

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

Held on Tuesday, 5th August 2014

Commencing at 6.00 p.m.

In The Speedwell Rooms, Inkersall Road, Staveley

Present: -

Councillor A. Hill – (Chair)
Councillor S. Bagshaw
Councillor J. Barnett
Councillor O. Cauldwell
Councillor H. Elliott
Councillor P. Hill
Councillor C. Ludlow
Councillor K. Ludlow
Councillor E. Tidd

In attendance: Paul Harris – Acting Town Clerk

		ACTION
	<u>PART I – NON CONFIDENTIAL INFORMATION</u>	
/14	PUBLIC SESSION No members of the public wished to speak.	
/14	DECLARATION OF MEMBERS' INTERESTS a) There were no Declarations of Members' Interests. b) No requests for dispensations were received	
/14	APOLOGIES FOR ABSENCE Councillor J. Bacon (Holiday), Councillor D. Collins, Councillor L. Collins, Councillor McManus (Holiday), Councillor D. Parsons (work commitments) and Councillor v. Lang (work commitments).	
/14	COUNCILLORS NOT PRESENT Councillor B. Dyke and Councillor J. Williams.	

/14	<p>TO DETERMINE WHICH ITEMS IF ANY FROM PART I OF THE AGENDA SHOULD BE TAKEN WITH THE PUBLIC EXCLUDED AND MOVED INTO PART II</p> <p>No items were requested to be taken with the public excluded.</p>	
/14	<p>SPEEDWELL ROOMS – MAINTENANCE ITEMS</p> <p>The Acting Town Clerk presented a report from Alan Mansell, Maintenance Manager. This included the work that had been carried out to the flat roof over the stage and highlighting further work needed to the roof. CCTV upgrade has been purchased and is in the process of being fitted. Plaster work was needed over the stage, quotations were being obtained for upgrades to the heating system, fixed seating for the lounge, for fixing the garage roof and doors along with various other issues that were relayed to Councillors.</p> <p>Councillors wished to thank Mr Mansell for his report. It was noted that the maintenance budget had not been properly utilised and it was helpful to have a comprehensive report from staff. They wished to note that staff have really helped get the Bar and Cellar area under control along with work to clear all rubbish from the Speedwell Rooms really proved staff do want to work with Councillors.</p> <p>The lack of cleanliness of the floors was noted, in particular Councillors felt that the floor needed stripping and some of the other floors were thought to be in need of better cleaning. Councillors asked the Acting Town Clerk to check with staff if they had the right equipment that they needed in order to carry out the work needed.</p> <p>Manual handling training was also mentioned.</p> <p>The report was referred to the Speedwell Rooms Sub-committee.</p>	
/14	<p>MARKET – MAINTENANCE ITEMS</p> <p>Various materials were requested by the Markets Manager for upgrading the market; however, Councillors felt that additional stall holders were needed before money could be spent. Cllr A Hill would speak with the Markets Manager on his return from holiday.</p>	
/14	<p>MIDDLECROFT ALLOTMENTS – FENCING – TO RATIFY DECISION</p> <p>The Council noted minute number 244/14 and RESOLVED to ratify the decision to appoint Imperial of Great Britain to carry out the fencing work at the Middlecroft Allotments.</p>	

9 votes FOR

Cllr Hill would also look into obtaining a quotation from Imperial of Great Britain for renewal of the heating system in the Speedwell Rooms.

/14

ACCOUNTS – SCHEDULE OF PAYMENTS

The following schedule of payments was presented to Council for approval:

Date	Cheq no.	Supplier	Description	Net £	Vat £	Total £	Clerk	Council	Notes
Staveley Town Council									
Payments for approval August 2014									
Cheques for approval									
	506570	Abstract Signs and Graphics	Display cases	318.78	63.76	382.54	PH	Retrospective approval	
	506571	Vallaton Ltd	Frames and Mounting	897.75	1,077.30	1,975.05	PH	Retrospective approval	
	506572	Bolsover Safety	Health and Environmental Services	140.00	28.00	168.00	PH	Retrospective approval	
	506573	Cheque cancelled	n/a			0.00	PH	Retrospective approval	
	506574	Staveley Hall Garden Centre	Bouquet	25.00	0.00	25.00	PH	Retrospective approval	
	506575	Sparks Electrical-pay J Barnett	DJ Work at Speedwell Rooms	150.00	0.00	150.00	PH	Retrospective approval	
	506576	Banner Box	Art Print	225.00	45.00	270.00	PH	Retrospective approval	
	506577	Initiote	Copier Supplies	102.37	20.47	122.84	PH	Retrospective approval	
	506578	E-on	Electricity - Stables flat	45.29	2.26	47.55	PH	Retrospective approval	
	506579	Spa Engineering	Strimmer repair	34.67	6.93	41.60	PH	Retrospective approval	
	506580	Booker	Bar Supplies - Speedwell	217.74	42.78	260.52	PH	Retrospective approval	
	506581	Jo Taylor	Finance duties	1,360.60	0.00	1,360.60	PH	For approval and signing	
	506582	Duckmanton Miners Welfare	Chairs Allowance	50.00	0.00	50.00	PH	For approval and signing	
	506583	Poolsbrook Miners Welfare	Chairs Allowance	50.00	0.00	50.00	PH	For approval and signing	
	506584	S Plummer	Finance- Admin services	370.00	0.00	370.00	PH	For approval and signing	
	506585	W R Leivers	Repairs to Speedwell Rooms roof	6,497.00	1,299.40	7,796.40	PH	For approval and signing	
	506586	ADT Fire Security	Maintenance of fire alarm - Hall	108.43	21.69	130.12	PH	For approval and signing	
	506587	Safety Republic Ltd	Cleansing materials	78.52	15.70	94.22	PH	For approval and signing	
	506588	Copier Systems Ltd	Contract for copier	220.00	44.00	264.00	PH	For approval and signing	
	506590	Staveley Armed Forces	Chairs Allowance	50.00	0.00	50.00	PH	For approval and signing	
	506591	Duckmanton Miners Welfare	S137 Grant	200.00	0.00	200.00	PH	For approval and signing	
	506592	2nd Inkersall Brownies	S137 Grant	200.00	0.00	200.00	PH	For approval and signing	
	506594	Vision 2000	Trophies supplied	291.00	0.00	291.00	PH	For approval and signing	
	506595	hibu	Entry in Yell.com	200.00	40.00	240.00	PH	For approval and signing	
	506596	Viking	Stationery	146.09	29.22	175.31	PH	For approval and signing	
	506597	Parkland Garden Furniture	Maintenance supplies	95.70	18.14	113.84	PH	For approval and signing	
	506589	BHP Accountants	Prof Services Aug 2012	3,000.00	600.00	3,600.00		For approval and signing	note - not approved by clerk
	506593	Chesterfield BC	Consultancy services	5,100.00	1,020.00	6,120.00		For approval and signing	note - not approved by clerk
						23,651.84			
Bank Payments									
22/07/2014	BACS	DCC	Pensions			9,526.70	PH	Retrospective approval	
16/07/2014	BACS	wages				1,722.08	PH	Retrospective approval	
22/07/2014	BACS	wages/salaries				15,754.45	PH	Retrospective approval	
30/07/2014	Online	wages				1,564.95	PH	Retrospective approval	
06/08/2014	Online	Parkin Heritage & Tourism	Heart of Staveley Project	3,162.00	632.40	3,794.40	PH	Approval for payment	
06/08/2014	Online	Brooke Architecture	Heart of Staveley Project	3,600.00		3,600.00	PH	Approval for payment	
						35,962.56			
Debitcard									
16/07 - 21/07	direct debit	Post Office	Recorded deliveries			21.20	PH	Retrospective approval	
			Total of all payments			59,635.62			

Cllr A Hill reported that three items were coming from the Chairs

	<p>Allowance. Questions were asked regarding the BHP Accountants bill, it was considered by Councillors that this should be paid by Heart of Staveley rather than the Council. The Acting Town Clerk was asked to look into this further.</p> <p>Regarding the Chesterfield BC Consultancy Services, Councillors thought that this had already been paid and arrangements should be made to pay the bill.</p> <p>A question had been asked about the letting of the Stables Business Units. It was seen as very important for income generation that interested parties be kept on board. Councillors AGREED that they wanted the Acting Town Clerk to use the draft lease obtained from Chesterfield Borough Council as a template for developing Staveley Town Council Leases. This is in accordance with minute 142/14.</p> <p>The costs for the Arts and Crafts Competition were noted to be quite high. Councillors asked for this to be referred to the Leisure and Community Committee.</p> <p>It was RESOLVED that the Schedule of Payments be approved with the exception of BHP Accountants which required further investigation.</p> <p>8 votes FOR</p>	
/14	<p>FINANCIAL RISK ASSESSMENT</p> <p>Councillors asked the Acting Town Clerk to look at software packages for Health and Safety and Risk Assessments. This matter was referred to the next Policy, Finance and Publicity Committee.</p>	
/14	<p>SEALING OF DOCUMENTS</p> <p>a) 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>b) There were no documents requiring registration by the Land Registry</p>	
/14	<p>PART II – CONFIDENTIAL BUSINESS</p> <p>PUBLIC BODIES (ADMISSION TO MEETINGS ACT), 1960</p> <p>RESOLVED – That in view of the fact that publicity would be prejudicial to the public interest by reason of the confidential nature</p>	

/14	<p style="text-align: center;">of the following matters, the public and representatives of the press excluded from this meeting during the discussion thereof.</p> <p>OUTCOMES OF GRIEVANCE HEARINGS AND DISCIPLINARY HEARINGS</p> <p><u>Grievance 1 staff member 1:</u></p> <p>Several points were raised in a Grievance against the Council, the majority of these were not upheld on any grounds however 3 instances were found by the Hearing Panel to have “elements of grounds” against individual members of the Council.</p> <p>The Council NOTED that the report had been received but did not accept it.</p> <p>8 votes FOR. Cllr A Hill did not vote</p> <p><u>Appeal Hearing of Grievance 1 staff member 1:</u></p> <p>The Panel concluded that they agree with the outcome of the original hearing and do not uphold any further grievances.</p> <p>The Council NOTED that the report had been received but did not accept it.</p> <p>8 votes FOR. Cllr A Hill did not vote</p> <p>Council Members further stated that the Council had never seen the allegations cited in Grievance 1 staff member 1 or subsequent appeal – the Council must have the right to defend the Council. Councillors had never received the recordings of the Grievances.</p> <p>The Council does not recognise the outcome as the process was incorrect; this is because as soon as individual Councillors were highlighted/ targeted the Grievance Hearing should have been adjourned and the matter referred to the Standards Board. As such Councillors agree they should have been given the opportunity to refute allegations at the hearing not after reports have been submitted to complainants and again as such the process was deemed to be flawed. These matters would be picked up with the Council appointed HR Consultant.</p> <p><u>Grievance 2 staff member 1:</u></p> <p>The Hearing Panel reviewed and discussed all of the evidence provided and concluded, that the three points presented to the Panel in relation to</p>	
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Grievance 2 were not upheld. The activities carried out by Staveley Town Council and Acting Town Clerk, Paul Harris were reasonable and in the best interests of the members of Staveley and in the best interests of the public purse.

The Council **ACCEPTED** the report.

9 votes **FOR**

Grievance 1 staff member 2:

The Hearing Panel did not uphold any element of the grievance.

In relation to minute number 656/13, Cllr Ludlow confirmed that she had never informed the Council that there were 3 applications for the post of Acting Town Clerk. There was 1 application from Mr Harris. A further application was received on the day of his interview. The application was reviewed – the applicant did not have the relevant experience that the Council was looking for. Nicki Williams did a telephone interview with that person. The person intimated that she was happy to be considered for a Minute Taker position. Regarding the minutes cited by the staff member, these were not a true reflection and the Council should have picked this up when ratifying the minutes.

The Council accepts that the recruitment process was not actioned correctly.

The Council would like the notes that Nicki Williams took at the interview of Paul Harris and also her notes of the telephone interview of the other person. This should be reviewed as part of an investigation into the interview process. The Council wishes to put in place a new recruitment and interview procedure to be ratified by the Council in May 2015.

The Council **ACCEPTED** the report

Grievance 2 staff member 2:

The Hearing Panel did not uphold the Grievance.

The Council **ACCEPTED** the report.

8 votes **FOR.**