



# WIRKSWORTH TOWN COUNCIL

TOWN HALL, WIRKSWORTH, DERBYSHIRE DE4 4EU

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Clerk to the Town Council & Responsible Financial Officer:

Paul Jennings BEng (Hons), Cert ICM

Office hours: 8:30am-12:30pm Mon-Thurs

02 July 2019

Dear Councillor,

You are hereby summonsed to a Meeting of Finance Buildings & Personnel Committee on MONDAY 8 July 2019 at 6.30 p.m. in the Town Hall, Wirksworth.

## AGENDA

1. **Apologies for Absence**
2. **Variation of Order of Business:** *Including to consider a resolution under the Public Bodies (Admission to Meetings Act 1960 s1) to exclude members of the press and public in order to discuss an agenda item*
3. **Members' Interests in Agenda Items:** *To enable Members to declare the existence and nature of any Disclosable Pecuniary Interests they have in subsequent agenda items, in accordance with the Town Council's Code of Conduct.*
4. **Open Forum:** (3 minutes per speaker, total available 15 minutes)
  - Public Forum (At the start of the meeting, a period is available for members of the public to address the Council).
  - Cllrs with a pecuniary interest making representations, answering questions or giving evidence relating to the business to be transacted.
5. **To confirm the accuracy of the Minutes of the Meeting of the Finance Buildings & Personnel Committee held on 10 June 2019** (Previously circulated)
6. **Quarterly Balance Sheet & Bank Reconciliation** (to be circulated at the meeting)  
Cllr (not Chair - Fin Rgs 2.2) to initial to confirm the bank statement and bank reconciliation
7. **Monthly Budget Balance** (to be circulated at the meeting)
8. **End of Tenancy**  
The current tenant of the Atrium office has given notice wef 31/07/19.
9. **Southern End of Town** (Cllr Whittall)  
In order to progress improvements (agreed ET091/18), the Town Council will need to make a formal request to DCC for a bus shelter (including a WTC commitment to contribute towards the costs) and will also need to demonstrate public support for the works.
10. **Heating at Memorial Hall**  
The immersion heater has failed, quotes have been received to upgrade to more efficient system including replacing existing boilers at a cost of between £ 7450.00 & £8985.48 (+vat).
11. **Electrical Safety & Lighting at Memorial Hall**  
The existing installation relies on the conduit to provide an earth which has failed and requires replacement to ensure the system is electrically safe, whilst the works are undertaken it can be combined with an upgrade to install energy efficient lighting at a cost of £5477.50 + vat.
12. **Insurance**  
To consider a proposal to renew for 3 years with Royal Sun Alliance at a cost per annum of £6464.84 incl ipt and wps admin fee, replacing existing agreement with Aviva (current premium £ 7806.33)
13. **Tree Seat (Disposal of assets)**  
The half circular tree seat originally installed around the London Plane tree now surplus to requirements and DDDC have expressed interest in replacing Cruck Beam bench.
14. **Approval of Spinal Point increase for staff on incremental contracts**
15. **Clerks Time Sheet** (to be circulated at the meeting  
April – June 2019, to be signed by Chair.

Paul Jennings

Clerk to the Town Council & Responsible Financial Officer