

**WIRKSWORTH TOWN COUNCIL – TOWN AND FINANCE COMMITTEE
MONDAY 17 MAY 2010**

TF144/09 Present: Cllr A Clamp (Chairman), Cllrs K Frith, D Haspel, I Ratcliffe, M Ratcliffe. In attendance – Cllr F Bark, Mrs J Walls (Town Clerk).

TF145/09 Apologies: Cllr A Pollock.

TF146/09 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>
D Haspel	16 Bolehill Car Park	Personal	Project Manager

TF147/09 Minutes:

The minutes of the meeting of the Town and Finance Committee dated 19 April 2010 were confirmed as a correct record.

TF148/09 Monthly Balance Sheet & Bank Reconciliation:

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

RECOMM: That this be noted.

TF149/09 Monthly Budget Balance:

The monthly budget balance was circulated for information.

RECOMM: That this be noted.

TF150/09 Planning & Environment Recommendations to Full Council:

None submitted.

TF151/09 Update and approval of action taken to enable online payments:

The Clerk reported that further discussions had taken place with the Accounts Manager at Lloyds Bank, and the Town Council has now been registered for Lloydslink, which will allow online/BACS payments whilst still safeguarding the need for two signatures to authorise payments. It was not felt that all members needed to be signatories for the online payments, and it was therefore suggested that six members, who visit the office most frequently, be authorised for online payments, ie Cllrs D Brown, A Clamp, D Haspel, A Pollock, I Ratcliffe and M Ratcliffe. The bank will provide six authority cards and two card readers free of charge. Authorisation of payments will be made in the Clerk's office, via the Clerk's computer. A list of BACS payments will be submitted to Council for confirmation each month, together with a list of payments by cheque, as previously.

RECOMM: That the action be approved, and that Cllrs Brown, Clamp, Haspel, Pollock, Ratcliffe (I) and Ratcliffe (M) be granted authority to operate Lloydlink in the Clerk's office, via the Clerk's computer.

TF152/09 Town Hall/Memorial Hall Improvements – Update:

It was reported that a letter had been received from the stonemason awarded the contract for facade repairs, indicating that upon inspection, further work had been identified which it was recommended be carried out. The cost of this additional work would be £6,000. However, if the Town Council decided not to proceed with the additional work, the stonemason would require the Council to indicate which work was to be done. The Committee considered the photographs that had accompanied the letter, and also carried out a site inspection. After discussion it was decided that the additional work should not be authorised.

The plans for the refurbishment of the kitchen, club room and passage were considered, and it was felt that sufficient funds were not available at the present time to complete the whole project, but that some aspects of the work could be completed. It was agreed that prices should also be obtained for the replacement of the gas cooker in the kitchen, as well as provision of an industrial dishwasher and a suitable refrigerator.

RECOMM:

- a) That the stonemason be advised that the additional work is not authorised at this time, and Cllrs Haspel and M Ratcliffe liaise with the stonemason in identifying the necessary work;
- b) That Cllr I Ratcliffe and the Clerk obtain prices for the replacement/provision of kitchen equipment, so that orders can be placed as soon as possible.

TF153/09 Letter from Festival re Financial Contribution:

A letter had now been received from the Festival Board in response to the Town Council's request for financial support for the improvements. However, the Festival are unable to assist at this present time due to funding restrictions, but would be happy to stage a fund raising event during the Festival period.

RECOMM:

- a) That the letter be noted;
- b) That the Festival Committee be thanked for their offer of fundraising, which the Town Council would like to accept
- c) That the Festival Manager be asked to attend the July meeting of the Town Council to outline plans for this year's Festival and plans for the future.

TF154/09 Memorial Hall – Outstanding Rent:

It was reported that rent is outstanding at the Memorial Hall. Reminder letters have been sent, and a promise has been made that the arrears will be cleared by the end of June.

RECOMM: That the information be noted and the Clerk keeps the Committee updated with the situation.

TF155/09 Memorial Hall Lease – Update:

It was reported that a valuer had now been employed by the Town Council, to negotiate the terms of the lease with DCC, following an extra ordinary meeting of the Town Council.

RECOMM: That the report be noted.

TF156/09 Update on recent fire audit carried out by DCC at Memorial Hall:

Following a recent fire audit at the Memorial Hall, some issues were raised by DCC. The Clerk had requested that an independent fire safety officer carried out an inspection of the property in the light of these issues, and he has now submitted his own written report. Whilst some recommended work was necessary, other items were deemed unnecessary. The Committee were reminded that if DCC take over the lease for the whole building, they would install their own fire safety equipment.

RECOMM: That the information be noted, and the outcome of the lease negotiations be awaited before making a decision on necessary work.

TF157/09 Formation of Sub Group to draft revised Standing Orders:

The Clerk reported that revised Standing Orders had been produced by the National Association of Local Councils, and it was recommended that each parish council adopts with their own adaptations. The Clerk had produced a draft copy in respect of Wirksworth Town Council, but there were some issues to be decided before they could be adopted. It was therefore suggested that a sub group of Mayor, Deputy Mayor and Chairs of Committee prepare a final draft for submission to and adoption by the Town Council.

RECOMM: That a sub group be appointed, comprising Cllrs I and M Ratcliffe, to prepare a final draft of the revised Standing orders, to be submitted to a future meeting of the Town Council, for adoption.

TF158/09 Formation of Procurement Policy:

The Clerk reported that the revised Standing Orders recommended for adoption do not contain specific information relating to procurement, and it had been suggested that the Town Council produce a procurement policy to run alongside Standing Orders. The Clerk had prepared a draft, based on advice from the Society of Local Council Clerks. Decisions were still needed with regard to the levels of value for tender invitation, and the Clerk suggested that a sub group be appointed to propose a final draft.

RECOMM: That a sub group be appointed, comprising Cllrs Clamp and Haspel, to prepare a final draft of the procurement policy, to be submitted to a future meeting of the Town Council, for adoption.

TF159/09 Approval of Model Complaints Procedure for Wirksworth Town Council:

The Clerk advised that at a recent training session, attention was drawn to the need for Councils to have their own complaints procedure, and she had therefore prepared a draft model complaints procedure for the Town Council, with guidance from the Society of Local Council Clerks. A discussion took place on this document, and whilst it was agreed that it covered all points, it was felt that a short policy statement should be produced, to accompany the procedure.

RECOMM:

- a) That the Model Complaints Procedure be approved;
- b) That Cllr I Ratcliffe and the Clerk prepare a short policy statement to accompany the procedure;
- c) That the policy statement and procedure be posted on the Council's website.

TF160/09 Bolehill Car Park – update and latest position with regard to contract for walling:

Cllr Haspel reported that there had been some difficulties relating to the building of the wall at the Bolehill car park. It had originally been hoped that the work could have been completed without charge; however, the level of skill required for this type of wall precluded such an arrangement. Several tenders had been received for the building of the wall, and examples of work were presented to the meeting. The Clerk had produced a spreadsheet indicating total costs and sources of funding, it would appear that there could be a shortfall of approximately £500. This was partly due to the increased cost of stone, as the Planning Authority had stipulated a greater height for the wall, and partly due to the increased cost of the labour for the building of the wall to a satisfactory standard.

RECOMM:

- a) That the tender of Paul Beasley be accepted;
- b) That the Council authorises a further sum to meet the final costs of the car park completion, of approximately £500.

Cllr Haspel abstained from voting on this issue.

The meeting closed at 7.45 p.m

.....Chairman