



WIRKSWORTH TOWN COUNCIL

TOWN HALL, WIRKSWORTH, DERBYSHIRE DE4 4EU

Email: enquiries@wirksworth.gov.uk

Website: www.wirksworthtowncouncil.gov.uk

Clerk to the Town Council & Responsible Financial Officer:

Paul Jennings

Office hours: 8:30am-12:30pm Mon-Thurs

13 May 2025

Dear Councillor,

You are hereby summonsed to the Annual Meeting of Wirksworth Town Council on MONDAY 19 May 2025 at 6.30 p.m. in the Town Hall, Wirksworth.

AGENDA

1. **Election of Chair (Town Mayor) for 2025/26**
(The elected Mayor will then make the statutory declaration of Acceptance of Office)
2. **Election of the Vice-Chair (Deputy Mayor) for 2025/26**
The elected Deputy Mayor will then make the statutory declaration of Acceptance of Office)
3. **Apologies for Absence**
4. **Members' Interests in Agenda Items** *To enable Members to declare the existence and nature of any Disclosable Pecuniary Interests they have in subsequent Agenda Items, in accordance with the Town Council's Code of Conduct.*
5. **Co-option to fill Casual Vacancy for Wirksworth Ward Seat**
Prospective Candidates to speak for 3 minutes on the question:
"What can you bring to the Town Council if you were co-opted as a Councillor?"
Candidates need to confirm/evidence with the Town Clerk their eligibility to stand as councillor prior to attendance at the meeting.
6. **Open Forum** (Time for this session is limited to 15 minutes; 3 minutes per person):
 - *Public Forum (At the start of the meeting, a period is available for members of the public to address the Council)*
 - *Police Matters (A police representative may be in attendance to offer information or respond to questions from Councillors on Police matters)*
 - *Councillors with a Pecuniary Interest making representations, answering questions or giving evidence relating to the business to be transacted*
 - *District & County Councillor Reports*
7. **To confirm the accuracy of the Minutes of the Meeting of the Wirksworth Town Council held on 28 April 2025** (Attached)
8. **To receive the recommendations contained in Minutes of Committees:-**
 - *Finance Buildings and Personnel dated 12 May 2025 (attached)*
9. **To approve and adopt the Standing Orders for Wirksworth Town Council**
This can be viewed at <http://www.wirksworthtowncouncil.gov.uk/policies.html>
10. **To approve and adopt the Financial Regulations for Wirksworth Town Council**
This can be viewed at <http://www.wirksworthtowncouncil.gov.uk/policies.html>
11. **To receive the Internal Audit Report and consider any recommendations**
(Appendix 1 – page 3 AGAR and Appendix 1a)
12. **To approve the Annual Financial Report for Year ending 31 March 2025**
(Appendix 2 & 3)

**Resolution C23/99 - The 3 principles that will underly all Council Decisions are:
Community Cohesion, Communication and Environmental Impact**

- 13. To approve the Annual Governance Statement** (Section 1 of the Annual Return) **for Year ending 31 March 2025** (Appendix 1 - page 4)
- 14. To review banking arrangements and appoint signatories for the Town Council Bank Accounts**
- 15. To approve the Statement of Accounts** (Section 2 of the Annual Return) **for the year ending 31 March 2025** (Appendix 1 page 5)
- 16. Review of Committee Structures, Terms of Reference** (Appendix 4) **and to appoint members to serve on the Committees:**
 - A: Environment and Town*
 - B: Finance, Buildings and Personnel*
- 17. Review of Working Parties, Terms of Reference** (Appendix 4) **and to appoint members to serve on Working Parties:**
 - Meadows (existing)*
 - Preparing for the move to a Unitary Authority*
- 18. To consider appointment of Representatives to Outside Bodies** (Appendix 5)
- 19. Process for Agenda**

To confirm Councillors' election to receive summons either electronic (email) or paper (Councillor Cabinet)
- 20. Reserves Policy**

Recommendation of Finance, Buildings and Personnel to adopt policy (Res FBP24/117).
- 21. To review and decide on amendments to Council Policies**

These can be viewed at <http://www.wirksworthtowncouncil.gov.uk/policies.html>



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