



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

4 March 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 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

*****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) Clerk's report on bank balances: 28 February 2025 (attached)
- b) Chair to sign the Bank Reconciliations

- 7) **Members to note the Clerk's Report on Ashbourne Town Council - Reinstatement Cost Assessment Members to confirm the amount for insurance purposes and whether to include the VAT Element (Clerk's report attached. A hard copy of Reinstatement Cost Assessment was sent to all Members)**

- 8) **Members to review and agree the (draft) Co-Option Policy & Procedure** (attached) (updated following the February Council Meeting)
- 9) **Report on reviewing the Hire Charges for the Town Hall** (attached, includes the existing charges and suggested new charges)
- 10) **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 March 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 28th February 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 28th February 2025</p> <p>Current Account - £100 Business Saver - £101,872.21 35 Day Liquidity Account - £105,089.92 95 Day Liquidity Account - £103,502.92 Total - £310,565.05</p>



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Agenda reporting sheet

10th March 2025 – Finance, Town Hall and HR Committee

Town Hall Reinstatement Cost Assessment

<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 note the Ashbourne Town Council – Reinstatement Cost Assessment, February 2025. Members to confirm the amount for insurance purposes and whether to include the VAT element.</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 reinstatement cost total excluding VAT is £4,984,000, the report shows the VAT element of £997,000. The report recommends that the Council seek professional advice to determine if we are required to apply this to the declared value.</p> <p>Advice was sought from the broker who advises that if the VAT can be claimed back (which it can) we only need to insure for £4,984,000.</p> <p>The additional premium for this revision will be £2,476.67 (this has been negotiated and additional discounts applied).</p> <p>A hard copy of the assessment was sent out to Members.</p>



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Mrs Carole Dean

Agenda reporting sheet

10th March 2025 – Finance, Town Hall and HR Committee

Co-option Policy and Procedure

<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 review and agree the draft co-option policy and procedure updated following the February Full Council meeting</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>Draft co-option policy and procedure attached. DALC have reviewed the policy to ensure that it meets all the necessary requirements with the exception of the voting procedure which will be confirmed prior to the Finance, Town Hall and HR Committee on the 10th March.</p>



Ashbourne Town Council

Co-Option Policy

Dated 18 March 2025

Minute C/25/????



ASHBOURNE TOWN COUNCIL

CO-OPTION POLICY AND PROCEDURE

Introduction

When a vacancy arises on the Council there is a statutory procedure that has to be put in place, formal notification is given and if ten local government electors from the ward where the vacancy is request in writing for an election then one will take place, Derbyshire Dales District Council are the Authority responsible for elections. If no such request is made the vacancy will be filled by co-option by the Town Council. The application will be advertised on the Town Council website, notice board and social media pages. The co-option advert will run for a minimum of 2 weeks and the closing date will correspond with the timings of the Full Council meeting.

Procedure for Town Councillor

1. Each candidate is to complete the application form for Town Councillor.
2. The Town Clerk has to be satisfied that the candidate meets the criteria for eligibility set out in s. 79 of the 1972 Act, to be a member of the council and are not disqualified, pursuant to s.80 of the 1972 Act.
3. If there is one candidate Members can co-opt the candidate into the vacant position on the relevant ward on the next Full Council meeting.
4. If there is more than 1 candidate, Members would have to consider and vote for each applicant.

Procedure (at the meeting)

1. Candidates will be invited to attend the next Full Council meeting following the closing date of the advert.
2. When the candidate(s) arrive they will choose an envelope from the Clerk which will allocate them a random number, this number indicates the order in which candidates will give a statement on "what they can bring to the Council" i.e. number 1 will speak first and so on.

3. Each candidate is asked to speak for a maximum of 3 minutes addressing the question “What can you bring to the Town Council”.

Voting (at the meeting)

1. Once each (all) candidates have spoken, Councillors will then vote to determine who should be co-opted to join the Council. Councillors will be issued with A5 number sheets and will vote by holding up the appropriate numbered sheet for their preferred candidate. An absolute majority is required of those Councillors present (only Councillors present at the meeting can vote).
2. Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chair of the meeting.¹
3. There is a possibility that all candidates receive equal votes ie there are four candidates and 12 councillors present (3:3:3:3 – each candidate receives equal votes). The Chair will exercise their casting vote (3:4:3:3 – the other candidates cannot be rejected as the majority has not been received).
4. Candidates may then choose to withdraw, if they do not then the Council must then set aside the candidate with 4 votes and now undertake a **process to eliminate one of the other remaining candidates with only 3 votes. -this needs confirmation.** Again if it is a tied vote than the Chair will exercise their casting vote and the process is repeated.
5. Should a tied vote occur, The Clerk will then take the number of the unsuccessful candidate from each Councillor before voting recommences
6. The Council will vote to remove a candidate from the process, the voting process will then restart in order to establish a majority vote for a single candidate.
7. Once a decision has been made the successful candidate will be asked to sign their declaration of office. At this point they can stay and observe the meeting they cannot take part in the meeting as they will not have received a summons.
8. The applicant may be asked supplementary questions by Members of the Council to confirm information given in their statement, these questions should be relevant to all candidates and put before the voting procedure.

¹ Standing Orders – Section 8 Voting on Appointments

Note: If any Members are a close associate with any of the candidates, then they must declare it, in accordance with the Code of Conduct.

Information to be sent to the applicant (pre meeting)

The following information is to sent out to all applicants:

- Application Form
- Voting Procedure
- Councillor Fact Sheet

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Sample Form 1 – Notice of Vacancy in the Office of Town Councillor



ASHBOURNE TOWN COUNCIL

BELLE VUE WARD

**NOTICE OF VACANCY IN THE OFFICE OF TOWN
COUNCILLOR**

NOTICE IS HEREBY GIVEN pursuant to Section 87(2) of the Local Government Act 1972 that **ONE CASUAL VACANCY** exists in the office of Councillor for the Belle Vue Ward of Ashbourne Town.

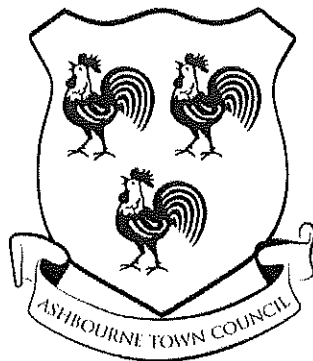
An election to fill the vacancy will be arranged on receipt of a valid request in writing from ten local government electors for the Belle Vue Ward.

If no such request is made, the vacancy will be filled by co-option by the Ashbourne Town Council.

Requests for such an election should be addressed to: The Returning Officer, Derbyshire Dales District Council, Town Hall, Matlock, Derbyshire, DE4 3NN, to arrive not later than 11th February 2025.







Date: Wednesday 22nd January 2025

Signed: _____ Clerk to the Council



ASHBOURNE TOWN COUNCIL, VACANCY FOR CO-OPTION OF A NEW COUNCILLOR

Notice is hereby given that a vacancy has arisen in the Office of Councillor for Belle Vue Ward and we invite applicants to apply for co-option.

-  **Are you passionate about our town and community?**
-  **Do you have the time and expertise that can benefit our community?**
-  **Do you want to make a difference to our town, community and residents?**
-  **Do you want to represent the view of local people?**
-  **Are you concerned about Ashbourne and want to make a difference?**
-  **If the answer to any of the above is YES, make a difference and become a COUNCILLOR.**

Applicants should note that Councillors are summoned to attend monthly meetings and to represent the electors of Belle Vue Ward by raising and discussing issues on which the Town Council is empowered to act.

ANY PERSON WISHING TO APPLY FOR A VACANCY SHOULD CONTACT IN THE FIRST INSTANCE, The Town Clerk by email on townclerk@ashbournetowncouncil.gov.uk or call 01335 342291 option 5

ALL APPLICATIONS MUST BE RECEIVED BY NOON FRIDAY THE 04TH OF APRIL

Interested person must be a qualifying British Subject. Commonwealth or EU Citizen aged 18 years and over, and:

- ✓ Have lived in the Parish or within three miles of it for the preceding three months
- ✓ Be a registered elector in the Parish: or
- ✓ Have occupied as owner or tenant any land or premises in the Parish for the preceding twelve months: or
- ✓ Have their principle or only work in the Parish for the preceding twelve months
- ✓ Must not be disqualified from holding office as a Councillor

ASHBOURNE TOWN COUNCIL
CO-OPTION APPLICATION FORM – TOWN COUNCILLOR

Personal Details	
Name	
Address	
Telephone	
Email	

Qualification Criteria	Yes/No
Are you a British subject; a citizen of the Commonwealth or a citizen of any Member of the state of the European Union, aged 18 years or over?	
Are you a local government elector for the council area for which you want to stand?	
Have you during the last 12 months occupied as owner or tenant any land or other premises in the council area?	
In the last 12 months had your principal or only place of work in the council area?	
In the last 12 months prior have you lived in the Council area or within a 3-mile radius of it?	
Are you subject of a bankruptcy restriction order or interim order?	
Have you within five years before the day of the election, been convicted in the United Kingdom of any offence and have had a sentence of imprisonment (whether suspended or not) for a period of over three months without the option of a fine?	
Do you work for the council you want to become a councillor for ?	
What experience can you bring to the Council (300 words max)	

Sample 4 – Co-option Voting Procedure

As agreed above

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Sample 5 - Councillor Fact Sheet

ASHBOURNE TOWN COUNCILLOR – COUNCIL FACT SHEET

Who are the Town Council:

The Council is the first tier of local government and is closest to the public, it represents the public in the ward.

What does the Council do:

The Council looks after many functions including:

- Management of the Town Hall
- Room bookings for events and community groups
- Historical Centre
- Millennium Square Seating Area
- Bradley Wood
- Town Centre Floral Schemes
- Seats, Bus Shelters and Clocks
- Community Events ie Fireworks, Christmas Celebrations, Royal Celebrations

Council Meetings:

All our meetings are open to the public, please come along and experience a Town Council meeting, you will be very welcome. See below for the list of meetings and check the website for agendas and minutes

- Planning Committee – 2nd Monday of the month commencing at 7:00 pm
- Finance, Town Hall and HR Committee 2nd Monday after the Planning Committee commences at 8:00 pm
- Community and Environment Committee 2nd Tuesday of the month commencing at 7:00 pm
- Full Council meeting usually the 3rd Tuesday of the month commencing at 7:00pm

Website :

For further information please visit our website www.ashbournetowncouncil.gov.uk

Constituent Authorities:

- Derbyshire Dales District Council
- Derbyshire County Council

NOTE:

THE ABOVE IS NOT A DEFINITIVE LIST BUT AIMS TO GIVE YOU AN INDICATION OF WHAT THE COUNCIL DOES.



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Agenda reporting sheet

Insert the date of the meeting here: Finance - March 2025

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>	Members to consider and decide whether to increase the hire charges for use of rooms in the Town Hall.
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>	The cost to hire a room in the Town Hall hasn't been reviewed for a number of years.
Background Documents: <i>(Insert the names of documents to be sent out with the meeting papers)</i>	The existing hire charges together with a suggested charge is attached.
Implications to be completed by The Clerk <i>(add in any notes NOT covered below)</i>	
Staffing Implications	
The Council Objectives	Members to decide whether to increase the hire charges and if agreed when the increase will start from.

HIRE CHARGES

DESCRIPTION	ROOM	Current rate per hr	Suggested rate per hr
General Hire	Ballroom , MA, Chamber	£16.50	£18.00

DESCRIPTION	ROOM	Current rate per hr	Suggested rate per hr
MULTI ROOM	Any mixed	£22.00	£24.00

DESCRIPTION	ROOM	Current rate per hr	Suggested rate per hr
DISCOUNT (regular booking minimum of 4)	Ballroom , MA, Chamber	£13.20	£15.00

DESCRIPTION	ROOM	Current rate per hr	Suggested rate per hr
Reduced Daytime Rate	Ballroom, MA, Chamber	£11.00	£13.00

DESCRIPTION	ROOM	Current rater per hr	Suggested rate per hr
Fine Arts	Ballroom & MA	£22.00	£24.00

DESCRIPTION	ROOM	Current rate per hr	Suggested rate per hr
Badminton	Ballroom	£9.90	£11.00

DESCRIPTION	ROOM	Current fee	Suggested fee
PARTIES/SPECIAL EVENTS			
Children's Party (U14's)	Ballroom (inc Kitchen)	£33.00 FIXED PRICE	£40.00
Party	Ballroom and M A inc bar.	£165.00	£190.00
Paranormal Evening	All rooms except (Historical Centre and Staff Offices)	£165.00	£190.00

DESCRIPTION	ROOM	Current rate per hr	Suggested rate per hr
MEETINGS & CONFERENCES	Ballroom	£16.50	£18.00
	Council Chamber	£16.50	£18.00
	Front Office	£8.80	£12.00

DESCRIPTION		Current fee per unit	Suggested fee per unit
REFRESHMENTS	Tea/Coffee/Biscuits	£2.50 per person	£3.00