



STAVELEY TOWN COUNCIL

www.staveleytowncouncil.gov.uk
info@staveleytowncouncil.gov.uk
Tel: 01246 473132
Fax: 01246 473133

Staveley Hall
Hall Drive
Staveley
Chesterfield
S43 3TN

22 November 2023

To all members of Staveley Town Council

Dear Councillor

You are hereby summoned to attend a meeting of the Town Council to be held at 6.00 pm on Tuesday, 28 November 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 now 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 NOTE APOLOGIES FOR ABSENCE

2. 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.

3. MINUTES OF PREVIOUS MEETING

To confirm and sign the minutes of the annual meeting held on 26 September 2023.

4. CHAIRMAN'S ANNOUNCEMENTS

5. 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.

If in attendance the PCSO/Fire Service may provide an update on local matters.

6. 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.

7. MINUTES OF STANDING COMMITTEES

To receive the minutes of the following committee meetings for noting:

- a) Policy, Finance and Publicity – 25 July 2023
- b) Policy, Finance and Publicity – 17 October 2023

8. REPORT OF THE STAVELEY TOWN COUNCIL IMPROVEMENT BOARD

To receive the report of the Staveley Town Council Improvement Board, presented by the Chairman of the Board and consider the recommendations therein.

9. STAVELEY TOWN COUNCIL IMPROVEMENT PLAN

To consider the report of the Town Clerk and RFO.

10. DRAFT COUNCIL DELIVERY PLAN

To consider the report of the Town Clerk and RFO.

11. DRAFT BIODIVERSITY POLICY STATEMENT

To consider the report of the Town Clerk and RFO.

12. FINANCE MATTERS

- a) To approve and sign the schedule of payments to 31 October 2023.
- b) To note the Summary of Income and Expenditure to 31 October 2023
- c) To note the bank balances as at 22 November 2023:
 - i. Co-op current account: £8301.83
 - ii. Co-op 14 day account: £147,103.82
 - iii. Co-op Savings account: £124,630.10
 - iv. CCLA PSDF account: £60,000
 - v. Petty Cash/Floats: £797.58

Total Funds held: £340,833.33
- d) To note the earmarked reserves report to 31st October 2023.

13. CIL EXPENDITURE REQUEST

- a) Chesterfield Canal Trust – Aviva Appeal
- b) Edge Ministries – Building repairs and food for food bank

14. CASUAL VACANCY

To note the resignation of Councillor D Wheeldon and formally declare a casual vacancy for the Duckmanton Ward.

15. EXCLUSION OF PRESS AND PUBLIC – PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

To consider if any of the following items should be considered in confidential session and, if required, to pass a resolution stating the reasons for exclusion in the following terms:

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.

16. STAFFING MATTERS

To receive a verbal update from the Town Clerk and RFO.

17. TENANT MATTERS

To consider a tenant request (verbal report from the Town Clerk).

STAVELEY TOWN COUNCIL

Minutes of an Ordinary meeting of Staveley Town Council held at 6.00 pm on Tuesday, 26 September 2023 at the Speedwell Rooms.

Present:

Councillors	S Bean	C Jackson	K Thornton
	B Bingham	P Jacobs	E Tidd (Chair)
	J Bingham	P Mann	P Wilson
	C Chambers	A Ogle	
	J Collins	D Parsons	
	B Dyke	D Rhodes	

In attendance: Mrs S Doherty (Town Clerk), Councillor Anne-Frances Hayes (Derbyshire County Council), Dr H Bowen and Mr S Wenlock (Chesterfield Borough Council), representatives from the Fire Service and 14 members of public.

2324-36 TO NOTE APOLOGIES FOR ABSENCE

Apologies had been received from Councillors D Wheeldon and J Ridgway.

2324-37 TO RECEIVE DECLARATIONS OF INTERESTS

Councillors P Mann and S Bean declared a non-pecuniary interest in item 11 on the agenda – CIL Priorities and Expenditure requests for 2023-24 as members of the Friends and Fans of Staveley Voluntary Group.

2324-38 MINUTES OF PREVIOUS MEETING

Councillor B Bingham wished to clarify that he had said that the Library building was not Grade 2 listed. The Clerk confirmed that the Library Building was not listed at all and so the minutes were accurate in their recording.

RESOLVED:

That the minutes of the meeting held on 27 June 2023 be confirmed and signed as a correct record.

2324-39 CHAIRMAN'S ANNOUNCEMENTS

The Chair announced that she had attended several events since the last meeting; Mastin Moor allotments open day, the Armed Forces event, a Markham Vale commemoration event, a service at Staveley Church and finally a civic ceremony at Chesterfield Borough Council where a number of former councillors were given honorary titles.

2324-40 PUBLIC PARTICIPATION SESSION

Representatives from the Fire Service attended the meeting to provide an update on their work in the community and answered questions about specific local issues relating to deliberate fires. They encouraged members of the public and councillors to call the firestoppers number to report issues so that a good picture of problems

was built up to enable better direction of resources.

2324-41 PRESENTATION ON STAVELEY 21 PROJECT

The Chair welcomed both the Chief Executive and the Head of the Growth Unit of Chesterfield Borough Council to the meeting. A slideshow of concept drawings was presented to the Council with an overview of the strategic context and timeframes for completion.

It was emphasised that this was a starting point for the consultation on the project and whilst the key elements were fixed, there was still some leeway on specifics of design which the Town Council and the public could contribute towards.

A question and answer session followed and a number of ideas were put forward for consideration of inclusion in the project development, such as a changing places facility and improved CCTV and incorporation of a water play feature.

2324-42 REPORTS FROM BOROUGH AND COUNTY COUNCILLORS

Councillor A Hayes provided a detailed report (copy to be circulated after the meeting) covering the current financial position of the County Council. She highlighted that there were a number of key issues being discussed relating to school meals and community care charges which she encouraged people to respond to.

Councillor B Bingham updated on the mayoral combined authority and motions relevant to that matter. He advised that a new director for adult social care had been appointed.

2324-43 PLANNING APPLICATIONS

a) Planning Reference CW2/0623/14 - Erection and operation of Material Recycling Facility at Erin Landfill Site, Markham Lane, Duckmanton, Derbyshire, S44 5HS

Councillors considered the application and raised concerns about the continued expansion of the site. The Council had agreed a 'No more Landfills' policy some time ago.

RESOLVED:

That the Council OBJECTS to the above application on the basis of the nuisance from flies, noise, smells and lorries coming through the small villages of Poolsbrook and Duckmanton.

b) Planning Reference CHE/23/00511/FUL – Conversion of garage to living accommodation at 8 St Joseph's Court, Chesterfield Road, Staveley, Chesterfield, Derbyshire, S43 3GQ

Councillors considered the application.

RESOLVED:

NO OBJECTIONS.

c) Planning Reference CHE/23/00487/FUL – Double hip-to-gable conversion, second floor rear balcony, alteration to front projecting hipped roof and single storey rear extension at 12 Bridle Road, Woodthorpe, Chesterfield, Derbyshire, S43 3BY
Councillors considered the application.

RESOLVED:
NO OBJECTIONS

2324-44 EXTERNAL AUDIT REPORT

The Town Clerk reported that the External auditors had not completed their work and so had issued an interim certificate which the Council could publish to meet its obligations under the regulations. In response to a query she confirmed that there was no fault on the council's part, everything that the external auditor required had been sent to them. The issue was that they had not completed the previous year and so could not sign off the latest year's audit.

2324-45 DRAFT COUNCIL DELIVERY PLAN

Councillors considered the draft plan and the Town Clerk's report. It was confirmed that this would be a draft for consultation and then would come back for final sign off to the November meeting. Any implications from the Investigation report would be worked into the final plan as and when they were received.

RESOLVED:
That the draft plan be approved for public consultation with the design of the document and consultation questionnaire being delegated to the Town Clerk. Consultation results to be brought back to the November meeting for final approval.

2324-46 SUSPENSION OF STANDING ORDERS

During consideration of the next item it was considered that an extension of time for the meeting would be required to consider key items which needed to be dealt with immediately. A re-ordering of the agenda items was agreed. The meeting would then adjourn to be reconvened the following week to finish the remainder of the agenda.

RESOLVED:
That Standing Order number 3y be suspended for a period of 30 minutes beyond 8pm to enable key business to be transacted. The meeting to then be adjourned to a date next week, to be confirmed by the Town Clerk, following consultation with all Councillors.

The meeting adjourned for a comfort break at 8:02pm and reconvened at 8:06pm.

2324-47 CIL PRIORITIES AND EXPENDITURE REQUESTS FOR 2023-24 (PART 1)

Councillors considered part of the report of the Town Clerk and RFO.

Council was reminded that there was a requirement to have spent approx. £29,000 of the CIL money by 31st March 2024 to remain compliant with the regulations. Detailed discussions were held about each proposal.

RESOLVED:

- a) That the draft CIL policy be approved and adopted.
- b) That a supplementary estimate of £18,000 be added to the budget and the quote for Christmas Lights/decorations be accepted and funded from CIL for this year.
- c) That the Council adopt the benches listed at paragraph 3.4.3 of the report and allocate £3,000 of CIL to replacing 3 benches (Woodthorpe Memorial and 2 benches at Lowgates) in this financial year. Delegated authority be granted to the Town Clerk and RFO to make the necessary arrangements.
- d) That the proposal for a re-wilding project at Woodthorpe be supported and delegation be granted to the Clerk to make the necessary arrangements with Derbyshire County Council. The application fee to be paid from CIL.
- e) That the Council continue to support the Friends and Fans of Staveley Voluntary Group (allowing Tea and Toast sessions at Staveley Hall and minor administrative support) to become established and that the Clerk make enquiries regarding the Memorial Gardens and Flowerbeds along Church Street to bring back to a future meeting.

Councillor D Rhodes left the meeting at 8:22pm.

2324-48 FINANCE MATTERS (PART 1)

- a) To approve the schedule of payments to 31 August 2023.

RESOLVED:

That the schedule of payments to 31 August 2023 be approved.

- b) To note the Summary of Income and Expenditure to 31 August 2023

RESOLVED:

That the summary be noted.

- c) To note the bank balances as at 19 September 2023:

- i. Co-op current account: £7,000
- ii. Co-op 14 day account: £137,156.04
- iii. Co-op Savings account: £187,049.71
- iv. Petty Cash/Floats: £694.87

Total Funds held: £331,900.62

- d) To approve the Cashflow/Finance update report
RESOLVED:
That the report be approved.

The meeting adjourned at 8:28pm and reconvened at 6pm on 4 October 2023 at the Speedwell Rooms, Inkersall Road.

Signed: _____

DRAFT

Minutes of the reconvened Ordinary meeting of Staveley Town Council held on 4 October 2023 at 6pm in the Speedwell Rooms, Inkersall Road.

Present:

Councillors

B Bingham
J Bingham
C Chambers
J Collins

B Dyke
C Jackson
P Jacobs
P Mann

D Parsons
D Rhodes
E Tidd (Chair)

In attendance: Mrs S Doherty (Town Clerk and RFO)

2324-49 APOLOGIES FOR ABSENCE

Apologies had been received from Councillors S Bean, K Thornton, D Wheeldon and P Wilson.

2324-50 DECLARATIONS OF INTEREST

Cllr P Mann declared an interest as a member of the Friends and Fans of Staveley Voluntary Group.

2324-51 CIL PRIORITIES AND EXPENDITURE REQUESTS FOR 2023-24 (PART 2)

Councillors considered the remainder of the Town Clerk's report. Clarification was given in that the setting aside of the CIL funding for the Speedwell was only to provide a foundation for a bid to be generated to the Community Ownership Fund. The initial enquiry had been positive and now the Council would need to work up a detailed proposal. This would come back to the Council for consideration prior to submission and acceptance. No works would start until confirmation had been received on if the bid was successful. If the Council was only granted a proportion of the bid amount the 20% match fund from CIL could be reduced accordingly and released back into the CIL funds for other allocations.

It was possible to apply more than once to the fund for different projects. This one would be a full project which would then be phased to enable the centre to continue operating whilst works were completed.

Councillors considered that some of the bid should be for a project manager to alleviate the draw on the Town Clerk's time.

RESOLVED:

a) That £50,000 be allocated from CIL and set aside as an earmarked reserve as match funding to enable the Town Clerk to seek grants for upgrading the Speedwell Rooms. Delegated authority to be granted to the Town Clerk to put together a suitable programme based on the outline at section 3.3 of the report.

b) that £500 of CIL be allocated to purchase bulbs, shrubs and tools for the Friends and Fans of Staveley Group to undertake planting at

Staveley Hall and the front of the Speedwell Rooms.

2324-52 FINANCE MATTERS (PART 2)

a) To approve the set up of a CCLA savings account
Councillors debated the proposal and sought the Town Clerk's advice.

RESOLVED:

That the Town Clerk open a CCLA Public Sector Deposit Scheme account with the following signatories:

Chairman of the Council

Town Clerk and RFO

Councillor P Mann

b) To consider the balance of reserves to transfer to the CCLA account
In response to a query the Town Clerk explained that the best course of action at present was to put as much of the Council's reserves into the account as possible whilst the interest rate was high. Any surpluses at the end of each month should be put in to top up the account too. The interest rates would be kept under review and if they started to come down again the Council could reconsider its options.

RESOLVED:

That the Town Clerk and RFO be authorised to use her judgement on transfers between the Council's accounts.

2324-53 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.

2324-54 MARKET OPERATIONS

Councillors considered the letter received and the Town Clerk provided a verbal update on the meeting that she had attended with Officers of the Borough Council.

RESOLVED:

That the Town Clerk write to the Borough Council expressing the issues discussed and seeking resolutions to be costed into the Town Deal project.

2324-55 LAND MATTERS

Councillors considered the report of the Town Clerk and RFO. Detailed discussions were held about the issues raised and several options discussed.

RESOLVED:

a) That the Council consents to the siting of a container café on the allotments at Mastin Moor provided that the two parties involved (MMGA and the café operator) will cover the costs of the replacement lease agreement. The Town Clerk to ensure that a clause is included within the lease that any rates/other costs incurred are to be paid by MMGA and the café operator and that no further sub-letting, even to a new café operator, is to occur without the consent of the Council.

b) That the agreement with the SMWFC be maintained as originally drafted in the licence from 2020, with priority to Speedwell bookings, 25 spaces to be provided for Speedwell users at all times and no other businesses to be allowed to trade from the car park without the approval of the Town Council.

The Chair closed the meeting at 7:46pm.

Signed: _____

STAVELEY TOWN COUNCIL

Minutes a meeting of the Policy, Finance and Publicity Committee held at 6.00 pm on Tuesday 25 July 2023 in the Frecheville room at Staveley Hall.

Present:

Cllr B Bingham	Cllr P Jacobs
Cllr C Chambers	Cllr P Mann
Cllr B Dyke	Cllr J Ridgway
Cllr C Jackson	Cllr E Tidd

PFP2324/1 To Elect the Chair of the Committee for the Municipal Year

RESOLVED: That Councillor B Dyke be elected Chair of the Committee for the 2023-24 Municipal Year

PFP2324/2 To Elect the Deputy Chair of the Committee for the Municipal Year

RESOLVED: That Councillor J Ridgway be elected Chair of the Committee for the 2023-24 Municipal Year

PFP2324/3 To Note Apologies for Absence

None received.

PFP2324/4 To Receive Declarations of Interests

No declarations made.

PFP2324/5 Minutes of the Previous Meeting

RESOLVED: That the minutes of the meeting held on Tuesday, 24 January 2023 be confirmed and signed as a correct record.

PFP2324/6 Public Participation Session

There were no members of the public present.

PFP2324/7 To determine which items if any from the remainder of the agenda should be taken with the public and press excluded.

The Clerk advised that item 9d would be eligible for discussion in confidential session.

STAVELEY TOWN COUNCIL

PFP2324/8 Framework for Improvement

Councillors considered the report of the Town Clerk and RFO. In response to an enquiry the Town Clerk stated that the key items to address on the list were the publication scheme and the accessibility statement as these were legal requirements and the Council had not adopted either of these at the appropriate time. The new website would address most of the transparency regulations requirements and the Council had now been registered with the Information Commissioner's Office.

Councillors were also concerned that Training should be a high priority and asked the Clerk to look into this urgently. The Clerk confirmed that there was only a small budget this year of £250. She would provide some training as part of the workshops that were to be run and had asked the Monitoring Officer for training on the Code of Conduct and Standards but was awaiting to hear back. Councillors stated that training on finance, planning, safeguarding and personal safety would be important too. The Chair asked that all councillors consider training needs and feedback to the Clerk.

RESOLVED:

That the report be noted and the Clerk prioritise the tasks and report back to the next meeting of the committee.

PFP2324/9 Finance Update

a) Quarter 1 Report

The Town Clerk gave a comparison to Q1 2022-23 and explained that the income was higher than this time last year which was due to the increase in the precept and rentals and an influx of CIL monies. Expenditure was down and this directly correlated to the reduction in staffing.

Discussion was held regarding the market and an update was given as to the intent to relaunch on 26 August 2023.

In response to a query it was confirmed that the town council did not directly manage the allotment sites, these were run by the local allotment associations. The Town Council did not therefore pay for the water, the associations did. It was noted that there was an intent to bring a further report to the Council about the allotments as there were a number of issues that required addressing.

In response to a query the Clerk confirmed that there was a lot of work going into sorting out the utility contracts and these were to be moved to another provider where possible. These would just be for a year to enable the council to take advantage of reducing rates as the market

STAVELEY TOWN COUNCIL

stabilises. The main contracts would transfer in October 2023 and new contracts would be looked at in March 2024.

RESOLVED: That the report be noted.

b) Budget Forecast (forecast from 30 June 2023)

Discussion was held regarding the roof problems at the ahll and the Speedwell Rooms. It was asked that the Clerk seek quotes for repairs and bring back to the committee/council asap.

RESOLVED: That the report be noted.

c) Reserves Balance

Councillors considered the list of reserves. The Clerk pointed out that an additional capital reserve needed setting up to hold the money from the sale of the hedgerow land at Mastin Moor Allotments.

It was suggested that there be a markets reserve set up to help with re-establishing the market and promoting it.

The CIL balance would be updated as part of the July reconciliation to account for the recent receipt. It was discussed that the allocation of CIL should be discussed as part of the workshop that was coming up and a percentage of the funds be set aside for the earmarked reserves to spend on key assets.

Councillors were keen to ensure that the reserves were built up and in response to a query the Town Clerk confirmed that the Council should have at least 30 percent of its net expenditure in general reserves as a contingency. Earmarked Reserves are to be held in addition to the general reserves.

RESOLVED: That the report be noted.

d) Staffing Costs Estimates for a full year

The Town Clerk provided the information requested based on the current salary rates and explained that these figures would need updating once the cost of living increase had been negotiated by the unions. The figures would become clearer in September/October and could feed into the next budget.

RESOLVED: That the report be noted.

The Chair declared the meeting closed at 7:15pm.

Signed: _____

STAVELEY TOWN COUNCIL

Minutes a meeting of the Policy, Finance and Publicity Committee held at 6.00 pm on Tuesday 17 October 2023 in the Frecheville room at Staveley Hall.

Present:

Cllr B Bingham
Cllr C Chambers
Cllr C Jackson
Cllr P Jacobs

Cllr P Mann
Cllr J Ridgway
Cllr E Tidd

PFP2324/10

To Note Apologies for Absence

Apologies were received from Councillor B Dyke.

PFP2324/11

To Receive Declarations of Interests

No declarations made.

PFP2324/12

Minutes of the Previous Meeting

It was pointed out that there was a typographical error and that the resolution under minute no. PFP2324/2 should be amended to include the word 'Deputy'.

RESOLVED: That, subject to the above amendment, the minutes of the meeting held on Tuesday, 25 July 2023 be confirmed and signed as a correct record.

PFP2324/13

Public Participation Session

There were no members of the public present.

PFP2324/14

To determine which items if any from the remainder of the agenda should be taken with the public and press excluded.

There were no confidential matters to be discussed.

PFP2324/15

Staveley Town Council Improvement Plan

Councillors considered the report of the Town Clerk and RFO. Members were reminded that the plan followed the LCAS framework and that this had been asked to be brought back with some prioritisation. It was explained that the Council would focus primarily on the Foundation level items now that Council had agreed that it would like to pursue accreditation, however some of the higher level items would also need to be looked at for immediate best practice, such as the corporate delivery plan.

In response to a query the Clerk confirmed that some of the red items were currently in progress and the report would be

STAVELEY TOWN COUNCIL

updated for the Council meeting where it would go for approval and adoption.

RECOMMENDED:

That Council approve and adopt the Staveley Town Council Improvement Plan.

PFP2324/16

Proposal for a community fund

Councillors considered a proposal put forward by Councillor Mann to establish a community fund out of CIL monies for community groups to apply for.

Councillors discussed the merits of the idea and the amount proposed and felt that a new form should be created for this which set out some detailed ground rules for applicants to follow. The Town Clerk would prepare this as part of the report to Council.

RECOMMENDED:

That Council approve the creation of a £15,000 Community Fund for community groups to apply for grants upto £300 between December 2023 and April 2024.

PFP2324/17

Draft Biodiversity Policy Statement

Councillors considered the report of the Town Clerk and RFO.

Members were keen to see the specific inclusion of schools and care homes in any activities and discussed numerous ideas for potential projects. The town clerk confirmed that there would be opportunity to discuss details as part of the action planning phase in the new year.

RECOMMENDED:

That Council adopt the draft Biodiversity Policy Statement.

PFP2324/18

Finance Update

a) Quarter 2 Report

Councillors considered the Q2 report.

A query was raised about the air hall. The Town Clerk advised that the potential buyer had decided against buying the air hall but had provided details for a website where an advertisement could be placed for £18. The difficulty at present was getting the air hall erected and cleaned so that photographs of the current condition could be used. Councillors felt that this was a priority that needed to be addressed as soon as possible.

RESOLVED: That the report be noted.

STAVELEY TOWN COUNCIL

b) Budget Forecast (forecast from 30 September 2023)

Councillors considered the budget forecast and it was confirmed that the Council was still on track to have a small general reserve by year end.

A query was raised regarding the solar farm grant income. The Town Clerk confirmed that this was now scheduled to be received in April 2024. It was also queried which developments the CIL money had come from and the Clerk undertook to find out and report back to a future meeting.

RESOLVED: That the report be noted.

c) Reserves Balance

Councillors considered the list of reserves. The Clerk pointed out that an additional capital reserve had been set up to hold the money received from the sale of the hedgerow land at Mastin Moor Allotments.

There was some discussion over the remembrance event and Christmas arrangements. There was an expected donation of £1350 to be given to the Town Council for the Remembrance event.

A discussion was held about the markets and the new shopwatch scheme that had been introduced by the SPOT group.

RESOLVED: That the report be noted.

The Chair declared the meeting closed at 7:25pm.

Signed: _____

REPORT OF THE STAVELEY TOWN COUNCIL IMPROVEMENT BOARD

Executive Summary:

- There is a clear desire of Members to make the Town Council effective for Staveley residents.
- There is lots of potential and opportunities for the area with the Towns Fund etc, but the Town Council needs to embrace more effective partnership working, in particular with Chesterfield Borough Council.
- The Town Council needs to follow through on the delivery of the Corporate Delivery Plan for Staveley for the next five years and use this strategic document as a clear framework to channel its energies in improving the Town's future and amenities. That is the Town Council's principal purpose.
- Staveley Members need to place good governance, good systems and the effective discharging of respective roles at the forefront of their approach and actions to all aspects of Council business.
- The Council cannot engage in any further temporary borrowing and needs to make the repayment of its existing loans a primary objective, together with staying within approved budgets. The budget is an agreed annual financial framework and adhering to it ensures Members do not overspend.
- Any surplus resources need to be invested in the Council's reserves and not spent on what may seem to be more immediate matters. The lack of such an approach has been a major factor in the Council's current position. Over the last decade or so Members were told time and time again that the level of Council reserves were low but did nothing to effectively redress the problem.
- Elected Members need to discharge their responsibilities effectively, but also allow the Clerk to carry out their role properly: advising and supporting members and carrying out their important duties.
- There are a number of identified training needs for Members that need to be addressed: member/officer protocols, financial management and most importantly codes of conduct and behaviour.
- The public disputes in social media have done nothing to enhance the reputation of the Council and leading Members in particular need to set a mature and positive example in all their actions and comments by not engaging in social media any further. This toxicity has had a detrimental impact on individuals, parts of the community and the Council as an organisation. It simply needs to stop.
- Collegiate working, in what is a small organisation, needs to improve significantly and there needs to be a clear understanding of the small scale of the Council's operations and its functions. Trying to replicate operational norms from higher tier authorities is simply not appropriate for the sums of public money involved at Staveley and have had a damaging impact on the organisation.
- The current Clerk has good experience, a sound understanding of the Town Council's finances and Members can place a lot of confidence in her work.
- Members need to listen and act in light of the best advice they receive, especially from Staveley's external auditors. This is particularly so in relation to budgets and important statements like the Annual Governance & Accountability Returns. Members need to really understand what they are

signing off with these documents, and join up the dots behind them about the strategic direction of the Council. They should not accept them at face value or rubber stamp them.

- In November 2022 the Council had insufficient money to meet its commitments and this brought to a head a long period of poor financial management, overreach and a hand to mouth existence which was effectively masked by the borrowing to finance the Staveley Hall project. The 2011/12 to 2019/20 Administrations oversaw a number of costly problems (HR issues/cost overpends/lost income/lost grant opportunities etc) which led to an organisation which was structurally imbalanced financially by the time of the 2019/20 election.
- Administrations since then took insufficient action in time to address the problems they faced, and this is why the Council's financial failure occurred. As a result after Staveley's insolvency £360,000 had to be borrowing from Chesterfield Borough Council. The total amount of loans from Chesterfield are now equivalent to over 90% of the Council's current budget. Staveley Town Council was in a precarious financial position before Chesterfield Borough Council were approached for financial support in 2022. The Town Council was also in a similar financial position before COVID when Chesterfield advanced it £70,000 in September, 2020.
- The financial situation was of Staveley's own making over many years and administrations. Everyone needs to come together to take the Council forward now. This means drawing a line under the past. This means no longer raking over past issues. This means no longer trying to point the finger of blame at others; and most importantly recognising that the future COULD be very different. To achieve this Members need to work positively, constructively and respectfully together for the good of Staveley. Members who cannot do this need to recognise that is not what they are elected for and seriously consider stepping aside for those who can. Progress seems to be being hampered by individual's concerns at the expense of the community good. This is not acceptable and not what local people are paying their council tax for.

STAVELEY TOWN COUNCIL
CHESTERFIELD BOROUGH COUNCIL

28th November, 2023

REPORT OF THE STAVELEY TOWN COUNCIL IMPROVEMENT BOARD

1. Public Interest Test

The Improvement Board has determined that the contents of this report are not of a confidential nature.

2. Purpose of the Report

2.1. In response to an agreement between the Local Government Association and Chesterfield Borough Council, Staveley Town Council agreed to establish a local Improvement Board:

- With the positive aim of the Board to regain public confidence in the Council.
- Demonstrate Staveley's ambitions and ability to deliver value for money services to the local community, whilst prudently managing its finances.

3. Background

3.1. The Improvement Board ("the Board") is a body set up to independently examine Staveley Town Council's ("the Council") operations and finances, and the governance arrangements relating to these matters, through to the end of the 2022/23 financial year. This follows a negative internal audit report and Operations Review in response to the Council's insolvency which was carried out in November 2022.

3.2 The Council's financial problems are now a national matter with questions about the Council being raised in Parliament and the involvement of the Secretary of State for Local Government & Building Safety. The National Association of Local Councils which represents England's 10,000 local councils are concerned about the impact of this situation on the reputation of the sector generally and especially with government and principal councils. It believes the issues highlighted need to be urgently addressed.

3.3 The Board comprises:

Mark Edgell:	Local Government Association Principal Advisor East Midlands, North East & Yorkshire and the Humber
Tracy Manning:	Deputy Chief Executive, Fylde Council
Jonathan Owen:	Chief Executive, National Association of Local Councils
Neil Taylor:	District Council Chief Executive (retired)

The Independent Board members have written this report based on their findings; and the representatives of Staveley Town Council have assisted in facilitating access to information and with identifying stakeholders. Our thanks are extended to Cllr B Dyke (Labour), Cllr P Jacobs (Liberal Democrats) and Cllr P Mann (Community Independents).

- 3.4 Open invitations were made to all local councillors, residents and local stakeholders to ensure as many people as possible who wanted to discuss matters with the Board could do so. Feedback was provided to the Full Board on findings, issues and discussion points during the drafting of this report to you. In completing the review the Board received a full spectrum of views, read numerous reports and documents, and attended Staveley Town Council meetings including an informal meeting with all Members before the formal publication of this report.

4. **Staveley Town Council Improvement Board Terms of Reference**

- 4.1 In establishing the Improvement Board the Local Government Association agreed with Chesterfield Borough Council and Staveley Town Council the following terms of reference:

- (i) Determine the causes of the Council's financial insolvency.
- (ii) Forensically examine the Council's accounts from an agreed point in time through to the end of the 2022-23 financial year.
- (iii) Assess the Council's governance arrangements over the same time period, making recommendations for improvement.
- (iv) Provide advice to the Council on any forms of recourse that might be available to it to address any significant concerns raised during the Board's investigation.
- (v) Support the development and implementation of short-term and medium-term improvement programmes, focused on improving the Council's operations, finances and governance arrangements.
- (vi) Monitor the Council's delivery against the improvement programmes and make further recommendations to the Council as appropriate.

- 4.2 The Board is a non-statutory improvement board and will report its findings and recommendations back to Staveley Town Council and Chesterfield Borough Council. The Board's report and recommendations will be made public. The Board's work is intended to be supportive and positive, but ultimately it will be for Staveley Town Council to reflect on the Board's work and adopt the Board's recommendations in full or in part.

5.0 **Staveley Town Council**

- 5.1 Staveley Town Council was formed in 1974 following local government re-organisation when previously it was an urban district council. It covers 9.89 square miles and serves a population of 18,060 (2021). The Council comprises 17 councillors. Following the 2023 elections there is no party in overall control: 6 Labour, 5 Liberal Democrats, 5 Community Independents; and 1 Independent Councillor.

The Council has a budget of £480,320 in 2023/24, levies a precept of £497,565 and provides the following services/amenities to the local community. All of these are discretionary services i.e. they do not have to be provided:

- i) Staveley Hall and Stables Business & Events Centre
- ii) The Speedwell Rooms Community Hall
- iii) Staveley Markets
- iv) Grit Bins
- v) Hanging Baskets
- vi) Remembrance Sunday Event
- vii) Christmas Lights and Switch on Event
- viii) Community Grants
- ix) Noticeboards
- x) Eight Allotment Sites

5.2 At Band D Staveley's precept is equivalent to £112.19 per year, or £2.16 per week.

5.3 The above emphasises a fundamental point, that Members need to keep a sense of organisational perspective. Staveley is a small, lower tier council with limited functions and resources providing some limited services to just 18,000 residents. Despite the modest scale of the Council's operations the Board was very concerned at the behaviours displayed including allegations of Member intimidation and the involvement of the Police as Council relationships had deteriorated so badly. These issues are significant in the position the Council now finds itself in.

6.0 What Has Happened?

6.1 The Council's long standing financial matters came to a head in late 2022 when the incoming Clerk reported that the Council's bank balance was insufficient to discharge its obligations, and that when the final accounts for 2021/22 were completed there was a reported deficit of £263,000 – some 63% of the Council's precept figure for 2021/22. Contact was made with both local MP's and Chesterfield Borough Council who advanced a loan to Staveley of up to £400,000 at 4.4%, repayable over a five year period. This loan facility from Chesterfield required the agreement of the Secretary of State and the Department for Levelling-Up Housing and Communities.

6.2 From the work the Board has conducted there is no single issue that is responsible for the position the Council now faces. There are a number of contributory factors, some interrelated; and it is the cumulative impact of these issues and long standing financial structural issues which led to Staveley's insolvency problems. Decisions taken outside of the formal system of governance at varying points have also led to culture of lack of control and oversight. There is also confused and problematic historic record keeping.

6.3 This problem is underlined by the fact that there was no single issue of sufficient magnitude (£263,000) to lead to an in-year deficit in the 2021/22 financial year as the agreed budget for that year was insufficient to include such an item.

6.4 What occurred in 2021/22 was therefore an accumulation of issues going back many years which together cumulatively degraded the Council's financial position. The impact of Covid on the Council's income from March 2020 was the tipping point, but the circumstances had been in place for many years beforehand as the Council's Annual Governance & Accountability Returns (AGAR) shown on Appendix 1.

- 6.5 The Board has gone back to 2010/11 as the starting point for its work as this involves all combinations of political control. A recurring issue is that the majority of Members did little or nothing to either preserve, or build up, the Council's reserves despite advice and warnings from its auditors to do so over the 12 year period that has been reviewed.
- 6.6 The Council's Reserves as at 31st March 2015 were critically low which necessitated virement of funds to ensure that the Council's immediate costs are met. The Council's Accounts also show a deficit. *"This is poor management of resources could lead to the Council being unable to make payments in a proper and timely manner as and when they fall due in the future."*

As far back as March 2016 Members were advised by the Council's Internal Auditor:

"Although there was an effective budgetary process and regular budget monitoring within the year the Town Council's Reserves are critically low and have been for some time. I must impress upon the Council the urgency of rectifying this situation with a budget set to correct this during 2016/17 and beyond in order to build up the Reserves and return them to an adequate level. If this is not done there will have to be consideration of further borrowing to alleviate the situation and this is not sustainable."

- 6.7 The Council's financial situation was again summarised for Members at the 17th September, 2019 meeting of the Policy, Finance & Publicity Committee Meeting by the Council's Auditors. Members were informed:

"Over the past FIFTEEN YEARS the Council has seen a gradual reduction in its reserves as a result of a number of cost pressures. These include, but are not exclusive to:

- *The cost of the refurbishment of Staveley Hall and The Stables*
- *The use of the previously held reserves to support the Council's revenue account.*
- *Legal fees and associated employment issues."*

- 6.8 The Financial Out-turn for 2015/16 also shows that there was a £67,679 deficit for the year. In addition, further reporting in 2019/20 indicated a £25,000 - £30,000 deficit. The Council therefore has faced some structural financial issues over a number of years; and in October 2019 Members at the Policy, Finance & Publicity Committee were told:

"Since 2014/15 the Council has operated on an annual revenue budget basis which has not been underpinned by the safety net of any reserves or overdraft facility."

Given the reported in-year overspends from the Council's operations over a number of years this was simply not a sustainable organisational situation.

- 6.9 Another key issue is the turnover of Town Clerks, there have been six since 2010/11 which is the starting point for the Board's review.

2010/11	Liberal Democrats	Clerk A (this appointment dates back to 2002)
2011/12	Labour	Clerk A
2012/13	Labour	Clerk A
2013/14	Labour	Clerk A
2014/15	Labour	Clerk B/C/D (a variety of temporary appointments)

2015/16	Labour	Clerk E
2016/17	Labour	Clerk E
2017/18	Labour	Clerk E
2018/19	Labour	Clerk E
2019/20	Community Independents*	Clerk E
2020/21	Community Independents*	Clerk E
2021/22	Community Independents*	Clerk E
2022/23	Community Independents*	Clerk E/F
2023 24	No Overall Control	Clerk F

* The Community Independents, whilst a minority administration in an overall position of no overall control held the posts of Leader, Deputy Leader, Chair of the Council and all the Committee Chairs.

- 6.10 Much flowed from the unstable key staffing position starting in 2011/12. Not least the resultant poor project management of the Staveley Hall scheme, the fraud loss suffered in 2015/16 as the Council's internal controls had effectively been disabled, missed grant income opportunities and the disruption to the Council's financial reporting mechanisms. All these contributed to the erosion of the Council's financial position and the organisation's sound internal management. For 2013/14 the Internal Auditor could only certify two positive issues out of ten on the Annual Governance & Assurance Return, and the Balances Brought Forward at the 31st March, 2013 were assessed as minus £60,265. The Internal Auditors report issued in November 2014 outlined a number of governance issues including sundry spending records not being kept up-to-date, confused record keeping, payments not supported by invoices, no risk management arrangements and an incorrect payroll function.
- 6.11 It should be noted that some of the clerks in post went beyond the call of duty by temporarily covering from their own money the Council's cashflow shortfalls (being repaid when the Council's precepts did arrive). This underlines the personal commitment there has been to keep the Council on a viable footing, however unwise this may have been. The fact it was happening was an unmistakeable red flag to Members that things were simply not right. Similarly, seeking advance payments of the Council's precept was another worrying sign about the Council's cash-flow issues and the organisation's lack of reserves which should have resulted in a consolidation of the Council's operations.
- 6.12 Given the work undertaken by the Board local people can be reassured that a qualified, competent and experienced Clerk is in post now. The new Clerk has proactively started to deal with the results of the turbulence of the last decade, tightened up a number of important procedures and has provided a sound overview of the Council's finances and future financial plans. A lot of community reassurance can be taken from her presence.
- 6.13 Another positive point of assurance to the community would be Staveley's commitment to work towards peer reviewed accreditation under the Local Council Award Scheme to demonstrate that good governance, policies and procedures are in place.

7.0 The Cumulative Financial Impact of Events

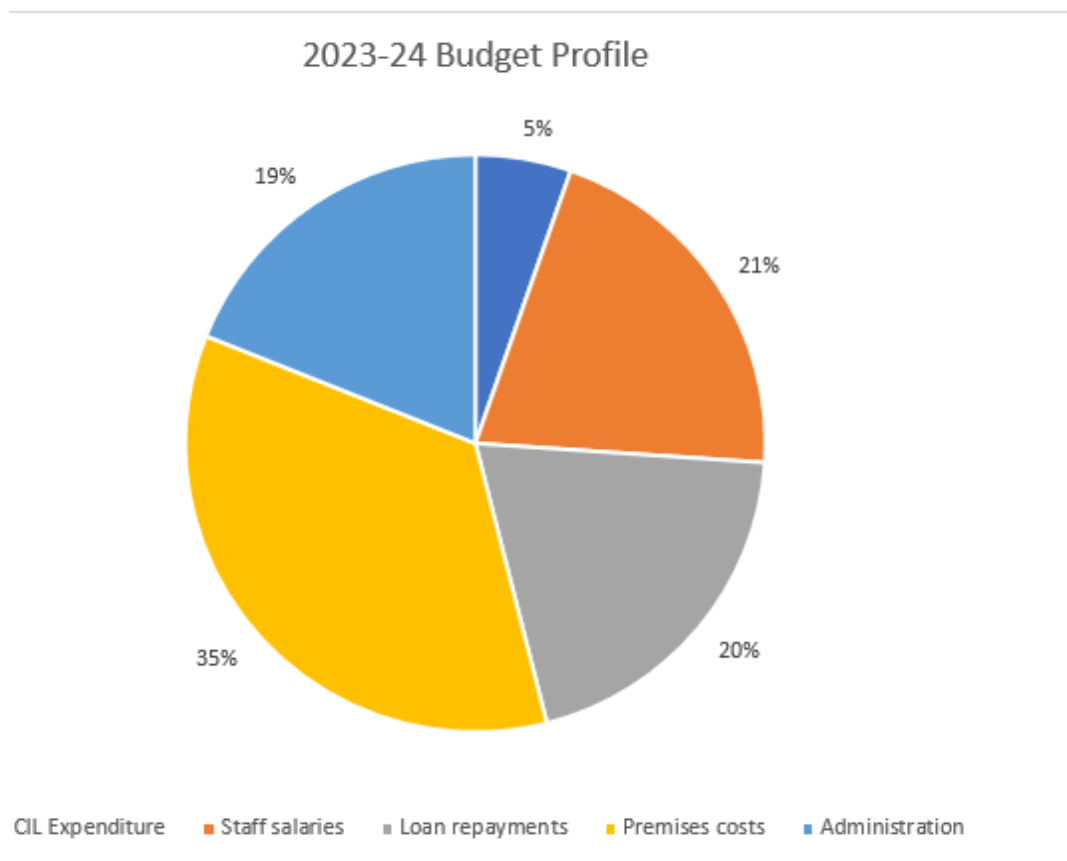
- 7.1 Two main issues have led to the financial situation where Staveley had to rely on a series of discretionary loans from Chesterfield Borough Council to maintain the Town Council's operations:

The Staveley Hall project

- 7.2 This significant capital project was not managed well. The disbanding of the Heart of Staveley Stakeholder Steering Group which could have led to the charitable status of the building and would have been very financially beneficial was a further mis-move. The scale of this capital project provided too much of a risk for the organisation, given its scale to the size of the Town Council's mainstream revenue budget and the instability with the Town Clerk's position.
- 7.3 The Town Council acquired Staveley Hall, a Grade 2 Listed Building dating from 1604, for £31,285 in 1982. With that purchase came the responsibility to keep the building properly maintained. Failure to do so could have resulted in the local planning authority, Chesterfield Borough Council or the Secretary of State to undertake the works and recharge Staveley as the building's owner.
- 7.4 To be clear once the Council purchased Staveley Hall Members did not have a "do-nothing" option. The Council had to do something to address the situation for the building it owned and was responsible for. Indeed the local Civic Society were urging the Council to do so and there was also pressure from English Heritage to ensure the building did not fall into disrepair. When the incoming Administration took over the Council in 2011/12 they took responsibility for the issue. Points have been made to us that Members did not agree with the Hall project. This ignores the point above – something had to be done; and it does not absolve them from the responsibility for the scheme they then managed when they took administrative control. Following a desk-top review conducted by Chesterfield Borough Council in 2013 Staveley Town Council could not have been provided with more comprehensive information about the issues it faced in managing the project.

The end of the Charitable Trust initiative, which could have provided some revenue benefits was another contributory factor to the Council's current problems. To illustrate the points made above about the cumulative impact of these issues the capital overspend on the project was a significant contributory factor in the Council's worsening position:

- (i) The project significantly overspent.
- (ii) As a consequence of this and other budget overspends/lost income opportunities the Council had to take out loans to finance these extra costs – see Appendix 2.
- (iii) The resultant higher level of loans changed the Council's budget profile, increasing the amount of fixed costs in Staveley's budget profile:



(iv) Loan repayments following Staveley's insolvency in 2022 now constitute 20% of the Council's expenditure. If earmarked expenditure on the Community Infrastructure Levy is excluded these fixed costs increase to c25% of Staveley's budget profile.

(v) Therefore, when the Council's income fell away during Covid the structural imbalance in the Council's budget meant that the organisation was significantly hampered in responding to the situation it faced and insolvency therefore followed.

7.5 The Charitable Trust concept was a pragmatic one that fell by the wayside and is recommended to be revived.

The Annual Council Budget

7.6 It should have been clear to all Members that the Council was in financial difficulties, just by the timing of the loans that had to be secured to sustain the Council's operations. This covers both Labour and Community Independent Administrations as Appendix 2 shows. If Members did not know it just emphasises the Board's point about the lack of transparency with a strong leader model of governance Staveley had in operation.

7.7 Plainly, Senior Members knew about these loans, or the need for them; the fact that they also knew about requests for advance precepts payments and that one of the Clerks was covering the Council's cashflow problems with their own money (to be repaid when the precept monies were paid); and when they were told that some staff were not being paid properly all these issues should have flagged up the most significant warnings about the sustainability of the Council's finances.

The “*Update Report on Staveley Town Council Finances*” to Full Council on the 14th December, 2021 provided the following clear information to Members as the purpose of the report was:

To update Council on some significant financial issues affecting Staveley Town Council.

To set out, for the record, the context that has impacted on the town Council’s finances over the last ten years.

The report then went on to outline that *the Council had been operating with no or little reserves since 2012. Between 2002 and 2012 the Council gradually used £116,142 [of its reserves].*

In that (2021) report reference was made to the Report to Full Council on the 14th January, 2019 which said:

“The Council is facing a set of challenging financial circumstances. The situation is made more difficult by the lack of reserves.”

- 7.8 The issue is not what Members were told or claims that they did not know, but that they took insufficient action to rectify the situation about the Council’s reserves either by raising additional income or cutting back on expenditure until it was too late and the new Clerk submitted her Operations Review report in November 2022. After repaying the Derbyshire County Council loans and taking out the PWLB loan in 2017 the annual revenue cost of servicing these capital costs was £55,000. It is these basic financial realities that are important and Members were provided reassurances from the previous Clerk that matters were in hand. Unfortunately they were not, and to cut through any obfuscation straightforward questions about the levels of money the Council had in the bank would have provided an irrefutable indication of the seriousness of the situation Staveley faced.
- 7.9 Senior Members can rightly say they asked for budgetary information which was not forthcoming (and they have told the Board they weren’t). Until Members could be satisfied what the Council’s financial position was then caution should have been the maxim to adopt. This is particularly so as they knew, and were repeatedly told that the Council’s reserve situation was perilous. No new expenditure and projects should have been approved and retrenchment on loss making services like the café should swiftly have been made. Following the May 2019 election the following budget reductions were made by Members after the information provided by the Clerk which provided some temporary respite:
- Closure of the 26 High Street office
 - Reduction of maintenance costs for Speedwell and Staveley Hall
 - Reduction of caretaker staff
 - Restructure after concluding the Hall Manager’s position
 - Cuts across all other budget headings
- 7.10 In addition, in July 2019 the PWLB contacted the Council to inform the Chair of Finance that £55,000 was owed as one payment had been missed from the 2018. As part of the 2020/21 budget Members had made a provision £15,000 for reserves, but once Covid started this was removed and in September 2020 Staveley borrowed c£75,000 from Chesterfield to bridge its budget another deficit for 2020/21. This was granted by Chesterfield Borough Council, as were the subsequent loan advances made by the Borough Council to support Staveley in March and July 2023. (During this period

Staveley was unsuccessful in securing any NNDR relief during Covid for its properties unlike Brimington Parish Council.)

- 7.11 Significantly the Annual Governance & Governance Returns for Staveley show that the all the Council's financial management operations were overall considered sound by the internal auditors in 2018/19 and 2019/20. By 2020/21 three out of fourteen were not; and by 2021/22 the internal control situation had deteriorated as ten out of the fourteen of the Council's financial management categories were not assessed as adequate. There was no improvement for the 2022/23 return which again showed that ten out of fourteen categories could provide no assurance for the Town Council's activities. This meant from April 2021 onwards appropriate accounting records were not kept adequately, budget management was not sustained; and income and petty cash etc was not appropriately accounted for. These financial management issues occurred irrespectively of Staveley's strategic financial decline to insolvency.
- 7.12 The point has been made to the Board that Chesterfield's loan in 2022/23 was not forthcoming as quickly as was requested and this delay led to the termination of staff contracts and precipitated the financial problems Staveley experienced. This is simply not the case. Staveley had already overspent by £263,000 the end of 2020/21 (para 6.1 above) and had reached a position of insolvency when the new Clerk was appointed in October 2022. As Staveley's financial budget structure was so imbalanced all any loan finance would have done is staved off the inevitable expenditure reductions to bring the Council's financial profile back into balance for a limited period. The loans provided are not sustainable year on year income. So, Members would have had to cut the Council's expenditure to balance it with money it receives from its annual precept and service income. Staveley now owes Chesterfield c£400,000 which equates to 83% of the Town Council's 2023/24 budget, the position therefore being advocated by some Members is simply an unsustainable one to take given the structural financial issues faced by Staveley.
- 7.13 Whilst Members rightly want to do things for the local community, something Members of all groups said they wanted to do, the Council cannot operate without adequate funds to cover them. They are elected to run the organisation on behalf of the community responsibly. Financial stability therefore needs to be at the forefront of any future decision making by Members.

Staffing & Continuity

- 7.14 There is no doubt that many of the Council's problems have stemmed from the results of the Clerk's two year ill-health absence etc that occurred over a decade ago and the consequences over a number of years that immediately followed that unsettled period. The situation magnified the fact that there was no in-house management of the Council's biggest and most intricate capital project. These problems therefore could not have happened at a worse point and should have been uppermost in Member-staff relations at that time. This is emphasised by the fact that in the 2013/14 – 2015/16 period there were four people acting in the Clerk's role, including one Member. It was during this period that money was appropriated by someone working as a temporary member of staff – as there were insufficient internal controls at that time in place given the management action Members had taken. The cost to the Council of resolving these staffing matters stemming from these circumstances was significant, not only in terms of staffing payments, but legal advice, and severance costs which again weakened the Council's financial position. In addition, these issues led to personal stress and the time and effort taken to resolve them. For example *the Council has not undertaken a review*

of its Risk Assessment during the year to 31st March 2014 nor has it been possible to locate a copy or any details for audit of the Risk Assessment in force during the year.

- 7.15 When a new permanent Clerk subsequently took over in 2015/16 they did not inherit a position of financial security to manage and there was a lot to do to re-establish matters that had been allowed to drift. (By 2018/19 only one issue, out of 10 internal control categories from the Council's Annual Governance & Accountability Return was negative). But this financial management instability continued on and off until the latest Clerk joined in October 2022 and was able to articulate the perilous state the organisation was in by then. The new Clerk did this within a month of joining Staveley culminating in the Operations Review report to the November, 2022 Council meeting. With all the time and resources taken to resolve the staffing issues faced, the opportunity cost in terms of managing the building project, paying attention to basic financial issues etc was significant and had they not occurred the Council may not find itself in the situation it is in today.
- 7.16 On a positive note the current Clerk, who was appointed through open competition process, has introduced a new finance system and got a good grasp on the Council's organisational dynamics. The Council has reduced expenditure and Members now need to stick to the financial framework they approved when they set the Council tax for 2023/24 on the 14th February, 2023 and with it Staveley's Five Year Stability Plan. The 2024-2027 Corporate Delivery Plan identifies five important community core areas:
- Health and Well-being
 - Sustainable Future
 - Tourism and Economy
 - Community Development
 - People, Assets and Governance

Members need to be unflinchingly in focusing their attentions on, and delivering on, the priorities they have identified are important to local people.

8.0 Financial Reporting

- 8.1 Given the turnover of people (five) in the Town Clerk's role during the 2012 – 2015 period and all the related issues with staffing matters financial reporting was patchy. From the evidence the Board has seen it is quite clear the internal and external auditors did flag up sufficient concerns about what was going on, and the lack of reserves to support the Council appropriately. The Internal Auditor's comments for the year ended on the 31st March, 2014 sum this up:

"Without properly drawn up and verified accounts it is not possible to confirm that the Council's Reserves, Assets and Liabilities have been properly accounted for."

- 8.2 From 2015 onwards some budgets were put forward and approved in isolation, without reference to prior financial years' shortfalls; there were instances of staffing costs being budgeted for incorrectly, cash payments made out of income instead of accounting for them correctly, Community Infrastructure Levy monies being incorrectly included in the council tax receipts and capital receipts which were used to offset revenue cashflow gaps etc. All these issues should have made Members much more circumspect about the level of financial capacity of the Council. Whilst Members may have placed trust high in their priorities for the replacement Clerk in 2015/16, not to appoint anyone who was suitably Society of Local Council Clerk qualified or with experience of running a small

town council should have been taken into account. (Another example of this inexperience is that the Council's Minutes were not signed off by the Chair as a true record of the decisions taken.)

8.3 If there were excuses and obfuscation about providing budgetary information senior and experienced Members should have worked their way through the Annual Governance & Accountability Returns (AGAR) statements each year as they are meant to flag up, and they do, a simple overview of the Council's financial position. Appendix 1 provides this information for all years that records can be traced (some of the Council's records are somewhat haphazard but Members should have insisted they were provided and signed off, as required by the deadlines).

8.4 The AGAR for 2018/19 is the most significant one as it shows between March 2018 and March 2019:

- (i) The Council's "other receipts" decreased from £608,101 to £330,774 (a £277,327 reduction of some 45.6%).

At the same time:

- (ii) Staff costs were increased from £255,564 to £346,064 (a £90,500 increase, some 35%)

These two combined issues in one financial year resulted in a negative £367,827 impact on Staveley's budget profile by the 31st March, 2019.

8.5 As a result the Council's projected reserves went from £129,017 in March 2017, to £87,431 in March 2018 a reduction of £41,586, and then a further reduction of double that amount for 2018/19 eroded everything that was left with a reported level of reserves of minus £112 by 31st March, 2019.

8.6 In setting the 2019/20 budget, before the May 2019 Elections, these issues should have been apparent to both the Town Clerk & Responsible Financial Officer and the Members who approved that budget.

8.7 Similarly if this AGAR had been able to be studied it should also have been clear to the incoming Administration that even after their budget reduction exercise in 2019 a £75,000 loan from the Chesterfield BC was not going to solve the problem if the budget's financial profile was as imbalanced as it was. Staveley's financial structural problems were far more substantial than that.

8.8 The AGAR for 2019/20 shows a further deteriorating position of minus £112 in reserves, which increased to minus £24,396 by the 31st March 2020. Total other receipts further decreased from £330,774 to £314,568 (a £16,206 reduction) and staffing costs increased from £346,064 to £376,347 (a £30,283 increase).

8.9 The AGAR for 2020/21 shows a modest improvement to minus £14,872 as staffing costs had been reduced by £54,433 and other payments by £74,172, offset by lower other receipts of £100,700. However, the impact of Covid eroded the Council's Other Receipts figure to just £109,977 by the end of March 2022 which was the tipping point that led to the Council's insolvency by November 2022.

9.0 Governance Arrangements

- 9.1 This is another key area for the Council: how decisions are made and the transparency of them as they are vital to avoid problems and provide transparency and community confidence. Proper decision making must be made within the formal framework – via reports that are drawn up by the Clerk, considered formally, and if appropriate approved by Members.
- 9.2 The term “strong leader model” is widely used within the Town Council. The “strong leader” model as generally understood refers to a form of leader and cabinet executive where the leader has authority to make decisions on behalf of the council. Unless they resign they can only be removed from office by a vote of full council. A town council cannot legally operate any form of executive, and no councillor, including the leader can have individual decision making power within the town council. The Board therefore takes the view that the strong leader model within the town council refers to a style of leadership characterised by the council there, rather than a form of governance. The Board has serious misgivings about whether such a style of leadership was, or remains appropriate, for an organisation as small as the Town Council. This is borne out on staffing matters and securing loan finances to highlight two significant examples. A more consensual and transparent approach to governance where decisions are taken legitimately and collectively by the Council will help embed better collective working for the benefit of residents. To emphasise the point about perspective Chesterfield Borough Council spends twice as much as all Staveley Town Council’s operations on a single service, homelessness.
- 9.3 A key issue in terms of governance are internal audit reports and the Annual Governance & Accountability Returns (AGAR) required to be submitted for the Town Council for approval. The annual return must be completed after the conclusion of the financial year, and before the end of June; and although signed by the Chair and Clerk it is done so on behalf of all members of the Council. It is a collective responsibility to ensure that there is a sound system of internal control. Had all Members paid more attention to these returns then they would have been more aware of the issues rather than a small group of senior councillors.
- 9.4 The agreement and publication of these AGAR’s are a basic internal control tool to provide the reassurance that the organisation is operating effectively. Again, senior Members, some of whom have been on the Council for over a decade, should know about the significance of these documents; and once the recommended Members’ training programme is conducted so will all the other Councillors. They need to be formally considered, agreed and submitted publicly, not through any delegated power.
- 9.5 Given the problems faced by Staveley these returns should never have been a “rubber stamp” exercise, or something left to an individual Member to sign off. If they were then the basic control they are supposed to provide is lost, and no individual members have any decision making powers.

10.0 Member Conduct & Training

- 10.1 One fact needs to be made clear, the problems faced by the Council is not due to a set of issues faced by one Administration, it is a composite set of events over a number of years since the Labour administration from 2011/12 until 2018/19; and the Community Independents - with confidence and supply support from the Liberal Democrats from 2019/20 until November 2022 when this was withdrawn. The current political balance on Staveley Town Council is now:

Labour:	6
Lib Dems:	5
Community Independents	5
Independents:	<u>1</u>
TOTAL	17

- 10.2 Following the 2023/24 Election the Town Council is experiencing a situation where there is no one party or group in overall control, and councillors have to work together to transact the Council's business. In addition, there has been no agreement of groups working together and therefore the Council is operating without a so called leader. The Chair of the Council manages the Council's business at each Full Council meeting.
- 10.3 There has been a lot of accusations and long standing antagonism between Members and their respective Groups. In itself, this is a poor indicator of organisational health. No one comes out of this well and it just provides a smokescreen to getting on with the reason that Members are there for i.e. running the organisation effectively for local people. Such negativity could put local people from coming forward to be councillors.
- 10.4 There is also a disproportionately high number of complaints made in relation to councillors from Staveley Town Council to Chesterfield Council's Monitoring Officer. During the period between July 2012 and December 2022, 36 out of a total of 62 during this period – nearly 60% related to Staveley Town Council. Themes have ranged from statements and behaviours at council meetings and to the public and other councillors; through to action taken or a failure to act, together with pernicious social media postings.
- (Liberal Democrat Members have asked the Board to make it clear that they have a policy of simply not engaging in social media commentary and have made no complaints to Chesterfield during the review period.)
- 10.5 Tit for tat complaints about other Members' behaviour to the Monitoring Officer should be avoided, and any issue warranting a formal complaint only be made in extremis. They should only be made about substantive issues if they cannot be resolved locally by the Chairman or the Clerk in the first instance. The firm recommendation to Members is to step back from any potential flash points and pause before either complaining or making adverse comments. Members are all mature people, their actions are continually in the public eye and a far greater sense of give and take needs to be established and more harmony reached. This will pay significant dividends in terms of the Council's operational capacity – with less fuss and more work accomplished.
- 10.6 Inter Member animosity is a reputational factor for the Town Council, particularly so given the situation Staveley finds itself in. Every councillor the Board spoke to were mature people of experience. The community are looking for their Town Councillors to provide local leadership. Therefore, personality issues, some of them long standing, tit for tat spats, disparaging social media comments and the leaking of confidential information does nothing to improve the reputational damage Staveley has suffered from. This behaviour simply needs to stop.
- 10.7 Members who stand for office do not receive any remuneration for their time, unlike other councils. They are there to serve their constituents and should not use the platform the Council provides to pursue their own agendas.

- 10.8 Group Leaders in particular need to set a good example and enforce positive standards their Groups should be proud of.
- 10.9 If Members cannot contribute in a positive manner they would do well to keep their counsel. The poor working atmosphere amongst Members is a significant contributory factor to the position the Town Council finds itself in - as all the dissension generated has meant people have not been concentrating on the issues that really matter. The Board has unfortunately had direct experience of this sort of behaviour during the course of this review.
- 10.10 The Seven Principles of Public Life established by Lord Nolan's Committee in 1994 need to be continually applied in the manner Members conduct themselves.

Selflessness – Holders of public office should act solely in terms of the public interest. Not themselves.

Integrity – Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity – Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability – Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness – Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty – Holders of public office should be truthful.

Leadership – Holders of public office should exhibit these principles in their own behaviour and treat others with respect. They should actively promote and robustly support the principles and challenge poor behaviour wherever it occurs.

- 10.11 As part of the Board's recommendations for Staveley the Town Council urgently needs to introduce a comprehensive training programme for Members. This is an important building block for improvement. Staveley should also seek to build some stronger relationships with Chesterfield Borough Council, the County Council, Derbyshire Association of Local Councils or its other near neighbours with some joint training. Working with others may also foster new perspectives and provide the opportunity to gain new ideas. The Board positively noted the recent training arranged by the Clerk on the Community Infrastructure Levy.
- 10.12 The Council should also include in its action plan a proposal to sign up to the national Civility and Respect Pledge committing the Council to treat councillors, the Clerk, other employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles and that it:

- Has put in place a training programme for councillors and staff

- Has signed up to the Code of Conduct for councillors
- Has good governance arrangements in place including staff contracts and a dignity at work policy
- Will seek professional help at the early stages should civility and respect issues arise
- Will commit to calling out bullying and harassment if and when it happens
- Will continue to learn from best practices in the sector and aspire to be a role model/champion Council.

This may assist Member knowledge with issues such as Member surcharge which still seems to have some currency in the discussions we have had with Staveley Members. It was withdrawn under the Local Government Act 2000 and no longer applies.

11.0 **Forms of Recourse**

- 11.1 The Board was specifically asked about potential issues of recourse. The issue in pursuing such a matter now would be the evidence gathering given the historical issues with confused record keeping by the Town Council combined with the fact this took place over seven years ago. The time lapse will not only be an issue with memory refreshing of potential witnesses but also with the time limitation of pursuing action with respect to fraud.
- 11.2 Theft is a criminal offence pursuant to the Theft Act 1968. The Limitation Act 1980 gives time limits to bring actions for differing offences, but the Theft Act 1968 is not subject to these time limits.
- 11.3 The potential for Criminal Fraud is more complex:
- In some cases there will be other possible offences such as False Accounting (section 17 Theft Act 1968), Making off Without Payment (section 3 Theft Act 1978), Obtaining Services Dishonestly (Section 11 Fraud Act 2006), offences under the Computer Misuse Act 1990, Forgery and Counterfeiting Act 1981, the Identity Cards Act 2006, the Proceeds of Crime Act 2002 or the Financial Services and Markets Act 2000. Crown Prosecutors must decide which offence properly reflects the criminality concerned. All offences are subject to the public interest and evidential test to ascertain whether or not to charge.
- 11.4 This may be an offence contrary to Section 4 Fraud Act 2006 which is brought by the Police and Crown Prosecution Service. A person is in breach if he or she occupies a position in which he/she is expected to safeguard, or not to act against, the financial interests of another person, and or dishonestly abuses that position, and or intends, by means of the abuse of that position, to make a gain for himself or another, or to cause loss to another or to expose another to a risk of loss.
- 11.5 He or she also could be charged with the offence of Fraud by false representation, contrary to Section 2 of the Fraud Act 2006 which states a person is in breach of this section if he or she dishonestly makes a false representation, and intends, by making the representation, to make a gain for himself or another, or to cause loss to another or to expose another to a risk of loss.
- 11.6 There is a time limitation pursuant to the Limitation Act 1980 period for bringing an action of fraud varying on the type of fraud. Fraud actions must be brought within six years; however Section 32 gives more time as time does not begin to run until the fraud

has, or with reasonable diligence would have been, discovered if the defendant deliberately conceals any fact relevant to the cause of action.

- 11.7 A person who is guilty of fraud is liable on summary conviction, which is conviction in the magistrates court , to imprisonment for a term not exceeding the general limit in a magistrates' court] or to a fine not exceeding the statutory maximum (or to both) which is £5,000. On conviction on indictment which means heard in the Crown Court, to imprisonment for a term not exceeding 10 years or to a fine (or to both). However, no monetary return would be made to the Town Council.

Civil Fraud Claim

- 11.8 The Town Council could have made a claim through the County Court for a civil fraud and there are differing heads of claim such as unjust enrichment. This head of claim applies when the defendant has wrongfully obtained a benefit or enrichment at the expense of the claimant through fraudulent means. The claimant seeks restitution to prevent the defendant from unjustly profiting from their fraudulent actions.
- 11.9 Civil claims can be pursued in the County Court, however based on the facts outlined above, this may be out of time for the limitation period of 6 years, unless the application can satisfy s32 of the Limitation Act 1980 which is based upon the fraud of the defendant. The limitation period does not begin to run until the claimant has "discovered the fraud...or could with reasonable diligence have discovered it." The state of knowledge which a claimant must have is knowledge sufficient to enable it to plead a claim. The burden of proof is on the claimant to establish that they could not have discovered the fraud without exceptional measures which they could not reasonably have been expected to take.
- 11.10 The Town Council, in consultation with Chesterfield Borough Council, is recommended to seek legal advice from a specialist fraud advisor to take a view on pursuing this matter.
- This is underlined by the misappropriation of resources by a temporary member of staff in 2015/16, who was subsequently convicted of dishonesty (for a similar offence in another local council). The Board can find no evidence of this matter being reported to the Police. Theft is a criminal offence pursuant to the Theft Act 1968. The Limitation Act 1980 gives time limits to bring actions for differing offences, but the Theft Act 1968 is not subject to these time limits.

However, this matter might also be deemed to fit in with an offence of fraud by an abuse of position, for which time limits do apply. It would be a matter for the Police to arrest, question, gather evidence and take witness statements. The case would then go to the Crown Prosecution Service who is responsible for determining the charge and prosecuting.

- The lack of staffing continuity was a significant factor in the problems encountered with the Council's largest capital project which was completed in 2016.

12.0 **Conclusions**

- 12.1 In reaching the conclusions in this report the Board has seen sufficient evidence to make the recommendations outlined to the Council. Everyone who wanted to discuss matters with the Board was afforded the opportunity to do so, and we were grateful for their time and thoughts.

- 12.2 Members have a lot to do to re-establish organisational credibility and confidence in the Town Council. This will be a long term project and doing the basics right should be the overriding aim of all decisions and actions until the Council's loans are repaid and Members have sufficient financial capacity to embark on any other community projects they want to achieve for their residents.
- 12.3 As the Board has stressed the role of the Town Clerk is vital to the operation of the organisation, and the current incumbent is qualified, has good experience, is knowledgeable, has integrity and understands the parameters of what the organisation can achieve.
- 12.4 The Council's budget is now balanced and there is a clear understanding of the long term commitments Staveley has to manage:
- £803,450 is currently owed to the Public Works Loans Board (to be repaid over a period of up to 50 years) ; and
 - £398,900 is currently owed to Chesterfield Borough Council (to be repaid within the next 5 years)
- These loans do not reduce the amount the Council needs to raise or solve its budget deficit, it just allows Members to spread it's financial commitments over future years.
- 12.5 There is an over-riding need for Members to look at the big picture for Staveley.:
- what are local council taxpayer's paying for? And
 - how can Members make a strategic difference to the Town?
- The Council urgently needs to concentrate on the approved strategic plan for what it's doing, and engage/communicate with residents to ensure it maximises its role as a strategic local player for the Town and the Staveley area.
- 12.6 Time and capacity is also a budget item. It takes time and resources to ensure the Council's operations are adhered to and procedures are followed. Therefore, there needs to be a real sense of perspective/fitness for purpose of the Town Council itself - it is a third-tier authority with only a limited set of non-statutory services; Members are responsible for a budget of just £497,000; there are only 3 posts on the establishment, it comprises 17 elected Members and is not there to resolve every issue.
- For example, if residents are faced with a burst water main it is the responsibility of the water company, and not the function of the Town Council to provide residents with any temporary water. Having a Council Plan in place would ensure that this sort of immediate issue was not considered in the strategic context Staveley needs to operate in. For example, developing the Town's market offer.
- 12.7 Some improvements do not cost money and can start immediately – for example the political vendettas, animosity and point scoring need to just stop. All Members can start this at this evening's meeting with a civil approach to all contributions. The Board was very concerned to hear about allegations of Member intimidation and the involvement of the Police as relations had deteriorated so badly. It re-enforces the point about Members' loss of organisational perspective and the fact that Staveley is a small, lower tier council with limited functions and resources providing services for

just 18,000 residents. It is also telling that when asked by the Chairman at the Full Council meeting in February, 2023 it was minuted that a Member did not apologise for adverse social media comments about an officer. This is simply unacceptable behaviour in public office.

- 12.8 As part of our work the Board asked each person we spoke to about whether Staveley Town Council should continue. Without exception everyone said that it should as Staveley should be represented, it was the focal point for community efforts, there was a need to support the local community and without it there were fears that efforts and resources would be concentrated only in Chesterfield itself. (It should be noted that Chesterfield Borough Council was allocated £25.2m Town Deal funding in 2021 for the Staveley area, and the current Chair of the Town Council is a member of the Town Deal Board. Chesterfield has also secured the Town Council's survival loans, provided advice and previous financial support to Staveley in September 2020 when it was requested.)
- 12.9 Similarly the Board was impressed by the initiatives Members wanted to do for their communities, whether through their own efforts, sponsorship or through their community contacts. This is very much to Members' credit and is the creative approach to still fulfil what people enjoy, but without draining any further Council funds. Staveley needs a sustained period of consolidation, not expansion. This may be prosaic, but it is what is required. The fact that the Town Council has signed up to this improvement process is a positive and an important step, and there needs to be ownership (not denials) by Members of the situation.

13.0 RECOMMENDATIONS:

13.1 To Regain Public Trust & Confidence and the Town Council

- (i) Members need to accept that when they get elected (whether it's a contested election or not) they are there to undertake a position of responsibility, and with that some maturity is required to fulfil that duty. Tit for tat arguments in Council meetings and on social media are tawdry, they bring the position of councillors into disrepute, and with it the Council's. If Members continue to abuse social media and bring the Council into disrepute there needs to be a formal sanction for such behaviour, in effect a Staveley Charter of Acceptable Behaviour enforced by other Members.
- (ii) To assist Members in their responsibilities a formal training programme needs to be established, to include:
 - (a) the purpose and function of the Town Council
 - (b) the Council's Constitution
 - (c) the respective roles of Members and officers
 - (d) local government finance and the annual governance statement
 - (e) Member Code of Conduct and the principles of good conduct to establish confidence in the members of the Town Council
 - (f) the proper use of social media and resources available, including from LGA, for councillors to manage on-line abuse.
- (iii) A more consensual and transparent approach to governance where decisions are taken legitimately and collectively by the Council will help embed better collective working for the benefits of residents. There is a role for Group Leaders coming together to help provide a steer to the Clerk when drafting reports for the Council to consider but it is underlined that decisions ultimately need to be reached through the Council's formal decision-making structure through the Council and its committees.
- (iv) The Town Council should formally abandon any concept of the strong leader model of governance. If Members want to be party to the development of ideas before draft reports are finalised they should be undertaken with consensus by group leaders as part of meeting with the Clerk. If lead Members cannot bring a mature approach based on positive outcomes for the Council as an organisation then this recommendation needs to fall by the wayside and the reports be just submitted for debate at the meetings with all Members. If that is the case then the time management of Council meetings by the Chairman needs to be very effective and appropriate time given to items of significance.
- (v) A lot negativity seems to have been generated by conjecture, hearsay and rumour. This needs to cease. If there are concerns or issues, rather than letting them run it would be helpful for Members to ask questions at Full Council about whatever the issue is so that a formal answer can be provided and the information known by everybody. In this way all Members will know about the issue and the response. The Clerk is building a new website for the Council and this should provide a better source of information about projects, decisions and issues. Together with a Council newsletter which the Clerk intends to instigate.
- (vi) There should be a Member-Officer Protocol put in place making the working relationship between elected members and the officers' of the Town Council clear. This should include working arrangements with the Council Chairman and respective Group Leaders in order that the Clerk and her staff have the ability to manage their time effectively to discharge Council business. Given the limited staffing levels at

present, Members should seek to make appointments for meetings with the Clerk rather than arriving unannounced when she may be serving customers or engaged in detailed finance work.

- (vii) A commitment to peer reviewed accreditation under the Local Council Award Scheme to demonstrate that good governance, policies and procedures are in place.
- (viii) The Council should sign up to the national Civility and Respect Pledge committing the Council to treat councillors, the Clerk, other employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles.

13.2 To demonstrate the Council's ability to deliver value for money services the Town Council:

- (i) The Council needs to stop focusing on procedural issues, they will come through more transparent decision making. Staveley needs to concentrate its efforts on a bigger picture for Staveley - what does the Council want to achieve for its 18,000 residents? The 2024-2027 Corporate Delivery Plan, which includes staying within budget and building up its reserves form an important part of this important corporate task. The Corporate Delivery Plan will provide guide and a framework for future decision making, allowing Members to discount issues which do not fit within that agreed and strategic framework.

The fact that Staveley has access to local Community Infrastructure Levy resources means that effective and meaningful decisions are there for Members to make.

- (ii) All internal audit reports, external audit reports an Annual Governance & Accountability Returns (AGARs) should be formally reported to the Policy, Finance & Publicity Committee. In the case of the latter they should go to Full Council for scrutiny, Member information, discussion and formal sign off.
- (iii) Members need a formal financial statement for each quarterly meeting of Policy, Finance & Publicity Committee and that needs to be formally considered by Full Council at each of its meetings.
- (iv) The Town Council sets itself a financial target of 10% of its precept as a minimum level of reserves and works toward this figure with commitment. Whether this is through reducing expenditure further, or more importantly increasing income this needs to be done in a planned and methodical way.
- (v) Members should not embark on any new expenditure unless it is balanced by additional income.
- (vi) All new ideas for the distribution of Council grants, fund raising, asset sales – land and equipment etc should be the subject of a formal report from the Town Clerk, in the appropriate corporate template for approval by Members in a transparent way. Members' enthusiasm for schemes is a positive thing but the Council needs to undertake its work in a transparent way at all times. This particularly applies to cash raised at functions for example where gross receipts should always be formally recorded.

- (vii) The Council should review its asset base and resurrect the charitable status concept for Staveley Hall if it wants to retain it. Any decisions about the future of Staveley Hall need to take into account the commitments Staveley entered into with the Heritage Lottery Fund (£1.79m) and European Regional Development Fund (£1.17m) which may need some form of repayment if there were to be any changes which would breach the original grant conditions. Members would also need to get an assessment of current market valuations for their assets in the light of prevailing market conditions, as any market valuations may be lower than those in the balance sheet.
- (viii) The Council should formally review this report and recommendations; and prepare an action plan to implement improvements made, with review dates.

Staveley Town Council - Annual Governance & Reassurance Returns: 2013/14 - 2021/22

Appendix 1

	31st March 2013	31st March 2014	31st March 2015	31st March 2016	31st March 2016 (Restated)	31st March 2017	31st March 2018	31st March 2019	31st March 2020	31st March 2021	31st March 2022	31st March 2022 (Restated)	31st March 2023
Sign Off Date		15/07/2014	19/05/2015	14/06/2016	14/06/2016	13/06/2017	12/06/2018	09/07/2019	13/10/2020	14/09/2021	30/11/2022	27/06/2023	27/06/2023
Balances Brought Forward	£ -(£60,265)	£257,155	£394,418	£23,515	£23,515	£361,706	£129,017	£87,432	£2,888	£ -(£21,396)	£ -(£11,873)	£ -(£110,799)	£ -(£219,093)
Annual Precept	£331,562	£260,917	£294,226	£309,820	£309,820	£356,293	£368,763	£379,827	£396,936	£411,374	£420,307	£420,307	£450,394
Total Other Receipts	£522,900	£828,885	£395,533	£2,021,435	£2,661,435	£322,376	£608,101	£330,774	£314,568	£213,868	£109,977	£250,709	£615,867
Income:	£ 854,462	£ 1,089,802	£ 689,759	£ 2,331,255	£ 2,971,255	£ 678,669	£ 976,864	£ 710,601	£ 711,504	£ 625,242	£ 530,284	£ 671,016	£ 1,066,261
Staff Costs	208,459	218,364	254,731	270,504	270,504	174,503	255,564	346,064	376,347	321,914	348,312	348,312	373,250
Loan Repayments	10,403	20,807	35,201	41,616	341,616	141,616	300,394	66,711	27,286	35,822	83,890	83,890	153,518
All Other Payments	318,180	713,368	770,730	2,020,944	2,020,944	595,239	462,492	382,370	332,155	257,983	347,108	347,108	485,272
Expenditure:	£ 537,042	£ 952,539	£ 1,060,662	£ 2,333,064	£ 2,633,064	£ 911,358	£ 1,018,450	£ 795,145	£ 735,788	£ 615,719	£ 779,310	£ 779,310	£ 638,790
Balances Carried Forward													
Actual Figures:	£257,155	£394,418	£23,515	£21,706	£361,706	£129,017	£87,431	£2,888	-(£21,396)	-(£11,873)	-(£260,899)	-(£219,093)	£208,378
Reported Figures:								-(£112)	-(£24,936)	-(£14,872)	-(£263,898)		
Cash & Short Term Investments	257,249	189,753	-(7,798)	290,800	56,115	56,115	-(5,416)	-(35,330)	-(24,873)	1,703	4,865	4,865	179,384
Fixed Assests + Long Term Investments & Assets	7,014,725	7,014,725	7,014,725	7,014,725	6,915,600	6,915,600	6,991,917	6,995,899	7,013,022	7,022,460	7,030,187	7,032,699	7,035,358
Total Borrowings	329,478	737,071	725,753	1,053,999	941,793	941,793	925,472	904,887	958,618	950,143	927,585	938,598	1,165,469

Appendix 2

Principal
Balance
Outstanding
£

Balance of Loans Outstanding

IMPROVEMENT PLAN – STAVELEY TOWN COUNCIL

MEETING: ORDINARY MEETING OF POLICY, FINANCE AND PUBLICITY COMMITTEE

DATE: 28 NOVEMBER 2023

REPORT BY: TOWN CLERK AND FINANCIAL OFFICER

1.0 PURPOSE OF REPORT

1.1 To seek committee approval and adoption of the Draft Improvement Plan.

2.0 BACKGROUND AND INTRODUCTION

2.1 The Policy, Finance and Publicity committee considered the draft plan at Appendix 1 at its meetings held on 25th July 2023 and 17 October 2023.

2.2 This report is presented with acknowledgement that there may be additional recommendations coming out of the Improvement Board Investigation which will need to be added in once acceptance is confirmed.

2.3 Some of the actions are already in progress and will be reported back on as part of this plan once adopted. The Council has also agreed a Draft Delivery Plan for consultation with the public which contained a commitment to formally apply for the Local Council Award Scheme to show that it was meeting expected standards.

2.4 The plan has been updated to reflect progress since the October meeting.

3.0 LCAS - A PHASED APPROACH

3.1 The scheme clearly sets out the required documentation to improve the Council's governance arrangements as well as criteria for its work in the community and what it should have in place for staff and councillor development.

3.2 There are three levels of award within the scheme: Foundation, Quality and Quality Gold. Whilst the priorities have been marked as High, Medium and Low, the Council should first work on the requirements for the Foundation level which are marked with 'F'. These items are fundamental to the basics of operating a Town Council.

3.3 Policies will come via the Policy, Finance and Publicity Committee for review and recommendation to Council for approval. The Committee will then be responsible for reviewing policies on a cyclical basis or as and when legal updates arise, whichever is soonest.

4.0 RECOMMENDATIONS

- 4.1 That Council adopt the Improvement Plan, subject to additional recommendations from the Improvement Board being added once acceptance is confirmed.







Sabrina Doherty
Town Clerk and Financial Officer

Staveley Town Council Improvement Plan

This plan is based on the Local Council Award Scheme Quality Framework and seeks to demonstrate the Council's compliance with its statutory duties and fulfilment of its role within the community.

Governance

Criteria demonstrating good governance in managing the business and finances of a council

Level	Criteria	Priority (HML)	Current Status	Action Required	Notes/Updates
F	Standing Orders				
F	Financial Regulations			Need adding to the Website	Current website difficult to update with documents, new website under construction
F	Code of Conduct and link to Councillors' registers of interests	M		Requires updating, following LGA review New registers require uploading to website.	Awaiting CBC's MO to review Code of Conduct. Registers will be added to new website.
F	A Publication Scheme	H		Adoption of a scheme and area to be set up on website	Website currently under construction and specific pages will be built to show the required information.
F	Last Annual Return			Specific area to be created on new website so easy to find	Currently posted as a news article.
F	Transparent information about council payments	H		New website required (currently under construction).	Unable to upload reports to current website, however reports can be sent to members of public upon request.

F	Calendar of all meetings including the annual meeting of electors (Annual Assembly)	L	☹️	Area for Annual Assembly required on website. Schedule to be posted on noticeboards.	Calendar for the year agreed at Council and schedules updated where they exist on the current website – unfortunately no area for the Annual Assembly – will be addressed on the new website
F	Minutes for at least one full year of Council meetings and (if relevant) all committee and sub-committee meetings		😊		
F	Current agendas		😊		
F	Budget and precept information for the current or next financial year	M	☹️	Specific area on website required so its easy to find.	Papers were uploaded with the agenda as far as was possible. Public can contact the Clerk to request information.
F	Complaints procedure	H	☹️	Requires drafting and adoption by Council	Although there is a webform to allow people to submit complaints, there does not appear to be a policy or a procedure adopted to explain how the council will deal with complaints.
F	Accessibility statement	H	☹️	Requires drafting and adoption by Council	The current website is not compliant with accessibility regulations and there is no statement adopted as is required. This will be addressed as part of the new website construction tasks.
F	Privacy notice		😊		

F	Risk Management Policy	M	☹️	Publish on website in dedicated area.	The Council has a corporate risk register which requires review. Uncertain if there is an associated policy
F	Register of assets		😊		Requires updating. Cllr is assisting the Clerk to review past minutes to identify additional assets/information for inclusion
F	Staff contracts		😊		
F	Up-to-date insurance policies that mitigate risk to public money		😊	Building valuations require updating	
Q	Draft minutes of all council and committee meetings published within four weeks of the last meeting		😊		
Q	A Health and Safety Policy	H	☹️	Review existing documentation and draft a policy	Not clear if a formal policy was adopted – should have had a written policy with having had more than 5 employees.
Q	Equality Policy	L	😊	Review required	
Q	Scheme of Delegation	H	☹️	Adoption required at Council	Scheme drafted and sent to Council but not discussed at the meeting and consequently not adopted.
QG	A business plan covering a financial forecast for at least three years linked to revenue and capital plans for the Council and its community	M	☹️	Further development with CIL and corporate planning workshops	In progress, 5 year high level plan adopted – refinement now required

QG	Ensures that the Council delivers value for money	M	☹️	Further development required	New focus on the finances and procurement processes now in place.
----	---	---	----	------------------------------	---

Community

Criteria representing a council's role in the community and how it engages with the community

Level	Criteria	Priority	Current Status	Action Required	Notes/Updates
F	Council contact details and councillor information in line with the Transparency Code		☺️	New emails need to be added to website.	
F	Action plan for the current year	H	☹️	Workshops held in Sept 2023 and new Corporate Plan developed.	If adopted this action list could be the interim plan.
F	Evidence of consulting the community	M	☹️	Consultation on CIL and Corporate Plan due this year. Corporate plan consultation conducted Nov 23.	Looking through the current website there does not appear to have been much in the way of consultation from the Town Council.
F	Publicity advertising council activities		☺️		Regular posting on the website and facebook.
F	Evidence of participating in town and country planning		☺️		Notifications are circulated to Cllrs for comment, Planning Committee established and meets for large/controversial applications.
Q	A community engagement policy involving two-way communication between council and community	L	☹️		

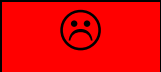

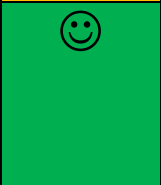




Q	Councillor profiles	L	☹️		
Q	A grant awarding policy	M	☹️	Requires review and development	There is evidence of a grant procedure and a new CIL policy was adopted in 2022 – however these need review.
Q	Evidence showing how electors contribute to the Annual Assembly	L	☹️		
Q	Action plan and related budget responding to community engagement and setting out a timetable for action and review	H	☹️	Requires development	The previous plan has expired and now a revised one is to be drawn up in Sept 2023.
Q	Evidence of community engagement, council activities and the promotion of democratic processes in an annual report, online material and regular news bulletins	L	☹️	Requires development	
Q	Evidence of helping the community plan for its future	L	☹️		
Q	At least two-thirds of councillors who stood for election		😊		
Q	An annual report that is actively shared with the community	L	☹️		
Q	Evidence of customer service in how the council handles correspondence with the public	L	☹️	Performance Indicators need to be developed	Correspondence is dealt with as quickly as possible, however staffing issues limit timeliness on occasion.
QG	Evidence of engaging with diverse groups in the community using a variety of methods	L	☹️		Whilst many activities undertaken no formal records have been kept.

QG	Community engagement influencing council activities and priorities	L	☹️	Formal capture of influence required	Community input has been valued and had an effect on Council activities but not formally captured.
QG	A wide range of activities including innovative projects which produce positive outcomes for the community	L	☹️		
QG	Co-operating constructively with other organisations	L	☹️	Formal capture required	
QG	Provides leadership in planning for the future of the community	L	☹️	Explore the creation of a neighbourhood plan	
QG	Engages with the community on issues related to the environment and climate change	L	☹️	Consider declaring a climate emergency and adopting environmental policies. Calculate the Council's carbon footprint and actively monitor reductions. Engage community in environmental projects	

Development

Criteria representing council improvement through the management and development of staff and councillors

Level	Criteria	Priority	Current Status	Action Required	Notes/Updates
F	Disciplinary and grievance procedures		☺️	Requires Review	

F	Policy for training and development of staff and councillors	H		Requires development and adoption by Council	
F	Record of all training undertaken by staff and councillors in the last year	L		Records for Cllrs to be established	Staff records held.
F	A clerk who has achieved 12 Continuing Professional Development (CPD) points in the last year				The Council has a qualified Clerk who holds Principal membership of the SLCC which requires 18 CPD points to be achieved each year.
Q	A qualified Clerk				
Q	A formal appraisal process for all staff			Requires review	
QG	Manages the performance of the council as a corporate body	M		Requires development	
QG	Manages the performance of each individual staff member to achieve its business plan	M		Requires development	

DRAFT COUNCIL DELIVERY PLAN 2024-2027

MEETING: ORDINARY MEETING OF FULL COUNCIL

DATE: 28 NOVEMBER 2023

REPORT BY: TOWN CLERK AND FINANCIAL OFFICER

1.0 PURPOSE OF REPORT

- 1.1 To seek Council approval and adoption of the draft Council Delivery Plan 2024-2027.

2.0 BACKGROUND AND INTRODUCTION

- 2.1 The Council agreed to run workshops with Councillors in order to generate a draft Council Delivery Plan. The workshops were held on 3 evenings through September.
- 2.2 Representatives from all parties on the Council were present and had input into the sessions.
- 2.3 The Council approved the contents of the plan for design and consultation with the public. A questionnaire was developed and published online with hardcopies being made available as requested. A depositary copy with printed questionnaires was also left with a local business on the market place. To date only one reply has been received.

3.0 DRAFT COUNCIL DELIVERY PLAN

- 3.1 At appendix 1 of the report is the designed draft of the new Delivery Plan. Alongside this will sit the Improvement Plan as well as the CIL Priorities List, once approved.
- 3.2 The content draws on the discussions and the specific projects which Councillors listed and these have been prioritised into the remaining three years of the plan. Some activities are underway and have been included so that they are recognised as being within the Council's workload.
- 3.3 The consultation stage has been disappointing in respect of replies but this can remain open through the life of the plan and be analysed at key review points with commentary fed in. It is vital that the plan is accepted, either as-is or amended, so that it can be used as part of the budget setting process.

4.0 RECOMMENDATIONS

- 4.1 That Council approve and adopt the Council Delivery Plan as set out at Appendix 1 to the report.

- 4.2 That the Policy, Finance and Publicity Committee be delegated responsibility to monitor performance against the plan.

Sabrina Doherty
Town Clerk and Financial Officer

Staveley
Town Council



Council Strategic Delivery Plan
2024-2027



Exhibition at Staveley Hall, by students at Chesterfield
College in collaboration with local business





CONTENTS

Introduction.....4

Our Mission.....8

Our Vision.....9

Our Values.....10

Our Priorities and Action Plan.....11

Monitoring and Review.....22

Introduction

Following the elections held in May 2023 the Council now has a significant number of new Councillors and no party has overall control. Whilst this presents its own challenges, councillors are working together to create a new vision for the Council and the township which it serves.

Having faced an extremely difficult and distressing period of revelations regarding the Council's accounts and its financial situation, the Council has welcomed a new Town Clerk, Sabrina Doherty, who joined the Council in October 2022. Sabrina has led the Council through a necessary transformation and has been working to improve its governance and accountability along with its transparency.

Whilst there have been major changes in operational methods and personnel, following a short pause in its outward service provision, the Council is now able to deliver services for residents again, starting with the weekly market, Remembrance and Christmas Switch-on events.

The Town Clerk together with a very capable, reduced team has continued to operate Staveley Hall and the Speedwell Rooms, making improvements to the interiors, freeing up more lettable rooms. Many unnecessary contracts have been cancelled and improvements to the finance system have identified errors which have resulted in savings of over £93,000 in utility costs. There is still much work to be done.

This document represents the Council's recognition that it must strive to do better and shows its determination to improve to ensure that it fulfils its purpose to enhance the quality of life for the residents of Staveley.



Over the next three years the Council will put in place foundations which will address the financial and governance issues it has faced, as well as responding to wider challenges such as the impact of climate change and the aftereffects of the pandemic. Delivering the actions highlighted by the five core priorities will be both exciting and challenging, requiring collaboration with key stakeholders and partners.

There is a large amount of investment and development in progress within the township which will continue over the next five to ten years. The Council has a critical role to play in making sure that residents' voices are heard. To do this it will need to have a mature, outcomes based, approach. Investment in training for both Councillors and Employees will be essential to ensuring that the Council can meet expectations and fulfil its potential.

This plan represents the start of the Council's journey in developing a strong reputation for community leadership and effective service delivery.



Our Priorities

The Council has set 5 priority areas to focus on over the next 3 years:

1. Health and Well-being
2. Sustainable Future
3. Tourism and Economy
4. Community Development
5. People, Assets and Governance

Mission Statement

The Council's purpose is to improve life for the residents of Staveley by promoting the social, environmental and economic well-being of the local community, through sustainable value for money service provision and leadership, working with and influencing partners to achieve our vision for the parish.



Vision Statement

In examining itself as an organisation the Council has acknowledged that in the past it has been reactive to circumstances instead of proactive in planning for the future. Whilst the Council needs to maintain an agile capability to take advantage of new opportunities, it also needs to have an eye on the bigger picture with a longer term focus.

In setting a vision the Council has considered a vista 15 years into the future. Whilst that clearly extends beyond the term of this administration, it does not bind future councils from changing direction as circumstances may dictate. Indeed this 3 year plan may need to change course as work progresses and new situations arise. What it does provide is a stable vision for which to plan strategic actions to undertake. It provides an understanding that a steady pace will achieve more and allow a quality of service provision that would not be achieved by rushing to do everything all at once. Above all, it enables the Council to budget effectively to achieve sustainable delivery.

When reviewing the strengths and challenges across the township of Staveley, the Council has recognised that there is a strong sense of community within each of the settlements, which should be celebrated; but equally there needs to be a better connection between them all. The Council will strive to bring unity by demonstrating that we are 'stronger together'.

“Staveley will be a thriving, safe, well-kept, parish drawing on its wealth of heritage and leisure activities to sustain tourism, a diverse jobs economy and a vibrant town centre. Health and social inequalities will be a thing of the past with everyone having access to fresh, locally grown food, quality public services and better employment opportunities.”

Stallholder at Staveley Market





Our Values

The Council has nine core values which underpin everything it does to achieve its purpose:

- Inclusive
- Fairness
- Integrity
- Enthusiasm
- Accountability
- Realistic
- Sustainable
- Fiscally Responsible
- Approachable

Our Priorities and Action Plan

The Council promotes civic pride through delivery of a range of services and functions. The Council has adopted the General Power of Competence and this gives wider freedoms and enables the Council to consider alternative methods of delivery. For the most part the Council is focused on delivering things within the wide-ranging statutory powers it is already granted. Underpinning everything that the Council will do is an intent to listen and ensure that policy decisions are community led.

In setting the priorities the Council acknowledges that there will be some overlap between them where themes are cross-cutting. It is also clear that there is not the capacity or resources to deliver against everything and so will be heavily reliant on CIL funding and external grants. This may mean that some projects have to be pushed back until sufficient funding and/or capacity is achieved.



Health & Wellbeing

Priority outcomes:

- More residents participate in healthy activities
- Increased access to locally grown, fresh produce
- More engagement with social activities

Action	Responsible Committee	Timescale
Promote local walks	Leisure and Community	Ongoing, start asap
Improvements to Allotments: School involvement Produce a new policy Revise Tenancy Agreement Review allocations process Review rents Promotion on website Clearance of Barrowhill	Policy, Finance and Publicity	Start by April 2024
Create a website directory of local groups	Leisure and Community	By end of March 2025
Devolve greenspace management e.g. Memorial Gardens	Policy, Finance and Publicity	Start in 2026-27.



Sustainable Future

Priority outcomes:

- Reduced pollution across the parish
- More environmentally friendly developments
- Increased biodiversity

Action	Responsible Committee	Timescale
Declare a Climate Emergency	Council	November 2023
Calculate the Council's carbon footprint	Planning and Environment	By April 2024
Adopt an Environment Policy	Council	31 December 2023
Create awareness around pollution, waste management etc.	Planning and Environment	Commence in 2024-25
Create a Neighbourhood Plan	Planning and Environment	Commence asap
Improve the Council's response rate to planning applications	Planning and Environment	Commence asap
Arrange for Tree Planting Schemes	Planning and Environment	Commence 2025-26
Improve biodiversity by planting for pollinating insects	Planning and Environment	Commence 2024-25
Plant Christmas Trees in all settlements	Planning and Environment	Start November 2024



Tourism & Economy

Priority outcomes:

- Increased visitors to the area
- More well-paid, quality jobs available with a matching employment base of local people
- Increased dwell time in Staveley town centre

Action	Responsible Committee	Timescale
Improve Heritage Awareness Expand information on new website Create/promote Heritage Walks Introduce a Blue Plaque Scheme Install Interpretation Panels to create a trail Create a Heritage Centre at Staveley Hall Install brown signs	Leisure and Community	Ongoing throughout the plan period Start 2024-25 Start 2025-26 Start 2025-26 Start 2024-25 By end of 2024-25
Improve employment opportunities Declare Staveley to be an Apprenticeship Town Offer work experience placements Hire an apprentice	Policy, Finance and Publicity	2024-25 2026-27 2026-27
Improve Events Provision Host an Open Gardens Events at Staveley Hall Attract Exhibitions to Speedwell Rooms	Leisure and Community	Commence asap for May 2024 Commence 2024-25 Commence 2024-25
Create a Marketing Strategy Tie to website, link and promote local attractions	Policy, Finance and Publicity	Start 2024-25
Market Improvements	Policy, Finance and Publicity	Already commenced – further work to be done in 2024-25
Improve Public Toilet Provision	Policy, Finance and Publicity	Start 2026-27
Improve CCTV	Policy, Finance and Publicity	Start 2026-27



Community Development

Priority Outcomes:

- Improved civic pride in the parish
- Increased social interaction across communities
- Improved sense of well-being

Action	Responsible Committee	Timescale
Street Scene Improvements Provide/repair benches Improve floral displays	Leisure and Community	Start 2023-24
Encourage community groups	Leisure and Community	Start 2024-25
Increase greenspaces	Planning and Environment	Start 2024-25 but phase across the remainder of the plan period
Improve parks and play provision	Leisure and Community	Start 2025-26
Develop Staveley Hall Gardens eg install benches	Leisure and Community	Start 2024-25
Run car boot sales/tables top sales at Speedwell Rooms	Leisure and Community	Start asap
Introduce a community café similar to the Speedwell Eatwell project	Leisure and Community	Start 2026-27
Hold themed community picnics at Staveley Hall	Leisure and Community	Start 2024-25



People, Assets & Governance

Priority outcomes:

- Reduced pollution across the parish
- More environmentally friendly developments
- Increased biodiversity

Action	Responsible Committee	Timescale
Achieve the Local Council Award Scheme Accreditation: Adopt an improvement plan Foundation level Quality Quality Gold	Policy, Finance and Publicity / Council	By end of 2023-24 By end of 2024-25 By end of 2025-26 By end of 2026-27
Build up general reserves	Policy, Finance and Publicity	Ongoing through life of this plan
Build up Earmarked reserves	Policy, Finance and Publicity	Ongoing through life of this plan
Create an Asset Management Plan	Policy, Finance and Publicity	Start asap
Introduce a Councillor Training Plan	Policy, Finance and Publicity	Already in progress – more improvements ongoing though-out the life of the plan
Adopt a social media policy	Policy, Finance and Publicity/Council	Start 2024-25
Adopt a media policy	Policy, Finance and Publicity/Council	Start 2024/25
Interim Staffing Review	Policy, Finance and Publicity	Start November 2023 as part of budget preparations



Monitoring and Review

The actions contained within this plan will be regularly monitored to ensure progress on delivering the priority outcomes. Targets will be fed down through the Council's appraisal process to ensure that all team members are connected to the Council's priorities.

Six monthly reports will be provided to the Council to help monitor performance with regular project updates to relevant Council committees.

Regular news updates will be posted to the Council's website and social media channels.

An end of year 'Annual Report' will also provide updates on the Council's progress and achievements.



Grade II listed Staveley Hall

Staveley
Town Council



Contact Us:

Staveley Town Council

Staveley Hall, Hall Drive

Staveley, Derbyshire.

S43 3TN

Tel: 01246 473132

Email: info@staveleytowncouncil.gov.uk



DRAFT BIODIVERSITY POLICY STATEMENT – STAVELEY TOWN COUNCIL

MEETING: ORDINARY MEETING OF STAVELEY TOWN COUNCIL

DATE: 28 NOVEMBER 2023

REPORT BY: TOWN CLERK AND FINANCIAL OFFICER

1.0 PURPOSE OF REPORT

1.1 To seek Council approval and adoption of the Draft Biodiversity Policy Statement.

2.0 BACKGROUND AND INTRODUCTION

2.1 In May 2023 the Government issued guidance for public authorities regarding their duties in relation to biodiversity. [Complying with the biodiversity duty - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/complying-with-the-biodiversity-duty).

2.2 There is a requirement for public bodies, including parish and town councils to complete their first consideration of what action to take for biodiversity by 1 January 2024. Policies and objectives must be agreed as soon as possible after this.

2.3 The Policy, Finance and Publicity Committee considered the policy statement at its meeting on 17 October 2023 and has recommended it to Council for approval, subject to some minor amendments which have been included in the revised draft attached as Appendix 1 to this report.

3.0 DRAFT BIODIVERSITY POLICY STATEMENT

3.1 Given the Council's position this has not been a top priority and there is limited capacity to develop any in depth plans at this point in time, however the Council will meet its deadline by publishing a high level policy statement.

3.2 There is further evidence of consideration of biodiversity with the Council's draft corporate delivery plan which will soon go out for consultation.

3.3 The Council must agree its policies and objectives as soon as possible after the 1 January 2024 deadline and there is an ongoing commitment to reconsider its actions within 5 years of the previous consideration. Council could commit to do this more often if it wished.

3.4 The Council will need to consider how any of the following strategies will affect how it complies with the biodiversity duty:

- Local nature recovery strategies
- Species conservation strategies
- Protected site strategies

- 3.5 It is proposed that the Council develop a Biodiversity Action Plan for the parish, linking into work that is being considered by the Borough and County Council's. This should be a priority in the new year. Councillors should recognise that this will be a large and detailed piece of work to be carried out and linking with other relevant agencies.

4.0 RECOMMENDATIONS

- 4.1 That Council adopt the Draft Biodiversity Policy Statement and commit to producing a Biodiversity Action Plan in the new year.

Sabrina Doherty
Town Clerk and Financial Officer

Draft Biodiversity Policy Statement

Background

Under the Natural Environment and Rural Communities Act 2006 there is a duty on public authorities in England, including Parish/Town Councils to have regard to conserving biodiversity as part of their policy or decision making. This was further strengthened by the Environment Act 2021 and so public authorities must now consider what they can do to conserve and enhance biodiversity in England. This means a public authority must;

- Consider what they can do to conserve and enhance biodiversity.
- Agree policies and specific objectives based on their consideration.
- Act to deliver policies and achieve objectives.

Biodiversity refers to the variety of life on earth¹. Biodiversity is everywhere: in gardens, fields, hedgerows, mountains, rivers and the sea.

The Local Area

Staveley Town Council covers a predominantly rural area, with a considerable number of natural spaces, including hedges, ditches, farmland, woodland, a country park, a nature reserve and the River Rother and River Doe Lea with associated brooks and streams. We also have the Chesterfield Canal coming into the parish from the western boundary.

Town Council responsibilities

The Town Council owns several pieces of land and holds leases for several more; Staveley Hall and Gardens, 8 allotment sites and the Speedwell Rooms and grounds. The Town Council is responsible for their maintenance, although some sites are leased out to allotment associations and so the Town Council no longer has responsibilities for general upkeep.

What the Town Council will do

- Consider the impact on biodiversity in the decisions made through the Town Council, especially when commenting on planning applications.
- Develop a Biodiversity Action Plan considering and incorporating the following actions:
 - Reduce the use of pesticides and herbicides used on Town Council owned land
 - Review how each parcel of land is managed, this may include, but is not limited to.
 - Leaving standing and fallen dead wood as a habitat for invertebrates
 - Leaving leaf litter and dead vegetation wherever possible as a habitat for invertebrates
 - Removing invasive and non-invasive species that are detrimental to native flora or fauna as required.
 - The Town Council will consider reducing the number of cuts in the Staveley Hall Grounds and allowing the grasses to grow eg 'no mow May'.
 - Areas under trees will be wilded, either to grow as long grass and flowers, or to be formally managed as a wildflower area.
- Consider producing a Neighbourhood Plan and ensure that biodiversity is discussed and added to the plan as necessary.

¹ As defined in 'Biodiversity 2020: a strategy of England's wildlife and ecosystems' by DEFRA

- All hedges are cut outside of the bird nesting season.
- The Town Council will seek to purchase and install bat/bird boxes in the Town Council owned trees.
- The Town Council will seek to promote biodiversity via the Town Council website.
- The Town Council will seek to work with other organisations to increase tree and wildflower planting across the parish.
- The Town Council will seek to involve and work with local schools and care homes to enhance biodiversity eg making bug hotels

¹ As defined in 'Biodiversity 2020: a strategy of England's wildlife and ecosystems' by DEFRA

Staveley Town Council **PAYMENTS LIST - 1 Sept - 31 Oct 2023**

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
472	Office Equipment	01/09/2023		Co-op Current Account		Photocopier Lease	CF Corporate Finance Ltd	S	150.00	30.00	180.00
473	Telephone/Broadband	01/09/2023		Co-op Current Account		Handset Rental	Investec Asset Finance	S	363.42	72.68	436.10
461	Office-NNDR	01/09/2023		Co-op Current Account	50377259	NNDR bill	Chesterfield Borough Council	X	181.00		181.00
462	Devonshire-Frecheville Hall	01/09/2023		Co-op Current Account	50336853	NNDR bill	Chesterfield Borough Council	X	374.00		374.00
463	Air Hall-NNDR	01/09/2023		Co-op Current Account	50336817	NNDR bill	Chesterfield Borough Council	X	160.00		160.00
464	Speedwell - NNDR	01/09/2023		Co-op Current Account	50034607	NNDR bill	Chesterfield Borough Council	X	875.00		875.00
465	Reception-NNDR	01/09/2023		Co-op Current Account	50336773	NNDR bill	Chesterfield Borough Council	X	96.00		96.00
466	Devonshire-Frecheville Hall	01/09/2023		Co-op Current Account	50336728 - cafe	NNDR bill	Chesterfield Borough Council	X	131.00		131.00
467	Office-NNDR	01/09/2023		Co-op Current Account	50336808 - Musarc	NNDR bill	Chesterfield Borough Council	X	168.00		168.00
468	Market-NNDR	01/09/2023		Co-op Current Account	50236349	NNDR bill	Chesterfield Borough Council	X	115.00		115.00
469	Carpark-NNDR	01/09/2023		Co-op Current Account	50336782	NNDR bill	Chesterfield Borough Council	X	125.00		125.00
470	CBC Loan 1	01/09/2023		Co-op Current Account		CBC Loan Repayment	Chesterfield Borough Council	X	7,986.16		7,986.16
471	CBC Loan 2	01/09/2023		Co-op Current Account		CBC Loan Repayment	Chesterfield Borough Council	X	35,998.29		35,998.29
474	Building Maintenance	04/09/2023		Co-op Current Account		Fire Alarm Testing	Zolec Electrical Solutions	S	152.00	30.40	182.40
475	Building Maintenance	04/09/2023		Co-op Current Account		Emergency Light Test	Zolec Electrical Solutions	S	112.00	22.40	134.40
476	Building Maintenance	04/09/2023		Co-op Current Account		Emergency Light Test	Zolec Electrical Solutions	S	112.00	22.40	134.40
477	Office Equipment	04/09/2023		Co-op Current Account		Photocopier Lease	CF Corporate Finance Ltd	S	150.00	30.00	180.00
478	Cleaning Contract	04/09/2023		Co-op Current Account		Cleaning Contract	Green Clean (RCCS)	X	128.00		128.00
501	Working Budget	05/09/2023		Petty Cash		Catering Supplies	Aldi Stores	S	1.66	0.33	1.99
503	IT/Software licences	05/09/2023		Co-op Current Account		Software Licence Subscrip	Microsoft Limited	S	139.34	27.90	167.24
479	2020-21	05/09/2023		Co-op Current Account		Shredding Service	Shred-It	X	85.80		85.80
480	2020-21	05/09/2023		Co-op Current Account		Shredding Service	Shred-It	X	85.02		85.02
481	2020-21	05/09/2023		Co-op Current Account		Shredding Service	Shred-It	X	85.02		85.02
482	2021-22	05/09/2023		Co-op Current Account		Shredding Service	Shred-It	X	90.50		90.50
483	2021-22	05/09/2023		Co-op Current Account		Shredding Service	Shred-It	X	90.50		90.50
484	2021-22	05/09/2023		Co-op Current Account		Shredding Service	Shred-It	X	90.91		90.91
485	2021-22	05/09/2023		Co-op Current Account		Shredding Service	Shred-It	X	91.32		91.32
486	2021-22	05/09/2023		Co-op Current Account		Shredding Service	Shred-It	X	91.74		91.74
487	2021-22	05/09/2023		Co-op Current Account		Shredding Service	Shred-It	X	91.74		91.74
488	2021-22	05/09/2023		Co-op Current Account		Shredding Service	Shred-It	X	92.15		92.15
489	2021-22	05/09/2023		Co-op Current Account		Shredding Service	Shred-It	X	93.37		93.37
490	2021-22	05/09/2023		Co-op Current Account		Shredding Service	Shred-It	X	93.78		93.78
491	2021-22	05/09/2023		Co-op Current Account		Shredding Service	Shred-It	X	95.82		95.82

492	2021-22	05/09/2023	Co-op Current Account	Shredding Service	Shred-It	X	96.23		96.23
493	2022-23	05/09/2023	Co-op Current Account	Shredding Service	Shred-It	X	104.72		104.72
494	2022-23	05/09/2023	Co-op Current Account	Shredding Service	Shred-It	X	106.48		106.48
495	2022-23	05/09/2023	Co-op Current Account	Shredding Service	Shred-It	X	106.91		106.91
496	2022-23	05/09/2023	Co-op Current Account	Shredding Service	Shred-It	X	128.21		128.21
497	2022-23	05/09/2023	Co-op Current Account	Shredding Service	Shred-It	X	130.28		130.28
498	2022-23	05/09/2023	Co-op Current Account	Shredding Service	Shred-It	X	128.21		128.21
499	2022-23	05/09/2023	Co-op Current Account	Shredding Service	Shred-It	X	146.99		146.99
500	2022-23	05/09/2023	Co-op Current Account	Shredding Service	Shred-It	X	146.99		146.99
501	Working Budget	05/09/2023	Petty Cash	Catering Supplies	Aldi Stores	Z	14.47		14.47
502	Working Budget	05/09/2023	Petty Cash	Catering Supplies	Morrisons	Z	13.44		13.44
504	Bar Stock	06/09/2023	Petty Cash	Bar Stock	The Co-operative Food	S	3.00	0.60	3.60
505	Bar Stock	06/09/2023	Petty Cash	Bar Stock	Sainsbury's	Z	3.68		3.68
506	Gas/Electric-Hall/Stables	07/09/2023	Co-op Current Account	Gas Bill	YGP - Yorkshire Gas and	S	404.38	80.87	485.25
506	Late/Non DD Payment F	07/09/2023	Co-op Current Account	Gas Bill	YGP - Yorkshire Gas and	X	40.00		40.00
506	Late/Non DD Payment F	07/09/2023	Co-op Current Account	Gas Bill	YGP - Yorkshire Gas and	X	75.00		75.00
507	Gas/Electric - Speedwell	08/09/2023	Co-op Current Account	Gas Bill	YGP - Yorkshire Gas and	L	97.65	4.88	102.53
507	Late/Non DD Payment F	08/09/2023	Co-op Current Account	Gas Bill	YGP - Yorkshire Gas and	X	75.00		75.00
508	Elections	08/09/2023	Co-op Current Account	Elections Recharge	Chesterfield Borough Co	Z	11,275.22		11,275.22
509	SWell - Telephone/BBan	11/09/2023	Co-op Current Account	Telephone/Broadband	1st call.com Limited	S	52.19	10.44	62.63
523	VAT owed	12/09/2023	Co-op Current Account	VAT Bill	HMRC	R		376.41	376.41
522	SWell - EPOS	12/09/2023	Co-op Current Account	Bank Charges	EVO payments UK	X	5.57		5.57
510	SWell - EPOS	14/09/2023	Co-op Current Account	EPOS system	Clover	S	18.74	3.75	22.49
525	Office Equipment	15/09/2023	Co-op Current Account	EPOS system	SQUAREUP (UK) Ltd	S	149.00	29.80	178.80
511	Equipment Purchase	17/09/2023	Petty Cash	Sweet Cart and accessories	C Bexton	X	200.00		200.00
512	Cleaning Contract	18/09/2023	Co-op Current Account	Cleaning Contract	Green Clean (RCCS)	X	2,227.55		2,227.55
524	Salaries/Wages Gross	19/09/2023	Co-op Current Account	Pension payments	Derbyshire County Council	X	386.23		386.23
524	Employer Pension	19/09/2023	Co-op Current Account	Pension payments	Derbyshire County Council	X	872.42		872.42
513	Gas/Electric - Speedwell	20/09/2023	Co-op Current Account	Electricity Bill	Corona Energy Retail	S	352.31	70.46	422.77
514	Gas/Electric-Hall/Stables	20/09/2023	Co-op Current Account	Stables Electric	Corona Energy Retail	S	432.53	86.51	519.04
515	Land Rent	20/09/2023	Co-op Current Account	Land Rent	Chesterfield Borough Council	X	1.00		1.00
516	Water Rates - Hall/Stables	22/09/2023	Co-op Current Account	Stables Water	Water Plus Payments	Z	28.15		28.15
526	Water Rates - Hall/Stables	22/09/2023	Co-op Current Account	Water Rates	Water Plus Payments	Z	78.08		78.08
527	Salaries/Wages Gross	25/09/2023	Co-op Current Account	Staff Salaries	STC	X	1,186.62		1,186.62
527	Employer NI	25/09/2023	Co-op Current Account	Staff Salaries	STC	X	582.31		582.31
517	2022-23	27/09/2023	Co-op Current Account	Fire Alarm Testing	Zolec Electrical Solutions	X	164.40		164.40
518	2022-23	27/09/2023	Co-op Current Account	Emergency Light Test	Zolec Electrical Solutions	X	132.00		132.00
519	2022-23	27/09/2023	Co-op Current Account	Emergency Light Test	Zolec Electrical Solutions	X	132.00		132.00
520	2022-23	27/09/2023	Co-op Current Account	Emergency Light Test	Zolec Electrical Solutions	X	132.00		132.00
521	Building Maintenance	29/09/2023	Co-op Current Account	Sliding Door Repairs	Geze UK Ltd	S	1,382.17	276.43	1,658.60
528	Office Equipment	29/09/2023	Co-op Current Account	EPOS system	SQUAREUP (UK) Ltd	S	29.00	5.80	34.80

529-533	Salaries/Wages Gross	29/09/2023	Co-op Current Account	Staff Salaries	STC	X	5,738.61		5,738.61
294	2022-23	30/09/2023	CONTRA ACCT	VAT adjustment	HMRC	S	-12,082.95	-2,416.58	-14,499.53
295	2022-23	30/09/2023	CONTRA ACCT	VAT adjustment	HMRC	X	14,499.53		14,499.53
568	Telephone/Broadband	01/10/2023	Co-op Current Account	Handset Rental	Investec Asset Finance	S	363.42	72.68	436.10
534	Office-NNDR	01/10/2023	Co-op Current Accou: 50377259	NNDR bill	Chesterfield Borough Coi	X	181.00		181.00
535	Devonshire-Frecheville N	01/10/2023	Co-op Current Accou: 50336853	NNDR bill	Chesterfield Borough Coi	X	374.00		374.00
536	Air Hall-NNDR	01/10/2023	Co-op Current Accou: 50336817	NNDR bill	Chesterfield Borough Coi	X	160.00		160.00
537	Speedwell - NNDR	01/10/2023	Co-op Current Accou: 50034607	NNDR bill	Chesterfield Borough Coi	X	875.00		875.00
538	Reception-NNDR	01/10/2023	Co-op Current Accou: 50336773	NNDR bill	Chesterfield Borough Coi	X	96.00		96.00
539	Devonshire-Frecheville N	01/10/2023	Co-op Current Accou: 50336728 - cafe	NNDR bill	Chesterfield Borough Coi	X	131.00		131.00
540	Office-NNDR	01/10/2023	Co-op Current Accou: 50336808 - Musarc	NNDR bill	Chesterfield Borough Coi	X	168.00		168.00
541	Market-NNDR	01/10/2023	Co-op Current Accou: 50236349	NNDR bill	Chesterfield Borough Coi	X	115.00		115.00
542	Carpark-NNDR	01/10/2023	Co-op Current Accou: 50336782	NNDR bill	Chesterfield Borough Coi	X	125.00		125.00
547	Professional Advice/fees	02/10/2023	Co-op Current Account	Legal Costs - VAT only	Freeths LLP	R		711.26	711.26
548	Bldg Maint - Speedwell	02/10/2023	Co-op Current Account	Maintenance Supplies	Wickes	S	10.68	2.14	12.82
549	Bldg Maint - Speedwell	02/10/2023	Co-op Current Account	Maintenance Supplies	Morrisons	S	6.42	1.28	7.70
550	Building Maintenance	02/10/2023	Co-op Current Account	Maintenance Supplies	Town and Country Merc	S	8.69	1.74	10.43
551	Building Maintenance	02/10/2023	Co-op Current Account	Maintenance Supplies	Wilko	S	9.92	1.98	11.90
551	Bldg Maint - Speedwell	02/10/2023	Co-op Current Account	Maintenance Supplies	Wilko	S	6.67	1.33	8.00
551	Bldg Maint - Speedwell	02/10/2023	Co-op Current Account	Maintenance Supplies	Wilko	S	1.17	0.23	1.40
546	2022-23	02/10/2023	Co-op Current Account	Shredding Service	Shred-It	X	144.59		144.59
552	2022-23	02/10/2023	Co-op Current Account	Shredding Service	Shred-It	X	122.92		122.92
569	2022-23	02/10/2023	Co-op Current Account	Grounds Maintenance	Staveley Hall Garden Cer	X	500.00		500.00
590	SWell-Water Rates	04/10/2023	Co-op Current Account	Water Rates	Scottish Water	Z	70.21		70.21
553	Bank Charges	05/10/2023	Co-op Current Account	Bank Charges	Co-operative Bank	X	30.00		30.00
543	Building Maintenance	06/10/2023	Co-op Current Account	Sliding Door Repairs	Geze UK Ltd	S	955.84	191.17	1,147.01
545	Christmas Lights	06/10/2023	Co-op Current Account	Christmas Lights	Civic Pride	S	5,044.00	1,008.80	6,052.80
554	Gas/Electric-Hall/Stables	06/10/2023	Co-op Current Account	Gas Bill	YGP - Yorkshire Gas and	S	443.58	88.72	532.30
593	IT/Software licences	06/10/2023	Co-op Current Account	Software Licence Subscrip	Microsoft Limited	S	139.34	27.90	167.24
544	Cleaning Contract	06/10/2023	Co-op Current Account	Cleaning Contract	Green Clean (RCCS)	X	43.98		43.98
554	Late/Non DD Payment F	06/10/2023	Co-op Current Account	Gas Bill	YGP - Yorkshire Gas and	X	75.00		75.00
555	PWLB	09/10/2023	Co-op Current Account	PWLB loan repayment	PWLB	X	6,477.72		6,477.72
556	SWell - Telephone/BBan	10/10/2023	Co-op Current Account	Telephone/Broadband	1st call.com Limited	S	52.06	10.41	62.47
594	VAT owed	11/10/2023	Co-op Current Account	VAT Bill	HMRC	R		793.38	793.38
564	Gas/Electric-Hall/Stables	13/10/2023	Co-op Current Account	Stables Gas	YGP - Yorkshire Gas and	L	191.20	9.56	200.76
557	Christmas Lights	13/10/2023	Co-op Current Account	Lamp post testing	Civic Pride	S	218.50	43.70	262.20
558	Gas/Electric - Speedwell	13/10/2023	Co-op Current Account	Electricity Bill	Corona Energy Retail	S	391.49	78.30	469.79
559	Gas/Electric-Hall/Stables	13/10/2023	Co-op Current Account	Stables Electric	Corona Energy Retail	S	427.99	85.60	513.59
595	SWell - EPOS	13/10/2023	Co-op Current Account	EPOS system	Clover	S	20.49	2.00	22.49
560	Cleaning Contract	13/10/2023	Co-op Current Account	Cleaning Contract	Green Clean (RCCS)	X	172.00		172.00
561	Building Maintenance	13/10/2023	Co-op Current Account	Window Cleaning Contrac	Total Cleaning Services	X	2,035.00		2,035.00

562	2020-21	13/10/2023	Co-op Current Account	Franking Machine Rent/In	Quadient Finance UK Lim	X	122.39		122.39
563	2021-22	13/10/2023	Co-op Current Account	Fuel for Van	Fuel Genie	X	124.06		124.06
564	Late/Non DD Payment F	13/10/2023	Co-op Current Account	Stables Gas	YGP - Yorkshire Gas and	X	75.00		75.00
565	2022-23	13/10/2023	Co-op Current Account	Poppy Wreaths	Staveley & District Royal	X	110.00		110.00
588	SWell - EPOS	17/10/2023	Co-op Current Accou	J7RPZPF EPOS system	GCS - Global Card Soluti	S	22.00	4.40	26.40
566	PWLB	17/10/2023	Co-op Current Account	PWLB loan repayment	PWLB	X	10,403.41		10,403.41
566	PWLB	17/10/2023	Co-op Current Account	PWLB loan repayment	PWLB	X	10,404.54		10,404.54
567	Stationery	18/10/2023	Co-op Current Account	Bar Stock	Bookers	S	21.49	4.30	25.79
567	Bar Stock	18/10/2023	Co-op Current Account	Bar Stock	Bookers	S	59.09	11.82	70.91
567	Bar Stock	18/10/2023	Co-op Current Account	Bar Stock	Bookers	S	375.99	75.20	451.19
567	Bar Stock	18/10/2023	Co-op Current Account	Bar Stock	Bookers	S	24.93	4.98	29.91
567	Refreshments	18/10/2023	Co-op Current Account	Bar Stock	Bookers	Z	43.92		43.92
589	SWell - EPOS	19/10/2023	Co-op Current Accou	J7RPZPF EPOS system	GCS - Global Card Soluti	S	22.00	4.40	26.40
580	Employer Pension	19/10/2023	Co-op Current Account	Pension payments	Derbyshire County Coun	X	872.40		872.40
580	Salaries/Wages Gross	19/10/2023	Co-op Current Account	Pension payments	Derbyshire County Coun	X	386.22		386.22
570	Working Budget	21/10/2023	Co-op Current Account	Bar Stock	ASDA	X	7.35		7.35
591	Water Rates - Hall/Stabl	22/10/2023	Co-op Current Account	Water Rates	Water Plus Payments	Z	75.98		75.98
592	Water Rates - Hall/Stabl	22/10/2023	Co-op Current Account	Stables Water	Water Plus Payments	Z	26.05		26.05
571	2022-23	23/10/2023	Co-op Current Account	PA Hire - Remembrance	Kays Electronics	X	65.00		65.00
572	Cleaning Contract	23/10/2023	Co-op Current Account	Cleaning Supplies	Green Clean (RCCS)	X	46.98		46.98
573	Cleaning Contract	23/10/2023	Co-op Current Account	Cleaning Supplies	Green Clean (RCCS)	X	28.00		28.00
574	Cleaning Contract	23/10/2023	Co-op Current Account	Cleaning Contract	Green Clean (RCCS)	X	2,332.20		2,332.20
575	Cleaning Contract	23/10/2023	Co-op Current Account	Cleaning Supplies	Green Clean (RCCS)	X	38.97		38.97
576	Working Budget	24/10/2023	Co-op Current Account	DJ Hire	Tony Bargh	X	250.00		250.00
577	2021-22	24/10/2023	Co-op Current Account	Shredding Service	Shred-It	X	182.64		182.64
578	2021-22	24/10/2023	Co-op Current Account	Shredding Service	Shred-It	X	182.23		182.23
578	2020-21	24/10/2023	Co-op Current Account	Shredding Service	Shred-It	X	85.02		85.02
579	Christmas Lights	25/10/2023	Co-op Current Account	Books	Books2Door	Z	138.91		138.91
581	Salaries/Wages Gross	25/10/2023	Co-op Current Account	PAYE	HMRC	X	1,230.21		1,230.21
581	Employer NI	25/10/2023	Co-op Current Account	PAYE	HMRC	X	546.54		546.54
596	SWell-Water Rates	26/10/2023	Co-op Current Account	Water Rates	Water Plus Payments	Z	281.90		281.90
582-587	Salaries/Wages Gross	31/10/2023	Co-op Current Account	Staff Salaries	STC	X	5,886.04		5,886.04
Total							133,151.20	2,002.76	135,153.96

Staveley Town Council
Summary of Receipts and Payments
Summary - Cost Centres Only (Between 01/04/2023 and 31/10/2023)

Cost Centre	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Administration	520,648.00	526,625.88	5,977.88 (1%)	55,678.95	14,698.66	40,980.29 (73%)	46,958.17
Allotments	173.24	173.67	0.43 (0%)	253.00	4.00	249.00 (98%)	249.43
Civic Costs			0.00 (N/A)	16,000.00	11,275.22	4,724.78 (29%)	4,724.78
Community Services	50,000.00	102,062.03	52,062.03 (104%)	18,000.00	5,401.41	12,598.59 (69%)	64,660.62
Loans		40,000.00	40,000.00 (400000%)	116,072.76	106,642.39	9,430.37 (8%)	49,430.37
Market Place	1,400.00	1,240.06	-159.94 (-11%)	3,345.30	802.70	2,542.60 (76%)	2,382.66
Speedwell Rooms	45,614.00	13,855.88	-31,758.12 (-69%)	36,134.23	14,687.10	21,447.13 (59%)	-10,310.99
Staffing Costs			0.00 (N/A)	112,209.41	59,778.25	52,431.16 (46%)	52,431.16
Staveley Hall & Stables	113,000.00	54,505.50	-58,494.50 (-51%)	132,326.29	77,822.55	54,503.74 (41%)	-3,990.76
Vehicle			0.00 (N/A)	3,800.00	438.28	3,361.72 (88%)	3,361.72
zOutstanding bills			0.00 (N/A)	357,339.00	329,829.05	27,509.95 (7%)	27,509.95
zzIncome			0.00 (N/A)			0.00 (N/A)	0.00
NET TOTAL	730,835.24	738,463.02	7,627.78 (1%)	851,158.94	621,379.61	229,779.33 (27%)	237,407.11

Total for ALL Cost Centres	738,463.02	621,379.61
V.A.T.	17,000.20	19,408.43
GROSS TOTAL	755,463.22	640,788.04

Staveley Town Council
Reserves Balance up to 31st Oct 2023
2023 - 2024

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Capital					
Allotment Capital Fund		9,580.00			9,580.00
Total Capital	0.00	9,580.00			9,580.00
Earmarked					
CIL		119,156.03			119,156.03
Hall & Stables Maintenance					0.00
Speedwell Maintenance					0.00
Elections Fund					0.00
Van Replacement					0.00
Computer Replacement					0.00
Special Projects		5,200.00			5,200.00
Total Earmarked	0.00	124,356.03			124,356.03
TOTAL RESERVE		133,936.03			133,936.03
GENERAL FUND					167,838.62
TOTAL FUNDS					301,774.65