

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

Wednesday 18 May 2016

Commencing at 7.00pm

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

Present:

Councillor A Hill (Chair)
Councillor D Collins
Councillor E Tidd
Councillor L Derbyshire

In attendance - M Evans – Town Clerk and Financial Officer

		ACTION
ME/160/1 6	ELECTION OF CHAIR OF POLICY, FINANCE AND PUBLICITY COMMITTEE FOR THE CIVIC YEAR 2016/17 It was RESOLVED that Councillor A Hill be elected Chair of the Policy, Finance and Publicity Committee for the civic year 2016/17.	
ME/161/1 6	ELECTION OF VICE-CHAIR OF POLICY, FINANCE AND PUBLICITY COMMITTEE FOR THE CIVIC YEAR 2016/17 It was RESOLVED that Councillor D Collins be elected Vice-Chair of the Policy, Finance and Publicity Committee for the civic year 2016/17.	
ME/162/1 6	DATES AND TIME OF THE POLICY, FINANCE AND PUBLICITY COMMITTEE FOR THE CIVIC YEAR 2016/17 It was RESOLVED that the Policy, Finance and Publicity Committee meetings will be held on the third Wednesday of each month starting at 6.00pm.	
ME/163/1 6	APOLOGIES FOR ABSENCE Apologies for absence were received from Councillors J Young, B Dyke, H Elliott and C Ludlow.	
ME/164/1 6	COUNCILLORS NOT PRESENT There were no Councillors not present.	
ME/165/1 6	DECLARATIONS OF MEMBERS' INTERESTS None.	
ME/166/1 6	MINUTES OF THE POLICY, FINANCE AND PUBLICITY COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON WEDNESDAY 20 APRIL 2016 These minutes were noted and had been approved at the Annual Meeting of Staveley Town Council on 10 May 2016.	

ME/167/1 6	<p>MATTERS ARISING FROM THE MINUTES OF THE POLICY, FINANCE AND PUBLICITY COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON 20 APRIL 2016</p> <p>There were no matters arising.</p>	
ME/168/1 6	<p>BUDGET 2016/17</p> <p>The Town Clerk and Financial Officer stated that regular budget reports will start to be presented to this Committee from May onwards.</p>	
ME/169/1 6	<p>FINANCIAL ISSUES</p> <p>The Town Clerk and Financial Officer had commissioned a review of gas and electricity prices at Staveley Hall and The Stables. The broker, 'Get Solutions' had negotiated a series of discounts.</p> <p>It was RESOLVED that, for gas supplies, the Council agree to a 48 month contract with Yorkshire Gas and Power, securing an annual saving of £6431, and for electricity, a 36 month contract with Yorkshire Gas and Power, securing a £1504 annual saving.</p> <p>The Staveley Hall Bowling Club had written to request sponsorship of £50 for their annual charity competition. It was RESOLVED that the Council pay £50 towards the trophies and the £50 agreed in 2015/16 which the Club have not received.</p> <p>A discussion was held about providing funding for a new pavilion for the Bowls Club. It was agreed that the Town Clerk and Financial Officer is to speak to the Club and to try and secure a commitment that the Club will stay for a minimum of three years if new facilities are provided. The Town Clerk and Financial Officer will also check if planning permission is required for the new pavilion.</p>	
ME/170/1 6	<p>HEART OF STAVELEY PROJECT</p> <p>The Town Clerk and Financial Officer reported that the Hall will be handed back to the Council during the first week in June. The facility will be unoccupied until autumn 2016 when the new managing agent takes over.</p> <p>Arrangements need to be made to secure the site and the Town Clerk and Financial Officer will obtain a price from the company currently providing security cover.</p> <p>In order to maintain the plant and equipment it was RESOLVED that the quotation from Ampron Electrical Services be accepted.</p>	
ME/171/1 6	<p>APPLICATIONS FOR FINANCIAL ASSISTANCE</p> <p>There were no applications for financial assistance.</p>	

<p>ME/172/1 6</p>	<p>ANNUAL RETURN 2015/16 The Town Clerk and Financial Officer tabled a draft copy of the annual return 2015/16.</p> <p>The meeting discussed Section 1 – Annual Governance Statement, Section 2 – Accounting Statements and the section completed by the Internal Auditor, John Marriott.</p> <p>The meeting RESOLVED to recommend the annual return to Council as drafted.</p>	
<p>ME/173/1 6</p>	<p>INTERNAL AUDIT REPORT The internal audit report for 2015/16 was presented to the meeting.</p> <p>It was RESOLVED that the internal audit report be accepted.</p>	
<p>ME/174/1 6</p>	<p>ALLOTMENTS The Town Clerk and Financial Officer gave an update on the Barrow Hill allotments. Following receipt of the asbestos survey it was now recommended that the soil be tested for contamination.</p> <p>It was RESOLVED that Broadlands be commissioned to undertake the soil sampling at a cost of £1900.</p>	
<p>ME/175/1 6</p>	<p>INSURANCE RENEWAL The Town Clerk and Financial Officer presented a report setting out the outcome of his recent renegotiations with the Council's current insurance provider, Zurich.</p> <p>Last year (2015/16) the Council's insurance cover cost £10,119. Zurich have made improved offers for 2016/17 and:</p> <p>It was RESOLVED that the Council accept Zurich's quotation of £6946.52 per annum, for a three year contract with an option of extending by a further two years.</p>	
	<p style="text-align: center;"><u>PART II - CONFIDENTIAL</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/176/1 6</p>	<p>STAFFING RESOURCES Interviews are to be held on Thursday 19 May for the role of permanent Administrator.</p>	

ME/177/1 6	STAVELEY HALL GARDEN CENTRE The Town Clerk and Financial Officer reported the outcome of the rental valuation for the land occupied by the Garden Centre. As previously agreed, this will be applied for this financial year.	
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