

WIRKSWORTH TOWN COUNCIL

Minutes of a Meeting of the Finance Buildings and Personnel Committee held 14 November 2022

FBP22/16 Present: Cllr A Clamp (Chairman*), Cllr S Barker, Cllr P Carr, Cllr C Whittall and Cllr E McDonagh*
In attendance: Paul Jennings (Town Clerk)

FBP22/17 Apologies for Absence: None

FBP22/18 Variation in Order of Business: None

FBP22/19 Members' Pecuniary Interests in Agenda Items:

Cllr Clamp	Item 10 Storage Policy – as Chair of NOW
Cllr Clamp	Item 12 Glee Club – as Committee member of Glee Club

FBP22/20 Minutes:

The minutes of the meeting of the Finance Buildings and Personnel Committee dated 11 April 2022 were confirmed as a correct record.

FBP22/21 Monthly Budget Balance

REC that the revised budget figures proposed within the budgeting process for 2023/24 be applied to the accounts package and that the current position be noted.

FBP22/22 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.

REC that the position be noted.

FBP22/23 Budget

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

REC that any increase in the occasional letting fees be commensurate with any increase in the Precept. (i.e. if the precept is increased by 10%, the booking fees for the Memorial Hall and Town Hall increase by 10%). The rise to be applied to create an aggregated increase, so the actual letting amount for individual rooms may be set to fit within the price points. The change to be effective on 1 April 2023.

FBP22/24 Community Grant – Wirksworth Swimming Pool £500 (attached)

An application has been received to provide a grant towards the costs of a replacement pool liner.

REC that the grant of £500 be awarded to the group to assist with the replacement of the pool liner.

FBP22/25 Charges for additional services

At present there is no additional charge applied to any group or room user for using the outside power sockets or using the market stalls stored at the Memorial Hall.

REC that the clerk prepare a schedule of charges and an outline conditions that may be levied for the provision/use of the Town Council assets.

FBP22/26 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The insurer appointed for 2021/22 (Military Mutual) has withdrawn from the provision of insurance to this sector and would not provide renewal terms.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.

REC that the matter be noted.

FBP22/27 Christmas Lights & Memorial Benches

Wirksworth Rotary Club have disbanded. The group had 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.

REC that the remaining benches (when reach end of serviceable lift) be offered to Waltham House for refurbishment and reuse.

FBP22/28 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 incidents 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.

REC that the matter be noted.

FBP22/29 Façade at Town Hall

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

REC that the works be undertaken with a initial budget of £4000.

FBP22/30 Trip/Fall Incident (attached)

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

REC that the clerk investigate the possibility of situational lighting that is activated upon leaving the Town Hall. Any lighting should be implemented in a manner to minimise any potential increase in light pollution.

That the clerk contact DCC Highways/DDDC Planning seeking advise on the feasibility of the installation of a barrier such as a hand rail.

FBP22/31 Memorial Hall External Bin

The bin is to be relocated within the paved area, as the current location is now proving unsuitable following a number of incidents of vandalism culminating in the bin being torn from its fixings as well as attracting fly tipping, garden and domestic waste.

REC that the bin now be permanently installed at the rear of the paved area adjacent to memorial hall.

FBP22/32 Internal Audit

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

REC that the clerk bring any report to FB&P for consideration and discussion.

FBP22/33 Remembrance

The Remembrance Service Booklets need reprinting to reflect the accession of the King. The church are leading this but are seeking financial assistance with printing costs.

REC that the Town Council provide assistance (upto £100) towards the costs of the printing of the booklet with the proviso that the booklet is used as part of the service at the war memorial (i.e. not the church service booklet).

FBP22/34 Living Wage and 2022/23 Pay negotiations (attached)

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.

REC that the revised payscales be implemented.

FBP22/35 Caretaking Staffing Update

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

REC that it be noted that there are now 3 caretakers (21 hours) and a relief caretaker (5 hours) and that the remaining 9hour post has

not be filled to help reduce costs, although these hour might be used to provide overtime payments for cover in the event of sickness/absence etc.

FBP22/36 Clerks Time Sheet

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

REC that it be noted that the clerk's and office staff responsibilities and working patterns have been changed so that the accrual of TOIL by the Town Clerk is kept to a minimum.

Cllr Clamp dep 7:45pm; Cllr McDonagh then Chair

FBP22/37 Review of Storage Policy

The council has previously resolved not to apply any charges for storage for two groups using the Memorial Hall facilities (Farmers Market, Stay and Play). The Town Council also insures the gazebos stored at the Memorial Hall which are used by Farmers Market.

REC that to provide sufficient information to assess the matter, the relationship between the operator of the Farmers Market and NOW (New Opportunities Wirksworth) be clarified. The use of both spaces should then be subject to an assessment of the monetary value of the space and its usage, with any future arrangements to be regularised with an agreement/lease.

FBP22/38 Glee Club Store

The tenants have reported a leak in the roof, which is constructed from Asbestos Concrete Boards. An indicative quote has been sought to rectify the issue, however any replacement of the roof will require planning permission.

REC that the works be undertaken to replace the roof and bring it back into good order. The works to be undertake by JS Environmental (DCC recommended contractor for asbestos removal) indicative costs are £2100+vat. It is noted that the works may require planning permission.

That the Glee Club be contacted to advise the council are now reviewing the appropriate rate that should be applied to the future rental of the space as the market value in its current condition has been assessed as £1800+utilities. The Town Council also wish to regularise the arrangements with a formal agreement/lease to establish responsibilities more clearly for the space.

The meeting closed at 8.30 pm

Chairman