

STAVELEY TOWN COUNCIL

Minutes of a meeting of the Policy, Finance and Publicity Committee held on 28 July 2026 at 6.00pm in the Committee Room at The Speedwell Rooms, Staveley.

Present: Councillors C Chambers, S Hartley, P Mann, D Rhodes, S Taylor and E Tidd

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

PFP2627-1 Election of Chairman of the Committee

RESOLVED: That Councillor S Hartley be elected Chairman of the Committee for the 2026-27 municipal year.

PFP2627-2 Election of Vice-Chairman of the Committee

RESOLVED: That Councillor E Tidd be elected Chairman of the Committee for the 2026-27 municipal year.

PFP2627-3 Apologies for Absence

Apologies were received from Councillor P Mann who would be running late.

Standing apology for Councillor Bagshaw.

PFP2627-4 Declarations of Interest

There were no declarations of interest received.

PFP2627-5 Minutes of the Previous Meeting

Councillor Chambers wished to note that he had not attended as he had not received his email invite until after the meeting had been held. He also asked that Councillor Bagshaw's standing apology be noted. The Clerk wished it to be noted that there was nothing wrong with the email system, it had been tested and no one else seemed to have this problem. The issue seemed to be with Councillor Chambers' internet connection.

RESOLVED: That the minutes of the meeting held on 21 April 2026 be approved and signed as a correct record.

PFP2627-6 Data Protection Complaints Policy

Councillors considered the draft document. Paragraph 2.2 was selected from the optional clauses.

RECOMMENDED: That the document, as amended, be submitted to Council for approval, subject to it being branded to the Town Council's standard.

Chair's Initials

PFP2627-7

Internal Auditor Recommendations

Councillors considered the recommendations from the Internal Auditor and progress to date. It was requested that the Clerk seek a quote for increasing the Fidelity Guarantee to the next level.

The Clerk further suggested that a rule be added to the financial regulations that the withdrawal of funds from the CCLA account to the Council's current account must be signed by two councillors to add an extra layer of protection to the funds. Currently the signatories were Councillors Mann and Tidd.

PFP2627-8

Annual Review of the Effectiveness of Internal Control

Councillors reviewed the statement of internal control and the suggested amendments from the RFO highlighted in the document. Councillors confirmed that they were happy with the controls in place and felt that they had good oversight of what was happening with the finances.

RECOMMENDED:

That the Council approve the document as amended.

Councillor P Mann entered the meeting at 6:40pm during consideration of the following item.

PFP2627-9

Communications Update

Councillors considered the report of the Assistant Clerk. It was pointed out that some of the posters in the Inkersall and Winster Road noticeboards were overlapping things underneath and this needed to be resolved – old posters should be taken down. It was confirmed that the Town Centre noticeboard was being purchased through the Town Deal project. Councillors asked for a project update on this to be requested. It was suggested that the noticeboard at Hartington be adopted before the new unitary took over and that the Council should be considering what other assets might be adopted. A discussion was held about the old library building.

RECOMMENDED:

That the Council seek to adopt the noticeboard at Hartington and consider what other assets it might seek to adopt before the unitary authority is formed.

PFP2627-10

Q1 Budget Monitoring and Income Generation

Councillors considered the profiled budget to Q1. The Clerk advised that this was draft as the entries for June had not been completed at the time of pulling the report from the system to meet the publication deadline.

STAVELEY TOWN COUNCIL

Councillors discussed the Coffee Shop and expenditure to date. It was confirmed that this was essentially set up costs as new equipment had been required as well as servicing of the appliances etc. More customers were needed and a couple of banners were in the process of being ordered to help promote it being open as well as flyers being printed to put out locally. Word of mouth seemed to be helping. Discussion was had about the presentation of the food and providing training for the team.

PFP2627-11

PFP Committee Work Programme for 2026-27

Councillors considered the draft work programme and it was asked if the Asset reinstatement valuation could be looked at again this year. The Clerk advised that she would check when it was last carried out and seek quotes for surveyors to undertake the work if it was due.

RESOLVED: That, subject to the addition above if required, the work programme be approved.

PFP2627-12

Visit Staveley Project Update

Councillors considered the report and appendices. Discussion was had over the logo and the round one was preferred. In the larger picture it was suggested that the Hall be put in the centre instead of to the side.

It was suggested that the round logo could be used to make cardboard coasters for the coffee shop and made into fridge magnets using Hollingwood Sheds to create them out of wood. An alternative colourway was suggested to make it look like a blue plaque.

The Clerk was advised to contact the clerk of the cumbria Staveley to see what they did in relation to tourism.

PFP2627-13

Date of Next Meeting

20 October 2026.

The Chairman closed the meeting at 7:20pm.

Chairman Signature: _____