

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

**Wednesday 22<sup>nd</sup> October 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 J. Bacon  
Councillor B. Dyke  
Councillor H. Elliott  
Councillor C. Ludlow  
Councillor E. Tidd

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

		<b>ACTION</b>
<b>456/14</b>	<b>PUBLIC SESSION</b> There were no members of the public present.	
<b>457/14</b>	<b>DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS</b> Cllr J Bacon indicated that as she was a member of the Audit Committee she would only attend the Policy, Finance and Publicity Sub-committee as an observer and therefore would not vote.	
<b>458/14</b>	<b>APOLOGIES FOR ABSENCE</b> Apologies for Absence were received from Cllr J Barnett.	
<b>459/14</b>	<b>COUNCILLORS NOT PRESENT</b> None	
<b>460/14</b>	<b>MINUTES OF THE POLICY, FINANCE AND PUBLICITY COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON WEDNESDAY 17<sup>TH</sup> SEPTEMBER 2014</b>  These minutes were <b>NOTED</b> .	

<p><b>461/14</b></p>	<p><b>MATTERS ARISING FROM THE MINUTES OF THE POLICY, FINANCE AND PUBLICITY COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON WEDNESDAY 27<sup>TH</sup> SEPTEMBER 2014</b></p> <p>Minute number 340/14 stated Cllr H Elliott and Cllr E Tidd were appointed to the Audit Committee but it did not mention they were appointed as substitutes for Cllr J McManus. It was therefore understood that Cllr Tidd and Councillor Elliott could not vote at Policy, Finance and Publicity Committee. This matter would be referred to the next meeting of the Council.</p> <p>It was further reported that any member of the Council was entitled to attend any Council meeting.</p>	
<p><b>462/14</b></p>	<p><b>HEALTH AND SAFETY POLICY</b></p> <p>A Health and Safety Policy document had been provided to the Council for consideration and adoption. A number of amendments were presented and discussed. These centred around inclusion of wording that required reporting to the Council rather than just the (Acting) Town Clerk as well as informing the Chair and Leader on certain matters. A full set of the comments would be collated and passed to the Acting Town Clerk for inclusion in the draft policy. A full draft would be brought to the Committee once completed.</p> <p>Councillors expressed an interest in conducting a Health and Safety check of the Speedwell Rooms. It was <b>RECOMMENDED</b> that this include Cllr J Bacon, Cllr B Dyke, Cllr A Hill, Cllr C Ludlow and Cllr K Ludlow along with a member of staff.</p>	
<p><b>463/14</b></p>	<p><b>FINANCIAL ISSUES- REVIEW OF FINANCIAL REPORTING FOR MEETINGS</b></p> <p>In order to allow Jo Taylor to answer questions, the Committee agreed to suspend Standing Orders.</p> <p>Jo Taylor asked if the reports received by the Council were sufficient for their needs. Some concern was expressed by Jo Taylor regarding a £240,000 deficit showing on the report to Council on 21 October 2014. Cllr A Hill confirmed that £390,000 reserve had been carried forwards from previous year along with the Precept. It was expected by the Chairman that the Council should still be able to carry money forward to</p>	

<p><b>464/14</b></p>	<p>next year.</p> <p>Jo Taylor stated there was still a lot of work to be done on the accounts. There was around £40,000 of aged debtors which would be looked into.</p> <p>Jo Taylor stated there was not enough time to do everything that was needed and she mentioned to the Council that she was freelance and was expecting to finish at Christmas time and so a plan was needed for taking the Finance work forwards. The Chair asked if it was achievable to get the Council accounts in place by that deadline, Jo Taylor felt it required full time work until Christmas to be at that point and she worked one day per week.</p> <p>In terms of priorities there was still work needed to know to the last penny what has been spent and a lot of work related to the Heart of Staveley Project. An issue was mentioned with regards to Sales Invoicing. It was reported that there had not been a finance Officer in place for doing the invoicing and priority had been given to getting on top of bills for the first three months. The process was that the Clerical Assistant took the booking and Sally Plumber who was working with Jo on Finance produced the invoices.</p> <p>It was mentioned to Councillors that an acting financial officer was needed of a level that could pick up the system with minimal handover.</p> <p>The Chair mentioned that the Council would need to wait for the Staffing Review to be complete before measures could be put in place.</p> <p><b>PRECEPT 2015/2016 PLANNING</b></p> <p>It was recognised that beginning to plan for the precept at this time of year was helpful. The money spent year to date could be projected forwards with variance. A decision can then be taken on whether reserves should be used or whether precept should be increased. It was reported that Reserves would be carried forwards and the precept should be set to cover day to day expenditure.</p> <p>The Chair and Chair of the Audit Committee would come into the Office to meet with Jo Taylor and the Acting Town Clerk to look at the budget and planning for the precept.</p> <p>Standing Orders were reinstated.</p>	
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<p><b>465/14</b></p>	<p><b>SPEEDWELL ROOMS</b></p> <p>A quotation for repairs work to the Speedwell Rooms roof around the front elevation chimney stack was considered by the Committee.</p> <p><b>RECOMMENDED</b> that the quotation be accepted and the work be carried out.</p> <p>An issue was raised regarding the floor in the main hall area. This needed stripping back and re-finishing. Quotations would be sought.</p> <p>It was suggested that the Financial Regulations should be amended to allow the Acting Town Clerk and the Chair to agree spend up to £1000. This would be brought to a future Ordinary Meeting of the Town Council.</p>	
<p><b>466/14</b></p>	<p><b>WINDOW CLEANING</b></p> <p>It was reported that this matter was ongoing and quotations for window cleaning from local firms would be sought.</p>	
<p><b>467/14</b></p>	<p><b>HEART OF STAVELEY PROJECT</b></p> <p>This matter had been extensively discussed at the Ordinary Meeting of Staveley Town Council on 21<sup>st</sup> October 2014 and it was considered no further discussion was required at this meeting.</p>	
<p><b>468/14</b></p>	<p><b>APPLICATIONS FOR FINANCIAL ASSISTANCE</b></p> <p>No applications for Financial Assistance had been submitted for consideration by the Committee.</p>	
<p><b>469/14</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>470/14</b></p>	<p><b>STAVELEY MARKET</b></p> <p>It was suggested that the Council needed to look at themed</p>	

	<p>markets. A continental market was suggested, but it was recognised that continental markets cost money to bring them to an area rather than generate money.</p> <p>A meeting with the Market Manager was suggested, he has asked the Garden Centre for a list of Victorian Market stallholders which has been promised.</p> <p>Committee Members discussed ideas for a Christmas Market, these included, having one in the Market Square to be run by the Council. Rides could be located on the High Street. Market stalls on the Market with a Road Train running to the Speedwell Rooms and stalls also located in the Speedwell Rooms. It was though Mulled Wine, chestnuts and specialist burgers could be included.</p> <p><b>PART II – CONFIDENTIAL BUSINESS</b></p> <p><b>471/14 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>472/14 RESTRUCTURING ISSUES</b></p> <p>A Letter from UNISON had been received with regards to payment of back pay to two employees. This work was carried out by Tall Poppies, no supporting documentation had been received.</p> <p>The Acting Town Clerk reported to the Council that staffing needed urgently looking at as there were problems in delivering an increasing workload with the current staff levels.</p> <p><b>473/14 BANK STATEMENTS</b></p> <p>The most recent Bank Statements had already been provided to Councillors at the Ordinary Meeting of Staveley Town Council on 21 October 2014.</p>	
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