

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

Wednesday 27th June 2012
Commencing at 6.00 pm
In The Speedwell Rooms

Present:

Councillor A Hill – Chair
Councillor D Collins – Vice Chair
Councillor J Barnett
Councillor B Dyke
Councillor H Elliott
Councillor C Ludlow
Councillor E Tidd
Councillor J Williams

In attendance – Graeme Challands – Town Clerk
Anne Frazer – Assistant Town Clerk
Ian Haddock – Finance Officer
Councillor S Bagshaw
Councillor O Cauldwell
Councillor L Collins
Councillor P Hill
Councillor J McManus
Councillor D Parsons (arrived during item 147/12)

6 members of the public

		ACTION
	The Chair announced to all that the meeting would be recorded	
136/12	PUBLIC SESSION No questions raised	
137/12	DISCLOSURE OF PERSONAL / PREJUDICIAL INTEREST None raised	
138/12	APOLOGIES None raised	
139/12	COUNCILLORS NOT PRESENT None	

140/12	<p>MINUTES OF THE POLICY AND FINANCE COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON WEDNESDAY 23rd MAY 2012</p> <p>The Minutes of the Policy and Finance Committee of Staveley Town Council held on 23rd May 2012 were approved.</p>	
141/12	<p>MATTERS ARISING FROM THE MINUTES OF THE POLICY AND FINANCE COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON WEDNESDAY 23rd MAY 2012</p> <p>No matters arising</p>	
142/12	<p>FLAT</p> <p>The Town Clerk had circulated in advance a letter from the Estate Agents, Bothams, saying that in the light of the current economic situation a reduction in the rent to £550 may be appropriate.</p> <p>Councillors discussed the suggestion.</p> <p>It was RECOMMENDED that the rent on the flat be lowered to £550 with the option of the Town Clerk to reduce it further to £500 if negotiations demand it. A review of the cost of the rent to be held in 2 months if the flat is not let.</p> <p>Councillors requested that viewers feedback was requested from Bothams.</p>	GC
143/12	<p>FINANCIAL ISSUES</p> <p>None raised</p>	
144/12	<p>HEART OF STAVELEY PROJECT</p> <p>The Town Clerk reported that he had shown Councillor Dyke around Staveley Hall and the Stables to appraise him of the current state of disrepair following recent events – the central heating pipes failed in the Hall cellar causing a burst and a minor flood, (and 3+ days work from a plumber to effect a temporary repair) a further area of ceiling in the room above the council chamber has collapsed allowing additional water ingress and both the water heater in the small room under the stairs and the one in the Stables kitchen have failed.</p> <p>He went on to say that a memo had been circulated to all Councillors following his meet with staff from the Department for Communities and Local Government regarding the £1.3 million EU funding for the Heart of Staveley Project. Some</p>	

	<p>parts of the project, such as the cafe and the air hall are not within the remit of their funding, so these have been removed from the bid, however they have raised the level of intervention, so that the funding grant would continue to be £1.3 million. This was, of course, excellent news for the Project and Staveley. He anticipated a formal offer letter would be received in July.</p> <p>He added that he had received two emails from the Heritage Lottery Fund authorising the draw down the £880,000 and permission to start the project work. Furthermore he has been advised by the DCLG that further Heritage Lottery Funding perhaps as much as £400,00 may be available at a later date.</p> <p>There are several conditions on the funding:</p> <ul style="list-style-type: none">• A guarantor• A charge on the building• That the building be leased to the Heart of Staveley Ltd and not be subject to a Community Asset Transfer. <p>Councillor Dyke queried whether the Heritage Lottery Funding could be now drawn down to cover the monies already spent on consultants fees and that the project could be started? The Town Clerk confirmed that this would be the case. He explained that the next step would be to involve Source Derbyshire for the tendering process.</p> <p>The Town Clerk reported that project would begin on the Stables, as this is a much simpler project to complete and could be up and running within 1 year. Once complete it will bring in an estimated income of up to approximately £34,000, the running costs would be much lower, and the hirers would be transferred from the Stables to the Speedwell Rooms, making that more financially viable. All in all this would give an eventual estimated net saving to Staveley Town Council of approximately £70,000 per year, after completion of the whole project.</p> <p>The Heart of Staveley Project Ltd are also committing to raising funding of approximately £1 million in addition to the funding already secured, in a role similar to that of a 'Friends Of' group.</p> <p>Councillor Dyke agreed that a lease would be much more beneficial than a Community Asset Transfer.</p>	
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<p>The Chair raised concern about the future for Staveley Town Council staff, the Town Clerk confirmed that if and when the situation occurred TUPE could apply to all staff affected.</p> <p>The Chair confirmed that job security for staff would be paramount and that training would be available for any additional skills needed by staff for roles within the new company. Councillor Williams added that there if there were redundancies, they would not be compulsory for anyone, no staff will lose out; some staff may welcome voluntary redundancy.</p> <p>Councillor Ludlow asked for clarification regarding the situation with a guarantor. The Town Clerk explained that Chesterfield Borough Council or Derbyshire County Council would be suitable, as previously agreed although they may be not necessary, this condition may be waived as Staveley Town Council already has experience of managing a suite of offices.</p> <p>Councillor Elliott asked what would happen if the 1st August deadline was reached and the actual monies had yet to be received – should the project still be cancelled?</p> <p>Councillor Williams clarified that if the funding bids are not accepted that Staveley Hall and the Stables would still need to be repaired at a cost to the council tax payers. They are both Grade II listed buildings and are on the ‘At Risk’ register and an order to repair could be served at any time.</p> <p>He added that he hoped additional funding could be found to cover the Public Works Loan. The Town Clerk replied that it was in the plan to do this and that he had been invited by Derbyshire County Council’s Community Building Fund to apply for £250,000, plus the possible additional £400,000 from the Heritage Lottery Fund. There are also funding bids prepared for Biffa, Veolia and others. He asked Councillors to be mindful that he had previously made assurances that the Public Works Loan Board money was only borrowed as match funding for the Heritage Lottery and would not be spent unless absolutely necessary. The interest will be due in September and this will be paid out of the savings made by closing the Stables.</p> <p>The Chair reminded the Town Clerk that he had requested a copy of the Public Works Loan Board agreement. The Town Clerk replied that he would sort this out as soon as possible, but the Chair was aware of his workload and that he had</p>	<p>GC</p>
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	<p>Councillor Dyke asked when the monies could be drawn down. The Town Clerk answered that Councillors had agreed to set up a separate bank account for the Heart of Staveley's money and that his recommendation would be that the Heritage Lottery Funding should be drawn down as soon as possible, dependent upon the appropriate regulations.</p> <p>It was RECOMMENDED that the Heritage Lottery Funding be drawn down as soon as possible and that the first call made on it would be to repay Staveley Town Council's account for monies paid to the consultants for the Heart of Staveley Project. This will also enable a prompt start on the building phase of the project.</p>	GC / IH
<p>145/12</p>	<p>AFFORDABLE ECO HOMES PROJECT</p> <p>The Town Clerk reported that he has the contract and that he will be studying it with great care before signing it to ensure that Staveley Town Council receives the full money that Cascade promised paid on time, and that other assurances are in place, such as the junior allotments, the new access for the allotments and the £7000 to the Friends of King George V Park.</p> <p>For a Town Council the size of Staveley Town Council to provide 20 affordable Eco Homes is a unique project in the UK.</p> <p>Once he is happy that everything is in place, the contract can be signed by Councillors Dyke and Williams as agreed.</p>	
<p>146/12</p>	<p>INKERSALL ROAD PROJECT</p> <p>The Chair reported that he had met with Terry Dams and would be preparing a report for the next meeting.</p>	AH
<p>147/12</p>	<p>STAVELEY MARKET</p> <p>The Town Clerk reported that the Staveley Market Festival and opening of the new market on Tuesday 26th June was very successful. The weather held and the new covers and wind chaser flags looked good. He thanked Anne Frazer and Lynne Bingham for staffing the Staveley Town Council stall and also the Staveley Community Church for providing the cakes. There were 22 stalls on the day and he hoped that the interest would continue.</p> <p>Councillor Dyke thanked all the staff – it was a credit to Staveley Town Council how good and busy it looked.</p>	

	<p>Councillor Williams stated that he thought more advertising was needed and also suggested that having music played in the Market Square raised the profile of the Market and added to the atmosphere. A review is scheduled for 3 months time.</p> <p>Councillor Elliot raised that one or two of the stall holders used their own tarpaulins which did not look as nice as the new stall covers.</p> <p>The Chair added that he had explained the new pricing structure (discounts for attending more than 1 market per week) to the stall holders and asked that the Town Clerk clarify the situation with staff, and look at additional advertising.</p> <p>A Continental Market has been suggested for the future, but large footfall is required, so it was suggested that it could be combined with another event such as the Canal Festival or the Armed Forces Event.</p>	<p>GC</p>
<p>148/12</p>	<p>MASTIN MOOR COMMUNITY CENTRE The Town Clerk reported that he had circulated a report regarding the sale of the building.</p> <p>It was RECOMMENDED that the Town Clerk's advice is followed and the building is put on the market for sale as soon as possible.</p>	<p>GC</p>
<p>149/12</p>	<p>RESTRUCTURING ISSUES The Town Clerk reported that following the start of the Heart of Staveley Project the Speedwell Rooms would be the only community facilities available to hire from Staveley Town Council and it would therefore see increased usage. It needs work to improve its appearance.</p> <p>It was RECOMMENDED that Councillors D Collins and A Hill meet with the Town Clerk and staff of the Speedwell Rooms to discuss improvements that can be made.</p>	<p>GC / DC/ AH</p>
<p>150/12</p>	<p>CHESTERFIELD AND NORTH EAST DERBYSHIRE CREDIT UNION Councillor Williams raised that following a visit from Karen Peck to speak to Staveley Town Council that an article in the Staveley Town Crier could be offered to the Credit Union.</p>	

<p>151/12</p>	<p>The Town Clerk stated that Councillors had requested that the item be added to the agenda specifically to discuss a grant of money to the Credit Union to be used for emergency loans to residents of the Town Council area only. Councillors agreed to look at this in the future.</p> <p>SECTION 137 POLICY</p> <p>The Chair circulated a draft policy, the Town Clerk raised that not only the electorate should benefit, but all residents of the Staveley Town Council area.</p> <p>It was RECOMMENDED that the Section 137 Policy be adopted with the change of 'electorate' to 'residents' .</p>	<p>GC</p>
<p>152/12</p>	<p>ANNUAL RETURN</p> <p>Councillor D Collins stated that clarification had been requested from the Finance Officer over the risks to Staveley Town Council as detailed in Section 5 of the Annual Return. The Finance Officer replied that the question covered the Audit Commissioners Requirements regarding Corporate Governance and refers to insurance, the setting of the precept and financial regulations being in place – it does not refer to specific projects.</p> <p>It was RECOMMENDED that the Annual Return be accepted.</p>	<p>GC / IH</p>
<p>153/12</p>	<p>STAVELEY TOWN COUNCIL WEBSITE</p> <p>The Assistant Town Clerk reported she has added all the text on to the 'under construction' website and that it just has the formatting, photographs and links to finish. Unfortunately, due to workload, progress is slow.</p>	
<p>154/12</p>	<p>STAVELEY TOWN CRIER</p> <p>Councillors reported that it was not delivered in Duckmanton, Poolsbrook and Mastin Moor.</p> <p>Councillor Williams raised if it was possible to include businesses in the next edition of the Town Crier, possibly a feature business each issue. The Town Crier stated that the reason for publication was to promote Staveley Town Council and the many activities it is involved in.</p> <p>PART II – CONFIDENTIAL BUSINESS</p>	

155/12	PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 No confidential business raised, however Councillor Williams suggested that in future all confidential paperwork be printed on pink paper.	
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