

**WIRKSWORTH TOWN COUNCIL – FINANCE, BUILDINGS & PERSONNEL
COMMITTEE 11 JUNE 2018 at 6:30pm**

FBP001/18 Present: Cllr A Clamp (Chairman), Cllr F Brown, Cllr I Fisher, Cllr G Gratton, Cllr A Jordan, Cllr P Taylor and Cllr C Whittall.

In attendance: Paul Jennings (Town Clerk)

FBP002/18 Apologies: None

FBP003/18 Variation of Order of Business: None

FBP004/18 Members' Pecuniary Interests in Agenda Items: None

Cllr P Taylor arr 6:35pm

FBP005/18 To confirm the accuracy of the Minutes of the Meeting of the Finance Buildings & Personnel Committee held on 14 May 2018

The minutes of the meeting of the Finance, Buildings & Personnel Committee dated 14 May 2018 were confirmed as a correct record.

FBP006/18 Monthly Budget Balance:

The clerk provided the monthly budget balance, but advised that further work was required to ensure that budget headings accurately reflected the impact of the decisions taken after the budget was agreed in January.

RECOMM: That the monthly figures be noted and the clerk advise of any further updates to budget headings.

FBP007/18 Recommendations from Environment and Town Committee held on 4 June 2018

ET011/18 - Lamp Post Poppies

RECOMM: that the Town Council should purchase 50 poppies (at a cost of £150) and these to be erected on the route to be used by carriage from Middleton. The poppies to be erected by Councillors (with arrangements to be sorted neared the time). The clerk to apply for appropriate license from DCC.

RECOMM: That a new budget line of £1000 be created "WW1 Project" (line 31a) with funds taken from Unallocated.

FBP008/18 One-off Event at Town Hall

Cllr Pollock had asked for guidance on the potential hire of the Town Hall for a one-off event which cannot be accommodated under the existing Letting Policy. Councillors felt that for any such event, a long lead time would be expected and therefore.

RECOMM: That the existing policy can accommodate such an event with the proviso that sufficient notice is provide for an event (i.e. and therefore complying with the policy). There are other venues within the

Town which might also accommodate an event if the Town Hall is not available (e.g. AGS or Stoney Wood).

FBP009/18 Electrical Works at the Memorial Hall

RECOMM: That works proceed (at a cost of £430+vat) and that the contractor be approached for a quote to provide lighting within the new garden area (utilising the conduits already installed as part of the works).

FBP010/18 Request to use the new space adjacent to Memorial Hall

RECOMM: That Cllr Gratton, Cllr Pollock and Cllr Whittall be delegated to respond to the request (as they are already tasked with providing a policy on usage of WTC owned open spaces including the new area).

FBP011/18 Promotion of the Tuesday Market

RECOMM: That the clerk be delegated to utilise budget line 19c (subject to existing constraints within Financial Regulations).

FBP012/18 Review of Town Council Insurance

The clerk provided an update on a number of issues raised as part of the annual review.

RECOMM: a) That the Market Stalls (used by Tuesday Mkt) are only insured for use (but not loss/damage) within the insurance policy.

Cllr I Fisher dep 7:10pm

b) That the clerk contact DALC for guidance/practice of other councils with regards to Public Liability Insurance for users of buildings/public spaces.

Cllr G Gratton dep 7:30pm

c) That bookings are not accepted beyond Midnight in Town and Memorial Hall (formalising existing practice).

d) That the council agree for a 3rd party group to set-up/make stage changes subject to evidence of insurance and training (as recommended by insurers). That the council staff also join any such training and contribute towards the cost of the training.

FBP013/18 CCTV at Town Hall

RECOMM: That the works proceed to upgrade the power supply (at a cost of £335+vat).

FBP014/18 Office and Caretaker Restructure

The clerk advised that Donna Berry had been appointed as a caretaker, and April Fussell as Administration Assistant, both commencing 1/7/18. That the Assistant Clerk's contracted hours would reduce from 22 to 20 from July.

RECOMM: That information be noted.

FBP015/18 Clerks Time Sheet

For period to 31st May 2018, the clerk had accrued 79.5 hours of TOIL

RECOMM: That an overtime payment of 25 hour be paid in July and that the clerk's hours be reported at the next FB&P meeting (July).

The meeting closed at 8:10 p.m

.....Chairman