

STAVELEY TOWN COUNCIL

Minutes of an Ordinary meeting of Staveley Town Council held at 6.00 pm on Tuesday, 23 January 2024 at Staveley Hall.

Present:

Councillors	S Bean	A Ogle	P Wilson
	B Bingham	D Parsons	
	C Chambers	D Rhodes	
	P Jacobs	J Ridgway	
	P Mann	E Tidd (Chair)	

In attendance: Mrs S Doherty (Town Clerk), 3 PCSOs and 5 members of public.

2324-73 TO NOTE APOLOGIES FOR ABSENCE

Apologies had been received from Councillors J Bingham, J Collins, B Dyke, C Jackson and K Thornton.

2324-74 TO RECEIVE DECLARATIONS OF INTERESTS

There were no declarations of interest made.

2324-75 MINUTES OF PREVIOUS MEETING

RESOLVED:

That the minutes of the meeting held on 28 November 2023 be confirmed and signed as a correct record.

2324-76 CHAIRMAN'S ANNOUNCEMENTS

The Chair had no announcements to make.

2324-77 PUBLIC PARTICIPATION SESSION

A member of the public asked if there had been any progress on re-opening the café at Staveley Hall. The Town Clerk confirmed that there had been no further progress on this.

Three PCSOs attended the meeting and gave an update on anti-social behaviour and their activities to tackle nuisance motorbikes.

A discussion was had over the Woodthorpe War Memorial and the PCSOs were asked if they would recommend it be moved away from the corner it was situated on. It was confirmed that this would be a decision of the County Council as it was outside of the police powers, however the frequency of issues with that corner would suggest that something needed to be changed. It was suggested that it perhaps be moved into the school grounds, alternatively the proposed new re-wilded green space at the top end of the village could be an alternative location.

2324-78 REPORTS FROM BOROUGH AND COUNTY COUNCILLORS

Councillor A Hayes had provided a detailed report (copy circulated

prior to the meeting).

Councillor B Bingham updated on financial position of the county council and mentioned that it was possible that the County Councillors leadership funds may be halved or cut altogether. He would update in the near future. He went on to advise that the new combined authority was in the process of being set up and an election would be held for the new Mayor in due course.

Councillor Ogle gave an update on the Construction Skills Hub which would see the first cohort of students onsite from 1 April. He had also written to all the schools in Staveley South ward regarding the cost of living grants. A school had been successful in obtaining a small grant last year and so he encouraged other Councillors to share the information within their own wards. He also advised that the Borough Council had installed 3 'Letters to Heaven' postboxes in its cemeteries, one in Staveley Cemetery. In response to a query he confirmed that cemetery staff would monitor the boxes and, when full, remove and cremate any letters received.

2324-79 MINUTES OF STANDING COMMITTEES

RESOLVED:

That the minutes of the meeting of the Policy, Finance and Publicity Committee held on 12 December 2023 be noted.

2324-80 CIVILITY AND RESPECT PLEDGE

Councillors considered the report of the Town Clerk and RFO.

A discussion was had over whether the policies 'had teeth' and could be enforced. The Town Clerk confirmed that the authority to go to in the event of an issue with Councillor behaviour would still be the Monitoring Officer.

In response to a query the Clerk confirmed that she was not aware of any subscription costs that would fall due as a result of signing up to the pledge.

RESOLVED:

- a) That the following policies be approved and adopted with immediate effect:
 - a. Dignity at Work Policy
 - b. The Councillor-Officer Protocol
 - c. The LGA model Code of Conduct for Councillors
- b) That the Council be signed up to the Civility and Respect Pledge.

2324-81 APPOINTMENT OF INTERNAL AUDITOR

Councillors considered the quote received.

RESOLVED:

That Mrs Belina Boyer be appointed as the Council's Internal Auditor for the year.

2324-82 APPROVAL TO AFFIX THE TOWN COUNCIL SEAL

RESOLVED:

That the Council Seal be affixed to the lease for the third floor of Staveley Hall. The Town Clerk to make arrangements after the meeting.

2324-83 DRAFT BUDGET AND PRECEPT SETTING 2024-25

Councillors considered the report of the Town Clerk and RFO. It was explained that the Council had agreed a 5 year financial plan in February 2023 which showed that a 10% increase on the precept would be necessary to stabilise the Council's finances.

Following discussions Councillors were minded to accept the recovery of reserves over a longer period of time in order to reduce the burden on local tax payers in the short term, noting that the Council's spend profile may change considerably if it takes recommended actions relating to the Hall.

RESOLVED:

- a) That the 2024-25 budget set out at appendix 1 to the report be approved.
- b) That the Precept be set at £530,156 for 2024-25, representing a 5% increase.

2324-84 FINANCE MATTERS

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

RESOLVED:

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

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

RESOLVED:

That the summary be noted.

- c) To note the bank balances as at 17 January 2023:

- i. Co-op current account: £10,557.38
- ii. Co-op 14 day account: £0.00
- iii. Co-op Savings account: £41,733.92
- iv. CCLA PSDF account: £260,316.03
- v. Petty Cash/Floats: £1,069.95

Total Funds held: £313,677.28

- d) To note the earmarked reserves report to 31 December 2023

RESOLVED:

That the report be noted.

Councillor A Ogle left the meeting at 7pm.

**2324-85 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.

2324-86 STAFFING MATTERS

Councillors considered the report of the Town Clerk & RFO.

A discussion was held on the need for additional staffing and the current activities of the Council. It was recognised that the Clerk needed support and that changes could be made within the agreed budgets. The Job Descriptions and Persons Specifications were discussed and minor amendments agreed.

A Councillor requested that a pay increase for existing staff be discussed at a future meeting once appraisals had been conducted.

Councillors discussed an incident and it was agreed that the Town Clerk should not be in the office on her own meeting with members of the public. This would not be an issue once staffing was in place but in the meantime, a Councillor would be happy to attend meetings as necessary.

RESOLVED:

- a) That the posts of Facilities and Markets Manager and Customer Service Assistant be added to the establishment.
- b) That the job descriptions and person specifications for the above posts be approved, as amended, for immediate advertisement.
- c) That option 4 for the Assistant Clerk post be pursued in the first instance. Should recruitment be unsuccessful then a report be brought back to the Council for further consideration.

The Chair closed the meeting at 7:49pm.

Signed: _____