

## WIRKSWORTH TOWN COUNCIL

### Minutes of a Meeting of the Finance Buildings and Personnel Committee held 8 July 2024

**FBP24/15 Present: Cllr A Clamp (Chairman), Cllr E McDonagh, and Cllr A Pollock**  
**In attendance: Paul Jennings (Town Clerk)**

**FBP24/16 Apologies for Absence: Cllr P Carr, Cllr A Jordan, Cllr C Whittall**

**FBP24/17 Variation in Order of Business: None**

**FBP24/18 Members' Pecuniary Interests in Agenda Items:**

Cllr Clamp	Personal Interest in 8 Community Grant - as NOW Chair
------------	---

**FBP24/19 Minutes:**

**The minutes of the meeting of the Finance Buildings and Personnel Committee dated 10 June 2024 were confirmed as a correct record.**

**FBP24/20 Monthly Budget Balance**

**REC that the position be noted. It is recognised that income lines 4 Occasional Lettings and 15 Lettings are below budgeted expectations and will be monitored closely to determine whether the original assumptions on annual income require revision in light actual receipts/hall hire receipts.**

**FBP24/21 Quarterly Balance Sheet & Bank Reconciliation**

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

**REC that the position be noted.**

**FBP24/22 Community Grant**

Request from NOW for a grant of £2000 to contribute towards town promotion activity.

*This item was withdrawn and will be represented with updated application to Full Council*

**FBP24/23 Traders Christmas Lights**

Several traders have not yet returned their Christmas Lights e.g. Waltham has approx £700 in lights.

**REC that for Christmas 2024 it be made clear to all traders that if lights are not returned by deadline then the Town Council will seek reimbursement for the value of the lights not returned. That those traders still to return lights from Christmas 2023 be contacted advising them that if lights are not returned then they will be invoiced for the value of the lights and that they will not be issued/eligible to participate in the light scheme in future years.**

**FBP24/24 Barmote Croft Public Conveniences - Water Utilities**  
Severn Trent has now split the responsibility/invoices for water services between BMC Public Conveniences and the Car Park following the transfer of the toilets from the District Council to the Town Council in 2018. However, Severn Trent are insisting that the past invoices (approx. £4300) be settled by the Town Council, DDDC have agreed to reimburse the Town Council for their portion of the invoices (approx. £1994).

**REC that the outstanding invoice with Severn Trent/Water Plus be settled provided DDDC reimburse the Town Council for their element of the costs.**

**FBP24/25 Meadows Resourcing**  
Resolution FBP102/23 - that bi-monthly reporting to be provided regarding the staff costs associated with management of the Meadows Project.

**REC that it be noted that 59 ½ hours of Meadows overtime was paid to date.**

**FBP24/26 Staff Matters**  
To consider next steps in the office staffing review process.

**REC that the 3 office roles be revised as follows Town Clerk (28 hrs pw) SCP 37-41, Deputy Town Clerk (24 hrs pw) SCP 24-28, Project and Administration Officer (20 hrs pw) SCP 18-23. The new roles and grading be applied from 1st July (i.e. 3 months into this financial year). All 3 staff will start on the 1st grade of the payscale for the role. In April 2025, a further spinal point be awarded to each staff member in addition to the annual spinal point increase i.e. each staff member will advance 2 points on the payscale. Office staff contracts to be amended to reflect revisions.**

**FBP24/27 Appraisal Process**  
To consider adopting a staff appraisal policy.

**REC that the policy be adopted.**

**FBP24/28 Clerk's Time Sheet**  
April -June 2024, to be signed by the Chair.

**REC to note that the Clerk's TOIL was 46 hours as at end of June 2024.**

*The meeting closed at 7.15 pm*

Chairman