



WIRKSWORTH TOWN COUNCIL

TOWN HALL, WIRKSWORTH, DERBYSHIRE DE4 4EU

Email: townclerk@wirksworth.gov.uk

Website: 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 December 2018

Dear Councillor,

You are hereby summonsed to a Meeting of Finance Buildings & Personnel Committee on MONDAY 10 December 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 12 November 2018** (Previously circulated)
6. **Monthly Budget Balance** (to be circulated at the meeting)
7. **Request for annual grant of £2200 to Stoney Wood Group** (attached)
To support ongoing maintenance and activities in Stoney Wood
8. **Additional Radon Measures in Library** (attached)
9. **Process for Payments** (attached)
10. **Update on Lettings at Memorial Hall** (attached)
11. **Treatment of VAT records & Accounting Software**
12. **Damage to bollards at Memorial Hall**
A third incident of damage by a vehicle has occurred. Increased height bollards can be supplied or like-for-like replacement.

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

Paul Jennings

Clerk to the Town Council & Responsible Financial Officer