

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

Wednesday 24th October 2012
Commencing at 6.00 pm
In The Council Chamber, Staveley Hall

Present:

Councillor A Hill – Chair
Councillor D Collins – Vice Chair
Councillor J Barnett
Councillor H. Elliott
Councillor C. Ludlow
Councillor E. Tidd
Councillor L. Collins: substituting for Cllr. Williams

In attendance – Graeme Challands – Town Clerk and Financial Officer
Ian Haddock – Assistant Financial Officer
7 Members of the Public.

		ACTION
	The Chair welcomed all present that the meeting and reminded them that the meeting was being recorded.	
356/12	PUBLIC SESSION There were no questions from the public.	
357/12	DECLARATION OF MEMBERS' INTERESTS There were no declarations of interests.	
358/12	APOLOGIES FOR ABSENCE Councillor Williams – recovering from an operation	
359/12	COUNCILLORS NOT PRESENT Councillor Dyke	
360/12	MINUTES OF THE POLICY AND FINANCE COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON WEDNESDAY 26th SEPTEMBER 2012 These had not yet gone to an Ordinary Meeting for consideration.	
	292/12 Holywell Medical Group Councillor Ludlow stated she had not said that the issues raised by Mr.	

	<p>Bannister were not relevant to Staveley Town Council: she had said that the issues were already being dealt with by Staveley Town Council in direct dealings with the Holywell Medical Group.</p> <p>361/12 MATTERS ARISING FROM THE MINUTES OF THE POLICY AND FINANCE COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON WEDNESDAY 26TH SEPTEMBER 2012</p> <p>279/12 Disclosure of Pecuniary Interests Councillor D. Collins asked what the result had been regarding the Town Clerk checking the interpretation of the new Code with the Monitoring Officer at Chesterfield Borough Council.</p> <p>The Town Clerk responded that he had received a reply and passed this to Councillor Dyke. He believed that the Monitoring Officer had agreed with Councillor Dyke's interpretation. However, Councillor Dyke was best placed to respond to Members on this matter – unfortunately he was not present to do so. Councillor Ludlow pointed out it was up to Councillor Dyke as an individual Councillor bound by the Code of Conduct to act on advice he had received.</p> <p>The Chair said he had asked Councillor dyke what his interpretation of the Heritage Lottery Fund drawdown had been but this was not mentioned.</p> <p>292/12 Holywell Medical Group The Chair commented on Councillor Dyke's observations on the availability of cheap alcohol outside public houses and said all the public bought cheap alcohol at outlets like Morrisons', including himself. The Town Clerk pointed out that the Council had not determined to send a letter.</p> <p>296/12 Restructuring Issues Councillor Ludlow asked if the Town Clerk had contacted Mark Evans regarding the Staff Review. The Town Clerk replied he had not. Councillor Ludlow suggested this be done soon as Mark Evans was to take a holiday soon.</p> <p>The Chair proposed and it was agreed that the rest of 296/12 be moved to Part II of the Meeting.</p>	
<p>362/12</p>	<p>FINANCIAL ISSUES The Town Clerk reported he had received a series of questions from Councillor D. Collins.</p> <p>The first had requested a statement summarising the Council's receipts and payments for September.</p>	

Ian Haddock distributed the statement.

The Town Clerk went on to report as follows:

Response to Questions to the Policy Finance and Publicity Committee by Councillor Dean Collins Meeting held on Wednesday 24th October 2012.

Question One

“Can we have at the Policy Finance and Publicity Committee meeting a statement summarising the Councils’ receipts and payments for the latest complete month (which is September) as in Standing Order 19f?”

A copy of the summary is attached.

		STAVELEY TOWN COUNCIL				Page No		
24/10/2012								
16:12		Summary Income & Expenditure by Budget Heading 30/09/2012						
Month No : 6		Cost Centre Report						
		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
101 STAVELEY HALL	Expenditure	19,883	105,552	218,166	112,614		112,614	48.4
	Income	165,906	334,702	339,628	-4,926			98.5
103 WORKSHOPS	Expenditure	232	1,145	3,994	2,849		2,849	28.7
	Income	200	3,954	4,816	-862			82.1
113 THE FLAT	Expenditure	17	233	500	267		267	46.5
	Income	0	840	7,200	-6,360			11.7
202 STABLES	Expenditure	2,927	17,928	32,562	14,634		14,634	55.1
	Income	646	4,627	7,048	-2,421			65.7
205 FLEA MARKET	Expenditure	164	596	1,895	1,299		1,299	31.5
	Income	206	767	2,323	-1,556			33.0
209 MASTIN MOOR C C	Expenditure	34	533	1,133	600		600	47.0
216 S/R FUNCTION ROOMS	Expenditure	6,343	39,848	91,342	51,494		51,494	43.6
	Income	1,812	9,218	22,840	-13,622			40.4
419 STAVELEY MARKET	Expenditure	728	8,326	24,439	16,113		16,113	34.1
	Income	985	3,932	24,350	-20,418			16.1
421 STAVELEY FEAST	Expenditure	0	128	2,944	2,816		2,816	4.3
	Income	0	12	639	-627			1.8
423 REFRESHMENTS	Expenditure	8	110	1,000	890		890	11.0
	Income	11	126	1,622	-1,496			7.8
425 BARROW HILL PARISH PLAN	Expenditure	0	0	408	408		408	0.0
	Income	0	0	408	-408			0.0
427 ANNUAL FIREWORK DISPLAY	Expenditure	0	0	4,865	4,865		4,865	0.0
	Income	1,500	1,500	1,129	371			132.9
429 CHRISTMAS LIGHTS	Expenditure	0	0	5,000	5,000		5,000	0.0
	Income	0	0	270	-270			0.0
431 HEART OF STAVELEY PROJECT	Expenditure	13,694	72,051	0	-72,051		-72,051	0.0
	Income	1,500	341,381	0	341,381			0.0
433 WEBSITE	Expenditure	0	885	703	-182		-182	125.9
306 ALLOTMENTS	Expenditure	1	4	505	501		501	0.8
	Income	0	221	221	0			99.8
407 MEMBERS	Expenditure	0	165	3,013	2,848		2,848	5.5
411 PLAYSCHMES	Expenditure	1,115	4,111	4,280	169		169	96.1
	Income	93	414	1,342	-828			30.8
412 PAINTING COMPETITION	Expenditure	0	2,403	2,369	-34		-34	101.4
	Income	0	500	0	500			0.0

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Summary Income & Expenditure by Budget Heading 30/09/2012

Month No : 6

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
414 SECTION 137	Expenditure	1,400	3,740	4,500	760		760	83.1
415 CHRISTMAS FUNCTIONS	Expenditure	0	0	1,000	1,000		1,000	0.0
INCOME - EXPENDITURE TOTALS								
	Expenditure	46,546	257,759	404,618	146,859	0	146,859	63.7
	Income	172,856	702,193	413,836	286,357			169.7
	Net Expenditure over Income	-126,313	-444,435	-8,218	435,217			

This is for Month 6, so half way through the financial year. Whilst for many items it could be expected that we would have spent 50% of the budget and received 50% of the income this is not true for seasonal activities.

Question Two

“Can you clarify out of which money are the consultants fees being paid as there is no budget set this year (I asked this question at full Council on Tuesday 16th October which hasn't been answered fully)?”

As outlined at the time the application to borrow from the Public Works Loan Board was authorised, the consultants' fees are being paid from that source.

Question Three

“At the Policy, Finance and Publicity Committee meeting in June (at the Speedwell Rooms) it was recommended that the Heritage Lottery Fund money be drawn down as the Town Clerk told Councillors this would refresh the accounts why has this not been done?”

The reason for the delay in drawing down the Heritage Lottery Fund money was given in the written answers provided at the Ordinary Meeting held on 11th October 2012. To repeat this answer: we had an unavoidable delay in opening the Unity Trust bank account. We will be following up this matter once the account is up and running.

Question Four

“When the budget was set Councillor A. Hill and myself was told the overspend on Consultants' fees would be recouped by the drawdown of the Heritage Lottery Fund money is this correct and why haven't we been told any different?”

The situation regarding the grant aidability of the consultants' fees is dealt with in the response to Question Six.

Question Five

“At which meeting did we agree to set up the Unity Trust Bank Account please provide minute number and date”

Members agreed to set up the Unity Trust Bank Account at the April Meeting of the Police, Finance and Publicity Committee, Minute No. 787/11 confirmed at the April 2012 Ordinary Meeting.

Question Six

“The Public Works Loan Board money has been drawn down for the restoration of the Heart of Staveley Project in your opinion(s) is spending the money on Consultants' fees restoring the project?”

In our opinion the work of the Consultants is an integral part of the Heart of Staveley Project: it is their work that has resulted in a fully costed scheme which could be submitted for funding applications. They have also produced architectural drawings, obtained planning permission, and devised detailed specifications. We have had the Baseline Survey carried out as requested by Members.

It is this work that has resulted in the awarding of the grants achieved to date and continuing.

Members are aware that Staveley Town Council does not have the qualifications or capacity to carry out this work in-house.

To date the situation is:

*Fees paid to the consultants in 2011-2012: £111,552.00
We drew down an Heritage Lottery Fund Grant of £11,430 leaving a net payment of £100,122.00*

To date in this financial year (up until 30th September 2012) we have paid £72,019.00.

The total paid to Consultants is £172,141.00.

As agreed we draw down the first tranche of the Public Works Loan Board money: £339,881.00.

Once we had paid the consultants we had £167,740.00 to transfer to our Co-op Bank deposit account.

Our Co-op Bank deposit account had a balance on 30th September of £371,621.00.

If the Public Works Loan Board money is removed from the equation (this is the amount that will be transferred to the Unity Trust Bank account and represents the Heart of Staveley Project element) then the Co-op Bank deposit account will have a balance of £203,881.00.

As a comparison with previous years at this date:

30th September 2011: £104,818.00

30th September 2010: £184,470.00

30th September 2009: £152,387.00

30th September 2008: £126,873.00

The current balance of £203,881.00 is of course before the impact of the sale of the land for the Affordable Eco Homes Project and the sale of the Mastin Moor Community Centre.

The fees paid to the consultants represent 8.4% of the total funds awarded to date – or a return of 1191% if you consider the money spent has been invested.

These percentages will alter in due course as the results of outstanding bids come in – for example the supplementary EUOA2 bid for £98,000.

We are part way through the exercise of course. I envisage that all the professional fees will be grant aidable at the end of the day. At present the Heritage Lottery Fund are funding 22% of the eligible works (excluding The Stables) and the EU are funding 60% of the eligible works (excluding the garden, pavilion and airhall). The total estimated fees for the whole of the project are £464,320 and grants awarded to date cover 48.4%, leaving £239,596 over the next three years.

Hence the short term need to use the Public Works Loan Board money as outlined when we borrowed the money.

At this point, having informed Members of our current balance in the Co-op Bank deposit account of £203,881.00 (which is the best state our finances have been in for at least the past 5 years) I should like to thank Ian Haddock for all his hard work, together with the rest of the staff who have all displayed an attitude of always striving to achieve value for money.

Question Seven

“Can you please advise how much money the Heart of Staveley Board have got to raise in total to finish the project for them to then accept the project under lease?”

The amount needed to be raised by our partners before they would accept the project under lease is subject to negotiation.

We have sufficient funds to restore both The Stables and Staveley Hall, but part of the Project includes staff and activities.

The total cost of the Project is, as previously reported, £4.6 million.

This has been met to date by:

- HLF grant of £880,000*
- EU grant of £1,170,164*
- PWLB loan of £750,000*

Totalling £2,800,164

Awaiting a Supplementary EU bid - £2,898,164 running total

Landfill Aggregate bids - £3,058,164 running total

Volunteer time - £3,558,164 running total

There will be additional bids made to Landfill/Aggregate sources in 2013, 2014 and 2015.

So the current estimate is that Heart of Staveley Limited needs to raise around £1 million. Their first bid for £250,000 has been submitted and is awaiting a decision whilst other bids are being lined up. However, as I have informed Members throughout the Project I am keeping the pressure on to raise more than this to keep our Public Works Loan Board expenditure to a minimum.

Members will be kept up to date on their success. I anticipate that the Heritage Lottery Fund will accept a Supplementary application from Staveley Town Council to cover any shortfall should this arise.

*Graeme Challands
Town Clerk and Financial Officer
October 2012*

The Town Clerk was asked and agreed to distribute his response as a written report.

The Chair stated that under the new Financial Regulations he had introduced in April borrowing had been limited to £400,000. The Town Clerk responded that the Council operated under the existing Financial Regulations at the time it had Resolved to borrow £750,000 from the Public Works Loans Board.

He offered to get a legal opinion if required.

Councillor D. Collins then asked questions on the detailed accounts provided covering Month 6.

<p>363/12</p>	<ul style="list-style-type: none"> • He felt water rates were high and asked why. Ian Haddock responded that when drawing up the budget estimates it was always difficult to predict Severn Trent charges, and bills. They may not bill again this financial year or may bill twice. • He queried Staveley Market Prizes Ian Haddock responded that at the time of drawing up the budget estimates it had been unclear how the relationship between Staveley Town Council and Chesterfield Borough Council over their financial help would work. It had turned out that Chesterfield Borough Council retained responsibility for purchasing equipment, rather than a simple cash grant. <p>The Town Clerk informed members that the LED lights were being purchased by Chesterfield Borough Council. It would probably prove necessary to mend the electrical supply box also.</p> <p>Councillor Ludlow asked if Staveley Town Council had taken over the public toilets. The answer was we had not, just the Traders toilets.</p> <p>Councillor D. Collins asked if we had received any quotes for the erection of the Christmas Lights.</p> <p>Ian Haddock responded we had received one quote and were awaiting a further one.</p> <p>Chesterfield Borough Council could not do the work nor could Derbyshire County Council as they had not got the capacity.</p> <p>The Town Clerk explained the potential local contractor needed a Derbyshire County Council "ticket" to work on their equipment. If he obtained this and sent in a quote it needed to be borne in mind that a local supplier could give a speedier response if there were problems.</p> <p>HEART OF STAVELEY UPDATE The Town Clerk reported that the current situation was that the Ordinary Meeting had resolved to ask Chesterfield Borough Council to check the project.</p> <p>Councillor Ludlow reported that she had had a long conversation with Mike Hayden at Chesterfield Borough Council and the Town Clerk was to ring him to begin the process.</p> <p>The Town Clerk also reported that Consultants had undertaken a Baseline Survey of the condition of Staveley Hall. He awaited their Report but water was currently leaking into the Chamber for example</p>	
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	<p>necessitating a constant check on any impact on the electrical wiring and ceilings for example.</p> <p>Councillor Ludlow reported she had received a letter from Unity Trust Bank reporting that the new account for the Heart of Staveley Project was open.</p> <p>Ian Haddock welcomed this news and looked forward to receiving his confirmation.</p>	
364/12	<p>AFFORDABLE ECO HOMES PROJECT</p> <p>The Town Clerk reported that there had been yet another delay in completing the contract to sell the land by Cascade.</p> <p>Accordingly he had delivered a Notice to complete to the Council's Solicitors to be served on Cascade.</p> <p>Councillor Ludlow asked when we would have the money in the bank. The Town Clerk responded he did not know given the legal issues but hoped it would not be too long.</p>	
365/12	<p>INKERSALL ROAD PROJECT</p> <p>Nothing to report.</p>	
366/12	<p>STAVELEY MARKET</p> <p>The Town Clerk reported that there had been disputes between traders but this was being dealt with.</p>	
367/12	<p>MASTIN MOOR COMMUNITY CENTRE</p> <p>The Town Clerk reminded Members that the closing date for the Informal Tenders was 7th November.</p>	
368/12	<p>RESTRUCTURING ISSUES</p> <p>Moved to Part 2.</p>	
369/12	<p>WINTER ARRANGEMENTS</p> <p>The Town Clerk reported he had not yet found time to carry out the actions.</p>	
370/12	<p>STAVELEY TOWN COUNCIL WEBSITE</p> <p>There were no issues currently. A further member of staff may undergo training in maintaining the website to assist Lynne Bingham.</p>	

<p>371/12</p>	<p>STAVELEY TOWN CRIER It had been agreed not to produce an issue until 2013 but to use the local press to advertise events.</p> <p>PART II – CONFIDENTIAL BUSINESS</p>	
<p>372/12</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>	
<p>373/12</p>	<p>RESTRUCTURING ISSUES The Town Clerk reported that a member of staff off on long term sick would be starting back on a phased return and light duties. An issue of pay was being investigated.</p> <p>It was AGREED after debate that Staveley Town Council should join the Local Government Employers Association at an annual cost estimated at £200.</p>	<p>ICH</p>

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