

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

Held on Tuesday, 19th May 2015

Commencing at 6.00 p.m.

In Room 1 The Speedwell Rooms, Inkersall Road, Staveley

Present: -

Councillor A. Hill – (Retiring Chair)

Councillor J Bacon	Councillor P Hill
Councillor S Bagshaw	Councillor S. Hollingworth
Councillor J Barnett	Councillor C. Ludlow
Councillor O Cauldwell	Councillor K. Ludlow
Councillor D Collins	Councillor D. Parsons
Councillor K. Davis	Councillor E. Tidd
Councillor B. Dyke	Councillor J. L. Young

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

		ACTION
	<u>PART I – PUBLIC BUSINESS</u>	
1/15	<p>ELECTION OF CHAIR FOR THE 2015/2016 COUNCIL YEAR</p> <p>RESOLVED - That Councillor B. Dyke be elected as Chair of Staveley Town Council for 2015/16.</p>	
2/15	<p>CHAIR’S DECLARATION OF ACCEPTANCE OF OFFICE</p> <p>Councillor B. Dyke duly signed the Declaration of Acceptance of Office in accordance with the Local Government Act 1972 83(4)(a). The Acting Town Clerk witnessed the signature.</p>	
3/15	<p>APOLOGIES FOR ABSENCE</p> <p>There were no apologies for absence.</p>	
4/15	<p>COUNCILLORS NOT PRESENT</p> <p>There were no Councillors not present.</p> <p>The Chair Councillor Barry Dyke welcomed all new and returning Councillors to Staveley Town Council and the meeting and asked if all members would</p>	

	<p>introduce themselves.</p> <p>5/15 DECLARATION OF MEMBERS' INTERESTS a) There were no Declarations of Members' Interests.</p> <p>All members were requested to complete the Declaration of Members' Interests forms which required to be submitted to Chesterfield Borough Council within 28 days.</p> <p>At this point Councillor B. Dyke and Councillor A. Hill thanked Paul Harris for his role as Acting Town Clerk over the past year. Paul Harris had resigned his position of Acting Town Clerk and would be leaving his post on 27th May 2015.</p> <p>Councillor C. Ludlow also thanked Paul Harris on behalf of all Staveley Town Councillors and wished him good luck in his new post.</p> <p>Paul Harris thanked the Councillors for their good wishes.</p> <p>b) No requests for dispensations were received.</p>	
<p>6/15</p>	<p>TO CONSIDER GENERAL POWER OF COMPETENCE AND IF STAVELEY TOWN COUNCIL MEETS CRITERIA, TO ADOPT</p> <p>The Acting Town Clerk informed members that this was a power under the Localism Act 2011, whereby two thirds of membership had to be elected and required there to be a qualified Town Clerk. As he was leaving he did not think it was appropriate to adopt this at this stage until there was another qualified Acting Town Clerk in position.</p> <p>Councillor C. Ludlow MOVED that the General Power of Competence be noted.</p> <p>RESOLVED – That the General Power of Competence be noted and once a qualified Acting Town Clerk was in place this could be adopted at another Staveley Town Council Ordinary meeting.</p>	
<p>7/15</p>	<p>STANDING ORDERS AND FINANCIAL REGULATIONS AND CODE OF CONDUCT</p> <p>RESOLVED – That Staveley Town Council adopt the Revised Standing Orders, Financial Regulations and Code of Conduct.</p>	
<p>8/15</p>	<p>CHAIR'S ANNOUNCEMENTS</p> <p>The Chair thanked Councillor A. Hill for Chairing Staveley Town Council over the past two years.</p>	

	<p>The Chair read out a letter from the Duke of Devonshire supporting the Arts and Crafts Competition of Staveley Town Council enclosing a cheque for £500 to go towards the organisation of the Event.</p> <p>Councillor C. Ludlow requested that the letter be noted and that a letter be sent to the Duke of Devonshire thanking him for his kind donation.</p> <p>It was RESOLVED – That a letter be sent to the Duke thanking him for the kind donation of £500 towards organisation of the Arts and Crafts Competition 2015 and that the Duke of Devonshire be invited to the Presentation evening of the Arts and Crafts Competition to be held in July 2015.</p> <p>The Chair informed members that a letter had been received from the Rector and Church Warden of the Parish of Staveley and Barrow Hill inviting the Chair or other representatives of Staveley Town Council to the Licensing of Father Adrian Arnold as Team Vicar in the Parish of Staveley and Barrow Hill in the Parish Church of St. Johns the Baptist, Staveley, on 23rd June at 7.00 p.m. followed by refreshments.</p> <p>It was RESOLVED – That the Chair, Councillors H. Elliott and E. Tidd would attend the Licensing of Father Adrian Arnold as Team Vicar at St. John The Baptist Church on 23rd June 2015 at 7.00 p.m.</p>	
9/15	<p>VARIATION OF ORDER OF BUSINESS Councillor A. Hill requested Item 36 DALC be moved to Staveley Town Council Minutes under Matters arising.</p> <p>It was RESOLVED – That Item 36 on the Agenda be moved to Staveley Town Council Minutes under Matters arising.</p>	
10/15	<p>TO DETERMINE WHICH ITEMS IF ANY FROM PART I OF THE AGENDA SHOULD BE TAKEN WITH THE PUBLIC EXCLUDED None</p>	
11/15	<p>TO ELECT A LEADER FOR THE COUNCIL YEAR 2015/2016 RESOLVED – That Councillor C. Ludlow be elected Leader of Staveley Town Council for the Council year 2015/2016.</p>	
12/15	<p>TO ELECT A VICE-LEADER FOR THE COUNCIL YEAR 2015/2016 RESOLVED – That Councillor D. Parsons be elected Vice-Leader of Staveley Town Council for the year 2015/2016.</p>	
13/14	<p>TO ELECT A VICE-CHAIR FOR THE COUNCIL YEAR 2015/2016 RESOLVED – That Councillor J. Bacon be elected Vice-Chair of Staveley Town</p>	

	Council for the year 2015/2016.																	
14/15	<p>TO FIX THE AMOUNT OF THE CHAIR'S ALLOWANCE IN PURSUANCE OF SECTION 15(5) OF THE LOCAL GOVERNMENT ACT 1972 RESOLVED – That the Chair's Allowance be set at £800.</p>																	
15/15	<p>APPOINTMENT OF COMMITTEES 2015/2016 RESOLVED – That as well as Full Council the Committees of Staveley Town Council be as follows:</p> <table border="0" data-bbox="214 625 1347 961"> <tr> <td>Policy, Finance and Publicity</td> <td>(No delegated powers)</td> </tr> <tr> <td>Planning and Environmental</td> <td>(delegated powers to respond</td> </tr> <tr> <td>Speedwell Rooms Leisure and Community</td> <td>(No delegated powers)</td> </tr> <tr> <td>Audit Committee</td> <td>(4 members)</td> </tr> <tr> <td>Grievance Panel</td> <td>(3 members) (not to duplicate the Disciplinary Panel)</td> </tr> <tr> <td>Disciplinary Panel</td> <td>(3 members) (not to duplicate the Grievance Panel)</td> </tr> <tr> <td>Appeals Committee</td> <td>(3 members) (not to duplicate the above Panels)</td> </tr> <tr> <td>Personnel Committee</td> <td>(4 members)</td> </tr> </table>	Policy, Finance and Publicity	(No delegated powers)	Planning and Environmental	(delegated powers to respond	Speedwell Rooms Leisure and Community	(No delegated powers)	Audit Committee	(4 members)	Grievance Panel	(3 members) (not to duplicate the Disciplinary Panel)	Disciplinary Panel	(3 members) (not to duplicate the Grievance Panel)	Appeals Committee	(3 members) (not to duplicate the above Panels)	Personnel Committee	(4 members)	
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16/15	<p>ELECTION OF MEMBERS TO COMMITTEES It was RESOLVED that the Membership of the Committees and Panels for the Council Year 2015/16 be as follows:</p> <p>(i) Policy, Finance and Publicity Committee Councillor Derbyshire Councillor Collins Councillor Dyke (ex officio) Councillor A. Hill Councillor C.Ludlow Councillor Tidd Councillor Young</p> <p>Quorum : 3</p> <p>(ii) Planning and Environmental Committee Councillor Bacon Councillor Bagshaw Councillor Cauldwell Councillor Davis Councillor Dyke (ex officio) Councillor Tidd</p> <p>Quorum : 3</p>																	

(iii) **Speedwell Rooms Leisure and Community Committee**

Councillor Bacon
Councillor Barnett
Councillor Cauldwell
Councillor Derbyshire
Councillor Dyke (ex officio)
Councillor Elliott
Councillor Hollingsworth
Councillor Davis
Councillor C. Ludlow
Councillor K. Ludlow
Councillor Parsons
Councillor Tidd

Quorum : 5

(iv) **Audit Committee**

Councillor Bacon
Councillor Bagshaw
Councillor Barnett
Councillor Elliott

Quorum : 3

(v) **Appeals Panel**

Councillor Cauldwell
Councillor Tidd
Councillor Parsons

Quorum: 3

(vi) **Grievance Panel**

Councillor Bacon
Councillor Collins
Councillor Young

Quorum : 3

(vii) **Disciplinary Panel**

Councillor Barnett
Councillor K. Ludlow
Councillor Elliott

Quorum : 3

(viii) **Personnel Committee**

Councillor Parsons
Councillor Hollingworth
Councillor Derbyshire
Councillor Davis

Quorum : 3

17/15 AUTHORITY TO SIGN CHEQUES ON BEHALF OF THE COUNCIL FOR THE YEAR 2015/16

The Acting Town Clerk recommended to members that as he was leaving Acting Town Clerk should be removed as signatory on cheques and three councillors should sign the cheques thereby enabling payments to still be made. He suggested that his name be moved from the bank mandate and asked members to fill in a new bank mandate form so that they could continue to make payments until a new Acting Town Clerk was in post.

It was **RESOLVED** – That the Acting Town Clerk be removed as signatory on cheques and that he be removed from the bank mandate thereby enabling payments to be made.

The Chair recommended that a member to act as temporary Acting Town Clerk be suggested to enable business at Staveley Town Council to carry on i.e. payment of staff wages/accounts.

Councillor C. Ludlow moved that Councillor A. Hill undertake the role of temporary Acting Town Clerk.

Councillor D. Collins seconded.

It was **RESOLVED** – that Councillor A. Hill undertake the role of temporary Acting Town Clerk.

The Acting Town Clerk informed members that advice from the internal auditor was that the temporary Acting Town Clerk should not be a signatory.

RESOLVED - In accordance with Section 150(5) of the Local Government Act 1972 that the following be authorised to sign cheques.

Councillor Bacon
Councillor A. Hill
Councillor Ludlow
Councillor Tidd

Three Councillors to sign cheques but whilst Councillor A. Hill be in the temporary role of Acting Town Clerk he should not sign until another Acting Town Clerk was in place.

18/15 AUTHORITY TO DEAL WITH PLANNING MATTERS ON BEHALF OF THE COUNCIL FOR THE YEAR 2015/16

RESOLVED that the following Members deal with planning matters including applications on behalf of Staveley Town Council

Lowgates/Staveley Town Centre	Councillor J Bacon
Middlecroft	Councillor B Dyke
Poolsbrook	Councillor S Bagshaw
Mastin Moor/Woodthorpe	Councillor O. Cauldwell
Hollingwood	Councillor K. Davis
Barrow Hill	Councillor J Young
Duckmanton	Councillor P Hill
Inkersall	Councillor J. Barnett

19/15 REPRESENTATION ON OUTSIDE BODIES 2015/16

It was **RESOLVED** that the following appointments be made:

Borough Parish Liaison Committee:

Councillor Barnett
Councillor K. Davis

Viridor Erin Landfill Liaison Committee:

Councillor S Bagshaw
Councillor O Cauldwell
Councillor A. Hill

Woodthorpe Relief In Need Charity and Staveley Parochial Charities:

Councillor D Collins
Councillor O. Cauldwell

Chesterfield Canal Society:

Councillor J Bacon
Councillor O Cauldwell

Chesterfield Borough Council Standards Committee:

Councillor Dyke

Markham Vale Liaison Committee:

Councillor D Parsons

Councillor E Tidd
Councillor A. Hill

Foxlow Tip:

Councillor L.M. Derbyshire

Netherthorpe School Endowment Governors:

Councillor J Bacon
Councillor S. Bagshaw
Councillor E Tidd

Chesterfield Law Centre Management Committee:

Councillor Tidd

Heart of Staveley Project Board

Councillor A. Hill
Councillor C. Ludlow
Councillor Parsons

Heart of Staveley Scrutiny Panel

Councillor D. Collins

20/15 DATES AND TIMES OF ORDINARY MEETINGS OF THE COUNCIL FOR THE COUNCIL YEAR 2015/16
RESOLVED – In accordance with Standing Orders meetings shall be held on the second Tuesday of each month, excluding August, the start time of the meetings be 7.00 p.m.

21/15 APPOINTMENT OF INTERNAL AUDITOR
RESOLVED – That John Marriott undertake the role of Internal Auditor of Staveley Town Council for the year 2015/2016.

22/15 PUBLIC SPEAKING
John Morehen referred to the meeting with Staveley Town Council and Heart of Staveley Limited, saying it had been a good meeting and hoped that things would go well.

Paul Stone raised the issue of Staveley Town Council finances and asked when the public would be made aware of them.

The Chair informed Paul Stone that all finance details were held within the Staveley Town Council accounts which would be available in the minutes.

	<p>b)Community Safety (Police, Fire, Ambulance and Community Safety Partnership)</p> <p>PCSO S. Cooke informed members of incident figures within the Staveley Town Council area. Compared to last April anti social behaviour incidences within the whole borough had decreased. Staveley Town itself had a 20% increase in crime. In the Middlecroft and Poolsbrook areas there had been a 24.4% reduction in overall crime. The Hollingwood and Duckmanton area there had been a 37.5% reduction in overall crime. A problem area had been around the Market Square, Healthy Living Centre and Morrisons with youngsters in groups albeit they were not committing crimes, patrols had been put in place to monitor this.</p> <p>Councillor Sarah Hollingworth asked whether there had been an update on the vandalised vehicles in Hollingwood.</p> <p>PCSO S. Cooke said she was not aware of any update but would look into this.</p> <p>As there were no more questions the Chair thanked PCSO S. Cooke for her report.</p>	
23/15	<p>CONFIRMATION OF MINUTES OF THE ORDINARY MEETING OF STAVELEY TOWN COUNCIL HELD ON TUESDAY 14TH APRIL 2015</p> <p>It was RESOLVED that the Minutes of the Ordinary Meeting of Staveley Town Council held on Tuesday 14th April 2015 be approved as a true record.</p>	
24/15	<p>MATTERS ARISING FROM THE MINUTES OF THE ORDINARY MEETING OF STAVELEY TOWN COUNCIL HELD ON TUESDAY 14TH APRIL 2015</p> <p>981/14 Town Clerk’s Report – DALC 983/14 - DALC</p> <p>Councillor A. Hill referred to the letter which had been placed on the agenda from DALC. He informed the Committee that he had contacted Sarita at DALC on behalf of the Council. He said he had left the checking of references of the Consultant with the Assistant Town Clerk at the time.</p>	
25/15	<p>MINUTES OF THE MEETING OF THE PLANNING AND ENVIRONMENTAL COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON 22ND APRIL 2015.</p> <p>This meeting was cancelled.</p>	
26/15	<p>TO CONSIDER THE RECOMMENDATIONS OF THE MEETING OF THE POLICY, FINANCE AND PUBLICITY COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON 22ND APRIL 2015</p> <p>RESOLVED – That the Minutes of the Policy, Finance and Publicity Committee of Staveley Town Council held on 22nd April 2015 be approved as a true record.</p>	

27/14	<p>MATTERS ARISING FROM THE MEETING OF THE POLICY, FINANCE AND PUBLICITY COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON 22ND APRIL 2015. RESOLVED – There were no matters arising.</p>	
28/15	<p>TO CONSIDER THE RECOMMENDATIONS OF THE MEETING OF THE SPEEDWELL ROOMS LEISURE AND COMMUNITY COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON 25TH MARCH 2015 RESOLVED – That the Minutes of the Speedwell Rooms Leisure and Community Committee of Staveley Town Council held on 25th March 2015 be approved as a true record.</p>	
29/15	<p>MATTERS ARISING FROM THE MEETING OF THE SPEEDWELL ROOMS LEISURE AND COMMUNITY COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON 25TH MARCH 2015 RESOLVED – There were no matters arising</p>	
30/15	<p>TO CONSIDER THE RECOMMENDATIONS OF THE MEETING OF THE SPEEDWELL ROOMS LEISURE AND COMMUNITY COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON 29TH APRIL 2015 RESOLVED – That the Minutes of the Speedwell Rooms Leisure and Community Committee of Staveley Town Council held on 29th April 2015 be approved as a true record.</p>	
31/15	<p>MATTERS ARISING FROM THE MEETING OF THE SPEEDWELL ROOMS LEISURE AND COMMUNITY COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON 29TH APRIL 2015 1019/14 – 950/14 – Councillor K. Ludlow informed the Committee that he would personally hand the letter of thanks for the supply of paints to James Stokes personally. 1020/14 – Bar – Councillor C. Ludlow asked whether the Stock Taker had been in contact. The Acting Town Clerk informed Councillor C. Ludlow that he had not been in contact but he would be passing on contact details of the appointed Acting Town Clerk so that the stock taker could get in touch with him.</p>	
32/15	<p>TOWN CLERK’S REPORT The Acting Town Clerk spoke to his report.</p>	

Acting Town Clerk Report

Staveley Town Council Annual Meeting

19 May 2015

Overview of year

Since April 2014 the following highlights have been achieved:

- Backlog of invoices and sales receipts properly inputted onto Omega
- Financial Regulations and Standing Orders reviewed
- Payments schedules taken to Council for approval each month
- Improvements in outcomes from Internal Audit – although more work still to be done to achieve full compliance
- Health and Safety risk assessments in place
- Manual Handling Training and Fire Marshal Training carried out
- Financial Risk Assessment in place
- Asset register in place
- Heart of Staveley Project closely monitored by the Council and working relationships in place with Project Team. New HOS Charity Board in place. Phase II entered. ERDF Audit successful.
- Working relationship in place with HLF
- Office move to 26 High Street
- IT upgrade – server, computers and networking improvements
- Staveley Hall Business Centre – 5 units let
- Flat let to tenants
- Successful Fireworks event and Halloween Disco
- Successful elderly citizens Christmas Party
- Successful Arts and Crafts event and awards night
- Successful Summer Activities Schemes
- Speedwell Rooms – significant progress in maintenance
- Emergency electrical works carried out
- 2 Members of Staff successfully completed personal licence training (for work on bar)

Next priorities

- Organisational Strategy is written but needs to go through Committees and Council
- Staffing – contracts and Job Descriptions are being reviewed but need completion and implementation
- Recruitment of Project Officer
- Temporary Assistant Financial Officer recruitment needed as a matter of priority
- Food Hygiene Training
- First Aid Training
- H&S Training for Councillors
- Stock take at Speedwell Rooms Bar

Paul Harris
Acting Town Clerk
29.04.2015

He informed members that the priority for Staveley Town Council would be to recruit an Acting Town Clerk to take matters forward and comply legally. He informed Members that it was acceptable for them to appoint an Acting Town Clerk amongst themselves as long as that person was not paid.

The Acting Town Clerk asked if there were any questions from his report.

Councillor D. Collins asked the Acting Town Clerk what were his updates on the report.

The Acting Town Clerk informed members that his main areas of work recently had been making sure that bank accounts could be accessed once he had left his post, so that staff and accounts could still be paid. He had been working on the audit to make sure that the Annual Return could go in on time.

He informed members that the position of Acting Town Clerk had been advertised. DALC had declined to advertise the post as Staveley Town Council was no longer a member. The job advert had been sent to Chesterfield Borough and Derbyshire County Councils but no response had been received, it had also been sent to the Society of Local Council Clerks.

The Acting Town Clerk informed members that a temporary Finance Officer had also been advertised, and would have to be recruited fairly quickly to maintain order of accounts.

The Chair asked whether the jobs could be advertised with NALC. Staveley Town Council would have to subscribe to NALC, this matter would be passed to Policy, Finance and Publicity Committee.

Councillor C. Ludlow asked if there were other tenants interested in the offices at The Stables Block.

The Acting Town Clerk informed members that prospective tenants had withdrawn from Units 5 and 8, but there was interest in other two other units from a firm of architects, which was progressing.

Councillor D. Collins asked about the email he had sent regarding Bothams. A number of people had been requesting information on the offices and it was felt that Bothams were not fulfilling their role with regard to information on the offices when approached.

Councillor C. Ludlow suggested a meeting be arranged with the Bothams Estate Agents.

The Acting Town Clerk said an invite could be sent to Alan Terry at Bothams asking

	<p>him to attend the next Policy Finance and Publicity Committee to be held on 27th May to discuss the matter of letting of The Stables Complex.</p> <p>RESOLVED – That checks would be made with Michael Brook as to how Bothams were tied in with the contracts and an invite be sent to Alan Terry asking him to attend the next meeting of the Policy Finance and Publicity Committee of Staveley Town Council to be held on 27th may to discuss the matter of letting of The Stables Complex.</p> <p>Councillor C. Ludlow asked the Acting Town Clerk whether the printer in the office had been sorted and if the glass washer had been hard wired in under the emergency electrical.</p> <p>The Acting Town Clerk informed members that the printer had been sorted and it was his understanding that DOR had completed the work on the glass washer at the Speedwell Rooms Bar.</p> <p>The Chair thanked the Acting Town Clerk for his report.</p>	
33/15	<p>INTERNAL AUDITOR'S REPORT RESOLVED – That the Internal Auditor's Report be accepted.</p>	
34/15	<p>ANNUAL RETURN TO THE YEAR ENDED 31ST MARCH 2015 (i) To Approve the accounts statements 2014/2015</p> <p>RESOLVED – That the accounts statements 2014/2015 be approved.</p> <p>(ii) To consider and approve the annual governance statement for 2014/2015 The Acting Town Clerk went through the Annual Governance statement for 2014/2015 in detail.</p> <p>RESOLVED – That the Annual Governance Statement for 2014/2015 was approved.</p> <p>The Acting Town Clerk informed members that under Electors' Rights a Notice had been displayed and Electors of Staveley Town Council area were allowed to view the Council's accounts and accompanying documents between the period of 1st and 26th June on application to the Chair of Staveley Town Council.</p> <p>The Acting Town Clerk informed Members that the Annual Return needed sending on the 27th June to comply with audit regulations.</p>	
35/15	<p>ACCOUNTS (a) The schedule of payments for approval.</p>	

Late items for payment were presented to the meeting.

STAVELEY TOWN COUNCIL 15/16
PURCHASE DAYBOOK - PURCHASE LEDGER 1

Ledger No 1 for Month No 1

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
30/04/2015	10	506843	SALLY PLUMMER	SPL01	246.20	0.00	246.20	4055	102	246.20	10/SALLY PLUMMER
27/04/2015	108271	506840	GELDARDS	GEL01	676.00	135.20	811.20	4056	102	676.00	108271/GELDARDS LLP
30/04/2015	220338	300024	TOTAL HIRE & SALES	TOT02	140.80	28.16	168.96	4202	444	140.80	220338/TOTAL HIRE & SALES LTD
28/04/2015	INV_25597	506844	EMANGO	EMAN01	480.00	96.00	576.00	4032	433	480.00	INV_25597/E MANGO
28/04/2015	109797/109797	506845	DECORATOR	CHE02	20.00	4.00	24.00	4036	216	20.00	109797/109797/CHESTERFIELD DEC
28/04/2015	STC3	300023	GARDEN	GAR01	450.00	0.00	450.00	4040	444	450.00	STC3/STAVELEY HALL GARDEN
28/04/2015	0200847	506839	BOOKER	BOO01	148.67	29.14	177.81	3001	204	148.67	0200847/BOOKER CASH & CARRY
TOTAL INVOICES										2,161.67	2,454.17

VAT ANALYSIS CODE E @ 0.00 % 699.17 0.00 699.17
 VAT ANALYSIS CODE N @ 20.00 % 1,462.50 292.50 1,755.00
TOTALS 2,161.67 292.50 2,454.17

STAVELEY TOWN COUNCIL 15/16
PURCHASE DAYBOOK - PURCHASE LEDGER 1

Ledger No 1 for Month No 1

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
13/04/2015	43031884	300019	SWIFT	SWI01	445.98	89.20	535.18	4252	444	445.98	43031884/SWIFT F&S (National)
13/04/2015	STC214/4/15	300018	GARDEN	GAR01	760.00	0.00	760.00	4040	444	760.00	STC214/4/15/STAVELEY HALL GARD
30/04/2015	17960282	506844	ZURICH	ZUR01	8,786.03	527.16	9,313.19	4025	102	8,786.03	17960282/ZURICH MUNICIPAL
TOTAL INVOICES										9,992.01	10,608.37
TOTALS										9,992.01	10,608.37

32(a)

PRELIMINARY PURCHASE DAY BOOK

At : 16.32

Ledger No 1 for Month No 1

Items marked with a * are disputed invoices.

Order by Invoices Entered

Invoice Date	Invoice No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
25/04/2015	529D	J S MARRIOTT	JSM01	751.50	0.00	751.50	4055	102	751.50	529D/J S MARRIOTT & CO
25/04/2015	53161	FIRST CLASS	FIR01	240.00	48.00	288.00	4202	102	240.00	53161/FIRST CLASS HYGIENE
17/04/2015	29383289-41	ADT	ADT01	135.00	27.00	162.00	4252	101	135.00	29383289-41/ADT FIRE & SECURIT
20/04/2015	5442	VAINES	VAI01	235.00	47.00	282.00	4201	102	235.00	5442/ANDY VAINES IT SERVICES L
20/04/2015	5428	VAINES	VAI01	10.00	2.00	12.00	4023	102	10.00	5428/ANDY VAINES IT SERVICES L
16/04/2015	3382049	GAZPROM	GAZ01	166.15	8.31	174.46	4015	102	166.15	gas usage - high st
22/04/2015	961451	VIKING	VIK01	132.71	26.54	159.25	4023	102	132.71	961451/VIKING DIRECT
14/04/2015	256463	INFOTONE	INF01	405.95	81.19	487.14	4023	102	405.95	256463/INFOTONE
01/04/2015	15/180	NABMA	NAB01	318.00	63.60	381.60	4024	419	318.00	15/180/NABMA
01/04/2015	9336217405	YORKS	YOR01	208.57	10.43	219.00	4015	202	208.57	9336217405/YORKSHIRE GAS AND P
10/04/2015	57885908	YORKS	YOR01	1,028.33	205.67	1,234.00	4015	101	1,028.33	57885908/YORKSHIRE GAS AND
01/04/2015	62905	BOLSOVER	BOL02	140.00	28.00	168.00	4055	102	140.00	62905/BOLSOVER HEALTH AND
01/04/2015	210	CHES BORO RATES	CBC01	2,736.00	0.00	2,736.00	4013	102	2,736.00	210/CHESTERFIELD BOROUGH
08/04/2015	7645550	CHES BORO RATES	CBC01	26.94	1.35	28.29	4014	419	26.94	7645550/CHESTERFIELD BOROUGH C
24/04/2015	310440490	BRITISH GAS	BRI01	546.17	109.23	655.40	4014	216	624.19	310440490/BRITISH GAS TRADING
							4014	216	-78.02	310440490/BRITISH GAS TRADING
24/04/2015	429900	BOOKER	BOO01	128.79	25.76	154.55	3001	204	128.79	429900/BOOKER CASH & CARRY
10/04/2015	ADJ90479773	THREE	THR01	21.97	4.39	26.36	4020	102	21.97	ADJ90479773/THREE
10/04/2015	26750	JOHN GAUNT & PARTNER	JOH03	152.00	18.00	170.00	4060	204	141.67	26750/JOHN GAUNT & PARTNERS
10/04/2015	26751	JOHN GAUNT & PARTNER	JOH03	152.00	18.00	170.00	4060	204	10.33	26750/JOHN GAUNT & PARTNERS
							4060	204	152.00	26751/JOHN GAUNT & PARTNERS

7,535.08

724.47

8,259.55

7,535.08

724.47

8,259.55

7,535.08

724.47

8,259.55

TOTAL INVOICES	E	F	N	Z
7,535.08	0.00 %	401.66	3,521.92	875.50
724.47	0.00	20.09	704.38	0.00
8,259.55	2,736.00	421.75	4,226.30	875.50

TOTALS	E	F	N	Z
7,535.08	2,736.00	421.75	4,226.30	875.50

PURCHASE DAYBOOK - PURCHASE LEDGER 1

Ledger No 1 for Month No 1

Order by Invoices Entered

Items marked with a * are disputed invoices.

Nominal Ledger Analysis

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
28/04/2015	413552	506840	GELDARDS	GEL01	259.50	51.90	311.40	4055	102	259.50	413552/GELDARDS LLP
30/04/2015	413557	506840	GELDARDS	GEL01	1,066.00	213.20	1,279.20	4055	102	1,066.00	413557/GELDARDS LLP
30/04/2015	044	300020	RICE	RIC02	2,210.00	0.00	2,210.00	4055	444	2,210.00	044/PETER RICE QUANTITY SURVEY
30/04/2015	291	300021	BROOKE	BRO02	3,825.00	0.00	3,825.00	4055	444	3,825.00	291/BROOKE ARCHITECTURE
30/04/2015	45625	300022	TOMLINSON	TOM01	25,025.83	5,005.17	30,031.00	4061	444	25,025.83	45625/G F TOMLINSON BUILDING L
30/04/2015	1666105	506841	FUELGENIE	FUE01	71.61	14.32	85.93	4044	102	71.61	1666105/FUELGENIE BUSINESS ACC
30/04/2015	5782	506842	BRAMPTON	BRAM02	84.05	12.81	96.86	3001	204	84.05	5782/BRAMPTON BREWERY

TOTAL INVOICES 32,541.99 5,297.40 37,839.39

VAT ANALYSIS CODE E @ 0.00 % 6,055.00 0.00 6,055.00

VAT ANALYSIS CODE N @ 20.00 % 26,486.99 5,297.40 31,784.39

TOTALS 32,541.99 5,297.40 37,839.39

RESOLVED – That the Schedule of payments be approved.

(b) Statements of Income and Expenditure

Following the adoption of revised Standing Orders 19(b) the statements of Income and Expenditure to be provided on a quarterly basis only.

Staveley Town Council
Draft Budget Statement 2014/2015
 Balance Sheet 2014/2015
 (as per Omega 31/03/2015)

Account		Debit	Credit
101	Debtors	51,449.52	
105	VAT	26,582.02	
201	Current Account		3,968.94
202	Deposit Account	15.96	
203	Unity Account		11,624.76
204	14 day deposit Account	0.00	
205	National Savings A/C	4,629.39	
210	Petty Cash	250.00	
212	Bar Float	400.00	
565	Deposits	2,500.00	
		679.80	679.80
310	General Reserves		394,418.06
501	Creditors		35,355.42
515	PAYE & NI		2,765.38
516	Net Wages control		0.24
517	Superannuation	0.00	6,717.07
518	Union Dues		1,877.91
	Profit/Loss 2014/2015	370,903.14	
		457,409.83	457,407.58
			-2.25

Staveley Town Council				Mar-15	
Budget Statement March 2015		Total			
	Income	Annual Budget	Actual to date	Variance to budget	% of budget
1001	Room Hire	24,747	33,535	-8,788	136%
1002	Bar Takings	0	3,249	-3,249	no budget
1003	Rent Received	26,638	2,314	24,324	9%
1005	Other Income	423	8,131	-7,708	1922%
1006	Donations Received	1,863	442	1,421	24%
1007	Bowling Green Hire	887	718	169	81%
1009	Market Stalls/Flea Market	8,545	3,146	5,399	37%
1012	Grants Received	1,078,054	289,088	788,966	27%
1013	Admission Fees	352	357	-5	101%
1017	Refreshments	182	1,216	-1,034	668%
1176	Precept	294,226	294,226	0	100%
	Council Tax Support Grant	53,060	53,060	0	100%
1190	Interest	400	278	122	69%
1195	Public Works Loan Board	108,737	0	108,737	0%
	Total Income	1,598,114	689,759	908,355	

Staveley Town Council					
Budget Statement March 2015					
Expenditure	Annual Budget	Actual to date	Variance to budget	% of budget	
3002 Stock	0	2,212	-2,212	no budget	
4001 Staff Salaries	69,188	105,219	-36,031	152%	
4002 Staff NI	4,859	8,207	-3,348	169%	
4003 Staff Superann.	15,402	16,101	-699	105%	
4004 Manual Wages	84,615	106,745	-22,130	126%	
4005 Manual NI	3,177	6,125	-2,949	193%	
4006 Manual Superann.	10,958	12,334	-1,377	113%	
4009 Staff Expenses	2,002	381	1,621	19%	
4010 Safety Clothing	141	901	-760	639%	
4012 Water Rates	8,424	9,106	-682	108%	
4013 General Rates	17,552	23,709	-6,157	135%	
4014 Electricity	8,819	14,896	-6,077	169%	
4015 Gas	11,967	32,034	-20,067	268%	
4016 Rent	0	1,753	-1,753	no budget	
4020 Broadband Charges	552	284	268	51%	
4021 Telephone	1,117	2,147	-1,030	192%	
4022 Postages	2,705	1,044	1,661	39%	
4023 Stationery	5,946	8,803	-2,857	148%	
4024 Subscriptions	1,530	2,533	-1,003	166%	
4025 Insurance - STC	13,116	9,928	3,188	76%	
4025 Insurance - HOS	2,500	6,109	-3,609	0%	
4030 Staff Advertising	100	0	100	0%	
4031 Other Advertising	640	1,697	-1,057	265%	
4032 Publicity	1,804	1,988	-184	110%	
4034 Refreshments	1,366	2,358	-992	173%	
4035 Refunds	0	82	-82	no budget	
4036 Building Maintenance - STC	10,897	30,988	-20,091	284%	
4036 Building Maintenance -HOS	0	11,132	-11,132	no budget	
4037 Cleaning Materials	1,173	705	468	60%	
4038 Cleansing	2,404	1,556	848	65%	
4040 Grounds Maintenance	2,571	978	1,593	38%	
4044 Fuel Oil	1,102	289	813	26%	
4045 Vehicle Insurance	343	0	343	0%	
4046 Vehicle Maintenance	648	1,308	-660	202%	
4051 Bank Charges	1,524	530	994	35%	
4054 PwLB interest payments	31,250	35,201	-3,951	113%	
4055 Professional Fees - STC	38,106	123,505	-85,399	324%	
4055 Professional Fees - HOS	250,000	160,193	89,807	64%	
4056 Website	685	0	685	0%	
4057 Audit Fees	3,312	538	2,774	16%	
4060 Licences	1,071	3,055	-1,984	285%	
4061 Contractor - HOS	1,094,000	262,114	831,886	24%	
4100 Chairs Allowance	800	811	-11	101%	
4101 Members Expenses	72	133	-61	184%	
4102 Members Training	255	0	255	0%	
4103 Election Expenses	3,000	2,216	784	74%	
4200 Equipment Purchase - STC	5,174	7,349	-2,175	142%	
4200 Equipment Purchase - HOS	0	5,377	-5,377	no budget	
4201 Equipment Maintenance	1,901	18,346	-16,445	965%	
4202 Equipment Hire	4,848	2,534	2,314	52%	
4203 Christmas Lights	0	5,000	-5,000	no budget	
4251 B/Alarm Maintenance	2,772	2,678	94	97%	
4261 F/Alarm Maintenance	904	2,454	-1,550	271%	
4262 F/Alarm Call out	0	311	-311	no budget	
4301 S137	3,500	1,903	1,597	54%	
4500 Prizes	1,133	1,041	92	92%	
4501 Functions	1,625	1,721	-96	106%	
4502 Transport	783	0	783	0%	
Letting costs	0	0	0	no budget	
4600 Conference Fees	350	0	350	0%	
4601 Conference Expenses	682	0	682	0%	
4602 Other Activities	1,000	0	1,000	0%	
Total Expenditure	1,736,364	1,060,662	675,702		
Total (+ surplus/ - deficit)	-138,250	-370,903	232,653		
STC	55,799	-172,844	228,643		
HOS	-194,049	-198,059	4,010		

05/05/2015 J Taylor

Combined Account Totals by Account Number

A/c Code	Account Name	Debit	Credit
101	DEBTORS	51,449.52	
105	VAT	26,582.02	
201	CURRENT ACCOUNT		3,968.94
203	CASH BOOK SUSPENSE		11,624.76
204	14 DAY DEPOSIT ACCOUNT	15.96	
205	NATIONAL SAVINGS A/C	4,629.39	
210	PETTY CASH	250.00	
211	POSTAGE	679.80	679.80
212	BAR FLOAT	400.00	
310	GENERAL RESERVES		394,418.06
501	CREDITORS		35,355.42
515	PAYE & NI DUE		2,765.38
516	NET WAGES CONTROL		0.24
517	SUPERANNUATION DUE		6,717.07
518	UNION DUES		1,877.91
565	DEPOSITS	2,500.00	
1000	ALLOTMENT RENTS		220.64
1001	ROOM HIRE		33,534.89
1002	BAR TAKINGS		3,249.36
1003	RENT RECEIVED		2,314.00
1005	OTHER INCOME		55,045.29
1006	DONATIONS RECEIVED		441.58
1007	BOWLING GREEN HIRE		718.25
1009	FLEA MARKET STALLS		1,632.91
1011	RECHARGE INCOME		854.80
1012	GRANTS RECEIVED		289,087.85
1013	ADMISSION FEES		357.00
1014	INCOME PHOTOCOPIER		10.50
1016	MARKET STALL RENTS		1,512.95
1017	SALE OF REFRESHMENTS		1,215.54
1176	PRECEPT		347,286.00
1190	INTEREST		277.57
3001	BAR PURCHASES	1,869.39	
3002	STOCK PURCHASES	342.43	
4001	STAFF SALARIES	105,218.94	
4002	EMPLOYERS NI STAFF	8,207.09	
4003	EMP SUPERANN STAFF	16,100.63	
4004	MANUAL WAGES	106,745.00	
4005	EMPLOYERS NI MANUAL	6,125.49	
4006	EMPL SUPERANN MANUAL	12,334.36	
4008	STAFF TRAINING	285.00	
4009	STAFF EXPENSES	95.94	
4010	SAFETY CLOTHING	900.74	
4012	WATER RATES	9,106.00	
4013	GENERAL RATES	23,709.28	
4014	ELECTRICITY	14,896.22	
4015	GAS	32,034.26	

Continued on Page 2

Combined Account Totals by Account Number

A/c Code	Account Name	Debit	Credit
4016	Rent	1,750.00	
4020	BROADBAND CHARGES	283.82	
4021	TELEPHONE CHARGES	2,146.87	
4022	POSTAGES	1,044.30	
4023	STATIONERY	8,803.14	
4024	SUBSCRIPTIONS	2,532.79	
4025	INSURANCE	16,037.44	
4031	OTHER ADVERTISING	1,697.20	
4032	PUBLICITY	1,987.55	
4034	REFRESHMENTS	2,357.94	
4035	REFUNDS	82.22	
4036	BUILDING MAINTENANCE	42,119.60	
4037	CLEANING MATERIALS	704.85	
4038	CLEANSING	1,555.74	
4040	GROUNDS MAINTENANCE	978.39	
4044	FUEL OIL	289.45	
4046	VEHICLE MAINTENANCE	1,308.20	
4051	BANK CHARGES	529.70	
4054	PWLB LOAN REPAYMENTS	35,200.95	
4055	PROFESSIONAL FEES	283,697.87	
4057	AUDIT FEES	538.00	
4060	LICENCES	3,055.42	
4061	CONTRACTORS CHARGES	262,113.92	
4100	CHAIRS ALLOWANCE	810.91	
4101	MEMBERS EXPENSES	132.50	
4103	ELECTION COSTS	2,216.18	
4200	EQUIPMENT PURCHASES	12,726.50	
4201	EQUIP MAINTENANCE	18,346.22	
4202	EQUIPMENT HIRE	2,534.20	
4203	ERECT/DISMANTLE LIGHTS	5,000.00	
4251	B/ALARM MAINTENANCE	2,677.81	
4261	F/ALARM MAINTENANCE	2,453.79	
4262	F/ALARM CALL OUT	310.63	
4301	OTHER S137 GRANTS	1,902.75	
4400	RENTS	3.00	
4500	PRIZES	1,041.00	
4501	FUNCTIONS	1,720.65	
4602	OTHER ACTIVITIES	48,000.00	
Trial Balance Total :		1,195,168.96	1,195,166.71
Difference :		2.25	

RESOLVED – That the statements of income and expenditure be approved.

(c) Zurich Insurance

The Acting Town Clerk informed members that the insurance policy was a three year agreement and if they were not to go ahead with the insurance the Council would have to pay back any discounts from years 1 and 2.

Councillor D. Collins said he was not aware the Council had agreed to sign up to an insurance policy contract for three fixed years.

Councillor A. Hill was of the opinion that insurance on Staveley Hall and The Stables

	<p>would come under the funding of the Heart of Staveley Project.</p> <p>The Chair suggested that the Policy be renewed for the year but the issue of insurance should be passed to the Policy, Finance and Publicity Committee for discussion for future insurance.</p> <p>RESOLVED – That the insurance policy with Zurich be renewed for the final year of the term and insurance be placed on a meeting of Policy, Finance and Publicity Committee for discussion for future insurance.</p> <p>36/15 HEART OF STAVELEY PROJECT Councillor C. Ludlow said she felt optimistic about the Heart of Staveley Project and that the people on the Heart of Staveley Board would now move it forward. She informed members that Lynda Sharpe would be keeping them informed on the Project.</p> <p>Councillor D. Collins thanked the people who had worked on the Project over the last three years to deliver the £4 ½ million project for Staveley.</p> <p>37/15 WARD REPORTS a) Ward reports by Councillors Councillor H. Elliott informed the Committee that now the Holywell Group had dissolved, doctors and staff were no longer allowed to park on the car park this was causing congestion on Turner Drive, Inkersall and possibly Sutton Crescent. She had asked the Police if anything could be done about this.</p> <p>The Chair suggested contacting NHS directly regarding the parking.</p> <p>RESOLVED – That the NHS be contacted regarding parking at the Inkersall doctors.</p> <p>b) Generally Nothing to report.</p> <p>38/15 ALLOTMENTS Councillor A. Hill asked whether the water supply had been connected to Middlecroft Allotments.</p> <p>The Acting Town Clerk said this had not yet been done.</p> <p>Councillor Young asked whether there was any news on the allotments at Barrow Hill. She was informed that there were Chesterfield Borough Council allotments in Barrow Hill.</p>	
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39/15	<p>DALC This had been covered earlier in the meeting.</p> <p>An amendment be made that a meeting should be arranged with DALC. FOR 14 AGAINST 3 ABSTENTIONS</p> <p>RESOLVED – That DALC be invited to attend a one item agenda informal meeting with Councillors.</p>	
40/15	<p>ITEMS FOR ACTION There were no items for action.</p>	
41/15	<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>	
42/15	<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>	
43/15	<p>ESTABLISHMENT Nothing to report.</p>	
44/15	<p>TEMPORARY ASSISTANT FINANCIAL OFFICER Nothing to report.</p>	

