

**MINUTES OF THE POLICY, FINANCE AND PUBLICITY COMMITTEE OF
STAVELEY TOWN COUNCIL**

Wednesday 17 February 2016

Commencing at 7.00pm

In Room 1, The Speedwell Rooms, Inkersall Road, Staveley

Present:

Councillor A Hill (Chair)
Councillor B Dyke
Councillor D Collins
Councillor E Tidd
Councillor L Derbyshire
Councillor C Ludlow

In attendance - M Evans – Acting Town Clerk

		ACTION
ME/116/1 6	APOLOGIES FOR ABSENCE Apologies for absence were received from Councillor J Young	
ME/117/1 6	COUNCILLORS NOT PRESENT There were no Councillors not present.	
ME/118/1 6	DECLARATIONS OF MEMBERS' INTERESTS There were no declarations of disclosable pecuniary interest by members or officers.	
ME/119/1 6	MINUTES OF THE POLICY, FINANCE AND PUBLICITY COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON WEDNESDAY 20 JANUARY 2016 These minutes were noted and had been approved at the Ordinary meeting of Staveley Town Council on 9 February 2016.	
ME/120/1 6	MATTERS ARISING FROM THE MINUTES OF THE POLICY, FINANCE AND PUBLICITY COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON 20 JANUARY 2016 There were no matters arising.	
ME/121/1 6	BUDGET 2016/17 Councillors Ludlow and Dyke requested that budget trading statements be set up for each committee and the Speedwell Rooms, Staveley Hall and The Stables Complex and Markets. The Acting town clerk and Financial Officer stated that this will be put in place for the new financial year.	

<p>ME/122/1 6</p>	<p>FINANCIAL ISSUES</p> <p>The Acting Town Clerk and Financial Officer asked for clarification about payments to the four rest room organisations for the elderly.</p> <p>It was RESOLVED that a payment of £100 each, for the 2015 period, be made to:</p> <ul style="list-style-type: none"> - The Hollingwood Rest Room - The Barrow Hill Rest Room - The Inkersall Rest Room - The Mastin Moor Rest Room 	
<p>ME/123/1 6</p>	<p>HEART OF STAVELEY PROJECT</p> <p>The Acting Town Clerk and Financial Officer reported that he is attending a meeting with the Heart of Staveley Board on 23 February 2016.</p> <p>The revised business plan has not yet been received from Michael Brooke. It has now been promised for this week.</p> <p>A discussion was held about the need to recruit a manager for the complex.</p> <p>It was RESOLVED that the Acting Town Clerk and Financial Officer prepares a job description and person specification for the role and has it evaluated using the Chesterfield Borough Council job evaluation system.</p> <p>A discussion also took place about promoting the Hall at wedding fairs and, possibly holding wedding fairs at the Speedwell Rooms.</p> <p>Councillor A Hill stated that the focus should initially be on letting the new offices to generate regular income.</p> <p>The meeting also asked the Acting Town Clerk and Financial Officer to prepare a proposal for the opening ceremony for the Hall and to present it at a future meeting.</p>	
<p>ME/124/1 6</p>	<p>HEALTH AND SAFETY</p> <p>The Acting Town Clerk and Financial Officer informed the meeting that Keith Church, the Council's health and safety consultant, will be delivering a training session to Staveley Town council employees at 10.00am on Monday 22 February 2016. Members are invited to attend.</p> <p>Councillor L Derbyshire asked about the content of the course and was informed that it will cover:</p> <ul style="list-style-type: none"> • Risk Assessments • Fire Safety • Manual Handling 	

	<ul style="list-style-type: none"> • Driving at Work • Electrical Safety • Working at Height • Asbestos • Legionnaires Disease <p>The Acting Town Clerk and Financial Officer was asked to price up the cost of buying a container to replace the one on hire at Staveley Hall.</p>	
ME/125/1 6	<p>APPLICATIONS FOR FINANCIAL ASSISTANCE</p> <p>A request for £200 from the 2nd Brownies for general administration and equipment. The Acting Town Clerk and Financial Officer was asked to contact them for more details about the proposed equipment purchase.</p> <p>A request for £200 from the Hollingwood Residents Association to clean the Hollingwood football field and surrounding area.</p> <p>The Committee recommended that in the first instance the Residents Association contact Chesterfield Borough Council environmental Services to seek help in the clean up.</p>	
ME/126/1 6	<p>STAVELEY MARKET</p> <p>Councillor Hill stated that in his role as a Councillor at Chesterfield Borough Council he had previously been involved in a review of the market at Staveley. He has reports relating to the earlier studies. The Committee would like a review of the market at the earliest opportunity.</p> <p>Councillor D Collins suggested that the theme of 'made in Derbyshire' be considered for a future market. Derbyshire County Council can advise on this.</p> <p>Councillor C Ludlow pointed that the Leisure and Community Committee is working on a themed market to coincide with the Inland Waterways Weekend.</p>	
	<p>CONFIDENTIAL <u>PART II</u></p> <p>PUBLIC BODIES (ADMISSION TO MEETINGS ACT) 1960</p> <p>RESOLVED - That in view of the fact that publicity would be prejudicial to the public interest by reason of the confidential nature of the following matters, the public and representatives of the press be excluded from this meeting during the discussion thereof.</p>	

<p>ME/127/1 6</p>	<p>ALLOTMENTS A report on the Barrow Hill Allotments is being presented to the Leisure and Community Committee on 24 February 2016.</p> <p>A number of options were discussed and the Committee RESOLVED to support further discussions with Chesterfield Borough Council and asked the Acting Town Clerk and Financial Officer to check the status of the other leases for allotments.</p>	
<p>ME/128/1 6</p>	<p>STAFFING An advert has been placed on Staveley Town Council and Chesterfield Borough Council's websites for the vacancy of Town Clerk and Financial Officer.</p> <p>It was RESOLVED that the interview panel will compose of Councillor B Dyke, C Ludlow, H Elliott and L Derbyshire.</p> <p>A subject access request has been received from an employee and has been acknowledged by the Acting Town Clerk and Financial Officer.</p>	
<p>ME/129/1 6</p>	<p>STAVELEY HALL GARDEN CENTRE The Acting Town Clerk and Financial Officer presented a report on the arrangements for the Staveley Hall Garden Centre.</p> <p>It was RESOLVED to recommend to Full Council that a commercial rate is calculated and charged for the land occupied by the garden centre and, that a price is sought, from Staveley Hall Garden Centre, for the provision, installation and removal of the hanging baskets.</p>	
<p>ME/130/1 6</p>	<p>THE PROVISION OF ACCOUNTANCY SERVICES A report was presented on the provision of accountancy services.</p> <p>It was RESOLVED to recommend to Full Council that the provision of accountancy support be awarded to Emerald Accountancy Services.</p>	