

WIRKSWORTH TOWN COUNCIL

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

FBP23/104 Present: Cllr A Clamp (Chairman), Cllr S Barker, Cllr A Jordan, and Cllr C Whittall
Attending remotely: Cllr E McDonagh
In attendance: Paul Jennings (Town Clerk)

FBP23/105 Apologies for Absence: Cllr P Carr

FBP23/106 Variation in Order of Business: None

FBP23/107 Members' Pecuniary Interests in Agenda Items: None

FBP23/108 Minutes:

The minutes of the meeting of the Finance Buildings and Personnel Committee dated 11 March 2024 were confirmed as a correct record.

FBP23/109 Monthly Budget Balance

An initial draft of the end of year was considered (Payments and Receipts basis), the projected discrepancy in income from occasional lettings at the Town Hall is £6500, partially offset by the higher income achieved from the Memorial Hall.

REC at the next meeting a more detailed review of the hall income comparing the past few years trends to assess whether a start of year adjustment should be made to the projected/budgeted income for 2024/25.

FBP23/110 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.

FBP23/111 Town Hall Atrium

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. After seeking advice on suitable contractors from DDDC and Ashbourne TC (who have recently had roof works undertaken) a quote has been received to undertake the works from Ashbrook Roofing (their recommended contractor).

REC that Ashbrook Roofing be instructed to undertake a repair to the roof at a cost of £25500+vat.

These works are too complicated for the two roofing/building contractors who normally undertake work on the council building

and given the pressing nature* of the works required combined with the specialist and complex nature of the work it is felt that risks posed by delaying works whilst seeking further quotes would not be in the public interest.

*to retain insurance cover, the underwriter/policy provider, Aviva, requires action by June, combined with the continuing deterioration in the fabric of the building posed by delaying commencement of the works. Ideally the works need to occur in the summer months when the building usage is lower and the weather should be more favourable. Any start later than this is likely to impact the building use for Festival as well as the increased volume of bookings/occasional lettings that occurs in September.

FBP23/112 Bolehill War Memorial

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.

REC that Babenko Associates be instructed to undertake works sufficient to support a grant funding application to undertake the repair works. An initial budget of £2000 be set aside for Babenko Associates fees. That subject to other resourcing requirements (e.g. Meadows) that grant funding should be sought to undertake the works.

FBP23/113 Staff Matters

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 in 12 years).

REC the Town Clerk's role be re-evaluated by DALC. The Mayor, deputy Mayor and Chair of FB&P be delegated to undertake any discussions with DALC/staff to progress this matter. That the recommendations be reported back to FB&P and that this be used to inform how to progress the next stage (to re-evaluate the other office roles/responsibilities).

FBP23/114 Clerks Time Sheet

January – March 2024 to be signed by the Chair.

REC that note that the Clerk's TOIL was 43 hours as at end of March 2024.

The meeting closed at 8:20 pm

Chairman