

STAVELEY TOWN COUNCIL

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

Present:

Councillors

P Wilson (Chair)

J Kay

D Rhodes

B Bingham

P Mann

K Thornton

B Dyke

D Parsons

E Tidd

P Jacobs

R Perry

1121/SD/22

TO NOTE APOLOGIES FOR ABSENCE

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

1122/SD/22

TO RECEIVE DECLARATIONS OF INTERESTS

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

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

1123/SD/22

MINUTES OF THE PREVIOUS MEETING

RESOLVED:

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

1124/SD/22

CHAIRMAN'S ANNOUNCEMENTS

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

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

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

1125/SD/22

PUBLIC PARTICIPATION SESSION

The Chairman stated that Councillors would not be debating any

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

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

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

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

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

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

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

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

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

1126/SD/22

REPORTS FROM BOROUGH AND COUNTY COUNCILLORS

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

1127/SD/22

COMMUNITY INFRASTRUCTURE LEVY (CIL) ANNUAL INFRASTRUCTURE FUNDING STATEMENT

Council considered the report of the Town Clerk.

RESOLVED:

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

1128/SD/22

FINANCE MATTERS

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

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

RESOLVED: That the update be noted.

1129/SD/22

REVIEW OF FEES AND CHARGES

Councillors considered the report of the Town Clerk and RFO.

RESOLVED:

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

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

1130/SD/22

REVIEW OF FINANCIAL POLICIES & PROCEDURES

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

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

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

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

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

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

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

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

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

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

Against the Clerk's advice it was

RESOLVED:

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

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

1131/SD/22

APPROVAL TO AFFIX COUNCIL SEAL

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

1132/SD/22

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

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

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

1133/SD/22

TENANCY MATTERS

Councillors considered the report of the Town Clerk & RFO.

RESOLVED:

a) That the progress to date be noted.

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

c) That the offer for Unit 4 be rejected.

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

1134/SD/22

LAND AND PROPERTY MATTERS

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

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

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

RESOLVED:

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

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

Signed: _____

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

All prices are subject to VAT as appropriate.

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

* Per booking

SPEEDWELL BAR

Large event (over 100 people) £250

Small event (upto £100 people) £100

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

ALLOTMENTS RENTS

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

Totals	£173.27
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MARKET RENTS

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

Specialist markets £15 per stall

Fees for exhibitors/events as follows:

All day hire for whole square:

Commercial operator: £350

Charity/Community group with paying stalls: £250

Exhibitor stand (max 6mx3m pitch)

Commercial: £175

Non-commercial (eg NHS info): £100

Table Top Sales in the Speedwell Rooms.

Sellers: £10 per table

Catering van pitch: £25

Use of kitchen to cater event: £52+VAT