



# WIRKSWORTH TOWN COUNCIL

TOWN HALL, WIRKSWORTH, DERBYSHIRE DE4 4EU

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Clerk to the Town Council & Responsible Financial Officer:

Paul Jennings

Office hours: 8:30am-12:30pm Mon-Thurs

05 July 2022

Dear Councillor,

You are hereby summonsed to the (hybrid) Meeting of Finance, Building and Personnel Committee on MONDAY 11 July 2022 at 6.30 p.m. in the Council Chamber\*, Town Hall, Wirksworth.

**Admission of public: If you wish to join the meeting, please contact the Town Clerk for full meeting details including Covid precautions.**

*\*If you wish to join the meeting via Zoom please contact the Town Clerk*

## **AGENDA**

### **1. Apologies for Absence**

### **2. Variation of Order of Business**

Including to consider a resolution under the Public Bodies (Admission to Meetings Act 1960 s1) to exclude members of the press and public in order to discuss an agenda item

### **3. Members' Interests in Agenda Items**

To enable Members to declare the existence and nature of any Disclosable Pecuniary Interests they have in subsequent agenda items, in accordance with the Town Council's Code of Conduct.

### **4. Open Forum**

Time for this session is limited to 15 minutes ; 3 minutes per person

- *Public Forum (At the start of the meeting, a period is available for members of the public to address the Council)*
- *Cllrs with a pecuniary interest making representations, answering questions or giving evidence relating to the business to be transacted*

### **5. To confirm the accuracy of the Minutes of the Meeting of the Finance and Buildings Committee held on 13 June 2022 (previously circulated)**

### **6. Monthly Budget Balance (to be circulated prior to the meeting)**

### **7. Quarterly Balance Sheet & Bank Reconciliation (to be circulated at the meeting)**

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

### **8. Community Grant (attached)**

Stoney Wood group have requested the annual (budgeted) grant of £2200.

### **9. Flag Poles (attached)**

The existing flag poles have been assessed and the engineer has advised that all the back plates should be replaced or removed. Quote now received to either remove or repair/replace existing equipment. Public buildings should follow established flag etiquette, the presence of additional flag poles provides greater flexibility to fly other flags alongside the Union Jack.

### **10. Fannyshaw Building**

The roof has suffered damage (vandalism) and several tiles now require replacement.

### **11. Financial Procedures and Regulations (attached)**

During the pandemic many of the procedures normally undertaken were not followed (in part due to in-person nature of such checks e.g. wet signatures). It is good practice to review all policies and it is proposed that these procedures now either be formalised by inclusion within Financial Regulations or be dispensed with.

## **12. Christmas Lights & Memorial Benches**

Wirksworth Rotary Club will be disbanding. Without the group, there will not be anyone to arrange the erection of the Christmas Tree and the Light Switch on ceremony on the Market Place. The group had also previously donated benches to the Town Council (of which 3 remain). When these are no longer serviceable, they have been returned to Rotary; it has been suggested that in the absence of the Wirksworth Rotary group that the benches may now be passed to Waltham House Care Home.

## **13. Energy Tariffs**

The new tariff (via DCC procurement) and change of providers has been completed – all tariffs have moved to variable rates.

## **14. Scheme of Delegation (sample of a Tier 3 Authority format attached)**

It is a recommendation of the Internal Audit that a clear set of roles/responsibilities be established. This is commonly achieved via a scheme of delegation.

## **15. Clerical Staff**

To approve increments under NJC contracts for Clerical Staff.

## **16. Caretaking Staffing Update**


A member of the caretaking team has given notice having secured a new role with another employer.

## **17. Health Plan (attached)**

At the request of staff members, information has been sought regarding the potential to offer a (employee funded) Health Scheme in the same manner as that provided by Derbyshire Dales District Council.

## **18. Clerks Time Sheet**

January -March 2022 and April – June 2022, to be signed by the Chair.



Paul Jennings

Clerk to the Town Council & Responsible Financial Officer