

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

Held on Tuesday, 13th May 2014
Commencing at 6.00 p.m.
In The Council Chamber, Staveley Hall

Present: -

Councillor A. Hill – (Retiring Chair)

Councillor J Bacon	Councillor P Hill
Councillor S Bagshaw	Councillor C Ludlow
Councillor J Barnett	Councillor J McManus
Councillor O Cauldwell	Councillor D Parsons
Councillor D Collins	Councillor E Tidd
Councillor B. Dyke	Councillor J Williams
Councillor H. Elliott	

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

		ACTION
	<u>PART I – PUBLIC BUSINESS</u>	
1/14	ELECTION OF CHAIR FOR THE 2014/15 COUNCIL YEAR RESOLVED - That Councillor A Hill be elected as Chair of Staveley Town Council for 2014/15.	
2/14	CHAIR'S DECLARATION OF ACCEPTANCE OF OFFICE Councillor A Hill remained in the Chair and Councillor A Hill duly signed the Declaration of Acceptance of Office in accordance with the Local Government Act 1972 83(4)(a). The Town Clerk witnessed the signature.	
3/14	APOLOGIES FOR ABSENCE Apologies were received from Cllr L Collins and Cllr V Laing	
4/14	COUNCILLORS NOT PRESENT There were no Councillors not present.	

5/14	<p>DECLARATION OF MEMBERS' INTERESTS</p> <p>a) There were no Declarations of Members' Interests.</p> <p>b) No requests for dispensations were received.</p>	
6/14	<p>STANDING ORDERS AND FINANCIAL REGULATIONS AND CODE OF CONDUCT</p> <p>RESOLVED – That Staveley Town Council adopt the Revised Standing Orders, Financial Regulations and Code of Conduct and that the threshold for formal tender be set at estimated value in excess of £50,000.</p>	
7/14	<p>CHAIR'S ANNOUNCEMENTS</p> <p>NOTED – The Resignation of Cllr John Webley from Staveley Town Council. A vacancy has arisen for Duckmanton Ward, ten electors had called it in and an election for the vacancy would take place on 19 June 2014.</p> <p>The Chair also wished to congratulate Duckmanton Football Club on its win of the Hudson Club on 11 May 2014. Woodthorpe won the Chatsworth cup in the afternoon.</p>	
8/14	<p>VARIATION OF ORDER OF BUSINESS</p> <p>See minute 9/14 below</p>	
9/14	<p>TO DETERMINE WHICH ITEMS IF ANY FROM PART I OF THE AGENDA SHOULD BE TAKEN WITH THE PUBLIC EXCLUDED</p> <p>RESOLVED – That item 18 to appoint an Internal Auditor be moved into Part II – Confidential Business. Discussion related to the Bank Statements for consideration under item 28 also to be moved.</p>	
10/14	<p>TO ELECT A VICE-CHAIR FOR THE 2014/2015 COUNCIL YEAR</p> <p>RESOLVED – That Cllr J Bacon be elected Vice-Chair of Staveley Town Council for 2014/15</p>	
11/14	<p>TO FIX THE AMOUNT OF THE CHAIR'S ALLOWANCE IN PURSUANCE OF SECTION 15(5) OF THE LOCAL GOVERNMENT ACT 1972</p> <p>RESOLVED – That the Chair's Allowance be set at £800.</p>	

12/14	<p>APPOINTMENT OF COMMITTEES 2014/15 RESOLVED – That the Committees of Staveley Town Council remain as previously. The terms of reference for each Committee will be discussed at the individual Committee.</p>	
13/14	<p>ELECTION OF MEMBERS TO COMMITTEES It was RESOLVED that the Membership of the Committees and Panels for the Council Year 2014/15 be as follows:</p> <p>(i) Policy, Finance and Publicity Committee Councillor Bacon Councillor Barnett Councillor D. Collins Councillor Dyke Councillor Elliott Councillor A. Hill Councillor Ludlow Councillor E Tidd</p> <p>Quorum : 4</p> <p>(ii) Planning and Environmental Committee Councillor J Bacon Councillor Bagshaw Councillor Cauldwell Councillor Dyke Councillor Tidd</p> <p>Quorum : 3</p> <p>(iii) Leisure and Community Committee Councillor Bacon Councillor Barnett Councillor Cauldwell Councillor Dyke Councillor Elliott Councillor A. Hill Councillor P. Hill Councillor Parsons Councillor Tidd</p> <p>Quorum : 5</p> <p>(iv) Speedwell Rooms Councillor Bacon Councillor Barnett</p>	

Councillor Cauldwell
Councillor Dyke
Councillor Elliott
Councillor Ludlow
Councillor Parsons
Councillor Tidd

Quorum : 5

(v) Appeals Panel

Councillor Cauldwell
Councillor Tidd
Councillor Parsons

Quorum: 3

(vi) Grievance Panel

Councillor J Bacon
Councillor D. Collins
Councillor J McManus

Quorum : 3

(vii) Disciplinary Panel

Councillor Barnett
Councillor Dyke
Councillor Elliott

Quorum : 3

(viii) Grants and Allowance Committee

Councillor Bagshaw
Councillor Dyke
Councillor Parsons
Councillor Tidd

Quorum : 3

The position of Staveley Town Council History Champion has been abolished.

14/14

AUTHORITY TO SIGN CHEQUES ON BEHALF OF THE COUNCIL FOR THE YEAR 2014/15

RESOLVED - In accordance with Section 150(5) of the Local Government Act 1972 that the following be authorised to sign cheques.

	<p>Councillor Bacon Councillor A. Hill Councillor Ludlow Councillor Tidd</p> <p>Two Councillors and the (Acting) Town Clerk to sign.</p> <p>15/14 AUTHORITY TO DEAL WITH PLANNING MATTERS ON BEHALF OF THE COUNCIL FOR THE YEAR 2014/15 RESOLVED that the following Members deal with planning matters including applications on behalf of Staveley Town Council</p> <table border="0"> <tr> <td>Lowgates/Staveley Town Centre</td> <td>Councillor J Bacon</td> </tr> <tr> <td>Middlecroft</td> <td>Councillor B Dyke</td> </tr> <tr> <td>Poolsbrook</td> <td>Councillor S Bagshaw</td> </tr> <tr> <td>Mastin Moor/Woodthorpe</td> <td>Councillor D Collins</td> </tr> <tr> <td>Hollingwood</td> <td>Councillor L Collins</td> </tr> <tr> <td>Barrow Hill</td> <td>Councillor J Barnett</td> </tr> <tr> <td>Duckmanton</td> <td>Councillor P Hill</td> </tr> </table>	Lowgates/Staveley Town Centre	Councillor J Bacon	Middlecroft	Councillor B Dyke	Poolsbrook	Councillor S Bagshaw	Mastin Moor/Woodthorpe	Councillor D Collins	Hollingwood	Councillor L Collins	Barrow Hill	Councillor J Barnett	Duckmanton	Councillor P Hill	
Lowgates/Staveley Town Centre	Councillor J Bacon															
Middlecroft	Councillor B Dyke															
Poolsbrook	Councillor S Bagshaw															
Mastin Moor/Woodthorpe	Councillor D Collins															
Hollingwood	Councillor L Collins															
Barrow Hill	Councillor J Barnett															
Duckmanton	Councillor P Hill															
<p>16/14</p>	<p>REPRESENTATION ON OUTSIDE BODIES 2014/15 It was RESOLVED that the following appointments be made:</p> <p>Chesterfield Borough Council Community Forums: Chesterfield Borough Council has abolished the Community Forums.</p> <p>Derbyshire Association of Local Councils: Councillor Ludlow</p> <p>Derbyshire Association of Local Councils Executive Committee: Councillor Ludlow</p> <p>Mastin Moor Community Centre Executive Committee: The Community Centre has been closed and accordingly the Executive Committee has been abolished.</p> <p>Staveley Works Liaison Committee: This Committee has been abolished.</p> <p>Borough Parish Liaison Committee: Councillor Barnett Councillor D. Collins</p> <p>Viridor Erin Landfill Liaison Committee: Councillor S Bagshaw</p>															

<p>17/14</p>	<p>Councillor O Cauldwell Vacant – to election</p> <p>Woodthorpe Relief In Need Charity and Staveley Parochial Charities: Councillor D Collins Councillor J McManus</p> <p>Chesterfield Canal Society: Councillor J Bacon Councillor O Cauldwell</p> <p>Chesterfield Borough Council Standards Committee: Councillor Dyke</p> <p>Markham Vale Liaison Committee: Councillor D Parsons Councillor E Tidd Vacant – to election</p> <p>Foxlow Tip: Councillor J Barnett</p> <p>Netherthorpe School Endowment Governors: Councillor J Bacon Councillor L Collins Councillor E Tidd</p> <p>Chesterfield Law Centre Management Committee: Councillor Tidd</p> <p>Representative on Managing Bodies of Schools: Barrow Hill Primary School: removed – offer not renewed</p> <p>Heart of Staveley Project Board Councillor A. Hill Councillor McManus Councillor Parsons</p> <p>Heart of Staveley Scrutiny Panel Councillor D. Collins</p> <p>DATES AND TIMES OF ORDINARY MEETINGS OF THE COUNCIL FOR THE COUNCIL YEAR 2014/15 RESOLVED – In accordance with Standing Orders meeting shall be held on the second Tuesday of each month, excluding August.</p>	
--------------	---	--

18/14	<p>APPOINTMENT OF INTERNAL AUDITOR Taken under Part II – Confidential Business</p>	
19/14	<p>PRESENTATIONS There were no presentations.</p>	
20/14	<p>PUBLIC SPEAKING</p> <p>a) A member of the public posed a question with regards to the arrangements for Staveley Town Council to continue following start of redevelopment of Staveley Hall later in the year. He was informed by the Acting Town Clerk that this matter would be discussed at the Extra-ordinary meeting of the Council on 20 May 2014.</p> <p>b) PCSO Sue Cook reported a 150% increase in crime however this increase related specifically to an increase from 2 instances to 4 instances of violence against the person; there was also a 100% reduction in domestic violence incidents; there was a 12.8% increase in antisocial behaviour but this was reflective across Chesterfield.</p>	
21/14	<p>14/09 CONFIRMATION OF MINUTES OF THE ORDINARY MEETING OF STAVELEY TOWN COUNCIL HELD ON TUESDAY 8TH APRIL 2014 It was RESOLVED that the Minutes of the Ordinary Meeting of Staveley Town Council held on Tuesday 8th April 2014 be approved as a true record.</p>	
22/14	<p>15/09 MATTERS ARISING FROM THE MINUTES OF THE ORDINARY MEETING OF STAVELEY TOWN COUNCIL HELD ON TUESDAY 8TH APRIL 2014 No matters arising were raised.</p>	
23/14	<p>MINUTES OF THE MEETING OF THE PLANNING AND ENVIRONMENTAL COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON 23RD APRIL 2014. This meeting was cancelled.</p>	
24/14	<p>TO CONSIDER THE RECOMMENDATIONS OF THE MEETING OF THE LEISURE AND COMMUNITY COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON 16TH APRIL 2014</p>	

	<p>It was highlighted that Cllr Dyke was actually present although not reflected in the minutes. It was also highlighted that Staveley Seniors Forum was nominated for a Community Award rather than John Morehen. It would be checked to see if the group had received an award previously</p> <p>RESOLVED – That the recommendations be accepted.</p>	
<p>25/14</p>	<p>TO CONSIDER THE RECOMMENDATIONS OF THE MEETING OF THE POLICY, FINANCE AND PUBLICITY COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON 16TH APRIL 2014</p> <p>It was noted that minute number 679/13 should be recorded as a recommendation that 10% of the proceeds of the sale of Mastin Moor Community Centre should be ringfenced for the benefit of the people of Mastin Moor and Woodthorpe. Cllr D Collins also expressed his concern that no financial statements had been received since December 2013.</p> <p>The issue of delegated authority to committees was raised, it was agreed that this would be considered when amending Standing Orders at the next AGM.</p> <p>In relation to 681/13, Cllr Ludlow expressed her concern that the Speedwell Rooms Bar had been left in a terrible state of uncleanness by the previous Bar Manager. There was still beer in the lines and the glass washer was black with mould. She informed the Council that it would take 2 weeks to thoroughly clean, there was also a need to get Technical Services in to look at the CO2 lines as these had been cut.</p> <p>RESOLVED – That the recommendations be accepted with the amendments cited above.</p>	
<p>26/14</p>	<p>TO CONSIDER THE RECOMMENDATIONS OF THE GRANTS AND ALLOWANCE COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON 30TH APRIL 2014. This committee was cancelled.</p>	
<p>27/14</p>	<p>TOWN CLERK'S REPORT</p> <p>The Acting Town Clerk presented the following report:</p> <p>Since my appointment early April I have been working to get a broad understanding of how Staveley Town Council is operating and what the key pressure points are. I have had several meetings with the Chair and the Leader of the Council, also with the Council appointed HR Consultant. I have zoned in on issues that require urgent attention.</p>	

1. Laptop – security of data

On arrival, the first issue I came across was no usable PC or laptop on the desk. After some investigation I have ascertained that there was a laptop. After searching the Town Hall and writing to staff and councillors with a request for information about the laptop, the only information I have managed to gather was that it was last seen on the Town Clerk's desk on 27 November at the time of the Victorian Christmas Fayre and not seen since; I have now reported this to the police.

As there was no PC or Laptop that I could use, it was very important to get a PC and Laptop as a matter of urgency – I used emergency powers afforded under standing orders and obtained a PC and Laptop at a cost in the region of £2000 (excl VAT). During the course of this being installed, it was found that the "box" in the office was not a server and in fact was starting to fail. In addition this was not being backed up therefore presenting a high risk that all data could be lost. The IT Consultant purchased a small portable hard drive and attached this to our existing drive as a temporary measure. I have since had further contact from the IT Consultant that we really need to look at spending in the region of £15000 over the next three years to get the Council on a proper footing with IT.

Further concerns relate to security of information and the importance of an up to date risk assessment that covers data security.

2. Finance

The Finance Assistant and I have met to get an overview of the financial state of Staveley Town Council. Based on the projected end of year figures 2013/14 key pressure points are as follows:

The main one is expenditure far exceeds income in certain areas:

Income in relation to the main hall is very low. This is also set to reduce further as Heart of Staveley works begin. Expenditure in relation to STC General Administration is predominantly staffing related, utilities and maintenance (although in the next year maintenance should be covered by HOSP)

2013/14 rental income for the workshops and flat were both low however they weren't exceeded by expenditure which is good.

In relation to the Stables offices, expenditure far exceeded income although projections for 2014/15 are set to reverse this trend with a nominal surplus once renovations are complete

Speedwell Rooms Bar – no income no expenditure – a potential asset that could be used to generate income for the Council not being used.

Table Top Market – generating a minor surplus over expenditure.

	<p>The sale of Mastin Moor Community Centre generated some much needed income.</p> <p>Speedwell Rooms is of significant concern. Expenditure is nearly four times that of income. We need to find ways in which expenditure and income can be brought more into line</p> <p>The other area of significant concern is the market – income is half that of expenditure.</p> <p>Other major expenses are the Fireworks display and Christmas lights.</p> <p>Finally there is Heart of Staveley Project, spend during 2013/14 was roughly £100,000 more than income, the projected trend for 2014/15 is £200,000 expenditure over income.</p> <p>3. Heart of Staveley</p> <p>This is by far the most complex area of STC. I have reviewed the ERDF application and begun to ascertain the relationship between STC, Heart of Staveley Ltd and any potential effects on the Council in relation to assets and income. The biggest area of concern is the ability of STC to have an office in the Stables. The principle block is ERDF money which must be used exclusively on economic development. STC, as a public body is seen to counter this aim. In addition there is the lease with HOS Ltd and the levels of rent that may be applied.</p> <p>Cllrs Collins and Hill and I met with Ian Parkin, Peter Rice and Michael Brooke to discuss the current situation with regards to Heart of Staveley project – the outcome of that was as follows:</p> <p>It was recognized that the biggest issue for the Council going into phase II was cash flow. It was agreed that we could then approach Heritage Lottery Fund with a view to obtaining some money for Phase II up front. We will work with Peter Rice to ascertain an exact figure in relation to cash flow also to get a clear idea how much the Council has under-written so far. It was expected that this figure could then be offset against the Public Works Loan Board money.</p> <p>Regarding the ability of the Council to move into the Stables – it was the view of those present that the Council could move into the Stables as the Landlord and have an office. However this would have a potential outcome of “claw back”. Peter Rice would take a look at how much this could be in relation to Room 9 which was potentially the best fit for the Council. Council meetings would all be transferred to the Speedwell Rooms. We could then take a look at costs associated with this option again the other option of moving into 26 High Street.</p> <p>Staveley Market</p> <p>I have met on two occasions the Market Manager and the HR Consultant to discuss Staveley Market. We have also heard from Chesterfield Borough Council who are concerned with the report submitted last year 2012/2013 as the trend for expenditure</p>	
--	---	--

to exceed income was continuing. CBC were intending to stage this year's grant payments in instalments because of their concern. The Finance Assistant was producing a report for Chesterfield Borough which should be in time for their deadline, I will also add some explanation of our plans for 2014/15.

The HR Consultant and I will meet with Market Traders (6 May) to engage with them and also to gather their ideas for the Market. We have also found out about a National Initiative called Love Your Local Market are promoting a special week 14th – 28th May. To take full benefit of this the Market Manager has registered on the website, we have engaged a Printer to produce flyers and we are making contact with charity shops and traders to try to ensure we have all stalls fully booked for that period. As we need to kick start the market we are looking at allowing free use of stalls for the two week period.

Next steps:

In addition to the work outlined above, the following are priority areas that I will be working on –

Office move
Security of Council Buildings
HR
Finance – ready for Annual Return

Cllr Hill thanked the Acting Town Clerk for his report stating it was the best report the Council had been given for some time. Cllr Ludlow also thanked the Acting Town Clerk stating he had done well during a very difficult 3 weeks since appointment.

28/14

ACCOUNTS

(a) The schedule of accounts paid since the last meeting this would be provided to the Council as soon as the Acting Town Clerk was able. There was a backlog of data entry to be worked through before it would be possible to provide this information.

(b) A Balance Sheet and Detailed Income & Expenditure report for the year ending 31 March 2014 was provided to Councillors along with Bank Statements. This was in draft and was noted to require some amendments before finalisation could take place. The figure of £218468 on the Balance Sheet described as Debtors was largely due to three outstanding claims to ERDF. Discussion of Bank Statements was moved to Part II – CONFIDENTIAL BUSINESS.

(c) Other financial matters

(i) **Staveley Hall Bowling Club**

A letter from the Bowling Club was discussed.

RESOLVED - That a discount of 15% on the Bowling Club's rent be

applied for 2014/2015 and the sum of £42.90 spent by the Bowling Club for maintenance of the Green and for getting keys cut be reimbursed.
(ii) Hire Charges for the Speedwell Rooms
The schedule of Hire Charges presented to Councillors was discussed.

RESOLVED - That the following Hire Charges be approved

The Speedwell Rooms

Hourly Rate	Commercial		Non Commercial	
	M-Th	F, S & S	M-Th	F, S & S
Main Hall	£22.50	£37.25	£19.00	£29.00
Rooms 1 & 2	£10.25	£13.50	£8.50	£10.25
Lounge	£9.75	£11.00	£7.00	£9.75

Per Booking	Commercial	Non Commercial
Large kitchen	£43.50	£36.75
Small kitchen	£7.00	£5.00

Bar Extension Licence (for serving alcohol after 11pm) £47

Full complex hire (All Day and All Evening)

Commercial M-Thur £335 F, S, & S £395

Non commercial M-Thur £286 F, S, & S. £362

Discounts for block bookings may be arranged.

The Council Chamber

Hourly Rate	Commercial & Non Commercial
	M-F
Chamber	£13.00

29/14

WARD REPORTS

a) Ward reports by Councillors

Cllr Dyke reported that he and Cllr Elliott went to the opening of the

	<p>Staveley Centre on Middlecroft Road, the Mayor was also at the event and enjoyed Yoga and Martial Arts. It was reported the Centre was doing good work.</p> <p>Cllr Hill reported the Borough Council had completed the work at Inkersall Park installing an infant's park. Also a lot of work has been done at Duckmanton Park, it is no longer an eyesore and there was currently no graffiti and maintenance had been completed.</p> <p>b) Generally Nothing to report.</p>	
30/14	<p>ALLOTMENTS Nothing to report.</p>	
31/14	<p>ITEMS FOR ACTION Concern was expressed over developments in relation to the Holywell Group of Surgeries and in particular the potential impact of changes to Rectory Road Surgery on local people.</p>	
32/14	<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>None were required</p> <p>PART II – CONFIDENTIAL BUSINESS</p>	
33/14	<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 excluded from this meeting during the discussion thereof.</p> <p>Cllr Parsons left the meeting</p>	
34/14	<p>ESTABLISHMENT</p>	

<p>35/14</p>	<p>APPOINTMENT OF INTERNAL AUDITOR Agenda item 18 was moved into Part II Confidential Business. After discussion the following was agreed:</p> <p>RESOLVED – That the Leader, Chairman and the Acting Town Clerk be authorised by the Council to look for and appoint an Internal Auditor in time to comply with the Annual Return obligations and the outcome of this be reported to the Council.</p> <p>BANK STATEMENTS Refer to next Policy Finance and Publicity Committee</p> <p>HEART OF STAVELEY PROJECT</p> <p>To agree management arrangements, rent and lease for Stables Block.</p> <p>A report from Ian Parkin, the project manager working on the Heart of Staveley Project, was discussed.</p> <p>RESOLVED – That Staveley Town Council approves the actions taken to date to <u>promote and market</u> the Stable Block as the first phase of the Staveley Hall Business Centre.</p> <p>RESOLVED – That the inclusive rents set out in the marketing brochure be approved (extract below)</p>	
--------------	--	--

STAVELEY HALL BUSINESS CENTRE

PHASE 1 – STABLE BLOCK

PRICE SCHEDULE

<u>UNITS</u>	<u>SQ. FT</u>	<u>SQ. M</u>	<u>INCLUSIVE RENT PER CALENDAR MONTH</u>
1	624	58	£728.00
2	260	24.2	£345.00
3	220	20.4	£295.00
4	210	19.5	£285.00
5	210	19.5	£285.00
6	309	28.7	£385.00
7	217	20.2	£295.00
8	237	22	£315.00
9	395	36.8	£490.00
10	338	31.4	£405.00
11	409	37.8	£495.00

The above units are available 'To Let' on easy-in easy-out terms with a minimum commitment of six months initially, determinable thereafter by giving not less than one month's written notice in advance.

Rental sums quoted are inclusive of heating, lighting, electricity supplies, data, common and specific business services.

Rental sums are quoted exclusive of V.A.T. and non-domestic rate charges

The Staveley Town Council reserve the right to revise and adjust rental charges and service charges from time-to-time as necessary.

Date of rental schedule – valid from 1st May, 2014

RESOLVED – That Staveley Town Council notes that further marketing may well be required to ensure that high levels of occupancy can be achieved more quickly. But any expenditure must come back to the Council for prior approval.

Regarding the request to use the draft heads of terms as used previously in fund raising applications, the Council was most unhappy to sign off the draft Heads of Terms as they stood. The Council made several adjustments.

RESOLVED – That the following draft Heads of Terms be used alongside a letter from the Acting Town Clerk to support a funding application for a grant towards the cost of restoring the walled garden.

DRAFT HEADS OF TERMS

HEART OF STAVELEY PROJECT

THE PARTIES: (1) Staveley Town Council Staveley Hall Staveley Hall Drive Staveley Chesterfield S43 3TN ('the Council')

(2) Heart of Staveley Ltd c/o Staveley Hall Staveley Hall Drive Staveley Chesterfield S43 3TN ('the not for profit company')

THE PROJECT: The proposed works to and restoration and maintenance of the Property (as defined below) to bring both into safe and accessible use as a focus for community and heritage facilities

THE PROPERTY: The Staveley Hall site which comprises Staveley Hall, Stables Block, historic walled garden and surrounding land

THE MAIN TERMS: Subject to raising all the funding required and the Council restoring the property to include:

1. The Council to grant Heart of Staveley Ltd a lease of the Property for 30 years (renewable) and at a full market rate (both to be agreed).
2. The Council to act as the 'responsible body' for grants, to manage the implementation phase of the restoration and development and to act as 'banker' in such a way as to minimise any cash flow implications. And that all additional monies are to be recovered by Staveley Town Council from the Heart of Staveley Ltd (or the business that will operate after the handover date).
3. Heart of Staveley Ltd to be an independent standalone company with charitable status with representation from Staveley Town Council.
4. Heart of Staveley Ltd to establish a multi-disciplinary Board of Directors including representatives of organisations and individuals in Staveley as appropriate and agreed by both Parties including Staveley Town Council.
5. Heart of Staveley Ltd to be responsible under the lease for the general maintenance and management of the Property to ensure that it (and every part) remains in good and safe condition in perpetuity including fundraising, as necessary, to achieve this end.
6. The Heart of Staveley Ltd to be responsible for all future major structural building repairs, replacement of boiler and lift etc and building insurances following restoration.
7. Heart of Staveley Ltd to manage the project and be responsible for delivering the annual Business Plan as agreed by both Parties including Staveley Town Council. Heart of Staveley Ltd, and its trading company, to be VAT Registered.

Signed on behalf of the parties thisday of2013

.....
Staveley Town Council

.....
Heart of Staveley Ltd

RESOLVED – That authority be given to the Acting Town Clerk to identify a solicitor that may carry out work in writing the leases required for letting the units in the Stables Block any final leases must be approved by Council.

<p>36/14</p>	<p>Finally a letter received from Mike McCoy regarding Heart of Staveley Community Archaeology 2014 was considered by the Council.</p> <p>RESOLVED – That permission be given to: “excavate the remaining area of the midden - 8 July - 26 July, Tuesday to Saturdays only. The area is located on the grass out front of the hall, will cover an area approximately 5m x 5m excavated to approximately 0.7m deep. As per previous years, the excavation area will be surrounded by netlon fencing and caution signs, and will be backfilled upon completion (and replanted).”</p> <p>Councillors felt this was good for Staveley, got people involved locally and from further afield and helped with attracting funding</p> <p>STAVELEY TOWN COUNCIL – OFFICE</p> <p>The Acting Town Clerk briefed Councillors on Staveley Town Council needs in relation to an imminent office move. When Phase II of the Heart of Staveley Project begins it will be necessary for the Council to move out of Staveley Hall into alternative accommodation. Due to changing circumstances the previous decision by Staveley Town Council minute number 646/13 (i) where it was resolved “to abandon the move to 26 High Street as a consequence of increased costs”, would need to be rescinded. This would be the focus of the Extra-Ordinary Meeting scheduled for 20th May 2014.</p>	
--------------	--	--

