

MINUTES OF THE MEETING OF WIRKSWORTH TOWN COUNCIL HELD ON MONDAY 16 MARCH 2020 AT 6.30 PM

C170/19 Present: Cllr A Jordan (Chair), Cllr S Barker, Cllr A Clamp, Cllr G Gratton, Cllr A Pollock and Cllr J Stockell, Cllr P Taylor and Cllr C Whittall

In attendance: 1 members of the public, 2 representatives of Wirksworth Team Ministry and Paul Jennings (Town Clerk)

C171/19 Apologies: Cllr M Casselden, Cllr C Foster Phillips, Cllr E Mcdonagh, D Cllr P Slack and C Cllr I Ratcliffe

C172/19 Variation of Order of Business: To take item 10 Financial Support for NOW as last agenda item

C173/19 Members' Pecuniary Interests in Agenda Items:

| | |
|------------|---|
| Cllr Clamp | Personal Interest in item 10 Financial Support for NOW as chair of the group. |
|------------|---|

Open Forum opened 6:35pm

C174/19 Open Forum:
Canon David Truby and Rev. Carla Vicêncio Prior spoke about ways in which the Town Council and Wirksworth Team Ministry might be able to work together to support the residents.

Open Forum closed 6:45pm

C175/19 Minutes of the Meeting of the Wirksworth Town Council dated 17 February 2020:

RESOLVED that the minutes of the meeting of Wirksworth Town Council dated 17 February 2020 were confirmed as a correct record.

C176/19 Town Mayor Announcements: Meeting with DDDC leadership team, DALC Climate Change Workshop, Meeting for Local Town | Parish meetings (initiated by Mayor, actions from meeting to referred to a future meeting of the Town Council)

C177/19 Minutes and recommendations of the Environment & Town Committee:

RESOLVED That the minutes and recommendations of the Environment & Town Committee dated 2 March 2020 be approved

C178/19 Minutes and recommendations of the Finance, Buildings & Personnel Committee:

RESOLVED That the minutes and recommendations of the Finance, Buildings & Personnel Committee dated 9 March 2020 be approved.

C179/19 Accounts Paid February 2020:

RESOLVED that payment of the attached accounts in the sum of

£24818.05 be formally approved.

C180/19 Contingency Planning

The clerk provided an update on latest guidance from NALC (National Association of Local Councils) and recommended actions for the council to consider adopting. As at 13 March, NALC had issued a guidance note, the key points included that Councils should consider adopting a robust scheme of delegation and to emphasise at present Parish and Town Councils retain the statutory obligations to comply with end of year activities including internal audit, end of financial year, Annual Governance Audit Report and Annual Meetings. There has been no change to legislation or government guidance to amend these statutory duties. For example, if a planned full council meeting is not able to approve the accounts e.g. the meeting is not quorate due to councillor absence, then an extraordinary council meeting can be called at a later date as long as it is within this timeframe.

Where the law does not provide for a particular scenario (e.g. the holding of the annual council parish or town meeting outside of the statutory timeframe) NALC are seeking guidance on from government as to what should happen.

The Clerk reminded Councillors that 4 Councillors were required for a Town Council Meeting to be Quorate and that in exceptional circumstances a council meeting may proceed without an officer present, provided a councillor takes and provides the minutes.

RESOLVED To adopt a scheme of delegation similar to that recommended by NALC and that

A: the Town Council to delegate decisions required for the continued operation of the council to an officer of the council in consultation with 2 councillors (ideally Mayor, deputy Mayor or chair of FB&P Committee).

[not part of resolution: The clerk/officer of the council will circulate decisions more widely where circumstances allow and will record them as recommended within Local Government Transparency Code 2015.]

The Council agreed the following specific actions:

B: Cancellation of Committee meetings until July.

C: Authorise post dated electronic payment of salaries (for next 3 months) on bank system set at core rates, with salary topped up for additional payments / overtime.

D: Temporarily suspend the cancellation clause in booking conditions – there will be no penalty for short notice cancellation of occasional lettings.

E: Support the cancellation of 2020 Welldressings

F: Cancellation of Mayor's Civic Service on 22 March 2020

G: Purchase of additional paint stocks - to allow caretakers to decorate Town Hall and Memorial Hall in the event of a closure.

Purchase of additional laptop to allow remote working of staff.

H: That the occasional lettings and regular bookings in the Town and Memorial Hall be cancelled with effect from 20th March 2020 (Exception to be made for mobile banks and Tuesday Market)

I: Barmote Croft Public Toilets will also be closed from 20 March 2020

J: From Monday 23rd March, the downstairs toilets in the Townhall will be accessible between 9am and 5pm.

K:The Town Council office will be closed to visitors including Councillors

Cllr Gratton dep 7:15pm

L: The Town Council office staff to undertake remote working where possible.

M: To continue to operate Tuesday Market whilst resources allow and stall holders are willing to attend as many residents rely on it for groceries and dry goods.

As an open space, residents will be encouraged to take sensible precautions whilst shopping such as leaving room between themselves and others.

N:The Mayor, Clerk and Canon Truby to issue a message signposting where residents may seek help and encourage/support local community groups in establish local support groups and networks.

O: The Town Council to use Facebook and WTC website to issue guidance updates.

P: To pause further consultation and associated activities related to the acquisition of the Meadows.

C181/19 Town Song

Cllr Pollock advised that the composer of the song “This Town” had offered to give the rights of the song to the Town to enable performance at local events.

RESOLVED That Clerk write to Carol Fieldhouse thanking her for the kind offer and that the song be incorporated where possible in events organised and arranged by Town Council.

C182/19 Financial Support for NOW

To consider approval of £3000 of funding from Town Promotion Budget to be paid to NOW to support their operation of Go.Wirksworth website and promotional activities for Wirksworth (in principle support confirmed by FB&P Resolution FBP087/19).

RESOLVED That that the Town Council make a payment of £3000 to NOW from Town Promotion Budget.

C183/19 Information:

i) Correspondence:

- 20/02/20 Green Seed From Dark Earth, Chantal Powell, opening 28th Feb – Haarlem Art Space
- 09/03/20 35841517 The Dale, Wirksworth. Carriageway Deterioration – C Cllr I Ratcliffe
- 09/03/20 8243630 Double Yellow Lines - Cromford Road/Meerbrook Drive - C Cllr I Ratcliffe
- Dalc Circular 2020 – 03 : We’re on the move!, Want to be on DALC’s Exec?, Dealing with fly-tippers and squatters, Skills – how to be a good interviewer, Be a litter hero(ine) this Spring!, And the champion is... BELPER!, Be quick –

Spring Seminar places nearly sold out, Village Halls – the hubs of Derbyshire's villages, Latest Training for March 2020

RESOLVED that the information be noted.

The meeting closed at 8:05 pm

+++++++

.....
Chairman

Wirksworth Town Council PAYMENTS LIST

| Voucher Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|------------------------------|------------|---------|---------------------|-----------|------------------------|-------------------------|----------|----------|--------|----------|
| 451 General Administration | 01/02/2020 | | Lloyds Current | | IT Support | Software Into Action | S | 200.00 | 40.00 | 240.00 |
| 452 General Administration | 01/02/2020 | | Lloyds Current | | Payroll | Sage | S | 32.00 | 6.40 | 38.40 |
| 454 General Administration | 03/02/2020 | | Lloyds Current | | HR Support | Castle Associates | S | 43.00 | 8.60 | 51.60 |
| 438 Grit Bins | 03/02/2020 | | Unity Trust Current | | Grit bin maintenance | Thomas Batterley | Z | 1,700.00 | 0.00 | 1,700.00 |
| 470 Fuel | 07/02/2020 | | Lloyds Current | | Gas -Town Hall | Corona Energy | S | 638.12 | 127.62 | 765.74 |
| 53 Fuel | 07/02/2020 | | Lloyds Current | | Electricity Careplan | British Gas | S | 66.98 | 13.40 | 80.38 |
| 448 Fannyshaw Community | 10/02/2020 | | Lloyds Current | | Internet | W3Z | S | 29.16 | 5.83 | 34.99 |
| 450 General Administration | 10/02/2020 | | Lloyds Current | | Telephony rental | BNP Paribas | S | 69.71 | 13.94 | 83.65 |
| 459 Training | 10/02/2020 | | Unity Trust Current | | Training | DALC | Z | 150.00 | 0.00 | 150.00 |
| 462 Salaries | 10/02/2020 | | Unity Trust Current | | Pension contributions | DCC | Z | 1,125.97 | 0.00 | 1,125.97 |
| 463 Wages | 10/02/2020 | | Unity Trust Current | | Pension contributions | DCC | Z | 978.45 | 0.00 | 978.45 |
| 488 Maintenance | 10/02/2020 | | Unity Trust Current | | Refuse collection | DDDC | Z | 483.60 | 0.00 | 483.60 |
| 447 General Administration | 12/02/2020 | | Unity Trust Current | | Consumables | Irongate | S | 72.11 | 14.42 | 86.53 |
| 457 Maintenance | 12/02/2020 | | Lloyds Current | | Refuse collection | DDDC | E | 241.80 | 0.00 | 241.80 |
| 458 Maintenance | 12/02/2020 | | Lloyds Current | | Refuse collection | DDDC | E | 241.80 | 0.00 | 241.80 |
| 449 Fuel | 12/02/2020 | | Lloyds Current | | Electricity | British Gas | L | 51.75 | 2.58 | 54.33 |
| 453 General Administration | 12/02/2020 | | Lloyds Current | | Stationary, sundries | Viking | S | 130.91 | 13.98 | 144.89 |
| 477 VAT (2019/20) | 13/02/2020 | | Lloyds Current | | VAT | HMRC | Z | 1,701.33 | 0.00 | 1,701.33 |
| 471 Maintenance | 18/02/2020 | | Unity Trust Current | | Electrical works | Warren Electrical | S | 600.00 | 120.00 | 720.00 |
| 476 Maintenance | 18/02/2020 | | Unity Trust Current | | Fire safety | Hollinsend Fire Safety | S | 580.00 | 116.00 | 696.00 |
| 481 Training | 20/02/2020 | | Unity Trust Current | | Training- DALC Seminar | DALC | Z | 55.00 | 0.00 | 55.00 |
| 486 General Administration | 24/02/2020 | | Lloyds Current | | Bank charges | Lloyds Bank | E | 25.00 | 0.00 | 25.00 |
| 472 Festival | 24/02/2020 | C160/19 | Lloyds Current | 8717 | Community grant | Festival | Z | 1,000.00 | 0.00 | 1,000.00 |
| 473 Donations | 24/02/2020 | C160/19 | Lloyds Current | 8718 | Community grant | Well dressings | Z | 725.00 | 0.00 | 725.00 |
| 474 Well Dressing & Carnival | 24/02/2020 | C160/19 | Lloyds Current | 8719 | Community grant | Wirksworth Carnival | Z | 1,000.00 | 0.00 | 1,000.00 |
| 475 Stoney Wood | 24/02/2020 | C160/19 | Lloyds Current | 8720 | Community grant | Stoney Wood group | Z | 2,200.00 | 0.00 | 2,200.00 |
| 456 Managed Telecoms | 24/02/2020 | | Lloyds Current | | Internet | Ertel | S | 44.90 | 8.98 | 53.88 |
| 466 Fuel | 25/02/2020 | | Lloyds Current | | Electricity | British Gas | L | 100.37 | 5.01 | 105.38 |
| 467 Fuel | 25/02/2020 | | Lloyds Current | | Electricity | British Gas | S | 242.98 | 48.59 | 291.57 |
| 460 Salaries | 25/02/2020 | | Unity Trust Current | | Tax & NI | HMRC | Z | 647.94 | 0.00 | 647.94 |
| 461 Wages | 25/02/2020 | | Unity Trust Current | | Tax & NI | HMRC | Z | 329.79 | 0.00 | 329.79 |
| 468 Fuel | 25/02/2020 | | Lloyds Current | | Electricity | British Gas | L | 9.82 | 0.49 | 10.31 |
| 478 Footpath Maintenance | 25/02/2020 | | Unity Trust Current | | Minor Maintenance | Steve Maskrey | Z | 565.00 | 0.00 | 565.00 |
| 479 Kingsfield Play Area | 25/02/2020 | | Unity Trust Current | | Maintenance works | Steve Maskrey | Z | 25.00 | 0.00 | 25.00 |
| 464 Salaries | 25/02/2020 | | Unity Trust Current | | Salaries | Wirksworth Town Council | Z | 3,129.67 | 0.00 | 3,129.67 |
| 465 Wages | 25/02/2020 | | Unity Trust Current | | Salaries | Wirksworth Town Council | Z | 3,401.30 | 0.00 | 3,401.30 |

Wirksworth Town Council
PAYMENTS LIST

| Voucher Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|----------------------------|------------|--------|---------------------|-----------|-----------------------|----------------------|----------|------------------|---------------|------------------|
| 485 Maintenance | 26/02/2020 | | Lloyds Current | | Maintenance works | Screwfix | S | 196.51 | 27.23 | 223.74 |
| 483 Maintenance | 26/02/2020 | | Unity Trust Current | | Consumables | Irongate | S | 89.85 | 17.97 | 107.82 |
| 484 Maintenance | 26/02/2020 | | Unity Trust Current | | Consumables | Irongate | S | 123.53 | 24.70 | 148.23 |
| 482 Maintenance | 27/02/2020 | | Unity Trust Current | | Maintenance materials | CPC | S | 10.15 | 2.03 | 12.18 |
| 480 General Administration | 27/02/2020 | | Unity Trust Current | | Office supplies | Software Into Action | S | 625.00 | 125.00 | 750.00 |
| 469 Fuel | 28/02/2020 | | Lloyds Current | | Gas -Memorial Hall | Corona Energy | S | 271.07 | 54.21 | 325.28 |
| 455 General Administration | 28/02/2020 | | Lloyds Current | | Office internet | Zen | S | 17.10 | 3.42 | 20.52 |
| 487 General Administration | 28/02/2020 | | Lloyds Current | | Bank charges | Lloyds Bank | E | 45.98 | 0.00 | 45.98 |
| Total | | | | | | | | 24,017.65 | 800.40 | 24,818.05 |