

**MINUTES OF THE MEETING OF WIRKSWORTH TOWN COUNCIL HELD ON
MONDAY 17 FEBRUARY 2020 AT 6.30 PM**

C153/19 Present: Cllr A Jordan (Chair), Cllr S Barker, Cllr M Casselden, Cllr A Clamp, Cllr G Gratton, Cllr P Taylor and Cllr C Whittall

In attendance: 2 members of the public, C Cllr I Ratcliffe, D Cllr M Ratcliffe, A Fussell (Administration Assistant), S Gratton (Asst Town Clerk) and Paul Jennings (Town Clerk)

C154/19 Apologies: Cllr C Foster Phillips, Cllr E Mcdonagh, Cllr A Pollock and Cllr J Stockell

C155/19 Variation of Order of Business: None

Members' Pecuniary Interests in Agenda Items: None

Open Forum opened 6:35pm

C156/19 Open Forum:
District Councillor Report: Cllr M Ratcliffe provided a written report
County Councillor Report: Cllr I Ratcliffe provided a verbal report
Two representatives from the Harlem Mill provided more background to their request for a closer working relationship.

Open Forum closed 7:15pm

C157/19 Minutes of the Meeting of the Wirksworth Town Council dated 20 January 2020:

RESOLVED that the minutes of the meeting of Wirksworth Town Council dated 20 January 2020 were confirmed as a correct record.

C158/19 Town Mayor Announcements: Attended opening of Scoop, accepted Plastic Free Town Accreditation and has had to cancel the Mayors Ball.

C159/19 Minutes and recommendations of the Environment & Town Committee:

RESOLVED That the minutes and recommendations of the Environment & Town Committee dated 3 February 2020 be approved

C160/19 Minutes and recommendations of the Finance, Buildings & Personnel Committee:

RESOLVED That the minutes and recommendations of the Finance, Buildings & Personnel Committee dated 10 February 2020 be approved.

C161/19 Accounts Paid January 2020:

RESOLVED that payment of the attached accounts in the sum of £15,760.31 be formally approved.

C162/19 Haarlem Artspace Community Interest Company

RESOLVED That the council take steps to increase links to this group in the town. Action to include investigating providing more structure to the relationship in the form of a link councillor/town council representative on the CIC.

C163/19 Contingency Planning

To consider actions, resources and procedures to enable the continued operation of the Town Council facilities in the event of an absence of staff or a loss of premises.

RESOLVED That the Clerk provide a more detailed and structured plan to then be included in the existing contingency plan. To improve data resilience, that the Clerk investigates costs of cloud storage and report to FB&P committee for consideration.

Cllr Gratton dep 7:50pm

C164/19 Meadows

The pledge of £3000 from C Cllr Ratcliffe (Members Community Leadership Scheme) requires completion and acceptance of grant scheme terms.

RESOLVED That the Town Council accept the grant (and conditions), with the funds to be used in post purchase costs associated with the Meadows including those related to the consultation.

C165/19 Standing Orders

To consider an amendment to Section 3e,f,g to allow a longer contribution (time) during public participation e.g. where the council has either sought and/or agreed to a presentation from a group or individual.

RESOLVED That Cllr Taylor to make a proposal to change the existing time limits, with matter to be present and discussed at a council meeting later in the year.

C166/19 Financial Regulations

To consider adoption of updated template from NALC.

RESOLVED That the council adopt the revised regulation, however that future amended policies should be presented in a format showing tracked changes.

C167/19 Process for Tuesday Market Town Councillor Consultation

To establish and agree procedure for attendance.

RESOLVED That the process be adopted and the effectiveness of the initiative be reviewed in October 2020.

C168/19 Climate Change Working Party

To consider recommendations from meeting held 3 February 2020

RESOLVED to adopt the recommendations: -

That the Council should

a. Evolve the existing working party into a councillor only group which should:

1. focus on specific measures that the Town Council could take to address the climate emergency in its property and assets;

2. 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;

3. meet regularly so as to give the council timely advice.

b. Support the establishment of an independent group with council representation to mitigate climate emergency issues which concern the town as a whole.

C169/19 Information:

i) Correspondence:

- 27/01/20 Keep Wirksworth Clean Group
- 27/01/20 Bolehill & Steeple Grange Open Gardens Saturday 6 & Sunday 7 June 2020
- 03/02/20 Public meeting dates - Homes for Older People – C Cllr Ratcliffe
- 05/02/20 Charity Plant Stall record of Donations – Peter Slack
- 05/02/20 Parish and Town Councils Liaison Forum - DCC
- 23/01/20 DALC Circular No 02-20

RESOLVED that Cllr Jordan represent the Town Council at the DCC liaison Meeting and that all remaining information be noted.

The meeting closed at 8:35 pm

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Chairman

Wirksworth Town Council PAYMENTS LIST

| Voucher Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|--------------|------------|--------|---------------------|-----------|-----------------------|---------------------------|----------|----------|--------|----------|
| 403 | 01/01/2020 | | Lloyds Current | | IT Support | Software Into Action | S | 200.00 | 40.00 | 240.00 |
| 404 | 02/01/2020 | | Lloyds Current | | HR Support | Castle Associates | S | 43.00 | 8.60 | 51.60 |
| 407 | 02/01/2020 | | Lloyds Current | | Payroll | Sage | S | 32.00 | 6.40 | 38.40 |
| 52 | 07/01/2020 | | Lloyds Current | | Electricity Careplan | British Gas | S | 66.98 | 13.40 | 80.38 |
| 402 | 09/01/2020 | | Lloyds Current | | Internet | W3Z | S | 29.16 | 5.83 | 34.99 |
| 440 | 09/01/2020 | | Lloyds Current | 8709 | Mayor's Allowance | Wirksworth Town Council | Z | 450.00 | 0.00 | 450.00 |
| 429 | 09/01/2020 | | Unity Trust Current | | Tax & NI | HMRC | E | 648.14 | 0.00 | 648.14 |
| 430 | 09/01/2020 | | Unity Trust Current | | Tax & NI | HMRC | E | -60.01 | 0.00 | -60.01 |
| 431 | 09/01/2020 | | Unity Trust Current | | Pension contributions | DCC | Z | 1,125.97 | 0.00 | 1,125.97 |
| 432 | 09/01/2020 | | Unity Trust Current | | Pension contributions | DCC | Z | 563.73 | 0.00 | 563.73 |
| 445 | 09/01/2020 | | Lloyds Current | | Maintenance materials | Screwfix | S | 49.99 | 9.98 | 59.97 |
| 418 | 09/01/2020 | | Unity Trust Current | | Maintenance materials | Irongate | S | 89.00 | 17.80 | 106.80 |
| 419 | 09/01/2020 | | Unity Trust Current | | Advert | Christopher Cecil | Z | 18.00 | 0.00 | 18.00 |
| 410 | 10/01/2020 | | Lloyds Current | | Stationary, sundries | Viking | S | 60.42 | 12.08 | 72.50 |
| 20 | 10/01/2020 | | Lloyds Current | | Rates | DDDC | E | 712.00 | 0.00 | 712.00 |
| 425 | 13/01/2020 | | Lloyds Current | | Petty Cash | Wirksworth Town Council | Z | 100.00 | 0.00 | 100.00 |
| 406 | 15/01/2020 | | Lloyds Current | | Electricity | British Gas | L | 83.89 | 4.19 | 88.08 |
| 412 | 15/01/2020 | | Lloyds Current | 8711 | Bus shelter cleaning | John B. Sloan | Z | 40.00 | 0.00 | 40.00 |
| 444 | 15/01/2020 | | Lloyds Current | | Signage | Banners for All | S | 112.28 | 22.46 | 134.74 |
| 426 | 16/01/2020 | | Unity Trust Current | | Website | TRS Design Ltd | S | 250.00 | 50.00 | 300.00 |
| 413 | 17/01/2020 | | Lloyds Current | 8712 | Maintenance works | Peak Tree Force | Z | 345.00 | 0.00 | 345.00 |
| 416 | 17/01/2020 | | Lloyds Current | 8712 | Maintenance works | Peak Tree Force | Z | 300.00 | 0.00 | 300.00 |
| 417 | 17/01/2020 | | Lloyds Current | 8715 | Tree works | John Booth Arboricultural | S | 675.00 | 135.00 | 810.00 |
| 414 | 19/01/2020 | | Lloyds Current | 8713 | Membership Fees | Parish Online | S | 80.00 | 16.00 | 96.00 |
| 409 | 21/01/2020 | | Lloyds Current | | Telephony | Daisy | S | 120.67 | 24.13 | 144.80 |
| 443 | 22/01/2020 | | Lloyds Current | | Maintenance materials | Howdens | S | 90.80 | 18.16 | 108.96 |
| 422 | 23/01/2020 | | Lloyds Current | | Electricity | British Gas | L | 178.26 | 8.91 | 187.17 |
| 423 | 23/01/2020 | | Lloyds Current | | Electricity | British Gas | L | 18.97 | 0.94 | 19.91 |
| 424 | 23/01/2020 | | Lloyds Current | | Electricity | British Gas | S | 574.99 | 114.99 | 689.98 |
| 411 | 24/01/2020 | | Lloyds Current | | Internet | Emtel | S | 42.30 | 8.46 | 50.76 |
| 441 | 24/01/2020 | | Lloyds Current | | Bank charges | Lloyds Bank | Z | 25.00 | 0.00 | 25.00 |
| 433 | 24/01/2020 | | Unity Trust Current | | Lift maintenance | L.E.S. | S | 92.26 | 18.45 | 110.71 |
| 427 | 24/01/2020 | | Unity Trust Current | | Salaries | Wirksworth Town Council | Z | 3,129.47 | 0.00 | 3,129.47 |
| 428 | 24/01/2020 | | Unity Trust Current | | Salaries | Wirksworth Town Council | Z | 2,275.46 | 0.00 | 2,275.46 |
| 405 | 27/01/2020 | | Lloyds Current | | Telephony rental | BNP Paribas | S | 69.71 | 13.94 | 83.65 |
| 408 | 28/01/2020 | | Lloyds Current | | Office internet | Zen | S | 17.10 | 3.42 | 20.52 |

Wirksworth Town Council PAYMENTS LIST

| Voucher Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|--------------|------------|--------|---------------------|-----------|----------------------|------------------------|----------|------------------|---------------|------------------|
| 442 | 28/01/2020 | | Lloyds Current | | Bank charges | Lloyds Bank | Z | 181.82 | 0.00 | 181.82 |
| 434 | 29/01/2020 | | Unity Trust Current | | Fire safety | Hollinsend Fire Safety | S | 82.00 | 16.40 | 98.40 |
| 435 | 29/01/2020 | | Unity Trust Current | | Fire safety | Hollinsend Fire Safety | S | 90.00 | 18.00 | 108.00 |
| 436 | 29/01/2020 | | Unity Trust Current | | PPE | Irongate | S | 7.14 | 1.42 | 8.56 |
| 437 | 29/01/2020 | | Unity Trust Current | | Stationary, sundries | ESPO | S | 43.43 | 8.69 | 52.12 |
| 415 | 29/01/2020 | | Lloyds Current | 8714 | Annual license | Scribe | S | 730.50 | 146.10 | 876.60 |
| 420 | 30/01/2020 | | Lloyds Current | | Gas -Memorial Hall | Corona Energy | S | 288.01 | 57.60 | 345.61 |
| 421 | 30/01/2020 | | Lloyds Current | | Gas -Town Hall | Corona Energy | S | 585.30 | 117.06 | 702.36 |
| 439 | 31/01/2020 | | Unity Trust Current | | Recycling collection | CPP | S | 32.80 | 6.56 | 39.36 |
| 446 | 31/01/2020 | | Lloyds Current | | Telephony | Daisy | S | 120.67 | 24.13 | 144.80 |
| Total | | | | | | | | 14,811.21 | 949.10 | 15,760.31 |