

ASHBOURNE TOWN COUNCIL

Minutes of the Finance, Town Hall & HR Committee Meeting held on Monday 8 October 2018 in the Council Chamber, Town Hall, Ashbourne.

Present: Councillors: A Bates; Mrs Brown; Mrs Bull; S Clayton; Mrs Harris; D Moon; Mrs Smith; M Spencer and Mrs Spencer

In attendance: Carole Dean; Town Clerk; Samantha Higton, Assistant Clerk
Cllr N Harris; Mr A White

F/18/1039 Apologies for absence

It was agreed to note apologies from Cllr's I Bates and Mrs Cooper

F/18/1040 Declaration of Members Interests

None received.

F/18/1041 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 was looking into the issues raised regarding the Market Place.

She added that an annual report would be done on S106 by DDDC, and the Town Council would receive a copy.

The consultation on waste had now finished and hopefully she would know more by November.

F/18/1042 Variation of order of business

None.

F/18/1043 Co-option to fill the Parkside Ward Vacancy

a) Councillor to sign the Declaration of Office of Acceptance

It was proposed by Cllr Brown seconded by Cllr Smith and RESOLVED that the Declaration of Office of Acceptance be signed by Andrew White.

F/18/1044 Town Hall - Fascia

a) Cllr N Harris to give an update on the project

Cllr N Harris gave members an update on the project.

b) Members to consider the quotations for the roofing works

Members had copies of three quotations; It was proposed by Cllr Bull seconded by Cllr Smith and

RESOLVED to ask each if they include the cost for scaffolding hire and how long the work was guaranteed.

It was further agreed to agree a decision at Full Council on Tuesday 16th October.

F/18/1045 Finance

a) Bank Balances at 29 September 2018

Business Current	£100.00
Business Reserve	£265,968.50
Bonus Saver	£34,361.05

b) Chair to agree and sign off bank reconciliations

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

c) Two signatories to sign off the RBS Business Quick Deposit Registration Form

It was Proposed by Cllr M Spencer seconded by Cllr Smith and RESOLVED that Cllr's Brown and Mrs Spencer sign the RBS Business Quick Deposit Registration Form.

F/18/1046 Past and current Mayor to sign off Mayor's Charity Account

It was Proposed by Cllr Brown seconded by Cllr Mrs Spencer and RESOLVED that the past and current Mayor's Charity account be signed off.

F/18/1047 Town Hall Report

a) Bookings for November 2018

Members agreed to note the bookings.

b) Concerns raised regarding a booking at the Town Hall that was not made known to staff

The Clerk reported the concerns; It was noted that all booking for the Town Hall are to be made through the Events Officer.

F/18/1048 To consider the Risk Assessment for the Lone Working Policy (attached)

It was Proposed by Cllr Bull seconded by Cllr Smith and RESOLVED that the Risk Assessment for the Lone Working Policy be agreed.

F/18/1049 Cllr Mrs Spencer – Update re Fire Safety including additional measures and risk assessment

Cllr Mrs Spencer gave an update to members.

F/18/1050 Update re Applications for Funding received for 2019

The Assistant Clerk advised that four application for funding had been received, and the total amount requested came to £5531.00 for Budget Planning purposes.

F/18/1051 Clerk – Conclusion of the Audit Report 2017/18

The Clerk informed Members that there were no recommendations on the Audit from PKF Littlejohn. Members congratulated the Clerk on the Audit Report.

F/18/1052 Receipt of Budget Planner 19/20 to be completed and returned to the Clerk by 2/11/18

The Clerk asked that Members put their request on the Budget Planner and return them by 2/11/18.

F/18/1053 Update re Market Place Christmas Tree moving

The Assistant clerk gave an update on the moving of the Market Place Christmas Tree; she added that it was unlikely this would now happen this year as three quotations had not been received for the grounds work. Members agreed to ask for the specification of the works to obtain quotations themselves.

F/18/1054 Consideration of the review of the key holders

b) To consider a centralised key storage system

c) To consider purchasing a high security lock safe

It was Proposed by Cllr A Bates seconded by Cllr Smith and RESOLVED to purchase a digital high security lock safe for the keys which is to be located in the Events Officer's office.

F/18/1055 To sign the Minutes of the Finance Committee meetings held on 9 July and 13 August 2018

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

The meeting closed at 8.10pm

Chairman.....

Date.....