

WIRKSWORTH TOWN COUNCIL

Minutes of a Meeting of the Finance Buildings and Personnel Committee held 12 June 2023

FBP23/1 Present: Cllr A Clamp (Chairman), Cllr S Barker, Cllr P Carr, Cllr A Jordan and Cllr C Whittall
In attendance: 1 member of Public and Paul Jennings (Town Clerk)

FBP23/2 Apologies for Absence: Cllr E McDonagh

FBP23/3 Variation in Order of Business: To take items 17 Rear Store Roof & Associated Works and 18 Market store at the end of the meeting

FBP23/4 Members' Pecuniary Interests in Agenda Items:

Cllr Clamp	Personal Interest in 9 Community Meeting Space Request for Skatepark as NOW Chair
Cllr Clamp	Personal Interest in 10 Community Meeting Space Request for NOW as NOW Chair
Cllr Clamp	Personal Interest in 17 Rear Store Roof and Associated Works as member of Glee Club
Cllr Clamp	Personal Interest in 18 Market Store as NOW Chair

FBP23/5 Minutes:

The minutes of the meeting of the Finance Buildings and Personnel Committee dated 13 March 2023 were confirmed as a correct record.

FBP23/6 Monthly Budget Balance

REC that the position be noted.

FBP23/7 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.

FBP23/8 RoSPA Reports

To consider the annual reports by RoSPA assessing the safety and condition of outside spaces managed/inspected by Town Council (Wash Green Play Area, Kingsfield Play Area, Stoney Wood and Fanny Shaw Skate Park).

REC the Clerk arrange for remedial works as appropriate. Whilst the uncertainty regarding ongoing maintenance of Kingsfield (by DDDC) is clarified, that the contractor used to maintain Wash Green Play Area be asked to undertake a one-off clear up of the space. Should DDDC be unable/unwilling to continue with regular maintenance of the area that the Wash Green Play Area contractor be asked to assist in the interim.

At the request of members present, Cllr Clamp remained as chair for the following two items:

FBP23/9 Community Meeting Space Request

Skate Park (NOW) are requesting meetings space under the community meetings space scheme.

REC that the request be approved.

FBP23/10 Community Meeting Space Request

NOW are requesting meetings space under the community meetings space scheme.

REC that the request be approved.

FBP23/11 Town Hall Façade

The council agreed to precautionary/mitigating measures to the façade above the library entrance which were recommended by the stone mason (Quotation in 2022 of £800 excluding scaffolding/access tower.) These works have not yet been undertaken and given the elapsed time confirmation is sought that these should still proceed.

REC that the Clerk now proceed with the works.

FBP23/12 Fanny Shaw Community Building

The water fountain (and building) have become a focal point for repeated ASB. The damage to the water fountain is now such that it requires full replacement rather than repair. In the past 24 months it has been out service for a substantial period due to repeated vandalism and it has been suggested that it be removed. CCTV identified individuals who have now been served with ABC's, but civil proceedings would be required to seek recompense for the damages.

REC the fountain be removed from usage. The council regret the loss of this public amenity due to ASB and that the clerk investigate how to proceed with civil proceedings. That the Police be asked if it is possible to contact the parents of the individuals responsible to advise them of the Council's position. That DDDC are contacted requesting the trees/shrubs be thinned to reinstate sight lines from the roadside to deter ASB on the site.

FBP23/13 Library/Town Hall

A (further) leak in the old pipes above the library has resulted in water damage to the fabric of the library. Severn Trent have now replaced the mains stop cock so that the water may now be shut-off, this has allowed plumbing works to be undertaken to remove (as much as possible of) the lead pipes.

REC the matter be noted.

FBP23/14 Town Hall Steps

Pre-App Advice has been received regarding the potential installation of a barrier to the steps in front of the Town Hall. The request for a handrail was made by a user of the hall following an incident when they fell down the steps.

REC the Clerk investigate an alternative solution to create a hand rail that assists with the use of the steps rather than simply blocking the step.

FBP23/15 Disabled Toilet Access

A visitor has written to the council to raise concerns about accessibility/ access to toilet facilities in local businesses especially when Barmote Croft Toilets are not open.

REC the matter be raised via the Traders group. That the issue of Barmote Croft opening hours days be discussed at a future committee meeting.

FBP23/16 Letting Policy

Resolution FBP22/78 to amend the existing policy to address how to deal with hirers who do not provide documentation to support a booking request.

REC that a reference be made to the support of DDDC events team within the section regarding large/one off events and that the policy should then be adopted.

FBP23/17 Meadows Tree Works

A resident has raised concerns regarding the safety of a tree which overhangs their property. An arboriculturist has confirmed that the tree is sound, but that it requires work to remove deadwood within the canopy.

REC the works be undertaken.

FBP23/18 Meadows Tree Survey

The Town Council has previously undertaken Tree Survey's for all trees on WTC owned land, this is done on a negative reporting basis. As part of the preparatory work for the Meadows and given the nature of the site (trees adjacent to the boundary) a more detailed survey (positive reporting) might be more appropriate. Guidance from Lantra Tree Inspection Training is that inspections should be undertaken every 18 months to 5 years (interval to be determined by risk profile of the trees).

REC the survey be undertaken as part of the wider Meadows works as it will also provide a baseline regarding existing trees.

FBP23/19 Meadows Incursion

A report has been received regarding an incursion by an adjacent landowner onto the Meadows.

REC the Clerk seek legal guidance regarding such matters and report back to the committee.

FBP23/20 Bolehill War Memorial

Bolehill Improvement Group have reported that the seam nearest the wreath is letting in water and that the step is also broken. Maintenance is the responsibility of Wirksworth Town Council

REC maintenance should be undertaken, however give the uncommon construction materials used that the matter be raised with English Heritage, and local resident Allan Morrison for guidance on how best to proceed.

FBP23/21 Telecoms Contract

The contract with the existing provider (Daisy Telecommunications) is due for renewal (September). The service and call quality levels have significantly deteriorated over the past 12 months and it is proposed that alternative providers and costs be explored.

REC the Clerk be delegated to select a new provider (with a contract period of up to 3 years).

FBP23/22 Strategic Priorities

Council Resolution C23/17 – that both Committee's should consider what the Council's priorities should be for this council term, including recommendations on whether working parties should be created to support these.

REC the consideration be given to undertaking activity-based costings to assist the Council in assessing where it's resources are currently being used (in order to assist the determination of future strategic priorities).

FBP23/23 Clerical Staff

To approve increments under NJC contracts for Clerical Staff.

REC the increments be approved.

FBP23/24 On Call and Out of Hours

In 2018, the caretaker contracts were revised to include provision for these circumstances, but this is not replicated for office staff. The incidents of call-outs requiring attendance by office staff has increased and it is proposed that similar conditions be applied to office staff. Furthermore, the original structure of these additional contractual payments was for fixed amounts and have not changed in 5+ years and it is proposed that these now be linked to a staff member's hourly rate going forward.

REC that the clerical staff contracts be amended to include the same additional payments (replicating caretakers). That all payments be amended to link to the hourly rate of staff (to provide increases in line with any pay award).

Barmote Croft Payment equivalent ½ hour

**On Call Payment equivalent 2 hours
Call Out Payment equivalent to 1 hour.**

FBP23/25 Clerks Time Sheet
January - March 2023, to be signed by the Chair.

REC the position be noted.

Cllr Clamp dep 8:05pm; Cllr Barker Chair

FBP23/26 Rear Store (Glee Club) Roof & Associated Works
Planning permission has been given, works have commenced to remove the roof (asbestos) prior to replacement, as well as some alterations to create two separate spaces. Once complete the sheds under the arch can be dismantled (to reduce clutter/fire risk), with Town Council tools/equipment to be relocated in the smaller store. The larger store (approx. 60% of the original space) will then be available for occupation by the Glee Club (FBP22/67) with a tenancy for a 5 year period, break at 3 years, with a rental of £720 pa. The store before division was assessed with a rental value of £150pm (£1800pa), therefore the approximate market value of the larger space is £1080pa – the differential of £360 is to be treated as a donation to the Glee Club for the duration of this lease.

REC that the lease be issued with the break clause at 3 years to provide the opportunity for a rental review. That the value of the lease be £1080, although Glee Club may apply for a community grant of £360 to reduce the actual cost to £720.

FBP23/27 Market Store
A draft lease has been prepared, the space has not been formally valued - however similar to the rear store at the Town Hall some of the space is in use by the Town Council. By applying the same £/m³ value, the space used solely by the current occupant has a value of £600 per year.

REC the lease be issued, and that NOW may apply for a community grant to assist with the costs.

The meeting closed at 8.30 pm

Chairman