

WIRKSWORTH TOWN COUNCIL

Minutes of a Meeting of the Finance Buildings and Personnel Committee held 11 September 2023

FBP23/28 Present: Cllr A Clamp (Chairman), Cllr S Barker, Cllr P Carr, Cllr A Jordan, Cllr E McDonagh and Cllr C Whittall
In attendance: Paul Jennings (Town Clerk)

FBP23/29 Apologies for Absence: None

FBP23/30 Variation in Order of Business: None

FBP23/31 Members' Pecuniary Interests in Agenda Items: None

FBP23/32 Minutes:

The minutes of the meeting of the Finance Buildings and Personnel Committee dated 12 June 2023 were confirmed as a correct record.

FBP23/33 Monthly Budget Balance

REC that the position be noted – consideration to be given to increasing budget line 2 Town Hall Fuel once H1 figures are available potentially utilising the Budget Variance £5000.

FBP23/34 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.

FBP23/35 Petty Cash

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

REC the position be noted (chair initialled summary)

FBP23/36 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).

REC that the Clerk investigate the feasibility of automatic locks for Ladies and Gentlemen Public Conveniences. The Clerk to determine how this change might be managed and resourced within existing office/caretaking hours.

FBP23/37 "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.

REC the bench(s) be offered to EVR for use at the railway, otherwise that they be sold (with any funds raised contributing to the purchase cost of replacements from TDP).

FBP23/38 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.

REC that both works be undertaken.

FBP23/39 Insurance Policy – Cash Holdings

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

REC the matter be noted.

FBP23/40 Additional Insurance (attached)

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

REC that the matter be reviewed again in 12 months.

FBP23/41 Kingsfield Play Area (attached)

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

REC that once the maintenance responsibility falls to the Town Council that the groundwork maintenance be undertaken by the same contractor used for Washgreen Play Area. Town Council to undertake inspections (as with Stoney Wood, Wash Green, Skate Park), however the Clerk to investigate the costs of a 3rd party undertaking the weekly inspection regime.

FBP23/42 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.

REC the survey be undertaken.

FBP23/43 Budget 2024/25

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

REC that consideration be given to potential increases to Fuel, Staff Costs and Town Promotion. Assessment to be made regarding a potential increase to occasional letting tariff from 1st April 2024.

FBP23/44 Clerks Time Sheet

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

REC to note that the Clerks TOIL was 34 ½ hours as at end of June 2023.

The meeting closed at 7.55 pm

Chairman