

**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 1<sup>st</sup> 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