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4 June 2025

To all members of Staveley Town Council

Dear Councillor

You are hereby summoned to attend the Annual meeting of the Town Council to be held at 6.00 pm on Tuesday, 10 June 2025 at The Speedwell Rooms.

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 or clarification 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

A handwritten signature in black ink, appearing to read "Sabrina Doherty".

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 film, photograph and make audio recordings of the proceedings of the formal Council 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. TO NOTE APOLOGIES FOR ABSENCE

2. 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.

3. MINUTES OF THE PREVIOUS MEETING

To confirm and sign the minutes of the Annual Meeting held on 20 May 2025.

4. CHAIRMAN'S ANNOUNCEMENTS

5. PUBLIC PARTICIPATION SESSION

This provides an opportunity for members of the public to make representations to the Council in relation to items on the agenda. Time for this item is limited to **15 minutes**.

Councillors will not debate the matters raised and no decisions can be made on any items raised in this session they will be put forward to the next meeting.

If in attendance the PCSO may provide an update on local policing matters.

If in attendance, Borough and County Councillors are invited to provide a short update to the Town Council on matters affecting the Town from their respective authorities.

6. APPLICATION FOR CIL FUNDING

To consider the report of the Town Clerk and RFO.

7. GRANT APPLICATIONS

To consider the report of the Town Clerk and RFO.

8. DATE OF NEXT MEETING

24 June 2025

STAVELEY TOWN COUNCIL

Minutes of the Annual Council Meeting held on 20 May 2025 at 6pm in the Speedwell Rooms.

Present:

Councillors:	M Bagshaw	B Dyke	A Ogle
	S Bean	S Hartley	D Parsons
	B Bingham	C Jackson	J Ridgway
	C Chambers	P Jacobs	D Rhodes
	J Collins	P Mann	E Tidd (Chair)

In attendance: Mrs S Doherty (Town Clerk & RFO), County Councillors D Abbott and M Cliff and 7 members of the public.

2526-1 ELECTION OF CHAIRMAN OF THE COUNCIL

RESOLVED: That Councillor E Tidd be elected Chairman of the Council for the Municipal year of 2025-26.

2526-2 DECLARATION OF ACCEPTANCE OF OFFICE

Councillor Tidd signed the Declaration of Acceptance of Office as the duly elected Chairman of the Council.

2526-3 ELECTION OF VICE-CHAIRMAN OF THE COUNCIL

RESOLVED: That Councillor S Bean be elected Vice-Chairman of the Council for the Municipal year of 2025-26.

2526-4 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor P Wilson. Standing apology for Councillor K Thornton.

2526-5 DECLARATIONS OF INTEREST

There were no declarations of interests received.

2526-6 ELECTION OF LEADER OF THE COUNCIL

RESOLVED: That no Leader of the Council be elected.

2526-7 ELECTION OF DEPUTY LEADER OF THE COUNCIL

RESOLVED: That no Deputy Leader of the Council be elected.

2526-8 MINUTES OF THE PREVIOUS MEETING

A Councillor asked that the wording of the resolution regarding the proposal for bee hives at Staveley Hall be clarified to show that Councillors were not keen on this and preferred to see the beehives being put on an allotment site instead but had asked for more information.

Chairs Initials

STAVELEY TOWN COUNCIL

Another Councillor advised that this was a moot point as the proposal was no longer on the table.

There was also a typo on the word 'meeting' which needed to be corrected.

During consideration of the minutes, it was necessary to remind councillors that the discussion was meant to be about the accuracy of the minutes and not an opportunity to revisit decisions or discuss the merits of them or any actions following. It was clarified that the decisions made at the previous meeting could be implemented immediately and did not have to wait until the minutes were approved. Nor was there such a thing as confidential minutes, all decisions were placed on public record in the minutes.

RESOLVED: That, subject to the above amendments, the minutes of the meeting of the Council held on 25 March 2025 be approved and signed as a true record.

2526-9 CHAIRMAN'S ANNOUNCEMENTS

The Chair had attended the swearing in of the new Mayor of Chesterfield on 14th May and attended the service on the following Saturday, 17th May.

Councillor Tidd thanked Councillors for voting her back into the position of Chairman and for their support over the past year and she hoped that she would continue to do a good job.

2526-10 PUBLIC PARTICIPATION SESSION

A member of the public commented that some of the councillors' behaviour at Council meetings fell short of what was expected of them and that she was disgusted that it was not kept at a professional level. It was certain individuals that did it at every meeting and she felt that it should be stopped.

A member of the public queried whether the grants deferred at the last meeting needed to be as it had been said that it was because they had not submitted all of the information and when it was checked it was found to be an incorrect assertion. The Chair answered the query and confirmed that the Council did in fact have all of the information and there was no reason for the applications to have been deferred.

New County Councillor D Abbott addressed the Council and gave an overview of what she had been doing since becoming elected. She stated that she had been given a position on the Cabinet with a portfolio for Health and Communities.

Borough Councillor A Ogle reported on police activity regarding illegal use of motorbikes.

STAVELEY TOWN COUNCIL

2526-11 APPOINTMENT OF COMMITTEE AND REVIEW OF DELEGATION ARRANGEMENTS AND TERMS OF REFERENCE

Councillors discussed the merits of retaining committees.

RESOLVED:

- a) That the Committee Structure as set out in the report be approved with membership appointed as follows:

Policy, Finance and Publicity Committee: E Tidd, B Dyke, P Mann, D Rhodes, M Bagshaw, P Jacobs, S Hartley

Planning and Environment Committee: J Ridgway, B Dyke, D Parsons, P Wilson, S Hartley, J Collins

HR Committee: E Tidd, S Bean, P Mann, P Wilson, P Jacobs, S Hartley

Leisure and Communities Working Party: E Tidd, S Bean, C Jackson, D Parsons, M Bagshaw, P Jacobs, J Collins

Allotment Liaison Panel: J Ridgway, P Mann, C Jackson, M Bagshaw, P Jacobs, S Hartley

- b) That the scheme of delegation and terms of reference be re-adopted with no changes to be made at this time.

2526-12 REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS

Councillors considered the revised standing orders and financial regulations documents taking into account legislative changes and updated to reflect Council decisions already taken as well as adjusting to reflect how the Council actually operated.

A councillor proposed and it was seconded that the decision be deferred as they had not read them. Upon the vote the motion was LOST.

A Councillor suggested that the provisions relating to disorderly conduct should be highlighted.

RESOLVED:

- a) That the revised version of the Standing orders be adopted.
b) That the revised version of the Financial Regulations be adopted.

2526-13 REVIEW OF REPRESENTATION ON EXTERNAL BODIES

Councillors reviewed the report of the Town Clerk and RFO and reviewed the representatives appointed at the last Annual Meeting.

RESOLVED: That the following appointments be made:

STAVELEY TOWN COUNCIL

Chesterfield Borough Council Standard & Audit Committee

Councillor P Mann

Hartington Liaison Committee

Councillor B Bingham

Councillor J Collins

Chesterfield Borough Council Parish Liaison Committee

Councillor S Bean

Markham Vale Liaison Group

Councillor J Ridgway

Valencia Liaison Group

Councillor S Bean

Health and Wellbeing (Staveley)

Councillor E Tidd

Netherthorpe Endowment Governors

Councillor E Tidd

Councillor P Jacobs

Staveley Parochial Charities and Woodthorpe Relief

Councillors P Jacobs and E Tidd

Staveley Towns Board

Councillor E Tidd

2526-14 REVIEW OF THE COUNCIL'S ASSET REGISTER

Councillors considered the Asset Register contents dated to 31 March 2025. The Clerk highlighted some of the items that had been removed and gave the reasons for this.

RESOLVED: That the asset register be approved.

2526-15 CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURABLE RISKS

The clerk advised that she had gone out to four providers to seek quotes, one had declined to quote and two had provided a high level 'ballpark' figure, so there was only one detailed quote to consider.

RESOLVED: That the quote from Zurich Municipal for a 2 year extension to the existing deal be approved at a cost of £11,714.10.

2526-16 REVIEW OF SUBSCRIPTIONS TO OTHER BODIES

Councillors considered the report of the Town Clerk and RFO.

RESOLVED:

STAVELEY TOWN COUNCIL

- a) That the NALC subscription be reviewed without the enhanced training option.
- b) That the SLCC subscription be continued.
- c) That the council re-join the National Allotment Association for this financial year.

2526-17 SCHEDULE OF MEETINGS FOR 2025-26

Councillors considered the report of the Town Clerk and RFO. There was a motion for returning to monthly meetings but upon the vote the motion was LOST.

RESOLVED:

That the meeting schedule be adopted with the alteration of the 3rd June date being moved to 10th June 2025, subject to a review in 6 months time.

2526-18 FINANCE MATTERS

- a) Finance checks
RESOLVED: That Councillors E Tidd and P Mann be appointed to carry out checks for this financial year.
- b) Bank Mandate
RESOLVED: That all signatories remain the same across the accounts except for the removal of Councillor D Rhodes and addition of Councillor S Bean.
- c) Schedule of payments
RESOLVED: That the schedule of payments to 31 March 2025 be approved.
- d) Budget Monitoring Reports
RESOLVED: That the budget monitoring reports be received.
- e) Reserves Report
Councillors were pleased to note the reserves position and to confirm that the Council was not bankrupt as had been recently stated on social media.
RESOLVED: That the report be received.
- f) Year-end accounts and preparation for internal audit
The Clerk updated that this was all in hand and on track.

2526-19 EXCLUSION OF PRESS AND PUBLIC

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 Chair thanked the public for their attendance and adjourned the meeting for a short comfort break of 5 minutes.

The meeting reconvened at 7:50pm

Chairs Initials

STAVELEY TOWN COUNCIL

2526-20 **SUSPENSION OF STANDING ORDERS**

Councillors considered the time limit for the meeting required extending by 10 minutes to conclude the business of the meeting.

RESOLVED: That Standing Order 3y be suspended for a period of 10 minutes beyond the 2 hours limit.

2526-21 **STAFFING MATTERS**

Councillors considered the confidential report of the Town Clerk and RFO.

RESOLVED:

- a) That the post of Deputy Clerk and Finance Officer be added to the establishment on the terms set out in the report.
- b) That recruitment to the post be commenced immediately
- c) That the HR Committee be tasked with reviewing the staffing structure to determine any additional posts that may be required with recommendations to be brought back to a future Council meeting.

The Chair thanked Councillors for their attendance and closed the meeting at 8:11pm.

Signed: _____
Chair

Chairs Initials

AGENDA ITEM NO: 6

STAVELEY TOWN COUNCIL ANNUAL MEETING – 10 JUNE 2025

Report title	APPLICATION FOR CIL FUNDING
Purpose of report	To consider an application for CIL funding.
Summary Implications:	
Financial/Staff	The council has received another £20,406.32 in CIL funding in April, bringing the balance to £186,862.51. Approx £100,000 of this is already allocated towards other projects.
Risk Management	The Council has a CIL policy in place which requires the submission of information to support the grant application and prove that the organisations are legitimate and are properly constituted.
Equalities Impact Screening	There are no implications relating to the Equality Act 2010 arising from this report.
Human Rights	No implications arising from this report.
Data Protection /FOI Implications	Personal details within the applications are protected and not shared outside the organisation.
Crime and Disorder Implications	There are no implications arising from this report.
Biodiversity/Climate Implications	There are no implications arising from this report.
Recommendations	a) That the Council consider the grant application and determine whether to approve, in full or in part, or refuse it.

1.0 Introduction

- 1.1 Councillors approved to support the Woodthorpe Community Liaison Group in the creation of a greenspace by re-wilding a dis-used lay-by. At the same time the group were also looking at creating a larger village green style space for the community and have been working with Norbriggs School and Derbyshire County Council.
- 1.2 The lay-by project has been started and is progressing well. The Group are now coming to the position of progressing the second project and are seeking

funds to support the creation of the greenspace as detailed in the attached application pack.

- 1.3 A basic Project Initiation Document (PID) has been completed and is attached with the application pack, along with other accompanying documents. Councillors are asked to consider the proposal and make a decision.

STAVELEY TOWN COUNCIL ANNUAL MEETING – 10 JUNE 2025

Report title	GRANT APPLICATIONS
Purpose of report	To consider and approve grants to community organisations
Summary Implications:	
Financial/Staff	The council has two budgets for grants, small grants fund is £5,000, the remainder of the SLA (large) Grants Fund is £10,910.
Risk Management	The Council has a grants policy in place which requires the submission of information to support the grant application and prove that the organisations are legitimate and are properly constituted.
Equalities Impact Screening	There are no implications relating to the Equality Act 2010 arising from this report.
Human Rights	No implications arising from this report.
Data Protection /FOI Implications	Personal details within the applications are protected and not shared outside the organisation.
Crime and Disorder Implications	There are no implications arising from this report.
Biodiversity/Climate Implications	There are no implications arising from this report.
Recommendations	a) That the Council consider the grants and determine whether to approve, in full or in part, or refuse each one. b) That the Council consider what to do regarding the letter from SAFVA regarding the Armed Forces Event.

1.0 Introduction

- 1.1 Councillors approved a new grants policy at its meeting held on 19 November 2024. This introduced a new large grants fund which was for service level agreement projects such as the grant issued to the Citizen's Advice Bureau. Large grants were to be submitted for consideration in October as part of the Council's budget setting process.

- 1.2 Part of the arrangements of the new scheme were that applicants would submit their accounting information rather than bank statements so that the Council could understand their financial position. Bank statements were only required as part of the administrative checks that the Town Clerk would perform to ensure that the money was going to the named group and not an individual.
- 1.3 At the last Council meeting a number of Councillors wrongly insisted that they needed to see the bank statements for each of the groups and this meant that the Council passed a motion to defer the applications.
- 1.4 Those applications are now brought back before Council with a few more since received and these are provided in the attached confidential pack.
- 1.5 To assist Councillors with processing the applications there is a table providing an overview of all of the applications received and some commentary in the following paragraphs providing some context/additional information.

2.0 Small Grants

- 2.1 The sum of the small grants requested totals £3,590.17. If the Council were to grant them all this would leave a balance of £1,409.83 in the small grants budget to the year-end.
- 2.2 The grant request for the Middlecroft Allotments Association could possibly be spent from CIL if members were so minded. Similarly for the Canal Trust request. These organisations have already benefitted from CIL in the sums of £4,000 and £3,000 respectively last financial year.
- 2.3 The submission from St John Ambulance comes with an offer to provide some first aid sessions within the parish, free of charge.

3.0 Large Grants

- 3.1 The first grant submission for the provision of a Summerhouse (Item 7a) doesn't really fit with the criteria for this grant scheme but could potentially be funded from CIL in a similar way to the welfare cabin placed on the Middlecroft Allotment site.
- 3.2 The grant request from the Table Tennis Club is in response to the decision to add something table tennis related to the events programme. The grant request fits the criteria of the large grants service level agreement but could also be funded from the events budget instead. Councillors are asked to consider which budget they would like this to come from.

4.0 Request from SAFVA

- 4.1 The SAFVA group is running its Armed Forces event again this year and moving it to Poolsbrook. They have sent a letter (enclosed in the

confidential pack) in requesting funding support towards it. The Chair of the Council has already agreed to donate £150 of her allowance at the end of the 2024-25 financial year but Councillors may wish to provide additional funding.

- 4.2 Councillors are asked to consider the request and provide instructions to the Clerk.

Grants Applications 2025 Log

Agenda Item No.	Grant Type	Organisation	Purpose	Amount	Docs Received	Date of previous grant
7a	Large	ABC Nursery	Purchase a Summerhouse for use on Inkersall allotments	£2,000	Safeguarding policy Equality policy Bank statements	
7b	Small	Just good friends club	Allotment patio and planters	£480.67	Charity Commission Annual Return Members Safeguarding policy Vulnerable Adults policy	
7c	Small	St John Ambulance	Training Resources	£500	Constitution Impact report Safeguarding policy	
7d	Small	Hollingwood Residents Association	Sunday Funday event in August 2025	£500	Constitution Bank Statement	
7e	Small	Inkersall Allotment Association	Art Project	£420	Bank Statement Constitution	
7f	Small	Middlecroft Allotment Association	Heating and lighting for welfare cabin	£400	Constitution Year-end accounts Bank statement	
7g	Large	Speedwell Table Tennis Club	Table Tennis Summer School Aug-Sept	£1004	Constitution H& Safety guidelines Safeguarding policy Equity policy Bank statement	
7h	Small	Chesterfield Canal Trust	Items for Hollingwood Hub	£417.50	Constitution Annual Report (draft accounts) Safeguarding Policy	

7i	Small	Friends of Barrow Hill Primary Academy	Coach trips to Skegness	£500	Constitution Bank Statement	
7j	Small	Inkersall Women's Club	Pantomime Group for Bring a friend night (November 2025)	£372	Constitution Bank balance screenshot	19/11/2024