



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

04 October 2022

Dear Councillor,

You are hereby summonsed to the (hybrid) Meeting of Finance, Building and Personnel Committee on MONDAY 10 October 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 – Festival £300 (attached)

A request for financial support with "paint the Tunnel" project.

9. Budget

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

10. Occasional Lets

To consider an increase to the hire prices of Town and Memorial Hall.

11. 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.

12. 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.

13. 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.

14. 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.

15. Façade at Town Hall

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

16. Trip/Fall Incident (attached)

A report has been received of an incident on Town Hall steps.

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. Internal Audit (attached)

The 1st stage of the 2022/23 audit process has now commenced.

20. Living Wage and 2022/23 Pay negotiations

The council has previously committed to paying staff the living wage, with contracts and payscales reflecting this. Recent changes now place many staff and their contracts below the new level of the living wage prior to any agreed change to NJC payscales for 2022/23.

21. Caretaking Staffing Update

A number of changes have now been made to the staff and contracted hours.

22. Clerks Time Sheet

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



Paul Jennings

Clerk to the Town Council & Responsible Financial Officer