



WIRKSWORTH TOWN COUNCIL

TOWN HALL, WIRKSWORTH, DERBYSHIRE DE4 4EU

Email: townclerk@wirksworth.gov.uk

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Clerk to the Town Council & Responsible Financial Officer:

Paul Jennings BEng (Hons), Cert ICM

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

04 September 2018

Dear Councillor,

You are hereby summonsed to a Meeting of Finance Buildings & Personnel Committee on MONDAY 10 September 2018 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 9 July 2018** (Previously circulated)
6. **Monthly Budget Balance** (to be circulated at the meeting)
7. **Outstanding Rent by Tenant**
Action required to recover £1110 in unpaid rent
8. **Unpaid Room Rental**
Agree a process to address invoices where the debt has been outstanding for 6 months.
9. **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
10. **Damage to bollards at Memorial Hall**
Actions taken to tackle two separate incidents of damage by vehicles.
11. **Use of the stage in Main Hall** (background note attached)
Given the recent training sessions to allow room users make stage layout changes, clarity is sought regarding the use of the stage.
12. **Request for a community grant of £4000 – GoWirksworth (Now)** (attached)
Request for support to assist with the ongoing operational expenses incurred by New Opportunities Wirksworth in the providing the GoWirksworth website.
13. **Request to space adjacent to Memorial Hall**
The "Wizard" event has requested use of the space, at present no policy has been set governing such requests.
14. **Insurance** (attached)
Impact of changes to the Town Council assets and responsibilities.
15. **Clerks Time Sheet**
July & August 2018, to be signed by the Chair.

A handwritten signature in black ink, appearing to read 'Paul Jennings'.

Paul Jennings

Clerk to the Town Council & Responsible Financial Officer