

MINUTES OF THE ORDINARY MEETING OF STAVELEY TOWN COUNCIL

Held on Tuesday 9 February 2016

Commencing at 7.00pm

In Room 1, The Speedwell Rooms, Inkersall Road, Staveley

Present:

Councillor J Bacon (Chair)
C Ludlow
L Derbyshire
D Collins
S Bagshaw
E Tidd
K Davis
H Elliott

K Ludlow
J Barnett
A Hill
P Hill
S Hollingworth
O Cauldwell
D Parsons
S Hollingworth

Acting Town Clerk and Financial Officer: M Evans

In attendance: 8 members of the public

		ACTION
	<u>PART 1 – NON-CONFIDENTIAL INFORMATION</u>	
020/ME/16	APOLOGIES FOR ABSENCE Apologies received from Councillors B Dyke and J Young	
021/ME/16	COUNCILLORS NOT PRESENT None	
022/ME/16	CHAIR'S ANNOUNCEMENT None.	
023/ME/16	CORRESPONDENCE The Chair of the Council is invited to a commemorative service at Derby Cathedral on Friday 1 July 2016, to remember those who died at the Battle of the Somme. A letter from Tawnywood Limited asking the Council if an elected member wants to sit on their liaison group. The Acting Town Clerk and Financial Officer will provide details.	
024/ME/16	VARIATION OF ORDER OF BUSINESS It was RESOLVED that items 14, 16 and 17 be moved to Establishment. Item 15 was to be taken in conjunction with item 10.	
025/ME/16	DECLARATION OF MEMBERS' INTERESTS All members are given a dispensation to discuss and vote on the setting of the council tax precept for 2016/17.	

026/ME/16	<p>PUBLIC SPEAKING</p> <p>John Morehen stated that he has no party political interest and his perception is that he was rebuked at the last meeting whilst another member of the public was allowed to ask a question.</p> <p>Councillor A Hill responded by stating that he had only replied to a question about whether Councillor John Burrows could be approached on a matter relating to Brimington.</p> <p>John Morehen also reported that Staveley Seniors hosted the Mayor of Chesterfield at a recent event and it went well.</p> <p>L Bally raised an issue relating to a staff grievance. The Chair informed her that this was a confidential matter and not for discussion in a public forum.</p> <p>J Roberts informed the meeting that he has booked Poolsbrook Park for the armed forces event in July.</p>	
027/ME/16	<p>MINUTES OF THE ORDINARY MEETING OF STAVELEY TOWN COUNCIL HELD ON 19 JANUARY 2016</p> <p>It was RESOLVED that the minutes of the Ordinary Meeting of Staveley Town Council held on 19 January 2016 were accepted as a true record.</p>	
028/ME/16	<p>MATTERS ARISING FROM THE ORDINARY MEETING OF STAVELEY TOWN COUNCIL HELD ON 19 JANUARY 2016</p> <p>Councillor A Hill thanked Councillor D Collins for donating £2000 from his Community Leadership Fund towards the cost of the old persons Christmas meal and asked that a letter of thanks be sent to Councillor T Gilby for her donation to an event at Brimington which was attended by residents of Staveley.</p>	
029/ME/16	<p>MINUTES OF THE POLICY, FINANCE AND PUBLICITY COMMITTEE OF 20 JANUARY 2016</p> <p>It was RESOLVED that the minutes of the Policy, Finance and Publicity Committee of Staveley Town Council, held on 20 January 2016 were accepted as a true record.</p>	
030/ME/16	<p>MATTERS ARISING FROM THE POLICY, FINANCE AND PUBLICITY COMMITTEE OF 20 JANUARY 2016</p> <p>There were no matters arising.</p>	
031/ME/16	<p>BUDGET REPORT</p> <p>The Acting Town Clerk and Financial Officer presented a budget report. The report:</p> <ul style="list-style-type: none"> (i) updated the Council on the projected outturn for 2015/16 (ii) recommended a budget and associated council tax precept for 2016/17 (iii) updated the Council on the relative positions of the Unity bank account and the Cooperative bank account. 	

	<p>It was RESOLVED that:</p> <ul style="list-style-type: none"> the projected outturn for 2015/16 is noted the budget for 2016/17 is approved including a 15% rise in the council tax precept the position relating to the Council's Unity bank account (Heart of Staveley) and Cooperative bank account (Staveley Town Council) is noted a review of the financial strategy for the funding of the Heart of Staveley project is carried out following receipt of the final account (9 February 2016). 	
032/ME/16	<p>MINUTES OF THE LEISURE AND COMMUNITY COMMITTEE MEETING OF STAVELEY TOWN COUNCIL HELD ON 27 JANUARY 2016</p> <p>It was RESOLVED that the minutes of the meeting of the Leisure and Community Committee of Staveley Town Council, held on 27 January 2016 were accepted as a true record.</p>	
033/ME/16	<p>MATTERS ARISING FROM THE LEISURE AND COMMUNITY COMMITTEE MEETING OF 27 JANUARY 2016</p> <p>It was RESOLVED that the issues relating to Barrow Hill Allotments be discussed at the next meeting of the Policy, Finance and Publicity Committee.</p>	
034/ME/16	<p>SCHEDULE OF PAYMENTS</p> <p>The schedule of payments for January 2016 was noted.</p>	
035/ME/16	<p>WARD COUNCILLOR'S REPORT</p> <p>Councillor H Elliott asked the Acting Town Clerk and Financial Officer to invite the local police to future meetings.</p>	
036/ME/16	<p>ALLOTMENTS</p> <p>The Acting Town Clerk and Financial Officer informed the meeting that he was waiting for Chesterfield Borough Council to send him a signed copy of the lease for Barrow Hill Allotments.</p> <p>The Acting Town Clerk and Financial Officer had carried out a site visit with Andy Pashley from Chesterfield Borough Council. The Barrow Hill Allotments are in a mess, overgrown and suffering from fly tipping.</p> <p>Chesterfield Borough Council's Environmental Services team are to undertake a safety inspection.</p>	
037/ME/16	<p>CHESTERFIELD BOROUGH COUNCIL</p> <p>Nothing to report.</p>	

038/ME/16	<p>FIXING OF THE COMMON SEAL</p> <p>It was RESOLVED that the common seal of the Council be affixed to any documents or agreements necessary to carry into effect any resolutions or decisions passed by or confirmed at this meeting:</p> <p>(i) The lease of Unit 1 The Stables was signed and sealed by two members of the Council and the Acting Town Clerk and Financial Officer.</p> <p>(ii) The lease of Unit 2 The Stables was signed and sealed by two members of the Council and the Acting Town Clerk and Financial Officer.</p>	
039/ME/16	<p>ITEMS FOR ACTION</p> <p>None.</p>	
	<p><u>PART II – CONFIDENTIAL BUSINESS</u></p>	
040/ME/16	<p>PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960</p> <p>RESOLVED – That in view of the fact that publicity would be prejudicial to the public interest by reason of representatives of the press be excluded from this meeting during the discussion thereof.</p>	
041/ME/16	<p>ESTABLISHMENT</p> <p>ACTING TOWN CLERK’S REPORT</p> <p>The Acting Town Clerk and Financial Officer gave a report covering the following subjects:</p> <ul style="list-style-type: none"> • Heart of Staveley • Staffing • Audit • Health and Safety • The Stables • Allotments • Speedwell Rooms • Bowling Club <p>- In relation to the Heart of Staveley, Councillor C Ludlow suggested that Chesterfield Borough Council’s Economic Development team be approached to undertake the marketing of the Hall.</p> <p>- The Acting Town Clerk and Financial Officer reported that M Brooke has not yet finished the business plan. This is a key document and the Council requires this urgently. The Acting Town Clerk and Financial Officer is to attend a meeting with the Heart of Staveley Board on 23 February 2016 to discuss</p>	

	<p>the options for running the refurbished Hall. Councillor Elliott stated that Staveley Town Council should have a say in the future running of the Hall.</p> <ul style="list-style-type: none"> - A discussion was held about appointing a manager to run the venue and it was agreed to discuss this again once the business plan has been received. Councillor A Hill suggested that this subject is debated at next week's Policy, Finance and Publicity Committee. <p>It was RESOLVED that the report be accepted.</p>	
042/ME/16	<p>ACCOUNTS</p> <p>The Acting Town Clerk and Financial Officer presented a report on options for the provision of payroll services to Staveley Town Council.</p> <p>It was RESOLVED that:</p> <ul style="list-style-type: none"> - Staveley Town Council awards the provision of payroll services to Emerald Accountancy Services for an initial period of six months subject to satisfactory performance. - The Acting Town Clerk and Financial Officer reports back on the progress made on a quarterly basis. 	
043/ME/16	<p>HEART OF STAVELEY</p> <p>This was covered in the Acting Town Clerk and Financial Officer's report.</p>	
044/ME/16	<p>STAFFING REVIEW AND OTHER ISSUES</p> <p>This was covered in the Acting Town Clerk and Financial Officer's report.</p>	
045/ME/16	<p>PROPOSED CHANGES TO BANKING MANDATES</p> <p>It was RESOLVED that the Council authorises the Acting Town Clerk and Financial Officer to access the Unity and Cooperative bank accounts of Staveley Town Council for online banking and the payment of salaries and wages.</p>	
046/ME/16	<p>ANY OTHER BUSINESS</p> <p>Councillor O Cauldwell raised the subject of local bands using the Speedwell Rooms for a band competition. He was advised to raise this at the next meeting of the Leisure and Community Committee.</p> <p>Councillor C Ludlow asked the Acting Town Clerk and Financial Officer to present her with a proposal for advertising the permanent post of Town Clerk and Financial Officer</p>	

APPENDIX 1

Staveley Town Council		
Draft Proposed Precept 2016/17 and Budget 2016/17		
		Proposed Budget 2016/17 (2)
1001	Room Hire	20,400
1002	Bar Takings	10,000
1003	Rent Received	38,818
1005	Other Income	15,000
1006	Donations Received	400
1007	Bowling Green Hire	770
1009	Market Stalls/Flea Market	1,500
1012	Grants Received	0
1013	Admission Fees	0
1017	Refreshments	0
1176	Precept	0
	Council Tax Support Grant	0
1190	Interest	114
1195	DCC Loan	0
	Total Income	87,002
3002	Stock	3,500
4001	Staff Salaries	70,908
4002	Staff NI	4,489
4003	Staff Superann.	12,793
4004	Manual Wages	61,822
4005	Manual NI	4,946
4006	Manual Superann.	14,095
4008	Training	1,150
4009	Staff Expenses	250
4010	Safety Clothing	300
4012	Water Rates	4,500
4013	General Rates	21,055
4014	Electricity/Gas	37,853
4020	Broadband Charges	887
4021	Telephone	2,145
4022	Postages	600
4023	Stationery	6,033
4024	Subscriptions	657
4025	Insurance	10,119
4030	Staff Advertising	1,520
4031	Other Advertising	939
4032	Publicity	1,186
4034	Refreshments	1,810

		Proposed Budget 2016/17 (2)
4035	Refunds	
4036	Building Maintenance	6,000
4037	Cleaning Materials	306
4038	Cleansing	345
4040	Grounds Maintenance	11,000
4044	Fuel Oil	72
4045	Vehicle Insurance	350
4046	Vehicle Maintenance	6,500
4051	Bank Charges	210
4054	PWLB interest payments	41,616
4054	DCC interest payments	16,000
4055	Professional Fees - STC	2,500
4056	Legal Fees	1,000
4057	Audit Fees	10,000
4060	Licences	911
4061	Contractors Charges	0
4100	Chairs Allowance	800
4101	Members Expenses	2,000
4102	Members Training	0
4103	Election Expenses	4,000
4200	Equipment Purchase	4,000
4201	Equipment Maintenance	4,000
4202	Equipment Hire	15,000
4251	B/Alarm Maintenance	3,500
4261	F/Alarm Maintenance	3,000
4301	S137 Grant	4,500
4400	Rent	7,000
4500	Prizes	1,750
4501	Functions	1,500
4502	Transport	0
4600	Conference Fees	0
4601	Conference Expenses	0
4602	Other Activities	72,000
4700	Contingency/reserve contribution	
	Total Expenditure	483,416
		-397,561
	Precept	356,293
	Council Tax Support Grant (estimate)	41,268
		46,473
		15.00%