

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

**Held on Tuesday, 21<sup>st</sup> October 2014**

**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 C. Ludlow  
Councillor J. Barnett      Councillor K. Ludlow  
Councillor O. Cauldwell    Councillor E. Tidd  
Councillor B. Dyke  
Councillor H. Elliott

In attendance: Paul Harris – Acting Town Clerk and Financial Officer  
Jo Taylor  
PCSO Sue Cooke  
Members of the Public

		<b>ACTION</b>
	<b><u>PART I – NON CONFIDENTIAL INFORMATION</u></b>	
<b>398/14</b>	<b>APOLOGIES FOR ABSENCE</b> Apologies for absence were received from  Councillor D. Collins Councillor L. Collins Councillor P. Hill Councillor V. Lang Councillor J. McManus Councillor D. Parsons Councillor J. Williams	
<b>399/14</b>	<b>COUNCILLORS NOT PRESENT</b> There were no Councillors not present.	
<b>400/14</b>	<b>CHAIR'S ANNOUNCEMENTS</b> The Chair announced that the Firework Display would be held this year on	

<p><b>401/14</b></p>	<p>Friday 31<sup>st</sup> October in King George V Park. The Speedwell Rooms would be hosting a Halloween Party for families in conjunction with the Firework Event. The refurbished bar would be open at this event, and he hoped it would be a success.</p> <p>The Chair distributed photographs on work which had been completed on the fencing at the Allotments at Middlecroft.</p> <p><b>COUNCILLOR J. MCMANUS</b>  Councillor C. Ludlow moved that special dispensation be given to Councillor J. McManus as he had just begun an intensive course of treatment.</p> <p>It was moved and seconded.</p> <p>It was therefore <b>RESOLVED</b> that Councillor J. McManus be given special dispensation.</p>	
<p><b>402/14</b></p>	<p><b>CORRESPONDENCE</b>  The Acting Town Clerk informed Members that a “Thank You” letter had been received from the Staveley Armed Forces and Veterans’ Association for the Section 137 grant that had been awarded to them.</p> <p>A letter had been received from the Friends of St. Andrews regarding the rededication of Barrow Hill War Memorial. The service would be held on Sunday 2<sup>nd</sup> November at 2.00 p.m.</p> <p>Councillor Barry Dyke asked if his apologies could be put in for the ceremony as he had work commitments.</p> <p>The Chair asked if any members would be able to go along and represent Staveley Town Council at the rededication ceremony at Barrow Hill.</p> <p>With regard to the Remembrance Day Service the Chair informed Members that he had been asked by Chesterfield Borough Council who would be laying the wreath at Chesterfield. Councillor Barry Dyke said he would lay the wreath at Chesterfield on behalf of Staveley Town Council.</p> <p>Councillor Barry Dyke asked if the war memorial in Staveley would be cleaned for the Remembrance Day Service. The Chair said it would be answered in the Public Session.</p> <p>The correspondence was <b>RECEIVED</b>.</p>	

403/14	<p><b>VARIATIONS OF ORDER OF BUSINESS</b>  A letter had been received from Heart of Staveley which would be discussed under Item 30.</p> <p>A further letter had been received from the Heritage Lottery Fund which would be discussed under Part II of the meeting along with item 31. Heart of Staveley Second Stage Tender.</p> <p>It was moved and seconded that the items be discussed under 30. and 31.</p>	
404/14	<p><b>TO DETERMINE WHICH ITEMS IF ANY FROM PART 1 OF THE AGENDA SHOULD BE TAKEN WITH THE PUBLIC EXCLUDED</b>  The Chair requested that Item 31 be moved into Establishment Part II of the meeting.</p> <p>It was <b>RESOLVED</b> – That the items be moved into Part II of the Meeting.</p>	
405/14	<p><b>DECLARATION OF MEMBERS' OR OFFICERS' INTERESTS</b>  a) There were no Declarations of Members' or Officers Interests.  b) No requests for dispensations were received.</p>	
406/14	<p><b>PRESENTATIONS.</b>  There were no presentations made to the meeting.</p>	
407/14	<p><b>PUBLIC SPEAKING</b>  Joe Roberts spoke regarding the Remembrance Parade and Service in Staveley. He informed the Committee that two Parade Marshalls would be attending. Reverend Stephen Jones would be reading the Service and the Parade would be dismissed at Staveley Hall. With regard to the refreshments after the parade, as certain attendees would not be able to walk the distance to The Speedwell Rooms refreshments would also be made available at Staveley British Legion Club. Joe Roberts wanted to make the Committee aware that this would not be in competition with the refreshments that were being put on by Staveley Town Council. Everything else had been sorted apart from getting the memorial cleaned, but this would hopefully be sorted in time for the event.</p> <p>John Morehen informed the Committee that because the 15 minutes public speaking had finished before the public had received any minutes from the previous meeting, there were three items in the financial statements which he could not understand and he wanted clarification. He</p>	

<p>had noted that two of the staff had received extra payments for wages.</p> <p>Councillor Dyke informed John Morehen that staff wages could not be discussed in the public meeting and that staff wages were private and confidential, and should not be included in the Council Minutes.</p> <p>John Morehen spoke again and had noticed that Tall Poppies had received monies but asked what was the one off payment to Tall Poppies for?</p> <p>The Chair informed John Morehen that this was under sub-judicy and could therefore not be discussed in the public session.</p> <p>John Morehen responded that that had answered his question in full</p> <p>A Town Councillor at New Mills then spoke to the Committee. He informed the Committee that Tall Poppies were involved with New Mills Council and wished to inform them that the Police were investigating Tall Poppies.</p> <p>The Chair said that was why it could not be discussed at Staveley.</p> <p>Marion Gerrard Chair of the Friends of King George V Park informed the Committee that she was disappointed that the Friends of King George V Park had not been asked to be involved with the Firework Display. She had found out about the Firework Display through social media.</p> <p>The Acting Town Clerk said that this had been an oversight and apologised. He said if the Friends of King George V Park would like to help it would be more than appreciated as Stewards were needed.</p> <p>Marion Gerrard said they had already volunteered as stewards anyway.</p> <p>Joe Roberts said he had been in touch with the radio people and the Airforce Cadets regarding volunteers for the Firework Display.</p> <p>This was appreciated.</p> <p>The Acting Town Clerk informed the Committee that there would be a briefing session for volunteers and stewards for the Firework Display on Wednesday 29<sup>th</sup> October at 5.00 p.m. at the Speedwell Rooms.</p> <p>The Chair made the Committee aware that if they could not attend the briefing event they could still volunteer on the evening of the event.</p> <p>Councillor C. Ludlow made the Committee aware that the Fireworks would be held in King George V Park followed by a Halloween Party family disco</p>	
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at The Speedwell Rooms. Councillor C. Ludlow said there would be a door steward to make sure children were accompanied by families.

The Chair commented that a letter of complaint should be sent to New Mills Town Council regarding the New Mills Councillor attending the Staveley Town Council Ordinary meeting. The Chair said he would sign the letter.

There were no other questions raised by the public.

**b) Community Safety (Police, Fire and Ambulance Community Safety Partnership)**

PCSO Sue Cooke informed Members that there had been a 5% reduction in incidents of anti social behaviour over the borough area. Crime areas had been separated into Hollingwood, Inkersall and Duckmanton, Middlecroft and Poolsbrook and then Staveley. In Hollingwood Inkersall and Duckmanton there had been an increase of 52.6% in all crime. The increase was mainly due to shed break ins. This included allotments and private residences. The Police were making people aware to make sure they kept their sheds locked. Middlecroft and Poolsbrook had a reduction of 6.7% in crime.

Councillor Elliott spoke about the neighbours still having problems with the children at the Doctors surgery in Inkersall. She felt that these people were being victimised because the children had been told to move. She asked if a meeting could be held with the Police, Councillors and Practice Manager of the surgery to see if a solution could be found. PCSO Sue Cooke said the issue was that the gates to the surgery were not being closed. PCSO Cooke informed Councillor Elliott that they could not force the surgery to close the gates or make them erect CCTV cameras, they could only advise and this was being done. She also said if the children were on skate boards they were not breaking the law.

Councillor K. Ludlow asked whether it would be possible to ask the Doctors' Surgery to try cooperating by closing the gates for a week and see what happens.

PCSO Sue Cooke informed Councillor K. Ludlow that the gates had been shut on occasions, and it had helped the situation but then they have been left open again. It was felt that they should be locked continually, and the Doctors surgery should be advised of this.

PCSO Sue Cooke informed Members that the Staveley area had a 31.3% reduction in crime.

Issues were occurring on the Lansbury Avenue Park at Mastin Moor, the bus shelter was being used when it rained and youths were being moved

	<p>on. Residents had asked the Police whether the bus stop could be removed.</p> <p>PCSO Sue Cooke informed members that overall there was no violent crime in the area worked. The majority that they did get were usually domestic violence issues.</p> <p>The Chair asked if the problems on Seymour Lane with motorbikes had subsided.</p> <p>Roger Davenport said he had not heard of any recently but tyre tracks were visible on the Seymour Site at Poolsbrook.</p> <p>Linda Bally informed the Committee that she lived on Seymour Lane and motorbikes were still there but was not a huge problem.</p> <p>PCSO Sue Cooke informed Members how the problems with motorbikes had ceased at Hartington since the installation of gates.</p> <p>The Chair thanked PCSO Sue Cooke for her report.</p>	
408/14	<p><b>CONFIRMATION OF MINUTES OF THE ORDINARY MEETING OF STAVELEY TOWN COUNCIL HELD ON TUESDAY, 9<sup>th</sup> SEPTEMBER 2014.</b></p> <p>It was <b>RESOLVED</b> that the Minutes of the Ordinary Meeting of Staveley Town Council held on Tuesday 9<sup>th</sup> September 2014 be approved as a true record.</p>	
409/14	<p><b>MATTERS ARISING FROM THE MINUTES OF THE ORDINARY MEETING OF STAVELEY TOWN COUNCIL HELD ON TUESDAY, 9<sup>TH</sup> SEPTEMBER 2014</b></p> <p>Councillor Ludlow said that a response had been received from Growth Activities that because the letter did not mention the £27,000 match funding they were having problems receiving their grant.</p> <p>Councillor Ludlow requested another re-worded letter be sent to Growth offering match funding to the value of £27,000. (This would be in help in kind and not actual cash).</p> <p>This was moved and seconded</p> <p>All votes <b>FOR</b>.</p> <p>It was therefore <b>RESOLVED</b> that a re-worded letter be send to Growth Limited offering match funding to the value of £27,000.</p>	

410/14	<p><b>CONFIRMATION OF THE MINUTES OF THE LEISURE AND COMMUNITY COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON WEDNESDAY 17<sup>th</sup> SEPTEMBER 2014</b></p> <p>It was <b>RESOLVED</b> that these be approved as a true record.</p> <p>All votes <b>FOR</b>.</p>	
411/14	<p><b>MATTERS ARISING FROM THE MINUTES OF THE LEISURE AND COMMUNITY COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON WEDNESDAY 17<sup>TH</sup> SEPTEMBER 2014</b></p> <p>Councillor H. Elliott raised a point about the refreshments at the Remembrance Day event. She felt that if the Legionnaires Club were putting on refreshments there was no point in putting on refreshments at the Speedwell Rooms also.</p> <p>The Chair agreed. It was therefore proposed that the Speedwell Rooms would not be open on Remembrance Day for refreshments.</p> <p>It was therefore <b>RESOLVED</b> that the Speedwell Rooms would not be open for refreshments on Remembrance Day.</p> <p>All votes <b>FOR</b>.</p>	
412/14	<p><b>CONFIRMATION OF THE MINUTES OF THE POLICY, FINANCE AND PUBLICITY COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON WEDNESDAY 17<sup>th</sup> SEPTEMBER 2014</b></p> <p>It was <b>RESOLVED</b> that these be approved as a true record.</p> <p>All votes <b>FOR</b></p>	
413/14	<p><b>MATTERS ARISING FROM THE MINUTES OF THE POLICY, FINANCE AND PUBLICITY COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON WEDNESDAY 17<sup>th</sup> SEPTEMBER 2014</b></p> <p>That the bottom three paragraphs of Page 5 be moved to Part II of the Meeting, public excluded.</p> <p>It was moved and seconded that this be taken in Part II of the meeting.</p> <p>All votes <b>FOR</b>.</p> <p><b>MINUTES OF THE SPEEDWELL ROOMS SUB-COMMITTEE OF</b></p>	

414/14	<p><b>STAVELEY TOWN COUNCIL HELD ON WEDNESDAY 23<sup>rd</sup> JULY 2014.</b> It was <b>RESOLVED</b> that these be approved as a true record.</p>	
415/14	<p><b>MATTERS ARISING FROM THE MINUTES OF THE SPEEDWELL ROOMS SUB-COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON WEDNESDAY 23<sup>rd</sup> JULY 2014.</b> There were no matters arising.</p>	
416/14	<p><b>MINUTES OF THE SPEEDWELL ROOMS SUB-COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON WEDNESDAY 24<sup>th</sup> SEPTEMBER 2014.</b> Councillor C. Ludlow moved the minutes and gave thanks from the Council to the staff at The Speedwell Rooms for the work involved in refurbishing the bar area. The Chair reiterated Councillor Ludlow's comments. The Chair said the stage area was also under refurbishment.  It was <b>RESOLVED</b> that these be approved as a true record.</p>	
417/14	<p><b>MATTERS ARISING FROM THE MINUTES OF THE SPEEDWELL ROOMS SUB-COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON WEDNESDAY 24<sup>th</sup> SEPTEMBER 2014.</b> There were no matters arising.</p>	
418/14	<p><b>MINUTES OF THE PLANNING AND ENVIRONMENTAL COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON WEDNESDAY 24<sup>th</sup> SEPTEMBER 2014.</b> These were moved and seconded.  It was <b>RESOLVED</b> that these be approved as a true record.</p>	
419/14	<p><b>MATTERS ARISING FROM THE MINUTES OF THE PLANNING AND ENVIRONMENTAL COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON WEDNESDAY 24<sup>th</sup> SEPTEMBER 2014.</b> The Chair commented that the Castle Pub on Markham Vale was under construction.  A report had been received from McDonalds and it was proving to be the best McDonalds in Derbyshire.  Employment on Markham Vale had increased, with new companies increasing employment.</p>	



420/14

**FOR INFORMATION ONLY:**

(a) Staveley WW1 Commemoration Working Party Minutes of Monday 22<sup>nd</sup> September 2014 were **RECEIVED**.

With regard to 4.1 the £1,000 was not to be annual funding but was for the World War 1 Working Party to put on events in Staveley. If the Working Party were not putting on an event at The Speedwell Rooms commemorating World War 1 the remainder of the money should be used for this.

With regard to items 4.3 and 4.4. Councillor C. Ludlow said if the group were to be dissolved representation needed to be altered on the Working Party.

Councillor S. Bagshaw felt that Councillors should not act as representatives on this group with regard to the funding and political views.

Councillor S. Bagshaw asked if Standing Orders could be suspended to let Joe Roberts speak

**Standing orders were suspended to let Joe Roberts speak.**

Joe Roberts explained that it was not just £1,000 but under £200,000 funding they were applying for and they could not apply for funding with a Councillor involved. Therefore they would not be able to carry on with the group as they were. The World War 1 Committee originally consisted of two councillors and two members from each group, there were now four councillors on the committee and this did not work with regard to funding. Funding had been used for various events around Staveley area and was also needed for the railing around the Remembrance Garden and £1,000 did not cover this. Research work would cost around £50 an hour, the work which had been done was up to a £1000 and this had not been claimed for, they were relying on volunteers.

The Chair commented that the £1,000 from Staveley Town Council was actually to put activities on.

Joe Roberts said he thought the £1,000 was meant to have been a start up to get the bigger funding i.e. for the Remembrance Garden for the soldier, memorials, gardens, fencing. It needed to be a place where people to go and sit and enjoy the surroundings.

Councillor C. Ludlow informed Joe Roberts that as the Garden of Remembrance came under her portfolio as a Cabinet member at Chesterfield Borough Council she would do everything she could to help

	<p>with the Garden of Remembrance. Councillor C. Ludlow said the confusion had arisen because Staveley Town Council had set up a sub-committee and the £1,000 had been allocated in the budget for that sub-committee. She did not have a problem with the group being independent as better match funding could be brought in. She informed Joe Roberts that Staveley Town Council would look at match funding if they required it. Councillor S. Bagshaw said she had spoken with Glynn Wilton at Derbyshire County Council, who deals with grants/funding. He had informed her that a grant could be obtained to get all the work undertaken on the Remembrance Garden and he could attend their next meeting.</p> <p>Councillor K. Ludlow clarified with Joe that if no Councillors were on the World War 1 Working Party Committee, better match funding could be obtained but still wanted to be connected with Staveley Town Council.</p> <p>Joe Roberts agreed.</p> <p>The Chair thanked Joe and said that Staveley Town Council supports the World War 1 Working Party, and hoped they would be successful.</p> <p><b>Standing Orders were resumed.</b></p>	
421/14	<p><b>MINUTES OF THE HEART OF STAVELEY PROJECT BOARD HELD ON WEDNESDAY 9<sup>th</sup> JULY 2014 and 27<sup>th</sup> AUGUST 2014</b></p> <p>The Minutes of the Heart of Staveley Project Board held on Wednesday 9<sup>th</sup> July 2014 and 27<sup>th</sup> August 2014 were noted.</p>	
422/14	<p><b>COMMITTEE MEMBERSHIP</b></p> <p><b>(i) Planning and Environmental Committee</b></p> <p>The Acting Town Clerk informed members that Councillor John Williams did not wish to be on the Planning and Environmental Committee.</p> <p><b>RESOLVED -</b> If any other member wished to be on the Planning and Environmental Committee they were to let the Acting Town Clerk know.</p> <p><b>(ii) Viridor Erin Landfill Liaison Committee</b></p> <p>A vacancy had arisen on the Viridor Erin Landfill Liaison Committee.</p> <p><b>RESOLVED –</b> If any member wished to be on the Viridor Erin Landfill Liaison Committee they were to let the Acting Town Clerk know.</p>	
423/14	<p><b>TOWN CLERK'S REPORT</b></p> <p>The Acting Town Clerk spoke to his report:</p>	

26 The High Street

This was in the hands of the Solicitors for around three months and were still waiting for the Landlord to issue a lease, although there seemed no issue with the Staveley Town Council requirements to sub-let the office. Ideally Staveley Town Council should have moved out of Staveley Hall on Friday 17<sup>th</sup> October. The Acting Town Clerk had told the Solicitors if the Landlord does not want to let to the Council to let them know. As far as he was aware things were still moving forward.

The Acting Town Clerk felt that the Council's principal issue was to move out of Staveley Hall to allow access to the surveys which needed to be undertaken before the commencement of Phase 2 Contract. The Acting Town Clerk had been informed by Peter Rice that Council Staff could remain in the office whilst the surveys were taking place. This had been checked with the Health and Safety Consultant Keith Church, and he was happy with the arrangement, but obviously this was not a long term solution and Staveley Hall needed to be vacated as soon as possible to allow Phase 2 Contract to commence.

Archives were being moved to the Speedwell Rooms, other items would be placed in secure storage, a shipping container was hoped to be supplied by the builders.

Problems would be with telephone and broadband on the move out from the building as there would be a six week turnaround with BT.

It was **RECOMMENDED** that a mobile telephone be obtained as a temporary solution for transferring calls from the Council telephone number. This could then be used by the Acting Town Clerk once a permanent solution was in place.

It was **RECOMMENDED** that a dongle for connecting to the internet be obtained to plug into the server allowing access to internet and email for the temporary period until a more permanent solution is obtained.

It was **RECOMMENDED** Staveley Town Council remains in Staveley Hall until the move to 26 High Street was possible. Otherwise the Council authorises a temporary move either to The Stables Complex or The Speedwell Rooms but neither of which would be long term solutions. There would be problems with both of these i.e. with regard to creating income at The Speedwell Rooms.

The Chair requested that the success rate of using a dongle for wi-fi be looked into before any decisions were made.

Councillor C. Ludlow requested that as soon as the Solicitors had

received news from the Landlord to contact BT.

It was **RESOLVED** that the **Recommendations** be accepted.

With regard to the Stables Unit there were two or three interested parties. The Master Lease was awaiting completion as only minor issues were remaining. The issues were being sorted out.

There were a number of snagging issues with the finish of the Stables Units, these were being dealt with Mike Brooke. A builder from Annelay had been on site to deal with the issues. There had been problems on lack of instructions of how to work the heating system, alarm system and fire alarm systems. These matters had been passed via Mike Brooke to Annelays. Production of a suitable instruction pack had been requested to be provided to the Council for tenants.

There had been several issues with the flat, it was not sure where responsibility lay with this, either Annelay or the Town Council. Once work on the windows was completed and damp problem resolved some re-decoration may be needed before the flat could be let.

It was **RECOMMENDED** that the Council authorises re-decoration of areas requiring work once the remedial work had been carried out.

Councillor C. Ludlow asked if there was a time frame when the work should be completed on The Stables Unit.

The Acting Town Clerk said the Contractors had been back on site but he would speak to Mike Brooke regarding the issues, and completion, his understanding was that the Units should be in a position to be let very soon.

It was **RESOLVED** that the **Recommendation** be accepted.

The Town Clerk informed members that Mark Evans, Head of Business Transformation at Chesterfield Borough Council had been seconded to Staveley Town Council for a short period of time to progress matters in relation to disciplinary investigations, and associated hearings of two members of staff. Grievances submitted against the Council and also supporting a staff review including job descriptions and contracts. He has been working alongside Geldards Solicitors in relation to the employment tribunal claim submitted by one member of staff, as well as progressing investigations relating to disciplinary hearings.

It was **RECOMMENDED** that a report from Mark Evans be requested for the next Ordinary Meeting in November.

<p>424/14</p>	<p>The Chair commented that this may have to go under Establishment.</p> <p>It was <b>RESOLVED</b> that the <b>Recommendation</b> be accepted.</p> <p>The Acting Town Clerk was thanked for his report.</p> <p>It was <b>RESOLVED</b> that the Acting Town Clerk's report be <b>RECEIVED</b> and the recommendations accepted.</p> <p><b>COMMUNITY FIREWORK DISPLAY 2014 – approval of costs.</b></p> <p>Approval was requested for the Fireworks quote. A budget had been set for the Firework event. The Fireworks had come in slightly cheaper than previous years.</p> <p>It was <b>RESOLVED</b> to accept the quote for the Fireworks.</p> <p>All votes <b>FOR</b>.</p> <p>Quotes were received from East Midlands Ambulance Service and St. Johns Ambulance for emergency cover at the event.</p> <p>It was <b>RESOLVED</b> to accept the quote from St. Johns Ambulance.</p> <p>All votes <b>FOR</b>.</p> <p>Approval was requested for portable/disabled toilets on site, three diesel lighting towers, 60 crowd barriers to be delivered 31<sup>st</sup> October and collected 3<sup>rd</sup> November at £1,014 plus VAT plus £1.20 per litre for fuel from Banner Plant.</p> <p>Councillor B. Dyke asked who would be setting up the barriers and lighting towers.</p> <p>The Acting Town Clerk informed members that Banner would set them up with support from Staveley Town Council staff. Councillor B. Dyke offered his help.</p> <p>It was <b>RESOLVED</b> to approve the items from Banner Plant.</p> <p>All votes <b>FOR</b>.</p> <p>The Chair informed members that the bar, disco and food had been sorted.</p>	
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<p><b>425/14</b></p>	<p><b>CHRISTMAS LIGHTS 2014 – approval of costs</b>  Members met with Civic Pride, the Chair recommended that this item be passed over to the Leisure and Community Committee and Policy Finance and Publicity Committee to be discussed in more detail.</p> <p>Councillor C. Ludlow asked if Policy, Finance and Publicity could be given delegated powers on the decision of the Christmas Lights.</p> <p>The Chair informed members that the quote would have to be discussed to reduce it to a reasonable cost. He informed members that a lot of the Christmas lights were not functioning and to replace them would be costly.</p> <p>It was <b>RESOLVED</b> that a decision would be made at the Policy, Finance and Publicity Committee.</p>	
<p><b>426/14</b></p>	<p><b>STAFFING UPDATE</b>  There was no update</p>	
<p><b>427/14</b></p>	<p><b>26 HIGH STREET STAVELEY</b>  This had already been covered under the Acting Town Clerk’s report.</p> <p>Approval was required for a quotation for shelving to house archives in the Speedwell Rooms.</p> <p>It was <b>RESOLVED</b> that the quotation of £410.40 be accepted</p> <p>All votes <b>FOR</b>.</p> <p>The quotation was <b>APPROVED</b>.</p>	
<p><b>428/14</b></p>	<p><b>HEART OF STAVELEY PROJECT</b>  It was <b>RESOLVED</b> that the letter from Heart of Staveley Limited be discussed alongside the Heritage Lottery Letter in Part 11 of the Agenda under Establishment.</p> <p>10 votes <b>FOR</b>  1 vote against.</p>	
<p><b>429/14</b></p>	<p><b>ACCOUNTS</b></p> <p><b>(a)</b> The Schedule of accounts paid since the last meeting.</p> <p>It was <b>AGREED</b> that Standing Orders would be suspended to allow Jo</p>	

Taylor to speak.

Jo Taylor reported to members that everything was up to date, she informed members that a bank reconciliation to the end of August had been included with the Agenda, she distributed a copy of the bank reconciliation to the end of September.

She asked members if there were any questions on the payment schedule or finance report which had been circulated.

Councillor C. Ludlow asked Jo Taylor for clarification on unrepresented items and cheques. Jo informed members that now the ledgers were up to date, but some invoices for example had been posted twice, cheques had been paid twice and not presented, so paperwork needed to be looked through on unrepresented items. The bank reconciliation was up to date and balanced. Jo requested that a Councillor who was not a cheque signatory to sign the bank reconciliation and the bank statement. There were a few items on there which would never be presented but would need writing back into the accounts.

Jo Taylor informed members that the first three months of this financial year no items were posted to the ledger. There had been invoices in the office, some had been paid on statement some had been paid on demand without invoice.

The Chair asked if could meet with Jo to go through the accounts.

Standing orders were reinstated.

It was **RESOLVED** – that the bank reconciliation and bank statement be signed by a Councillor who was not a cheque signatory in line with Staveley Town Council Financial Regulations.

It was Proposed that Councillor H. Elliot sign the bank reconciliation and bank statements.

It was **RESOLVED** – That the Schedule of payments and bank reconciliation and bank statements be approved.

All votes **FOR**.

Councillor C. Ludlow thanked Jo Taylor and Sally Plummer for their work.

(a) Payment Schedule

The payment schedules are direct from Omega accounting package. These are produced when an invoice has been posted to the ledger. As these are done in batches there may be several sheets. Total for this period £33,850.31 + vat

Vat claim for June 14 to Sept 14 has been submitted, £13,429

(b) Bank Reconciliation

The bank reconciliation for August 2014 has been completed. Bank reconciliation and statement included for signing.

Bank Statement as at 31/08/2014	£228,732.35
less unpresented items - cheques	£46,142.87
add unpresented receipts	£790.85
Cashbook Balance	£183,380.33
Omega Balance	£183,380.33
difference	0

(c) Budget Monitoring

As at 30<sup>th</sup> September 2014 the council have received £409,538 income, including £43,441 HOSP income. There are outstanding ERDF claims for HOSP totalling £105,000.

As at 30<sup>th</sup> September 2014 the council have expenditure totalling £652,082, including £344,409 HOSP expenditure, £307,673 being Council expenditure.

Summary

30/09/2014	STC budget (full year)	STC actual to date	HOSP budget (full year)	HOSP actual to date	Total Budget (full year)	Total actual to date
Income	414,260	261,097	1,183,851	148,441	1,598,111	409,538
Expenditure	358,464	307,673	1,377,900	344,409	1,736,364	652,082
	55,796	-46,576	-194,049	-195,968	138,253	-242,544

From the table above (excluding HOSP) the Council had a budget surplus for the year of £55,796, the outturn to 30<sup>th</sup> September 2014 is a deficit balance of £46,576 (6 months). This is a variance to budget of £102,372 which is made up of income budgeted for and not received, eg. rent from Stables, and expenditure not budgeted for, eg. consultancy fees, server and solicitors.

Some items from 2013/14 financial year, were not paid until 14/15 financial year, including the invoice from Civic Pride for the Christmas lights £11,509 + vat.



PURCHASE DAYBOOK - PURCHASE LEDGER 1

Ledger No 1 for Month No 7

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
01/09/2014	010914	<i>Chy 506639</i>	SAFVA	SAFVA01	52.75	0.00	52.75	4301	101	52.75	010914/000044/Slaveley Arms Fo
01/09/2014	116393/1	<i>Chy 506640</i>	BANNER	BAN04	199.95	39.99	239.94	4032	101	199.95	116393/1/000045/BANNER BOX
29/09/2014	04640	<i>Chy 506641</i>	IMPERIAL DECORATING	IMP01	5,453.50	1,090.70	6,544.20	4036	306	5,453.50	04640/000046/The Imperial Deco
07/10/2014	071014	<i>Debit card</i>	AMAZON	AMO01	112.57	0.00	112.57	4501	427	112.57	071014/000047/AMAZON.CO.UK
08/10/2014	100170524	<i>Debit card</i>	BUYABATTERY	BUY01	30.41	0.00	30.41	4200	427	30.41	100170524/000048/BUYABATTERY C
08/10/2014	081014	<i>Chy 506642</i>	ROYAL BRITISH LEGION	ROY01	50.00	0.00	50.00	4100	101	50.00	081014/000049/ROYAL BRITISH LE
<b>TOTAL INVOICES</b>					<b>5,899.18</b>	<b>1,130.69</b>	<b>7,029.87</b>			<b>5,899.18</b>	
VAT ANALYSIS CODE E @ 0.00 %					192.98	0.00	192.98				
VAT ANALYSIS CODE N @ 20.00 %					5,653.45	1,130.69	6,784.14				
VAT ANALYSIS CODE Z @ 0.00 %					52.75	0.00	52.75				
<b>TOTALS</b>					<b>5,899.18</b>	<b>1,130.69</b>	<b>7,029.87</b>				

SL(a) III

STAVELEY TOWN COUNCIL 14/15  
PURCHASE DAYBOOK - PURCHASE LEDGER 1

At : 15:58

Ledger No 1 for Month No 6

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
02/09/2014	370146455	Direct Debit	BRITISH GAS	GAS01	297.48	59.49	356.97	4014	216	297.48	370146455/000011/BRITISH GAS B
11/09/2014	43343	Debit Card	BRIMINGTON	BRI03	296.68	53.32	350.00	4046	101	296.68	43343/000013/BRIMINGTON MOT
09/09/2014	FORM-V11	Telephone	POST OFFICE	POS01	225.00	0.00	225.00	4046	101	225.00	FORM-V11/000014/POST OFFICE CO
20/08/2014	1418996	Debit Card	FUELGENIE	FUE01	33.33	6.67	40.00	4044	101	33.33	1418996/000015/FUELGENIE BUSIN
03/09/2014	030	On line	RICE	RIC02	3,239.05	0.00	3,239.05	4061	431	3,239.05	030/000016/PETER RICE QUANTITY
06/09/2014	285	On line	BROOKE	BRO02	3,825.00	0.00	3,825.00	4061	431	3,825.00	285/000017/BROOKE ARCHTECTURE
06/09/2014	1164	On line	PARKIN	PAR02	2,860.00	572.00	3,432.00	4061	431	2,860.00	1164/000018/PARKIN HERITAGE &
11/09/2014	225822	CHq 506625	VIKING	VIK01	132.26	26.45	158.71	4023	101	132.26	225822/000019/VIKING DIRECT
24/09/2014	267706	CHq 506625	VIKING	VIK01	47.20	9.44	56.64	4023	101	47.20	267706/000020/VIKING DIRECT
10/09/2014	3798	CHq 506626 .50 PLUS		PLUS01	50.00	0.00	50.00	4032	216	50.00	3798/000021/50 PLUS

TOTAL INVOICES 11,006.00 727.37 11,733.37

VAT ANALYSIS CODE E @ 0.00 % 255.00 0.00 255.00  
 VAT ANALYSIS CODE N @ 20.00 % 3,636.95 727.37 4,364.32  
 VAT ANALYSIS CODE Z @ 0.00 % 7,114.05 0.00 7,114.05

TOTALS 11,006.00 727.37 11,733.37

52(a) i

STAVELEY TOWN COUNCIL 14/15  
 PURCHASE DAYBOOK - PURCHASE LEDGER 1

Ledger No 1 for Month No 6

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	Amount	Analysis Description
08/09/2014	3206605	Chg 506627	CHES BORO RATES	CBC01	1.00	0.00	1.00	4013 306	1.00	3206605/000023/CHESTERFIELD BO
01/09/2014	1449767	Chg 506628	FUELGENIE	FUE01	66.70	13.34	80.04	4046 101	66.70	1449767/000024/FUELGENIE BUSIN
03/10/2014	151	Chg 506629	JO TAYLOR	JOT01	1,265.00	0.00	1,265.00	4055 101	1,265.00	151/000025/JOANNE TAYLOR
25/09/2014	25/09/2014	Chg 506630	DHC HEATING	DHC01	25.00	0.00	25.00	4201 216	25.00	25/09/2014/000026/DHC HEATING
25/09/2014	25/09/2014-2	Chg 506631	DHC HEATING	DHC01	560.00	0.00	560.00	4201 216	560.00	25/09/2014-2/000027/DHC HEATIN
30/09/2014	968375	Chg 506632	GELDARDS	GEL01	1,552.00	310.40	1,862.40	4055 101	1,552.00	968375/000028/GELDARDS LLP
30/09/2014	413169	Chg 506633	GELDARDS	GEL01	960.62	192.12	1,152.74	4055 101	960.62	413169/000029/GELDARDS LLP
30/09/2014	1053684	Chg 506634	GALAXY	GAL01	1,556.00	311.20	1,867.20	4055 101	1,556.00	1053684/000030/GELDARDS LLP
03/09/2014	018314	Chg 506635	BRITISH GAS	GAS01	3,350.00	670.00	4,020.00	4055 427	3,350.00	018314/000031/IST GALAXY FIREW
17/09/2014	221000	Chg 506636	GALAXY	GAS01	88.62	4.43	93.05	4015 113	88.62	221000/000032/BRITISH GAS BUSI
09/09/2014	234735	Chg 506637	UKHOST	UKH01	99.99	20.00	119.99	4024 101	99.99	234735/000033/UKHOST4UJ COM
23/09/2014	233916	Chg 506638	INFOTONE	INF01	105.95	21.19	127.14	4023 101	105.95	233916/000034/INFOTONE
02/09/2014	233916	Chg 506639	INFOTONE	INF01	111.93	22.39	134.32	4023 101	111.93	233916/000035/INFOTONE
08/09/2014	3204239	Chg 506640	CHES BORO RATES	CBC01	379.51	0.00	379.51	4013 419	379.51	3204239/CHESTERFIELD BOROUGHC
09/09/2014	1554063	Chg 506641	LYCO	LYC01	39.93	7.99	47.92	4200 101	39.93	1554063/000037/LYCO DIRECT
09/09/2014	123781	Direct Debit	YORKS	YOR01	208.57	10.43	219.00	4014 202	208.57	123781/000038/YORKSHIRE GAS AN
30/09/2014	123661	Direct Debit	YORKS	YOR01	833.33	166.67	1,000.00	4014 101	833.33	123661/000039/YORKSHIRE GAS AN
09/10/2014	3	Chg 506637	SALLY PLUMMER	SPL01	432.40	0.00	432.40	4055 101	432.40	3/000041/SALLY PLUMMER
01/10/2014	62864	Chg 506638	BOLSOVER	BOL02	140.00	28.00	168.00	4055 101	140.00	62864/000042/BOLSOVER HEALTH A
12/09/2014	538715	Chg 506624	BOOKER	BOO01	79.62	15.73	95.35	3001 204	79.62	538715/000043/BOOKER CASH & CA

TOTAL INVOICES 11,856.17 1,793.89 13,650.06

VAT ANALYSIS CODE	E	@ 0.00 %	2,662.90
VAT ANALYSIS CODE	F	@ 5.00 %	312.05
VAT ANALYSIS CODE	N	@ 20.00 %	10,674.11
VAT ANALYSIS CODE	Z	@ 0.00 %	1.00

TOTALS 11,856.17 1,793.89 13,650.06

Printed On : 09/10/2014

At : 13:36

STAVELEY TOWN COUNCIL 14/15  
PURCHASE DAYBOOK - PURCHASE LEDGER 1

Town Council Meeting Copy

Page : 1037  
USER : JT

**Ledger No 1 for Month No 6**

Items marked with a \* are disputed invoices.

Invoice Date 22/08/2014  
Invoice No 43030117  
Order No *chg 506643*  
Supplier A/c Name SWIFT

Order by Invoices Entered

Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
SWI01	144.00	0.00	144.00	4262	202	144.00	43030117/SWIFT F&S (National)
<b>TOTAL INVOICES</b>	<b>144.00</b>	<b>0.00</b>	<b>144.00</b>			<b>144.00</b>	
VAT ANALYSIS CODE Z @ 0.00 %	144.00	0.00	144.00				
<b>TOTALS</b>	<b>144.00</b>	<b>0.00</b>	<b>144.00</b>			<b>144.00</b>	

020001

STAVELEY TOWN COUNCIL 14/15  
PURCHASE DAYBOOK - PURCHASE LEDGER 1

Printed On : 13/10/2014  
At : 11:53

Ledger No 1 for Month No 7

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
12/09/2014	0538715	506624	BOOKER	BOO01	79.46	15.89	95.35	3001	204	79.46	0538715/000050/BOOKER CASH & C
08/10/2014	1167	Internet Banking	PARKIN	PAR02	4,845.50	969.10	5,814.60	4055	431	4,845.50	1167/000051/PARKIN HERITAGE &
12/10/2014	006730	Chq 506644	DALC	DAL01	20.00	0.00	20.00	4008	101	20.00	006730/000052/DERBYSHIRE ASSOC
<b>TOTAL INVOICES</b>											
					4,944.96	984.99	5,929.95				
VAT ANALYSIS CODE N @ 20.00 %											
					4,924.96	984.99	5,909.95				
VAT ANALYSIS CODE Z @ 0.00 %											
					20.00	0.00	20.00				
<b>TOTALS</b>											
					4,944.96	984.99	5,929.95				

32(a) v

Staveley Town Council - Late Payment Schedule		21st October 2014	
<b>Non invoice payments</b>			
<b>Payee</b>	<b>Description</b>	<b>Total</b>	
Derbyshire County Council	Pension payents Jul 14 - Sept 14	9,174.69	statutory payments
Unison	Union subscriptions October 2014	62.50	statutory payments
HMRC	PAYE & Ni September 2014	3,421.94	statutory payments
HMRC	Payroll adj. Backpay		
		Paye 2164	
		Ni ee 329.04	
		Ni er 1453.24	3,946.28
			statutory payments
	Non Invoice Payments	<u>16,605.41</u>	
<b>Late Invoice Payments</b>			
<b>Payee</b>	<b>Description</b>	<b>Net</b>	<b>Total</b>
Amazon	Halloween Items		11.40
Safety Republic Ltd	Liquid	10.60	12.72
Safety Republic Ltd	Fresheners	74.38	89.26
Peak Sustainability	BREEAM Design - Stables	2,250.00	2,700.00
ADT	Call out	166.63	199.96
Tomlinson	Site Investigation	9,328.47	11,194.16
Peter Rice	HOSP	2,707.03	2,707.03
Brooke Architure	HOSP	4,387.50	4,387.50
		<u>18,924.61</u>	<u>21,302.03</u>
			<u>37,907.44</u>



Staveley Town Council		Total		
Draft Budget Statement 2014/2015				
	Annual Budget	Actual to date	Variance to budget	% of budget
1001 Room Hire	24,747	14,306	10,441	58%
1002 Bar Takings	0	1,107	-1,107	no budget
1003 Rent Received	26,638	0	26,638	0%
1005 Other Income	423	879	-456	208%
1006 Donations Received	1,860	0	1,860	0%
1007 Bowling Green Hire	887	0	887	0%
1009 Market Stalls	8,545	1,848	6,697	22%
1012 Grants Received	1,078,054	43,441	1,034,613	4%
1013 Admission Fees	352	357	-5	101%
1017 Refreshments	182	182	0	100%
1176 Precept	294,226	294,226	0	100%
Council Tax Support Grant	53,060	53,060	0	100%
1190 Interest	400	132	268	33%
1195 Public Works Loan Board	108,737	0	108,737	0%
<b>Total Income</b>	<b>1,598,111</b>	<b>409,538</b>	<b>1,188,573</b>	
3002 Stock	0	355	-355	no budget
4001 Staff Salaries	69,188	52,474	16,714	76%
4002 Staff Ni	4,859	4,059	800	84%
4003 Staff Superann.	15,402	7,916	7,486	51%
4004 Manual Wages	84,615	56,006	28,609	66%
4005 Manual Ni	3,177	2,141	1,036	67%
4006 Manual Superann.	10,958	6,592	4,366	60%
4009 Staff Expenses	2,002	760	1,242	38%
4010 Safety Clothing	141	141	0	100%
4012 Water Rates	8,424	5,936	2,488	70%
4013 General Rates	17,552	21,974	-4,422	125%
4014 Electricity	8,819	7,051	1,768	80%
4015 Gas	11,967	16,320	-4,353	136%
4020 Broadband Charges	552	80	472	14%
4021 Telephone	1,117	947	170	85%
4022 Postages	2,705	881	1,824	33%
4023 Stationery	5,946	5,486	460	92%
4024 Subscriptions	1,530	2,152	-622	141%
4025 Insurance	15,616	9,928	5,688	64%
4030 Staff Advertising	100	0	100	0%
4031 Other Advertising	640	583	57	91%
4032 Publicity	1,804	1,592	212	88%
4034 Refreshments	1,366	1,890	-524	138%
4035 Refunds	0	82	-82	no budget
4036 Building Maintenance	10,897	12,682	-1,785	116%
4037 Cleaning Materials	1,113	413	760	35%
4038 Cleansing	2,404	2,275	129	95%
4040 Grounds Maintenance	2,571	755	1,816	29%
4044 Fuel Oil	1,102	150	952	14%
4045 Vehicle Insurance	343	0	343	0%
4046 Vehicle Maintenance	648	720	-72	111%
4051 Bank Charges	1,524	659	865	43%
4054 PWLB interest payments	31,250	14,393	16,857	46%
4055 Professional Fees	288,106	139,908	148,198	49% HOSP/hr/finance/solicitors
4056 Website	685	0	685	0%
4057 Audit Fees	3,312	538	2,774	16%
4060 Licences	1,071	759	312	71%
4061 Contractors Charges	1,094,000	241,580	852,420	22%
4100 Members Allowances	800	150	650	19%
4101 Members Expenses	72	0	72	0%
4102 Members Training	255	0	255	0%
4103 Election Expenses	3,000	0	3,000	0%
4200 Equipment Purchase	5,174	12,261	-7,087	237% E7151 server
4201 Equipment Maintenance	1,901	12,561	-10,560	661% E11509 christmas lights 2013
4202 Equipment Hire	4,848	414	4,434	9%
4251 B/Alarm Maintenance	2,772	1,677	1,095	61%
4261 F/Alarm Maintenance	904	1,851	-947	205%
4262 F/Alarm Call out	0	144	-144	no budget
4301 S137	3,500	1,050	2,450	30%
4500 Prizes	1,133	941	192	83%
4501 Functions	1,625	855	770	53%
4502 Transport	783	0	783	0%
4600 Conference Fees	350	0	350	0%
4601 Conference Expenses	682	0	682	0%
4602 Other Activities	1,000	0	1,000	0%
<b>Total Expenditure</b>	<b>1,736,364</b>	<b>652,082</b>	<b>1,084,282</b>	
	-138,253	-242,544	104,291	

13/10/2014 J Taylor

430/14

## WARD REPORTS BY COUNCILLORS

a) Councillor B. Dyke informed Members that the pot holes at Inkersall Green in front of the shops had been repaired.

Councillor C. Ludlow informed members that she thought they should

	<p>chase up to get the road resurfaced as the pot holes would appear again.</p> <p>Councillor H. Elliott informed members that this had been paid for out of the Community Chest of Chesterfield Borough Council as it was a private road.</p> <p>b) Generally Nothing raised.</p>	
<p><b>431/14</b></p>	<p><b>ALLOTMENTS</b></p> <p>Photographs had been circulated of Middlecroft Allotments. It had been passed at a meeting that the Middlecroft Allotments could have an increased lease so that they could put in for funding. They were hoping to put in raised beds so that Staveley Junior and Speedwell Infant School children could have an allotment area.</p> <p>Councillor B. Dyke asked how it was proposed to rename the streets on the new housing development.</p> <p>The Acting Town Clerk informed members he had been in contact with the developers and was trying to find out when that was going to happen. Cascade had been taken over by Kitewood but had not been in touch as to when the opening would take place.</p>	
<p><b>432/14</b></p>	<p><b>FRECHEVILLE STREET – KITEWOOD GROUP AND KING GEORGE V PARK</b></p> <p>The Acting Town Clerk informed members he had been in touch with the Kitewood Group and they wanted to know where the Council wanted the money to be paid whether it was into Friends of King George V Park or directly to the Council.</p> <p>Councillor C. Ludlow declared an interest in this item.</p> <p>The Chair informed members that this £7,000 was Section 106 money and it had to go into an authority not an organisation's bank account. It either had to go to Staveley Town Council and the organisation's put in bids for the money or it would go into the general fund of Chesterfield Borough Council.</p> <p>The Chair proposed that the money be put into Staveley Town Council's account so that organisations could put bids in for match funding, as long as it was for improvements on King George V Park.</p>	



	<p>It was <b>RESOLVED</b> that the money be paid into Staveley Town Council's account but be ring fenced for King George V Park.</p> <p>All Votes <b>FOR</b></p>	
<b>433/14</b>	<p><b>ITEMS FOR ACTION</b> Nothing to report.</p>	
<b>434/14</b>	<p><b>CHESTERFIELD BOROUGH COUNCIL</b> Nothing to report.</p>	
<b>435/14</b>	<p><b>SEALING OF DOCUMENTS</b></p> <p><b>RESOLVED –</b> 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>	
<b>436/14</b>	<p><b>PART II – CONFIDENTIAL BUSINESS PUBLIC BODIES (ADMISSION TO MEETINGS ACT), 1960</b></p> <p><b>RESOLVED –</b> That in view of the fact that publicity would be prejudicial to 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>	
<b>437/14</b>	<p><b>ESTABLISHMENT</b></p> <p>The items moved into Part II on Heart of Staveley Project and Heart of Staveley Second Stage Tender were considered concurrently.</p> <p>Standing Orders were suspended to allow Peter Rice, Mike Brooke, Ian Parkin and Jo Taylor to answer questions.</p> <p>Many issues were discussed, in particular previous years spend, public works loan board draw down and how yearend had previously been carried across into the next financial year. A process of reconciliation between the expected level of expenditure against the project and the records kept by Staveley Town Council was underway and making</p>	

progress. However there was still work needed to complete this exercise.

Heritage Lottery Fund Letter and Heart of Staveley Ltd Letter

A letter had been received from the Heritage Lottery Fund regarding documents and procedures they expected to be in place before phase II would be permitted to commence. It was recognised by the Council that the project needed to be managed extremely tightly. The Council would continue to separate management accounts and bank accounts in order to comply with HLF requirements. The importance of working with Heart of Staveley Limited was understood and discussions included the delegation of decision-making powers to the Heart of Staveley Project Board that had previously been agreed. Councillors also expressed an interest in nominating Trustees to the Heart of Staveley Charity as invited in the letter. A meeting with Heart of Staveley Ltd was needed to pick up and resolve the issues in the letter.

Heart of Staveley Second Stage Tender

It was reported to the Council that they needed to approve the tender report but this did not obligate them to enter a contract. The contract itself could not be let until HLF had given formal permission to start and the ERDF Change Procedure had been satisfied.

It was also reported that the Asbestos Survey needed to be approved and carried out as a matter of urgency.

The various snagging issues with regards to the finish of the Stables Units were due to be completed by the beginning of November. A new telephone system would also be installed.

Peter Rice, Ian Parkin, Jo Taylor and Mike Brooke left the meeting.

Standing orders were reinstated.

It was **RESOLVED** that the Bardon tender to carry out an Asbestos Survey was accepted

It was **RESOLVED** that the Heart of Staveley Second Stage Tender report be accepted subject to everything being in place including receipt of the Heritage Lottery Fund permission to commence.

9 votes **FOR** 2 votes **AGAINST**

It was **RESOLVED** that Cllr D Collins, Cllr C Ludlow and Cllr A Hill were representatives on the Heart of Staveley Project Board which continued to have delegated decision-making powers in relation to the project. All

	decisions taken through the Heart of Staveley Project Board were to be ratified at the next appropriate ordinary meeting of the Council.	
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