



WIRKSWORTH TOWN COUNCIL

TOWN HALL, WIRKSWORTH, DERBYSHIRE DE4 4EU

Email: enquiries@wirksworth.gov.uk

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Clerk to the Town Council & Responsible Financial Officer:

Paul Jennings

Office hours: 8:30am-12:30pm Mon-Thurs

05 September 2023

Dear Councillor,

You are hereby summonsed to the (hybrid) Meeting of Finance, Building and Personnel Committee on MONDAY 11 September 2023 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 12 June 2023 (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. Petty Cash (to be circulated at the meeting)

Internal Auditor recommendation that the record of transactions be reviewed by Finance Committee

9. Barmote Croft Opening Times

To consider extending the opening times to include Bank Holidays (Staff contracts do not currently include any provision for Bank Holiday working).

10. "Rotary" Benches

Before Wirksworth Rotary was dissolved, the Town Council sought guidance on what should be done with the remaining Rotary Memorial Benches once they reached end of life. Rotary advised that they could be donated to Waltham House, however WH trustees have advised that they do not wish to accept any further benches (for refurbishment) and therefore an alternative route is required for their disposal.

11. Town Hall Lift – Lighting / Emergency Phone (Attached)

The maintenance company has recommended that the lighting be upgraded to LED and that

emergency light be installed that would operate during a power cut.

The move to VOIP for all phone systems ("PTSN switch off") will mean that the existing emergency phone system will require an upgrade/replacement.

12. Insurance Policy – Cash Holdings

The new policy condition stipulates that cash must be banked twice a week.

13. Additional Insurance (attached)

The TC insurance brokers have provided quotes for the provision of Cyber Insurance policy.

14. Kingsfield Play Area (attached)

DDDC will cease to maintain and inspect the play area, with responsibility returning to the Town Council effective Q4 2023.

15. Bolehill War Memorial (attached)

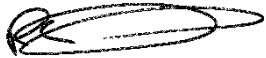
A site visit by a surveyor (with experience with War Memorials) with a brief report outlining the issues with the fabric, and giving repair recommendations can be arranged at a cost of £1050.

16. Budget 2024/25

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

17. Clerks Time Sheet

April - June 2023, to be signed by the Chair.



Paul Jennings

Clerk to the Town Council & Responsible Financial Officer