



# WIRKSWORTH TOWN COUNCIL

TOWN HALL, WIRKSWORTH, 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

02 September 2025

Dear Councillor,

You are hereby summonsed to the Meeting of Finance, Building and Personnel Committee on MONDAY 8 September 2025 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.** (\*If you wish to attend the meeting remotely please contact the Town Clerk)

## 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 14 July 2025 (previously circulated)

### 6. Monthly Budget Balance (to be circulated prior to the meeting)

### 7. Petty Cash

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

### 8. Neighbourhood Plan

Referred by Full Council for discussion by both committees (E&T and FB&P – Resolution C25/36), to consider what action might be taken in light of the recent decision by central government to withdraw funding for the preparation/updating of Neighbourhood Plans.

### 9. Town Hall Stage Lighting Inspection (attached)

CCT Lighting have undertaken a safety test and inspection of the Main Hall lighting installation.

### 10. Energy Suppliers

To consider whether to change suppliers for Town and Memorial Halls (from DCC purchasing framework).

### 11. Leases review of approach & processes (deferred in February FBP24/92)

To review the approach and processes applied to the management of the leases for the spaces across the Town Council estate - at present Town Hall (6) and Memorial Halls (7)

### 12. Financial Regulations (attached)

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

NALC have updated the proforma model Financial Regulations, but recommends that these are tailored to an individual council's requirements to ensure that they reflect the procedures and processes.

**13. Community Toilet Grant Scheme (attached)**

DDDC have launched a new scheme to contribute towards the costs the organisation incurs in the provision of Toilets. The scheme will contribute to the stock and cleaning materials. The amount awarded will vary between £600- £1000 depending on the facilities, location, and opening hours.

**14. UKSPF Community Funding**

An application has been made to upgrade Barmote Croft Toilets with the installation of new doors and locking mechanisms

**15. StarDisc Viewing Platform (attached)**

There are a number of steps that are showing visible signs of rot.

**16. StarDisc Lighting (attached)**

The artist responsible for the original installation has arranged for the seat lights to be upgrade/replaced.

**17. Booking Policy**

A complaint has been made regarding the materials on display during a booking.

**18. Bolehill War Memorial**

The construction method used for the War Memorial (Structural Concrete) is uncommon, and few local contractors are prepared to quote to undertake the work. The War Memorial Trust will provide 50% funding, but requires 3 separate quotes.

**19. Community Grant (attached)**

Request from NOW for a grant of £800 to contribute towards of operational (Insurance) costs of providing the Skate Park.

**20. Staff Matters**

Update on staff resources.



Paul Jennings  
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