



Minutes of a meeting of the Corporate Committee of Matlock Town Council held on Monday 17 February 2025 at 10:30am in the Riber Room of the Imperial Rooms, Matlock

Present: In the Chair: Cllr Jason Knighton (JK)

Councillors: Cllr David Hughes (DH), Cllr Marilyn Franks (MF), Cllr Diane Fletcher (DF)

Sub: *None in attendance*

In attendance: Simon Hosmer (SH), Town Clerk

Meeting begins at 10:30

JK: Before we begin I would just like to say a thank you to all those who helped last night.

CC451/25 APOLOGIES FOR ABSENCE
Cllr Ashley Orwin – Work commitment

CC452/25 VARIATION OF ORDER OF BUSINESS AND DECLARATION OF MEMBERS INTERESTS
None declared

CC453/25 REQUEST FOR DISPENSATION
None received

CC454/25 PUBLIC PARTICIPATION: MEMBERS OF THE PUBLIC
No members of the public were present

CC455/25 MINUTES OF THE LAST MEETING:

DF: I wasn't at these meetings I am afraid.
MF: I was in August, I am happy with those.
DF: This is October, is December here?
SH: Yes, you have three lots.
DH: These are very detailed.
SH: It's the only way I can do them.
MF: Less detailed minutes and actions is the other way.
DH: This, more detailed way means you can follow the debate.

Proposed: Cllr Jason Knighton, seconded Cllr David Hughes

Resolution: To approve the minutes of 19th August 2024, 21st October 2024 & 16th December 2024 as well as the Confidential minutes of all 3 of the above dated meetings

Agreed unanimously with the following exceptions:

Cllr Jason Knighton abstained on 19th August 2024 minutes as he was not in attendance

Cllr Diane Fletcher Abstained on 21st October 2024 & 16th December 2024 minutes as she was not in attendance

Cllr Marilyn Franks abstained on 16th December 2024 minutes as she was not in attendance

CC456/25

RFO UPDATE

SH: We have 22 applications for the role now. A few people had already applied at the higher rate and salary grade before we changed the role to be a training position so I spoke with each of those candidates and all applicants wanted to continue with their applications. Deadline is 28th February for applications and the week after that Cllr Orwin and Cllr Best will be in attendance to shortlist candidates. The week after that we will conduct interviews. Hopefully a start date of 1st April is achievable as we discussed at Full Council but that will depend on any notice the successful candidate will need to give to their current employer. There will be a 6 month training plan ready for the next Full Council meeting. The reason why we are not so worried about the 1st April start date as we were is that Mike in the office has stepped up and started invoicing the backlog of room users. This is now up to date. I can be a bit more accurate with how much money has been taken in the Imperial rooms and it looks like it will be around £40,000 for 2024-2025. Last year we took £34,000 so it's a big improvement. The cheerleading group hadn't been invoiced at all and they owe us several thousand pounds too which is unpaid as we didn't invoice them. That is not included in the figures above. The County Council pay annually for the stop smoking service which had not been invoiced last year and so that has been done also.

MF: Is annually too little? Perhaps we should be invoicing them more regularly.

SH: I can ask them but I think they have a set budget and spend it at the beginning of each year in the hope of avoiding our prices going up. We have taken that into account this time.

MF: And the cheerleading group?

SH: Are now being invoiced monthly.

JK: Did this backlog occur after we lost the RFO or was it already an issue?

SH: It was already an issue but we weren't aware of the extent of that issue until recently.

DF: Do we have a recruitment policy?

SH: I am unsure. I will check.

DF: It may be that we should have a woman on the panel.

MF: I think so. That, if not required, would be the best thing to do.

JK: Shall we carry on with Cllr Orwin and Cllr Best doing this?

MF: This time may be too late I fear.

DF: There is research into the fact that a more diverse interview panel will be more successful in recruiting.

MF: We must be missing some policies.

SH: Agreed. We do have some missing though we have all that are legal requirements.

DH: Could we add Diane to the interview panel?

Proposed: Cllr David Hughes , seconded Cllr Jason Knighton

Resolution: To add Cllr Diane Fletcher to the interview panel.

Agreed unanimously

Proposed: Cllr David Hughes, seconded Cllr Jason Knighton

Resolution: To accept the report

Agreed unanimously

CC457/25 GENERAL ASSISTANT JOB DESCRIPTION

DH: Should this be naming Mike?

SH: The report names him as he is the current employee doing the job. The Job Description doesn't have his name on as that could be anyone. There were so many things missing from this job description. The job is paid at the same level as our caretakers for a lot more responsibility.

MF: This is wrong.

SH: We should be looking to protect the Council and the fact that we have been paying the same rate for both roles needs amending.

DH: I have thought this for a while. Some Councillors may have been reluctant to look at this in the past but his hard work and dedication should be rewarded.

SH: I believe we have an issue with our caretakers that when we review everyone's work during appraisals I will have to speak to them about just how capable they are.

JK: Does this put him as second in command over the new RFO or Vicky?

SH: No there is no supervisory tasks in this job description. He does however do the rota for the caretakers.

JK: Does that not make him 2nd in charge then?

SH: No that is shared between all the office staff in my absence. If anything, Vicky takes the lead I would say.

DH: How does this role compare with the outdoor supervisor?

SH: It is lower as Dave has supervisory responsibilities.

DF: Where would Mike go on the scale? Should we take into account he has been doing this already?

DH: How much of an increase is it?

SH: Around £500.

JK: The extra he does has to be recognised.

SH: on SCP level 7 the role will go up one salary point each year again whereas it can't at the moment.

Proposed: Cllr Jason Knighton, seconded Cllr Marilyn Franks

Resolution: To accept the report and to put Mike on pay point 7 with the ability to move up the scale each year with effect from April 1st 2025.

Agreed unanimously

DH: I would like to give a special word to Angela, the caretaker who was working last weekend. She was excellent and had great customer service with some friends who came to look at the venue as a potential wedding ceremony.

JK: I thought we were far too cheap last year and this looks like we probably are again this year too. Have we checked with other rooms to see how we compare?

SH: We have and you are right, we are cheaper than almost all. It has been the idea for a long time though that we are community rooms, for the Matlock community, and beyond, and don't just chase every penny.

JK: Weddings

SH: Those prices have gone up 10% in this proposal which is probably more, as a percentage, than other places will be putting their prices up but the overall price is certainly still quite cheap in comparison.

MF: I don't think that the percentage matters. 2 hours for a ceremony at £325 seems reasonable. How much is a church wedding?

DH: You usually have to make a contribution.

JK: I think the room price should go up for non-community groups.

SH: To my knowledge nobody has ever complained that our prices are too high.

Proposed: Cllr David Hughes, seconded Cllr Marilyn Franks

Resolution: To accept the report and accept the new prices as written

Agreed 3-1 – *Cllr Knighton voted against*

SH: The phone system has packed up in the rooms and we have had to replace it.

MF: I tried to ring the other day and it just rang and rang.

SH: Yes that was under the old system and most likely when it was already broken. The new system allows 2 voicemail boxes per user and we have the main number which during core hours has a voicemail message and then another outside of normal hours with a different message. All pre-programmed via AI. The phones themselves are much more modern and work independently of each other rather than a one off system. I can also use an app on my phone to divert calls to any mobile number.

JK: A couple of weeks ago there was a child's birthday party and the parents couldn't get hold of anyone to resolve the issue. I was browsing Facebook and was tagged in the issue. So someone contacted me and we did resolve the issue. Could we have an out of hours emergency number on the voicemail?

MF: They couldn't get in?

JK: The booking form got lost apparently.

SH: We think we know what happened. It's being looked into.

MF: So we just need someone to be an emergency contact for the rooms when nobody is in the office.

DH: Can the caretakers access the phone system?

SH: No but we have their numbers so we can get hold of them when we need to.

Proposed: Cllr Marilyn Franks, seconded Cllr Diane Fletcher

Resolution: To accept the report and to ask the Clerk to review the incident at the birthday party and to programme the system to ring around the staff in a given order

Agreed unanimously

CC460/25 COUNCIL PUBLICITY: Website, social media, newsletters and news releases

DF: The new prices will be published on the website?

SH: As a matter of course.

MF: I have a friend who is a local vicar and he didn't know the event was here this weekend and was gutted he missed it.

JK: I felt it was advertised better than anything before.

DH: Latest news seems like it needs updating. The events page also needs updating.

MF: We will need to publicise the Easter trail and the event on the day.

CC461/25 ITEMS OF INFORMATION

Proposed Cllr Jason Knighton, seconded Cllr David Hughes

Resolution: To accept the items of information

Agreed unanimously

Meeting closed by the chair at 11:27



Simon Hosmer
Town Clerk

CHAIRMAN:

DATED: