

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

Tuesday 18th February 2015

Commencing at 7.00 pm

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

Present:

Councillor A. Hill (Chair)
Councillor J. Barnett
Councillor D. Collins
Councillor B. Dyke
Councillor E. Tidd

Also Present – Councillor H. Elliott

In attendance – Paul Harris – Acting Town Clerk
There were no Members of the Press or Public present

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| 798/14 | PUBLIC SESSION There were no members of the public present. | |
| 799/14 | DECLARATIONS OF MEMBERS' INTERESTS There were no declarations of Disclosable Pecuniary Interest by Members or Officers. | |
| 800/14 | APOLOGIES FOR ABSCENCE Apologies for absence were received from Councillor C. Ludlow. | |
| 801/14 | COUNCILLORS NOT PRESENT There were no Councillors not present. | |
| 802/14 | TO DETERMINE WHICH ITEMS IF ANY FROM PART I OF THE AGENDA SHOULD BE TAKEN WITH THE PUBLIC EXCLUDED There was no variation to the Order of Business. | |
| 801/14 | MINUTES OF THE POLICY, FINANCE AND PUBLICITY COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON | |

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| | <p>TUESDAY 27th JANUARY 2015</p> <p>It was NOTED that these minutes were approved at the ordinary meeting of Staveley Town Council on Tuesday 10th February 2015, and that Councillor C. Ludlow had been in attendance at the Policy and Finance Committee meeting of 27th January 2015.</p> <p>It was RESOLVED – That the Policy Finance and Publicity Minutes of Staveley Town Council dated 27th January 2015 be approved as a true record.</p> <p>802/14 MATTERS ARISING FROM THE MINUTES OF THE POLICY, FINANCE AND PUBLICITY COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON TUESDAY 27TH JANUARY 2015.</p> <p>No matters arising were raised.</p> <p>803/14 PRECEPT 2015/2016 AND BUDGET</p> <p>The Chair informed members that the Precept income for the new financial year would be £309,820.00.</p> <p>Councillor Dyke asked if there would be any monies to claim back from the Heart of Staveley Project?</p> <p>The Acting Town Clerk informed members that monies were claimed back on a monthly basis in relation to ERDF and HLF, all of the money going into a Unity Trust account in relation to the Heart of Staveley. He informed members that the DCC money would also be going to the Unity Trust account this would make the Heart of Staveley Project self sufficient and would no longer have to take monies out of the core Staveley Town Council account in future.</p> <p>804/14 FINANCIAL ISSUES</p> <p>The Acting Town Clerk informed members that since 1st April 2014 pension contributions were calculated on money earned including overtime and back pay. Staveley Town Council had been using a fixed amount each month based solely on basic pay. In terms of underpayment in relation to employees the pension contributions were down by £1,045.66 and an underpayment in relation to employer contribution of £5,744.75. The Chair informed members that the staff needed to be informed that this had happened and the option to pay the underpayment of employees' contributions was left with the staff as it was their pension.</p> | |
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| | <p>Councillor B. Dyke asked whether or not the Council would be liable for paying the employees part of the underpayment of pensions if employees were to go to the union over this.</p> <p>The Chair said employees should be given the option, but legal advice would need to be sought if that was the case.</p> <p>The Chair asked if the Union back subs had been sorted. The Acting Town Clerk said he had not received a response from Unison to the letter sent.</p> <p>It was RESOLVED – That (i) a letter be written to all employees that were unison members, that the Council had taken a decision to return all unison money which had not been paid in the past directly to the employee plus 2% and then it would be entirely up to the employee whether or not they paid it to the union.</p> <p style="text-align: center;">(ii) a letter be written to all staff explaining the situation regarding the pension contributions.</p> | |
| <p>805/14</p> | <p>SPEEDWELL ROOMS</p> <p>This item would be removed from the Policy, Finance and Publicity Agenda. The Chair asked if he could receive a written report regarding the Speedwell Rooms at regular times throughout the year regarding finance.</p> | |
| <p>806/14</p> | <p>HEART OF STAVELEY PROJECT</p> <p>The Chair informed members that things were progressing with the Heart of Staveley Project. New directors were coming on board and Chesterfield Borough Council and Derbyshire County Council officers were more involved. Derbyshire County Council would be helping with the cashflow of the project, and hopefully work would be commenced on the Hall by 10th March 2015. The Chair was arranging a meeting the following week with Huw Bowen, John Burrows and Mike Brooke who had now taken over Project Management.</p> <p>Councillor B. Dyke asked if the Press had been invited to attend on the 10th March when work was to commence. The Chair informed members that the Press officers at Chesterfield Borough Council and Derbyshire County Council would sort out press and media releases. The Chair also informed members that there would be monthly/quarterly bulletins and photographs displayed for the public to see progress.</p> | |

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| <p>807/14</p> | <p>The Acting Town Clerk informed members that the Contractor Tomlinson’s contract required signing. This would be signed at the Ordinary Meeting of the Town Council.</p> <p>Councillor E. Tidd said the Contract should be signed before the next Ordinary Meeting of the council as the Contractors were due to start on that day.</p> <p>It was PROPOSED – That the Contract be signed as soon as possible before the Contract due start date</p> <p>It was RESOLVED – That the signed Contract would be passed to the Ordinary Meeting of Staveley Town Council for the formal seal.</p> <p>HEALTH AND SAFETY POLICY</p> <p>The Acting Town Clerk informed members that he had looked into First Aid Training courses for staff. A quote for full training for first aid for five members of staff would be £790 plus, to cover all buildings.</p> <p>Members felt that staff should be first aid trained and it was therefore PROPOSED that first aid training for staff be undertaken.</p> <p>All in favour.</p> <p>Councillor Barnett asked about Food Hygiene Certificates. The Acting Town Clerk asked for suggestions as to who would require the Food Hygiene Certificates.</p> <p>Councillor B. Dyke informed Members that basic Food Hygiene Course could be undertaken online.</p> <p>Councillor Tidd informed members that Chesterfield College did Food Hygiene Courses. This would be looked into.</p> <p>The Chair informed Members that Keith Church the Health and Safety Contractor had been out and reported on the office space for working. Advice had been given regarding moving the photocopier, once the lift was repaired he hoped the photocopier would be moved upstairs.</p> <p>The Acting Town Clerk informed members that he had been looking into the possibility of moving the filing cabinets and placing the photocopier in the filing room. The Chair had concerns about the photocopier being in a confined space.</p> | |
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| 808/14 | <p>APPLICATIONS FOR FINANCIAL ASSISTANCE No Applications had been received.</p> | |
| 809/14 | <p>STAVELEY MARKET The Chair hoped that once the adverts had gone out for the Project Officer, once employed the Staveley Market would come under the remit of the Project Officer.</p> <p>The Acting Town Clerk informed members that he was still waiting for a job description, he was of the understanding that Mark Evens had been undertaking job descriptions of all staff across the board and he was still waiting to hear the outcome.</p> <p>The Chair informed members that the Project Officer would be a part time post on Point 5. He said most of the events required a Project Officer i.e. markets, summer activities schemes, organising events at The Speedwell Rooms. The Acting Town Clerk responded that if Mark was no longer doing the job descriptions that he would have to do them. The Acting Town Clerk informed members that he had started looking at Staff contracts, he had obtained model contracts from Chesterfield Borough Council but was already reviewing Staveley Town Council contracts. Once he had received the Chesterfield Borough Council example he would collate them. He was also looking at working time schedules, and hours of members of staff in relation to caretaking. The Acting Town Clerk said he would talk more on staff working time schedules under Part II of the meeting.</p> <p>Councillor Tidd asked how long were they going to let Staveley Market go on for?</p> <p>The Chair responded that the idea of the Project Officer would be to help run Staveley Market to bring Markets/events onto it to try and make the market viable.</p> <p>The Acting Town Clerk informed members that in relation to staffing costs and the Market a discussion had been held about moving some of those costs between the market and The Speedwell Rooms.</p> <p>CONFIDENTIAL <u>PART II</u></p> | |
| 810/14 | <p>PUBLIC BODIES (ADMISSION TO MEETINGS ACT), 1960</p> | |

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| <p>811/14</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 excluded from this meeting during the discussion thereof.</p> <p>RESTRUCTURING ISSUES</p> <p>The Committee discussed details relating to the redundancy of two members of staff.</p> <p>It was RESOLVED that letters setting forward their redundancy payments could be issued to those two members of staff.</p> <p>5 votes FOR</p> <p>Cllr J Barnett declared an interest and left the meeting.</p> <p>Matters relating to a member of staff was discussed where a member of staff had submitted a written complaint. There was a feeling that a meeting would be helpful with the member of staff. In addition an Occupational Health Referral had been put in place and Councillors expressed that the Member of Staff must attend.</p> <p>Councillor Dyke raised an issue with regards to the payment of overtime. It was agreed by the Committee Members that all overtime should not be paid unless authorised by the Acting Town Clerk.</p> <p>The Acting Town Clerk reported that new contracts would be drawn up in accordance with service needs.</p> | |
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