

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

**Wednesday 25<sup>th</sup> July 2012**  
**Commencing at 6.00 pm**  
**In The Council Chamber, Staveley Hall**

**Present:**

Councillor A Hill – Chair  
Councillor D Collins – Vice Chair  
Councillor J Barnett  
Councillor E Tidd

In attendance – Graeme Challands – Town Clerk

2 members of the public

		<b>ACTION</b>
	The Chair reminded all present that the meeting was being recorded.	
<b>200/12</b>	<b>PUBLIC SESSION</b> No questions were raised by the public.	
<b>201/12</b>	<b>DISCLOSURE OF PERSONAL / PREJUDICIAL INTEREST</b> The Chair and Town Clerk reported that a new Members Code of Conduct was to replace the previous one. The draft had been prepared for adoption by the Council at the next Ordinary Meeting. The emphasis was on Disclosure of Pecuniary Interests by both Elected Members and partners and family members at home. No disclosures of PPI or DPI were made.	
<b>202/12</b>	<b>APOLOGIES</b> Councillor Elliott – family commitments Councillor Ludlow – Chesterfield Borough Council business Councillor Williams - illness	
<b>203/12</b>	<b>COUNCILLORS NOT PRESENT</b> Councillor Dyke	
<b>204/12</b>	<b>MINUTES OF THE POLICY AND FINANCE COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON WEDNESDAY 27<sup>th</sup> JUNE 2012</b>	

<p><b>205/12</b></p>	<p>The Minutes of the Policy and Finance Committee of Staveley Town Council held on 27<sup>th</sup> June were approved.</p> <p><b>MATTERS ARISING FROM THE MINUTES OF THE POLICY AND FINANCE COMMITTEE OF STAVELEY TOWN COUNCIL HELD ON WEDNESDAY 27<sup>th</sup> JUNE 2012</b></p> <p><b>152/12</b> Councillor A. Hill said he had not signed the Annual Return. The Town Clerk said that the Annual Return had been signed by Councillor Dyke as Chair of Staveley Town Council and returned in a timely manner.</p>	
<p><b>206/12</b></p>	<p><b>FLAT</b> The Town Clerk informed Members he had received the following questions from Councillor D. Collins.</p> <p>Q1. Has anybody rented the flat? Q2. When was the last tenant? Q3. If the flat is not let by the next Policy Finance and Publicity Committee Meeting can we get another estate agent involved, have we had any feedback from Bothams?</p> <p>The Town Clerk reported that the new tenant had moved in to the flat at the weekend. The new Shorthold Assured Tenancy was for the usual 6 month period and was for £600 per calendar month and with a £600 bond.</p> <p>He had met with the new tenant to welcome him. He was a trainee teacher at a Bolsover School and would shortly be joined by his partner who would be employed at Norbriggs Primary School.</p> <p>The previous tenant had left at the end of February/beginning of March 2012.</p> <p>The final question had been overtaken by events as the flat was let.</p>	
<p><b>207/12</b></p>	<p><b>FINANCIAL ISSUES</b> Whilst no questions had been submitted prior to the Meeting the Town Clerk drew Members' attention to Detail Income and Expenditure by Budget Heading dated 30<sup>th</sup> June 2012.</p> <p>- Most budgets showed around 25% of expenditure committed as one would expect a quarter of the way through the financial year.</p>	

<p>208/12</p>	<p>- An exception was the Rates bills which were fully paid but less than budgeted for.</p> <p>- Audit fees were in excess of the budget as bills had been received for two years audit in the same year.</p> <p>- Room hire fees for Staveley Hall were positive as none had been budgeted for.</p> <p>- Room hire fees for The Stables were 52.4% of the budgeted amount rather than the expected 25%.</p> <p>Generally speaking the finances were in a very healthy state.</p> <p>Councillor D. Collins asked about the £1000 Grant to Chesterfield Canal Partnership.</p> <p>The money had been removed from the Section 137 heading but did not appear elsewhere.</p> <p>The Town Clerk promised to take this matter up with Ian Haddock.</p> <p><b>HEART OF STAVELEY PROJECT</b></p> <p>The Town Clerk informed Members that he had received the following questions from Councillor D. Collins.</p> <p>Q1. Have we had any new news with regard the EU bid?</p> <p>Q2. Why did Councillors not receive the borrowing approval letter dated the 13<sup>th</sup> March 2012 as it only allows the Council a maximum of £375k and not the £750k as was reported and also only allows the money to be spent on the Hall?</p> <p>Q3. At what meeting did we agree to drawing down the Public Works Loans Board money as I can only remember we agreed to borrowing the money and we have one year to draw the Public Works Loans Board money down according to 3b of the approval letter?</p> <p>The Town Clerk responded.</p> <ul style="list-style-type: none"> <li>• The officer's recommendation regarding the EU bid has gone to the Board under written procedures. I anticipate a response next week although the amount will be around £1 million not £1.3 million due to the formula applied regarding the value of the portion complex in 10 years' time.</li> <li>• He had reported to Members as soon as he had been notified of the Public Works Loans Board approval. He</li> </ul>	<p>GC/ICH</p>
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had also reported he would draw down the minimum necessary – it was still his intention to get as much external funding in as possible but the availability of £750,000 was necessary to obtain the match funding. The first tranche had been drawn down to refresh Staveley Town Council's accounts and the remaining amount will be placed in a separate account shortly as agreed. This will give a small amount of interest. The one year period is negotiable: he had discussed the issue with DCLG and PWLB officers to maximise the benefit to Staveley Town Council.

On a related issue the Town Clerk reported that

- Repairs to stop water ingress from the roof above the chamber had been authorised as an urgent Health and Safety matter. The damage was to the lead flashing and would cost around £500 to repair.

Dennis Glossop was asked to comment at this point as a member of staff of Staveley Town Council. He confirmed the Town Clerk's account: the lead flashing was at the end of its life and whilst this would be comprehensively addressed by the Heart of Staveley Project the current leak needed mending now.

- The plumbing repairs following the leak in the cellar of Staveley Hall had cost c £850.
- The tree in the grounds of Staveley Hall which had recently shed a very large bough had proved to belong to Staveley Town Council not the Diocese of Derby as had been thought previously.

The Town Clerk was very concerned over the condition of the tree and had contacted the Diocese. Their Tree Surgeon had concurred with his view and recommended its felling.

He had contacted Steve Perry the Tree Officer of Chesterfield Borough Council who had acted with his usual promptness. Permission to fell the tree had been emailed immediately following an inspection together with an ornamental apple tree that was dead.

An order to carry out the felling was to be given urgently to a local business.

A question had been asked by Councillors A. Hill and Elliott on the May Payments List at the last Ordinary Meeting.

	<p>It concerned £35.73 to cover the cost of a Heart of Staveley buffet. The code was 4034 and this budget of £207 covers the cost of various refreshments which could include officers visiting Staveley Hall, judging of the Arts and Crafts Competition, In Bloom and so on.</p> <p>In fact the Town Clerk informed Members that most of the tea, coffee and biscuits were paid for by the staff out of their “tea fund”.</p> <p>It was agreed in this instance to transfer the cost to the Heart of Staveley Project budget heading.</p>	ICH
209/12	<p><b>AFFORDABLE ECO HOMES PROJECT</b></p> <p>The Town Clerk reported he was negotiating over the deposit: however he had set a deadline in view of Chesterfield Borough Council Planners comments of the end of the week.</p> <p>The contract would be signed by the delegated Councillors then to progress the matter.</p>	
210/12	<p><b>INKERSALL ROAD PROJECT</b></p> <p>The Chair reported that following a meeting between himself, Councillor D. Collins and Terry Damms the main stumbling block to a partnership was the fact that Terry only had a licence not a lease with Staveley Miners Welfare.</p> <p>A discussion took place on the way forward and it was agreed the partnership proposal was definitely advantageous to the residents of Staveley as opposed to a refurbishment of the Speedwell Rooms. It was also to the advantage of residents if Staveley Town Council were to operate King George V Park. The Town Clerk agreed to follow up the matter with Terry Damms and investigate the Community Right to Bid.</p>	GC
211/12	<p><b>STAVELEY MARKET</b></p> <p>The proposed new rates were discussed. It was agreed that the Town Clerk would discuss these with Jake Wild to implement them as soon as possible. At least one stall holder reported takings on Tuesdays were three times those on Friday.</p> <p>The Town Clerk will investigate the possibility of a Thursday Market to replace the Friday Market and the cost of advertising in the Derbyshire Times to reach a wider audience. It may be achievable to get editorial as well.</p>	GC/JW

<p><b>212/12</b></p>	<p>It was accepted that the weather had a large impact on the success of the Market.</p> <p><b>MASTIN MOOR COMMUNITY CENTRE</b>  The Town Clerk reported that boards advertising the combined sale had been erected by Derbyshire County Council. He had received a telephone call on Monday morning about the Informed Tender process and had referred the caller to Derbyshire County Council.</p> <p>Staveley Town Council's insurers had inspected the Mastin Moor Community Centre and were happy with the measures taken to secure the building. They had recommended that we block up the post box.</p>	
<p><b>213/12</b></p>	<p><b>RESTRUCTURING ISSUES</b>  The Chair reported that Chesterfield Borough Council had not yet formally responded to the request for a staff review.</p> <p>The Town Clerk reported that if Members did not want a replacement to Anne Frazer pending the implementation of a Staff Review there were a number of options he was considering.</p> <ul style="list-style-type: none"> <li>• Secondment of staff from either Derbyshire County Council or Chesterfield Borough Council. He had begun the process of contacting Derbyshire County Council for this option.</li> <li>• Increasing hours of existing staff.</li> </ul> <p>There were issues for some members of staff involving the impact on their and their families benefits. Some of the Caretaking Team would probably welcome this especially in the winter. They would welcome additional training: details of this were not available from Chesterfield College as yet. He would update Members in due course.</p> <p>He had received a question from Councillor D. Collins.</p> <p>Q1. Can we have a written copy of the Town Clerk's Report sent out with the Minutes for the Full Council Meetings in case any Councillors have any questions to ask on the report.</p> <p>The Town Clerk explained that he could do a written Report</p>	<p>GC</p> <p>GC</p>

<p><b>214/12</b></p>	<p>on matters up to the date that the Summons was issued but he would not be performing his job properly if he did not give a verbal report at Ordinary Meetings to keep Members fully up to speed.</p> <p>The Chair offered the Town Clerk a paper giving potential ways forward for his consideration.</p> <p><b>STAVELEY TOWN COUNCIL WEBSITE</b> The Town Clerk reported he had received a question from Councillor D. Collins.</p> <p>Q1. Who is now updated the new website and is there any extra cost for the training.</p> <p>He responded that no one is updating the new website as it had not yet launched.</p> <p>There were only one or two minor issues to be resolved and he intended that these be addressed in the next few weeks as he had two requests for work experience off Netherthorpe School students. These had ITC skills.</p> <p>In the longer term a current member of staff was considering assuming responsibility for the web site. He believed that initially she would have to attend training with e-mango in Bournemouth but after that telephone help would be sufficient.</p> <p>There would be a cost for this – but it should be remembered that after August 6<sup>th</sup> there would be a saving on the vacant post of the Assistant Town Clerk.</p>	
<p><b>215/12</b></p>	<p><b>STAVELEY TOWN CRIER</b> A discussion took place on distribution and the improvements to be put in place.</p> <p><b>PART II – CONFIDENTIAL BUSINESS</b></p>	