

**MINUTES OF THE ORDINARY MEETING OF  
STAVELEY TOWN COUNCIL**

**Held on Tuesday, 9<sup>th</sup> July 2013**  
**Commencing at 7.00 p.m.**  
**In The Stables, Staveley Hall**

**Present: -**

Councillor A. Hill – (Chair)  
Councillor J. Bacon – (Vice-Chair)\*  
Councillor C. Ludlow – Leader  
Councillor E. Tidd – Deputy Leader\*

Councillor S Bagshaw	Councillor H Elliott
Councillor J Barnett	Councillor P Hill
Councillor O Cauldwell	Councillor D Parsons
Councillor L Collins	Councillor J Williams
Councillor B Dyke	

\*Councillors Bacon and Tidd were delayed in attending due to the official opening of Netherthorpe School

In attendance: Graeme Challands - Town Clerk and Financial Officer  
Ian Haddock - Assistant Financial Town Clerk  
20 Members of the public

		<b>ACTION</b>
	<b><u>PART I – NON CONFIDENTIAL INFORMATION</u></b>	
<b>160/13</b>	<b>APOLOGIES FOR ABSENCE</b> Councillor D. Collins – Derbyshire County Council commitments Councillor Lang – work commitments Councillor Ludlow – Chesterfield Borough Council commitments Councillor McManus – illness Councillor Webley - holiday	
<b>161/13</b>	<b>COUNCILLORS NOT PRESENT</b> There were no Councillors not present.	
<b>162/13</b>	<b>CHAIR’S ANNOUNCEMENTS</b> The Chair reported on: <ul style="list-style-type: none"><li>• The success of the Chesterfield Canal Festival 2013, held at the Staveley Town Basin. He had been unable to attend but had had good reports.</li></ul>	

	<ul style="list-style-type: none"> <li>• The Judges tour of Staveley in Bloom which he had attended and had been another interesting event.</li> <li>• The forthcoming Staveley Armed Forces and Veterans Event at Pools Brook Country Park this weekend.</li> </ul>	
<b>163/13</b>	<b>VARIATION OF ORDER OF BUSINESS</b> There were no proposals to vary the Order of Business.	
<b>164/13</b>	<b>TO DETERMINE WHICH ITEMS IF ANY FROM PART 1 OF THE AGENDA SHOULD BE TAKEN WITH THE PUBLIC EXCLUDED</b> There were no proposals to exclude the public from any item in Part 1 of the Agenda.	
<b>165/13</b>	<b>DECLARATION OF MEMBERS' INTERESTS</b> a) There were no Declaration of Members' Interests.  b) No requests for dispensations were received.	
<b>166/13</b>	<b>PRESENTATIONS</b> Councillors Dyke and A. Hill presented a Staveley Town Council Good Citizens Award to Rory Carson.  Councillor Dyke paid tribute to all the hard work done by Rory which he felt set an example to other young people, in particular Rory's work for the Royal British Legion where he had been a great fundraiser for the Poppy Appeal.  Rory was given a round of applause by all those present.	
<b>167/13</b>	<b>PUBLIC SPEAKING</b> a) Councillor Parsons requested that Standing Orders be suspended for a 15 minute period so that pupils from Poolsbrook Primary School could make a presentation to the Town Clerk.  This was <b>AGREED</b> .  Alicia Raybould, a pupil at Poolsbrook Primary School then came forward to present the Town Clerk with a book containing letters of thanks from all her fellow pupils. They had been given a tour of Staveley Hall by the Town Clerk and were pleased with the proposals for the Heart of Staveley Project and other regeneration activities by the Town Council.	

	<p>The Town Clerk received a round of applause in recognition of his work.</p> <p>Standing Orders were resumed.</p> <p>Joe Roberts then spoke about the Staveley Armed Forces and Veterans Association event in Poolsbrook Country Park at the weekend. Whilst he had invited all Staveley Town Council Councillors he clarified he would like Councillor A. Hill as Chair of Staveley Town Council to attend the event wearing his Chain of Office.</p> <p>He updated Members on the Royal British Legion bikers as Members had asked him to use his good offices to have them attend the Staveley Remembrance Day Parade.</p> <p>John Morehen on behalf of the Staveley Seniors raised the issue of a lack of reports on their activities of late by Councillor John Webley.</p> <p>The Chair agreed to look into the issue and report back, pointing out that Councillor Webley gave detailed reports when present.</p> <p>A Mrs. Carmen raised the issue of the sale of 1 Church Close. She requested that Staveley Town Council organise a public meeting to air the concerns of residents. There needed to be liaison between the residents and management of Ability who had bought the property to house persons with special needs.</p> <p>It was <b>AGREED</b></p> <ul style="list-style-type: none"> <li>• That Councillor Don Parsons would lead on this matter for Staveley Town Council.</li> <li>• That Ability was a totally independent charity with no direct connections to Derbyshire County council or their Social Services. Councillor J. Williams would attend any meetings.</li> <li>• That the Town Clerk would arrange a meeting between Ability and Councillors Parsons, Williams and Dyke, with a couple of residents, to sort out the issues raised by the public.</li> </ul> <p>There being no more questions from the public the Chair closed the Public Session.</p> <p><b>b) Community Safety</b></p> <p>There were no representatives from the Police or any other of the services present.</p>	<p><b>GC DP/BD/ JWi</b></p>
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168/13	<p><b>CONFIRMATION OF MINUTES OF THE ORDINARY MEETING OF STAVELEY TOWN COUNCIL HELD ON TUESDAY 11<sup>TH</sup> JUNE 2013</b>  It was <b>RESOLVED</b> that the Minutes of the Ordinary Meeting of Staveley Town Council held on Tuesday 11<sup>th</sup> June 2013 be approved as a true record.</p>	
169/13	<p><b>MATTERS ARISING FROM THE MINUTES OF THE ORDINARY MEETING OF STAVELEY TOWN COUNCIL HELD ON TUESDAY 11<sup>TH</sup> JUNE 2013</b>  <b>91/13</b>  <b>18/13 Representation on Outside Bodies 2013/14</b>  <b>Mastin Moor Community Centre Executive Committee</b></p> <p>It was <b>AGREED</b> that Councillor Tidd as a continuing Member of the Mastin Moor Community Centre Executive Committee continue to represent Staveley Town Council.</p>	
170/13	<p><b>CONFIRMATION OF THE MINUTES OF THE SECTION 137 COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON 29<sup>TH</sup> MAY 2013</b>  The Chair asked if this Committee was a stand alone Committee. Councillor Parsons confirmed it was.</p> <p>The Chair stated in that case it needed 3 to be quorate.</p> <p>Councillor Parsons requested that the Committee had a membership of 3 and with 2 members in attendance it had been quorate.</p> <p>Councillor A. Hill accepted the Section 137 recommendations could be voted on but that the remainder should be referred to the Policy, Finance and Publicity Committee as they were matters of policy.</p> <p><b>RESOLVED</b> – That the application for financial assistance from Chesterfield Ladies Football Club be refused as the additional information had not been supplied.</p> <p>For the next item Councillor Tidd declared an interest as a Member of the Mastin Moor Community Association and left the room</p> <p><b>RESOLUTION</b> - That Mastin Moor Community Association be awarded a grant of £150.</p> <p><b>RESOLUTION</b> – That the Staveley Armed Forces and Veterans Association be awarded a grant of £150.</p> <p><b>RESOLUTION</b> - That Staveley Hall Bowls Club be requested to resubmit</p>	<p><b>GC</b></p> <p><b>GC</b></p> <p><b>GC</b></p>

	their application for financial assistance with clarified accounts and a legible copy of their bank statement.	<b>GC</b>
	<b>RESOLUTION</b> - That Staveley History Society's application for financial assistance be refused as their organisation already possessed substantial funds.	<b>GC</b>
	<b>RESOLUTION</b> – That a grant of £100 be awarded to the Inkersall Rainbows as a gesture of support for the movement as a whole. It was felt individual troop outings should be funded by parents and relatives.	<b>GC</b>
	<b>RESOLVED</b> – That Staveley Town Council request all organisations awarded a Section 137 grant show this clearly in their accounts.	<b>GC</b>
<b>171/13</b>	<p><b>CHAIR'S ALLOWANCE</b></p> <p>A discussion took place on this item. Councillor Parsons informed the meeting that the Recommendations on this matter were still being formulated by the Committee. He believed that when the Committee had finished its deliberations that its Recommendations should come to Full Council as was the case with other Committees.</p> <p>The Chair ruled any recommendations on policy should go to the Policy, Finance and Publicity Committee.</p> <p>50A/13 To Review the Policy It was <b>AGREED</b> that the Assistant Financial Officer write out the revised Policy in full for distribution.</p>	<b>ICH</b>
<b>172/13</b>	<p><b>TO CONSIDER RECOMMENDATIONS OF THE LEISURE AND COMMUNITY COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON WEDNESDAY 5<sup>th</sup> JUNE 2013</b></p> <p>It was <b>RESOLVED</b> that these be approved.</p>	
<b>173/13</b>	<p><b>MATTERS ARISING FROM THE MINUTES OF THE LEISURE AND COMMUNITY COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON WEDNESDAY 5<sup>TH</sup> JUNE 2013</b></p> <p>There were no matters arising.</p>	
<b>174/13</b>	<p><b>TO CONSIDER RECOMMENDATIONS OF THE POLICY, FINANCE AND PUBLICITY COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON WEDNESDAY 5<sup>TH</sup> JUNE 2013</b></p> <p>It was <b>RESOLVED</b> that these be approved.</p>	
<b>175/13</b>	<b>MATTERS ARISING FROM THE MINUTES OF THE POLICY, FINANCE AND PUBLICITY COMMITTEE OF STAVELEY TOWN COUNCIL HELD</b>	

	<p><b>ON WEDNESDAY 5<sup>TH</sup> JUNE 2013</b></p> <p>There were no matters arising.</p>	
176/13	<p><b>26 HIGH STREET STAVELEY</b></p> <p><b>RESOLVED</b> – That Staveley Town Council enter into an agreement to rent the premises at 26 High Street Staveley at the sum agreed in negotiations with the Town Clerk (£7,000 per annum) at a date to be agreed.</p>	<b>GC</b>
177/13	<p><b>TOWN CLERK'S REPORT</b></p> <p><i>Since the last Ordinary Meeting I have been involved in</i></p> <ul style="list-style-type: none"> <li><i>Progressing the Markham Pit Disasters Project. The Commemoration Event is set for 10.30 a.m. on Tuesday July 30<sup>th</sup> and I am in the process of finalising this.</i></li> <li><i>Servicing the Planning and Environmental, Leisure and Community and Policy, Finance and Publicity Committees and carrying out actions following the meetings.</i></li> <li><i>Dealing with the Judging of the Staveley Town Council Arts and Crafts Competition and then arranging for framing, Perspex boxes, cups and medals, prize vouchers and money and the Presentation Evening.</i></li> <li><i>Attending the Chesterfield Champions Breakfast followed by the tour of the Market Hall – a similar sized project to Heart of Staveley.</i></li> <li><i>Welcomed a party of children from Poolsbrook Primary School to Staveley Hall to hear about the history of the site and the proposals for the future. This was kindly arranged by Councillor Sandra Bagshaw.</i></li> <li><i>Attended a few of the Staveley Feast events including the Annual Bowls Competition, the Chesterfield Canal Festival and the Battle of The Bands arranged by Ireland Colliery Band at The Speedwell Rooms. This was a great success.</i></li> <li><i>Undergoing training in Human Resources provided by DALC</i></li> <li><i>The commencement of the Staff Review with the Consultant Ken Jones</i></li> <li><i>Progressing the Heart of Staveley Project by welcoming potential contractors, meeting the DCLG Officer monitoring the EU Grant (which has been increased by a further £99,000) and arranging the</i></li> </ul>	

	<p><i>Presentation Evening for Elected Members and 7 members of the Board of Heart of Staveley Limited</i></p> <ul style="list-style-type: none"> <li>• <i>The proposed lease of 26 High Street</i></li> <li>• <i>Organising the tour of Staveley for the East Midlands In Bloom Judges.</i></li> </ul> <p><b>Coming Up</b></p> <ul style="list-style-type: none"> <li>• <i>The Presentation Evening of the Staveley Town Council Arts and Crafts Competition</i></li> <li>• <i>Markham Pit Disasters Event</i></li> <li>• <i>NALC Training</i></li> <li>• <i>Staveley Armed Forces Veterans Association Weekend</i></li> <li>• <i>A visit to the Heritage Lottery Fund including further funding</i></li> <li>• <i>Derbyshire County Council Emergency Planning meeting over the Community Bonfire and Firework Display.</i></li> </ul> <p><i>He reported progress on the Markham Pit</i></p> <p>The Town Clerk spoke to his written report issued earlier. He reported on progress on the Markham Pit Disasters Commemoration Event. He had been informed by the Ireland Colliery Band that they would not charge a fee for playing at the event. They felt it was an honour and in any case they were appreciative of the help given by Staveley Town Council over Battle of the Bands and other events.</p> <p>Matters were proceeding well for the Arts and Crafts Competition Presentation Evening.</p> <p>When he spoke about the tour of Staveley for the East Midlands In Bloom Judges, Councillor Parsons informed the Meeting that volunteers had cleaned up the garden area in front of Chesterfield Borough Council's Area Housing Office prior to the judges tour. He was grateful that there were people with more pride in Staveley than Chesterfield Borough Council. He said Chesterfield Borough Council had let Staveley down – he had visited and seen the nettles and his view it was a 100% disgrace.</p> <p>Complaints had been sent to Chesterfield Borough Council since September 2011 and had been ignored. He had telephoned an officer of Chesterfield Borough Council whose responsibility it was but the officer said he knew nothing. However, the emails of complaint went to that officer. If a Council tenant had left their garden in that state they would</p>	
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	<p>have had a letter.</p> <p>He wanted Chesterfield Borough Council to treat Staveley better.</p> <p>Councillor A. Hill asked for details of the email but Councillor Parsons said who sent what did not matter; what mattered was that Chesterfield Borough Council Officer did not know and had not visited the Area Housing Office.</p> <p>Councillor Elliott said the matter came under Councillor Ludlow's portfolio. Councillor A. Hill said it was a Chesterfield Borough Council matter. Councillor Parsons responded that it was a matter affecting Staveley and so a matter for Staveley Town Council. Staveley Town Council was not a sub-committee of Chesterfield Borough Council. He reported that in any case he had rectified the matter.</p>	
178/13	<p><b>ACCOUNTS</b></p> <p>(a) The schedule of accounts paid since the last meeting was <b>RECEIVED</b>.</p> <p>(b) <b>Statement of Income and Expenditure</b> Following the adoption of the revised Standing Orders under Standing Order 19(b) the statements of Income and Expenditure are to be provided on a quarterly basis only.</p> <p>(c) Section 137 - Appeals for Financial Assistance These were now dealt with virtually by the new Section 137 Committee.</p> <p>(d) Other financial matters. <b>RESOLVED</b> – That Staveley Town Council implements a 1% pay increase for all staff from 1<sup>st</sup> April 2013.</p> <p>Councillor A. Hill stated that this had been budgeted for and was separate to the NJC National Pay Award.</p>	GC
179/13	<p><b>WARD REPORTS BY COUNCILLORS</b></p> <p>Councillor Bacon thanked Derbyshire County Council on behalf of the public for resolving the long standing issue of Corner Pin Close: the roads had been adopted. However, regarding the Canal Festival at least 22 people had complained to her about parking on the Eckington Road Bridge. The cones had narrowed the bridge and the bus could only just get through.</p> <p>She felt no parking at all should be allowed on the bridge in the future.</p>	



	<p>The Town Clerk was asked to contact the Canal Trust regarding this matter. It was pointed out that parking was available for the public elsewhere.</p> <p>Councillor Parsons raised the matter of a break in at Markham Court. He had intended to ask Councillor McManus but in his absence asked Councillor A. Hill if:</p> <p>The windows were the correct type for flats occupied by elderly citizens.</p> <p>If the CCTV cameras were working”</p> <p>Councillor A. Hill confirmed he knew of the break-in. The windows had safety catches but the resident had chosen to override them. The ground floor tenants had been advised not to open their windows even in hot weather. He said he would visit the pensioners and reinforce the advice.</p> <p>The issue of what the CCTV cameras observed would be looked into.</p>	<b>GC</b>
<b>180/13</b>	<p><b>GENERALLY</b> Nothing to report.</p>	
<b>181/13</b>	<p><b>ALLOTMENTS</b> Nothing to report.</p>	

182/13

ITEMS FOR ACTION

Agenda No. 22

Statement of Intent

STAVELEY TOWN COUNCIL

and

HEART OF STAVELEY LIMITED

1

## **Statement of Intent**

### **Between:**

1. **STAVELEY TOWN COUNCIL** ("the Council"), whose principal office is at Staveley Hall Staveley Hall Drive Staveley Chesterfield S43 3TN
2. **HEART OF STAVELEY LIMITED** ("HOS") incorporated and registered in England and Wales at Staveley Hall Staveley Hall Drive, Staveley Chesterfield S43 3TN

### **DATE:**

#### **1. BACKGROUND**

- 1.1 This document defines the intended respective roles and responsibilities of the Council and HOS. Definitions form Section 2 (below).
- 1.2 This Protocol is intended to give a good working basis for the relationship between the Council and HOS. It aims to give a framework for each party to work with one another for the benefit of Staveley, whilst also retaining freedom for both to pursue their own core objectives.
- 1.3 The key aims of the project are to:-
  - empower communities and support the third sector
  - assist the council in meeting their policy aims
  - bring underutilized assets into full use for the benefit of local people
  - refurbish and develop the property listed at appendix 3
  - create local jobs and training opportunities
  - provide a community facility
  - at a point in the future, on completion of the project to a satisfactory stage, the Council will grant a lease to HOS, subject to agreed terms.

## **2. DEFINITION OF TERMS**

2.1 In this Protocol the following words and expressions have the following definitions:

"Dispute Procedure"	An informal mechanism for resolving disputes between the Council and HOS before using more formal routes, as set out in Appendix 1 (Dispute Procedure).
"Key Aims"	The aims of the project set out in section 1.3 of this document.
"Party"	A party to this Protocol.
"Premises"	The premises described in Appendix 3.
"Representative"	An individual person representing either the Council or HOS nominated in accordance with Clause 3.6 and being (initially) that person listed at Appendix 2 [ <i>Representatives</i> ]; "Representatives" is to be construed accordingly.

## **3 PROJECT BOARD**

Both the Council and HOS and their Representatives (in so far as this Protocol is applicable to individuals) will:

- 3.1 work together in good faith;
- 3.2 promote the awareness and use of this Protocol within their own organisations;
- 3.3 acknowledge the specific roles given to each of the parties to this Protocol;
- 3.4 comply with the requirements of their own organisation regarding declarations of interest;

- 3.5 before moving to formal means comply with the Dispute Procedure (set out at Appendix 1) where they are in dispute with one another over a matter relating to the project.
- 3.6 ensure they nominate a Representative and a named deputy to represent their organisation for general communication purposes. The Representative is responsible for ensuring compliance of their own organisation with this Protocol and for resolving any issues arising during the operation of this Protocol on behalf of their own organisation;
- 3.7 so far as is reasonably practicable promote the success of the project;
- 3.8 treat Representatives and the other Party with respect whether within or outside of meetings.
- 3.9 the Terms of Reference and Constitution of the Project Board are set out in separate documents

#### **4. ROLE AND RESPONSIBILITIES OF THE COUNCIL**

The Council shall:

- 4.1 work in a constructive and supportive way with HOS, acting consistently, transparently and fairly;
- 4.2 work with HOS to achieve the Key Aims;
- 4.3 advise HOS early in the process of the likely approvals needed, and the timetable for obtaining them;
- 4.5 produce information promptly and fully on request;
- 4.6 be prepared to deal with the requirements of any funding bodies involved in facilitating the refurbishment and development of the Premises.

#### **5. ROLE AND RESPONSIBILITIES OF HOS**

HOS shall:

- 5.1 work in a constructive and supportive way with the Council, acting consistently, transparently and fairly;
- 5.2 work with the Council to achieve the Key Aims;
- 5.3 respect the roles and responsibilities of the Council and co-operate with the Council;

- 5.4 produce information promptly and fully on request;
- 5.5 comply with the terms of any funding in relation to the project

**6. TERMINATION OF PROTOCOL**

- 6.1 This Protocol will terminate if either the council or HOS decide not to proceed with the project

**7. PARTNERSHIP**

- 7.1 Nothing in this Protocol is intended to create any legal partnership between the parties.
- 7.2 This Protocol is not meant to be binding nor create any legal obligations on the parties to it. It is simply a statement of intentions.

**8. REPRESENTATIVES**

- 8.1 For the purposes of this agreement the initial Representatives are those individuals listed in Appendix 2 (Representatives).

**And the parties confirm hereby their intention to keep to the terms of this statement of intentions by signing below:**

**Signed for and on behalf of STAVELEY TOWN COUNCIL**

**Date**

**Signed for and on behalf of HEART OF STAVELEY LIMITED**

**Date**

## **APPENDIX 1**

### **Informal Resolution of Disputes**

1. In the event of any dispute, disagreement or claim arising between the Council and HOS (referred to here as "the Parties") then the Parties shall follow the steps below ("the Procedure") in an attempt to resolve it before using formal dispute resolution mechanisms. The Parties should act in good faith throughout.
2. The Procedure shall not impose any precondition on any Party or otherwise prevent or delay any Party from commencing proceedings in any court or competent jurisdiction to obtain either:
  - 2.1 an order (whether interlocutory, interim or final) restraining the other Party from doing any act or compelling any other party to do any act; or
3. **First Level**
  - 3.1 The Parties will refer any Dispute in the first instance to the Representatives for discussion and resolution at a meeting to be held within 10 Working Days of the aggrieved Party giving written notice of the particulars of the Dispute to the other Party.

**Second Level**

  - 3.2 If the Dispute is not resolved at that meeting or if the meeting is not held within such 10 working days period, the Dispute will be referred to an agreed mediator who shall endeavor to meet within 15 working days of the reference in an attempt to resolve the Dispute.
4. **Further disputes**

If a dispute cannot be resolved through the first or second levels as set above then the Council or HOS may use more formal channels to seek a resolution.

**APPENDIX 2**

**Initial Representatives**

	<b>Representative, contact details</b>	<b>Named deputy, contact details</b>
<b>Council</b>		
<b>HOS</b>		



### **APPENDIX 3**

#### **THE PREMISES**

**Staveley Hall Complex**

**Including**

**Staveley Hall**

**The Stables**

**Land to the East of Staveley Hall**

**The Walled Garden at Staveley Hall**

**And such other premises that may be built as part of the Heart of Staveley Project, together with any additional land that may be secured as part of the Heart of Staveley Project.**

**Heart of Staveley Project**

**Project Board Terms of Reference**

The Heart of Staveley Project Board is tasked on behalf of Staveley Town Council and the Heart of Staveley Limited to discharge the client duties as set out below.

1. The Project Board Relationships and membership are set out in the General Organisation diagram. See Appendix 1.
2. The Project Board will act in accordance with its constitution. See Appendix 2.
3. The Project Board will review and adopt the Project Management Plan (PMP) and will request and/or receive new or revised sections as required.
4. The Project Board will take note of the objectives and conditions relating to funding applications awarded and pending at the commencement of the project. This will be facilitated by Project Advisors.
5. The Project Board will take note of the development of the project brief from the outset through to the granting of planning permission as set out in the Background Section of the PMP.
6. The Project Board will satisfy itself that the project ingredients are configured to deliver the optimum outputs.
7. The Project Board will review, adopt and develop the Business Plan.
8. The Project Board will approve the RIBA Stage E – Technical Design. Its sign-off will initiate the preparation of RIBA Stage F – Production Information leading to tendering.
9. Following the tender opening, checking and appointment of a Contractor or Preferred Contractor by Staveley Town Council, the Project Board will oversee the building contract valuation, certification, payment and reporting processes as set out in the PMP.
10. The Project Board will receive monthly reports, which will allow them to monitor physical and financial progress.
11. The Project Board will report to both Staveley Town Council and the Heart of Staveley Limited Board.
12. Nothing in the foregoing will prevent the Steering Group Terms of Reference being changed by Resolution of the parties.

**Heart of Staveley Project**

**Project Board Constitution**

1. The Project Board shall consist of 3 representatives from Staveley Town Council and 2 from Heart of Staveley Limited.
2. The representatives shall be selected by their respective bodies by whatever mechanism they choose.
3. The Chair will be nominated by Staveley Town Council and the Vice-Chair by Heart of Staveley Limited.
4. Any decision of the Project Board will be made on a simple majority vote. In the event of a tie the Chair of the meeting will have the casting vote.
5. The Project Board will keep records and minutes of Project Board meetings. These will be circulated to Staveley Town Council and the Heart of Staveley Limited Board.
6. The Project Board members will have delegated executive powers to let contracts, incur expenditure and engage advisors within the approved expenditure in the Project Management Plan.
7. Significant departures from the Project Management Plan (as agreed by all members present) must be referred to the respective nominating bodies.
8. The Project Board will meet as required but at least monthly.
9. Other non voting advisors of the Project Board shall be:
  - Project co-ordinator (Project Manager)
  - Lead Consultant
  - Lead Officer from Staveley Town Council
  - Project Clerk of Works
  - Other specialist advisors as may be required from time to time.
10. The Project Board will act in accordance with the Nolan principles.
11. The Project Board can, subject to agreement from their respective nominating bodies, change the Project Board Terms of Reference and Constitution.

**RESOLVED** – a) That Staveley Town Council adopt The Statement of Intent to be signed by both parties.

b) That the initial representatives of Staveley Town Council are:  
Councillor A. Hill

	<p>Councillor J. McManus Councillor D. Parsons (substitutes allowed on both sides)</p> <p>c) That the Project Board Terms of Reference be adopted.</p> <p>d) That the Project Board Constitution be adopted.</p> <p>It was <b>AGREED</b> to fax an alternative date for the first meeting of the Project Board as there was a meeting of Chesterfield Borough Council on 24<sup>th</sup> July 2013.</p>	
183/13	<p><b>SEALING OF DOCUMENTS</b></p> <p><b>RESOLVED –</b> That the Common Seal of the Council be affixed to any documents or agreements necessary to carry into effect any resolution or decisions passed by or confirmed at this meeting.</p> <p><b>PART II – CONFIDENTIAL BUSINESS</b></p>	
184/13	<p><b>PUBLIC BODIES (ADMISSION TO MEETINGS ACT), 1960</b></p> <p><b>RESOLVED –</b> That in view of the fact that publicity would be prejudicial to the public interest by reason of the confidential nature of the following matters, the public and representatives of the press excluded from this meeting during the discussion thereof.</p>	
185/13	<p><b>ESTABLISHMENT</b> Nothing to report.</p>	

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