

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

Held on Tuesday, 9th September 2014
Commencing at 6.00 p.m.
In The Council Chamber, Staveley Hall

Present: -

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

Councillor S Bagshaw	Councillor C. Ludlow
Councillor O Cauldwell	Councillor K. Ludlow
Councillor D. Collins	Councillor D. Parsons
Councillor H. Elliott	Councillor E. Tidd
Councillor P. Hill	

In attendance: Paul Harris – Acting Town Clerk and Financial Officer
 Jo Taylor
 Sgt. C. McNulty
 14 Members of the Public

		ACTION
	<u>PART I – NON CONFIDENTIAL INFORMATION</u>	
278/14	APOLOGIES FOR ABSENCE Apologies for absence were received from Councillor J. Barnett Councillor L. Collins Councillor B. Dyke Councillor V. Lang Councillor J. McManus Councillor J. Williams	
279/14	COUNCILLORS NOT PRESENT There were no Councillors not present.	
280/14	STANDING ORDERS The Chair stated that Standing Orders 1(m) should be amended in line with The Openness of Local Government Bodies Regulations 2014 to	

<p>281/14</p>	<p>allow the public the right to film, record and report on Council bodies using digital and social media.</p> <p>Councillor Ludlow thought that the public must inform the Council if they were to record the meetings.</p> <p>It was RESOLVED – That Standing Orders 1(m) should be amended to allow any member of the public wishing to film, record and report on Council bodies using digital and social media, with an addition that the public must inform the Council prior to them doing so.</p> <p>CHAIR’S ANNOUNCEMENTS</p> <p>The Chair announced that out of his Chair’s allowance he would be giving a cheque for £50 towards the Armed Forces Event to be held next year. As Joe Roberts was not present the cheque was handed to another member of the Armed Forces Association.</p> <p>The Chair was thanked for the cheque.</p> <p>The Chair also announced that out of his Chair’s allowance he had given £50 to Duckmanton Miners Welfare, for either the Children’s trip or Christmas Party and £50 to Poolsbrook Miners Welfare for either their trip or Christmas Party.</p> <p>He had also been asked if he would give £50 out of his Chair’s allowance towards the Royal British Legion’s Christmas Party. This would be done and the Chair asked the Acting Town Clerk to prepare a cheque for the Royal British Legion.</p> <p>Councillor Ludlow stated that on behalf of the Council and the people of Staveley she would like to thank Joe Roberts and the Armed Forces Committee for all the hard work they do throughout the year and for the work involved putting on the Armed Forces Event weekend at Pools Brook Country Park, and that they looked forward to next year’s event.</p> <p>The Chair thanked the Activity Scheme staff for their work on the Summer Activities, which had once again proved a great success.</p> <p>The Chair asked the Acting Town Clerk to announce various items of correspondence. The first being a Thank You from the Mayor and Mayoress of Chesterfield regarding hospitality at recent Staveley Town Council events.</p> <p>A letter had been received from the Mayor and Civic Support Officer of Chesterfield Borough Council regarding the Service of Remembrance 2014 and they would like to invite a Council representative to their event</p>	
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	<p>at 2.30 p.m. on 9th November 2014.</p> <p>RESOLVED - That the Council choose a representative to attend the Service of Remembrance Event 2014.</p> <p>The Council needed to note that a letter had been received from the Employment Tribunal Service issuing a notice of a claim against the Town Council on behalf of a member of staff.</p> <p>The correspondence was NOTED.</p> <p>Councillor Elaine Tidd said that a letter of thanks should go out to the organising groups for putting the World War I Commemoration services on. The Chair thanked Councillor Elaine Tidd for attending in his absence.</p> <p>RESOLVED - That letters of thanks be sent to the organising groups.</p>	
282/14	<p>VARIATIONS OF ORDER OF BUSINESS There was no variation of the Order of Business.</p>	
283/14	<p>TO DETERMINE WHICH ITEMS IF ANY FROM PART 1 OF THE AGENDA SHOULD BE TAKEN WITH THE PUBLIC EXCLUDED The Chair requested that part of Item 29 - The Town Clerk's Report, Item 30 - Tall Poppies Consultancy, Item 31 – UNISON Subscriptions and also Item 34 - Growth Activities be moved into Part II of the Meeting.</p> <p>It was RESOLVED – That the items be moved into Part II of the Meeting.</p> <p>9 votes FOR 2 votes ABSTAIN.</p>	
284/14	<p>DECLARATION OF MEMBERS' OR OFFICERS' INTERESTS a) There were no Declarations of Members' or Officers Interests.</p> <p>b) No requests for dispensations were received.</p>	
285/14	<p>PRESENTATIONS. There were no presentations made to the meeting.</p>	
286/14	<p>PUBLIC SPEAKING John Morehen thanked Staveley Town Council for the award presented to The Staveley Seniors for their work within Staveley. He also commented</p>	

that the Presentation Evening had been very well organised.

John Morehen asked about the Friends of Pools Brook Country Park Christmas Illumination which had been missing for some time.

The Chair said the Council would look into the whereabouts of the Christmas illumination and let John Morehen know.

Roger Davenport then asked about the procedure of the meeting. He had noticed that no minutes from the previous meeting were attached with the agenda.

Minutes were provided to members of the Public present.

Marion Gerrard gave a brief update on King George V Park, she said there had been meetings with John Ramsey from Chesterfield Borough Council and things were moving forward.

There were no other questions raised by the public.

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

Sgt. C. McNulty reported on August crime figures within the Staveley Town Council area.

Crime figures in Staveley compared to last year for anti-social behaviour were significantly up for the month of August, this had been mainly due to the reports of motorbikes on the Hartington Industrial Estate. Sgt. McNulty reported that no recent reports of the motorbikes had been received. The Police had been working with the businesses on Hartington Industrial Estate and gates had been put up, Chatsworth Estates had also been asked to erect signs. This had alleviated the problem at Hartington Industrial Estate but the problem may have moved elsewhere.

There were still problems at the Doctors' Surgery and Inkersall Shops. A suggested fence had not been erected at the surgery but meetings were still ongoing with the Doctors to try and get this in place.

There was an issue with damage to the hairdressers, CCTV footage was being looked at, and offenders should be identified from this.

Issues with the Youth Shelter were being dealt with, and graffiti on the outside of the Youth Shelter would be removed. It had been suggested that the Youth Shelter be removed in its entirety but this would only move the issue of graffiti to the bus shelters, and cause more problems for the shops.

<p>Councillor Helen Elliott said that the Council had money available for the Police to buy paint to cover up graffiti.</p> <p>Sgt. McNulty said they would get the Youth Shelter cleaned up.</p> <p>Councillor H. Elliott reported that aerials were being removed from vehicles.</p> <p>Sgt. C. McNulty said the Police were aware of this.</p> <p>Councillor H. Elliott also reported that kids were riding trial bikes without helmets during the day.</p> <p>Sgt. C. McNulty responded that they were aware of this and if anyone could be identified this could be sorted.</p> <p>Councillor H. Elliott thanked Sgt. McNulty for all his work.</p> <p>The Chair asked Sgt. McNulty if the youths were going to be asked to repaint the Youth Shelter. He also said that he would give £50 out of his Chair's allowance to purchase the paint for the Youth Shelter.</p> <p>Councillor Julie Bacon thanked Sgt. McNulty for the Police involvement in helping to remove the problem of trial bikes off the Hartington Industrial Estate.</p> <p>Councillor Dean Collins produced some casework from Middlecroft, it referred to an elderly couple who would like to see PCSO presence walking the streets in Middlecroft.</p> <p>Sgt. McNulty responded that the Police were out in the community.</p> <p>Councillor K. Ludlow asked about the Police considering mounted cameras for their Police Work.</p> <p>Sgt. McNulty responded that it was being trialled in Chesterfield.</p> <p>As there were no more questions from the Councillors the Chair asked the public if they had any questions to Sgt. McNulty.</p> <p>A member of the public mentioned the problems with bikes on Seymour Lane, Woodthorpe.</p> <p>Sgt. McNulty said that they would do what they could to help at Seymour Lane with a Police presence.</p> <p>The Chair thanked Sgt. McNulty for his attendance.</p>	
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<p>287/14</p>	<p>CONFIRMATION OF MINUTES OF THE ORDINARY MEETING OF STAVELEY TOWN COUNCIL HELD ON TUESDAY, 8th JULY 2014. It was RESOLVED that the Minutes of the Ordinary Meeting of Staveley Town Council held on Tuesday 8th July 2014 be approved as a true record.</p> <p>9 votes FOR 1 vote ABSTAIN</p>	
<p>288/14</p>	<p>MATTERS ARISING FROM THE MINUTES OF THE ORDINARY MEETING OF STAVELEY TOWN COUNCIL HELD ON TUESDAY, 8th JULY 2014 Councillor Ludlow said Joe Roberts had raised a concern as to whether the Duke of Devonshire and dignitaries had been invited to the Remembrance Day Service.</p> <p>The Acting Town Clerk responded that The Duke of Devonshire had been sent an invitation.</p>	
<p>289/14</p>	<p>CONFIRMATION OF MINUTES OF THE EXTRA ORDINARY MEETING OF STAVELEY TOWN COUNCIL HELD ON TUESDAY, 15th JULY 2014. It was RESOLVED that the Minutes of the Extra-Ordinary Meeting of Staveley Town Council held on Tuesday 15th July 2014 be approved as a true record.</p> <p>8 votes FOR 3 votes ABSTAIN</p>	
<p>290/14</p>	<p>MATTERS ARISING FROM THE MINUTES OF THE EXTRA-ORDINARY MEETING OF STAVELEY TOWN COUNCIL HELD ON TUESDAY, 15th JULY 2014 There were no matters arising.</p>	
<p>291/14</p>	<p>CONFIRMATION OF THE MINUTES OF THE LEISURE AND COMMUNITY COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON WEDNESDAY 16th JULY 2014 It was RESOLVED that these be approved as a true record.</p> <p>7 votes FOR 3 votes ABSTAIN</p>	
<p>292/14</p>	<p>MATTERS ARISING FROM THE MINUTES OF THE LEISURE AND COMMUNITY COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON</p>	

	<p>WEDNESDAY 16th JULY 2014 There were no matters arising.</p>	
293/14	<p>CONFIRMATION OF THE MINUTES OF THE POLICY, FINANCE AND PUBLICITY COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON WEDNESDAY 16th JULY 2014 It was RESOLVED that these be approved as a true record.</p> <p>4 votes FOR 3 votes ABSTAIN</p>	
294/14	<p>MATTERS ARISING FROM THE MINUTES OF THE POLICY, FINANCE AND PUBLICITY COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON WEDNESDAY 16th JULY 2014 The Chair reported that he had taken a Section 137 Grant cheque to Duckmanton Miners Welfare.</p>	
295/14	<p>MINUTES OF THE PLANNING AND ENVIRONMENTAL COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON WEDNESDAY 23rd JULY 2014. This meeting was cancelled.</p>	
296/14	<p>MINUTES OF THE SPEEDWELL ROOMS SUB-COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON WEDNESDAY 25th JUNE 2014. It was RESOLVED that these be approved as a true record.</p> <p>8 votes FOR 2 votes ABSTAIN</p>	
297/14	<p>MATTERS ARISING FROM THE MINUTES OF THE SPEEDWELL ROOMS SUB-COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON WEDNESDAY 25th JUNE 2015. There were no matters arising.</p>	
298/14	<p>MINUTES OF THE SPEEDWELL ROOMS SUB-COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON WEDNESDAY 23rd JULY 2014. At the time of the meeting there was no Minutes available for the Speedwell Rooms Sub-Committee of Wednesday 23rd July 2014.</p>	
299/14	<p>MINUTES OF EXTRA-ORDINARY MEETING OF STAVELEY TOWN COUNCIL HELD ON WEDNESDAY 5th AUGUST 2014</p>	

	<p>It was RESOLVED that the Minutes of the Extra-Ordinary Meeting of Staveley Town Council held on Wednesday 5th August 2014 be approved as a true record.</p> <p>7 votes FOR 3 votes ABSTAIN</p>	
300/14	<p>MATTERS ARISING FROM THE MINUTES OF THE EXTRA-ORDINARY MEETING OF STAVELEY TOWN COUNCIL HELD ON WEDNESDAY 5TH AUGUST 2014.</p> <p>There were no matters arising.</p>	
301/14	<p>POLICIES</p> <p>(a) Standing Orders Standing Order 1(m) to be amended from “not permitted” to “permitted” with the proviso that any member of public who wishes to record should make it known at the commencement of the meeting. The Standing Orders were ACCEPTED.</p> <p>(b) Financial Regulations The Financial Regulations had been agreed at the Annual General Meeting of Staveley Town Council held in May 2014.</p> <p>(b)(i) Rehabilitation of Offenders Act 1974 Councillor C. Ludlow requested an amendment to Part 1. of the policy to read “....Staveley Town Council routinely asks all applicants and Contractors for details of any criminal records that are not “spent”.”</p> <p>It was RESOLVED to amend the Rehabilitation of Offenders Act 1974 policy to read “1. As part of its recruitment and selection process, Staveley Town Council routinely asks all applicants and contractors for details of any criminal records that are not “spent”.”</p> <p>(c) Grievance Procedure It was RESOLVED that the Grievance and Procedure policy was accepted.</p> <p>8 votes FOR 1 vote AGAINST</p> <p>(d) Disciplinary Procedure It was RESOLVED that the Disciplinary Procedure Policy was accepted.</p> <p>9 votes FOR 2 votes</p> <p>(e) Dignity At Work/Bullying and Harassment It was RESOLVED that the Dignity at Work/Bullying and Harassment</p>	

	<p>policy was accepted.</p> <p>11 votes FOR</p> <p>(f) Publicity Policy This had previously been agreed at the Ordinary Meeting of Staveley Town Council September 2012.</p> <p>It was RESOLVED that the Publicity policy was accepted.</p> <p>10 votes FOR 1 votes ABSTAIN</p> <p>(g) Freedom of Information Act Councillor C. Ludlow requested that if any hard copies of information were required to make a charge of £1 per copy. The amendment to the Freedom of Information Act policy was moved and seconded. It was therefore RESOLVED that a charge of £1 be made for any hard copies of Information requested under the Freedom of Information Act.</p> <p>11 votes FOR</p> <p>(h) Debt Recovery Policy It was RESOLVED that the Debt Recovery policy was accepted.</p> <p>11 votes FOR</p> <p>Councillor Ludlow thanked the Acting Town Clerk for bringing the policies to the Council.</p>	
302/14	<p>FOR INFORMATION ONLY:</p> <p>(a) Staveley WW1 Commemoration Working Party Minutes of Wednesday 16th July 2014 were RECEIVED.</p> <p>(b) Staveley WW1 Commemoration Working Party Minutes of Wednesday 30th July 2014 were RECEIVED.</p>	
303/14	<p>MINUTES OF THE HEART OF STAVELEY PROJECT BOARD HELD ON WEDNESDAY 9th JULY 2014</p> <p>The Minutes of the Heart of Staveley Project Board held on Wednesday 9th July 2014 were not available.</p>	
304/14	<p>TO SET TERMS OF REFERENCE FOR AN AUDIT COMMITTEE</p> <p>Councillor C. Ludlow nominated three Councillors to serve on the Audit Committee. Councillors J. McManus, J. Bacon and L. Collins.</p>	

305/14	<p>The Chair said the Committee needed to meet before the Ordinary Meeting of Staveley Town Council in October.</p> <p>It was RESOLVED – To accept terms of reference for an Audit Committee.</p> <p>11 votes FOR</p> <p>TOWN CLERK’S REPORT</p> <p>The Acting Town Clerk presented the following report:</p> <p><u>26 The High Street</u></p> <p>This was in the hands of the Solicitors and they were hoping to get the Lease finalised. There would be a new Landlord as the property had been sold. The new landlord said the Staveley Town Council could sub-let upstairs offices as long as any rental did not exceed the passing rent for the property.</p> <p>Regarding the roof, repairs had been undertaken as part of the previous tenant’s dilapidations and it be noted that these were repairs rather than a new covering with a guarantee. The Solicitors had amended the lease to read any obligation to repair the roof would not be the responsibility of Staveley Town Council.</p> <p>An asbestos survey had been requested and clarification of service charges had also been requested.</p> <p>RECOMMENDATION – That the Council notes the progress made and endorses the actions described.</p> <p><u>The Stables</u></p> <p>There were two, possibly three interested parties. Office space could not be let at present because of various snagging issues in relation to the finish of the build quality. This had been referred to Mike Brookes, Architect who was in consultation with the Contractor, and these matters were progressing.</p> <p>RECOMMENDATION – That the concerns be noted, the Council endorses the action described and recommends any further actions.</p> <p>The final part of the Acting Town Clerk’s Report “Tall Poppies Consultancy and Update on Staff Grievances and Disciplinary Hearings” was moved to Part II of the meeting.</p> <p>It was RESOLVED that the Acting Town Clerk’s report be RECEIVED</p>	
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	<p>and the Recommendations be APPROVED.</p> <p>11 votes FOR</p>	
<p>306/14</p>	<p>TALL POPPIES CONSULTANCY This had been moved to Part II of the meeting.</p>	
<p>307/14</p>	<p>26 HIGH STREET STAVELEY This had already been covered under the Acting Town Clerk's report.</p>	
<p>308/14</p>	<p>HEART OF STAVELEY PROJECT The Acting Town Clerk informed the Committee he had received a report from Ian Parkin regarding Heart of Staveley. A number of crucial steps had been outlined within the report with recommendations made, namely</p> <ul style="list-style-type: none"> • That the Council needed to acknowledge the contents of the report and implications of the report be acknowledged. • That the Council involves the Heart of Staveley as preferred operators in everything which would have an impact on the subsequent operation and management of the project. • The Council assists Heart of Staveley in making a loan to enable the Trust to take legal advice in relation to the lease and the grants that they currently hold. • £4967.80 of Public Works Board Loan can be used as third party match funding to secure the Biffa Grant, plus a similar amount if the Veolia Grant was offered. <p>A letter had been received from Biffa, stating that a grant of £45,000 had been awarded but was subject to a 10% payment by Staveley Town Council as match funding.</p> <ul style="list-style-type: none"> • The final recommendation was that the Project Board be used as the vehicle to ensure regular dialogue between the Council, Heart of Staveley and Professional Team to ensure the tender is let and permission to start is secured from HLF. <p>Within the report on Page 2, Ian Parkin had highlighted the current situation. He stated that so far the project had raised £3,746,664.00 to date which is 96.28% leaving a short fall of £144,591.</p> <p>The Stables Block was ready for occupation barring a few issues.</p> <p>He stated it was crucial that the tender be let by early October, so that the ERDF funded work could be completed by the end of June 2015. The</p>	

<p>309/14</p>	<p>Tender price from the preferred contractor needed to be secured by the 19th September. They needed to value engineer the scheme and if there were to be any increase in costs it did not prejudice the business plan, this needed to be achieved by 26th September. It was important to secure the agreement of Heart of Staveley that the business plan could be sustainable and that as a Community Trust they would be prepared to take on the lease and transfer grants secured through Heart of Staveley to Staveley Town Council as the responsible body for the implementation of the scheme.</p> <p>The Acting Town Clerk suggested that any specific questions on the report should be referred back to Ian Parkin.</p> <p>The Acting Town Clerk stated that Ian Parkin had mentioned specifically, that with regard to the Heritage Lottery Fund the restoration of the walled garden was a major feature of the restoration of the Hall, and he had also mentioned verbally that it included issues around the Bowling Green.</p> <p>Councillor D. Collins wanted to clarify further details and terms with Heart of Staveley.</p> <p>The Acting Town Clerk said it would be up to the Council to decide what terms should be proposed.</p> <p>Councillor H. Elliot said the Committee could not agree to the report at the present time.</p> <p>It was AGREED that Ian Parkin's report be referred to Policy and Finance Committee to be held on 17th September 2014, but all Members of the Council be invited along to the meeting with regard to the Heart of Staveley item.</p> <p>11 votes FOR</p> <p>ACCOUNTS</p> <p>The Chair proposed that Jo Taylor attend Part II of the meeting to answer any financial questions regarding the accounts.</p> <p>It was AGREED that Jo Taylor would attend Part II of the meeting to answer any financial questions regarding the accounts.</p> <p>11 votes FOR</p> <p>(a) The Schedule of accounts paid since the last meeting.</p> <p>It was AGREED that Standing Orders would be suspended to allow Jo</p>	
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Taylor to speak.

Jo Taylor spoke to the draft budget which had been circulated. The year-end forecast of budgets for Staveley Town Council and the Heart of Staveley Project had been separated. As large sums were involved with grants received and expenditure on the Heart of Staveley Project, figures involved here were an assumption, i.e. the £1m in grants received and £1m in expenditure - all income that had been budgeted for Heart of Staveley be spent on Heart of Staveley. Included within the Heart of Staveley budget were parts of Phase 1 which had been left and the start of Phase II. Within the figures she was assuming that Staveley Town Council would not have to make any further contributions to Heart of Staveley, but would not get any additional income either.

The Chair asked under (4055) Professional fees - if Heart of Staveley Consultants fees' had been included in this figure.

Jo replied that they had been included and any money to be reclaimed would show in (1012) Grants Received.

Jo continued to go through the draft forecasts for Staveley Town Council. Although she said the forecast did not look good, it showed a potential overspend of £491,000 where Staveley Town Council were previously forecasting £138,000. This was based on her own forecasting and her assumptions, and it needed looking at with the Chair and Acting Town Clerk. She said that it could have been argued that the budget had not been high enough, but these were the ones that had been signed off for the Precept.

An additional Payment Schedule was circulated, this included a payment to BHP for professional fees and a payment to Biffa as match funding.

Standing orders were reinstated.

It was **RESOLVED** that the Schedule of Payments and other financial reports be approved.

10 votes **FOR**

It was further **AGREED** that the Biffa payment be referred to the Policy and Finance committee to be held on 17th September 2014, all members would be invited.

All votes **FOR**

(c) Other financial Issues

There were no other financial issues.

<p>310/14</p>	<p>WARD REPORTS BY COUNCILLORS</p> <p>a) Nothing to report.</p> <p>b) Generally Nothing raised.</p>	
<p>311/14</p>	<p>ALLOTMENTS</p> <p>An update that the fence at Middlecroft Allotments was to be erected the following Monday.</p>	
<p>312/14</p>	<p>ITEMS FOR ACTION</p> <p>Nothing to report.</p>	
<p>313/14</p>	<p>CHESTERFIELD BOROUGH COUNCIL</p> <p>(a) Review of Polling Districts and Polling Places.</p> <p>As the Welcome Centre at Duckmanton would be closing, polling venues at Duckmanton would either be The Chapel, Duckmanton Hotel and Duckmanton School. The Chair had grave concerns over using public houses and schools for Polling Stations and suggested the Chapel at Duckmanton would be the best venue. Signage needed to be placed as a warning to traffic under Health and Safety regulations if this venue were to be used.</p> <p>It was AGREED that the Chapel at Duckmanton would be a suggested venue for the Polling Station.</p> <p>It was RESOLVED – that the Acting Town Clerk send a letter to Chesterfield Borough Council suggesting the Chapel at Duckmanton be used as a Polling Station venue.</p> <p>11 votes FOR</p> <p>Councillor C. Ludlow stated there was an issue at Middlecroft with the Golden Age Restroom as a Polling Station. She had agreed with the Chair’s concerns over using schools as polling stations but said at Middlecroft the only other option would be to use one of the schools, either Speedwell Infants School or Staveley Junior School. The other option that was given was the Methodist Church, which was already used as a Polling Station. She suggested that a polling station was needed in the middle of Middlecroft and the only options were the schools. The Chair mentioned that at Whittington a Portacabin had been provided for a Poll and this should be looked into as it was not a good idea to be closing schools. Councillor C. Ludlow then suggested the Staveley Centre.</p>	

	<p>Councillor D. Collins said that at Barrow Hill there was no plan to change but an alternative had been given as the Staveley Methodist Church which he did not think would be acceptable for the people of Barrow Hill to have to go all the way to the Methodist Church at Staveley.</p> <p>The Chair said if any members of the public had any concerns regarding polling stations to contact their local ward councillor.</p>	
314/14	<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>	
315/14	<p>GRANT THORNTON – A letter had been received from Grant Thornton, the external auditors regarding Public Interest Disclosure Act request. This had been responded to and a response was awaited.</p> <p>Cllr D. Parsons left the meeting.</p>	
316/14	<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>	
317/14	<p>GROWTH ACTIVITIES - SURVIVING STAVELEY PROJECT</p> <p>This agenda item was moved from Non-Confidential into Confidential Business.</p> <p>It was AGREED that Standing Orders would be suspended to allow Donna Booth and Natalie Peace from Growth Activities to speak to the Council.</p> <p>All votes FOR</p> <p>Natalie Peace and Donna Booth gave a presentation on The Surviving Staveley Project which was a mental health based project focused to benefit young people in deprived areas. They spoke on background discussions that had taken place regarding a potential alignment between</p>	

<p>318/14</p>	<p>Heart of Staveley Project with their project. This included potential linkages to educational aspects of the Heart of Staveley Project, community archive and the History Society. During October 2013 they were given a letter on Council headed paper regarding the partnership which offered match funding. It was noted they were not asking for actual money but support. This resulted in their successfully being offered a grant towards their project by a Funder.</p> <p>The Council were concerned as approval of this letter had not been granted by the Council. The Chairman stated that he had seen some of the work and he felt they had done great work in the Schools. It was further noted that if the Council did not continue to support it could mean the end of the project and they would need to go out for new funding. It was acknowledged that Growth Activities should have been directed to the Council in 2013.</p> <p>It was reported that as soon as the Acting Town Clerk came into post he directed Growth Activities towards the correct channels and as such they have come to the Council to ask for the Council to support the project for another year.</p> <p>Councillors asked various questions relating to support in particular for clarity that no money would be required to be given by the Council to the project. Natalie Peace and Donna Booth agreed that this was the case.</p> <p>Natalie Peace and Donna Booth left the meeting.</p> <p>A decision was later made following reinstatement of standing orders after discussions on the Accounts had taken place with Jo Taylor. For ease of reporting, the relevant decisions follow here.</p> <p>A number of comments regarding the lack of due process and that the Council were not part of the decision making was noted. There was agreement that it was a good project and it should be supported by the Council for the second year.</p> <p>It was RESOLVED that a letter should be written by the Acting Town Clerk stating the Council fully supports the project but not to include mention of match funding, but that the Council would try to assist in whatever way possible.</p> <p>10 Votes FOR</p> <p>ACCOUNTS</p> <p>The following items had been moved by the Council to be taken as Confidential Business.</p>	
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Standing Orders remained suspended during the course of this item to enable Jo Taylor to report to this item.

Union Subscriptions

A wide ranging discussion took place regarding Union Subscriptions. It was noted that the balance was £1675.49 with the majority relating to 2013/2014 financial year. The last payment had been made on 25 April 2013. It was noted that the Town Council had been informed there was an agreement in place to pay annually although this had not been confirmed by UNISON.

It was noted that UNISON had not chased payment.

On 12 August 2014 Staveley Town Council received a letter from the UNISON Director of Finance; here he indicated that he would expect payments to be made regularly each month. He stated that for the most part payments were made monthly by the Town Council until September 2011 after which payments were made 6 monthly, the last was received on 25th April 2013. Mr Ashra then requested that all arrears are cleared. He also suggested he was happy for East Midlands to agree a Service Level Agreement with the Town Council.

Again a decision was made later in the meeting following reinstatement of standing orders once discussions with Jo Taylor had concluded. For ease of reporting, the relevant decisions are reported at this point in the minutes.

The Council **RESOLVED** that subscriptions for those staff that remain members of UNISON would be paid to UNISON from the date of the Director of Finance's letter the 6 August 2014. However due to the rules of UNISON, Council Members **AGREED** that arrears should not be paid as UNISON rules state that after 3 months of non-payment membership ceases. They further **AGREED** that cast iron proof of an agreement for payment to be made every 12 months (or other period) was required. Councillors, who were members of UNISON further stated that this was a point of principle, they felt the response of UNISON so far had been that UNISON would represent people in any event if their subscriptions were paid or not. It was also **RESOLVED** that these matters would be put into a letter to the National Executive Council of UNISON to ascertain clarity of position of the union and this letter would be signed by Members of Staveley Town Council.

HMRC

In May 2014 a HR review was undertaken by the HR Consultant. Two payments included in schedule 5 of the finance report for the 8 July 2014 should have been made through Payroll and thereby attracted PAYE and

NI contributions. The following decision was made later in the meeting after reinstatement of standing orders once discussions with Jo Taylor had concluded. For ease of reporting, the relevant decision is reported at this point in the minutes. It was **RESOLVED** that these would be processed through Payroll and the Council would adopt responsibility for covering stoppages, the HMRC payments would be brought for agreement to the next meeting.

HR Consultant

Various matters were discussed including missing invoices and requests for replacement invoices to include the VAT registration number. It was **NOTED** that the Internal Auditor had requested a copy of the contract from the HR Consultant. This included one day per month and to be contactable via telephone. Councillors stated that they believed they were getting two days per week including work on disciplinary hearings and grievances and job descriptions.

Councillors thanked Jo Taylor for her attendance and she left the meeting.

Standing Orders were reinstated.

319/14

TOWN CLERK'S REPORT

The following items had been moved by the Council to be taken as Confidential Business.

The Acting Town Clerk gave a report on Tall Poppies Consultancy and Update on Staff Grievances and Disciplinary Hearings. This included Tall Poppies withdrawal from contract with Staveley Town Council citing Nicki Williams was unable to continue following an accident and operation. Prior to being informed of this the Acting Town Clerk and Chairman had arranged to meet with Nicki Williams on 4 August 2014 to discuss progress in relation to HR matters to which she was contracted along with an explanation on costs associated with this. In addition, Geldards Solicitors with the approval of Council, had been contacted to review processes and progress on the Disciplinary Hearings in relation to two members of staff. Nicki Williams did not attend these meetings.

It was **RESOLVED** that the Council endorses the actions taken.

All votes **FOR**

It was **RESOLVED** that as a way forward on HR matters, Staveley Town Council would request assistance from Chesterfield Borough Council on establishment matters, the nature and extent of such assistance to be agreed between the Leader and Chair of Staveley Town Council and Chesterfield Borough Council and for the Leader and Chair to report back

to Council as appropriate.

All votes **FOR**

A wide ranging discussion took place on needs of the Council in relation to taking the Disciplinary Hearings forwards. It was advised by Geldards that investigation towards these Disciplinary Hearings would need to begin again from scratch. It was **NOTED** that potential costs for the Solicitors to take on the investigation work as well as the more legal work in relation to the Hearings could cost the Council £30,000. The Council expressed that it would like the support from Chesterfield Borough Council to contribute heavily to this investigation work which should reduce these costs.

It was **RESOLVED** that work on Disciplinary investigations be undertaken by Officer support negotiated from Chesterfield Borough Council, this would be in conjunction with direct action and support as required from Geldards Solicitors. It was further **AGREED** that Geldards Solicitors would directly support the Council in relation to the related claim against Staveley Town Council received via the Employment Tribunal Service.

It was **NOTED** that a letter making various allegations regarding the HR Consultant had been received by the Council and was referred to the Police for investigation.

It was **RESOLVED** that the Council would approach issues related to Tall Poppies Training Learning and Development Ltd as appropriate, including working with the Police, with the Bank and with Chesterfield Borough Council.

It was **RESOLVED** that an approach be made to the Employment Tribunal Service requesting a postponement to allow for further investigation and legal advice in relation to the claim made against the Council.

320/14

ESTABLISHMENT

a) Grant Thornton Letter – Public Interest Disclosure Act

The Council **NOTED** that a response had been submitted to Grant Thornton regarding the PIDA and that Councillor A Hill as Chairman of the Council had written a report on behalf of the Council.

b) Geldards Solicitors – Disciplinary Hearings

This matter was considered as part of the Acting Town Clerk's report taken as Confidential business.