

Dronfield Town Council

Town Clerk:
Andrew Tristram



Dronfield Civic Hall
Dronfield Civic Centre
Dronfield
S18 1PD

Telephone: 01246 418573

Fax: 01246 290702

Email: townclerk@dronfield.gov.uk

Website: www.dronfield.gov.uk

3 April 2018

To: The Chairman and Members of Dronfield Town Council

Dear Councillor,

You are summoned to attend the meeting of Dronfield Town Council to be held on

**MONDAY 9 APRIL 2018 AT 7.30pm IN THE
COUNCIL CHAMBER, CIVIC HALL, DRONFIELD**

Yours sincerely



Andrew Tristram
Town Clerk

Please be aware that 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:

1. 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.
2. Reminded that it is not permitted for oral commentary to be provided during a meeting. The Chairman may ask people to stop recording and leave the meeting if they act in a disruptive manner.

AGENDA

1. **Apologies**
To receive apologies and reasons for absence from the meeting.
2. **Declarations of Interest**
To enable Members to declare the existence and nature of any Disclosable Pecuniary Interests they have in subsequent agenda items, in accordance with the Parish Council's Code of Conduct. Interests that become apparent at a later stage in the proceedings may be declared at that time. To receive and approve request for dispensations from members on matters in which they have a Disclosable Pecuniary Interest.
3. **Public Speaking**
 - 3.1 **Planning Matters**
An opportunity for members of the public to raise any planning matter that members may be considering at the planning item of the following agenda.
 - 3.2 **General Matters**
A fifteen-minute session when members of the public and local residents can raise issues affecting the town. Any issues raised may be noted and a request by members for that matter to be placed on a future agenda for discussion and debate.
 - 3.3 **Police Matters**
If the Police Liaison Officer is in attendance they will be given the opportunity to raise any relevant matters.
4. **Council Minutes**
To receive and consider adopting as a true and accurate record, the draft Minutes of the Ordinary Meeting of the Council held on 5 March 2018 (Pages 95 - 103).
5. **Planning Matters**
 - 5.1 **Planning Applications (Appendix 1)**
To consider the attached schedule of planning applications submitted by North East Derbyshire District Council for comment and discussion. Further details of any application can be found at: <http://planapps-online.ne-derbyshire.gov.uk/online-applications/> and then by inputting the application reference number.

5.2 Planning Decisions (Appendix 2)

To receive the attached schedule of planning decisions submitted by North East Derbyshire District Council for information.

6. Outside Services Report (Appendix 3)

To consider the written report submitted by the Outside Services Foreman

7. Meeting Reports (Appendix 4)

To receive the meeting reports on various matters:-

7.1 Gala Advisory Committee held on 8 March 2018

7.2 Christmas Advisory Committee held on 8 March 2018

7.3 Properties Advisory Committee held on 19 March 2018

7.4 Cemetery Advisory Committee held on 29 March 2018

8. Town Clerk's Report (Appendix 5)

To consider the written report submitted by the Town Clerk

9. General Data Protection Regulations (Appendix 6)

To review details if the new legislation coming into force from May 2018 and the impact on the Council.

- 10. Motion:** In view of the deterioration in the retail element of Dronfield Civic Centre, Dronfield Town Council is disappointed at the failure of North East Derbyshire District Council to act on its document: "Dronfield 2035 A Vision for the Town" and in particular, the Civic Square Projects outlined in Proposal T1. The council urges NEDCC to re-examine and act on the short, medium and long-term projects outlined in the document, and at the same time, urges NEDCC to consider reducing business rates for small retailers in order to encourage and support local town centre shops.

Proposed by Alan Powell and Seconded by Angelique Foster

11. Financial Report (Appendix 7)

11.1 Schedule of Payments for February 2018

11.2 List of BACS Payments for February 2018

11.3 Schedule of Receipts for February 2018

11.4 Bank Reconciliation at 28 February 2018

11.5 Income and Expenditure to 28 February 2018

12. Derbyshire Association of Local Councils

Council to note the following Circulars received from DALC (circulated electronically):-

2018-05

General Data Protection Regulations - DALC Spring Seminar (17 April 2018) - Review of Local Government Ethical Standards - Internal and External Audit 2017/18 - DALC Survey - MP's Lobby Day

13. Exclusion of the Press and the Public

To move the following resolution – That in view of the confidential nature of the business about to be transacted it is advisable in the public interest, that the press and public be temporarily excluded and they are instructed to withdraw.

MINUTES OF THE MEETING OF DRONFIELD TOWN COUNCIL
HELD IN THE COUNCIL CHAMBER, CIVIC HALL, DRONFIELD
ON MONDAY 5th MARCH 2018

Present:

Councillors L. Blanshard, G. Baxter, T. Collins, A. Dale, L. Deighton, A. Foster, M. Foster, R. Hall, A. Hutchinson, G. Hopkinson, A. Powell, C. Smith, K. Tait, R. Welton and P. Wright (Chairman)

In Attendance:

1 member of public, PCSO Rebecca Basford, Joanne Mitchell (DTC Town Clerk Assistant) and Andrew Tristram (Town Clerk)

1. Apologies

Apologies were received from Councillors M. Emmens, S. Green, E. Pasley and R. Smith

2. Declarations of Interest

There were no declarations of interest.

3. Public Speaking

3.1 Planning matters

None

3.2 General Matters

None

3.3 Police Matters

The figures for February 2018 were distributed at the meeting and noted and PCSO Basford spoke briefly about the statistics.

4. Council Minutes

It was requested that the annual appraisal of the Town Clerk is referred to the Personnel Committee.

235/17-18 RESOLVED

That the minutes of the Ordinary Meeting of the Town Council held on the Monday 5th February 2018 are approved and adopted as a true and accurate record of the meeting.

5. Planning Matters

5.1 Planning Applications

236/17-18 RESOLVED

To note the schedule of planning applications

5.2 Planning Decisions

237/17-18 RESOLVED

To note the schedule of planning decisions.

6. Outside Services Report

The following tasks have been carried out during the month of February.

Litter/Dog Bins - The litter and dog bins continue to be emptied on a weekly basis, this is carried out every Thursday and consists of 2 men doing the whole route, and they also inspect the play areas/equipment at the same time.

Play Areas - Maintenance continues on the play areas. We have repaired a couple of benches, one at Cemetery road and one at Moonpenny. The annual inspections of all Play areas have taken place; we are now waiting on the reports for each play areas.

Cemetery - The baskets are emptied around the Cemetery on a Monday and Friday.

Notice Boards - The notice boards have all been cleaned up with the removal of any old and non-charity posters being removed. We have removed the notice boards from Barnard Avenue and Barnes Lane; these will be replaced with new metal posts and new boards.

Grit Bins – All the grit bins have been filled and topped up during February. The Outside Services have distributed 48 tons of grit so far during this winter period. We have just completed filling the bins again this week. The grit storage bunker has been built and we are waiting on a delivery of 15 ton of grit, there is 6 tons already in storage.

Cliffe Park – The new equipment being installed at Cliffe Park is all in place now, there is a lot of ground works to be done, the area will require a bit of time for the grass areas to regrow as due to the weather it has left the area in quite a muddy state.

Cliffe Park – Due to staff sickness and holidays, we are covering the night attendant duties in the Park, Phil (civic hall assistant caretaker) has been covering most nights with O/S staff filling in to cover nights when required.

Cliffe Park – The fence around the sand pit has been sanded down and repainted and areas of today 26th Feb being installed back around the sand pit. We have painted the 26 panels in the Chapel as this is the only location that had an area big enough and warm enough for the panels to dry. The Outside Services have to do some of the work around the play area which includes, painting posts, clearing area of weeds and sand around the sandpit for when the panels are reinstalled, digging out and laying new plinths for benches (x 2), paint existing benches etc, this is due to staff shortage at the Park.

Cemetery - The team have spent some time tidying around the cemetery, there is still some work to be done, during the month we have topped and tidied up some of the graves.

Civic Hall - The gutters around the Civic have all been cleaned out and all down pipes have also been cleaned with all obstructions removed. We are still waiting for the tree works to be done at the rear of the Civic, waiting on a reply from NEDDC.

Bus Shelters – Over the last few weeks we have had more damage done to some of the bus shelters around the Town. In January we had all the bus shelters that requires new glass replaced with polycarbonate panels, we now have another 2 shelters that require new panels, the shelter outside the shops on Pentland road had 3 panels smashed, DTC staff replaced these as we had some of the older and smaller glass stored at the workshop. We have another shelter which has had another panel of glass smashed outside the Coach and Horse pub this was done during weekend of 24th/25th Feb.

Other - Various reports have been actioned around the Town and maintenance has been carried out on various Council Buildings.

238/17-18 RESOLVED

That the report is noted.

7. Meeting Reports

7.1 Gala Advisory Committee held on 8th February 2018

239/17-18 RESOLVED

To progress with the plans outlined in the report.

240/17-18 RESOLVED

To note the minutes of the meeting.

7.2 Christmas Advisory Committee held on 8th February 2018

241/17-18 RESOLVED

That the Christmas Lights Switch-on be moved to Friday 30th November and Christmas Fest be held on Saturday 8th December.

242/17-18 RESOLVED

To note the minutes of the meeting.

7.3 Properties Advisory Committee held on 19th February 2018

243/17-18 RESOLVED

To provide the Civic Hall free of charge, as in kind sponsorship, for the Dronfield Art's Festival from 4th – 7th May 2018.

244/17-18 RESOLVED

That the Council accept the offer of labour from the Football club / Cricket Club to refurbish the bottom pavilion at Stonelow Playing Fields and approve expenditure to provide materials up to a maximum cost of £3,000.

245/17-18 RESOLVED

That the decision regarding the additional access path for Dronfield Town Football Club is deferred while Cllr A. Dale investigated possible grant funding options.

246/17-18 RESOLVED

That the decision regarding replacement of the CCTV systems at the Civic Hall and Cliffe Park is deferred and that a working group is set up consisting of Councillors. M. Foster, T. Collins and K. Tait, which will report back with recommendations to the Properties Committee.

247/17-18 RESOLVED

That 150 new banqueting chairs are purchased for the Civic Hall at an agreed expenditure of £3,000.

248/17-18 RESOLVED

That the Council proceed with obtaining three quotes and that the decision is deferred to the next Properties Committee meeting.

249/17-18 RESOLVED

That notice is given to North East Derbyshire District Council to terminate the agreement for the car parking behind the Library in accordance with the terms of the licence.

250/17-18 RESOLVED

That the future of the Civic Centre is discussed as an agenda item for the April Council Meeting.

251/17-18 RESOLVED

To note the minutes of the meeting.

8. Town Clerk's Report

Members considered the following items for decision:

- a) Police have raised concern with McColls on Barnes Lane at Dronfield Woodhouse following the fifth break in in five months about the inadequate security of their premises. The Police have sent a letter to their head office strongly advising they take a number of hardening recommendations (e.g. putting shutters onto windows /doors, bollards in front of store etc). A local PCSO has asked whether the Council would also send a similar letter to their head office advising similar recommendations. Council are asked to consider this request.
- b) Request for free use of Civic Hall on behalf of a crew from Dancedaze who need a rehearsal space, as it involves the use of wheelchairs and they would like to use the stage, for a performance on Britain's Got Talent.

Items for member's information included:

- a) Letter from NEDDC in response to request to scrap its plans to remove land from the greenbelt in their Local Plan
- b) A copy of the Local Plan from NEDDC is available to view in the office and the consultation period runs from 21 February until 4 April 2018. There will be a public drop-in session at the Civic Hall on Tuesday 13 March 2018 from 4.30pm – 7.30pm.
- c) Email from NEDDC regarding the Three Valleys Beer Festival

Correspondence received included;

- a) A complaint from a resident about a serious accident on Bowshaw which caused serious damage to his property.

252/17-18 RESOLVED

To provide free use of the Civic Hall, as a rehearsal space, for Dancedaze on the basis that they provide a risk assessment and confirm the dates and times required.

253/17-18 RESOLVED

To check and confirm the dates for consultation on NEDDC Local Plan.

254/17-18 RESOLVED

To write to Licensing at NEDDC regarding ongoing concerns relating to the Three Valleys Beer Festival.

255/17-18 RESOLVED

To write to Derbyshire County Council requesting further measures to improve road safety on Bowshaw.

256/17-18 RESOLVED

To note the Town Clerks report.

9. Motion: that Dronfield Town Council write to North East Derbyshire District Council to comment on their latest draft local plan. Dronfield Town Council is concerned about the use of local greenbelt for development in Dronfield. The plan does not reflect the overwhelming response from local residents who have objected to the use of greenbelt for development. Dronfield Town Council also considers the number of houses allocated to the area as too high as evidence shows that the local infrastructure could not cope with such allocations.

Proposed by: Cllr. A. Foster Seconded by Cllr. A Dale

Members raised concerns about:

- the use of local greenbelt for development in Dronfield
- that the plan does not reflect the overwhelming response from local residents who have objected to the use of greenbelt for development.
- that the number of houses allocated to the area is too high as evidence shows that the local infrastructure could not cope with such allocations.

Cllr. A. Foster requested that the motion above be used as the base for the letter to NEDDC but that more detail needed to be added in so requested that the writing of the letter was delegated to the Neighbourhood Steering Group.

257/17-18 RESOLVED

That the response to the North East Derbyshire District Council latest draft local plan is delegated to the Clerk in consultation with members of the Neighbourhood Plan Steering group.

Cllr. M. Foster requested a recorded vote.

Voted for – L. Blanshard, T. Collins, A. Dale, L. Deighton, A. Foster, M. Foster, R. Hall, A. Hutchinson, G. Hopkinson, A. Powell, K. Tait, R. Welton and P. Wright

Voted against – Cllr. G. Baxter and Cllr. C. Smith

10. Financial Reports

258/17-18 RESOLVED

To approve the schedules of Payments of £95,387.29 for January 2018.

259/17-18 RESOLVED

To note the schedules of Receipts totalling £40,769.81 for January 2018..

260/17-18 RESOLVED

To note the Bank Reconciliation at 31st January 2018.

261/17-18 RESOLVED

To note the income and expenditure statements for the financial year to 31st January 2018.

11. DALC Circulars

262/17-18 RESOLVED

To note the following Circulars received from DALC:-

Circular 03/2018

Data Protection Bill and GDPR - GDPR Update - Training opportunity - Final call for Transparency Fund applications from smaller councils - Revised Legal Topic Notes - New Year message from Cllr Sue Baxter, NALC Chairman - Request to complete survey regarding funding for services in areas with a high proportion of second/holiday homes - Help to clean up the Country - Why councils need to take employee complaints seriously (HR Issues) - Census Survey of Parish Councillors - Councillor Essential Training

Circular 04/2018

DALC Spring Seminar - New Training Offered - GDPR - NALC Lobby - Keep Britain Tidy - Census Survey of Cllrs - National Agreement Clerk Contract - Collab working with principal council - Consultations - New Legal Briefing

The meeting closed at 8.35pm

Chairman:

Date:

DRONFIELD TOWN COUNCIL
PLANNING APPLICATIONS
SUBMITTED TO COUNCIL ON MONDAY 5 MARCH 2018

Reference	Applicant	Location	Details
18/00115/AD	Dr L Turner – PureChiro Clinic Ltd	Unit 3, Stublely Drive	Application for advertising consent for retention and illumination of 1no existing sign and installation of 1no new illuminated sign at car park entrance
18/00128/FLH	47 Shireoaks Road	Ms Laura Holmes	Application for two storey side extension, single storey rear extension and rear dormer (Revised scheme of 17/00867/FLH)
18/00137/FL	Bob Stokes- Morton Stokes Ltd	Stokes House Stublely Lane	Proposed Commercial Unit (B1)
18/00141/FLH	Mrs S Fereday	24 The Knoll	Demolition of existing car port and construction of single-storey side extension
18/00148/FLH	Mr I Rainbow	7 Heathfield Close	Proposed two storey and single storey rear extensions
18/00156/FL	Mr S Knighton - Goodward Construction	Unit 3 Speeddraw House Callywhite Lane	Application for extension and alterations to existing Warehousing unit.

At: 11:51

BANK ACCOUNT-NO 1

List of Payments made between 01/01/2018 and 31/01/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/01/2018	Coal Aston Village Hall	100085	10.68		Inv CA2084 paid to DTC error
05/01/2018	BACS B/L Pymnt Page 2065	BACS Pymnt	21,320.78		BACS B/L Pymnt Page 2065
05/01/2018	Booker Cash & Carry	600525	523.25		Janitorial/Cleaning Products
05/01/2018	DCC Superannuation Fund	600526	5,646.33		Dec 2017 - Superannuation
05/01/2018	Gary Fletcher (Surfacing) Ltd	600527	216.00		Road Salt - 2nd Delivery
05/01/2018	HM Courts & Tribunals Service	600528	110.00		Attachment of Earnings Order
05/01/2018	Lightwood Sports Groundcare Lt	600529	2,766.00		Grounds Maintenance - Dec 2017
05/01/2018	Local Council Public Advisory	600530	30.00		Purchase Ledger Payment
05/01/2018	Road & Rally	600531	55.76		cleaning kit for vehicles
05/01/2018	Unison Finance & Membership	600532	26.95		Dec Union Contributions
05/01/2018	Unite The Union	600533	48.72		December Union Contributions
05/01/2018	BACS B/L Pymnt Page 2068	BACS Pymnt	1,092.04		BACS B/L Pymnt Page 2068
05/01/2018	NEDDC - COAL ASTON	ddr	410.00		Rates Coal Aston Ground & Pav
05/01/2018	NEDDC - CIVIC HALL	ddr2	2,330.00		Rates Civic Hall
05/01/2018	NEDDC - DRONFIELD	ddr3	140.00		Rates Dron W/house Ground & P
05/01/2018	NEDDC CLIFF PARK	ddr4	461.00		Rates G/Lodge & Premises
05/01/2018	NEDDC Stonelov Pav & Grounds r	ddr5	161.00		Purchase Ledger Payment
05/01/2018	NEDDC - CHURCH ST CAR PARK	ddr	96.00		Rates Church St car park
08/01/2018	NEST	DDR	3.14		NEST Pension Payment
08/01/2018	Plusnet PLC	ddr2	39.68		Broadband charges - offices
11/01/2018	Post Office Ltd	ddr	5,165.35		December Tax & NI
11/01/2018	HSBC Bank Plc	dd	32.90		Bank Account Charges
11/01/2018	O2 Direct Debit	ddr3	64.33		Mobile Phones Dec 2017
11/01/2018	TALKTALK DIRECTOEBIT	DDR4	22.31		Broadband charges - works unit
11/01/2018	Petty Cash	100084	138.04		Petty Cash - Outside Svs
12/01/2018	O2 Direct Debit	DDR5	34.50		handset charge - mobile phones
12/01/2018	HSBC Bank Plc	DDR6	29.92		Electronic bank charges
15/01/2018	Salaries - January 2018	BACS	16,842.65		Salaries - January 2018
15/01/2018	NEDDC - UNIT	ddr3	435.00		Rates Unit
16/01/2018	FuelGenie	ddr	377.75		Fuel for Vehicles - December
19/01/2018	Water Plus	ddr	28.63		Water - Works Unit Oct-Dec
18/01/2018	Water Plus	ddr2	26.95		CA Pavilion - Water Oct-Dec
22/01/2018	OPUS - Unit Callywhite Lane	ddr10	578.58		Works Unit - Electric - Dec 17
22/01/2018	OPUS - Coal Aston	ddr11	24.65		CA Pavilion - Electric - Dec 17
22/01/2018	OPUS - Cliffe Park	ddr12	765.23		C Park - Electric Dec 2017
22/01/2018	OPUS - Main Pavilion Stonelov	ddr13	66.86		Stonelov Pav - Electric - Dec
22/01/2018	British Gas Trading Ltd	ddr14	757.30		Civic Hall - Gas - Dec 2017
22/01/2018	IRIS Payroll Solutions Ltd	ddr3	22.65		Monthly Payroll Charges - Dec
22/01/2018	Contract Natural Gas Ltd	ddr4	487.35		Gas Lodge - Gas - Dec
22/01/2018	Contract Natural Gas Ltd	ddr5	156.40		Gas - Stonelov - Dec
22/01/2018	Spitfire Network Services Ltd	ddr6	104.70		Telephone - January
22/01/2018	OPUS - Small Pavilion Stone	ddr7	87.57		Small Pavilion - Electric - Dec
22/01/2018	OPUS - Civic Hall	ddr8	500.08		Civic Hall Electric - Dec
22/01/2018	OPUS - Library Gardens	ddr9	15.93		Library Gardens - Electric Dec
22/01/2018	Personnel Advice & Solutions L	ddr	120.00		Personnel Advice - Jan 2018
24/01/2018	Public Works Loan Board	ddr	14,793.69		PWLB Loan 466511
25/01/2018	Community Transport	100086	4,000.00		Annual Grant for Community Bus

Continued on Page 2

BANK ACCOUNT-NO 1

List of Payments made between 01/01/2018 and 31/01/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
29/01/2018	Water Plus	ddr	240.23		Water - Carle Park -Oct-Dec
29/01/2018	Water Plus	ddr2	44.33		Stonelow - Water Oct-Dec
29/01/2018	Water Plus	ddr2	11.88		Water - CP bowling - Oct-Dec
29/01/2018	BACS B/L Pymnt Page 2085	BACS Pymnt	8,007.69		BACS B/L Pymnt Page 2085
29/01/2018	DCC Superannuation Fund	600534	5,376.28		Superannuation - Jan 2018
29/01/2018	HM Courts & Tribunals Service	600535	110.00		Attachment of Earnings Order
29/01/2018	Unison Finance & Membership	600536	26.95		Jan 2018 - Unison
29/01/2018	Unite The Union	600537	50.60		Jan 2018 - Unite
29/01/2018	Victory Industrial Co Ltd	600538	34.80		Window Cleaning - Civic Hall
30/01/2018	Water Plus	ddr	268.74		Water - Cecil Road Nov17-Jan18
30/01/2018	Westfield Health Direct D	ddr2	37.95		Westfield deductions - Jan 18
Total Payments			95,587.29		

At: 11:51

BANK ACCOUNT-NO 1

Cash Received between 01/01/2018 and 31/01/2018

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
03/01/2018	Sales Recpts Page 3467		Sales Recpts Page 3467	304.20
05/01/2018	Sales Recpts Page 3468		Sales Recpts Page 3468	304.20
06/01/2018	Sales Recpts Page 3469		Sales Recpts Page 3469	1,000.00
08/01/2018	Sales Recpts Page 3470		Sales Recpts Page 3470	79.94
08/01/2018	Sales Recpts Page 3471		Sales Recpts Page 3471	23.00
10/01/2018	Sales Recpts Page 3472		Sales Recpts Page 3472	304.20
11/01/2018	HMRC VAT	bacs	VAT repayment	20,257.89
11/01/2018	Sales Recpts Page 3473		Sales Recpts Page 3473	914.46
12/01/2018	Sales Recpts Page 3474		Sales Recpts Page 3474	23.00
15/01/2018	Sales Recpts Page 3476		Sales Recpts Page 3476	191.70
15/01/2018	Sales Recpts Page 3477		Sales Recpts Page 3477	424.20
17/01/2018	Sales Recpts Page 3475		Sales Recpts Page 3475	60.00
18/01/2018	Sales Recpts Page 3478		Sales Recpts Page 3478	5,566.96
18/01/2018	Sales Recpts Page 3479		Sales Recpts Page 3479	779.34
19/01/2018	Mr Giles	cash	Market 14/21 Dec 4/11/18 Jan	188.75
19/01/2018	Sales Recpts Page 3480		Sales Recpts Page 3480	137.10
19/01/2018	Sales Recpts Page 3481		Sales Recpts Page 3481	304.20
19/01/2018	Sales Recpts Page 3482		Sales Recpts Page 3482	240.01
19/01/2018	Sales Recpts Page 3485		Sales Recpts Page 3485	14.46
19/01/2018	Sales Recpts Page 3486		Sales Recpts Page 3486	1,000.00
22/01/2018	Derbyshire County Council	bacs	Grant received - Cliffe Park	7,000.00
23/01/2018	Sales Recpts Page 3487		Sales Recpts Page 3487	23.00
25/01/2018	Sales Recpts Page 3484		Sales Recpts Page 3484	65.00
26/01/2018	Sales Recpts Page 3483		Sales Recpts Page 3483	23.00
29/01/2018	Sales Recpts Page 3488		Sales Recpts Page 3488	100.00
29/01/2018	Sales Recpts Page 3489		Sales Recpts Page 3489	1,441.20
Total Receipts				40,769.81

DRONFIELD TOWN COUNCIL
PLANNING APPLICATIONS
SUBMITTED TO COUNCIL ON MONDAY 2nd APRIL 2018

No	Reference	Applicant	Location	Details
1.	18/00142/FLH	Mr S Ducker	17 Arundel Close	Application to raise the roof of the dwelling and install two dormers to create a room in the roof space
2.	18/00159/FL	Ms A Whittington - Lucas Developments (S&A) Ltd	Lucas Works Sheffield Road	Proposed refurbishment of building to include raising of parapet roof height, new cladding and new entrance and service access doors
3.	18/00162/FLH	Mr B Henry	7 Standall Close	Integral garage conversion.
4.	18/00167/FLH	Mr P Brady	22 Park Avenue	Single Storey Rear Extension to form specialist Hydrotherapy pool facility with associated changes to existing kitchen flat roof
5.	18/00169/FLH	Ms L Job	3 Bowshaw	Replacement of single storey side elevation with two storey extension
6.	18/00180/FLH	Mr C Murray	11A Chestnut Close	Proposed increase in ridge height with installation of side facing dormers (Revised scheme of 17/01351/FLH)
7.	18/00181/FLH	P Ledger	4 Netherfields Crescent	Demolition of existing garage and erection of single storey front and side extension
8.	18/00184/FLHPD	Mr & Mrs Oates	27 Ullswater Drive	Application under the Neighbour Notification scheme for a single storey conservatory to the rear
9.	18/00196/FLH	Mr M Frazer	9 Hilltop Way	Proposed two-storey side extension and single-storey rear extension
10.	18/00212/FLH	Mr N Hatt	10 Pembroke Road	Demolition of existing garage and proposed two-storey side extension and new front porch

Agenda Item 5.1 - Appendix 1

11.	18/00224/FLH	S Wilson	17 Hawkshead Avenue	Proposed single storey rear extension
12.	18/00228/FL	Gary Fletcher Surfacing	Land To The East Of Units 1 and 6 And Sheaf Motors, Callywhite Lane	Application for 3no Light Industrial units for mixed use of B1, B2 and B8
13.	18/00234/FLH	Mr G Dawes	1 Salisbury Avenue	Proposed single-storey side extension and new hardstanding
14.	18/00241/FLH	C Perritt	27 Falcon Road	Two storey side extension and single storey rear and front extensions
15.	18/00244/CATPO	Mrs C Crapper	193 Carr Lane	Notification of intention to prune 1 sycamore tree within the Dronfield Woodhouse Conservation Area
16.	18/00245/AMEND	Mr Kullinski	101 Longcroft Road	Application for non-material amendment to planning approval 17/01178/FLH
17.	18/00249/FLH	Mrs Cunningham	42 Melbourne Avenue	Application for a rear conservatory with glass roof
18.	18/00260/DISCON	Laura Coates	119 Eckington Road	Application to discharge conditions 8 and 9 (Site investigation and remediation scheme) of planning application 17/01115/FL
19.	18/00265/AMEND	Mr P Stanton	66 Hallowes Lane	Non-material amendment pursuant of 16/01207/FL to change the external walls from render to brickwork
20.	18/00271/FLH	Mr I McNair	10 Firthwood Close	Application for single storey side extension
21.	18/00272/FLH	Mr A Gilbert	61 Holmley Lane	Proposed two-storey front extension
22.	18/00290/FLH	Mr T Pearson	11 Greenacres Close	Single storey side and rear extension
23.	18/00295/FLH	Mr A Rushton	212 Stuble Lane	Front and rear dormer extensions to create first floor living accommodation

DRONFIELD TOWN COUNCIL
SCHEDULE OF PLANNING DECISIONS
SUBMITTED TO COUNCIL MONDAY 9 APRIL 2018

No	Reference	Location	Details	Decision
1.	18/00044/FLH	47 Princess Road	Application for alterations and extensions to the rear of the dwelling to form new ground floor WC/Porch and first floor bathroom	Conditionally Approved
2.	18/00045/FLH	8 Belton Close	Proposed two-storey rear extension and first floor rear extension over existing ground floor (amended title)	Conditionally Approved
3.	18/00067/FLH	220 Stonelow Road	Application for single storey rear extension and alterations to existing raised decking	Conditionally Approved
4.	18/00075/FLH	11 Hilltop Road	Proposed front porch extension, single-storey rear extension and detached outbuilding (amended title)	Conditionally Approved
5.	18/00076/FLH	51 Lea Road	Proposed rear balcony at attic level	Conditionally Approved
6.	18/00077/FLH	93 Hollins Spring Avenue	Extensions to rear and side elevations, conversion of loft space with increase in ridge height, installation of 4 dormers to rear, velux windows to front and raised decking to rear (amended plans)	Conditionally Approved

DRONFIELD TOWN COUNCIL
APRIL 2018
OUTSIDE SERVICES MANAGERS REPORT

The following tasks have been carried out during the month of March.

Litter/Dog Bins - The litter and dog bins continue to be emptied on a weekly basis, this is carried out every Thursday and consists of 2 men doing the whole route, and they also inspect the play areas/equipment at the same time.

Play Areas - Maintenance continues on the play areas. We have had the report from the annual inspections and there are a few things that require some attention.

Cemetery - The baskets are emptied around the Cemetery on a Monday and Friday.

Notice Boards - The notice boards have all been cleaned up with the removal of any old and non-charity posters being removed. We will be reinstating the boards at Barnard Ave and Barnes Lane, this will be carried over the next couple of weeks.

Grit Bins – All the grit bins have been filled and topped up during the month of March. The Outside Services have distributed 86 tons of grit up to yesterday 2nd April. All the bins have been kept full over the last month which kept O/S busy filling the bins after the recent periods of snow. In total it took 17 days of the month to go around filling all the bins. The grit storage bunker is now empty at the moment we will order some more grit and check all bins again to see if they require filling, hopefully this last instalment of snow will be the last but you never know.

Cliffe Park – The new equipment being installed at Cliffe Park is all in place now, there is a lot of ground works to be done, there were a few things that were brought out when we had the post installation inspection done mid-March, we are waiting for Creative Play to rectify all the points before the Play area can be opened.

Cliffe Park – Due to staff sickness and holidays, we are covering the night attendant duties in the Park, the O/S have been covering most nights over the last month.

Cliffe Park – The new fencing around the car park has now been installed. We have installed the 2 benches back into the play area, and a new bench has been installed next to the sand pit.

Cemetery - The team have been into the Cemetery to tidy up the area.

Civic Hall - We are still waiting for the tree works to be done at the rear of the Civic, we are waiting on a reply from NEDDC.

Workshop – We have painted and built up 3 new benches to be installed at Cliffe Park. During the heavy snow at beginning of March we had to try and clear the yard on several occasions as the snow was quite heavy and as soon as we cleared it, minutes later it was bad again, we also had Gary Fletchers crews help O/S with the clearing of the snow around Cliffe Park and also they helped O/S clear the roads around the Cemetery. The Outside Services team are now back to full strength this month, the last few months has been busy for the team covering sickness and holidays, more so within the O/S as we have only had 3 men in at work on average each week due to holidays being taken.

Other

Various reports have been actioned around the Town. Maintenance has been carried out on various Council Buildings.

Ronnie Dick - Outside Services Manager

**Minutes of the Meeting of the Gala Advisory Committee
of Dronfield Town Council
Held in the Town Clerk's Office on Thursday 8th March 2018**

Present: Cllr M. Emmens (Chair), Cllr. A. Powell, Cllr. R. Hall

In attendance: J. Mitchell (Office Manger & PA to Town Clerk), R. Dick (Outside Services Manager), C. Dick (Office Administration)

1 Apologises

There were no apologies

2 Declaration of Interests

There were no declarations of interest

3 Activities

A number of quotes and options were presented and discussed.

It was RESOLVED to book the following activities at the agreed rates Body Zorbing from Extreme Wheels, six bed trampolines, soft play equipment for use in Gosforth Lodge and a circus workshop

4 First Aid Cover

A quote has been received from St John's Ambulance to provide first aid cover.

It was RESOLVED to accept the quote from St John's Ambulance.

5 Fair Ground rides

After discussions regarding the number of activities it was agreed to only have one provider of fairground rides.

It was RESOLVED to contact one of fairground ride operators from previous year's to offer exclusive provision of rides and inflatables.

6 Dance Groups

One dance group has already been confirmed for a performance within the central arena and number of other options were discussed.

It was RESOLVED to contact Dance Daze regarding a performance in the central arena and to also contact a number of martial arts groups to see if they would be interested in performing.

7 Car parking

WM Lee have agreed to use of their car park on the terms set out in their letter of acceptance.

It was RESOLVED to accept the terms set out by WM Lee with regards to the use of their car park.

8 Food/Ice Cream Van

Arrangements and discussions with a number of potential food outlets are ongoing.

It was RESOLVED to continue discussions with a number of food outlets to attend on the day.

9 Music/Sound System

A quote of £250 to provide the sound system and PA for the day has been given. However the option to also purchase a system was discussed and an option was presented.

It was RESOLVED to investigate further the option of purchasing the PA and sound system and to buy it if found suitable for our uses.

10 Promotion of the event

A quote has been gained from the Dronfield Eye for a half page advert and half page editorial to promote the Gala which will appear in their July issue which will be distributed in June. The deadline for artwork will be the end of May. A quote has also been gained for printing 2,500 double sided A5 flyers, which will be distributed to all the local Primary schools. Plans are to also purchase new banners to place around town to promote the event.

It was RESOLVED to progress with all promotional plans for the Gala.

Meeting closed 11.30am.

Date of next meeting Thursday 3 May at 10am

**Dronfield Town Council - Christmas Advisory Committee
Minutes of the Meeting
Held on 8 March 2018 at 9.30am in the Town Clerk's Office**

Present: Cllr. M. Emmens (Chair) and Cllr. A. Powell

In attendance: J. Mitchell (Office Manger & PA to Town Clerk), R. Dick (Outside Services Manager) C. Dick (Office Administrator)

1) Apologises

There were no apologies.

2) Car Park and Road Closure Plans

North East Derbyshire District Council (NEDDC) had asked if the Manor Bugalows car park could be used instead of the Civic Centre car park, as they are reluctant to close any part of the Civic car park. However on further questioning Rykneld Homes are due to begin building work in October 2018 and NEDDC wouldn't be in a position to confirm any further delays to building works until May 2018. The potential road closure was also discussed and it was agreed to apply for the road closure of High Street from 8.30am – 5.00pm on Saturday 8 December with the aim of stall holders setting up between 8.30am and 10.30am and breaking down from 4pm onwards.

It was RESOLVED to apply for the road closure of High Street on 8 December between 8.30am and 5.00pm.

3) Contacting businesses and residents on High Street

It was agreed that the best way to approach these businesses with regards to the road closure was just to write to them as part of the application process for applying for the road closure. With regards to Christmas lights on the buildings it was suggested that it may be a good idea for a councillor to speak face to face with each business individually and Cllr. A. Hutchinson was nominated.

It was RESOLVED to speak with Cllr A Hutchinson to ask him to speak with the businesses on High Street regarding Christmas lights and if they would like to join in with our plans on 8 December.

4) Outdoor attractions for Christmas Fest

A number of quotes had been obtained for an ice skating rink but it was deemed too expensive. It was agreed to investigate options for a number of fairground rides and possible stilt walkers instead and to check with the Sports Centre whether there would be a roller disco taking place that day too.

It was RESOLVED to gain quotes for a number of entertainment options on Saturday 8 December.

5) Sponsorship

A number of potential sponsors and sponsorship options were discussed.

It was RESOLVED to write a number of local businesses offering a range of sponsorship packages.

6) Christmas Lights

A company had been round to view and provide a quote for providing, installing and storing Christmas lights each year.

It was RESOLVED to contact the company for a quote for a lease over 5 years.

The meeting closed at 10.30am.

Date of next meeting Thursday 3 May 2018.

**Minutes of the Meeting of the Properties Advisory Committee
of Dronfield Town Council
Held in the Town Clerk's Office on Monday 19th March 2018**

Present: Cllr. A. Powell (Chairman), Cllr. L. Blanshard, Cllr. A. Foster

In attendance: A. Tristram (Town Clerk), J. Mitchell (Office Manager & PA to Town Clerk) and R. Dick (Outside Services Manager)

1. Apologies

Apologies were received from Cllr G. Hopkinson and Cllr. C. Smith was absent.

2. Declaration of Interests

There were no declarations of interest.

3. Stonelow Car Park & Path

Members discussed possible external funding from Derbyshire County Council towards the costs to create a new pathway and lighting into the football ground. Dronfield Town Football Club also offered to contribute by helping with the construction of the path. No proposal was brought for the work to the Car Park.

It was RESOLVED to recommend to Council to spend up to £10k on lighting the new path, on the basis that a funding package for the remaining cost for the path is in place and subject to agreement with the cricket club.

4. Stonelow Pavilion

The cricket club have offered to carry out the work required on repairing the pavilion. However they have questioned use by other clubs once the work is completed.

It was RESOLVED to note the cricket clubs concerns but to keep the pavilion available for open use to everyone as otherwise it would become rateable.

5. Cliffe Park Update

Members discussed a post-installation inspection report submitted by Creative Play. The report raised a number of issues relating to groundworks and potential finger entrapments, with some equipment being highlighted as not complying with British Standards. Creative Play are also chasing for payment of the invoice that has already been issued.

It was RESOLVED that Dronfield Town Council request their own independent report on the safety of the playground.

It was RESOLVED that no payment be made to Creative Play until all outstanding work is completed to the Council's satisfaction.

6. Flooring at Gosforth Lodge

The quality of the flooring at Gosforth Lodge was discussed.

It was RESOLVED to recommend to Council that the current flooring in Gosforth Lodge is replaced with safety lino after three quotes have been obtained.

7. Bus Shelters

A request from a resident to relocate two unused bus shelters near Holmesdale Road has been received and was discussed.

It was RESOLVED to speak with Derbyshire County Council and report back at the next meeting.

8. Projector at Civic Hall

A request had been received from Matinee Derbyshire for a new projector within the Civic Hall, which they hire for Dementia Friendly Film Screening.

It was RESOLVED to bring costs for replacement of the projector back to the next Properties Committee Meeting.

9. Any Other Business

The Clerk reported that he had been successful in a rates appeal for Stonelow and that the Council would no longer be required to pay rates on that land and that a refund would be made and back dated for c.£6,500.

A request was made as to whether an ATM machine could be located outside the Civic Hall following the removal of the one where the Co-op used to be.

The winners of the sign competition for Cliffe Park have been selected and there were three winners and two runners-up. The winners will receive £25 each in gift vouchers and the runners-up will receive £10 each in gift vouchers, they will all be invited to opening and unveiling of their signs.

It was RESOLVED to look into the possibility and costs of installing an ATM at the Civic Hall and report back at the next meeting.

Meeting closed at 12:15pm

Date of next meeting to be agreed.

**Minutes of the Meeting of the Cemetery Advisory Committee
of Dronfield Town Council
held in the Town Clerk's Office on Thursday 29th March 2018**

Present: Cllr. P. Wright (Chairman), Cllr. R. Hall and Cllr. M. Lilleyman (appointed representative from Unstone Parish Council)

In attendance: A. Tristram (Town Clerk)

The Clerk confirmed that M. Lilleyman had completed a Declaration of Interests form and signed the Code of Conduct prior to the meeting.

1. Apologies

Apologies were received from Cllr L. Deighton, M. Foster and A. Hutchinson.

2. Declaration of Interests

There were no declarations of interest.

3. General update

Members were provided with information on exclusive rights covering the period from November 2017 to January 2018 together with a further report covering February and March 2018 (to date of issuing agenda papers).

It was RESOLVED that the report is noted.

4. Finance Update

Members received a finance update for the current financial year to date covering the period from April 2017 to February 2018 together with details of Cash received and payments made between 1st November 2017 and 28th February 2018 together with the bank reconciliation statement and supporting statements to 23rd February (Current account) and 28 February (Reserve account).

The Clerk informed members that the financial information would be merged with the main Dronfield Town Council accounts to coincide with the year end.

It was RESOLVED to recommend to Council that the Payments are approved and that the other reports are noted.

5. Request for a refund

A request for a refund received in connection with an unused garden of rest plot purchased in July 2001 was considered by members.

It was RESOLVED to recommend to Council that the request for a refund at the original purchase cost of £67 is approved.

6. Request for a memorial bench

Members considered a request to site a memorial bench in the Cemetery.

It was RESOLVED that that permission is given for a period of 20 years for a memorial bench subject to the bench being of an acceptable quality and the location being agreed with the Outside Services Manager.

7. Revised Fees and Charges

Members reviewed the current fees and charges.

It was RESOLVED unanimously to recommend to Council that fees should be increased by 2.5% with prices rounded up to the next £5 point as per schedule attached.

8. Cemetery Lodge Update

Members were informed that work was required to the Lodge to deal with damp issues reported by the tenant.

9. Cemetery Chapel

Members discussed improvements required to the Cemetery Chapel.

It was RESOLVED that members visit the Chapel prior to the June meeting and that any maintenance and improvements are discussed at that meeting.

10. Cemetery Maintenance

Members discussed having a written maintenance plan for the Cemetery. It was suggested that a three year rolling programme would be practical.

11. Committee and Members Check Report.

It was suggested that a check list is compiled and each member takes in in turns to carry out monthly inspection visits.

12. Frequency of meetings

Members discussed the frequency of meetings,

It was RESOLVED that scheduled meetings take place four times per year in June, September, December and March. Additional meetings can be scheduled should any matters arise. Meetings to take place on Thursday afternoons at 3pm.

It was requested that digital systems for managing the cemetery and inputting the historical records onto an electronic system are discussed at the next meeting.

The representative appointed by Unstone Parish Council requested that minutes are forwarded to the Clerk of Unstone Parish Council and that any future changes to the committee terms of reference are submitted to Unstone Parish Council for comments prior to consideration by Dronfield Town Council.

The Clerk was asked to contact DALC to find out dates for any future cemetery training events.

Meeting closed at 4:00pm

At : 15:41

RBS Current Account

List of Payments made between 01/11/2017 and 28/02/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/11/2017	O2	DD	12.48		Cemetery Mobile Phone
09/11/2017	OPUS	DD	55.42		Electric
10/11/2017	Drainage 2000	3095	1,710.00		Sewer pipe emergency repair
10/11/2017	DP Electrical	3093	325.00		Lodge garage electrical works
15/11/2017	NEDDC	DD	287.00		Rates
17/11/2017	Alfred Dunham & Son	3094	27.06		Magnolia Paint for Lodge
21/11/2017	O2	DD	3.75		Mobile Phone Device Charge
22/11/2017	RBS	DD	8.40		Bank Charges
22/11/2017	Yorkshire Water	DD	131.27		Sewerage - May-Nov
23/11/2017	Dronfield Town Council	3095	4,915.34		Salaries / Fuel
23/11/2017	Dronfield Town Council	3096	19.32		Fuel for Machinery - Oct
23/11/2017	Met Gas Plumbers	3097	54.00		Lodge - Toilet Leak & Repair
27/11/2017	Water Plus	DD	61.11		Water Usage Charges
30/11/2017	Yorkshire Water	DD	33.07		Sewerage Charges
30/11/2017	O2	DD	12.48		Mobile Phone Contract
11/12/2017	Opus	DD	82.82		Electric
12/12/2017	C Laver Groundwork & Plant	3098	1,440.00		Grave Digging
15/12/2017	NEDDC	DD	287.00		Rates
21/12/2017	O2	DD	3.75		Device Plan Charge
22/12/2017	Royal Bank Scotland	DD	9.10		Bank Charges
02/01/2018	O2	DD	12.48		Mobile Phone - Dec
05/01/2018	Hopkinson Waste	3100	504.00		Skips
05/01/2018	Dronfield Town Council	3101	5,000.66		Salaries - December 2017
10/01/2018	Underwood Trees	3102	1,062.00		Tree works - Cemetery
15/01/2018	Opus	DD	58.38		Electric
15/01/2018	NEDDC	DD	287.00		Rates
19/01/2018	Royal Bank Scotland	DD	5.00		Bank Charges
22/01/2018	O2	DD	3.75		Device Plan
25/01/2018	Dronfield Town Council	3103	4,673.19		Salaries - January 2017
31/01/2018	O2	DD	12.48		Mobile Phone - Jan
05/02/2018	C Laver Groundwork & Plant Ltd	3104	1,080.00		Grave Digging
09/02/2018	Hopkinson Waste Management	3105	504.00		Skips
09/02/2018	Opus Energy	DD	158.84		Electric
15/02/2018	Dronfield Town Council	3106	4,587.23		Salaries - January 2018
21/02/2018	O2	DD	3.75		Device Plan
23/02/2018	Water Plus	DD	59.80		Water - Nov-Jan
23/02/2018	Royal Bank Scotland	DD	5.00		Bank Charges
28/02/2018	Underwood Tree Surgeons	3107	576.00		Westfield Road Tree
Total Payments			28,071.93		

<u>SCALE OF FEES AND CHARGES</u>		
<u>FROM 1 APRIL 2017</u>		
<u>Dronfield & District Joint Burial Committee:</u>		
<u>Exclusive Rights of Burial</u>	Non Resident	Resident
<u>Pre purchase Plot</u>	£2,500.00	£2,500.00
<u>Purchase of Plot</u> (Single/Double Plot same price)	£2,000.00	£600.00
<u>Purchase of Childrens Plot</u>	£300.00	No Charge
<u>Cremated Remains (Plot in Garden of Rest)</u>	£1,000.00	£300.00
<u>Terms of Exc Rights</u>		50 Years
<u>Interment Fees</u>		
Adult Interment / Re-Open Grave	£2,000.00	£600.00
Stillborn and child up to 16yrs	£300.00	Free
Cremated Remains Interment	£500.00	£165.00
<u>Memorials & Inscriptions</u>		
Headstones Burials or Garden of Rest	£175.00	£175.00
Tablet Cremated Remains only	£80.00	£80.00
Extra Inscription	£80.00	£80.00
<u>Miscellaneous Charges</u>		
Use of chapel	£75.00	£75.00
Sprinkling Cremated Remains	£50.00	£50.00
Search/copy records	£20.00	£20.00
Transfer of Exclusive Rights	£30.00	£30.00
Copy of Grave Grant	£10.00	£10.00
Search Fee	£20.00	£20.00
Exhumations Adult	POA	POA
Friday Afternoon fee applicable after 12.30pm	£130.00	£130.00

Approved 26th January 2017

<u>SCALE OF FEES AND CHARGES</u>		
<u>FROM 1 APRIL 2018</u>		
<u>Dronfield & District Joint Burial Committee:</u>		
<u>Exclusive Rights of Burial</u>	Non Resident	Resident
<u>Pre purchase Plot</u>	£2,565.00	£2,565.00
<u>Purchase of Plot</u> (Single/Double Plot same price)	£2,050.00	£615.00
<u>Purchase of Childrens Plot</u>	£310.00	No Charge
Cremated Remains (Plot in Garden of Rest)	£1,025.00	£310.00
Terms of Exc Rights		50 Years
<u>Interment Fees</u>		
Adult Interment / Re-Open Grave	£2,050.00	£615.00
Stillborn and child up to 16yrs	£310.00	Free
Cremated Remains Interment	£515.00	£170.00
<u>Memorials & Inscriptions</u>		
Headstones Burials or Garden of Rest	£180.00	£180.00
Tablet Cremated Remains only	£85.00	£85.00
Extra Inscription	£85.00	£85.00
<u>Miscellaneous Charges</u>		
Use of chapel	£80.00	£80.00
Sprinkling Cremated Remains	£50.00	£50.00
Search/copy records	£20.00	£20.00
Transfer of Exclusive Rights	£30.00	£30.00
Copy of Grave Grant	£10.00	£10.00
Search Fee	£20.00	£20.00
Exhumations Adult	POA	POA
Friday Afternoon fee applicable after 12.30pm	£135.00	£135.00

Approved by Cemetery Advisory Committee 30 March 2018

Town Clerk's Report for 9 April 2018

1 Items for Decision

- A An email has been received from a teacher at Hunloke Park Primary School in Chesterfield, who is trying to set up an annual football tournament between his school and Northfield Junior School in Dronfield. He is requesting that the Council provide the funding for the trophy and medals for the event.
- B A request has been received for a lockable barrier to be put on the car park entrance and exit behind Coal Aston Village Hall as the resident reports an increased amount of anti-social behaviour.

2 Items for Information

- A Letter from NEDDC regarding a review of the records they hold on Parish and Town Councillors to ensure they have the correct details.
- B Letter from NEDDC regarding a review of the Parliamentary Polling District and Polling Places – the consultation period is running from 9 March 2018 to 20 April 2018.
- C Letter from DCC in response to concerns raised about road safety on Bowshaw
- D Invitation from DCC to attend the next Liaison Forum on Thursday 10 May between 6pm – 8pm at County Hall Matlock. Attendance must be confirmed by 30 April.

3 Correspondence Received

- A request was received from a local resident via the website about whether anything could be done to stop Geoff's DIY store closing
- A request was received from the organisers to use Sindelfingen Park on 1 July 2018 for the Dronfield 10K and Fun Run as it was postponed on 18 March due to snow.

Joanne Mitchell

Subject: FW: Michael Emmens Memorial Football Competition

From:

Sent: 18 March 2018 15:28

To: Town Clerk <townclerk@dronfield.gov.uk>

Subject: Michael Emmens Memorial Football Competition

Dear sir/madam,

My name is [REDACTED] and I am a teacher at Hunloke Park Primary School in Chesterfield. As my name may suggest, I am also the grandson of two-time former Mayor, Michael Emmens.

As you may know, my Grandfather was a football fan - following both Sheffield United and Sheffield Wednesday (I'm still not sure that's allowed). He was also incredibly passionate about Northfield Junior School, where he was a governor for approximately 20 years if memory serves.

I am emailing to inquire as to whether you are able to support me with an idea that I have had. I would like to set up an annual football contest between the school that I work at and Mr Emmens' beloved Northfield school. I have spoken to the headteacher there and she is on board with the idea. Right now the details are still being drawn up and I am wondering if you would be able to help.

The current plan is to either hold two matches in the summer, one at my school and one at Northfield with the winner over two legs lifting the Michael Emmens Memorial Shield and receiving a set of medals. The event could then be repeated each year to see who gets to keep the trophy for the next 12 months.

My question is: would you be able to sponsor this event by providing money for the trophy and medals? This will be a one-off payment as the trophy will simply be engraved each subsequent year. If this is not possible, would there be anything else that you could see yourselves being able to do to support this event?

Once we agree on a sponsor we can proceed with arranging the event. Thank you for taking the time to read this message. I look forward to hearing from you.

Kind regards,

Joanne Mitchell

From: Town Clerk
Subject: FW: ASB at CAVH

-----Original Message-----

From: [REDACTED]
Sent: 30 March 2018 15:30
To: Town Clerk <townclerk@dronfield.gov.uk>
Subject: ASB at CAVH

RE : Anti Social Behaviour in the back car park of Coal Aston Village Hall.

Dear Dronfield Town Council and Andrew,

Please can the following be raised in your next monthly Council meeting?

Having been in regular contact with Dronfield SNT over the past two years, I feel now is the time that My Council can help with my concerns.

Unfortunately the Dronfield SNT are not around when the ASB is occurring (after 10pm). I am not willing to police this myself as I'm sure you can all understand? Also, ANP signs have no effect. The CAVH cameras do not pick registration plates up. I believe that the individuals are coming from outside our county. However, I could dwell more on this - It all comes under the ASB Law.

My request is for the Council to put a lockable barrier/gate on the Car Park at the entrance and exit on the bottom car park at CAVH.

The proposal I have is similar to the Cliffe Park facility. Whoever co-ordinates the access to Cliffe Park should also include CAVH barrier/gate access to their role.

I look forward to the co-ordinated approach that this now needs.

In this instance, some simple steps could allow for a safer neighbourhood. Do you agree that that is what we are all striving for?

Yours Sincerely,

[REDACTED]

RECEIVED
15 MAR 2018

North East
Derbyshire
District Council



District Council Offices,
2013 Mill Lane, Wingerworth,
Chesterfield, S42 6NG

Your Ref:
Our Ref: DLJ
Contact: Donna Jawad
Tel: 01246 217058
E-mail: donna.jawad@ne-derbyshire.gov.uk
Date: 12 March 2018

Dear Sir/Madam

North East Derbyshire District Council
Review of Parliamentary Polling Districts and Polling Places

I am writing to inform you that the Council is undertaking a review of its polling districts and polling places as a consequence of the District Council's electoral arrangements being reviewed by the Local Government Boundary Commission for England.

The Boundary Commission's recommendations for new electoral ward boundaries in North East Derbyshire will come into force for the local (District and Parish) elections to be held in May 2019. The statutory order and final recommendations can be seen on the LGBCE website www.lgbce.org.uk

Formal notice of the review of polling district and polling places has been published on the Council's website and the consultation period for the review commences **on Friday 9 March 2018** and will end on **Friday 20 April 2018**.

During that period, the Council would welcome your views on the Council's polling districts and polling places. In particular, your comments as to the suitability of the polling places and of their convenience and accessibility to electors would be most welcome.

A preliminary review of the effect of the boundary changes on existing polling districts and polling places has been undertaken by the ARO and a copy of the draft ARO proposals together associated maps showing the new ward boundaries and proposed polling districts and places will be published on the Council's website during the consultation period. These proposals will also be available for inspection at the Council's Offices at the address below.

A submission form is available for you to provide comments and can be obtained from the council's website or from the Electoral Services office and should be returned to the address below during the consultation period.

The postal address, e-mail address and website address at which relevant information and documents can be inspected and representations made are as follows:

Website: www.ne-derbyshire.gov.uk
Email: elections@ne-derbyshire.gov.uk



INVESTOR IN PEOPLE

www.ne-derbyshire.gov.uk

In person: North East Derbyshire District Council, 2013 Mill Lane, Wingerworth, Chesterfield S42 6NG

Details of all representations received will be made available for inspection.

Following the consultation period the review proposals will be considered at a full Council meeting the agenda for which will be published on the Council's website and notice of the outcome of the review will be published within 14 days of the Council meeting.

The proposals will be incorporated in the new register of electors to be published on 1 December 2018.

If you require any further information or assistance please contact Electoral Services 01246 217058.

Yours faithfully

A handwritten signature in black ink, appearing to be 'D. Swaine', written in a cursive style.

Daniel Swaine
Chief Executive and Acting Returning Officer



Mike Ashworth
Strategic Director

Economy, Transport and Communities
County Hall
Matlock
Derbyshire DE4 3AG

Minicom:

Telephone:
Our ref: MWA/DB/HMT/BG/8213107

Your ref:
Date: 21 March 2018

Andrew Tristram
Clerk to Dronfield Town Council
Dronfield Civic Hall
Dronfield Civic Centre
Dronfield
S18 1PD

Dear Andrew,

Bowshaw – Road Safety Concerns

I refer to your recent letter dated 15th March 2018 regarding your concerns raised following a recent collision along Bowshaw and your request to see the speed limit reduced.

As you know, the authority takes road safety very seriously and is active in reducing the number of collisions on the highway. The recent collisions along Bowshaw is under investigation by the Police and causation factors will be established and as the driver of the vehicle was a resident of Bowshaw they would have known the road well.

There is a very good collision history for Bowshaw and therefore it would not meet the authority's criteria for traffic calming and as it is semi-rural in topography with properties only on one side of the carriageway and these set back from the road, it would not meet the criteria for a 30mph speed limit and therefore it remains appropriate as a 40mph limit. It has be remembered that this is not a target speed but that motorists should drive to the existing road conditions. An unrealistic reduction in the speed limit would create enforcement issues for the Police who ultimately have the responsibility of ensuring the speed limit is complied with, and following officer discussions with the Traffic Management Officer at Police headquarters, they agree that the speed limit should remains as it is.

In the meantime however, officers will arrange to have some speed readings carried out to ascertain actual vehicle speeds along this route. Should the readings taken indicate that vehicle are travelling higher than the posted speed limit then the results will be sent through to the Casualty Reduction Enforcement Support Team (CREST) as a community concern site.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Mike Ashworth', written over a light blue horizontal line.

Mike Ashworth
Strategic Director for Economy, Transport and Environment



Councillor Carol Hart
Cabinet Member for Health & Communities
County Hall
Matlock
Derbyshire DE4 3AG

County Councillor for the Breadsall & West
Hallam Electoral Division (Conservative)

CH/CW
Date 26 March 2018

Dear Colleagues

As Chair of my local Parish Council I understand the vital role they play in local communities, providing the first point of contact on many issues of local concern, along with involvement in planning decisions, representing communities and general management of town and village centres. With this in mind I would like to further develop the relationship between Parish and Town Councils and the County Council, building upon the good work that I know already exists, and utilising local skills and knowledge to deliver better services for communities.

I would like to invite all Parish and Town Councils to the next Liaison Forum which will take place on:

Date: Thursday 10 May 2018
Time: 6pm – 8pm
Location: County Hall, Matlock, DE4 3AG

There will be an opportunity to talk to officers about County Council services, hear about recent projects and get involved in our Question and Answer session. There will be a presentation by the Lord Lieutenant's Office alongside other topics which will be confirmed shortly. Other relevant agenda items are very welcome and can be forwarded along with confirmation of your attendance by emailing cath.walker@derbyshire.gov.uk or calling 01629 538359 by Monday 30 April 2018.

I look forward to seeing as many Parish and Town Council representatives as possible on the night.

Yours sincerely

A handwritten signature in blue ink that reads 'Carol Hart'.

Councillor Carol Hart
Cabinet Member for Health and Communities

Joanne Mitchell

Subject: FW: Local Council Contact Form

-----Original Message-----

From [REDACTED]

Sent: 15 March 2018 17:23

To: Joanne Mitchell <Joanne.mitchell@dronfield.gov.uk>; Carole Dick <Carole.dick@dronfield.gov.uk>

Subject: Local Council Contact Form

UK Local Councils -

Message Sent From : <http://www.dronfield.gov.uk/contact-us.html> by 87.112.87.150 @ 2018-03-15 17:23:24

Your name :

[REDACTED]

Your message :

I am sure you are aware that Geoff's hardware shop in Dronfield Civic Centre is being forced out by their landlords, who claim that, because the Pound Shop will be installed in the now closed Co-op, the long-established hardware shop will not be needed. This will cause redundancies for the staff and will be a huge loss to the local community. Geoff's not only supplies reasonably priced goods of good quality, but will order special items if necessary. They sell tickets for local events and offer excellent service to their customers.

Can anything be done to stop this situation? I hope so.

Please let me know.

[REDACTED]

Your email :

[REDACTED]

Your phone :

[REDACTED]

--

UK Local Councils

Joanne Mitchell

Subject: FW: 10K

From: [redacted] <mailto:pandd33@btinternet.com>]

Sent: 19 March 2018 14:31

To: Carole Dick <Carole.dick@dronfield.gov.uk>

Subject: 10K

Good Afternoon Carole,

Hope you are well and surviving the weather. We are planning the reschedule date for the 10K and are contacting everybody involved to ask if Sunday 1st July is OK with them. Can you please ask all involved if we can proceed with this date. At least it should be warmer and dryer in July.

Thank you for your help

Regards

[redacted]

The General Data Protection Regulation (GDPR)

GDPR builds on previous data protection legislation providing more protection for consumers and more privacy considerations for organisations.

The regulations take effect from 25 May 2018. Local councils must comply with its requirements, just like any other organisation.

The GDPR requires councils to appoint a Data Protection Officer (DPO).

The National Association of Local Councils have produced a comprehensive GDPR Toolkit which provides a number of practical tools to assist councils with GDPR compliance in the form of an Action Plan Checklist and a data audit questionnaire in addition to templates for privacy notices and consent forms.

The Information Commissioner's Office (ICO) will still be the regulator in charge of data protection and privacy issues.

The GDPR has a number of underlying principles. These include that personal data:

- (a) Must be processed lawfully, fairly and transparently.
- (b) Is only used for a **specific processing purpose** that the data subject has been made aware of and no other, without further consent.
- (c) Should be **adequate, relevant and limited** i.e. only the minimum amount of data should be kept for specific processing.
- (d) Must be **accurate** and where necessary **kept up to date**.
- (e) Should **not be stored for longer than is necessary**, and that storage is safe and secure.
- (f) Should be processed in a manner that ensures **appropriate security and protection**.

One of the main changes to note is that the GDPR places a much greater emphasis on transparency, openness and the documents you need to keep in order to show that we are complying with the legislation.

A summary of changes to the current regulations are shown in the table below

Change	Detail of Change	Impact of Change
Record Keeping	Each Data Controller must maintain a record of processing activities under its responsibility. Data Processors must also keep a record of the processing activities they carry out on behalf of a Data Controller.	The level of detail is the same as contained in an ICO registration / notification at present and the log can be requested at any time by the ICO.
Privacy Notices	Under the GDPR, privacy notices must contain more information, be more transparent, use clear and plain language, and must be easily accessible.	Privacy notices will need to be reviewed and updated to make them clearer, more transparent and easily accessible.

<i>Change</i>	<i>Detail of Change</i>	<i>Impact of Change</i>
Consent	The way consent is obtained will change under the GDPR as individuals have more rights to decide how their data is processed. Where processing personal data is based on consent, the council must be able to evidence the consent. Consent must be by an “opt in” method.	The types of processing activities which require the consent of an individual need to be identified and consents must be captured in a GDPR compliant manner.
Breaches	Data Controllers must report personal certain types of data breaches to the ICO without ‘undue delay’, and where possible no later than 72 hours after having become aware of the breach. An individual who has suffered damage as a result of a breach can claim compensation from the Data Controller or the Data Processor.	How councils handle data breaches should be reviewed. Training will be required to increase awareness of what constitutes a breach and how to escalate investigations into breaches.
Right of Access (Subject Access Requests)	The time limit to comply with a Subject Access Request (“SAR”) has been reduced from 40 calendar days to one calendar month. The ability to charge £10 per SAR has been removed so all SARs are free of charge from 25 th May 2018.	The SAR process will need to be reviewed and updated accordingly.
Data Privacy Impact Assessments (“DPIA”)	The GDPR makes it mandatory for DPIAs to be carried out in certain situations. DPIAs will need to contain a description of the processing and the purpose of the processing and need to identify any risks to the personal data and the rights and freedoms of individuals, and the measures and safeguards implemented to mitigate these risks.	DPIAs will need to be introduced where new technologies are used (e.g. CCTV or other monitoring) for high risk data processing activities (e.g. large scale processing of sensitive personal data) or when there are systematic and extensive activities which use automated processing to evaluate, analyse or predict behaviour (e.g. tracking behaviour on a website).
Privacy by Design	When developing, designing or using services or applications which involve processing personal data, Data Controllers and Processors should adopt internal policies and measures to ensure personal data is protected.	If councils introduce new IT systems or launch new websites which collect personal data these new systems should have data protection controls built into their designs from the outset.
Right to Object to processing	Individuals must be advised of their right to opt out of processing activities, including marketing.	“Unsubscribe” methods will need to be reviewed. Any reasonable requests to object to processing should be stored and evidenced.
Right to Erasure	An individual has a right to request that their personal data is deleted. A Data Controller must delete personal data unless there is a legal obligation to retain the personal data.	Data deletion processes will need to be introduced so that data is not retained indefinitely. It’s likely a “data cleansing” exercise will need to be carried out prior to 25 th May 2018 so that the council is not storing data it no longer requires or has a need to retain.

<i>Change</i>	<i>Detail of Change</i>	<i>Impact of Change</i>
Profiling	An individual has the right not to be subject to a decision based solely on “automated processing”, including profiling. This is where a computer, or computer software rather than a human makes a decision about an individual.	Activities that rely or use automated decision making need to be identified. Processes need to be put in place to allow, where possible, individuals to object to automated decision making (and e.g. request that a human intervenes to make the decision).
Data Protection Officer	A Data Protection Officer (DPO) will need to be appointed by councils. The DPO should report to the highest level of management (i.e. full council) and must be informed about all data protection issues within the council.	Councils and parish meetings must appoint a DPO. Most clerks and RFOs cannot be designated as a council’s DPO because they are unlikely to satisfy all of the requirements of the job.
Right of Portability	The GDPR introduces a new right of data portability. This right allows for the data which an individual provided to the Data Controller to be provided to the individual in a structured format, to allow it to be provided to another Data Controller.	It will be important to understand where the data is being stored and in what format to make it easier to move personal data (and receive personal data from other data controllers).

The DPR will impose new burdens on the Council, including new reporting requirements and increased fines and penalties. The UK Government has made clear that after Brexit the UK will continue to adopt a similar standard for data protection as set out in the GDPR.

The rules relating to how you obtain consent will change under GDPR. This will apply in most cases to local residents but not to personal data which is processed in connection with a person's role in the council. For example, staff and councillors cannot give valid consent because consent has to be 'freely given' (and it also can be withdrawn at any time). A staff member or councillor cannot be said to be freely giving their consent, because the balance of power between them and the council is not equal. A staff member or councillor cannot 'choose' to withhold their consent or to exercise their right to withdraw it.

Consent for one type of data processing does not give councils permission to do anything else with the personal data e.g. A resident consents to be added to a newsletter mailing list and their details are used for a different purpose such as promoting the facilities of the council. Where councils collect consents e.g. To be added to an email mailing list, these consents will need to be recorded. Consequently, several different consent forms (or elements within a single form) to cover different areas of data processing within the activities of the council.

The requirement to pay an annual 'data protection fee' will continue. The Council now fall into tier two. The fee will be £60 per annum (currently £35). A £5 reduction is made to the fees where they are paid by Direct Debit.

There is a requirement for the Council to appoint a Data Protection Officer (DPO). This role cannot be fulfilled by Clerks or the RFO as they do not satisfy all the requirements of the DPO job and may also present a conflict of interest. The DPO may be a staff member or engaged under a service contract.

The council, as data controllers, remains responsible for compliance with the data protection legislation including the GDPR.

All councillors, staff, committees and sub-committees are expected to apply data protection legislation in their work. The DPO should have access to full council and relevant staff, committees and sub-committees.

Aside from the DPO, the council may wish to appoint a staff member who is able to provide central support and guidance in respect of compliance with data protection legislation. If a staff member is to take on this role, it does not need to be a new member of staff, but may be added to the duties of an existing member of staff. The job title 'Data Protection Compliance Officer' or similar, rather than 'Data Protection Officer' ought to be used to avoid confusion with the GDPR required DPO to which specific responsibilities are attached under the legislation.

Implementation

The GDPR Toolkit contains an Action Plan checklist which sets out the actions Councils should take to be compliant with the GDPR.

1.	<p>Raise awareness – Councillors, staff, and volunteers, should be made aware that the law is changing. Ensure they undergo training, and that records are kept. They need to know enough to make good decisions about what you need to do to implement the GDPR.</p> <p>Decide who will be responsible for the council's compliance with data protection law – All councillors, staff, committees and sub-committees are expected to apply data protection legislation in their work. The DPO should have access to full council and relevant staff, committees and sub-committees.</p>
2.	<p>Data Audit – If you do not know what personal data you hold and where it came from you will need to organise an audit to find out. This means reviewing personal data held on staff and volunteers, people using council facilities or services, councillors, contractors, residents, and more. You should document your findings because you must keep records of your processing activities. You should also record if you share data with any third parties.</p>
3.	<p>Identify and document your 'lawful basis' for processing data – To legally process data under the GDPR you must have a 'lawful basis' to do so. For example it is a lawful basis to process personal data to deliver a contract you have with an individual. There are a number of different criteria that give you lawful basis to process and different lawful basis give different rights to individuals.</p>
4.	<p>Check your processes meet individuals' new rights – The GDPR will give people more rights over their data. For example, the GDPR gives individuals the right to have personal data deleted. Would you be able to find the data and who would be responsible for making sure that happened? Ensure you have the systems in place to be able to deliver the 8 rights.</p> <p>Know how you will deal with 'subject access requests' – Individuals have the right to know what data you hold on them, why the data is being processed and whether it will be given to any third party. They have the right to be given this information in a permanent form (hard copy). This is known as a 'subject access request' or "SAR". You need to be able to identify a SAR, find all the relevant data and comply within one month of receipt of the request. Under the GDPR the time limit for responding to SARs is reduced from 40 days to one calendar month and the £10 fee is abolished.</p>
5.	<p>Review how you get consent to use personal data – If you rely on consent as your lawful basis for processing personal data, then you need to review how you seek and manage consent. Under the GDPR consent must be freely given, specific and easily withdrawn. You can't rely on pre-ticked boxes, silence or inactivity to gain consent instead people must positively opt-in.</p>
6.	<p>Update your Policies & Notices – Have clear, practical policies and procedures for staff to follow, and monitor their operation.</p>

	<p>Privacy Notices - You must tell people in a concise, easy to understand way how you use their data. You may well already have privacy notices but they will all need to be updated. Under the GDPR privacy notices must give additional information such as how long you will keep data for and what lawful basis you have to process data.</p> <p>Data Retention & Disposal – Ensure you update your data retention policy and inform all data subjects how long you will retain data. When disposing of records and equipment, make sure personal data cannot be retrieved from them.</p> <p>Websites – Control access to any restricted area. Make sure you are allowed to publish personal data (including images) on website/social media.</p> <p>Data sharing – Be sure you are allowed to share personal data with others and make sure it is kept secure when shared.</p> <p>CCTV – Inform people what it is used for and review retention periods. Ensure you have the correct signage on display and a suitable policy in place.</p> <p>Training – Train staff on the basics of personal data security, where the law and good practice need to be considered, and know where to turn for advice.</p>		
<p>7.</p>	<p>Build in extra protection for children – The GDPR says children under 16 cannot give consent (although this will be reduced to 13 in the UK) so you will have to obtain consent from a parent or guardian. You will need to be able to verify that person giving consent on behalf of a child is allowed to do so. Privacy notices should to be written in language that children can understand.</p>		
<p>8.</p>	<p>Update your contracts to deal with processing by others – Recognise when others are processing personal data for the council and make sure they do it securely. You will need to ensure your contracts are updated to include the GDPR required clauses and put in place an audit programme to supervise them. Consider also how you select suppliers. There must be a written contract which imposes these obligations on processors:</p> <table border="1" data-bbox="272 1025 1428 1350"> <tr> <td data-bbox="272 1025 868 1350"> <ol style="list-style-type: none"> 1. Follow instructions of the controller. 2. Ensure their personnel are under a duty of confidence. 3. Keep the personal data secure. 4. Allow the controller to consent to sub-contractors. 5. Flow down obligations to sub-contractors (but remain responsible for actions of the sub-contractor(s). 6. Assist the controller when individuals exercise their rights to access, rectify, erase or object to processing of data. </td> <td data-bbox="868 1025 1428 1350"> <ol style="list-style-type: none"> 7. Assist the controller with privacy impact assessments. 8. Assist the controller with security and data breach obligations and notify the controller of any personal data breach. 9. Return or delete data at the end of the agreement (but can keep a copy). 10. Demonstrate compliance with these obligations and submit to audits. 11. Inform the controller if their instructions would breach the law. </td> </tr> </table>	<ol style="list-style-type: none"> 1. Follow instructions of the controller. 2. Ensure their personnel are under a duty of confidence. 3. Keep the personal data secure. 4. Allow the controller to consent to sub-contractors. 5. Flow down obligations to sub-contractors (but remain responsible for actions of the sub-contractor(s). 6. Assist the controller when individuals exercise their rights to access, rectify, erase or object to processing of data. 	<ol style="list-style-type: none"> 7. Assist the controller with privacy impact assessments. 8. Assist the controller with security and data breach obligations and notify the controller of any personal data breach. 9. Return or delete data at the end of the agreement (but can keep a copy). 10. Demonstrate compliance with these obligations and submit to audits. 11. Inform the controller if their instructions would breach the law.
<ol style="list-style-type: none"> 1. Follow instructions of the controller. 2. Ensure their personnel are under a duty of confidence. 3. Keep the personal data secure. 4. Allow the controller to consent to sub-contractors. 5. Flow down obligations to sub-contractors (but remain responsible for actions of the sub-contractor(s). 6. Assist the controller when individuals exercise their rights to access, rectify, erase or object to processing of data. 	<ol style="list-style-type: none"> 7. Assist the controller with privacy impact assessments. 8. Assist the controller with security and data breach obligations and notify the controller of any personal data breach. 9. Return or delete data at the end of the agreement (but can keep a copy). 10. Demonstrate compliance with these obligations and submit to audits. 11. Inform the controller if their instructions would breach the law. 		
<p>9.</p>	<p>Personal Data Breaches - Get ready to detect report and investigate these - A data breach is a breach of security leading to 'accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data'. You will need to have the right procedures in place to detect, investigate and report a breach. The GDPR introduces a duty to report certain types of data breaches to the ICO and in some cases to the individuals concerned. You need to be able to demonstrate that you have appropriate security, technical and organisational measures in place to protect against a breach. If there is no risk of harm to an individual (for example because some low risk data has been inadvertently released or made public such as an email address) then this type of breach would not need to be reported. Unauthorised access to data that could be used to steal someone's identity such as their banking data must be reported.</p> <ul style="list-style-type: none"> ▪ The DPO should be involved after the council becomes aware of a data breach. ▪ Councillors, staff, contractors and the council's data processors should be briefed on personal data breach avoidance, and on what to do in the event that a breach occurs. ▪ Examples of personal data breaches and steps to avoid them include: <ul style="list-style-type: none"> - Emails and attachments being sent to the wrong person, or several people – it is easy to click the wrong recipient. Slow down, check thoroughly before clicking 'send'. - The wrong people being copied in to emails and attachments. – Use BCC (Blind Carbon Copy) where necessary. - Lost memory sticks which contain unencrypted personal data – The council should put protocols in place for memory stick usage - Malware (IT) attach – ensure up to date anti-virus software is in place. - Equipment theft – check security provisions. - Loss of personal data which is unencrypted 		

10.	<i>Build data protection into your new projects</i> - Privacy by design means building data protection into all your new projects and services. It has always been good practice, but the GDPR makes privacy by design an express legal requirement. To achieve this, data protection impact assessments should be undertaken where new technology is being deployed, where profiling may significantly affect individuals or sensitive categories of data will be processed on a large scale. Clarify who will be responsible for carrying out impact assessments, when you will use them and how to record them. S
11.	<i>Appoint your Data Protection Officer.</i>

RECOMMENDATIONS

- (i) That the Council acknowledges the requirement for the Council to comply with the GDPR regulations
- (ii) That officers work through the Action Plan and provides an update to the April Standing Orders Committee and future Council meetings.
- (iii) That Council consider appointment of a Data Protection Officer.

Agenda Item 11 – Appendix 7

Includes the following;

11.1 Schedule of Payments for February 2018

11.2 List of BACS Payments for February 2018

11.3 Schedule of Receipts for February 2018

11.4 Bank Reconciliation at 28 February 2018

11.5 Income and Expenditure to 28 February 2018

At : 16:51

BANK ACCOUNT-NO 1

List of Payments made between 01/02/2018 and 28/02/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/02/2018	NEDDC Stonelow Pav & Grounds r	ddr	161.00		Purchase Ledger Payment
08/02/2018	HSBC Bank Plc	ddr2	46.44		Bank Charges - Dec-Jan
09/02/2018	Mr S Temple	100088	18.81		craft items - Xmas fest
09/02/2018	Post Office Ltd	ddr3	5,040.08		Jan 2018 - Tax & NI
09/02/2018	Yorkshire Water	ddr4	34.54		C/P Bowling-Water Jul17-Jan18
09/02/2018	PHS Group Plc	ddr5	155.47		Sanitary Bins 14.2.18-13.5.18
09/02/2018	TALKTALK DIRECTDEBIT	ddr	23.31		Broadband - Works Unit Feb
12/02/2018	O2 Direct Debit	ddr6	34.50		Mobile Phone - Handset Charge
13/02/2018	BACS B/L Pymnt Page 2092	BACS Pymnt	5,938.75		BACS B/L Pymnt Page 2092
13/02/2018	HSBC Bank Plc	ddr7	31.36		online banking charges - Dec
13/02/2018	O2 Direct Debit	ddr8	68.32		Mobile Phones - Calls Dec-Jan
15/02/2018	HSBC BACS Salaries - Feb 18	BACS	18,056.87		HSBC BACS Salaries - Feb 18
16/02/2018	FuelGenie	ddr9	310.87		Fuel for Cemetery machinery
20/02/2018	Plusnet PLC	ddr	38.54		broadband -civic - Feb 18
20/02/2018	British Gas Trading Ltd	ddr2	24.34		Credit to correct gas account
20/02/2018	Contract Natural Gas Ltd	ddr2	158.09		Gas - Gos Lodge January
20/02/2018	OPUS - Small Pavillion Stone	ddr3	86.28		electric -sml pav stonelow Jan
21/02/2018	Spitfire Network Services Ltd	ddr10	109.60		alarm line rental
21/02/2018	IRIS Payroll Solutions Ltd	ddr11	22.85		auto remrolment payroll charge
21/02/2018	British Gas Trading Ltd	ddr12	770.46		Civic Hall - Gas - Jan 2018
21/02/2018	OPUS - Civic Hall	ddr4	637.39		Electric - Civic Hall Jan 18
21/02/2018	OPUS - Library Gardens	ddr5	8.14		electric - Library gdns Jan 18
21/02/2018	OPUS - Unit Callywhite Lane	ddr6	694.38		electric - works unit Jan 18
21/02/2018	OPUS - Coal Aston	ddr7	24.98		electric CA pavilion Jan 18
21/02/2018	OPUS - Main Pavillion Stonelow	ddr8	72.36		electric - Stonelow pav Jan 18
21/02/2018	OPUS - Cliffe Park	ddr9	817.00		Cliffe Park electric - Jan 18
21/02/2018	Water Plus	ddr	26.36		Revised water - stonelow field
22/02/2018	Personnel Advice & Solutions L	ddr	120.00		Purchase Ledger Payment
28/02/2018	Westfield Health Direct D	ddr	37.95		Westfield deductions - Feb 18
28/02/2018	Contract Natural Gas Ltd	ddr	496.42		Gas - G/lodge Jan 2018
28/02/2018	BACS B/L Pymnt Page 2105	BACS Pymnt	9,587.09		BACS B/L Pymnt Page 2105
28/02/2018	A.J.S Diagnostics Ltd	600539	406.44		replacement mirror & indicator
28/02/2018	Mr A Kirk	600540	38.40		audio visual lead/test dvd's
28/02/2018	Ann Beedham	600541	1,480.00		design & artwork -N/Plan
28/02/2018	DCC Superannuation Fund	600542	5,393.33		Superannuation - Feb 2018
28/02/2018	Gary Fletcher (Surfacing) Ltd	600543	5,844.00		Salt/Grit bunker - works unit
28/02/2018	Gas & Hire	600544	30.00		2 x Gas Refills for Welder
28/02/2018	Unison Finance & Membership	600545	26.95		feb 2018 - unision dedcutions
28/02/2018	Unite The Union	600546	50.60		Feb 2018 - Unite union
28/02/2018	HM Courts & Tribunals Service	600547	110.00		Attachment of Earnings Order

Total Payments	<u>57,032.27</u>
-----------------------	------------------

Dronfield Town Council
List of Purchase Ledger BACS Payments

Ledger : 1

Month : 11

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
Supplier : Apollo Appliances Ltd			APOLLO				
26/01/2018	JAN18	oven heating element -g/lodge		75.00	0.00	75.00	0.00
					0.00	75.00	
			Above paid on : 13/02/2018			BACS No APOLLO	
Supplier : Chesterfield Decorator Centre			CHFLDDECOR				
31/01/2018	111024	Paint etc for sand pit fencing		290.42	0.00	290.42	0.00
					0.00	290.42	
			Above paid on : 13/02/2018			BACS No CHFLDDECOR	
Supplier : Derbyshire Association Of Local Councils			DALC				
08/02/2018	1232	GDPR Training - 1 Delegate		10.00	0.00	10.00	0.00
					0.00	10.00	
			Above paid on : 13/02/2018			BACS No DALC	
Supplier : Alfred Dunham & Son Ltd			DUNHAM				
09/02/2018	452323	Gorilla Tubs x 6 Medium		39.89	0.00	39.89	0.00
					0.00	39.89	
			Above paid on : 13/02/2018			BACS No DUNHAM	
Supplier : Evershed Products			EVER				
31/01/2018	ES3767	Bench Profiles x 40		868.80	0.00	868.80	0.00
					0.00	868.80	
			Above paid on : 13/02/2018			BACS No EVER	
Supplier : Eyre & Elliston			EYRE				
24/01/2018	64444	2 x LED Floodlights - Workshop		69.60	0.00	69.60	0.00
					0.00	69.60	
			Above paid on : 13/02/2018			BACS No EYRE	
Supplier : G & L Fletcher			G & L FLET				
31/01/2018	GF/PM/391	works unit lease - Jan 2018		1,099.99	0.00	1,099.99	0.00
					0.00	1,099.99	
			Above paid on : 13/02/2018			BACS No G&LFLET	

Dronfield Town Council
List of Purchase Ledger BACS Payments

Ledger : 1

Month : 11

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
Supplier : Heron Publications Ltd			HERONPUBLI				
07/02/2018	PP187	Neighbourhood plan - photos		240.00	0.00	240.00	0.00
				<u>0.00</u>		<u>240.00</u>	
							<i>BLC</i>
							Above paid on : 13/02/2018
							BACS No HERONPUBLI
Supplier : Intruder Alarm Systems			IAS				
01/02/2018	8118	CCTV inspection 1.2.18-31.1.19		261.60	0.00	261.60	0.00
01/02/2018	8122	Alarm contract 1.2.18-31.1.19		582.00	0.00	582.00	0.00
				<u>0.00</u>		<u>843.60</u>	
							<i>BLC</i>
							Above paid on : 13/02/2018
							BACS No IAS
Supplier : Minuteman Press			MINUTEMAN				
29/01/2018	12053	posters for neighbourhood plan		33.60	0.00	33.60	0.00
				<u>0.00</u>		<u>33.60</u>	
							<i>BLC</i>
							Above paid on : 13/02/2018
							BACS No MINUTEMAN
Supplier : Procheck Electrical Ltd			PROCHECK				
16/02/2018	1288	2 x fire alarm batteries		369.00	0.00	369.00	0.00
16/02/2018	1289	labour charge - floodlights		378.00	0.00	378.00	0.00
				<u>0.00</u>		<u>747.00</u>	
							<i>BLC</i>
							Above paid on : 13/02/2018
							BACS No PROCHECK
Supplier : Simply Shredding Sheffield			SIMPLY				
05/02/2018	235785	Shredding bags x 12 & Service		57.60	0.00	57.60	0.00
				<u>0.00</u>		<u>57.60</u>	
							<i>BLC</i>
							Above paid on : 13/02/2018
							BACS No SIMPLY
Supplier : The Society of Local Council Clerks			SLCC				
05/02/2018	JAN18	SLCC Membership for Clerk		250.00	0.00	250.00	0.00
				<u>0.00</u>		<u>250.00</u>	
							<i>BLC</i>
							Above paid on : 13/02/2018
							BACS No SLCC
Supplier : E D Steel Ltd			STEEL				
24/01/2018	133	Keys/Markers/brushes		42.75	0.00	42.75	0.00
							<i>BLC</i>

List of Purchase Ledger BACS Payments

Ledger : 1

Month : 11

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
Supplier : 2commune Ltd			2COMMUNE				
05/02/2018	1387	website support/licence 4.4.19		480.00	0.00	480.00	0.00
					0.00	480.00	
			Above paid on : 28/02/2018			BACS No 2COMMUNE	
Supplier : Commercial Washrooms Ltd			COMMERCIAL				
16/02/2018	28383	baby changing unit - c.park		312.00	0.00	312.00	0.00
					0.00	312.00	
			Above paid on : 28/02/2018			BACS No COMMERCIA	
Supplier : Flogas Britain Ltd			FLOGAS				
26/02/2018	3932340	Gas - CA sports Dec-Feb		64.72	0.00	64.72	0.00
					0.00	64.72	
			Above paid on : 28/02/2018			BACS No FLOGAS	
Supplier : Hallamshire Heating Co Ltd			HALLAMSHI				
13/02/2018	1802136347	call out to heating -gos lodge		90.00	0.00	90.00	0.00
					0.00	90.00	
			Above paid on : 28/02/2018			BACS No HALLAMSHI	
Supplier : Lightwood Sports Groundcare Ltd			LIGHTWOOD				
12/02/2018	2688	grounds maintenance - Feb 18		2,346.00	0.00	2,346.00	0.00
12/02/2018	2689	football pitch maintenance		180.00	0.00	180.00	0.00
13/02/2018	2691	Hedge Cutting - Parks/Rec etc		1,680.00	0.00	1,680.00	0.00
					0.00	4,206.00	
			Above paid on : 28/02/2018			BACS No LIGHTWOOD	
Supplier : PC World Business			PCWORLD				
02/03/2018	15565700	media pad T3 - space grey		107.96	0.00	107.96	0.00
02/03/2018	15565738	modem & wireless router		45.48	0.00	45.48	0.00
					0.00	153.44	
			Above paid on : 28/02/2018			BACS No PCWORLD	
Supplier : Trade UK Account			SCREWFIX				
12/01/2018	0851503861	Orbit Sander 240 v + discs		170.88	0.00	170.88	0.00

At : 16:51

BANK ACCOUNT-NO 1**Cash Received between 01/02/2018 and 28/02/2018**

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
01/02/2018	Sales Recpts Page 3491		Sales Recpts Page 3491	304.20
02/02/2018	Sales Recpts Page 3490		Sales Recpts Page 3490	4,445.02
02/02/2018	Sales Recpts Page 3492		Sales Recpts Page 3492	23.00
02/02/2018	Sales Recpts Page 3493		Sales Recpts Page 3493	50.00
05/02/2018	Sales Recpts Page 3494		Sales Recpts Page 3494	304.20
08/02/2018	Sales Recpts Page 3495		Sales Recpts Page 3495	10.10
08/02/2018	Sales Recpts Page 3509		Sales Recpts Page 3509	1,000.00
09/02/2018	Mr Giles	cash	Market rent 25.1.18	43.75
09/02/2018	Mr Giles	cash	Market Rent 1.2.18	33.75
09/02/2018	Mr Giles	cash	Market Rent 8.2.18	38.75
09/02/2018	Sales Recpts Page 3496		Sales Recpts Page 3496	1,960.49
09/02/2018	Sales Recpts Page 3498		Sales Recpts Page 3498	1,136.39
09/02/2018	Sales Recpts Page 3499		Sales Recpts Page 3499	32.82
09/02/2018	Sales Recpts Page 3502		Sales Recpts Page 3502	304.20
09/02/2018	Sales Recpts Page 3503		Sales Recpts Page 3503	60.00
09/02/2018	Sales Recpts Page 3504		Sales Recpts Page 3504	23.00
14/02/2018	Sales Recpts Page 3505		Sales Recpts Page 3505	27.60
15/02/2018	Sales Recpts Page 3506		Sales Recpts Page 3506	1,014.46
15/02/2018	Sales Recpts Page 3507		Sales Recpts Page 3507	23.00
16/02/2018	Sales Recpts Page 3500		Sales Recpts Page 3500	403.06
16/02/2018	Sales Recpts Page 3501		Sales Recpts Page 3501	1,737.18
16/02/2018	Sales Recpts Page 3508		Sales Recpts Page 3508	54.60
23/02/2018	Sales Recpts Page 3511		Sales Recpts Page 3511	23.00
23/02/2018	Sales Recpts Page 3512		Sales Recpts Page 3512	50.00
26/02/2018	Sales Recpts Page 3510		Sales Recpts Page 3510	65.00
27/02/2018	Sales Recpts Page 3513		Sales Recpts Page 3513	100.00
28/02/2018	Sales Recpts Page 3514		Sales Recpts Page 3514	93.10

Total Receipts 13,360.67

Bank Reconciliation Statement as at: 28/02/2018 for Cash Book 1 BANK ACCOUNT-NO 1

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account HSBC	28/02/2018		650,374.33
			<u>650,374.33</u>
<u>Unpresented Cheques (Minus)</u>			
		<u>Amount</u>	
31/10/2017 600482	The Creative Chef	384.00	
18/01/2018 100087	Derbyshire Association Of Loca	250.00	
09/02/2018 100088	Mr S Temple	18.81	
28/02/2018 BACS Pymnt	BACS B/L Pymnt Page 2105	9,587.09	
28/02/2018 600539	A.J.S Diagnostics Ltd	406.44	
28/02/2018 600540	Mr A Kirk	38.40	
28/02/2018 600541	Ann Beedham	1,480.00	
28/02/2018 600542	DCC Superannuation Fund	5,393.33	
28/02/2018 600543	Gary Fletcher (Surfacing) Ltd	5,844.00	
28/02/2018 600544	Gas & Hire	30.00	
28/02/2018 600545	Unison Finance & Membership	26.95	
28/02/2018 600546	Unite The Union	50.60	
28/02/2018 600547	HM Courts & Tribunals Service	110.00	
			<u>23,619.62</u>
			626,754.71
<u>Receipts not Banked/Cleared (Plus)</u>			
18/01/2018		5,566.96	
02/02/2018		4,445.02	
09/02/2018		1,960.49	
16/02/2018		403.06	
16/02/2018		1,737.18	
			<u>14,112.71</u>
			640,867.42
	Balance per Cash Book is :-		640,867.42
	Difference is :-		0.00



Bank reference	Additional narrative	Customer reference	TRN type	Value date (dd/mm/yyyy)	Credit amount	Debit amount	Balance	Time	Post date
08204811713214000 N102018022882660 4009	COOK KJ FP81RK4819117103 /EREF/DTC5480 /REMI/COOK KJ DTC5480 VIA ONLINE - P YMT /ROC/DTC5480 /FPID/08204811713214000 N1020180228826604009	DTC5480	FBP	28/02/2018	93.10 ✓		650,374.33	00:00	28/02/2018
Balance as at close 28/02/2018							650,374.33 ✓		

over paid

Dronfield Town Council

Detailed Income & Expenditure by Budget Heading 28/02/2018

Month No : 11

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget	
Dronfield Town Council								
101 CIVIC HALL								
4001	STAFF COSTS	27,161	28,537	32,000	3,463	3,463	89.2 %	
4011	RATES	24,850	23,300	25,000	1,700	1,700	93.2 %	
4012	WATER	2,570	1,569	2,500	931	931	62.8 %	
4014	ELECTRICITY	5,372	4,175	6,000	1,825	1,825	69.6 %	
4015	GAS	5,780	3,796	5,500	1,704	1,704	69.0 %	
4018	WASTE DISPOSAL	1,841	1,896	2,000	104	104	94.8 %	
4020	MISCELLANEOUS EXPENSES	1,314	342	1,300	958	958	26.3 %	
4021	TELEPHONE COSTS	0	69	0	-69	-69	0.0 %	
4025	INSURANCE	903	958	900	-58	-58	106.4 %	
4036	PROPERTY MAINTENANCE	0	1,477	1,500	23	23	98.5 %	
4038	MAINTENANCE CTRCTS	2,275	1,975	2,000	25	25	98.7 %	
4042	EQUIPMENT MAINTCE	2,855	1,068	1,200	132	132	89.0 %	
4062	LICENCES (PREMISES)	52	270	500	230	230	54.0 %	
4100	RENT - CIVIC HALL	150,053	116,214	153,911	37,697	37,697	75.5 %	
	CIVIC HALL :- Expenditure	225,024	185,645	234,311	48,666	0	48,666	79.2 %
1001	RENT RECEIVED	1,935	1,507	2,000	-493		75.3 %	
1010	LETTING INCOME(Community)	25,121	27,332	26,000	1,332		105.1 %	
1080	MISC INCOME	0	934	0	934		0.0 %	
	CIVIC HALL :- Income	27,056	29,772	28,000	1,772		106.3 %	
	Net Expenditure over Income	197,968	155,872	206,311	50,439			
102 PARKS & OPEN SPACES								
4011	RATES	895	959	950	-9	-9	100.9 %	
4019	LITTER & DOG BIN EMPTYING	10,997	2,313	10,000	7,687	7,687	23.1 %	
4034	ENVIRONMENTAL	0	2,282	300	-1,982	-1,982	760.8 %	
4037	GROUNDS MAINTENANCE	20,442	24,450	20,000	-4,450	-4,450	122.2 %	
	PARKS & OPEN SPACES :- Expenditure	32,335	30,004	31,250	1,246	0	1,246	96.0 %
1001	RENT RECEIVED	0	100	100	0		100.0 %	
1077	GRANTS RECEIVED	495	14,995	0	14,995		0.0 %	
1080	MISC INCOME	55	0	0	0		0.0 %	
	PARKS & OPEN SPACES :- Income	550	15,095	100	14,995		15095.0	
	Net Expenditure over Income	31,785	14,909	31,150	16,241			

Month No : 11

Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
103	ALLOTMENTS							
4012	WATER	1,529	990	1,500	510		510	66.0 %
4037	GROUNDS MAINTENANCE	0	350	750	400		400	46.7 %
	ALLOTMENTS :- Expenditure	1,529	1,340	2,250	910	0	910	59.5 %
1001	RENT RECEIVED	2,005	2,405	2,250	155			106.9 %
1080	MISC INCOME	0	350	0	350			0.0 %
	ALLOTMENTS :- Income	2,005	2,755	2,250	505			122.4 %
	Net Expenditure over Income	-476	-1,415	0	1,415			
104	PLAY AREAS							
4001	STAFF COSTS	9,643	0	0	0		0	0.0 %
4042	EQUIPMENT MAINTCE	2,400	1,498	2,000	503		503	74.9 %
	PLAY AREAS :- Expenditure	12,043	1,498	2,000	503	0	503	74.9 %
	Net Expenditure over Income	12,043	1,498	2,000	503			
105	GOSFORTH LODGE							
4001	STAFF COSTS	16,091	17,017	24,650	7,633		7,633	69.0 %
4011	RATES	4,792	4,613	4,800	187		187	96.1 %
4015	GAS	2,093	2,008	2,500	492		492	80.3 %
4020	MISCELLANEOUS EXPENSES	1,351	1,069	950	-119		-119	112.5 %
4021	TELEPHONE COSTS	355	227	400	173		173	56.7 %
4036	PROPERTY MAINTENANCE	24	414	500	86		86	82.8 %
4038	MAINTENANCE CTRCTS	1,194	968	1,000	32		32	96.8 %
4042	EQUIPMENT MAINTCE	2,035	857	900	43		43	95.3 %
4062	LICENCES (PREMISES)	0	0	100	100		100	0.0 %
	GOSFORTH LODGE :- Expenditure	27,934	27,174	35,800	8,626	0	8,626	75.9 %
1010	LETTING INCOME(Community)	16,336	11,558	12,000	-442			96.3 %
	GOSFORTH LODGE :- Income	16,336	11,558	12,000	-442			96.3 %
	Net Expenditure over Income	11,598	15,616	23,800	8,184			
106	CLIFFE PARK							
4001	STAFF COSTS	25,608	25,785	31,500	5,715		5,715	81.9 %
4012	WATER	1,827	2,000	2,300	300		300	87.0 %
4014	ELECTRICITY	5,716	4,553	5,000	447		447	91.1 %
4018	WASTE DISPOSAL	1,841	1,896	2,000	104		104	94.8 %
4020	MISCELLANEOUS EXPENSES	0	135	0	-135		-135	0.0 %

Month No : 11

Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4036	PROPERTY MAINTENANCE	427	1,692	500	-1,192		-1,192	338.4 %
4037	GROUNDS MAINTENANCE	35	950	1,000	50		50	95.0 %
4038	MAINTENANCE CTRCTS	275	0	0	0		0	0.0 %
4040	EQUIPMENT REPLACEMENT	0	0	0	0	80,000	-80,000	0.0 %
4042	EQUIPMENT MAINTCE	2,666	2,340	500	-1,840		-1,840	468.0 %
	CLIFFE PARK :- Expenditure	38,395	39,351	42,800	3,449	80,000	-76,551	278.9 %
1001	RENT RECEIVED	77	280	75	205			373.3 %
1020	PITCH FEES	30,606	23,030	25,000	-1,970			92.1 %
1080	MISC INCOME	0	0	300	-300			0.0 %
	CLIFFE PARK :- Income	30,682	23,310	25,375	-2,065			91.9 %
	Net Expenditure over Income	7,713	16,041	17,425	1,384			
107	THE KIOSK							
4042	EQUIPMENT MAINTCE	20	0	200	200		200	0.0 %
	THE KIOSK :- Expenditure	20	0	200	200	0	200	0.0 %
1015	KIOSK RENTAL INCOME	12,000	11,000	12,000	-1,000			91.7 %
	THE KIOSK :- Income	12,000	11,000	12,000	-1,000			91.7 %
	Net Expenditure over Income	-11,980	-11,000	-11,800	-800			
109	COAL ASTON							
4011	RATES	4,259	4,101	4,300	199		199	95.4 %
4012	WATER	311	250	1,000	750		750	25.0 %
4014	ELECTRICITY	517	295	500	205		205	59.0 %
4015	GAS	1,473	360	1,600	1,240		1,240	22.5 %
4036	PROPERTY MAINTENANCE	1,887	21	800	779		779	2.6 %
4037	GROUNDS MAINTENANCE	190	190	250	60		60	76.2 %
4038	MAINTENANCE CTRCTS	404	391	500	109		109	78.1 %
4042	EQUIPMENT MAINTCE	1,039	150	500	350		350	30.0 %
	COAL ASTON :- Expenditure	10,080	5,758	9,450	3,692	0	3,692	60.9 %
1001	RENT RECEIVED	78	80	75	5			106.7 %
1020	PITCH FEES	1,877	1,850	2,500	-650			74.0 %
	COAL ASTON :- Income	1,954	1,930	2,575	-645			75.0 %
	Net Expenditure over Income	8,126	3,828	6,875	3,047			
110	STONELOW REC							
4011	RATES	15,400	-2,517	1,700	4,217		4,217	-148.1 %

Month No : 11

Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4012	WATER	1,364	1,357	1,500	143		143	90.5 %
4014	ELECTRICITY	1,857	1,424	1,900	476		476	74.9 %
4015	GAS	394	281	1,000	719		719	28.1 %
4036	PROPERTY MAINTENANCE	100	0	500	500		500	0.0 %
4037	GROUNDS MAINTENANCE	0	0	300	300		300	0.0 %
4038	MAINTENANCE CTRCTS	923	220	500	280		280	44.0 %
4042	EQUIPMENT MAINTCE	874	899	750	-149		-149	119.9 %
	STONELOW REC :- Expenditure	20,912	1,663	8,150	6,487	0	6,487	20.4 %
1001	RENT RECEIVED	45	45	45	0			100.0 %
1020	PITCH FEES	2,289	2,483	2,400	83			103.5 %
	STONELOW REC :- Income	2,334	2,528	2,445	83			103.4 %
	Net Expenditure over Income	18,578	-866	5,705	6,571			
	111 DRONFIELD WOODHOUSE REC							
4011	RATES	1,452	1,398	1,475	77		77	94.8 %
4014	ELECTRICITY	0	100	0	-100		-100	0.0 %
4036	PROPERTY MAINTENANCE	3,045	466	1,000	534		534	46.6 %
4042	EQUIPMENT MAINTCE	414	235	100	-135		-135	235.0 %
	DRONFIELD WOODHOUSE REC :- Expenditure	4,911	2,199	2,575	376	0	376	85.4 %
1001	RENT RECEIVED	396	320	400	-80			80.0 %
1020	PITCH FEES	1,305	1,043	1,500	-457			69.6 %
	DRONFIELD WOODHOUSE REC :- Income	1,701	1,363	1,900	-537			71.7 %
	Net Expenditure over Income	3,210	836	675	-161			
	118 HIGHWAYS & ST FURNITURE							
4035	BUS SHELTER REPAIRS	709	2,892	5,000	2,108		2,108	57.8 %
4045	SEATS, SIGNS & N'BDS	1,079	2	0	-2		-2	0.0 %
4047	HIGHWAYS	0	14,000	0	-14,000		-14,000	0.0 %
	HIGHWAYS & ST FURNITURE :- Expenditure	1,789	16,894	5,000	-11,894	0	-11,894	337.9 %
1080	MISC INCOME	230	0	0	0			0.0 %
	HIGHWAYS & ST FURNITURE :- Income	230	0	0	0			
	Net Expenditure over Income	1,559	16,894	5,000	-11,894			
	119 CEMETERY							
4076	JT BURIAL PRECEPT	38,850	46,832	46,832	0		0	100.0 %
4084	JBC STAFF	47,956	0	0	0		0	0.0 %

Dronfield Town Council

Detailed Income & Expenditure by Budget Heading 28/02/2018

Month No : 11

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4085 JBC EXPENDITURE	27,266	0	0	0		0	0.0 %
CEMETERY :- Expenditure	114,072	46,832	46,832	0	0	0	100.0 %
1085 JBC INCOME	69,941	0	0	0			0.0 %
CEMETERY :- Income	69,941	0	0	0			
Net Expenditure over Income	44,131	46,832	46,832	0			
121 CORPORATE MANAGEMENT							
4021 TELEPHONE COSTS	17	0	0	0		0	0.0 %
4057 AUDIT FEES	1,660	700	2,000	1,300		1,300	35.0 %
CORPORATE MANAGEMENT :- Expenditure	1,677	700	2,000	1,300	0	1,300	35.0 %
1074 TRF TO/FROM GENERAL	0	0	-7,305	7,305			0.0 %
1075 PRECEPT SUPPORT GRANT	50,452	37,839	37,839	0			100.0 %
1076 PRECEPT	802,582	805,411	805,411	0			100.0 %
1081 DONATIONS RECEIVED	230	0	0	0			0.0 %
1090 INTEREST RECEIVED	684	0	1,000	-1,000			0.0 %
1091 INTEREST RECEIVED HSBC	273	82	0	82			0.0 %
1092 INTEREST RECEIVED CCLA	0	288	0	288			0.0 %
CORPORATE MANAGEMENT :- Income	854,222	843,621	836,945	6,676			100.8 %
Net Expenditure over Income	-852,545	-842,921	-834,945	7,976			
122 DEM REPRESENTATION & MGT							
4008 TRAINING	0	0	500	500		500	0.0 %
4027 TWINNING COSTS	4,113	0	2,000	2,000		2,000	0.0 %
4028 ELECTION COSTS	2,008	0	7,500	7,500		7,500	0.0 %
4201 MAYOR'S ALLOWANCE	507	2,320	2,000	-320		-320	116.0 %
4211 CIVIC REGALIA	37	0	500	500		500	0.0 %
4221 CHRISTMAS EVENT COSTS	0	506	0	-506		-506	0.0 %
4231 REMEMBRANCE SERVICE	730	1,063	800	-263		-263	132.9 %
4232 CIVIC SERVICE	0	10	400	390		390	2.5 %
4233 DRONFIELD GALA	1,643	1,969	2,500	531		531	78.8 %
4234 BEACON	429	0	400	400		400	0.0 %
4235 ROAD SAFETY	227	0	250	250		250	0.0 %
DEM REPRESENTATION & MGT :- Expenditure	9,694	5,868	16,850	10,982	0	10,982	34.8 %
1080 MISC INCOME	500	350	500	-150			70.0 %
DEM REPRESENTATION & MGT :- Income	500	350	500	-150			70.0 %
Net Expenditure over Income	9,194	5,518	16,350	10,832			

Month No : 11

Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
123	GRANTS							
4701	CRICKET CLUB GRANT	2,000	2,000	2,000	0		0	100.0 %
4711	GRANT AWARDS	0	3,257	4,300	1,043		1,043	75.7 %
4713	COMMUNITY BUS	4,000	4,000	4,000	0		0	100.0 %
4714	CHURCH & CIVIC CLOCK	348	0	1,000	1,000		1,000	0.0 %
	GRANTS :- Expenditure	6,348	9,257	11,300	2,043	0	2,043	81.9 %
	Net Expenditure over Income	6,348	9,257	11,300	2,043			
124	CHRISTMAS EVENTS							
4014	ELECTRICITY	87	66	100	34		34	66.0 %
4032	PUBLICITY	0	0	300	300		300	0.0 %
4041	EQUIPMENT HIRE	170	0	0	0		0	0.0 %
4221	CHRISTMAS EVENT COSTS	1,695	1,174	2,500	1,326		1,326	47.0 %
	CHRISTMAS EVENTS :- Expenditure	1,952	1,240	2,900	1,660	0	1,660	42.8 %
1080	MISC INCOME	120	125	300	-175			41.7 %
	CHRISTMAS EVENTS :- Income	120	125	300	-175			41.7 %
	Net Expenditure over Income	1,832	1,115	2,600	1,485			
125	CAPITAL PROGRAMME							
4053	LOAN INTEREST NEDDC	1,325	965	2,150	1,185		1,185	44.9 %
4054	LOAN INTEREST PWLB	12,834	10,389	14,500	4,111		4,111	71.6 %
4055	LOAN CAPITAL REPAID	38,718	36,871	39,372	2,501		2,501	93.6 %
4903	CAP Cliffe Park Play Equipment	2,774	0	0	0		0	0.0 %
4929	CAP Hill Top Play Area	23,750	1,250	0	-1,250		-1,250	0.0 %
4980	Rolling Capital Fund Allocat'n	40,000	40,000	40,000	0		0	100.0 %
4981	Assets Funded from Rolling Fd	-26,524	-1,250	0	1,250		1,250	0.0 %
	CAPITAL PROGRAMME :- Expenditure	92,877	88,225	96,022	7,797	0	7,797	91.9 %
1077	GRANTS RECEIVED	1,618	0	0	0			0.0 %
	CAPITAL PROGRAMME :- Income	1,618	0	0	0			
	Net Expenditure over Income	91,259	88,225	96,022	7,797			
126	NEIGHBOURHOOD PLAN							
4023	STATIONERY/PRINTING	57	2,066	0	-2,066		-2,066	0.0 %
4032	PUBLICITY	680	0	0	0		0	0.0 %
4060	OTHER PROF FEES	2,575	10,328	2,000	-8,328		-8,328	516.4 %
	NEIGHBOURHOOD PLAN :- Expenditure	3,312	12,395	2,000	-10,395	0	-10,395	619.7 %

Dronfield Town Council

Detailed Income & Expenditure by Budget Heading 28/02/2018

Month No : 11

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1077 GRANTS RECEIVED	11,800	3,300	0	3,300			0.0 %
NEIGHBOURHOOD PLAN :- Income	11,800	3,300	0	3,300			
Net Expenditure over Income	-8,488	9,095	2,000	-7,095			
131 OUTSIDE SERVICES							
4001 STAFF COSTS	101,102	90,146	133,000	42,854		42,854	67.8 %
4006 PROTECTIVE CLOTHING	948	1,780	2,000	220		220	89.0 %
4008 TRAINING	1,906	243	2,500	2,257		2,257	9.7 %
4009 TRAVEL	0	0	100	100		100	0.0 %
4011 RATES	4,501	4,821	4,750	-71		-71	101.5 %
4012 WATER	318	335	300	-35		-35	111.7 %
4013 RENT	11,000	9,167	11,000	1,833		1,833	83.3 %
4014 ELECTRICITY	2,567	3,266	2,500	-766		-766	130.6 %
4015 GAS	168	203	250	47		47	81.1 %
4018 WASTE DISPOSAL	0	948	0	-948		-948	0.0 %
4020 MISCELLANEOUS EXPENSES	1,386	644	300	-344		-344	214.5 %
4021 TELEPHONE COSTS	1,102	982	1,200	218		218	81.8 %
4036 PROPERTY MAINTENANCE	804	14,208	750	-13,458		-13,458	1894.4 %
4038 MAINTENANCE CTRCTS	1,273	1,033	2,000	968		968	51.6 %
4039 GENERAL MAINTENANCE	42,640	40,161	47,000	6,839		6,839	85.4 %
4040 EQUIPMENT REPLACEMENT	3,597	2,951	4,000	1,049		1,049	73.8 %
4041 EQUIPMENT HIRE	860	328	600	272		272	54.7 %
4042 EQUIPMENT MAINTCE	1,326	1,154	1,500	346		346	77.0 %
4044 VEHICLE COSTS & FUEL	8,641	7,872	8,000	128		128	98.4 %
OUTSIDE SERVICES :- Expenditure	184,139	180,239	221,750	41,511	0	41,511	81.3 %
1001 RENT RECEIVED	100	0	0	0			0.0 %
1080 MISC INCOME	1,353	569	0	569			0.0 %
OUTSIDE SERVICES :- Income	1,453	569	0	569			
Net Expenditure over Income	182,686	179,670	221,750	42,080			
132 CENTRAL SERVICES							
4001 STAFF COSTS	88,574	84,358	97,500	13,142		13,142	86.5 %
4008 TRAINING	605	260	1,600	1,340		1,340	16.3 %
4009 TRAVEL	6	0	400	400		400	0.0 %
4014 ELECTRICITY	562	0	0	0		0	0.0 %
4016 JANITORIAL	2,774	1,646	2,500	854		854	65.8 %
4020 MISCELLANEOUS EXPENSES	369	319	400	81		81	79.9 %
4021 TELEPHONE COSTS	1,472	1,273	1,700	427		427	74.9 %

Month No : 11

Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4022	POSTAGE	1,311	1,123	1,200	77		77	93.6 %
4023	STATIONERY/PRINTING	648	1,090	1,400	310		310	77.9 %
4024	SUBSCRIPTIONS	947	1,246	1,450	204		204	85.9 %
4025	INSURANCE	30,701	12,175	31,000	18,825		18,825	39.3 %
4026	PHOTOCOPY CHARGES	2,192	442	1,800	1,358		1,358	24.6 %
4030	RECRUITMENT ADVTG	447	300	500	200		200	60.0 %
4032	PUBLICITY	2,090	5,411	4,000	-1,411		-1,411	135.3 %
4033	COMPUTER MAINTENANCE	3,009	4,743	3,500	-1,243		-1,243	135.5 %
4038	MAINTENANCE CTRCTS	666	0	500	500		500	0.0 %
4042	EQUIPMENT MAINTCE	0	720	500	-220		-220	144.0 %
4051	BANK CHARGES	1,270	924	1,300	376		376	71.0 %
4058	ACCOUNTANCY FEES	582	532	1,000	468		468	53.2 %
4060	OTHER PROF FEES	2,698	6,932	3,000	-3,932		-3,932	231.1 %
	CENTRAL SERVICES :- Expenditure	140,922	123,493	155,250	31,757	0	31,757	79.5 %
1080	MISC INCOME	2,288	2,042	2,000	42			102.1 %
	CENTRAL SERVICES :- Income	2,288	2,042	2,000	42			102.1 %
	Net Expenditure over Income	138,634	121,450	153,250	31,800			
	Dronfield Town Council :- Expenditure	929,965	779,773	928,690	148,917	80,000	68,917	92.6 %
	Income	1,036,789	949,320	926,390	22,930			102.5 %
	Net Expenditure over Income	-106,824	-169,547	2,300	171,847			