

**MINUTES OF THE ANNUAL MEETING OF WIRKSWORTH TOWN COUNCIL  
HELD ON MONDAY 13 MAY 2019 AT 6.30 PM**

**C001/19 Present:** Cllr S Barker, Cllr Casselden, Cllr C Foster Phillips, Cllr G Gratton, Cllr A Jordan, Cllr A Pollock, Cllr J Stockell, Cllr P Taylor, Cllr C Whittall.

In attendance: 1 member of public, District Cllr M Ratcliffe, D Berry (WTC staff), A Fussell (WTC staff) and Paul Jennings (Town Clerk)

**C002/19 Election of Chair (Town Mayor)**

A Pollock proposed that A Jordan serve as Mayor for the coming year. The motion was seconded by G Gratton and received unanimous support. The mayor completed his acceptance of office.

**RESOLVED** That Cllr Jordan be appointed as Chair (Town Mayor).

**C003/19 Declaration of Acceptance of Office**

Cllr Clamp, Cllr McDonagh, Cllr Whittall, Cllr Barker had previously signed their declaration of office, all remaining elected members present signed their acceptance of office in the presence of the Town Clerk.

**C004/19 Appointment of Deputy Mayor:**

Cllr Jordan proposed that Cllr Pollock serve as deputy for the coming year. The motion was seconded by Cllr Stockell and received unanimous support and it was

**RESOLVED** That Cllr Pollock be appointed as deputy Chair (deputy Town Mayor).

**C005/19 Apologies:** Cllr A Clamp, Cllr E McDonagh, Cllr P Slack, Cllr I Ratcliffe

**C006/19 Members' Pecuniary Interests in Agenda Items:**

None declared.

*Open Forum opened Arr 6:45pm*

**C007/19 Open Forum:**

District Councillor Reports: Cllr M Ratcliffe spoke briefly to raise awareness of a current planning application.

**C008/19 Minutes of the Meeting of the Wirksworth Town Council dated 15 April 2019:**

**RESOLVED** that the minutes of the Meeting of Wirksworth Town Council dated 15 April 2019 were confirmed as a correct record.

**C009/19 To approve and adopt the Standing Orders for Wirksworth Town Council**

**RESOLVED** to adopt the Standing Orders last reviewed 19 November 2018 and the document to be reviewed and revised as required.

**C010/19 To approve and adopt the Financial Regulations for Wirksworth Town Council**

**RESOLVED** to adopt the Financial Regulations last reviewed 21 May 2018 and the document to be reviewed and revised as required.

**C011/19 To receive the Internal Audit Report and consider any recommendations**

The council reviewed the report provided by the auditor, Barrie Woodcock

**RESOLVED** to note the report raised no concerns and that the 3 outstanding cheques be written back to accounts (now new accounting system in place).

**C012/19 To approve the Annual Report for Year ending 31<sup>st</sup> March 2019**

Statement of Accounts had now been completed and was ready for approval and signature prior to submission to the External Auditor;

**RESOLVED** To approve the Statement of Accounts 2018-19

**C013/19 To approve the Annual Governance Statement (Section 1 of the Annual Return) for year ending 31<sup>st</sup> March 2019**

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.

**C014/19 To appoint signatories for the Town Council bank accounts**

**RESOLVED** That all councillors (excluding Cllr Casselden) and the clerk be signatories and to update the bank mandates accordingly.

**C015/19 To approve the Statement of Accounts (Section 2 of the Annual Return) for year ending 31<sup>st</sup> March 2019**

**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.

**C016/19 Review of Committee Structures, Terms of Reference and to appoint Members to serve on the Committees**

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

Environment & Town Committee

1. Membership shall be a minimum of 5 members of the Council (inc. Mayor and deputy) (Quorum of 3 members)
2. An officer of the Council shall attend the meeting

3. Meetings shall be held on the first Monday of each Month
4. Terms of reference
  - i. All Planning Matters (with delegated authority\* to respond on behalf of the council)
  - ii. The development of the town and it's surroundings including the provision of: Grit bins, benches, bus shelters, planters, footpaths.

Membership of Environment & Town Committee to consist of Cllr Barker, Cllr Casselden, Cllr Foster Phillips, Cllr Stockell and Cllr Jordan (Mayor) and Cllr Pollock (Deputy Mayor).

#### Finance, Buildings and Personnel Committee

1. Membership shall be a minimum of 5 members of the Council (inc Mayor and deputy) (Quorum of 3 members)
2. An officer of the Council shall attend the meeting
3. Meetings shall be held on the second Monday of each month
4. Terms of reference
  - i) All Financial matters
  - ii) The maintenance and contents of the buildings and property holdings
  - iii) Supervision and employment of staff
  - iv) Approval of beneficiaries & electronic payments

Membership of Finance, Buildings & Personnel to consist of Cllr Clamp, Cllr Gratton, Cllr Taylor and Cllr Jordan (Mayor) and Cllr Pollock (Deputy Mayor).

### **C017/19 Review of Working Parties, Terms of Reference and to appoint Members to serve on the Working Parties**

**RESOLVED** that 2 working parties be retained with the following terms of reference.

#### Neighbourhood Plan

1. Membership may consist of councillors and members of public
2. Meetings will be arranged as required
3. Terms of reference
  - i) To provide guidance to Environment and Town Committee on the Neighbourhood Plan.
  - ii) To review planning applications and advise on implications to Neighbourhood Plan.

Membership of Neighbourhood Plan to be determined by Environment and Town Committee.

#### Climate Emergency

Following petition regarding Climate Emergency - Council Resolution C142/18 on 18/2/19

1. Membership may consist of councillors and members of public
2. Meetings will be arranged as required
3. Terms of reference
  - i) To liaise with local groups and to prepare a report on what action the Town Council might take in support of the Town

- ii) Council's resolution to declare a Climate Emergency
- The group to report to Full Council with recommendations.

Membership of Climate Emergency to comprise of Cllr Gratton, Cllr Pollock, Cllr Stockell and Cllr Taylor.

**C018/19 Town Council Representation on External Bodies**

**RESOLVED** That the Town Council's representation on external bodies for the year 2019/20 be as listed in Appendix 1

**C019/19 Wirksworth Memorial Foundation**

Councillors were reminded that they are trustees of this charity.

**RESOLVED** to note the matter.

**C020/19 Process for Agenda**

**RESOLVED** That Cllr Casselden, Cllr Gratton, Cllr Taylor receive paper (in councillor cabinet) and all other cllrs present elected to receive electronic summons only. An additional copy of agenda and attachments to be held in Councillor cabinet.

*Cllr Gratton dep 8:00pm*

**C021/19 To review and decide on amendments to Council Policies**

<i>Code of Conduct</i>	<i>Equal Opportunities</i>
<i>Internal Controls</i>	<i>Letting Policy for Town Hall &amp; Memorial Hall</i>
<i>Delegated Planning</i>	<i>Bullying and Harassment</i>
<i>Health and Safety Policy</i>	<i>Storage Policy</i>
<i>Data Retention Policy</i>	<i>Asbestos Policy</i>
<i>Communication Policy</i>	<i>Privacy Policy</i>
<i>Complaints Policy</i>	<i>Staff Privacy Policy</i>
<i>Town Hall &amp; Memorial Hall Storage Policy</i>	<i>Recording of Meetings - Protocol</i>

**RESOLVED** that the policies be agreed, and that they be reviewed and revised as required

*The meeting closed at 8.10 pm*

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Chairman

## Appendix 1 - Town Council Representation on External Bodies

Town Council Representatives:

- Provide a channel of information/communication between Town Council and Group
- Report back to Town Council on decisions taken by External Bodies
- Raise any issues from the group with the Town Council
- Represent the Town Council's interests (where appropriate)

Organisation	Representative
Anthony Gell Almshouses and Charity of Anthony Bunting	C Whittall / J Stockell
Civic Society	A Jordan / A Pollock
Stoney Wood Group	A Pollock / J Stockell
Derwent Valley Community Rail Partnership	A Jordan
Dementia Friendly Town	A Clamp
Wirksworth Festival Board	A Pollock
Recreation Ground Trustees	C Whittall
Twinning Association	P Taylor
Wirksworth & District Trust Fund	C Whittall
New Opportunities	J Stockell / A Clamp
Bolehill Improvement Group	Sean Barker / M Casselden
Gorsey Bank Residents Association	A Pollock
Wirksworth & District Sports Group	C Foster Phillips
Wirksworth Well Dressings	G Gratton / C Foster Phillips
Wirksworth Heritage Centre	P Taylor
Transition Wirksworth - Community Land Trust	J Stockell
Transition Wirksworth - Waste & Recycling	S Barker/ P Taylor/ A Pollock