

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 26th June 2017, starting at 19:02hrs.

Present :-

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

2 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)

2017/0113 To receive and accept apologies for absence (Agenda item 1)

Apologies were received from Cllr Dowson, Cllr Whewell

2017/0114 Variation of order of business (Agenda item 2)

NONE

2017/0115 Declaration of Members Interests (Agenda Item 3)

Cllr Atkins - Agenda Item 10 - Prejudicial - Will be leaving the meeting

Cllr Ashton - Agenda Item 10 - Will not be leaving the meeting
**2017/0116 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, but Cllr R Atkins reported that County Councillor B Atkins is High Peak's representative on the Derbyshire Fire and Rescue Authority and would raise any relevant issues on behalf of the High Peak.

Cllr Ashton informed Council that, once due process had been completed, he was very hopeful that approx £15,000 of Section 106 monies would be granted by High Peak Borough Council (HPBC) for use towards the cost of works required in the Torrs.

Cllr Ashton informed Council that, following national concerns about fire safety HPBC have reviewed their property stock; none of the cladding used is of the type causing concern and is fully fire-resistant. HPBC have liaised with Derbyshire Fire and Rescue (DF & R) to ensure correct procedures have been followed in HPBC-owned buildings. DF & R are to make a presentation to HPBC members about this matter.

There has also been planning, with DF & R relating to possible terrorist targets in High Peak, but Cllr Ashton understands that procedures in Derbyshire are much better than in some other counties.

Cllr Atkins and Cllr Ashton confirmed that the new Waste Contract had been agreed by the HPBC Executive and is due to start on 7th August 2017.

Cllr Ashton confirmed that there may be very slight changes after the contract takeover; these changes will be well publicised and Cllr Ashton also confirmed that there will be no reduction in service.

c) **NONE**

**2017/0117 Finance - To agree the year end accounts
(Agenda Item 5)**

The Clerk highlighted the unexpected large amount which it had been necessary to spend in the Torrs.

Draft

Section 2 – Accounting statements 2016/17 for

Enter name of
smaller authority here:

NEW MILLS TOWN COUNCIL

1. Balances brought forward	172,153	175,812	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	181,054	184,494	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	174,242	175,008	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	177,327	191,609	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	12,915	12,893	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	161,395	222,608	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	175,812	108,204	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).
8. Total value of cash and short term investments	179,531	127,159	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	4,413,570	4,413,570	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
10. Total borrowings	73,822	53,970	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	-	-	The Council acts as sole trustee for and is responsible for managing Trust funds or assets.

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

Date 26.6.17

I confirm that these accounting statements were approved by this smaller authority on:

26.6.17

and recorded as minute reference.

2017/0918

Signed by Chair at meeting where approval is given:

It was RESOLVED to accept the Year-end accounts.
5 votes **FOR**, 0 **ABSTENTIONS**, 0 votes **AGAINST**

2017/0118 To agree the Annual Governance Statement (Agenda Item 6)

The Clerk confirmed that the Internal Audit had stated that New Mills Town Council were doing better. The Clerk will distribute copies of the Internal Audit Report to all Councillors.

Councillors agreed the Annual Governance Statement which forms part of the year-end accounts and which was presented verbally to Council by the Clerk for approval, with the following highlighted as being answered negatively, but stating the remedial actions being taken.

9) Trust Funds

A 'No' answer, because there are no records about the Public Hall and the last Minutes were in 2005; there should be annual meetings. However, all Income and Expenditure relating to the Town Hall (which includes the Public Hall) have been recorded in the Minutes each month, within the financial information provided, and this information will be supplied to the Internal Auditors.

The Clerk has written to the Charity Commission for clarification about the Mary Trickett Trust and the New Mills Higher Educational Trust.

FINANCIAL

The Internal Auditors advised that there should be a hard copy of the monthly Bank Reconciliation.

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of
smaller authority here

NEW MILLS TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2017, that:

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓	prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓	made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	✓	has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓	during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓	considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓	arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓	responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	✓	disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	✓	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority on:

26.6.17

and recorded as minute reference:

2017/017

Signed by Chair at meeting where approval is given:

Clerk:

This document is made available to the public under the provisions of the Freedom of Information Act 2000. It is published in accordance with the provisions of the Access to Information Act 1987.

2017/0119 Heritage Centre - an update on the lease and the Management Committee (Agenda Item 7)

Discussion took place about the proposed Heritage Centre (HC) lease; the current lease expires in October 2017. NMTC are still paying the rent.

Concern was expressed about the terms of the new lease, about which NMTC's solicitors have been in negotiation with the owner's solicitors for some time.

It was RESOLVED that the Clerk circulate the proposed lease, via e-mail to Councillors, for their consideration and that this will be an Agenda Item at the next meeting.

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

Discussion also took place about the reinstatement of the HC Management Committee (HCMC). It was generally felt that there should be a review of the currently suspended constitution and that NMTC should have closer links with the HC and have a greater representation on the HCMC.

It was RESOLVED that the Clerk would distribute copies of the suspended constitution to Councillors for them to consider what changes might be necessary and what the membership of the HCMC should be comprised of. This matter will be an Agenda Item at the next meeting.

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

2017/0120 To consider having a Christmas Lights Committee (Agenda Item 8)

Following discussion.

It was RESOLVED that an NMTC Christmas Lights Committee be formed.

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

It was RESOLVED that Cllrs Ashton, Atkins and Bate form the membership of the NMTC Christmas Lights Committee and that they will consider a budget and bring the proposed budget forward to Full Council for ratification.

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

**2017/0121 To agree the policies of New Mills Town Council
previously circulated
(Agenda Item 9)**

a) Lone Working Policy

It was RESOLVED to adopt this policy.
5 votes **FOR**, 0 **ABSTENTIONS**, 0 votes **AGAINST**

b) Recruitment Policy

It was RESOLVED to adopt this policy with the following amendment in the third item, to read "any vacancy will be advertised on any appropriate media".
5 votes **FOR**, 0 **ABSTENTIONS**, 0 votes **AGAINST**

c) Anti-Fraud and Corruption Policy

It was RESOLVED to adopt this policy with the following amendment on Page 2 **replace** "Criminal Records Bureau" **with** "Disclosures and Barring Service".
5 votes **FOR**, 0 **ABSTENTIONS**, 0 votes **AGAINST**

d) Data Protection Policy

It was RESOLVED to adopt this policy.
5 votes **FOR**, 0 **ABSTENTIONS**, 0 votes **AGAINST**

e) Equality Policy

It was RESOLVED to adopt this policy.
5 votes **FOR**, 0 **ABSTENTIONS**, 0 votes **AGAINST**

f) Grant Awarding Policy

It was RESOLVED to adopt this policy.
5 votes **FOR**, 0 **ABSTENTIONS**, 0 votes **AGAINST**

g) Financial Regulations Addendum

It was RESOLVED to adopt this policy.
5 votes **FOR**, 0 **ABSTENTIONS**, 0 votes **AGAINST**

h) Complaints Procedure

It was RESOLVED to adopt this policy.

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

i) Code of Conduct for Parish Councils 2012

It was RESOLVED that the presented Code be replaced by the Code of Conduct for Parish Councils 2012 which was previously adopted.

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

j) Grievance Policy

It was RESOLVED to adopt this policy with the following amendment - Page 3, 10) insert " submit a written appeal to a Human Resources Committee as formed by NMTC".

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

20:00 It was RESOLVED that the press and public be excluded from the meeting for the following items because there may be disclosure to them of exempt information as defined in Schedule 12 A for the Local Government Act 1972.

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

PART II – CONFIDENTIAL (PRESS AND PUBLIC EXCLUDED)

It was RESOLVED to move Agenda Item 10 to be considered after Agenda Item 17.

4 votes **FOR**, 1 **ABSTENTION**, 0 votes **AGAINST**

2017/0122 To consider an application for the purchase of the Co-op fields (Agenda Item 10)

Following discussion about interest which has been expressed in purchasing the Co-op fields.

It was RESOLVED that the Clerk be mandated to obtain 3 Estate Agents' valuations for the Co-op fields and also an estimate of what the Estate Agents' fees would be for acting on behalf of NMTC in an open market sale.

4 votes **FOR**, 0 **ABSTENTION**, 0 votes **AGAINST**

(Cllr Atkins had left the meeting for this Agenda Item)

**2017/0123 Staffing matters - Heritage Centre Administrator vacancy
(Agenda Item 11)**

Following the resignation of the Heritage Centre Administrator (HCA), it was agreed that the most urgent requirement was the management of the Volunteers' Rota (see **MIN No 2017/106**). As none of the volunteers, to date, had expressed an interest in taking up this role temporarily, Cllr Bate offered to speak to some of the volunteers to determine if anyone was willing to undertake this task.

The Clerk reported that the new till had been installed and that training would be taking place within the next few days. The Administrative Support Officer (ASO) is currently dealing with the day-to-day finances. The Town Hall caretakers are unlocking and locking the HC.

It was RESOLVED that a sub-group be formed as soon as possible to draw up a Job Description and Person Specification for the post of HC Administrator as soon as possible.

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

It was RESOLVED that the Clerk, Cllrs Ashton, Bate and Lamb would form the membership of the sub-group.

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

**2017/0124 To agree the cost of having an update hot water/heating system for the Library Lecture Room and kitchen
(Agenda Item 12)**

The Clerk had obtained quotes for the above work. Following discussion about the need for an efficient and effective hot water/heating system for the Library Lecture Room (LLR) and kitchen, which would also take some pressure off the Town Hall boiler.

It was RESOLVED that the Clerk proceed with the agreed quote to provide and install a hot water/heating system for the LLR and kitchen, with a suitable controllable thermostat.

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

**2017/0125 Request to purchase new chairs for the Library Lecture Room
(Agenda Item 13)**

It was RESOLVED to mandate the Clerk to purchase some better quality chairs for the LLR to be used expressly for weddings and receptions.

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

**2017/0126 Update on the request to purchase an area of land at 120 Church Road
(Agenda Item 14)**

Councillors considered the Parks Manager's (PM) report about the request to purchase this piece of land.

It was RESOLVED that: -

a) NMTC write, thanking the applicant for the enquiry, but NMTC will not be selling this piece of land for the reasons included in the PM's report.

b) NMTC to also write a second letter to the applicant noting that a trampoline has been placed on this piece of land and requiring that the applicant, if the trampoline is the applicants, remove the trampoline within 4 weeks from the date of the letter. If the trampoline is not the applicants, NMTC will remove it 4 weeks from the date of the letter.

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

**2017/0127 Clarification of increase of rent for High Peak Community Arts
(Agenda Item 15)**

The Clerk confirmed that Graham Holland Associates will be carrying out a survey on the Grade II listed High Lea Hall (**see MIN No 2017/038**).

It was RESOLVED that the Clerk implement the new rental figure of £6,000 per annum backdated to 1st April 2017.

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

**2017/0128 Heritage Centre and agreement for the installation of a new boiler
(Agenda Item 16)**

As previously resolved (see **MIN No 2017/112**).

It was RESOLVED that the purchase and installation proceed with the addition of a programmable thermostat.

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

**2017/0129 Goytside Meadows - rental agreement
(Agenda Item 17)**

The Clerk has received a professional rental valuation of the land at Goytside Meadows.

It was RESOLVED that the Clerk be mandated to draw up a contract for Goytside Meadows in the sum of £400 per annum subject to periodic reviews.

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

20:50 It was RESOLVED to close the meeting.

4 votes **FOR**, 0 **ABSTENTIONS**, 0 votes **AGAINST**