy, efficiency and effectiveness. This was to be achieved by a four-stage process of:

- Challenge - why, how and by whom a service is being provided;
- Compare - with the performance of others across a range of relevant indicators, taking into account the views of both service users and potential suppliers;
- Consult - local people and key partners in the setting of priorities and performance targets, and;
- Compete - openly and fairly, wherever practicable, as a means of securing efficient and effective services.

The following figures covering 2012-13 contain: (1) a summary-breakdown of grant-funding awarded to community projects throughout the Town Councils seven wards, and; (2) information regarding the performance of actions stated in the - **We will do...** section of the Town Council's 2009-14 'Action Plan'.

Before any grant-funding is awarded, an appraisal process is undertaken by the 'Proper Officer' and 'Responsible Finance Officer' to ensure that that the Town Council has the legal authority to use public money for the intended purpose. Before any funding is released, the recipient organisation must first sign to accept the Town Council's terms and conditions which essentially protect the public from misuse of its money.

**Figure 1** Grant Funding Donations by Ward during financial year 2012-13.

<b>Ward</b>	<b>£</b>
Annfield Plain	28,331
Catchgate	27,520
Craghead & South Stanley	35,775
Havannah	23,461
South Moor	27,870
Stanley Hall	28,506
Tanfield	41,943
<b>Total</b>	<b>213,404</b>



**Figure 2**

Theme, priority, issue and legal framework	Action/s to be taken	Action achieved	Timescale	By
<b>You said...</b>	<b>We will do...</b>	<b>We did...</b>	<b>When...</b>	<b>How...</b>
Crime and Safety	Establish Crime and Community Safety Committee of Town Council to drive progress	Started during 2009, supported by Town Clerk (experienced community safety and enforcement officer)	Continued to meet during 2012-13	Internal Action
<ul style="list-style-type: none"> <li>Local Government and Rating Act 1997</li> <li>Local Government Act 1972</li> <li>Local Government (Miscellaneous Provisions) Act 1953</li> <li>Local Government (Miscellaneous Provisions) Act 1976</li> </ul>	Lobby Police, Local Multi-agency Problem Solving Partnership Group (LMAPS) and Area Action Partnership (AAP)	Town Clerk's continued membership of key crime and disorder reduction partnership (LMAPS) Town Councillor (R. Harrison) designated as member of AAP Management Board	2010 onwards  Throughout 2012-13	Town Clerk activity  Town Cllr activity
	Negotiate service improvements	County Council managed (Enforcement orientated) Neighbourhood Warden service increased by Town Council in Town Council area from 3 to 8 wardens  Pilot scheme – 2 vehicles to improve / support neighbourhood and community policing.  Completed the 'due process' to enable the introduction of four 'Designated Public Place Orders' (DPPOs) to tackle street drinking	Throughout 2012-13  36 months pilot scheme from 2012-13  Process pursued throughout 2012-13 (for implementation from late 2012-13)	100% Town Council funding (see Appendix 4)  On-going Town Clerk activity  100% Town Council funding and on-going Town Clerk activity via LMAPS

## Activities, Action and Performance

Theme, priority, issue and legal framework	Action/s to be taken	Action achieved	Timescale	By
<b>You said...</b>	<b>We will do...</b>	<b>We did...</b>	<b>When...</b>	<b>How...</b>
Crime and Safety	Negotiate service improvements	Continue to make Town Council offices available (to Police, Social Services, Probation etc) for multi-agency operations in the local area.  Part or fully funded ward based 'Week-in-Action' initiatives  Invested in numerous sporting, recreational, social, educational, arts, heritage and cultural facilities / activities to divert / reduce the risk of offending/ASB	Throughout 2012-13  Throughout 2012-13  Throughout 2012-13	Town Clerk activity  Town Council funding  Town Council funding Ongoing Town Clerk activity
	Consider Participatory Budgeting (PB)	Jointly with AAP, negotiated, funded and arranged one of the country's largest PB exercises	Preparations from autumn 2012. Event Feb 2013.	Town Councillors on PB Steering Group and Town Clerk advice/support.
Housing and Environment  <ul style="list-style-type: none"> <li>Parish Councils Act 1957</li> <li>Local Government and Rating Act 1997</li> </ul>	Establish Crime and Community Safety Committee of Town Council to drive progress on 'enviro-crime'	Started during 2009, supported by Town Clerk (experienced community safety and enviro officer)	Continued to meet during 2012-13	Internal Action



Theme, priority, issue and legal framework	Action/s to be taken	Action achieved	Timescale	By
<b>You said...</b>	<b>We will do...</b>	<b>We did...</b>	<b>When...</b>	<b>How...</b>
Housing and Environment <ul style="list-style-type: none"> <li>Local Government (Miscellaneous Provisions) Act 1976</li> <li>Local Government Act 1972</li> <li>Local Government (Miscellaneous Provisions) Act 1953</li> <li>Public Health Act 1987</li> <li>Public Health Act 1975</li> <li>Public Health Act 1936</li> <li>Public Health Act 1875</li> <li>Litter Act 1983</li> <li>Highways Act 1980</li> <li>Highways Act 1936</li> <li>Road Traffic Regulation Act 1984</li> <li>Open Spaces Act 1906</li> <li>Town and Country Planning Act 1990</li> <li>Localism Act 2011</li> </ul>	Negotiate service improvements	<p>Negotiated, and more than doubled, 'Public Realm Improvement Works' in Front Street. County and Town Councils.</p> <p>County Council managed (Enforcement orientated) Neighbourhood Warden service increased by Town Council in Town Council area from 3 to 8 wardens</p> <p>County Council managed 'Civic Pride' service increased by Town Council from 1/3 of a full-time officer to 1 and 1/3 full time officers. Transferring to Town Council management 2013-14.</p> <p>Stanley Heart Project – Love Where You Live, (improve the area around the bus station) regeneration, environmental improvement, community involvement and crime prevention</p> <p>Stanley in Bloom (part of Northumbria in Bloom and Britain in Bloom). Community action to improve the local environment for all. Four schemes winning wards in first year of operation.</p> <p>CECs and EWs – Tonnes of litter and debris removed and 100s of 'odd' and general 'open space' / environmental maintenance jobs done – see below</p> <p>CECs - County Council managed and unique to Town Council area, 'Community Environmental Caretaker' service fully operational, with targeted 'zonal' working on rotation across all 7 wards. Two full-time workers</p>	<p>Negotiations throughout 2012-13. Works 2012-13 and 2013-14.</p> <p>Throughout 2012-13</p> <p>Throughout 2012-13 (and into 2013-14 for physical works)</p> <p>Throughout 2012-13 (and into 2013-14)</p> <p>'Clean and Green' service enhancement</p> <p>Throughout 2012-13</p> <p>Throughout 2012-13</p>	<p>Town Council funding and on-going Town Councillor and officer activity.</p> <p>100% Town Council funding: fixed penalty notices for litter / dog fouling; anti fly-tipping operations (see Appendix 4)</p> <p>100% Town Council funding: work in schools, youth centres; Golden Ticket project; Tidy Business scheme</p> <p>100% Town Council funding: Councillor and Town Clerk activity, and; multi-disciplinary' steering group'</p> <p>100% Town Council funded Civic Pride Officer supporting community groups to enter Northumbria in Bloom</p> <p>100% Town Council funding</p> <p>100% Town Council funding</p>

## Activities, Action and Performance

Theme, priority, issue and legal framework	Action/s to be taken	Action achieved	Timescale	By
<b>You said...</b>	<b>We will do...</b>	<b>We did...</b>	<b>When...</b>	<b>How...</b>
Housing and Environment	Negotiate service improvements	Environmental Wardens (EWs) service – Groundwork NE managed and unique to Town Council area. Two full-time workers to attend to ad-hoc / responsive environmental ‘odd-jobs’ (whilst CECs focus on programmed zonal works)	Throughout 2012-13	100% Town Council funding
		EWs service extended by two apprentices	Throughout 2012-13	100% Town Council funding (i.e. 2 local young people)
		Provision of ‘dog waste’ bags free of charge	Throughout 2012-13	100% Town Council Funding and distribution through partner bodies
	Condition, under/over-supply and affordability of housing	Planning Committee comment on housing development proposals (for the Town Council) on a weekly / continuous basis	Throughout 2012-13	Ongoing Town Clerk and Planning Committee activity
		Town Council adopted a rationale and established approach to considering land / property asset options. Solely or in partnership with others. May be applied to affordable housing (amongst many other matters)	Approved Feb 2012. Pursued thereafter	Ongoing Town Clerk activity
		Budgetary provision made for strategic purposes. Enable several environmental projects to be funded during 2012-13 (and beyond).	Annual budget setting in January 2013	Town Clerk and Councillors
		Smaller grant-funding scheme in operation which potentially enables communities to improve estate/neighbourhood conditions. E.g. In Bloom partnerships and junior neighbourhood watch (litter picking) groups	Throughout 2012-13	Ongoing Town Clerk and all Councillors activity

Theme, priority, issue and legal framework	Action/s to be taken	Action achieved	Timescale	By
<b>You said...</b>	<b>We will do...</b>	<b>We did...</b>	<b>When...</b>	<b>How...</b>
Leisure, Culture, Heritage and Shopping  <ul style="list-style-type: none"> <li>Local Government (Miscellaneous Provisions) Act 1976</li> <li>Local Government Act 1972</li> <li>Local Government (Miscellaneous Provisions) Act 1953</li> <li>Local Government Act 1894</li> <li>Public Health Act 1936</li> <li>Public Health Act 1890</li> <li>Open Spaces Act 1906</li> <li>War Memorials (Local Authorities Powers) Act 1923 as amended by the Local Government Act 1948</li> <li>Town and Country Planning Act 1990</li> <li>Localism Act 2011</li> </ul>	Establish Planning Committee of Town Council to drive progress	Planning Committee supported by Town Clerk (qualified member of Institution of Economic Development and experienced regeneration manager)	Throughout 2012-13	Ongoing Town Clerk and Planning Committee activity
	Lobby the County Council as 'Planning Authority'	Planning Committee and/or Town Clerk met regularly with Planning Officers, Policy Officers, Highways Officers and Engineers regarding the interests of Stanley within countywide planning policy / strategy and the fair / equal allocation of related resources as compared to neighbouring / other towns	Throughout 2012-13 Which resulted in the development of a programme of (Front Street) 'Public Realm Improvement Works' to start end of 2012-13 and continue 2013-14	Ongoing Town Clerk, Town Council and Planning Committee activity.  Up to £200k 2012-13 and £200k in 2013-14 for public realm improvement works
	Work with AAP	Jointly with AAP, negotiated, funded and arranged the repeat of one of the country's largest Participator Budgeting (PB) exercises. <ul style="list-style-type: none"> <li>Clerk acting as technical adviser to PB Steering Group</li> <li>Joint Town Council/AAP funding of feasibility study for re-establishing an annual music/community event</li> <li>Explore joint funding/support of Brass festival/summer fair and other public / community events</li> </ul>	Throughout 2012-13  PB event Feb 2012  Music event staged 2012  Brass event staged 2012	Town Cllrs on PB Steering Group; Cllr Harrison on AAP Board  Town Clerk ongoing activity  Town Council funding  Town Council Communications & Events Committee on-going work to develop events
	Negotiate improvement of festive lights	Town Centre festive lights display extended to several outlying settlements, and; several traditional trees provided. Non-traditional tree technically modified for inclusion in town centre regeneration / future year's displays	Festive season 2012-13	Town Council funding and on-going work

## Activities, Action and Performance

Theme, priority, issue and legal framework	Action/s to be taken	Action achieved	Timescale	By
<b>You said...</b>	<b>We will do...</b>	<b>We did...</b>	<b>When</b>	<b>How...</b>
Leisure, Culture, Heritage and Shopping	Negotiate to re-establish community events in partnership with others	South Moor Remembrance Service revived in 2009 at public request expanded year on year. Other ceremonies supported.	Throughout 2012-13	Town Clerk and Councillors Walton and Lockie (and others) activity
	Annual Festival / Event(s)	Music, Horticultural, Fireworks, Brass, Xmas, Bowls	All held 2012-13	Funding and on-going activity
	Support / promote existing groups; consider a funding application process	See joint PB event above and; • 'Member' Initiative (MIF) grant- funding scheme benefitted numerous community / voluntary bodies, (see figure 1)	Throughout 2012-13	50% Town Council funding, and; • 100% MIF Town Council funding and Town Clerk and Town Councillor activity
	Publicise / promote provision for young people through regular newsletter and website	Quarterly newsletters and website.	Throughout 2012-13	Town Council staff activity and funding
	Consult and analyse provision for young / elderly people	Continued to advocate on behalf of local interest groups to service providers; 'commented' regarding such provision within planning consultation exercises, and; contributed financially to the provision / improvement of many facilities	Throughout 2012-13	Town Councillor representation / advocacy and related action by Town Clerk
Traffic and Transport  • Local Government and Rating Act 1997 • Local Government Act 1972 • Local Government (Miscellaneous Provisions) Act 1953	Establish Crime and Community Safety Committee of Town Council to drive progress	Started during 2009	Throughout 2012-13	Internal Action
	Establish Planning Committee to focus on technical matters	Started 2009. On-going dialogue with Highways Officers / Engineers during 2012-13 leading to preparation of junction improvement plans • Lobby to include improvements in road infrastructure and public transport with (Stanley) 'Masterplan' and Planning policy documents	Throughout 2012-13 and to continue 2013-14	On-going dialogue with Highways Authority and 'regeneration' stakeholders. Reflected in Public Realm Improvement Works. Achieved by on-going activity by Town Clerk

Theme, priority, issue and legal framework	Action/s to be taken	Action achieved	Timescale	By
<b>You said...</b>	<b>We will do...</b>	<b>We did...</b>	<b>When...</b>	<b>How...</b>
Traffic and Transport <ul style="list-style-type: none"> <li>• Transport Act 1985</li> <li>• Town and Country Planning Act 1990</li> <li>• Highways Act 1980</li> <li>• Highways Act 1936</li> <li>• Road Traffic Regulation Act 1984</li> <li>• Localism Act 2011</li> </ul>	Consider enhancing levels of provision through allocating resources and promote/support community transport schemes	Town Council grant-funding scheme operated throughout 2012-13  Winter salting and paths maintenance service introduced (plant and equipment acquired)	Throughout 2012-13  Winter 2012-13	100% Town Council funding  100% Town Council funding and local contractors
	Lobby transport providers	Public Transport survey to evidence 'need'. Liaison with transport providers and regulator regarding reducing / changing levels of service and options.	Survey May 2012. Discussions on-going. Transport Working Group established.	Internal action
Information, Communications and Services <ul style="list-style-type: none"> <li>• Local Government Act 1972</li> <li>• Small Holdings and Allotments Act 1908</li> <li>• Local Government (Miscellaneous Provisions) Act 1976</li> <li>• Public Health Act 1961</li> <li>• Public Health At 1936</li> <li>• Public health Act 1875</li> <li>• Public Health Acts Amendment Act 1890</li> </ul>	Introduce free newsletter, web-site and notice boards	Quarterly newsletter to all residential addresses <ul style="list-style-type: none"> <li>• Publicising all manner of useful 'public information' regarding services, consumer protection, crime prevention, potential grant-funding, useful contacts etc</li> <li>• Website live and continually updated</li> <li>• Town Centre notice board part of Public Real Improvement Works (2012-13 and 2013-14)</li> <li>• Enabled community notice boards, e.g. Tanfield; Quaking Houses</li> </ul>	Throughout 2012-13	Internal action  Town Council funding
	Consider grant-funding scheme, and asset transfer or acquisition regarding sports facilities, community centres and allotments	Grant funding allocated to numerous related community projects, and; Funding resources identified in annual budget setting exercise for medium / long term measures <ul style="list-style-type: none"> <li>• Several potentially suitable buildings under consideration</li> </ul>	Throughout 2012-13, and; To be decided by Elected Members during 2012-13 and/or 2013-14, if applicable	On-going internal action supported by technical / expert advice where necessary



## Activities, Action and Performance

Theme, priority, issue and legal framework	Action/s to be taken	Action achieved	Timescale	By
You said...	We will do...	We did...	When...	How...
<p>Information, Communications and Services</p> <ul style="list-style-type: none"> <li>• Open Spaces Act 1906</li> <li>• Parish Councils and Burial Authorities (Miscellaneous Provisions) Act 1970</li> <li>• Local Government (Miscellaneous Provision) Act 1953</li> <li>• Parish Councils Act 1957</li> <li>• Enclosure Act 1845</li> <li>• Local Government Act 1894</li> <li>• Local Government and Rating Act 1997</li> <li>• Localism Act 2011</li> </ul>	<p>Start working towards gaining:</p> <ul style="list-style-type: none"> <li>• 'Quality' Council status;</li> <li>• Power of wellbeing, and;</li> <li>• Delegation of services</li> </ul>	<p>Town Clerk participating in Society of Local Council Clerks and studying for relevant (CiLCA) professional qualification</p> <p>Power of wellbeing superseded by 'General Power of Competence' (GPoC) in Localism Act 2011</p> <p>Further improvements to internal governance introduced to prepare for application for above status / powers. E.g. Full Constitution and Scheme of Committee and Officer Delegation prepared.</p>	<p>Joined Oct 2012. Course deferred until updated for Localism Act 2011</p> <p>Throughout 2012-13.</p> <p>To be implemented with effect from local elections (May 2013)</p> <p>Quality Council scheme being reviewed (i.e. dormant)</p>	<p>Town Clerk activity initially, Councillors involvement where necessary, then independent technical / expert advice to be sought to inform decision/s</p> <p>Town Clerk completed new / additional (GPoC) module within CiLCA professional qualification</p> <p>By scheme operators</p>
	Lobby / use press / media to publish local news and useful information	<p>Town Clerk regularly confers with representatives of regional written press;</p> <p>Town Council agenda / meeting notices routinely issued to local libraries, local and regional broadcasting media and written press;</p> <p>Useful public information issued by Town Council through local / regional media and partner organisations (County Council, Police etc), e.g. crime prevention, consumer advice, environmental advice and legal notices</p> <p>Introduced press and public participation policy regarding Town Council activities to encourage accountability and transparency</p>	<p>Throughout 2012-13</p> <p>Throughout 2012-13</p> <p>As / when appropriate, e.g. music festival, police vehicles etc.</p> <p>Jan 2013</p>	<p>Town Clerk activity / advice</p> <p>On-going Town Clerk activity</p> <p>On-going Town Clerk activity and Town Council funding</p> <p>Town Clerk activity / advice</p>

Theme, priority, issue and legal framework	Action/s to be taken	Action achieved	Timescale	By
<b>You said...</b>	<b>We will do...</b>	<b>We did...</b>	<b>When...</b>	<b>How...</b>
<p>Employment, Training and Education</p> <ul style="list-style-type: none"> <li>Local Government (Miscellaneous Provisions) Act 1976</li> <li>Local Government Act 1972</li> <li>Local Government Act 1894</li> <li>Enclosure Act 1845</li> <li>Small Holdings and Allotments Act 1908</li> <li>Litter Act 1983</li> <li>Public Health Act 1987</li> <li>Open Spaces Act 1906</li> </ul>	<p>Work with partners to:</p> <ul style="list-style-type: none"> <li>Tackle causes of littering of school sites and nearby areas;</li> <li>Directly or indirectly create job opportunities</li> </ul>	<p>County Council managed Civic Pride service increased by Town Council from 1/3 of a full time officer to 1 1/3 full time officers. Officer transferred to Town Council core team</p> <p>County Council managed and unique to Town Council's area, 'Community Environmental Caretaker' (CECs) service continued. Providing - 2 staff working on zonal environmental improvement works</p> <p>CECs service further extended by two Environmental Wardens (EWs) working on responsive 'odd jobs' that are not the responsibility of statutory / public service providers</p> <ul style="list-style-type: none"> <li>EW service extended after pilot scheme by two trainees</li> </ul> <p>Grant-funding scheme to local community / voluntary groups made numerous awards to local employment, training and educational projects</p> <p>Finance and General Purposes Committee developed / supported several projects with local employment / economic benefits, e.g. enabling the local Credit Union / Community Bank/CAB to provide affordable credit, money management advice and key financial education to disadvantaged residents</p> <p>Town Council funded enhancement of Neighbourhood Warden service raises the establishment from three to eight full-time officers</p> <p>Two officers appointed to core Town Council team due to increasing service/project portfolio</p>	<p>Throughout 2012-13</p> <p>2 x CECs operated throughout 2012-13</p> <p>Continued throughout 2012-13.</p> <p>Continued throughout 2012-13.</p> <p>Continued throughout 2012-13.</p> <p>Continued throughout 2012-13.</p> <p>Autumn 2012</p>	<p>100% Town Council funding = 1 job and; work in schools / youth centres; Golden Ticket scheme; Tidy Business scheme; community litter picks etc</p> <p>100% Town Council funding = 2 jobs</p> <p>100% Town Council funding, and; local contractor = 2 jobs and 2 trainees</p> <p>100% Town Council funding, and; local contractor = 1 job</p> <p>On-going Town Clerk activity and Town Council part or full Town Council funding = 2 jobs</p> <p>100% Town Council funding = 5 jobs created</p> <p>100% Town Council funding = 2 jobs</p>

# Statement of Accounts Financial Year 2012-13

Figure 3 - Income and Expenditure Statement for year ending 31/03/2013 (\*unaudited)

			£	£
<b>Income</b>				
	Precept		800,000	
<b>Total Income</b>				<b>800,000</b>
<b>Expenditure</b>				
	Salaries and Training	Salaries and Training	163,570	<b>163,570</b>
	Communications	Town Council News	46,207	
		Annual Report	2,254	
		Members IT	2,878	
		P.R. and advertising	1,737	
		Website & Emails	1,122	<b>54,198</b>
	Financial	Audit & Banking	3,278	
		Subscriptions and professional fees	8,297	
		Insurance	2,890	<b>14,465</b>
	Office	Stationery, Copier	3,407	
		Postage	186	<b>3,593</b>
	Rent and Maintenance	Rent and Office Maintenance	8,418	<b>8,418</b>
	Utilities	Utilities	8,529	<b>8,529</b>
<b>Total Running Costs</b>				<b>252,773</b>

\* The process of internal and external audit commences at the end of the financial year just ended and usually completes mid way through the following year. The outcome of the audit process is then placed in the public domain.

<b>Initiatives, Services and Projects</b>			
	Festive Lights	27,864	
	Neighbourhood Wardens & Civic Pride	247,019	
	Environmental Wardens/Caretakers	73,052	
	Stanley Heart	4,038	
	Tractors	3,116	
	Dog Bags	7,176	
	Jubilee	7,800	
	Olympics	894	
	Participatory Budgeting	130,000	
	Stanley Art Group	250	
	Citizens Advice Bureau	40,513	
	Bridge Project	(2,500)	
	Stanley Music Festival	15,985	
	Brass Festival	5,000	
	Horticultural Show	6,000	
	Fireworks Display	10,000	
	Remembrance Day Services	248	
	Christmas Festival	14,916	
	Environmental Enhancement	40,515	
	Town Centre Regeneration	200,000	
	Lamplight Enhancement	16,850	
	Designated Public Place Orders	979	
	Indoor Bowls Centre	11,042	
	Members Initiative Funding	185,927	
	Ward Initiative Funding	24,977	
<b>Total Initiatives</b>			<b>1,071,660</b>
<b>Section 137</b>	CSCS cards	2,500	<b>2,500</b>
<b>Total Expenditure</b>			<b>1,326,933</b>
<b>Surplus/(Deficit)</b>			<b>(526,933)</b>

# Statement of Accounts Financial Year 2012-13

**Figure 4 - Balance Sheet as at 31/03/2013 (\*unaudited)**

	£	£
<b>Non Current Assets</b>		
Plant and Machinery	10,184	
Motor Vehicles	31,900	
		<b>42,084</b>
<b>Current Assets</b>		
Bank	957,135	
Petty Cash	79	
VAT debtor	5,479	
Prepayments	43,754	
		<b>1,006,447</b>
<b>Current Liabilities</b>		
Creditors - Unpresented Cheques	121,366	
Accruals	356,817	
		<b>478,183</b>
<b>Total Assets less Total Liabilities</b>		<b>570,349</b>
<b>Capital and Reserves</b>		
Regeneration & Assets	400,000	
Community Safety/Projects	59,000	
General Reserve	111,349	
		<b>570,349</b>

£2,000 to New Kyo & Oxhill Partnership for homework club and physical activities (Annfield Plain Ward)

**Figure 5 - Statement of Changes in Equity (\*unaudited)**

	Balance 1/4/12	Movement	Balance 31/3/13
	£	£	£
<b>Regeneration &amp; Assets</b>	600,000	(200,000)	400,000
<b>Community Safety/ Projects</b>	124,000	(65,000)	59,000
<b>General Reserve</b>	250,000	(138,651)	111,349
<b>Unallocated Reserve</b>	138,041	(138,041)	0
	<b>1,112,041</b>	<b>(541,692)</b>	<b>570,349</b>



# Conclusion

During 2009-10 the Town Council was 'finding its feet' as an organisation formed by local people for the benefit of local people. Its sole employee, Russell Morgan (Town Clerk) worked hard behind the scenes to ensure that the local people who were elected to the office of Town Councillor put solid foundations in place upon which to build in the future.

During 2010-11 the Town Council appointed its second member of staff, Robin Tunstall (Deputy Clerk) which enabled it to keep a close eye on finance whilst introducing projects and service improvements. However, through no fault of his own, a serious road traffic accident affected the Deputy Clerk's fitness for work for a significant time period during 2011-12 and 2012-13. Fortunately, the Deputy Clerk continues to recover and is keen to play his part in a new look core staff team which has evolved during this time to meet the requirements of new legislation that present both challenges and opportunities to the Town Council.

The Town Clerk, who also acts as 'Proper Officer' and 'Responsible Finance Officer' (RFO), leads and advises Members on overall strategy along with the specialist areas of crime and anti-social

behaviour, housing, the environment, planning, economic development and regeneration.

In this context, autumn 2012 saw the appointment of an Executive Officer (Cameron McGhee) and a Clerical Officer (Nicola James). Cameron has been invaluable in terms of supporting the RFO functions of financial management, accounts and audit, along with risk management and scrutiny. Likewise Nicola has ensured that the Clerk's scarce time is effectively managed as well as acting as a highly professional first point of contact between the Town Council and the public.

The Stanley-Civic Pride Officer completes the team. Although his transfer was negotiated during 2012-13 this arrangement takes effect from the start of 2013-14. James Harper brings a wealth of 'clean and green' and enforcement expertise together with a strong track record of community engagement.

During 2012-13 the Town Council moved out of the formation stage of its organisational development and into the beginning of the delivery stage.

The delivery stage is in essence the reason the Town Council was initially formed in that services and projects that would otherwise not be happening in the area are 'going live' in some cases, and in others, being saved from closure or reintroduced. The arduous preparations for the Town Centre regeneration and improvement works, roadside planting, roundabout landscaping or the increased performance of environmental maintenance and neighbourhood warden services etc, in many ways go on unnoticed. Like many things it's only if they don't happen or are withdrawn that people notice.

However given the complexities of regulation and so on, actions that amount to significant extra services, be that free dog-waste bags, the resumption of an annual music festival or the introduction of Christmas festivals; were dependent on steady hard work, week by week, month by month throughout 2012-13. During 2012-13 the balance of the Town Councillors' and employees' time moved from administration and back-office development to delivery of practical actions.

## Conclusion

In 2012-13 austerity continued to hang over all sectors within the economy and the Town Council continued to assess the financial feasibility of taking a part or full stake in several local property assets that might otherwise have been lost to the community. However, the principle of financial sustainability underpinned such matters so that precept payers' money wasn't used to delay a closure by a few months of years rather than guaranteeing its long term viability. This took some difficult decisions and the Town Council recognises that this process will inevitably continue as resources come under increasing pressure in all sectors.

As can be seen by figures 1 and 2, during 2011-12 the law abiding majority of the community who 'play by the rules', benefitted from the Town Council's efforts and financial investment as follows in literally hundreds of direct, and; thousands of indirect ways. As can be seen at Appendix 4 below, this may take the form of First and Second stage Advisory Litter Clearing Notices issued across the whole area by the Town Council funded Neighbourhood Wardens – leading to a tidier, cleaner environment and reducing the need to take enforcement action through (final) Litter Clearing Notices and

Fixed Penalty Notices for litter clearing. Similarly, whilst Fixed Penalty Notices were issued for littering and dog fouling, most people responded positively to being given advice about picking up and not repeating such action which spoils things for others. Likewise, it was necessary to report a few abandoned vehicles to the DVLA for removal, but, the majority of owners of cars and caravans made appropriate alternative arrangements once they had been made aware of the nuisance being caused to other residents or road-users.

As has been the case since day one, not a single penny of the Town Council's budget has been spent on allowances for Members, who continued to work on an entirely unpaid and voluntary basis throughout 2012-13. By contrast, grants totalling £213,404 benefitted 84 community events, schemes, initiatives and projects which benefitted several thousands of residents of all ages from the very young to the very old, and those in between.

Goods and services valued in the order of £950,000 were sourced by the Town Council from dozens of local suppliers helping to sustain the local economy during hard times.

During 2012-13 the Town Council has given: six neighbourhood wardens; two community environmental caretakers (CECs); one civic pride officer, and; two environmental wardens (EWs) full time employment in mutually complementary roles that directly benefit the communities served by the Town Council. Several other local youngsters were also given work experience by the EWs all of which led to a cleaner and greener area and a 'leg up' for local people so to speak.

As a result of the above employment and work experience: thousands of kilograms of extra rubbish, (including fly-tipping), has been lawfully cleared and disposed of; numerous footpaths, tracks and verges have been cleared, tidied up and verged etc; dog dirt and litter has been removed from many streets and areas around bus shelters as well as from cemeteries and community buildings etc; graffiti and other longstanding matter has been scrubbed away, and; thousands of kilograms of removed organic material and/or vegetation has been composted and/or chipped for sustainable re-use.

## Next.....

The next few years will undoubtedly pose some major challenges both to the Town Council and the area it serves. As people become increasingly aware of the Town Council's presence and achievements to date, quite naturally expectations will rise. This is particularly likely in the context of national austerity measures. As the budgets of service providers come under increasing pressure, the effects will become more apparent. The visual impact on service users is perhaps obvious, but, the hidden impact such deficit reduction action may have on the private and voluntary sectors that also rely on the public sector for a large proportion of their business or grant-funding, cannot be underestimated. In such an economic climate it is imperative that the Town Council extracts maximum value for money from every pound it spends or invests, and ensures that the views and interests of local people continue to be the driving force for its aims, objectives and related spending plans. This principle was applied within the Participatory Budgeting event held in February 2013 whereby approximately 1,600 residents voted on the best way of allocating £60,000 of the Town Council's budget.

In policy terms the Town Council ought to be able to increase its influence on behalf of the local community. It is therefore essential that it widens and improves its engagement with the public to ensure it reflects 'real peoples' views. Three key elements in this will be the: Civic Pride Officer's communications role; a new 'intake' of Town Councillors following the May 2013 elections which may bring new ideas or a sense of renewal, and; a public consultation exercise to see if the overall strategy needs revising according to changing public opinion or events etc.

Until such consultation has been completed, the Strategic Town Plan 2009-14 remains the key strategy document for the Town Council and can be accessed by local residents (at no cost) in electronic form via [www.stanley-tc.gov.uk](http://www.stanley-tc.gov.uk) or in paper copy by phoning 01207 299 109.

The Town Council welcomes any feedback upon the contents of this annual report or on the Strategic Town Plan 2009-14 from any individual, group or organisation with an interest in the area.

Telephone: 01207 299 109

E-mail: [info@stanley-tc.gov.uk](mailto:info@stanley-tc.gov.uk)

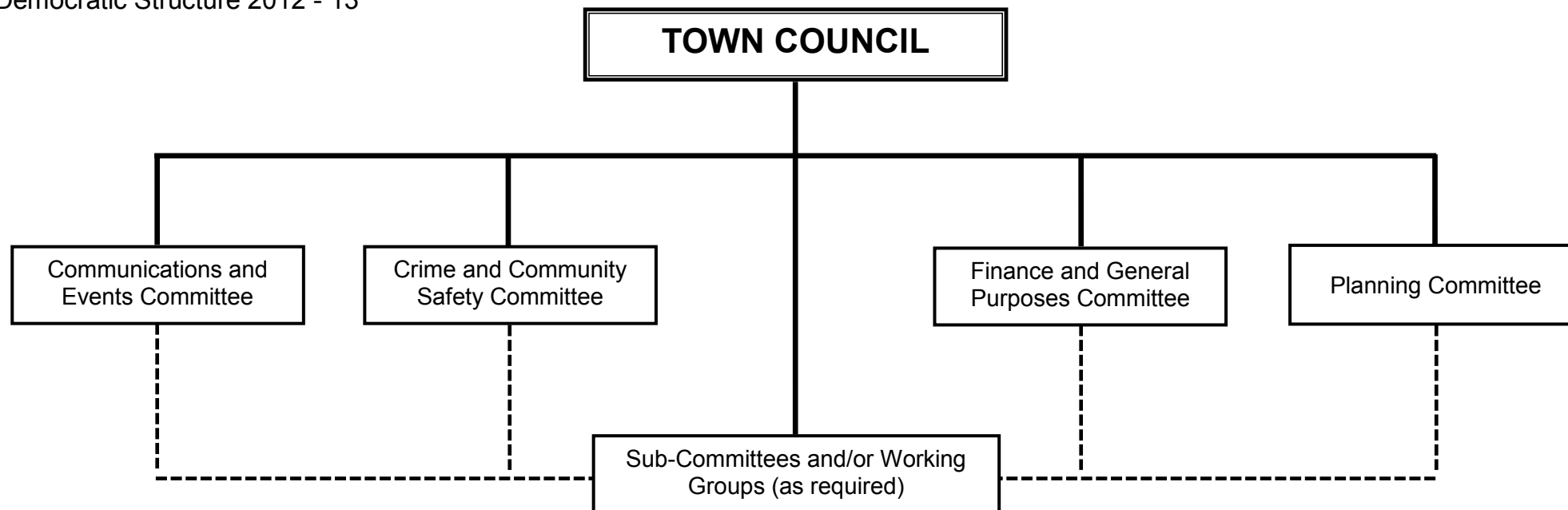
Write to:  
Stanley Town Council  
Council Offices  
57-61 Lenin Terrace  
Stanley  
County Durham  
DH9 6LW



£555 for Environmental Improvement  
Works at Craghead Millenium Pond

# Appendix 1

Democratic Structure 2012 - 13



# Appendix 2

Organisational Structure 2012 - 13



**Russell Morgan**  
Town Clerk



**Robin Tunstall**  
Deputy Town Clerk



**Cameron McGhee**  
Executive Officer



**James Harper**  
Civic Pride Officer



**Nicola James**  
Clerical Officer

# Appendix 3

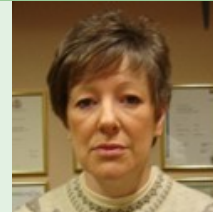
Elected Representatives 2012 - 13 (subject to change with effect from the 02/05/2013 therefore contact details not included).

## Annfield Plain Ward

Councillor M Hodgson



Councillor L Hopley



Councillor R Harrison



## Catchgate Ward

Councillor J Nicholson



Councillor D Walker



### Stanley Town Council contact details:

57-61 Lenin Terrace, South Stanley,  
County Durham, DH9 6LW

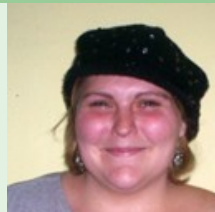
t: 01207 299 109

[www.stanley-tc.gov.uk](http://www.stanley-tc.gov.uk)

e: [info@stanley-tc.gov.uk](mailto:info@stanley-tc.gov.uk)

## Craghead and South Stanley Ward

Councillor S B Marshall



Councillor P Murray-Barrett



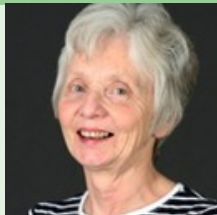
Councillor T M Parry



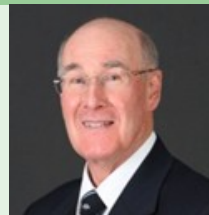


### Havannah Ward

Councillor J Carleton



Councillor T Pattinson



Councillor D Walton



### South Moor Ward

Councillor M Boyd



Councillor J Lockie



Councillor V Wilson



### Stanley Hall Ward

Councillor P McLaughlin  
(Chair)



Councillor J Pye



Councillor G Andrews



### Tanfield Ward

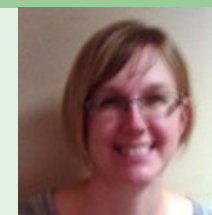
Councillor J Charlton



Councillor C Bell



Councillor C Weightman  
(Vice-Chair)



# Appendix 4

## Summary of Neighbourhood Warden and Environmental Caretaking tasks 2012 - 2013

13	Abandoned Vehicles reported/moved	91	Fly-tipping matters pursued	3	Road Sweeping issues investigated and addressed
38	Anti-social Behaviour (ASB) incidents pursued	5	Graffiti matters pursued	251	Stray Dogs dealt with
6	Bonfires reported/moved	8	Grass Cutting and Overhanging hedges matters investigated and addressed	55	Street Litter matters pursued
186	Dog Fouling incidents addressed	6	Grounds Maintenance matters investigated and addressed	1	Tree related matters investigated and addressed
0	Fly-posting issues dealt with	1	Litter Bins and Dog Bins matters pursued	71	Fixed Penalty Notices issued

### Groundwork North East

564 kg	Rubbish Cleared Every Week	854 kg	To Composting Every Week
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### **Stanley Town Council**

57-61 Lenin Terrace, South Stanley,  
County Durham, DH9 6LW

tel: 01207 299 109

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email: [info@stanley-tc.gov.uk](mailto:info@stanley-tc.gov.uk)