

## ASHBOURNE TOWN COUNCIL

### Minutes of the Meeting of Ashbourne Town Council held on Wednesday 24 May 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; D Moon; A Golding; Mrs J Harris; N Harris; M Spencer and Mrs Spencer

In attendance: Mrs C Dean; Town Clerk Mrs S Higton; Assistant Clerk

**C/17/1625 To consider accepting apologies for absence:**

It was agreed to note apologies from Cllr's Mrs C Cooper and Mrs A Smith

**C/17/1626 Variation of Order of Business**

The Clerk advised that County Councillor Steve Bull had attended the Council meeting on Tuesday 23<sup>rd</sup> May and given an update on the planning application for Hilltop School – he asked the Town Council if they would re-consider their decision. It was Proposed by Cllr Mrs Harris seconded by Cllr I Bates and RESOLVED to add the item as 11a on the Agenda; Minute C/17/1636.

**C/17/1627 Declaration of Members Interests**

There were no Declarations of Members Interests at this point of the meeting.

**C/17/1628 To receive and approve requests for dispensations from members on matters in which they have a Disclosable Pecuniary Interest**

None received.

**C/17/1629 Public Questions and Comments – (3 Minutes per speaker a maximum 15 Minutes in total)**

Cllr Bull said she had nothing to report.

**Police Matters**

No police representative was in attendance.

**C/17/1630 To Appoint a Chair, Deputy and Members of the Planning Committee** (terms of reference for the year 201/18 to be agreed at the first meeting)

It was Proposed by Cllr Golding seconded by Cllr N Harris that Cllr Clayton be Chair of the Committee.

It was Proposed by Cllr Mrs Harris seconded by Cllr I Bates that Cllr Mrs Spencer be Chair of the Committee.

It was RESOLVED that Cllr Mrs Spencer be appointed as Chair of the Planning Committee for the year 2017/18.

It was Proposed by Cllr Mrs Harris that she Deputy Chair this was seconded by Cllr Bull.

It was Proposed by Cllr I Bates seconded by Cllr Mrs Spencer that Cllr Clayton be Deputy Chair of the Committee.

It was RESOLVED that Cllr Clayton be appointed as Deputy Chair of the Planning Committee for the year 2017/18.

Cllr's: D Brown; S Clayton; A Golding; J Harris; N Harris; D Moon; M Spencer and S Spencer agreed that they wish to be on the Committee.

**C/17/1631 To Appoint a Chair, Deputy and Members of the Finance, Town Hall & HR Committee** (terms of reference for the year 2017/18 to be agreed at the first meeting)

It was Proposed by Cllr I Bates seconded by Cllr A Bates and RESOLVED that Cllr Brown be appointed as Chair of the Finance; Town Hall & HR Committee for the year 2017/18. There were no other nominations. It was RESOLVED that Cllr Brown be appointed as Chair of the Finance; Town Hall & HR Committee.

It was Proposed by Cllr Bull seconded by Cllr Clayton and RESOLVED that Cllr M Spencer be appointed as Deputy Chair of the Finance & Town Hall Committee for the year 2017/18. There were no other nominations. It was RESOLVED that Cllr M Spencer be appointed as Deputy Chair of the Finance; Town Hall & HR Committee.

Cllr's: A Bates; I Bates; S Bull; D Brown; S Clayton; D Moon; A Golding; J Harris; N Harris; A Smith; M Spencer and S Spencer agreed that they wish to be on the Committee.

**C/17/1632 To Appoint a Chair, Deputy and Members of the Environment Committee** (terms of reference for the year 2017/18 to be agreed at the first meeting)

It was Proposed by Cllr Mrs Spencer seconded by Cllr Mrs Spencer and RESOLVED that Cllr A Bates be appointed as Chair of the Environment Committee for the year 2017/18. There were no other nominations. It was RESOLVED that Cllr A Bates be appointed as Chair of the Environment Committee.

It was Proposed by Cllr I Bates seconded by Cllr Clayton and RESOLVED that Cllr Mrs Harris be appointed as Deputy Chair of the Environment Committee for the year 2017/18. There were no other nominations. It was RESOLVED that Cllr Mrs Harris be appointed as Deputy Chair of the Environment Committee.

Cllr's: A Bates; I Bates; D Brown; S Bull; S Clayton; J Harris; N Harris; D Moon; A Smith; M Spencer and S Spencer agreed that they wish to be on the Committee.

**C/17/1633 To Appoint a Chair, Deputy and Members of the Town Hall Regeneration Committee (name of committee to agreed and first meeting date to be set** (terms of reference for the year 2017/18 to be agreed at the first meeting)

Cllr Golding questioned when the first meeting would be held; he added that it was an urgent matter due to Funding; he added that it needed to be agreed whether becoming a Trust would be in the Terms of Reference. The Clerk stated that the Council still had that decision to make and it would be for Full Council to decide whether to become a Trust. Cllr Bull said that members did not know how the Committee would work yet and no decision had been taken regarding becoming a Trust. Cllr Golding added that there were major timing issues and the process needed to be fast tracked. Cllr Brown stated that it was not a quick job and the process could not be speeded up.

Cllr I Bates proposed that Cllr N Harris be Chair of the Committee; Cllr Harris said that he did not wish to be. Cllr A Bates proposed that Cllr Bull be Chair of the Committee; Cllr Bull said that she did not wish to be.

It was Proposed by Cllr Brown seconded by Cllr A Bates and RESOLVED that Cllr Mrs Harris be appointed as Chair of the Committee for the year 2017/18.

It was Proposed by Cllr Mrs Harris seconded by Cllr Moon and RESOLVED that Cllr M Spencer be appointed as Deputy Chair of the Committee for the year 2017/18.

It was RESOLVED that the Committee be called Town Hall Regeneration & Refurbishment Committee, and meeting would be held every other month. It was further RESOLVED that the first meeting be held on Monday 5<sup>th</sup> June at 7.00pm.

Cllr's: A Bates; S Bull; S Clayton; A Golding; J Harris; N Harris; D Moon; A Smith; M Spencer and S Spencer agreed that they wish to be on the Committee.

**C/17/1634 Accounts for Payment - (appendix 1)**

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

**C/17/1635 To consider and confirm Council Representatives for outside Organisations**

Members went through each of the organisations and RESOLVED to change the name of Ashbourne Cricket Club to Ashbourne Recreation Ground Sport & Community Partnership; that a town council representative was not required on DDDC Forum as this was an open meeting. It was agreed that the Four Towns Initiative was no longer viable. Cllr Brown questioned whether the Neighbourhood Plan Group representatives were still required as the plan had been submitted; Cllr Golding said that he felt it was and he noted that he could not recall the last time he had seen a Councillor at a meeting; Members noted that they had not received any communication regarding recent meetings; The Clerk advised that she was only aware of a meeting if she received a call to book the Council Chamber.

The VIC Working Group name was amended to VIC. It was agreed to add the Skate Park to the list.

**TOWN COUNCIL REPRESENTATIVES 2017/18**

Ashbourne Arts	Cllr Clayton	Cllr A Bates	
Ashbourne Recreation Ground Sport & Community Partnership	Cllr D Moon	Cllr I Bates	
Ashbourne Community Transport	Cllr Ian Bates	Cllr J Harris	
Ashbourne 50+ Forum	All Councillors	All Councillors	
Ashbourne Youth	Cllr Clayton		
Ashbourne Safer Neighbourhood Group	Cllr Bull	Cllr S Spencer	
Fairtrade	Cllr Smith	Cllr A Bates	Cllr Brown
Neighbourhood Plan Group	Cllr Clayton	Cllr J Harris	Cllr N Harris
QEGS FPTA	Cllr I Bates	Cllr M Spencer	
Skate Park	Cllr A Bates	Cllr Clayton	
VIC	Cllr S Spencer	Cllr Clayton	Cllr Harris

**C/17/1636 Rescind Decision: Minute P/17/839 Hilltop School Construction of Modular Classrooms**

The Clerk advised that County Councillor Steve Bull had attended the meeting held on Tuesday 23<sup>rd</sup> May and asked that the decision made by the Town Council's Planning Committee regarding Hilltop School Construction of Modular Classrooms be rescinded.

Cllr Mrs Bull said that she felt that written information regarding the grounds for the decision to be rescinded needed to be received before a decision was taken by the Town Council, and suggested that the matter be deferred until an official letter had been received. Cllr Golding said that he agreed with Cllr Bull and stated that it was a procedural matter and planning applications were considered on planning grounds.

It was Proposed by Cllr I Bates seconded by Cllr Mrs Harris and RESOLVED not to rescind the decision. Cllr Bull abstained from voting.

**C/17/1637 To confirm the arrangements for Insurance Cover in respect of all insured risks**

The Clerk advised that Members had received a copy of the Insurance Cover in February. It was Proposed by Cllr I Bates seconded by Cllr M Spencer and RESOLVED that the Insurance Cover be confirmed.

**C/17/1638 Chair to sign the following Policies: Adverse Weather; Alcohol and Drugs; Bereavement; Bullying and Harassment; Child Protection and Complaints. These were reviewed and amended at April Council meeting**

Cllr Brown said that Central Government were reviewing the number of days permitted off after the loss of an immediate relative and she felt that the Town Council's policy of two days was not sufficient.

It was proposed by Cllr Brown seconded by Cllr A Bates and RESOLVED to increase the number to five days and follow any changes in legislation.

It was proposed by Cllr Bull seconded by Cllr Mrs Spencer and RESOLVED that the Policies be signed by the Chair.

**C/17/1639 Members amendments following the Review of seven Town Council Policies given out at the April Committee meeting: Co-Option, Complaints, Data Protection, Disciplinary, Document Retention, Election of Chair and Environmental Policy**

It was proposed by Cllr A Bates seconded by Cllr Mrs Harris and RESOLVED that the Policies be accepted with no changes.

**C/17/1640 Clerk's Report on Digital Recording of Meetings (deferred from April Meeting) (emailed out)**

The Clerk advised that she had recently attended a training course at DALC and they had discussed the use of digitally recording a meeting; their advice was that if it was done it was only to be used for clarification of matters discussed and not a transcript of the meeting. The Clerk further stated that Members would need to be careful of what was said in meetings as the recording would only be deleted after the Minutes of the meeting were ratified; any member of the public requesting a copy of the recording before the Minutes were ratified would be given a copy.

It was proposed by Cllr Golding seconded by Cllr M Spencer and RESOLVED that a digital recording device be purchased.

**C/17/1641 Cllr Brown – Query re £10,000.00 allocated in the Ashbourne Recreation Ground Sport & Community Partnership from Ashbourne Town Council, no monies allocated from precept (deferred from April Meeting)**

Cllr Brown said that she had looked through the Minutes and could not find any Resolution agreeing to fund £10,00.00 to the Ashbourne Recreation Ground Sport & Community Partnership. There was however a document given to members at the meeting in January, which stated that the Town Council were a stakeholder in the partnership and a funding source of £10,00.00 had been agreed.

Cllr Golding said that he understood that two Councillors and the Clerk had attended meetings and that it had been agreed that the Town Councillors would be Trustees. Cllr Brown said Council representatives for outside organisations were not trustees and did not have the authority to speak on behalf of the Council, they were to report back to the Council on matters.

Cllr Golding asked the representatives to clarify if they were trustees; Cllr Moon stated that he only attend one meeting and it had not been discussed. It was Proposed by Cllr Brown seconded by Cllr Mrs Spencer and RESOLVED that a letter be sent asking that the Town Council's name and details of funding be removed from the document as this had not been agreed by the Council. Cllr Golding abstained from voting.

**C/17/1642** From DDDC - Street Naming & Numbering of an existing thoroughfare on land between Waitrose, 11 Shawcroft Centre, Dig Street and Ashbourne Library, 2 Compton, Ashbourne - the proposal is to officially name the pathway as Shrovetide Walk (deferred from April Meeting) (emailed out)  
It was proposed by Cllr I Bates seconded by Cllr M Spencer and RESOLVED that they had no objection to the proposed name change.

**C/17/1643** Review of seven Town Council Policies – Code of Conduct; Equal Opportunities, Fire Safety, FOI, Grants, Grit Bins and Health & Safety  
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 June Full Council – To be signed by the Chair at the July meeting  
Members agreed to review the policies for the meeting in June.

**C/17/1644** **Items for Information** If you require a hard copy of the information circulated by e-mail – please contact the Clerk prior to the meeting. **Items a- d were deferred from April Meeting**

- a) From DDDC – Community Forum Notes
- b) From DDDC – Off Street Parking Places (amendment no 2) Order 2017
- c) Cards for Good Causes – Request to use VIC from 31 October - 22 December to sell cards as per previous years
- d) From Ashbourne Singers – Invitation to 10<sup>th</sup> Anniversary Concert 10<sup>th</sup> June
- e) From Ashbourne Rugby Club – Invitation to Annual Dinner & Dance 2<sup>nd</sup> June

Members agreed to receive the information, and made no objection to Cards for Good Causes using the VIC from 31 October – 22 December 2017.

The meeting closed at 8.46pm

Chairman.....

Date.....

Chq No	Department	dept code	beneficiary	Purpose of expenditure	Net	VAT	Vat non recoverable	Total	Merchant Category	> £500
859	Current Liabilities	2210	HM Revenue & Customs	Tax & NI Apr	1170.03		0	1170.03	Current Liabilities	Y
860	Current Liabilities	2230	Derbyshire County Council - Superannuation Fund	Pensions Apr	2306.23		0	2306.23	Current Liabilities	
861	Current Liabilities	2231	Prudential	AVC Apr	65.00		0	65.00	Current Liabilities	
862	Petty Cash	1230	Petty Cash	Petty Cash	30.00		0	30.00	Petty Cash	
863	Administration	7201	Imagin Products Ltd	Replacement ID Badge	9.15	1.83		10.98	Printing & Stationery	
864	Administration	7204	Square Chill	Domain name registration for .gov.uk	160.00		32	192.00	IT Software	
865	Employee Costs	7401	DALC	Spring Seminar	45.00		0	45.00	Training	
866	Hospitality	7606	Runway Café	Buffet for Mayor's Awards	250.00		0	250.00	Hospitality	
867	Administration	7204	Dove Computer Solutions	MS Office 365 Upgrade and remote support	382.40	76.48	0	458.88	IT Software	
867	Administration	7204	Dove Computer Solutions	Bitfender Security renewal	112.90	22.58	0	135.48	IT Software	
868	Visitor Information	7751	Oakwood Books	VIC Maps	79.80		0	79.80	Visitor Information	
869	Mayors Allowance	7050	Caroline Cooper	Civic Duties	142.00		0	142.00	Mayors Allowance	
870	Visitor Information	7751	Jennifer Speed	VIC - Weavings	124.96		0	124.96	Visitor Information	
871	Town Hall	7106	David Neill Mica Home & DIY	Repairs and Renewals	20.16	5.04	0	25.20	Repairs & Renewals	
872	Administration	7207	Clerks and Councils Direct	Subscriptions	12.00		0	12.00	Subscription	
873	Visitor Information	7751	Elgate Products Ltd	VIC - Merchandise	44.10		0	44.10	Visitor Information	
874	Visitor Information	7751	Alton Towers Resort Operations Ltd	VIC - Tickets	42.50	8.5	0	51.00	Visitor Information	
875	Visitor Information	7751	Mayfield Books and Gifts	VIC - Books & Gifts - 744551	45.23		0	45.23	Visitor Information	
875	Visitor Information	7751	Mayfield Books and Gifts	VIC - Books & Gifts - 744386	66.91		0	66.91	Visitor Information	
875	Visitor Information	7751	Mayfield Books and Gifts	VIC - Books & Gifts - 744470	80.47		0	80.47	Visitor Information	
876	Visitor Information	7751	Ashbourne Arts Ltd	VIC - Festival Tickets - AF1391	288.00		0	288.00	Visitor Information	
876	Visitor Information	7751	Ashbourne Arts Ltd	VIC - Festival Tickets - AF1397	52.00		0	52.00	Visitor Information	
876	Visitor Information	7751	Ashbourne Arts Ltd	VIC - Festival Tickets - AF1398	521.50		0	521.50	Visitor Information	Y

876	Visitor Attractions	7605	Ashbourne Arts Ltd	Ashbourne Arts Festival Contribution	2500.00	0	0	2500.00	Ashbourne Arts Festival	Y
876	Visitor Attractions	7602	Ashbourne Arts Ltd	Lantern Procession Workshops Christmas 2017	350.00	0	0	350.00	Late Night Shopping	
877	Visitor Attractions	7604	Hill & Webster Handling Ltd	Hanging Baskets 3 Bracket	135.00	27	0	162.00	Hanging Baskets	
878	Visitor Information	7751	Carole Group	VIC - Merchandise	283.88	56.78	0	340.66	Visitor Information	
879	Employee Costs	7401	Idox Software Limited	Bid Writing Training Cllr N Harris	195.00	39	0	234.00	Training	
	One Card									
<b>DIRECT DEBITS</b>										
DD	Administration	7204	Sage	Mar Payroll Subscription	28.00	5.60	0.00	33.60	IT Software	
DD	Administration	7203	EE & T Mobile	Mobile Phone	24.31	4.86	0.00	29.17	Telephone	
DD	Administration	7202	FP	Franking Rental	60.00	12.00	0.00	72.00	Postage	
DD	Administration	7204	Focus	Telephone inc new router	244.87	48.97	0.00	293.84	Telephone	
DD	Town Hall	7101	Derbyshire Dales District Council	Non Domestic Rates April	1568.77	0.00	0.00	1568.77	Non Domestic Rates	Y
DD	Administration	7204	Sage	Payroll Support	28.00	5.60	0.00	33.60	IT Software	
DD	Town Hall	7103	Opus Energy	Town Hall Yard Elec Apr	26.31	1.32	0.00	27.63	Heat & Light	
DD	Town Hall	7103	Opus Energy	EPRR Apr	19.70	0.98	0.00	20.68	Heat & Light	
DD	Town Hall	7103	Opus Energy	Town Hall Elec Apr	64.24	12.85	0.00	77.09	Heat & Light	
DD	Town Hall	7103	CNG	Town Hall Gas Apr	327.80	65.56	0.00	393.36	Heat & Light	
DD	Administration	7202	Francotyp Postalia Ltd	Quarterly Rental Franking	60.00	12.00	0.00	72.00	Postage	
DD	Administration	7202	Francotyp Postalia Ltd	Postage Download 18/04/2017	50.00	0.00	0.00	50.00	Postage	
DD	Administration	7202	Francotyp Postalia Ltd	Postage Download 24/04/2017	50.00	0.00	0.00	50.00	Postage	
DD	Administration	7203	EE & T Mobile	Mobile Apr	23.91	5.98	0.00	29.89	Telephone	
DD	Administration	7203	Focus	Telephone	108.01	21.60	0.00	129.61	Telephone	
DD	Visitor Information	7501	Worldpay	Worldpay Charges Apr	40.90	5.09	0.00	45.99	Bank Charges	
DD	Administration	7207	Information Commissioner's Office	Data Protection Registration Renewal	35.00	0.00	0.00	35.00	Subscriptions	
DD	Bank Charges	7501	Natwest	Banking Charges	45.63	0.00	0.00	45.63	Bank Charges	
DD	Bank Charges	7501	Natwest	Autopay Charges	8.30	0.00	0.00	8.30	Bank Charges	
DD	Net Pay	2220	Salaries	Salaries Apr	7157.46	0.00	0.00	7157.46	Salaries	Y
					19485.43	471.62	8.82	19965.87		