

STAVELEY TOWN COUNCIL

Minutes of a meeting of the Policy, Finance and Publicity Committee held on 22 July 2025 at 6.00pm in the Committee Room at The Speedwell Rooms, Staveley.

Present: Councillors S Hartley, P Jacobs and E Tidd

In attendance: Mrs S Doherty (Town Clerk and RFO)

PFP2526-1 Election of Chairman of the Committee

RESOLVED: That Cllr S Hartley be elected Chairman of the Committee for the Municipal Year 2025-26.

PFP2526-2 Election of Vice-Chairman of the Committee

RESOLVED: That Cllr E Tidd be elected Vice-Chairman of the Committee for the Municipal Year 2025-26

PFP2526-3 Apologies for Absence

Apologies had been received from Cllrs B Dyke and P Mann.

PFP2526-4 Declarations of Interest

There were no declarations of interest received.

PFP2526-5 Minutes of the Previous Meeting

RESOLVED: That the minutes of the meeting held on 29 October 2024 be approved and signed as a correct record.

PFP2526-6 Draft Reserves Policy

Councillors considered the draft policy prepared by the Town Clerk and RFO. It was requested that the Clerk include a line to explain that the General Reserves should be increased asap to the 3 months Net Revenue expenditure level.

RECOMMENDED: That, subject to the above amendment, the draft reserves policy be approved and adopted by Council.

PFP2526-7 Statement of Internal Control Review

Councillors reviewed the document and noted a couple of amendments require relating to the frequency of council meetings and the last review of the risk management strategy.

RECOMMENDED: That, subject to the above amendments being included, the statement of internal control be approved and adopted by Council.

PFP2526-8 Draft IT Policy

The Clerk explained that this new policy was required as part of the update to the Annual Governance and Accountability Return (AGAR). This draft was currently standalone but there would be additional

Chair's Initials

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policies which would come forward which this would need to refer to so it would need further update in due course. It would be on the schedule to review annually.

It was noted that Councillors who were not using their Councillor email account and council owned devices for council business were putting the Council at risk of a 'No' answer on the AGAR.

It was requested that the Clerk look into costs and bring back information on the provision of Audio visual equipment for the 'Council Chamber' to assist with making meetings more accessible.

RECOMMENDED: That the draft IT Policy be approved and adopted by the Council.

PFP2526-9 Communications Update

Councillors noted the report of the Assistant Clerk.

PFP2526-10 Income Generation

Councillors discussed ideas for income generation opportunities based on existing services and asked the Town Clerk to develop figures in relation to events, office leases, the café, and existing charges for room hire and allotments.

PFP2526-11 Schedule of Meetings 2025-26

RESOLVED: That, subject to ad-hoc meetings being called as necessary, the fixed schedule of meetings be 21 October 2025, 10 February 2026 and 21 April 2026.

The Chairman closed the meeting at 7:47pm.

Chairman Signature: _____