



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

09 April 2024

Dear Councillor,

You are hereby summonsed to the Meeting of Finance, Building and Personnel Committee on MONDAY 15 April 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. (*If you wish to attend the meeting remotely 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 March 2024 (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. Town Hall Atrium (attached)

Aviva (Insurer) undertook a site visit (Town Hall) to review existing policies and procedures as well as an inspection of the general building condition. A building maintenance issue was identified within the atrium – the skylights are leaking and frames are showing signs of deterioration. A quote has been received to undertake the works.

9. Bolehill War Memorial (attached)

A survey report identified a number of aspects of the building which require remedial works. The Surveyor provided a quote to progress this matter including the costs for preparing a more detailed specification. A 2nd quote has been obtained for the work to progress this matter and this includes indicative quote for the actual works.

10. Staff Matters (attached)

The consider the existing resourcing within the Town Council and whether a review of role descriptions/assessment is required (e.g. Town Clerk role and Job Description has not been reviewed

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

in 12 years).

11. Clerks Time Sheet

January – March 2024 to be signed by the Chair.

A handwritten signature in black ink, appearing to read 'Paul Jennings', enclosed within a hand-drawn oval shape.

Paul Jennings

Clerk to the Town Council & Responsible Financial Officer

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