



ASHBOURNE TOWN COUNCIL
Town Hall, ASHBOURNE, Derbyshire.DE6 1ES
Tel: 01335 342291
E-mail: - enquiries@ashbournetowncouncil.gov.uk
www.ashbournetowncouncil.gov.uk

8 April 2025

To: The Mayor, Deputy Mayor, and Members of Ashbourne Town Council

Dear Councillor,

You are summoned to attend the meeting of Ashbourne Town Council to be held at **7.00pm on Tuesday 15 April 2025** in the Council Chamber, Town Hall, Ashbourne.

Members are asked to sign the attendance sheet for the meeting and to complete the Declarations Sheet (if appropriate). These will be available in the Council Chamber.

Yours sincerely

Carole Dean
Town Clerk

AGENDA

*****Non-Confidential items of this meeting may be Audio Recorded*****

- 1) **To note apologies for absence.**
- 2) **Variation of Order of Business.**
- 3) **Declaration of Members Interests.**
This is to enable Members to declare the existence and nature of any Disclosable Pecuniary Interest they have in subsequent agenda items, in accordance with the Town Council's Code of Conduct. Interests that become apparent at a later stage in the proceedings should be declared at that time.
- 4) **To receive and approve requests for dispensations from members on matters in which they have a Disclosable Pecuniary Interest.**
- 5) **Public Questions and Comments – (3 Minutes per speaker a maximum 15 Minutes in total).**
 - a) A period of not more than fifteen minutes will be made available for members of the public and Members of the Council to comment on any matters.
 - b) If the Police Liaison Officer, a County Council or District Council Member is in attendance they will be given the opportunity to raise any matters.
- 6) **Clerk to remind Members of the rule of debate at meetings, Standing Orders: Section 1 'o' and 'p'.**
- 7) **To Approve the Minutes of the Town Council Meeting held on Tuesday 18 March and 2025**
(emailed out with Agenda).

- 8) Finance.**
- a) Members to authorise the accounts for payment including the final payments for 2024/25 and payments for April 2025/26. All invoices listed have been examined, verified and certified by the Town Clerk/RFO. Chair and Deputy to sign the payment schedule (attached).
 - b) Members to note the Bank Reconciliations to be signed by the Chair at the meeting.
 - c) Members to agree the year-end accounts (information to follow by email).
- 9) Members to agree the Risk Register (emailed out with agenda).**
- 10) To approve the Co-Option Policy following the amendments at the Finance, Town Hall & HR Committee meeting on Monday 7 April (emailed out with agenda).**
- 11) Members to note [The government publishes the Planning and Infrastructure Bill](#).**
- 12) Members to agree and advise the date for the Committee Meetings in August 2025 days. Members approved the draft schedule at the March Council meeting however they did not agree the dates for August (attached).**
- 13) Cllr Currie – Members to determine at which meeting the report of the Town Hall Task & Finish Group will be received. Group members suggest that the report be submitted to the Finance, Town Hall & HR Committee meeting to be held 12th May.**
- 14) Project Updates.**
- a) Update on the Millennium Square project.
 - b) Update on the Town Hall.
 - c) Following the update from DCC re SIDS on the By-Pass, Members to advise how they wish to proceed.
 - d) Ashbourne Reborn Highways & Public Realm – Programme Board.
 - e) Reply from DDDC on the additional costs provided from Ashbourne Reborn (emailed out with agenda).
- 15) Town Council representatives to give an update on Outside Bodies.**
- 16) Derbyshire Association of Local Councils, (including Training Dates)**
Council to note the following circular(s) received from DALC (emailed Out)
March and April Newsletters.
- 17) Chair to sign the Minutes (Previously approved and ratified).**

Ashbourne Town Council

4 April 2025 (2024-2025)

PAYMENTS (AWAITING AUTHORISATION) LIST 2024/25.

All Cashed.

| Vouche Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|-------------|------------|--------|----------------------|-----------|-----------------------------------|-----------------------------|--------------|------------------|---------------|------------------|
| 492 | 17/03/2025 | | Current Account - Ne | card | Photo Books - Mayor | Snapfish | X | 33.96 | | 33.96 |
| 493 | 17/03/2025 | | Current Account - Ne | | Photo Album - Mayor | Snapfish | X | | | |
| 495 | 17/03/2025 | | Current Account - Ne | | Measuring Wheel | Amazon | S | 20.14 | 4.04 | 24.18 |
| 496 | 17/03/2025 | | Current Account - Ne | | Desk Riser - H&S Display Scree | Amazon | S | 16.24 | 3.25 | 19.49 |
| 497 | 17/03/2025 | | Current Account - Ne | | Adobe License | Adobe | S | 25.28 | 5.06 | 30.34 |
| 498 | 17/03/2025 | | Current Account - Ne | | Zoom Licence | Zoom Video Communicatio | S | 12.99 | 2.60 | 15.59 |
| 499 | 17/03/2025 | | Current Account - Ne | | TENS VE Day | Derbyshire Dates District C | E | 21.00 | | 21.00 |
| 491 | 17/03/2025 | | Current Account - Ne | | Title Register and Title Plan VII | Land Registry | E | 14.00 | | 14.00 |
| 494 | 17/03/2025 | | Current Account - Ne | | Millennium Square Discharge o | PortalPlanQuest Limited | E | 145.00 | | 145.00 |
| 494 | 17/03/2025 | | Current Account - Ne | | Millennium Square Discharge o | PortalPlanQuest Limited | S | 58.33 | 11.67 | 70.00 |
| 486 | 19/03/2025 | | Current Account - Ne | | Bankline Charges | Natwest | E | 26.75 | | 26.75 |
| 454 | 21/03/2025 | | Current Account - Ne | | Charity Concert TENS | Sandra Spencer | X | 21.00 | | 21.00 |
| 463 | 21/03/2025 | | Current Account - Ne | | Zurich Insurance additional pre | Zurich Town, Parish and Cr | E | 2,354.53 | | 2,354.53 |
| 464 | 21/03/2025 | | Current Account - Ne | | Solicitor Insurance for unknow | Flint Bishop LLP | E | 715.00 | | 715.00 |
| 466 | 21/03/2025 | | Current Account - Ne | | Switch On Stage Hire deposit | IG Stage Hire Ltd | S | 500.00 | 100.00 | 600.00 |
| 490 | 28/03/2025 | | Current Account - Ne | | Salaries | Ashbourne Town Council | E | 7,953.13 | | 7,953.13 |
| 487 | 28/03/2025 | | Current Account - Ne | | Christmas Lights Switch On Per | Jayne Darling - Get Happy | X | 630.00 | | 630.00 |
| 488 | 31/03/2025 | | Current Account - Ne | | Telephone | Focus Group | S | 147.44 | 29.49 | 176.93 |
| 489 | 31/03/2025 | | Current Account - Ne | | Bank Charges | Natwest | E | 15.08 | | 15.08 |
| | | | | | | | Total | 12,709.87 | 156.11 | 12,865.98 |

Prepared by: CS Deen Date: 4/4/25

Name and Role

Approved by: _____ Date: _____

Name and Role

Approved by: _____ Date: _____

Name and Role

Created by  Scribe

Ashbourne Town Council

8 April 2025 (2025-2026)

PAYMENTS (AWAITING AUTHORISATION) LIST

2025/26.

| Vouche Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|-------------------------------|------------|--------|----------------------|-----------|-----------------------------------|-----------------------------|----------|----------|--------|----------|
| 15 Heat & Light | 01/04/2025 | | Current Account - Ne | | Business Electricity Bill | British Gas | S | 359.22 | 71.84 | 431.06 |
| 24 Postage | 03/04/2025 | | Current Account - Ne | | Franking Credit | Francotyp Postalia Ltd | E | 50.00 | | 50.00 |
| 22 Subscriptions & Licences | 08/04/2025 | | Current Account - Ne | | Sage Payroll | Sage | S | 105.00 | 21.00 | 126.00 |
| 1 Christmas Lights | 08/04/2025 | | Current Account - Ne | | Christmas Lights Electricity Reli | Ashbourne Secretariat | X | 7.00 | | 7.00 |
| 3 Subscriptions & Licences | 11/04/2025 | | Current Account - Ne | | Professional Fees 24/25 Audit F | Scribe | S | 50.00 | 10.00 | 60.00 |
| 9 Subscriptions & Licences | 11/04/2025 | | Current Account - Ne | | Scribe Year End Check | Scribe | S | 99.00 | 19.80 | 118.80 |
| 23 Heat & Light | 15/04/2025 | | Current Account - Ne | | Business Electricity Bill | British Gas | L | 24.69 | 1.23 | 25.92 |
| 28 Bank Charges | 15/04/2025 | | Current Account - Ne | | Bankline Charges | Natwest | E | 29.45 | | 29.45 |
| 20 Heat & Light | 16/04/2025 | | Current Account - Ne | | Business Gas Bill | EDFenergy.com | S | 857.47 | 171.49 | 1,028.96 |
| 10 Cleaning Materials | 18/04/2025 | | Current Account - Ne | | Cleaning Materials | David Neill Miza | S | 46.67 | 9.33 | 56.00 |
| 2 Cleaning Materials | 18/04/2025 | | Current Account - Ne | | Stationery and Cleaning Producr | Lyreco UK Limited | S | 69.54 | 13.91 | 83.45 |
| 26 Cleaning Materials | 18/04/2025 | | Current Account - Ne | | Cleaning Materials | Lyreco UK Limited | S | 55.00 | 13.00 | 78.00 |
| 27 Cleaning Materials | 18/04/2025 | | Current Account - Ne | | Cleaning Materials | Lyreco UK Limited | S | -43.56 | -8.71 | -52.27 |
| 8 Routine Repairs & Renewals | 18/04/2025 | | Current Account - Ne | | Ante Room Work to faulty pum | Lomas Electrical Contractoi | X | 60.00 | | 60.00 |
| 14 Routine Repairs & Renewals | 18/04/2025 | | Current Account - Ne | | Repair to upstairs toilet | J M Burton Plumbing and I- | S | 233.08 | 46.62 | 279.70 |
| 2 Printing & Stationery | 18/04/2025 | | Current Account - Ne | | Stationery and Cleaning Producr | Lyreco UK Limited | S | 123.71 | 24.74 | 148.45 |
| 31 IT Hosting and Programs | 18/04/2025 | | Current Account - Ne | | Reboot and Wifi connection chi | Dove Computer Solutions | S | 45.00 | 9.00 | 54.00 |
| 13 Subscriptions & Licences | 18/04/2025 | | Current Account - Ne | | Blidéfender Licences | Dove Computer Solutions | S | 144.00 | 28.80 | 172.80 |
| 7 Community Events | 18/04/2025 | | Current Account - Ne | | VE80 Performers | Showstoppers | S | 2,950.00 | 590.00 | 3,540.00 |
| 11 Community Events | 18/04/2025 | | Current Account - Ne | | VE80 Leaflets Production | Ashbourne Secretariat | X | 210.00 | | 210.00 |
| 12 Community Events | 18/04/2025 | | Current Account - Ne | | VE80 Leaflet Distribution | Ben Pickering Door to Dool | X | 180.00 | | 180.00 |
| 21 Community Events | 18/04/2025 | | Current Account - Ne | | VE80 Stage Hire Final Bill | IG Stage Hire Ltd | S | 1,368.50 | 273.70 | 1,642.20 |
| 25 Misc Hospitality | 18/04/2025 | | Current Account - Ne | | Mayors Awards Hospitality | Bargain Booze | X | 87.00 | | 87.00 |
| 4 Bus Shelters | 18/04/2025 | | Current Account - Ne | | Bus Shelters | Shelter Maintenance Ltd | S | 41.28 | 8.26 | 49.54 |
| 6 Solicitor Fees | 18/04/2025 | | Current Account - Ne | | Professional Fees Millennium S | Flint Bishop LLP | S | 1,650.00 | 330.00 | 1,980.00 |
| 6 Solicitor Fees | 18/04/2025 | | Current Account - Ne | | Professional Fees Millennium S | Flint Bishop LLP | E | 7.00 | | 7.00 |
| 35 Pension | 19/04/2025 | | Current Account - Ne | | Pension | Derbyshire County Council | E | 2,385.25 | | 2,385.25 |
| 19 Mayors Allowance | 21/04/2025 | | Current Account - Ne | | Mayors Allowance | Sandra Spencer | E | 220.00 | | 220.00 |
| 32 PAYE | 22/04/2025 | | Current Account - Ne | | PAYE Mth 10 | HMRC | E | 1,572.58 | | 1,572.58 |
| 33 PAYE | 22/04/2025 | | Current Account - Ne | | PAYE Mth 11 | HMRC | E | 1,575.44 | | 1,575.44 |
| 16 Waste Collection | 30/04/2025 | | Current Account - Ne | | Waste Collection | B&M Waste Services | S | 144.68 | 28.94 | 173.62 |
| 17 S137 Donations | 30/04/2025 | | Current Account - Ne | | Donation | B&M Waste Services | S | 750.00 | 150.00 | 900.00 |
| 18 Subscriptions & Licences | 01/05/2025 | | Current Account - Ne | | Dalc Annual Subscription | DALC - Derbyshire Associat | X | 1,250.75 | | 1,250.75 |
| 5 Community Events | 01/05/2025 | | Current Account - Ne | | Licence Fee for VE80 Use of La | Derbyshire Dates District C | E | 50.00 | | 50.00 |

Ashbourne Town Council
PAYMENTS (AWAITING AUTHORISATION) LIST

8 April 2025 (2025-2026)

| Vouche Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|--------------------------|------------|--------|----------------------|-----------|--------------|--------------|----------|------------------|-----------------|------------------|
| 30 Printing & Stationery | 04/05/2025 | | Current Account - Ne | | Photocopying | Ricoh UK Ltd | S | 110.47 | 22.09 | 132.56 |
| 29 Printing & Stationery | 03/06/2025 | | Current Account - Ne | | Photocopying | Ricoh UK Ltd | S | 107.46 | 21.49 | 128.95 |
| 34 PAYE | 22/06/2025 | | Current Account - Ne | | PAYE Mth 12 | HMRC | E | 1,650.65 | | 1,650.65 |
| Total | | | | | | | | 18,636.33 | 1,856.53 | 20,492.86 |

Prepared by: C. S. Deen Date: 8/4/25
Name and Role

Approved by: _____ Date: _____
Name and Role

Approved by: _____ Date: _____
Name and Role



Council & Committee meeting dates
Mayoral Year 2025 -2026

- Planning 2nd Monday of the month (with exceptions)
- Finance 2nd Monday of the month (with exceptions)
- C&E 2nd Tuesday of the month (with exceptions)
- Council 3rd Tuesday of the month. (**with exceptions**)

All Meetings start at 7.00pm unless otherwise stated.

Bank Holidays & Notable Dates

- Spring Bank Holiday May 26
- August Bank Holiday August 25
- Christmas December 25
- Boxing Day December 26
- New Year's Day January 1 (2026)
- Shrovetide 17 & 18 February
- Good Friday April 3
- Easter Monday April 6
- May Day May 4

| Meeting | June | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | March | April | May |
|--------------|-------------|--------------|---|-------------|-------------|--------------|-------------|--------------|-------------|-------------|--------------|--------------|
| Planning | 9 | 14 | 1 week earlier? 4 or 11 | 8 | 6 | 3 | 1 | 12 | 2 | 9 | 13 | 11 |
| Finance | 9 8.30pm | 14 8.30pm | 1 week earlier? Cllr / staff summer leave 4 or 11 8.30pm | 8 8.30pm | 6 8.30pm | 3 8.30pm | 1 8.30pm | 12 8.30pm | 2 8.30pm | 9 8.30pm | 13 8.30pm | 11 8.30pm |
| Draft Budget | | | | | | 10 7.00pm | | | | | | |
| C&E | 10 | 15 | 5 or 12 | 9 | 7 | 4 | 2 | 13 | 3 | 10 | 14 | 12 |
| Council | 17 | 22 | | 16 | 14 | 18 | 9 | 20 | 10 | 17 | 21 | 19 & 20 |