

Bakewell Town Council

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The Annual Meeting of the Town Council held in the Council Chamber, Town Hall at 7.00pm on Monday 15th May 2023

Minutes

Non-Confidential items

5370/23 **Present**

Cllr John Boyle, Cllr Helen Garvey, Cllr Alyson Hill, Cllr Paul Miller, Cllr Bill Storey, Cllr Mark Wakeman

County Councillor CCllr Alasdair Sutton, District Councillor Gareth Gee

5371/23 **Election of Mayor and to receive Declaration of Acceptance of Office**

Cllr Alyson Hill was elected Mayor. Cllr Hill completed the Mayor's Declaration of Acceptance of Office which was countersigned by the Clerk as Proper Officer of the Council.

5372/23 **To receive and accept apologies for absence**

Resolved: To accept apologies from Cllr Paul Morgans (prior engagement), and Cllr Robert Kirkwood (prior engagement).

5373/23 **To receive members Declaration of Acceptance of Office**

Members present completed their Declaration of Acceptance of Office; these were then countersigned by the Clerk as Proper Officer of the Council.

5374/23 **To receive members Registration of Disclosable Pecuniary Interests**

Members present completed their Registration of Disclosable Pecuniary Interests forms which were then received by the Clerk.

The Clerk was asked to ascertain from the DDDC Monitoring Officer whether the publication of the home addresses of members (within the land interests) can be withheld.

5375/23 **Election of Deputy Mayor**

Cllr Helen Garvey was elected Deputy Mayor

5376/23 **Variation of order of business**

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

5377/23 **Mayor's announcements**

Cllr Alyson Hill welcomed everyone to the meeting.

5378/23 **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.

None received.

5379/23 **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".

5380/23 **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

None received at this point.

(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

CCllr Alasdair Sutton reported that:

- Granby Croft is due to be closed between 21st and 23rd June 2023 for works by Severn Trent Water.
- There was an article in the Guardian regarding Property Flood Resilience being withdrawn by the Environment Agency (EA). This is apparently not the case in Bakewell and there will be a letter from the EA to follow.
- DCC are working with DDDC to gain access on to their land in order to carry out drain improvements on Coombs Road.

CCllr Alasdair Sutton left the meeting.

Cllr John Boyle raised housing issues with DCllr Gareth Gee, including the restriction of the use of properties as holiday lets and second homes, balancing housing need, social housing, and affordable market housing, and the retention of developer s106 payments for use in the locality where they arise.

The Clerk was asked to obtain a progress report on the DDDC Bakewell Housing Need Survey, and bring the item to a future agenda when the Survey is published.

DCllr Gareth Gee then left the meeting.

An email from the police gave reported crime in Bakewell during the four weeks to 11th May 2023 as follows; 1 non dwelling burglary, 2 dwelling burglaries, 1 shop theft, 3 thefts from motor vehicles, 1 criminal damage to motor vehicle, and 2 common assaults.

The police advise there have also been reports of suspicious persons and vehicles in the area recently and ask that any such behaviour is reported including, where possible, vehicle registration numbers.

5381/23 **Co-option of 1 member**

Clerk to check with DDDC Electoral Department requirements for advertising the vacancy.

Resolved: Candidates to be invited to a meeting immediately prior to the next ordinary Town Council meeting. The process will be as detailed in Local Procedure 12.

5382/23 **To approve the minutes of the meeting held Monday 3rd April 2023**

Resolved: To approve the minutes of the meeting held Monday 3rd April 2023 as a correct record.

5383/23 **Governance, Meetings and Representation to outside bodies**

To review and approve:

(a) Standing Orders

Resolved: To approve the document adopted at minute 4038/18(a) for continued use.

(b) Financial Regulations

Resolved: To approve the document adopted at minute 4575/20(b) for continued use.

(c) Local Procedures

Resolved: To approve the document adopted at minute 5151/22(c) for continued use.

(d) Internal Controls 2023-24

Resolved: To adopt the document at Annex A to this minute.

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

In addition to meetings of Council there is one Committee, the 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 Alyson Hill, Cllr Helen Garvey, Cllr Paul Miller, reserve member: Cllr Bill Storey

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(f) A calendar of meetings for 2023-24

Resolved: To approve the following calendar of meetings:

Meetings of full Council

Monday 5th June

Monday 3th July

Monday 7th August

Monday 4th September

Tuesday 10th October

Monday 6th November

Monday 4th December

Monday 8th January 2024*

Monday 5th February

Monday 4th March

Monday 8th April*

Tuesday 7th May Annual Meeting

*= Second Monday; due to Bank Holiday

Staff Committee

5pm Wednesday 13th September 2023

5pm Wednesday 13th March 2024

Annual Town Meeting

Wednesday 20th March 2024

Meetings will be held in the Council Chamber, Town Hall, and commence at 7pm unless otherwise stated. Additional meeting will be called should business levels dictate.

(g) Bakewell Partnership; to approve continued leadership role of the Town Council within the Partnership

The Partnership is currently in abeyance

Resolved: To maintain leadership role for 2023-24. Clerk to bring an item to the agenda of the 2024 Annual Meeting to review the continued requirement for the Partnership.

(h) Representation to outside bodies for 2023-24

Resolved: To appoint the following;

- Bakewell in Bloom: Cllr Paul Morgans
- Bakewell Partnership: Cllr Paul Miller and Cllr Paul Morgans
- BT&CT: Cllr John Boyle, Cllr Alyson Hill, Cllr Paul Miller, Cllr Paul Morgans
- Royal British Legion: Cllr Bill Storey

5384/23 **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: Castle Hill, Parsonage Field, Town Hall
- Council as Tenant: Town Clerk's Office

Resolved: To note the land, buildings leases and tenancies held by the Town Council.

(b) Asset Register

The Clerk reported that the Asset Register gives the position as of 31st March 2023. Following the completion of the exchange of offices with BT&CT the Asset Register will be updated and brought to Council for approval.

Further to minute 5152/22(b) following an extensive search of Town Hall by BTC and BT&CT two items, pictures serial numbers 57 and 58 have not been located.

Resolved: To write off and delete items 57 and 58.

Resolved: To note the assets recorded in the register.

5385/23 **Financial Review**

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

(i). Bank Mandate

Resolved: To maintain current signatories and to remove signatories who are no longer members.

(ii). Investment Account

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

(iii). Electronic Banking

Resolved: To maintain current signatories and to remove signatories who are no longer members.

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

Resolved: To approve the Mayors Allowance as budgeted i.e. £500 for 2023-24 (budget heading 21). Payment of the Allowance will be made in arrears on the presentation of receipts or, where this is not possible, a written description of the costs necessarily incurred in the office of Mayor.

(c) To note on-going contracts and agreements

Resolved: To note the following on-going licenses (L), contracts (C) and agreements (A);

- (i). Accountancy Software: Scribe Accounts (L)
- (ii). Bus Shelter Cleaning: Shelter Maintenance Ltd. (A)
- (iii). Insurance: Hiscox via broker AJ Gallagher Ltd (C)
- (iv). Internet and Telephony: Plusnet (C) (soon to transfer to BT Business when Plusnet cease its business service)
- (v). Internet Security: Kaspersky (L)
- (vi). Payroll: RW Mercer & Co. (A)
- (vii). Webhosting: 2Commune (L)

.../continued

(d) To approve list of regular payees

Resolved: To approve the following list of regular payees;

| Supplier | Service |
|--|---|
| 2Commune | Webhosting/email |
| Billingley Christmas Trees | Christmas Trees |
| BT&CT | Quarterly Grant Payments |
| BT Business | Telephony and internet |
| BW Belcher | Fire Extinguisher servicing |
| Chatsworth Settlement Trustees | Tree and Woodland Management |
| | Land Management |
| Clerk | Salary, Reimbursable Expenses |
| Creative Honour Boards | Honour Board Lettering |
| Derbyshire Association of Local Councils | Technical/Legal Advice, Training |
| East Peak Countryside Associates | Scot's Garden Riverbank Revetment Project |
| HMRC | |
| AJ Gallagher Ltd | Insurance broker (<i>under review</i>) |
| Lee Silcock | Christmas Tree contractor |
| NEST Pension | Staff Pensions |
| Peak Advertiser | Advertising |
| Peak Park Parishes Forum | |
| PKF Littlejohn | External Audit |
| Plusnet | Telephony and internet |
| Public Works Loan Board | Loan |
| RW Mercer | Payroll |
| Salisbury & Wood | Winter maintenance supplies |
| Shelter Maintenance Ltd | Bus shelter cleaning and maintenance |
| Viking (Raja Group) | Stationery/Office Supplies |
| WEL Medical | Defibrillator Consumables |

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

5386/23 **Risk Management and Insurance**

(a) To review Risk Assessment

Resolved: To approve the Risk Assessment.

(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.

.../continued

(a) To receive a report on members attendance at Town Council meetings 2022-23

| Meeting Date | 4th May 2022 | 11th May 2022 | 6th June 2022 | 27th June 2022 | 4th July 2022 | 1st August 2022 | 5th September 2022 | 28th September 2022 | 3rd October 2022 | 7th November 2022 | 5th December 2022 | 4th January 2023 | 6th February 2023 | 6th March 2023 | 15th March 2023 | 3rd April 2023 |
|--------------------|--------------|---------------|---------------|----------------|---------------|-----------------|--------------------|---------------------|------------------|-------------------|-------------------|------------------|-------------------|----------------|-----------------|----------------|
| Number | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 12 | 13 | 14 | |
| Type of Meeting | AN | O | O | O | O | O | O | SC | O | O | O | O | O | O | SC | O |
| Note | | | | | | | | | | | | | | | | |
| Cllr John Boyle | Y | A | Y | Y | Y | A | Y | | Y | Y | Y | Y | Y | A | | Y |
| Cllr Steve Edwards | Y | Y | Y | A | Y | Y | Y | | Y | Y | Y | Y | Y | Y | | Y |
| Cllr Adele Eyre | Y | Y | Y | Y | A | Y | Y | | Y | Y | A | A | A | Y | | Y |
| Cllr Helen Garvey | Y | Y | Y | Y | Y | Y | A | | A | Y | Y | A | Y | A | | Y |
| Cllr Alyson Hill | Y | Y | A | A | A | Y | Y | | Y | Y | Y | Y | Y | Y | | A |
| Cllr Paul Miller | Y | Y | Y | Y | Y | Y | A | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| Cllr Paul Morgans | A | Y | A | Y | Y | A | Y | Y | A | Y | Y | Y | A | Y | Y | Y |
| Cllr Bill Storey | Y | Y | Y | Y | Y | Y | A | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| Cllr Mark Wakeman | Y | Y | Y | Y | Y | Y | A | | A | A | A | Y | Y | A | | Y |

Attendance key

- A; Apologies received
- C; Ceased to be a member
- D; Disqualified
- Greyed; Not a member of the committee (or meeting cancelled)
- L; Approved Leave of Absence
- R; Resigned
- X; Absent (no apologies received)
- Z; Absent of Council Business
- *; Deceased

Type of meeting key

- AN; Annual Meeting of the Town Council
- CX; Meeting Cancelled
- EX; Extraordinary Meeting
- O; Ordinary Meeting
- SC; Staff Committee

Notes

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

Resolved: That the report be received.

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

Resolved: Clerk to book Cllr Helen Garvey on Chairmanship Training. Clerk to bring “Training” to the agenda of the next meeting for the benefit of new members of the Town Council.

Resolved: To authorise the Clerk to book courses requested by members up to the training budget limit (£250) with any such bookings to be reported to the next council meeting.

(c) To approve the Clerk's request for annual leave 2023-24

Resolved: To approve the request for the following;

June: Tuesday 20th, Wednesday 21st

July: Monday 17th to Friday 21st

August: Friday 11th

October: Monday 2nd – Friday 6th, Tuesday 24th

November: Friday 10th, Tuesday 28th, Wednesday 29th

December: Thursday 7th, Thursday 21st, Friday 22nd, Wednesday 27th, Statutory days

Thursday 28th and Friday 29th December 2023. Remaining days; to be notified.

5388/23 **Planning**

(a) **NP/DDD/0323/0308 Stewarts of Bakewell, Bridge Street, Bakewell. Listed Building application - Emergency structural repairs to stabilise bulging wall and emergency repairs to rainwater goods to prevent further water ingress destabilising the wall. Emergency repairs to the roof timbers causing structural issues to the bulging wall.**

To raise no objection to the proposal.

(b) **NP/DDD/0323/0312 Former William Hill betting shop, Bridge Street, Bakewell. Listed Building consent - emergency structural repairs and other repairs and alterations. Applicant: Phoenix Wealth Trustee Services Limited c/o Lambert Smith Hampton**

Resolved: To raise no objection to the proposal.

(c) **NP/DDD/323/0343 Marldene, Milford, Bakewell. Single storey side extension. Applicant Mr Paul Ayers**

Resolved: To raise no objection to the proposal.

5389/23 **Matters for Decision**

(a) **PDNPA Parish Member Elections**

Nominations are invited for PDNPA Parish Members. The Town Council may make one nomination from within its members.

Resolved: To note the opportunity.

(b) **Grant Application: Junction Arts up to £157**

The application relates to part-funding a series of four workshops to be held in August in conjunction with the Old House Museum to raise awareness of and celebrate the towns architectural and cultural heritage

Resolved: To approve a grant of £157.

5390/23 **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.

5391/23 **Time, date and place of next meeting**

The next scheduled meeting of the full Council will take place at 7pm on Monday 5th June 2023 in the Council Chamber, Town Hall. The agenda closes 9am on Friday 26th May 2023

The meeting closed at 8.15pm.

Internal Controls Document 2023-24

Responsibility

Accounts and Audit regulations state that a Council shall be responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control which facilitates the effective exercise of the Councils functions and which includes arrangements for the management of risk.

Bakewell Town Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards. Its systems must ensure that public money is safeguarded and properly accounted for. The Council is responsible for ensuring a sound system of internal control is in place in order to facilitate the efficient discharge of the Council's functions and which includes the effective management of risk.

Purpose of Internal Controls

The system of internal control is designed to ensure the Council's activities are carried out as intended. Internal controls are set up by the Clerk who is also the Responsible Financial Officer.

The controls include:

- Routine checking of financial procedures
- Examination of financial comparisons
- Recording of assets in the Asset Register supported by regular physical checks
- Identification of risk and the potential impact of that risk
- The reduction of risk where possible and
- The management of risk if realised

Internal Controls Environment

Involved in the effective use of the Internal Controls Environment are:

- The Council
- The Clerk and Responsible Financial Officer
- Internal Auditor
- External Auditor

The Council

Bakewell Town Council has nine members and has a precept of £105,000. In addition to full Council there is one separate committee, this being the Staff Committee.

Bakewell Town Council appoints its Mayor annually. The Mayor as Chairman is responsible for the smooth running of meetings and for ensuring that all Council decisions are lawful.

- The Mayor initials each page of the minutes and signs the final page in each set ensuring that minute and page numbers run consecutively in their respective series.

- Decisions are made within adopted Standing Orders, Financial Regulations and approved Local Procedures.
- The Council reviews the Council's obligations and plans for the future confirming budgets for the following financial year to meet the deadline set by Derbyshire Dales District Council.
- The Town Council uses Scribe accounting software to allow the recording of transactions, to ensure budgets are properly managed and to assist with the forecasting of future requirements
- Payments are made in accordance with Standing Orders and Financial Regulations
- The Clerk & RFO draws up a schedule of payments. The schedule is copied to two account signatories (from a larger pool) along with scanned copies of the underlying documents cross referenced to the schedule. Signatories check the documents against the schedule and, if satisfied, confirm approval is given (in writing) and that payments should proceed. In the case of non-conforming payments clarification is sought, or, *in extremis*, the matter is referred to full council for approval. Approved payments are issued electronically by the Clerk & RFO through secure digital banking.
- The schedule of payments is included in the minutes, along with details of all other payments and items of income.
- A legacy cheque payment system remains in place for any transactions that cannot be made via digital banking: Two members must sign all cheques. Signatories must also initial the cheque stub and the supporting invoice or other document. Signatories check that the amount for payment corresponds with the invoice(s). The Clerk is authorised to operate the Town Council's accounts but may not sign cheques or approve other payments
- Invoicing is carried out regularly. Unpaid invoices are hastened regularly and (if necessary) reported to Council.
- The Clerk reviews the Town Council's duty to insure and makes recommendations to Council. Current insurance is: Public Liability £10 million, Employers Liability £10 million, buildings £5 million Fidelity Guarantee £500,000.
- Key to proper insurance are regular valuations of major assets such as Town Hall
- There is a petty cash system, the operation of which is regularly checked by Council
- Receipts are banked promptly (where possible on day of receipt)
- Secure storage of any cash, cheques and stamps is available and used
- Agency advice is available via subscription to the Derbyshire Association of Local Councils or by seeking advice from senior officers at Derbyshire Dales District Council
- In addition to an annual Risk Assessment every meeting agenda carries a Risk Assessment business item
- The Town Council operates Local Council Risk Software to manage Risk Assessments.
- Payroll is outsourced
- The Town Council uses "Governance & Accountability Practitioners' Guide" (March 2023 edition) to help ensure it works within best practice

Clerk and Responsible Financial Officer

The Clerk and Responsible Financial Officer is the Town Council's sole employee and acts as administrator and advisor to the Council. Clerk and Responsible Financial Officer's duties are recorded in a Job Description which is reviewed at least annually by the Staff Committee and make recommendations on change to full Council. The Clerk is the Council's Responsible Financial Officer and is oversees the Council's finances. The Clerk is responsible for the day to day management of the Council's business and for ensuring compliance with the laws and regulations that the Council is subject to. Risk assessment and management is integral to the role. The Clerk maintains the Council's procedures, control systems, and makes recommendations to the Council on policy changes. The Council approves policy; the Clerk and Responsible Financial Officer implements that policy.

- Ensures that all statutory notices are displayed on the town's notice boards to the appropriate deadlines
- Ensures that the retention of documents is in line with the relevant dates specified in legislation, arranging transfer of documents to the County Records Office or destruction as appropriate.
- Operates the tendering process and makes recommendations to full Council
- Is custodian of the asset, planning and other registers
- Keeps the Town Council's legal documents relating to property and leases

Internal Auditor

The Town Council appoints an independent Internal Auditor who reports to the Council on the adequacy of its records, procedures, systems, internal control measures, regulations and risk assessment.

The Internal Audit report is copied to all members with Sections 1 (Annual Governance Statement) and 2 (Accounting Statements) of the Annual Governance and Accountability Return (AGAR) prior to the meeting at which the documents are presented to Council for approval.

External Auditor

The Council's appointed External Auditor is PKF Littlejohn. They produce a report for the Council based on the submitted AGAR and supporting documents. The External Auditors report (Section 3 of the AGAR) is copied to members and presented to Council as an agenda item to support good governance and transparency.

Audit documents are published (including on the Town Council's website) in accordance with the requirements of the regulations."