

WIRKSWORTH TOWN COUNCIL

Minutes of a Meeting of the Finance Buildings and Personnel Committee held 11 March 2024

**FBP23/91 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)**

FBP23/92 Apologies for Absence: None

FBP23/93 Variation in Order of Business: None

FBP23/94 Members' Pecuniary Interests in Agenda Items: None

FBP23/95 Minutes:

The minutes of the meeting of the Finance Buildings and Personnel Committee dated 12 February 2024 were confirmed as a correct record.

FBP23/96 Monthly Budget Balance

REC It was again noted that whilst there are some variances against budget most lines will be within the revised budget agreed in December. The projected shortfall in occasional letting income for the Town Hall remains and will be reviewed at year end (to allow for season variances) to determine if the assumptions within the budget should be revised.

FBP23/97 Fire Risk Assessment

Risk assessments should be reviewed annually and the revised every 5 years. The last independent assessment was undertaken in 2019.

REC that the clerk arrange for independent assessments for both the Town and Memorial Halls at a cost of £1000+vat.

FBP23/98 Warmer Wirksworth

A request has been received to vary the purpose of the grant which was awarded in 2023 as a change in planned delivery of services has resulted in an underspend for the project.

REC the request from Warmer Wirksworth to retain unspent grant money be agreed and that it may be used on next phase of the project.

FBP23/99 Office PCs

A quote has been sought for the supply or upgraded office PC's with option for either outright purchase or lease.

REC that 3 replacement desktop PCs be purchased for the office staff with an initial budget of £2000 + vat.

FBP23/100 Memorial Hall

The small Childrens tables which were used by Surestart (during their tenancy of the building) and which now used by Stay & Play as well as childrens events/parties have reached end of life. Replacement Go-Pak Tables are £124.25+Vat.

REC that four replacement childrens tables be purchased for use at the memorial halls at cost of no more than £600+vat.

FBP23/101 Shop Lease

The tenant has advised of a discrepancy in the property description within the previous and existing lease. It is proposed that a letter be provided to regularise this matter until the lease is renewed.

REC a letter be issued to the tenant clarifying the property address (until a new lease is issued/renegotiated).

FBP23/102 Resourcing the Meadows Project

If the Meadows Project moves forward to a construction phase there is not sufficient time or resource within the office under the current structure to manage this (including providing cover/escalation and resolution of project issues on Fridays).

REC should the project go ahead, a budget of £20k has been set aside for Project Delivery costs – within this, £12k has been allocated to cover the costs of support from project designers Urban Wilderness. The remaining budget of £8k may be used for additional staff costs in relation to the Meadows Project (and count as part of the Town Council contribution to the project under match funding). The additional hours worked on the Meadows will be paid at SCP 20 in recognition of the high level of responsibility involved, representing an additional office staffing resource of approximately 14 additional hours per week over a 6 month period. The clerk to manage the allocation and use of this resource and will separately account for these hours worked by staff. A breakdown of these costs is to be provided on a bimonthly basis to FB&P Committee.

FBP23/103 Staff Matters

The vacancy has within the caretaking team has now been filled and a new staff member appointed to the role.

REC that the clerk's decision to appoint Nathan Buxton to role of caretaker be ratified by full council.

The meeting closed at 7:55 pm

Chairman