

ASHBOURNE TOWN COUNCIL

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

Present: Cllrs: A. Bates; I. Bates; Mrs D Brown; Mrs S Bull; 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) Reverend Rode

C/17/1559 To consider accepting apologies for absence:

It was agreed to note apologies from Cllr S. Clayton and Mrs C Cooper.

C/17/1560 Variation of Order of Business

None.

C/17/1561 Declaration of Members Interests

None.

C/17/1562 To receive and approve requests for dispensations from members on matters in which they have a Disclosable Pecuniary Interest

None.

C/17/1563 Public Speaking

No members of the public were in attendance.

Police Matters

No police representative was in attendance.

C/17/1564 To Approve and sign the Minutes of the Town Council Meeting held on Tuesday 21 and Monday 27 February 2016

It was Proposed by Cllr Brown seconded by Cllr Mrs Spencer and RESOLVED that the Minutes of the Town Council meeting held on Tuesday 21 and Monday 27 February 2017 be signed by the Chair.

C/17/1565 To Approve the Minutes of the Planning Committee Meetings held on Monday 20 February 2017

It was Proposed by Cllr Mrs Spencer seconded by Cllr I Bates and RESOLVED that the Minutes of the Planning Committee meetings held Monday 20 February 2017 be signed by the Chair of the Committee.

C/17/1566 To Approve the Minutes of the Environment Committee Meeting held on Monday 20 February 2017

It was Proposed by Cllr Smith seconded by Cllr A Bates and RESOLVED that the Minutes of the Environment Committee Meeting held on Monday 20 February 2017 be signed by the Chair of the Committee.

C/17/1567 To Approve the Minutes of the Finance, Town Hall & HR Committee Meeting held on Monday 13 February 2017

It was Proposed by Cllr Brown seconded by Cllr M spencer and RESOLVED that the Minutes of the Finance, Town Hall & HR Committee Meeting held on Monday 13 February 2017 be signed by the Chair of the Committee.

C/17/1568 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/17/1569 Chair of Finance to 'sign off' Bank Reconciliation

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

C/17/1570 Mayor's Announcements

Cllr Cooper sent her apologies.

C/17/1571 Clerk – Update following DALC Training on Law and Good Practice

- a) Update on recording of Minutes
- b) Clerk's update on 'Proposals' and 'Counter Proposals' - the difference between them and the way in which they are reflected in the Minutes
- c) Clerk – Clarification on 'Working Group' meetings

The Clerk gave an update following DALC Training and gave Members a hard copy of Law and Good Practice of Local Meetings; the Clerk focused on a number of items in the document including "Meetings, with the power to make decisions, working parties/task and finish groups, which cannot make decisions; recording of meetings, disclosable pecuniary interests and non-disclosable pecuniary interests (personal) and the difference between Proposals, counter proposals, amendments and direct negative proposals. The Clerk asked that any question be submitted prior to the next meeting and would be clarified.

It was Proposed by Cllr Smith seconded by Cllr Brown and RESOLVED that the document be agreed. All Members voted in favour.

C/17/1572 Update and Reply from Flint Bishop Solicitors re Town Hall

The Clerk asked that the solicitor had been through the Deeds and Documents and there do not appear to be any restrictive covenants restricting how the property can be used or indeed on whether or not it can be sold.

a) Update on Town Hall Survey to date

The Clerk advised that there had been over 300 responses to the survey to date, with 90% in favour of keeping the Town Hall and renovating it; 40% thought the renovations should be sought by a mixture of various sources (specified in the survey). Members discussed how to deal with the results of the survey; Cllr Bull Proposed an Open Meeting be held on Monday 3rd April (venue to be confirmed, as the Main Hall and Ballroom of the Town Hall are booked) this was seconded by Cllr Golding and RESOLVED. All members voted in favour.

C/17/1573 Members to consider times and dates for meeting for Mayoral Year 2017/18. To be agreed at April Full Council

Cllr A Bates stated that there wasn't a Finance Committee meeting scheduled after the 28th March until July; The Clerk advised that a meeting would be called once the Audit details had been received. Cllr Brown said that she was concerned that when Planning and Environment Committee meetings were on the same evening They sometimes did not finish until almost 10.00pm, as they had the previous night. The Clerk advised the she felt Members lost concentration if meetings went on to late, and items were rushed towards the end.

Cllr Golding stated that there were a number of significant planning issues coming up and suggested having meetings on separate evenings; Cllr Mrs Spencer said that this would mean being out three evenings in a row which she felt was too much.

The Assistant Clerk suggested looking at having the Environment Committee on alternative months to the Finance Committee.

This was Proposed by Cllr I Bates seconded by Cllr Brown and RESOLVED. Cllr Golding abstained from voting. Members asked that when the times and dates had been worked out a copy be emailed to members prior to the April meeting.

C/17/1574 Review of six Town Council Policies – Adverse Weather Conditions, Alcohol and Drugs, Bullying and Harassment, Bereavement, Child Protection and Code of Conduct. A hard copy of each of the above policies will be given to Members at the meeting, Members to advise any suggestions for amendments or updates at April Full Council. To be signed by the Chair as reviewed at May Annual meeting
Members given a hard copy of the six policies to review. It was noted that the type font and Town Council badge would be automatically amended in line with the Town Council brand guide lines. Members were asked to review the policies by the April Council meeting.

C/17/1575 Members Review of Risk Register (enclosed) any amendments to be notified to the Clerk by 17th March

It was proposed by Cllr Smith seconded by Cllr A Bates and RESOLVED that the Risk Register be accepted.

C/17/1576 Cllr Bull to give an overview of the District Council's Community & Environment Committee meeting held on 16th March

Cllr Bull gave Members an overview of the District Council's Community & Environment Committee meeting Decisions; she advised that there was currently provision for approximately eleven years at Ashbourne Cemetery, and there are options for the District Council to extend the land within its ownership.

Cllr Bull stated that the overspill carpark at Fishpond Meadow would be looked at for funding to install drainage and replace sections of the grass reinforcement system currently used to prevent waterlogging.

Cllr Bull advised that a review of the Car Parking Policy 2017 would be taking place and the implementation of Off Street Parking Amendment (No 2) Order 2017 would also be considered for approval.

Other key points that may affect the Town Council are costs associated with the use of District Council land for events and having to give six months notification for the event to be held on their land.

Following the re-surfacing of Civic Square the Thursday Market will be held there from April for a trial period, after which it will be reviewed.

C/17/1577 Cllr I Bates – Future of Shrovetide Meal

Cllr Bates Proposed that a letter of support be sent to keep the future of the Shrovetide Meal at Ashbourne Leisure Centre; this was seconded by Cllr Brown and RESOLVED. All Members voted in favour.

C/17/1578 Update from Markets Group on the Speciality Market and Consideration of a Councillor to be present at the tender evaluation

The Clerk advised that the contract was out to tender and the deadline for receipt of tenders 31st March 2017, with the evaluation of Tenders on 3rd April 2017 and if the Council wanted need to appoint a representative to attend the meeting it would need to be agreed by Members, as in the past it has been done by email last minute.

Cllr Golding stated that there was an inaccuracy in the tender specification in section 1.7, and asked that the Clerk write to DDDC asking "that Ashbourne Town Council would like to work in partnership with Derbyshire Dales District Council in attracting a Speciality Market to Ashbourne, and the Town Council would like to request to enter into discussion about the tender specification in particular item 1.7 about the Speciality Market sharing with the current Saturday Market." This was seconded by Cllr N Harris.

Cllr Smith left the meeting at 8.20pm

Cllr's Brown and Mrs Harris voted against the decision. Cllr Mrs Spencer abstained from voting and Cllr Smith was not present during voting.

Cllr Mrs Smith re-enter the room at 8.22pm

C/17/1579 Council to note the following Circular(s) received from DALC and e-mailed to Councillors 04/2017

Permission for Clerk to attend to the Spring Seminar

Members agreed that the DALC Circular be noted. It was proposed by Cllr I Bates seconded by Cllr Mrs Spencer and RESOLVED that the Clerk could attend the Spring Seminar at a cost of £45.00.

C/17/1582 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 Post Office UK – Notification of modernisation, Shawcroft Centre, Ashbourne
- b) From Chairman of DDDC – Invitation to Civic Dinner
- c) From Town Council Brand Guide Lines

It was agreed that all correspondence be noted and received.

Cllr Brown advised that Members had not voted on a Councillor being present at the tender evaluation.

The meeting closed at 8.27pm

Chairman.....

Date.....

	DD	Town Hall	7602	DDDC	Use of car parks for Christmas Markets	280.00	56.00	0.00	336.00	Late Night Shopping	
	DD	Town Hall	7103	Opus Energy	Town Hall Yard Elec Feb	74.08	3.70	0.00	77.78	Heat & Light	
	DD	Town Hall	7103	Opus Energy	EPRR Feb	20.48	1.02	0.00	21.50	Heat & Light	
	DD	Town Hall	7103	Opus Energy	Town Hall Elec Feb	234.75	46.95	0.00	281.70	Heat & Light	
	DD	Town Hall	7103	CNG	Town Hall Gas Jan	511.71	102.34	0.00	614.05	Heat & Light	Y
	DD	Visitor Information	7501	Worldpay	Worldpay Charges Feb	39.34	4.87	0.00	44.21	Bank Charges	
	DD	Bank Charges Feb	7501	Natwest	Banking Charges	44.89	0.00	0.00	44.24	Bank Charges	
01/02/2017	DD	Bank Charges	7501	Natwest	Autopay Charges	8.30	0.00	0.00	8.30	Bank Charges	
01/03/2017	DD	Bank Charges	7501	Natwest	Autopay Charges	7.24	0.00	0.00	7.24	Bank Charges	
	DD	Net Pay	2220	Salaries	Salaries Feb	6944.58	0.00	0.00	6944.58	Salaries	Y
						13852.48	387.30	10.27	14249.40		

Appendix 1

Date exp incurred	Chq No	Department	dept code	beneficiary	Purpose of expenditure	Net	VAT	Vat non recoverable	Total	Merchant Category	> £500
	819	Current Liabilities	2230	DCC Superannuation Fund	Pensions Feb	2165.96		0	2165.96	Current Liabilities	Y
	820	Current Liabilities	2210	HM Revenue & Customs	Tax & NI Feb	1129.35		0	1129.35	Current Liabilities	Y
	821	Current Liabilities	2231	Prudential	AVC Feb	65.00		0	65.00	Current Liabilities	
	822	Employee Costs	7401	Carole Dean	DALC Training Mileage	26.10		0	26.10	Training	
25/02/2017	823	Legal & Professional Charges	7800	Channel Design Ltd	Plans for the Christmas Brackets on the Listed Buildings in the Market Place	763.20		0	763.20	Legal & Professional Charges	Y
02/02/2017	824	Town Hall	7105	Mark Foulkes	Window Cleaning	60.00		0	60.00	Cleaning Materials	
28/02/2017	825	Town Hall	7105	Lyreco	Cleaning Materials	40.41	8.08	0	48.49		
28/02/2017	825	Administration	7201	Lyreco	Printing & Stationery	121.16	24.23	0	145.39		
28/02/2017	826	Peak Waste Recycling Ltd	7607	Peak Waste Recycling Ltd	provision of Skip at Shrovetide	150.00		30	180.00	One off events	
03/03/2017		Administration	7205	Dove Computer Solutions	Replacement Battery for Laptop	42.00		8.4	50.40	Computer Equipment	
04/03/2017	827	Visitor Information	7751	Spencers of Ashbourne Ltd	VIC - Biscuits	23.10		0	23.10	Visitor Information	
28/02/2017	829	Visitor Attractions	7603	Eon	Electricity Supply for Christmas Illuminations	59.25	2.96	0	62.21	Visitor Attractions	
19/02/2017	830	Mayors Allowance	7050	Caroline Cooper	Civic Duties	45.00		0	45.00	Mayors Allowance	
10/01/2017	831	Visitor Information	7751	Mayfield Books & Gifts	VIC - Books annual stocktake	434.88		0	445.98	Visitor Information	
28/02/2017	831	Visitor Information	7751	Mayfield Books & Gifts	VIC - Books annual stocktake -CREDIT	-34.43		0	-35.89	Visitor Information	
09/03/2017	831	Visitor Information	7751	Mayfield Books & Gifts	VIC - Books	9.42		0	9.42	Visitor Information	
08/02/2017	831	Visitor Information	7751	Mayfield Books & Gifts	VIC - Books	33.94		0	34.57	Visitor Information	
10/03/2017	832	Legal & Professional Charges	7800	Flint Bishop Solicitors	Professional Charge for legal services	309.00		60	369.00	Legal & Professional Charges	
	One Card										
		Administration	7207	Costco	Bottled Water and Annual Membership	71.95	14.39	0.00	86.34	Miscellaneous	
DIRECT DEBITS											
16/03/2017	DD	Administration	7204	Sage	Feb Payroll Subscription	28.00	5.60	0.00	33.60	IT Software	
01/03/2017	DD	Administration	7203	1st Call Com Ltd	Broadband CREDIT	-6.41	-1.28	0.00	-7.69	Telephone	
01/03/2017	DD	Administration	7203	EE & T Mobile	Mobile Phone	24.31	4.86	0.00	29.17	Telephone	
27/02/2017	DD	Administration	7202	FP	Franking Postage	50.00	0.00	0.00	50.00	Postage	
09/02/2017	DD	Administration	7204	Focus	Telephone	75.92	15.18	0.00	91.10	Telephone	