

## WIRKSWORTH TOWN COUNCIL

### Minutes of a Meeting of the Finance Buildings and Personnel Committee held 13 February 2023

**FBP22/71 Present: Cllr A Clamp (Chairman\*), Cllr S Barker, Cllr E McDonagh\* and Cllr C Whittall**  
**In attendance: Paul Jennings (Town Clerk)**

**FBP22/72 Apologies for Absence: Cllr P Carr,**

**FBP22/73 Variation in Order of Business: To take item 8 Farmers Market at the end of the meeting.**

**FBP22/74 Members' Pecuniary Interests in Agenda Items:**

Cllr Clamp	Item 8 Farmers Markets / Now – as Chair of NOW
------------	--

**FBP22/75 Minutes:**

**The minutes of the meeting of the Finance Buildings and Personnel Committee dated 16 January 2023 were confirmed as a correct record.**

**FBP22/76 Monthly Budget Balance**

**REC that the budget figures be noted.**

**FBP22/77 Quarterly Balance Sheet & Bank Reconciliation**

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

**REC the position be noted.**

**FBP22/78 Non-Compliant Hirers**

**Under Delegated Powers, the officers manage bookings (to ensure staffing and compliance with H&S etc.), but clarification/guidance is being sought on the appropriate course of action when a hirer fails to provide sufficient and/or timely information in support of their bookings.**

**REC the Clerk (who has responsibility for H&S) continue to retain the ability under delegated powers to refuse or cancel a booking where a hirer fails to provide documentation in a timely manner. However, in recognition that some events/bookings are substantial and whose cancellation might have a negative impact on the economy of the Town, the Clerk draft a policy amendment to deal with these events. The amendment would establish a referral process (committee/delegated councillors) which would enable an officer to seek guidance/support for larger events who do not comply with booking conditions/requests for supporting documentation or information.**

*7:20pm Cllr McDonagh chair*

**FBP22/79 Farmers Market / NOW**

Following resolution (FBP22/37), to clarify the relationship between NOW and Farmers Market in order to inform the agenda item; 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 and used by Farmers Market.

Prior to the meeting NOW circulated a draft agreement that is seeks to clarify the relationship and management of the Farmers Market between NOW and an operator.

**REC the future bookings for the Farmers Market are treated in the same manner as all other occasional lets. NOW will be the responsible party named on the booking form, establishing liability for the event including compliance with booking terms and settlement of invoices. During the event (i.e. on the day), liaison will be with the operator, but any issues will be referred/escalated via NOW.**

**The Clerk to prepare a draft agreement (form of lease) to be provided to NOW regarding the shared storage space which currently holds items used by the Farmers Market (e.g Gazebos etc..).**

**FBP22/80 Clerks Time Sheet**

October – December 2022 to be signed by the Chair.

**REC that it be noted that the accrual of TOIL by the Town Clerk is kept to a minimum (currently 16 hours), to comply with the resolution C22/75 (ratified delegated decision) where the Clerk proposed that the clerical staffs hours be increased with the additional costs being met from the funds previously paid to the Clerk (overtime).**

*The meeting closed at 7.35 pm*

Chairman