

WIRKSWORTH TOWN COUNCIL

MINUTES OF THE MEETING OF WIRKSWORTH TOWN COUNCIL HELD ON MONDAY 18 September 2023 AT 6.30 PM

C23/68 Present: Cllr S Barker (Chair), Cllr P Carr, Cllr A Clamp, Cllr A Jordan, Cllr S Maskrey, Cllr E McDonagh, Cllr A Pollock, Cllr F Rostron and Cllr P Taylor

In attendance: Paul Jennings (Town Clerk)
D Cllr Peacock and 2 members of public

C23/69 Apologies: Cllr K Player and Cllr C Whittall

C23/70 Variation of Order of Business: None

C23/71 Members' Pecuniary Interests in Agenda Items: None

Open Forum opened 6:35pm

C23/72 Open Forum:

Representatives from Wirksworth Cricket Club advised that they were in discussions with DDDC Planning regarding the implications of the recent planning approval for housing adjacent to the pitch and the requirement for a barrier (boundary fence/net).

D Cllr L Peacock provided a brief verbal report in addition to a written report.

Open Forum closed 6:50pm

C23/73 Minutes of the meeting of the Wirksworth Town Council 17 July 2023:

RESOLVED that the minutes of the meeting of Wirksworth Town Council dated 17 July 2023 were confirmed as a correct record.

C23/74 Town Mayor's Announcements: The Mayor attended Festival and Horticultural Show.

C23/75 To receive the committee recommendations

- Environment and Town dated 4 September 2023
- Finance Buildings and Personnel dated 11 September 2023

RESOLVED to adopt the recommendations of the Environment and Town dated 4 September 2023 and Finance Buildings and Personnel dated 11 September 2023 and Environment and Town Working Party dated 3 July 2023.

C23/76 Accounts Paid

July and August 2023 in the sums of £26721.90 and £26393.50

RESOLVED that payment of the attached accounts in the sums of £26721.90 and £26393.50 be approved.

C23/77 Strategic Priorities

To agree next steps in the process to progress establishing the strategic priorities of the council.

RESOLVED to defer the matter for further discussion by full council in October including the a proposal to adopt fundamental principles underlying all council decisions (Community Cohesion, Communication and Environmental Impact)

C23/78 National Association of Local Council's Civility and Respect Pledge
<https://www.nalc.gov.uk/our-work/civility-and-respect-project>

RESOLVED that this Council signs the National Association' of Local Council's Civility and Respect Pledge. In so doing, the Council commits to treating councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles and that it:

- **Ensure that there is in place a training programme for councillors and staff**
- **Will sign up to the code of conduct for councillors**
- **Ensure that it has good governance arrangements in place, including staff contracts and dignity at work policies**
- **Will seek professional help at the early stages should civility and respect issues arise**
- **Is committed to calling out bullying and harassment if and when it happens**
- **Will continue to learn from best practices in the sector and aspire to be a role model/champion council**
- **Supports the lobbying for change in legislation to support the Civility and Respect Pledge.**

The Clerk to approach DALC for whole council training to support the council in its pledge.

C23/79 Institute of Quarrying Liaison

A proposal that the Town Council meet bimonthly with representatives of the IoQ.

RESOLVED that the Clerk contact IoQ to determine what community representation / liaison would be appropriate.

C23/80 Meadows

To agree the process for seeking contractors (Urban Wilderness have prepared the tender package)

RESOLVED to seek contractors to undertake the scheme of works. The works to be loaded to Government Procurement Portal ("contracts finder") as well as advertised more widely as

appropriate. The Meadows Working Party be delegated to manage and agree any urgent matters related to the procurement process. An update to be issued advising the Town Council is now seeking expression of interest for the 1st phase of the works on the Meadows.

C23/81 DDDC Walkabout (Clean and Green Team)

Representatives of DDDC will be visiting the Town to assess the condition of the Town and Councillors have been invited to accompany them on their visit.

RESOLVED to delegated Cllr Pollock and Cllr Barker or Cllr Maskrey and Cllr Taylor to meet with DDDC dependant on availability and date of visit.

C23/82 Derbyshire Dales Local Plan Review Consultation

The Local Plan preparation process is underway and given the links to the Neighbourhood Plan, it would be appropriate to liaise with DDDC Policy Manager at the earliest opportunity.

RESOLVED that Cllr Carr, Cllr Clamp and Cllr Jordan be delegated to attend an initial exploratory meeting with DDDC to obtain further information regarding timescales and priorities and how the Town Council can align with the DDDC Process.

C23/83 Biodiversity Net Gain for local authorities

The Environment Act 2021 makes biodiversity net gain mandatory for all local authorities effective (to be confirm but anticipated between November 2023 and April 2024)

<https://www.local.gov.uk/pas/topics/environment/biodiversity-net-gain-local-authorities>

RESOLVED that the matter be noted awaiting further guidance/training from DALC and other advisory bodies.

C23/84 Timing of the Christmas Tree - The Traders Group

The traders group are proposing the annual late night shopping event of Thursday November 23rd.

RESOLVED that the Christmas tree be installed and the WTC Traders lights be distributed before the late night shopping event as this will not impact the annual town Christmas celebration weekend comprising Peace ceremony, procession, Christmas Market and Tree Lighting ceremony.

C23/85 Budget and Precept 2024-25

To consider any issues that should be considered or included in the initial draft budget.

RESOLVED that the initial draft budget should contain realistic assessment of the impact of existing and future increased costs including energy, staff and Meadows works.

C23/86 Wi-Fi Access

To consider whether Wi-Fi access could be provided on either on building basis (Town/Memorial Hall) or across the town/town centre.

RESOLVED that quotes sought for a solution to provide separate WIFI guest access in both the Town and Memorial Halls. Any costs need to include the administration and ongoing costs of maintaining and delivering the system.

C23/87 External Audit

To receive the auditor’s report for 2022-23

RESOLVED to note report including the amendment to address typographical error in Section 2 AGAR.

C23/88 Internal Audit

To confirm the appointment of the Internal Auditor for 2023-24.

RESOLVED to appoint DALC IA Service.

The meeting closed at 8:35pm

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Chairman

Wirksworth Town Council PAYMENTS LIST

		Cheque No	Description	Supplier					
127	General Administration	03/07/2023	Lloyds Current	HR Support	Castle Associates	S	43.00	8.60	51.60
131	Fannyshaw Community	03/07/2023	Lloyds Current	Internet	W3Z	S	29.16	5.83	34.99
132	General Administration	03/07/2023	Lloyds Current	Payroll	Sage	S	80.50	16.10	96.60
134	General Administration	03/07/2023	Lloyds Current	IT Support	Software Into Action	S	357.00	71.40	428.40
130	General Administration	03/07/2023	Lloyds Current	Telephony rental	BNP Paribas	S	69.71	13.94	83.65
136	Telephone	03/07/2023	Lloyds Current	Telephony	Daisy Communications	S	188.30	37.66	225.96
143	Rates	03/07/2023	Lloyds Current	Water	Water Plus	Z	25.35		25.35
144	Rates	03/07/2023	Lloyds Current	Water	Water Plus	Z	38.22		38.22
138	Town Promotions	03/07/2023	Unity Trust Current	Advert	Community Fayre	Z	42.75		42.75
139	Fuel	05/07/2023	Lloyds Current	Gas	Corona Energy	L	244.77	12.24	257.01
139	Fuel	05/07/2023	Lloyds Current	Gas	Corona Energy	S	1,002.07	200.41	1,202.48
150	Maintenance	06/07/2023	Unity Trust Current	Fire safety	K&K Fire Protection	S	275.75	55.15	330.90
167	Maintenance	06/07/2023	Lloyds Current	Maintenance materials	Amazon	S	9.49	1.90	11.39
166	Maintenance	06/07/2023	Lloyds Current	Maintenance materials	Amazon	S	16.66	3.33	19.99
163	General Administration	06/07/2023	Lloyds Current	Office supplies	Amazon	S	8.32	1.67	9.99
164	General Administration	06/07/2023	Lloyds Current	Maintenance materials	Amazon	S	28.09	5.62	33.71
165	General Administration	06/07/2023	Lloyds Current	Maintenance materials	Amazon	S	7.49	1.50	8.99
137	General Administration	10/07/2023	Unity Trust Current	IT equipment	Software Into Action	S	5.00	1.00	6.00
133	Rates	10/07/2023	Lloyds Current	Rates	DDDC	Z	668.00		668.00
146	Town Planters	12/07/2023	Unity Trust Current	Planters	Burleys	S	2,866.00	573.20	3,439.20
148	Maintenance	13/07/2023	Unity Trust Current	Consumables	Complete	S	108.70	21.74	130.44
149	Maintenance	13/07/2023	Unity Trust Current	Recycling collection	CPP	S	20.00	4.00	24.00
147	Wash Green Play Area	13/07/2023	Unity Trust Current	Grass & verge cutting	JM Stevenson (Roy)	Z	52.00		52.00
147	Kingsfield Play Area	13/07/2023	Unity Trust Current	Grass & verge cutting	JM Stevenson (Roy)	Z	180.00		180.00
147	Misc (Church Walk,	13/07/2023	Unity Trust Current	Grass & verge cutting	JM Stevenson (Roy)	Z	65.00		65.00
123	Meadows Design Works	17/07/2023	Unity Trust Current	Meadows works	Urban Wilderness	S	1,000.00	200.00	1,200.00
160	Mayors Charity & Events	17/07/2023	Unity Trust Current	Donation	NOW	Z	298.00		298.00
161	Mayors Charity & Events	17/07/2023	Unity Trust Current	Donation	Wirksworth pre-school	Z	298.00		298.00
162	Mayors Charity & Events	17/07/2023	Unity Trust Current	Donation	Wirksworth Infant School	Z	298.00		298.00
168	Rates	18/07/2023	Lloyds Current	Water	Water Plus	Z	11.10		11.10
169	Rates	18/07/2023	Lloyds Current	Water	Water Plus	Z	11.10		11.10
170	Rates	18/07/2023	Lloyds Current	Water	Water Plus	Z	11.10		11.10

Wirksworth Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
135	19/07/2023		Lloyds Current		Sanitary disposal/ service	Cathedral Leasing Ltd	S	69.67	13.93	83.60
135	19/07/2023		Lloyds Current		Sanitary disposal/ service	Cathedral Leasing Ltd	S	69.00	13.80	82.80
140	21/07/2023		Lloyds Current		Electricity	EDF Energy	L	116.93	5.85	122.78
141	21/07/2023		Lloyds Current		Electricity	EDF Energy	L	167.93	8.40	176.33
142	21/07/2023		Lloyds Current		Electricity	EDF Energy	S	570.79	114.16	684.95
128	22/07/2023		Lloyds Current		Internet	Emtel	S	43.95	8.79	52.74
129	25/07/2023		Lloyds Current		Internet	Zen	S	19.98	4.00	23.98
126	25/07/2023		Unity Trust Current		Tax & NI	HMRC	Z	875.95		875.95
124	25/07/2023		Unity Trust Current		Salaries	Wirksworth Town	Z	4,098.01		4,098.01
125	25/07/2023		Unity Trust Current		Pension contributions	DCC	Z	1,235.63		1,235.63
125	25/07/2023		Unity Trust Current		Pension contributions	DCC	Z	863.68		863.68
124	25/07/2023		Unity Trust Current		Salaries	Wirksworth Town	Z	3,297.96		3,297.96
126	25/07/2023		Unity Trust Current		Tax & NI	HMRC	Z	133.79		133.79
172	25/07/2023		Lloyds Current		Bank charges	Lloyds Bank	Z	25.00		25.00
152	26/07/2023		Unity Trust Current		Fire safety	Warren Electrical	S	108.40	21.68	130.08
155	26/07/2023		Unity Trust Current		Paint	Seymour Interiors	S	83.67	16.73	100.40
155	26/07/2023		Unity Trust Current		Paint	Seymour Interiors	S	83.00	16.60	99.60
152	26/07/2023		Unity Trust Current		Fire safety	Warren Electrical	S	107.34	21.47	128.81
154	26/07/2023		Unity Trust Current		Advert	Voice Magazines	S	36.75	7.35	44.10
151	26/07/2023		Unity Trust Current		Tree works	Thompson Tree Services	S	573.94	114.79	688.73
157	26/07/2023		Unity Trust Current		Maintenance works	Dove Catering	S	72.00	14.40	86.40
156	26/07/2023		Unity Trust Current		Copying/Printing	D.D. Design & Print	S	240.00	48.00	288.00
153	26/07/2023		Unity Trust Current		Market stalls	Karl Dumelow	Z	3,220.00		3,220.00
158	26/07/2023		Unity Trust Current		Grass & verge cutting	Steve Maskrey	Z	90.00		90.00
145	28/07/2023		Lloyds Current		Maintenance materials	Viking	S	60.42	12.08	72.50
145	28/07/2023		Lloyds Current		Maintenance materials	Viking	S	50.02	10.00	60.02
145	28/07/2023		Lloyds Current		Maintenance materials	Viking	Z	37.50		37.50
171	28/07/2023		Lloyds Current		Bank charges	Lloyds Bank	Z	7.00		7.00
174	30/07/2023		Lloyds Current		Water	Water Plus	Z	59.56		59.56
173	31/07/2023		Lloyds Current		Electricity	EDF Energy	L	25.26	1.26	26.52
175	31/07/2023		Lloyds Current		Telephony	Daisy Communications	S	187.97	37.59	225.56
159	31/07/2023		Unity Trust Current		IT Support	Software Into Action	S	5.00	1.00	6.00
Total								24,994.73	1,727.17	26,721.90

**Wirksworth Town Council
PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
177	01/08/2023		Lloyds Current		HR Support	Castle Associates	S	43.00	8.60	51.60
178	01/08/2023		Lloyds Current		IT Support	Software Into Action	S	357.00	71.40	428.40
184	01/08/2023		Lloyds Current		Internet	W3Z	S	29.16	5.83	34.99
187	01/08/2023		Lloyds Current		Refuse collection	DDDC	Z	253.80		253.80
212	01/08/2023		Lloyds Current		Water	Water Plus	Z	37.78		37.78
213	01/08/2023		Lloyds Current		Water	Water Plus	Z	33.22		33.22
187	01/08/2023		Lloyds Current		Refuse collection	DDDC	Z	274.95		274.95
186	01/08/2023		Lloyds Current		Annual license	DDDC	Z	180.00		180.00
176	02/08/2023		Lloyds Current		Electricity	SSE	S	139.21	27.84	167.05
196	03/08/2023		Lloyds Current		Maintenance materials	Russells	S	84.79	16.96	101.75
196	03/08/2023		Lloyds Current		Maintenance materials	Russells	S	84.79	16.96	101.75
201	08/08/2023		Unity Trust Current		Maintenance works	JS Environmental	S	2,680.00	536.00	3,216.00
198	08/08/2023		Unity Trust Current		Cleaning	KeptKleen Ltd	S	80.00	16.00	96.00
202	08/08/2023		Unity Trust Current		Membership Fees	National Allotment	S	55.00	11.00	66.00
199	08/08/2023		Unity Trust Current		Consumables	Complete	S	127.07	25.41	152.48
200	08/08/2023		Unity Trust Current		Grass & verge cutting	JM Stevenson (Roy)	Z	46.00		46.00
200	08/08/2023		Unity Trust Current		Grass & verge cutting	JM Stevenson (Roy)	Z	46.00		46.00
197	08/08/2023		Unity Trust Current		Election charges	DDDC	Z	5,204.00		5,204.00
208	10/08/2023		Unity Trust Current		Lock	Twiggy	S	57.29	11.46	68.75
185	10/08/2023		Lloyds Current		Rates	DDDC	Z	668.00		668.00
208	10/08/2023		Unity Trust Current		Lock	Twiggy	S	32.68	6.53	39.21
223	15/08/2023		Lloyds Current		Office Equipment	Currys	S	374.97	75.00	449.97
210	16/08/2023		Lloyds Current		CCTV	Amazon	S	47.36	9.47	56.83
206	16/08/2023		Unity Trust Current		CCTV	Overwatch Security	Z	875.00		875.00
207	16/08/2023		Unity Trust Current		CCTV	Overwatch Security	Z	290.00		290.00
209	17/08/2023		Unity Trust Current		CCTV	Warren Electrical	S	67.80	13.56	81.36
218	17/08/2023		Lloyds Current		Internet	Smarty	S	15.00	3.00	18.00
188	17/08/2023		Lloyds Current		Water	Water Plus	Z	11.47		11.47
189	17/08/2023		Lloyds Current		Water	Water Plus	Z	11.47		11.47
190	17/08/2023		Lloyds Current		Water	Water Plus	Z	11.47		11.47
183	18/08/2023		Lloyds Current		Sanitary disposal/ service	Cathedral Leasing Ltd	S	69.67	13.93	83.60
183	18/08/2023		Lloyds Current		Sanitary disposal/ service	Cathedral Leasing Ltd	S	69.00	13.80	82.80

**Wirksworth Town Council
PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
182	18/08/2023		Lloyds Current		Payroll	Sage	S	80.50	16.10	96.60
192	21/08/2023		Lloyds Current		Electricity	EDF Energy	L	184.33	9.22	193.55
193	21/08/2023		Lloyds Current		Electricity	EDF Energy	L	117.99	5.90	123.89
194	21/08/2023		Lloyds Current		Electricity	EDF Energy	L	27.55	1.38	28.93
195	21/08/2023		Lloyds Current		Electricity	EDF Energy	S	517.95	103.59	621.54
179	21/08/2023		Lloyds Current		Internet	Emtel	S	43.95	8.79	52.74
203	25/08/2023		Unity Trust Current		Salaries	Wirksworth Town	Z	4,097.81		4,097.81
204	25/08/2023		Unity Trust Current		VAT	HMRC	Z	876.15		876.15
205	25/08/2023		Unity Trust Current		Pension contributions	DCC	Z	1,235.63		1,235.63
205	25/08/2023		Unity Trust Current		Pension contributions	DCC	Z	855.64		855.64
204	25/08/2023		Unity Trust Current		VAT	HMRC	Z	135.20		135.20
203	25/08/2023		Unity Trust Current		Salaries	Wirksworth Town	Z	3,266.64		3,266.64
191	28/08/2023		Lloyds Current		Bank charges	Lloyds Bank	Z	28.45		28.45
180	29/08/2023		Lloyds Current		Internet	Zen	S	19.98	4.00	23.98
181	29/08/2023		Lloyds Current		Telephony rental	BNP Paribas	S	69.71	13.94	83.65
214	29/08/2023		Lloyds Current		Office supplies	IKEA	S	68.34	13.66	82.00
217	29/08/2023		Unity Trust Current		CCTV	Overwatch Security	Z	590.00		590.00
217	29/08/2023		Unity Trust Current		CCTV	Overwatch Security	Z	590.00		590.00
211	29/08/2023		Lloyds Current		Bank charges	Lloyds Bank	Z	25.00		25.00
215	30/08/2023		Unity Trust Current		Plumbing / Heating	MB Plumbing & Heating	S	122.00	24.40	146.40
219	31/08/2023		Lloyds Current		Telephony	Daisy Communications	S	187.97	37.59	225.56
220	31/08/2023		Lloyds Current		Water	Water Plus	Z	207.68		207.68
221	31/08/2023		Lloyds Current		Water	Water Plus	Z	60.21		60.21
222	31/08/2023		Lloyds Current		Water	Water Plus	Z	34.22		34.22
Total								25,799.85	1,121.32	26,921.17