



ASHBOURNE TOWN COUNCIL  
Town Hall, ASHBOURNE, Derbyshire.DE6 1ES  
Tel: 01335 342291  
E-mail:- [enquiries@ashbournetowncouncil.gov.uk](mailto:enquiries@ashbournetowncouncil.gov.uk)  
[www.ashbournetowncouncil.gov.uk](http://www.ashbournetowncouncil.gov.uk)

12 March 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 18 March 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 February 2025**  
(emailed out with Agenda)

- 8) **To Approve the Minutes of the Planning Committee Meeting held on Monday 10 March 2025**  
(emailed out with Agenda)
- 9) **To Approve the Minutes of the Finance, Town Hall & HR Committee Meeting held on Monday 10 March 2025** (emailed out with Agenda)
- 10) **To Approve the Minutes of the C&E Committee Meeting held on Tuesday 11 March 2025** (emailed out with Agenda)
- 11) **Finance**
  - a) Members to authorise the accounts for payment, 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 DALC annual subscription as £1,250.75
- 12) **Members to review and consider the Committee & Council Meeting days / dates and times for the Mayoral Year 2025/26** (draft attached based on previous Mayoral years)
- 13) **Members to consider and agree the ‘Adverse Weather Document’ for Town Council events** (draft attached)
- 14) **Cllr Currie and Cllr Mrs Spencer to confirm availability to assist with the Beacon Lighting and VE Day event including the times** (neither are not on the C&E Committee)
- 15) **Planning Application(s)**

| Reference      | Name               | Location                   | Details  |
|----------------|--------------------|----------------------------|--|
| 24/00792/LBALT | Star Pubs and Bars | 43 Market Place, Ashbourne | Erection of illuminated and non-illuminated signage to the exterior of the building with redecoration of exterior elevations |

- 16) **Cllr Currie update on Ashbourne Business Improvement District (BID) – Feedback your views by Monday 24 March 2025**  
<https://ashbournebid.co.uk/> Members to agree and decide on a corporate response
- 17) **Project Updates**
  - a) Update on the Millennium Square project. Members to note the ‘Discharge of Conditions’ (emailed out)
  - 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
- 18) **Town Council representatives to give an update on Outside Bodies**
- 19) **Derbyshire Association of Local Councils, (including Training Dates)**  
Council to note the following circular(s) received from DALC (emailed Out)  
**March Newsletter**
- 20) **Chair to sign the Minutes** (Previously approved and ratified)

## Ashbourne Town Council PAYMENTS (AWAITING AUTHORISATION) LIST

| Vouche Code                    | Date       | Minute | Bank                 | Cheque No | Description                    | Supplier                    | VAT Type | Net      | VAT   | Total    |
|--------------------------------|------------|--------|----------------------|-----------|--------------------------------|-----------------------------|----------|----------|-------|----------|
| 413 Subscriptions & Licences   | 01/01/2025 |        | Current Account - Na |           | Annual Premises Licence Fee    | Derbyshire Dales District C | X        | 295.00   |       | 295.00   |
| 414 Bank Charges               | 15/01/2025 |        | Current Account - Na |           | Bankline Charges               | Natwest                     | E        | 34.85    |       | 34.85    |
| 415 Bank Charges               | 31/01/2025 |        | Current Account - Na |           | Bank Charges                   | Natwest                     | E        | 17.33    |       | 17.33    |
| 434 Mayors Allowance           | 17/02/2025 |        | Current Account - Na |           | Mayors Allowance               | Staffordshire Moorlands Di  | X        | 110.00   |       | 110.00   |
| 436 Subscriptions & Licences   | 17/02/2025 |        | Current Account - Na |           | Zoom Licence                   | Zoom Video Communicatio     | S        | 12.99    | 2.60  | 15.59    |
| 429 Subscriptions & Licences   | 17/02/2025 |        | Current Account - Na | DD        | Sage Payroll                   | Sage                        | S        | 72.00    | 14.40 | 86.40    |
| 437 Office Furniture           | 17/02/2025 |        | Current Account - Na |           | H&S Workstation Equipment      | Amazon                      | S        | 32.48    | 6.50  | 38.98    |
| 438 Office Furniture           | 17/02/2025 |        | Current Account - Na |           | H&S Workstation Equipment      | Amazon                      | S        | 14.99    | 3.00  | 17.99    |
| 439 Office Furniture           | 17/02/2025 |        | Current Account - Na |           | H&S Workstation Equipment      | Amazon                      | S        | 26.23    | 5.25  | 31.48    |
| 440 Office Furniture           | 17/02/2025 |        | Current Account - Na |           | H&S Workstation Equipment      | Amazon                      | S        | 4.99     | 1.00  | 5.99     |
| 441 Office Furniture           | 17/02/2025 |        | Current Account - Na |           | H&S Workstation Equipment      | Amazon                      | S        |          |       |          |
| 442 Office Furniture           | 17/02/2025 |        | Current Account - Na |           | H&S Workstation Equipment      | Amazon                      | S        | 14.97    | 3.00  | 17.97    |
| 443 Office Furniture           | 17/02/2025 |        | Current Account - Na |           | H&S Workstation Equipment      | Amazon                      | S        | 26.64    | 5.34  | 31.98    |
| 443 Office Furniture           | 17/02/2025 |        | Current Account - Na |           | H&S Workstation Equipment      | Amazon                      | S        | 20.82    | 4.16  | 24.98    |
| 433 Office Furniture           | 17/02/2025 |        | Current Account - Na |           | H&S Workstation Equipment      | Amazon                      | S        | 12.07    | 2.41  | 14.48    |
| 435 Office Furniture           | 17/02/2025 |        | Current Account - Na |           | H&S Workstation Equipment      | Amazon                      | S        |          |       |          |
| 445 Routine Repairs & Renewals | 17/02/2025 |        | Current Account - Na |           | Replacement Key                | Replacement Keys            | S        | 4.92     | 0.98  | 5.90     |
| 444 Subscriptions & Licences   | 17/02/2025 |        | Current Account - Na |           | Adobe License                  | Adobe                       | S        | 25.28    | 5.06  | 30.34    |
| 427 Heat & Light               | 18/02/2025 |        | Current Account - Na | DD        | Business Electricity Bill      | British Gas                 | L        | 11.44    | 0.57  | 12.01    |
| 432 Telephone & Broadband      | 19/02/2025 |        | Current Account - Na |           | Investec Credit                | Investec Asset Finance      | S        | -11.36   | -2.27 | -13.63   |
| 416 Insurance                  | 21/02/2025 |        | Current Account - Na |           | Insurance Premium              | Zurich Town, Parish and C   | E        | 3,774.22 |       | 3,774.22 |
| 431 Net Pay                    | 28/02/2025 |        | Current Account - Na |           | Salaries                       | Ashbourne Town Council      | E        | 7,817.20 |       | 7,817.20 |
| 428 Telephone & Broadband      | 28/02/2025 |        | Current Account - Na | DD        | Telephone                      | Focus Group                 | S        | 140.89   | 28.18 | 169.07   |
| 430 Bank Charges               | 28/02/2025 |        | Current Account - Na |           | Bank Charges                   | Natwest                     | E        | 16.19    |       | 16.19    |
| 460 Postage                    | 01/03/2025 |        | Current Account - Na |           | Franking Rental                | Francobyp Postalia Ltd      | S        | 75.00    | 15.00 | 90.00    |
| 461 Heat & Light               | 04/03/2025 |        | Current Account - Na |           | Business Electricity Bill      | British Gas                 | S        | 406.68   | 81.34 | 488.02   |
| 425 IT Hosting and Programs    | 07/03/2025 |        | Current Account - Na |           | IT Support                     | Dove Computer Solutions     | S        | 45.00    | 9.00  | 54.00    |
| 426 Christmas Lights           | 07/03/2025 |        | Current Account - Na |           | Isolate and disconnect steel w | Protch Electrical Ltd       | S        | 180.00   | 36.00 | 216.00   |
| 424 Community Events           | 07/03/2025 |        | Current Account - Na |           | VE 80 fun day climbing wall de | Acclimatize Limited         | X        | 120.00   |       | 120.00   |
| 450 Postage                    | 10/03/2025 |        | Current Account - Na |           | Franking Credit                | Francobyp Postalia Ltd      | E        | 50.00    |       | 50.00    |
| 448 Pension                    | 14/03/2025 |        | Current Account - Na |           | Pension                        | Derbyshire County Council   | E        | 2,335.13 |       | 2,335.13 |
| 455 Routine Repairs & Renewals | 14/03/2025 |        | Current Account - Na |           | Scaffolding                    | Ashbourne Scaffolding Ltd   | S        | 400.00   | 80.00 | 480.00   |
| 462 Subscriptions & Licences   | 15/03/2025 |        | Current Account - Na |           | Sage                           | Sage                        | S        | 130.93   | 26.19 | 157.12   |
| 456 Telephone & Broadband      | 16/03/2025 |        | Current Account - Na |           | EE - Mobile                    | EE Limited                  | S        | 37.00    | 7.40  | 44.40    |

Ashbourne Town Council  
 PAYMENTS (AWAITING AUTHORISATION) LIST

| Voucher Code                   | Date       | Minitte | Bank                 | Cheque No | Description                   | Supplier                | VAT Type | Net       | VAT    | Total     |
|--------------------------------|------------|---------|----------------------|-----------|-------------------------------|-------------------------|----------|-----------|--------|-----------|
| 459 Heat & Light               | 18/03/2025 |         | Current Account - Ne |           | Business Electricity Bill     | British Gas             | L        | 30.06     | 1.50   | 31.56     |
| 458 Heat & Light               | 20/03/2025 |         | Current Account - Ne |           | Business Gas Bill             | EDEnergy.com            | S        | 873.44    | 174.69 | 1,048.13  |
| 452 Mayors Allowance           | 21/03/2025 |         | Current Account - Ne |           | Mayors Allowance Biddulph Civ | Biddulph Town Council   | X        | 70.00     |        | 70.00     |
| 453 Mayors Allowance           | 21/03/2025 |         | Current Account - Ne |           | Mayoral allowance Leek Town C | Leek Town Council       | X        | 20.00     |        | 20.00     |
| 457 Water & Sewerage           | 21/03/2025 |         | Current Account - Ne |           | Water and Sewerage            | Waterplus               | E        | 220.16    |        | 220.16    |
| 449 Routine Repairs & Renewals | 21/03/2025 |         | Current Account - Ne |           | Radiator Key                  | David Neill Mica        | S        | 1.42      | 0.28   | 1.70      |
| 451 Subscriptions & Licences   | 21/03/2025 |         | Current Account - Ne |           | MS Business Licence x 3       | Dove Computer Solutions | S        | 370.80    | 74.16  | 444.96    |
| Total                          |            |         |                      |           |                               |                         |          | 17,839.76 | 585.74 | 18,425.50 |

Prepared by: CS Deen Date: 11/3/25

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_



**Council & Committee meeting dates**  
Mayoral Year 2025 -2026

- Planning 2<sup>nd</sup> Monday of the month (with exceptions)
- Finance 2<sup>nd</sup> Monday of the month (with exceptions)
- C&E 2<sup>nd</sup> Tuesday of the month (with exceptions)
- Council 3<sup>rd</sup> 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           | 4 or 11           | 8           | 6           | 3           | 1           | 12           | 2           | 9           | 13           | 11           |
| Finance      | 9<br>8.30pm | 14<br>8.30pm | 4 or 11<br>8.30pm | 8<br>8.30pm | 6<br>8.30pm | 3<br>8.30pm | 1<br>8.30pm | 12<br>8.30pm | 2<br>8.30pm | 9<br>8.30pm | 13<br>8.30pm | 11<br>8.30pm |
| Draft Budget |             |              |                   |             |             |             |             |              |             |             |              |              |
| 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      |



# **Ashbourne Town Council Event Plan for Adverse Weather**

## **Aims and Objectives**

- Facilitate the running of a safe, enjoyable and successful event
- Consider and plan for problems that may arise
- Define trigger points at which plans may need to be implemented

**The Event (to be completed for all events)**

|  |   |
|--|---|
| <b>Event Name</b><br><b>D Day 80</b>   |   |
| <b>Event Date</b><br><b>10<sup>th</sup> May 2025</b>                                 |   |
| <b>Event Location</b><br><b>Ashbourne Recreation Ground, Cokayne Avenue, DE6 1EJ</b> |   |
| <b>Event Manager</b>   | <b>Carole Dean – Town Clerk</b>   |
| <b>Event Committee to be made up of councillors</b>                                  | <b>Cllr Sandra Spencer -Mayor and Chair of Finance, ATC<br/>Cllr Philip Chell – ATC<br/>Cllr Edward Brown – Chair of C&amp;E, ATC<br/>Cllr Sue Morre – Deputy Chair of Finance, ATC</b> |
| <b>Site Manager</b>  | <b>Cllr Edward Brown – Chair of C&amp;E</b>   |
| <b>Deputy Event Manager</b>  | <b>Samantha Higton<br/>Samantha Howson</b>  |
| <b>Logistics for Steward and Security Coordinator</b>                                | <b>Tim Baker</b>  |
| <b>Responsible for Health and Safety</b>   | <b>Cllr Sandra Spencer – Mayor and Chair of Council</b>   |
| <b>Logistics responsible for medical and First Aid</b>                               | <b>Tim Baker</b>  |
| <b>Lost and Found</b>  | <b>Cllr Sandra Spencer – Mayor and Chair of Council</b>   |
| <b>Logistics (food, drink etc)</b>   | <b>Samantha Higton<br/>Samantha Howson</b>  |
| <b>Logistics (all entertainment)</b>   | <b>Samantha Higton<br/>Samantha Howson</b>  |

## Roles and Responsibilities

If an event is run solely by Ashbourne Town Council it is our responsibility to decide whether an event will go ahead.

The main trigger point that will spoil an event is adverse weather, for example, high winds, very wet weather/flooding, heat wave and heavy snow. We need to take into consideration the health and safety of **everyone** if severe weather is forecast. We know that there is great disappointment for all involved if an event is cancelled and we do not take the decision lightly, but we must ensure that there are measures in place in conjunction with the event risk assessment to ensure we have a procedure in place if we have to cancel an event at **short notice**.

Each event will have councillors and staff that will have a defined role and/or responsibility.

Leading up to the event weather conditions are to be monitored on a daily basis, considerations **must** be made for the event location, the type of entertainment offered stallholders and the health and safety of all. If it is deemed that after taking all these factors into consideration that we must cancel the event, staff and councillors are to follow the severe weather plan.

