

**MINUTES OF THE POLICY, FINANCE AND PUBLICITY COMMITTEE OF
STAVELEY TOWN COUNCIL**

Tuesday 27th January 2015

Commencing at 6.00 pm

In Room 1, The Speedwell Rooms, Inkersall Road, Staveley

Present:

Councillor A. Hill (Chair)

Councillor D. Collins

Councillor E. Tidd

Councillor C. Ludlow was also present at the meeting

In attendance – Paul Harris – Acting Town Clerk

There were no Members of the Press or Public present

		ACTION
680/14	PUBLIC SESSION There were no members of the public present.	
681/14	DECLARATIONS OF MEMBERS' INTERESTS No declarations were made, however, it was stated that at the Ordinary Meeting of the Council on 10 February 2015 Members of the Council would need to be granted special dispensation to discuss the Precept 2015/2016.	
682/14	APOLOGIES FOR ABSCENCE Apologies for absence were received from Cllr J Barnett (work) and Cllr B Dyke (Hospital Appointment).	
683/14	COUNCILLORS NOT PRESENT None	
684/14	TO DETERMINE WHICH ITEMS IF ANY FROM PART I OF THE AGENDA SHOULD BE TAKEN WITH THE PUBLIC EXCLUDED It was agreed to move item 8 of the agenda, Precept 2015/2016 and Budget Planning into Part II to be taken under confidential business.	

685/14	<p>MINUTES OF THE POLICY, FINANCE AND PUBLICITY COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON TUESDAY 16TH DECEMBER 2014</p> <p>It was NOTED that these minutes were approved at the ordinary meeting of Staveley Town Council on Tuesday 13th January 2015.</p>	
686/14	<p>MATTERS ARISING FROM THE MINUTES OF THE POLICY, FINANCE AND PUBLICITY COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON TUESDAY 16TH DECEMBER 2014.</p> <p>No matters arising were raised.</p>	
687/14	<p>FINANCIAL ISSUES</p> <p>The Acting Town Clerk requested permission to attend DALC Training in March in preparation for the Election 2015. This was £20. Councillors were happy for the Acting town Clerk to attend the training, however asked if he would check first with Sandra Essex at Chesterfield Borough Council what training CBC had on offer.</p> <p>3 votes FOR</p>	
688/14	<p>SPEEDWELL ROOMS</p> <p>The PAT Testing at the Speedwell Rooms had been carried out. There were a couple of failed items. It was stated that a dishwasher had failed and a Dragon Heater amongst other items. Councillors stated that if the items could not be repaired they should be disposed of by skip.</p> <p>Councillors also asked for a filing cabinet to be located in the Speedwell Rooms to include copies of fire certificates, health and safety policies and certificates and other similar items. The main copies of these documents were to be kept in the Council Office on the High Street. Cllr Ludlow spoke regarding the files and asked for the Council Clerical Assistant to come to the Speedwell Rooms in order to review the filing system and ensure copies of the insurance and other certificates are present.</p> <p>It was RESOLVED that equipment that required replacing (such as the dishwasher) would be replaced.</p> <p>Cllr D Collins stated with regards to the Five Year Electrical Testing he was very concerned that this had not been done for "x amount of years". Emergency lighting was not in place</p>	

	<p>in certain rooms. DOR Electrical who had carried out the survey informed Councillors that the last report they had carried out on the building was 8 years previously.</p> <p>The Acting Town Clerk stated that the work on the emergency lighting had now been completed. However, the contractor had requested an asbestos survey before other works could be carried out. Cllr Hill felt that as the plaster was done in the 1990s by the Council there would be no asbestos in the plaster.</p> <p>Councillors asked the Acting Town Clerk to contact Chesterfield Borough Council as the building had only been handed across to Staveley Town Council in the last 7/8 years, it was felt that an asbestos survey should have been carried out as part of this transfer.</p> <p>It was RESOLVED that permission be given to bring a late item to Council on 10 February 2015.</p> <p>689/14 HEART OF STAVELEY PROJECT</p> <p>It was RESOLVED that as and when required Staveley Town Council will invite help and advice from Chesterfield Borough Council and Derbyshire County Council on matters relating to Heart of Staveley Project.</p> <p>3 votes FOR</p> <p>690/14 HEALTH AND SAFETY POLICY</p> <p>The Health and Safety Policy was APPROVED and should be taken to Council for signing at the next ordinary meeting of the Council. It was further RECOMMENDED that a requirement for health and safety training for Councillors following an election be added into Standing Orders.</p> <p>3 votes FOR</p> <p>A letter had been received from Keith Church following a meeting between Mr Church, Cllr Hill and the Acting Town Clerk. It offered various types of training including manual handling training, fire safety as well as policy work on Child Protection and Food Hygiene. It was understood by Councillors that the Food Hygiene and Child Protection Policies were in addition to the standard retainer Mr Church was paid. It was further understood that Child Protection was an issue for teh Council in relation to running the Playschemes.</p>	
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	<p>Cllr Collins asked how long Mr Church had been on retainer and he was disappointed that the Proper Officer in the past had not brought these policies to the Council. Cllr Hill stated that Mr Church had tried to come to see Councillors but he needed to be asked by the Proper Officer.</p> <p>It was RECOMMENDED that the training and policy work was done and the additional £100.00 be approved.</p> <p>3 votes FOR</p>	
691/14	<p>APPLICATIONS FOR FINANCIAL ASSISTANCE No Applications had been received.</p>	
692/14	<p>STAVELEY MARKET Following the staff review there was a need to look at the project officer post and to advertise. For the report to CBC it was suggested that learning from the Christmas Market and advertising for the project officer could be added as the post will look at developing the market. With regards to the accounts, the salary of the Markets staff needed splitting and relocating to the Speedwell Rooms and bar as largely time was spend on the Speedwell Rooms rather than the Market.</p> <p>Andy Bond, CBC Officer had suggested the Council considered concentrating upon the Flea Market as these could make much more money, also to look at Car Boot.</p> <p>The Christmas Market, whilst it did not have many stalls the footfall was steady. Feedback from the Jerk Chicken stall was to look at cooked food market, different foods from different countries, with entertainers (steel bands etc), these generate footfall.</p> <p><u>PART II</u></p>	
693/14	<p>RESTRUCTURING ISSUES It was reported that the restructuring had been accepted. A meeting was needed to look at implementing the staffing review.</p> <p>It was RECOMMENDED that a temporary Finance Officer was needed and this should be advertised.</p> <p>It was RECOMMENDED that Jo Taylor be asked to continue working on providing Finance Officer Support until the end of the financial year.</p>	

<p>694/14</p>	<p>3 votes FOR</p> <p>Cllr Collins reported that a DCC Cabinet Paper had been produced regarding the Bridging Loan for Heart of Staveley Project. This would go to DCC Cabinet on 10 February 2015.</p> <p>Cllr A Hill thanked Cllr Collins and DCC.</p> <p>It was RECOMMENDED that once approved Staveley Town Council would like to accept the Bridging Loan from DCC.</p> <p>PRECEPT 2015/2016 AND BUDGET PLANNING</p> <p>It was RECOMMENDED to Council that a 4.5% increase in Precept for 2015/2016 is approved by the Council.</p> <p>Meeting Closed 20:15pm</p>	
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