



WIRKS WORTH TOWN COUNCIL

TOWN HALL, WIRKS WORTH, DERBYSHIRE DE4 4EU

Email: enquiries@wirksworth.gov.uk

Website: www.wirksworthtowncouncil.gov.uk

Clerk to the Town Council & Responsible Financial Officer:

Paul Jennings

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

09 January 2024

Dear Councillor,

You are hereby summonsed to the Meeting of Finance, Building and Personnel Committee on MONDAY 15 January 2024 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 11 December 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. Building Assessment (attached)

Report now received following Aviva (Insurer) their site visit to the Town Hall. The insurer has made 2 mandatory requests:

- The issue with the leaking roof/glazing and resulting damp in the atrium must be rectified by June 2024
- A Hot Works policy and procedure be adopted by Feb 2024

9. Incident in Town Hall Toilets (attached)

At a recent event, a visitor has reported that they fell down the steps and has made suggestions regarding potential improvement(s) that might avoid this occurring in the future.

10. Collection of cash/card payments

At present the council accepts cash payments but is unable to accept card payments. The withdrawal of the Lloyds Bank Mobile bank service will increase the difficulties associated with cash handling.

**Resolution C23/99 - The 3 principles that will underly all Council Decisions are:
Community Cohesion, Communication and Environmental Impact**

11. Interim Internal Audit

Report be referred by Full Council to the FB&P committee for discussion on the actions to address the 3 areas identified within the interim audit report.

- Asset Register: Updated register for 2023/24 required.
- Internal Controls: Recommendation that a more detailed risk management register be adopted.
- Legal Powers: the council should demonstrate that it is operating within legal powers either within the minutes or in the budget (or the General Power of Competence could adopted).

12. Star Disk (attached)

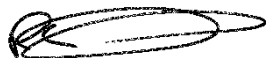
One of the bench tops was damaged during repair works to the lighting system – a quote has been received for a replacement top £ 1,837.00 + VAT.

13. Staff Contracts (attached)

New Model Contract has now been issued by SLCC/NALC for use in local government roles.

14. Clerks Time Sheet

October – December 2023 to be signed by the Chair.



Paul Jennings

Clerk to the Town Council & Responsible Financial Officer