

WIRKSWORTH TOWN COUNCIL

Minutes of a Meeting of the Finance Buildings and Personnel Committee held 13 May 2024

**FBP23/115 Present: Cllr S Barker (Chairman), Cllr P Carr, Cllr A Jordan, and
Cllr C Whittall**
In attendance: Paul Jennings (Town Clerk)

FBP23/116 Apologies for Absence: Cllr A Clamp, Cllr E McDonagh

FBP23/117 Variation in Order of Business: None

FBP23/118 Members' Pecuniary Interests in Agenda Items: None

FBP23/119 Minutes:

**The minutes of the meeting of the Finance Buildings and
Personnel Committee dated 15 April 2024 were confirmed as a
correct record.**

FBP23/120 Monthly Budget Balance

**REC that the figures be noted. That an invoice be issued for the
Glee Club Store.**

Cllr Carr arr 6.55pm

FBP23/121 Review of Budget for 2024/25

With the completion of 2023/24 Financial Year (resolution FBP23/109)
proposed that a review of the assumptions used to project income
(especially letting income) be reviewed to determine if any adjustments
are required to the budget.

**REC that a review of performance against budget be undertaken
after 3 months with a view to adjusting any budget lines should a
significant under/overspend be forecast. Any shortfall in budget
would then be met by adjustments either to other discretionary
spending lines or reserves. That the use of the Town Hall for larger
events be promoted on Facebook and Town Promotions.**

FBP23/122 Withdrawal of Lloyds Mobile Bank

Response received from Lloyds to the Town Council's letter objecting to
the decision to remove this service.

**REC that the council acknowledge the response which was felt to
be generic (evidenced by the initial response sent in error for
another location). It was noted that the response from Lloyds to
the Town Council correspondence took 7 weeks to reply. The letter
be attached to a facebook post that flags up Lloyds offer of
support for customers in the transition away from the mobile bank.**

FBP23/123 Community Meeting Space Request

Wirksworth Twinning Association are requesting meetings space under the community meetings space scheme.

REC that the request be agreed although actual room offered to the group will be at the discretion of the council and governed by the concession meeting space policy.

FBP23/124 Fire Risk Assessments – Town Hall & Memorial Hall

An independent assessment has been undertaken on the building to identify potential risks and areas for improvement in existing fire safety measures.

REC that actions be taken to address the issues identified in the report. The Clerk confirmed that the recent (earlier) assessment by the fire service of both buildings advised that there are issues with the old doors and where possible these should be replaced. However the Fire Service advised that it recognised that was not practical in older buildings and the Town Council is therefore mitigating the risk fire doors by fitting intumescent seals.

Cllr Carr dep 7:50pm

FBP23/125 Fire Safety Policies

A draft policy has been prepared for both the Town Hall & Memorial Hall

REC that the Clerk ensure that the policies for both buildings will comply with existing process and procedures (e.g booking procedure and policy) and that once measures are taken to ensure that the fire safety policy can be followed, that the policies be presented to council for adoption.

FBP23/126 Memorial Hall – Tenant Request

The tenant in Office 2 has requested that the council mitigate the poor sound insulation on the party wall between office 2 and 3. The previous tenant in office 3 only used the space for storage so this was not identified as an issue.

REC that acoustic dampening insulation be fitted to the party wall.

FBP23/127 Financial Regulations

A revised and updated version has been issued by NALC/SLCC.

REC that the Clerk provide (within 6 months) a proposed draft based upon the new version but tailored to the Town Council's requirements (i.e. based upon the existing Financial Regulations).

FBP23/128 Disposal of Assets

A petrol strimmer was purchased for use by Stoney Wood Group and stored at the Memorial Hall. The strimmer has not been used for 4+ years, Town Council staff are not insured/trained in the use of brushcutters.

REC that the strimmer be offered to Stoney Wood Group (no longer stored by the Town Council). If the group have no use for the equipment then it be sold.

The meeting closed at 8:15 pm

Chairman