

**MINUTES OF THE MEETING OF WIRKSWORTH TOWN COUNCIL HELD ON MONDAY 18 MAY 2020 AT 6.30 PM (via ZOOM)**

**C184/19 Present:** Cllr A Jordan (Chair), Cllr S Barker, Cllr C Foster Phillips, Cllr G Gratton, Cllr E McDonagh, Cllr A Pollock and Cllr J Stockell, Cllr P Taylor and Cllr C Whittall

In attendance: April Fussell (Administration Assistant) and Paul Jennings (Town Clerk)

**C185/19 Apologies:** Cllr M Casselden, Cllr A Clamp

**C186/19 Revision to Standing Orders**

**RESOLVED** to adopt as per Standing Order 26a and the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, the following changes to Standing Orders until May 2021 or such time as the government revises or revokes the legislation:

3i .. A person shall notify the meeting when requesting to speak by means of either electronically raising a hand or raising hand ensuring it is visible on screen.

3s ...Voting on a question will be either by a show of hands electronically, raising hand or vote card ensuring it is visible on screen."

**C187/19 Variation of Order of Business:** None

**C188/19 Members' Pecuniary Interests in Agenda Items:** None declared

**C189/19 Minutes of the Meeting of the Wirksworth Town Council dated 16 March 2020:**

**RESOLVED** that the minutes of the meeting of Wirksworth Town Council dated 16 March 2020 were confirmed as a correct record.

**C190/19 Town Mayor Announcements:** Following the cancellation of the Civic Service in March, it was not possible to give out the Mayor Awards, these were: Certificate of Honour - John Wheeldon "Contribution to arts in the town" and Certificate of Merit – Betty Hoon "Contribution to music in the town".

**C191/19 Accounts Paid March 2020:**

**RESOLVED** that payment of the attached accounts in the sum of £25410.25 be formally approved.

**C192/19 Delegated Decisions (appendix 1)**

**RESOLVED** that to ratify the decisions taken by the clerk using delegated powers during the period 17/03/20 and 07/05/20.

**C193/19 Delegated Powers**

The clerk advised that the wide ranging powers adopted at the outset of the

Covid19 pandemic should now be reviewed.

**RESOLVED** To amend the scheme of delegation and that the Town Council to delegate decisions required for the continued operation of the council to an officer of the council in agreement with 2 councillors (ideally Mayor, Deputy Mayor or chair of FB&P Committee).

**C194/19 Meeting of Committees**

In March the meeting of committees was suspended until July (C180/19B).

**RESOLVED** To review the matter at the next council meeting in June.

**C195/19 Financial Impact of Covid-19 on Town Council's operations and proposed revisions to budget for 2020/21**

The Clerk provided an updated budget with projections of the impact of C19 on the council income with recommendations on expenditure reductions necessary to minimise reliance on reserves.

**RESOLVED** That all discretionary expenditure (identified in budget with blue text) require agreement of full council before any payment or commitment is made - with the exception of any payments where the Town Council has already committed to expenditure (e.g. Town Planters, Asbestos removal and Tree work on Meadows).

**C196/19 Managing changes to the service provision of the Town Council to comply with C-19 mitigation measures**

Including operation of Tuesday Market, working practices for staff, re-opening of Town Hall to public, resumption of occasional lettings at Town & Memorial Halls, inspection and management of outdoor spaces (Kingsfield, Washgreen, Stoney Wood, Fanny Shaw), Meadows Consultation and re-opening of Barmote Croft Public Toilets.

**RESOLVED** That the matter be referred to the June meeting when more information may be available regarding the easing of current restrictions.

**C197/19 Climate Emergency Representative ("champion")**

DALC is building on the Climate Emergency Workshop which was attended by representatives from WTC in March 20 and will now be hosting an online meeting for designated 'Environmental Champions' from as many parish and town councils in Derbyshire as possible.

**RESOLVED** That Cllr Taylor represent the Town Council (Cllr Stockell as alternate).

*The meeting closed at 7:45 pm*

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Chairman

<b>Date</b>	<b>Decision Taken</b>	<b>Alternative Options Considered and/or background information</b>	<b>Councillors consulted and response .. or reason for not consulting</b>
17/03/20	To instruct caretaker not to attend work with immediate effect	The individual is 85 years old and is therefore in a high risk category and current government advice on good practice indicates that people should restrict public interaction. (The member of staff also uses the bus to travel to work)	No consultation. In my opinion this is not an issue that requires Cllr approval but it does create a financial obligation to the council in terms of payroll.
18/03/20	To sign a lease for PC equipment for £30 per month	Council approval to purchase additional laptop, but this has proved difficult and we have sourced a Desktop PC from our IT Support on a leased basis. It may be returned back to the company when the need for a PC changes. The cost is significantly lower than the purchase of equipment and therefore represents better value for the council.	No consultation. In my opinion this is a de minimis issue but would normally require explicit approval from Council.
18/03/20	To agree the continued operation of the Farmers Market	I have agreed to allow the Farmers Market to continue to operate. This was not covered as an exception to the Town Council's resolution ceasing occasional lets, however in my opinion that is simply an oversight. There is a precedent set as the council will continue to operate the Tuesday Market. I have imposed conditions, that include restrictions on access to the Memorial Hall.	No consultation. The organisation of booking has been delegated to officers, however the Town Council resolution did not give explicit approval for continuation of the Farmers Market
23/03/20	Cancellation of Tuesday Market	The guidance at the time was restricted to the PM announcement which was televised at approx. 8:30pm. The key statement was the restriction in gatherings to "two people".	No consultation. The matter was time sensitive and occurred in the late evening. All stall holders were informed of the decision by a phone call from the Clerk and deputy by 9:30 pm
24/03/20	Closure of the Town Hall	The PM announcement on 23/3 asked for greater restrictions on movement of people.	Consultation via Mayor and chair of FB&P, all Cllrs c.c. Separate email provides full background and rationale.
24/03/20	Closure of area surrounding market stalls at the Memorial Hall	The clerk attended site at 6am and erected barriers to ensure that it was clear that the market was closed and to ensure no market trader operated in contravention to the decision to close the market.	No consultation. The matter was time sensitive in terms of availability of staff resource to action.
24/03/20	Rearrangement of Caretaker Rota	The three primary caretakers to operate on a rolling 9 day rota. Each caretaker will work 3 days on call, 6	No consultation. In my opinion this is not an issue that requires

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		days off. This will provide a wide separation between each member of staff when they access the Town/Memorial Halls and reduce possible cross contamination.	Cllr approval but it does create a financial obligation to the council in terms of payroll.
24/03/20	Closure of Play Areas (Wash Green and Kingsfield)	Following government guidance it was felt that the two play areas should be closed with immediate effect – this mirrored the position adopted by DDDC. To minimise risks to staff, the town clerk attended both sites, affixed a sign to entry gate and secured gate (padlock/chain at Wash Green & thick cable ties at Kingsfield). Photo was taken of both sites to evidence the action taken.	No consultation. The matter was time sensitive in terms of availability of staff resource to action.
25/03/20	Cancellation of Farmers Market	After discussions with organiser(s) it was agreed that it was not appropriate to hold the market in (approx.) two weeks.	Partial consultation, Clerk liaised with the Chair of FB&P in arriving at the stated position.
25/03/20	To instruct caretaker not to attend work	The individual is in an increased risk category and also has dependants in higher risk categories. Current government advice on good practice indicates that people should restrict public interaction. The staff member may at some point decide to come to work should circumstances change (they are contracted for 9hr/pw)	No consultation. In my opinion this is not an issue that requires Cllr approval but it does create a financial obligation to the council in terms of payroll.
26/03/20	To use the Memorial Hall as distribution hub	DDDC have requested use of the space to operate facility. Details not yet available	Consultation with Mayor and Chair of FB&P.
28/03/20	To provide in principle support to provide a £1000 grant to community group responding to Covid19.	The clerk had spoken with a representative of one the groups earlier in the week who were seeking guidance regarding what funds might be available. DDDC/DCC have yet to establish funding, although there is funding for existing foodbanks (Jigsaw). As no other funding was yet in place, an offer was made to provide funding (split into 3 tranches) from WTC.	Partial consultation, Clerk was aware of 2 cllrs who were supportive of providing funds. The timescales prevented a more detailed polling for support. All councillors were copied in in the email exchange offering support.
28/03/20	Offer a reduce rental of leased spaces for small business operating out of	A number of the businesses have requested a payment holiday of 1 month due to the disruption	Consultation via Mayor and chair of FB&P, all Cllrs c.c. Separate email provides full

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	Town and Memorial Hall.	caused by Covid19. To support tenants a reduction to be offered in rent of 90% for 3 months, with payment deferred until June, the Memorial Hall and Town Hall will be “mothballed”, accessible if needed to retrieve paperwork/equipment but the offices/treatment rooms will not be in daily use.	background and rationale.
28/03/20	Offer payment holiday (until June) for occasional let invoices for usage in March.	The Town and Memorial Halls were in use upto 19 March and this utilisation is normally invoiced at the end of the month. The invoice run is to continue but room users to be given extended period to settle outstanding amount.	No consultation. In my opinion this is not an issue that requires Cllr approval as a precedent has been set by the treatment of tenants in regards to leased premises and extended terms of payment.
02/04/20	To provide a £150 grant to Bolehill community group responding to Covid19.	The clerk had spoken with a representative of the group earlier in the week who were seeking guidance regarding what funds might be available. As no other funding is yet in place and therefore a small grant has been made WTC.	No consultation. In my opinion this is not an issue that requires Cllr approval as a precedent has already been set.
02/04/20	To decline a request for financial support from Wyvern Rail	The clerk was contacted by email by a representative of the group seeking more detail on how to apply for fast tracked grant funding from the Town Council to support the Railway.	No consultation. In my opinion this is not a matter for the Town Council to intercede. Funding maybe be available from other sources to assist with costs.
06/04/20	To agree to print 3500 leaflets on behalf of WCRG for distribution in Wirksworth	The clerk had already printed approx. 500 copies of a similar Covid 19 leaflet for BIG 2 weeks earlier (under the existing small print run scheme for community groups). The print run for WCRG was significantly larger and would require attendance in the office to ensure the print run occurred correctly. There are real costs to the council of undertaking this work over and above staff resource (paper and “click charges”), however it was felt to be sufficiently important as it provides support and help to residents. It was felt to be justifiable as an essential service in terms attendance in the office and expenditure of resources.	No consultation. In my opinion this is not an issue that requires Cllr approval but it does require an expenditure of resource.

Date	Decision Taken	Alternative Options Considered and/or background information	Councillors consulted and response .. or reason for not consulting
08/04/20	Implement cloud backup for WTC files.	This matter has been discussed by council prior to the current crisis, but a final decision was not taken. The current process requires attendance at the office to change hard drive back-ups which are then kept off-site. The lockdown and remote working of office staff means that the current back up kept off-site is 3 weeks old.	Consultation via Mayor and chair of FB&P. The service will cost approx. £100 per month, and was felt to be necessary given current remote working practices.
14/04/20	Maintain existing arrangements under Minor Maintenance agreement "MMA" with DCC	DCC have offered to maintain a limited number of footpaths (to be determined and agreed) and for a parish/town to cease participation in the MMA. However, WTC undertake more work than that which would be provided for under this new arrangement and therefore the TC will continue to use a contractor for the works including those covered by MMA.	Consultation via Mayor and chair of FB&P.
15/04/20	To delay a formal meeting of the Council until May.	New legislation has been introduced that allows remote/virtual meetings. The public have a right to join these meetings and current regulations also continues to apply - meaning that to hold a formal council meeting on 27 <sup>th</sup> , then the agenda including details of how public may access the meeting must be issued following normal protocols .. for Wirksworth this would be next Tuesday (21/4/20). There is not sufficient time to ensure that all procedures and systems are in place. An informal meeting of the council will be held on 27 <sup>th</sup> April to test protocol and procedures in preparation for a formal meeting in May. The clerk will retain delegated powers, and no binding decisions may be taken by councillors during the meeting on the 27 <sup>th</sup> April.	No consultation. In my opinion this is not an issue that requires Cllr approval. As Clerk I am best placed to understand the implications of the new legislation and the requirements in terms of procedure and judge the council ability to comply with these.

Date	Decision Taken	Alternative Options Considered and/or background information	Councillors consulted and response .. or reason for not consulting
16/04/20	Continue to delay repair of a wall on the boundary of Wash Green Play Area	There is a small hole in the dry stone wall approximately 80cm, where stone has fallen/been removed. The coping stones remain in place. This was noted when the playground was closed to public on 24/3/20. The grass cutting contractor has reported the issue and provided photos. There is no immediate risk to the public as the area is closed. The adjoining pavement is relatively wide, to allow pedestrians to pass if any stone falls outside.	No consultation. In my opinion this is not an issue that requires Cllr approval.
20/04/20	Purchase annual subscription for Zoom Pro	The cost is normally £12 if paid monthly, with a discount to £10 per month if 12 months paid in advance. Dronfield TC shared a 50% discount code, and this was used to purchase an annual subscription at a cost £60. The Crown Procurement scheme was £7.50 per month, and use of the voucher code therefore represents a significant saving, and the voucher was time limited.	No consultation. In my opinion this is not an issue that requires Cllr approval but it does require an expenditure of resource albeit within my current delegation limit.
01/05/20	Agree to undertake another print run for both WCRG and BIG	Both organisations approached TC seeking confirmation whether further support in the form of printing would be possible. A precedence has been set by past actions and both groups are supporting residents of the parish. In principle agreement given to provide printing support to both groups.	No consultation. In my opinion this is not an issue that requires Cllr approval but it does require an expenditure of resource albeit within my current delegation limit.
05/05/20	Response to be submitted to two planning applications	Two councillors raised concerns regarding the planning applications, which were subsequently supported by a 3 <sup>rd</sup> councillor. At E&T committee meeting the quorate number of attendees is 3.	Action taken in response to councillors who raised issue and therefore consultation not required.
06/05/20	Reschedule of Asbestos Removal works	The works were scheduled for August, these will now be undertaken in early June. This takes advantage of the current closure of the building ensure the building may be open (if allowed) in August.	No consultation. In my opinion this is not an issue that requires Cllr approval.

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07/05/20	Purchase of storage box from online retailer using TC debit card	The Town Council agreed to accept grant funds from DDDC on behalf Wirksworth Litter Picking group as they do not hold a dedicated bank account – The group have identified a storage box that they wish to purchase, but it can only be purchased online. The box will replace the existing one held on TC property and used to store the litter pickers used by community groups.	No consultation. In my opinion this is not an issue that requires Cllr approval but it does require an expenditure using the council debit card.



## Wirksworth Town Council

### PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
470	02/03/2020		Lloyds Current		Gas -Town Hall	Corona Energy	S	638.12	127.62	765.74
489	02/03/2020		Unity Trust Current		Plumbing / Heating	MB Plumbing & Heating	S	154.50	30.90	185.40
490	02/03/2020		Unity Trust Current		Stationary, sundries	Sage	S	77.55	15.51	93.06
494	02/03/2020		Lloyds Current		HR Support	Castle Associates	S	43.00	8.60	51.60
495	02/03/2020		Lloyds Current		Internet	W3Z	S	29.16	5.83	34.99
497	02/03/2020		Lloyds Current		Christmas Lights	MK Illuminations	S	505.52	101.10	606.62
500	02/03/2020		Lloyds Current		Telephony	Daisy Communications	S	122.09	24.42	146.51
504	02/03/2020		Lloyds Current		Water	Water Plus	Z	124.54	0.00	124.54
499	06/03/2020		Lloyds Current		Stationary, sundries	Viking	S	98.64	19.73	118.37
496	09/03/2020		Lloyds Current		IT Support	Software Into Action	S	200.00	40.00	240.00
506	10/03/2020		Unity Trust Current		Consumables	ESPO	S	100.60	20.12	120.72
507	10/03/2020		Unity Trust Current		Electrical works	Warren Electrical	S	419.24	83.85	503.09
508	10/03/2020		Unity Trust Current		Maintenance materials	Twiggy	S	4.25	0.85	5.10
510	10/03/2020		Unity Trust Current		Consumables	Irongate	S	10.91	2.18	13.09
511	10/03/2020		Unity Trust Current		Lift maintenance	L.E.S.	S	488.87	97.77	586.64
503	10/03/2020		Lloyds Current		Water	Water Plus	Z	212.84	0.00	212.84
509	10/03/2020		Unity Trust Current		Maintenance works	Steve Maskrey	Z	120.00	0.00	120.00
525	11/03/2020		Lloyds Current		Defibrillator upkeep/costs	Defib Store Ltd	S	105.00	21.00	126.00
491	12/03/2020		Lloyds Current		Electricity Careplan	British Gas	S	69.01	13.80	82.81
498	12/03/2020		Lloyds Current	8721	Meadows works	Landtech Surveys	S	960.00	192.00	1,152.00
523	12/03/2020		Unity Trust Current		Stationary, sundries	D.D. Design & Print	S	140.00	28.00	168.00
524	12/03/2020		Unity Trust Current		Maintenance materials	Lester Lowes	S	12.60	2.52	15.12
530	12/03/2020		Unity Trust Current		Fire safety	Hollinsend Fire Safety	S	199.50	39.90	239.40
526	12/03/2020		Unity Trust Current		Tax & NI	HMRC	Z	648.14	0.00	648.14
527	12/03/2020		Unity Trust Current		Tax & NI	HMRC	Z	230.38	0.00	230.38
528	12/03/2020		Unity Trust Current		Pension contributions	DCC	Z	1,136.65	0.00	1,136.65
529	12/03/2020		Unity Trust Current		Pension contributions	DCC	Z	903.82	0.00	903.82
544	12/03/2020		Unity Trust Current		Mayor's Ball refund	Andy Jordan	Z	180.00	0.00	180.00
545	12/03/2020		Unity Trust Current		Mayor's Ball refund	Frances Rostron	Z	60.00	0.00	60.00
556	13/03/2020		Lloyds Current		Water	Water Plus	Z	86.23	0.00	86.23
492	15/03/2020		Lloyds Current		Data protection fee	Information	Z	35.00	0.00	35.00
554	16/03/2020		Lloyds Current		Payroll	Sage	S	35.00	7.00	42.00
533	16/03/2020		Lloyds Current	8728	Community grant	NOW	Z	3,000.00	0.00	3,000.00
546	16/03/2020		Unity Trust Current		Mayor's Ball refund	Judith Hind	Z	60.00	0.00	60.00
502	16/03/2020		Lloyds Current		Electricity	British Gas	L	111.83	5.59	117.42
534	17/03/2020		Unity Trust Current		Consumables	Irongate	S	369.90	73.98	443.88

## Wirksworth Town Council

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Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
535	17/03/2020		Unity Trust Current		PPE	Irongate	S	221.35	44.27	265.62
531	17/03/2020		Unity Trust Current		Keys	Paul Jennings	Z	30.00	0.00	30.00
532	17/03/2020		Lloyds Current	8722	Community grant	NOW	Z	2,000.00	0.00	2,000.00
536	19/03/2020		Unity Trust Current		Town Hall Lettings	Grants	S	400.00	80.00	480.00
547	19/03/2020		Unity Trust Current		Mayor's Ball refund	Mr B McKeown	Z	60.00	0.00	60.00
548	19/03/2020		Unity Trust Current		Mayor's Ball refund	Rusty Aherne	Z	30.00	0.00	30.00
549	19/03/2020		Unity Trust Current		Mayor's Ball refund	N & J Ferguson-Lee	Z	60.00	0.00	60.00
550	19/03/2020		Unity Trust Current		Mayor's Ball refund	Lorelei Jarvis	Z	60.00	0.00	60.00
539	23/03/2020		Unity Trust Current		IT Support	Software Into Action	S	178.00	35.60	213.60
540	23/03/2020		Unity Trust Current		Consumables	Irongate	S	187.81	37.56	225.37
541	23/03/2020		Unity Trust Current		PPE	Irongate	S	23.71	4.74	28.45
552	23/03/2020		Unity Trust Current		Mayor's Ball refund	R Burbank	E	60.00	0.00	60.00
543	23/03/2020		Unity Trust Current		Advert	Community Fayre	Z	50.00	0.00	50.00
519	24/03/2020		Lloyds Current		Internet	Emtel	S	42.90	8.58	51.48
553	24/03/2020		Lloyds Current		Petty Cash	Wirksworth Town Council	E	200.00	0.00	200.00
514	25/03/2020		Unity Trust Current		Salaries	Wirksworth Town Council	Z	3,163.92	0.00	3,163.92
515	25/03/2020		Unity Trust Current		Salaries	Wirksworth Town Council	Z	3,031.80	0.00	3,031.80
493	27/03/2020		Lloyds Current		Telephony rental	BNP Paribas	S	69.71	13.94	83.65
512	27/03/2020		Lloyds Current		Gas -Memorial Hall	Corona Energy	S	279.72	55.94	335.66
513	27/03/2020		Lloyds Current		Gas -Town Hall	Corona Energy	S	578.16	115.63	693.79
516	27/03/2020		Lloyds Current		Electricity	British Gas	S	219.88	43.97	263.85
538	27/03/2020		Lloyds Current		Bank charges	Lloyds Bank	Z	52.88	0.00	52.88
517	27/03/2020		Lloyds Current		Electricity	British Gas	L	8.87	0.44	9.31
518	27/03/2020		Lloyds Current		Electricity	British Gas	L	91.47	4.57	96.04
520	28/03/2020		Lloyds Current		Water	Water Plus	Z	19.00	0.00	19.00
521	28/03/2020		Lloyds Current		Water	Water Plus	Z	19.00	0.00	19.00
522	28/03/2020		Lloyds Current		Water	Water Plus	Z	19.00	0.00	19.00
501	30/03/2020		Lloyds Current		Photocopier	Ricoh	S	273.77	54.76	328.53
505	30/03/2020		Lloyds Current		Office internet	Zen	S	17.10	3.42	20.52
542	31/03/2020		Unity Trust Current		Consumables	Irongate	S	255.42	51.08	306.50
555	31/03/2020		Lloyds Current		Telephony	Daisy Communications	S	120.93	24.19	145.12
551	31/03/2020		Unity Trust Current		Grant	Amnesty International	E	334.00	0.00	334.00
537	31/03/2020		Unity Trust Current		Bank charges	Unity Trust	Z	18.00	0.00	18.00
<b>Total</b>								<b>23,869.29</b>	<b>1,540.96</b>	<b>25,410.25</b>