

WIRKSWORTH TOWN COUNCIL

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

**FBP25/56 Present: Cllr A Clamp (Chairman), Cllr A Jordan, and Cllr A Pollock
In attendance: Paul Jennings (Town Clerk)**

FBP25/57 Apologies for Absence: Cllr C Whittall, Cllr E McDonagh, Cllr S Spencer

FBP25/58 Variation in Order of Business: None

FBP25/59 Members' Pecuniary Interests in Agenda Items: None

FBP25/60 Minutes:

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

FBP25/61 Monthly Budget Balance

REC that the clerk check entries against the Town Promotion line (report back in January).

FBP25/62 Budget and Precept 2026-27

To consider any issues that should be considered or included in the budget.

REC whilst concerns were raised about the potential impact on the Town Council finances posed by LCR (the introduction of a Unitary Authority for Derbyshire with the potential for assets and delivery of services to be devolved to the Town Council), it was agreed to that there would be no change to the recommendation that a precept of £268000 be set for 2026/27.

FBP25/63 Breastfeeding Welcome Scheme

Update (res FBP24/94) with indicative costs and designs for seating at Town and Memorial Halls. The installation of a baby change table in the accessible toilet at the Town Hall would require electrical works to reroute cabling.

<https://www.wirksworthtowncouncil.gov.uk/2025/11/24/wirksworth-town-hall-is-signed-up-to-breastfeeding-welcome-here-award/>

REC that the clerk initially purchase one folding seat and if this proves suitable, a further seat is purchased for the Memorial Hall. That a quote be sought for the changes necessary to the wiring in the Accessible Toilet at the Town Hall to enable the potential installation of a fold-down baby change table.

FBP25/64 Tree Survey (attached)

Best practice for tree management is that a professional survey should be undertaken at an interval of between 18 months and 3 years. The last survey was in 2022.

REC that the Clerk contact the most cost effective of the 3 quotes received, seeking confirmation of professional indemnity and references, and should these prove satisfactory that the work be awarded to the Consultancy.

FBP25/65 Petty Cash

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

REC that it be noted that Cllr Clamp reviewed the documentation and confirmed its accuracy. That £100 be withdrawn from Lloyds to fund the petty cash.

FBP25/66 Memorial Hall Roof (attached)

A tenant has reported a water leak from the roof into the upstairs offices, an inspection has revealed multiple faults which require urgent attention. The estimated cost of repairs is £2-3000 + scaffolding costs.

REC that given the urgency of the issue* that the work be placed with the contractor (who has already undertaken work for the Town Council). The risk posed by the water damage to the fabric of the building and the potential issues with the ridge tiles are considered to represent a higher potential costs savings than might be minimal savings that might be achieved in seeking additional quotes.

**The cost of the work is below £5k threshold specified in Fin Regs 1.14 and the risks posed by delaying the work justify non-compliance with Fin Regs 11.1h and instead Fin Regs 10.3 has been satisfied.*

FBP25/67 Garden adjacent to Memorial Hall

A resident has offered to establish a volunteer group to maintain the space.

REC that the proposal is agreed in principle. The resident to be invited to address the Council (in Open Forum) to explain their proposal in more detail.

FBP25/68 Leases review of approach & processes

Update on progress to update leases (FBP25/22).

REC that the clerk seek two indicative prices, The cost of a redrafted template lease for use in 10 tenanted spaces (but excluding ATM, Library and Shop) which includes provision for an annual increase in rental. That a local Estate Agent be contacted to determine the costs and any potential benefits of outsourcing the management of the processes.

FBP25/69 LGPS Pension Board Member (attached)
DCC (LGPS) has a vacancy for the role of Employer Representative on the [Derbyshire Pension Board](#).

REC that matter be noted.

FBP25/70 Staff Matters
Update on recruitment for vacant caretaker role.

REC that it be noted that Jordan Hayhurst has been appointed into the role of Caretaker (16pw) effective 1/12/25.

The meeting closed at 7:50 pm

Chairman