

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

Tuesday 22nd April 2015

Commencing at 7.00 pm

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

Present:

Councillor A. Hill (Chair)
Councillor J. Barnett (arrived part way through the meeting)
Councillor D. Collins
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
Robert Griffiths from Civic Pride

		ACTION
995/14	PUBLIC SESSION There were no members of the public present.	
996/14	DECLARATIONS OF MEMBERS' INTERESTS There were no declarations of Disclosable Pecuniary Interest by Members or Officers.	
997/14	APOLOGIES FOR ABSCENCE There were no apologies for absence.	
998/14	COUNCILLORS NOT PRESENT There were no Councillors not present.	
999/14	TO DETERMINE WHICH ITEMS IF ANY FROM PART I OF THE AGENDA SHOULD BE TAKEN WITH THE PUBLIC EXCLUDED None	
1000/14	MINUTES OF THE POLICY, FINANCE AND PUBLICITY COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON WEDNESDAY 18TH MARCH 2015 It was NOTED that these minutes were approved at the ordinary meeting of Staveley Town Council on Tuesday 14 TH	

<p>1001/14</p>	<p>April 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>MATTERS ARISING FROM THE MINUTES OF THE POLICY, FINANCE AND PUBLICITY COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON WEDNESDAY 18TH MARCH 2015.</p> <p>Councillor C. Ludlow asked the Acting Town Clerk whether a Trading Account had been set up for the Speedwell Rooms. The Acting Town Clerk informed members that a stock taker would be attending the next Speedwell Rooms Committee where a Trading Account would also be discussed.</p> <p>There were no more matters arising.</p>	
<p>1002/14</p>	<p>CIVIC PRIDE CHRISTMAS LIGHTS</p> <p>Standing Orders were suspended to allow Robert Griffiths from Civic Pride to speak to the committee.</p> <p>Members introduced themselves to Robert Griffiths. He informed members that Civic Pride had a partnership arrangement with a Manchester based company. Civic Prides role in the partnership company was to liaise with clients and deal with any issues/problems on the project. Any technical difficulties, electrically/legally would be dealt with by Civic Pride. Robert informed the Committee that last year the a reduced lighting scheme had been implemented because of budgetary constraints on the Council and he asked members of their opinion of last year’s scheme.</p> <p>Councillor C. Ludlow said they had been very pleased with the lighting display apart from one issue where the lights had gone off in the Market Square, but said it had been dealt with efficiently. Councillor C. Ludlow said if budget permitted it would be nice to extend the lighting displays towards the Church. She felt that there were too many problems with the lighting columns for the lights to extend onto Duke Street.</p> <p>Robert Griffiths said the issue was usually more to do with the timers which could either be replaced, or the lighting units be put on a permanent basis and would be switched on all the time throughout the display. He informed members that the Civic Pride displays were now all LED and there would be</p>	

	<p>dramatically less electric usage compared to past years even though on all day.</p> <p>Robert Griffiths showed some images of lighting display ideas to Members. Robert Griffiths informed members if Staveley Town Council was happy with the pricing structure (1) the options to change the displays annually would be easy to arrange (2) if they wished to expand the scheme or reduced the scheme from year to year this would neither be an issue.</p> <p>Robert Griffiths informed members that from Civic Pride's point of view they would like to have an ongoing contract in place. This would help Civic Pride plan and give the best price, with the range of displays that could be offered.</p> <p>Councillor B. Dyke asked what the scheme had cost last year. Robert Griffiths informed the Committee it had been around £5,000.</p> <p>Councillor C. Ludlow asked the Chair what budget had been allocated for this financial year for the Christmas lights. The Chair informed Members that at present the budget for the Christmas Lights had increased but may change and could be between £5,000 and £7,000 but informed the Committee that £500 had been set aside separately for a Christmas Tree which would need to be lit.</p> <p>Councillor C. Ludlow informed the Committee that the Christmas tree supplied last year had been too small. Robert Griffiths asked how big a tree the Council would require informing members that three men should be able to erect a 15 foot tree, any larger would require a crane under health and safety. Robert said Civic Pride would quote to provide tree and lights if required.</p> <p>Councillor C. Ludlow mentioned about involving businesses within Staveley Town Centre with the Christmas Lights scheme. Robert Griffiths said Civic Pride would be able to supply Staveley Town Council with tree brackets for the businesses, but informed members that the building owner's permission would be needed to erect the brackets. Also it would need to be decided how electricity would be sourced for the displays. Councillor C. Ludlow asked if Robert could cost how much the brackets would be.</p> <p>The Chair felt that the priority this year was the Christmas lights and tree, but to work on extending the lighting to include businesses in future years.</p>	
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	<p>Members felt that the way forward was to hire Christmas Lights as there would be no maintenance bills and the lighting displays could be altered annually.</p> <p>Robert asked if the Christmas Market would be held this year. Councillor C. Ludlow informed him that a date had been fixed as Wednesday 2nd December 2015 for the Christmas Market and Christmas Lights Switch On.</p> <p>Robert informed members that he would send out quotes and details for hire of lighting displays. Also if members wanted lights to be switched on and off the Council would have to invest in new timers, otherwise the lights would be permanently on.</p> <p>Robert suggested that if anyone wanted to purchase the old Christmas lights he would put them in touch with the Council. Members appreciated this. He also suggested whether any of the major businesses in Staveley could contribute towards the lights.</p> <p>Robert was thanked for his presentation by members.</p> <p>Standing Orders were reinstated.</p> <p>It was RECOMMENDED – That Staveley Town Council would hire Christmas lights and receive quotes for hire of lighting displays from Civic Pride.</p>	
1003/14	<p>FINANCIAL ISSUES</p> <p>The Quotation from 1st Galaxy Fireworks was discussed.</p> <p>It was RECOMMENDED – that the Quotation from 1st Galaxy Fireworks of £4,020 be accepted, and that the date of 31st October be confirmed with 1st Galaxy as the date for the display.</p>	
1004/14	<p>HEART OF STAVELEY PROJECT</p> <p>The Chair informed members that an informal meeting would be held on Wednesday 29th April with the Heart of Staveley Board, with refreshments available. Councillor J. Burrows, Councillor D. Collins and Councillor T. Gilby would be in attendance.</p>	
1005/14	<p>HEALTH AND SAFETY POLICY</p> <p>Members discussed the PAT Testing report for 26 High</p>	

	<p>Street, Staveley. Two items had failed and it was recommended they be replaced.</p> <p>Councillor C. Ludlow informed the Committee that the Glasswasher at the Speedwell Rooms had failed the PAT Test and required to be hard wired in, albeit they could still use it at present as it was on a plug.</p> <p>It was RECOMMENDED – That the PAT Test report on 26 High Street be accepted and the items having failed the PAT Test at 26 High Street be replaced.</p>	
1006/14	<p>APPLICATIONS FOR FINANCIAL ASSISTANCE 1st Inkersall Rainbows – An appeal for financial assistance had been received and a grant of £200 was requested.</p> <p>It was RESOLVED – that more detail be requested from the 1st Inkersall Rainbows as to what the monies would be used for before consideration by Council.</p>	
1007/14	<p>QUOTATION FOR EXTERNAL SIGNAGE FOR 26 HIGH STREET The quotation from Howson Signs was discussed by Members.</p> <p>It was RESOLVED – That Option 2 –New white fascia in the sum of £400 plus VAT from Howson Signs be accepted.</p>	
1008/14	<p>QUOTATION FOR WORK TO HEATING IN SPEEDWELL ROOMS Quotes had been received for zoning the heating system and a pump in the toilets at The Speedwell Rooms by DHC Heating Limited.</p> <p>It was RESOLVED – That the quotes from DHC Heating Limited for the zoning at £1676.41 and the pump at £260.16 be accepted.</p>	
1009/14	<p>LETTER FROM MASTIN MOOR COMMUNITY ASSOCIATION The letter from the Mastin Moor Community Association had been dealt with at the Ordinary Meeting of Staveley Town Council held on 14th April 2015.</p>	

<p>1010/14</p>	<p>STAVELEY MARKET</p> <p>The Chair informed the Committee that Staveley Market was costing Staveley Town Council a lot of man hours and money. He felt the Market could be sustained as a themed market but felt the people of Staveley no longer required a weekly market.</p> <p>Councillor D. Collins asked when the funding from Chesterfield Borough Council finished on the Market?</p> <p>The Chair said he had spoken to Andy Bond at Chesterfield Borough Council regarding any advice he could give on the Markets. He had said Flea Markets would be the best way forward and would help with this and the funding would still be in place but a plan was required.</p> <p>Councillor B. Dyke suggested holding a continental market on the same weekend as the Chesterfield Canal Festival, as there would be ample footfall.</p> <p>The Chair informed members that currently only one stall was being utilised and other stalls were being damaged by vandals. The Chair suggested that some stalls needed to be taken down and stored. Councillor H. Elliott was still to liaise with The Market Attendant to help with market stall uptake.</p> <p>Councillor C. Ludlow said the barrows and flags had not been put out recently.</p> <p>Councillor C. Ludlow said the Acting Town Clerk needed to speak with The Market Attendant about getting the market up and running, otherwise it may have to be closed and the allocated market hours may be affected.</p> <p>The Chair informed the Committee that market hours were allocated to two members of staff.</p> <p>It was felt that the Market was not providing Best Value and the money could be put towards other things.</p> <p>Councillor C. Ludlow suggested that improvement should be seen within six weeks otherwise a decision would have to be made as what to do with the market.</p> <p>The Chair informed members that the Flea Market was doing fine and also the indoor Table Top Market but the Tuesday and Friday Markets were not. The Chair felt that the Market had not been pushed and encouraged by officers within Staveley Town Council, and they wanted it to fail.</p>	
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	<p>Councillor C. Ludlow said that Chesterfield Borough Council's market was also having difficulties but markets in other areas were doing well.</p> <p>It was RECOMMENDED – that an official meeting be held with the Market Attendant to notify the problems with the market and to try and reach an outcome.</p> <p>CONFIDENTIAL <u>PART II</u></p> <p>1011/14 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>1012/14 STAFFING</p> <p>Various matters relating to contracts and implementing the new staffing structure were discussed. Councillors had sought advice from sources informally on HR matters relating to interviewing two members of staff for one post and issues relating to sickness. It was felt by Council that re-interviewing should be moved forwards.</p> <p>Regarding the Temporary Assistant Financial Officer interviews due to take place on 24 April 2015, an item was needed at the next Council meeting in the event the Council wished to appoint. Councillors agreed an item would go to the Annual Meeting of the Council on 19 May 2015.</p> <p>1013/14 RESTRUCTURING ISSUES</p> <p>No further issues were raised.</p>	
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