

## WIRKSWORTH TOWN COUNCIL

### MINUTES OF THE ANNUAL MEETING OF WIRKSWORTH TOWN COUNCIL HELD ON MONDAY 20 May 2024 AT 6.30 PM

C24/1 **Present: Cllr A Clamp, Cllr A Jordan, Cllr S Maskrey, Cllr E McDonagh, Cllr A Pollock, Cllr P Taylor, Cllr F Rostron, Cllr S Thompson and Cllr C Whittall.**

Attending remotely: Cllr S Barker

In attendance: Paul Jennings (Town Clerk), D Cllr P Slack

1 member of public

C24/2 **Election of Chair (Town Mayor)**

Cllr A Clamp proposed that Cllr E McDonagh serve as Mayor for the coming year. The motion was seconded by Cllr C Whittall. The Mayor completed their acceptance of office at the meeting.

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

C24/3 **Appointment of Deputy Mayor**

Cllr Maskrey proposed that Cllr Pollock serve as Deputy for the coming year. The motion was seconded by Cllr McDonagh. The Deputy Mayor completed their acceptance of office at the meeting.

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

C24/4 **Apologies: None**

C24/5 **Members' Pecuniary Interests in Agenda Items:**

None declared.

*Open Forum opened 6:40pm*

C24/6 **Open Forum:**

D Cllr P Slack provided more information to support his written report.

*Open Forum closed 6:50pm*

C24/7 **Minutes of the meeting of the Wirksworth Town Council 22 April 2024:**

**RESOLVED that the minutes of the meeting of Wirksworth Town Council dated 22 April 2024 were confirmed as a correct record.**

C24/8 **To receive the committee recommendations**

- Finance Buildings and Personnel dated 13 May 2024

**RESOLVED to adopt the recommendations of the Finance Buildings and Personnel Committee dated 13 May 2024**

C24/9 **To approve and adopt the Standing Orders for Wirksworth Town Council**

**RESOLVED to adopt the Standing Orders last reviewed 15 May 2023 and that the document to be reviewed and revised as required.**

C24/10 **To approve and adopt the Financial Regulations for Wirksworth Town Council**

**RESOLVED to adopt the Financial Regulations last reviewed 15 May 2023 and that the document to be reviewed and revised in light of the recently issued model document from NALC/SLCC.**

C24/11 **To receive the Internal Audit Report and consider any recommendations.**

The council reviewed the report provided by the DALC Internal Audit Service.

**RESOLVED to note that the report raised no material concerns for 2023/24.**

C24/12 **To approve the Annual Report for Year ending 31<sup>st</sup> March 2024**

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 2023-24**

C24/13 **To approve the Annual Governance Statement (Section 1 of the Annual Return) for year ending 31<sup>st</sup> March 2024**

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.**

C24/14 **To appoint banking arrangements and signatories for the Town Council bank accounts**

**RESOLVED That banking arrangements remain with Unity Trust and Lloyds and that all councillors and the Clerk be bank signatories, the bank mandates to be amended accordingly.**

**C24/15 To approve the Statement of Accounts (Section 2 of the Annual Return) for year ending 31<sup>st</sup> March 2024**

**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 (noting the adjustment to previous year opening balance recommended by Scribe Accounts.**

**C24/16 Review of Committee Structures, Terms of Reference and to appoint Members to serve on the Committees**

**RESOLVED That the existing Committees structure be retained with unchanged terms of reference.**

Environment & Town Committee (Cllr Maskrey - 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 Maskrey, Cllr Barker, Cllr Thompson, Cllr Pollock (deputy Mayor), Cllr Rostron, and Cllr Taylor.

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 Carr, Cllr Jordan, Cllr McDonagh (Mayor), and Cllr Whittall.

**C24/17 Review of Working Parties, Terms of Reference and to appoint Members to serve on the Working Parties**

**RESOLVED that a working party be retained for the Meadows.**

**Meadows**

1. Membership shall consist of councillors (AC, AP, PT, CW, SM, ST)
2. Meetings will be arranged regularly to give the council timely advice as required.
3. Terms of reference
  - i) To provide guidance and support to the Officers in all matters related to the Meadows Consultation and redesign.
  - ii) To manage the implementation of 1<sup>st</sup> phase of Meadows redesign (as delegated by Full Council)
  - iii) The group to report to Full Council with recommendations at each stage of the process.

**C24/18 Town Council Representation on External Bodies**

**RESOLVED That the Town Council's representation on external bodies for the year 2024/25 be as listed in Appendix 1**

**C24/19 Wirksworth Memorial Foundation**

All councillors are also trustees to this charity which is managed by the Town council

**RESOLVED that the Clerk arrange a meeting of the trustees.**

**C24/20 Process for Agenda**

**RESOLVED That all councillors to receive an electronic summons (two paper copies of the agenda will be made available for those that require them and held in the Town Hall for Councillors to collect.)**

**C24/21 To review and decide on amendments to Council Policies**

- Absence Management Policy
- Asbestos Policy & Procedures
- Bullying and Harassment
- CCTV Policy
- Code of Conduct
- Complaints Procedure and Complaints form
- Communications Policy
- Data Retention Policy
- Delegated Planning
- Disciplinary, Grievance & Whistleblowing Policy
- Equal Opportunities
- Grit Bin
- Health and Safety Policy
- Internal Controls
- Japanese Knotweed (Government guidance)
- Letting Policy for Town Hall & Memorial Hall
- Memorial Bench Policy
- Pensions Discretion Policy
- Privacy policy

- Recording of Meetings: Protocol
- Scheme of Delegation
- Staff Privacy Policy
- Storage Policy for Town Hall & Memorial Hall
- Unreasonably Persistent Complaints or Behaviour Policy

**RESOLVED that the policies be agreed. All policies to be reviewed and revised as required.**

*The meeting closed at 7.40pm*

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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
Aquabox	S Thompson / S Barker
Bolehill Improvement Group	S Barker / S Maskrey
Civic Society	<b>A Pollock</b> / A Jordan
DDDC	A Jordan / A Clamp /C Whittall
Derwent Valley Community Rail Partnership	A Jordan / E McDonagh
Gorsey Bank Residents Association	A Pollock
New Opportunities Wirksworth	F Rostron
Recreation Ground Trustees	C Whittall
Rural Market Town Group	A Jordan / S Barker
Safer Roads for Wirksworth	P Taylor
Stone Centre	P Taylor/ S Barker/E McDonagh
Stoney Wood Group	A Pollock / S Thompson
Twinning Association	S Barker
Warmer Wirksworth	P Taylor / F Rostron
WCRG	S Thompson
Wilder Wirksworth	<b>S Barker</b> / A Pollock
Wirksworth & District Trust Fund	<b>C Whittall</b> / E McDonagh
Wirksworth Festival Board	<b>P Carr</b> / S Thomspson
Wirksworth Heritage Centre	<b>F Rostron</b> / E McDonagh
Wirksworth Traders Association	<b>S Thompson</b> / P Carr / S Maskrey
Wirksworth Well Dressing	E McDonagh

\*Where a Councillor is indicated in **Bold** they are the primary representative, with other nominated councillors only attending as a to substitute in their absence.