

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

Wednesday 19th November 2014

Commencing at 7.00 pm

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

Present:

Councillor A. Hill (Chair)
Councillor D. Collins (Vice-Chair)
Councillor C. Ludlow
Councillor E. Tidd

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

		ACTION
559/14	PUBLIC SESSION There were no members of the public present.	
560/14	DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS Cllr C. Ludlow indicated that under Item 11. Speedwell Rooms, she had supplied a till and this had been put on the agenda. Councillor C. Ludlow would be asked to leave the room when this was discussed.	
561/14	APOLOGIES FOR ABSENCE Cllr J Barnett	
562/14	COUNCILLORS NOT PRESENT Cllr B Dyke.	
563/14	TO DETERMINE WHICH ITEMS IF ANY FROM PART 1 OF THE AGENDA SHOULD BE TAKEN WITH THE PUBLIC EXCLUDED None	
564/14	MINUTES OF THE POLICY, FINANCE AND PUBLICITY	

<p>565/14</p> <p>566/14</p> <p>567/14</p>	<p>COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON WEDNESDAY 22nd OCTOBER 2014</p> <p>These minutes were NOTED, The Minutes had been moved at the Ordinary Meeting of Staveley Town Council on Tuesday 11th November 2014.</p> <p>MATTERS ARISING FROM THE MINUTES OF THE POLICY, FINANCE AND PUBLICITY COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON WEDNESDAY 22nd OCTOBER 2014</p> <p>MEMBERSHIP OF POLICY, FINANCE AND PUBLICITY COMMITTEE</p> <p>Councillors J. Bacon and H. Elliott had withdrawn from the Policy, Finance and Publicity Committee because they had become members of the Audit Committee.</p> <p>It was RESOLVED - that membership of the Policy, Finance and Publicity Committee be reduced to six members.</p> <p>REPORT – INTERIM INTERNAL AUDIT</p> <p>Standing Orders was suspended to allow John Marriott to give a report on the Interim Internal Audit.</p> <p>The Chair thanked John Marriott for the report.</p> <p>The Chair noted that the Council was moving forward</p> <p>John Marriott responded that there was not a good system in place, but progress was being made.</p> <p>John Marriott spoke to his report.</p> <p>He informed members that the interim report was not a full audit it was picking up on areas of concern which had shown up through the audit of the previous year and the months and weeks since. He informed members that he would be acting on the report of Grant Thornton as he had not yet received anything from them that would have to be left until a later time. He anticipated a report from Grant Thornton before the 31st March 2015.</p> <p>The main points raised which he thought needed particular attention were:</p>	
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- The breach of financial regulations – processes had to be put in place so this could not happen again, i.e. Contractors employed on an advisory capacity should give written period progress reports at regular intervals to Council to justify what was being done. Reports had not been received from Tall Poppies – the Council’s former appointed HR Consultant. The Acting Town Clerk informed the Committee regarding feedback received from the Bank on certain payments to Tall Poppies. The Chair informed John Marriott that Tall Poppies had been highly recommended by DALC for the initial free assessment on HR. The Chair informed John Marriot that a circular had recently been sent by DALC informing Councils that they no longer recommended Tall Poppies. John Marriott informed the Committee that they should take up any issues further with DALC with their legal advisors.

The Acting Town Clerk informed John Marriott that the matter had been referred to the Police for investigation and was ongoing.

Councillor C. Ludlow said that the Council’s former HR Consultant had attended group meetings regularly and had been verbally reporting but there had been nothing in writing. The Consultant had been called in to discuss with Councillors A. Hill and C. Ludlow about where progress was and her invoices and to talk to the Council’s Solicitors regarding any progress which had been made and reviewing the progress she had made on other HR matters, but did not attend any of the meetings.

The Chair informed John Marriot that he had challenged the Council’s former HR Consultant over the way she had conducted the grievances.

- John Marriott referred to payments to employees that had not gone through the PAYE system. An issue had been with one staff member who had been paid the wrong rate. Tall Poppies had been asked to look into this.
- Councillor D. Collins mentioned that he had raised points on the Risk Assessment two or three audits ago. He was told this was not required. Councillors then went to Chesterfield Borough Council for an economic development report. Councillors never got to

<p>568/14</p>	<p>accept the report as they were told it was an illegal motion.</p> <ul style="list-style-type: none"> • Councillors were also informed that staffing issues needed to be resolved. From an audit point of view needed resolving within the current financial year. Also the temporary staffing needed looking at too as part of a staffing review, as by nature temporary staff are temporary. • Grant Thornton not issued their report for last year. John Marriott mentioned he had called them, the report had been finished but awaiting the manager was on holiday. There would be additional charges in relation to the PIDA. The Internal Auditor requested a copy of the report once it arrived. A copy of the Interim Audit Report once accepted would be passed to Grant Thornton. • Regarding Petty Cash, Cllr Ludlow informed John Marriott that the only cash that was used from bar was due to running out of stock on the night due to busy bar. Mr Marriott stated safeguards were needed and it was better if such purchases came out of the float. A limit of £30 from the stock would be held back for emergency stock. • The Internal Auditor recommended a Stocktaker. The Stocktaker would need Z list of takings, Wastage Book and information on purchases and selling prices. The Stocktaker will then be able to show any profitability. <p>Councillors thanked John Marriott for coming to the meeting and for his review. He would be coming again in January to talk to the Audit Committee.</p> <p>Standing Orders were reinstated.</p> <p>PRECEPT 2015/2016 PLANNING</p> <p>There was a discussion with regards to the type of spreadsheet required by Cllr Hill to be supplied by Jo Taylor, this would help in reviewing spend and therefore to begin considering levels required for the Precept.</p> <p>The Acting Town Clerk suggested that Councillors come into the office regularly to meet with the person working on finance. This would facilitate a closer control over finances</p>	
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	<p>and direction of the budget. He also reported on a recent meeting between Cllr Julie Bacon and Jo Taylor. Cllr Bacon had asked Jo Taylor to produce a draft budget based on worst case scenario.</p> <p>569/14 SPEEDWELL ROOMS Three companies had been approached for quotations to sand and restore the timber flooring in the Speedwell Rooms main hall. Two quotations had been received.</p> <p>It was RECOMMENDED:- that the quotation from Williams Floor Restoration for £5212.50 plus VAT be accepted</p> <p>4 votes FOR</p> <p>Cllr C Ludlow provided the Committee with a quotation for selling a cash register for use in the bar. She declared an interest and left the meeting.</p> <p>It was RECOMMENDED:- That the quotation be accepted and Cllr C Ludlow be paid £40 for the used cash register.</p> <p>3 votes FOR</p> <p>Cllr C Ludlow returned to the meeting.</p>	
	<p>570/14 HEART OF STAVELEY PROJECT The two recommendations (2 and 4) of the Heart of Staveley report brought to the Council meeting on 11th November were further discussed.</p> <p>It was RECOMMENDED: - that Ian Parkin be invited to meet with Councillors on 25th November and for Heart of Staveley Board members be invited to meet later that same day. Also that Mark Evans be asked to come and support these meetings</p> <p>4 votes FOR</p>	
	<p>571/14 APPLICATIONS FOR FINANCIAL ASSISTANCE Cllr Tidd asked regarding the support grant automatically given to restrooms towards the costs of utility bills. £100 should be given to each of the four Restrooms. Cllr Tidd would provide the details to the Acting Town Clerk.</p>	

572/14	<p>STAVELEY MARKET No issues raised.</p>	
573/14	<p>PART II – CONFIDENTIAL BUSINESS</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>	
574/14	<p>RESTRUCTURING ISSUES Additional employment benefits of a member of staff were discussed.</p>	
575/14	<p>BANK STATEMENTS None</p>	