



STAVELEY TOWN COUNCIL

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Staveley
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S43 3UX

To: **Members of the Policy, Finance
and Publicity Committee**

18 October 2024

Dear Councillor

You are hereby summoned to attend a meeting of the Policy, Finance and Publicity Committee to be held at 6.00 pm on Tuesday 29 October 2024 in the Frecheville room at Staveley Hall.

Members are asked to sign the attendance sheet for the meeting, available in the room.

In the interests of the smooth running of the meeting, queries about any of the items on the agenda are requested to be submitted 2 days prior to the meeting to enable the Clerk to provide a comprehensive response.

Please ensure that confidential papers are kept secure prior to, and not left in the meeting room following, the meeting.

Yours sincerely

Sabrina Doherty
Town Clerk and Financial Officer

RECORDING OF COUNCIL MEETINGS

Under the Openness of Local Govt. Bodies Regulations 2014, members of the public may now film, photograph and make audio recordings of the proceedings of the formal Council meeting, though not, under current legislation, of the Public Participation session, as this is not part of the formal agenda of the meeting.

Recording activity should be respectful to the conduct of the meeting and behaviour that disrupts the meeting (such as oral commentary) will not be permitted. The Clerk will record meetings for the purposes of the minutes.

AGENDA

1. Election of Chairman of the Committee

2. Election of Vice-Chairman of the Committee

3. To Note Apologies for Absence

4. To Receive Declarations of Interests

Members are invited to declare disclosable pecuniary interests and other interests in items on the Agenda as required by the Staveley Town Council Code of Conduct for members and by the Localism Act 2011.

5. Minutes of the Previous Meeting

To confirm and sign the minutes of the meeting held on 20 February 2024 as a correct record.

6. Draft Terms of Reference

To consider the draft Terms of Reference for the Committee for recommendation to Council for approval.

7. Draft Staff Training and Development Policy

To consider the draft policy for recommendation to Council.

8. Draft Risk Management Policy, Strategy and Register

To consider the draft policy, strategy and refreshed risk register for recommendation to Council.

9. Draft Budget 2025-26

To receive the first draft budget for 2025-26 for discussion and recommendation to Council.

Members:

Cllr M Bagshaw
Cllr B Dyke
Cllr P Jacobs

Cllr C Jackson
Cllr P Mann
Cllr E Tidd

DRAFT TERMS OF REFERENCE – POLICY FINANCE AND PUBLICITY COMMITTEE

1. Number of members: Seven
2. Quorum: Three
3. Members may not remain on the Committee without undergoing specialist Finance Training relevant to the role.
4. Frequency of Meetings: Quarterly, unless required more often.
5. Remit of the Committee:
 - 5.1 Powers to determine all matters (except for creating council policy) relating to:
 - a) Allotments
 - b) Staveley Hall and Stables Complex
 - c) Speedwell Rooms
 - d) Market Place and Store
 - e) Any other land the Council accepts responsibility for.
 - 5.2 To consider and approve grants upto £1,000
 - 5.3 Monitor spend against the approved budget
 - 5.4 Consider and agree additional expenditure requests within budget or make recommendations to Council in accordance with the Council's financial regulations
 - 5.5 Consider the budget requirements for the next financial year and make recommendations to Council on the precept demand
 - 5.6 Periodically review the council's standing orders and financial regulations and make recommendations to Council
 - 5.7 To approve changes to signatories on bank accounts, the opening and closing of bank accounts and transfer of funds between accounts
 - 5.8 Undertake an annual review of fees and charges
 - 5.9 Oversee all legal matters pertaining to leases, mortgage, insurance claims, easements, tenancies, contracts, loans, insurance cover, damage to property, vehicle insurance, specification of work for tenders and debt recovery and make recommendations to Council.
 - 5.10 To oversee the work of the Responsible Financial Officer and ensure an adequate system of internal controls is adhered to.
 - 5.11 To formulate a vision and strategy for the Council's aims and objectives and develop a 3-5 year plan for recommendation to Council

- 5.12 To be responsible for risk management across the Council and determine insurances required.
- 5.13 To receive and determine the response to formal complaints made to the Council in accordance with the Council's Complaints Policy.
- 5.14 To consider proposals for the devolution of services from the Borough and County Council and make recommendations to Council.