

WIRKSWORTH TOWN COUNCIL

MINUTES OF THE MEETING OF WIRKSWORTH TOWN COUNCIL HELD ON MONDAY 17 October 2022 AT 6.30 PM

C22/83 Present: Cllr E McDonagh (Chair), Cllr S Barker, Cllr M Bennett, Cllr P Carr, Cllr A Clamp, Cllr A Jordan, Cllr A Pollock, and Cllr P Taylor

In attendance: Paul Jennings (Town Clerk)

C22/84 Apologies: Cllr M Casselden, Cllr J Stockell, Cllr C Whittall and D Cllr P Slack

C22/85 Variation of Order of Business: None

C22/86 Members' Pecuniary Interests in Agenda Items:

Cllr P Taylor – Member of Festival	Personal Interest - approval of delegated decisions (Grant of £300 to Festival)
Cllr P Carr – Member of Festival	Personal Interest - approval of delegated decisions (Grant of £300 to Festival)

**C22/87 To confirm the accuracy of the Minutes of the Meeting of the
Wirksworth Town Council held on 3 October 2022**

RESOLVED that the minutes of the meeting of Wirksworth Town Council dated 3 October 2022 confirmed as a correct record.

C22/88 Town Mayor's Announcements
Civic Service was held on 25th September.

C22/89 To receive the recommendations from Committees:-
Environment & Town – this meeting was replaced by a full council meeting
Finance, Buildings and Personnel dated 10 October 2022 – meeting inquorate

C22/90 Accounts Paid
September 2022 in the sums of £ 19,010.96.

RESOLVED that payment of the attached accounts in the sum of **£19010.96** be approved.

The following 3 items would normally be dealt with by Finance Building and Personnel Committee meeting which was inquorate.

C22/91 Community Grant – Festival £300
A request for financial support with “paint the Tunnel” project.

RESOLVED that a grant of £300 be made – funds to be taken from the undrawn budget of £1000 allocated to Festival in 2022/23.

C22/92 Flag Poles

Referred back, as contractor has advised of a mistake in their original quote. Actual costs of replacing 3 existing flag poles is £1526.90 exc VAT.

RESOLVED that the works be undertaken (at the revised costs).

C22/93 Financial Procedures and Regulations

During the pandemic many of the procedures normally undertaken were not followed (in part due to in-person nature of such checks e.g. wet signatures). It is good practice to review all policies/procedures and it is proposed that these procedures (Debit Card & Payment Procedures) now either be formalised by inclusion within Financial Regulations or be dispensed with.

RESOLVED that the two procedures be dispensed with, but that consideration be given to re-introducing the Debit Card procedures should another card holder be added to the Council's Bank Mandate.

The remaining items are matters for full council.

C22/94 Budget and Precep

An initial draft of the proposed budget for 2023/24 has been prepared, as well as proposed amendments to the budget for 2022/23 in light of the past 6 months expenses. To mitigate the shortfall in budget it is proposed that occasional lettings pricing be increased by 5% and Tuesday market stalls pricing be increased.

RESOLVED that in April 2023 the Tuesday Market stalls pricing be increased and a 5% increase be applied to occasional lettings tariff (approximate - dependant on price points). That the Clerk prepare a revised budget based upon a potential increase in precept of 5% and 10%.

C22/95 Meadows

The Town Council does not have sufficient resources to fund the proposed design works on the Meadows and therefore additional funding options could be explored.

RESOLVED that the officers be delegated to apply for grant funding. Given the limited council reserves, any grant that requires match funding should be reported to the finance committee prior to submission (in the event of tight timescales, reporting may be made to Mayor, Deputy Mayor and both committee Chairs).

C22/96 Scheme of Delegation

A draft document has been prepared outlining delegated powers of councillors and officers.

RESOLVED that the Scheme of Delegation be adopted, however the document should be regularly reviewed to ensure that it reflects the duties of officers and councillors.

C22/97 Heritage Centre

Request for a Letter of Support for National Heritage Lottery Fund grant application.

RESOLVED that a letter of support be provided.

C22/98 Christmas Arrangements

Wirksworth Town Council will be arranging the Christmas Tree and Light Switch on ceremony, to help defray costs a Christmas Market could be arranged by the Town Council.

RESOLVED that the operation of an additional Christmas themed market be arranged to support the weekend's festivities.

The meeting closed at 8.05pm

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Chairman

**Wirksworth Town Council
PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
282	01/09/2022		Lloyds Current		Gas -Town Hall	Corona Energy	S	432.05	86.41	518.46
275	01/09/2022		Lloyds Current		Water	Water Plus	Z	89.13		89.13
281	01/09/2022		Lloyds Current		Gas -Memorial Hall	Corona Energy	L	88.21	4.41	92.62
265	01/09/2022		Lloyds Current		HR Support	Castle Associates	S	43.00	8.60	51.60
269	01/09/2022		Lloyds Current		Internet	W3Z	S	29.16	5.83	34.99
272	01/09/2022		Lloyds Current		IT Support	Software Into Action	S	357.00	71.40	428.40
285	02/09/2022		Unity Trust Current		Plumbing / Heating	MB Plumbing & Heating	S	400.00	80.00	480.00
286	02/09/2022		Unity Trust Current		Plumbing / Heating	MB Plumbing & Heating	S	200.00	40.00	240.00
284	02/09/2022		Unity Trust Current		Plumbing / Heating	MB Plumbing & Heating	S	833.67	166.73	1,000.40
287	09/09/2022		Unity Trust Current		Refund	Rachel Taylor	S	23.33	4.67	28.00
273	12/09/2022		Lloyds Current		Water	Water Plus	Z	8.55		8.55
274	12/09/2022		Lloyds Current		Water	Water Plus	Z	8.55		8.55
271	12/09/2022		Lloyds Current		Rates	DDDC	Z	636.00		636.00
300	12/09/2022		Lloyds Current		Office supplies	Amazon	S	49.57	9.91	59.48
290	15/09/2022		Unity Trust Current		Grass & verge cutting	JM Stevenson (Roy)	Z	92.00		92.00
291	16/09/2022		Unity Trust Current		Audit	PKF Littlejohn LLP	S	600.00	120.00	720.00
289	16/09/2022		Unity Trust Current		Training	DALC	Z	125.00		125.00
288	16/09/2022		Unity Trust Current		Market stalls	Karl Dumelow	Z	2,520.00		2,520.00
292	16/09/2022		Unity Trust Current		Electrical works	Warren Electrical	S	937.08	187.42	1,124.50
313	20/09/2022		Lloyds Current		Water	Water Plus	Z	8.55		8.55
314	20/09/2022		Lloyds Current		Sanitary disposal/ service	Cathedral Leasing Ltd	S	69.33	13.87	83.20
315	20/09/2022		Lloyds Current		Sanitary disposal/ service	Cathedral Leasing Ltd	S	69.34	13.86	83.20
270	20/09/2022		Lloyds Current		Payroll	Sage	S	64.60	12.92	77.52
280	21/09/2022		Lloyds Current		Electricity	EDF Energy	L	113.14	5.66	118.80
303	21/09/2022		Unity Trust Current		Maintenance works	L.E.S.	S	163.92	32.78	196.70
304	21/09/2022		Unity Trust Current		Window cleaning	Gavin Repton window	Z	50.00		50.00
309	21/09/2022		Unity Trust Current		Recycling collection	CPP	S	18.00	3.60	21.60
278	21/09/2022		Lloyds Current		Electricity	EDF Energy	L	22.94	1.15	24.09
279	21/09/2022		Lloyds Current		Electricity	EDF Energy	L	192.00	9.60	201.60
305	21/09/2022		Unity Trust Current		Window cleaning	Gavin Repton window	Z	50.00		50.00
308	21/09/2022		Unity Trust Current		Advert	Community Fayre	Z	47.50		47.50
307	21/09/2022		Unity Trust Current		Consumables	Complete	S	67.88	13.58	81.46
310	21/09/2022		Unity Trust Current		Advert	DCC	S	112.00	22.40	134.40
301	21/09/2022	c22/75	Unity Trust Current		Grant	Ww Community Land	Z	500.00		500.00
302	21/09/2022		Unity Trust Current	c22/75	Donation	Bolehill Improvement	Z	87.44		87.44
306	21/09/2022		Unity Trust Current		Window cleaning	Gavin Repton window	Z	70.00		70.00

Wirksworth Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
266	22/09/2022		Lloyds Current		Internet	Emtel	S	36.95	7.39	44.34
277	23/09/2022		Lloyds Current		Bank charges	Lloyds Bank	Z	25.00		25.00
293	23/09/2022		Unity Trust Current		Pension contributions	DCC	Z	1,003.73		1,003.73
294	23/09/2022		Unity Trust Current		Pension contributions	DCC	Z	524.92		524.92
295	23/09/2022		Unity Trust Current		Salaries	Wirksworth Town Council	Z	3,505.28		3,505.28
296	23/09/2022		Unity Trust Current		Salaries	Wirksworth Town Council	Z	2,295.21		2,295.21
297	23/09/2022		Unity Trust Current		Tax & NI	HMRC	Z	663.08		663.08
298	23/09/2022		Unity Trust Current		Tax & NI	HMRC	Z	-152.36		-152.36
311	26/09/2022		Unity Trust Current		Maintenance works	Tradefast	S	385.00	77.00	462.00
268	27/09/2022		Lloyds Current		Telephony rental	BNP Paribas	S	109.71	21.94	131.65
267	28/09/2022		Lloyds Current		Internet	Zen	S	17.10	3.42	20.52
276	28/09/2022		Lloyds Current		Bank charges	Lloyds Bank	Z	25.16		25.16
283	30/09/2022		Lloyds Current		Photocopier	Ricoh	S	253.33	50.67	304.00
316	30/09/2022		Lloyds Current		Water	Water Plus	Z	46.69		46.69
312	30/09/2022		Unity Trust Current		Bank charges	Unity Trust	Z	18.00		18.00
Total								17,935.74	1,075.22	19,010.96