



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

09 January 2018

Dear Councillor,

You are hereby summonsed to a Meeting of Finance Buildings & Personnel Committee on MONDAY 15 January 2018 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 11 December 2017** (Previously circulated)
6. **Monthly Budget Balance** (attached)
7. **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
8. **Recommendations from Environment and Town Committee held on 8 January 2017.**
9. **Request for a Community Grant for £263 to U3A** (attached)
To provide support to the group in 2018-19.
10. **Request for a letter of Support**
EVR/Wyvern Rail are seeking WTC support to assist with grant applications for the new station build.
11. **Electronic Payments** (attached)
To consider expanding use of electronic payments to settle invoices from suppliers/utilities.
12. **Petty Cash**
It is no longer possible to cash cheques, and no provision is available within current Financial Regulations to use a debit card to draw cash.
13. **ATM Insurance** (attached)
Confirmation that the installation of the ATM in the Memorial Hall will not impact existing premium.
14. **Request to use Staging outside Town Hall** (attached)
Wirksworth Community Choir are seeking confirmation whether they may continue to borrow the staging and if agreed whether the Town Council will have any additional conditions

associated with the loan (e.g. to comply with insurance requirements).

15. Letting Tariff (attached)

To approve a revised tariff for implementation on 1st April 2018, increasing letting fees by 10% to comply with the budget agreed and approved by Full Council on 18/12/17.

16. Staff Resourcing & Succession Planning

To consider how to resource the revised responsibilities and work load associated with the adoption of Fanny Shaw Community Building, Tuesday Market and Barmote Croft Toilet Block Toilet.



Paul Jennings

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