

**WIRKSWORTH TOWN COUNCIL – FINANCE, BUILDINGS & PERSONNEL
COMMITTEE 10 DECEMBER 2018 at 6:30pm**

FBP086/18 Present: Cllr C Whittall (Chairman), Cllr I Fisher, Cllr G Gratton, Cllr A Jordan and Cllr P Taylor
In attendance: Paul Jennings (Town Clerk)

FBP087/18 Apologies: Cllr F Brown and Cllr A Clamp

FBP088/18 Variation of Order of Business: None

FBP089/18 Members' Pecuniary Interests in Agenda Items: None declared

FBP090/18 Buildings & Personnel Committee held on 12 November 2018

The minutes of the meeting of the Finance, Buildings & Personnel Committee dated 12 November 2018 were confirmed as a correct record.

FBP091/18 Monthly Budget Balance:

RECOMM: That the monthly figures be noted.

FBP092/18 Request for annual grant of £2200 to Stoney Wood Group

RECOMM: That the annual grant be made. The amount paid to be reduced by the repair costs to star disc, viewing platform steps.

FBP093/18 Additional Radon Measures in Library

DCC Property services have sought permission to add additional vents to the library to help reduce the current Radon levels.

RECOMM: That permission be granted for the installation of trickle vents.

FBP094/18 Process for Payments

The clerk outlined the process which will be adopted to increase utilisation of electronic payment methods (in compliance with existing Finance Regulations)

RECOMM: That the process be adopted and then reviewed as part of Internal Audit in 2019.

FBP095/18 Update on Lettings at Memorial Hall

The Letting agent provided a summary of activity and viewings on the vacant office space.

RECOMM: That the report be noted and the Clerk continues to seek tenants to occupy the two vacant offices.

FBP096/18 Treatment of VAT records and Accounting Software

On 1st April 2019, it will no longer be possible to submit VAT returns online, and must be via dedicated conduit/3rd party software link.

RECOMM: that the clerk be delegated to select an appropriate software package for introduction on 1st April 2019 to comply with “making Tax digital for VAT” HMRC initiative. Additional software costs to be met from existing administration budget.

FBP097/18 Damage to bollards at Memorial Hall

RECOMM: That the clerk arrange for replacement bollard to be installed and that a further 2 replacements be ordered to allow prompt installation in the instance of future damage & minimise shipping costs. That the issue be reviewed again in 12 months to determine if an alternative approach is required.

The meeting closed at 7:15 p.m.

.....Chairman