

## WIRKSWORTH TOWN COUNCIL

### MINUTES OF THE MEETING OF WIRKSWORTH TOWN COUNCIL HELD ON MONDAY 19 May 2025 AT 6.30 PM

**C25/1**      **Present:** Cllr A Jordan, Cllr S Maskrey, Cllr E McDonagh, Cllr A Pollock, Cllr F Rostron, Cllr P Taylor, Cllr S Thompson and Cllr C Whittall  
**In attendance:** C Cllr A Hunter, 2 residents, Paul Jennings

**C25/2**      **Election of Chair (Town Mayor)**  
Cllr S Maskrey proposed that Cllr A Pollock serve as Mayor for the coming year. The motion was seconded by Cllr S Thompson. The Mayor completed their acceptance of office at the meeting.

**RESOLVED That Cllr Pollock appointed as Chair (Town Mayor).**

*Cllr Rostron arrived 6:35pm*

**C25/3**      **Appointment of Deputy Mayor**

Cllr Pollock proposed that Cllr Thompson serve as Deputy for the coming year. The motion was seconded by Cllr Maskrey. The Deputy Mayor completed their acceptance of office at the meeting.

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

**C25/4**      **Apologies:** Cllr S Barker, Cllr A Clamp

**C25/5**      **Members' Pecuniary Interests in Agenda Items:** None declared

**C25/6**      **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.*

Councillors then voted and by an absolute majority of those present and voting it was

**RESOLVED that Steve Spencer be co-opted onto the council.**  
(Cllr Spencer joined the meeting but did not vote on any matters as he had not been lawfully summoned as a councillor to attend the meeting)

*Open Forum opened 6:45pm*

**C25/7**      **Open Forum:**  
C Cllr Hunter briefly introduced themselves to the council.

*Open Forum closed 6:55pm*

**C25/8**      **Minutes of the meeting of the Wirksworth Town Council 28 April 2025:**

**RESOLVED that the minutes of the meeting of Wirksworth Town Council dated 28 April 2025 were confirmed as a correct record.**

**C25/9 To receive the committee recommendations**

- Finance Buildings and Personnel dated 12 May 2025

**RESOLVED to adopt the recommendations of the Finance Buildings and Personnel Committee dated 12 May 2025**

**C25/10 To approve and adopt the Standing Orders for Wirksworth Town Council**

**RESOLVED to adopt the Standing Orders last reviewed 20 May 2024 and that the document to be reviewed and revised as required.**

**C25/11 To approve and adopt the Financial Regulations for Wirksworth Town Council**

**RESOLVED to adopt the Financial Regulations last reviewed 20 May 2024 and that the document to be reviewed and revised in light of the recently issued model document from NALC/SLCC.**

**C25/12 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 for 2024/25, and that the non-material recommendations be considered.**

**C25/13 To approve the Annual Report for Year ending 31<sup>st</sup> March 2025**

Statement of Accounts had now been completed and was ready for approval and signature prior to submission to the External Auditor;

**RESOLVED To approve the Statement of Accounts 2024-25**

**C25/14 To approve the Annual Governance Statement (Section 1 of the Annual Return) for year ending 31<sup>st</sup> March 2025**

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.**

**C25/15 To appoint banking arrangements and signatories for the Town Council bank accounts**

**RESOLVED That banking arrangements remain with Unity Trust and Lloyds and that all councillors and the Clerk be bank signatories, the bank mandates to be amended accordingly.**

**C25/16 To approve the Statement of Accounts (Section 2 of the Annual Return) for year ending 31<sup>st</sup> March 2025**

**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.**

**C25/17 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 (Cllr Maskrey - 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 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 Maskrey, Cllr Barker, Cllr Thompson (Deputy Mayor), Cllr Pollock (Mayor), 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, Cllr Spencer, and Cllr Whittall.

**C25/18 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 and new working party be created.**

**Meadows**

1. Membership shall consist of councillors (AC, AP, PT, CW, SM, ST)
2. Meetings will be arranged regularly to give the council timely advice as required.

3. Terms of reference
  - i) To provide guidance and support to the Officers in all matters related to the Meadows Consultation and redesign.
  - ii) To manage the implementation of 1<sup>st</sup> phase of Meadows redesign (as delegated by Full Council)
  - iii) The group to report to Full Council with recommendations at each stage of the process.

**Preparing for the move to a Unitary Authority**

1. Membership shall consist of councillors (AC, AJ, EM, CW).
2. Meetings will be arranged regularly to give the council timely advice as required.
3. Terms of reference
  - i) To consider what services or assets which are currently maintained or provided by Derbyshire Dales District Council and Derbyshire County Council might be adopted by the Town Council.
  - ii) The group to report to Full Council with recommendations.

**C25/19 Town Council Representation on External Bodies**

**RESOLVED** That the Town Council's representation on external bodies for the year 2024/25 be as listed in Appendix 1

**No representative appointed to Wirksworth Fairtrade Group, Transition Wirksworth/Grassroots, Warmer Wirksworth with groups to be contacted seeking clarification on their status and requirement for a representative.**

**C25/20 Process for Agenda**

**RESOLVED** That all councillors to receive an electronic summons (three paper copies of the agenda will be made available for those that require them and held in the Town Hall for Councillors to collect.)

**C25/21 Reserves Policy**

Recommendation of Finance, Buildings and Personnel to adopt policy (Res FBP24/117).

***RESOLVED To adopt the policy***

**C25/22 To review and decide on amendments to Council Policies**

- **Absence Management Policy**
- **Asbestos Policy & Procedures**
- **CCTV Policy**
- **Code of Conduct**
- **Complaints Procedure and Complaints form**
- **Communications Policy**
- **Data Retention Policy**
- **Delegated Planning**
- **Dignity at Work Policy [Formerly Bullying & Harassment]**
- **Disciplinary, Grievance & Whistleblowing Policy**
- **Equal Opportunities Policy**
- **Financial Regulations**

- Grit Bin Policy
- Health and Safety Policy
- Internal Controls
- Japanese Knotweed (Government guidance)
- Letting Policy for Town Hall & Memorial Hall
- Memorial Bench Policy
- Pensions Discretion Policy
- Privacy policy
- Recording of Meetings: Protocol
- Scheme of Delegation
- Staff Appraisal Policy
- Staff Privacy Policy
- Standing Orders
- Storage Policy for Town Hall & Memorial Hall
- Unreasonably Persistent Complaints or Behaviour Policy
- Volunteer Policy

**RESOLVED** that the policies be agreed. All policies to be reviewed and revised as required.

*The meeting closed at 7:35pm*

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Chairman

## Appendix 1 - Wirksworth Town Council Representation on External Bodies (2025/26)

### 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	S Thompson / S Barker
Bolehill Improvement Group	S Barker / S Thompson
Civic Society	A Pollock
DDDC Liaison	A Jordan / A Clamp /C Whittall
Derwent Valley Community Rail Partnership	A Jordan / E McDonagh
Fairtrade Town	Await developments
Gorsey Bank Residents Association	A Pollock
Grass Roots Wirksworth (formerly CLT)	Await developments
New Opportunities Wirksworth	F Rostron
Recreation Ground Trustees	C Whittall
Royal British Legion	S Thompson/ S Maskrey
Rural Market Town Group / Rural Services	A Jordan
Safer Roads for Wirksworth	P Taylor, S Thompson
Stone Centre / Institute of Quarrying	P Taylor/ S Barker
Stoney Wood Group	A Pollock / S Thompson
Twinning Association	Pam Taylor
Warmer Wirksworth	Await confirmation
WCRG	S Thompson / E McDonagh
Wilder Wirksworth	S Barker / A Pollock
Wirksworth & District Trust Fund	C Whittall / E McDonagh
Wirksworth Festival Board	Steven Spencer
Wirksworth Traders Association	S Thompson/ S Spencer
Wirksworth Well Dressing	E McDonagh