



STAVELEY TOWN COUNCIL

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Staveley Hall
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17 May 2023

To all members of Staveley Town Council

Dear Councillor

You are hereby summoned to attend the Annual meeting of the Town Council to be held at 6.00 pm on Tuesday, 23 May 2023 at the Speedwell Rooms.

Members are asked to sign the attendance sheet for the meeting, available in the room.

In the interests of the smooth running of the meeting, queries or clarification about any of the items on the agenda are requested to be submitted 2 days prior to the meeting, to enable the Clerk to provide a comprehensive response.

Please ensure that confidential papers are kept secure prior to, and not left in the meeting room following, the meeting.

Yours sincerely

Sabrina Doherty
Town Clerk and Financial Officer

RECORDING OF COUNCIL MEETINGS

Under the Openness of Local Govt. Bodies Regulations 2014, members of the public may film, photograph and make audio recordings of the proceedings of the formal Council meeting.

Recording activity should be respectful to the conduct of the meeting and behaviour that disrupts the meeting (such as oral commentary) will not be permitted. The Clerk will record meetings for the purposes of the minutes.

AGENDA

- 1. TO ELECT THE CHAIRMAN OF THE COUNCIL**
- 2. THE DULY ELECTED CHAIRMAN OF THE COUNCIL TO SIGN THE DECLARATION OF ACCEPTANCE OF OFFICE**
- 3. TO ELECT THE VICE-CHAIRMAN OF THE COUNCIL**
- 4. TO NOTE THE DELIVERY OF THE ACCEPTANCE OF OFFICE FORMS FROM ALL COUNCILLORS**
- 5. TO NOTE APOLOGIES FOR ABSENCE**
- 6. TO RECEIVE DECLARATIONS OF INTERESTS**
Members are invited to declare disclosable pecuniary interests and other interests in items on the Agenda as required by the Staveley Town Council Code of Conduct for Members and by the Localism Act 2011.
- 7. TO ELECT THE LEADER OF THE COUNCIL**
- 8. TO ELECT THE DEPUTY LEADER OF THE COUNCIL**
- 9. MINUTES OF THE PREVIOUS MEETING**
To confirm and sign the minutes of the meeting held on 25 April 2023.
- 10. CHAIRMAN'S ANNOUNCEMENTS**
- 11. PUBLIC PARTICIPATION SESSION**
This provides an opportunity for members of the public to make representations to the Council in relation to items on the agenda. Time for this item is limited to **15 minutes**.

Councillors will not debate the matters raised and no decisions can be made on any items raised in this session they will be put forward to the next meeting.

If in attendance the PCSO may provide an update on local policing matters.
- 12. REPORTS FROM BOROUGH AND COUNTY COUNCILLORS**
If in attendance, Borough and County Councillors are invited to provide a short update to the Town Council on matters affecting the Town from their respective authorities.
- 13. APPOINTMENT OF COMMITTEES AND REVIEW OF DELEGATION ARRANGEMENTS AND TERMS OF REFERENCE**
To consider the report of the Town Clerk and RFO.

- 14. REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS**
To note the recent reviews in March and April 2023 respectively. Further reviews will be carried out as appropriate and brought back to Council for approval and adoption in due course.
- 15. REVIEW OF REPRESENTATION ON EXTERNAL BODIES**
To consider the report of the Town Clerk and RFO.
- 16. GENERAL POWER OF COMPETENCE**
To consider the report of the Town Clerk and RFO.
- 17. CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURABLE RISKS**
To receive a verbal update from the Town Clerk and RFO.
- 18. REVIEW OF SUBSCRIPTIONS TO OTHER BODIES**
To consider the report of the Town Clerk and RFO.
- 19. SCHEDULE OF MEETINGS FOR 2023-24**
To consider the report of the Town Clerk and RFO.
- 20. FINANCE MATTERS**
a) To approve the schedule of payments to 30 April 2023.
b) To note the budget monitoring reports
c) To note the bank balances as at 16 May 2023:
 i. Co-op current account: £6,973.60
 ii. Co-op 14 day account: £35,094.01
 iii. Co-op Savings account: £62,989.07
 iv. Petty Cash/Floats: £342.17
 Total funds: £105,398.85
d) Update on CBC loan and clearance of debts
- 21. UPDATE ON ESTABLISHMENT OF THE IMPROVEMENT BOARD**
To receive a verbal update from the Town Clerk and RFO on progress made to date and cost implications for progression.

DRAFT Minutes of a meeting of Staveley Town Council held at 6.00 pm on Tuesday, 25 April 2023 at the Speedwell Rooms.

Present:

Councillors

P Wilson (Chair)

J Kay

D Rhodes

B Bingham

P Mann

K Thornton

B Dyke

D Parsons

E Tidd

P Jacobs

R Perry

1121/SD/22

TO NOTE APOLOGIES FOR ABSENCE

Apologies for absences were received from Councillors J Mann, D Denton, D Collins, C Ludlow and C Jackson.

1122/SD/22

TO RECEIVE DECLARATIONS OF INTERESTS

Councillor P Wilson declared a pecuniary interest in the item 'Land and Property Matters'.

Councillor P Mann declared a non-pecuniary interest in the item 'Land and Property Matters'.

1123/SD/22

MINUTES OF THE PREVIOUS MEETING

RESOLVED:

That the minutes of the meeting held on 21 March 2023 be approved and signed as a correct record.

1124/SD/22

CHAIRMAN'S ANNOUNCEMENTS

The Chairman said that he had been contacted by a member of the public querying the legality of holding the meeting when the previous public meeting had been cancelled. He explained that the previous meeting was not a council meeting and had been cancelled under advice from the Borough Council. Tonight was an official Council meeting which could go ahead in accordance with guidance from the Local Government Association. He asked that those who were standing in the local elections did not try to use the meeting as a platform and refrain from asking questions in the public session which could be construed as electioneering.

He wished to express the Council's sincere thanks to the Councillors who had served over the past four years and wished all the best to those standing in the coming elections.

A piece of correspondence had been received just prior to the meeting which he read out in abbreviated form.

1125/SD/22

PUBLIC PARTICIPATION SESSION

The Chairman stated that Councillors would not be debating any

of the questions raised, answers would be provided at the next meeting.

A member of the public stated that the appearance of the Elm Tree pub was letting the High Street down and asked if there was anything that could be done about it.

A member of the public read out a statement regarding the comments made in social media and asked if the Council would provide a report as to how it reduced the debts from over £900k to £330k.

The state of parking on the High Street was raised by a concerned resident who felt that the street was overburdened and that when the new flats were approved the Council did not take into account parking provision.

It was asked if the independent investigation had started yet and did it not breach the pre-election period to post information about it all on social media?

A resident raised issues experienced with young people and anti-social behaviour that was occurring at Morrisons and in the town centre. She raised issues with kids throwing trolleys around, setting fires inside the elm tree, verbal abuse and throwing bricks.

A complaint was made about the potholes on Rectory Road, whilst they had been reported, there had been no action taken to deal with them.

It was suggested again that the elections be suspended or put back to a later date to let the public hear the results of the investigation otherwise they could be voting back in the people that caused the problem.

It was queried whether the £1,500 had been paid back by the member of staff that had a loan.

1126/SD/22

REPORTS FROM BOROUGH AND COUNTY COUNCILLORS

Councillor Dyke advised that the Borough Council have had funding which would be used to provide a MUGA and play area in Poolsbrook village.

1127/SD/22

COMMUNITY INFRASTRUCTURE LEVY (CIL) ANNUAL INFRASTRUCTURE FUNDING STATEMENT

Council considered the report of the Town Clerk.

RESOLVED:

- a) That the use of CIL funding as set out in the draft CIL report at appendix 1 of the report be approved.
- b) That the draft CIL report be approved and the Town Clerk be authorised to publish the report online.

1128/SD/22 FINANCE MATTERS

- e) To approve the schedule of payments to 31 March 2023.
RESOLVED: That the schedule of payments to 31 March 2023 be approved for payment.
- f) To receive the draft balance sheet to 31 March 2023.
RESOLVED: That the draft balance sheet to 31 March 2023 be noted.
- g) To note the bank balances as at 18 April 2023:
 - i. Co-op current account: £21,103.59
 - ii. Co-op 14 day account: £0.01
 - iii. Co-op Savings account: £262,596.71
 - iv. Petty Cash/Floats: £342.17**RESOLVED:** That the bank balances be noted.
- d) Update on CBC loan and clearance of debts
Councillors received the report of the Town Clerk and it was confirmed that all salaries and redundancy payments had been paid to staff and the pensions were up to date as at 31st March 2023. Approximately half of the outstanding debt to HMRC had been cleared by 31st March and more had been paid off since. This was down to difficulties with the bank and the sweep arrangement as well as the limitation of spending up to £30,000 per day using online banking.

The outstanding monies owed to the council had been reduced from approx. £45k down to about £8k with arrangements to pay having been agreed. One of the tenants had not been back in touch so potentially further action might be required.

RESOLVED: That the update be noted.

1129/SD/22 REVIEW OF FEES AND CHARGES

Councillors considered the report of the Town Clerk and RFO.

RESOLVED:

- a) That the room hire fee chart as set out at paragraph 3.1 of the report be approved (attached as an appendix to the minutes).
- b) That the fees for the market and reestablishment of the table top sales as set out at section 5 of the report be approved, with delegated authority granted to the clerk to find a refreshments vendor.
- c) That the interim arrangement for the Speedwell bar be approved.

- d) That approval be granted to the Clerk to make an application to disapply the requirement for a Designated Premises Supervisor at Staveley Hall.
- e) That there be no increase on the allotment rents, subject to no more skips being provided free of charge.

1130/SD/22 REVIEW OF FINANCIAL POLICIES & PROCEDURES

- a) Statement of Internal Control
Councillors reviewed the recommended changes presented by the Town Clerk

In response to query the Town Clerk confirmed that there would be regular reporting, to include the reserves.

RESOLVED: That the revised Statement of Internal Control be approved and adopted.

- b) Corporate Risk Register
Councillors reviewed the recommended changes presented by the Town Clerk.

It was queried how this would be reported on in future. The Clerk confirmed that she would be bringing a regular update in the form of action plans and progress reports.

RESOLVED: That the revised Corporate Risk Register be approved and adopted.

- c) Financial Regulations
Councillors reviewed the recommended changes presented by the Town Clerk.

Councillor Dyke queried section 4.1 and stated that there shouldn't be any delegation to the Chairman or a committee chairman. The Town Clerk explained that this section was not giving delegated powers to any Councillors, the delegation was to the Clerk but required her to consult with the Chairman or relevant committee chair before undertaking any expenditure. It was not possible or lawful to delegate to an individual councillor. Removal of the requirement to consult the Chairman meant that the Clerk would be able to spend without reference to anyone.

Councillor Dyke proposed and it was seconded by Councillor Jacobs that the wording in the bullet points at section 4.1 be changed to read as follows:

- The Council for all items over £1,000
- The Clerk for any items below £1,000

Against the Clerk's advice it was

RESOLVED:

a) That the bullet points at section 4.1 of the Financial Regulations be amended as set out above.

b) That the Financial Regulations be approved subject to the amendments presented by the Town Clerk and the amendment so carried above.

1131/SD/22 APPROVAL TO AFFIX COUNCIL SEAL

RESOLVED: That approval be granted for the affixing of the Council's Seal to the new tenant lease agreements (8 in total). The documents to be signed by the Chairman of the Council and the Leader of the Council and to be witnessed by the Proper Officer.

1132/SD/22 EXCLUSION OF PRESS AND PUBLIC – PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

RESOLVED: That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

The Council adjourned for a short comfort break at 7:10pm and reconvened at 7:16pm.

1133/SD/22 TENANCY MATTERS

Councillors considered the report of the Town Clerk & RFO.

RESOLVED:

a) That the progress to date be noted.

b) That, on a trial basis, a pop-up shop arrangement be allowed in an empty unit at the Stables, subject to a month long contract arrangement. The Clerk be delegated authority to enter into an appropriate licence agreement, encompassing the Council's wishes.

c) That the offer for Unit 4 be rejected.

d) That the Town Clerk be authorised to seek a professional valuation, at no cost, for the café business to bring back to a future meeting for discussion.

1134/SD/22 LAND AND PROPERTY MATTERS

Councillors considered the report of the Town Clerk. During the item the Chairman realised he had a pecuniary interest, declared it and sought a replacement Chairman so that he could

leave the room. Councillor P Mann declared an interest having been aware of the circumstances surrounding the Chairman's interest prior to the meeting.

It was proposed and seconded that Councillor D Parsons be elected Chairman for the remainder of the meeting. Upon the vote the motion was carried and Councillor Parsons took the Chair. Councillors P Wilson and P Mann left the meeting.

RESOLVED:

- a) That the Council does not pursue the opportunity to purchase the ACF building.
- b) That the remainder of the report be deferred to the next meeting due to time constraints.

The Chairman declared the meeting closed at 7:48pm.

Signed: _____

REVIEW OF FEES AND CHARGES 2023-24 – STAVELEY TOWN COUNCIL**ROOM HIRE FEES**

All prices are subject to VAT as appropriate.

Venue/Room	Non-commercial		Commercial	
	Mon-Thurs	Fri – Sun	Mon – Thurs	Fri – Sun
Speedwell Rms				
Main Hall	£25ph	£40ph	£28ph	£45ph
Lounge	£12ph	£15ph	£15ph	£16ph
Room 1	£15ph	£16ph	£16ph	£20ph
Room 2 (new)	£8ph	£10ph	£12ph	£16ph
Small Kitchen*	£10	£10	£12	£12
Large Kitchen*	£42	£42	£50	£50
Full comprehensive hire	£300	£380	£350	£415
Staveley Hall				
Frecheville	£15	£15	£25	£25
Devonshire	£25	£25	£35	£35
Musard	£20	£20	£30	£30
Ancillary charges				
Tea/coffee/biscuits	£3pp	£3pp	£3pp	£3pp
Flip chart*	£5	£5	£5	£5
Projector & screen*	£10	£10	£10	£10

* Per booking

SPEEDWELL BAR

Large event (over 100 people) £250

Small event (upto £100 people) £100

Bar operator to organise own staff, stock and TEN etc.

ALLOTMENTS RENTS

Site	Site rent
Hartington	£19.60
Mastin Moor	£1.00 (agd £0)
Middlecroft Road	£33.32
Staveley Town	£31.78
Reema, Calver Cres	£5.83
Inkersall	£57.54
Bellhouse Lane	£25.20
Barrow Hill	N/A

Totals	£173.27
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MARKET RENTS

£10 per day per stall for businesses / £5 per pitch if bring own gazebo and stall
£5 per day per stall for charities.

Specialist markets £15 per stall

Fees for exhibitors/events as follows:

All day hire for whole square:

Commercial operator: £350

Charity/Community group with paying stalls: £250

Exhibitor stand (max 6mx3m pitch)

Commercial: £175

Non-commercial (eg NHS info): £100

Table Top Sales in the Speedwell Rooms.

Sellers: £10 per table

Catering van pitch: £25

Use of kitchen to cater event: £52+VAT

**APPOINTMENT OF COMMITTEES AND REVIEW OF DELEGATION
ARRANGEMENTS AND TERMS OF REFERENCE – STAVELEY TOWN
COUNCIL**

MEETING: ANNUAL MEETING OF STAVELEY TOWN COUNCIL

DATE: 23 MAY 2023

REPORT BY: TOWN CLERK AND FINANCIAL OFFICER

1.0 PURPOSE OF REPORT

- 1.1 To review the standing committees and delegation arrangements to committees, sub-committees, staff and other local authorities.
- 1.2 To review the terms of reference for committees
- 1.3 To appoint members to existing committees
- 1.4 To appoint new committees as required

2.0 BACKGROUND AND INTRODUCTION

- 2.1 The Council has had the following standing committees for the last 4 years:
 - Policy, Finance and Publicity Committee
 - Leisure and Community Committee
 - Planning and Environment Committee
- 2.2 Meetings became erratic during the last year due to personal issues of the former Town Clerk and latterly the changeover in Town Clerk and discovery of the Council's financial problems. This resulted in very few committee meetings taking place.
- 2.3 Unfortunately, the Town Clerk has been unable to locate a copy of the Terms of Reference(ToR) for the above committees, whilst the committees have existed for years, the ToR do not appear to have been reviewed for some time and so it is unclear what the committees were tasked with and whether they had any delegated authority.
- 2.4 At the last Council meeting, delegation to authorise expenditure was removed from the Financial Regulations in relation to Committees. They are therefore only able to make recommendations through to Council on any expenditure matters.

3.0 PROPOSED COMMITTEE STRUCTURE

- 3.1 Given the circumstances now in play, the workload of the Town Clerk has increased significantly in order that the Council can continue to run on minimal staffing costs. There are additional requirements for the Clerk to meet the terms of the loan arrangement and ongoing administrative work relating to the restructure and spending review that commenced in December 2022. As Councillors will see in a later report on the agenda, the Town Clerk has been regularly working in excess of 50 hours a week to pull in work against the deadlines whilst maintaining a semblance of normality. There will be additional draws on the Clerk's time to assist the Improvement Board with their work in investigating the finances as well as the necessary improvement works that need to be carried out to change the way that the Council operates going forward.
- 3.2 With the above in mind, it is recommended that there be no committees appointed for the 2023-24 year. It takes a week of preparation and administration to set up and hold a meeting. A monthly meeting equates to 3 months worth of preparation time. This year, that time could be better spent on improving/setting up internal processes and researching and applying for grants to enable services to continue.
- 3.3 To ensure that there is still oversight of the Town Clerk's work and employee well-being it is suggested that a working party consisting of the political group leaders and the Chairman of the Council be formed and that this meet monthly with the Town Clerk to review progress and consider any new issues that occur. This group would operate as a strategy 'think tank' which would make recommendations through to Council for all Councillors to consider. The group leaders would go to their respective groups to brief them on matters raised. As it will not be a formal decision making body, formal papers will not need to be prepared for it and this will cut down on a significant amount of time spent on bureaucracy. Clearly formal papers will be brought to Council meetings.
- 3.4 A meeting with the Group Leaders resulted in a recommendation from them that the Policy Finance and Publicity meetings continue to be held on a bi-monthly basis. The Leisure and Community Committee not to be held this year, if necessary working parties could be set up to assist with running events if grants are obtained. The Planning and Environment Committee to not be held unless there is a significant application requiring attention.
- 3.5 If Council is minded to continue with committees this year, it is proposed that they all have a maximum of 7 seats available. Although political proportionality does not apply at this tier of local government, the Town Council has historically managed committees in this way.
- 3.6 As the council has no overall control and no two groups have confirmed that they will form a coalition, and following the political balance rules as set out in section 15 of the Local Government and Housing Act 1989 the proportion of seats is split as follows:
Labour 35%
Lib Dem 29%

Community independents 29%

3.7 The independent member does not constitute a group on their own and so would not be entitled to seats in this split, however, if the Council was so minded, they could be invited to fill any seats left after allocations to groups or provided with a single seat to ensure that they are included.

3.7 Based on 3 committees with a total of 21 seats available, Labour could have a total of 8 seats, Lib Dems and Community Independents 6 seats each with the final seat available for the independent councillor. The split of seats could therefore be as follows:

Committee	Labour	Liberal Democrats	Community Independents	Independent
PFP	2	2	2	1
Leisure	3	2	2	0
Planning	3	2	2	0
Total	8	6	6	1

3.8 Council is asked to consider the allocation in the table above and amend as necessary.

4.0 PROPOSED SCHEME OF DELEGATION AND TERMS OF REFERENCE FOR COMMITTEES

4.1 Whilst the council clearly has some work to do to make improvements, looking to the future, for efficiency and effective decision making, committees should be empowered to take decisions within the confines of existing policy and approved budgets. It should also be clear what delegated authority exists for the Town Clerk in order to run the council efficiently and prevent confusion of roles.

4.2 A draft scheme of delegation, making it clear who has responsibility for what and can make decisions accordingly, has been prepared and attached as appendix 1. Council is to be aware that the Financial Regulations override the scheme and so until such time as those are amended, committees will not be able to make spending decisions.

4.3 Councillors asked that they be involved with appointing the new caretaking staff. In accordance with the above-mentioned scheme, Council is asked to appoint 2 Councillors to assist the Town Clerk with the upcoming interviews. Council is asked to consider appointing councillors with prior training and experience in interviewing for job roles.

5.0 RECOMMENDATIONS

5.1 That Council agree the number of committees and political balance numbers for each.

5.2 That Council agree the appointees to the seats in accordance with the

allocations.

- 5.3 That council appoint 2 councillors to assist the Town Clerk in interviewing the Caretaker/Maintenance operative roles.
- 5.4 That Council approve and adopt the draft scheme of delegation as set out in appendix 1, noting the limitation on spending decisions for committees.

Sabrina Doherty
Town Clerk and Financial Officer



Scheme of Delegation to Officers, Committees and Sub-Committees

This Scheme of Delegation authorises the Proper Officer and Responsible Finance Officer (which may be one and the same person), Standing Committees and Sub-Committees of the Council to act with delegated authority in the specific circumstances detailed.

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1. INTRODUCTION

- 1.1 The Council scheme of delegation is an essential policy to enable the Council to function efficiently and effectively. Without this every decision would have to be taken by the Full Council. Decision making powers are given to both Committees and officers to enable the Council to react to circumstances and operate effectively.
- 1.2 Powers cannot be legally delegated to individual Councillors or Working Parties.
- 1.3 Working parties are ordinarily established to investigate and or review a particular matter then report back to the relevant committee or Council with its findings which may include recommendations. Some working parties are established as an ongoing liaison with members of the public and/or local groups and will inevitably meet on a longer term basis.
- 1.4 The Council may at any time, following resolution, revoke any delegated authority.
- 1.5 This scheme forms part of the Council's Budget and Policy Framework and should be read in conjunction with the Town Council's Standing Orders and Financial Regulations.
- 1.6 This scheme will be reviewed on a regular basis, as required, and at least annually to ensure that it remains fit for purpose.

2. DISCHARGE OF THE SCHEME

- 2.1 All delegated functions shall be deemed to be exercised for, and on behalf of, the Town Council.
- 2.2 Powers shall be exercised within the confines of the Town Council's Budget and Policy Framework, notwithstanding the emergency provisions described at section 7 of the scheme.
- 2.3 The Council may at any time, following resolution, revoke any delegated authority, without prejudice to executive action already taken.
- 2.4 Officers and Committees may decide not to exercise delegated responsibilities and may instead make a recommendation to the Council. Similarly, where a Committee has no delegated power to make a decision it makes a recommendation to Council.
- 2.5 All actions decided upon by Committee, within their powers, shall be carried out by the Town Clerk.
- 2.6 Provided that such authorisation is not prohibited by statute the Town Clerk may authorise another Officer to exercise that power, duty or function, subject to:
 - such authorisations being in writing

- only be given to an Officer below the delegating officer in the organisational structure
- only being given where there is significant administrative convenience in doing so
- the Officer authorised by the Town Clerk acting in the name of the Town Clerk

2.7 A delegation to a subordinate Officer shall not prevent the Town Clerk from exercising the same power or duty at the same time.

2.8 Any deviation from this scheme should be reported to Council at the earliest opportunity with an explanation of the circumstances in which the breach occurred.

3. POWERS RESERVED TO COUNCIL

The following matters are reserved to the Council for decision, notwithstanding that the appropriate committee(s) may make recommendations for the Council's consideration. This list is not exclusive and shall incorporate all matters which must, by law, be reserved to the full Council whether listed here or not.

- (a) Setting the Town Precept and adopting the Budget
- (b) Setting the Council's Corporate Priorities and determining the Delivery Plan
- (c) Borrowing money
- (d) Setting fees and charges
- (e) Adoption and changes to all policies including making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation
- (f) Approving any virement between budgets (exceeding £2,000)
- (g) Making of orders under any statutory powers
- (h) Approve any grant in excess of £1,000.
- (i) Making, amending or revoking by-laws
- (j) Appointment of representatives of the Council to any other authority, organisation or body (excepting approved conferences or meetings)
- (k) Any proposed new undertakings or matters of principle
- (l) Prosecution or defence in a court of law
- (m) Appointment of Standing Committees
- (n) Approval of the Annual Return and Audit of Accounts
- (o) Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Town, excluding those matters specific to a committee
- (p) The adoption of a Neighbourhood Plan
- (q) The appointment or dismissal of the Town Clerk
- (r) Changes to the Council's staffing structure including establishment of new posts

4. DELEGATION TO COMMITTEES

- 4.1 This section of the scheme captures the Terms of Reference for each committee and allows the Council's committees to make decisions on behalf of the Council.
- 4.2 Delegated decision making by committees must be exercised in accordance with the law, Council's Standing Orders and Financial Regulations and any applicable approved policy and budget.
- 4.3 The Council may, at any time, following resolution, revoke any delegated authority, without prejudice to executive action already taken.
- 4.4 Committees may decide not to exercise delegated responsibilities and may instead make a recommendation to the Council. Similarly, where a Committee has no delegated power to make a decision it makes a recommendation to Council.

4.5 Powers relevant to all committees

- a) Each committee is authorised to establish Sub-Committee and working groups from amongst its membership and to appoint advisers as and when necessary to assist in its work.
- b) The work of a working group will be decided upon at the time it is formed and its terms of reference shall be minuted.
- c) Each working group will report back with recommendations to the Council or the Committee that formed it.
- d) Each committee is authorised to approve and sign its own minutes as true and correct records.
- e) Any expenditure to be committed can only be approved within the available budget for that committee.
- f) A committee chairperson may, in conjunction with the Town Clerk, cancel a meeting or call an additional meeting of the committee they represent.
- g) A committee may consider and determine any other matter referred to it by Council

4.6 Policy, Finance and Publicity Committee

- 4.6.1 Powers to determine all matters (except for creating council policy) relating to:
 - a) Allotments
 - b) Staveley Hall and Stables Complex
 - c) Speedwell Rooms
 - d) Market Place and Store
 - e) Any other land the Council accepts responsibility for.
- 4.6.2 To consider and approve grants upto £1,000
- 4.6.3 Monitor spend against the approved budget
- 4.6.4 Consider and agree additional expenditure requests within budget or make recommendations to Council in accordance with the Council's financial regulations
- 4.6.5 Consider the budget requirements for the next financial year and make recommendations to Council on the precept demand

- 4.6.6 Periodically review the council's standing orders and financial regulations and make recommendations to Council
- 4.6.7 To approve changes to signatories on bank accounts, the opening and closing of bank accounts and transfer of funds between accounts
- 4.6.8 Undertake an annual review of fees and charges
- 4.6.9 Oversee all legal matters pertaining to leases, mortgage, insurance claims, easements, tenancies, contracts, loans, insurance cover, damage to property, vehicle insurance, specification of work for tenders and debt recovery and make recommendations to Council.
- 4.6.10 To oversee the work of the Responsible Financial Officer and ensure an adequate system of internal controls is adhered to.
- 4.6.11 To formulate a vision and strategy for the Council's aims and objectives and develop a 3-5 year plan for recommendation to Council
- 4.6.12 To be responsible for risk management across the Council and determine insurances required.
- 4.6.13 To receive and determine the response to formal complaints made to the Council.
- 4.6.14 To consider proposals for the devolution of services from the Borough and County Council and make recommendations to Council.

4.7 HR Committee

- 4.7.1 Annually review staff salary levels, contracts of employment, job descriptions and conditions of service and make recommendations to Council
- 4.7.2 To advise and make recommendations to the Council about the pension provision for the staff
- 4.7.3 To determine the staffing levels and positions that will efficiently discharge the work of the Council and review workloads periodically. Additional posts to be recommended to Council
- 4.7.4 To annually review and appraise the performance of the Clerk
- 4.7.5 To ensure that the Council complies with all legislative requirements relating to the employment of staff
- 4.7.6 To respond to any staff disciplinary matter in accordance with the Council's Disciplinary policy and procedure.
- 4.7.7 To respond to any staff grievance in accordance with the Council's Grievance policy and procedure and to report to Council on the outcome.
- 4.7.8 To periodically review all of the Council's policies and procedures (except Standing Orders and Financial Regulations) and make recommendations to Council
- 4.7.9 To provide that the Council has relevant policies and procedures to ensure compliance with all relevant legislative requirements.
- 4.7.10 To oversee the appointment and recruitment process of Council employees in accordance with the Council's recruitment policy and procedures
- 4.7.11 To recommend the appointment or termination of contract for the Town Clerk
- 4.7.12 To promote and lead the continuous professional development and training of both staff and councillors

4.7.13 Grievance, Disciplinary and Appeals Panels/Sub-Committees:

- (i) To appoint a grievance or disciplinary sub-committee comprising of no less than three members to consider grievance or disciplinary matters (not including any appeals) in accordance with the council's grievance or disciplinary policies/procedures.
- (ii) To be responsible for any appeals which must be heard by a panel of three members of the HR committee who have not previously been involved in the case. There may be insufficient members of the HR committee who have not previously been involved. If so, the appeal panel will be a committee of three council members who may include members of the HR committee to be appointed by full Council.

4.8 Planning and Environment Committee

- 4.8.1 To determine the Town Council's response to planning application consultations
- 4.8.2 To determine the Town Council's response to other environmental consultations eg Waste Plan and Local Plan/Core Strategy
- 4.8.3 To develop the Council's response to climate change and recommend to Council
- 4.8.4 To work with the Borough and County Council on improving the Environment of Staveley Parish.
- 4.8.5 To provide information in the form of posters and leaflets on Environmental issues and projects.
- 4.8.6 To work with schools and relevant community groups to improve the Environment of Staveley Parish.
- 4.8.7 To be responsible for green initiatives, including biodiversity, sustainability, litter, trees and wildlife areas
- 4.8.8 To agree and submit external funding bids for Environmental Projects.
- 4.8.9 To oversee provision of dog and litter bins, refuse and litter picking issues
- 4.8.10 To provide and maintain bus shelters, seats, noticeboards, litterbins and dog waste bins
- 4.8.11 To consider any maintenance and repair works on footpaths and public rights of way. This should not include pavements on the highway.
- 4.8.12 To consider issues relating to community and public transport services
- 4.8.13 To consider issues relating to traffic calming and signage, car parking, street lighting and other highway matters, subject to any recommendations to full council

4.9 Leisure and Community Committee

- 4.9.1 To organise and promote approved events, entertainments, the arts, recreational matters and tourism by or on behalf of the Town Council and in liaison or partnership with external bodies
- 4.9.2 Monitor spend against the approved committee budget
- 4.9.3 Consider and agree expenditure requests within the committee's budget or make recommendations to Council in accordance with the Council's financial regulations

- 4.9.4 prepare an arts, events and heritage programme for recommendation to Council.
- 4.9.5 Consider the Committee's budget requirements for the next financial year and make recommendations to Council as part of the budget preparations

5. OFFICER DELEGATIONS

- 5.1 The following matters are delegated to the Council's Officers to make decisions on behalf of the Council. These decisions must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget.
- 5.2 Officers may decide not to exercise delegated responsibilities and may instead make a recommendation to a Committee or the Council. Similarly where Officers have no delegated power to make a decision they report the matter to Committee or the Council for a decision.
- 5.3 The Town Clerk is the Proper Officer and as such is specifically authorised to:
- a) Receive declarations of acceptance of office
 - b) Retain a copy of every Councillor's register of interests
 - c) Receive and retain plans and documents
 - d) Sign Notices or other documents on behalf of the Council
 - e) Receive and retain copies of by-laws made by Cornwall Council
 - f) Certify copies of by-laws made by the Council and other such Orders as adopted by the Council
 - g) Sign summonses to attend meetings of the Council
 - h) Keep proper records for all meetings; and
 - i) Receive from Chesterfield Borough Council's Monitoring Officer any documents in relation to complaints received under the Members' Code of Conduct and report this at the next convenient meeting of the Council.
- 5.4 In addition, the Town Clerk, has the delegated authority to undertake the following matters on behalf of the Council:
- a) The day to day administration of services, together with routine inspection and control
 - b) Manage all Council staff, either directly or indirectly
 - c) Authorisation of routine expenditure within the agreed budget
 - d) Proper administration of the Council's financial affairs
 - e) Manage accounting policies, records and control systems
 - f) Management of the Speedwell Rooms and Staveley Hall and Stables Complex inclusive of bookings, authorisation of routine maintenance and equipment purchases as required.
 - g) Emergency expenditure up to £2,500 outside the agreed budget (sums greater than £2,500 only in consultation with the Chairman and the Chairman of the Policy, Finance & Publicity Committee, with full report to the next meeting of the Council).

- h) Act on behalf of the Council in an urgent situation and report back to the Council as soon as practicable
- i) Authorisation to call any extra meetings of the Council or any Committee as necessary, having consulted with the Chairman and/or the Chairman of the appropriate Committee.
- j) Authorisation to respond immediately to any correspondence requiring or requesting information or relating to previous decisions of the Council, but not correspondence requiring an opinion to be taken by the Council or its Committees.
- k) Manage the provision of Council services, buildings, land and resources including granting allotment tenancies and issue of improvement notices
- l) Hold the Council's Seal and apply it to documents as approved
- m) Deal with dispensation requests from Members under the Code of Conduct
- n) Deal with matters specifically delegated by Council or Committee
- o) Oversee the appointment of all employees in accordance with the Council's staff structure and the provisions set out below:
 - a. Town Clerk to be appointed by the Council (the Council may delegate this task to a recruitment panel of specific Councillors)
 - b. Service Managers to be appointed by a recruitment panel of the Town Clerk, Chairman and Chairman of the relevant Committee
 - c. All other staff to be appointed by the Town Clerk, relevant Service Manager and Chairman of the relevant Committee
- p) Deal with all disciplinary hearings in accordance with the Council's Disciplinary Policy
- q) Responsible for the overall management of all budgets in accordance with Council policies
- r) Authorised to issue press releases on any Council activity exercised in accordance with Council policy
- s) Editorial control of the Council's website and social media
- t) To decide arrangements for the closure of the Council offices in the Christmas/New Year period.
- u) To enter into contracts in relation to events and bookings inclusive of service providers for road closures etc, artistes and promoters.
- v) To seek professional advice and assistance, as required, to support the Council in its decision making

5.5 The Town Clerk may do anything pursuant to the delegated power or duty which it would be lawful for the Council to do including anything reasonably implied or incidental to that power or duty.

6. OFFICER CONFLICTS OF INTEREST

6.1 Under the Local Government Act 1972, section 117; Officers must make a formal declaration about council contracts where the employee has a financial interest. Every officer is responsible for identifying whether he/she has any

conflict of interest in any matter which is under consideration, actual or perceived, within the Council, and notifying the Town Clerk.

- 6.2 Where an employee is unsure whether an interest should be declared, they should speak to Town Clerk in the first instance. If the employee is advised not to declare their interest, a record of the discussion should be kept by both parties. Failure to disclose such an interest, may result in disciplinary action being taken which could lead to dismissal.
- 6.3 Employees are also required to disclose any other employment that they wish to undertake in addition to their primary post with the Council.
- 6.4 All employees must identify and disclose any actual or potential personal, financial, business, or other interest or close personal relationship which might reasonably be perceived as a conflict of interest
- 6.5 Where an Officer has a conflict of interest in any matter, he/she shall not participate in that matter in his/her capacity as an Officer except with the prior approval of the Town Clerk. Any approval granted by the Town Clerk shall be formally recorded in the Council minutes. Where such approval has been granted for the Officer to participate in a Council meeting of that subject matter, he/she must ensure that the disclosure of interest is also declared at the start of the Council meeting under the disclosures of interests for members and officers.

7. EMERGENCY PROVISIONS

- 5.5.1 In the event of any matter arising which requires an urgent decision the Town Clerk will consult with the Chairman and Deputy Chairman (and also with the Chair and Vice-Chair of the Policy, Finance and Publicity Committee if the matter involves expenditure not provided for in the annual budget or other decision of the Council), before acting on behalf of the Council in respect of the particular matter then under consideration.
- 5.5.2 Before the Town Clerk exercises the delegated powers granted by the above paragraph, those Members consulted shall consider whether the matter is of sufficient interest to justify the summoning of an extra meeting of either the Council or the appropriate Committee.
- 5.5.3 In the case of a national emergency requiring meetings to be suspended the Clerk and relevant Chair of Committee must, where timescales allow, consult with the relevant members, before actions are taken. Actions, including expenditure, are to be reported in writing to the next meeting of the Council or relevant Committee.

REVIEW OF REPRESENTATION ON EXTERNAL BODIES – STAVELEY TOWN COUNCIL

MEETING: ANNUAL MEETING OF STAVELEY TOWN COUNCIL

DATE: 23 MAY 2023

REPORT BY: TOWN CLERK AND FINANCIAL OFFICER

6.0 PURPOSE OF REPORT

- 6.1 To review and agree the Council's representatives on external bodies for the 2023-24 year.

7.0 BACKGROUND AND INTRODUCTION

- 7.1 The Council has provided representatives on external bodies as and when invited to do so. The current list agreed at the last annual meeting is as follows:

Chesterfield Borough Council Audit Committee
Councillor P Wilson

Chesterfield Borough Council Standards Committee
Councillor P Wilson

Hartington Liaison Committee
Councillor B Bingham
Councillor P Jacobs

Derbyshire Association of Local Councils
Councillor P Mann

Chesterfield Borough Council Parish Liaison Committee
Councillor D Rhodes

Markham Vale Liaison Group
Councillor P Mann

Viridor Liaison Group
Councillor D Rhodes

Health and Wellbeing (Staveley)
Councillor C Jackson

Netherthorpe Endowment Governors

Councillor P Mann
Councillor P Jacobs

Derbyshire Law Centre
Councillor K Thornton

Staveley Parochial Charities and Woodthorpe Relief
Councillors P Jacobs and J Kay

Staveley Towns Board
Councillor P Mann
This is elected every third year in line with the Towns Board protocol.

8.0 RECOMMENDATION

3.1 That the Council agree the representatives for the 2023-24 year.

Sabrina Doherty
Town Clerk and Financial Officer

GENERAL POWER OF COMPETENCE – STAVELEY TOWN COUNCIL

MEETING: ANNUAL MEETING OF STAVELEY TOWN COUNCIL

DATE: 23 MAY 2023

REPORT BY: TOWN CLERK AND FINANCIAL OFFICER

1.0 INTRODUCTION

- 1.1 The purpose of this report is to provide the Council with the information to enable it to consider a resolution to invoke the General Power of Competence.

2.0 BACKGROUND TO THE GENERAL POWER OF COMPETENCE

- 2.1 Parish Councils are corporate bodies that have accumulated powers through legislation since 1894. Their powers were constrained to specific and appropriate legislation. This means that before undertaking anything, members must be satisfied that the council has the power (under a specified statute) to undertake that activity.
- 2.2 Parish councils have many specific powers (e.g. the provision of open spaces and recreational facilities) in addition to section 137 of the Local Government Act 1972, permitting the expenditure up to certain limits for “purposes not otherwise authorised”. Expenditure on grants and sponsorship where there are no other powers is covered by section 137 of the Local Government Act, 1972. Section 137 is a power of last resort.
- 2.3 Despite the wide range of powers, parish councils are always at risk of acting unlawfully if they undertake an unusual activity for their community that might not be covered under statutory powers.
- 2.4 Following consultation the Government enacted a “general power of competence” in the Localism Act 2011 (Part 1, Chapter 1, ss 1-8). It was brought into force by SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 in April 2012.

3.0. WHAT THIS MEANS PRACTICALLY

- 3.1 Under the General Power of Competence this Council would no longer be required to identify specific powers to undertake an activity. It is stated in the above Statutory Instrument that: “The Government’s intention in providing eligible parish councils with the general power of competency is to better enable them to take on their enhanced role and allow them to do things they have previously been unable to do under existing powers”.
- 3.2 Parish councils are provided with “the power to do anything that individuals generally may do” as long as they do not break other laws. It is intended to be the power of first, not last, resort.

4.0 TYPES OF ACTIVITIES

4.1 Some possible activities covered by the legislation include:

- Running a community shop or post office
- Lending or investing money locally
- Establishing a company or co-operative society to trade and engage in commercial activity
- Establishing a company to provide local services
- Providing grants to individuals.

4.2 The power is not restricted to use within the Parish. The NALC legal topic note is appended to the report for further information.

5.0 RESTRICTIONS AND RISKS

5.1 The only real limitation is that the general power of competence cannot be used to circumvent an existing restriction in an existing specific power; for example it cannot be used to raise the precept.

5.2 Existing duties remain in place, such as having regard to the likely effect on crime/disorder and biodiversity. There are also many existing procedural and financial duties that remain in place for the regulation of governance (e.g. no delegation to a single councillor). Furthermore, councils must comply with relevant existing legislation (e.g. employment law, health and safety, equality legislation and duties relating to data protection and freedom of information).

5.3 If another council has a statutory duty to provide a service (e.g. a support service such as a Children's Service), it remains their duty to provide it. Nonetheless, under the General Power of Competence a Parish council may assist.

5.4 Whilst the Council is encouraged to be innovative, councillors must be aware of the risks in particular the potential for being challenged and damage to the Council's reputation if a project goes wrong.

6.0 EXISTING GRANT FUNDING LEVELS

6.1 Expenditure under the Local Government Act (s137) is limited and has to be accounted for separately. Expenditure is restricted in that it cannot be used to give money to individuals and the amounts must be commensurate with the benefit.

6.2 A council that is eligible to use the general power of competence can no longer use section 137 as a power for taking action for the benefit of the area. However, section 137 (3) which permits the council to contribute to UK charities, public sector funds and public appeals remains in place.

6.3 For 2023 – 2024 spending under s137 by this Council must not exceed £9.93 per elector).

7.0. ELIGIBILITY FOR GENERAL POWER OF COMPETENCE

7.1 The three conditions for eligibility are set out in the Statutory Instrument (paragraph 1.4 above) as follows:

7.1.1 Resolution: the council must resolve at a meeting that it meets the criteria for eligibility relating to the electoral mandate and relevant training of the clerk.

7.1.2 Electoral mandate: at the time the resolution is passed, at least two thirds of the council must hold office as a result of being declared elected (i.e. not co-opted).

7.1.3 Qualified clerk: At the time that the resolution is passed, the clerk must hold a recognised professional qualification (e.g. Certificate in Local Council Administration, Certificate of Higher Education in Local Policy) that includes the CiLCA module relating to the general power of competence.

7.2 Having met the criteria for eligibility full council must resolve to effect the General Power of Competence. The council must revisit the decision and make a new resolution at every 'relevant' annual meeting of the council to confirm that it still meets the criteria to enable the power to continue. A 'relevant' annual meeting is the annual meeting of the council after the next ordinary election has taken place.

7.3 In consequence, eligibility remains in place until the 'relevant' annual meeting even if the conditions of the eligibility criteria have changed. If the council loses its qualified clerk or has insufficient elected councillors it must also record its ineligibility at the next 'relevant' meeting.

7.4 There is no requirement for members to be trained in the general power of competence.

7.5 Staveley Town Council satisfies all the conditions as:

7.5.1 It has 17 out of 17 councillors elected

7.5.2 The Clerk of the Council holds the Certificate in Local Council Administration (CiLCA)

7.5.3 The Clerk of the Council has passed the CiLCA module on the general power of competence.

8.0. RECOMMENDATION

A) That the Council resolves that it meets the eligibility criteria for the General Power of Competence.

B) That the Council resolves to invoke the General Power of Competence

Sabrina Doherty
Town Clerk and Financial Officer

REVIEW OF SUBSCRIPTIONS TO OTHER BODIES – STAVELEY TOWN COUNCIL**MEETING: ANNUAL MEETING OF STAVELEY TOWN COUNCIL****DATE: 23 MAY 2023****REPORT BY: TOWN CLERK AND FINANCIAL OFFICER****9.0 PURPOSE OF REPORT**

9.1 To review and agree the subscriptions to other bodies for the 2023-24 year.

10.0 BACKGROUND AND INTRODUCTION

10.1 The Council has maintained a number of subscriptions to other bodies for various purposes.

10.2 As part of the budget setting process the budget for subscriptions was reduced to £500.

10.3 The list of bodies currently subscribed to is as follows:

Name	Cost 22-23	Benefits
Chesterfield Champions (CBC)	£250	Business networking and events, B2B marketing opportunities
East Midlands Chamber of Commerce	£468	Business networking and events, B2B marketing opportunities, discounted training,
Society of Local Council Clerks	£446	Sector specific advice and guidance, training and well-being support for the Town Clerk
EM Lawshare Framework	Nil	Free legal update training for the Clerk, access to reduced cost legal advice
Total costs	£1,164	

10.4 Additionally, the Council has, in the past, subscribed to the Derbyshire Association of Local Councils (DALC) which enables a link through to the National Association of Local Councils (NALC) which provides legal

updates and resources to assist the Council with running effectively. The cost for this has been quoted as £1,639.03 with an optional additional £250 enhanced training fee. Unfortunately, the Council cannot join NALC directly and must go through the county association, however the value for money is not there with the local training courses being of poor quality at the present time. The Council has not budgeted to join DALC for this year as the Clerk can obtain better quality advice through the SLCC and EMLawshare framework as required.

11.0 RECOMMENDATIONS

- 3.1 That the Council maintains the EMLawshare and SLCC subscriptions only for the 2023-24 year.

Sabrina Doherty
Town Clerk and Financial Officer

SCHEDULE OF MEETINGS FOR 2023-24 – STAVELEY TOWN COUNCIL

MEETING: ANNUAL MEETING OF STAVELEY TOWN COUNCIL

DATE: 23 MAY 2023

REPORT BY: TOWN CLERK AND FINANCIAL OFFICER

12.0 PURPOSE OF REPORT

12.1 To set the schedule of Council meetings for the 2023-24 municipal year.

13.0 BACKGROUND AND INTRODUCTION

13.1 Councillors will be aware that in previous iterations of the Council's Standing Orders the council's meetings were set to be the second Tuesday of every month excluding August.

13.2 Owing to the disruption in the last municipal year and the changeover of Town Clerk in October, the meetings went off track, necessitated by the issues that arose and other external factors involved in stabilising the Council's finances. Meetings were called in accordance with when they were actually needed for critical decisions. All statutory requirements for convening meetings were met.

13.3 The Council is required to hold a minimum of 4 meetings per year inclusive of the annual meeting.

13.4 Councillors are asked to note that preparation for meetings, including the meeting and after meeting administration take approximately a week out of the Town Clerk's time, per meeting. So, for monthly council meetings that equates to 3 months of preparation time in order for them to be held.

13.5 Councillors are also asked to bear in mind that there will be additional pulls on the Clerk's time this year to assist with providing information to the investigation panel and additional reporting requirements to CBC regarding the loan and finances. There also needs to be a focus on making grant applications to enable the Council's services to be continued until the budget is recovered next financial year.

14.0 PROPOSED SCHEDULE OF COUNCIL MEETINGS

3.1 Given the reduction in staffing support to the Town Clerk and the fact that the Clerk is currently working in excess of 50 hours per week on a frequent basis, it is proposed that the number of ordinary Council meetings be reduced so that they occur approximately every other month, timed for

critical points in the Council's cycle eg budget setting, signing off of the AGAR etc.

- 3.2 This will not stop the calling of extraordinary meetings as necessary.
- 3.3 Dependent upon what is agreed at an earlier item on the agenda, relating to appointment of committees, if committees are appointed, it is recommended that they do not meet more than quarterly for this municipal year. Dates for these have not been entered at this point, if committees are to meet, they will set their own dates and the schedule will be updated accordingly.
- 3.4 The proposed schedule of council meetings for the 2023-24 year is as follows:

Date of Meeting	Key Decisions
27 June 2023	AGAR 2022-23 sign off Appointment of Internal Auditor for 2023-24.
26 September 2023	Receive external audit report Sign off Annual report 2022-23
28 November 2023	Council Delivery Plan 2024-27 Review of Fees and Charges Draft budget 2024-25
23 January 2024	Budget and Precept Setting
26 March 2024	Review of Asset Register Review of SO's and Fin Regs
28 May 2024	Annual Council

- 3.5 Following a meeting with the leaders it has been suggested that the Policy, Finance and Publicity (PFP) Committee continue to meet this year and that this be held bi-monthly, alternating with the Council meetings. If Council agrees that this should take place then the suggested schedule for PFP meetings is as follows:

18 July 2023
17 October 2023
12 December 2023
20 February 2023
23 April 2023

- 3.6 All meetings to start at 6pm. Meeting dates have been checked with the Borough's schedule and there are currently no clashes.

15.0 ANNUAL PARISH MEETING

- 4.1 Although it has not been occurring for a number of years, the parish of Staveley is supposed to hold the 'Annual Parish Meeting' between 1 March and 1 June each year. Traditionally the Chairman of the Town Council calls this meeting (in practice the Town Clerk arranges it on their behalf)

and if present, the Chairman of the Council should preside.

- 4.2 This is not a Council meeting and no councillors are summoned to it. It is a meeting that is open to all electors within the parish. The purpose of the meeting is to review the past year of activities within the parish and enable local groups/charities to report about their work. Reports from the Borough and County Councillors are also invited.
- 4.3 As we have a Town Council this meeting is renamed to match as the 'Annual Town Meeting'. Since this promotes confusion and people often think that it is a Council meeting, it is proposed that this meeting be referred to in future as the Annual Town Assembly.
- 4.4 In most parishes up and down the country this is not usually a well-attended meeting and so Clerk's have been innovating and trying to make them more of an event by inviting local groups etc to have a 'stall' so people can walk around and engage with them before having the formal meeting.
- 4.5 Unfortunately, with the election and the issues, advice was received from the Borough Council's Returning Officer that the Annual Town Assembly should not go ahead on the date allocated this year, and, given the reasons relating to the investigation, it is felt prudent not to try to call it this year. However a date can be set for next year giving plenty of time to plan for it. It is proposed that the Annual Town Assembly be held on 21 May 2024

16.0 RECOMMENDATIONS

- 5.1 That the schedule of Council meetings for the 2023-24 municipal year be approved as set out at paragraph 3.4 of the report.
- 5.2 That the Annual Town Assembly meeting be held on 21 May 2024.
- 5.3 If appointed, that Committees do not meet more frequently than quarterly for the 2023-24 year. Schedule to be agreed by the Committee at their first meeting.

Sabrina Doherty
Town Clerk and Financial Officer