



WIRKSWORTH TOWN COUNCIL

TOWN HALL, WIRKSWORTH, DERBYSHIRE DE4 4EU

Email: enquiries@wirksworth.gov.uk

Website: www.wirksworthtowncouncil.gov.uk

Clerk to the Town Council & Responsible Financial Officer:

Paul Jennings

Office hours: 8:30am-12:30pm Mon-Thurs

08 June 2020

Dear Councillor,

You are hereby summonsed to the Annual Meeting of Wirksworth Town Council on MONDAY 15 June 2020 at 6.30 p.m. on Zoom platform, meeting ID: 834 6150 9710

Admission of public: If you wish to join the meeting please contact the Town Clerk for full meeting details.

AGENDA

1. Election of Chair (Town Mayor) for 2020/21

(the elected Mayor will then make the statutory declaration of acceptance of office – to be signed at the meeting, with Clerk to sign after meeting)

2. Apologies for Absence

3. Members' Interests in Agenda Items

To enable Members to declare the existence and nature of any Disclosable Pecuniary Interests they have in subsequent agenda items, in accordance with the Town Council's Code of Conduct.

4. Open Forum

Time for this session is limited to 15 minutes ; 3 minutes per person

- *Public Forum (At the start of the meeting, a period is available for members of the public to address the Council)*
- *Police Matters (A police representative may be in attendance to offer information or respond to questions from Councillors on Police matters)*
- *Cllrs with a pecuniary interest making representations, answering questions or giving evidence relating to the business to be transacted*
- *District & County Councillor Reports*

5. Election of the Vice-Chair (Deputy Mayor) for 2020/21

(the elected deputy Mayor will then make the statutory declaration of acceptance of office, to be signed at the meeting, with Clerk to sign after meeting)

6. To confirm the accuracy of the Minutes of the Meeting of the Wirksworth Town Council held on 18 May 2020 (attached)

7. Delegated Decisions (Appendix 6)

- To receive the decisions and actions taken by the Town Clerk using delegated powers.
- In relation to the delegated actions taken to assist in mitigating the issues at Greenhill/The Dale, the clerk seeks confirmation that the Town Council repeat previous requests to DCC Highways to implement traffic restriction(s) and introduce enforcement to prevent inconsiderate parking at the top of The Dale/Greenhill.

8. Business Resumption Plans

The clerk has previously circulated a draft report identifying various services and operations of the council. The report included triggers required to review current position and/or resume service/operation. Proposed resolution (Cllr Barker) in regard to market:

“that the market remain closed until July to give time to learn lessons from other markets, put in place any PPE and social messaging needed, go through appropriate staff training, and complete risk assessments. We should tell the public we are doing this, and that we are acting more slowly than the DDDC because we have fewer resources and need to consider the vulnerabilities of our staff.

9. To approve and adopt the Standing Orders for Wirksworth Town Council

Including the revision resolved at the council meeting held 18 May 2020, resolution C186/19 in regard to amendments to facilitate remote meetings.

10. To approve and adopt the Financial Regulations for Wirksworth Town Council

11. To receive the Internal Audit Report and consider any recommendations (Appendix 1 – page 3 & Appendix 3)

12. To approve the Annual Financial Report (Balance Sheet, Income and Expenditure) for Year ending 31st March 2020 (Appendix 2)

13. To approve the Annual Governance Statement (Section 1 of the Annual Return) for Year ending 31st March 2020 (Appendix 1 page 4)

14. To appoint signatories for the Town Council Bank Accounts

15. To approve the Statement of Accounts (Section 2 of the Annual Return) for the year ending 31st March 2020 (Appendix 1 page 5)

16. Review of Committee Structures, Terms of Reference (Appendix 4) and to appoint members to serve on the under mentioned Committees and confirm when committee(s) should recommence meeting:

- *Environment and Town*
- *Finance, Buildings and Personnel*

17. Review of Working Parties, Terms of Reference (Appendix 4) and to appoint members to serve on the under mentioned Working Parties:

- *Neighbourhood Plan*
- *Climate Change*

18. To consider appointment of Representatives to Outside Bodies (Appendix 5)

19. Process for Agenda

To confirm councillors' election to receive summons - previously this was either electronic (email) or paper (cldr cabinet), but councillors are not able to access the Town Hall at present.

20. To review and decide on amendments to Council Policies & Procedures

These can be viewed at <http://www.wirksworthtowncouncil.gov.uk/policies.html>

- *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*



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