

**WIRKSWORTH TOWN COUNCIL – FINANCE, BUILDINGS & PERSONNEL
COMMITTEE 15 JANUARY 2018 at 6:30pm**

FBP080/17 Present: Cllr A Clamp (Chairman), Cllr F Brown, Cllr I Fisher, Cllr P Taylor and Cllr C Whittall.

In attendance: 1 member of the public & Paul Jennings (Town Clerk)

FBP081/17 Apologies: Cllr G Gratton

FBP082/17 Variation of Order of Business: to take item 9 Request for a Community Grant for £263 to U3A immediately after open forum

FBP083/17 Members' Pecuniary Interests in Agenda Items:

Cllr Clamp	Personal Interest in item 15 on the agenda ; Letting Tariff Change as Now and Glee Club let Town & Memorial Hall
Cllr Taylor	Personal Interest in item 14 & 15 on the agenda ; Request to use staging outside Town Hall as the decision might impact the manner in which Town Hall Events (THE) use the stage within the Town Hall & Letting Tariff Change as THE let Town Hall
Cllr Brown	Personal Interest in item 15 on the agenda ; Letting Tariff Change as Bolehill WI let Town Hall
Cllr Whittall	Personal Interest in item 15 on the agenda ; Letting Tariff Change as the Colts let Town Hall

FBP084/17 Open Forum

Brian Hebron from U3A spoke in support of the grant application.

Open forum closed 6:45pm

FBP085/17 Request for a Community Grant for £263 to U3A

To provide support to the group in 2018-19.

RECOMM: That the council wishes to support this new group, but are mindful that the group have the capability to raise funds via subscription ; therefore a grant be given for £100 to cover 3 months rent to support the group prior to the receipts of annual subscription in April 2018.

FBP086/17 To confirm the accuracy of the Minutes of the Meeting of the Finance Buildings & Personnel Committee held on 11 December 2017

The minutes of the meeting of the Finance, Buildings & Personnel Committee dated 11 December 2017 were confirmed as a correct record.

FBP087/17 Monthly Budget Balance

The clerk provided the monthly budget balance, Cllr Brown sought clarification regarding those areas where the budget has been exceeded or significantly underspent and asked that this be factored into budget for 2018/19.

RECOMM: That the monthly figures be noted.

FBP088/17 Quarterly Balance Sheet & Bank Reconciliation

Cllr (not Chair - Fin Rgs 2.2) to initial to confirm the bank statement and bank reconciliation The 3rd quarter information was circulated.

RECOMM: That the information be noted. Cllr Brown confirmed reconciliation to the bank statements.

FBP089/17 Recommendations from Environment and Town Committee held on 8 January 2018

RECOMM: That the request for a £1000 budget in 2018/19 for Christmas Lights be supported .

FBP090/17 Request for a letter of Support

EVR/Wyvern Rail are seeking WTC support to assist with grant applications for the new station build.

RECOMM: That a letter of support be issued.

FBP091/17 Electronic Payments

To consider expanding use of electronic payments to settle invoices from suppliers/utilities.

RECOMM: That all regular suppliers/payments be moved to Direct Debit where possible. Where a payment is to be made to a beneficiary more than once per year, that this be made via electronic payment (if possible). The clerk to prepare a policy and procedures for approval by FB&P committee to reflect revised approach.

FBP092/17 Petty Cash

It is no longer possible to cash cheques, and no provision is available within current Financial Regulations to use a debit card to draw cash.

RECOMM: That current procedure/regulation be amended to accommodate change and that approval for withdrawal via ATM be treated in the same manner as other debit card transactions. The clerk to prepare amended policy and procedures for approval by FB&P to reflect changes.

FBP093/17 ATM Insurance

Confirmation that the installation of the ATM in the Memorial Hall will not impact existing premium.

RECOMM: That information be noted.

FBP094/17 Request to use Staging outside Town Hall

Wirksworth Community Choir are seeking confirmation whether they may continue to borrow the staging and if agreed whether the Town Council will have any additional conditions associated with the loan (e.g. to comply with insurance requirements).

RECOMM: the council wish to ensure a consistent approach be made

to use/erection of the stage. That given the guidance from our insurers regarding set-up of the stage in the Town Hall, that the clerk approach the insurers for guidance on this matter and report back to committee.

FBP095/17 Letting Tariff

To approve a revised tariff for implementation on 1st April 2018, increasing letting fees by 10% to comply with the budget agreed and approved by Full Council on 18/12/17.

RECOMM: That pricing be implemented and that all regular room users be advised of the new rates effective 1st April 2018

FBP096/17 Staff Resourcing & Succession Planning

To consider how to resource the revised responsibilities and work load associated with the adoption of Fanny Shaw Community Building, Tuesday Market and Barmote Croft Toilet Block Toilet.

RECOMM: That the clerk prepare recommendations (for approval by committee) with a revised staffing structure to accommodate the new responsibilities and where possible anticipate potential future changes. That the office staff may accrue overtime to accommodate the additional work required in 2018 to implement the various projects currently in hand, but overtime to be subject to approval by committee and to be reported /monitored on a regular basis (minimum every 3 months, but more frequently if possible)

The meeting closed at 7:50 p.m

.....Chairman