

**WIRKSWORTH TOWN COUNCIL – FINANCE, BUILDINGS & PERSONNEL  
COMMITTEE 10 JULY 2017 at 6:30pm**

**FBP011/17 Present:** Cllr A Clamp (Chairman), Cllr F Brown, Cllr I Fisher, Cllr G Gratton, Cllr P Taylor and Cllr C Whittall.

In attendance: Paul Jennings (Town Clerk)

**FBP012/17 Apologies:** None

**FBP013/17 Variation of Order of Business:** None

**FBP014/17 Members' Pecuniary Interests in Agenda Items:** None

**FBP015/17 To confirm the accuracy of the Minutes of the Meeting of the Finance Buildings & Personnel Committee held on 12 June 2017**

The minutes of the meeting of the Finance, Buildings & Personnel Committee dated 12 June 2017 were confirmed as a correct record.

**FBP016/17 Quarterly Balance Sheet & Bank Reconciliation**

Cllr (not Chair - Fin Rgs 2.2) to initial to confirm the bank statement and bank reconciliation The first quarter information was circulated.

**RECOMM:** That the information be noted. The Cllr Whittall confirmed reconciliation to the bank statements.

**FBP017/17 Monthly Budget Balance**

The clerk provided the monthly budget balance.

**RECOMM:** That the monthly figures be noted.

**FBP018/17 Recommendations from Environment and Town Committee held on 3 July 2017**

ET019/17 – Replacement of the top clear panel to the Bus Shelter on Steeplegrange. That the bottom glass panel be re-sited to the top and green GRP panel be installed in the bottom panel at a cost £265+vat.

**RECOMM:** That the expenditure be taken from line 42.

ET023/17 - Tree works to London Plane Tree adjacent to the Memorial Hall consisting of crown thin (10%) and 2m reduction in height at a cost of £400+vat.

That the works be regularly scheduled every two years to ensure that the size/growth of the tree is managed.

**RECOMM:** That the expenditure be taken from line 14.

**FBP019/17 Request for Annual Grant £950 from Wirksworth Parade**

Including a request for concessionary meeting space for 2017/18.

**RECOMM:** That a grant of £950 be paid, that group be asked to

complete Concessionary Meeting Space Application.

**FBP020/17 Request for Annual Grant £2200 from Stoney Wood Group**

**RECOMM:** That a grant of £2200 be paid.

**FBP021/17 Request for a Community Grant £500 from W/W Memorial Bowling Club**

The grant will support the purchase of a defibrillator for installation in Kingsfield, the request also asks for ongoing support for maintenance of the equipment.

**RECOMM:** That a grant of £500 be paid and that maintenance be agreed for 3 years (upto a value of £150).

*Cllr Whittall (chair)*

**FBP022/17 Town Hall Events(“THE”) & Festival Programme**

THE submitted 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).

**RECOMM:** That accounts be noted, in the future for clarity two categories are used: Festival Trails and Festival Performance Programme.

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).

**RECOMM:** That the additional support of the caretakers during setup/take down, as well as closing the building be agreed.

**FBP023/17 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.

**RECOMM:** That the group pay £ 45+vat (£54) annual fee, to be reviewed each September, (1<sup>st</sup> review in September 2018).

*Cllr Clamp resumed as chair*

**FBP024/17 Tenancies at Memorial Hall**

Clerk advised that there were 2 vacant offices in Memorial Hall.

**RECOMM:** That the Clerk undertake actions necessary to re-tenant the offices. Progress update to be provided in September.

## **FBP025/17 Insurance**

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.

**RECOMM:** That the Insurance be renewed for 3 years on the long term agreement and to accept the offer of a professional valuation of existing property holdings of the Town Council.

[ It is accepted that if the valuations determine that any property is currently undervalued this may affect premiums, however it is felt prudent that valuations be undertaken to more accurately assess the councils assets and to ensure an adequate level of insurance. ]

To note the various premium increases that will result from the projects under consideration (e.g. Barmote Croft Toilets).

## **FBP026/17 Recommendation to increased Public Liability Insurance to £15Mil**

The insurer have advised that a 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.

**RECOMM:** the Town Council mirror the approach of DDDC in regards to the level of cover, and that the Public Liability Insurance remain at the existing level of £10M.

This limit (£10m) to be reviewed should the Town Council become aware that DDDC increase their insurance cover (e.g. to £15m).

## **FBP027/17 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).

**RECOMM:** That the Clerk contact the Insurers to investigate whether it is possible to have a blanket PL insurance to cover any group using Town Council public space (e.g Memorial Garden or Church Walk) and to report back to Committee. The alternative would be to adopt the same approach as DDDC and seek evidence of PL insurance where the Town Council gives explicit permission for use of an public space.

## **FBP028/17 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.

**RECOMM:** Noting the Insurers guidance, do not adopt this scheme to use volunteers to assist with this task ; therefore caretakers to be used for all stage set-up changes. Room users to be advised to give a minimum of 4 weeks notice of any change from the default stage set-up, noting that requests cannot be guaranteed as they are subject to

availability of staff.

**FBP030/17 Clerks Time Sheet**

For period April – June 2017, the clerk had accrued 37 hours of TOIL

**RECOMM:** That the information be noted.

*The meeting closed at 8:15 p.m*

.....Chairman