



ASHBOURNE TOWN COUNCIL  
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11<sup>th</sup> May 2023

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 **Wednesday 17 May 2023** 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

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

- 1) **To Elect a Chair of the Council. The Chair will assume the duties of Mayor for 2023/24 Mayor to advise their Charities for the year.**
- 2) **The Chair to sign the Declaration of Office**
- 3) **To Elect a Deputy Chair of the Council for 2023/24**
- 4) **Consideration of apologies for absence.**
- 5) **Cllr A Bates – To inform all Members about etiquette in both meetings and when representing the Town Council in a formal capacity of a Councillor (which is in-line with the Code of Conduct).**
- 6) **Variation of Order of Business**
- 7) **Declarations of Members Interests**  
**Please Note:** 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 may be declared at that time.

- 8) **To receive and approve requests for dispensations from members on matters in which they have a Disclosable Pecuniary Interest**
- 9) **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 relevant matter.
- 10) **To approve the Minutes of the Town Council meeting held on Monday 17 April 2023**
- 11) **Finance**
  - a) Members to note the Accounts for payment including purchases on 'One Card' -Signatories to sign the One Card Form(s)
  - b) Chair of Finance to approve the bank reconciliations
- 12) **To inform Members that the annual audit will be ready for sign off in June Full Council.**
- 13) **To appoint an auditor for the forthcoming year 2023/24. (Clerk Recommendation - Brian Wood).**
- 14) **Annual Review and Adoption of Standing Orders (to be given out at the meeting).**
- 15) **Annual Review and Adoption of Financial Regulations (to be given out at the meeting).**
- 16) **To Inspect copies of the Deeds of the Council.**
- 17) **Review of inventory of land and assets including buildings and office equipment (to follow)**
- 18) **Review of Council's and/or staff subscriptions to other bodies (attached Appendix 2)**
- 19) **Members to note the Calendar of Events for the Mayoral Year (to be given out at the meeting)**
- 20) **Chair to sign the Co-Option Policy (reviewed and agreed at April Council meeting)**
- 21) **Chair to sign the Application for Funding Policy (reviewed and agreed at April Council meeting)**
- 22) **Derbyshire Association of Local Councils, (including Training Dates) (information emailed out)**  
Council to note the following circulars received from DALC:-  
May Newsletter

Payments May

Appendix 1

Date exp incurred	Chq No	Department	dept code	beneficiary	Purpose of expenditure	Net	VAT	Total	Merchant Category	> £500	Proc card
28/04/2023		Current Liabilities	2210	HMREV	PAYE Apr	940.94	0.00	940.94	Current Liabilities	Y	
28/04/2023		Current Liabilities	2230	DCC	Pension Apr	1631.51	0.00	1631.51	Current Liabilities	Y	
28/04/2023		Salaries	2220		Salaries Apr	6868.66	0.00	6868.66	Salaries	Y	
17/04/2023	BL521	Visitor Attractions	7607	Ben Pickering Door to Door Distributor	Coronation Leaflet Distribution	140.00	0.00	140.00	Coronation Event		
13/04/2023	BL522	Administration	7201	Ricoh UK Ltd	Photocopying	107.46	21.49	128.95	Printing & Stationery		
17/04/2023	BL523	Visitor Attractions	7607	Hire a Funfair Limited	Coronation Event Rides	2512.50	502.50	3015.00	Coronation Event	Y	
17/04/2023	BL524	Visitor Attractions	7607	Ashbourne Secretarial and Printing Services	Coronation Printing of Leaflets	225.00	0.00	225.00	Coronation Event		
15/04/2023	BL525	Mayors Allowance		Martin Spencer	Cherity Ball Fund Raiser - Disco Payment	250.00	0.00	250.00	Mayors Allowance		
13/03/2023	BL526	S137 Donations	8000	Ashbourne Arts	Lantern Spectacular	300.00	0.00	300.00	S137 Donations		
13/03/2023	BL526	S137 Donations	8000	Ashbourne Arts	Ashbourne Arts	2000.00	0.00	2000.00	S137 Donations	Y	
01/04/2023	BL527	Administration	7207	DALC	DALC Subscription	1409.85	0.00	1409.85	Subscriptions	Y	
18/04/2023	BL528	Town Hall	7106	David Neill Mica	Weed Killer	5.54	1.11	6.65	Repairs & Renewals		
05/05/2023	BL529	Visitor Attractions	7607	Acclimbative Ltd	Coronation Event Climbing Wall	400.00	0.00	400.00	Coronation Event		
05/05/2023	BL530	Administration	7204	Dove Computer Solutions	MS Office License	58.80	11.76	70.56	IT Software		
02/05/2023	BL531	Administration	7211	ARGSCP	Community Coordinator	600.00	0.00	600.00	Community Coordinator	Y	
27/04/2023	BL532	Visitor Attractions	7303	Acres Signs and Graphics	Advertising	615.00	123.00	738.00	Advertising	Y	
03/05/2023	BL532	Visitor Attractions	7303	Acres Signs and Graphics	Car Park Signage	36.00	7.20	43.20	Advertising		
08/05/2023	BL533	Visitor Attractions	7607	The Dove Radio Company Ltd	MC for Coronation Event	120.00	0.00	120.00	Coronation Event		
07/05/2023	BL534	Visitor Attractions	7603	Protech Electrical Limited	Hire of Generators	1550.00	310.00	1860.00	Coronation Event	Y	
09/05/2023	BL535	Visitor Attractions	7607	Jubilee Fireworks Ltd	Fireworks Coronation	1500.00	300.00	1800.00	Coronation Event	Y	
07/05/2023	BL536	Visitor Attractions	7607	Balloon Occasions Limited	Coronation Childrens Entertainment	500.00	0.00	500.00	Coronation Event	Y	
24/04/2023	BL537	Town Hall	7106	David Neill Mica Home & DIY	Repairs and Renewals	21.75	4.35	26.10	Repairs & Renewals		
20/04/2023	BL538	Publicity	7303	Creative Media Magazines	Extended Print Run for Ashbourne Town Guide	496.41	0.00	496.41	Advertising		
06/04/2023	BL539	Town Hall	7106	O Heap & Son (Derby) Limited	Fire Extinguisher Service	711.00	142.20	853.20	Repairs & Renewals	Y	
26/04/2023	BL540	Town Hall	7106	Gascoynes (Derby) Ltd	Gas Safety Check	200.00	40.00	240.00	Repairs & Renewals		
28/05/2023	BL541	Administration	7401	Derbyshire Association of Local Councils	Good Councillor Guides	74.25	0.00	74.25	Administration		
30/04/2023	BL542	Administration	7201	Lyreco UK Limited	Stationery	78.52	15.70	94.22	Stationery		
05/05/2023	BL543	Visitor Attractions	7607	Whitehouse Construction Co Ltd	Beacon storage, installation of Foundation & Beacon, Permit	8931.83	1786.37	10718.20	Beacon	Y	
01/05/2023	BL544	Subscriptions	7207	Clerks and Councils Direct	Subscription	14.00	0.00	14.00	Subscriptions		
15/04/2023	BL545	Mayors Allowance	7050	Martin Spencer	HM Forces Operation Weekend	75.00	0.00	75.00	Mayors Allowance		
18/04/2023	BL546	Mayors Allowance	7050	Martin Spencer	Photographer Fundraising Dinner	150.00	0.00	150.00	Mayors Allowance		
07/05/2023	BL547	Visitor Attractions	7607	Breaking Point	Coronation Musical Entertainment	300.00	0.00	300.00	Coronation Event		
07/05/2023	BL548	Visitor Attractions	7607	Olivia Grime	Coronation Musical Entertainment	125.00	0.00	125.00	Coronation Event		
07/05/2023	BL549	Visitor Attractions	7607	Max Hunter	Coronation Musical Entertainment	60.00	0.00	60.00	Coronation Event		
07/05/2023	BL550	Visitor Attractions	7607	Loxie Abbott	Coronation Musical Entertainment	120.00	0.00	120.00	Coronation Event		
07/05/2023	BL551	Visitor Attractions	7607	Finley Simpson	Coronation Musical Entertainment	120.00	0.00	120.00	Coronation Event		
<b>DIRECT DEBITS</b>											
23/04/2023	One Card	Administration	7204	Zoom	Monthly Licence	12.99	2.60	15.59	Subscriptions		
26/04/2023	One Card	Town Hall	7106	Amazon	Spindle Rods	22.46	4.50	26.96	Repairs & Renewals		
25/04/2023	One Card	Town Hall	7106	Amazon	Backing Card	90.10	18.02	108.12	Repairs & Renewals		
26/04/2023	One Card	Town Hall	7106	Amazon	Spray Adhesive	30.79	6.18	36.97	Repairs & Renewals		
26/04/2023	One Card	IT	7205	Amazon	Laptop Stand	16.95	3.39	20.34	IT Hardware		
26/04/2023	One Card	IT	7205	Amazon	Keyboard & Mouse	33.73	6.75	40.48	IT Hardware		
25/05/2023	DD	Town Hall	7101	DDDC	Non Domestic Rates	1821.00	0.00	1821.00	Non Domestic Rates	Y	
01/05/2023	DD	Administration	7204	Sage	Payroll Subscription	101.00	20.20	121.20	IT Software		
18/04/2023	DD	Town Hall	7102	British Gas	Town Hall Electricity	276.96	55.39	332.34	Heat & Light		
02/05/2023	DD	Town Hall	7126	Opus Energy	Clerks Town Hall Yard Elec for Apr	15.20	0.76	15.96	Heat & Light		
05/05/2023	DD	Town Hall	7102	Crown Gas and Power	Gas	265.76	53.15	318.91	Heat & Light		
07/04/2023	DD	Administration	7203	EE	Mobile	32.03	6.41	38.44	Telephone		
04/05/2023	DD	Administration	7203	Macquarie Corporate and Asset Finance	Telephone	91.36	18.27	109.63	Telephone		
09/05/2023	DD	Town Hall	7106	Peak Waste Recycling Ltd	Waste	410.00	82.00	492.00	Waste		
14/04/2023	DD	Bank Charges	7501	Natwest Bankline	Bank Charges	32.15	0.00	32.15	Bank Charges		
18/04/2023	DD	Town Hall	7103	Waterplus	Water & Sewerage	64.82	0.00	64.82	Water & Sewerage		
17/04/2023	DD	Town Hall	7106	Focus Group	Line Rental	152.78	30.56	183.34	Telephone		
						36916.24	3608.87	40525.11			

Appendix 2.

Subscriptions for 2023/24

Type	Date	Details	Amount	Comments
PI	Apr	DALC Annual Subs	1409.85	including enhanced training
PI	May	Clerk & Council Direct	12.00	
BP	June	Info Commissioner	35.00	
PI	July	SLCC Membership	200.00	
PI	July	ALCC Membership	10.00	
PI	July	Small Lottery Society	20.00	
Total			1686.85	