

**WIRKSWORTH TOWN COUNCIL – TOWN AND FINANCE COMMITTEE
MONDAY 14 JUNE 2010**

TF001/10 Present: Cllr A Clamp (Chairman), Cllrs K Frith, D Haspel, A Pollock, I Ratcliffe, C Whittall. In attendance – Cllrs F Bark, M Ratcliffe, S Maskrey (7.43pm), Mrs J Walls (Town Clerk).

TF002/10 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>
Clamp	12 – Outdoor Music	Personal	
I Ratcliffe	18 – Friends of Waltham House	Personal	

TF003/10 Minutes:

The minutes of the meeting of the Town and Finance Committee dated 17 May 2010 were confirmed as a correct record.

TF004/10 Monthly Balance Sheet & Bank Reconciliation:

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

RECOMM: That this be noted.

TF005/10 Monthly Budget Balance:

The monthly budget balance was circulated for information.

RECOMM: That this be noted.

TF006/10 Planning & Environment Recommendations to Full Council:

None submitted.

TF007/10 Revised Budget 2010-11:

A revised copy of the budget for 2010-11 had been circulated for information. The revision had been necessary once the year-end carry forward figure at 31.03.10 was known.

RECOMM: That the document be received.

TF008/10 Audit:

- a) *Income & Expenditure Account*: The income and expenditure account was discussed by the Committee.

RECOMM: That the account be approved, and duly signed by the Chair of the Committee.

- b) *Internal Auditor's Report* (circulated): The Internal Auditor's report had been circulated to all members, and the Clerk was pleased to report that no items had been brought to the Council's attention.

RECOMM: That the report be noted.

- c) *Audit Commission Annual Return for the year ended 31 March 2010*:

- approval of Statement of Accounts (circulated): the Statement of Accounts had now been completed and was ready for approval and signature prior to submission to the Audit Commission;
- approval of Annual Governance Statement (circulated): the Annual Governance Statement was considered by the Town Council, and each section completed and signed, prior to submission to the Audit Commission.

RECOMM: That the Statement of Accounts and Annual Governance Statement be approved by the Town Council, signed and submitted to the Audit Commission.

TF009/10 Annual Review of Financial Regulations:

The Council were required to review these documents annually, to ensure they provided adequate protection. The documents had been previously circulated and were considered, and the Council agreed that they provided adequate protection for the Council for a further 12 months. The Clerk reported that recommended revised draft financial regulations were likely to be circulated via DALC in the near future, for consideration.

RECOMM: That the Council continues to operate within the current Financial Regulations for a further 12 months, or until such time as recommended revised financial regulations are available, if before 12 months.

TF010/10 Review of the Town Council's Financial Risk Assessment including a Review of the Effectiveness of the Internal Audit and the Audit Programme – Scope of Work/Terms of Reference:

The Council were required to review these documents annually, to ensure they provided adequate protection. The documents had been previously circulated and were considered, and the Council agreed that they provided adequate protection for the Council for a further 12 months.

RECOMM: That the Council finds the current Financial Risk Assessment, the Effectiveness of the Internal Audit and the Audit Programme – Scope of Work/Terms of Reference adequate for the next 12 months.

TF011/10 Fidelity Guarantee increase (recommended 50% of current precept plus balance of I & E Account as at 31.03.10) to £240,045:

RECOMM: That the Council's fidelity guarantee be increased to £240,045 with immediate effect.

TF012/10 Outdoor Music in Wirksworth:

A request had been received for funding support from Outdoor Music in Wirksworth. The Council made a grant last year, and after discussion it was

RECOMM: That a donation of £185 be made to Outdoor Music, with thanks to the organisation for their contribution to local events.

TF013/10 INdepenDANCE:

A request had been received for funding support for INdepenDANCE who would be sending a dance troupe from Wirksworth to the Edinburgh Festival Fringe during August.

RECOMM:

- a) That a donation of £300 be made towards the cost of the trip;
- b) That an application form be produced for requests for funding for future applications.

TF014/10 Charity Fund Raising Events (x2):

Two requests had been received for a concessionary letting of the Town Hall for a charity fund raiser in respect of a local hospital unit, and McMillan Cancer Care.

RECOMM: That the concessionary lettings be granted.

TF015/10 Town Hall/Memorial Hall Improvements – Update:

It was reported that a meeting had been held earlier in the day, when a timescale for works had been produced. It is expected that all work to the Main Hall will be completed by 4 September and that facade repairs and external painting will also be completed by this date. A discussion took place on the type of kitchen equipment needed to furnish the kitchen. Tenders had been received for the electrical work, and a price was being obtained for ash flooring to replace the staging area.

RECOMM:

- a) That the Chair of Committee, together with Cllrs Haspel and I Ratcliffe, be granted delegated powers to select suitable kitchen equipment, within the agreed budget figure of £5000 and purchasing locally where possible;
- b) That subject to checking, the lowest tender for the electrical work be accepted, but that if omissions are discovered, the Chair of Committee and Mayor be granted delegated powers to select the most suitable competitive tender;
- c) That subject to the cost not exceeding £600, ash flooring be authorised for the area previously covered by the stage.

TF016/10 Town Hall Clock:

Recent improvements had been carried out to the clock, to convert to a self start operation with automatic back system. It is recommended that future work includes the removal of the metal girders with individual mechanisms behind each dial. Attention was also drawn to the pigeon guano which is building up on ledges and seeping back through the mesh to the Clock Tower, and it is suggested the mesh panels be moved forward to protect the ledges. It was also proposed that once the scaffold is in place for the façade restoration, the opportunity be taken to overhaul the clock's motion works. The Project Manager for the façade restoration has been advised.

RECOMM:

- a) That discussions take place with the stonemason with regard to the replacement of mesh;
- b) That the Clerk obtains prices for the proposed work on the clock mechanism and girder removal, for inclusion in a future budget.

TF017/10 Update on negotiations for lease of Memorial Hall to DCC:

It was reported that the Town Council's agent had met with the DCC valuer, and discussed proposals further. A discussion took place on caretaking and letting issues, which it was felt needed to be resolved during the negotiations.

RECOMM: That the agent be asked to negotiate the lease on the best terms from the Town Council's point of view, in conjunction with the Mayor and Deputy Mayor, and the Clerk.

TF018/10 Proposal for Town Council to become member of Friends of Waltham House:

Cllr Haspel proposed that the Town Council becomes a member of the Friends of Waltham House at an annual cost of £20.

RECOMM: That the Town Council becomes a member of the Friends of Waltham House.

TF019/10 Christmas Lights 2010:

Members were reminded that Cllrs Haspel and M Ratcliffe have indicated that they no longer wish to run the Christmas lights scheme. Cllr Clamp was prepared to move the scheme forward and to liaise with traders during July, in order to allow time for an order for lights to be placed.

RECOMM: That Cllr Clamp liaises with traders during July, with regard to the supply of further sets of Christmas lights.

The meeting closed at 7.45 p.m

.....Chairman