

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

Wednesday 20 April 2016

Commencing at 7.00pm

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

Present:

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

In attendance - M Evans – Town Clerk and Financial Officer

		ACTION
ME/144/1 6	APOLOGIES FOR ABSENCE Apologies for absence were received from Councillors J Young and L Derbyshire	
ME/145/1 6	COUNCILLORS NOT PRESENT There were no Councillors not present.	
ME/146/1 6	DECLARATIONS OF MEMBERS' INTERESTS Councillor B Dyke declared an interest in the Poolsbrook Fishing Club to be discussed at item 9.	
ME/147/1 6	MINUTES OF THE POLICY, FINANCE AND PUBLICITY COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON WEDNESDAY 16 MARCH 2016 These minutes were noted and had been approved at the Ordinary meeting of Staveley Town Council on 12 April 2016.	
ME/148/1 6	MATTERS ARISING FROM THE MINUTES OF THE POLICY, FINANCE AND PUBLICITY COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON 16 MARCH 2016 There were no matters arising.	
ME/149/1 6	BUDGET 2016/17 The Town Clerk and Financial Officer informed the meeting that the year end accounts for 2015/16 had been closed down today and a surplus of £21,706 had been achieved. There was a trading deficit on Staveley Town Council's routine activities of £67,679 (which is within the forecast range) and an in year trading surplus on the Heart of Staveley project of £65,870. When the 2014/15 surplus is brought forward and added into the accounts, this results in the overall surplus for 2015/16 of £21,706.	

	<p>Emerald Accountancy have now taken over running the Council's accountancy process for 2016/17. They are working with the Town Clerk and Financial Officer on setting up cost centres for key elements of the budget.</p>	
ME/150/1 6	<p>FINANCIAL ISSUES</p> <p>It was RESOLVED that the Town Clerk and Financial Officer award the contract for installing the CCTV equipment at the Speedwell Rooms to either DOR Electrical or ASI, depending on which organisation can do the job more quickly.</p> <p>It was RESOLVED that Civic Pride be commissioned to repair the 15 timers on the lamp posts that hold the Christmas lights.</p>	
ME/151/1 6	<p>HEART OF STAVELEY PROJECT</p> <p>The Town Clerk and Financial Officer informed the meeting that, in line with authority previously granted by the Policy, Finance and Publicity Committee, he had commissioned 5 Lines Consulting to prepare the specification for the Staveley Hall complex. The document will be ready in five weeks time.</p> <p>A tour of the Hall will be arranged for elected members during the second week in May.</p>	
ME/152/1 6	<p>APPLICATIONS FOR FINANCIAL ASSISTANCE</p> <p>It was RESOLVED that the Friends of Hollingwood Park be awarded £200 towards set up costs for their organisation.</p> <p>It was RESOLVED that £50 be awarded, from the Chair's allowance, for trophies for the Poolsbrook fishing competition. The Chair, Councillor B.Dyke, did not vote on this motion.</p>	
ME/153/1 6	<p>HEALTH AND SAFETY</p> <p>A tenant's health and safety handbook has been prepared for the companies in The Stables. It sets out both the Council's responsibilities and their responsibilities and will be issued to them as soon as possible.</p>	
ME/154/1 6	<p>STAVELEY MARKET</p> <p>Barry Calvert's meat van will be resident on the market square on Tuesdays and Thursdays. The appropriate documentation checks have been carried out.</p>	
ME/155/1 6	<p>ALLOTMENTS</p> <p>Broadlands have started the inspection and testing of the Barrow Hill allotments. Once the report is received, and if there is a potential problem with contamination, there may be a need to fence off the area.</p> <p>It was RESOLVED that the Town Clerk and Financial Officer be authorised to commission Chesterfield Borough Council's OSD</p>	

	to fence the area off at a cost of £3000. Staveley Town Council will own the fencing under this arrangement and a double access gate will be required.	
ME/156/1 6	<p>STAVELEY TOWN COUNCIL BUSINESS PLAN</p> <p>The Town Clerk and Financial Officer presented a draft business plan for consideration by the Committee. The plan covers the period 2016-2019.</p> <p>It was RESOLVED that:</p> <ul style="list-style-type: none"> - the Policy, Finance and Publicity Committee recommend the business plan to the Council - the plan is put on the website for a period of consultation and consulted on at the Council's Annual General Meeting - a workshop be arranged for elected members to discuss the financial planning and priority setting for 2017/18,2018/19 and 2019/20 	
ME/157/1 6	<p>REPLACEMENT COMPUTERS</p> <p>It was RESOLVED that the Town Clerk and Financial Officer be given authority to accept the quotation from A Vaines IT Services Limited for two new computers and associated programmes.</p>	
	<p>CONFIDENTIAL PART II</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>	
ME/158/1 6	<p>STAFFING RESOURCES</p> <p>The Chair of the Council signed a document associated with an employee who has left the employment of the Council. The post of Administrator has been advertised with a closing date of 26 April.</p> <p>A discussion was held about Staveley Town Council re-joining DALC.</p> <p>It was RESOLVED that the Policy, Finance and Publicity Committee recommend to Council that Staveley Town Council re-joins DALC to assist the Town Clerk and Financial Officer in his duties.</p>	

ME/159/1 6	STAVELEY HALL GARDEN CENTRE The Town Clerk and Financial Officer explained that the commercial rateable value for the land will be available next week. This subject is therefore deferred to the next meeting.	