

WIRKSWORTH TOWN COUNCIL

MINUTES OF THE MEETING OF WIRKSWORTH TOWN COUNCIL HELD ON MONDAY 18 July 2022 AT 6.30 PM

C22/36 Present: Cllr E McDonagh (Chair), Cllr S Barker, Cllr M Bennett, Cllr A Clamp, Cllr A Jordan, and Cllr C Whittall.

In attendance: 2 members of Wirksworth Twinning Association and Paul Jennings (Town Clerk),

C22/37 Apologies: Cllr M Casselden, Cllr P Carr, Cllr A Pollock, Cllr J Stockell, Cllr P Taylor, C Cllr D Murphy and D Cllr P Slack

C22/38 Variation of Order of Business: To take item 13 Twinning immediately after open forum.

C22/39 Members' Pecuniary Interests in Agenda Items: None Declared

Open Forum opened 6:35pm

C22/40 Open Forum:

Members of Wirksworth Twinning Association provided an update on their recent visit to Die and background to next year's 30th Anniversary.

Cllr McDonagh was presented with gifts from the Mayor of Die by the Twinning Association.

C Cllr D Murphy provided a written report.

Open Forum closed 6:55pm

C22/41 Twinning

Wirksworth Twinning Association have advised that it will be the 30th anniversary of twinning with Die in 2023 and Wirksworth will be the host town.

RESOLVED that discussion be deferred until September, to allow councillors to consider what the Town Council might wish to do to support the Anniversary and to allow the Twinning Association to provide a list of the support it wishes to request from the Town Council.

C22/42 Minutes of the meeting of the Wirksworth Town Council 20 June 2022:

RESOLVED that the minutes of the meeting of Wirksworth Town Council dated 20 June were confirmed as a correct record.

C22/43 Town Mayor's Announcements: That the Mayors Charity ball was postponed.

C22/44 To receive the recommendations from Committees:-

- Environment and Town dated 4 July 2022

RESOLVED to adopt the recommendations of the Environment and Town Working Party dated 4 July 2022.

Matters deferred from FBP committee which was not held (Inquorate)

C22/45 Community Grant

Stoney Wood group have requested the annual (budgeted) grant of £2200.

RESOLVED that the grant be approved.

C22/46 Clerical Staff

To approve increments under NJC contracts for Clerical Staff.

RESOLVED that the matter be approved.

C22/47 Health Plan

At the request of staff members, information has been sought regarding the potential to offer a (employee funded) Health Scheme in the same manner as that provided by Derbyshire Dales District Council.

RESOLVED that the matter be approved and the scheme to be offered to staff.

C22/48 Flag Poles

The existing flag poles have been assessed and the engineer has advised that all the back plates should be replaced or removed. Quote now received to either remove or repair/replace existing equipment. Public buildings should follow established flag etiquette, the presence of additional flag poles provides greater flexibility to fly other flags alongside the Union Jack.

RESOLVED that the 3 flag poles be replaced.

C22/49 Accounts Paid

June 2022 in the sum of £ 22,874.48.

RESOLVED that payment of the attached account in the sum of £22,874.48 be approved.

C22/50 Staff Recruitment

To ratify the appointment of Town Council staff (Clerk was delegated to fill staff vacancies).

LGA 1972 s112 – a local council is required to appoint only such proper officers as it deems necessary.

RESOLVED that the council ratify all staff recruited into the positions of Caretaker, Cleaner, Administration Assistant and Assistant Clerk.

C22/51 Appointment of Internal Auditor

The auditor for 2021/22 has retired and it is proposed that the new DALC Auditor Service which is being established be used for 2022/23.

RESOLVED that the Council appoint the DALC Audit Service. That the Clerk assess the impact of the increased level of audit information required by the new auditor and report to FB&P committee with recommendations on staffing levels.

C22/52 Schedule of Delegation

It is proposed that the current process of delegation be formalised with the creation a scheme covering routine/frequent tasks to ensure roles and responsibilities are more transparent.

RESOLVED that the Clerk now proceed to draft a scheme of delegation for discussion/amendment by committees in September.

C22/53 Stoney Wood Car Park/ DDDC Travellers Provision

Derbyshire Dales DC are scheduled to discuss the provision of Travellers Sites within the District.

RESOLVED that the Clerk be delegated to removed the blocks at the entrance to the car park should the District Council choose to remove the designation of the land adjacent to Stoney Wood as a “Temporary Tolerated Travellers Site” (the blocks were installed to prevent unauthorised access to Stoney Wood in the event that DDDC used the land adjacent to the car park to provide a Travellers Site).

C22/54 Wirksworth Rotary Club

The group will be disbanding due to falling numbers. The group arranges and organises the Christmas Tree and Lights Switch-on for the Town (amongst many other projects) and have offered to donate the lights to the Town Council.

RESOLVED that the Town Council accept the donation of the lights. The lights to be held for use either by the Town Council or if another community group comes forward to erect/light the tree. That the Town Council consider how it might support the continuation of the Market Place Christmas Tree and light switch on.

C22/55 Parish and Town Council Liaison Forum

To delegate a representative to attend the event organised by Derbyshire County Council for Parish and Town Councils.

RESOLVED that Cllr M Bennett and Cllr A Clamp be delegated to represent the Town Council and attend the event.

C22/56

Meadows

Update on timetable following the briefing of the designers (Urban Wilderness). The designers are preparing design(s) for public consultation in September, Councillors will also be briefed on the design.

RESOLVED that the matter be noted.

C22/57

Delegated Decisions

Open and Accountable Local Government Aug 2014 specified that any decisions taken using delegated powers should be recorded.

RESOLVED that the actions in Appendix 1 be ratified.

C22/58

Delegation of Powers

To address any urgent issues which require action during council recess in August.

RESOLVED that the any urgent decision be delegated to officer, Mayor, deputy Mayor and the two committee chairs (requiring assent of 3).

The meeting closed at 8:00pm

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Chairman

Date	Decision Taken	Alternative Options Considered and/or background information
28/06/22	To undertake emergency works to deal with water leak above Library (Clerk authorised all works using H&S powers given the danger posed to public, library staff and TC staff – the ceiling did eventually fall in).	On 27/6/22, the library cleaner reported that there was a small leak coming through the ceiling, based upon past experience of leaks in this part of the building, this was assumed to be a result of the heavy rains. On 28/6/22, upon opening the building, the volume of water had increased indicating that the issue was more likely to be related to plumbing. A TC contractor came on site to help assess the problem and advised that it might be necessary to remove a portion of the ceiling. Given the presence of Asbestos in the building advice was also sought from DCC. As the library is DCC tenanted space they also called out their own contractors. An old lead pipe was discovered to be leaking in the void space behind the kitchen above the library. Unfortunately, the pipe is not part of the existing water supply with the Town Hall and it was not possible to turn off the supply. The ceiling collapsed due to the volume of water.

		<p>The issue was escalated to specialist team able to work on pressurised lead piping and the leak was eventually capped.</p> <p>There remains a lead pipe within the building that has no stopcock and it is recommendation of the plumbers that further works be undertaken to trace and cap the pipe at its source to prevent further issues.</p>
04/07/22	To begin recruitment of a caretaker.	The reason for requesting the use of delegated powers is to speed up the process of recruitment and minimise any potential gap in resourcing following the resignation of member of caretaking staff.

Wirksworth Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
44	01/06/2022		Fannyshaw Community	Lloyds Current	Internet	W3Z	S	29.16	5.83	34.99
60	01/06/2022		General Administration	Lloyds Current	IT Support	Software Into Action	S	357.00	71.40	428.40
63	01/06/2022		Maintenance	Lloyds Current	Consumables	Viking	S	63.89	12.78	76.67
100	02/06/2022		Fuel	Lloyds Current	Gas -Memorial Hall	Corona Energy	S	482.88	96.58	579.46
101	02/06/2022		Fuel	Lloyds Current	Gas -Town Hall	Corona Energy	S	2,694.85	538.97	3,233.82
102	02/06/2022		Maintenance	Unity Trust Current	Consumables	Complete	S	241.96	48.39	290.35
105	06/06/2022		General Administration	Unity Trust Current	Arnold Baker latest edition	SLCC	S	141.00	0.80	141.80
106	06/06/2022		Stoney Wood	Unity Trust Current	Maintenance works	Steve Maskrey	Z	150.00		150.00
96	08/06/2022		General Administration	Lloyds Current	HR Support	Castle Associates	S	43.00	8.60	51.60
97	08/06/2022		General Administration	Lloyds Current	Internet	Zen	S	17.10	3.42	20.52
98	08/06/2022		General Administration	Lloyds Current	Payroll	Sage	S	75.42	15.09	90.51
112	09/06/2022		Wash Green Play Area	Unity Trust Current	Grass & verge cutting	JM Stevenson (Roy)	Z	138.00		138.00
99	10/06/2022		Managed Telecoms	Lloyds Current	Internet	Emtel	S	36.95	7.39	44.34
59	10/06/2022		Rates	Lloyds Current	Rates	DDDC	Z	636.00		636.00
103	13/06/2022		General Administration	Unity Trust Current	PPE	Complete	S	168.67	33.73	202.40
104	13/06/2022		General Administration	Unity Trust Current	Membership Fees	Rural Market Town	S	113.00	22.60	135.60
113	13/06/2022		General Administration	Unity Trust Current	Consumables	Lyreco	S	68.24	13.65	81.89
114	13/06/2022		Stoney Wood	Unity Trust Current	Annual inspection	RoSPA	S	240.00	48.00	288.00
115	13/06/2022		Wash Green Play Area	Unity Trust Current	Annual inspection	RoSPA	S	70.00	14.00	84.00
116	13/06/2022		Kingsfield Play Area	Unity Trust Current	Annual inspection	RoSPA	S	70.00	14.00	84.00
117	13/06/2022		Fanny Shaw Skate Park	Unity Trust Current	Annual inspection	RoSPA	S	70.00	14.00	84.00
110	14/06/2022		Town Planters	Unity Trust Current	Planters	Plantscape	S	2,744.00	548.80	3,292.80
111	15/06/2022		Maintenance	Unity Trust Current	Tree works	Thompson Tree Services	S	140.00	28.00	168.00
137	15/06/2022		General Administration	Lloyds Current	Stationary, sundries	Viking	S	57.43	11.49	68.92
131	16/06/2022		Stoney Wood	Unity Trust Current	Maintenance materials	Lester Lowes	S	49.77	9.95	59.72
129	16/06/2022		General Administration	Unity Trust Current	Expenses	April Fussell	Z	85.00		85.00
130	16/06/2022		General Administration	Unity Trust Current	PPE	Paul Jennings	Z	35.00		35.00
148	17/06/2022		Fannyshaw Community	Lloyds Current	Internet	W3Z	S	29.16	5.83	34.99
132	19/06/2022		Kingsfield Play Area	Lloyds Current	Maintenance materials	B&Q	S	13.39	2.68	16.07
128	20/06/2022		Maintenance	Unity Trust Current	Recycling collection	CPP	S	10.00	2.00	12.00
107	22/06/2022		Fuel	Lloyds Current	Electricity	EDF Energy	L	23.45	1.17	24.62
108	22/06/2022		Fuel	Lloyds Current	Electricity	EDF Energy	L	285.71	14.29	300.00
109	23/06/2022		Fuel	Lloyds Current	Electricity	EDF Energy	L	128.54	6.43	134.97
138	23/06/2022		General Administration	Lloyds Current	HR Support	Medichecks	S	63.49	12.70	76.19
118	24/06/2022		Salaries	Unity Trust Current	Tax & NI	HMRC	Z	711.79		711.79
119	24/06/2022		Wages	Unity Trust Current	Tax & NI	HMRC	Z	265.52		265.52

Wirksworth Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
120	24/06/2022		Unity Trust Current		Pension contributions	DCC	Z	995.34		995.34
121	24/06/2022		Unity Trust Current		Pension contributions	DCC	Z	827.46		827.46
122	24/06/2022		Unity Trust Current		Salaries	Wirksworth Town Council	Z	3,418.81		3,418.81
123	24/06/2022		Unity Trust Current		Salaries	Wirksworth Town Council	Z	3,167.03		3,167.03
124	27/06/2022		Lloyds Current		Bank charges	Lloyds Bank	Z	25.00		25.00
43	27/06/2022		Lloyds Current		Telephony rental	BNP Paribas	S	69.71	13.94	83.65
125	28/06/2022		Lloyds Current		Water	Water Plus	Z	8.55		8.55
126	28/06/2022		Lloyds Current		Water	Water Plus	Z	8.55		8.55
127	28/06/2022		Lloyds Current		Water	Water Plus	Z	8.55		8.55
133	28/06/2022		Lloyds Current		Sanitary disposal/ service	PHS Group	S	1,320.24	264.05	1,584.29
134	28/06/2022		Lloyds Current		Bank charges	Lloyds Bank	Z	7.00		7.00
136	30/06/2022		Lloyds Current		Water	Water Plus	Z	43.86		43.86
139	30/06/2022		Unity Trust Current		Window cleaning	Gavin Repton window	Z	50.00		50.00
140	30/06/2022		Unity Trust Current		Window cleaning	Gavin Repton window	Z	50.00		50.00
141	30/06/2022		Unity Trust Current		Window cleaning	Gavin Repton window	Z	70.00		70.00
142	30/06/2022		Unity Trust Current		Bank charges	Unity Trust	Z	18.00		18.00
135	30/06/2022		Lloyds Current		Photocopier	Ricoh	S	260.64	52.13	312.77
143	30/06/2022		Unity Trust Current		Signage	Viking Safety Signs	S	28.07	5.61	33.68
							Total	20,926.18	1,948.30	22,874.48