

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

**Held on Tuesday, 8th July 2014
Commencing at 6.00 p.m.
In The Council Chamber, Staveley Hall**

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 J. McManus
Councillor H. Elliott	Councillor E. Tidd
Councillor P. Hill	

In attendance: Paul Harris – Acting Town Clerk and Financial Officer
Jo Taylor
Sgt. C. McNulty
8 Members of the Public

		ACTION
	<u>PART I – NON CONFIDENTIAL INFORMATION</u>	
184/14	APOLOGIES FOR ABSENCE Apologies for absence were received from Councillor L. Collins – family commitments Councillor D. Collins – family commitments Councillor V. Lang – family commitments Councillor D. Parsons – work commitments Councillor J. Williams - holiday	
185/14	COUNCILLORS NOT PRESENT Councillor B. Dyke.	
186/14	CHAIR’S ANNOUNCEMENTS The Chair announced that the Canal Festival held on 12 th and 13 th July had once again been a great success. He announced that the Armed Forces Event would be held at Pools Brook	

	<p>Country Park on 12th and 13th July. The parade would be leaving from the Market Square in Staveley at 10.00 a.m.</p> <p>The Chair announced that the Arts and Crafts Presentation Evening would be held at the Speedwell Rooms on Friday 13th July. Members of Staveley Seniors had been invited along to the Presentation Evening to accept a community award and there would be a bar and a buffet. Members were also invited to attend the event.</p>	
187/14	<p>VARIATIONS OF ORDER OF BUSINESS No variations were recorded.</p>	
188/14	<p>TO DETERMINE WHICH ITEMS IF ANY FROM PART 1 OF THE AGENDA SHOULD BE TAKEN WITH THE PUBLIC EXCLUDED There were no items to be taken with the press and the public excluded.</p>	
189/14	<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>	
190/14	<p>PRESENTATIONS. There were no presentations made to the meeting.</p>	
191/14	<p>PUBLIC SPEAKING The Acting Town Clerk clarified Public Speaking within the Standing Orders. "Under Standing Order 1(d) Subject to Standing Order 1(c) above Members of the Public are permitted to make representations answer questions and give evidence in respect of any item of business included in the Agenda." The Acting Town Clerk had clarified matters with DALC and as this was not one of the mandatory Standing Orders it could be reviewed by the Council if it wished to do so.</p> <p>a) Joe Roberts wanted clarification whether Staveley Town Council would be dealing with the road closures for the Remembrance Day Event as this was a civic ceremony. The British Legion would be organising the Parade Marshall.</p> <p>The Chair responded that the Remembrance Day Event would be dealt with under the Leisure and Community Committee.</p> <p>Councillor E. Tidd said that Councillor Don Parsons would be dealing with</p>	

the Remembrance Day Event as part of the World War One Working Party. Councillor J. Bacon thought that this was the case.

Joe Roberts said that the Duke of Devonshire would need to be invited via the Lord Lieutenant's office.

Councillor C. Ludlow said she had spoken with Lynne Bingham and invites to dignatories would normally be sent out at the end of August/September. Councillor Ludlow said that invites would be sent out as soon as possible. With regard to the road closure she said that Chesterfield Borough Council had included the Staveley and Brimington road closures within their application but this would need to be checked.

Sgt. C. McNulty responded that last year Staveley Town Council had made their own application for road closures, as he still had copies of the paperwork.

Councillor E. Tidd said that this would be dealt with further at the Leisure and Community Committee.

The Chair responded that organisation of the event should be dealt with as soon as possible by Staveley Town Council.

John Morehen requested extra copies of the Agenda papers to be made available at meetings.

The Acting Town Clerk said that extra copies of the Agenda would be made available at future meetings.

Marion Gerrard asked if there was any further news on King George V Park and referred to an article in The Derbyshire Times.

Councillor Ludlow referred to a meeting with Press Officer at Chesterfield Borough Council and a Press Release had been placed in the Derbyshire Times. It should have said that if anyone had concerns or interests regarding King George V Park that they should join the Friends of King George V Park Group and become actively involved.

Councillor Ludlow said that she had seen the Master Plan for King George V Park but had returned this and requested a play water feature to be included for children. John Ramsey from Chesterfield Borough Council said that it would be included in the literature, but they would have to look into the sustainability and cost of future maintenance of a water feature. As soon as they were happy with the master plan it would be put out for public consultation.

Joe Roberts asked if the Podium could be made available for the Armed

Forces Event at the weekend and whether Staveley Town Council had dealt with their Section 137 Application.

The Acting Town Clerk said that the Podium would be made available and that a cheque had been sent to Staveley Armed Forces Association for the Section 137 application.

There were no other questions raised by the public.

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

Sgt. C. McNulty reported on crime figures within the Staveley Town Council area. Crime figures in Staveley compared to last year were down for the month of June.

Councillor H. Elliott reported that the children had started to come back to the Surgery at Inkersall after opening hours. She said Councillors would like to have a site meeting with the Practice Manager of the Surgery and the Police with regard to sorting this problem and maybe placing signs around the Surgery saying Private Property and no skateboarding/ball games.

Sgt C. McNulty responded that nuisance letters had been sent out, but if they are called out and a nuisance is not being caused nothing can be done. He said that he had approached Chesterfield Borough Council Planning with regard to fencing around the surgery, but a planning application had never been put in by the Surgery. Chesterfield Borough Council said that a fence could be erected as long as it was similar to the green fencing around schools. Sgt. C. McNulty said the Police would not be able to enforce signs as it was a Private Property.

Councillor J. Bacon reported that off road bikers were on the scrubland at the back of the industrial estate at Hartington. Residents had been telephoning the Police but had been told that the Police could not do anything about the bikers because it was privately owned land.

Sgt. C. McNulty said that the off road biking would be dealt with shortly as bikers were also starting to come from outside the area.

Sgt. C. McNulty reported on a proposed skateboard park for the Staveley area. He was going to look over the plans to make sure it was kept to a suitable size and so as not to attract skateboarders from far afield.

Sgt. C. McNulty was thanked for his report.

192/14	<p>CONFIRMATION OF MINUTES OF THE ORDINARY MEETING OF STAVELEY TOWN COUNCIL HELD ON TUESDAY, 17TH JUNE 2014. It was RESOLVED that the Minutes of the Annual Meeting of Staveley Town Council held on Tuesday 17th June 2014 be approved as a true record.</p>	
193/14	<p>MATTERS ARISING FROM THE MINUTES OF THE ORDINARY MEETING OF STAVELEY TOWN COUNCIL HELD ON TUESDAY, 17TH JUNE 2014 The Chair mentioned the Inkersall Allotments. Allotment Holders had received a National Award and their event had been very well attended.</p> <p>Also the Opening Ceremony of the Stables Complex had been a successful event.</p>	
194a/14	<p>CONFIRMATION OF THE MINUTES OF THE LEISURE AND COMMUNITY COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON WEDNESDAY 18TH JUNE 2014 It was RESOLVED that these be approved as a true record.</p>	
194b/14	<p>MATTERS ARISING FROM THE MINUTES OF THE LEISURE AND COMMUNITY COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON WEDNESDAY 18TH JUNE 2014 There were no matters arising.</p>	
195/14	<p>CONFIRMATION OF THE MINUTES OF THE POLICY, FINANCE AND PUBLICITY COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON WEDNESDAY 18TH JUNE 2014 It was RESOLVED that these be approved as a true record.</p>	
196/14	<p>MATTERS ARISING FROM THE MINUTES OF THE POLICY, FINANCE AND PUBLICITY COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON WEDNESDAY 18TH JUNE 2014 143/14 – It was RESOLVED that the figure for the CCTV upgrade would now be £656.90 for the Speedwell Rooms.</p>	
197/14	<p>MINUTES OF THE PLANNING AND ENVIRONMENTAL COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON WEDNESDAY 25TH JUNE 2014. It was RESOLVED that the minutes of the Planning and Environmental</p>	

	<p>Committee of Staveley Town Council held on Wednesday 25th June 2014 be approved as a true record.</p> <p>198/14 MINUTES OF THE SPEEDWELL ROOMS SUB-COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON WEDNESDAY 25th JUNE 2014. Minutes of the Speedwell Rooms Sub-Committee of 25th June 2014 were not available.</p> <p>Members of the Speedwell Rooms Sub-Committee were asked for a verbal update from the meeting.</p> <p>Councillor C. Ludlow reported that</p> <ul style="list-style-type: none"> • Lynne Bingham had been asked to obtain further quotes from local companies for blinds for the Lounge area at the Speedwell Rooms. • The attendees of the dance events at the Speedwell Rooms were pleased with the bar facilities. • Future meetings would be held at The Speedwell Rooms and Peter Vickers and Alan Mansell should be invited to attend to draw up a schedule of works and costings. • Councillor Kevin Ludlow should be invited to join the Speedwell Rooms Sub-Committee. <p>It was RESOLVED that Councillor Kevin Ludlow be a member of the Speedwell Rooms Sub-Committee.</p> <p>The Chair reported that scaffolding had been erected to repair the roof over the Stage area at The Speedwell Rooms.</p> <p>Councillor C. Ludlow reported that there was an improvement within The Speedwell Rooms, and improvements were to be made to the large bar area. Members wished to thanked staff at the Speedwell Rooms for their work.</p> <p>The Chair accepted the verbal report.</p>	
<p>199/14</p>	<p>MINUTES OF THE HEART OF STAVELEY PROJECT BOARD HELD ON WEDNESDAY 11th JUNE 2014 It was NOTED that the Minutes of the Heart of Staveley Project Board held on Wednesday 11th June 2014 were received.</p>	
<p>200/14</p>	<p>TOWN CLERK'S REPORT The Acting Town Clerk spoke to his report.</p>	

The Acting Town Clerk briefly reported on the following points:

Acting Town Clerk's Report

Staveley Town Council Ordinary Meeting 8th July 2014

Internal Auditor

John Marriott, the Internal Auditor has been into the office over the course of two days. He has done an in depth audit and produced his report. This will be the subject of an Extra Ordinary Meeting scheduled for 15 July 2014. The Council will have an opportunity to receive his report and to question him on his findings and recommendations. Following this item the Council will look at the Annual Return 2013/2014. As we are required to comply with an intermediate audit, there are additional items we will need to supply. I will work with Jo Taylor who is helping me at present with finance to get these documents together. She will be present at the extra ordinary meeting.

Heart of Staveley

We have been successful with Garfield Weston funding application for the sum of £150,000

The Opening of Staveley Hall Business Centre on 20 June was a success. It was official opened by Natascha Engel MP for North East Derbyshire accompanied by the Duke of Devonshire KCVO, OBE, DL who is the Patron of the Heart of Staveley Project, Toby Perkins MP for Chesterfield and Shadow Minister for Business, Innovation and Skills, the Mayor Councillor Alexis Diouf of Chesterfield Borough Council along with members and officers of Staveley Town Council, the Directors of Heart of Staveley and representatives of the local community. We have around 150 photos of the event that can be used in publicity.

Leases – Following agreement of the quotation from Bryan and Armstrong, the Solicitor has now been instructed and I am meeting with Sue Harrison on 15th July.

Staveley Market

Nicki Williams met with Bernadette Wainwright and Andy Bond of Chesterfield Borough Council on 20 June 2014. Nicki outlined our ambitions for each of the market days and our promotional campaign to attract both new traders and increase footfall. These have now been discussed with Cllr Serjeant and she supports our plans moving forward. She recognises the difficult task that we face given the low base that we are starting from and the current economic climate. She has agreed that Chesterfield Borough Council will pay 50% of the agreed subsidy to Staveley Town Council and will release the outstanding amount in early January 2015, on receipt of a progress report on Staveley Market from April until December 2014. She did, however, wish to remind STC that given the Borough Council's current and future financial situation, she felt it unlikely that a further subsidy would be approved after 2016/17. Andy will make the necessary

arrangements to raise a purchase order for Staveley Town Council for £1,500.

26 High Street

I have chased George Thomson of BRM who are acting for us in relation to the 26 the High Street. It seems he had not done too much, I have requested a formal update that can be presented in due course.

IT Server

Langdale Technology have found a server, usually priced at £6500 for the sum of £4500, they have obtained the server for us and have now installed it. This is a relief as data is now secure and we have a system that will meet the Council's needs for a number of years to come.

Staffing Update

Currently we have one member of staff suspended pending a Grievance investigation (from end April 2014) and who is also suspended from work for reasons of disciplinary investigation (from 23 June 2014). We also have another member of staff suspended from work for reasons of disciplinary investigation (from 16 May 2014).

At present the main office is staffed by the Acting Town Clerk and a Clerical Assistant. In consultation with Council Members I have brought in support from Jo Taylor who is a Parish Clerk and also has Internal Audit experience; however it should be noted this is on a freelance basis and is not a longer term solution (albeit she has done an excellent job in making sense of where we are up to with payments etc).

Individual Grievance Outcome

Individual Grievance 1. has now been heard. 46 points were raised in a grievance against the council. The majority of these were not upheld on any grounds however 3 instances have been found to have "elements of grounds" against members of the Council. An appeal has been lodged by the member of staff. We await the outcome of the appeal.

In addition to his above written report, the Acting Town Clerk informed the Committee that a letter had been received from the Derbyshire Law Centre regarding the lease agreement between Staveley Town Council and Derbyshire Law Centre. They were writing to say they would no longer run their legal aid housing service with Staveley Town Council from the premises within Staveley Hall due to a new project which had been commenced with Derbyshire Library Service. They had been offered premises at Staveley Library and hoped that this would be of benefit to the public of Staveley.

Councillor C. Ludlow thanked the Acting Town Clerk for his report and referred to Staffing and suggested that the Acting Town Clerk contact employment agencies to get someone in as soon as possible.

<p>201/14</p>	<p>It was AGREED that the Acting Town Clerk approach employment agencies with regard to staffing support.</p> <p>The report was RECEIVED and the actions contained were APPROVED.</p>	
<p>202/14</p>	<p>STAFFING UPDATE</p> <p>This had been covered previously but the Acting Town Clerk informed Members that Sally Plumber was helping in the office a couple of days per week with data input but he did need additional support.</p> <p>It was AGREED that Jo Taylor continue with her support in the office.</p> <p>26 HIGH STREET STAVELEY</p> <p>The Acting Town Clerk referred to the charges of BRM Solicitors of £850 plus VAT to carry out the legal work. The Acting Town Clerk informed members that under financial regulations 11.1 (a) (i-vi) specialist services such as Solicitors do not require more than one quote, therefore they could go ahead if they wished.</p> <p>It was AGREED that BRM Solicitors should continue with their work for Staveley Town Council with regard to 26 High Street, Staveley.</p>	
<p>203/14</p>	<p>HEART OF STAVELEY PROJECT</p> <p>The Heart of Staveley Project had been awarded a £150,000 grant from Garfield Weston. A meeting was due to be held tomorrow 9th July but The Chair reported that he would not be discussing the substantial documents as he did not have the time to go through them and had no previous sight of them even though they were dated August 2011, he further stated the documents had not previously appeared before the Council. The Chairman thanked the Council for their support on this matter.</p> <p>Councillor C. Ludlow asked if the Bowling Green could be followed up at The Heart of Staveley Meeting.</p> <p>The Chair responded that it had been agreed at the Policy and Finance Committee Meeting that the Bowling Green should remain in situ at Staveley Hall.</p> <p>It was RESOLVED that in accordance with minute number 121/14 the Bowling Green should remain in situ at Staveley Hall.</p>	

204/14

ACCOUNTS

(a) The Schedule of accounts paid since the last meeting.

It was **AGREED** that Standing Orders would be suspended to allow Jo Taylor to speak.

Jo Taylor introduced herself and said she had been asked to Staveley Town Council to help with the internal audit. Jo had recommended that she would prepare items and then get someone else in to undertake the Internal Audit. She had prepared a pack and report to members, and progressed to go through in detail the schedules of payments from the 1st April this year. Jo informed members that the payments should be approved as a group and that individual Councillors do not have approval to sign cheques but must all approve invoices together. She informed members that the opening balance at the beginning of the year was £182,000 and told members that there was a list of payments since the 1st April this year amounting to £430,000. Jo asked Members to look through the schedules of payments and ask any questions if needed and wanted to retrospectively agree with Members to approve the payments. Jo mentioned that VAT could be claimed back if it was a VAT invoice.

Jo proceeded to go through in detail Direct Debits, bank payments. She said if invoices were paid through this method that they should still be approved by Council first.

Jo confirmed that all the Public Works Loan Board monies had been drawn down. The first payment was April 2012 and the second was February 2014.

Jo progressed to go through the budget monitoring schedules.

Jo mentioned that Grant Thornton would be the External Auditors and Staveley Town Council would be sending the Annual Return to them within a week. This would be further discussed at the Extra Ordinary Meeting to be held on 15th July.

Jo asked Members if there were any questions on the schedules and report that she had supplied.

The Chair thanked Jo for her report and schedules, these are located at Appendix 1 to these minutes.

Standing Orders were reinstated.

It was **RESOLVED** that the Schedule of Payments and other financial reports be approved.

	<p>(c) Other financial Issues The Acting Town Clerk said he had received an invoice from the builder on The Heart of Staveley Project, which had just been ratified. As there were insufficient funds in the account this had not been paid. Having spoken with Councillors A. Hill and C. Ludlow they had to approach Chesterfield Borough Council for an early precept. This was agreed by Chesterfield Borough Council and has now been placed in the account therefore payments can be made. Councillors need to be made aware that there is a significant cash flow issue within Staveley Town Council.</p> <p>Councillor C. Ludlow thought that members should also be made aware that a considerable amount of VAT is also due back to Staveley Town Council and an ERDF claim was also due.</p> <p>The Acting Town Clerk also mentioned that claims on The Heritage Lottery Fund should also be started soon.</p> <p>Councillor J. McManus thanked Councillors Hill and Ludlow and Jo Taylor for their work.</p> <p>It was APPROVED that Councillor A. Hill and C. Ludlow approached Chesterfield Borough Council with regard to the early Precept payment.</p>	
205/14	<p>WARD REPORTS BY COUNCILLORS</p> <p>a) Councillor J. Bacon asked if it would be possible to send a letter to The Chatsworth Estates regarding the off road bikers on the scrubland at Hartington Industrial Estate. It was Agreed that a letter be written to Chatsworth Estates regarding the off road bikers.</p> <p>b) Generally Nothing raised.</p>	
206/14	<p>ALLOTMENTS</p> <p>This item had been put onto the Policy and Finance Committee for the following week.</p> <p>Councillor C. Ludlow mentioned that the Archaeologists were at Staveley Hall on an archaeological dig on the front grounds, and if anyone was interested to go along.</p>	
207/14	<p>ITEMS FOR ACTION</p> <p>Nothing to report.</p>	

208/14	<p>CHESTERFIELD BOROUGH COUNCIL Nothing to report.</p>	
209/14	<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>PART II – CONFIDENTIAL BUSINESS</p>	
210/14	<p>PUBLIC BODIES (ADMISSION TO MEETINGS ACT), 1960</p> <p>RESOLVED – 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>	
211/14	<p>ESTABLISHMENT</p> <p>Councillors discussed Staveley Town Council Cashflow as the Council moves into Phase II of the Heart of Staveley Project. It was noted that the Council had needed to draw down the precept early in order to manage cashflow. Councillors discussed measures to manage this.</p> <p>It was RESOLVED that permission be granted to set up a facility enabling Staveley Town Council to borrow on a short term basis only from Chesterfield Borough Council up to £250,000 to help manage financial cashflow during Phase II of the Heart of Staveley Project.</p> <p>The Acting Town Clerk reported to Council that a letter had been received from a member of staff relating to Grievance 2. This was read out to members of the Council in its entirety. Councillors thanked the Acting Town Clerk for his professionalism in a difficult situation and reiterated their ongoing support and endorsement of his actions to date.</p>	

APPENDIX 1

Staveley Town Council

Tuesday 8th July 2014

Report to Staveley Town Council regarding the financial year-end 2013/2014 and the financial year 2014/2015

I was asked by Paul Harris (Acting Town Clerk) to assist with the financial matters of the council, including closing the accounts for 2013/2014, completing the Annual Return, getting 2014/2015 payments and income up to date and posted to the ledger, budget monitoring, procedures and advice. I have been working approximately 22 hours per week. Below are items of information and recommendation for the council.

2013/2014

I closed off the ledger for 2013/2014. Due to time constraints this was done without being able to reconcile balance sheet items, such as the debtors and creditors. Some of the debtor and creditor items are over 12 months old and will need to be removed from the ledger. The only bank reconciliation produced was the automatically generated reconciliation.

2014/2015

I started at Staveley Town Council on 9th June 2014 and at that point no items had been posted to the financial ledger. Various payments had been made by cheque, bacs transfer, direct debits and telephone call, but these items had been paid without councillors approval or without any record keeping. There were unpaid invoices from the previous financial year, and uncollected income. I spent a day going through paperwork, some items were unopened envelopes going back several months.

Until all items have been posted to the ledger it is difficult to get an accurate statement of accounts. I have examined the bank statements and listed the items that have gone through the bank by ;

- Cheque payment (see schedule 2)
- Direct Debits (see schedule 3)
- Bank payments (see schedule 4)
- Telephone/Chaps payments (see schedule 5)
- Income (see schedule 6)

These listings total £426,861.03. These payments have been made without approval of the council. This is a serious breach of your newly recently adopted Financial Regulations.

Direct Debit payments need to be approved by the council on an annual basis.

Bank Payments (BPS) are mostly used for wage, salary, and contractor payments, but some invoices have been paid using this method without being presented to the council. Council can choose to only use BPS payments for wages and salaries, and invoices that have been approved, prior to payment.

Telephone and Chaps Payments have been used to pay various suppliers. These method of payments should only be used after the payment has been approved by the council.

Cheque payment should only be done with the approval of the council.

I have worked on a draft bank reconciliation (see schedule 1) and currently I am forecasting a balance on the account of £117,846

Public Works Loan Board

Can I please make councillors aware that the £750,000 public works loan has all been drawn down. The first instalment of £340,000 in April 2012, and the final instalment of £410,000 in February 2014.

Precept

The precept for 2014/2015 was set at £294,226, this was an increase of 11.3% on the previous year of £260,917. The Council Tax Support grant is additional funding of £53,060 in 2014/2015, this is less than the previous year's grant of £60,544.

Budget Monitoring and Forecasting

I have produced a draft report which councillors may wish to adopt as a financial report they have presented to council either monthly or quarterly. It includes the following ;

- budget by project/department and by individual spend and income types
- actual expenditure/income to date compared to budget
- a forecast to the end of the year for each project/department
- a total forecasted outturn to the year-end
- a variance to budget and notes for explanations

Summary

The Council must work within a legal framework that is specified within the Accounts and Audit Regulations and it must ensure that its business is conducted in accordance with the law and proper standards. Good governance, accountability and transparency are essential to improving public services. The Council must ensure that public money is safeguarded, properly accounted for and used economically, efficiently and effectively. Councils may delegate the role of safeguarding the use of public funds to individuals, for example the Clerk or the RFO, but the legal responsibility always remains with the council and its councillors.

Grant Thornton are the Council's appointed External Auditors with effect from the 2012/2013 audit for a fixed five year period.

Staveley Town Council

Payments for approval July 2014

Cheques Date	Cheq no.	Supplier	Description	Total	
23/06/2014	506549	Staveley Armed Forces	s137	200.00	Require Signatures
03/07/2014	506550	Connect Distribution		33.97	Require Signatures
03/07/2014	506553	Premier Products		84.00	Require Signatures
03/07/2014	506554	Lisa Barry	HOSP photography	250.00	Require Signatures
03/07/2014	506555	Infotone		122.84	Require Signatures
03/07/2014	506556	DC Plastering		120.00	Require Signatures
03/07/2014	506557	Emcat		179.27	Require Signatures
03/07/2014	506558	50 plus		50.00	Require Signatures
03/07/2014	506559	Wright Brothers Partnership		311.60	Require Signatures
03/07/2014	506560	J S Marriott	internal audit	538.00	Require Signatures
03/07/2014	506561	C Ludlow	stock - speedwell rooms	46.86	Require Signatures
03/07/2014	506562	Booker	Awards evening		Require Signatures
08/07/2014	506563	Viking	Stationary	73.96	Require Signatures
08/07/2014		Viking	Stationary	152.58	Require Signatures
08/07/2014	506564	Safety Republic	18516	62.23	Require Signatures
08/07/2014		Safety Republic	18519	54.58	Require Signatures
08/07/2014	506565	National Ass. Of British Market Au	sub 14/15	381.60	Require Signatures
08/07/2014	506566	EP Consulting	5800	999.00	Require Signatures
08/07/2014	506567	Joanne Taylor (9th June - 30th Ju	140	1,430.60	Require Signatures
08/07/2014	506568	Chesterfield Decorator Centre	109293a	34.79	Require Signatures
08/07/2014	506569	Maplin Electronics	cctv cameras	656.90	Require Signatures
				5,782.78	

Bank Payments

03/07/2014	Peter Rice	HOSP	3,807.21
08/07/2014	William Anelay	HOSP	95,402.23
08/07/2014	Wages	estimate	2,374.00
08/07/2014	Salaries	estimate	5,763.00
08/07/2014	HMRC	estimate	15,752.00
			107,346.44

Debitcard

08/07/2014	Tesco		3.00
07/07/2014	Post Office - cash for vouchers		710.00
07/07/2014	Float for Speedwell Rooms		200.00
			913.00

Staveley Town Council		
All financial transactions from 1st April - 30th June 2014		
	Total	
	175,107.43	
	7,000.00	
Opening Bank Balance as per statement 1st April 2014		182,107.43
Cheques	74,794.49	
Direct Debits	26,635.21	
BPS	169,053.36	
Telephone and Chaps	160,224.21	
Total payments		430,707.27
Total income		362,599.34
Estimated bank balance as at 8th July 2014		113,999.50

(Schedule 1 of report)

Staveley Town Council		Supplier		Description	Total	Bank rec.
Date	Cheque number	Supplier	Description	Total	Bank rec.	
Cheque payments from 1st April 2014 - 30th June 2014						
24/04/2014	506460	COC Mayoral duty		50.00 /	paid	
	506461	Friends of St Andrews	S137	200.00 /	paid	
	506462	Chesterfield Decorators		534.93 /	paid	
	506463	Severn Trent Water		585.28 /	paid	
29/04/2014	506464	Kays Electrical		80.00 /	paid	
	506465	Petty Cash		249.26 /	paid	
	506466	St Johns Ambulance		95.04 /	paid	
30/04/2014	506467	DCC		126.61 /	paid	
	506468	R Hicks & Sons		0.00	paid	
	506469	cancelled		67.14 /	paid	
	506470	Infotone		330.00 /	paid	
	506471	Broadoake		487.14 /	paid	
22/05/2014	506472	Infotone		728.40 /	paid	
	506473	Rialtas		44.77 /	paid	
	506474	CBC		76.70 /	paid	
	506475	Safety Republic		136.82 /	paid	
	506476	Bibby (Chesterfield Decorator)		44.46 /	paid	
	506477	British Gas		548.19 /	paid	
	506478	British Gas		30.00 /	paid	
	506479	Springbank Arts		428.71 /	paid	
	506480	Booker		2,891.88 /	paid	
06/06/2014	506481	Debeo (Severn Trent)	Insurance	9,928.37 /	paid	
05/06/2014	506482	Zurich	pipe cleaner	17.40	paid	
	506483	K Ludlow	902329738	1,068.82 /	paid	
	506484	Chesterfield Borough Council	902329738	100.00	paid	
	506485	Chesterfield Borough Council	7591133	716.50	paid	
	506486	Chesterfield Borough Council	staveley market	44.77 /	paid	
	506487	Chesterfield Borough Council		41.90 /	paid	
	506488	Northern Tea Merchants		127.74	paid	
	506489	ADT	staveley hall	858.00 /	paid	
	506490	Emcal	speedwell rooms fridges	75.00	paid twice	
	506491	S Bagshaw	Trophy Lodge Sports Trophy	131.65 /	paid	
	506492	eon - mastin moor	01349502950	168.00	paid	
14/06/2014	506493	Bolsover Safety Health & Env Services	62793	0.00	paid	
	506494	cancelled		84.00	paid	
	506495	British Gas Services	2041895SE	4,837.50	paid twice	
	506496	Michael Brooke	280	0.00	paid	
	506497	cancelled		45.00	paid	
	506498	Chesterfield Borough Council	36308	37.20	paid	
	506499	DOR Electrical	HFEB9B23E	136.16	paid	
	506500	eon	5748 / 5694	18,240.00	paid	
	506501	EP Consulting		126.61	paid	
	506502	R Hicks & Sons	517550/517076		paid	

schedule 2

Staveley Town Council		Supplier		Description		Total	Bank rec.
Date	Cheque number	Supplier	Description	Total	Bank rec.		
Cheque payments from 1st April 2014 - 30th June 2014							
	506503	cancelled		80.00		paid	
	506504	Market Trade News		216.00		paid	
	506505	Mivil Safety and Hygiene		28.61		paid	
	506506	Parkland Gardens Furniture		122.28		paid	
	506507	Premier Products		168.00		paid	
	506508	RE Media	3300/3299	2,523.60		paid	
	506509	Safety Republic		370.01		paid	
	506510	SLOCC	113066	60.00		paid	
	506511	St Johns Ambulance	13027360	95.04		paid	
	506512	Vision 2000	131261	239.40		paid	
	506513	50 Plus		100.00		paid	
	506514	cancelled		0.00		paid	
	506515	1st Hygiene		288.00		paid	
	506516	Carrie Carruthers		1,500.00		paid	
	506517	Action for Market Towns		300.00		paid	
	506518	ADT		800.79		paid	
	506519	Bolsover Safety Health & Env Services		336.00		paid	
	506520	British Gas	600257183	2,518.38		paid	
	506521	British Gas	600450866	1,165.89		paid	
	506522	cancelled		0.00		paid	
	506523	BRM Solicitors		655.20		paid	
	506524	Chesterfield Borough Council		250.00		paid	
	506525	Chesterfield Borough Council	7595909	3.00		paid	
	506526	Chesterfield Borough Council		362.67		paid	
	506527	Chesterfield Borough Council		175.32		paid	
	506528	Chesterfield Decorators Centre		171.61		paid	
	506529	Chesterfield Decorators Centre		1,886.98		paid	
	506530	Chubb		154.93		paid	
	506531	Copier Systems Ltd		140.00		paid	
	506532	Derbyshire County Training Partnership		606.00		paid	
	506533	e-mango		249.09		paid	
	506534	eon		354.00		paid	
	506535	Environmental Project Services		1,170.00		paid	
	506536	EP Consulting		1,080.88		paid	
	506537	Gilt Edged Promotions		2,215.20		paid	
	506538	Howson Signs		150.00		paid	
	506539	IT Sorted		659.76		paid	
	506540	National Stone Centre		51.78		paid	
	506541	Parkland Gardens Furniture		240.00		paid	
	506542	WJ Roadmarkings		32.40		paid	
	506543	Safety Republic		86.52		paid	
	506544	Skyline Supplies		177.60		paid	
	506545	Whittington Moor Printing Works	60.96 / 25.56			paid	

Staveley Town Council			
Payments made via Direct Debit 1st Qtr 2014/2015			
Date		Supplier	Direct Debits
01/04/2014	dd	swalec	18.00
01/04/2014	dd	swalec	52.00
01/04/2014	dd	cbc	9.59
01/04/2014	dd	cbc	25.05
01/04/2014	dd	cbc	125.25
01/04/2014	dd	cbc	226.80
01/04/2014	dd	cbc	342.30
01/04/2014	dd	cbc	567.00
01/04/2014	dd	cbc	720.75
03/04/2104	dd	swalec	198.00
04/04/2014	dd	bank charges	30.00
09/04/2014	dd	corporate finance	297.00
10/04/2014	dd	1st call	90.73
10/04/2014	dd	Yorkshire Gas	102.00
10/04/2014	dd	Yorkshire Gas	190.00
14/04/2014	dd	bank charges	58.33
10/04/2014	dd	Yorkshire Gas	731.00
15/04/2014	dd	Daisy	27.48
15/04/2014	dd	British Gas	29.06
17/04/2014	dd	Public Works Loan Inte	14,393.00
22/04/2014	dd	BT Group	46.12
28/04/2014	dd	British Gas	514.18
01/05/2014	dd	swalec	18.00
01/05/2014	dd	swalec	52.00
01/05/2014	dd	cbc	6.00
01/05/2014	dd	cbc	26.00
01/05/2014	dd	cbc	130.00
01/05/2014	dd	cbc	226.00
01/05/2014	dd	cbc	344.00
01/05/2014	dd	cbc	565.00
01/05/2014	dd	cbc	718.00
06/05/2014	dd	swalec	198.00
09/05/2014		1st call	95.32
12/05/2014		Yorkshire Gas	102.00
12/05/2014		Yorkshire Gas	190.00
12/05/2014		Yorkshire Gas	731.00
13/05/2014	dd	Daisy	27.52
14/05/2014	dd	bank payment	91.38
15/05/2014	dd	British Gas	29.06
20/05/2014	dd	BT Group	65.10
02/06/2014	dd	corporate finance	117.00
02/06/2014	dd	swalec	18.00
02/06/2014	dd	swalec	52.00
02/06/2014	dd	cbc	6.00
02/06/2014	dd	cbc	26.00
02/06/2014	dd	cbc	130.00
02/06/2014	dd	cbc	226.00
02/06/2014	dd	cbc	344.00
02/06/2014	dd	cbc	565.00
02/06/2014	dd	cbc	718.00
03/06/2014	dd	swalec	198.00
04/06/2014	dd	British Gas	375.44
10/06/2014	dd	Yorkshire Gas	219.00
10/06/2014	dd	1st call	123.60
10/06/2014	dd	Yorkshire Gas	102.00
10/06/2014	dd	Yorkshire Gas	190.00
10/06/2014	dd	Yorkshire Gas	731.00
11/06/2014	dd	Daisy	27.48
16/06/2014	dd	British Gas	29.06
16/06/2014	dd	co op charges	29.61
			26,635.21

schedule 3

Staveley Town Council			
Payments made via fax bank payments 1st Qtr 2014/2015			
	company	reference	BPS
04/04/2014	bank payment	PBR014	2,181.06
09/04/2014	bank payment	HDW998	8,949.60
11/04/2014	bank payment	JMW248	1,497.73
15/04/2014	bank payment	TYP838	5,482.70
22/04/2014	bank payment	LYL067	13,772.78
25/04/2014	bank payment	OND581	8,345.02
02/05/2014	bank payment	OPM242	5,329.64
08/05/2014	bank payment	PLD442	479.28
09/05/2014	bank payment	GXG807	2,725.45
16/05/2014	bank payment	ORT159	7,077.04
23/05/2014	bank payment	CPK841	8,135.91
13/06/2014	bank bps		1,619.71
17/06/2014	bps		103,457.44
			169,053.36

(Schedule 4 of the report)

Staveley Town Council			
Payments made via Telephone / CHAPS 1st Qtr 2014/2015			
	company	reference	Telephone/CHAPS
07/04/2014	severn trent		1,330.83
11/04/2014	Tall Poppies	HSBC/ICH/LB	1,200.00
16/04/2014	Neopost		180.00
16/04/2014	Neopost		256.08
16/04/2014	Wages		179.36
16/04/2014	Wages		188.83
16/04/2014	Wages		220.42
16/04/2014	Wages		225.88
16/04/2014	Wages		242.27
16/04/2014	Wages		251.15
16/04/2014	Wages		267.61
16/04/2014	Tall Poppies		1,440.00
30/04/2014	Boilers2go	6381	124.79
01/05/2014	Co-op	chaps payment	13.50
01/05/2014	William Anelay		78,467.57
02/05/2014	Advantis		817.30
22/05/2014	chaps fee		54.00
22/05/2014	P Vickers	wages ?	3,800.00
22/05/2014	A Mansell	wages ?	4,800.00
22/05/2014	Parkin Heritage		13,816.00
22/05/2014	Tall Poppies		18,552.00
23/05/2014	Tall Poppies		18,552.00
23/05/2014	Tall Poppies		-18,552.00
23/05/2014	chaps fee for 23/05/2014		13.50
28/05/2014	weekly paid		1,643.11
04/06/2014	P Vickers		300.39
04/06/2014	Tall Poppies	TPC06	2,500.00
04/06/2014	Brooke Architecture		2,500.00
04/06/2014	weekly paid		1,443.89
04/06/2014	TCS	7863031	590.00
05/06/2014	Brooke Architecture		1,911.53
05/06/2014	Tall Poppies	TPC06	2,500.00
05/06/2014	Civic Pride UK	20182	5,000.00
17/06/2014	premier products		84.00
17/06/2014	Tall Poppies	tpc06	6,500.00
17/06/2014	Civic Pride UK		8,810.20
			160,224.21

Staveley Town Council			
All income received to 30th June 2014			
	company	reference	value
			Income
03/04/2014	cbc	precept half yr	173,643.00
04/04/2014	bank		0.72
08/04/2014	cbc		3,500.00
23/04/2014	N.Giro		1,048.28
02/05/2014	bank	interest	0.67
07/05/2014	N.Giro	60514	2,899.51
22/05/2014	N Giro		692.25
27/05/2014	DCLG		45,437.46
30/05/2014	GBS	NHS Trust	602.25
05/06/2014	Interest		0.82
12/06/2014	N.Giro		1,375.75
12/06/2014	N.Giro		3,341.18
16/06/2014	DCLG		130,057.45
			<u>362,599.34</u>
	Debtors		175,000.00
	Debtors vat		59,000.00

(Schedule 6 of the report)

DRAFT						
Staveley Town Council						
Budget Statement 2014/2015						
		Total				
	Annual Budget	Actual to date	Forecast to year end	Total forecast outturn	Variance to budget	
1001	Room Hire	24,747	0	0	0	-24,747
1003	Rent Received	26,638	0	0	0	-26,638
1005	Other Income	423	0	0	0	-423
1006	Donations Received	1,860	0	0	0	-1,860
1007	Bowling Green Hire	887	0	0	0	-887
1009	Market Stalls	8,545	0	0	0	-8,545
1012	Grants Received	1,078,054	0	0	0	-1,078,054
1013	Admission Fees	352	0	0	0	-352
1017	Refreshments	182	0	0	0	-182
1176	Precept	294,226	147,113	147,113	294,226	0
	Council Tax Support Grant (HOSP)	53,060	26,530	26,530	53,060	0
1190	Interest	400	0	0	0	-400
1195	Public Works Loan Board	108,737	0	0	0	-108,737
	Total Income	1,598,111	173,643	173,643	347,286	-1,250,825
4001	Staff Salaries	69,188	20,013	0	20012.59	-49,175
4002	Staff Ni	4,859	3,305	0	3304.94	-1,554
4003	Staff Superann.	15,402	0	0	0	-15,402
4004	Manual Wages	84,615	17,261	0	17260.59	-67,354
4005	Manual Ni	3,177	0	0	0	-3,177
4006	Manual Superann.	10,958	0	0	0	-10,958
4009	Staff Expenses	2,002	0	0	0	-2,002
4010	Safety Clothing	141	901	0	900.74	760
4012	Water Rates	8,424	2,892	0	2891.88	-5,532
4013	General Rates	17,552	1,172	0	1171.82	-16,380
4014	Electricity	8,819	2,088	0	2087.5	-6,732
4015	Gas	11,967	21,192	0	21191.96	9,225
4020	Broadband Charges	552	0	0	0	-552
4021	Telephone	1,117	137	0	136.97	-980
4022	Postages	2,705	201	0	200.85	-2,504
4023	Stationery	5,946	3,373	0	3373.38	-2,573
4024	Subscriptions	1,530	755	0	755	-775
4025	Insurance	15,616	9,928	0	9928.37	-5,688
4030	Staff Advertising	100	0	0	0	-100
4031	Other Advertising	640	345	0	345	-295
4032	Publicity	1,804	50	0	50	-1,754
4034	Refreshments	1,366	432	0	431.87	-934
4036	Building Maintenance	10,897	3,062	0	3062.28	-7,835
4037	Cleaning Materials	1,173	449	0	449.14	-724
4038	Cleansing	2,404	2,099	0	2098.72	-305
4040	Grounds Maintenance	2,571	0	0	0	-2,571
4044	Fuel Oil	1,102	0	0	0	-1,102
4045	Vehicle Insurance	343	0	0	0	-343
4046	Vehicle Maintenance	648	0	0	0	-648
4051	Bank Charges	1,524	0	0	0	-1,524
4054	PWLB interest payments	31,250	0	0	0	-31,250
4055	Professional Fees	288,106	51,067	0	51066.82	-237,039
4056	Website	685	0	0	0	-685
4057	Audit Fees	3,312	0	0	0	-3,312
4060	Licences	1,071	0	0	0	-1,071
4061	Contractors Charges	1,094,000	169,397	0	169396.88	-924,603
4100	Members Allowances	800	0	0	0	-800
4101	Members Expenses	72	0	0	0	-72
4102	Members Training	255	0	0	0	-255
4103	Election Expenses	3,000	0	0	0	-3,000
4200	Equipment Purchase	5,174	238	0	237.6	-4,936
4201	Equipment Maintenance	1,901	0	0	0	-1,901
4202	Equipment Hire	4,848	0	0	0	-4,848
4251	B/Alarm Maintenance	2,772	1,456	0	1456.35	-1,316
4261	F/Alarm Maintenance	904	1,572	0	1572.49	668
4301	S137	3,500	0	0	0	-3,500
4500	Prizes	1,133	0	0	0	-1,133
4501	Functions	1,625	30	0	30	-1,595
4502	Transport	783	0	0	0	-783
4600	Conference Fees	350	0	0	0	-350
4601	Conference Expenses	682	0	0	0	-682
4602	Other Activities	1,000	0	0	0	-1,000
	Total Expenditure	1,736,364	313,414	0	313,414	-1,422,951
	Surplus / deficit (-) from reserves	-138,253	-139,771	173,643	33,872	172,126