

## WIRKSWORTH TOWN COUNCIL

### MINUTES OF THE ANNUAL MEETING OF WIRKSWORTH TOWN COUNCIL HELD ON MONDAY 4 May 2021 AT 6.30 PM (via Zoom)

C21/1      **Present:** Cllr S Barker, Cllr A Clamp, Cllr G Gratton, Cllr A Jordan, Cllr E McDonagh, Cllr A Pollock, Cllr J Stockell, Cllr P Taylor, and Cllr C Whittall.

In attendance: Paul Jennings (Town Clerk)

C21/2      **Election of Chair (Town Mayor)**  
Cllr A Clamp proposed that Cllr G Gratton serve as Mayor for the coming year. The motion was seconded by Cllr J Stockell. The Mayor will complete his acceptance of office after the meeting.

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

C21/3      **Apologies: Cllr Casselden, Cllr C Foster Phillips**  
Under s85 of Local Government Act 1972, a member of a local authority loses office if they do not attend a meeting a least once in any 6-month period – unless a councillor’s apologies are explicitly and formally accepted by the authority, thereby giving dispensation for the absence

**RESOLVED To explicitly and formally accept the apologies of Cllr Foster Phillips**

C21/4      **Members’ Pecuniary Interests in Agenda Items:**

None declared.

C21/5      **Appointment of Deputy Mayor:**

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

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

C21/6      **Minutes of the meeting of the Wirksworth Town Council 26 April 2021:**

**RESOLVED that the minutes of the meeting of Wirksworth Town Council dated 26 April 2021 were confirmed as a correct record.**

C21/7      **To approve and adopt the Standing Orders for Wirksworth Town Council**

**RESOLVED to adopt the Standing Orders last reviewed 15 June 2020 and that the document to be reviewed and revised as required.**

- C21/8      **To approve and adopt the Financial Regulations for Wirksworth Town Council**
- RESOLVED to adopt the Financial Regulations last reviewed 15 June 2020 and that the document to be reviewed and revised as required.**
- C21/9      **To receive the Internal Audit Report and consider any recommendations.**
- The council reviewed the report provided by the auditor, Barrie Woodcock
- RESOLVED to note that the report raised no concerns.**
- C21/10     **Appointment of Internal Auditor 2021/22**
- RESOLVED to appoint Barrie Woodcock as internal auditor.**
- C21/11     **To approve the Annual Report for Year ending 31<sup>st</sup> March 2021**
- 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 2020-21**
- C21/12     **To approve the Annual Governance Statement (Section 1 of the Annual Return) for year ending 31<sup>st</sup> March 2021**
- 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.**
- C21/13     **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.**
- C21/14     **To approve the Statement of Accounts (Section 2 of the Annual Return) for year ending 31<sup>st</sup> March 2021**
- 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.**

C21/15      **Review of Committee Structures, Terms of Reference and to appoint Members to serve on the Committees**

It was noted that the council has resolved to temporarily change the two committees to working parties - *Resolution C20/180 26/4/2021*

**RESOLVED That the existing Committees structure be retained with unchanged terms of reference and chair to remain as before.**

Environment & Town Committee (Cllr Jordan – Chair)

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 including the provision of: Grit bins, benches, bus shelters, planters, footpaths.

Membership of Environment & Town Committee to consist of Cllr Barker, Cllr Casselden, Cllr Gratton (Mayor), Cllr Jordan Cllr E McDonagh (Deputy Mayor) Cllr Pollock, Cllr Taylor and Cllr Stockell,

Finance, Buildings and Personnel Committee (Cllr Clamp – Chair)

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 Foster Phillips, Cllr Gratton (Mayor), Cllr E McDonagh (Deputy Mayor), and Cllr Whittall.

C21/16      **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.

### **Climate Change**

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 Environment & Town with recommendations.

### **C21/17 Town Council Representation on External Bodies**

**RESOLVED That the Town Council's representation on external bodies for the year 2021/22 be as listed in Appendix 1**

### **C21/18 Process for Agenda**

**RESOLVED That all councillors to receive an electronic summons and that Cllr Casselden, Cllr Taylor and Cllr Whittall to also received paper copies of agenda.**

### **C21/19 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
- Unreasonably Persistent Complaints or Behaviour Policy

**RESOLVED** that the proposed amendment to Delegated Planning Process be adopted, that at a future meeting the Memorial Bench policy be reviewed to determine how to address donation of benches (that are not memorials) and that all remaining policies be agreed. All policies to be reviewed and revised as required.

*The meeting closed at 7.30pm*

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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)

<b>Organisation</b>	<b>Representative</b>
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
Climate Emergency (currently being formed)	P Taylor
Dementia Friendly Town	A Clamp
Derwent Valley Community Rail Partnership	A Jordan
DDDC Liaison	C Whittall, A Clamp, A Pollock
EVR / Wyvern Rail	S Barker/ A Jordan
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
Wirksworth Rewilding Group (to be confirmed if rep required)	S Barker