

WIRKSWORTH TOWN COUNCIL

Minutes of a Meeting of the Finance Buildings and Personnel Committee held 15 January 2024

FBP23/63 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)

FBP23/64 Apologies for Absence: None

FBP23/65 Variation in Order of Business: None

FBP23/66 Members' Pecuniary Interests in Agenda Items: None

FBP23/67 Minutes:

The minutes of the meeting of the Finance Buildings and Personnel Committee dated 11 December 2023 were confirmed as a correct record.

FBP23/68 Monthly Budget Balance

REC that the position be noted.

FBP23/69 Quarterly Balance Sheet & Bank Reconciliation

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

REC that the position be noted.

FBP23/70 Building Assessment

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

REC that the Hot Works policy/procedure be adopted. To note that the Clerk has already contacted DDDC to seek advice on contractors and is awaiting a quote from a specialist roofing company.

FBP23/71 Incident in Town Hall toilets

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.

REC that measures be taken to mitigate the risk by highlighting the edge of the steps, initially this will be done using high visibility hard wearing paint.

FBP23/72 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.

REC that the Clerk proceeds with taking the necessary steps to reduce the need to handle cash and to procure equipment and processes to enable greater integration with current communication and payment platforms. That a letter be sent to Lloyds Bank expressing disappointment that they are withdrawing the mobile bank service after they have previously given assurances about supporting the Town with banking service when the Wirksworth branch of Lloyds Bank closed.

FBP23/73 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: that 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).

REC that the Council note that the asset register for 2023/24 is in the course of being updated, although it is recognised that this is a live document that will inevitably require constant amendment. That the Clerk contacts the auditor to enquire why the existing Internal Controls policy document is not sufficient given the significant overlap between the policy and the example policy supplied by the auditor.

That the Clerk update the budget document to include the statutory legal powers used when incurring expenditure.

FBP23/74 Star Disk

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.

REC that the Clerk contact the Stoney Wood Group and the correspondent to advise that the Town Council does not have sufficient budget to fund the repair works. It is recommended that future works should be undertaken in closer liaison with the office to ensure that any works might be covered under the council's procurement process and therefore might then also be covered under the Town Council's insurance (if not covered by the contractor's insurance who undertakes the works).

FBP23/75 Staff Contracts

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

REC that the Council adopt the NALC template as the basis for staff contracts, that all new staff are inducted using the new contract and that existing staff are migrated to the new contract.

FBP23/76 Clerks Time Sheet

October – December 2023 to be signed by the Chair.

REC that note that the Clerk's TOIL was 33 hours as at end of December 2023.

The meeting closed at 7:25 pm

Chairman