

**MINUTES OF THE ANNUAL MEETING OF WIRKSWORTH TOWN COUNCIL
HELD ON MONDAY 21 MAY 2018 AT 6.30 PM**

C001/18 Present: Cllr F Brown, Cllr A Clamp, Cllr M Edwards, Cllr I Fisher, Cllr G Gratton, Cllr A Jordan, Cllr S Maskrey, Cllr A Pollock, Cllr J Stockell, Cllr P Taylor, and Cllr C Whittall

In attendance: D Cllr I Ratcliffe & Paul Jennings(Town Clerk)

C002/18 Election of Chair (Town Mayor)

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

C003/18 Apologies: None

C004/18 Members' Pecuniary Interests in Agenda Items: None declared.

C005/18 *Open Forum opened 6:35pm*

Open Forum:

A written report had previous been circulated by D Cllr P Slack.
Dist & County Cllr I Ratcliffe provided a verbal update.

Cllr Taylor arr 6:45pm: Open Forum Closed 6:55pm

C006/18 Election of Vice Chair (Deputy Mayor):

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

C007/18 Minutes of the Meeting of the Wirksworth Town Council dated 23 April 2018:

The minutes of the Meeting of Wirksworth Town Council dated 23 April 2018 were confirmed as a correct record.

C008/18 Minutes and recommendations of the Finance, Buildings & Personnel Committee:

RESOLVED That the minutes and recommendations of the Finance, Buildings & Personnel Committee dated 14 May 2018 be approved.

C009/18 Accounts Paid April 2018:

RESOLVED That payment of the attached accounts in the sum of £25273.05 be formally approved.

C010/18 To approve and adopt the Standing Orders for Wirksworth Town Council

RESOLVED to adopt the Standing Orders reviewed 22 May 2017, and the Clerk to review the new model document issued by NALC and provide a recommendation to full council in due course.

C011/18 To approve and adopt the Financial Regulations for Wirksworth Town Council

RESOLVED to adopt the Financial Regulations reviewed 22 May 2018.

C012/18 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 16th April 2018.

RESOLVED To note that the auditor raised no concerns.

C013/18 To approve the Annual Financial Report for Year ending 31st March 2018

Statement of Accounts had now been completed and was ready for approval and signature:

RESOLVED To approve the Statement of Accounts 2017-18.

C014/18 To approve the Annual Governance Statement (Section 1 of the Annual Return) for year ending 31st March 2018

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.

C015/18 To appoint signatories for the Town Council bank accounts

RESOLVED That all councillors and the clerk be signatories and to update the bank mandates accordingly.

C016/18 To approve the Statement of Accounts (Section 2 of the Annual Return) for year ending 31st March 2018

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.

C017/18 Review of Committee structures, Terms of Reference and to appoint Members to serve on the Committees

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

- Environment & Town Committee Cllr S Maskrey (Chair), Cllr M Edwards, Cllr A Jordan, Cllr A Pollock, Cllr J Stockell (plus Mayor and Deputy Mayor).

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 its surroundings
 - iii) Management of Property Holdings (excluding buildings) e.g. Washgreen Play Green, Stoney Wood, Garden adj to Memorial Garden, Grit Bins, Benches, Bus Shelters, Planters. (new holdings to be allocated to a committee upon acquisition)
 - iv) To authorise Expenditure within existing budget lines.
- Finance, Buildings & Personnel Cllr A Clamp (Chair), Cllr F Brown, Cllr I Fisher, Cllr G Gratton, Cllr P Taylor, Cllr C Whittall (plus Mayor and Deputy Mayor).
 - 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) Management of Buildings e.g. Town Hall and Memorial Hall (new holdings to be allocated to a committee upon acquisition).
 - iii) Supervision and employment of staff.
 - iv) Approval of beneficiaries & electronic payments.

***Delegated Powers**

Members will be advised by the Town Clerk whether or not a particular item under discussion is within the Committee (or Sub-Committee's) delegated powers. The minutes will then record the decision as "RESOLVED. If it is not, then the minutes will show the decision as "RECOMMENDED", and may then be brought to the Council's particular attention by the Chairman of the Committee at the next meeting of the Full Council when seeking approval and adoption of the Committee's minutes.

In any case where a Committee (or Sub Committee) Chairman and Vice Chairman are either unsure whether or not any matter falls within delegated powers, or whether or not any matter should be determined by them, they should refer that matter to the next highest level of decision. A power delegated does not always have to be exercised.

C018/18 Review of Working Parties, Terms of Reference and to appoint Members to serve on the Working Parties:

RESOLVED That the following working party be retained with unchanged

terms of reference.

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

Additional working parties to be established as the need arises.

C019/18 Garden adjacent to Memorial Hall:

The clerk advised that additional works, including repairing the collapsed drains which was undertaken during the landscaping had now exceeded the initial budget allocated for payment to the main contractor and that a further £4000 would be required.

Cllr Jordan proposed that the area be renamed “Centenary Garden” to commemorate the end of WW1.

RESOLVED

- a) That a further £4000+vat be approved for payment of the contractor (Revised total £64000+vat), to be taken from capital reserves.

Cllr Gratton dep 7:50pm

- b) That the area be renamed Centenary Garden as part of the Armistice Day commemoration in 2018.

C020/18 Town Council Representation on External Bodies:

RESOLVED That the Town Council’s representation on external bodies for the year 2018/19 be as listed in Appendix 1.

C021/18 To review and decide on amendments to Council Policies

RESOLVED That the policies be agreed, and that in due course the Data Retention Policy be revised in light of General Data Protection Regulation.

The meeting closed at 8.05 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's Almshouses and Charity of Anthony Bunting	C Whittall
Civic Society	A Jordan / A Pollock
Stoney Wood Group	A Pollock / J Stockell
Dementia Friendly Town	A Clamp / I Fisher
Derwent Valley Community Rail Partnership	A Jordan
Festival Board	A Pollock
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
Gorse Bank Residents Association	A Pollock
Wirksworth & District Sports Group	S Maskrey / C Whittall / M Edwards
Wirksworth Well Dressings & Parade	G Gratton / M Edwards
Wirksworth Heritage Centre	P Taylor / I Fisher
Wirksworth Interpretation Strategy	A Pollock
Wirksworth Fair Trade Group	I Fisher
Transition Wirksworth Community Land Trust	I Fisher/J Stockell
Town Centre Action Group	A Clamp / P Taylor

Accounts Paid

Apr-18

Date	Invoice From:	Chq No	Supplier's VAT Reg No	Goods/Services	Budget Heading (see budget)	Amount	VAT	Total
12/04/2018	DCC	8104		Superann	4,16,21	1596.06		1596.06
12/04/2018	HMRC	8105		Tax & NI	4,16,21	842.63		842.63
12/04/2018	Tradefast Builders Ltd	8106	257361004	Interim Fannyshaw CB	FS	5000.00	1000.00	6000.00
12/04/2018	Mytec	8107	228755186	CCTV Memorial Hall	49	1300.70	260.14	1560.84
12/04/2018	CPC	8108	169680322	Office Equip	22	20.23	4.05	24.28
12/04/2018	P Slack	8109		Christmas Trees	2	40.00		40.00
12/04/2018	CPPWaste & Recycling	8110	9874335301	Recycling	2	29.25	5.85	35.10
12/04/2018	Dalc	8111		Training PJ Clerks day	27	50.00		50.00
16/04/2018	B Woodcock	8112		Internal Audit	22	145.32		145.32
18/04/2018	T Batterley	8113		Network Cable	22	180.00		180.00
#####	Irongate	8114	558532518	PPE	22	113.31	22.66	135.97
#####	S&A Pepper	8115		Civic Service catering	26	600.00		600.00
#####	G&M Beech	8116		Window Clean (TH)	2	80.00		80.00
#####	CPC	8117	169680322	HDMI cables	2	95.68	19.14	114.82
#####	Potter & Co	8118	259525769	Natwest ATM Lease	22	1060.00	212.00	1272.00
#####	Festival	8119		Community Grant	41	1000.00		1000.00
#####	Twinning Association	8120		Community Grant	34	200.00		200.00
#####	WiSH	8121		Community Grant	31	500.00		500.00
Electronic Payments								
	payroll				4,16,21	4683.40		4683.40
Direct Debit Payments and Standing Orders								
Apr-18	Castle Associates	Sto	114456924	Professional Services	22	43.00	8.60	51.60
Apr-18	Software into Action	Sto	789358066	IT Support	22	140.00	28.00	168.00
Apr-18	Sage	DDR	555909605	Payroll Software	22	32.00	6.40	38.40
Apr-18	Emtel	DDR	836375505	Managed Internet Mem Hall	15a	52.30	10.46	62.76
Apr-18	Zen Internet	DDR	686049501	Office Internet	22	27.00	5.40	32.40
Apr-18	British Gas	DDR	684966762	Careplan (monthly Mar18-Feb19)	2,14	65.67	13.13	78.80
Apr-18	Daisy	DDR	722471356	Telecoms	23	35.72	7.14	42.86
Apr-18	Water Plus	DDR		Water Rates	3b,15	57.57		57.57
Apr-18	Viking	DDR	536153357	Stationery/caretaker Consumerables	2,22	363.65	50.33	413.98
Apr-18	DDDC	DDR		Rate Memorial Hall (Monthly)		660.53		660.53
Apr-18	DDDC	DDR		Rate Town Hall (1/2 Yrly)		4519.84		4519.84
Payments made using Debit Card								
Apr-18	WG Pollard		593463706	Key Copies - Mem Hall	14	115.92	23.18	139.10
Apr-18	CPU Parts		880459986		2	15.83	3.17	19.00
Apr-18	WG Pollard		593463706	Key Copies - Town Hall	2	36.54	7.31	43.85
Apr-18	The Water Delivery		810268653	Drinking Fountain	FS	825.00	165.00	990.00
						23386.09	1851.97	25273.05