

**MINUTES OF THE ANNUAL MEETING OF WIRKSWORTH TOWN COUNCIL
HELD ON MONDAY 9 MAY 2016 AT 6.30 PM**

C001/16 Present: Cllr A Clamp, Cllr M Edwards, Cllr G Gratton, Cllr S Maskrey, Cllr J Stockell, Cllr P Taylor, Cllr C Whittall and Cllr J Williams.

In attendance: Paul Jennings(Town Clerk)

C002/16 Election of Chair (Town Mayor)

No Councillors present were proposed however Cllr Pollock (absent) was proposed.

RESOLVED That Cllr Clamp chair meeting, and that the election of Chair of the Council / Mayor be deferred until June meeting of Council.

C003/16 Apologies

Cllr A Jordan, Cllr A Pollock, Cllr P Slack, Cllr I Ratcliffe, Cllr M Ratcliffe, PCSO S Lester

C004/16 Members' Pecuniary Interests in Agenda Items:

None declared.

C005/16 Appointment of Deputy Mayor:

RESOLVED That the matter be considered at the council meeting on the 20 June 2016.

C006/16 Minutes of the Meeting of the Wirksworth Town Council dated 18 April 2016:

The minutes of the Meeting of Wirksworth Town Council dated 18 April 2016 were confirmed as a correct record.

C007/16 Minutes and recommendations of the Finance, Buildings & Personnel Committee:

RESOLVED That the minutes and recommendations of the Finance, Buildings & Personnel Committee dated 3 May 2016 be approved.

C008/16 Accounts Paid April 2016:

RESOLVED That payment of the attached accounts in the sum of £16576.17 be formally approved.

C009/16 To approve and adopt the Standing Orders for Wirksworth Town Council

The standing orders were reviewed and amended in March 2106.

RESOLVED to adopt the Standing Orders revised 21 March 2016.

- C010/16 To approve and adopt the Financial Regulations for Wirksworth Town Council**
- The standing orders were reviewed and amended in March 2106.
- RESOLVED** to adopt the Financial Regulations revised 21 March 2016.
- C011/16 To receive the Internal Audit Report and consider any recommendations**
- The council reviewed the report provided by the independent internal auditor, Barrie Woodcock undertaken on 18th April 2016 and
- RESOLVED** To note that auditor raised no comment at audit.
- C012/16 To approve the Annual Financial Report for Year ending 31st March 2016**
- Statement of Accounts had now been completed and was ready for approval and signature:
- RESOLVED** To approve the Statement of Accounts 2015-16.
- C013/16 To approve the Annual Report for Year ending 31st March 2016**
- The draft report prepared by the clerk was discussed:
- RESOLVED** To appoint Cllr Clamp, Pollock, Maskrey and Williams to review the document and for a final draft to be submitted for approval by the Council on 20 June 2016.
- C014/16 To approve the Annual Governance Statement (Section 1 of the Annual Return) for year ending 31st March 2016**
- The clerk read aloud each section of the Annual Governance Statement for consideration by the Town Council.
- RESOLVED** That the Annual Governance Statement be approved by the Town Council, signed and submitted to the External Auditor.
- C015/16 To appoint signatories for the Town Council bank accounts**
- RESOLVED** That all councillors be signatories and the clerk to update the bank mandate accordingly after election for vacant seat on 26 May 2016.
- C016/16 To approve the Statement of Accounts (Section 2 of the Annual Return) for year ending 31st March 2016**
- RESOLVED** That the Statement of Accounts (Section 2 of the Annual Return) be approved by the Town Council, signed and submitted to the External Auditor.
- C017/16 Review of Committee structures, Terms of Reference and to appoint Members to serve on the Committees**

RESOLVED That the existing Committees be retained, with unchanged terms of reference.

- Environment & Town Committee Cllr S Maskrey (Chair), Cllr M Edwards, Cllr A Jordan, Cllr A Pollock, Cllr J Stockell, Cllr J Williams (plus Mayor and Deputy Mayor);
- Finance, Buildings & Personnel Cllr A Clamp (Chair), Cllr G Gratton, Cllr P Taylor, Cllr C Whittall (plus Mayor and Deputy Mayor). The remaining place to be filled once vacant seat on the the council is filled after the election.

C018/16 Review of Working Parties, Terms of Reference and to appoint Members to serve on the Working Parties:

RESOLVED That the working parties be retained, with unchanged terms of reference.

- Communication: Cllr M Edwards, Cllr A Jordan, Cllr P Taylor and Cllr J Williams

Reporting to Full Council

- Main Hall Review: Cllr A Pollock, Cllr G Gratton, Cllr P Taylor
Reporting to Finance, Buildings and Personnel Committee

- Neighbourhood Plan: Cllr A Clamp, Cllr S Maskrey
Reporting to Environment & Town Committee

C019/16 Town Council Representation on External Bodies:

RESOLVED That the Town Council's representation on external bodies for the year 2016/17 be as listed in Appendix 1

C020/16 Delegated Decision

Date	Decision Taken	Alternative Options Considered and/or background information
13/4/16	To produce polling cards for the Town Council Election	DDDC Polling Officer asked if the Polling Card would be required for the Town Council Election. To meet with print deadline, it was necessary to make a decision within 24 hours
25/4/16	To take over the organisation of the 2016 Well Dressings	Advised that the organiser (Margaret Pearson) has been admitted to hospital, and there is no one else able to step into arrange the admin behind the well dressings. A number of the actions need addressing (immediately) and there is insufficient time to find a replacement volunteer within the community. Given the historic importance of the event to the Town, it is proposed that the Town Council step in to ensure continuity of the event. The Council to then review issue in June.

RESOLVED to ratify the clerk's actions.

C021/16 Response to DDDC Local Plan Consultation

RESOLVED That the draft be agreed and sent as the Town Council response to the consultation.

The meeting closed at 7.20 pm

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Chairman

Appendix 1 - Town Council Representation on External Bodies

Organisation	Representative
Anthony Gell's Almshouses and Charity of Anthony Bunting	C Whittall
Civic Society	A Jordan
Stoney Wood Group	A Pollock/J Stockell
Derwent Valley Mills Partnership	A Pollock
Derwent Valley Community Rail Partnership	A Jordan
Festival Board	P Taylor/ J Stockell
Recreation Ground Trustees	C Whittall/ S Maskrey
Twinning Association	P Taylor/A Jordan
Wirksworth & District Trust Fund	S Maskrey/C Whittall
New Opportunities	J Stockell /A Clamp
Bolehill Improvement Group	M Edwards/J Williams
Gorsey Bank Residents Association	A Pollock
Wirksworth Community Sport & Leisure Centre Joint Advisory Committee	S Maskrey/C Whittall
Wirksworth Well Dressings & Parade	G Gratton
Wirksworth Heritage Centre	J Stockell
Wirksworth Fair Trade Group	P Taylor
Safer Neighbourhood	A Pollock/ G Gratton

Accounts Paid		Apr-16			Budget			
Date	Invoice From:	Chq No	Supplier's VAT Reg No	Goods/Services	Heading (see budget)	Amount	VAT	Total
	Payroll			Payroll	4,16,22	6375.66		6375.66
25/04/16	Dalc	7721		Membership	22	869.19		869.19
07/04/16	Irongate Group	7722	558532518	Paper	22	22.00	4.40	26.40
07/04/16	DDDC	7723		Rates	3	3811.00		3811.00
				Caretaker				
07/04/16	Markovitz	7724	157652445	Consumerables	2	36.05	7.21	43.26
18/04/16	Petty Cash	7725		Petty Cash	22	100.00		100.00
				Line Marker,				
18/04/16	Lester Lowe Hollinsend Fire	7726	789313391	chain/padlock	20b/35	14.75	2.95	17.70
18/04/16	Safety Tradefast	7727	842950613	Repair Memorial	14	225.00	45.00	270.00
28/04/16	Builders Ltd	7728		Repair Club room	2	160.00		160.00
28/04/16	Dalc	7729		Training - NP for GG	27	25.00		25.00
				Rospa Inspection				
28/04/16	Playsafety Ltd	7730	876328389	WG/FS	20b/44	461.50	92.30	553.80
				Civic Service				
28/04/16	S & A Pepper	7731		Catering	26	500.00		500.00
28/04/16	DDDC	7732		Bins T&M Hall	2/14	429.00		429.00
				Expenses - Mayor's				
28/04/16	A Pollock Salisbury &	7733		Ball	Misc trf	302.97		302.97
28/04/16	Wood	7734		Soil for Verge	35	78.00	15.60	93.60
	Homemade			Mayor Charity				
28/04/16	Delights	7735		Dinner Catering	Misc trf	1292.90		1292.90
Direct Debit Payments and Standing Orders								
	Castle			Professional				
01/04/16	Associates	Sto	114456924	Services	22	40.00	8.00	48.00
01/03/16	Corona	DDR	577704800	Gas T & M Hall	1,13	688.40	137.68	826.08
01/03/16	British Gas	DDR	684966762	Elec T & M Hall	1,13	283.46	14.15	297.61
01/04/16	Severn Trent	DDR			3b	92.40		92.40
01/03/16	Sage	DDR	555909605	Payroll Software	22	28.00	5.60	33.60
Payments made using Debit Card								
	National							
25/04/16	Lighting	DC	232555575	Club Room Lights	2	340.00	68.00	408.00
						16175.28	400.89	16576.17
Transfer								
24/04/16	From Deposit To Current Account					4000.00		4000.00