

**WIRKSWORTH TOWN COUNCIL**

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

**FBP24/40 Present: Cllr A Clamp (Chairman), Cllr P Carr, Cllr E McDonagh,  
Cllr A Pollock, Cllr A Jordan, Cllr Taylor and Cllr C Whittall  
In attendance: Paul Jennings (Town Clerk)**

**FBP24/41 Apologies for Absence: None**

**FBP24/42 Variation in Order of Business: to take item 11 Festival Booking –  
Town Hall Events immediately after open forum.**

**FBP24/43 Members’ Pecuniary Interests in Agenda Items:**

Cllr Clamp	Personal Interest in 12 Leases supported by Concessionary Grants (as chair of NOW)
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*Open Forum opened 6:35pm*

**FBP24/44 Open Forum:**

Cllr Taylor reminded all present that the Safer Roads consultation meetings are commencing.  
Cllr Taylor provided context the Town Hall Events request regarding the Festival Booking (Cllr Taylor is not a member of FB&P Committee).

*Open Forum closed 6:45pm*

**FBP24/45 Minutes:**

**The minutes of the meeting of the Finance Buildings and Personnel Committee dated 9 September 2024 were confirmed as a correct record.**

**FBP24/46 Festival Booking – Town Hall Events**

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.

**REC that the invoice be amended to reflect concessionary support of £4950+increase in precept of 8.6% - Res C23/119 was that 2024/25 the concessionary support should be £5375.  
To avoid similar issues in the future all bookings must be made using booking form and provide full detail of times and rooms that are required.**

*Cllr Taylor Departed 6:55pm*

**FBP24/47 Monthly Budget Balance**

**REC that the position be noted**

**FBP24/48 Quarterly Balance Sheet & Bank Reconciliation**  
Cllr (not Chair - Fin Rgs 2.2) to initial to confirm the bank statement and bank reconciliation.

**REC the position be noted.**

**FBP24/49 Petty Cash**  
Audit recommendation that the record of transactions be reviewed by Finance Committee.

**REC the position be noted.**

**FBP24/50 Budget 2024/25**  
To consider any potential / additional expenditure required in the following financial year.

**REC that amendments are made to reduce discretionary spend, to mitigate the increase in general costs, consideration needs to be given to rebuilding reserves depleted by Meadows and Town Hall Roof works. Impact of reductions/cost increases indicates that an additional £17000 would be required to achieve a balanced budget (this excludes any provision to rebuild reserves). That a statement should be prepared in advance to explain and give context to why the Town Council has increased the precept.**

*Cllr Pollock departed 8:00pm*

**FBP24/51 Community Grant**  
Request from Wirksworth Well Dressing and Carnival for a grant of £1000 to contribute towards of operational costs of the event.

**REC the grant be approved.**

**FBP24/52 Leases supported by Concessionary Grants**  
To confirm that the leases for Town Council facilities (NOW, Glee Club and Stay & Play) will be 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).

**REC that the leases and grants be agreed until 2027**

**FBP24/53 Updates to HR Legislation**  
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).

**REC that a new policy be adopted (for approved by full council).  
That the clerk arrange for training of councillors and staff to  
comply with this new positive duty**

**FBP24/54 HR and H&S Support**

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

**REC that no changes be made the existing arrangements at this time.**

**FBP24/55 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.

**REC that a policy be created to clarify the council's position.**

**FBP24/56 ATM at Memorial Hall**

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

**REC to ratify the clerks decision to allow the works.**

**FBP24/57 Memorial Building Valuation**

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.

**REC that a the Insurer be advised that we have undertaken a independent valuation of the building at that the current level of insurance is sufficient.**

**FBP24/58 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).

**REC that the clerk investigate alternative banking arrangements to replace Lloyds.**

**FBP24/59 Clerk's Time Sheet**

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

**REC to note that the Clerks TOIL was 41 hours as at end of Sept 2024.**

*The meeting closed at 8:45 pm*

Chairman