

**MINUTES OF THE ANNUAL MEETING OF WIRKSWORTH TOWN COUNCIL
HELD ON MONDAY 22 MAY 2017 AT 6.30 PM**

C001/17 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 P Taylor, and Cllr C Whittall

In attendance: D Cllr I Ratcliffe, 1 member of the public, Sue Surgey (Assistant Clerk) & Paul Jennings(Town Clerk)

C002/17 Election of Chair (Town Mayor)

Cllr C Whittall proposed that Cllr A Clamp serve as Mayor for the coming year. The motion was seconded by Cllr G Gratton and received unanimous support and it was

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

C003/17 Apologies:None

C004/17 Members' Pecuniary Interests in Agenda Items: None declared.

C005/17 Open Forum:

Morgan Barke spoke regarding the plans for the Fanny Shaw Skate Park and asked about the provision of toilet facilities for users of the skatepark. (The Town Council will be adopting the toilet block from DDDC). In addition, Morgan asked about the possibility of utilising services from the Toilet block to provide a water fountain, and provision of utilities to deliver WiFi to the skatepark. (Morgan to be invited to join the group involved in redeveloping the toilet)

Dist & County Cllr I Ratcliffe – advised that Leisure Centre Review has determined that the agreement for provision of services would remain for the duration of any contract granted to an outsource provider. They are exploring ways to protect the Colts Award Ceremony. DDDC Local Plan decision due in coming months. Discussion of Travellers site at Watery Lane, Ashbourne still continue. Awaiting update on Coldwell St road marking changes. Following changes at DCC and the casework system which may result in slower response to inquiries directed to C Cllr Ratcliffe.

C006/17 Appointment of Deputy Mayor:

Cllr A Clamp proposed that Cllr C Whittall serve as deputy Mayor for the coming year. The motion was seconded by Cllr A Pollock and it was

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

Cllr Jordan dep 7:05 returned 7:08

C007/17 Minutes of the Meeting of the Wirksworth Town Council dated 24 April 2017:

The minutes of the Meeting of Wirksworth Town Council dated 24 April 2017 were

confirmed as a correct record.

C008/17 Minutes and recommendations of the Environment & Town Committee:

RESOLVED That the minutes and recommendations of the Environment & Town Committee dated 8 May 2017 be approved.

C009/17 Minutes and recommendations of the Finance, Buildings & Personnel Committee:

RESOLVED That the minutes and recommendations of the Finance, Buildings & Personnel Committee (including a revision to the budget) dated 15 May 2017 be approved.

C010/17 Accounts Paid April 2017:

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

C011/17 Acquisition of Land at Griggs Gardens

Cllr Pollock and Cllr Gratton provided an update on progress to identify suitable land for allotments.

RESOLVED to agree to acquire the land subject to satisfactory negotiation of overage clause imposed by DDDC and removal of all stipulations regarding usage of the land.

C012/17 Meeting with Police and Crime Commissioner

Cllr Pollock met with the new commissioner at an open meeting held at Waltham House.

RESOLVED to invite the Commissioner to meet with all Councillors.

C013/17 To approve and adopt the Standing Orders for Wirksworth Town Council

The standing orders were amended in March 2016 reviewed in May 2016.

RESOLVED to adopt the Standing Orders revised 21 March 2016.

C014/17 To approve and adopt the Financial Regulations for Wirksworth Town Council

The financial regulations were reviewed and amended in September 2016.

RESOLVED to adopt the Financial Regulations revised 19 September 2016.

C015/17 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 2017.

RESOLVED To note that the auditor raised that the Annual Financial Risk Assessment was not carried out in the year to 31st March 2017, this assessment was undertaken on 24 April 2017.

C016/17 To approve the Annual Financial Report for Year ending 31st March 2017

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

RESOLVED To approve the Statement of Accounts 2016-17.

C017/17 To approve the Annual Report for Year ending 31st March 2017

The draft report prepared by the clerk was discussed:

RESOLVED To make amendments recommended by Cllr Clamp and to publish the revised report on Town Council website.

C018/17 To approve the Annual Governance Statement (Section 1 of the Annual Return) for year ending 31st March 2017

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.

C019/17 To appoint signatories for the Town Council bank accounts

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

C020/17 To approve the Statement of Accounts (Section 2 of the Annual Return) for year ending 31st March 2017

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.

Cllr Taylor dep 7:40, Cllr Gratton dep 7:42, Cllr Taylor returned 7:52

C021/17 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
 - 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.

C022/17 Review of Working Parties, Terms of Reference and to appoint Members to serve on the Working Parties:

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

- Memorial Hall Review:
Cllr A Clamp, Cllr G Gratton, Cllr S Maskrey, Cllr A Pollock and Cllr P Taylor
Reporting to Full Council
- Neighbourhood Plan:
Cllr A Clamp, Cllr S Maskrey
Reporting to Environment & Town Committee
- Tuesday Market/Memorial Garden:
Cllr A Clamp, Cllr A Jordan, Cllr A Pollock
Terms of Reference: To investigate the Town Council taking over management of the Tuesday Market from DDDC, relocating to Garden adj to Memorial Hall and any changes required to the garden to accommodate it use for market(s).
Reporting to Full Council

C023/17 Town Council Representation on External Bodies:

RESOLVED That the Town Council's representation on external bodies for the year 2017/18 be as listed in Appendix 1

C024/17 To review and decide on amendments to Council Policies

RESOLVED That the policies be agreed, and consideration be given to assigning individual policies to a councillor for in-depth review during the coming year.

The meeting closed at 8.30 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
Derwent Valley Mills Partnership	A Pollock
Derwent Valley Community Rail Partnership	A Jordan
Festival Board	P Taylor
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 / F Brown
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	G Gratton / F Brown
Wirksworth Interpretation Strategy	A Pollock / F Brown
Wirksworth Fair Trade Group	I Fisher
Transition Wirksworth Community Land Trust	I Fisher
Town Centre Action Group	A Clamp / P Taylor

Accounts Paid

Apr-17

Date	Invoice From:	Chq No	Supplier's VAT Reg No	Goods/Services	Budget Heading (see budget)	Amount	VAT	Total
04/04/2017	DDDC	8358		Rates Town Hall	3a	4082.23		4082.23
04/04/2017	Tradefast	8359	257361004	Mem Hall Kitchen & assoc works	49	5616	1123.2	6739.2
04/04/2017	Dalc	8360		Subscription	22	920.13		920.13
04/04/2017	G&M Beech	8361		Window Cleaning	2,14	110		110
04/04/2017	B Sloan	8362		Bus Shelter Clean	42	40		40
04/04/2017	Espo	8363	7051800561	Litter Pickers, floor cleaner	49	405.94	81.19	487.13
04/04/2017	Viking	8364	536153357	Mem Hall boxes/labels	49	130.38	26.08	156.46
04/04/2017	Irongate	8365	558532518	Caretaker Consumerables	2	25.12	5.02	30.14
04/04/2017	Community Fayre	8366		Advert	22	50		50
04/04/2017	SIA	8367	789358066	Maintenance Contract, Hard drive	49	260	52	312
10/04/2017	Petty Cash	8368		Petty Cash		100		100
	Payroll	8369-8376		Salary, Tax & NI	4,16,22	7012.28		7012.28
10/04/2017	DDDC	8377		Bins	2,14	442.00		442.00
10/04/2017	W/W Recreation Ground Trust	8378		Rent for kingsfield Play area	20c	100.00		100.00
19/04/2017	Trust Security	8379	509472634	CCTV Maintenance	2	71.50	14.30	85.80
19/04/2017	DDDC	8380		Rate Memorial Hall	15	2011.76		2011.76
19/04/2017	DCC	8381		Training - Cllr Gratton & Edwards	27	36.00		36.00
19/04/2017	DCS	8382		Legionella Measures Mem Hall	14	250.00	50.00	300.00
#####	B Woodcock	8383		Internal Audit	22	145.32		145.32
#####	Tradefast Builders	8384	257361004	Memorial Hall repairs	14	180.00	36.00	216.00
<u>Direct Debit Payments and Standing Orders</u>								
01/04/2017	Castle Associates	Sto	114456924	Professional Services	22	43.00	8.60	51.60
01/04/2017	British Gas	DDR	684966762	Elec T & M Hall	1,13	309.33	15.45	324.78
01/04/2017	Severn Trent	DDR		Water Rates	3b,15	151.19		151.19
01/04/2017	Ertel	DDR	836375505	Managed Internet Mem Hall	15a	39.30	7.86	47.16
01/04/2017	Sage	DDR	555909605	Payroll Software	22	28.00	5.60	33.60
<u>Payments made using Debit Card</u>								
05/04/2017	Screwfix	DCC	232555575	Panic Alarm	2	275.00	54.97	329.97
						22834.48	1480.27	24314.75
<u>Transfer</u>								
20/04/2017	from deposit to current					4000.00		4000.00