

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

Wednesday 5th June 2013
Commencing at 7.00 pm
In The Council Chamber, Staveley Hall

Present:

Councillor Bacon
Councillor Barnett
Councillor D Collins
Councillor B. Dyke
Councillor H. Elliott
Councillor A. Hill
Councillor C. Ludlow
Councillor E. Tidd

In attendance – Graeme Challands – Town Clerk and Financial Officer

		ACTION
62/13	ELECTION OF CHAIR OF THE POLICY, FINANCE AND PUBLICITY COMMITTEE FOR THE YEAR 2013/2014 RESOLVED – That Councillor A. Hill serve as Chair of the Policy, Finance and Publicity Committee for the Year 2013/2014.	
63/13	ELECTION OF VICE-CHAIR OF THE POLICY, FINANCE AND PUBLICITY COMMITTEE FOR THE YEAR 2013/2014 RESOLVED – That Councillor D. Collins serve as Vice-Chair of the Policy, Finance and Publicity Committee for the Year 2013/2014.	
64/13	PUBLIC SESSION There were no members of the public present.	
65/13	DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS There were no declarations of Disclosable Pecuniary Interests.	
66/13	APOLOGIES FOR ABSENCE There were no apologies for absence.	

67/13	<p>COUNCILLORS NOT PRESENT There were no Councillors not present.</p>	
68/13	<p>MINUTES OF THE POLICY AND FINANCE COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON WEDNESDAY 20th MARCH 2013 Correction: The Meeting was clerked by Ian Haddock Assistant Financial Officer. Members stated that they had not used the phrase “when the appropriate occasion arose”</p> <p>The Minutes of the Policy and Finance Committee of Staveley Town Council held on Wednesday 20th February 2013 were approved subject to the amendments detailed.</p>	
69/13	<p>MATTERS ARISING FROM THE MINUTES OF THE POLICY AND FINANCE COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON WEDNESDAY 20th MARCH 2013 There were no matters arising.</p>	
70/13	<p>FINANCIAL ISSUES i) Letter from Mr. Attwood Chairman of Sunnycroft OAP Club.</p> <p>Mr. Attwood had written to Staveley Town Council informing us that the Sunnycroft OAP Club had moved out of the Sunnycroft Rest Room and now met in Harleys Inn. He asked if Staveley Town Council would continue to give the £100 which is sent to all Rest Rooms annually following the move in premises.</p> <p>The reason why they had moved was due to Chesterfield Borough Council having imposed conditions on them regarding PAT Testing, Legionnaires Disease testing etc. As elderly people they did not feel capable of complying with the new requirements and accordingly had moved out.</p> <p>It was AGREED that the £100 given to Rest Rooms was given to assist with heating and utility costs. The Sunnycroft OAP Club would not incur these at Harleys and accordingly was no longer eligible. However they were welcome to make a Section 137 Application as with any local organisation. The Town Clerk to respond to Mr. Attwood accordingly.</p>	GC

	<p>A discussion then followed regarding the requirement imposed by Chesterfield Borough Council for OAP Clubs to meet the testing requirements. It was felt by Members that given their age it would be better for Chesterfield Borough Council to carry out these tests.</p> <p>RECOMMENDATION – That Staveley Town Council write to Chesterfield Borough Council requesting that in the case of the Rest Rooms in the Staveley Town Council area that Chesterfield Borough Council assume responsibility for the necessary tests.</p> <p>ii) Update on Parish Financing The Town Clerk drew the attention of Members to the efforts of NALC and others to ensure the localisation of Council Tax. Benefit does not continue to adversely affect the Parish and Town Council Sector.</p> <p>The Town Clerk informed Members that Staveley Town Council had changed insurers and a considerable saving was likely. This would of course depend on the Heart of Staveley Project and any move to Learning Matters.</p> <p>71/13 HEART OF STAVELEY PROJECT The Town Clerk updated the Meeting on progress on the Heart of Staveley Project: matters to progress this Project are on the Agenda for the next Ordinary Meeting.</p> <p>He also informed the meeting that he had made an offer to the Agents for the “Learning Matters” unit and was awaiting a response.</p> <p>72/13 AFFORDABLE ECO HOMES PROJECT The Town Clerk was dealing with the final requirements of the Land Registry. The issues of the requirements of the Middlecroft Allotment Society had been dealt with during the Leisure and Community Committee.</p> <p>73/13 SPEEDWELL ROOMS PROJECT The Town Clerk showed Members the decorative proposals for the Speedwell Rooms and it was agreed that Councillors A. Hill, Ludlow and Tidd would call in at Staveley Hall and spend time in detail looking at the proposals.</p>	<p>GC</p>
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	<p>It was AGREED that the Town Clerk should proceed with the new LED nameboard above the entrance and the small flowerbed.</p> <p>It was AGREED that the “boarded” window in the entrance should be replaced with a new double glazed unit and that this glazing be decorated with a design to be agreed.</p> <p>It was AGREED that the Town Clerk contact Springwell Community College offering a prize of £25 for a decorative design including one involving the Staveley Town Council Logo and The Speedwell Rooms – celtic designs were suggested. The £25 to be in the form of vouchers from the Post Office.</p>	
74/13	<p>STAVELEY MARKET The Town Clerk reported on the current situation regarding Staveley Markets</p> <p>AGREED : That the Market Manager be sent for training with Chesterfield Borough Council on a day to be determined [probably Wednesday] AGREED : That a programme of entertainment be set up for the period of the six week holiday to coincide with the Friday Market: examples being stilt walkers /fire eaters/bands /rides/facepainting/ Morris Dancers/ Springwell Community College dancers and Rachael Botham. AGREED : To ask the Market Manager to organise a Section 137 Free Market. AGREED : To advertise the events as widely as possible. AGREED : To approach Allotment Societies and Staveley Hall Garden Centre for joint markets. AGREED : That the Town Clerk work with Councillors Tidd, Elliott and Dyke over this project. AGREED : That the Town Clerk be given a maximum budget of £3,500. AGREED : That the pricing structure for stalls be re-examined.</p>	<p>GC</p> <p>GC</p> <p>GC/JW</p> <p>GC</p> <p>JW</p> <p>GC/ICH GC</p> <p>GC/BD/HE/ET</p> <p>ICH</p>
75/13	<p>MASTIN MOOR COMMUNITY CENTRE The Town Clerk updated Members on progress. He believed a final sale agreement was now within sight.</p>	
76/13	<p>RESTRUCTURING ISSUES Councillor Ludlow informed the Meeting that Chesterfield</p>	

<p>Borough Council staff had met with a consultant concerning the Staff Review. There had been no other tenders received.</p> <p>Chesterfield Borough Council had recommended the Consultant at a cost of £7,000. Councillor Ludlow also stated she was meeting with Carl Haynes from UNISON over the Living Wage and Job Evaluation issues.</p> <p>The Town Clerk informed Members that</p> <p>a) DALC were possibly offering this service either directly or via recommended contractors.</p> <p>Did Staveley Town Council wish him to contact DALC to obtain details of such a service tailored to the Parish Town Council sector specifically, including costings.</p> <p>Members AGREED not to obtain a comparable quote via DALC.</p> <p>The Town Clerk expressed his concern that the manner in which this item was being progressed may contravene Staveley Town Council's Financial Regulations. Councillor Ludlow advised that the original and subsequent Minute would show that Staveley Town Council voted to approach Chesterfield Borough Council to carry out the review. It was still being handed by Chesterfield Borough Council albeit they were subcontracting it to a Consultant. The bill for £7,000 would be issued by Chesterfield Borough Council.</p> <p>The Town Clerk agreed to examine the Minutes and cross reference them with the Staveley Town Council Financial Regulations to ensure they had been complied with.</p> <p>Councillor Ludlow then moved on to a review of the governance of Staveley Town Council. She suggested utilising APSE ACSES. She would ask Chesterfield Borough Council and come back with further details.</p> <p>The Town Clerk informed Members that he believed DALC could quote for this also.</p> <p>Councillor Dyke suggested ring fencing the savings on insurance to cover the cost of this review (neither Reviews are budgeted for).</p>	<p>GC/LB</p>
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77/13	<p>WINTER ARRANGEMENTS AGREED – That the Town Clerk buy salt supplies as soon as possible and investigate alternative storage locations e.g. the cellar of the Speedwell Rooms.</p>	GC
78/13	<p>STAVELEY TOWN COUNCIL WEBSITE Nothing to report.</p>	
79/13	<p>STAVELEY TOWN CRIER AGREED – The Town Clerk to request details of the current circulation of Doorstoppa Magazine and investigate possibilities to widen it to include all households.</p>	GC/LB
80/13	<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>	
81/13	<p>ANY OTHER BUSINESS None</p>	