

ASHBOURNE TOWN COUNCIL

Minutes of the Meeting of Ashbourne Town Council held on Tuesday 17 July 2018 in the Council Chamber, Town Hall, Ashbourne.

Present: Cllrs: A Bates; Mrs Brown; Mrs Bull; S Clayton; D. Moon; N Harris; Mrs Smith; Mrs Spencer and M Spencer

In attendance: Carole Dean; Town Clerk; Samantha Higton; Assistant Clerk
Three members of the public.

Cllr Bull stated that the meeting was being recorded.

C/18/2000 To consider accepting apologies for absence:

It was agreed to note apologies from Cllr's I Bates; Mrs Cooper and Mrs Harris
County Cllr's Steve Bull and Simon Spencer; District Councillor's Tom Donnelly and Dermot Murphy

C/18/2001 Variation of Order of Business

The Clerk stated that the District Council had asked to use to the Town Hall prior to Election in 2019 to accept nomination papers. It was proposed by Cllr Brown seconded by Cllr Smith and RESOLVED to add the matter as Agenda Item 28(d) Minute C/18/2027.

C/18/2002 Declaration of Members Interests

None received.

C/18/2003 To receive and approve requests for dispensations from members on matters in which they have a Disclosable Pecuniary Interest

None received.

C/18/2004 Public Speaking

Police; County Councillor or District Councillor Matters

One member of the public raised issues relating to the Arts Festival.

No police representative was in attendance.

Cllr Bull stated that following the District Council's carpark review charges would be increasing.

C/18/2005 Members to give an update on Outside Bodies

QEGS - Cllr M Spencer stated that the Summer Fair had been well attended.

ASCP - Cllr Clayton stated that the new pavilion had £100,000.00 in promised money, which included the District Council agreed funding of £70,000.00, when the work starts.

He added that the group were looking at appointing a co-ordinator to look at funding; Cllr Mrs Spencer questioned whether this would be a paid or voluntary role. Cllr Clayton stated that it would initially be a voluntary role.

The Clerk questioned when the group had changed their name.

It was Proposed by Cllr Smith seconded by Cllr Mrs Spencer and RESOLVED that the Clerk contact the group to confirm that the name change.

C/18/2006 To approve the Minutes of the Town Council meeting held on Tuesday 19 June 2018 to be signed by the Chair of the Council at that meeting

It was Proposed by Cllr Smith seconded by Cllr M Spencer and RESOLVED that the Minutes of the Town Council meeting held on Tuesday 19 June 2018 be signed by the Chair.

C/18/2007 To approve the Minutes of the Planning Committee Meeting held on Monday 9 July 2018 to be signed by the Chair of the Committee at the meeting

It was Proposed by Cllr Mrs Spencer seconded by Cllr Brown and RESOLVED that the Minutes of the Planning Committee meeting held on Monday 9 July 2018 be signed by the Chair.

C/18/2008 To approve the Minutes of the Finance, Town Hall and HR Committee Meeting held on Monday 9 July 2018 to be signed by the Chair of the Committee at the meeting

It was Proposed by Cllr M Spencer seconded by Cllr Brown and RESOLVED that the Minutes of the Finance Town Hall & HR Committee meeting held on Monday 9 July 2018 be signed by the Chair.

C/189/2009 To approve the Minutes of the Environment Committee meeting held on Monday 18th June 2018 to be signed by the Chair of the Committee at the meeting

It was Proposed by Cllr Clayton seconded by Cllr A Bates and RESOLVED that the Minutes of the Environment Committee meeting held on Monday 18 June 2018 be signed by the Chair.

C/18/2010 Accounts for Payment (appendix 1)

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

C/18/2011 Update re Town Hall Fascia

The Clerk advised that the green safety netting had now been removed and the scaffolding was in place. The work to the windows would start whilst the stone was being sourced and approved.

The Assistant Clerk advised that the agreed amendments to the website had been started, and she would email the link the following day.

Cllr N Harris and A Bates are the Representative for the Town Hall Fascia Project.

C/18/2012 Update re Public Works Loan (initial response emailed out)

a) Following comments for the Parish borrowing at Communities and Local Government, they would like a 'more detailed Resolution' as identified in the report

It was proposed by Cllr Mrs Spencer seconded by Cllr Smith and RESOLVED to seek the approval of the Secretary of State for Housing, Communities and Local Government to apply for a PWLB loan of £50,000 up to 3 Years for the Essential Renovation Works to Town Hall Facade. It is not intended to increase the precept for the repayment of the loan.

b) Members to consider putting the 'Business Case' on the website for information

It was proposed by Cllr Smith seconded by Cllr M Spencer and RESOLVED to put the 'Business Case' on the website for information.

C/18/2013 Cllr Golding – Letter of Resignation

It was Proposed by Cllr Bull seconded by Cllr M Spencer and RESOLVED to accept Mr Golding's Resignation, it was agreed to write and thank Mr Golding for his time on the Council.

b) **Members to agree the advertising of the Vacancy**

The Clerk advise that there hadn't been a call for an election for the vacancy and the co-option process could now begin. It was Proposed by Cllr Smith seconded by Cllr A Bates and RESOLVED to advertise the vacancy in

the Ashbourne News Telegraph, if a feature could not be done. It was note that there would be a cost for the advertisement.

C/18/2014 To consider the 'Lone Working Policy'

It was Proposed by Cllr M Spencer seconded by Cllr Smith and RESOLVED to accept the Lone Working Policy. The Clerk stated that she would also do a Risk Assessment to go with the Policy.

C/18/2015 From DCC – Draft Derbyshire Bus Partnership Plan 2018 -2023. Consultation ends 10 September 2018. For Members to consider a corporate response on the four main aims

It was Proposed by Cllr Brown seconded by Cllr Clayton and RESOLVED that the item be added to the Environment Agenda for Members to respond.

C/18/2016 From DDDC - Derbyshire Dales Community Infrastructure Levy Draft Charging Schedule from 6th July - 17th August 2018. Following the meeting with Mike Hase, Members to consider a response to be drafted at the Planning Committee meeting on 13th August

It was Proposed by Cllr M Spencer seconded by Cllr Moon and RESOLVED that the response be given at the Planning Meeting.

C/18/2017 From Derbyshire Police – Listening to You campaign 2017-18 Survey

Members agreed to note the survey.

C/18/2018 Cllr Bull – Consider the next move regarding the running of Town Hall

It was proposed by Cllr Smith seconded by Cllr A Bates and RESOLVED to consider leasing the upstairs, the whole of the Town Hall, associated offices and how best to utilise the building, following advice from Gadsby Nichols; DALC and Guy Taylor Associates for leasing including any legal matters that could arise.

C/18/2019 Consideration of a response to the Proposal from 'The Clayrooms' Ashbourne' re Town Hall

It was Proposed by Cllr Brown seconded by Cllr Clayton and RESOLVED to reply offering the Town Council's thanks for the interest shown; however, a decision had not been made yet.

C/18/2020 Cllr Clayton - Update re Neighbourhood Plan and the next steps

Cllr Clayton stated that the final draft had been received from Urban Vision that day, and it was likely that a meeting would be held next week to consider any changes. Cllr Clayton stated that a time scale for the Neighbourhood Plan had been identified in the Ashbourne News Telegraph the previous week. Members agreed that it would be courteous to copy the Town Council into the press release, so that they were aware of what was happening with the document. Cllr Bull stated that the link on the Town Council's website was out of date and had been made know to the Chair of the Neighbourhood Plan Group. Members agreed to ask the Chair of the Neighbourhood Plan to attend the Full Council meeting in September to give an update.

C/18/2021 Chair to sign the Complaints Policy

It was Proposed by Cllr Brown seconded by Cllr Smith and RESOLVED that the Chair sign the Complaints Policy.

C/18/2022 Chair to sign the Standing Orders

It was Proposed by Cllr Brown seconded by Cllr Smith and RESOLVED that the Chair sign the Standing Orders.

C/18/2023 Chair to sign the Privacy Policy

It was Proposed by Cllr Brown seconded by Cllr Smith and RESOLVED that the Chair sign the Privacy Policy.

C/18/2024 Mayor's Announcements

Cllr Bull stated that she had attend a number of engagements over the past month.

C/18/2025 Cllr A Bates – Consideration of a litter pick in Bradley Wood by Councillors, if agreeable a time and date to be set

It was proposed by Cllr Smith seconded by Cllr M Spencer and RESOLVED that Cllr A Bates co-ordinate a litter pick in Bradley Wood.

C/18/2026 DALC circulars, including Training Dates) Council to note the following circulars received from DALC and emailed to councillor's
Circular 08/2018 and 09/2018
Members agreed to note the information.

C/18/2027 Item for Information (emailed out)

- a. From DCC – Consideration of 'Community Involvement Scheme'
Members agreed that they did not wish to appoint a designated Councillor, however they would continue to notify the Town Clerk and DCC of any issues.

The Assistant Clerk left the meeting at 8.45pm and returned at 8.47pm.

- b. From Ashbourne Sports and Community Partnership – meeting 12th July.
Members agreed that the information be noted.
- c. From Cllr Cooper Update re open meeting with Police and Crime Commissioner
Cllr Cooper sent her apologies.

The Clerk left the meeting at 8.50pm and returned at 8.52pm.

- d. From DDDC – Request to use Town Hall on 22nd March 10am – 12noon and 25th March 2019 2 – 4pm to accept nomination papers for the Election
It was Proposed by Cllr A Bates seconded by Cllr M Spencer and RESOLVED that this be agreed at no financial cost.

C/18/2028 It was proposed by Cllr Brown seconded by Cllr Clayton and RESOLVED to suspend Standing Order 3W to allow the meeting to continue over the time limit.

C/18/2029 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 items

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

C/18/2030 Employment Issues

- a) Agree a time and date for Staff PDR
It was agreed that the Clerk's PDR be carried out on Thursday 2nd August at 9.00am. Following this the Clerk would do all other staff PDR's.
- b) Staffing Issues
The Clerk identified staffing issues raised. Further action required.

The meeting closed at 9.30pm

Chairman.....

Date.....



Chq No	Department	dept code	beneficiary	Purpose of expenditure	Net	VAT	Vat non recoverable	Total	Merchant Category	> £500
1150	Current Liabilities	2231	Prudential	AVC May	65.00	0.00	0	65.00	Current Liabilities	
1151	Current Liabilities	2230	Derbyshire County Council	Pensions May	2423.88	0.00	0	2423.88	Current Liabilities	Y
1152	Visitor Information	7751	Ashbourne Arts Ltd AF1841	VIC - Arts Festival Tickets	417.00	0.00	0	417.00	Visitor Information	
1152	Visitor Information	7751	Ashbourne Arts Ltd AF1842	VIC - Arts Festival Tickets	703.00	0.00	0	703.00	Visitor Information	Y
1152	Visitor Information	7751	Ashbourne Arts Ltd AF1843	VIC - Arts Festival Tickets	271.00	0.00	0	271.00	Visitor Information	
1152	Visitor Information	7751	Ashbourne Arts Ltd AF1844	VIC - Arts Festival Tickets	422.50	0.00	0	422.50	Visitor Information	
1152	Visitor Information	7751	Ashbourne Arts Ltd AF1845	VIC - Arts Festival Tickets	480.00	0.00	0	480.00	Visitor Information	Y
1152	Visitor Information	7751	Ashbourne Arts Ltd AF1846	VIC - Arts Festival Tickets	633.00	0.00	0	633.00	Visitor Information	
1153	Section 137 Donation	8002	Ashbourne Arts Ltd	S137 Donation	2000.00	0.00	0	2000.00	Section 137	Y
1154	Section 137 Donation	8000	Ashbourne Aztecs	S137 Donation	1080.00	0.00	0	1080.00	Section 137	Y
1155	Section 137 Donation	8000	QEGS FPTA	S137 Donation	500.00	0.00	0	500.00	Section 137	Y
1156	Section 137 Donation	8000	Ashbourne Town Band	S137 Donation	180.00	0.00	0	180.00	Section 137	
1157	Section 137 Donation	8000	Ashbourne Recreation Ground Sport & Community Partnership	S137 Donation	2000.00	0.00	0	2000.00	Section 137	Y
1158	Visitor Attractions	7604	David Neill Mica	Hanging Basket Refund	32.00	0.00	0	32.00	Hanging Basket	
1159	Visitor Information	7751	Ashbourne Arts Ltd AF1848	VIC - Arts Festival Tickets	262.50	0.00	0	262.50	Visitor Information	
1159	Visitor Information	7751	Ashbourne Arts Ltd AF1849	VIC - Arts Festival Tickets	4844.00	0.00	0	4844.00	Visitor Information	Y
1160	Visitor Information	7751	Spencers of Ashbourne	VIC - Biscuits	112.03	0.00	0	112.03	Visitor Information	
1161	Visitor Information	7751	Oakwood Books	VIC - Books	149.65	0.00	0	149.65	Visitor Information	
1162	Visitor Information	7751	B for Books	VIC - Books	60.33	0.00	0	60.33	Visitor Information	
1162	Visitor Information	7751	B for Books	VIC - Books	37.03	0.00	0	37.03	Visitor Information	97.36
1163	Visitor Information	7751	Outstanding Map Distributors Ltd	VIC - Books	99.19	0.00	0	99.19	Visitor Information	
1163	Visitor Information	7751	Outstanding Map Distributors Ltd	VIC - Books	30.12	0.00	0	30.12	Visitor Information	
1164	Administration	7204	Dove Computer Solutions	Web Hosting	45.00	9.00	0	54.00	IT Software	129.31
1165	Town Hall	7106	Initial Fire & Electrical Ltd	Call Out to Fire Alarm	110.00	22.00	0	132.00	Repairs & Renewals	
1165	Town Hall	7106	Initial Fire & Electrical Ltd	Fire Alarm Service & 8 replacement detectors	690.00	138.00	0	828.00	Repairs & Renewals	Y
1166	Visitor Information	7751	Ashbourne Secretarial & Printing Services	Printing of Shrovetide Picture	86.00	0.00	0	86.00	Visitor Information	
1167	Administration	7201	Ricoh UK Ltd	Photocopying	248.89	49.78	0	298.67	Printing & Stationery	
1168	Professional Services	7800	GTA (Derby) Limited	RIBA Stage 5 Architectural Services	1075.00	215.00	0	1290.00	Architectural Service	Y
1169	Town Hall	7105	Lyreco UK Limited	Cleaning Products	48.06	9.61	0	57.67	Cleaning	
1169	Visitor Information	7751	Lyreco UK Limited	VIC - Admin	182.94	36.59	0	219.53	Visitor Information	

1169	Administration	7201	Lyreco UK Limited	Stationery	170.83	34.17	0	205.00	Printing & Stationery	
1170	Visitor Information	7751	Spring Markets Ltd	VIC - Ticket Sales	1277.08	0.00	255.42	1532.50	Visitor Information	Y
1171	Visitor Information	7751	Dryosedog Designs	VIC - Merchandise	156.65	0.00	0	156.65	Visitor Information	
One Card								0.00		
	Visitor Information	7751	MandCo	Refund VIC Uniform	-62.50	-12.5	0	-75.00	Visitor Information	
DIRECT DEBITS										
DD	Town Hall	7751	DDDC	Non Domestic Rates	1692.00	0.00	0	1692.00	Non Domestic Rates	Y
DD	Administration	7204	Sage	Payroll Subscription June	32.00	6.40	0.00	38.40	IT Software	
DD	Administration	7203	Focus	Telephone & Broadband May	110.44	22.09	0.00	132.53	Telephone	
DD	Administration	7207	Information Commissioner	Data Protection Fee	35.00	0.00	0.00	35.00	Subscription	
DD	Town Hall	7102	Opus Energy	Clerks Town Hall Yard Elec Apr	26.44	1.32	0.00	27.76	Heat & Light	
DD	Town Hall	7721	Opus Energy	EPRR May	14.56	0.73	0.00	15.29	Heat & Light	
DD	Town Hall	7102	Opus Energy	Town Hall Elec May	190.83	38.17	0.00	229.00	Heat & Light	
DD	Town Hall	7103	Crown Gas & Power	Gas May	230.64	46.13	0.00	276.77	Heat & Light	
DD	Administration	7203	EE & T Mobile	Mobile May	25.93	5.19	0.00	31.12	Telephone	
DD	Administration	7202	Franco typ Postalia Ltd	Franking Postage	50.00	0.00	0.00	50.00	Postage	
DD	Current Liabilities	2210	HMRC	Tax & NI May	1233.66	0.00	0.00	1233.66	Current Liabilities	Y
DD	Bank Charges	7501	Natwest	Banking Charges May	82.92	0.00	0.00	82.92	Bank Charges	
DD	Bank Charges	7501	Natwest	Autopay Charges May	8.30	0.00	0.00	8.83	Bank Charges	
DD	Bank Charges	7501	Worldpay	Worldpay charges May	97.90	6.02	0.00	103.92	Bank Charges	
DD	Net Pay	2220	Salaries	Salaries May	7780.48	0.00	0.00	7780.48	Salaries	Y
					32441.28	627.70	255.42	33324.93		