

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

Held on Tuesday, 9th December 2014

Commencing at 6.00 p.m.

In the Lounge, The Speedwell Rooms, Inkersall Road, Staveley

Present: -

Councillor A. Hill – (Chair)
Councillor J. Bacon – (Vice-Chair)

Councillor J. Barnett	Councillor P. Hill
Councillor O. Cauldwell	Councillor C. Ludlow
Councillor D. Collins	Councillor K. Ludlow
Councillor L. Collins	Councillor E. Tidd
Councillor B. Dyke	Councillor J. Williams

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

		ACTION
	<u>PART I – NON CONFIDENTIAL INFORMATION</u>	
605/14	APOLOGIES FOR ABSENCE Apologies for absence were received from Councillor S Bagshaw – school commitments Councillor H. Elliott Councillor V. Lang – work commitments Councillor J. McManus – illness Councillor D. Parsons – previous engagement	
606/14	COUNCILLORS NOT PRESENT There were no Councillors not present.	
607/14	CHAIR’S ANNOUNCEMENTS The Chair spoke regarding the Christmas Market, he was surprised at how many came given it was the first Councillor run event. Feedback	

	<p>received from members of the public showed they were pleased it was at the Market. Next year it would be bigger and better. Thanks was given to the staff based at the Speedwell Rooms for their help.</p> <p>Cllr Dyke informed the Council that he had not seen one bad word on Social Media about the Market.</p> <p>It was further noted that the lights were looking good. The Council had opted to hire these due to the high cost in replacing the old lights which were no longer viable.</p> <p>The Chair thanked the Staveley Hall Garden Centre for their kind donation of the Christmas Tree. It was noted that they had difficulties in the past in erecting the tree so had donated a smaller tree on this occasion.</p> <p>The Chair expressed that it was good news that the Heritage Lottery Fund had given the go ahead to Phase II of the Heart of Staveley Project. The Council remained supportive of the project and was happy it was going ahead.</p> <p>The Chair then invited those members of the public to stay behind after the meeting for a drink and a bite to eat.</p>	
608/14	<p>CORRESPONDENCE</p> <p>A letter from Heritage Lottery Fund had been received confirming permission to start the next phase of the Heart of Staveley Project.</p>	
609/14	<p>VARIATIONS OF ORDER OF BUSINESS</p> <p>There was no variation of business requested.</p>	
610/14	<p>TO DETERMINE WHICH ITEMS IF ANY FROM PART 1 OF THE AGENDA SHOULD BE TAKEN WITH THE PUBLIC EXCLUDED</p> <p>None required.</p>	
611/14	<p>DECLARATION OF MEMBERS' OR OFFICERS' INTERESTS</p> <p>a) There were no Declarations of Members' or Officers Interests.</p> <p>b) No requests for dispensations were received.</p>	

612/14	<p>PRESENTATIONS. There were no presentations made to the meeting.</p>	
613/14	<p>PUBLIC SPEAKING</p> <p>A member of the public asked if there was sufficient insurance in place. The Council confirmed it had appropriate levels of insurance in place including public liability insurance.</p> <p>A member of Friends of King Georges Park spoke regarding a survey they were doing in the local schools.</p> <p>b) Community Safety (Police, Fire and Ambulance Community Safety Partnership) Nothing to report.</p>	
614/14	<p>CONFIRMATION OF MINUTES OF THE ORDINARY MEETING OF STAVELEY TOWN COUNCIL HELD ON TUESDAY, 11th NOVEMBER 2014.</p> <p>It was RESOLVED that the Minutes of the Ordinary Meeting of Staveley Town Council held on Tuesday 11th November 2014 be approved as a true record.</p>	
615/14	<p>MATTERS ARISING FROM THE MINUTES OF THE ORDINARY MEETING OF STAVELEY TOWN COUNCIL HELD ON TUESDAY, 11th NOVEMBER 2014</p> <p>It was confirmed that a letter of support had been sent to Inkersall Primary.</p>	
616/14	<p>CONFIRMATION OF THE MINUTES OF THE LEISURE AND COMMUNITY COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON WEDNESDAY 19TH NOVEMBER 2014</p> <p>It was RESOLVED that the minutes of the Leisure and Community Committee of Staveley Town Council held on Wednesday 19th November be approved as a true record.</p>	
617/14	<p>MATTERS ARISING FROM THE MINUTES OF THE LEISURE AND COMMUNITY COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON WEDNESDAY 19TH NOVEMBER 2014</p> <p>It was reported that the scheduled meeting on 17 December 2014 had been cancelled.</p>	

618/14	<p>CONFIRMATION OF THE MINUTES OF THE POLICY, FINANCE AND PUBLICITY COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON WEDNESDAY 19TH NOVEMBER 2014</p> <p>It was RESOLVED that the minutes of the Policy, Finance and Publicity Committee of Staveley Town Council held on Wednesday 19th November 2014 be approved as a true record.</p>	
619/14	<p>MATTERS ARISING FROM THE MINUTES OF THE POLICY, FINANCE AND PUBLICITY COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON WEDNESDAY 19TH NOVEMBER 2014</p> <p>It was reported that the next meeting would be on Tuesday 16th December 2014.</p>	
620/14	<p>MINUTES OF THE SPEEDWELL ROOMS SUB-COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON WEDNESDAY 26TH NOVEMBER 2014.</p> <p>It was RESOLVED that the minutes of the Speedwell Rooms Sub-Committee of Staveley Town Council held on Wednesday 26th November 2014 be approved as a true record.</p>	
621/14	<p>MATTERS ARISING FROM THE MINUTES OF THE SPEEDWELL ROOMS SUB-COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON WEDNESDAY 26TH NOVEMBER 2014.</p> <p>It was reported that the bar was back and running, it was beginning to pay its own way. In January 2015 the dance floor in the main hall would be refurbished. The roof over the stage had been fixed and the plastering around the stage area had been completed.</p> <p>The Elderly Citizens Christmas Party would take place on 19th December 2014.</p>	
622/14	<p>MINUTES OF THE PLANNING AND ENVIRONMENTAL COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON WEDNESDAY 26TH NOVEMBER 2014.</p> <p>It was reported that the next meeting scheduled for 24th December 2014 had been cancelled.</p> <p>It was RESOLVED that the minutes of the Planning and Environmental Committee of Staveley Town Council held on Wednesday 26th November 2014 be approved as a true record.</p>	

<p>623/14</p>	<p>TOWN CLERK'S REPORT</p> <p>The Acting Town Clerk spoke to his report:</p> <p>Key issues included</p> <ul style="list-style-type: none"> • Interim Internal Audit and compliance work – the report was taken to the Policy and finance meeting on 19 December – details were in the minutes of that meeting. • 26 High Street, Staveley: Lease and Office move – A lease had been signed. A report by the Solicitor was included on the agenda • Stables Units – lease and finish – there were ongoing problems with installing the telephones. In order to manage these issues the prospective tenant had been offered a tenancy at will agreement and one month free rental • Flat – re-decoration – the flat decoration had been tidied up and a tenant has since taken possession of the keys • ERDF Audit – this went ahead quite smoothly. There was a question with regards to the procurement process relating to the Structural Engineers • Heritage Lottery Fund and Phase II of the Heart of Staveley Project, whilst there was an item on the agenda relating to this; it was noted that the documentation requested by HLF had been brought together by staff and contractors and submitted to HLF • The 2014 – 2016 National Salary Award recommendations were received; the Council needed to look at these and agree what action it would like to take. This matter was considered under Part II <p>It was RESOLVED that:-</p> <ol style="list-style-type: none"> 1. The Council accepted the Acting Town Clerks Report 2. The Council accepted the Interim Audit Report and would agree a course of action moving forwards. 3. The Council approved the actions taken with regards to the prospective tenant for the Stables Business Units <p>The recommendation regarding the National Salary Award was moved to Part II for consideration under establishments.</p>	
<p>624/14</p>	<p>ACCOUNTS</p> <p>(a) The Schedule of accounts paid since the last meeting.</p> <p>It was RESOLVED that the Schedule of Accounts were approved as follows</p>	

All votes FOR

AGENDA ITEM No. 2014/11/15

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STAVELEY TOWN COUNCIL 14/15

PURCHASE DAYBOOK - PURCHASE LEDGER 1

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Ledger No 1 for Month No 8

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	
12/11/2014	26360	506674	COMMUNITY TPT	COM01	125.00	0.00	125.00	4101 101	125.00	26360/0000989/COMMUNITY	
01/11/2014	36	506675	BARNETT	BAR02	122.00	0.00	122.00	4034 427	122.00	36/0000980/Barnett Joanne	
19/11/2014	19206	506676	BARDON	BAR01	800.00	160.00	960.00	4061 444	800.00	19206/0000991/Bardon Environment	
10/11/2014	437D	506677	J S MARRIOTT	JSM01	359.00	0.00	359.00	4055 101	359.00	437D/0000992/J S MARRIOTT & CO	
06/11/2014	0543452	PAID 506652	BOOKER	BOO01	208.87	41.77	250.64	3002 204	208.87	0543452/0000993/BOOKER CASH & C	
01/11/2014	5048	506678	VAINES	VAI01	37.49	7.50	44.99	4060 101	37.49	5048/0000994/ANDY VAINES IT SER	
24/11/2014	670099916	506679	BRITISH GAS	GAS01	1,204.00	220.18	1,424.18	4015 216	1,204.00	670099916/0000995/BRITISH GAS B	
27/11/2014	18552	506680	SAFETY	SAF01	78.42	15.68	94.10	4037 216	78.42	18552/0000996/SAFETY REPUBLIC	
02/12/2014	47	506681	BUCKSON	BUCK01	69.00	0.00	69.00	4202 427	60.00	47/0000997/BUCKSON ENGINEERING	
12/11/2014	85290	PAID DD	ELECTROLUX	ELE01	87.49	17.50	104.99	4201 113	9.00	47/0000997/BUCKSON ENGINEERING	
09/11/2014	091114	506682	B DYKE	DYK01	7.50	0.00	7.50	4101 101	87.49	85290/0000998/ELECTROLUX PARTS	
28/11/2014	281114	506683	C LUDLOW	LUD01	40.00	0.00	40.00	4200 204	7.50	091114/0000999/B DYKE	
30/11/2014	1	506684	M EVANS	EVA01	825.00	0.00	825.00	4055 101	40.00	281114/0001000/C LUDLOW	
20/11/2014	618	506685	HALLS RMS LTD	HALL01	119.00	0.00	119.00	4201 216	825.00	1/0001020/M EVANS	
11/11/2014	423442	506686	VIKING	VIK01	32.55	6.51	39.06	4023 101	119.00	618/000103/HALLS RMS LTD	
14/11/2014	263239	506687	ALFRED	ALF01	170.08	34.02	204.10	4040 216	32.55	423442/000104/VIKING DIRECT	
10/11/2014	14023492	506688	ST JOHNS	SJA01	292.00	58.40	350.40	4055 427	170.08	263239/000105/ALFRED DUNHAM &	
10/11/2014	108171	506689	GELDARDS	GEL01	66.15	13.23	79.38	4055 101	292.00	14023492/000106/ST JOHNS AMBUL	
									66.15	108171/000107/GELDARDS LLP	
TOTAL INVOICES									4,643.55	574.79	5,218.34
VAT ANALYSIS CODE E @ 0.00 %									1,514.35	0.00	1,514.35
VAT ANALYSIS CODE F @ 5.00 %									340.28	17.01	357.29
VAT ANALYSIS CODE N @ 20.00 %									2,788.92	557.78	3,346.70
TOTALS									4,643.55	574.79	5,218.34

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STAVELEY TOWN COUNCIL 14/15

PURCHASE DAYBOOK - PURCHASE LEDGER 1

AGENDA ITEM No. 20A

Ledger No 1 for Month No 8

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Order by Invoices Entered

Invoice Date	Invoice No	Order No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description	
								A/C	Centre	Amount		
26/05/2014	18499	506690	SAFETY	SAF01	68.43	13.68	82.11	4037	216	68.43	18499/000108/SAFETY REPUBLIC	
15/06/2014	4748	506691	VAINES	VAI01	1,865.25	373.05	2,238.30	4201	101	1,865.25	4748/000109/ANDY VAINES IT SER	
01/12/2014	494471	506692	VIKING	VIK01	46.46	9.29	55.75	4023	101	46.46	494471/000110/VIKING DIRECT	
28/11/2014	154	506693	JO TAYLOR	JOT01	1,465.60	0.00	1,465.60	4055	101	1,465.60	154/000111/JOANNE TAYLOR	
01/12/2014	1511335	506694	FUELGENIE	FUE01	33.34	6.67	40.01	4046	101	33.34	1511335/000112/FUELGENIE BUSIN	
TOTAL INVOICES										3,479.08	3,479.08	
VAT ANALYSIS CODE E @ 0.00 %										1,465.60	1,465.60	
VAT ANALYSIS CODE N @ 20.00 %										2,013.48	402.69	2,416.17
TOTALS										3,479.08	402.69	3,881.77

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Ledger No 1 for Month No 8

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
01/12/2014	3906	506695	50 PLUS	PLUS01	50.00	0.00	50.00	4032	101	50.00	3906/000113/50 PLUS
04/11/2014	786-33	506696	TOTAL	TOT01	95.00	0.00	95.00	4038	101	95.00	786-33/000114/TOTAL CLEANING S
01/12/2014	28264229-41	506697	ADT	ADT01	294.07	58.81	352.88	4251	101	294.07	28264229-41/000115/ADT FIRE &
01/12/2014	28268257-41		ADT	ADT01	190.70	38.14	228.84	4251	216	190.70	28268257-41/000116/ADT FIRE &
28/11/2014	413297		GELDARDS	GEL01	1,052.00	210.40	1,262.40	4055	101	1,052.00	413297/000117/GELDARDS LLP
28/11/2014	413298	506698	GELDARDS	GEL01	2,063.00	412.60	2,475.60	4055	101	2,063.00	413298/000118/GELDARDS LLP
28/11/2014	108181		GELDARDS	GEL01	2,843.67	568.73	3,412.40	4055	101	2,843.67	108181/000119/GELDARDS LLP
TOTAL INVOICES					6,588.44	1,288.68	7,877.12			6,588.44	

VAT ANALYSIS CODE E	@ 0.00 %	95.00	95.00
VAT ANALYSIS CODE N	@ 20.00 %	6,443.44	1,288.68
VAT ANALYSIS CODE Z	@ 0.00 %	50.00	50.00

TOTALS 6,588.44 1,288.68 7,877.12

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PURCHASE DAYBOOK - PURCHASE LEDGER 1

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Ledger No 1 for Month No 8

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Order by Invoices Entered

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
01/11/2014	5	506704	SALLY PLUMMER	SPL01	334.30	0.00	334.30	4055	101	334.30	5/000120/SALLY PLUMMER
TOTAL INVOICES											
					334.30	0.00	334.30				
VAT ANALYSIS CODE Z @ 0.00 %				334.30		0.00	334.30				
TOTALS											
					334.30	0.00	334.30				

	<p>b) The Bank Reconciliation and Bank Statements</p> <p>It was RESOLVED that Cllr K Ludlow would sign these in accordance with Standing Orders and Financial Regulations.</p> <p>All votes FOR</p> <p>c) Statement of Income and Expenditure with variance analysis.</p> <p>This would be brought to the next meeting.</p> <p>625/14 PRECEPT PLANNING AND BUDGET Cllr A Hill reported that he needed to talk to Chesterfield Borough Council regarding the tax base figure before this matter could be discussed further. The Acting Town Clerk reported that Jo Taylor had offered to attend the next Policy Finance and Publicity Committee if Councillors would like her to discuss the budget.</p> <p>626/14 26 HIGH STREET It was reported that the lease had been signed. A report from the Solicitor was attached to the agenda for Councillors information.</p> <p>627/14 HEART OF STAVELEY It was reported that the concerns outlined by the Heritage Lottery Fund were being worked through and addressed by staff and project Contractors.</p> <p>628/14 WARD REPORTS BY COUNCILLORS a) Cllr Dyke reported that sheds had been broken into at the Allotments. He was hoping that the police would have been present at the meeting.</p> <p>Cllr C Ludlow stated she had got Chesterfield Borough Council to look at the lease. They had stated it was the responsibility of the Allotments society to maintain their boundaries. But perhaps the Council could help them to get some external funding.</p> <p>Cllr Hill reported that Inkersall Youth Shelter was looking much better. They were keeping it tidy and there was no vulgar graffiti</p> <p>b) Generally Nothing raised.</p>	
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<p>629/14</p>	<p>ALLOTMENTS A 25 year lease had been drawn up for Middlecroft Allotments. It was reported this was long awaited and it was important to enable the Association to apply for external funding.</p> <p>It was RESOLVED that the lease be approved and signed and the Common Seal of the Council be applied.</p> <p>All votes FOR</p>	
<p>630/14</p>	<p>ITEMS FOR ACTION Nothing to report.</p>	
<p>631/14</p>	<p>CHESTERFIELD BOROUGH COUNCIL Nothing to report.</p>	
<p>632/14</p>	<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>633/14</p>	<p>PART II – CONFIDENTIAL BUSINESS 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>	
<p>634/14</p>	<p>ESTABLISHMENT The Chair asked the Acting Town Clerk to leave the room to discuss matters relating to his contract.</p> <p>RESOLVED that the contract with the Acting Town Clerk would continue for a further month with one month notice.</p>	

<p>635/14</p>	<p>All votes FOR</p> <p>The Acting Town Clerk returned.</p> <p>The 2014 – 2016 National Salary Award was discussed. It was RESOLVED that the new salary scales be approved and the non-consolidated payments outlined in Annex 2 be authorised.</p> <p>All votes FOR</p> <p>STAFFING REVIEW</p> <p>It was reported that the review of the organisational structure of Staveley Town Council was nearing completion. The consultation with UNISON and staff was due to be completed within the following seven days. The review proposal was reported to take account of the impact of the Heart of Staveley Project and the general requirement to improve the efficiency and effectiveness of the organisation. The final proposal would be reported to the Council in January 2015 with implementation planned for the last quarter of the fiscal year 2014/2015.</p>	
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