



# WIRKS WORTH TOWN COUNCIL

TOWN HALL, WIRKS WORTH, 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

06 September 2022

Dear Councillor,

You are hereby summonsed to the (hybrid) Meeting of Finance, Building and Personnel Committee on MONDAY 12 September 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. Flag Poles (attached)**

Referred back, as contractor has advised of a mistake in their original quote. Actual costs of replacing 3 existing flag poles is £1526.90 exc VAT.

### **9. 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/procedures and it is proposed that these procedures (Debit Card & Payment Procedures) now either be formalised by inclusion within Financial Regulations or be dispensed with.

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

Wirksworth Rotary Club will be disbanding. 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.

**11. Energy, Utility and Service Contract**

The new tariff (via DCC procurement) and change of energy providers has been completed – all tariffs have moved to variable rates. The main heating boiler was switched off throughout the summer months. The new hygiene provider has been appointed and energy saving hand dryers have been installed in all public toilets. To reduce land fill waste, the provision of supplementary hand towels has ceased. To minimise incident of water/energy waste (primarily taps left on) a sensor tap has been installed in the accessible toilet and all remaining taps are now Non-Concussive and all individual hand washing facilities within the Men’s toilets have been removed.

**12. Warm Bank (attached)**

A resident has contacted the council to inquire about any potential plans to establish warm bank(s) within the town during the winter.

**13. Façade at Town Hall**

The clerk has obtained costs for the works to stabilise the façade over the library entrance.

**14. Community Grant – Traders Association £1000 (attached)**

An application has been received to provide a grant towards the event costs of Wizarding Day in October.

**15. Community Grant – Wirksworth Transition Community Land Trust £500 (attached)**

An application has been received to provide a grant towards the project called Future Fit Homes for Wirksworth and Middleton

**16. Community Grant – New Opportunities Wirksworth £500 (attached)**

An application has been received to provide a grant towards developing the “Discover Wirksworth” visitor website.

**17. Insurance**

The insurer appointed for 2021/22 (Military Mutual) has withdrawn from the provision of insurance to this sector and would not provide renewal terms. The council’s insurance broker has obtained a replacement insurer (Aviva). The market conditions and reduction in potential underwriters has resulted in a substantial increase in premium. The new policy also includes the imposition of additional conditions as well as changes to the nature of cover for some elements of the Council estate.

**18. Scheme of Delegation (attached)**

A draft document has been prepared to allow amendment / discussion of the proposed delegations prior to agreement by full Council.

**19. Caretaking Staffing Update**


A new caretaker has been appointed to replace member of the team who is moving to a new role.

**20. Office Resourcing (attached)**

It is proposed that the contracted hours of the office staff be increased to provide greater contingency and reduce the reliance on overtime by the Town Clerk.

**21. 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