

**WIRKSWORTH TOWN COUNCIL – TOWN AND FINANCE COMMITTEE  
MONDAY 14 DECEMBER 2009**

**TF075/09 Present:** Cllr A Clamp (Chairman), Cllrs A Pollock, M Ratcliffe. In attendance – Cllr F Bark, Mrs J Walls (Town Clerk).

**TF076/09 Apologies:** Cllrs K Frith, D Haspel, I Ratcliffe.

**TF077/09 Members' Interests in Agenda Items:**

The following interests were declared:

<i>Cllr</i>	<i>Item</i>	<i>Personal/ Prejudicial</i>	<i>Reason if any</i>
A Pollock	12 Use of Town Hall Yard	Personal	

**TF078/09 Minutes:**

The minutes of the meeting of the Town and Finance Committee dated 9 November 2009 were confirmed as a correct record.

**TF079/09 Monthly Balance Sheet & Bank Reconciliation:**

The monthly balance sheet and bank reconciliation was circulated for information.

**RECOMM:** That this be noted.

**TF080/09 Monthly Budget Balance:**

The monthly budget balance was circulated for information.

**RECOMM:** That this be noted.

**TF081/09 Planning & Environment Recommendations to Full Council:**

The Planning & Environment Committee had recommended that financial support be given in the sum of £20 for the Wirksworth Cleaner Streets Initiative, to provide prizes for the poster competition.

**RECOMM:** That this be approved.

**TF082/09 Review of tendering procedure for projects:**

It was felt that the procedure for tendering for projects was due for review and some amendment, in the light of recent difficulties with tenders. The Clerk felt that Standing Orders relating to contracts should be revised, taking account of advice in Charles Arnold Baker. A discussion took place on the need for the appointment of a project manager or clerk of works, for larger contracts, and attention was drawn to Source Derbyshire and the possibility of DCC assistance where appropriate.

**RECOMM:** That the Mayor, Deputy Mayor, Chair and Clerk draw up a draft revised procedure for tendering.

**TF083/09 Town Hall/Memorial Hall Improvements – Update:**

It was reported that a further meeting had been held that day, but little progress had been made. It was noted that painting, both internally and externally at the Memorial Hall, had now commenced.

**RECOMM:** That a letter be sent to the project manager setting out a timetable for the new year.

**TF084/09 Changes to Licensing Act and possible implications for Town Council:**

Recent changes had been made to the Licensing Act, relating to the appointment of a Premises Supervisor, and the Town Council may wish to consider imposing these changes. A short explanatory note had been circulated to all Cllrs prior to the meeting, setting out the way in which the changes could be implemented.

Cllrs were also advised to review the current arrangements in relation to the licence to sell alcohol at the Town Hall.

A discussion took place on the advantages and disadvantages of disapplication of the provisions of appointing a Premises Supervisor, and it was agreed that the Town Council should retain the appointment of a premises supervisor, but that the conditions relating to a return of bar profits should be reconsidered, and that the specification for the appointment of Premises Supervisor be redrawn, to include more flexibility, and tenders invited on that basis.

**RECOMM:**

- a) That the Town Council retains the services of a Premises Supervisor;
- b) That the specification for the appointment of a Premises Supervisor be revised;
- c) That tenders be invited for the position of Premises Supervisor.

**TF085/09 Request to Use Town Hall Yard Space:**

Cllr Pollock had received a request for a local artist to supervise community service (which would take the form of stone carving) in the yard at the side of the Town Hall. A discussion took place on the suitability of this proposal, and it was

**RECOMM:** That the request be refused as there is little security or cover from the elements, and it would generate noise for office staff and tenants.

**TF086/09 Memorial Hall Radon Remedial Measures:**

The Committee were reminded that the radon readings at the Memorial Hall had flagged up the need for some remedial measures. Staff from DCC had investigated, and discovered a blocked up cellar at the Memorial Hall, which is standing in water. The cellar could be used to vent the radon away from the building, and a specification has been prepared by DCC, for the required work.

**RECOMM:** That as this item has been included in the budget, DCC be asked to complete the work, within the budget figure.

**TF087/09 Wirksworth Festival:**

A meeting had recently been held with Festival representatives, to discuss this year's and future Festivals.

**RECOMM:** That the report of the meeting be noted.

**TF088/09 Renewal of Membership of Society of Local Council Clerks:**

The Annual renewal for subscription to the Society of Local Council Clerks has been received. The subscription for the year is £190.

**RECOMM:** That the annual subscription of £190 be paid to the Society of Local Council Clerks

**TF089/09 Bolehill Car Park Update:**

Cllrs were reminded that planning permission had been sought for the construction of a residents' car park at Bolehill, and this had now been granted. Tenders had previously been invited for the work needed, and formal approval was now needed to accept the lowest tender(s). The Clerk drew attention to the desirability of appointing a project manager for this project. A discussion took place on this, and it was agreed that a project manager should be appointed, but that if a Councillor volunteered for the post, there could be no further participation in discussion or voting on this matter.

**RECOMM:**

- a) That the land purchase now proceeds;
- b) That the lowest tender(s) be accepted;
- c) That the voluntary services of a Councillor be accepted as project manager, subject to no further participation in discussion or voting on this matter;
- d) That the project manager ensures compliance with any relevant regulations, and the conditions of the planning consent;
- e) That the project manager issues confirmation to the Clerk, upon completion, that the relevant invoices can be paid.

**TF090/09 Exclusion of Public and Press:**

**RECOMM:** That in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting, as publicity to the matters under discussion would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

**TF091/09 Christmas Lights:**

The Committee were advised that Minute TF071/09 Christmas Lights had been referred back for further consideration. They were also advised to address the shortfall which has arisen as a result of a second order for Christmas lights being

placed, and invoiced to the Town Council. Cllrs were also advised that it was necessary give consideration to the future of the Christmas Lights scheme. A discussion took place on this matter, and it was agreed that the lights in the town looked spectacular. However, there were issues to be addressed, and it was felt that the future of the lights should be considered early in the new year. With regard to the unpaid invoice, it was pointed out that with further trader donations already received, and others pledged, the shortfall for the overall Christmas Lights purchase was expected to be in the region of £300-£400. Underwriting of this amount had been promised, should the Town Council feel unable to agree to meet the amount in full.

**RECOMM:**

- a) That the referred minute be adjourned;
- b) That the unpaid invoice be authorised for payment in full;
- c) That the future of the Christmas Lights scheme be discussed in the New Year;
- d) That the Mayor contacts the Matlock Mercury, to try and gain some publicity for the Town Council's efforts;
- e) That a contractor be appointed to take down the Town Council's Christmas lights in the New Year.

**TF092/09 Memorial Hall Tenancies:**

It was reported that informal meetings had been held with current tenants, and it was anticipated that there would be no difficulties with alternative proposals. However, it may be that some relocation within the Town Hall may be necessary.

**RECOMM:**

- a) That DCC be apprised of the current situation;
- b) That the matter be considered in detail after the DCC meeting in January 2010.

*The meeting closed at 7.45 p.m*

.....Chairman