

WIRKSWORTH TOWN COUNCIL

Minutes of a Meeting of the Finance Buildings and Personnel Committee held 12 May 2025

FBP24/123 Present: Cllr E McDonagh (Chairman), Cllr A Jordan, Cllr A Pollock and Cllr C Whittall
In attendance: Paul Jennings (Town Clerk)

FBP24/124 Apologies for Absence: Cllr A Clamp

FBP24/125 Members' Pecuniary Interests in Agenda Items: None

FBP24/126 Minutes:

The minutes of the meeting of the Finance Buildings and Personnel Committee dated 14 April 2025 were confirmed as a correct record.

FBP24/127 Monthly Budget Balance

The Clerk provide the 1st months budget showing revised budget figures and "carried forwards" from the previous financial year.

REC that the information be noted.

FBP24/128 Internal Audit Report 2024-25

The auditor has made 5 non-material recommendations.

REC that the recommendations be adopted. The clerk has already contacted the Town Council's insurer seeking a quote for Cyber Insurance and will present this back to the council for discussion in June. The "members audit" recommendation is to be achieved by requesting councillors (on a rotating basis) to spot check financial/HR documentation before each Full Council meeting

FBP24/129 Projector

A local resident has offered to donate a projector to the Town Council.

REC that the resident be thanked for their offer, but given that changing the projector will not result in increased bookings income, it is not appropriate to incur the costs of installing a 2nd hand projector to replace the existing working projector.

FBP24/130 Disposal of Assets

To consider disposal of IT equipment and associated technology that no longer meets current specifications.

REC the Clerk be delegated to dispose of the equipment (ideally to donate this locally for recycling) provided steps are taken to remove any data (detach hard drives) from PCs before disposal.

FBP24/131 Staff Matters

Following the resignation of a caretaker, to provide an update on recruitment and cover arrangements in the interim.

REC that the Clerk delegated to take any steps necessary to amend the caretaking role/structure to ensure the vacancy is filled - at this stage staying within the existing total caretaking hours (21 x 3 + 5 per week).

The meeting closed at 7:25 pm

Chairman