

WIRKSWORTH TOWN COUNCIL

Minutes of a Meeting of the Finance, Buildings and Personnel Committee held 14 September 2026

FBP26/15 Present: Cllr A Clamp (Chairman), Cllr S Spencer and Cllr Thompson
In attendance: Paul Jennings (Town Clerk)

FBP26/16 Apologies for Absence: Cllr A Jordan, Cllr E McDonagh, Cllr C Whittall

FBP26/17 Variation in Order of Business: None

FBP26/18 Minutes:

The minutes of the meeting of the Finance, Buildings and Personnel Committee dated 8 June 2026 were confirmed as a correct record.

FBP26/19 Monthly Budget Balance

To consider whether to apply any budget accruals into the new financial year.

REC that unspent funds from 2025-26 for The Meadows (Line 57,64,65,66,67) be carried forward into 2026/26. That unspent funds £2300 from TH Maintenance Line 1 be carried forward but applied to MH Maintenance Line 11.

FBP26/20 Occasional Letting

To review anticipated bookings to assess the impact on budget.

REC that the matter be reviewed again, once the information regarding the first 6 months of booking revenue is available.

FBP26/21 Martyns Law

Buildings which have attendees of 200-799 at any one event, fall within the criteria for this new legislation as a standard venue. This will impact events held at the Town Hall with ticketed/ or controlled entry, such as Festival, Glee Club (Panto).

<https://www.protectuk.police.uk/martyns-law/>.

REC that the booking form be amended to ensure hirers take steps to comply with Martyns Law for large bookings (where the building will approach max capacity of 200 and/or where there is either controlled entry or ticketed events).

FBP26/22 Main Hall Floor – Town Hall

The floor requires recoating/surfacing (last done in 2018).

REC that the Clerk be delegated to arrange for the works (budget £7000).

- FBP26/23 Main Hall Lighting – Town Hall**
CCT have completed their annual inspection of the lighting and rigging installation in the Main Hall at the Town Hall.
- REC that the matter be noted.**
- FBP26/24 Roof - Town Hall**
Update on progress to identify a contractor to undertake repairs to the roof.
- REC that the Clerk continue to seek a contractor and report back to FB&P committee for further guidance if required.**
- FBP26/25 Stoney Wood**
DDDC are now progressing the proposed transfer of the small area of land adjacent to Stoney Wood. Lovedays have been instructed to act on behalf of WTC in the transfer.
- REC that the matter be noted.**
- FBP26/26 Gas Supplies**
A review of the current arrangements and alternative suppliers (including indicative costs).
- REC that no change be made at this time given the level of uncertainty in the energy market at present.**
- FBP26/27 Asset and Disposal Policy**
Internal audit recommendation H – that the council implement an Asset Register and Disposal Policy, defining thresholds for asset inclusion and setting out procedures and financial limits for asset disposal.
- REC that the policy be adopted (referred to full council for agreement).**
- FBP26/28 Memorial Hall**
Access to rear garden via adjacent property/noise nuisance.
- REC that it be noted that the owner advises that the door is not required under Fire Regulation. Should there be further instances where the door is opened/left open, then the matter be referred back to FB&P Committee for consideration (at which point legal advice may be sought to determine what remedies are available to the Town Council to address the matter).**
- FBP26/29 Review ToR of FB&P and Scheme of Delegation**
(Resolution C26/16) Review the terms of reference of the FB&P Committee to clarify the committee's responsibilities in the event of a staffing matter (such as prolonged absence, resignation or termination) for the Clerk and the Deputy Clerk. The terms of reference for FB&P Committee should be reviewed in conjunction with the Scheme of Delegation.
<https://www.wirksworthtowncouncil.gov.uk/policies-procedures/>

REC that the scheme of delegation be amended to clarify the powers of recruitment which may be exercised by the Town Clerk (or acting Town Clerk).

“4. The Town Clerk *and Deputy Town Clerk* is given delegated powers to manage the Council staff in accordance with the Council’s policies, procedures, and budget...”

“4.2 Appointment of employees (except Town Clerk, Responsible Finance officer *and Deputy Town Clerk* unless authorised by the Council)”

FBP26/30 Staffing Matters

Provide an update on staffing issues.

REC that the 2026/27 NJC pay award be applied in September 2026.

FBP26/31 Clerk’s Time Sheet

April - June 2026, to be signed by the Chair.

REC that it be noted that the Clerk’s accrued TOIL is 33 hours.

The meeting closed at 8.00 pm

Chairman