

ASHBOURNE TOWN COUNCIL Town Hall, ASHBOURNE, Derbyshire, DE6 1ES Tel: 01335 342291

E-mail:- enquiries@ashbournetowncouncil.gov.uk www.ashbournetowncouncil.gov.uk

6 August 2024

To: The Mayor, Deputy Mayor and Members of Ashbourne Town Council

Dear Councillor,

You are summoned to attend the meeting of the Finance, Town Hall & HR Committee of Ashbourne Town Council to be held at **7.45pm** on **Monday 12 August 2024** in the Council Chamber, Town Hall, Ashbourne. Members are asked to sign the attendance sheet for the meeting and to complete the Declarations Sheet (if appropriate). These will be available in the Council Chamber.

Yours sincerely

Carole Dean

Town Clerk

- 1) Apologies for absence.
- 2) Variation of order of business
- 3) Declaration of Members Interests

This is to enable Members to declare the existence and nature of any Disclosable Pecuniary Interest they have in subsequent agenda items, in accordance with the Town Council's Code of Conduct. Interests that become apparent at a later stage in the proceedings may be declared at that time.

- 4) To receive and approve requests for dispensations from members on matters in which they have a Disclosable Pecuniary Interest
- 5) Public Questions and Comments (3 Minutes per speaker a maximum 15 Minutes in total)
- a) A period of not more than fifteen minutes will be made available for members of the public and Members of the Council to comment on any matters.
- b) If the Police Liaison Officer, a County Council or District Council Member is in attendance they will be given the opportunity to raise any relevant matter.
- 6) Invitation to Mr Marsh (Ashbourne Methodist Church) to discuss and advise the process for the renovations to the Methodist Church and how these may assist the Town Council with the future of the Town Hall.
- 7) Members to advise the objectives of the Council to establish facilities necessary for the effective management of the Council's business; whilst striving to minimise the cost of maintaining the accommodation needs for the Council.

- 8) Finance.
- a) Clerk to advise members of the Bank Balances.
- b) Members to authorise the accounts for payment, all invoices listed have been examined, verified and certified by the Town Clerk/RFO. Chair and Deputy to sign the payment schedule.
- c) Chair to sign off the Bank Reconciliations.
- 9) Chair to give an update of the meeting with the Councillor following a complaint received and reported to Members at the July Council meeting.
- 10) Members to decide and agree whether to appoint a Councillor as the representative on the Town Team 'BID' panel.
- 11) Members to consider the report for the quotation(s) for the Fire Doors in the Town Hall to be 'bolstered and re-hung' following the Annual Fire risk Assessment (attached).
- 12) Members to consider the report for the quotation(s) for Handrails to be installed to the front staircase in the Town Hall (attached).
- 13) Members to consider and decide on a request to borrow the Town Council's projector for a Presentation on the History of Houses on St John Street to be held at Ashbourne Library.
- **14)** Chair to sign the Minutes (Previously approved and ratified).

PAYMENTS (AWAITING AUTHORISATION) LIST **Ashbourne Town Council**

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ASHBOURNE TOWN COUNCIL

August 2024

REMEDIAL WORK TO BE UNTERTAKED AFTER ANNUAL FIRE RISK ASSESSMENT

1 PURPOSE OF THE REPORT

To ask members to consider the supplied quotes.

2 INFORMATION AND ANALYSIS

IMC Fire Ltd conducted the annual fire risk assessment and found the following shortfalls in fire safety:

- Several fire doors required bolstering and re-hanging to bring them in to the 2mm safety gap for smoke.
- The doors to the main hall need an alarm activated door guard to force them to close by themselves as they are also fire doors.

3 FINANCIAL CONSIDERATIONS

Three companies were asked to quote for the remedial work:

COMPANY	DOOR GUARD	FIRE DOORS	TOTAL
Tradefast Joinery	300.00	£250.00	£550.00 +VAT
Wright & Holmes Ltd/Andrew	Andrew came to quote but failed		
Redfern	to submit quote after 3 times of		
	asking.		
Richard Ellis Joinery	Richard declined to quote for the		
	job.		
J T Joinery Ltd	JTJ failed to come in after 3		
	attempts		

4 HUMAN RESOURCES, EQUALITY, ENVIRONMENTAL AND LEGAL CONSIDERATIONS Have been considered as part of this report.

5 HEALTH & SAFETY CONSIDERATIONS

It is a mandatory lawful requirement that all fire doors are working at 100% effectiveness.

6 OFFICER RECOMMENDATIONS

Members note the above data and decide on who is appointed to carry out the remedial work.



ASHBOURNE TOWN COUNCIL

August 2024

Installation of Hand Rails to Front Staircase

1 PURPOSE OF THE REPORT

To ask members to consider the supplied quotes.

2 INFORMATION AND ANALYSIS

Councillor Denise Brown has identified the need for additional handrails to assist elderly and limited ability persons to access the upper ballroom more safely.

3 FINANCIAL CONSIDERATIONS

Three companies were asked to quote for the work:

COMPANY	COST	
Tradefast Joinery	£385.00	
Andrew Redfern	Came to quote but failed to submit quote	
	after 3 times asking.	
JT Joinery Ltd	Failed to come in after 3 attempts.	

4 HUMAN RESOURCES, EQUALITY, ENVIRONMENTAL AND LEGAL CONSIDERATIONS Have been considered as part of this report.

5 HEALTH & SAFETY CONSIDERATIONS

These modifications will improve access to those who need assistance.

6 OFFICER RECOMMENDATIONS

Members note the report and decide on who is appointed to carry out the work.