

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

Tuesday 18th March 2015

Commencing at 7.00 pm

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

Present:

Councillor A. Hill (Chair)

Councillor B. Dyke

Councillor C. Ludlow

Councillor E. Tidd

In attendance – Paul Harris – Acting Town Clerk

There were no Members of the Press or Public present

		ACTION
909/14	PUBLIC SESSION There were no members of the public present. The Chair felt that under the Data Protection Act the period for keeping the recordings needed to be removed off the agenda. It was RECOMMENDED - that this be dealt with under Standing Orders at the April Meeting of Policy Finance and Publicity Committee prior to the Annual Meeting of Staveley Town Council in May. Also RECOMMENDED – that a bridging loan from another authority up to a value of £300,000 would have to be written into the Standing Orders. Financial Regulations should go to the April meeting of Policy Finance and Publicity also.	
910/14	DECLARATIONS OF MEMBERS' INTERESTS There were no declarations of Disclosable Pecuniary Interest by Members or Officers.	
911/14	APOLOGIES FOR ABSCENCE Councillor J. Barnett –family commitments Councillor D. Collins – DCC meeting	
912/14	COUNCILLORS NOT PRESENT There were no Councillors not present.	

<p>913/14</p>	<p>TO DETERMINE WHICH ITEMS IF ANY FROM PART I OF THE AGENDA SHOULD BE TAKEN WITH THE PUBLIC EXCLUDED</p> <p>The Chair moved an email he had received from Geldards Solicitors under restructure or staffing into Part II of the meeting.</p> <p>It was RESOLVED - That the email from Geldards be dealt with under Part II of the meeting.</p>	
<p>914/14</p>	<p>MINUTES OF THE POLICY, FINANCE AND PUBLICITY COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON WEDNESDAY 18TH FEBRUARY 2015</p> <p>It was NOTED that these minutes were approved at the ordinary meeting of Staveley Town Council on Tuesday 10th March 2015.</p> <p>It was RESOLVED – That the Policy Finance and Publicity Minutes of Staveley Town Council held on Wednesday 18th February 2015 be approved as a true record.</p>	
<p>915/14</p>	<p>MATTERS ARISING FROM THE MINUTES OF THE POLICY, FINANCE AND PUBLICITY COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON WEDNESDAY 18TH FEBRUARY 2015.</p> <p>No matters arising were raised.</p>	
<p>916/14</p>	<p>FINANCIAL ISSUES</p> <p>Members had concerns over the income and expenditure accounts that had been presented to them over the Speedwell Rooms Bar.</p> <p>The Chair said there were no sales figures, details of equipment and the income and expenditure account meant nothing, and could not see why figures were down.</p> <p>Councillor C. Ludlow asked where the figure for the bar stock had come from.</p> <p>The Acting Town Clerk informed her it would have been from purchases from Bookers and the cheques which had been issued.</p> <p>Councillor C. Ludlow said that did not relate to stock, as it had no resale/profit margin value on it.</p>	

	<p>Councillor C. Ludlow said the hours for staffing did not make sense, she said the hours on the bar would be 10 hours per month and there would only be one member of staff on the bar once per fortnight. She said staff had undertaken extra hours in cleaning the lines, and that the decorating of the bar could not come under the bar but under Speedwell Rooms maintenance expense.</p> <p>Councillor B. Dyke said regarding stock, that there should be an opening stock figure, stock sold and stock left.</p> <p>Councillor C. Ludlow said a stock take had been undertaken by Jake and Scott, but a thorough stock take would need to be undertaken by an external stock taker, this would include bar takings, wastage, staff, remaining stock etc.</p> <p>Councillor B. Dyke said the deficit figure on the income and expenditure bar should come down once the remaining stock had been taken off.</p> <p>Councillor C. Ludlow said on average sales behind the bar were making 100% profit.</p> <p>Councillor C. Ludlow said she would like to be presented with a list of bar takings at The Speedwell Rooms Committees.</p> <p>The Acting Town Clerk informed Members that Jo Taylor only came into Staveley Town Council once a week to undertake all of the Council's finances/income and expenditure, which sometimes covered difficult issues in a very short space of time. This would not be alleviated until a temporary financial assistant officer was employed.</p> <p>Councillor C. Ludlow said Sally may be able to look at the Bar Takings and check the bar staff were covering the bar properly.</p> <p>The Acting Town Clerk informed members that the stock taking was raised at the Audit Committee meeting of 17th March, and he would follow that up alongside financial risk assessment and the fixed asset register to get the year end audit signed off.</p> <p>Councillor C. Ludlow informed members that the bar was now open at The Table Top Market but staff were already there.</p> <p>Councillor B. Dyke asked what the functions were that had been detailed on the income and expenditure report of the</p>	
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	<p>bar, as certain functions had their own budget.</p> <p>Councillor C. Ludlow said a trading account had been asked for not an end of year account.</p> <p>It was felt, cleaning materials, equipment on the bar should be included, but it had not included the fridges which had been purchased.</p> <p>Members felt that the report which had been received was not relevant and did not include enough information, they wanted to prove that the bar was self sufficient.</p> <p>With regard to the staffing hours on the bar members felt that on the report too many hours had been given for staffing the bar.</p> <p>Councillor C. Ludlow said they may have to advertise for temporary bar staff at zero hours, but said as members they would still be available to help on the bar if needed.</p> <p>The Acting Town Clerk informed members that Civic Pride were to supply a quotation for the Christmas Lights in Staveley.</p> <p>It was RECOMMENDED – that the Civic Pride report be referred to the next Speedwell Rooms Leisure and Community Committee to be held on 25th March 2015.</p> <p>The Acting Town Clerk informed members of work at The Speedwell Rooms regarding the fixed electrical appliances. A quotation had been received from DoR Electrical at a figure of £5,090.50 plus VAT.</p> <p>It was RESOLVED – to go ahead with the quote from DoR Electrical in the sum of £5,090.50 for work on the fixed electrical appliances.</p>	
917/14	<p>HEART OF STAVELEY PROJECT</p> <p>The Chair informed members this item would be discussed at the Extra Ordinary Meeting of Staveley Town Council to be held on Friday 20th March 2015.</p>	
918/14	<p>HEALTH AND SAFETY POLICY</p> <p>The Chair informed members this item would be discussed at the Extra Ordinary Meeting of Staveley Town Council to be held on Friday 20th March 2015.</p>	

	<p>Councillor C. Ludlow asked about the leak in the tank at The Speedwell Rooms and whether this was a danger.</p> <p>The Acting Town Clerk a quote had been sought for repair.</p> <p>The caretaker should be asked to turn off the water supply to this tank until repairs had taken place.</p>	
<p>919/14</p>	<p>APPLICATIONS FOR FINANCIAL ASSISTANCE Inkersall Allotments – An appeal for financial assistance had been received and a grant of £200 was requested.</p> <p>It was RESOLVED – that a grant of £200 be awarded to Inkersall Allotments in accordance with the Local Government Act 1972 Section 137.</p>	
<p>920/14</p>	<p>SEATS ON WALKING ROUTES An email had been received regarding seats on the bridle path. Councillor E. Tidd said a response should be sent back informing that the seats around Pools Brook Country Park had been provided by the Friends of Pools Brook Country Park and the proceeds from the Cafe, and not from the Council. The seating on bridle paths would come under Derbyshire County Council.</p> <p>It was RESOLVED – To respond to the email as above.</p>	
<p>921/14</p>	<p>CONFIDENTIAL <u>PART II</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 excluded from this meeting during the discussion thereof.</p>	
<p>922/14</p>	<p>RESTRUCTURING ISSUES None discussed.</p>	