

**WIRKSWORTH TOWN COUNCIL – FINANCE, BUILDINGS & PERSONNEL
COMMITTEE 16 APRIL 2018 at 6:30pm**

FBP121/17 Present: Cllr A Clamp (Chairman), Cllr G Gratton, Cllr I Fisher, and Cllr C Whittall

In attendance: Paul Jennings (Town Clerk)

FBP122/17 Apologies: Cllr F Brown, Cllr P Taylor

FBP123/17 Variation of Order of Business: None

FBP124/17 Members' Pecuniary Interests in Agenda Items:

Cllr Gratton	Personal Interest in item 10 on the agenda ; Staff Restructure
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FBP125/17 To confirm the accuracy of the Minutes of the Meeting of the Finance Buildings & Personnel Committee held on 12 March 2017

The minutes of the meeting of the Finance, Buildings & Personnel Committee dated 12 March 2018 were confirmed as a correct record.

FBP126/17 Monthly Budget Balance

The clerk provided the monthly budget balance.

RECOMM: That the monthly figures be noted.

FBP127/17 Request for a Community Grant for £200 to Twinning Association

RECOMM: That the grant be approved (already included in budget).

FBP128/17 Request for a Grant for £1000 to Festival

RECOMM: That the grant be approved (already included in budget).

FBP129/17 Request for a Community Grant for £600 to WiSH

RECOMM: That a grant of £500 be approved from Donations budget and that the group be encouraged to approach adjacent parishes for support as the group's catchment area is wider than Wirksworth.

FBP130/17 Staff Restructure

RECOMM: That recruitment begin for a new administrative office role (upto 16 hours per week). Recruitment process to be undertaken by Clerk/Asst Clerk with final approval delegated to Chair of FB&P. Additional funding for the role to be taken from two budget lines Town Promotions £1500 and upto £2500 from Unallocated. That a target be added into the Market Management ; that the revenues be monitored as part of the existing monthly budget balance process with a target to increase revenues by 20% against existing budget assumptions by March 2019.

FBP131/17 Caretaker Restructure

RECOMM: That the recommendations to change the caretakers Job

Description and also terms be implemented. That recruitment begin for a replacement caretaker, recruitment process delegated to Clerk & Asst Clerk with final approval delegated to Chair of FB&P.

FBP132/17 Clerks Time Sheet

For period January – March 2018, the clerk had accrued 52.5 hours of TOIL

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

The meeting closed at 7:50 p.m

.....Chairman