

## ASHBOURNE TOWN COUNCIL

### Minutes of the Finance, Town Hall & HR Committee Meeting held on Monday 12 November 2018 in the Council Chamber, Town Hall, Ashbourne.

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**Present:** Councillors: A Bates; I Bates; Mrs Brown; Mrs Bull; S Clayton; Mrs Cooper; Mrs Harris; Mrs Smith; M Spencer; Mrs Spencer and A White

In attendance: Carole Dean; Town Clerk; Samantha Higton, Assistant Clerk  
Cllr N Harris; Sarah Heaton and Helen Cammiss (The ClayRooms)

**F/18/1056 Apologies for absence**

It was agreed to note apologies from Cllr D Moon

**F/18/1057 Declaration of Members Interests**

None received.

**F/18/1058 To receive and approve requests for dispensations from members on matters in which they have a Disclosable Pecuniary Interest**

None received.

**Public Speaking**

No Members of the public were in attendance.

Cllr Bull stated that she had emailed DDDC as a Ward member for Ashbourne regarding the travellers on Fishpond Meadow.

Cllr Bull stated that the tidying up of the cemetery had been left until the last minute due to the leaves still falling, and a clean-up was done on the Friday prior to Remembrance Sunday.

Cllr Bull stated that she had a response to the parking tickets issued on Remembrance Sunday from DDDC; the response stated that no tickets had been issued until the afternoon, and the times that some people claimed to have been issued a ticket did not correspond. The response also stated that anyone issued with a ticket had a right to appeal.

**F/18/1059 Variation of order of business**

The Clerk asked that an additional item be added to the Agenda due to urgent time scales. To consider moving the Fire Alarm Panel due to works on the front of the Town Hall.

It was Proposed by Cllr I Bates seconded by Cllr Smith and RESOLVED to add the moving of the Fire Alarm Panel as Agenda Item 7(b) Minute F/18/1061.

Cllr Brown asked that the issue of parking tickets on Remembrance Sunday be added to the agenda. It was Proposed by Cllr Brown seconded by Cllr I Bates and RESOLVED to add the item as Agenda Item 14A; Minute F/18/1068

**F/18/1060 Sarah and Helen from The ClayRooms to give a presentation to Members**

Sarah and Helen gave an outline of their proposal to Members; they stated that it would be run as a Community Interest Company (CiC) on a five-year business plan. Sarah and Helen advised that they would not change anything structurally upstairs, and the proposal was for the use of the whole of the upstairs of the Town Hall. The Clerk questioned whether other groups who currently hire the Town Hall would be potentially renting space from them; they replied that they did not see a problem with this. Members questioned whether they were offering to pay for the use of the room; they replied that they were looking at a 'peppercorn rent'. Members thanked Sarah and Helen for attending and stated that they would discuss their proposal at the Full Council meeting the following week.

### **F/18/1061 Town Hall - Fascia**

a) Cllr N Harris gave an update on the works to date including the scheduled completion date. Cllr Brown questioned when it had been agreed that any savings on the works could be spent. The Clerk stated that this had only come to light the previous week, and the contractor had stated that whilst the work on the first floor windows was being carried out, they could repair the area above the balcony door. Cllr Brown asked that the matter be put to the Full Council meeting the following week.

### **b) To consider moving the Fire Alarm Panel**

The Clerk stated that since the doors at the front of the Town Hall had been moved, the Fire Alarm Panel was now in the middle of the wall. The Clerk added that it could not be moved in to one of the front offices as they were at times locked. It was proposed by Mrs Spencer seconded by Cllr Brown and RESOLVED that the Fire Alarm Panel be moved as close to the front doors as possible. Three members voted against the decision.

Cllr N Harris left the meeting at 7.43pm

### **F/18/1062 Finance**

#### **a) Bank Balances at 31 October 2018**

Business Current	£100.00
Business Reserve	£243,113.44
Bonus Saver	£34,378.56

#### **b) Chair to agree and sign off bank reconciliations**

It was Proposed by Cllr Bull seconded by Cllr Clayton and RESOLVED that the bank reconciliations be signed by the Chair.

#### **c) Q2 Budget Report**

It was Proposed by Cllr I Bates seconded by Cllr Cooper and RESOLVED that the Q2 Budget Report be received.

#### **d) Notification of VAT Claim July – September 2018**

It was Proposed by Cllr Mrs Spencer seconded by Cllr Cooper and RESOLVED that VAT Claim be noted.

#### **e) To consider a mobile phone contract for the VIC**

It was proposed by Cllr Mrs Spencer seconded by Cllr A Bates and RESOLVED that the Clerk look at obtaining a second handset on the original contract.

### **F/18/1063 Town Hall Report**

#### **a) Bookings for December 2018**

Members agreed to note the bookings.

### **F/18/1064 Cllr Brown – Consideration of a second phone line for Clerk's office**

It was proposed by Cllr Brown seconded by Cllr Smith and RESOLVED to obtain costs for a second phone line for Clerk's Office.

### **F/18/1065 Request through Church Warden for funding for a professional company to carry out a survey for the wider use of the Church**

Cllr Cooper stated that the closing date for funding was 30<sup>th</sup> September, and they would need to apply when it re-opened in May 2019.

**F/18/1066 Clerk – Update re Fire Safety Assessment – Fire Doors**

The Clerk stated that there wasn't a list of Fire Doors in the building, she had contacted Ian Copstick who carried out the Fire Safety check and he had quoted £200.00 to carry out the audit. It was Proposed by Cllr Brown seconded by Cllr Mrs Spencer and RESOLVED that this be done in the New Year and any replacement fire doors be phased in.

**F/18/1067 To consider the rental of ground floor office**

It was Proposed by Cllr Brown seconded by Cllr Mrs Spencer that the office currently used by the Events Officer be cleared out and offered for rental. It was agreed to relocate the staff concerned.

**F/18/1068 Parking Tickets issues on Remembrance Sunday**

Cllr Brown stated that the Remembrance Service did not finish until 1.00pm and this did not allow sufficient time for people to get to their vehicles. It was proposed by Cllr Brown seconded by Cllr White and RESOLVED to write to DDDC asking that any parking tickets issued prior to 3.00pm be revoked. It was further agreed to ask that consideration be given to allow free parking on Remembrance Sunday in the future.

**F/18/1069 To sign the Minutes of the Finance Committee meetings held on 8 October 2018**

It was proposed by Cllr Brown seconded by Cllr Smith and RESOLVED that the Minutes be signed by the Chair.

Cllr Bull left the meeting at 8.05pm.

It was proposed by Cllr Cooper seconded by Cllr Brown and RESOLVED to suspend Standing Order 3W to continue the meeting. Cllr Mrs Spencer voted against the decision.

Cllr's Brown and Mrs Spencer left the meeting at 8.34pm and returned at 8.38pm.

**F/18/1070 To consider a resolution under the Public Bodies (Admission to Meetings Act 1960) to exclude members of the press and public in order to discuss the following item(s)**

It was Proposed by Cllr Brown seconded by Cllr Cooper and RESOLVED to exclude members of the press and public in order to discuss the following item(s)

**F/18/1071 To consider the Budget Requests for 2019/20**

Members went through the draft budget by page and made three amendments. It was Proposed by Cllr White seconded by Cllr Brown and RESOLVED that the draft budget be considered by Council in December.

The meeting closed at 8.58pm

Chairman.....

Date.....