

**WIRKSWORTH TOWN COUNCIL – FINANCE, BUILDINGS & PERSONNEL
COMMITTEE 11 JANUARY 2016 at 6:45pm**

FBP107/15 Present: Cllr A Clamp (Chairman), Cllr G Gratton, Cllr C Whittall, Cllr P Taylor and Cllr J Williams.

In attendance – Paul Jennings (Town Clerk), Sue Surgey (Assistant Clerk)

FBP108/15 Apologies: Cllr A Pollock, Cllr B Dew

FBP109/15 Variation of Order of Business: None

FBP110/15 Members' Pecuniary Interests in Agenda Items: None

FBP111/15 To confirm the accuracy of the Minutes of the Meeting of the Finance Buildings & Personnel Committee held on 14 December 2015

The minutes of the meeting of the Finance, Buildings & Personnel Committee dated 14 December 2015 were confirmed as a correct record.

FBP112/15 Quarterly Balance Sheet & Bank Reconciliation

The 2nd quarter information was circulated.

RECOMM: That the information be noted. The chair confirmed reconciliation to the bank statements.

FBP113/15 Monthly Budget Balance:

The monthly budget balance was circulated for information.

RECOMM: That this be noted.

FBP114/15 Appointment of Internal Auditor

RECOMM: That Barrie Woodcock be appointed to undertake the 2015/16 audit, and the council confirm his independence in accordance with the current internal control .

FBP115/15 Request for £2000 Community Grant from Heritage Centre

RECOMM: That the item be deferred to allow the Heritage Centre to provide further background to the request.

FBP116/15 Request for £500 Community Grant from the Civic Society

The committee are supportive of the request, but were unclear regarding some of the financial aspects of the issue, including where a potential profits would be directed.

RECOMM: That the Clerk contact the applicants seeking clarification on the issue and report back to the committee in February.

FBP117/15 Review of Room Pricing

The Assistant Clerk presented a report analysing current usage and providing

recommendations to increase the current pricing schedule.

- RECOMM:** a) That the pricing be amended as proposed and implemented from 1 April 2016.
b) That half hour slots be introduced for hire of the Town Hall, with an initial minimum 1 hour hire.
c) All existing occasional confirmed bookings after 1 April 2016 (with a signed booking form) to be kept at 2015 rate.
d) Annual pricing review to be undertaken every January.

FBP118/15 Stoney Wood Footbridge

The Clerk outlined progress and investigations into various options (Wood, Stone or Steel) to repair replace existing structure.

RECOMM: The Clerk seek quotes for a contractor to undertake remedial works in wood to address deteriorating condition of the structure.

FBP119/15 Contractor for Wash Green

The Clerk advised that it is not possible for the caretakers to maintain the play area due to the difficulties of transporting equipment to the site.

RECOMM: The Clerk seek quotes for a contractor to undertake grass cutting and emptying the litter bin on a regular basis.

FBP120/15 Minor Maintenance (Footpaths)

The Clerk advised that the current contract for maintenance of footpaths expires on 31 March 2016.

RECOMM: the Clerk seek quotes for a contractor to undertake footpath maintenance in the parish, including an indication of hourly rates to undertake minor ad-hoc maintenance.

Cllr G Gratton dep 19:30

FBP121/15 Website Project

Cllr Clamp outlined current difficulties in progressing discussions on this issue.

RECOMM: A working party be established to investigate unifying the Town's web presence and to identify resources required to implement and maintain the initiative. The working party to report to FB&P and be comprised Cllr A Jordan, Cllr J Williams, Cllr M Edwards, Cllr P Taylor and Cllr A Clamp and to also include other members of the community.

FBP122/15 Staff PPE

RECOMM: That the Clerk be delegated to update all staff workwear.

FBP123/15 Clerks Hours and Time Sheet

October – December 2015, to be signed by the Chair. The Town Clerk has reduced his accrued time off in lieu to 36 hours.

RECOMM: a) That a one-off payment be made of 36 hours overtime.
b) That the issue of the Clerks current contracted hours be referred to February's committee meeting for discussion.

The meeting closed at 8.00 p.m

.....Chairman