

## WIRKSWORTH TOWN COUNCIL

### MINUTES OF THE MEETING OF WIRKSWORTH TOWN COUNCIL HELD ON MONDAY 18 May 2026 AT 6.30 PM

**C26/1 Present:** Cllr A Jordan, Cllr A Clamp, Cllr S Maskrey, Cllr E McDonagh, Cllr A Pollock, Cllr F Rostron, Cllr S Spencer, Cllr S Thompson and Cllr C Whittall

**In attendance:** D Cllr L Peacock, Paul Jennings

**C26/2 Election of Chair (Town Mayor)**

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

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

**C26/3 Appointment of Deputy Mayor**

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

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

**C26/4 Apologies:** Cllr S Barker, Cllr P Taylor

**C26/5 Members' Pecuniary Interests in Agenda Items:** None declared

*Open Forum opened, Cllr Pollock dep 6:35pm*

**C26/6 Open Forum:**

D Cllr Peacock provided a verbal update in support of their written report.

*Open Forum closed 6:45pm*

**C26/7 Minutes of the meeting of the Wirksworth Town Council 27 April 2026:**

**RESOLVED** that the minutes of the meeting of Wirksworth Town Council dated 27 April 2026 were confirmed as a correct record.

**C26/8 To receive the committee recommendations**

- Finance Buildings and Personnel dated 12 May 2026

**RESOLVED** to note the meeting was inquorate, all agenda items be moved to next committee meeting.

**C26/9 To approve and adopt the Standing Orders for Wirksworth Town Council**

**RESOLVED** to adopt the Standing Orders last reviewed 19 May 2025 and that the document to be reviewed and revised as required.

- C26/10 To approve and adopt the Financial Regulations for Wirksworth Town Council**
- RESOLVED to adopt the Financial Regulations last reviewed 19 May 2025.**
- C26/11 To receive the Internal Audit Report and consider any recommendations.**
- The Internal Auditor (from the DALC Internal Audit Service) completed their audit on 12 May 2026.
- RESOLVED to note that the Internal Auditor raised no material concerns for 2025/26 on the AGAR, and the detailed report with non-material recommendations be presented for consideration in June.**
- C26/12 To approve the Annual Report for Year ending 31<sup>st</sup> March 2026**
- 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 2025-26**
- C26/13 To approve the Annual Governance Statement (Section 1 of the Annual Return) for year ending 31<sup>st</sup> March 2026**
- 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.**
- C26/14 To appoint banking arrangements and signatories for the Town Council bank accounts**
- RESOLVED That Unity Trust be the main banking provider, with use of Lloyds to be phased out, all councillors and the Clerk be bank signatories on all accounts held with both providers. The council to maintain a 90day notice account with Hinkley and Rugby Building Society, Cllrs Thompson, Clamp, Spencer and the Clerk be signatories.**
- C26/15 To approve the Statement of Accounts (Section 2 of the Annual Return) for year ending 31<sup>st</sup> March 2026**
- 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.**
- C26/16 Review of Committee Structures, Terms of Reference and to appoint Members to serve on the Committees**
- RESOLVED That the existing Committee structure be retained, with terms of reference for Environment and Town unchanged, the terms of reference be reviewed by Finance, Buildings and Personnel to clarify the committee's responsibilities in the event of a staffing matter (such as**

**prolonged absence, resignation or termination) for the Clerk and the deputy Clerk. The terms of reference for FB&P Committee should be reviewed in conjunction with the Scheme of Delegation.**

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, 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, Cllr Spencer and Cllr Whittall.

**C26/17 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**

**The 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 first 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.

**C26/18 Town Council Representation on External Bodies**

**RESOLVED That the Town Council's representation on external bodies for the year 2026/27 be as listed in Appendix 1**

**C26/19 Process for Agenda**

**RESOLVED** That all councillors 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).

**C26/20 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**
- **IT & Cyber Security Policy**
- **Japanese Knotweed (Government guidance)**
- **Letting Policy for Town Hall & Memorial Hall**
- **Memorial Bench Policy**
- **Pensions Discretion Policy**
- **Privacy policy**
- **Recording of Meetings: Protocol**
- **Reserves Policy**
- **Safeguarding Policy**
- **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 Scheme of Delegation be reviewed in conjunction with the Terms of Reference for Finance, Buildings and Personnel Committee. That all other policies be agreed. All policies to be reviewed and revised as required.

*The meeting closed at 7:30pm*

++++++

.....  
Chairman

## Appendix 1 - Wirksworth Town Council Representation on External Bodies (2026/27)

### 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
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	F Rostron / S Barker
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	P Taylor
WCRG	S Thompson
Wilder Wirksworth	S Barker / A Pollock
Wirksworth & District Trust Fund	C Whittall / E McDonagh
Wirksworth Festival Board	S Spencer
Wirksworth Playgroup	E McDonagh / F Rostron
Wirksworth Traders Association	S Thompson / S Spencer
Wirksworth Well Dressing / Wirksworth Carnival	E McDonagh