

WIRKSWORTH TOWN COUNCIL

Minutes of a Meeting of the Finance Buildings and Personnel Committee held 8 September 2025

FBP25/1 **Present:** Cllr A Clamp (Chairman), Cllr A Jordan, Cllr A Pollock, and Cllr C Whittall
In attendance: Paul Jennings (Town Clerk)

FBP25/13 **Apologies for Absence:** Cllr E McDonagh, Cllr S Spencer

FBP25/14 **Variation in Order of Business:** None

FBP25/15 **Members' Pecuniary Interests in Agenda Items:**

Cllr Clamp	Personal interest in item 19 Community Grants as chair of NOW
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FBP25/16 **Minutes:**

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

FBP25/17 **Monthly Budget Balance**

REC that the position be noted

FBP25/18 **Petty Cash**

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

REC the position be noted.

FBP25/19 **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.

REC the council, ensure that the DDDC Local Plan reflects the needs of Wirksworth. Refer the wider issue of the cost/benefit of undertaking a revision of the Neighbourhood plan to Full Council for discussion, but there are concerns regarding the impact and uncertainty created by the proposed changes to planning by central government, alongside the move to a unitary authority.

FBP25/20 **Town Hall Stage Lighting Inspection**

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

REC the information be noted, however, the condition of the installation to be monitored as part of the existing inspection regime undertaken by staff.

FBP25/21 Energy Suppliers

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

REC that notice be given on the supply of electricity supplies and that the supply be moved over to a 100% Rego with a new supplier (if possible). The terms of the new electricity supply to be confirmed by the committee once the existing contract has ended (6months).

The gas supply will remain under the umbrella contract with DCC.

FBP25/22 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).

REC the clerk seek an updated “model” lease for use with the smaller tenancies, with the revised lease to include a provision to increase rents in line with RPI/inflation.

FBP25/23 Financial Regulations

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.

REC that the clerk provide hard copies of existing and proposed FinRegs for review, with the matter to be discussed further at a later FB&P meeting.

FBP25/24 Community Toilet Grant Scheme

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.

REC that the clerk's decision to make an application for support from the scheme be ratified.

FBP25/25 UKSPF Community Funding

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

REC the application for support be ratified, and it was acknowledged that the council would need to provide match funding to enable the works/project to progress.

FBP25/26 StarDisc Viewing Platform

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

REC to be referred to Stoney Wood Group to discuss alternatives/possible solutions to address the maintenance issues.

That the steps continue to be monitored as part of the weekly inspection programme, and that they be closed should they pose any significant risk of failure.

FBP25/27 StarDisc Lighting

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

REC that the artist be thanked for their work and the matter be noted.

FBP25/28 Booking Policy

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

REC that it be noted that the clerk has investigated the matter and the organiser has confirmed that all materials on display complied with the strict guidelines imposed by the governing body under which the booking was made.

Cllr Pollock departed 8:00pm

FBP25/29 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.

REC that steps be taken to seek additional quotes (e.g. Procurement Portal or quantity surveyor).

FBP25/30 Community Grant (attached)

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

REC the matter be deferred to Full Council (the committee would not be quorate if Cllr Clamp left the room).

FBP25/31 Staff Matters

Update on staff resources.

REC that the information be noted

The meeting closed at 8.10 pm

Chairman