

NEW MILLS TOWN COUNCIL

Minutes of the EXTRAORDINARY TOWN COUNCIL MEETING of NEW MILLS TOWN COUNCIL held in the Council Chamber, Town Hall, New Mills Derbyshire, on 30th January 2017, starting at 19:00hrs.

Present :-

Cllr Bate (in the Chair), Cllr Ashton, Cllr Atkins, Cllr Brumhead, Cllr Dowson, Cllr Lamb, Lesley Bramwell (Town Clerk), Sue Mycock (Minute Taker)

7 Members of the Public were also present.

The Meeting was recorded for the accuracy of the minutes. Meetings open to the public may be recorded by representatives of the media or by members of the public.

Any persons intending to record this meeting are requested not to film the public seating area and to respect the wishes of members of the public who have come to speak at a meeting but do not wish to be filmed; and are reminded that it is not permitted for oral commentary to be provided during a meeting.

The Chairman of the meeting may ask people to stop recording and leave the meeting if they act in a disruptive manner.

PART I – NON CONFIDENTIAL INFORMATION (PUBLIC IN ATTENDANCE)

2017/015 To receive and accept apologies for absence (Agenda Item 1)

Apologies were received from Cllr Allen, Cllr Whewell

2017/016 Variation of order of business (Agenda Item 2)

NONE

2017/017 Declaration of Members Interests (Agenda Item 3)

a) NONE

b) NONE

**2017/018 Public Speaking
(Agenda Item 4)**

a) No member of the public wished to speak.

b) There was no Police Liaison Officer (PLO) present.

There was no County Councillor present.

Cllr Ashton explained the Government's future funding of Local Councils. He informed the meeting that High Peak Borough Council's (HPBC) finances will be somewhat squeezed.

c) NONE

**2017/019 To consider and agree the budget for 2017/18
(Agenda Item 5)**

The Chair introduced this Item and explained the layout of the proposed budget document: -

Page 1	-	Summary
Page 2	-	Estimated Income
Pages 3/4/5	-	Estimated Expenditure

He informed the meeting that the previously discussed budget figures had been updated as much as possible by the Responsible Financial Officer (RFO); the figures are estimates as this is a projection using information currently available, but that there were no substantial structural changes.

The Chair highlighted the increase of 3% in the Precept (**Item 4075**) and the slight reduction in the HPBC Council Tax Support Grant (**Item 4077**), and that currently there is a predicted shortfall, but that ultimately the budget would have to be balanced.

There was discussion about some of the estimated figures, both income and expenditure. The Chair explained that the RFO had included as many estimates as possible.

The Clerk stated that she is working hard to make savings for NMTC where possible and increasing income into NMTC.

The Clerk highlighted: -

- a) the large reduction in energy costs by changing suppliers and negotiating a beneficial package for a year for the Town Hall, Heritage Centre (HC) and High Lea Hall - this will be reviewed at the end of the contract period.
- b) That she is trying to regain the cleaning and caretaking contract for New Mills Library with Derbyshire County Council (DCC).
- c) **4025** - DCC have taken back all mowing contracts and the Thornsett mowing income figure for 2017/2018 will need to be removed.

Cllr Brumhead spoke about donations to the HC (**4051**). He wished to discuss donations being credited directly to the HC, not included in NMTC's general budget. He gave an overview of a system which had been used for donations several years ago, which he would like to be reviewed and possibly reinstated.

The Clerk reminded the meeting that any monies coming into NMTC has to be accounted for under the proper financial procedure.

It was agreed that Cllr Brumhead, the Clerk and the RFO would arrange to meet and that Cllr Brumhead would provide the relevant Heritage Centre Management Committee Minutes and any other information relating to any previously approved system for recording donations.

There was discussion about the need to tightly control the budget and whether a previous arrangement of sub-committees to monitor budgets throughout the year should be considered. Cllr Bate said that this could be discussed at a later date.

Cllr Bate said the budget figures, both individually and overall, are a work in progress.

Cllr Ashton felt that, like many estimated budgets, the actual deficit could be less than estimated.

NMTC Summary

	BUDGET	Projection		
	2017/2018	2016/2017	+ / -	
	£	£	£	
Income	326,794	323,521	3,273	
Admin	(92,722)	(83,067)	(9,655)	Election Expense £7,000
Town Hall	(95,295)	(79,077)	(16,218)	Full Staffing
Parks	(137,485)	(214,502)	77,017	Hague Bar £48,000, Handrail £8,700, £1700, Tree Work £3,000, Torrs £19,500
Heritage Centre	(16,626)	(14,635)	(1,991)	Till £1,000, Rent £800
Market	200	-	200	
Total	(15,134)	(67,760)	52,626	
	(15,134)	(67,760)	52,626	
	-	-	0	

	NMTC 2017/2018	NMTC Projection 2016 / 2017	NMTC Budget 2016 / 2017	NMTC Actual 2015 / 2016
4000 Football Pitches	-	-	-	-
4001 Garage Rent	980	980	1,500	1,003
4002 Derby Road Playing Field	1,600	1,584	1,530	1,530
4003 Land Rent - Hague Bar	-	-	-	-
4004 Wayleaves	24	24	78	78
4005 Ollersel Land Rentals	167	167	200	167
4006 Birch Vale Cricket Ground - Rental	140	140	140	140
4007 High Lea Hall - Rental	4,998	4,166	4,998	5,000
4008 Rental of Grazing Land	1	1	1	1
4009 Discounts Allowed	-	-	-	-
4010 Land Rental - Watburn Road	240	240	625	625
4011 Fishing Rights	-	-	-	240
4012 High Peak Community Arts	224	224	400	298
4020 Tors Litter Picking	-	-	-	-
4021 Grass Cutting - St Georges	400	400	400	400
4022 Allotment Rents	240	240	240	240
4023 Pairs Income	-	-	-	-
4024 Lease of Tors Hydro	600	600	600	600
4025 Mowing Thornsett	867	867	1,734	1,734
4026 5% Town Hall running costs	-	-	-	-
4027 Footpath Maintenance	-	-	675	675
4050 Shop Sales - Heritage Centre	14,500	14,052	15,000	13,429
4051 Donations - Heritage Centre	650	642	600	504
4052 HPGC Rent Contribution - HC	-	-	-	-
4059 Miscellaneous Income - HC	-	2,000	1,200	1,200
4060 Town Hall Lettings	14,000	13,733	-	11,665
4061 Library Rent	1,700	1,609	-	5,651
4062 Registrars Office Rent	-	-	-	2,613
4063 Citizen's Advice Office Rent	-	-	-	-
4064 Office Accommodation	-	-	-	-
4070 Photocopying charges	-	-	-	(36)
4075 Precept	190,029	184,494	184,484	181,054
4076 HPGC Parks Grant	97,489	97,489	97,489	97,489
4077 HPGC Council Tax Support Grant	22,993	22,993	22,933	23,093
4078 HPGC Grants	-	-	-	-
4080 Volunteer Centre - PWL Received	3,143	3,143	6,286	9,430
4090 Interest Received	248	248	100	192
4200 Sales of assets	-	-	-	-
4900 Miscellaneous Income	3,278	3,880	-	3,083
4903 Insurance Claims	-	2,508	-	-
4904 Market	3,500	-	-	-
	362,011	356,433	341,223	362,097
		356,433		

Copy of Actuals year to date 31122016 9196 08012016 update 9068 29012017

	NMTC 2017/2018	NMTC Projection 2016/2017	NMTC Budget 2016 / 2017	NMTC Actual 2015 / 2016
5000 Stock purchases	7,350	7,317	6,500	8,571
5002 Miscellaneous purchases	1,150	3,130	-	1,001
9099 Discounts Taken	8,500	10,447	6,500	(0)
		14,847		
7000 Gross Wages	198,741	190,940	201,929	178,867
		79,441		

	NMTC 2017/2018	NMTC Projection 2016/2017	NMTC Budget 2016 /2017	NMTC Actual 2015 /2016
7200 Training - Parks Staff	350	350	-	-
7021 Training - Heritage Centre	500	515	-	-
7022 Training - Administration	5,500	5,116	4,732	3,613
7100 Heritage Centre Rent	1,426	1,384	1,375	1,373
7101 Heritage Centre Business Rates	-	-	-	-
7102 Rent - General Administration	3,220	3,126	2,550	2,514
7103 Town Hall Business Rates	2,270	2,204	2,150	2,133
7104 Rates High Lea Hall	985	956	950	948
7105 Rates Rowarth Car Park	910	907	2,150	908
7200 Parks - Electric	1,500	1,466	1,300	1,243
7201 Heritage Centre - Electricity	2,000	1,609	4,050	4,397
7202 Town Hall - Electric	-	19,446	-	-
7203 The Tors - Lighting & Maintenance	1,100	1,120	420	935
7205 Parks - Gas	700	349	550	688
7206 Heritage Centre - Gas	7,000	6,951	7,500	20,014
7207 Town Hall - Gas	1,500	1,479	1,950	1,134
7208 Parks - Water	560	557	-	335
7210 Heritage Centre - Water	2,000	1,584	-	2,446
7211 Town Hall - Water	130	129	-	-
7212 St Marys Road Public Conveniences	2,000	1,994	1,950	1,771
7300 Fuel	4,000	4,072	2,250	2,728
7301 Repairs & Maintenance	500	484	225	163
7302 Licenses	1,000	-	1,000	1,047
7303 Vehicles Insurance	250	256	100	65
7304 Mowers - Repairs & maintenance	400	390	100	681
7305 Mowers - Petrol & Oil	2,250	-	2,250	-
7306 Mowers - Annual Overhaul	50	67	-	-
7400 Parks - Travelling Expenses	-	-	-	138
7401 Heritage Centre - Travelling Expenses	150	174	-	22
7402 Administration - Travelling Expenses	-	-	-	-
7403 Councillors - Travelling Expenses	-	-	-	-
7407 Hospitality	1,440	1,438	800	473
7500 Printing	900	889	350	769
7501 Postage & Carriage	1,470	1,469	940	1,100
7502 Stationery	100	112	20	17
7503 Books	1,450	1,334	900	990
7504 Photocopier Charges	150	146	150	448
7505 Heritage Centre - Printing & Stationery	80	70	40	40
7550 Parks Mobile Phones	550	681	540	259
7551 Heritage Phone & Broadband	1,200	1,180	700	822
7552 Telephone	635	617	200	646
7553 Fax	400	378	255	255
7554 Office Broadband	500	500	600	457
7555 Office Computer Maintenance	945	7,057	100	64
7556 Office - Software Charges	6,000	3,265	3,000	2,883
7600 Legal Fees	3,265	2,850	2,850	2,826
7601 Internal Audit Fees	1,300	800	1,300	1,300
7602 External Audit Fees	500	141	-	500
7603 Consultancy Fees	15,000	13,672	15,000	14,661
7604 Professional Fees	-	-	35	-
7605 Data Protection registration	7,000	-	6,000	6,034
7606 Election Expense	-	-	-	-

	NMTC 2017/2018	NMTC Projection 2016 / 2017	NMTC Budget 2016 / 2017	NMTC Actual 2015 / 2016
7650 Insurance General	-	-	-	268
7651 Insurance Playground Equipment	-	-	-	-
7700 Equipment Hire	250	235	200	385
7701 Office Machine Maintenance	-	-	-	-
7800 Parks - General Repairs & maintenance	11,200	57,043	12,000	9,216
7801 Parks - Playground Maintenance	500	344	500	-
7802 Parks - Playground Inspections	625	600	-	-
7803 Parks - Health & safety	3,000	16,280	500	283
7804 Parks - Plants	2,950	2,947	2,600	2,434
7805 Parks - Hanging Baskets	1,750	1,742	1,750	1,112
7806 Town Centre Improvements	750	740	-	-
7807 Tree Care	500	400	-	35
7808 Orchard	400	362	-	-
7809 Goytside Meadows	-	-	-	-
7810 Christmas Lights	2,450	2,450	1,000	1,019
7811 Community Bonfire	3,750	3,736	3,500	3,700
7812 Carnival	-	-	-	-
7813 Bus Shelters	-	-	-	-
7819 Town Hall - Equipment Purchases	750	738	-	-
7820 Parks - Equipment Purchases	500	233	1,000	515
7850 Allowments	-	-	-	41
7851 HC Repairs & Maintenance	800	1,285	500	936
7852 Health & safety - Heritage Centre	500	425	200	183
7853 Fire & security - Heritage Centre	650	612	600	896
7854 HC Intruder Alarm	-	-	149	436
7860 Town Hall - General Repairs & Mainten	15,000	8,468	15,000	21,420
7861 Fire & security	2,800	2,762	750	1,327
7862 Town Hall - Intruder Alarm	400	376	-	-
7869 Town Hall Cottage Repairs	500	197	-	358
7870 High Lea Hall Repairs & Renewals	750	266	200	814
7901 Bank Charges	120	110	-	92
7904 Volunteer Centre - PWLB	6,286	6,286	6,286	6,286
7905 Loan Charges The Torr	704	704	705	727
7907 Loan Repayment - Football Pitches	5,101	5,101	5,101	5,101
7908 Various Parks PWLB Loans	802	802	802	802
8200 S137 Donations	2,500	1,580	3,500	6,028
8201 Subscriptions	1,100	1,061	1,020	1,017
8202 Clothing	400	482	200	187
8203 Training Costs	550	510	450	450
8204 Insurance General	12,500	12,016	12,000	11,486
8205 Refreshments	150	97	150	289
8210 Chairman's Allowance	100	74	-	34
8220 HC - Publicity	-	-	300	452
8221 Publicity & Promotions	150	150	200	-
8222 Premises Licence	140	140	180	1,025
8250 Sundry Expenses	100	79	-	(79)
Market Overheads	-	-	-	-
Suspense and Mispostings	3,300	-	-	133
	368,645	413,746	344,754	342,003
	(15,134)	(67,760)	(10,031)	10,524
		(67,760)		

It was RESOLVED that NMTC accept this budget including a 3% precept increase using the current budget figures with the RFO clarifying at a future meeting the following: -

4025 - Thornsett Mowing

4062 - Registrar's Office Rent

7808 - Orchard

And any other items which have been queried.

5 votes **FOR**, 0 **ABSTENTIONS**, 1 vote **AGAINST**

2017/020 To resolve to accept the Co-option Policy for New Mills Town Council - Councillor Bate (Agenda Item 6)

Cllr Bate introduced this item to discuss an updated Co-option Policy, which had been circulated, and differed from the previously adopted Co-option Policy (see **Min No 2016/391**).

Co-option Policy

Although the process for co-option is not prescribed in law, some district councils have provided best practice guidelines. It is especially important that the arrangements are seen as open and fair.

The co-option process adopted by New Mills Town Council is as follows:

1. The Town Council will advertise the vacancy (or vacancies) on the Town's notice boards, on the website and on local social media. The notices will include:
 - A contact point so that people considering putting their names forward for co-option can obtain more information on the role of a parish councillor;
 - The co-option process;
 - The closing date for all expressions of interest and;
 - The date on which the Town Council intends to make a decision. It is quite in order for Town Councillors (or indeed any resident) to approach individuals to suggest that they might wish to consider putting their names forward for co-option.
2. When the applications have been received, the Town Clerk will consider the application letters/emails, check that the individuals meet the qualification requirements, and confirm that, if successful, they would be willing to accept the Code of Conduct and other obligations of a Town Councillor.
3. All candidates will be asked to submit a short letter of preferably no more than 250 words with a brief CV giving reasons why they should be considered for the vacancy. These letters will be circulated to Parish Councillors at least seven days prior to the meeting of the full council where the co-option will be considered. All such documents will be treated by the Clerk and councillors as strictly private and confidential.
4. Candidates will be informed of the date of the meeting at which the Parish Council will make its decision on the co-option. Notice of the Intention to Co-opt should be given in the agenda for the meeting of the Parish Council.
5. If there are exactly as many as, or fewer candidates than vacancies, the Town Council may vote on a composite motion, duly proposed and seconded, that all candidates be co-opted. If there are more duly proposed and seconded candidates than seats, it will be necessary for existing Councillors present at the meeting to vote.
6. Councillors shall vote by secret ballot. In the case of an equality of votes, the Chairman of the meeting has a second or casting vote.

- i. A successful candidate should have received an absolute majority vote of those present and voting. So if there are more than two candidates for one vacancy and none of them at the first count has an overall majority, the candidate with the fewest votes should be eliminated and the remainder put to the vote again. The process should be repeated as necessary until one candidate has an overall majority. However should no candidate receive a majority of members present, the vacancy will be deemed unfilled.
- ii. Should there be more than one vacancy, after the election of the first candidate, the same process should be repeated for the second or sub request co-option.
- iii. Each vacancy should be filled by a separate vote or series of votes. There is a distinct possibility that there could be a tie for last place in the first round of voting, leaving the candidate for elimination to be decided by lots.

After the Vote

- i. The clerk will notify the candidates of the results by email, as soon as is reasonably possible (usually within 24 hours).
- ii. Successfully co-opted candidates become councillors in their own right, with immediate effect, and are no different to any other member. As such, they must sign the Declaration of Acceptance of Office and Registration of Interests Form at their first meeting, or within 28 calendar days of election, whichever is the sooner. Their term of office runs until the next quadrennial elections for the Parish Council.

There was debate about the validity of the Resolution of **Min No 2016/391** as to whether there should have been a Motion presented not a Resolution, and if the Resolution was invalid, how to correct the decision.

Cllr Lamb wished it to be noted that she felt Standing Orders had been ignored and that it was difficult for inexperienced Councillors to follow procedures. She stated that she did not accept the Co-option Policy put forward in December 2016 nor any revision and would, therefore, not be voting.

Following discussion.

It was RESOLVED the Council authorise the Clerk to consult the National Association of Local Councils (NALC) only as to whether the original action to adopt a Co-option Policy by Resolution (**Min No 2016/391**) was a proper legal action; and to seek advice how to proceed with either rescission or a declaration of the Resolution (**Min No 2016/391**) as null and void.

Cllr Dowson called for a named vote.

FOR Cllr Dowson, Cllr Brumhead

ABSTENTIONS Cllr Bate, Cllr Ashton, Cllr Atkins, Cllr Lamb

AGAINST NONE

It was RESOLVED to close the meeting at **20.31**
6 votes **FOR**, 0 **ABSTENTIONS**, 0 votes **AGAINST**