

## ASHBOURNE TOWN COUNCIL

### Minutes of the Meeting of Ashbourne Town Council held on Tuesday 21 February 2017 in the Council Chamber, Town Hall, Ashbourne.

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**Present:** Cllrs: A. Bates; I. Bates; Mrs D Brown; Mrs S Bull; S. Clayton; Mrs C Cooper; A. Golding; Mrs J Harris; N. Harris; D Moon; Mrs A Smith; Mrs S Spencer and M. Spencer

In attendance: Carole Dean; Town Clerk; Samantha Higton; Assistant Clerk  
Gareth Butterfield (Ashbourne News Telegraph) County Councillor Steve Bull; District Councillor Tom Donnelly;  
Rev Ballard

**C/17/1529 To consider accepting apologies for absence:**

The Clerk advised that Cllr Copper would be late in attending the meeting.

**C/17/1530 Variation of Order of Business**

The Clerk advised that Cllr N Harris wished to add an urgent item to the Agenda due to time scales; to consider a structural survey and roof survey. It was Proposed by Cllr Brown seconded by Cllr Mrs Spencer and RESOLVED to add the item as 20(a) Minute C/17/1550

**C/17/1531 Declaration of Members Interests**

None.

**C/17/1532 To receive and approve requests for dispensations from members on matters in which they have a Disclosable Pecuniary Interest**

None.

**C/17/1533 Public Speaking**

County Councillor Bull said that whilst the application for a by-pass for Ashbourne had been turned down and a full report was available on the website. He added that he was aware that a significant number of street lights were out in and around the town, and informed Members that DCC has a programme to replace them with LED fittings, however this is 18 months behind schedule.

Cllr Donnelly gave an update on Civic Square, the Leisure Centre refurbishment and Council Tax, He asked how the Town Council were progressing with the Neighbourhood Plan.

Cllr Cooper entered the meeting at 7.11pm

Cllr Golding stated that the Town Council; wee considering the Neighbourhood Plan document at a meeting on Monday 27<sup>th</sup> February.

**Police Matters**

No police representative was in attendance.

**C/17/1534 To Approve and sign the Minutes of the Town Council Meeting held on Tuesday 17 January 2016**

It was Proposed by Cllr Brown seconded by Cllr I Bates and RESOLVED that the Minutes of the Town Council meeting held on Tuesday 21 February 2017 be signed by the Chair.

**C/17/1535 To Approve the Minutes of the Planning Committee Meetings held on Monday 16 and Monday 30 January and 2017**

It was Proposed by Cllr Mrs Spencer seconded by Cllr J Harris and RESOLVED that the Minutes of the Planning Committee meetings held Monday 16 and 30 January 2017 be approved.

**C/17/1536 To Approve the Minutes of the Environment Committee Meeting held on Monday 16 January 2017**

It was Proposed by Cllr A Bates seconded by Cllr I Bates and RESOLVED that the Minutes of the Environment Committee Meeting held on Monday 16 January 2017 be approved.

**C/17/1537 To Approve the Minutes of the Finance, Town Hall & HR Committee Meeting held on Monday 30 January 2017**

It was Proposed by Cllr Brown seconded by Cllr Cooper and RESOLVED that the Minutes of the Finance, Town Hall & HR Committee Meeting held on Monday 30 January 2017 be approved.

**C/17/1538 Mayor's Announcements**

Cllr Cooper advised that she had attended a number of engagements over the past month.

**C/17/1539 Accounts for payment including purchased on 'One Card'**

It was Proposed by Cllr Brown seconded by Cllr Cooper and RESOLVED that the payments be made.

**C/17/1540 Chair of Finance to 'sign off' Bank Reconciliation**

It was Proposed by Cllr Mrs Spencer seconded by Cllr Cooper and RESOLVED that the Chair of Finance to 'sign off' Bank Reconciliations.

**C/17/1541 Update and Reply from Flint Bishop Solicitors re Town Hall**

The Clerk asked that this item be deferred as the Solicitor had not completed his report; it was hoped to be available by the end of the week; and will be added to the March agenda.

**b) Report from Events Officer re enquiries regarding future bookings at Town Hall**

Cllr Brown stated that she would be interested to know if the bookings covered the cost of running the Town Hall; The Clerk advised that this would be difficult to work out as the building is heated and lit regardless. The Clerk advised that the Town Hall had been approved, subject to final verification checks, as an external venue hire for Derbyshire County Council.

**C/17/1542 Cllr I Bates – Members to consider the way in which Minutes of Committee and Council Minutes are Recorded**

Cllr I Bates said that whilst it wasn't any disrespect to the Clerk's there is a lot of discussion at meetings and the Minutes don't record this; he suggested looking at recording meetings in future.

Cllr Brown stated that all Members received a copy of the Minutes a week before the meetings and could report any inaccuracies to the Clerk during this time.

The Clerk stated that the 'Charles Arnold Baker' Local Government Act 192, Sch 12, Para 41(1) said that "Minutes of proceedings of a council and its committees must be kept, and they are intended as a formal record of official acts and decisions, not reports, still less verbatim reports, of the speeches made by councillors. Minutes should therefore be as short as is consistent with clarity and accuracy." The Clerk further stated that she was attending a Law & Good Practice course on Thursday through DALC and the recording of Minutes was on the agenda; she added that she would report back to Members at the March meeting on the advice.

Cllr I Bates asked if County or District Councillors had any objection to meetings being recorded; Cllr Steve Bull said that County Council meetings were video recorded however the Minutes recorded the decisions.

Cllr Golding stated that he thought there was a need to record more than the Resolutions; he further

suggested enquiring how other parish and town councils Minuted their meetings.

Cllr I Bates asked that the item be deferred to the March meeting when the Clerk had attended the DALC course and could report back.

**C/17/1543 Members to consider a review of all Town Council Policies – suggestion all Members will receive a hard copy of two polices to review and the Chairs each review three polices. Members to advise any suggestions for amendments or updates prior to April Full Council so that they are circulated to all Members. They will be signed by the Chair as reviewed at May Annual meeting**

The Clerk stated that the Policies and Procedures needed to be reviewed, and the suggestion was each Councillors review two each and the Chairs of Committees review three and report back to Members. Cllr Brown suggested emailing all Members a copy of the policies, so that they were all aware of them. It was proposed by Cllr Brown seconded by Cllr Cooper and RESOLVED that three policies be emailed to Members to review per meeting.

**C/17/1544 Clerk's Report – Review of Section 137 Policy and Application Form**

It was Proposed by Cllr I Bates seconded by Cllr Mrs Spencer and RESOLVED to accept the Section 137 Policy and Application Form, with one amendment 'A representative of your organisation is expected to give a report at the Annual Parish Meeting'. Cllr Brown voted against the decision.

**C/17/1545 From DDDC – Notification of "Off-Street Parking Places (Amendment No 2) Order 2017 Road Traffic Regulation Act 1984"**

Members agreed that the information be received.

**C/17/1546 DDDC – Renewal of Public Space Protection Order**

Members agreed that the information be received.

**C/17/1547 DDDC – The Great British Spring Clean**

Members agreed that the information be received.

Cllr Clayton stated that this fell straight after Shrovetide and the bags and litter pickers may be useful.

It was Proposed by Cllr Brown seconded by Cllr Clayton and RESOLVED to apply for the equipment. Cllr Cooper abstained from voting.

**C/17/1548 Members to consider the Newsletter – If agreeable Members to advise content, printing and delivery arrangements**

Members discussed adding the Town Hall Survey, clubs and events on in the Town Hall, Bradley Wood and Christmas events.

The Clerk advised that with time scales of approval of the newsletter it would be unlikely it would be distributed before June, and suggested a flyer be done instead. This was Proposed by Cllr Cooper seconded by Cllr Brown and RESOLVED. Cllr Mrs Harris voted against using Shoppers Guide as the distributor.

**C/17/1549 Members to agree a date and time for Parish Meeting**

It was proposed by Cllr Brown seconded by Cllr Mrs Spencer and RESOLVED that the Parish Meeting be held at 7.00pm on Thursday 11<sup>th</sup> May in the Main Hall (Town Hall).

The Clerk advised that the Police and Crime Commissioner for Derbyshire, Hardyal Dhindsa's office had been in contact regarding attending public events during the coming year, The Clerk stated that the Parish meeting may be an ideal opportunity for this. It was agreed that the time and date be returned with an invitation to attend.

**C/17/1550 Cllr N Harris – Consideration of obtaining quotations for a structural survey for Town Hall**

Cllr N Harris stated that following a Town Hall working group meeting that morning, he had prepared a brief for Members to consider getting a quotation for a structural survey done on the Town Hall. Cllr Golding stated that the grant application was progressing well however he felt a comprehensive picture on works needed to be done on the Town Hall was required. Cllr Mrs Bull questioned whether the information needed to be included to complete the funding application; Cllr Golding stated that it did not have to be included but it would be better if it was; Cllr Mrs Bull said that as the deadline for the funding application was in March she did not think quotations would be received in time. Cllr Golding stated that the Town Council were 'tinkering around with issues' and whilst Members know what is wrong with the façade of the building he suggested a survey for the whole building.

It was Proposed by Cllr Mrs Bull seconded by Cllr Smith and RESOLVED not to consider obtaining quotations for a structural survey until further information was received (including the results of the public survey and interpretation of the Deeds). Cllrs A Bates and N Harris voted against the decision.

**C/17/1551 Council to note the following Circular(s) received from DALC and e-mailed to Councillors 02/2017 – 03/2017**

**Members to consider the Annual Subscription to DALC at a cost of £871.94 or £1,051.94 for subscription and enhanced training**

**NALC – Chief Executive Bulletin**

**Members agreed that the DALC Circular and information be received.** It was proposed by Cllr Brown seconded by Cllr Mrs Spencer and RESOLVED that the DALC annual subscription be renewed at a cost of £1,051.94 (enhanced including training).

**C/17/1552 Items for Information** If you require a hard copy of the information circulated by e-mail – please contact the Clerk prior to the meeting.

- a) From DDDC – Area Community Forums
- b) From Mick Pepper – Invitation to Ellie May's Concert
- c) From Ashbourne Treasures – Update re Event
- d) From DCC – Derbyshire Connect Bus Service
- e) From DCC – Carers Celebration Event

**It was agreed that all correspondence be noted and received.**

The meeting closed at 8.36pm

Chairman.....

Date.....

Appendix 1

| Date exp incurred | Chq No | Department          | dept code | beneficiary                    | Purpose of expenditure                              | Net     | VAT   | Vat non recoverable | Total   | Merchant Category     | > £500 |
|-------------------|--------|---------------------|-----------|--------------------------------|---|---------|-------|---------------------|---------|-----------------------|--------|
|                   | 786    | Not issued          |           | Clr Cooper                     | Invoice not for Town Council                        |         |       |                     |         |                       |        |
|                   | 771    | CANCELLED           |           | Ricoh UK Ltd                   | CHEQUE LOST IN POST reissued with 791               |         |       |                     |         |                       |        |
| 09/11/2016        | 792    | Administration      | 7201      | Ricoh UK Ltd                   | Photocopying  | 217.59  | 43.52 | 0                   | 261.11  | Printing & Stationery |        |
| 28/01/2017        | 793    | Current Liabilities | 2210      | HM Revenue & Customs           | Tax & NI Jan  | 1152.15 | 0     | 0                   | 1152.15 | Current Liabilities   | Y      |
|                   | 794    | Current Liabilities | 2231      | Prudential                     | AVClan  | 65.00   | 0     | 0                   | 65.00   | Current Liabilities   |        |
|                   | 795    | CANCELLED           | 2230      | DCC Superannuation Fund        | Pensions Jan cancelled wrong amount                 | 1812.05 | 0     | 0                   | 1812.05 | Current Liabilities   | Y      |
| 23/01/2017        | 796    | Town Hall           | 7106      | B Coates                       | Replacement Badminton Net                           | 20.59   | 0     | 0                   | 20.59   | Repair & Renewals     |        |
| 12/01/2017        | 797    | Hospitality         | 7606      | A Bates                        | Refreshments Panto                                  | 42.68   | 0     | 0                   | 42.68   | Current Liabilities   |        |
| 12/01/2017        | 798    | Visitor Information | 7751      | Friends of C&HPR               | VIC - Books   | 48.00   | 0     | 0                   | 48.00   | Current Liabilities   |        |
| 13/01/2017        | 799    | Visitor Information | 7751      | Derbyshire County Council      | VIC - Wayfarer Tickets                              | 46.10   | 0     | 0                   | 46.10   | Current Liabilities   |        |
| 21/01/2017        | 800    | Publicity           | 7301      | Squarechilli                   | Recreate logo and brand guidelines                  | 632.00  | 126.4 | 0                   | 758.40  | Website               | Y      |
| 21/01/2017        | 800    | Publicity           | 7301      | Squarechilli                   | Website Design & Build                              | 4882.00 | 976.4 | 0                   | 5858.40 | Website               | Y      |
| 17/01/2017        | 801    | Bradley Wood        | 7725      | Acres Signs & Graphics Ltd     | Signs on Wooden Posts and Labour                    | 292.00  | 58.4  | 0                   | 350.40  | Bradley Wood          |        |
| 25/01/2017        | 802    | Publicity           | 7303      | Ljh Photography                | Low res disk of events photography                  | 10.00   | 0     | 0                   | 10.00   | Advertising           |        |
| 18/11/2017        | 803    | Visitor Information | 7751      | Weekend 365 Limited            | VIC - ONS Mugs                                      | 415.80  | 83.16 | 0                   | 498.96  | Visitor Information   |        |
| 31/01/2017        | 804    | Town Hall           | 7106      | David Neill Mica Home & Garden | Sundries  | 11.55   | 2.31  | 0                   | 13.86   | Repair & Renewals     |        |
| 31/01/2017        | 805    | Administration      | 7211      | Ashbourne RBL Poppy Appeal     | Remembrance Day Wreath                              | 25.00   | 0     | 0                   | 25.00   | Miscellaneous         |        |
| 30/08/2016        | 806    | Visitor Information | 7751      | Oakwood Books                  | VIC - Maps  | 23.94   | 0     | 0                   | 23.94   | Visitor Information   |        |
| 31/01/2017        | 807    | Town Hall           | 7105      | Lyreco                         | Cleaning Products                                   | 92.34   | 18.47 | 0                   | 110.81  | Visitor Information   |        |
| 02/02/2017        | 808    | Visitor Information | 7751      | Cards for Good Causes          | VIC - Christmas Cards                               | 2293.42 | 0     | 0                   | 2293.42 | Visitor Information   | Y      |
| 03/02/2017        | 809    | Millennium Clock    | 7726      | Smith of Derby Ltd             | Installation of light tubes & starters Pillar Clock | 68.00   | 13.6  | 0                   | 81.60   | Millennium Clock      |        |
| 03/02/2017        | 809    | Town Hall           | 7106      | Smith of Derby Ltd             | Installation of light tubes & starters TH Clock     | 34.00   | 6.8   | 0                   | 40.80   | Repairs & Renewals    |        |
| 06/02/2017        | 810    | Town Hall           | 7106      | Hampshire Flag Company         | Sewn National Derbyshire Flag                       | 84.38   | 16.88 | 0                   | 101.26  | Repairs & Renewals    |        |
| 07/02/2017        | 811    | Christmas Lights    | 7603      | Protech Electrical Ltd         | Repairs to Decorations                              | 1210.00 | 242   | 0                   | 1452.00 | Christmas Lights      | Y      |

|            |     |                      |      |                           |                                      |          |         |      |          |                       |   |
|------------|-----|----------------------|------|---------------------------|--------------------------------------|----------|---------|------|----------|-----------------------|---|
| 11/02/2017 | 812 | Visitor Information  | 7751 | Spencers of Ashbourne Ltd | VIC - Biscuits                       | 21.00    | 0       | 0    | 21.00    | Visitor Information   | Y |
| 11/08/2016 | 813 | Visitor Information  | 7751 | Regional Map Distributors | VIC - Maps                           | 51.87    | 0       | 0    | 51.87    | Visitor Information   | Y |
|            | 814 | Current Liabilities  | 2230 | DCC Superannuation Fund   | Pensions Jan replace 795             | 2165.96  | 0       | 0    | 2165.96  | Current Liabilities   | Y |
|            | 815 | Administration       | 7201 | Ricoh UK Ltd              | Photocopier                          | 210.61   | 42.13   | 0    | 252.74   | Printing & Stationery | Y |
|            | 816 | Insurance            | 7299 | Zurich Municipal          | Insurance                            | 3374.74  | 0       | 0    | 3374.74  | Insurance             | Y |
|            | 817 | Visitor Information  | 7751 | Ashbourne Animal Welfare  | VIC - Christmas Cards                | 66.33    | 0       | 0    | 66.33    | Visitor Information   | Y |
|            | 818 | Visitor Information  | 7751 | Society of London Theatre | VIC - Theatre Tokens                 | 131.60   | 0       | 0    | 131.60   | Visitor Information   | Y |
|            |     | One Card             |      |                           |                                      |          |         |      |          |                       |   |
|            |     | Administration       | 7207 | Survey Monkey             | Annual Subscription to Survey Monkey | 250.00   | 50.00   | 0.00 | 300.00   | Subscription          | Y |
|            |     | <b>DIRECT DEBITS</b> |      |                           |                                      |          |         |      |          |                       |   |
|            | DD  | Administration       | 7204 | Sage                      | Feb Payroll Subscription             | 28.00    | 5.60    | 0.00 | 33.60    | IT Software           | Y |
|            | DD  | Administration       | 7203 | 1st Call Com Ltd          | Broadband                            | 14.95    | 2.99    | 0.00 | 17.94    | Telephone             | Y |
|            | DD  | Administration       | 7203 | EE & T Mobile             | Mobile Phone                         | 24.31    | 4.86    | 0.00 | 29.17    | Telephone             | Y |
|            | DD  | Administration       | 7202 | FP                        | Franking Rental                      | 60.00    | 12.00   | 0.00 | 72.00    | Postage               | Y |
|            | DD  | Administration       | 7202 | FP                        | Franking Postage                     | 50.00    | 0.00    | 0.00 | 50.00    | Postage               | Y |
|            | DD  | Administration       | 7204 | Focus                     | Telephone                            | 89.41    | 17.88   | 0.00 | 107.29   | Telephone             | Y |
|            | DD  | Town Hall            | 7103 | Severn Trent Water        | Water & Sewerage                     | 338.06   | 0.00    | 0.00 | 338.06   | Water & Sewerage      | Y |
|            | DD  | Town Hall            | 7104 | DDDC                      | Waste Collection                     | 285.50   | 0.00    | 0.00 | 285.50   | Waste                 | Y |
|            | DD  | Town Hall            | 7103 | Opus Energy               | Town Hall Yard Elec Jan              | 67.49    | 3.37    | 0.00 | 70.86    | Heat & Light          | Y |
|            | DD  | Town Hall            | 7103 | Opus Energy               | EPRR Jan                             | 23.21    | 1.16    | 0.00 | 24.37    | Heat & Light          | Y |
|            | DD  | Town Hall            | 7103 | Opus Energy               | Town Hall Elec Jan                   | 242.13   | 48.43   | 0.00 | 290.56   | Heat & Light          | Y |
|            | DD  | Town Hall            | 7103 | CNG                       | Town Hall Gas Jan                    | 684.46   | 136.89  | 0.00 | 821.35   | Heat & Light          | Y |
|            | DD  | Visitor Information  | 7501 | Worldpay                  | Worldpay Charges Dec                 | 69.13    | 10.83   | 0.00 | 79.96    | Bank Charges          | Y |
|            | DD  | Bank Charges Dec     | 7501 | Natwest                   | Banking Charges                      | 44.89    | 0.00    | 0.00 | 44.89    | Bank Charges          | Y |
|            | DD  | Bank Charges         | 7501 | Natwest                   | Autopay Charges                      | 8.83     | 0.00    | 0.00 | 8.83     | Bank Charges          | Y |
|            | DD  | Net Pay              | 2220 | Salaries                  | Salaries Jan                         | 7072.62  | 0.00    | 0.00 | 7072.62  | Salaries              | Y |
|            |     |                      |      |                           |                                      | 28853.69 | 1924.08 | 0.00 | 30777.77 |                       |   |