

**MINUTES OF THE ANNUAL MEETING OF WIRKSWORTH TOWN COUNCIL  
HELD ON MONDAY 15 June 2020 AT 6.30 PM**

**C001/20 Present:** Cllr S Barker, Cllr Casselden, Cllr A Clamp, Cllr C Foster Phillips, Cllr G Gratton, Cllr A Jordan, Cllr E McDonagh, Cllr A Pollock, Cllr J Stockell, and Cllr P Taylor,

In attendance: 1 member of public, District Cllr M Ratcliffe, C Cllr I Ratcliffe, S Gratton (assistant clerk) and Paul Jennings (Town Clerk)

**C002/20 Election of Chair (Town Mayor)**

Cllr E Mcdonagh proposed that Cllr A Pollock serve as Mayor for the coming year. The motion was seconded by Cllr G Gratton. The Mayor will complete his acceptance of office after the meeting

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

**C003/20 Apologies:** Cllr C Whittall.

**C004/20 Members' Pecuniary Interests in Agenda Items:**

None declared.

*Open Forum opened 6:35pm*

**C005/20 Open Forum:**

District & County Councillor Reports: Cllr M Ratcliffe and Cllr I Ratcliffe spoke briefly to provide updates.

*Cllr Clamp arr 6.45pm Open Forum closed 6:50pm*

**C006/20 Appointment of Deputy Mayor:**

Cllr Jordan proposed that Cllr Gratton serve as deputy for the coming year. The motion was seconded by Cllr Stockell.

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

**C007/20 Minutes of the Meeting of the Wirksworth Town Council dated 18 May 2020:**

**RESOLVED** that the minutes of the Meeting of Wirksworth Town Council dated 18 May 2020 were confirmed as a correct record.

**C008/20 Delegated Decisions**

**RESOLVED** to

- (a) ratify the decisions taken using delegated powers
- (b) That in regard to the ASB issues at Greenhill/The Dale, Cllr Gratton be delegated to speak informally with Tarmac to investigate what further measures might be taken and that the clerk write to the agencies

involved (DDDC, DCC and Police) thanking them for their support and ask that more action/measures are now taken to tackle the issue.

**C009/20 Business Resumption Plans**

The clerk has previously circulated a draft report identifying various services and operations of the council. The report included triggers required to review current position and/or resume service/operation.

**RESOLVED** that the facilities of the council remain closed until a further review (at the council meeting on 6<sup>th</sup> July) to give time to learn lessons from other markets and activities of other authorities, put in place any PPE and social messaging needed, go through appropriate staff training, and complete risk assessments. We should tell the public we are doing this, and that we are acting more slowly than the DDDC because we have fewer resources and need to consider the vulnerabilities of our staff.  
That the existing concessionary scheme for leasehold tenants be extended, to renewed/reviewed each month by council – the concession to apply where a tenant is not using and accessing their space.

**C010/20 To approve and adopt the Standing Orders for Wirksworth Town Council**

**RESOLVED** to adopt the Standing Orders last reviewed 13 May 2019 and that the document to be reviewed and revised as required.

**C011/20 To approve and adopt the Financial Regulations for Wirksworth Town Council**

**RESOLVED** to adopt the Financial Regulations last reviewed 17 February 2020 and that the document to be reviewed and revised as required.

**C012/20 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 clerk to address the S137 reporting issue with the accounting system provider.

**C013/20 To approve the Annual Report for Year ending 31<sup>st</sup> March 2020**

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 2019-20

**C014/20 To approve the Annual Governance Statement (Section 1 of the Annual Return) for year ending 31<sup>st</sup> March 2020**

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.

**C015/20 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.

**C016/20 To approve the Statement of Accounts (Section 2 of the Annual Return) for year ending 31<sup>st</sup> March 2020**

**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.

**C017/20 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 Gratton(Deputy Mayor), Cllr Stockell, Cllr Jordan and Cllr Pollock (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 (Deputy Mayor), Cllr E Mcdonagh, Cllr Pollock (Mayor), Cllr Taylor and Cllr Whittall

**C018/20 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 comprise Cllr Casselden, Cllr Clamp, Cllr Jordan and members of the public

**Climate Change** (this was revised in February 2020, resolution C168/19)

1. Membership shall consist of councillors
2. Meetings will be arranged regularly to give the council timely advice.as required
3. Terms of reference
  - i) Focus on specific measures that the Town Council could take to address the climate emergency in its property and assets;
  - ii) To support initiatives on a case by case basis. Such initiatives could include the installation of solar panels, undertaking planting on council owned property, the installation of electric car charging points on council property;
  - iii) The group to report to Full Council with recommendations.

[As part of the change from Climate Emergency to Climate Change working party, it was agreed to support the establishment of an independent group with council representation to mitigate climate emergency issues which concern the town as a whole.]

**C019/20 Town Council Representation on External Bodies**

**RESOLVED** That the Town Council's representation on external bodies for the year 2020/20 be as listed in Appendix 1

**C020/20 Wirksworth Memorial Foundation**

Councillors were reminded that they remain trustees of this charity, which has yet to be closed - this process was interrupted by the purchase of the Meadows and then the response to Covid-19.

**RESOLVED** to note the matter.

**C021/20 Process for Agenda**

**RESOLVED** That councillors to confirm by email to the town clerk their preference to either receive paper agenda & attachments or to only receive electronic summons

**C022/20 To review and decide on amendments to Council Policies**

Absence Management Policy  
Asbestos Policy  
Bullying and Harassment  
Code of Conduct  
Communications Policy  
Complaints Procedure  
Data Retention  
Debit Card  
Delegated Planning  
Disciplinary Grievance & Whistle-  
blowing

Equal Opportunities  
Financial Regulations: Procedures for  
payment authorisation & reporting  
H & S Policy  
Internal Controls  
Letting Policy  
Memorial Bench Policy  
Pension Discretion Policy  
Privacy Policy  
Protocol on Recording of Meetings  
Staff Privacy Policy  
Storage Policy

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

*The meeting closed at 7.55 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
Climate Change (DALC initiative)	P Taylor / J Stockell
Dementia Friendly Town	A Clamp
Derwent Valley Community Rail Partnership	A Jordan
DDDC Liaison	C Whittall, A Clamp, A Pollock
Wirksworth Festival Board	A Pollock / A Jordan
Recreation Ground Trustees	C Whittall
Twinning Association	P Taylor
Wirksworth & District Trust Fund	C Whittall / C Foster Phillips
New Opportunities Wirksworth	J Stockell / A Clamp
Bolehill Improvement Group	S Barker / M Casselden
Gorsey Bank Residents Association	A Pollock
Wirksworth & District Sports Group	C Foster Phillips, C Whittall
Wirksworth Well Dressings	G Gratton / C Foster Phillips
Wirksworth Heritage Centre	E Mcdonagh, M Casselden
Transition Wirksworth Community Land Trust	J Stockell
Transition Wirksworth – Waste & Recycling subgroup	S Barker, A Pollock

### Delegated Decisions (19/05/20-08/06/20)

Date	Decision Taken	Alternative Options Considered and/or background information	Councillors consulted and response .. or reason for not consulting
21/05/20	To reply to a DCC consultation regarding measure(s) which might be taken/introduced in Town Centres to mitigate the risks posed by Covid19.	The original contact was made by DCC to boroughs and district councils. DDDC canvassed the Town Council as they felt they might be in a position to provide a more local view. The deadline for response was within 48 hours of the original contact and it was felt that not responding might result in resources be allocated to other Towns etc..	As the contact was linked to the DDDC liaison meeting, Councillor Whittall and Jordan reviewed the documents and the proposed response.
25/05/20	Relocating community caterpillar	An initiative to paint pebbles/stones and form a caterpillar, decided to place the installation on the space adjacent to the War Memorial area next the Memorial Hall. The organisers contacted the town council to seek permission to use the space, by which time the length of the caterpillar was in excess of 2m and reports had been received of concerns regarding trip hazard. The Town Clerk requested that the installation be moved into the space bounded by the tree seat and low wall – this removed any possible trip hazard and also mean it was far more visible to passers-by.	No consultation. In my opinion this is a de minimis issue but would normally require explicit approval from Council.
27/05/20	Provide a response to DDDC regarding a request to close the Market Place to allow Gig on the Roof	There is insufficient time to allow the matter to be referred to full council, and given current circumstances, it was felt that a more details response was required. The response send was “The Town Council have raised no objection to this event in previous years, which to many residents is seen as a final celebration at the end of the Wirksworth Festival (albeit this is a “fringe” event). In 2020, the Festival have taken the decision to cancel the Trails weekend, however the GOTR is arranged separately. There are obviously	Consultation and response agreed with Cllr Jordan and Cllr Clamp

Date	Decision Taken	Alternative Options Considered and/or background information	Councillors consulted and response .. or reason for not consulting
		<p>significant concerns regarding the practicalities of ensuring social distancing - it would seem based upon current projections this requirement will still be in place in September. We would request that permission is only granted on the basis that the organiser must provide robust evidence (and risk assessment) on how they will ensure compliance with government guidelines ; we would not wish to see the event result in an outbreak of C19 as result of failure to adhere to social distancing or other measures.“</p>	
28/05/20	<p>To write to residents regarding the issue of ASB at Greenhill/The Dale and commit to 3 specific actions.</p>	<p>The issue has escalated in past 10 days, with significant numbers of vehicle now using the road to access/trespass on Tarmac site. I have existing knowledge of this complex issue – having previously walked the route from the top of Greenhill down to the Town Hall with a traffic engineer from DCC Highways to talk through what measures might be introduced to mitigate ASB/Traffic issues. In addition,I have been in regular liaison with the Safer Neighbourhood Team starting with PSCO Sue Lester, through various changes of SNT personnel upto and including PSCO Kirsty Hunt who is now one of the officers dealing with the matter.</p> <p>In my view that the intensification of this issue is in part linked to people’s behaviour as a result of Covid19 measures and therefore it is appropriate to deal with the matter using delegated powers and to respond on behalf of the Town Council to clarify the Town Council position as well as to undertake limited</p>	<p>Consultation with Mayor and deputy Mayor</p>



Date	Decision Taken	Alternative Options Considered and/or background information	Councillors consulted and response .. or reason for not consulting
		actions (which are within TC powers).	