

**WIRKSWORTH TOWN COUNCIL – FINANCE, BUILDINGS & PERSONNEL
COMMITTEE 11 APRIL 2016 at 6:30pm**

FBP164/15 Present: Cllr A Clamp (Chairman), Cllr P Taylor and Cllr C Whittall.

In attendance: Paul Jennings (Town Clerk)

FBP165/15 Apologies: Cllr A Pollock, Cllr G Gratton

FBP166/15 Variation of Order of Business: None

FBP167/15 Members' Pecuniary Interests in Agenda Items: None

FBP168/15 To confirm the accuracy of the Minutes of the Meeting of the Finance Buildings & Personnel Committee held on 14 March 2016

The minutes of the meeting of the Finance, Buildings & Personnel Committee dated 8 February 2016 were confirmed as a correct record.

FBP169/15 Quarterly Balance Sheet & Bank Reconciliation

The 4th quarter information was circulated.

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

FBP170/15 Monthly Budget Balance:

The clerk provided a revised monthly budget balance (to the original circulated with agenda)

RECOMM: That this be noted.

FBP171/15 Request for Storage Facilities

At present the banners, collection tins and bunting used by the Parade/Carnival are stored by members of the Parade Committee.

RECOMM: That storage is provided to Wirksworth Parade/Carnival to store these items, once stored access/removal of items to be by prior arrangement with Town Council Office.

FBP172/15 Resurfacing at Stoney Wood

A safety/accessibility issue has been raised by the Stoney Wood Group.

RECOMM: That the clerk be delegated to arrange for works (in liaison with Stoney Wood Group) at top entrance to Stoney Wood to address the slip hazard and improve accessibility. Expenditure upto £700 to be assigned from Budget heading Unallocated to Stoney Wood.

FBP173/15 Town Guide & Leaflet

A layout/draft was circulated to the committee to demonstrate progress with the publication.

RECOMM: The design and layout be finalised by the group (led by NOW) responsible for producing the map (without further recourse to the Town Council) and that a payment of £1000 be made towards publication costs. Once printed, the stock of maps to be held and distributed by Town Council in the same manner as the previous map produced by the Civic Society.

FBP174/15 Establish ownership of Church Walk

As part of the discussions regarding the bins, we have been asked to establish ownership of Church Walk

RECOMM: That the clerk be delegated to undertake the necessary searches at land registry.

FBP175/15 Replacement Down Lighters for Club Room

3 of the 4 main lights have intermittent failures, replacements are approx. £100 + installation.

RECOMM: That the clerk be delegated to purchase and install replacement lights, a further lighting unit also be purchased and placed in store as contingency.

FBP176/15 Freedom of Information and Data Protection

The clerk reported that it was necessary to upgrade existing procedures to increase compliance following guidance from DALC. All correspondence/papers are now shredded. To comply with Data Protection, agenda packs should not contain any personal information of residents such as email/telephone numbers and addresses – this will require the information to be redacted before circulation.

RECOMM: The clerk's purchase of a shredder was ratified and that the clerk should purchase software to allow electronic redaction of circulated papers. That the item also be referred to Full Council to ensure all councillors are aware of the implications of the regulations/legislation.

FBP177/15 Clerks Time sheet

Clerks time sheet was signed by the Chair.

RECOMM: Noted that the Town Clerk has accrued time off in lieu of 18¼ hours in the period January – March 2016

The meeting closed at 7:20 p.m

.....Chairman