

## ASHBOURNE TOWN COUNCIL

### Minutes of the Meeting of Ashbourne Town Council held on Tuesday 20 February 2018 in the Council Chamber, Town Hall, Ashbourne.

---

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

In attendance: Carole Dean; Town Clerk; Samantha Higton; Assistant Clerk; Rev Duncan Ballard; Guy Taylor Associates; Gareth Butterfield (Ashbourne News Telegraph)

Cllr Brown stated that the meeting was being recorded.

Cllr Brown stated that the recording was an aid memoir only, and not to be used to record the Minutes in verbatim, as part of the previous meeting had been.

#### **C/18/1839 To consider accepting apologies for absence:**

It was agreed to note apologies from Cllr's A Golding and N Harris; Tom Donnelly; Dermot Murphy (DDDC Ward Members) and County Cllr Steve Bull.

#### **C/18/1840 Variation of Order of Business**

The Clerk asked that Agenda Item 10 be moved to 24a and an additional urgent item be added at 20a – Request for Information. This was proposed by Cllr Mrs Spencer seconded Cllr Bull and RESOLVED.

#### **C/18/1841 Declaration of Members Interests**

Cllr Mrs Harris declared a personal interest in Agenda Item 17. Cllr's I Bates and Mrs Smith also declared a personal interest.

The Clerk advised that she had spoken to the Monitoring Officer regarding Members declaring an interest in agenda items; and had been advised that it may be worth members declaring any interest due to 'bias'.

Cllr I Bates stated that he hoped this applied to all Members representing outside bodies.

#### **C/18/1842 To receive and approve requests for dispensations from members on matters in which they have a Disclosable Pecuniary Interest**

None.

#### **C/18/1843 Public Speaking**

Rev Ballard said that he wished to thank the Town Council for all the festivities held over the Christmas period.

#### **Police; County Councillor or District Councillor Matters**

No police representative was in attendance.

Cllr Bull said she had nothing to report.

#### **C/18/1844 To Approve and sign the Minutes of the Town Council Meetings held on Tuesday 23<sup>rd</sup> January 2018 to be signed by the Chair at the meeting**

It was Proposed by Cllr Brown seconded by Cllr Mrs Harris and RESOLVED that the Minutes of the Town Council meetings held on Tuesday 23<sup>rd</sup> January 2018 be signed by the Chair.

C/18/1830- Cllr Brown said that she was not in agreement with the Minute being verbatim.

Cllr Bull said that Cllr Donnelly had given a wrong date for the DDDC Public Convenience meeting and it should have been the 8<sup>th</sup> March.

**C/18/1845 To Approve the Minutes of the Planning Committee Meetings held on Monday 22<sup>nd</sup> January and Monday 5<sup>th</sup> February 2018 to be signed by the Chair at the meeting**

It was Proposed by Cllr Mrs Spencer seconded by Cllr Mrs Harris and RESOLVED that the Minutes of the Planning Committee Meetings held on Monday 22<sup>nd</sup> January and Monday 5<sup>th</sup> February 2018 to be signed by the Chair at the meeting

**C/18/1846 To Approve the Minutes of the Environment Committee Meeting held on Monday 29<sup>th</sup> January 2018 to be signed by the Chair at the meeting**

It was Proposed by Cllr Mrs Spencer seconded by Cllr Mrs Harris and RESOLVED that the Minutes of the Environment Committee meeting held on Monday 29<sup>th</sup> January 2018 be signed by the Chair.

**C/18/1847 Accounts for payment including purchased on 'One Card'**

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

**C/18/1848 Consideration of the Draft Business Case for the Public Works Loan Board**

- a. Draft business case for PWLB (Confidential - copies attached for Members only)
- b. Timescale for application
- c. Members to agree the amount to borrow and terms

It was proposed by Cllr Bull seconded by Cllr Smith and RESOLVED to defer this item to 24a. At this point it was agreed to defer further until the Council is in receipt of the project costs.

**C/18/1849 To explore the possibility of the options of managing the Town Hall**

- a. **To consider the cost models associated with the Town Hall (deferred from October 2017) (Confidential - copies attached for Members only included in item 10a attachment)**

It was proposed by Cllr Bull seconded by Cllr Smith and RESOLVED to defer this item to 24b.

- b. **To consider developing a Task and Finish group to draft a Business Plan to identify projects for the Town Hall**

The Clerk advised that she had added this to the agenda as there had been a lot of ideas about the Town Hall and the future of the building; however, nothing had been formally agreed. The Clerk added that the R&R committee had been set up to do this; however, it needed to have Vision; Aims and Objectives.

Cllr's Bull; Cooper; A Bates; M Spencer and S Clayton agreed to be part of the Task and Finish Group to look at a business plan, they also requested the assistance of the Events Officer. It was agreed that the Task and Finish group had a maximum period of three months. One Member voted against the decision.

- c. **To consider exploring potential models for managing the Town Hall following the development of the Business Plan**

Cllr Bull said this had been part of an agenda item at the January meeting; however, as Members had not made a decision on whether the Town Hall should be managed by an external body, it could not be fully discussed.

Cllr Brown said that she felt Mr Phillips may have been mis-lead when he attended the meeting; and anyone coming to the Council with an offer of managing the Town Hall should have a full business plan including figures.

It was proposed by Cllr Bull seconded by Cllr A Bates and RESOLVED that any interested group wishing to speak to the Council about managing the Town Hall, could put forward a business plan and costings. Three Members voted against the decision.

**d. To consider developing a Task and Finish Group to explore the possibility of grant funding, following the development of the Business Plan.**

It was agreed to defer setting up a Task and Finish Group until the Business Plan had been completed.

**e. Report from Cllrs Spencer and Spencer on the meeting with Uttoxeter Town Council, notes attached.**

Cllr M Spencer expanded on the notes given to Members.

Cllr Clayton questioned whether Uttoxeter Town Hall was viable; Cllr Mrs Spencer said that it was, they had an Entertainment and Community Committee who looked at getting bookings for tea dances, parties and events.

The Clerk advised that following the decision to obtain a re-valuation of the Town Hall, she had received one reply; which stated that they would carry out the valuation as requested at a cost of £1,500.00, of which 50% would be reimbursed if they were instructed with the sale.

It was proposed by Cllr A Bates seconded by Cllr Smith and RESOLVED to appoint the company to carry out the valuation, as per Council instructions at the December meeting. One Member voted against the decision.

**C/18/1850 Cllr Mrs Harris to give a de-brief on the Town Hall RR Committee (Dissolved Full Council 23<sup>rd</sup> January 2018)**

Cllr Mrs Harris said that most of the issue she was going to say had already been raised; she added that there had been very little interest in the Open Meeting that had been arranged, with only 16 people attending.

**C/18/1851 To consider Member Mandatory Training Code of Conduct and Pre-determination and Bias – date to be arranged**

The Clerk advised that the cost for the training was £250.00 plus travel expenses; and there was funds in the budget for training. It was proposed by Cllr Cooper seconded by Cllr Bull that mandatory training been at the earliest date possible. The training would be open to other Council's to attend to off-set some of the cost. It was noted that the training is Mandatory, and any Member who did not attend would need to attend another training course in the near future.

**C/18/1852 A Town Council representative to give an update on the Neighbourhood Plan**

Cllr Mrs Harris said that the NPG had met with Mike Hase, and the alterations had been made and would be emailed out.

The Clerk advised that Cllr Golding had requested that a 'special meeting' be held to approve the NP before it was submitted to DDDC. It was agreed that the meeting be held on Wednesday 7<sup>th</sup> March at 7.00pm in the Council Chamber, Town Hall.

Cllr's Bull, M Spencer and Mrs Spencer sent their apologies.

**C/18/1853 From DDDC Notification of Temporary Road Closures (emailed out)**

- a. Market Place Southbound Road Closure for repairs 16-22 April 2018
- b. Hall Lane Temp One Way 16-22 April 2018
- c. King Street Temp One Way 16-22 April 2018
- d. Streetfest Saturday 23<sup>rd</sup> and Sunday 24<sup>th</sup> June 2018
- e. Ashbourne Triathlon Sunday 20<sup>th</sup> May
- f. Ashbourne Half Marathon Sunday 8<sup>th</sup> July

Members agreed to note the information and raised NO Objections.

**C/18/1854 From DDDC – The Great British Spring Clean – Members to decide whether they wish to participate, the event to be registered by 23<sup>rd</sup> February 2018**

Members agreed to note the additional information.

**C/18/1855 Consideration of a request from the Branch President of the Royal British Legion, Ashbourne Branch for financial support**

Cllr Bull stated that the request had been received after the closing date for S137 funding and questioned whether it met the policy.

It was proposed by Cllr Cooper seconded by Cllr Clayton and RESOLVED not to support the request.

Cllr's I Bates; Mrs Harris and Mrs Smith did not vote as they declared a personal interest.

**C/18/1856 Consideration of a request for a drop-down screen in the Ball Room from Dove Valley Fine Arts, deferred from November for further information**

The Clerk advised that the estimated cost was £1,500.00, and they were asking for this to be paid by equal shares. The Clerk further advised that Listed Building approval would be required.

Members agreed that a drop-down screen could be beneficial to the Town Council; however, they agreed to pass the information to the Task and Finish Group to consider with the Strategic Plan.

**C/18/1857 Consideration of a revision to the Policy on S137 to include clarification on the application process, decision making and the availability of funding**

The Clerk advised that she had made a few changes to the S137 Policy, which Members had received a copy of. Cllr Bull said that she felt the application should be on the website all year, and if the application was received after the September closing date it would be held over to the following year.

The Assistant Clerk stated that whilst she understood the reasonings, this would lead to additional work as those who applied after the closing date would need to be advised that their application would not be considered until the following financial year, and also their supporting documents could be out of date.

Cllr Brown stated that she could see both sides, however most funding had a cut-off date.

It was Proposed by Cllr Bull seconded by Cllr Clayton and RESOLVED that the Clerk's amendments to the S137 Policy be agreed, and Cllr Bull's Proposal that the S137 Application for Funding be on the Town Council's website all year, however the closing date each year was the end of September. All Members voted in favour.

**C/18/1858 Consideration of a letter to be sent to the Developer and DDDC Officers re the Ashbourne Airfield Development**

Members had a copy of the letter, the Clerk advised that she had amended the letter to include sending a copy to Osmaston & Yeldersley Parish Council and Bradley Parish Council. It was Proposed by Cllr Clayton seconded by Cllr Cooper that the letter be sent. Cllr Brown asked for a recorded vote. Cllr's Brown, A Bates, Mrs Harris;

Moon and Mrs Smith voted against the decision. Cllr's Bull and Mrs Spencer abstained from voting.

Cllr I Bates asked for a new vote. Cllr Clayton's proposal was not seconded.

Cllr Smith left the meeting at 8.55pm and returned at 8.58pm.

**C/18/1859 Request for Information**

The Clerk advised that she had received an extremely aggressive phone call requesting a break down in costs for the Town Hall and also salaries, the caller requested that the information be emailed to them. The caller had initially refused to give their name; however, she was not sure that the name eventually given was true. The caller stated that they had been advised by a Councillor that the information would be provided, however

they would not identify which Councillor they had spoken to.

Members agreed that the phone call was un-warranted and aggressive and if any further phone calls were received they should be reported to the police.

It was Proposed by Cllr Brown seconded by Cllr Mrs Spencer and RESOLVED that the FOI policy be amended to include: any requests would be posted by recorded delivery and must be signed for on receipt.

Cllr Moon advised that he had received a number of phone calls and texts requesting information on the Town Council, and he had advised them to contact the Clerk.

Cllr Brown left the meeting at 9.00pm and returned at 9.02pm.

**C/18/1860 DALC circulars, including Training Dates)** Council to note the following circulars received from DALC and emailed to councillors circular 03/2018

Members agreed that the DALC Circular and information be received.

**C/18/1861 Items for Information**

None.

**C/18/1862 To consider a resolution under the Public Bodies (Admission to Meetings Act 1960) to exclude members of the press and public in order to discuss the following two items**

It was Proposed by Cllr Brown seconded by Cllr Mrs Spencer and RESOLVED to exclude members of the press and public in order to discuss the following items.

**It was proposed by Cllr Bull seconded by Cllr Brown and RESOLVED to suspend Standing Order 3W to continue the meeting.**

**C/18/1863 Guy Taylor Associates**

- a. **To present the update report including Tender Documentation, Members to consider the specification and agree contractors to be asked to tender**  
Guy Taylor Associates (GTA) presented Members of the Council with a copy of the tender documentation, they advised Members of the companies that they would be asking to tender, the tender period would be 4 weeks. It was Proposed by Cllr Bull seconded by Cllr Smith and RESOLVED that the tenders go out to four companies.
- b. **Members to consider the quotations for Building Control and appoint the contractor (information emailed out)**  
It was Proposed by Cllr Brown seconded by Cllr Cooper and RESOLVED to appoint Approved Building Control Ltd for Building Control.
- c. **Consideration to invite an independent assessor and to agree the draft letter of engagement**  
It was Proposed by Cllr Bull seconded by Cllr Smith and RESOLVED that an independent assessor was not required for this project.
- d. **Consideration of setting up a Task and Finish Group to be a contact with the Architects during the work period**  
This item was deferred until the project is further forward.

**e. Estimate of costs to date for the work to the fascia, window repairs and internal lobby**

GTA were asked to obtain a quotation from a Quantity Surveyor for estimate of costs associated with the project.

**C/18/1864 Consideration of the Draft Business Case for the Public Works Loan Board**

This item was deferred until accurate costs are received from the tender process

**C/18/1865 Members to consider their response to the email of 24<sup>th</sup> January (emailed out) regarding the proposal for a Community Partnership approach to improve and promote Ashbourne Town Hall as a community asset (Agenda Item Full Council 23<sup>rd</sup> January 2018)**

Cllr Brown dictated the letter to Members. It was proposed by Cllr Mrs Spencer seconded by Cllr Mrs Smith and RESOLVED that the letter be emailed.

The meeting closed at 9.50pm

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
	1084	Visitor Attractions		Protect Electrical Ltd	VAT missed off 33% of contract	0.00	1127.11	0	1127.11	Christmas Lights	Y
31/01/2018	1085	Current Liabilities	2230	Derbyshire County Council Superannuation Fund	Pension January	2306.23	0	0	2306.23	Pension	Y
31/01/2018	1086	Current Liabilities	2231	Prudential	AVC January	65.00	0	0	65.00	AVC	
18/01/2018	1087	Visitor Information	7751	Derbyshire County Council	VIC - Wayfarer Tickets	93.80	0	0	93.80	Visitor Information	
24/01/2018	1088	Publicity	7303	Ashbourne Radio	Christmas Adverts Production Charge	20.00	4.00	0	24.00	Advertising	
22/01/2018	1089	Publicity	7303	Raptor Grafix Ltd	Car Park and Barrier Signage	175.50	35.1	0	210.60	Advertising	
24/01/2018	1090	Grit Refills	7701	Hangar 4 Ltd	Grit Refills	87.00	17.4	0	104.40	Grit Refills	
25/01/2018	1091	Town Hall	7106	Smith of Derby	Town Hall Clock Maintenance Contract 3 years	394.00	78.8	0	472.80	Repairs & Renewals	
25/01/2018	1091	Millennium Clock	7728	Smith of Derby	Millennium Clock Maintenance Contract 3 years	394.00	78.8	0	472.80	Millennium Clock	
25/01/2018	1092	Town Hall	7106	Mark Foulkes	Window Cleaning	60.00	0	0	60.00	Repairs & Renewals	
30/01/2018	1093	Visitor Information	7751	Cards for Good Causes	VIC - Christmas Cards	2001.36	0	0	2001.36	Visitor Information	Y
01/02/2018	1094	Town Hall	7106	David Neill Mica	Sundries	11.78	2.35	0	14.13	Repairs & Renewals	
30/01/2018	1095	Town Hall	7106	GTA (Derby) Ltd	RIBA Stage 4 Architectural Service	2925.00	585	0	3510.00	Repairs & Renewals	Y
25/01/2018	1096	Town Hall	7602	Martin Spencer	Remove Xmas Trees from the Town Hall and parts for Switch On device	15.27	0	0	15.27	Late Night Shopping	
01/02/2018	1097	Administration	7201	Sandra Spencer	Claim for Ink Cartridges x 2	57.98	0	0	57.98	Printing & Stationery	
31/01/2018	1098	Town Hall	7105	Lyreco UK Ltd	Cleaning Materials	96.79	19.36	0	116.15	Cleaning Materials	
31/01/2018	1098	Administration	7201	Lyreco UK Ltd	Stationery	8.37	1.67	0	10.04	Printing & Stationery	
29/01/2018	1099	Visitor Information	7751	Ashbourne Animal Welfare Allsorts	VIC - Christmas Cards	94.27	0	0	94.27	Visitor Information	
	<b>One Card</b>	Signatures required									
	<b>DIRECT DEBITS</b>										
16/02/2018	DD	Administration	7204	Sage	Payroll Subscription	28.00	5.60	0.00	33.60	IT Software	
02/02/2018	DD	Town Hall	7102	Opus Energy	Clerks Town Hall Yard Elec	73.57	3.68	0.00	77.25	Heat & Light	

02/02/2018	DD	Town Hall	7102	Opus Energy	EPRR Dec	27.81	1.39	0.00	29.20	Heat & Light	
02/02/2018	DD	Town Hall	7102	Opus Energy	Town Hall Elec Dec	266.77	53.35	0.00	320.12	Heat & Light	
14/01/2018	DD	Town Hall	7103	Water Plus	Water Bill	159.81	0.00	0.00	159.81	Water & Sewerage	
06/02/2018	DD	Town Hall	7103	Crown Gas & Power	Gas	609.19	121.84	0.00	731.03	Heat & Light	Y
	DD	Administration	7203	EE & T Mobile	Mobile Dec	23.91	5.98	0.00	29.89	Telephone	
24/01/2018	DD	Administration	7202	Francotyp Postalia Ltd	Postage	50.00	0.00	0.00	50.00	Postage	
08/02/2018	DD	Administration	7203	Focus	Telephone & Broadband Jan	104.07	20.81	0.00	124.88	Telephone	
20/02/2018	DD	Current Liabilities	2210	HMRC	Tax & NI Jan	1206.03	0.00	0.00	1206.03	Current Liabilities	Y
31/01/2018	DD	Bank Charges	7501	Natwest	Banking Charges	51.73	0.00	0.00	51.73	Bank Charges	
01/02/2018	DD	Bank Charges	7501	Natwest	Autopay Charges Jan	7.77	0.00	0.00	7.77	Bank Charges	
31/01/2018	DD	Bank Charges	7501	Worldpay	Worldpay charges Dec	69.29	10.86	0.00	80.15	Bank Charges	
28/12/2017	DD	Net Pay	2220	Salaries	Salaries Jan	7431.52	0.00	0.00	7431.52	Salaries	Y
						18915.82	2173.10	0.00	21088.92		