



# WIRKSWORTH TOWN COUNCIL

TOWN HALL, WIRKSWORTH, DERBYSHIRE DE4 4EU

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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

05 June 2018

Dear Councillor,

You are hereby summonsed to a Meeting of Finance Buildings & Personnel Committee on MONDAY 11 June 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 14 May 2018** (Previously circulated)
6. **Monthly Budget Balance** (to be circulated at the meeting)
7. **Recommendations from Environment and Town Committee held on 4 June 2018**
8. **One-off Event at Town Hall** (Cllr Pollock)  
Enquiry regarding the potential to hire the Town Hall for a one-off event which cannot be accommodated under the existing Letting Policy.
9. **Electrical works at the Memorial Hall**  
Removal of old outside light fitting (and make safe), upgrade existing floodlight (to LED) and install dedicated power to CCTV in Memorial Hall Offices (£430+vat).
10. **Request to use the new space adjacent to Memorial Hall**  
A further request has been received to operate a fayre at the memorial hall and use the adjacent space.
11. **Promotion of the Tuesday Market**  
To allocate a budget to allow promotion and improvements to the Market (e.g. market stall repair, signage and advertising).
12. **Review of Town Council Insurance**  
Update from clerk following review meeting with insurer (inc Late Opening, Tuesday Market, Stage Installation and event cover)
13. **CCTV at Town Hall**  
To upgrade the existing power circuit which is currently insufficient (cost £335+vat).
14. **Office and Caretaker Restructure**  
Update on progress with recruitment.
15. **Clerks Time Sheet**  
May 2018, to be signed by the Chair.

Paul Jennings

Clerk to the Town Council & Responsible Financial Officer