

**MINUTES OF THE ORDINARY MEETING OF
STAVELEY TOWN COUNCIL**

Held on Tuesday, 14th April 2015

Commencing at 6.00 p.m.

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

Present: -

Councillor A. Hill – (Chair)
Councillor J. Bacon (Vice-Chair)

Councillor S. Bagshaw	Councillor P. Hill
Councillor O. Cauldwell	Councillor K. Ludlow
Councillor D. Collins	Councillor J. McManus
Councillor L. Collins	Councillor D. Parsons
Councillor B. Dyke	Councillor E. Tidd

In attendance: Paul Harris – Acting Town Clerk and Financial Officer
6 Members of the Public

		ACTION
	<u>PART I – NON CONFIDENTIAL INFORMATION</u>	
960/14	APOLOGIES FOR ABSENCE Apologies for absence were received from Councillor J. Barnett Councillor H. Elliott Councillor V. Lang Councillor C. Ludlow Councillor J. Williams	
961/14	COUNCILLORS NOT PRESENT There were no Councillors not present.	
962/14	CHAIR'S ANNOUNCEMENTS The Chair thanked all Councillors for serving on the Council over the last four years. He informed members that some seats for the forthcoming elections	

<p>963/14</p> <p>964/14</p> <p>965/14</p> <p>966/14</p> <p>967/14</p>	<p>had not been opposed and would therefore be uncontested. He was disappointed that there had been no nominations on those wards.</p> <p>CORRESPONDENCE A letter had been received from Mastin Moor Community Association applying for 10% of the proceeds from the sale of Mastin Moor Community Centre. Members discussed that Mastin Moor Community Centre Association would not be eligible for the whole 10% of proceeds of sale as it had been ring-fenced for all residents of Mastin Moor and Woodthorpe as recommended on Minute No. 679/13 Policy Finance and Publicity refers, and that any group could apply for part of it for projects, not all of it in its entirety.</p> <p>It was RESOLVED – That 10% of the proceeds of the sale from Mastin Moor Community Centre be ring-fenced for residents of Mastin Moor and Woodthorpe and groups within Mastin Moor and Woodthorpe could apply for part of the 10% from proceeds of sale of Mastin Moor Community Centre towards any community projects.</p> <p>VARIATIONS OF ORDER OF BUSINESS There was no variation of order of business requested.</p> <p>TO DETERMINE WHICH ITEMS IF ANY FROM PART 1 OF THE AGENDA SHOULD BE TAKEN WITH THE PUBLIC EXCLUDED None required.</p> <p>DECLARATION OF MEMBERS’ OR OFFICERS’ INTERESTS a) There were no Declarations of Members’ or Officers Interests. b) No requests for dispensations were received.</p> <p>PUBLIC SPEAKING John Morehen referred to the Presentation from Jo Brown Community Sports Activator at the last Council meeting and that she had been invited to go along to Staveley Seniors to give a demonstration on curling which had been well received by members.</p> <p>John Morehen then referred to the Council tax increase and asked what was provided visibly by Staveley Town Council for this increase.</p> <p>Councillor B. Dyke informed John Morehen that Staveley Town Council ran the Speedwell Rooms for community use, staged the Arts and Crafts Competition for over 2000 children within the Staveley area, hanging baskets, elderly</p>	
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citizens Christmas party, Christmas lights, bonfire night celebrations, children's parties and staff employment.

John Morehen was of the understanding that certain staff had been made redundant. He then asked what had happened to the coach trip that used to run and had been well attended.

Councillor B. Dyke informed John Morehen that staffing matters could not be discussed with the public. The decision on the coach trip was stopped because it had lost money and was felt to be more beneficial to all residents of Staveley if the money was put towards the canal festival where more people would be able to attend over a full weekend of events.

John Morehen felt that the coach trip had been put on for the under privileged children of Staveley in the first instance and not for people who worked.

Councillor D. Collins informed the public that with regard to bus trips there was still money available under Section 137 grants for local groups to apply for the money towards their own bus trips.

Councillor D. Parsons informed members that Staveley Town Council would be paying the lowest paid employees the living wage under the restructuring of the staff. Also with regard to the bus trip it was not intended just for under privileged children it was for all residents within the Staveley area.

John Morehen informed members that members of the public had been asking him what Staveley Town Council provided for their money.

Councillor B. Dyke referred to the Community Firework Display where the public had informed him that they had enjoyed the event for free more than any Firework Display they could have paid for.

John Morehen said there had been a charge for the coach trip.

Councillor B. Dyke said even though there had been a small charge it still had run at a significant loss, therefore as best value for tax payers it had been decided not to run the coach trip.

The Chair informed the Committee that the Council received a subsidy from the Government for "Council Tax Benefit" but over the next few years from 2013 this was cut by the government and the Council's have had to raise this money themselves.

Councillor J. McManus informed the Committee that the increase had worked out about £1 per week. He mentioned that children had been involved in the archaeological digs at Staveley Hall which had been beneficial to both them and Staveley Town Council and that The Remembrance Day Parade is held

	<p>each year, along with all the other things he felt the £1 per week increase gave good value.</p> <p>Councillor D. Parsons informed the Committee that public were welcome to attend the Annual Town Meeting of Staveley Town Council which is held each year where it was broken down in detail the role of Staveley Town Council.</p> <p>Councillor D. Collins informed the public that each year Staveley Town Council gives out £4,000 each year to Community Groups.</p> <p>Marion Gerrard offered her support to the Council regarding activities put on by the Council over the past year.</p> <p>Jo Roberts thanked Staveley Town Council and Derbyshire County Council for supporting the Staveley Armed Forces Association.</p> <p>The Chair thanked the public and also thanked John Morehen for joining the Heart of Staveley board. The Chair closed the public session</p> <p>b) Community Safety (Police, Fire and Ambulance Community Safety Partnership) Nothing to report.</p>	
968/14	<p>CONFIRMATION OF MINUTES OF THE ORDINARY MEETING OF STAVELEY TOWN COUNCIL HELD ON TUESDAY, 10th MARCH 2015. It was RESOLVED that the Minutes of the Ordinary Meeting of Staveley Town Council held on Tuesday 10th March 2015 be approved as a true record. For – 9 Abstentions – 2 (not present at the meeting)</p>	
969/14	<p>MATTERS ARISING FROM THE MINUTES OF THE ORDINARY MEETING OF STAVELEY TOWN COUNCIL HELD ON TUESDAY, 10th MARCH 2015 852/14 Regeneration Plans for Staveley Works Site – Alun Hayes Councillor D. Collins informed the Council that Derbyshire County Council had a problem with the site that St. Gobain were proposing. Councillor D. Collins had made enquires with Chesterfield Borough Council Planning and they had confirmed that they had not given permission for St. Gobain to go out of the Area Action Plan.</p>	
970/14	<p>CONFIRMATION OF THE MINUTES OF THE AUDIT COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON 17TH MARCH 2015 It was RESOLVED – That the Minutes of the Audit Committee of Staveley Town Council held on 17th March 2015 be approved as a true record.</p>	

971/14	<p>MATTERS ARISING FROM THE MINUTES OF THE AUDIT COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON 17TH MARCH 2015.</p> <p>885/14 Councillor J. Bacon asked whether Mr. Mitchell had been contacted with regard to the external stock taking at The Speedwell Rooms. The Acting Town Clerk said he had been in contact but an actual meeting date had not been arranged but this was being pursued.</p>	
972/14	<p>MINUTES OF THE PLANNING AND ENVIRONMENTAL COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON WEDNESDAY 18TH MARCH 2015</p> <p>It was RESOLVED that the minutes of the Planning and Environmental Committee of Staveley Town Council held on Wednesday 18th March 2015 be approved as a true record.</p>	
973/14	<p>MATTERS ARISING FROM THE MINUTES OF THE PLANNING AND ENVIRONMENTAL COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON WEDNESDAY 18TH MARCH 2015.</p> <p>There were no matters arising.</p>	
974/14	<p>CONFIRMATION OF THE MINUTES OF THE POLICY, PUBLICITY AND FINANCE COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON 18TH MARCH 2015</p> <p>It was RESOLVED that the Minutes of the Policy, Publicity and Finance Committee of Staveley Town Council held on 18th March 2015 be approved as a true record.</p>	
975/14	<p>MATTERS ARISING FROM THE MINUTES OF THE POLICY, PUBLICITY AND FINANCE COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON 18TH MARCH 2015.</p> <p>909/14 – Under the Data Protection Act the period of keeping the recordings needed to be removed off the agenda. It was RESOLVED – that this item be dealt with under Standing Orders at the April Meeting of Policy, Finance and Publicity Committee prior to the Annual Meeting of Staveley Town Council in May.</p> <p>It was RESOLVED - That a bridging loan from another authority up to a value of £300,000 would be written into the Standing Orders forthwith. Financial Regulations should go to the April meeting of Policy, Finance and Publicity Committee.</p>	
976/14	<p>CONFIRMATION OF THE MINUTES OF THE EXTRA ORDINARY MEETING OF STAVELEY TOWN COUNCIL HELD ON FRIDAY 20TH MARCH 2015.</p> <p>It was RESOLVED – That the Minutes of the Extra Ordinary Committee of</p>	

<p>977/14</p>	<p>Staveley Town Council held on Friday 20th March 2015 be approved as a true record.</p> <p>MATTERS ARISING FROM THE MINUTES OF THE EXTRA ORDINARY COMMITTEE MEETING OF STAVELEY TOWN COUNCIL HELD ON FRIDAY 20TH MARCH 2015. There were no matters arising.</p>	
<p>978/14</p>	<p>CONFIRMATION OF THE MINUTES OF SPEEDWELL ROOMS LEISURE AND COMMUNITY COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON 25th MARCH 2015 It was RESOLVED – that the Minutes of the Speedwell Rooms Leisure and Community Committee of Staveley Town Council held on 25th March 2015 be considered at the next meeting of Staveley Town Council to be held on 19th May.</p>	
<p>979/14</p>	<p>MATTERS ARISING FROM THE MINUTES OF THE SPEEDWELL ROOMS LEISURE AND COMMUNITY COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON 25TH MARCH 2015. These had been moved to the next meeting of Staveley Town Council for consideration.</p>	
<p>980/14</p>	<p>TO AMEND STANDING ORDERS AND FINANCIAL REGULATIONS It was RESOLVED – That the Standing Orders and Financial Regulations be moved to the Annual Meeting of Staveley Town Council to be amended, except Standing Order 19(e) which was amended forthwith.</p>	
<p>981/14</p>	<p>TOWN CLERK’S REPORT Items on the Town Clerk’s report were discussed</p> <p>Derbyshire Association of Local Councils Membership The Acting Town Clerk RECOMMENDED – That the Council joined DALC 2015/2016 and considered paying the small extra subscription for the level of training that would be available. (DALC Membership). This was not accepted by Members of the Council.</p> <p>It was subsequently RECOMMENDED - That Staveley Town Council did not join DALC 2015/2016 until a meeting was held with DALC to discuss the matters over the HR issues. After this meeting a decision then would be made whether to rejoin DALC 2015/2016. For – 6 Against 5</p>	

Abstain - 1

RESOLVED – That Staveley Town Council did not join DALC 2015/2016 until a meeting was held with DALC to discuss the matters over the HR issues. After this meeting a decision then would be made whether to rejoin DALC 2015/2016.

The Bowling Green

Facilities for the Staveley Hall Bowls Club were discussed by members whilst works were undertaken at the Hall. Mike Brooke had offered access to an “Oasis Unit” for the Bowls Club in the compound for exclusive use by the Club. This would be in place by the end of April and was covered within the Contract. In the meantime temporary access would be offered in Unit 9 in the Stables Complex Business Centre to access a kitchen and toilet facilities.

The Acting Town Clerk **RECOMMENDED** - That the Council approved the offer of an oasis unit and temporary offer of access to unit 9.

It was **RESOLVED** – That the Bowling Club be given temporary access to Unit 9 and once confirmation in writing was in place that the Oasis Unit would be covered under the contract, it then be brought back to Full Council for approval in May.

Online Banking

The Acting Town Clerk **RECOMMENDED** that an application for online banking be approved and signed and that the Acting Town Clerk be permitted to examine other means of payment such as CHAPS (in line with proper practices as governed by Financial Regulations).

Members discussed online banking/CHAPS payments for Staveley Town Council.

It was **RESOLVED** – That Staveley Town Council would not use CHAPS payments.

Security Matters

Security issues on Staveley Hall, The Garden Centre and the Flat were discussed. Councillor B. Dyke asked under whose insurance would the work on the Heart of Staveley project come under.

The Acting Town Clerk informed members that Staveley Town Council held Works In Progress Insurance and had to insure the contractors as part of Staveley Town Council’s obligations. It was therefore encapsulated under both the Staveley Town Council and Contractors insurance. Peter Rice was working to ensure that these issues were dealt with properly. Under the Contract with Tomlinson’s on Heart of Staveley it would provide external CCTV.

Councillor D. Parsons left the meeting at this point.

The Acting Town Clerk **RECOMMENDED** that the Council considered security matters and agreed what action members would like to take.

The Town Clerk's recommendation was **APPROVED**.

Annual Return 2014/2015 and dates for compliance

The Annual Return paperwork had been received from Grant Thornton and notable dates were as follows:

The Annual Return must be sent to Grant Thornton for 29th June 2015

Date of Announcement no later than 18th May 2015

Inspection period starts 1st June 2015 and ends 20 working days later 26th June 2015

Submit for Audit 27th June 2015.

The Acting Town Clerk and Jo Taylor would progress completion of the Annual Return and arrange for the Internal Auditor to report back to Council.

Grant Thornton – Audit 2013/2014

A report was in the post – this was put on the agenda for acceptance by the council.

Pre-Start Meeting Tomlinsons

The Acting Town Clerk, Peter Rice, Dipak Mistry (Architect) and representatives from Tomlinson's Builders met on 31st March 2015.

The start date was 27th April 2015 with building work due to complete on 11th March 2015.

Tomlinson's would start on the extension, also putting up protection over the roof. There would be provision in the electrical subcontract for External CCTV and was thought this would be beneficial for Tomlinson's and for security of the site in general. This would be going in as soon as possible.

Peter Rice recommended that a catch on all insurance for buildings nearby (i.e. church and Stables) be not taken out as it said it was very expensive and was only ever used to concussive pile driving.

Facilities would be made for some parking for the church at weekends and for funerals. Tomlinson's would contact the church on this.

Tomlinson's would look into an Oasis Unit to be powered from the Hall. There would be no official car parking for the bowling club on site and Tomlinson's would provide access for grass cutting equipment to enter and leave the

	<p>bowling green.</p> <p>There would be an existing condition survey undertaken on 27th April and photographs would be taken. Tomlinson's had agreed to supply these photographs to Staveley Town Council and take weekly photographs to enable the Council to exhibit these to the people of Staveley.</p> <p>Future site meetings would take place monthly on Tuesdays at 10.30 a.m. The valuations would be done monthly at the end of each month to ensure invoices were submitted in a timely fashion for approval at Council meetings.</p> <p>The Acting Town Clerk RECOMMENDED – That his report be accepted and the updates with regard to the Annual Return, Grant Thornton, Tomlinson's and Ian Parkin be noted.</p> <p>The Acting Town Clerk's report was RECEIVED.</p>	
<p>982/14</p>	<p>GRANT THORNTON – ANNUAL RETURN 2013/2014 OUTCOME It was RESOLVED - That the Report and Annual Report of Grant Thornton was RECEIVED and ACCEPTED and Councillors would act upon any recommendations from Grant Thornton therein.</p>	
<p>983/14</p>	<p>DERBYSHIRE ASSOCIATION OF LOCAL COUNCIL</p> <p>a) Subscription Letter This had been dealt with earlier in the meeting.</p> <p>b) Benefits of Memberships This had been dealt with earlier in the meeting.</p>	
<p>984/14</p>	<p>ACCOUNTS</p> <p>(i) The Schedule of payments for approval.</p> <p>It was RESOLVED that the Schedule of payments be approved.</p>	

AL: 10:43

PURCHASE DAYBOOK - PURCHASE LEDGER 1

USER: JT

Ledger No 1 for Month No 12

Items marked with a * are disputed invoices.

Invoice Date	Invoice No	Order No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
25/03/2015	9A	Unity 300012	ANELAY	ANE01	0.00	4,520.17	4,520.17			0.00	
17/03/2015	91990321	CCOP 506799	NEOPOST	NEO01	90.03	18.01	108.04	4022	102	90.03	91990321/NEOPOST LTD
				TOTAL INVOICES	90.03	4,538.18	4,628.21			90.03	
				VAT ANALYSIS CODE N @ 20.00 %	90.03	4,538.18	4,628.21				
				VAT ANALYSIS CODE VAT @ 0.00 %	0.00	0.00	0.00				
				TOTALS	90.03	4,538.18	4,628.21				

AGENDA ITEM NO. 25(i)

PURCHASE DAYBOOK - PURCHASE LEDGER 1

Ledger No 1 for Month No 12

Items marked with a * are disputed invoices.

Invoice Date	Invoice No	Supplier Ac Name	Supplier Ac Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
03/03/2015	NV106140	CONCEPT ELEVATORS	CON02	140.00	28.00	168.00	4201	102	140.00	NV106140/CONCEPT ELEVATORS (MI
09/03/2015	19575	BARDOON	BAR01	11,132.00	2,226.40	13,358.40	4036	444	11,132.00	19575/Baroon Environmental Ltd
22/02/2015	62891	BOLSOVER	BOL02	100.00	20.00	120.00	4055	102	100.00	62891/BOLSOVER HEALTH AND
10/03/2015	ACJ80545038	THREE	THR01	21.97	4.39	26.36	4020	102	21.97	ACJ80545038/THREE
07/03/2015	8574299	HIBU	YEL01	216.00	43.20	259.20	4032	102	216.00	8574299/HIBU (UK) LTD
10/03/2015	3713	REMEDIA	REM02	80.00	16.00	96.00	4032	444	80.00	3713/REMEDIA
12/03/2015	3331345	GAZPROM	GAZ01	175.06	8.75	183.81	4015	102	175.06	3331345/GAZPROM ENERGY
16/03/2015	38810	DOR ELECTRICAL	DOR01	68.26	13.65	81.91	4036	216	68.26	38810/D.O.R. ELECTRICAL ENGINE
15/03/2015	4012	50 PLUS	PLUS01	50.00	0.00	50.00	4032	419	50.00	4012/50 PLUS
11/03/2015	3251414	CBC BORO TREASURERS	CBC08	1.00	0.00	1.00	4400	306	1.00	3251414/CHESTERFIELD BOROUGH C
11/03/2015	3251406	CBC BORO TREASURERS	CBC08	1.00	0.00	1.00	4400	306	1.00	3251406/CHESTERFIELD BOROUGH C
11/03/2015	3251391	CBC BORO TREASURERS	CBC08	1.00	0.00	1.00	4400	306	1.00	3251391/CHESTERFIELD BOROUGH C
									11,986.29	
									2,360.39	
									14,346.68	

TOTAL INVOICES

VAT ANALYSIS CODE E @ 0.00 %	53.00	0.00	53.00
VAT ANALYSIS CODE F @ 5.00 %	175.06	8.75	183.81
VAT ANALYSIS CODE N @ 20.00 %	11,766.23	2,351.64	14,109.87

TOTALS

11,986.29	2,360.39	14,346.68
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PURCHASE DAYBOOK - PURCHASE LEDGER 1

At: 11:10

Ledger No 1 for Month No 12

Items marked with a * are disputed invoices.

Invoice Date	Invoice No	Order No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/c	Centre	Amount	Analysis Description
14/03/2015	5368	506807	VAINES	VAI01	55.00	11.00	66.00	4201	102	55.00	5368/ANDY VAINES IT SERVICES L
14/03/2015	5334		VAINES	VAI01	458.00	91.60	549.60	4201	102	458.00	5334/ANDY VAINES IT SERVICES L
TOTAL INVOICES					513.00	102.60	615.60			513.00	
VAT ANALYSIS CODE N @ 20.00 %					513.00	102.60	615.60				
TOTALS					513.00	102.60	615.60				

PURCHASE DAYBOOK - PURCHASE LEDGER 1

AI: 10:48

Ledger No 1 for Month No 12

Items marked with a * are disputed invoices.

Order by Invoices Entered

Invoice Date	Invoice No	Order No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
27/03/2015	270315	506808	DHC HEATING	DHC01	190.00	0.00	190.00	4036	216	190.00	270315/DHC HEATING LTD
27/03/2015	270315A	*	DHC HEATING	DHC01	439.61	0.00	439.61	4036	216	439.61	270315A/DHC HEATING LTD
07/03/2015	18570	506809	SAFETY	SAF01	53.74	10.75	64.49	4037	102	53.74	18570/SAFETY REPUBLIC
30/12/2014	281214	506810	AMP DOMESTIC ELECTRI	AMP01	192.25	0.00	192.25	4036	101	192.25	281214/AMP DOMESTIC ELECTRICS
27/03/2015	0428809	506798	BOOKER	BOO01	132.89	24.99	157.88	3001	204	132.89	0428809/BOOKER CASH & CARRY
18/11/2014	5810650	506811	BRITISH TELECOM	BT01	581.00	116.20	697.20	4031	101	581.00	5810650/BRITISH TELECOM
25/03/2015	108249	506812	GELDARDS	GEL01	2,587.00	517.40	3,104.40	4055	101	2,587.00	108249/GELDARDS LLP
24/03/2015	256179	506813	K LUDLOW	LUD01	33.43	6.68	40.11	4036	216	33.43	256179/C LUDLOW
TOTAL INVOICES					4,209.92	676.02	4,885.94			4,209.92	

VAT ANALYSIS CODE	E	@ 0.00 %	7.96
VAT ANALYSIS CODE	N	@ 20.00 %	3,380.10
VAT ANALYSIS CODE	Z	@ 0.00 %	821.86
TOTALS			4,209.92
			676.02
			4,885.94

Printed On: 07/04/2013

At: 11:39

USER: JT

PURCHASE DAYBOOK - PURCHASE LEDGER 1

Ledger No 1 for Month No 12

Items marked with a * are disputed invoices.

Invoice Date	Invoice No	Order No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
31/03/2015	150315	506815	INKERSALL ALLOTMENTS	INK01	200.00	0.00	200.00	4301	101	200.00	150315/INKERSALL ALLOTMENTS AS
TOTAL INVOICES					200.00	0.00	200.00			200.00	
VAT ANALYSIS CODE Z @ 0.00 %					200.00	0.00	200.00				
TOTALS					200.00	0.00	200.00			200.00	

Payments for approval – late items not on Agenda for meeting 14th April 2015

Supplier	Details	Chq no	Amount
Geldards	Professional Fee	506816	3868.80
S Plummer	Finance/admin support	506817	410.85
ADT	Alarm Maintenance	506818	132.20
Halls RMS	Pat testing	506819	84.00
CBC	Rates 26 High St	506820	529.58
J Taylor	Temp RFO	506821	775.60
Grant Thornton	2014 Audit fee	506822	9690.00
Total			£15,491.03

late payments 14/04/2015

Ledger No 1 for Month No 12
 Items marked with a * are disputed invoices.

Invoice Date	Invoice No	Order No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description	
								A/C	Centre	Amount		
31/03/2015	218065	300015	TOTAL HIRE & SALES	TOT02	140.80	28.16	168.96	4202	444	140.80	218065/TOTAL HIRE & SALES LTD	
31/03/2015	1635106	506824	FUELGEMIE	FUE01	33.36	6.67	40.03	4046	101	33.36	1635106/FUELGEMIE BUSINESS ACC	
31/03/2015	C/15/172	300016	COLLINS	COL01	1,910.00	382.00	2,292.00	4055	431	1,910.00	C/15/172/COLLINS HALL GREEN	
31/03/2015	C/15/173	300017	COLLINS	COL01	4,750.00	950.00	5,700.00	4055	444	4,750.00	C/15/173/COLLINS HALL GREEN	
31/03/2015	290	300017	BROOKE	BRO02	4,068.72	0.00	4,068.72	4055	444	4,068.72	290/BROOKE ARCHITECTURE	
31/03/2015	6492	506825	BOTHAMS	BOT01	3,033.60	606.72	3,640.32	4055	202	3,033.60	6492/BOTHAMS MITCHELL SLANEY	
TOTAL INVOICES										<u>13,936.48</u>		
VAT ANALYSIS CODE N @ 20.00 %					9,867.76	1,973.55	11,841.31					
VAT ANALYSIS CODE Z @ 0.00 %					4,068.72	0.00	4,068.72					
TOTALS										<u>13,936.48</u>	<u>1,973.55</u>	<u>15,910.03</u>

(ii) Bank Reconciliation and copy of bank statements were signed by a member of the Council.

(iii) Draft Year End Outturn – No report supplied

	<p>(iv) Appointment of Internal Auditor It was RESOLVED – That Staveley Town Council appoint Jim Marriott as Internal Auditor for the Year 2015/2016.</p> <p>(v) Other Financial Matters There were no other financial matters.</p>	
<p>985/14</p>	<p>TO AGREE DATES FOR ANNUAL GENERAL MEETING OF STAVELEY TOWN COUNCIL AND THE ANNUAL TOWN MEETING OF STAVELEY TOWN COUNCIL It was RESOLVED – That the Annual General Meeting of Staveley Town Council would be held on 19th May 2015 and the Annual Town Meeting of Staveley Town Council would be held on 22nd May 2015.</p>	
<p>986/14</p>	<p>HEART OF STAVELEY PROJECT Councillor D. Collins thanked the outgoing board of the Heart of Staveley Limited and welcome in the new board. He suggested that the new board be invited to meet informally with members of the Council within the next two weeks and a formal meeting of the board be set once the new Council was in place.</p> <p>It was RESOLVED – that an informal meeting with the Councillors and board members be arranged with light refreshments on 29th May.</p> <p>Councillor J. McManus informed members that the outgoing board members had wished the new board members success.</p>	
<p>987/14</p>	<p>WARD REPORTS BY COUNCILLORS a) Councillor B. Dyke thanked Councillors J. McManus and L. Collins for their work on the Council over the years as they would no longer be standing for election.</p> <p>The Acting Town Clerk thanked all Councillors, wished them well with the elections and looked forward to working with those who returned along with any new members of the Council.</p> <p>Standing Orders were suspended to allow John Morehen to speak.</p> <p>John Morehen on behalf of himself and the public thanked Councillor J. McManus for his work.</p>	

	<p>Standing Orders were reinstated.</p> <p>Councillor J. Bacon reiterated the remarks and also thanked Councillor J. McManus for his work and guidance.</p> <p>b) Nothing raised.</p>	
<p>988/14</p>	<p>ALLOTMENTS</p> <p>The Acting Town Clerk informed members that a meeting had been held with John Hempzell and Mark Chapman on the 2nd April. They were going to write to the Council about a Root and Branch project which they were hoping to undertake. They raised an issue of knotweed on the allotments and were hoping that the council would supply chemicals for their volunteers to treat it but were looking for technical support on how to deal with it. They were enquiring whether or not it was the landlord's responsibility to help with this. They were also hoping to organise an open day in August at the Mastin Moor Community Gardens which they would like the Council to be involved with.</p> <p>Councillor B. Dyke suggested contacting Derbyshire County Council asking how knotweed is dealt with on highway verges etc.</p>	
<p>989/14</p>	<p>ITEMS FOR ACTION</p> <p>Nothing to report.</p>	
<p>990/14</p>	<p>CHESTERFIELD BOROUGH COUNCIL</p> <p>Nothing to report.</p>	
<p>991/14</p>	<p>SEALING OF DOCUMENTS</p> <p>RESOLVED – That the Common Seal of the Council be affixed to any documents or agreements necessary to carry into effect any resolution or decisions passed by or confirmed at this meeting.</p> <p>(i) The leases of Unit 11 at The Staveley Business Centre was signed and sealed.</p>	
<p>991/14</p>	<p>PART II – CONFIDENTIAL BUSINESS PUBLIC BODIES (ADMISSION TO MEETINGS ACT), 1960</p> <p>RESOLVED – That in view of the fact that publicity would be prejudicial to</p>	

	<p>the public interest by reason of the confidential nature of the following matters, the public and representatives of the press excluded from this meeting during the discussion thereof.</p>	
<p>992/14</p>	<p>ESTABLISHMENT Nothing was discussed under establishment</p>	
<p>993/14</p>	<p>STAFFING REVIEW - IMPLEMENTATION The Chair reported that he had been asked by members of staff regarding contracts and backdating pay to January 2015. It was understood by Members of the Council that back pay would be only be applied from 5 April 2015 to coincide with the start of the new financial year.</p> <p>Issues were discussed relating to staff sickness and the ability to conduct interviews of two members of staff for one Caretaker post. An Occupational Health report for one member of staff raised concerns over ability to carry out the role and risk of injury.</p> <p>It was RESOLVED that Councillor D Collins would approach Derbyshire County Council for some HR advice on this matter.</p> <p>11 votes FOR</p> <p>It was RESOLVED that the Occupational Health Reports for two members of staff were acknowledged and received.</p> <p>11 votes FOR</p> <p>It was reported that four applications for the post of Temporary Assistant Financial Officer had been received. It was RESOLVED that three Members of the Council would interview on 24 April 2015. Shortlisting was to be via telephone and email to the Chair and letters to go out Friday 17 April 2015.</p> <p>The Clerk agreed to work with Councillor Bacon on producing interview questions.</p>	
<p>994/14</p>	<p>STAFF MATTERS – REQUEST BY MEMBER OF STAFF TO ENGAGE IN POLITICAL ACIVITIES The Acting Town Clerk had provided advice he had sought from SLCC on this matter prior to the meeting, this was given to the Chair, Vice Chair, Leader, Deputy Leader and Vice Chair of Policy, Finance and Publicity Committee.</p>	

	<p>It was RESOLVED that the member of staff may engage in political activity outside the parish and borough boundaries.</p> <p>11 votes FOR</p> <p>The Acting Town Clerk contract was discussed whilst the Acting Town Clerk was not present. Upon his return it was RESOLVED that the Acting Town Clerk's employment contract would be extended by one month with one month's notice.</p> <p>11 votes FOR</p>	
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