

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

Held on Tuesday, 13th January 2015

Commencing at 6.00 p.m.

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

Present: -

Councillor A. Hill – (Chair)
Councillor J. Bacon – (Vice-Chair)

Councillor S. Bagshaw	Councillor P. Hill
Councillor O. Cauldwell	Councillor C. Ludlow
Councillor D. Collins	Councillor K. Ludlow
Councillor L. Collins	Councillor E. Tidd
Councillor B. Dyke	Councillor J. Williams
Councillor H. Elliott	

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

		ACTION
	<u>PART I – NON CONFIDENTIAL INFORMATION</u>	
646/14	APOLOGIES FOR ABSENCE Apologies for absence were received from Councillor J. Barnett Councillor V. Lang – work commitments Councillor J. McManus – illness Councillor D. Parsons	
647/14	COUNCILLORS NOT PRESENT There were no Councillors not present.	
648/14	CHAIR’S ANNOUNCEMENTS The Chair wished everyone present all the best for the New Year and hoped that the elections would go well In May. He spoke about the Christmas activities which had taken place. The Christmas Market had been organised by Councillors and staff. The Chair invited Councillor B.	

	<p>Dyke to comment on the The Elderly Citizen’s Christmas Party. Councillor Dyke said it had been an excellent event enjoyed by everyone. He thanked all staff and councillors who had helped at the event. The Chair apologised for not having been present at the event as he had prior commitments.</p>	
<p>649/14</p>	<p>CORRESPONDENCE A letter had been received earlier in the day containing three questions to the Council. The Chair informed members that a response would be sent once the answers could be given to the questions raised.</p> <p>It was also NOTED that a letter had been received concerning the Combining of Authorities Proposal. The letter was RECEIVED.</p> <p>The Acting Town Clerk informed members that a letter had been received from The Fellowship of The Services thanking Staveley Town Council and all involved for the Remembrance Day Parade and Service.</p> <p>The Chair recommended that a letter be sent back to The Fellowship of The Services noting receipt.</p>	
<p>650/14</p>	<p>VARIATIONS OF ORDER OF BUSINESS There was no variation of business requested.</p>	
<p>651/14</p>	<p>TO DETERMINE WHICH ITEMS IF ANY FROM PART 1 OF THE AGENDA SHOULD BE TAKEN WITH THE PUBLIC EXCLUDED None required.</p>	
<p>652/14</p>	<p>DECLARATION OF MEMBERS’ OR OFFICERS’ INTERESTS a) There were no Declarations of Members’ or Officers Interests. b) No requests for dispensations were received.</p>	
<p>653/14</p>	<p>PRESENTATIONS. There were no presentations made to the meeting.</p>	
<p>654/14</p>	<p>PUBLIC SPEAKING PCSO Sue Cooke was invited to speak first. PCSO Sue Cooke informed members that there had been a reduction of 12.3% in Anti social behaviour figures over the last month and there had been an overall reduction in anti social behaviour figures of 4.6% reduction in the last</p>	

twelve months over all the Staveley areas. All areas had a reduction in crime over the last twelve months and over individual areas Staveley had 29.8% reduction, Middlecroft and Poolsbrook 10.7% reduction and Hollingwood and Inkersall 11.9% reduction.

Councillor Chris Ludlow asked PCSO Sue Cooke to clarify the period covered for anti social behaviour and crime figures.

PCSO Sue Cooke informed members that the anti-social behaviour figures covered the period of the previous month previous and full twelve months and the crime figures covered the previous month.

Councillor C. Ludlow was pleased to note that the figures were reducing even through the dark nights.

Councillor H. Elliott informed members and PCSO Cooke that there were still gangs around the shops at Inkersall and this appeared intimidating.

PCSO Cooke informed members that the youngsters do not realise that when they are in groups they look intimidating to other members of the public.

Councillor H. Elliot said that it was the swearing and disrespect when public were around.

PCSO Cooke responded that the youngsters were told to watch their language when congregating in public places.

Councillor B. Dyke raised his concerns over the funding which had been pulled from Ozbox. Ozbox was an excellent service involving children, the lack of funding would mean the children would lose out.

PCSO Sue Cooke informed members that they were having to make cutbacks but could not comment on the Ozbox funding.

As there were no further questions to PCSO Cooke the Chair thanked PCSO Sue Cooke for her report.

The Chair invited questions from the public during the Public Session.

Linda Bally asked what was happening with Contract Two Heart of Staveley, when would it be starting and why Staveley Town Council could not move into The Stables.

The Chair informed Linda that a lease had been received for the move into 26 High Street.

The Acting Town Clerk informed Linda that once the lease had been signed later in the meeting and once completed it could only be a matter of days before the move into 26 High Street, but he did not have a specific date.

John Morehen thanked Councillors and Staff for the Elderly Citizens' Christmas Party on behalf of the elderly citizens of Staveley. He then asked why had the internal audit been moved to the private part of the meeting minute 511/14, as it was Council tax money that was being spent.

The Chair informed John Morehen that the audit review had been moved into private business and once minuted it would be available to the public.

The Acting Town Clerk informed the meeting that it had been dealt with in the open session at the Policy Finance and Publicity meeting.

John Morehen said he had not attended the Policy Finance and Publicity meeting.

Joe Roberts informed the meeting about projects on Pools Brook Country Park, one being the disabled parking bays were to be extended. He mentioned that The British Legion had drawn up new plans which he hoped to discuss with the Acting Town clerk after the elections in May. He informed members that in the Derbyshire times Vice Admiral Peter Hudson had received the Companion of the Order of the Bath which was the highest order that could be achieved in the country. Peter Hudson had re-affirmed that he would be definitely coming to Staveley to the Armed Forces event on 11th July 2015. At the event there would be marquees for WW1 memorabilia and photographs. This event would mean Staveley would be holding one of the biggest WW1 events in Derbyshire.

Councillor S. Bagshaw asked Joe Roberts if the Chair of Derby and Derby City would be invited to the Armed Forces Event.

Joe Roberts informed her that as many people as possible would be invited. He said that the new High Sheriff had already said he would be coming to the event.

Councillor O. Cauldwell informed the Committee that he would like to thank Joe Roberts for mentioning the cafe's contribution to events on the park and Councillor Cauldwell said contributions from the cafe would continue towards events in the future.

John Morehen asked the Committee if he could comment on the Elderly Citizens' activities within Staveley.

	<p>He informed members that the meetings were held once a month and were well attended. The toe nail cutting clinic had been doing exceptionally well, every Tuesday session had been full. Funding had been received for the project on Monday afternoons at The Healthy Living Centre and was being well attended.</p> <p>The Chair asked what age groups were covered.</p> <p>John Morehen informed the Chair it was for 55 upwards.</p> <p>Councillor C. Ludlow asked how many members were in the forum.</p> <p>At present there were between 25 and 30 members.</p> <p>The Chair thanked John Morehen and closed the public session</p>	
655/14	<p>b) Community Safety (Police, Fire and Ambulance Community Safety Partnership) PCSO Sue Cooke had already reported earlier.</p>	
656/14	<p>CONFIRMATION OF MINUTES OF THE ORDINARY MEETING OF STAVELEY TOWN COUNCIL HELD ON TUESDAY, 9th DECEMBER 2014. It was RESOLVED that the Minutes of the Ordinary Meeting of Staveley Town Council held on Tuesday 9th December 2014 be approved as a true record.</p>	
657/14	<p>MATTERS ARISING FROM THE MINUTES OF THE ORDINARY MEETING OF STAVELEY TOWN COUNCIL HELD ON TUESDAY, 9th DECEMBER 2014 There were no matters arising.</p>	
658/14	<p>CONFIRMATION OF THE MINUTES OF THE LEISURE AND COMMUNITY COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON WEDNESDAY 17th DECEMBER 2014 It was reported that the scheduled meeting on 17 December 2014 had been cancelled, due to staff shortages.</p>	
659/14	<p>MATTERS ARISING FROM THE MINUTES OF THE LEISURE AND COMMUNITY COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON WEDNESDAY 17TH DECEMBER 2014 It was reported that the scheduled meeting on 17 December 2014 had</p>	

	<p>been cancelled.</p>	
660/14	<p>CONFIRMATION OF THE MINUTES OF THE POLICY, FINANCE AND PUBLICITY COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON TUESDAY 16th DECEMBER 2014</p> <p>It was RESOLVED that the minutes of the Policy Finance and Publicity Committee of Staveley Town Council held on Tuesday 16th December 2014 be approved as a true record.</p>	
661/14	<p>MATTERS ARISING FROM THE MINUTES OF THE POLICY, FINANCE AND PUBLICITY COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON TUESDAY 16TH DECEMBER 2014</p> <p>There were no matters arising.</p>	
662/14	<p>MINUTES OF THE SPEEDWELL ROOMS SUB-COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON WEDNESDAY 24th DECEMBER 2014.</p> <p>This meeting had been cancelled.</p>	
663/14	<p>MATTERS ARISING FROM THE MINUTES OF THE SPEEDWELL ROOMS SUB-COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON WEDNESDAY 24th DECEMBER 2014.</p> <p>This meeting had been cancelled.</p>	
664/14	<p>MINUTES OF THE PLANNING AND ENVIRONMENTAL COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON WEDNESDAY 24TH DECEMBER 2014.</p> <p>This meeting had been cancelled.</p>	
665/14	<p>TOWN CLERK'S REPORT</p> <p>The Acting Town Clerk spoke to his report:</p> <p>Key issues included</p> <ul style="list-style-type: none"> • Staveley Town Council Operational Strategy – key areas included events and community, governance, Heart of Staveley and income generation. It was RECOMMENDED that the Council with the support from the Acting Town Clerk consider a working party to develop an operational strategy and implementation plan. • Heart of Staveley – permission to start had been received. There were a number of issues which the Council needed to take into 	

account, these were outlined in the HLF letter dated 9th December 2014 and the letter from Heart of Staveley dated 9th December 2014 which would be discussed later in the agenda. Following the permission to start a letter of intent had been required by Tomlinsons This outlined acceptance of the second stage tender and confirmed that financial arrangements would be in place including short term financing of the contract. This had been issued following confirmation from HLF and also verbal confirmation from Councillors that short term financing was also in place. A pre contract meeting had taken place on 16th December 2014 and they were looking to set up the site week commencing 19th January 2015 and to commence work week of 26th January 2015. It was **RECOMMENDED** that the Council ratify the letter of intent sent to GF Tomlinson Building Limited on 16th December 2015.

- Mark Evans who had been working for the Council on HR Matters and also as an interim Project Manager for HOSP was due to conclude his work with Staveley Town Council and had recommended to appoint a Project Manager. This role would be vital for ensuring the different complex elements of the project remained on track and that the needs of funders were both acknowledged, considered and auctioned. It was **RECOMMENDED** that the Council considers how it would manage the role of Heart of Staveley Project Manager in moving forward.

Councillor C. Ludlow **MOVED** that Mike Brookes be appointed as the Project Manager as he knew the Project inside out and felt he would be the best person to move it forward.

It was **RESOLVED** - that Mike Brookes be approached to act as Project Manager on the HOSP Project.

- Office Move – Staveley Hall was mostly packed up, items had been securely stored and at the Speedwell Rooms as appropriate. Filing and equipment would remain in situ until the office move. A lease had been received on 26th High Street and a transfer of telephones had been organised for 23rd January 2015.

It was **MOVED** that the lease on 26 High Street be signed and sealed at Item 29 of the Agenda.

- Business Units Update – there had been considerable problems in getting the lines connected at the Stables. Mike Brooke had been acting on behalf of the Council in order to get lines installed to enable occupancy by tenants and this was being resolved. A Lease for the first tenants in Unit 1 required approval and the Common Seal. This would be dealt with under Item 29 of the Agenda.

- Tax Base 2015/2016 – Tax base notification had been received. This had been estimated at £3,964.47 an increase of £31.49 on last year. The Council Tax support grant was being phased out. The grant for 2015/2016 was therefore £47,164.

The Chair informed members that the support grant was to support people on benefits, the grant not only covered the working age but also the pension age, this would be a massive reduction by 2023/24.

- It was **RECOMMENDED** that the Council noted the Tax Base for 2015/2016 and the Council Tax Support Grant level for 2015/2016. The **RECOMMENDATION** was **MOVED**.

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

It was **RESOLVED** - that a working party to develop an operational strategy and implementation plan be considered at a meeting of the Policy, Publicity and Finance Committee.

It was **RESOLVED** – that the letter of intent sent to GF Tomlinson Building Limited on 16th December 2014 be ratified.

The Acting Town Clerk was thanked for his report.

666/14

ACCOUNTS

The Acting Town Clerk informed Members that Jo Taylor was unwell and was unable to attend the meeting. He informed Members that a report and schedule of payments for approval had been previously circulated. Further details of items that required payment had also been circulated since the Agenda had been sent out.

(a) The Schedule of accounts paid since the last meeting.

The Chair asked whether the catering survey for the Heart of Staveley Project had been dealt with.

It was **RESOLVED** - that the payment for the catering survey be taken from the Heart of Staveley Project bank account.

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

It was noted that the report of Jo Taylor be **RECEIVED**.

b) The Bank Reconciliation and Bank Statements

	<p>It was RESOLVED that Councillor B. Dyke would sign the Bank Reconciliation and Bank Statements in accordance with Standing Orders and Financial Regulations.</p> <p>667/14 PRECEPT APPROVAL The Chair informed the Committee that the Precept Approval would take place in February.</p> <p>668/14 BUDGET 2015/2016 The Chair informed the Committee that this item would be dealt with in January at the Policy Publicity and Finance Committee and then to Full Council in February.</p> <p>669/14 HEART OF STAVELEY The letter from Heart of Staveley Limited dated 9th December 2014 and from Heritage Lottery Fund dated 9th December 2014 were RECEIVED, and actions would be taken accordingly.</p> <p>670/14 SPEEDWELL ROOMS COMPUTERS Two quotations had been received to renew IT at The Speedwell Rooms. It was RESOLVED that the quote from Andy Vaines at £1,565 excluding VAT be accepted to renew IT at The Speedwell Rooms.</p> <p>671/14 WARD REPORTS BY COUNCILLORS a) The Chair asked if Grit bins were full in the area. The Acting Town Clerk informed the Committee that more grit had been ordered and grit bins would be refilled. Members said that more requests for grit bins had been received for Poolsbrook and Hollingwood and Duckmanton. Councillor D. Collins would ask at Derbyshire County Council if any more bins were available, and would report back to the next meeting.</p> <p>b) Generally Nothing raised.</p>	
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<p>672/14</p>	<p>ALLOTMENTS The Chair informed Members that at Middlecroft Allotments pipework had been laid for water. This would be further discussed at the Policy, Finance and Publicity Committee.</p> <p>Councillor B. Dyke informed members of the Affordable Housing which had been built on the Middlecroft Allotment site saying how good the houses and area looked. The Chair said having spoken to a resident of the new affordable housing, problems at the cemetery were no longer a problem.</p> <p>The Acting Town Clerk informed members that the £7,000 had been received from Cascade and was in the bank account. £2,000 of this money had been ring fenced for King George V Park. The next meeting was set for 4th February where this would be discussed.</p>	
<p>673/14</p>	<p>ITEMS FOR ACTION The Acting Town Clerk mentioned the Pie and Peas Supper for the volunteers of the Bonfire and Halloween events. A date of 23rd January 2015 was suggested. Councillor H. Elliot said she would organise the pies and peas with caterers.</p> <p>It was RESOLVED – That the pie and peas supper would be held on 23rd January 2015 in the Speedwell Rooms at 6.30 p.m.</p>	
<p>674/14</p>	<p>CHESTERFIELD BOROUGH COUNCIL Nothing to report.</p>	
<p>675/14</p>	<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 lease of 26 High Street was signed and sealed by two members of the Council and the Acting Town Clerk.</p> <p>(ii) A lease for Unit 1 of The Stables was signed and sealed by two members of the Council and the Acting Town Clerk.</p>	

676/14	<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>	
677/14	<p>ESTABLISHMENT</p> <p>There were no establishment matters discussed.</p>	
678/14	<p>STAFFING REVIEW</p> <p>Standing Orders were suspended to allow Mark Evans to speak to his report.</p> <p>The contents of the report were discussed by Councillors. The staff review changes to the structure of Staveley Town Council enabled revenue savings of £100,000 over four years. Councillors took into account comments from staff made via their Union. It was also noted that an implementation plan was needed and Mark Evans would meet with the Acting Town Clerk to set actions.</p> <p>Standing Orders were reinstated.</p> <p>RESOLVED:- That the organisational structure for the Town Council, as set out in Appendix 1C (Option 2) is approved.</p> <p>RESOLVED:- That the Council reviews the position of the Acting Town Clerk and offers a further short-term contract (on a rolling one month basis) until other establishment matters are settled.</p> <p>RESOLVED:- That the post holders for the roles of Market Attendant, Facilities Assistant and one of the current Cleaners are assimilated into the relevant posts.</p> <p>RESOLVED:- That the posts of Caretaker (The Stables and Staveley Hall) and Facilities Maintenance Manager are deleted from the establishment.</p> <p>RESOLVED:- That voluntary redundancy is agreed for the Caretaker (The Stables and Staveley Hall) and one of the Cleaners.</p> <p>RESOLVED:- That the new post of Projects Officer (part-time) is added to</p>	

<p>679/14</p>	<p>the establishment.</p> <p>RESOLVED:- That the Council adopts the Chesterfield Borough Council Job Evaluation and Pay Scales for all manual employees.</p> <p>11 votes FOR</p> <p>STAFF MATTERS</p> <p>RESOLVED:- That the Acting Town Clerk's contract be extended by a further month.</p> <p>11 votes FOR</p> <p>RESOLVED:- That the Town Clerk's SLCC membership renewal be paid by the Council.</p> <p>11 votes FOR</p>	
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