

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

**Wednesday 17<sup>th</sup> September 2014**  
**Commencing at 7.00 pm**  
**In The Council Chamber, Staveley Hall**

**Present:**

Councillor A. Hill (Chair)  
Councillor D. Collins (Vice-Chair)  
Councillor J. Bacon  
Councillor H. Elliott  
Councillor E. Tidd

In attendance – Paul Harris – Acting Town Clerk  
Ian Parkin – Parkin Heritage and Leisure  
There were no Members of the Press or Public present

		<b>ACTION</b>
<b>335/14</b>	<b>PUBLIC SESSION</b> There were no members of the public present.	
<b>336/14</b>	<b>DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS</b> Cllr E. Tidd declared an interest in item 16 (ii), Mastin Moor TARA.	
<b>337/14</b>	<b>APOLOGIES FOR ABSENCE</b> Apologies for Absence were received from Cllr C. Ludlow, Cllr B Dyke and Cllr J Barnett.	
<b>338/14</b>	<b>COUNCILLORS NOT PRESENT</b> None	
<b>339/14</b>	<b>MINUTES OF THE POLICY, FINANCE AND PUBLICITY COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON WEDNESDAY 16<sup>TH</sup> JULY 2014</b>  These minutes were <b>NOTED</b> .	
<b>340/14</b>	<b>MATTERS ARISING FROM THE MINUTES OF THE POLICY, FINANCE AND PUBLICITY COMMITTEE OF</b>	

341/14	<p><b>STAVELEY TOWN COUNCIL HELD ON WEDNESDAY 16<sup>TH</sup> JULY 2014</b></p> <p>Minute number 224/14 Financial Issues regarding the Audit Committee membership. Cllr J McManus was not well and another person would be needed.</p> <p>It was <b>RECOMMENDED</b> that Cllr H Elliott and Cllr E Tidd join the Audit Committee</p>	
	<p><b>REVIEW OF HEALTH AND SAFETY RISK ASSESSMENT</b></p> <p>Standing orders were suspended to allow Keith Church to speak with Councillors.</p> <p>Keith Church, the Council's Health and Safety Advisor introduced himself to the Council. It was noted by the Council that Councillors had not seen risk assessments before. Councillors asked for the Health and Safety Policy to be sent to the Acting Town Clerk.</p> <p>The following points were raised:</p> <ul style="list-style-type: none"> <li>• Manual Handling Training was needed and Keith Church could deliver the training. It was noted that he was paid a retainer but had never been asked to deliver training.</li> <li>• Fire Assembly Point at the Speedwell Rooms was too close to the building, the ideal place would be the far side of the Speedwell Rooms car park close to King George V Park.</li> <li>• At the Market, the bollards restricting entry from the road were very heavy – it was suggested the bollards near to the Post Office would be better.</li> <li>• Public Hire at the Speedwell Rooms - if a member of the public hires the venue the legal requirement is that they take on responsibility for Fire Safety. The person hiring should be made aware of this and should be added to the bottom of any hire agreement.</li> <li>• Cllrs asked Keith Church to be invited along to the Fireworks site visit at King George V Park.</li> <li>• Portable Appliance Testing was required every two years.</li> <li>• Plug guards were also needed in sockets where young children were present</li> <li>• Regarding the Stables thought needed to be given regarding fire evacuation and a policy would be required. A suitable Assembly Point was also needed.</li> </ul>	

	<ul style="list-style-type: none"> <li>• It was important that the Council retained an oversight regarding safe working practices in the workshops and office units.</li> <li>• It was also stated that a First Aid Kit needed to be provided along with First Aid Training for the Stables Site Manager</li> <li>• Keith Church gave a rundown of the Risk Assessments that he had produced including a Fire Risk Assessment for the stables</li> <li>• He mentioned that the 5 year inspection of fixed electrical appliances was due</li> <li>• Fire Action Notices needed replacing</li> <li>• Gas boilers required annual servicing</li> <li>• Routine testing of Fire Alarms to be weekly and logged</li> </ul> <p>The Chairman thanked Keith Church for his report. Standing Orders were reinstated.</p> <p>It was <b>RESOLVED</b> that the report be accepted and recommendations in the report be adopted including the following:</p> <ul style="list-style-type: none"> <li>• That a Health and Safety related training package be put in place for staff to include Manual Handling Training and First Aid Training</li> <li>• That Keith Church be asked to produce Fire Evacuation Policy and Procedures for the Stables.</li> <li>• That a First Aid Kit be located in the Stables Complex.</li> <li>• That PAT testing be carried out.</li> <li>• That Fixed Electrical Systems testing be carried out.</li> </ul>	
342/14	<p><b>FINANCIAL RISK ASSESSMENTS</b></p> <p>Councillors were given information regarding specialist software available to Councils from DMH Solutions Ltd to support risk management including Financial Risk Management. The total cost was £120.41.</p> <p>It was <b>RESOLVED</b> that the software could be purchased.</p>	
343/14	<p><b>FINANCIAL ISSUES</b></p> <p>The Audit Committee had already been discussed earlier in the meeting.</p>	

<p><b>344/14</b></p>	<p><b>LETTER TO UNISON REGARDING UNION SUBSCRIPTIONS</b></p> <p>Councillors were presented with a draft letter to be sent to the National Executive Council of UNISON. This letter included reference to non-payment of Union Subscriptions and other matters described in the minutes of the Ordinary Meeting of Staveley Town Council on 9 September 2014.</p> <p>It was <b>AGREED</b> that the letter be signed by Councillors and sent to the NEC of UNISON.</p> <p>All votes <b>FOR</b></p>	
<p><b>345/14</b></p>	<p><b>SPEEDWELL ROOMS QUOTATIONS</b></p> <p>Three quotations were considered by the Committee, the Quotation from DC Plastering was the most competitive and the company had been used before. It was requested that the Acting Town Clerk ask if fire rated plaster board could be used.</p> <p>It was <b>RECOMMENDED</b> that DC Plastering be appointed to carry out the work.</p>	
<p><b>346/14</b></p>	<p><b>WINDOW CLEANING</b></p> <p>Councillors noted that they had not seen a contract before regarding window cleaning and were concerned that an agreement had been in place since 2006. Councillors asked the Acting Town Clerk to check what the arrangement was for window cleaning at the Speedwell Rooms and also to look for other local companies.</p>	
<p><b>347/14</b></p>	<p><b>HEART OF STAVELEY PROJECT</b></p> <p>Standing Orders were suspended to allow Ian Parkin to present his report.</p> <p>A number of crucial steps had been outlined within the report with recommendations made, namely</p> <ul style="list-style-type: none"> <li>• That the Council needed to acknowledge the contents of the report and implications of the report be acknowledged.</li> </ul>	

- That the Council involves the Heart of Staveley as preferred operators in everything which would have an impact on the subsequent operation and management of the project.
- The Council assists Heart of Staveley in making a loan to enable the Trust to take legal advice in relation to the lease and the grants that they currently hold.
- £4967.80 of Public Works Board Loan can be used as third party match funding to secure the Biffa Grant, plus a similar amount if the Veolia Grant was offered.
- The final recommendation was that the Project Board be used as the vehicle to ensure regular dialogue between the Council, Heart of Staveley and Professional Team to ensure the tender is let and permission to start is secured from HLF.

Discussion then centred on the Biffa match funding request. No decision was made regarding the other points in the report; however these would be considered at the next Ordinary Meeting of the Council in October, in relation to a letter received from the Heart of Staveley Board.

Ian Parkin recommended to the Committee that the Public Works Loan Board money be used to match fund the Biffa award. Cllr D Collins acknowledged that landfill tax grants required match funding. Councillors felt that the PWLB Money was spent. Ian Parkin was concerned as he had no indication that the money was spent and if that was the case then there was a problem. Councillors were under the impression that in spending the PWLB money this was to be returned to the Council from the project – they were told that they did not need to spend it all.

Cllr A Hill indicated that in 2012 the Council had been £98000 overdrawn and £120000 of the PWLB money was used to put the Council back into a correct position. In addition a lot of money had been spent on Professional Fees. In December 2013 £660,000 of the PWLB money had been agreed to be drawn down; however Councillors noted that the full £750,000 had been drawn including £90,000 without their agreement.

Ian Parkin had not seen evidence that the PWLB money was spent and it was **AGREED** that Peter Rice, the Quantity Surveyor needed to meet with Jo Taylor, Cllr A Hill and Cllr D Collins to determine whether all the PWLB money had been spent or not and to produce a consolidated budget. This was important for presenting to the Heritage Lottery Fund in order to demonstrate the necessary money was in place and the

<p><b>348/14</b></p>	<p>Contract for Phase II could be let.</p> <p>Standing Orders were reinstated.</p> <p><b>INVOICES WORLD WAR I COMMEMORATION</b></p> <p>Two invoices were presented for payment by the Council in relation to the World War I Commemoration Events. £52.75 for the Service Sheets and £239.94 for Printed Roller Stands.</p> <p>It was <b>RECOMMENDED</b> that these two bills be paid from the £1000 in the budget for World War I Commemoration Activities.</p>	
<p><b>349/14</b></p>	<p><b>APPLICATIONS FOR FINANCIAL ASSISTANCE</b></p> <p>(i) Lowgates Sports Football Club</p> <p>It was <b>RECOMMENDED</b> that Lowgates Sports Football Club be awarded a grant of £200.</p> <p>(ii) Mastin Moor TARA</p> <p>It was <b>RECOMMENDED</b> that Mastin Moor TARA be awarded a grant of £200.</p> <p>Cllr E Tidd did not vote.</p> <p>It was also <b>RECOMMENDED</b> that £50 from the Chairman's Allowance be presented to Mastin Moor TARA for use on Family Coach Trip</p> <p>Cllr E Tidd did not vote.</p> <p>It was <b>RECOMMENDED</b> that £50 from the Chairman's Allowance be presented to the Legion Club for use on their Christmas Party for Children.</p> <p>It was <b>RECOMMENDED</b> that £50 from the Chairman's Allowance be presented to Staveley Miners Welfare for use on the Children's Trip.</p>	
<p><b>350/14</b></p>	<p><b>SPEEDWELL ROOMS PROJECT</b></p> <p>This item had been covered earlier in the meeting and nothing further was added.</p>	

<p><b>351/14</b></p>	<p><b>STAVELEY MARKET</b></p> <p>It was <b>NOTED</b> that the HR Consultant had been working on a strategy. Councillors wanted a thorough review on the Market. There were concerns that little had been achieved since the Council had taken it over. It was <b>NOTED</b> that some activity had taken place but more was needed.</p>	
<p><b>352/14</b></p>	<p><b>PART II – CONFIDENTIAL BUSINESS</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><b>353/14</b></p>	<p><b>FINANCE REVIEW</b></p> <p>This item related to the £11,000 reported in the recent Finance Report on 9 September. This stated it was for Hanging Baskets; however the money actually related to the Christmas Lights and Civic Pride have reported that there is a three year contract in place with the Council. It was <b>NOTED</b> that the Council had not made a decision to enter a three year contract.</p>	
<p><b>354/14</b></p>	<p><b>HEART OF STAVELEY PROJECT</b></p> <p>Councillors discussed the earlier item, recognising that although the outlook was bleak with support from Chesterfield Borough Council cash flow could be managed. Regarding the payment to Biffa, Councillors felt that the money could be loaned provided it was returned as soon as the funding had been received.</p> <p>It was <b>RECOMMENDED</b> that the payment of £4967.80 to Biffa be paid in order to receive the £45,000 grant provided this is returned to the Town Council upon receipt of the money.</p> <p>All votes <b>FOR</b></p>	

<b>355/14</b>	<b>RESTRUCTURING ISSUES</b>  It was reported to the Committee that following the resolution on 9 September 2014 to invite Chesterfield Borough Council to help on Establishment Matters Mark Evans, Head of Business Transformation at Chesterfield Borough Council was to support the Council in matters relating to HR.	
<b>356/14</b>	<b>BANK STATEMENTS</b>  The Banks Statements for the period from May 2014 – July 2014 were <b>ACCEPTED</b> .	