



# WIRKS WORTH TOWN COUNCIL

TOWN HALL, WIRKS WORTH, DERBYSHIRE DE4 4EU

Email: [townclerk@wirksworth.gov.uk](mailto:townclerk@wirksworth.gov.uk)

Website: [www.wirksworthtowncouncil.gov.uk](http://www.wirksworthtowncouncil.gov.uk)

Clerk to the Town Council & Responsible Financial Officer:

Paul Jennings BEng (Hons), Cert ICM

Office hours: 8:30am-12:30pm Mon-Thurs

04 July 2017

Dear Councillor,

You are hereby summonsed to a Meeting of Finance Buildings & Personnel Committee on MONDAY 10 July 2017 at 6.30 p.m. in the Town Hall, Wirksworth.

## AGENDA

1. **Apologies for Absence**
2. **Variation of Order of Business:** *Including to consider a resolution under the Public Bodies (Admission to Meetings Act 1960 s1) to exclude members of the press and public in order to discuss an agenda item*
3. **Members' Interests in Agenda Items:** *To enable Members to declare the existence and nature of any Disclosable Pecuniary Interests they have in subsequent agenda items, in accordance with the Town Council's Code of Conduct.*
4. **Open Forum:** (3 minutes per speaker, total available 15 minutes)
  - Public Forum (At the start of the meeting, a period is available for members of the public to address the Council).
  - Cllrs with a pecuniary interest making representations, answering questions or giving evidence relating to the business to be transacted.
5. **To confirm the accuracy of the Minutes of the Meeting of the Finance Buildings & Personnel Committee held on 12 June 2017** (Previously circulated)
6. **Quarterly Balance Sheet & Bank Reconciliation** (to be circulated at the meeting)  
Cllr (not Chair - Fin Rgs 2.2) to initial to confirm the bank statement and bank reconciliation
7. **Monthly Budget Balance** (to be circulated at the meeting)
8. **Recommendations from Environment and Town Committee held on 3 July 2017**
9. **Request for Annual Grant £950 from Wirksworth Parade** (attached)  
and a request for concessionary meeting space for 2017/18.
10. **Request for Annual Grant £2200 from Stoney Wood Group** (attached)
11. **Request for a Community Grant £500 from W/W Memorial Bowling Club** (attached)  
To contribute to the purchase of a defibrillator to be mounted on the Cricket Club at Kingsfield.
12. **Town Hall Events("THE") & Festival Programme**  
THE agreed to submit accounts as this element of the financial position was missing from the Festival Grant Application, and the *estimated* concessionary let of £6546.90 based upon the current utilisation (Last year the Town Council provided a concessionary let to the value of £7620.75 in addition to the annual grant). To confirm a request to provide 2 caretakers to assist with set-up/change-over/take-down, previously a "light touch" had been adopted to minimise staff costs during the festival concessionary let period (in light of agenda item 18).
13. **Storage of items by Town Hall Events**  
A small cupboard located in the club room bar store is used by THE on a permanent basis. The group have suggested that the arrangement be formalised and rent be paid to the Town Council for its use.
14. **Tenancies at Memorial Hall**  
Clerk to provide update on recent changes to occupancy in the building.
15. **Insurance** (attached)  
To consider whether to renew insurance for a further 3 years under a long term agreement and to utilise the valuation service. To note the premium increases associated with some of the potential liabilities to be adopted in 2017/18.

- 16. Recommendation to increased Public Liability Insurance to £15Mil**  
Revision/update to the Ogden tables have increased the potential liability/exposure from claims with particular emphasis where young people may be involved e.g. Playgrounds.
- 17. Use of Community Spaces**  
As a follow up to the issue with the usage of Church Walk (currently owned by DDDC), the clerk has now sought advice from the Insurers. The guidance is: that where the Town Council gives permission to use a space, the group/individual using the space must provide evidence of Public Liability Insurance (recommended at £10m).
- 18. Use of Volunteers to assist caretakers with changes to the stage**  
To consider the response from the insurers who are not comfortable with this scheme – all volunteers need to be provided with Manual Handling training, equipped with appropriate PPE (Gloves, Boots, Clothing), assessed as being fit and also given training on how to assemble the stage and the Risk Assessment would need to then be approved by the Insurers.
- 19. Clerks Time Sheet**  
April – June 2017, to be signed by the Chair.



Paul Jennings  
Clerk to the Town Council & Responsible Financial Officer