



# WIRKSWORTH TOWN COUNCIL

TOWN HALL, WIRKSWORTH, DERBYSHIRE DE4 4EU

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Website: [www.wirksworthtowncouncil.gov.uk](http://www.wirksworthtowncouncil.gov.uk)

Clerk to the Town Council & Responsible Financial Officer:

Paul Jennings

Office hours: 8:30am-12:30pm Mon-Thurs

13 April 2021

Dear Councillor,

You are hereby summonsed to the Meeting of Finance, Building and Personnel Committee on MONDAY 19 April 2021 at 6.30 p.m. on Zoom platform, meeting ID: 386 170 0358  
*Admission of public: If you wish to join the meeting please contact the Town Clerk for full meeting details.*

## AGENDA

### 1. Apologies for Absence

### 2. Variation of Order of Business

Including to consider a resolution under the Public Bodies (Admission to Meetings Act 1960 s1) to exclude members of the press and public in order to discuss an agenda item

### 3. Members' Interests in Agenda Items

To enable Members to declare the existence and nature of any Disclosable Pecuniary Interests they have in subsequent agenda items, in accordance with the Town Council's Code of Conduct.

### 4. Open Forum

Time for this session is limited to 15 minutes ; 3 minutes per person

- *Public Forum (At the start of the meeting, a period is available for members of the public to address the Council)*
- *Cllrs with a pecuniary interest making representations, answering questions or giving evidence relating to the business to be transacted*

### 5. To confirm the accuracy of the Minutes of the Meeting of the Finance Buildings & Personnel Committee held on 8 March 2021 (Previously circulated)

### 6. Monthly Budget Balance (to be circulated prior to meeting)

### 7. Quarterly Balance Sheet & Bank Reconciliation (to be circulated at the meeting)

Cllr (not Chair - Fin Rgs 2.2) to initial to confirm the bank statement and bank reconciliation.

### 8. CCTV & Office Monitor

The CCTV monitor for the Town Hall CCTV has failed and requires replacement.

### 9. Clock Tower Office Lights

The new tenant reported that two of the light fittings are not working (March 2020), it has not been possible to arrange replacement during lockdown, it is proposed that all (5) fittings be upgraded to LED panels (approx. cost £600).

### 10. Memorial Bench Policy (Cllr Whittall)

Following on from discussions regarding donation of benches to the community it is proposed that an amendment be made to the policy to cover "benches offered as a donation to the community".

<https://www.wirksworth.gov.uk/files/Policies--Procedures/memorial-bench-policy-2019-final.pdf>

A handwritten signature in black ink, appearing to read 'Paul Jennings'.

Paul Jennings

Clerk to the Town Council & Responsible Financial Officer