



WIRKS WORTH TOWN COUNCIL

TOWN HALL, WIRKS WORTH, DERBYSHIRE DE4 4EU

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Clerk to the Town Council & Responsible Financial Officer:

Paul Jennings

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

05 November 2024

Dear Councillor,

You are hereby summonsed to the Meeting of Finance, Building and Personnel Committee on MONDAY 11 November 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.

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 9 September 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. Petty Cash

Audit recommendation that the record of transactions be reviewed by Finance Committee.

9. Budget 2024/25 (attached)

To consider any potential / additional expenditure required in the following financial year.

10. Community Grant (attached)

Request from Wirksworth Well Dressing and Carnival for a grant of £1000 to contribute towards of operational costs of the event.

11. Festival Booking – Town Hall Events (attached)

Request to amend the costs and usage attributed to Town Hall Events booking during the Festival performance Programme. For 2024, the Festival received a grant of £1000 and a concessionary let of Town Council facilities for (up to) 10 days at a value of £4950.

12. Leases supported by Concessionary Grants

To confirm that the leases for Town Council facilities (NOW, Glee Club and Stay & Play) will be

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

supported by grants from the Town Council until end of this term of office in 2027 (The grant applications made in 2023/24 will apply for this period).

13. Updates to HR Legislation (attached)

Changes from the new Employment Rights Bill and also new positive duty for Councils (Employers) to prevent Sexual Harassment in the workplace has come into effect.

A new policy is required to explicitly demonstrate that an employer is taking the steps to positively address this issue. Once implemented the policy must be reviewed annually (and training on the policy must be provided to both councillors and staff annually).

14. HR and H&S Support (attached)

A proposal to provide support services to the Town Council. (HR support is currently provided by Castle Associates).

15. Defib Policy

To consider formalising the Town Council policy for defibs, as it now supports 4 community defibs and 3 defibs on TC Premises with the provision of replacement pads and batteries.

16. ATM at Memorial Hall (attached)

A request has been made by the agents for Natwest to update the ATM located in the Memorial Hall

17. Memorial Building Valuation (attached)

At the renewal, the TC Insurer (Aviva) identified that the Memorial Hall might be undervalued (following a desktop valuation) and a valuation has been undertaken by local valuer.

18. Banking Arrangements

Lloyds Bank are closing the Matlock Branch effective April 2025 (At present we use counter services to pay in cash/cheques and undertake inter account transfers).

19. Clerk's Time Sheet

July -Sept 2024, to be signed by the Chair.



Paul Jennings

Clerk to the Town Council & Responsible Financial Officer