

STAVELEY TOWN COUNCIL

Minutes of a meeting of the Policy, Finance and Publicity Committee held on 21 April 2026 at 6.00pm in the Committee Room at The Speedwell Rooms, Staveley.

Present: Councillors S Hartley, D Rhodes and E Tidd

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

PFP2526-19 Apologies for Absence

Apologies for absence were received from Councillor P Mann.

PFP2526-20 Declarations of Interest

There were no declarations of interest received.

PFP2526-21 Minutes of the Previous Meeting

RESOLVED: That the minutes of the meeting held on 21 October 2025 be approved and signed as a correct record.

PFP2526-22 Public Participation Session

There were no members of the public present.

PFP2526-23 Review of Standing Orders, Financial Regulations and Scheme of Delegation

Councillors reviewed the documents provided and considered the updates required following appointment to new roles and options to make tracking of financial spending for small items easier without relying on the cash float retained for change.

RECOMMENDED:

- a) That no changes be made to Standing Orders at this time and the Council re-adopt them.
- b) That Financial Regulations be amended to include the following:
 - i. Delegated power to commit expenditure upto £1,500 within approved budgets be granted to the Operations Manager Role.
 - ii. Pre-paid debit cards be provided to the Operations Manager and the Facilities Assistant and the Coffee Shop Supervisor.
 - iii. That the spending levels on the cards be set at:
 1. Operations Manager - £1,000
 2. Facilities Assistant and Coffee Shop Supervisor £200 each
 - iv. That at section 10, the Clerk insert words to note the cash float kept for change and that this be set at £100.
 - v. That at section 15, the square brackets be removed.
 - vi. That, subject to approval, the Town Clerk be given delegated authority to insert the necessary wording to effect all of the above.

Chair's Initials

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- c) That no changes be made to the Scheme of Delegation in respect of further delegations to lower level officers – the Clerk to put in writing any delegations that are given internally per the existing scheme requirements.
- d) That an Appeals Panel be created to be made up from members of the Committee as and when required.
- e) That the amount at 5.4g of the scheme be amended to £3,000.

PFP2526-24

Draft Year-End Position

Councillors reviewed the information provided. It was asked that Councillors consider carry forward balances for a number of projects which had not been completed within the year but had been committed to and would impact on the current year's budget if the money allocated in the 2025-26 year was not carried forward.

As the council had also had to reduce the revenue fund element of the community grants scheme it was also considered that the level of grants provide be reduced from £500 to £200 to enable more groups to be supported. It was considered that the element made up from the solar farm grant also be reduced to this same amount.

RECOMMENDED:

- a) That the Council carry forward remaining balances for the Speedwell Rooms refurbishment works under the Capital Programme as an Earmarked Reserve to add to the 2026-27 budget
- b) That the funds for the Arts and Crafts Competition be carried forward to complete the project without impacting the 2026-27 budget. Expected end date 23 July 2026.
- c) That community grants be reduced from £500 to £200 per group per year and the Clerk be given delegated authority to update the paperwork as necessary.

PFP2526-25

Medium Term Financial Plan

Councillors reviewed the latest projections, aware that the figures were subject to change until the year-end figures were completed. It was highlighted that the Council needed to generate income sources if it wished to retain the low inflation linked increases on the precept.

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Income Generation

Councillors discussed ideas for generating additional income. They asked that the Tabletop Market be renamed to the Flea Market. It was advised that in previous years this had been run on a Friday night and there had been pie and peas sold along with the bar being open. It had run from 5pm to 9pm. Possibly

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introduce a 20p entry fee with free entry into a raffle and see if the stallholders would donate prizes.

Other suggestions were to have some ticketed events, open a bar on the 1940's weekend, charge for parking for events, add a donation button to the website for the Hall. Offer children's birthday parties on the back of the hall with equipment for hire, maybe a car boot sale at the Hall with a hog roast. See if there were other organisations such as the Bolsover Rotary Club that might put on events at the Hall.

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Date of Next Meeting

To be confirmed following the Annual Council meeting.

The Chairman closed the meeting at 8:10pm.

Chairman Signature: _____