

**WIRKSWORTH TOWN COUNCIL – FINANCE, BUILDINGS & PERSONNEL
COMMITTEE 10 SEPTEMBER 2018 at 6:30pm**

FBP029/18 Present: Cllr A Clamp (Chairman), Cllr F Brown, Cllr I Fisher, Cllr G Gratton, and Cllr A Jordan

In attendance: Paul Jennings (Town Clerk)

FBP030/18 Apologies: Cllr P Taylor, Cllr C Whittall

FBP031/18 Variation of Order of Business: refer item 12 to full council for discussion.

FBP032/18 Members' Pecuniary Interests in Agenda Items:

Cllr Clamp	Personal Interest (as Chair of NOW) in item 12 on the agenda ; Request for a community grant of £4000 GoWirksworth (Now)
Cllr Jordan	Personal Interest (member of NOW) in item 12 on the agenda ; Request for a community grant of £4000 GoWirksworth (Now)

FBP033/18 Buildings & Personnel Committee held on 9 July 2018

The minutes of the meeting of the Finance, Buildings & Personnel Committee dated 9 July 2018 were confirmed as a correct record.

FBP034/18 Monthly Budget Balance:

RECOMM: That the monthly figures be noted.

FBP035/18 Outstanding Rent by Tenant

RECOMM: That clerk take actions necessary to recover unpaid rent of £1110 including referral to County Court.

FBP036/18 Unpaid Room Rental

Invoice has now been settled.

RECOMM: Noted. Future outstanding debts to be pursued by officers after referral to Chair of finance.

FBP037/18 Quarterly Balance Sheet & Bank Reconciliation

Cllr (not Chair - Fin Rgs 2.2) to initial to confirm the bank statement and bank reconciliation. The first quarter information was circulated.

RECOMM: That the information be noted. Cllr Jordan confirmed reconciliation to the bank statements.

FBP038/18 Damage to bollards at Memorial Hall

Clerk provided a verbal update on actions taken following two separate incidents of damage by vehicles.

RECOMM: Noted.

FBP039/18 Use of stage in Main Hall

The clerk provided a written report and suggested actions to mitigate risks created by increasingly varied use of the modular stage.

RECOMM: That all recommendations within the report regarding stage set-ups be adopted, with a further condition that any group wishing to undertake changes to the stage should also provide a risk assessment and method statement before permission be given to undertake changes. That the stage pieces are not to be used for tiered seating, although room users may hire in a “turnkey” solution. All room hirers who use the stage (including Festival) to be advised of the revised approach and process.

FBP040/18 Request to use the space adjacent to Memorial Hall

RECOMM: That permission be granted for the wizard event (operated by traders), and the group to be advised of the conditions applied to use of the space (and the responsibilities that are conveyed from using the space). That the usage of the area be monitored until Jun 2019 to then inform a decision on a policy and potential costs for using the space.

FBP041/18 Insurance

RECOMM: Noted. (The clerk to ensure that the insurers are aware of the correct name for Centenary Gardens not Millennium Garden).

FBP042/18 Clerks Time Sheet

For period to 31st August 2018, the clerk had accrued 37 hours of TOIL

RECOMM: That the matter be noted.

The meeting closed at 7:30 p.m.

.....Chairman