

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

**Wednesday 26th June 2013**

**Commencing at 7.25 pm**

**[Note: The start was delayed due to the overrunning of the Leisure and  
Community Committee]**

**In The Council Chamber, Staveley Hall**

**Present:**

Councillor A. Hill (Chair)  
Councillor D Collins (Vice-Chair)  
Councillor J. Bacon  
Councillor J. Barnett  
Councillor B. Dyke  
Councillor H. Elliott  
Councillor C. Ludlow  
Councillor E. Tidd

In attendance – Graeme Challands – Town Clerk and Financial Officer

		<b>ACTION</b>
<b>142/13</b>	<b>PUBLIC SESSION</b> There were no members of the public present.	
<b>143/13</b>	<b>DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS</b> There were no declarations of Disclosable Pecuniary Interests.	
<b>144/13</b>	<b>APOLOGIES FOR ABSENCE</b> There were no apologies for absence.	
<b>145/13</b>	<b>COUNCILLORS NOT PRESENT</b> There were no Councillors not present.	
<b>146/13</b>	<b>MINUTES OF THE POLICY AND FINANCE COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON WEDNESDAY 5<sup>th</sup> JUNE 2013</b> The Minutes of the Policy and Finance Committee of Staveley Town Council held on Wednesday 5 <sup>th</sup> June were approved.	

<p>147/13</p>	<p><b>MATTERS ARISING FROM THE MINUTES OF THE POLICY AND FINANCE COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON WEDNESDAY 26<sup>th</sup> JUNE 2013</b></p> <p><b>70/13 Financial Issues</b></p> <p>Letter from Mr. Attwood Chairman of Sunnycroft OAP Club.</p> <p>The Town Clerk updated the meeting. Mr. Attwood had replied to the letter sent as Minuted. He had declined the offer of making a Section 137 Application and stated their club would raise the money for a coach trip for a Christmas Shopper from outsider sources.</p> <p>Councillor Dyke asked if the letter regarding Rest Rooms had received a reply. The Town Clerk reported he had not. He would double check if a letter had in fact been sent.</p> <p><b>74/13 Staveley Market</b></p> <p>Councillor Elliott asked if there was any progress on the “Market Manager” being sent to Chesterfield Borough Council for regular training.</p> <p>The Town Clerk reported he was awaiting a response from Andy Bond who was in charge of Chesterfield Borough Council Markets. He was currently on holiday.</p> <p>The Town Clerk felt the training should commence after the summer holidays in September or possibly later as Chesterfield Market administration were moving into the refurbished Market Hall in October.</p> <p>Councillor A. Hill requested the term Market Manager be avoided as the employee was a Market Assistant.</p> <p>The Town Clerk stated whilst this was the case the employee was managing affairs on a day to day basis.</p> <p>It was <b>AGREED</b> to refer to the employees as Market Assistant 1 and Market Assistant 2.</p> <p><b>AGREED:</b> The date of the Market Entertainment meeting was set for Friday 12<sup>th</sup> July 2013.</p>	<p><b>GC</b></p>
<p>148/13</p>	<p><b>FINANCIAL ISSUES</b></p> <p><b>a) Insurance</b></p> <p>The Town Clerk gave details of the savings.</p> <p>He pointed out it would need renegotiating in the event that</p>	

	<p>the Council rented Learning Matters.</p> <p><b>b) Subscriptions</b>  Councillor A. Hill asked for a report on what Staveley Town Council reviewed for their membership of Action for Market Towns. The Town Clerk agreed to prepare a report and advised Members that Action for Market Towns had a website giving details in the meantime.</p> <p>Councillor D. Collins asked if membership of Rural Action Derbyshire was now included in the price of membership of the Derbyshire Association of Local Councils. The Town Clerk confirmed that this was the case but the Council paid an additional subscription of £30 per year on the Village Hall service.</p> <p>Members asked what the £250 per annum paid to Chesterfield Champions was.</p> <p>The Town Clerk reported that Staveley Town Council had been asked to join this and had voted subsequently to do so.</p> <p>Members asked what the organisation was and the Town Clerk explained.</p> <p>Councillor A. Hill explained the main reason for subscriptions being looked at was the £914.65 paid to Derbyshire Association of Local Councils. He had arranged a meeting with their Chief Officer Sarita Presland to talk to the Labour Group.</p> <p>The meeting was at 6.00 p.m. on Thursday 4<sup>th</sup> July. He invited the Town Clerk to attend also. However, the Town Clerk reported he would be in Matlock that evening so was unable to attend.</p> <p>Councillor A. Hill asked if any other officer could attend. It was to find out what Derbyshire Association of Local Councils did for Staveley Town Council.</p> <p>The Town Clerk informed Members he would be circulating details of how in future all Members would be able to access the Members Area of the Derbyshire Association of Local Councils website.</p> <p>Councillor A. Hill stated that was not new; whenever he had rung DALC up they had told him the Town Clerk could give them a password to access the site which was why he was asking the Chief Officer to come along.</p>	<p><b>GC</b></p>
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<p>149/13</p>	<p>The Town Clerk explained there had never been a password or a Member area – it had only recently been introduced he believed, last week. He said he would be circulating the details.</p> <p>Councillor A. Hill said NALC was exactly the same – he had been trying to access the members area on their website for years.</p> <p>Councillor Ludlow said she had tried to get on the DALC website Members Area two months ago.</p> <p>The Town Clerk repeated that until very recently there was no Members Area. There was a heading on the website but there had been no content until last week. The Username and Password had been sent to him and this would be circulated upon the return of the Administration Assistant. With the NALC website again access to their Members Area had not been available to Staveley Town Council but he expected access details to be supplied soon. Only large Councils were being afforded the privilege.</p> <p>Councillor A. Hill says on their letter dated 8<sup>th</sup> March it says that Councillors could access the Members Area of both DALC and NALC but he had been told to ask the Town Clerk.</p> <p>The Town Clerk repeated that he had only just received that information. It had NOT been available since the 8<sup>th</sup> March, the date of the letter.</p> <p>Councillor A. Hill asked what the membership of the Society of Local Council Clerks was: was it a membership of choice. The Town Clerk responded it was in his contract.</p> <p>Councillor A. Hill said it was the first time he had seen these financial details. He stated other Council's websites showed these costs in detail.</p> <p>He asked the Town Clerk to book a room for the Labour Group.</p> <p><b>HEART OF STAVELEY PROJECT</b></p> <p>The Town Clerk reported</p> <ul style="list-style-type: none"> <li>• That he had organised the Presentation Evening</li> </ul> <p>He asked if the Heart of Staveley Board were invited to this to enable social interaction.</p>	
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	<p>It will start at 6.00 p.m. with MS Powerpoint displays and talks by the specialists with opportunity for questions.</p> <p>A buffet would be provided as Members may have come directly from work.</p> <p>It would be on Tuesday 2<sup>nd</sup> July.</p> <p>It was agreed to invite Heart of Staveley Board to come along.</p> <p>Councillor Elliott said that whilst she definitely did not agree with the Heart of Staveley her non attendance at the Presentation was because she was away.</p> <p>It was <b>AGREED</b>, subject to approval by Chesterfield Borough Council as a matter of courtesy, to release the Chesterfield Borough Council Report on Heart of Staveley Project to the Heart of Staveley Limited Board and public.</p> <p>Councillor A. Hill said he would consult the following day over a Press Release.</p> <p>The Town Clerk drew the attention of members to Tender Lists. A Councillor would need to be present for the opening of tenders.</p> <p>Councillor D. Collins suggested that prior to appointing a firm attempts should be made to obtain a list of those who operated a blacklist. The Town Clerk undertook to obtain this from Chesterfield TUC.</p> <p>The Town Clerk reported that Learning Unlimited (Chesterfield College) are delighted to be the Learning Partner to the Project.</p> <p>Mike Brooke the Project architect is giving talks to Chesterfield Borough Council's Construction Network and to their Labour Group about the 2 Stage Tendering Process. This will help grow local small firms.</p> <p>The Town Clerk asked for the names of the 3 Staveley Town Council Councillors to serve on the Project Board.</p> <p>He was told this would be made available after Tuesday.</p> <p>Councillor Dyke raised the issue of a possible conflict of interest if a Councillor was nominated to serve on the Project Board who also was on Chesterfield Borough Council's</p>	<p><b>GC</b></p> <p><b>AH</b></p> <p><b>GC</b></p>
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	<p>Planning Committee since planning issues may be involved.</p> <p>Councillor A. Hill said this had all changed and would not be an issue. It may affect Directors but not Project Board Members. Councillor Elliott reported that Staveley Town Council Councillors would have to leave the room if they were Chesterfield Borough Council Planners.</p> <p>Councillor A. Hill said this was no longer an issue.</p>	
<b>150/13</b>	<p><b>AFFORDABLE ECO HOMES PROJECT</b></p> <p>The Town Clerk reported the building work was proceeding. He was still dealing with the Land Registry as he was with Mastin Moor Community Centre.</p>	
<b>151/13</b>	<p><b>SPEEDWELL ROOMS PROJECT</b></p> <p>The Town Clerk reported he was waiting for the designated Councillors to come in and comment on the internal decorations as previously minuted.</p> <p>He was going ahead with the name board and window: he was waiting for a design to be submitted.</p> <p>Councillors A. Hill and Ludlow agreed to look at the decoration proposals the following day.</p>	<b>AH/CL</b>
<b>152/12</b>	<p><b>STAVELEY MARKET</b></p> <p>Whilst covered earlier the Town Clerk reported on possible entertainers.</p> <p>He also reported that Growth Limited had offered to put a Vintage Market on on a Sunday.</p> <p><b>AGREED</b> to advance this proposal.</p> <p><b>AGREED</b> to ask Staveley Hall Garden Centre for a joint Farmers Market with free stalls, using their contacts.</p> <p>The Town Clerk reported again that Continental Markets would not come to Staveley due to low footfall.</p> <p>It was agreed that the Town Clerk use his discretion regarding charging, in particular for the first one.</p>	<b>GC</b>
<b>153/12</b>	<p><b>MASTIN MOOR COMMUNITY CENTRE</b></p>	

<p><b>154/13</b></p>	<p>As dealt with earlier</p> <p><b>RESTRUCTURING ISSUES</b>  The Town Clerk reported that he had met with Mark Evans (Chesterfield Borough Council) and Ken Jones (Consultant).</p> <p>The meeting lasted a couple of hours and further meetings were being organised.</p> <p>Job Descriptions were to be provided.</p> <p>He would be meeting with staff and Members.</p> <p>He wanted to know where the Council would be in the next few years.</p> <p>This may be influenced by the reduction in Rate Support Grant and its effect on Chesterfield Borough Council. The Town Clerk was unaware of the thinking of Chesterfield Borough Council, faced with this. Ken Jones may quote for the Governance Review.</p>	
<p><b>155/13</b></p>	<p><b>WINTER ARRANGEMENTS</b>  As previously mentioned the Town Clerk would buy salt and 3 grit bins. The locations to be decided later. Councillor D. Collins reported Derbyshire County Council was carrying out a Winter Arrangements Review .</p>	<p><b>GC</b></p>
<p><b>156/13</b></p>	<p><b>STAVELEY TOWN COUNCIL WEBSITE</b>  Nothing to report.</p>	
<p><b>157/13</b></p>	<p><b>STAVELEY TOWN CRIER</b>  The Town Clerk was yet to contact Doorstopper about expanding their distribution. If there was a cost to this then he would report back.</p> <p>Members felt that the Chesterfield Borough Council paper should print details of our events if the Administrative Assistant copied them in.</p>	
<p><b>158/13</b></p>	<p><b>PART II – CONFIDENTIAL BUSINESS</b></p> <p><b>PUBLIC BODIES (ADMISSION TO MEETINGS ACT), 1960</b></p>	

<p><b>159/13</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>ANY OTHER BUSINESS</b></p> <p>The issue of access for disabled persons wishing to utilise the services of Derbyshire Unemployed Workers Centre was raised. Councillor Dyke declared an Interest in this item as it involved this family.</p> <p>The Town Clerk agreed to investigate this matter and report back. Councillor Tidd said she would raise the issue at the DUWC Management Committee on the following day.</p> <p>The Town Clerk updated Members on progress with 26 High Street.</p>	<p><b>GC</b></p>
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