

**MINUTES OF THE ORDINARY MEETING OF
STAVELEY TOWN COUNCIL**

Held on Tuesday, 10th March 2015

Commencing at 6.00 p.m.

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

Present: -

Councillor J. Bacon – (Vice-Chair)

Councillor S. Bagshaw	Councillor C. Ludlow
Councillor O. Cauldwell	Councillor K. Ludlow
Councillor D. Collins	Councillor D. Parsons
Councillor B. Dyke	Councillor E. Tidd

In attendance: Paul Harris – Acting Town Clerk and Financial Officer
Members of the Public

		ACTION
	<u>PART I – NON CONFIDENTIAL INFORMATION</u>	
843/14	APOLOGIES FOR ABSENCE Apologies for absence were received from Councillor J. Barnett – family commitments Councillor L. Collins – illness Councillor H. Elliott Councillor A. Hill - illness Councillor P. Hill Councillor V. Lang – work commitments Councillor J. McManus – illness Councillor J. Williams	
844/14	COUNCILLORS NOT PRESENT There were no Councillors not present.	
845/14	CHAIR’S ANNOUNCEMENTS There were no announcements from the Chair.	

<p>846/14</p>	<p>CORRESPONDENCE</p> <p>A letter of thanks had been received from Eventide Rest Room at Mastin Moor for the £100 towards their running costs.</p> <p>A letter of thanks had been received from the Mastin Moor Tenants' and Residents Association for the £200 Financial Assistance Section 137 Grant plus an extra £50 for the Chair's allowance</p> <p>Two letters had been received from Chesterfield Borough Council for invitations to the Annual Mayoral Dinner on the 20th May and the Mayor's Civic Service on 23rd May. A response was requested by 20th March.</p> <p>The Acting Town Clerk informed Members that a copy of the invitations had been sent to the Chair of the Council.</p> <p>Councillor C. Ludlow moved that two members should represent Staveley Town Council at the Annual Mayoral Dinner and the Mayor's Civic Service, one representative being the Chair, but as the Chair would also be attending as a Chesterfield Borough Council representative any two other members wishing to attend should let the Chair know.</p>	
<p>847/14</p>	<p>VARIATIONS OF ORDER OF BUSINESS</p> <p>There was no variation of business requested.</p>	
<p>848/14</p>	<p>TO DETERMINE WHICH ITEMS IF ANY FROM PART 1 OF THE AGENDA SHOULD BE TAKEN WITH THE PUBLIC EXCLUDED</p> <p>None required.</p>	
<p>849/14</p>	<p>DECLARATION OF MEMBERS' OR OFFICERS' INTERESTS</p> <p>a) There were no Declarations of Members' or Officers Interests.</p> <p>b) No requests for dispensations were received.</p>	
<p>850/14</p>	<p>PUBLIC SPEAKING</p> <p>The Chair invited questions from the public.</p> <p>A representative of the Staveley Hall Bowling Club informed Members that Bowling at the Hall was due to commence on the 4th April but as yet there were no amenities at the Hall for the Bowlers because of redevelopment at the Hall. There were no toilet facilities and nowhere to provide refreshments. He informed Members that the fixtures had been printed and they were in a number of leagues and these would not be able to go ahead if there were no</p>	

facilities for the bowlers to use. He informed members that all age groups took part in the bowling, he referred to a document from the Department of Communities and Local Government stating that Bowling Greens should be kept open.

Councillor Ludlow informed the Bowling Club representatives that they had spoken with Mike Brooke the Project Manager on the redevelopment at Staveley Hall. She said that he was going to speak to Tomlinson's the Contractors at the Hall about making sure that the bowlers had access to toilets and anything else that was required. Unfortunately the start date for the Hall renovation had been delayed but Contractors would hopefully be on site at the end of March, toilets should then be in situ and it was hoped the bowlers could have access to these. Councillor C. Ludlow said they would make sure that a disabled access portaloo and ordinary portaloo would be made available for use for the bowlers for the start of their bowling season if the contractors were not on site.

Councillor C. Ludlow asked if the cabin had been taken away.

The representative of the Bowling Club informed members that they had been asked to clear out the cabin and as they had nowhere to store items most had been thrown away. As far as he was aware there was still water and electricity at the cabin but was not aware of the state of the cabin.

Councillor C. Ludlow assured the Bowling Club Members that toilet facilities would be available for the start of their Bowling Season and that members wished for the bowlers to carry on using the Bowling Green.

Councillor C. Ludlow asked the Acting Town Clerk Paul Harris to arrange a meeting with members of the Bowling Club, Councillors and Mike Brooke to further discuss requirements for the 2015 season.

RESOLVED – That a meeting at 26 High Street be arranged with Members of the Bowling Club, Councillors and Mike Brooke to further discuss facilities and requirements for the 2015 season before 4th April the commencement of the Bowling Season, to ensure facilities were in place.

Joe Roberts informed members that he had obtained large marquees for the World War 1 event and asked if anyone knew of any person holding any World War 1 memorabilia or photographs to let him know. He informed members that there were already several groups involved.

Councillor K. Ludlow asked Joe Roberts if requests for involvement with the event were being advertised elsewhere.

Joe Roberts informed Members that it was and that to present Scouts, FOSTA, Staveley History Society, Holymoorside were involved. There were two people

who had written books and a book signing would be undertaken and he would involve more people as and when.

A Member of the public asked about the Community Centre at Mastin Moor and whether 10% of the proceeds of the sale had been promised to Mastin Moor and how would public go about applying for money from the 10% proceeds?

Councillor C. Ludlow informed the member of the public that an application for the monies should be submitted to the Town Council. The Acting Town Clerk was asked if a form could be produced for these monies to be completed by applicants and then presented to the appropriate Committee of the Council.

Marion Gerrard from King George V Park thanked Members for the use of the Speedwell Rooms Lounge the first Tuesday in every month to hold their meetings.

John Morehen reported on the Staveley Seniors Forum. He informed members that he had arranged with King George V Bowling Club to attend their Open Day on 17th May with a view to meeting with the Healthy Living Centre Indoor Bowls Club and holding events during the Summer.

Councillor K. Ludlow informed the Committee that if there was anyone interested in Indoor Bowling, the Town Council were looking into holding Indoor Bowls events at The Speedwell Rooms.

The Chair thanked the public and closed the public session

b) Community Safety (Police, Fire and Ambulance Community Safety Partnership)

PCSO Sue Cooke informed members of incident figures within the Staveley area for February this year compared to February last year. Damage to cars in Staveley and Middlecroft had occurred but this was decreasing, people had been named but to date there was no evidence or proof to follow it up. In the Middlecroft and Poolsbrook area there had been an increase of 53.6% in crime, this included the car damages. In Staveley there had been a 30% reduction in crime compared to last year. In Hollingwood, Inkersall and Duckmanton there had been a 33% reduction in crime. Anti Social Behaviour all over the borough was currently running at 5.77% lower than last year.

PCSO Sue Cooke informed the Committee that she had undertaken 10 years of PCSO work which had been recognised in the Derbyshire Times, and she thanked everyone for their support. Members applauded this.

Councillor B. Dyke asked PCSO Sue Cooke about the group of youngsters from Danesmoor and if they were still coming into Staveley.

<p>851/14</p>	<p>PCSO Sue Cooke responded that these were mainly girls coming from Danesmoor to see boys from Staveley. She informed members that fights from neighbouring schools had been broken up in Staveley and in King George V Park. The Police were hoping to put a stop to these working in relation with Head teachers from schools.</p> <p>There were no questions from the public and the Chair thanked PCSO Sue Cooke for her report, and closed the Public Session</p> <p>Standing Orders were suspended for the following items.</p> <p>COMMUNITY ACTIVITIES IN STAVELEY – JO BROWN</p> <p>Jo Brown, Community Sports Activator thanked members for allowing her to give a presentation to the meeting regarding a Project called Derbyshire Village Games. The Project involved a Co-ordinator in each district and Jo Brown was undertaking Chesterfield villages. She worked for the Community Sports Trust and this worked in partnership with Chesterfield Borough Council. Work involved small community groups up to services such as Leisure Centres, work with PCSOs etc. It focused on six wards within the Borough, two being in and around Staveley. It was hoped the Project would help people be more active, providing more opportunities for sport and physical activities within communities. These would range from traditional sports like football, hockey but these sports could be adapted i.e. walking football. Walking, dancing, exercise and fitness classes would also be covered. The Project was aimed mainly at adults from age 14 onwards, but family activities were also included. Jo was looking at places where activities could happen, i.e. rest rooms, churches and would be setting up new clubs, classes with a mixture of coaches and volunteers to deliver training, and sporting qualifications could also be gained to deliver training. Jo informed members that it was also about helping groups and classes already established to apply for and access funding. At Eastwood Park in Hasland, walking football had been established involving Hasland Community Football Club and the Senior Spireites. People with mobility problems could enjoy boccia and curling, this could be enjoyed within sheltered housing and rest rooms. She informed members that she was there to help support community groups and individuals and hoped that her contact details could be shared and asked for any questions from members.</p> <p>A member of the Bowls Club invited Jo to go along and visit their Club.</p> <p>Councillor C. Ludlow asked Jo if she was aware of the area available in the Main Hall at the Speedwell Rooms and whether this could be utilised.</p> <p>Councillors S. Bagshaw and D. Parsons said that they would be interested in Jo's input for the Poolsbrook area.</p> <p>Jo was applauded and thanked for her informative presentation.</p>	
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852/14

REGENERATION PLANS FOR STAVELEY WORKS SITE – ALUN HAYES

Alun Hayes responsible for community engagement for Staveley Works acting on behalf of Saint Gobain and Strawsons Property introduced himself to members and the public.

Sophie Taylor from Knight Frank and Adrian Sail from Strawsons Property also introduced themselves.

Alun Hayes informed members that some time had lapsed since they had last met and consulted with members of the Council, and wanted to give an update in terms of time scales for the planning applications and reasons for delays, and to share feedback from consultations.

Alun Hayes gave a quick overview of the proposals for the benefit of members and public who had not been at previous consultations.

- The former pipeworks closed in 2006 and the collective land covered approximately 48 ha, owned by Strawsons Property (Omnivale) and Saint-Gobain, effectively being the largest brownfield site in the area. It was well documented that the site's regeneration was a major priority for the Council and it involved part of the Staveley & Rother Valley Corridor. The other major land owner in the area is Chatsworth Estate.

Members had been handed out proposals for the site and Adrian Sail from Strawsons spoke to the proposals for the actual site. This had been submitted with a planning application, and the majority of the site would be for residential use, for around 500 units and a large area of green space, which would have some large ponds within it. This had been formally used as a tip and there was an application was in with the County Council that was deemed to be approved for the restoration of that area. She informed members about accesses onto the site from Works Road and highways improvements within the area.

Alun Hayes said the development of this part of the site would act as a catalyst for wider regeneration of the site, once something was seen to be happening further interest from investors would follow within that area.

He informed members that their site had quite good ground conditions, and had already undergone a significant amount of remediation. It was a Brownfield site and the preference was to develop a Brownfield site over a Greenfield site. It was felt they could introduce key infrastructure and access points making the wider area more attractive.

Alun Hayes informed members that it had been 11 months since the consultation but there had been a very long and drawn out planning process. One of the reasons being Chesterfield Borough Council had commissioned ATLAS (Advisory Team for Large Applications) to assist and advise on the

delivery of the Staveley Regeneration Corridor and the AAP (Area Action Plan). ATLAS is an enabling support service delivered on behalf of the Department for Communities and Local Government through the Homes and Communities Agency. It had been agreed at the time with the Council that it would be preferable to await the outcome of the ATLAS's report before a planning application was submitted. It was understood that ATLAS had issued their report and that their approach accords with the advice of ATLAS although to date they had not seen a copy of the report itself.

Also whilst the report had been going on by ATLAS the Council had encouraged them to be involved more with Chatsworth Estates to build a more comprehensive application for the whole of the sites. Over the past years they had tried to do this but it had become clear that there were different priorities with the Chatsworth Estates. Last April Chatsworth had submitted a scoping opinion report to Derbyshire County Council on the possibility of extracting coal from its landholdings. It was hoped that the St. Gobain and Strawsons Property application would be secured before Chatsworth Estates moved on any further with the coal extraction. If that was to happen it would sterilize much of the site for a long time.

Alun Hayes informed Members that once coal extraction takes place restoration takes a lot longer, so getting housing developments or getting anyone interested in the site immediately would not be an option.

Alun Hayes asked for any questions from the members or public.

Councillor B. Dyke informed the Committee that a few years ago Staveley Town Council made a policy that they would not agree with any further opencasting/landfill in the area.

Councillor D. Collins informed Alun Hayes and colleagues that he had concerns over the highways and disruption to local road networks whilst the works were under construction and as he was the Cabinet Member for Highways suggested that a meeting be arranged with himself and officers to discuss these matters.

Alun Hayes informed Councillor D. Collins that discussions had already been taking place with the officers at Derbyshire County Council for several years over these issues.

Councillor D. Collins also mentioned the route of HS2.

Alun Hayes informed him that the maintenance depot for HS2 and other related HS2 problems would all be taken into account.

Members were informed that Transport Consultants had been appointed to deal with assessments and surveys over these issues. Practical solutions

were being discussed with the Highways Officers at Derbyshire County Council, and how impact would be mitigated, but Alun Hayes said he would arrange a meeting with Councillor D. Collins and officers at Derbyshire County Council to further discuss matters.

Councillor K. Ludlow queried the proposal for housing and whether there would be shops and other facilities.

There would be a neighbourhood centre comprising of local shops and GP surgery to serve a local catchment of people.

Councillor K. Ludlow also asked if there would be any affordable housing on the site.

This would be left to the Local Mining Authority as to their policies on affordable/social housing.

Alun Hayes said there was a pot of Section 106 monies for community benefits.

Councillor B. Dyke queried the Section 106 monies.

Alun Hayes said it would be the Council's decision as to what expectations were in terms of the Section 106 money.

Councillor B. Dyke asked if Green projects would be used within the housing i.e. solar panels etc.

Building Regulations and Conservation was constantly being updated and was recognised that solar and rain water harvesting would be included.

As this was an outline application, key principles/quantum of development would be followed.

Councillor C. Ludlow commented on the large area of green space and asked who would be maintaining the green area.

Alun Hayes informed the Committee that some housing companies preferred to use a management company, the housing residents would then pay a surcharge. The preferred would be to hand it over to local body i.e. Parish/Town Council to undertake ongoing maintenance.

Councillor C. Ludlow informed Alun Hayes that the Town Council would not have capacity to undertake maintenance of the green area and informed him he would have to approach Chesterfield Borough Council.

Alun Hayes said the Canal Trust may also be interested in maintaining the

	<p>green area with its close proximity to the Canal.</p> <p>Councillor Parsons left the meeting at this point.</p> <p>In terms of submitting the planning application Alun Hayes informed members that they were looking at either May or June to do this. They needed to do this before Chatsworth progress any further with their plans. Once outline planning was obtained hopefully things would start moving.</p> <p>Alun Hayes and representatives were thanked for their presentation.</p> <p>Standing Orders were reinstated.</p>	
853/14	<p>CONFIRMATION OF MINUTES OF THE ORDINARY MEETING OF STAVELEY TOWN COUNCIL HELD ON TUESDAY, 10th FEBRUARY 2015.</p> <p>It was RESOLVED that the Minutes of the Ordinary Meeting of Staveley Town Council held on Tuesday 10th February 2015 be approved as a true record.</p>	
854/14	<p>MATTERS ARISING FROM THE MINUTES OF THE ORDINARY MEETING OF STAVELEY TOWN COUNCIL HELD ON TUESDAY, 10th FEBRUARY 2015</p> <p>There were no matters arising.</p>	
855/14	<p>CONFIRMATION OF THE MINUTES OF THE LEISURE AND COMMUNITY COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON 27TH JANUARY 2015</p> <p>It was RESOLVED – that the Minutes of the Leisure and Community Committee of Staveley Town Council held on 27th January 2015 be approved as a true record.</p>	
856/14	<p>MATTERS ARISING FROM THE MINUTES OF THE LEISURE AND COMMUNITY COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON 27TH JANUARY 2015.</p> <p>There were no matters arising.</p>	
857/14	<p>CONFIRMATION OF THE MINUTES OF THE LEISURE AND COMMUNITY COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON 18th FEBRUARY 2015</p> <p>It was RESOLVED – that the Minutes of the Leisure and Community Committee of Staveley Town Council held on 18th February 2015 be approved as a true record.</p>	

858/14	<p>MATTERS ARISING FROM THE MINUTES OF THE LEISURE AND COMMUNITY COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON 18th FEBRUARY 2015.</p> <p>There were no matters arising.</p>	
859/14	<p>CONFIRMATION OF THE MINUTES OF THE POLICY, PUBLICITY AND FINANCE COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON 18TH FEBRUARY 2015</p> <p>It was RESOLVED that the Minutes of the Policy, Publicity and Finance Committee of Staveley Town Council held on 18th February 2015 be approved as a true record.</p>	
860/15	<p>MATTERS ARISING FROM THE MINUTES OF THE POLICY, PUBLICITY AND FINANCE COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON 18th FEBRUARY 2015.</p> <p>There were no matters arising.</p>	
861/14	<p>CONFIRMATION OF THE MINUTES OF THE SPEEDWELL ROOMS SUB-COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON WEDNESDAY 28TH JANUARY 2015</p> <p>It was RESOLVED that the Minutes of the Speedwell Rooms Sub-Committee of Staveley Town Council held on Wednesday 28th January 2015 be approved as a true record.</p>	
861/14	<p>MATTERS ARISING FROM THE MINUTES OF THE SPEEDWELL ROOMS SUB-COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON WEDNESDAY 28TH JANUARY 2015.</p> <p>There were no matters arising.</p>	
862/14	<p>CONFIRMATION OF THE MINUTES OF THE SPEEDWELL ROOMS SUB-COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON WEDNESDAY 25TH FEBRUARY 2015</p> <p>It was RESOLVED that the Minutes of the Speedwell Rooms sub-Committee of Staveley Town Council held on Wednesday 25th February 2015 be approved as a true record.</p>	
863/14	<p>MATTERS ARISING FROM THE MINUTES OF THE SPEEDWELL ROOMS SUB-COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON WEDNESDAY 25th FEBRUARY 2015.</p> <p>Councillor C. Ludlow congratulated Jake and Scott for passing their personal bar licence exam. They were now qualified to run the bar at The Speedwell</p>	

	Rooms.	
864/14	<p>MINUTES OF THE PLANNING AND ENVIRONMENTAL COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON WEDNESDAY 28th JANUARY 2015</p> <p>It was RESOLVED that the minutes of the Planning and Environmental Committee of Staveley Town Council held on Wednesday 28th January 2015 be approved as a true record.</p>	
865/14	<p>MATTERS ARISING FROM THE MINUTES OF THE PLANNING AND ENVIRONMENTAL COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON WEDNESDAY 28th JANUARY 2015.</p> <p>There were no matters arising.</p>	
866/14	<p>MINUTES OF THE PLANNING AND ENVIRONMENTAL COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON WEDNESDAY 25th FEBRUARY 2015</p> <p>It was RESOLVED that the minutes of the Planning and Environmental Committee of Staveley Town Council held on Wednesday 25th February 2015 be approved as a true record.</p>	
867/14	<p>MATTERS ARISING FROM THE MINUTES OF THE PLANNING AND ENVIRONMENTAL COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON WEDNESDAY 25th FEBRUARY 2015.</p> <p>There were no matters arising.</p>	
868/14	<p>TOWN CLERK'S REPORT</p> <p>The Acting Town Clerk's report was read:</p>	

Council - 10 March 2015

Heart of Staveley Project

- Mike Brooke has been appointed as Project Manager by the Council, he attended a meeting with the Acting Town Clerk and representatives from Heritage Lottery Fund on 23 February 2015.
- Moving forwards the intention is for regular reporting to the Council by the Project Manager, the timing of the receipt of these reports has been agreed with the Project Manager
- An updated project risk register has been completed by the Project Manager
- He will also be working on the Business Plan in partnership with the Council and Heart of Staveley Limited (HOSL)
- The Contract with Tomlinsons is due for signing. It is hoped this will be ready for the Council to sign at the meeting on 10 March 2015.

HOSL

- Four trustees have been nominated to join the HOSL Board. An additional four needed by 31 March 2015. Existing Board members have indicated they will resign at the next HOSL Board meeting on 10 April 2015.
- Identification of the new trustees has been in partnership with Chesterfield Borough Council

Organisational Governance

- Operational Strategy is being drafted by the Acting Town Clerk, the first draft is nearly complete and will be taken to Policy, Finance and Publicity Committee once complete
- Audit Committee due to meet next on 17 March
- A draft Financial Risk Assessment has been started by the Acting Town Clerk – more detailed implementation plan required

Staffing

- Implementation of the Staffing Review is underway.
- Two members of staff agreed to take voluntary redundancy – this is being implemented
- Caretaker post – put on hold due to staff sickness
- Contracts are being drafted
- Job Descriptions are being reviewed
- Application form has been reviewed
- Recruitment of a temporary Finance Assistant – will be started shortly
- Recruitment of a Project Officer – will be started shortly once Job Description is received
- The Acting Town Clerk met with staff to begin process of developing work schedules and to ensure all service areas are covered. This is in progress and will develop over the coming weeks with direct input from staff.

Training

- All staff currently at work, were present on Friday 27 February for their Manual Handling Training and Fire Marshal Training. This was mandatory and conducted at 26 High Street office by Keith Church the Council's Health and Safety Advisor.
- Two members of staff have successfully completed their personal licence training will allows them to run the Town Council's bar at the Speedwell Rooms. Big Congratulations to the members of staff!
- Food Hygiene Training is being looked into at present
- First Aid Training – this was discussed and recommended by the Policy Finance and Publicity Committee on 18 February 2015. The Acting Town Clerk is looking for suitable dates.

Paul Harris
Acting Town Clerk
03.03.2015

The Acting Town Clerk informed members that there was a slight update to Heart of Staveley Project but would deal with it under the Heart of Staveley item on the Agenda.

The Acting Town Clerk's report was **RECEIVED**.

869/14

ACCOUNTS

(a) The Schedule of payments for approval.

It was **RESOLVED** that the Schedule of payments be approved.

The Acting Town Clerk informed members that as they were coming to the end of the Tax Year, he requested permission to transfer a sum of £48,000 across from the Unity Trust account to ease the cashflow. This would be a temporary transfer to cover payroll and other payments. This would be returned to the Unity Trust account once the Precept was received.

It was **RESOLVED** – that the transfer of the funds of £48,000 from the Unity Trust account be made to cover cash flow.

870/14

HEART OF STAVELEY PROJECT

The Acting Town Clerk informed members that he had spoken with Peter Rice regarding the Tomlinsons' contract. They were expecting to have received the contract to have been signed at the Committee. The Contract had not been received by the Council or by Peter Rice. Peter Rice had asked if there was anything that could be done to move matters forward to progress the contract either by a letter from Chesterfield Borough Council or from Derbyshire County Council to that effect.

Councillors discussed that a deadline needed to be given to Tomlinsons with regard to signing of the Contract and commencing work.

Councillor C. Ludlow said the Council needed clarification as to what the

problem was for the delay

It was **RESOLVED** – that a letter be sent to Tomlinson’s requesting them to sign the Contract with a deadline date suggested by Mike Brooke the Project Manager.

The Acting Town Clerk informed members of discussions with certain individual members about monies that they believed were owed from Heart of Staveley Project to Staveley Town Council. They believed this was a figure of £122,000 and that Staveley Town Council had been underwriting The Heart of Staveley Project to date. Jo Taylor who has been working with Staveley Town Council finances was concerned as an accountant as how to prove in terms of audit how this should be moved forwards. The Acting Town Clerk as Responsible Financial Officer in complying with financial regulations and audit could not approve the transfer of this money to Staveley Town Council from Heart of Staveley as he felt there was insufficient evidence that it was owed by the Project. The Acting Town Clerk informed members that if they wanted the money to be transferred it should be discussed in Council, but currently would go against his advice.

Councillor D. Collins informed Members that at a Policy, Publicity and Finance Committee meeting which had been held it had been stated that when the draw down of the Public Works Loan Board money was undertaken it would refresh Staveley Town Council accounts. Councillor D. Collins asked if this minute could be found stating this.

Councillor B. Dyke referred to that particular meeting and said he was told by the Town Clerk and Assistant Financial Officer that as soon as the money was received from Heritage Lottery and Europe money it would be drawn back down into Staveley Town Council account.

Councillor J. Bacon spoke wished to clarify as Chair of Audit until it had been seen in writing it would be against financial regulations to draw the money down, and procedures should be followed.

It was **RESOLVED** - (i) That the Minute Numbers stating this be found and checked.

(ii) that the Leader, Chair of Council and the Vice-Chair of Policy Publicity and Finance Committee meet with the Acting Town Clerk to sort this out.

871/14 WARD REPORTS BY COUNCILLORS

- a) Nothing raised.
- b) Nothing raised.

872/14	<p>ALLOTMENTS Nothing to report.</p>	
873/14	<p>ITEMS FOR ACTION Nothing to report.</p>	
874/14	<p>CHESTERFIELD BOROUGH COUNCIL Nothing to report.</p>	
875/14	<p>SEALING OF DOCUMENTS</p> <p>RESOLVED – That the Common Seal of the Council be affixed to any documents or agreements necessary to carry into effect any resolution or decisions passed by or confirmed at this meeting.</p> <p>(i) The leases of Units 5 and 8 at The Staveley Business Centre were signed and sealed.</p> <p>(ii) As the contract from Tomlinsons was not yet available to sign and seal it was AGREED that the Acting Town Clerk should sign and affix the seal once it arrived to avoid any further delay.</p>	
876/14	<p>PART II – CONFIDENTIAL BUSINESS 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>	
877/14	<p>ESTABLISHMENT</p> <p>Nothing was discussed under establishment</p>	
878/14	<p>STAFFING REVIEW - IMPLEMENTATION</p> <p>A grievance had been received via email from two members of staff, this was provided by their Union Representative. Councillors discussed the matter and</p>	

agreed that whilst the grievance was out of time over three months since the incident, they wished to relay that they are a reasonable employer and were willing to listen to it. The Council was awaiting the grievance to be provided in writing from the members of staff.

The Flea Market was discussed, the Market staff would be asked to call those who have booked stalls previously in order to let them know the Flea Market is continuing.

The bar was in the process of being handed over to staff. They were running the bar every two Saturdays at the present. Cllr K Ludlow had contacted the Winding Wheel via email with regards to the possibility of access to experienced bar staff who could help out at the Speedwell Rooms

Staff contracts were discussed.

The Acting Town Clerk contract was discussed whilst the Acting Town Clerk was not present. Upon his return it was **RESOLVED** that the Acting Town Clerk's employment contract would be extended by one month with one month's notice.

7 votes **FOR**