

## WIRKSWORTH TOWN COUNCIL

### Meeting of the Finance Buildings and Personnel Committee held 12 October 2020

**FBP20/11 Present**

Cllr A Clamp (Chairman), Cllr A Pollock, Cllr P Taylor and Cllr C Whittall

**In attendance:**

Paul Jennings (Town Clerk)

**FBP20/12 Apologies for Absence:**

Cllr G Gratton, & Cllr E McDonagh

**FBP20/13 Variation in Order of Business:**

None

**FBP20/14 Members' Pecuniary Interests in Agenda Items:**

None Declared

**FBP20/15 Minutes:**

The minutes of the meeting of the Finance Buildings and Personnel Committee dated 14 September 2020 were confirmed as a correct record.

**FBP20/16 Monthly Budget Balance**

RECOMM: That figures be noted.

**FBP20/17 Quarterly Balance Sheet & Bank Reconciliation (attached)**

Cllr (not Chair of Council- Fin. Regs 2.2) to initial to confirm the bank statement and bank reconciliation

RECOMM: Cllr Clamp confirmed reconciliation bank statements.

**FBP20/18 Budget 2021/22**

To consider any potential / additional expenditure required in the following financial year.

RECOMM: That the revised budget figures for 2020/21 be applied to the account system, and that an updated budget with projections be referred to full council for consideration.

**FBP20/19 Town Hall Roof**

There is a leak in the ladies' toilets, it assumed that this is coming from the roof but scaffolding is needed to inspect that portion. In the same area the guttering is also visibly corroded and in need of replacement.

RECOMM: That the Clerk proceed with the arranging the works and report any proposed expenditure either to council or via delegation dependant on available timescales.

**FBP20/20 Impact of Covid-19 on Tenant Leases**

A tenant has requested an extension to the concessionary rental offered by the Town Council due to the continuing impact of C19 on their business.

RECOMM: That the Clerk prepare a summary of the impact on reserves of any further concessions, for consideration as part of the budget discussion by full council in October.

**FBP20/21 Staff Resourcing and Clerk's Timesheet**

Update on current resourcing and Clerk's timesheet for September 2020.

RECOMM: That whilst there is a requirement for additional caretaking resource it would not be prudent to take on an additional member of staff at this point. Existing staff (office and caretakers) to provide cover and any hours worked in excess of core contracts to be paid as overtime. The Town Clerk accrued 25 hours TOIL in September (contracted hours of 28 per week) and confirmed he would waive these as in previous months.

*The meeting closed at 7.40pm*

Chairman