

WIRKSWORTH TOWN COUNCIL

Minutes of a Meeting of the Finance Buildings and Personnel Committee held 9 March 2026

FBP25/97 Present: Cllr A Clamp (Chairman), Cllr A Jordan, Cllr S Spencer, Cllr S Thompson and Cllr C Whittall
In attendance: Paul Jennings (Town Clerk)

FBP25/98 Apologies for Absence: Cllr E McDonagh, Cllr A Pollock

FBP25/99 Members' Pecuniary Interests in Agenda Items: None

FBP25/100 Minutes:

The minutes of the meeting of the Finance Buildings and Personnel Committee dated 9 February 2026 were confirmed as a correct record.

FBP25/101 Monthly Budget Balance

The Clerk ran through the month 11 figures, explaining the variations in income/expenditure and noted several budget lines where it may be prudent to carry forward unspent budget into 2026/27 to cover obligation/invoices not yet paid.

REC that the figures be noted and that a further review be undertaken a year end to inform adjustments to budget for 2026/27.

FBP25/102 Noticeboards

Resolution ET23/46 was to refurbish the Gorsey Bank Noticeboard and Kingsfield, but this has not yet been actioned due to the difficulties of identifying a suitable tradesman. The Noticeboard near Kingsfield (Mountford Stores) has been removed due to its poor condition; Cllr Taylor has requested that a replacement be considered.

REC that the matter be referred to full council for review and discussion.

FBP25/103 Internal Control Policy

The internal auditor has recommended that the Internal Control policy be updated and that consideration be given to introducing a new risk review process (which would be undertaken by council and the action minuted).

<https://www.wirksworthtowncouncil.gov.uk/wp-content/uploads/2022/05/internal-controls-policy-1903182.pdf>

REC that the clerk update the policy excluding the new risk review policy.

FBP25/104 Website Accessibility

The new AGAR Assertion 10 "We have put in place arrangements for the effective IT and data management in accordance with proper

practices during the year under review“ requires compliance in several areas, including website accessibility.

REC that the clerk continues to update the website to reflect the revised requirements of Web Content Accessibility Guidelines 2.2 AA and AGAR Assertion 10.

FBP25/105 GDPR Data Map

Audit has identified that the current Data Retention Policy no longer provides sufficient information to be considered compliant within the guidelines for a GDPR Data map.

<https://www.wirksworthtowncouncil.gov.uk/wp-content/uploads/2022/05/data-retention-policy-adopted-2011172.pdf>

REC that a GDPR Data Map be added to the existing Data Retention Policy, but retaining the existing summary table.

FBP25/106 Asset Register

It is a recommendation of audit that the asset register is checked by the council on an annual basis and that this action is recorded.

REC that the council confirm the review of the asset register.

The meeting closed at 7:25 pm

Chairman