

## **WIRKSWORTH TOWN COUNCIL**

### **MINUTES OF THE MEETING OF WIRKSWORTH TOWN COUNCIL HELD ON MONDAY 16 June 2025 AT 6.30 PM**

**C25/22 Present: Cllr A Pollock (chair), Cllr S Barker, Cllr A Jordan, Cllr S Maskrey, Cllr P Taylor, Cllr F Rostron, Cllr S Spencer, Cllr S Thompson and Cllr C Whittall.**

In attendance: Paul Jennings (Town Clerk), D Cllr P Slack, 2 Representatives from Wirksworth Twinning Assoc and 1 representative from Wirksworth Fair Trade Group

**C25/23 Apologies: Cllr A Clamp, Cllr E McDonagh**

**C25/24 Members' Pecuniary Interests in Agenda Items:**

None declared.

*Open Forum opened 6:35pm*

**C25/25 Open Forum:**

Representatives from Twinning provided an update on past years' activities and plans for 2025/26. Wirksworth to host in 2026 and WTA have requested support from WTC (grant /concessionary hire of building and attendance by Mayor/Councillors.

A representative from the newly re-established Fairtrade Group provided more details on the group and clarified expectations for any Town Councillor representative to the group.

D Cllr P Slack read from his written report.

*Open Forum closed 6.55pm*

**C25/26 Minutes of the meeting of the Wirksworth Town Council 19 May 2025:**

**RESOLVED** that the minutes of the meeting of Wirksworth Town Council dated 19 May 2025 were confirmed as a correct record.

**C25/27 Town Mayor's Announcements: The Mayor attended the Blessing of the Wells, Carnival, and Wheelbarrow Race.**

**C25/28 To receive the committee recommendations**

- Environment and Town dated 2 June 2025 (attached)
- Finance, Buildings and Personnel dated 9 June 2025 (attached)

**RESOLVED** to adopt the recommendations of the Environment and Town Committee dated 2 June 2025 and Finance Buildings and Personnel Committee dated 9 June 2025

**C25/29 Accounts Paid**

April and May 2025 in the sums of £34,705.51 and £21,586.33

**RESOLVED that payment of the attached accounts in the sums of £34,705.51 and £21,586.33 be approved**

- C25/30 Town Councillor Representation on External Bodies – Fair Trade**  
To consider whether a representative should be appointed following clarification from the group.

**RESOLVED That Cllr Rostron and Cllr Barker be delegated as representatives to Wirksworth Fair Trade Group.**

- C25/31 IT and Cyber Security Policy (attached)**  
FB&P recommend the adoption of a policy to address new requirements (regarding Digital and Data Compliance) within the 2025/26 External Audit regime.

**RESOLVED That policy be adopted, subject to review/revision in line with guidance from DALC/NALC & SLCC.**

- C25/32 Town Hall Incident**  
A door fell from the ceiling (Near-Miss Report completed) and steps are being taken to mitigate the risk of further incidents.

**RESOLVED That mitigation measures be introduced in the Town Hall office to address risks posed by void access hatches and velux windows.**

- C25/33 DCC Proposed Extinguishment of Highway**  
Derbyshire County Council are seeking comments regarding a proposed Extinguishment of Highway Order (under s116 Highways Act 1980) at Wash Green, Wirksworth.

**RESOLVED That the council request more information to clarify:**  
- if this order results in any transfer of land  
- who has initiated the request (as the Town Council would be concerned if the request was not initiated by the house owner).

- C25/34 Caretaker**  
Given current staffing issues, to consider a small group of Councillors to act as key holders to open and close the buildings (in the event of an emergency/absence of staff).

**RESOLVED That Cllr Spencer, Cllr Taylor and Cllr Whittall be delegated as key holders. Clerk to prepare suitable procedures, guidance and training for duty**

*The meeting closed at 7.55pm*

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Chairman

# Wirksworth Town Council

19 June 2025 (2025-2026)

## PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
6	Maintenance	01/04/2025		Lloyds Current		Sanitary disposal/ service	Cathedral Leasing Ltd	S	71.13	14.23	85.36
6	Maintenance	01/04/2025		Lloyds Current		Sanitary disposal/ service	Cathedral Leasing Ltd	S	71.00	14.20	85.20
4	Fannyshaw Community	01/04/2025		Lloyds Current		Internet	W3Z	S	29.16	5.83	34.99
7	Barmote Croft Toilets	01/04/2025		Lloyds Current		Internet	Smarty	S	15.00	3.00	18.00
5	General Administration	01/04/2025		Lloyds Current		IT Support	Software Into Action	S	392.00	78.40	470.40
9	Telephone	01/04/2025		Lloyds Current		Telephony	Smarty	S	4.50	0.90	5.40
8	General Administration	07/04/2025		Lloyds Current		Photocopier	Ricoh	S	275.53	55.10	330.63
28	Fuel	08/04/2025		Lloyds Current		Gas	Corona Energy	S	1,018.46	203.69	1,222.15
29	Fuel	08/04/2025		Lloyds Current		Gas	Corona Energy	S	1,106.11	221.22	1,327.33
30	Fuel	08/04/2025		Lloyds Current		Gas	Corona Energy	S	1,022.71	204.54	1,227.25
32	Fuel	08/04/2025		Lloyds Current		Gas	Corona Energy	S	861.98	172.40	1,034.38
21	Rates	08/04/2025		Lloyds Current		Water	Water Plus	Z	81.20		81.20
54	Maintenance	08/04/2025		Lloyds Current		Maintenance materials	Amazon	S	29.99	6.00	35.99
33	Fuel	08/04/2025		Lloyds Current		Gas	Corona Energy	S	607.98	121.60	729.58
34	Fuel	08/04/2025		Lloyds Current		Gas	Corona Energy	L	278.35	13.92	292.27
35	Fuel	08/04/2025		Lloyds Current		Gas	Corona Energy	L	317.27	15.86	333.13
36	Fuel	08/04/2025		Lloyds Current		Gas	Corona Energy	L	-279.33	-13.97	-293.30
37	Fuel	08/04/2025		Lloyds Current		Gas	Corona Energy	L	-280.50	-14.03	-294.53
31	Fuel	08/04/2025		Lloyds Current		Gas	Corona Energy	S	617.23	123.45	740.68
53	Maintenance	08/04/2025		Lloyds Current		Maintenance materials	Amazon	S	27.10	5.42	32.52
1	General Administration	08/04/2025		Lloyds Current		HR Support	Castle Associates	S	43.00	8.60	51.60
55	General Administration	08/04/2025		Lloyds Current		Office supplies	Amazon	S	4.96	0.99	5.95
56	General Administration	08/04/2025		Lloyds Current		Maintenance materials	Amazon	S	19.87	3.98	23.85
57	General Administration	08/04/2025		Lloyds Current		Office supplies	Amazon	S	8.32	1.67	9.99
13	Rates	10/04/2025		Lloyds Current		Rates	DDDC	Z	5,364.50		5,364.50
12	Rates	10/04/2025		Lloyds Current		Rates	DDDC	Z	687.25		687.25
46	Maintenance	10/04/2025		Unity Trust		Maintenance materials	Lester Lowes	S	363.00	72.60	435.60
44	Atrium Office	16/04/2025		Unity Trust		Plumbing / Heating	MB Plumbing &	S	400.00	80.00	480.00
48	Maintenance	16/04/2025		Unity Trust		Maintenance materials	Nathan Buxton	Z	42.45		42.45
41	General Administration	16/04/2025		Unity Trust		Membership Fees	Rural Market Town	S	105.00	21.00	126.00
42	General Administration	16/04/2025		Unity Trust		Membership Fees	DALC	Z	1,095.27		1,095.27
11	General Administration	16/04/2025		Lloyds Current		Payroll	Sage	S	118.00	23.60	141.60
42	Training	16/04/2025		Unity Trust		Membership Fees	DALC	Z	340.00		340.00
14	Wash Green Play Area	17/04/2025		Unity Trust		Grass & verge cutting	JM Stevenson (Roy)	Z	30.00		30.00

## PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
14	Kingsfield Play Area	17/04/2025		Unity Trust		Grass & verge cutting	JM Stevenson (Roy)	Z	47.00		47.00
14	Town Planters	17/04/2025		Unity Trust		Grass & verge cutting	JM Stevenson (Roy)	Z	22.00		22.00
15	Fuel	22/04/2025		Lloyds Current		Electricity	EDF Energy	L	182.79	9.14	191.93
49	General Administration	23/04/2025		Unity Trust		Consumables	Lyreco	S	143.68	28.74	172.42
45	General Administration	23/04/2025		Unity Trust		Copying/Printing	D.D. Design & Print	S	240.00	48.00	288.00
52	Signage and Interpretation	24/04/2025		Unity Trust		Meadows works	Hammerhead Forge	Z	1,925.00		1,925.00
47	Signage and Interpretation	24/04/2025		Unity Trust		Signage	Signs Express Notts	S	313.00	62.60	375.60
23	Rates	25/04/2025		Lloyds Current		Water	Water Plus	Z	31.80		31.80
40	Salaries	25/04/2025		Unity Trust		Pension contributions	DCC	Z	1,688.80		1,688.80
38	Salaries	25/04/2025		Unity Trust		Salaries	Wirksworth Town	Z	5,176.17		5,176.17
39	Salaries	25/04/2025		Unity Trust		Tax & NI	HMRC	Z	1,639.76		1,639.76
39	Wages	25/04/2025		Unity Trust		Tax & NI	HMRC	Z	635.85		635.85
38	Wages	25/04/2025		Unity Trust		Salaries	Wirksworth Town	Z	3,538.25		3,538.25
40	Wages	25/04/2025		Unity Trust		Pension contributions	DCC	Z	1,035.62		1,035.62
20	General Administration	25/04/2025		Lloyds Current		Bank charges	Lloyds Bank	Z	25.00		25.00
2	Managed Telecoms	26/04/2025		Lloyds Current		Internet	Emtel	S	43.95	8.79	52.74
3	General Administration	28/04/2025		Lloyds Current		Internet	Zen	S	29.00	5.80	34.80
19	General Administration	28/04/2025		Lloyds Current		Bank charges	Lloyds Bank	Z	26.12		26.12
22	Rates	29/04/2025		Lloyds Current		Water	Water Plus	Z	20.46		20.46
24	Rates	29/04/2025		Lloyds Current		Water	Water Plus	Z	105.86		105.86
51	Maintenance	29/04/2025		Unity Trust		Window cleaning	Gavin Repton window	Z	50.00		50.00
50	Maintenance	29/04/2025		Unity Trust		Paint	Seymour Interiors	S	46.67	9.33	56.00
51	Maintenance	29/04/2025		Unity Trust		Window cleaning	Gavin Repton window	Z	50.00		50.00
43	Kingsfield Play Area	29/04/2025		Unity Trust		Rent	Ww Rec Ground	Z	110.00		110.00
51	Bus Shelters	29/04/2025		Unity Trust		Window cleaning	Gavin Repton window	Z	70.00		70.00
17	Fuel	30/04/2025		Lloyds Current		Electricity	EDF Energy	S	389.70	77.94	467.64
18	Fuel	30/04/2025		Lloyds Current		Electricity	EDF Energy	L	109.69	5.48	115.17
25	Rates	30/04/2025		Lloyds Current		Water	Water Plus	Z	11.36		11.36
26	Rates	30/04/2025		Lloyds Current		Water	Water Plus	Z	11.36		11.36
27	Rates	30/04/2025		Lloyds Current		Water	Water Plus	Z	11.36		11.36
16	Fuel	30/04/2025		Lloyds Current		Electricity	EDF Energy	L	195.05	9.75	204.80
10	Telephone	30/04/2025		Lloyds Current		Telephony	Zen Systems	S	144.00	28.80	172.80
58	General Administration	30/04/2025		Unity Trust		Bank charges	Unity Trust	Z	9.15		9.15

Wirksworth Town Council  
PAYMENTS LIST

19 June 2025 (2025-2026)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
								Total	32,966.94	1,738.57	34,705.51

# Wirksworth Town Council

19 June 2025 (2025-2026)

## PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
76	Maintenance	01/05/2025		Lloyds Current		Refuse collection	DDDC	Z	304.76		304.76
76	Maintenance	01/05/2025		Lloyds Current		Refuse collection	DDDC	Z	300.00		300.00
101	Maintenance	01/05/2025		Lloyds Current		Paint	Amazon	S	45.66	9.14	54.80
63	Fannyshaw Community	01/05/2025		Lloyds Current		Internet	W3Z	S	29.16	5.83	34.99
78	General Administration	01/05/2025		Lloyds Current		Stationary, sundries	Viking	S	56.74	11.35	68.09
78	General Administration	01/05/2025		Lloyds Current		Stationary, sundries	Viking	Z	50.48		50.48
60	General Administration	01/05/2025		Lloyds Current		HR Support	Castle Associates	S	43.00	8.60	51.60
64	General Administration	01/05/2025		Lloyds Current		Payroll	Sage	S	125.00	25.00	150.00
66	General Administration	01/05/2025		Lloyds Current		IT Support	Software Into Action	S	392.00	78.40	470.40
83	Signage and Interpretation	01/05/2025		Unity Trust		Meadows works	Little Canyon	Z	1,000.00		1,000.00
71	Fuel	06/05/2025		Lloyds Current		Gas	Corona Energy	S	986.46	197.29	1,183.75
70	Fuel	06/05/2025		Lloyds Current		Gas	Corona Energy	S	454.78	90.96	545.74
59	General Administration	08/05/2025		Unity Trust		Audit	DALC	Z	460.00		460.00
93	Wash Green Play Area	08/05/2025		Unity Trust		Grass & verge cutting	JM Stevenson (Roy)	Z	60.00		60.00
93	Kingsfield Play Area	08/05/2025		Unity Trust		Grass & verge cutting	JM Stevenson (Roy)	Z	94.00		94.00
93	Environmental	08/05/2025		Unity Trust		Grass & verge cutting	JM Stevenson (Roy)	Z	44.00		44.00
91	General Administration	08/05/2025		Unity Trust		Refund	N & J Ferguson-Lee	Z	20.00		20.00
65	Rates	10/05/2025		Lloyds Current		Rates	DDDC	Z	686.00		686.00
77	Barmote Croft Toilets	13/05/2025		Lloyds Current		Electricity	TotalEnergies	L	25.44	1.27	26.71
77	Barmote Croft Toilets	13/05/2025		Lloyds Current		Electricity	TotalEnergies	L		61.20	61.20
77	Barmote Croft Toilets	13/05/2025		Lloyds Current		Electricity	TotalEnergies	L	26.88	1.34	28.22
88	Depot	14/05/2025		Unity Trust		Grant	Wirksworth Town	Z	360.00		360.00
68	Barmote Croft Toilets	14/05/2025		Lloyds Current		Internet	Smarty	S	15.00	3.00	18.00
89	Market Store	14/05/2025		Unity Trust		Grant	Wirksworth Town	Z	720.00		720.00
89	Storage	14/05/2025		Unity Trust		Grant	Wirksworth Town	Z	288.00		288.00
90	Fannyshaw Community	14/05/2025		Lloyds Current		Electricity	SSE	L	292.04	14.60	306.64
95	Maintenance	15/05/2025		Unity Trust		Maintenance works	Lester Lowes	S	176.90	35.38	212.28
82	General Administration	15/05/2025		Lloyds Current		Membership Fees	Peak & Northern	Z	30.00		30.00
94	General Administration	15/05/2025		Unity Trust		Advert	DCC	S	112.00	22.40	134.40
67	Maintenance	19/05/2025		Lloyds Current		Sanitary disposal/ service	Cathedral Leasing Ltd	S	71.13	14.23	85.36
67	Maintenance	19/05/2025		Lloyds Current		Sanitary disposal/ service	Cathedral Leasing Ltd	S	71.00	14.20	85.20
74	Fuel	21/05/2025		Lloyds Current		Electricity	EDF Energy	L	106.10	5.31	111.41
75	Fuel	21/05/2025		Lloyds Current		Electricity	EDF Energy	S	343.73	68.75	412.48
87	Rates	21/05/2025		Lloyds Current		Water	Water Plus	Z	95.10		95.10

## PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
73	Fuel	21/05/2025		Lloyds Current		Electricity	EDF Energy	L	110.00	5.50	115.50
86	Rates	22/05/2025		Lloyds Current		Water	Water Plus	Z	123.76		123.76
72	Fuel	22/05/2025		Lloyds Current		Electricity	EDF Energy	L	126.49	6.32	132.81
79	Salaries	23/05/2025		Unity Trust		Salaries	Wirksworth Town	Z	5,175.77		5,175.77
80	Salaries	23/05/2025		Unity Trust		Tax & NI	HMRC	Z	1,640.16		1,640.16
81	Salaries	23/05/2025		Unity Trust		Pension contributions	DCC	Z	1,688.80		1,688.80
81	Wages	23/05/2025		Unity Trust		Pension contributions	DCC	Z	747.65		747.65
80	Wages	23/05/2025		Unity Trust		Tax & NI	HMRC	Z	303.11		303.11
79	Wages	23/05/2025		Unity Trust		Salaries	Wirksworth Town	Z	2,700.03		2,700.03
85	Rates	25/05/2025		Lloyds Current		Water	Water Plus	Z	29.59		29.59
69	Telephone	25/05/2025		Lloyds Current		Telephony	Smarty	S	4.50	0.90	5.40
61	Managed Telecoms	26/05/2025		Lloyds Current		Internet	Emtel	S	43.95	8.79	52.74
92	General Administration	26/05/2025		Lloyds Current		Bank charges	Lloyds Bank	Z	25.00		25.00
102	General Administration	27/05/2025		Lloyds Current		Office supplies	Amazon	S	7.05	1.42	8.47
103	General Administration	27/05/2025		Lloyds Current		Office supplies	Amazon	S	7.06	1.42	8.48
96	Rates	28/05/2025		Lloyds Current		Water	Water Plus	Z	19.12		19.12
97	Rates	28/05/2025		Lloyds Current		Water	Water Plus	Z	10.31		10.31
98	Rates	28/05/2025		Lloyds Current		Water	Water Plus	Z	10.31		10.31
99	Rates	28/05/2025		Lloyds Current		Water	Water Plus	Z	10.31		10.31
84	General Administration	28/05/2025		Lloyds Current		Bank charges	Lloyds Bank	Z	8.50		8.50
62	General Administration	28/05/2025		Lloyds Current		Internet	Zen	S	29.00	5.80	34.80
104	Telephone	30/05/2025		Lloyds Current		Telephony	Zen Systems	S	144.00	28.80	172.80
100	General Administration	31/05/2025		Unity Trust		Bank charges	Unity Trust	Z	9.30		9.30
<b>Total</b>									<b>20,859.13</b>	<b>727.20</b>	<b>21,586.33</b>