

WIRKSWORTH TOWN COUNCIL

MINUTES OF THE ANNUAL MEETING OF WIRKSWORTH TOWN COUNCIL HELD ON MONDAY 15 May 2023 AT 6.30 PM

C23/1 **Present: Cllr S Barker, Cllr A Clamp, Cllr A Jordan, Cllr E McDonagh, Cllr K Player, Cllr A Pollock, Cllr P Taylor, Cllr F Rostron and Cllr C Whittall.**

In attendance: Paul Jennings (Town Clerk), Sue Gratton (Assistant Clerk)
1 member of public

C23/2 **Election of Chair (Town Mayor)**
Cllr A Clamp proposed that Cllr S Barker serve as Mayor for the coming year. The motion was seconded by Cllr A Jordan. The Mayor completed their acceptance of office at the meeting.

RESOLVED That Cllr Barker appointed as Chair (Town Mayor).

C23/3 **Declarations of Acceptance of Office**
All elected members present signed their acceptance of office in the presence of the Town Clerk at the start of the meeting. One elected candidate was not present.

RESOLVED That P Carr sign the acceptance of office prior to the issuance of the next meeting agenda.

C23/4 **Appointment of Deputy Mayor**
Cllr Whittall proposed that Cllr McDonagh serve as Deputy for the coming year. The motion was seconded by Cllr Barker. The Deputy Mayor completed their acceptance of office at the meeting.

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

C23/5 **Apologies: None**

C23/6 **Members' Pecuniary Interests in Agenda Items:**

None declared.

Open Forum opened 6:40pm

C23/7 **Open Forum:**

A resident raised the election pledges made by the Labour candidates in their election leaflet.

Open Forum closed 6:45pm

- C23/8 **Minutes of the meeting of the Wirksworth Town Council 20 March 2023:**
- RESOLVED** that the minutes of the meeting of Wirksworth Town Council dated 20 March 2023 were confirmed as a correct record.
- C23/9 **To approve and adopt the Standing Orders for Wirksworth Town Council**
- RESOLVED** to adopt the Standing Orders last reviewed 23 May 2022 and that the document to be reviewed and revised as required.
- C23/10 **To approve and adopt the Financial Regulations for Wirksworth Town Council**
- RESOLVED** to adopt the Financial Regulations last reviewed 23 May 2022 and that the document to be reviewed and revised as required.
- C23/11 **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 and that non-material recommendations be adopted for 2023/24.
- C23/12 **To approve the Annual Report for Year ending 31st March 2023**
- Statement of Accounts had now been completed and was ready for approval and signature prior to submission to the External Auditor; That it be noted that the council recognised that there were works underway (Fire Alarm/Store Roof) but not yet invoiced with an anticipated cost of £30000 which would be met from reserves.
- RESOLVED** To approve the Statement of Accounts 2022-23
- C23/13 **To approve the Annual Governance Statement (Section 1 of the Annual Return) for year ending 31st March 2023**
- 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.
- C23/14 **To appoint signatories for the Town Council bank accounts**

RESOLVED That all councillors and the Clerk be signatories and to update the bank mandates accordingly.

C23/15 **To approve the Statement of Accounts (Section 2 of the Annual Return) for year ending 31st March 2023**

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.

C23/16 **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 (Chair to be elected at 1st meeting)

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 Barker (Mayor), Cllr Player, Cllr Pollock, 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 Jordan, Cllr McDonagh (deputy Mayor), and Cllr Whittall.

C23/17 **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. That the council agree its strategic priorities for this term of office, establishing working parties to support these objectives as

required. That the matter be referred for detailed discussion at both committees for agreement (and discussion) at full council

Meadows

1. Membership shall consist of councillors (AC, AP, PT, CW)
2. Meetings will be arranged regularly to give the council timely advice as required.
3. Terms of reference
 - To provide guidance and support to the officers in all matters related to the meadows consultation and redesign.
 - The group to report to Full Council with recommendations at each stage of the process.

C23/18 Town Council Representation on External Bodies

RESOLVED That the Town Council's representation on external bodies for the year 2023/24 be as listed in Appendix 1

C23/19 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.

C23/20 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 in the Town Hall for Councillors to collect.

C23/21 To review and decide on amendments to Council Policies

- Absence Management Policy
- Asbestos Policy & Procedures
- Bullying and Harassment
- Code of Conduct
- Complaints Procedure and Complaints form
- Communications Policy
- Data Retention Policy
- Delegated Planning
- Disciplinary, Grievance & Whistleblowing Policy
- Equal Opportunities
- Financial Regulations
- Health and Safety Policy
- Internal Controls
- Japanese Knotweed (Government guidance)
- Letting Policy for Town Hall & Memorial Hall
- Local Government Transparency Code 2015
- Memorial Bench Policy
- Open and accountable local government

- Pensions Discretion Policy
- Privacy policy
- Recording of Meetings: Protocol
- Scheme of Delegation
- Staff Privacy Policy
- Standing Orders
- 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. That the council give consideration to the adoption of a Tree Management Policy (for trees on WTC land) and a Co-option Policy.

C23/22

Co-option Process

S21 of the Representation of the People Act 1985 gives the Town Council the power of Co-option to fill vacancies remaining unfilled following an ordinary election. There is 1 vacancy in Bolehill Ward. In the absence of a Co-option Policy, the council must determine the process to be applied.

RESOLVED that the vacancy be advertised, with candidate(s) to be invited to the next full council meeting. That candidates should contact the Clerk for further details and to apply – process to be followed as applied at the last two co-options (written submission not required this time). The Clerk (and adverts) to ensure that it be made clear that the vacancy is for the Bolehill Ward and therefore representing Bolehill Ward within the Town Council (voting rights, committee membership etc are the same irrespective of ward)

The meeting closed at 8.30pm

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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)

Organisation	Representative
Anthony Gell Almshouses and Charity of Anthony Bunting	C Whittall / A Pollock
Aquabox	E McDonagh / S Barker
Bolehill Improvement Group	S Barker
Civic Society	A Jordan / A Pollock
DDDC	A Jordan / A Clamp / C Whittall
Derwent Valley Community Rail Partnership	A Jordan / E McDonagh
Gorse Bank Residents Association	A Pollock
New Opportunities Wirksworth	F Rostron
Recreation Ground Trustees	C Whittall
Rural Services Network	A Jordan / S Barker
Stone Centre	P Taylor / S Barker
Stoney Wood Group	A Pollock / K Player
Community Land Trust	A Clamp
Twinning Association	S Barker / P Taylor
Warmer Wirksworth	P Taylor / E McDonagh
WCRG	K Player / E McDonagh
Wilder Wirksworth	S Barker / A Pollock
Wirksworth & District Trust Fund	C Whittall / E McDonagh
Wirksworth Festival Board	K Player
Wirksworth Heritage Centre	E McDonagh / F Rostron
Wirksworth Traders Association	K Player
Wirksworth Well Dressing	E McDonagh