

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

Wednesday 20 July 2016

Commencing at 6.00pm

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

Present:

Councillor A Hill (Chair)
Councillor C Ludlow
Councillor D Collins
Councillor E Tidd
Councillor B Dyke
Councillor H Elliott

In attendance - M Evans – Town Clerk and Financial Officer

		ACTION
ME/191/1 6	APOLOGIES FOR ABSENCE Apologies for absence were received from Councillors J Young and L Derbyshire	
ME/192/1 6	COUNCILLORS NOT PRESENT There were no Councillors not present.	
ME/193/1 6	DECLARATIONS OF MEMBERS' INTEREST None.	
ME/194/1 6	MINUTES OF THE POLICY, FINANCE AND PUBLICITY COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON WEDNESDAY 22 JUNE 2016 These minutes were noted and had been approved at the Ordinary Meeting of Staveley Town Council on 12 July 2016.	
ME/195/1 6	MATTERS ARISING FROM THE MINUTES OF THE POLICY, FINANCE AND PUBLICITY COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON WEDNESDAY 22 JUNE 2016 There were no matters arising.	
ME/196/1 6	FINANCIAL ISSUES The Town Clerk and Financial Officer presented the budget update for June 2016. The Council's finances are in a satisfactory position and: It was RESOLVED that the Town Clerk and Financial Officer obtain three prices for renewing the roof on the Speedwell Rooms.	

ME/197/1 6	<p>HEART OF STAVELEY PROJECT</p> <p>The Town Clerk and Financial Officer informed the meeting that BRM Solicitors are currently preparing the heads of terms for the contract document. M Brooke is preparing an appendix to set out the heritage issues required.</p> <p>The owner of a digital imaging company has been to view the office space in the Hall.</p>	
ME/198/1 6	<p>HEALTH AND SAFTY</p> <p>An asbestos survey is required for the Speedwell Rooms; a detailed survey for the area to be refurbished and a more general, management survey for the rest of the building.</p> <p>Keith Church has done his quarterly health and safety inspection of the Speedwell Rooms today.</p>	
ME/199/1 6	<p>APPLICATIONS FOR FINANCIAL ASSISTANCE</p> <p>It was RESOLVED that a Section 137 grant be awarded to Staveley Hall Bowls Club to the value of £200.</p> <p>A discussion was held about a request from Staveley Seniors for financial support to fund the seniors exercise class.</p> <p>The Town Clerk and Financial Officer is to obtain more detail about the request and report back to the Committee.</p>	
ME/200/1 6	<p>ALLOTMENTS</p> <p>The soil analysis report for the Barrow Hill allotments has been sent to the Council. However, a report interpreting the chemical analysis and identifying any risks is still to follow.</p> <p>Councillor B Dyke proposed that the Council approach the developer, who is developing a major housing scheme for Duckmanton, and see if the land on Markham Road, near Duckmanton Club could be used as an allotment. A debate was held about the feasibility of various sites in the Duckmanton area.</p> <p>It was RESOLVED that the Town Clerk and Financial Officer research any issues with the availability of potential 'allotment' land in Duckmanton and report back to the Committee.</p>	
ME/201/1 6	<p>STAVELEY MARKETS</p> <p>The Town Clerk and Financial Officer presented a report setting out options for the future of the open market and the table top market.</p>	

	<p>It was RESOLVED that:</p> <ul style="list-style-type: none"> • The Policy, Finance and Publicity Committee recommend to the Council that the following takes place: <ul style="list-style-type: none"> - A late summer market (August) - A themed market (October) - A Christmas market • The Council advertise each event in the Market Trade News at a cost of £195 for a quarter page advert and that flyers are put up around Staveley advertising the markets. • Further options are considered, and presented, for the table top market including holding a regular auction night. 	
ME/202/1 6	<p>PERFORMANCE REPORTS</p> <p>The Town Clerk and Financial Officer presented examples of performance dashboards for the Speedwell Rooms (June and July 2016). The Committee approved of the dashboards and it was agreed to implement them for other, operational areas.</p>	
ME/203/1 6	<p>COUNCIL NEWSLETTER AND WEBSITE</p> <p>The Town Clerk and Financial Officer had tabled a quotation from Stilo Web Design for developing a new website for the Council and maintaining it on an annual basis.</p> <p>It was RESOLVED that the Town Clerk and Financial Officer accept the quote subject to obtaining satisfactory references from previous clients.</p> <p>A discussion was held about developing a newsletter for Staveley Town Council to help better inform the public of the region about the activities that the Council has to offer.</p> <p>The Town Clerk and Financial Officer was asked to obtain prices for getting a newsletter delivered to every household in the Staveley area.</p>	
	<p style="text-align: center;"><u>PART II - CONFIDENTIAL</u></p> <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 be excluded from this meeting during the discussion thereof.</p>	
ME/204/1	<p>STAFFING ISSUES</p>	

6	The Town Clerk and Financial Officer reported that the new Administrator (job share) started work last week and that the Caretaker who had been off work following an operation had returned on a phased return.	
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