

## WIRKSWORTH TOWN COUNCIL

### MINUTES OF THE ANNUAL MEETING OF WIRKSWORTH TOWN COUNCIL HELD ON MONDAY 23 May 2022 AT 6.30 PM

C22/1 **Present: Cllr S Barker, Cllr M Bennett, Cllr P Carr, Cllr E McDonagh, Cllr A Pollock, Cllr J Stockell, and Cllr P Taylor.**

In attendance: Paul Jennings (Town Clerk), Sue Gratton (assistant Clerk)

C22/2 **Election of Chair (Town Mayor)**

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

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

C22/3 **Apologies: Cllr Casselden, Cllr A Clamp, Cllr A Jordan, Cllr C Whittall**

C22/4 **Members' Pecuniary Interests in Agenda Items:**

None declared.

C22/5 **Appointment of Deputy Mayor:**

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

**RESOLVED That Cllr Barker be appointed as Deputy Chair (Deputy Town Mayor). The deputy Mayor completed their acceptance of office at the meeting.**

C22/6 **Minutes of the meeting of the Wirksworth Town Council 25 April 2022:**

**RESOLVED that the minutes of the meeting of Wirksworth Town Council dated 26 April 2022 were confirmed as a correct record.**

C22/7 **To approve and adopt the Standing Orders for Wirksworth Town Council**

**RESOLVED to adopt the Standing Orders last reviewed 4 May 2021 and that the document to be reviewed and revised as required.**

C22/8 **To approve and adopt the Financial Regulations for Wirksworth Town Council**

**RESOLVED to adopt the Financial Regulations last reviewed 4 May 2021 and that the document to be reviewed and revised as required.**

C22/9 **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.**

C22/10 **Appointment of Internal Auditor 2022/23**

**RESOLVED to that following the retirement of Mr Woodcock, the Clerk be delegated to identify a potential replacement following the internal auditor training by DALC in June.**

C22/11 **To approve the Annual Report for Year ending 31<sup>st</sup> March 2022**

Statement of Accounts had now been completed and was ready for approval and signature prior to submission to the External Auditor; That £50000 of general reserves be marked transferred to earmarked reserves for the Meadows.

**RESOLVED To approve the Statement of Accounts 2021-22**

C22/12 **To approve the Annual Governance Statement (Section 1 of the Annual Return) for year ending 31<sup>st</sup> March 2022**

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.**

C22/13 **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.**

C22/14 **To approve the Statement of Accounts (Section 2 of the Annual Return) for year ending 31<sup>st</sup> March 2022**

**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.**

C22/15 **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 and chairs 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 Bennett, Cllr Casselden, Cllr E McDonagh (Mayor), Cllr Jordan, Cllr Barker (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 Carr, Cllr E McDonagh (Mayor), Cllr Barker (Deputy Mayor), and Cllr Whittall.

**C22/16 Review of Working Parties, Terms of Reference and to appoint Members to serve on the Working Parties**

**RESOLVED that 3 working parties be retained and a new working party be created with the following terms of reference. Furthermore, that the dedicated Climate Change working party be dissolved now that the principle of carbon reduction has become embedded as consideration in every decision.**

**Neighbourhood Plan**

1. Membership shall consist of councillors (PC, AC, AJ) 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.

**Meadows**

1. Membership shall consist of councillors (MB, PC, AC, AP, PT)
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 identify, select and brief a design partner(s).
  - iii) The group to report to Full Council with recommendations at each stage of the process.

### **Rain, Drains & Climate Change**

1. Membership shall consist of councillors (SB, MB, AP)
2. Meetings will be arranged regularly to give the council timely advice.as required
3. Terms of reference
  - i) To collate information about flooding, identify local concerns
  - ii) To raise these concerns with higher tier local authorities and with Severn Trent.
  - iii) The group to report to Environment and Town with recommendations.

### **Sustainable Travel, Traffic and Safety**

1. Membership shall consist of councillors (MB, PC, JS, PT).
2. Meetings will be arranged regularly to give the council timely advice as required.
3. Terms of reference
  - i) To 20s Plenty
  - ii) Review speed limits
  - iii) Improve cycling and walking infrastructure

#### **C22/17 Town Council Representation on External Bodies**

**RESOLVED That the Town Council’s representation on external bodies for the year 2022/23 be as listed in Appendix 1**

#### **C22/18 Continuity & Succession Planning**

The clerk clarified the process the council should adopt in the event of either a temporary or permanent absence of office staff.

**RESOLVED That in the event of a permanent or prolonged absence of the Town Clerk, that the assistant Clerk be asked to formally cover in the role of “acting Town Clerk” for 3 months, after which time they would then be asked to make recommendations on a revised office structure/resource (including whether they wish to accept the role of Town Clerk).**

#### **C22/19 Process for Agenda**

**RESOLVED That all councillors to receive an electronic summons (some paper copies of the agenda will be left in the councillor cabinet).**

#### **C22/20 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 policies be agreed. All policies to be reviewed and revised as required.**

*The meeting closed at 8.00pm*

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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
Dementia Friendly Town	A Clamp
Derwent Valley Community Rail Partnership	A Jordan / E McDonagh
DDDC Liaison	C Whittall/ A Clamp/ M Bennett
EVR / Wyvern Rail	S Barker/ A Jordan/ P Carr
Wirksworth Festival	P Carr / A Jordan
Recreation Ground Trustees	C Whittall
Twinning Association	P Taylor/ E McDonagh
Wirksworth & District Trust Fund	C Whittall / E McDonagh
New Opportunities Wirksworth	J Stockell / A Clamp/ P Carr
Bolehill Improvement Group	S Barker / M Bennett
Gorsey Bank Residents Association	A Pollock
Wirksworth & District Sports Group	E McDonagh/ C Whittall
Wirksworth Well Dressings	P Carr
Wirksworth Heritage Centre	E McDonagh/ M Casselden
Transition Wirksworth Community Land Trust	P Taylor/ P Carr/ A Clamp
Stone Centre/Institute of Quarrying	P Taylor/ S Barker