

## **WIRKSWORTH TOWN COUNCIL**

### **Minutes of a Meeting of the Finance Buildings and Personnel Committee held 14 April 2025**

**FBP24/109 Present: Cllr A Clamp (Chairman), Cllr A Jordan and Cllr C Whittall  
In attendance: Paul Jennings (Town Clerk)**

**FBP24/110 Apologies for Absence: Cllr E McDonagh, Cllr A Pollock**

**FBP24/111 Members' Pecuniary Interests in Agenda Items: None**

**FBP24/112 Minutes:**

**The minutes of the meeting of the Finance Buildings and Personnel Committee dated 10 March 2025 were confirmed as a correct record.**

**FBP24/113 Monthly Budget Balance**

The Clerk identified those budget lines where there was a significant variation to the plan and provided an explanation for the differences.

**REC that the information be noted.**

**FBP24/114 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.**

**FBP24/115 Petty Cash**

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

**REC the position be noted.**

**FBP24/116 Request to vary Booking Policy (attached)**

In September, Town Hall Events (THE) have requested to book the Town Hall on Thursday 11<sup>th</sup> and then Friday 19<sup>th</sup>, Saturday 20<sup>th</sup> and Sunday 21<sup>st</sup> for the Festival Events programme, the building has been booked for the Festival Trails weekend from Friday 12<sup>th</sup> to Sunday 14<sup>th</sup>. The Booking policy allows for a 10 day period each quarter for Large/One-off events that disrupts/displaces regular bookings.

**REC that the booking be agreed on an exceptional basis. This element of the booking policy was intended to minimise the impact of large bookings on regular hirers and in this instance, the variation would not put regular hirers at a disadvantage. The decision to accept the booking does not set a precedent for future requests to vary the booking policy.**

**FBP24/117 Reserves Policy**

To consider a policy to formalise the Council approach and level of reserves held.

**REC that the draft be added to the policy for agreement at the Annual Town Council meeting in May.**

**FBP24/118 Government Plans to introduce Unitary Authority**

To consider how the Town Council might respond to these proposals, including proactively considering what services or assets it might wish to protect/adopt which are currently provided by DDDC / DCC.

**REC that the council consider establishing a working party to discuss the issue in more detail.**

**FBP24/119 Utility Provision (Gas/Electric)**

The supply of these services to the Town and Memorial Halls is provided by suppliers negotiated under the umbrella of Derbyshire County Council procurement (historic agreement) but services to Barmote Croft Toilets and Fanny Shaw Community building fall outside the scope of this agreement (and cannot be retrospectively added to the DCC arrangement).

**REC that given the low electrical usage in the two smaller buildings that “off-grid” solutions be investigated (solar/battery storage) before considering a review of all energy supply (given the existing DCC arrangement).**

**FBP24/120 Trade Waste (attached)**

The Simpler Recycling in England scheme will take effect for the Town Council from 1 March 2027.

<https://www.gov.uk/guidance/simpler-recycling-workplace-recycling-in-england>

**REC that the clerk report back with recommendations and the financial implication of the regulations (to be included in budget consideration for 2026/27).**

**FBP24/121 Staff Matters**

Following the resignation of a caretaker, recruitment is now underway to fill the vacancy.

**REC that the clerk’s actions be ratified.**

**FBP24/122 Clerks Time Sheet**

January – March 2025 to be signed by the Chair.

**REC to note that the Clerks TOIL was 8 hours as of the end of Mar 2025.**

*The meeting closed at 8:10 pm*

Chairman