



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

4 February 2025

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

Dear Councillor,

You are summoned to attend the meeting of the Finance, Town Hall & HR Committee of Ashbourne Town Council to be held at **7.45pm** on **Monday 10 February 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

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

- 1) **Consideration of 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 relevant matter
- 6) **Finance**
 - a) Clerks report on bank balances at 31 January 2025 (Appendix 1)
- 7) **Members to consider and make a decision relating to the report to replace some of the lighting in the Town Hall with LED lights (attached appendix 2)**

- 8) Members to agree a date for the Clerk's Appraisal. This is to be carried out by the Chair of the Finance, Town Hall & HR Committee**
- 9) Members to set and agree the 'Terms of Reference' for the Town Hall Task & Finish Group including the objectives and the time scales for group to complete the 'task' update from a 'group' member following their two meetings**
- 10) Members to consider and agree whether to ask staff to open the Historical Centre on the following Bank Holidays: Friday 18 April; Monday 21 April; Monday 5 May; Monday 26 May and Monday 25 August**
- 11) Clerk's Report re Town Council Insurance, which is due for renewal - Members to review and agree the Town Council's insurance (attached appendix 3) Insurance renewals emailed out**
- 12) Clerk's report and update following the 'Teams' meeting re Banking Hub in Ashbourne (attached appendix 4)**
- 13) Chair to sign the Minutes (Previously approved and ratified)**



Ashbourne Town Council

Town Hall, The Market Place, Ashbourne, Derbyshire, DE6 1ES

Email: townclerk@ashbournetowncouncil.gov.uk

Website: www.ashbournetowncouncil.gov.uk

Clerk to the Town Council and Responsible Financial Officer:

Mrs Carole Dean

Agenda reporting sheet

10th January 2025 – Finance, Town Hall and HR Committee - Finance Report

<p>Agenda Item: <i>(insert the wording to appear on the agenda, the motion/resolution that you are seeking to resolve, i.e., "to resolve to..... to note that.....to ensure that.....")</i></p>	<p>Clerk to advise Members of the bank balances at the 31st January 2025</p>
<p>Background Information: <i>(Insert as much information as possible so that councillors have the detail, they need to help make an informed decision, for example, cost, time, long term/short term project, where, how, why, when?)</i></p>	<p>Bank Balances 31st January 2025</p> <p>Current Account - £100 Business Saver - £118,805.83 35 Day Liquidity Account - £104,871.10 95 Day Liquidity Account - £103,230.50 Total - £327,007.43</p>



ASHBOURNE TOWN COUNCIL

February 2025

Remedial Lighting Upgrade.

1 PURPOSE OF THE REPORT

To ask members to consider upgrading the lighting in the Historical Centre, Two front office spaces, Council Chamber and have new lighting in the display cabinets in the Historical Centre.

2 INFORMATION AND ANALYSIS

Alan Benfield Ltd carry out the electrical wiring checks in the Town Hall and know the layout of the electrical wiring. They have been asked to quote on:

- To remove and replace the 8 out dated halogen lighting in the Historical Centre (2 units are broken) with (new) energy saving LED Lights
- To remove and replace the 2 lighting units in the Front Office spaces with (new) energy saving LED lights. These existing units also have a perpetual buzz and are deleterious to hirers.
- To wire and make good the lighting in the 5 cabinets purchased by ATC in the Historical Centre. These have lights in them and need to be wired.
- To remove and replace the out dated lighting in the Chamber Room with (new) energy saving LED lights.

3 FINANCIAL CONSIDERATIONS

Please see **Appendix A** for individual price quotes.

4 HUMAN RESOURCES, EQUALITY, ENVIRONMENTAL AND LEGAL CONSIDERATIONS

Have been considered as part of this report.

5 HEALTH & SAFETY CONSIDERATIONS

These will be implemented by the contractor who is a registered and licensed contractor

6 OFFICER RECOMMENDATIONS

Members to note the quotation supplied and decide whether to proceed. The upgrade in the lighting could also help reduced lighting costs by between 30-40% .

QUOTATION			
Customer:	FAO Tim Baker Ashbourne Town Hall Market Place DE6 1ES	Date:	15 th January 2025
		Quotation Ref:	JL/Q14609/BN
		Format:	Email
Project:	Lighting Upgrades		

I have the pleasure in submitting our quotation to carry out the electrical works as requested.

Scope of works:

- To sign in and acquire relevant permit to work if applicable
- To set up site and cart materials into the working area
- To barrier off the working area where applicable

Museum Lights

- To strip out the existing lights within the museum area and discard from site
- To replace with new led equivalent batten fittings incorporating emergency lights where necessary
- Local hager klik plugs are to be installed above each light for local isolation

Museum Cabinet Lights

- To install power to existing lights within x5no display cabinets
- Allowance has been made to install a wireless receiver and wireless switch to control the lights
- We assume we can install x3no sockets in the suspended floor area within the museum, each cabinet can then be locally isolated/ relocated when necessary

Caretakers Office Lighting

- To isolate and strip out x2no faulty light fittings within caretakers office
- These are to be replaced with new 5ft led equivalents

Council Chamber Lighting

- To isolate and strip out x6no existing lights within the council chamber
- To install x6no 1200x600 led panels into the same locations covering up any existing holes etc

pg. 1

Alan Benfield Limited Managing Director: P.W. Waldron
 VAT Reg. No. 864 4757 84 Company Reg. No. 2601348 Subject to our Terms of Business
 AB Ltd Quote Template V1



Alan Benfield LTD

The Coach House, Derwent Street, Belper, Derbyshire, DE56 1WN
 Tel: 01773 824370 Fax: 01773 828257
 Email: enquiries@alanbenfieldltd.co.uk
 www.alanbenfieldltd.co.uk

ELECTRICAL CONTRACTOR

- Surface mounted boxes are to be installed on the ceiling for the led panels to be contained in
 - The existing switches are to be swapped for new white plastic dimmers
- We assume works can be carried out within normal working hours 8.00am – 4.30pm Monday – Friday
 - Once works have been completed, necessary testing shall be carried out and certification issued accordingly
 - Risk and method statements shall be submitted prior to works being carried out

Item	Cost
Museum Lights	£950.00
Cabinet Lights	£909.00
Caretakers Office Lights	£353.00
Council Chamber Lights	£1425.00
Please note, all prices quoted are EXCLUDING V.A.T. V.A.T. will be charged at standard rate, 20% and subject to Domestic Reverse Charge Rules.	Total Value £3637.00

Please note due to the current climate we may not be able to hold any commodity prices for longer than 7 days.

I trust that this is satisfactory, however should you require any further information, please do not hesitate to contact me.

Yours sincerely

J. Lawrence

Jake Lawrence
Contracts Supervisor

pg. 2

Alan Benfield Limited Managing Director: P.W. Waldron
 VAT Reg. No. 864 4757 84 Company Reg. No. 2601348 Subject to our Terms of Business
 AB Ltd Quote Template V1



SafeContractor



Constructionline



Certificate No 19287



The Electrical Job
Setting employment standards



APPROVED CONTRACTOR

ELECTRICAL CONTRACTOR



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Mrs Carole Dean

Agenda reporting sheet

10th February 2025 – Insurance Renewal – Finance, HR and Town Hall Committee

<p>Agenda Item: <i>(insert the wording to appear on the agenda, the motion/resolution that you are seeking to resolve, i.e., “ to resolve to..... to note that.....to ensure that.....”)</i></p>	<p>Members to consider the insurance renewal for 2025, the three year agreement with the current provider has come to an end, Members to consider the provider. Should Members decide to stay with the existing provider they need to consider if they require any changes to the Legal Expenses cover.</p>												
<p>Background Information: <i>(Insert as much information as possible so that councillors have the detail, they need to help make an informed decision, for example, cost, time, long term/short term project, where, how, why, when?)</i></p>	<p>The three year agreement with the current provider has come to an end.</p> <p>Quotes have been sourced based on the current insurance schedule from three providers:</p> <table data-bbox="619 1451 1098 1615"> <thead> <tr> <th></th> <th>1 year</th> <th>3 year</th> </tr> </thead> <tbody> <tr> <td>Quote 1 -</td> <td>£5,300.64</td> <td>£5,300.64</td> </tr> <tr> <td>Quote 2 –</td> <td colspan="2">No quote received at 04/02/2025</td> </tr> <tr> <td>Quote 3 -</td> <td>£3,957.23</td> <td>£3,774.22</td> </tr> </tbody> </table> <p>Details of quotations have been emailed out.</p> <p>Quote 3 is our current provider, this year the premium is £3678.26 and expires on 21st February 2025. This year there has been a major change to the Legal Expenses part of the policy, back in 2013 they negotiated a special rate whereby every Council who had Public Liability had to have the Legal Expenses cover at a discounted price of £56.00. The premium for</p>		1 year	3 year	Quote 1 -	£5,300.64	£5,300.64	Quote 2 –	No quote received at 04/02/2025		Quote 3 -	£3,957.23	£3,774.22
	1 year	3 year											
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Quote 2 –	No quote received at 04/02/2025												
Quote 3 -	£3,957.23	£3,774.22											

	<p>this year has increased to £224.00 but you can also remove 2 parts of the cover as follows:</p> <ul style="list-style-type: none"> • Debt recovery (as detailed on page 110 of the policy wording) can be removed for £44.80 • Contract disputes (as detailed on page 109 of the policy wording) can be removed for £22.40. <p>The customer service is excellent with the current provider with a dedicated insurance agent who is on hand to provide any insurance advice and queries.</p>
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Implications to be completed by The Clerk
(add in any notes NOT covered below)

Staffing Implications	
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The Council Objectives	
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	X ✓
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Equalities and Human Rights	There are no equalities and human rights issues	
Biodiversity	There are no biodiversity issues	
Financial	There are no financial implications at this stage	
	There will be financial implications	



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Agenda reporting sheet

10th February 2025 – Banking Hub – Finance, HR and Town Hall Committee

<p>Agenda Item: <i>(insert the wording to appear on the agenda, the motion/resolution that you are seeking to resolve, i.e., "to resolve to....., to note that.....to ensure that.....")</i></p>	<p>To inform Members of the Banking Hub progress to date</p>
<p>Background Information: <i>(Insert as much information as possible so that councillors have the detail, they need to help make an informed decision, for example, cost, time, long term/short term project, where, how, why, when?)</i></p>	<p>Permanent Banking Hub</p> <ul style="list-style-type: none"> • Lloyds bank is closing on 24th June 2025, this closure has triggered the banking hub process. • The banking hubs are ran by Cash Access and staffed by the Post Office.. • Ashbourne have been allocated a Type A banking hub which includes an ATM. • The target for the hub is to tie in line with the closing of Lloyds Bank at the end of June. It is paramount that there is no down time (without a bank) • A suitable premise has been identified and the banking hub is in negotiations with the landlord. (The premise cannot be identified at this stage). • The banking hub are hoping to negotiate a 10 year lease. • The hub will have counter positions and a private room for appointments. • The premise will be DDA compliant, roomy with access for mobility scooters, buggies etc. • They are hoping to be on site mid April as a banking hub takes approximately 3 months to complete.

- The bank hub will be open Monday to Friday 9:00 am to 5:00 pm.
- There is the possibility of running a pilot on a Saturday if a market is in place and generates a large number of public.
- Five banks will be in attendance one per day and will attend on the same day going forward.
- General banking (deposits and withdrawals) can be done on any day – but if you need to see your bank manager then an appointment can be made for a private consultation.
- Banking hubs are usually situated in the centre of town and close to bus stations.
- They will be equipped with a printer to enable the printing of mini statements should the customer require it.
- Closer to the time of opening a public event will be arranged to promote it.

Temporary Banking Hub

- It is a priority of the banking hub to have a hub in place for when Lloyds closes, therefore procedures are in place for a temporary hub to plug the gap, if required.
- Negotiations are ongoing with the library for the temporary location.
- Temporary bank hubs can be set up and taken down quite quickly.
- Both the permanent and the temporary teams are 100% committed for the end of June so that one will be in place for the last bank closure.