

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

Held on Tuesday, 11th June 2013

Commencing at 6.00 p.m.

In The Stables, Staveley Hall

Present: -

Councillor A. Hill – (Chair)
Councillor J. Bacon – (Vice-Chair)
Councillor C. Ludlow – Leader
Councillor E. Tidd – Deputy Leader

Councillor S Bagshaw	Councillor P. Hill
Councillor J Barnett	Councillor J McManus
Councillor O Cauldwell	Councillor D Parsons
Councillor D Collins	Councillor J. Williams
Councillor H Elliott	

In attendance: Graeme Challands - Town Clerk and Financial Officer
Ian Haddock - Assistant Financial Town Clerk
PCSO Sue Cooke
7 Members of the Public

		ACTION
	<u>PART I – NON CONFIDENTIAL INFORMATION</u>	
82/13	APOLOGIES FOR ABSENCE Councillor L. Collins – family commitments Councillor Dyke – work commitments Councillor Lang – work commitments Councillor Webley - Holiday	
83/13	COUNCILLORS NOT PRESENT There were no Councillors not present.	
84/13	CHAIR’S ANNOUNCEMENTS RESOLVED - That the July Ordinary Meeting of Staveley Town Council commence at 7.00 p.m. not 6.00 p.m. due to the official opening of Netherthorpe School earlier that day.	

85/13	<p>VARIATION OF ORDER OF BUSINESS There were no proposals to vary the Order of Business.</p>	
86/13	<p>TO DETERMINE WHICH ITEMS IF ANY FROM PART 1 OF THE AGENDA SHOULD BE TAKEN WITH THE PUBLIC EXCLUDED There were no proposals to exclude the public from any item in Part 1 of the Agenda.</p>	
87/13	<p>DECLARATION OF MEMBERS' INTERESTS a) There were no Declaration of Members' Interests. b) No requests for dispensations were received.</p>	
88/13	<p>PRESENTATIONS No presentations were scheduled.</p>	
89/13	<p>PUBLIC SPEAKING A Member of the Public asked</p> <p>a) What was known about the closure of Phoenix Brickyards at Barrow Hill. He believed that the roofs had been taken off the kilns. Would a waste disposal facility be built in the place of the brickyard now?</p> <p>No-one was aware of this development and Councillor Dean Collins volunteered to investigate</p> <p>b) Community Safety PCSO Cooke spoke. She gave the apologies of Sgt. McNulty. Crime figures for recorded incidents of anti social behaviour were down. She emphasised the need to report incidents if they were to be addressed. Crime in general in Middlecroft and Poolsbrook was down but in Staveley Centre and Mastin Moor remained the same.</p> <p>RESOLVED – That the Town Clerk invite Alan Charles, Police Commissioner for Derbyshire to address the September Ordinary Meeting of Staveley Town Council.</p> <p>The Chair thanked Sue.</p>	<p>Cllr DC</p> <p>GC</p>
90/13	<p>CONFIRMATION OF MINUTES OF THE ANNUAL MEETING OF STAVELEY TOWN COUNCIL HELD ON TUESDAY 14th MAY 2013 It was RESOLVED that the Minutes of the Annual Meeting of Staveley</p>	

<p>91/13</p>	<p>Town Council held on Tuesday 14th May 2013 be approved as a true record.</p> <p>MATTERS ARISING FROM THE MINUTES OF THE ANNUAL MEETING OF STAVELEY TOWN COUNCIL HELD ON TUESDAY 14th MAY 2013 18/13 Representation on Outside Bodies 2013/14 Mastin Moor Community Centre Executive Committee</p> <p>Councillor Ludlow requested that this be removed from future Agendas. Councillor Tidd responded that the organisation still exists following their move from the Staveley Town Council owned Community Centre. There was now no connection with Staveley Town Council but she would check if a representative was needed from Staveley Town Council to the Committee.</p> <p>Woodthorpe Relief In Need Charity</p> <p>The Town Clerk reported he had sent a letter to the Charities requesting details of meetings.</p> <p>Representative on Managing Bodies of Schools</p> <p>Councillor Barnett spoke to the note regarding the Head Teacher of Barrow Hill Primary School declining the nomination of Councillor Joanne Barnett for non attendance at any Governors' Meeting.</p> <p>Councillor Barnett stated she did attend one meeting and had informed the Clerk she did not wish to be contacted by emails but wished to be kept updated via letters. She had not received any letters from that date.</p> <p>RESOLVED – That the Town Clerk write to the Head Teacher and Chair of Governors of Barrow Hill Primary School together with the Clerk to the Governors requesting clarification of the events resulting in the declining of the nomination of Councillor Barnett to the Governors of Barrow Hill Primary School.</p> <p>22/13 Public Speaking</p> <p>Councillor Elliott spoke to the Meeting regarding the Licensing Application made by Booze World.</p> <p>She had attended the Licensing Hearing on behalf of Staveley Town Council. The Licence had been granted subject to minor amendments – the name had been altered to AVS Superstore and the hours restricted to a finish time of 21.30 hours.</p> <p>Councillor Williams felt the assumptions that the effect of the additional outlet for alcohol would be detrimental to Staveley were wrong. He had spoken to Keith Bannister (owner of Harleys Bar and Tilleys) and once he had had it clarified he was no longer concerned.</p>	<p>ET</p> <p>GC</p>
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	<p>Councillor McManus thanked Councillor Elliott for attending: he had a commitment to Chesterfield Borough Council business he was unable to get out of.</p> <p>30/13 Accounts c) Ian Haddock spoke about the outcome of the first meeting of the Section 137 Committee.</p> <p>92/13 CONFIRMATION OF THE MINUTES OF THE EXTRA ORDINARY MEETING OF STAVELEY TOWN COUNCIL HELD ON 22ND MAY 2013 It was RESOLVED that the Minutes of the Extra Ordinary Meeting of Staveley Town Council held on 22nd May 2013 be approved as a true record.</p> <p>93/13 MATTERS ARISING FROM THE EXTRA ORDINARY MEETING OF STAVELEY TOWN COUNCIL HELD ON 22ND MAY 2013 There were no matters arising from the Extra Ordinary Meeting of Staveley Town Council held on 22nd May 2013.</p> <p>94/13 HEART OF STAVELEY PROJECT a) Heart of Staveley Project Board RESOLVED - i) That Staveley Town Council commits to working in partnership with the Board of Heart of Staveley Limited.</p> <p>ii) That Staveley Town Council establishes a Project Board to oversee the successful delivery of the Heart of Staveley Limited and its operation:</p>	
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**Heart of Staveley Project
Project Board Terms of Reference**

The Heart of Staveley Project Board is tasked on behalf of Staveley Town Council and the Heart of Staveley Ltd to discharge the client duties as set out below.

1. The Project Board Relationships and membership are set out in the General Organisation diagram .See appendix 1.
2. The Project Board will act in accordance with its constitution. See appendix 2.
3. The Project Board will review and adopt the Project Management Plan (PMP) and will request and/or receive new or revised sections as required.
4. The Project Board will take note of the objectives and conditions relating to funding applications awarded and pending at the commencement of the project. This will be facilitated by Project Advisors.
5. The Project Board will take note of the development of the project brief from the outset through to the granting of planning permission as set out in the Background Section of the PMP.
6. The Project Board will satisfy itself that the project ingredients are configured to deliver the optimum outputs.
7. The Project Board will review, adopt and develop the Business Plan.
8. The Steering Group will approve the RIBA Stage E - Technical Design. Its sign-off will initiate the preparation of RIBA Stage F - Production Information leading to tendering.
9. Following the tender opening, checking and appointment of a Contractor or Preferred Contractor by Staveley Town Council, the Project Board will oversee the building contract valuation, certification, payment and reporting processes as set out in the PMP.
10. The Project Board will receive monthly reports, which will allow them to monitor physical and financial progress.
11. The Project Board will report to both Staveley Town Council and the Heart of Staveley Ltd Board.
12. Nothing in the foregoing will prevent the Steering Group Terms of Reference being changed by Resolution of the parties.

iii) That Staveley Town Council nominates three Councillors to serve on the Heart of Staveley Project Board.

Heart of Staveley Project

Project Board Constitution

1. The Project Board shall consist of 3 representatives from Staveley Town Council and 3 from Heart of Staveley
2. The representatives shall be selected by their respective bodies by whatever mechanism they choose.
3. The chair will be nominated by Staveley Town Council and the vice chair by Heart of Staveley
4. Any decision of the Project Board will be made on a simple majority vote. In the event of a tie the chair of the meeting will have the casting vote.
5. The Project Board will keep records and minutes of Project Board meetings. These will be circulated to Staveley Town Council and the Heart of Staveley Board.
6. The Project Board members will have delegated executive powers to let contracts, incur expenditure and engage advisors within the approved expenditure in the Project Management Plan.
7. Significant departures from the Project Management Plan (as agreed by all members present) must be referred to the respective nominating bodies.
8. The Project Board will meet as required but at least monthly.
9. Other non voting members of the Project Board shall be:
 - Project Coordinator (Project Manager)
 - Lead Consultant
 - Lead Officer from Staveley Town Council
 - Project Clerk of Works
 - Other specialist advisors as may be required from time to time.
10. The Project Board will act in accordance with the Nolan principles
11. The Project Board can, subject to agreement from their respective nominating bodies, change the Project Board Terms of reference and Constitution.

(Note: No individual Councillors were nominated at the Meeting).

b) Baseline Report

RESOLVED - That Staveley Town Council requests a Heart of Staveley Project Baseline to be delivered on July 2nd 2013.

GC

<p>95/13</p>	<p>c) Heart of Staveley Project Presentation RESOLVED – That Staveley Town Council invite the specialists involved to give a Presentation on the Project to all Members on July 2nd 2013 commencing at 6.00 p.m.</p> <p>d) Milestone and Staveley Town Council Decision Timetable. RESOLVED – That Staveley Town Council accept the Milestone and Staveley Town Council Decision Timetable.</p> <p>e) Tender List RESOLVED – That Staveley Town Council accept the Tender List distributed and accordingly invite the firms on the list to submit tenders for Contract One and Contract Two.</p>	<p>GC</p> <p>GC</p>
	<p>MATTERS ARISING FROM STAVELEY TOWN COUNCIL STANDING ORDERS</p> <p>In accordance with Standing Orders Members considered:</p> <ul style="list-style-type: none"> i) Review of delegation arrangements to any committees, sub-committees, working parties, employees and other local authorities. ii) Review of the terms of references for any committees, sub-committees/working parties. iii) Review and adoption of appropriate standing orders and financial regulations (Financial Regulations attached). iv) Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities. v) Review of inventory of land and assets including buildings and office equipment. vi) Review and confirmation of arrangements for insurance cover in respect of all insured risks. vii) Establish or reviewing the Council’s complaints procedure. viii) Establish or reviewing the Council’s procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998. ix) Establish or reviewing the Council’s policy for dealing with the press/media. <p>RESOLVED - i) That the Chair and Leader discuss the items with the Town Clerk to resolve their progression, in view of the two reviews. ii) That the proposed Financial Regulations also be put to the Policy, Finance and Publicity committee in due course for consideration by that Committee.</p>	<p>GC</p> <p>Cllrs AH/CL</p>

96/13

TOWN CLERK'S REPORT

The Town Clerk spoke to his Report previously distributed

Amongst other activities including the sale of Mastin Moor Community Centre.

- I attended the East Midlands Allotment Officers Forum which resulted in a number of proposals to make to the Leisure and Community Committee.
- I attended the Annual Town Meeting.

I was on leave during the Bank Holiday week, during which the Licensing Hearing was held at Chesterfield Borough Council for Booze World – now changed.

Ian Haddock clerked the first meeting of the Section 137 Committee.

Coming up:

- Meeting of the Staveley Advisory Group 05:06:2013
- Meeting of the Leisure and Community Committee 05:06:2013
- Meeting of the Policy Finance and Publicity 05:06:2013
- DCC Parish and Town Councils Liaison Forum 06:06:2013
- STC Arts and Crafts Competition Closing Date 07:06:2013
- Ordinary Meeting of STC 11:06:2013
- Meeting of Markham Pit Disasters Working Group 12:06:2013
- Meeting of Planning and Environmental Committee 12:06:2013
- Judging of STC Arts and Crafts Competition 13:06:2013
- Visit to Staveley Hall by pupils from Poolsbrook Primary School 14:06:2013
- Feast Bowls Tournament 18:06:2013
- DALC HR Workshop 18:06:2013
- Music and Real Ale Event – Staveley Feast 21/22:06:2013
- Battle of The Bands 23:06:2013
- Family Disco at Speedwell Rooms 28:06:2013

	<ul style="list-style-type: none"> • Chesterfield Canal Festival 29/30:06:2013 • Work Experience Students from Netherthorpe School and Springwell Community College start 08:07:2013 • Judging Tour of East Midlands In Bloom 08:07:2013 • Ordinary Meeting STC 09:07:2013 <p>97/13 ACCOUNTS</p> <p>(a) The schedule of accounts paid since the last meeting was RECEIVED.</p> <p>(b)(i) Annual Return 2012/2013 The Annual Return 2012/13 was RECEIVED.</p> <p>(ii) Statutory Income and Expenditure Report 2012/2013. The Statutory Income and Expenditure Report 2012/2013 was RECEIVED.</p> <p>(iii) Balance Sheet 2012/2013 The Balance Sheet 2012/2013 was RECEIVED.</p> <p>Members expressed their thanks to Ian Haddock for all his hard work.</p> <p>(c) Section 137 - Appeals for Financial Assistance These were now dealt with virtually by the new Section 137 Committee. The Minutes were not available prior to the Ordinary Meeting.</p> <p>(d) Other financial matters. There were no other financial matters.</p>	
<p>98/13</p>	<p>WARD REPORTS</p> <p>Councillor A. Hill congratulated Derbyshire County Council on the completion of the new link road from the Markham Vale site to the Bolsover Road – it had reduced the traffic in Duckmanton.</p> <p>He requested a speed restriction on Markham Hill and Councillor Williams advised him to take this up with Peter Storey, Manager of Markham Vale once the effect of the new road was known.</p>	
<p>99/13</p>	<p>ALLOTMENTS</p> <p>Nothing to report.</p>	

100/13	<p>ITEMS FOR ACTION Nothing to report.</p>	
101/13	<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>	
102/13	<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>	
103/13	<p>ESTABLISHMENT Nothing to report.</p>	

DRAFT
