

Bakewell Town Council

Town Hall, Bakewell, Derbyshire DE45 1BT
Tel: 01629 813525
email:townclerk@bakewelltowncouncil.gov.uk



The Annual Meeting of the Town Council held remotely on Monday 26th April 2021 at 7.30pm

Minutes

Non-Confidential items

4905/21 **Present**

Cllr John Boyle, Cllr Steve Edwards, Cllr Adele Eyre, Cllr Alyson Hill, Cllr Paul Miller, Cllr Bill Storey, Cllr Hilary Young

CCllr Judith Twigg, DCllr Mark Wakeman, 2 members of the public

4906/21 **Election of Mayor and to receive Declaration of Acceptance of Office**

Cllr Hilary Young was elected Mayor. Cllr Young completed the Mayor's Declaration of Acceptance of Office.

4907/21 **To receive and accept apologies for absence**

Resolved: To accept apologies from Cllr Paul Morgans (unwell), Cllr John Riley (connectivity issues).

Apologies had also been received from DCllr Alasdair Sutton, Peak Park Member Kath Potter.

4908/21 **Variation of order of business**

It was not considered necessary to vary the order of business.

4909/21 **Election of Deputy Mayor**

Cllr Paul Miller was elected Deputy Mayor.

4910/21 **Mayor's announcements**

Cllr Hilary Young welcomed everyone to the meeting.

4911/21 **Declaration of Members Interests**
Members are required to declare the existence and nature of any interests they may have in subsequent agenda items in accordance with the Town Council's Code of Conduct. Those interests are matters that relate to money or that which can be valued in money, affecting the Member her/his partner, extended family and close friends. Interests that become apparent at a later stage in the proceedings may be declared at that time.

Cllr Hilary Young said he intended to raise the "Welcome Back Fund" in Public Speaking and indicated he would not take part in any vote on the matter due to the designer of some of the proposals being a personal friend.

4912/21 **Items in Exclusion**
To consider whether any items should be discussed in exclusion of the public and press.

It was not considered necessary to take any items "in exclusion".

4913/21 **Public Speaking**

(a) A period of not more than 30 minutes will be made available for members of the public and members of the Council to comment on any matter.

BTC awarded £6k for eligible works from the government Welcome Back Fund which is being administered locally by DDDC.

- Initial proposals have been drafted for flags and cone covers. Clerk to contact DCC Traffic and Road Safety Service for consent to place signage in the highway and covers on traffic cones.
- The merit of single versus double sided flags was discussed; there was a preference for the latter, even if this meant fewer flags were bought. It was felt that the wording "Welcome to Bakewell" may provide an option for future use of the flags.
- The funds available may also provide floral display such as non-fixed planters.
- Cllr Hilary Young and Cllr Steve Edwards will discuss proposals further
- Clerk to bring to the agenda of the Wednesday 5th May 2021 meeting, but if a decision is required sooner an Urgent Business Request will be issued.

Cllr Hilary Young asked the Clerk to bring "Tree planting in urban settings" to the agenda of the meeting to be held on 5th May 2021.

(b) If the Police Liaison Officer, a County Councillor, Peak District National Park Member or District Councillor is in attendance they will be given the opportunity to raise any relevant matter.

No matters raised.

4914/21 **To approve the minutes**

(a) Meeting held Monday 29th March 2021

Resolved: To approve the minutes of the meeting held Monday 29th March 2021 as a correct record.

(b) Staff Committee Meeting held Tuesday 13th April 2021

Resolved: To approve the minutes of the Staff Committee Meeting held Tuesday 13th April 2021 as a correct record.

4915/21 **Governance, Meetings and Representation to outside bodies**

(a) Standing Orders (adopted at minute 4038/18(a))

Resolved: To approve for continued use.

(b) Financial Regulations (adopted at minute 4575/20(b))

Resolved: To approve for continued use.

(c) Local Procedures

- (i). **Local Procedures** (Annex A to minute 231/07)
- (ii). **Grants Procedure** (Annex C to minute 2154/12)
- (iii). **Media Policy** (Annex A to minute 2089/12)
- (iv). **Members Interests Procedure** (Annex A to minute 1974/12(c))

Resolved: To approve for continued use.

(d) Internal Controls 2021-2022

Resolved: To approve the document adopted at minute 4893/21(i), is approved for continued use, amending the date to 2021-2022.

(e) A timetable for the Annual Governance and Accountability Return

Resolved: To defer to the agenda of the meeting to be held on Wednesday 5th May 2021.

(f) Committee structure, terms of reference, appointment of members

Resolved: That in addition to meetings of Council there be one Committee
Staff Committee Terms of reference: To make recommendations to Council on staffing issues. No delegated powers.

Method of reporting to Council: Verbal or written reports

Membership: Cllr Paul Miller, Cllr Paul Morgans, Cllr Bill Storey, Cllr Hilary Young (includes one reserve member to be decided by the Committee)

(g) A calendar of meetings for 2021-22

Resolved: To approve the following;

Meetings of Council Mondays (unless otherwise stated), 7pm in summer months

For meetings after 7th May 2021; venue to be decided

Wednesday 5 th May (remote)	6 th December
7 th June	Wednesday 5 th January 2022
5 th July	7 th February
2 nd August	7 th March
6 th September	4 th April
4 th October	Wednesday 4 th May Annual Meeting
1 st November	

Additional meetings to be called as business levels dictate

Staff Committee time, date and venue to be decided

September

April

Annual Town Meeting

7pm Wednesday 13th April 2022; venue to be decided

(h) Bakewell Partnership

- (i). To approve continued leadership role of the Town Council within the Partnership**

Resolved: To approve the continued leadership role within the Partnership.

- (ii). To approve appointment of members to the Neighbourhood Plan Group**

Resolved: In view of the advanced stage of the Neighbourhood Plan to appoint the Mayor Cllr Hilary Young, the Deputy Mayor Cllr Paul Miller and Cllr Steve Edwards.

(i) Representation to outside bodies for 2021-22

Resolved: To appoint the following;

Representatives to outside bodies

Bakewell in Bloom	Cllr Paul Morgans
Bakewell Town and Community Trust Liaison Committee	Cllr Steve Edwards, Cllr Alyson Hill, Cllr Paul Miller, Cllr Hilary Young
Fairtrade	Cllr John Boyle
Royal British Legion	Cllr Bill Storey

4916/21 **Property Review**

(a) To review Town Council land and buildings, leases tenancies and assets

Land held by the Town Council:

- Ball Cross Wood, Handley Lane,
- Castle Hill, Ancient Monument, off Burre Close,
- Catcliffe Wood, Park Road,
- Endcliffe Wood, Buxton Road,
- Parsonage Field, Stanedge Road,
- Scot's Garden, Baslow Road, Sheepwash, Buxton Road
- Town Hall, The Square.

Leases and tenancies:

- Council as Landlord: Ball Cross Wood, Castle Hill, Parsonage Field (part), Town Hall
- Council as Tenant: Town Clerk's Office

Resolved: That the land, buildings leases and tenancies have been reviewed.

Resolved: Clerk to produce a report of rents and rent review periods and bring to the agenda of the meeting to be held on Wednesday 5th May 2021.

Asset register

Resolved: To note the assets recorded in the register.

Resolved: Clerk to bring "Valuation of Assets" to the agenda of the meeting to be held on Wednesday 5th May 2021

Resolved: Clerk to obtain a costing for the formal valuation of items 52-61 in the asset register no later than the agenda of the meeting to be held on Monday 7th June 2021.

(a) To approve signatories to the Town Council’s Accounts

(i) Bank Mandate

Resolved: To approve existing signatories.

(ii) Investment Account

Resolved: To update signatories and to add Cllr John Boyle as a signatory.

(iii) Electronic Banking

Resolved: To approve existing signatories.

(b) Mayors Allowance; to approve payment and payment method

Resolved: To approve a Mayor’s Allowance of £500, to be paid against receipts. Individual repayments to be recorded in the Supporting Document as at present.

(c) To approve on-going contracts and agreements

- (i). Payroll
Butler Cook Accountants Ltd.
- (ii). Accountancy Software
Sage UK Ltd
- (iii). Bus shelter cleaning
Shelter Maintenance Ltd.
- (iv). Erection, maintenance and disposal of Christmas trees
Lee Silcock
- (v). Insurance
WPS Hallam
- (viii). Webhosting
2Commune

Resolved: To approve the on-going contracts and agreements

Resolved: To undertake a “best value” review of ongoing contracts; Clerk to bring an item to the agenda of the meeting to be held on 7th June 2021.

(d) To approve list of regular payees

Resolved: To approve the following;

Supplier	Service
2Commune	Webhosting/email
Butler Cook Accountants Ltd	Payroll
Billingley Christmas Trees	Christmas Trees
BW Belcher	Fire Extinguisher servicing
Chatsworth Estate	Tree and Woodland Management
	Land Management
Creative Honour Boards	Honour Board lettering
Derbyshire Association of Local Councils	Technical/Legal advice, Training
Lee Silcock	Christmas Tree contractor
Mike Micallef	Painter and Decorator
NEST Pension	Staff Pensions
PK Littlejohn	External Audit

Plusnet
Peak Park Parishes Forum
Public Works Loan Board
Sage UK
Salisbury & Wood
Shelter Maintenance Ltd
Society of Local Council Clerks
Viking (Office Depot)
WPS Hallam

Telephony and internet

Loan
Accountancy software/support
Winter maintenance supplies
Bus shelter cleaning
Technical/Legal advice
Stationery/Office Supplies
Insurance broker

This allows payments to be approved by account signatories. Payees not listed require prior approval of Council.

4918/21 **Risk Management and Insurance**

(a) To review Risk Assessment

Resolved: To defer to the agenda of the meeting to be held Wednesday 5th May 2021.

(b) To approve use of Asset Register as a basis for insurance

Resolved: To approve the use of the Asset Register as a basis for insurance.

(c) To approve revaluation of Town Hall

Professional valuations are needed to support risk management in order to validate insurance and rebuild costs.

Resolved: To approve obtaining a revaluation.

4919/21 **Attendance, Training and Leave**

(a) To receive a report on members attendance at Town Council meetings 2020-21

A copy of the report is at Annex A to this minute

Resolved: That the report be received.

(b) Training – to identify training needs and approve attendance at training courses

A copy of the link to the DALC Training Diary has been copied to members.

Resolved: Members wishing to attend training sessions should book via the Clerk.

(c) To approve the Clerk's annual leave request 2021-22

Resolved: To note the request for;

May: Thursday 27th, Friday 28th

June: Tuesday 15th, Wednesday 16th

August: Monday 23rd – Friday 27th

October: Friday 1st, Tuesday 26th

November: Friday 12th, Tuesday 23rd, Wednesday 24th

December: Thursday 9th, Wednesday 22nd (pm), Thursday 23rd, Friday 24th,

Wednesday 29th, Statutory days Thursday 30th and Friday 31st December 2021.

Remaining dates; to be notified

4920/21 **To consider Risk Assessment and Insurance issues for decisions made above**
All decisions taken in good faith. No new Risk Assessment or insurance items received.

4921/21 **Time, date and place of next meeting**

- 7pm Wednesday 5th May 2021, to be held remotely (due to Early May Bank Holiday being on Monday 3rd May)
The agenda closes at 9am Tuesday 27th April 2021

The meeting closed at 8.50pm

Annex A to minute 4919/21(a)

Bakewell Town Council Attendance Chart 2020-2021

Meeting Date	18th May 2020	1st June 2020	10th June 2020	15th June 2020	6th July 2020	3rd August 2020	27th August 2020	7th September 2020	7th September 2020	9th September 2020	5th October 2020	2nd November 2020	7th December 2020	4th January 2021	1st February 2021	25th February 2021	1st March 2021	29th March 2021	13th April 2021
Number	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Type of Meeting	O	O	SC	O	O	O	O	E	O	SC	O	O	O	O	O	E	O	O	SC
Note	REM	REM	REM	REM	REM	REM	REM	REM	REM	REM	REM	REM	REM	REM	REM	REM	REM	REM	REM
Cllr John Boyle	Y	Y	A	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	
Cllr Steve Edwards	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	
Cllr Adele Eyre								Y			Y	Y	Y	Y	Y	Y	Y	Y	
Cllr Alyson Hill	Y	Y	Y	Y	Y	Y	A	Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	
Cllr Paul Miller	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	
Cllr Paul Morgans	Y	Y		Y	Y	Y	Y	Y	Y	Y	A	Y	Y	Y	Y	Y	Y	Y	Y
Cllr John Riley	A	A		A	Y	A	A	A	A		A	A	A	Y	A	A	A	A	
Cllr Bill Storey	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Cllr Philippa Tilbrook	A	A		R															
Cllr Hilary Young	Y	Y		A	Y	Y	Y	Y	Y	Y	Y	Y	A	Y	Y	Y	Y	Y	Y

Type of meeting key

AN; Annual Meeting of the Town Council
 CX; Meeting Cancelled (e.g. insufficient business or inclement weather)
 EX; Extraordinary Meeting
 O; Ordinary Meeting
 SC; Staff Committee

Notes

Absence from an Extraordinary meeting may be due to an interest in the main business item(s)
 Attendance records are an extract of the minutes
 REM; Meeting held remotely

Attendance key

A; Absent (apologies received)
 C; Ceased to be a member
 D; Disqualified
 [Greyed] [Greyed] Not a member of Committee indicated or meeting cancelled
 L; Leave of absence (approved by Council)
 R; Resigned
 X; Absent (no apologies received)
 Y; Present (for some or all of the meeting)
 Z; Absent on Council Business