

## STAVELEY TOWN COUNCIL

Minutes of a meeting of Staveley Town Council held at 6.00 pm on Wednesday 30 November 2022 at Staveley Hall.

### **Present:**

Councillors	P Wilson (Chair)	R Holwell	P Mann
	B Bingham	C Jackson	J Mann
	D Collins	P Jacobs	R Perry
	D Denton	J Kay	D Rhodes
	B Dyke	C Ludlow	E Tidd

**In attendance:** S Doherty, Town Clerk & RFO, 2 members of the public

- 1063/SD/22 TO NOTE APOLOGIES FOR ABSENCE**  
Apologies were received from Councillors K Thornton and D Parsons.
- 1064/SD/22 TO RECEIVE DECLARATIONS OF INTERESTS**  
None.
- 1065/SD/22 MINUTES OF PREVIOUS MEETING**  
The Clerk noted a formatting issue to be corrected before the Chairman signed the minutes.  
**RESOLVED:**  
That the minutes of the meeting held on 18 October 2022 be confirmed and signed as a correct record.
- 1066/SD/22 CHAIRMAN'S ANNOUNCEMENTS**  
None.
- 1067/SD/22 PUBLIC PARTICIPATION SESSION**  
There were no questions raised.
- 1068/SD/22 REPORTS FROM BOROUGH AND COUNTY COUNCILLORS**  
There were no reports made.
- 1069/SD/22 FINANCE MATTERS**  
a) End of Year Accounts 2021-22  
i. To review the Council's Asset Register  
There were no comments made. The Register was noted.  
ii. To consider the report of the Internal Auditor  
Councillors considered the report of the Internal Auditor and expressed their appreciation to the new town clerk for bringing to light the issues of concern. Councillors expressed grave concern over the content and sought answers. It was confirmed that issues would be dealt with under a report later in the agenda.

In response to a query the Clerk confirmed that there was no formal route for redress for the Council, aside from the External Auditor conducting a report in the public interest, for which the Council would be charged, and that yes, a Community Governance Review could be applied for by the public. This was a long process and more information could be sought from the Borough Council.

**RESOLVED:** That the report of the Internal Auditor be received and noted.

- iii. To complete the Annual Governance Statement Councillors considered the 9 statements and resolved to answer 'No' to all but question 7, which was 'Yes' as Council had taken action to improve reserves through its budget, and 9 which was not applicable.

**RESOLVED:** That the Annual Governance Statement 2021/22 be approved.

- iv. To confirm and approve the Accounting Statements  
A query was raised in regard to kitchen equipment at the Speedwell Rooms and it was asked that the Clerk check the position. Queries were raised in regard to CIL monies as these were not shown on the bank reconciliation. The Clerk explained the current position and referred to a previous report. She would continue to look into the matter and report back as soon as possible.

**RESOLVED:** That the Accounting statements for 2021/22 be approved.

- b) Approval of payments from 1 April 2022 to 31 October 2022  
Councillors expressed concern over some of the petty cash payments having been made without a receipt or invoice being presented. It was confirmed that staff had now been instructed that no payments should be made without either of those. The other payments had already been made so there was little the Council could do about it now.

A query was raised in relation to a payment to a Councillor.

**RESOLVED:**

- a) That all payments with a receipt or invoice attached be approved.
- b) That an independent investigation be held into the payment of £100 to a Councillor.

A recorded vote having been requested, the voting was as follows:

For the motion: Cllrs Bingham, Collins, Dyke, Holwell,  
Jacobs, Kay, Ludlow and Tidd  
Against: Cllrs Jackson, P Mann, R Perry and D Rhodes  
Abstentions: Cllrs J Mann and P Wilson

- c) To note the Budget Monitoring Report  
**RESOLVED:** That the report be noted.

**1070/SD/22 COMMITTEE MEMBERSHIP**

**RESOLVED:** That the vacancies be filled as follows:  
a) Policy, Finance and Publicity (1 seat) – Cllr J Mann  
b) Leisure and Community (2 seats) – Cllrs J Mann and R Perry  
c) Planning and Environment Committee (1 seat) – Cllr R Perry

**1071/SD/22 EXCLUSION OF PRESS AND PUBLIC - PUBLIC BODIES  
(ADMISSIONS 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 item as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*

The meeting adjourned for a comfort break at 7:58pm and reconvened at 8:10pm.

**1072/SD/22 SUSPENSION OF STANDING ORDERS**

The meeting having lasted for almost 2 hours it was considered if the remaining business could be completed with an extension of time.

It was moved and seconded that the meeting last for a further hour. An amendment was proposed and upon the vote carried that the meeting last for 30 minutes with a further meeting to be called asap should business not be concluded in that time.

**RESOLVED:** That Standing Order 3x be suspended for a period of 30 minutes with a further meeting to be called asap should business not be concluded.

**1073/SD/22 OPERATIONS REVIEW**

Councillors considered the confidential report of the Town Clerk and RFO. An indepth discussion was held and the Clerk provided an update on the Town Deal project following the receipt of objections to the planning application.

At 8:33pm the Chairman and Councillors J Mann and R Holwell left the meeting. Councillor C Jackson took that Chair to conclude the meeting.

During this item it was agreed that a further continuance of 1 hour be approved to ensure the completion of the business due to the importance in relation to the Council's finances.

**RESOLVED:**

- a) That the actions already undertaken by the Town Clerk to reduce expenditure as set out at section 6 of the report be supported and endorsed.
- b) That the Hall and Stables rental prices be increased using the RPI index with the addition of a monthly service charge of £250 per unit to offset utility and repairs/ maintenance costs. Increases to be backdated to the anniversary dates of the agreements for this year where they would have already renewed. Where new agreements have been implemented this financial year, the Clerk to give notice of termination and replace with a new agreement on the new rental terms.
- c) That the Town Clerk be granted delegated authority to develop revised fees and charges for room hire and functions, subject to consultation with the Chairman and the Leader of the Council, and to draw up and implement hire contract terms and conditions for immediate implementation on bookings to include a refundable security deposit.
- d) That the overpaid overtime claims not be clawed back but no backpay to be paid on that element of the employee's pay, recognising that they will in future not be able to claim paid overtime due to their spinal point.
- e) That the '6 month payrise' rule be abolished and the Clerk to revert to normal practice of annual increments on 1st April only (within appointed scale). Employees employed less than one year will not get an increase until they have been employed for a full year and this will only become payable from the following 1st April.
- f) That a change to staff contracts for salaries to be paid monthly in arrears on the last day of each month, subject to this being brought forward where the last day falls on a weekend be approved. December salaries to be paid early on or near the 20th. Cut off for overtime claims/adjustments to be the 15th of each month.
- g) That the café be closed from the end of December subject to a staff consultation to include an opportunity to take it over as a management buy-out.
- h) That accounting and payroll be brought back in-house under

the control of the Town Clerk with delegated authority granted to the Clerk to select and purchase a sector specific software package to enable improved, efficient reporting and budget monitoring.

- i) That the proposed interim staffing structure set out at Appendix 4 be approved, in principle, subject to a 2 week consultation with staff. All staff, except for cleaners to be placed 'At Risk'. Cleaners to be consulted for TUPE transfers following the relevant process. A report with the results of the consultations to come back to the next meeting for final determination.
- j) That the set up of a Unity Trust Bank account to manage the project funding for the extension separately to the Council's finances be approved. Councillors C Jackson, J Mann, P Mann, D Rhodes and P Wilson (subject to their consent being obtained) to be appointed as signatories to the account.
- k) That Councillors D Rhodes and E Tidd be appointed to review the invoices paid against the bank statements periodically, at least quarterly, to provide an audit check.
- l) That Council instruct the co-op bank to implement payment approval processes. Councillors C Jackson, J Mann, P Mann, D Rhodes and P Wilson (subject to their consent being obtained) to be appointed as signatories to the account.
- m) That adoption of MS365 for use by councillors from May 2023, with provision of domain linked email addresses for all councillors be approved, subject to affordability.

The meeting terminated at 21:28pm.