

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

**Wednesday 20 January 2016**

**Commencing at 7.00pm**

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

**Present:**

Councillor D Collins (Chair)  
Councillor B Dyke  
Councillor E Tidd

In attendance - M Evans – Acting Town Clerk

		<b>ACTION</b>
ME103/1 6	<b>APOLOGIES FOR ABSENCE</b> Apologies for absence were received from Councillors A Hill, C Ludlow, L Derbyshire and J Young.	
ME104/1 6	<b>COUNCILLORS NOT PRESENT</b> There were no Councillors not present.	
ME105/1 6	<b>DECLARATIONS OF MEMBERS' INTERESTS</b> There were no declarations of disclosable pecuniary interest by members or officers.	
ME106/1 6	<b>MINUTES OF THE POLICY, FINANCE AND PUBLICITY COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON TUESDAY 18 NOVEMBER 2015</b> These minutes were noted and had been approved at the ordinary meeting of Staveley Town Council on 19 January 2016.	
ME107/1 6	<b>MATTERS ARISING FROM THE MINUTES OF THE POLICY, FINANCE AND PUBLICITY COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON 18 NOVEMBER 2015</b> There were no matters arising.	
ME108/1 6	<b>BUDGET 2016/17</b> The Acting Town Clerk reported that a budget report would be presented to the Ordinary Meeting of the Council on 9 February 2016.  It was <b>RESOLVED</b> that a recommendation be put forward to the February Ordinary Council meeting to increase the 2016/17 precept by 15p per week on a Band A property.	

ME109/1 6	<p><b>STAVELEY TOWN COUNCIL BUSINESS PLAN</b> That Acting Town Clerk reported that he was currently working on a three year business plan for the Council, covering the period 2016-19. The plan will be presented to a future meeting.</p>	
ME110/1 6	<p><b>FINANCIAL ISSUES</b> The Acting Town Clerk presented a report on the provision of payroll services to the Council</p> <p>It was <b>RESOLVED</b> that the payroll function is awarded to Emerald Accountancy, on a short term contract, subject to the outcome of existing Staveley Town council staffing issues.</p>	
ME111/1 6	<p><b>HEART OF STAVELEY PROJECT</b> The Acting Town Clerk reported on a meeting that he had attended with M Brooke (Project Manager) and Lynda Sharp (Heart of Staveley Board) to discuss progress:</p> <ul style="list-style-type: none"> <li>• The works should be complete by April 2016</li> <li>• The governance model for running the complex is to be discussed at a meeting between the Board and Staveley Town Council</li> <li>• There is a list of tasks to be completed between now and June 2016. These include: <ul style="list-style-type: none"> <li>- Marketing</li> <li>- Preparation of the leases</li> <li>- Appointing a manager</li> <li>- Arrangements for the café</li> <li>- Arranging the opening event</li> </ul> </li> <li>• The revised business plan will now not be available until the end of January.</li> </ul>	
ME112/1 6	<p><b>HEALTH AND SAFETY</b></p> <ul style="list-style-type: none"> <li>• The Acting Town Clerk informed the meeting that he had introduced weekly meetings with the staff at which health and safety issues are discussed.</li> <li>• Fire drills have been introduced at the Speedwell Rooms and are recorded.</li> <li>• The employees have come up with ideas and suggestions to improve health and safety.</li> <li>• The Acting Town Clerk is meeting Keith Church on 29 January to ensure all health and safety documentation is</li> </ul>	

	<p>up to date.</p>	
<p>ME113/1 6</p>	<p><b>APPLICATIONS FOR FINANCIAL ASSISTANCE</b> A Section 137 request had been received from the Ark Tavern Football Club. They are to be advised to approach Brimington Parish Council.</p> <p><b>STAVELEY MARKET</b> The Acting Town Clerk reported that he has not yet had time to review this but he will in the near future. The possibility of holding a number of themed markets is to be considered.</p>	
<p>ME114/1 6</p>	<p><b>CONFIDENTIAL</b> <b>PART II</b></p> <p><b>PUBLIC BODIES (ADMISSION TO MEETINGS ACT) 1960</b></p> <p><b>RESOLVED -</b> 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>ME115/1 6</p>	<p><b>STAFFING</b> The Acting Town Clerk informed the meeting of a number of grievances relating to staff that are currently being dealt with. In addition, he advised that he has been given a six month, temporary contract and that a new part time administrator has been appointed. The administrator works Tuesdays and Thursdays</p>	