Dronfield Town Council

Town Clerk: Andrew Tristram



Dronfield Civic Hall Dronfield Civic Centre Dronfield S18 1PD

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26th March 2019

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 1st APRIL 2019 AT 7.30pm IN THE COUNCIL CHAMBER, CIVIC HALL, DRONFIELD

Yours sincerely

ALDRES TA

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:

- 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.
- 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

Apologies

To receive apologies and reasons for absence from the meeting.

2. To consider a variation of order of business

To consider request to change the order of the items on the agenda.

3. <u>Declarations of Interest</u>

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.

4. Public Speaking

4.1 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.

4.2 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.

4.3 Police Matters

If the Police Liaison Officer is in attendance they will be given the opportunity to raise any relevant matters.

5. 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 4th March 2019 (pages 226 – 235).

6. Items for exclusion of public

To determine what items on the agenda, if any, should be taken with public excluded.

7. Planning Matters

7.1 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.

7.2 Planning Decisions (Appendix 2)

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

8. Outside Services Report (Appendix 3)

To consider the written report submitted by the Outside Services Manager.

9. Risk Management Schedule (Appendix 4)

To review and approve the council's risk management schedule.

10. Meeting Reports (Appendix 5)

To receive the meeting reports on various matters:-

- 10.1 Properties Committee meeting held on 19th March 2019
- 10.2 Gala Committee meeting held on 21st March 2019

11. Town Clerk's Report (Appendix 6)

To consider the written report submitted by the Town Clerk.

12. Financial Report (Appendix 7)

- 12.1 Schedule of Payments including BACS breakdown for February 2019
- 12.2 Schedule of Receipts for February 2019
- 12.3 Bank Reconciliation at 28 February 2019
- 12.4 Income and Expenditure to 28 February 2019

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.

DRONFIELD TOWN COUNCIL PLANNING APPLICATIONS SUBMITTED TO COUNCIL ON MONDAY 1st APRIL 2019

No	Reference	Applicant	Location	Details
1.	18/01274/FL	The Co-Operative Group	84 Hartington Road	Proposal to replace existing refrigeration plant with new plant, construct an external store and attached lean to canopy (Amended Plans)
2.	19/00092/FLH		33 Smithy Croft	Application for pergola to rear elevation
3.	19/00115/FLH	L Donohoe-Denton	6 Summerwood Lane	Application for removal of existing garage and rear extension to be replaced with new double storey side extension and rear single storey extension, including internal remodel and conversion of hip to gable roof with loft space including two proposed dormers (Amended Plans).
4.	19/00184/FLH	ME Kay	39 Paddock Way	Demolition of garage and construction of two storey front and rear extension with single storey rear and side extension, garden shed and car port
5.	19/00186/FLH	M Nicholson	11 Falcon Road	Single storey front and rear extension and two storey side extension
6.	19/00202/FLH	Mr L Ellison	212 Stubley Lane	Front and rear dormer extensions to create first floor living accommodation (Revised scheme of 18/00295/FLH)
7.	19/00214/FLH	F Birrell	103 Barnes Avenue	Proposed conversion of garage to living space with single storey side and front extension
8.	19/00217/AD	Co-op - Food Programme Delivery Orchid Group	84 Hartington Road	Application for advertisement consent for the display of 5 illuminated and 5 non illuminated signs
9.	19/00218/FLH	Mr R Pain	6 Ravensdale Road	Installation of Modular Ramp providing access from drive way to side entrance of property
10.	19/00222/FLH	Mr & Mrs Snell	19 Hallowes Drive	Single storey rear and side extension

Agenda Item 7 – Appendix 1

11.	19/00223/AD	Mr William Butler - Butlers Bakery	52 Hartington Road	Application for advertisement consent for external lighting for existing shop signage
12.	19/00239/FLH	A Rawson	78 Barnes Avenue	Proposed single storey rear extension and 3 storey side extension with dormer to rear
13.	19/00250/FL	Mr J Pople - New Leaf Plant Centre	New Leaf Nursery Dyche Lane	Variation of Condition 2 of previously approved 17/00728/FL for extension
14.	19/00266/FLH	Mr R Bembridge	41 Lundy Road	Application for single storey rear extension

DRONFIELD TOWN COUNCIL SCHEDULE OF PLANNING DECISIONS SUBMITTED TO COUNCIL MONDAY 1st APRIL 2019

2000	T	T		1
No	Reference	Location	Details	Decision
1.	19/00014/LB	6 Lea Road	Application for listed building consent for replacement windows (Listed Building)	Conditionally Approved
2.	19/00028/FLH	14 Byron Close	Construction of a porch to side and raising of eaves and ridge height with dormers on both side elevations	Conditionally Approved
3.	19/00054/FLH	11A Chestnut Close	Construction of a side/rear extension to form extended kitchen, entrance lobby and W.C	Conditionally Approved
4.	19/00074/FLH	61 Lea Road	Porch extension to front with linked canopy above existing bay windows	Conditionally Approved
5.	19/00174/ AMEND	18 Balmoral Crescent	Application for non-material amendment to planning approval 18/01016/FLH to allow additional window in approved extension	Approved
6.	19/00055/FLH	13 Falkland Rise	Extension to side facing dormer and erection of raised decking platform	Conditionally Approved
7.	19/00104/TPO	St John The Baptist Church	Application to undertake pruning works to trees T1 and T3-T8 covered by NEDDC TPO 205	Conditionally Approved
8.	19/00115/FLH	6 Summerwood Lane	Application for removal of existing garage and rear extension and construction of a two-storey side extension and rear single-storey extension, including internal remodel and hip to gable roof loft conversion with two front facing dormers	Conditionally Approved
9.	18/00842/FL	2 Snape Hill Close	The proposed erection of a 2 bedroom bungalow.	The appeal is dismissed

<u>Dronfield Town Council</u> <u>April 2019</u> <u>Outside Services Managers Report</u>

The following tasks have been carried out up to 21st March 2019

<u>Litter/Dog Bins</u> - 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.

<u>Play Areas</u> – Maintenance continues on the play areas. Birches Fold has had most of the new equipment installed; there is some ground works still to do before the soft surface can be laid. Lundy Rd groundworks started today 21st March; the soft surface is being removed ready for some ground works to take place. The new equipment should be installed early next week.

<u>Cemetery</u> - The baskets are emptied around the Cemetery on a Monday and Friday. O/S will be spending a few days clearing all the branches/twigs from around all sections and blowing off the roads and footpaths.

<u>Cliffe Park</u> – The outside Services open the park in the mornings and check the lodge is set up and ready for any users each day. We also visit the park during the day to ensure that the bins are being emptied. The park is now maintained by Outside Services and the maintenance is being done on a weekly basis.

<u>General Maintenance</u> - O/S staff have been going round and cutting back shrubbery and hedgerows. The area to the front of Alma opposite the petrol station on Chesterfield Road has all been cut back all the way along to Little Italy.

<u>Training</u> – A member of the Outside Services team has completed Tractor training and use of the triple cutter. He passed the 2 day course. Two other members of the Outside Services team both attended and passed a Chainsaw Cross Cutting course this was a 2 day course.

<u>Flower Beds</u> – All the flower beds have been deweeded including the circle at the train station.

Notice Board - The notice board at the side of the Civic has been replaced.

<u>Dronfield Woodhouse Tennis Court</u> – The gate that was removed from the tennis courts due to it being broken has been welded up and has now been rehung back in place.

<u>Tree maintenance</u> — Over the past few weeks we have had a few trees that have been blown over with the very high winds. They were cut up by the newly trained members of staff who were on the chainsaw course, which has proven to be a worthwhile course, as we did not have to wait on the tree surgeon to attend, to cut up and dispose of the fallen trees. There has been some tree maintenance taking place in Cliffe Park, the large tree at the entrance to the park had to be felled, due to it becoming dangerous after a large branch snapped off and put a lot of weight on one side. The trees around the MUGA pitch have been cut back, this will stop a lot of leaves from falling onto the pitch and making the grass slippery, which will ruin the artificial grass eventually.

<u>Benches</u> – We will be refurbishing the benches that were taken out of Birches Fold and Lundy ready to be installed for when the play areas are ready to be opened. We will be removing the

2 benches on Calleywhite Lane and refurbishing them and new steel profiles will be fitted, and then reinstalled back in position.

<u>Fencing</u> – The fence in Lucas gardens which was damaged when a tree fell onto it will be repaired next week.

Other Duties - Agendas placed on notice boards and removal when meeting has taken place. Banners removed/replaced on from the front of the Civic Hall when required. Various reports have been actioned around the Town.

Ronnie Dick Outside Services Manager Agenda Item 9 - Appendix 4

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Dronfield Town Council - Risk Assessment - Approved by Council 1st June 2015 - Minute 32/15-16

INANCIAL AND MANAGEMENT

Review/Assess/Revise	Existing procedure adequate	Existing procedure adequate. Review the Financial Regulations when necessary.	Existing procedure adequate. Review the Financial Regulations when necessary and bank signatory list when necessary, especially after an AGM and an election. Monitor the bank statements monthly.	Existing procedure adequate. Review the Financial Regulations when necessary.
Management/control of risk	Council regularly receives budget update information and the precept is an agenda item at full Council. At the Precept meeting Council regularly receives budget update information and the precept is an agenda item at full Council. At the Precept meeting Council receives a budget update report, including actual position and projected position to end the year and indicative figures or costings obtained by the Responsible Finance OfficerClerk. With this information the Council maps out the required monies for standing costs and projects for the following year and applies specific figures to budget headings, the total of which is resolved to be the precept amount to be requested from the District Council. This figure is submitted by the RFO in writing to the District Council. The Council receive reports at all Council meetings of receipts. (The precept is usually received in April and October).	The Council has Financial Regulations which set out the requirements.	The Council has Financial Regulations which set out the requirements for banking, cheques and reconciliation of accounts. The bank does make occasional errors in processing cheques which are discovered when the RFO reconciles the bank accounts once a month when the statement arrive, these are dealt with immediately by informing the bank and awaiting their correction.	Loss through theft or Louncil has Financial Regulations which set out the dishonesty requirements. Cash received is banked within a week 3-banking Review Regulation Town Council – Risk Assessment – 14 Line 2015 eth March 2017.
H/M/L] #t
Adequacy of precent	Requirements not submitted to District Council Amount not received by District Council	Inadequate records Financial irregularities	Inadequate checks Bank mistakes Loss Charges	Loss through theft or dishonesty Council – Risk Assessment
2 recept		inancial Records	3ank and Banking	Sash Dronfield Town (

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Reporting and Auditing	Information communication	_	A monitoring statement is produced regularly before each Council meeting with the agenda, discussed and approved at the meeting. This statement includes, bank reconciliation, and a breakdown of receipts and payments.	Existing communication procedures adequate.
Jicos socie	Compliance	Σ	Monitor performance of actual compared to budgets and investigate any discrepancies or unusual items.	Budget Advisory Committee to meet to review budget reports. Council receive the information at each meeting.
Overhead sxpenses Sebts	Goods not supplied but billed lincorrect invoicing	۔ ۔	The Council has Financial Regulations which set out the requirements. All invoices are authorised by two Councillors prior to payments	Existing procedure adequate. Review the Financial
	Cheque payable incorrect	٦	Deing made. Two Councillors are nominated to check each invoice against the cheque book and associated paperwork and initials the	Coggradors witer recessary.
	BACS Payments	_1	invoices. Two councillors are nominated to check each invoice against	
	Loss of stock	٦	the BACS payment run and initial the inoivces prior to payment. The Council has minimal stocks, these are checked and	
	Unpaid invoices	7	monitored by the Clerk. Whostaid involves to the Council for room hire are pursued and	
rants and upport - pavable	Power to pay	_	All such expenditure goes through the required Council nurses	Eviction process
	to pay		of approval, minuted and listed accordingly if a payment is made using the general power of comments.	Laisuing procedure adequate.
rants - receivable	Receipts of Grant	_	The Council presently receives every year a Council Tax support grant, one off grants would come with terms and	Procedure would need to be formed, if required.
narges – rentals ayable	Payments of charges, leases, rentals	_	The leases the Civic Hall (lease purchase) and an Industrial Unit - invoices payable for the rental amounts are entered into the normal payment system for authorisation.	Existing procedure adequate.
harges – rentals aceivable	Receipt of rental	_	Football Pitches/Cricket Pitches/Bowling Greens/Room Hire etc The Office staff -issues booking formsegreements for usage	Existing procedure adequate. Review agreement and fees
	Insurance implication	Σ	the agreement and the Council copy is held in the Council records. The cheque or BACS payment is received and banked and Council is notified accordingly. The respective Clubs arrange their own insurance and provides.	annually. Ensure payment and copy of insurance document received.
Oronfield T			APHADIA DUB COURTED	

Dronfield Town Council – Risk Assessment – 1st June 2015 6th March 2017---For review by Council 6th March 2017-1st April 2019

The state of the s			The state of the s		
3est value Accountability	Work awarded	-	Nome County each year.		
		Σ	Normal Council practice would be to seek, if possible, at least three quotations for any substantial work required to be undertaken or goods. Contracts valued at £25,000 or greater will comply with the Public Contract Regulations 2015 legislation. If a problem is encountered with a contract the Clerk would investigate the situation, check the quotation flesh of the problem.	Existing procedure adequate. Include when reviewing Financial Regulations and Standing Orders.:	
osts	Salary paid incorrectly Wrong hours paid Wrong rate paid False employee Wrong deductions of NI or Tax Unpaid Tax & NI contributions to the Inland Revenue		The Council authorises the appointment of all employees through a Personnel Committee. Salary rates are assessed annually by the same Committee and applied on 1stApril each year in accordance with NJC terms and conditions. Salary analysis and silps are produced by the RFO monthly together with a schedule of payments to the Inland Revenue (for Tax and NI). The Tax and NI is worked out using -HMRC approved payroll software. All Tax and NI payments are submitted automatically by electronic transfer (RTI) monthly. All staff each submit a weekly time sheet containing hours and superviser-Line Manager or the Clerk and submitted into the records. Each has a contract of employment and job description. All contracts of employment contain a section on overpayment and recoup.	Existing appointment and payment system is adequate.	Formatted: Superscript
mployees	Loss of key personnel		Reference to the Continuity Dlan chauld be		
	Fraud by staff		loss of key personnel. The requirements of the Fidelity Guarantee insurance to be	Existing procedure adequate.	
	Actions undertaken by staff		adhered to with regards to Fraud. The Clerk should be provided with relevant training, reference books, access to assistance and legal advice required to	Purchase revised books.	
	Health & Safety	_	undertake the role. The Maintenance staff-should be provided with adequate direction, training and safety equipment needed to undertake the roles.	wentibership of the SLCC/Derbyshire -ALC. Monitor working conditions, safety requirements and insurance regularly.	
ouncillor allowances	Councillors over-paid Income tax deduction		No allowances are allocated to Councillors, just a monthly allowance to the Town Mayor.	No procedure required	
lection costs	Risk of an election cost	L/M	Risk is higher in an election year. There are no measures which Existing procedure adequate	Existing procedure adequate	Formatted: Superscript
ronfield Town	Council – Risk Assessment –	164	Dronfield Town Council - Risk Assessment 4th Line Oak China	Procedure adequate	discide income

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			can be adopted to minimise the risk of having a contected	
1.0			election as this is a democratic process and should not be stifled. An annual allocation is added an earmarked reserve for Election Costs.	
	Re-claiming/charging	_	The Council has Financial Regulations which set out the requirements	Existing procedure adequate
Annual Keturn	Submit within time limits	_	Employer's Monthly and Annual Returns are completed and submitted online through the payroll software and to the Inland Revenue within the prescribed time frame by the RFO.	Existing procedures adequate
			The Council's Annual Return is completed and signed by the Council, submitted to the internal auditor for completion and signing then checked and sent on to the External Auditor within time limit.	
egal Powers	Illegal activity or payments	_	All activity and payments within the powers of the Council to be resolved and minuted at Full Council Meetings, including a reference to the power used.	Powers minuted when invoked
finutes/Agendas/Notices	Accuracy and legality	_	Minutes and agenda are produced in the prescribed method by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting.	Existing procedure adequate. Guidance/training to Chair should be given (if required)
	Business conduct	_	refurements. Business conducted at Council meetings should be managed	Members to adhere to Gode
lembers interests	Conflict of interest	_	Although not a requirement, the declaring of interests by members at a meeting should be an obvious process to remind Councillors of their duty and should remain on the agenda	of Conduct. Existing procedure adequate.
	Register of Members interests	Σ	Register of Members Interest forms should be reviewed regularly by Councillors.	Members take responsibility to update their Register
surance	Adequacy Cost		An annual review is undertaken (before the time of the policy renewal) of all insurance arrangements in place. Employers and Employee liability insurance is a necessity and may be seen	Existing procedure adequate.
	Compliance Fidelity Guarantee	J∑	for. Ensure compliance measures are in place. Ensure Fidelity checks are in place.	Review insurance provision annually. Review of compliance
ata protection	Policy	-	The Council are registered with the Date Barrers	

Dronfield Town Council – Risk Assessment – 1st June 2015 6th March 2017- - -For review by Council 6th March 2017-1st April 2019

	Provision				
Freedom of Information	Policy	_	The Council has a model sublication	registration	
Act			in place	Monitor and report any	
	Provision	Σ	There have been requests for information to date and the Clad.	impacts of requests made	
			is aware that if a substantial request arrives then this may	under the Freedom of Information Act 2000	
			require many hours of additional work. The Council is able to		
			applicant also has the "City" take more than 15 hours but the		
			down into sections, thus narating the request broken		
			The Clerk is aware of the requirement in the English		
			Information Act 2000 to provide the information within transfer		
			working days following receipt.		

mage L An annual review of assets is undertaken for insurance ge to third L Provision, storage and maintenance provisions. Mal assets owned by the Town Council are regularly reviewed and maintained. All repairs and relevant expenditure for these repairs are actioned/authorised in accordance with the correct procedures of the Town Council. All assets are insured and reviewed annually. All assets are insured and reviewed annually. All assets are insured and reviewed annually. All bublic amenity land is inspected regularly by town council employees. All public amenity land is inspected regularly by town council independent inspection. The Town Council manages one Cemetery which are inspected on a independent inspection. The Town Council manages one Cemetery which are inspected and maintained on a fortnightly basis by the Outside Services team. All paper work and plot numbers to be double checked before plot is dug and remains interned. All baper work and plot numbers to be double checked before plot is dug and remains interned. All locations have approval by relevant narries incurred. All locations have approval by relevant narries.	PHYSICAL EQUIPMENT OR AREAS	IT OR AREAS	304		
Loss or Damage L Provision, storage and maintaned provisions. Risk/Damage/Injury to third parties Risk/Damage/Injury to L The Town Council manages one Cemetery which are inspected on a fortnightly basis by the Outside Services team. All paper work and plot numbers to be double checked before around the town All paper work and plot numbers to be double checked before around the town All paper work and plot numbers in parties incured around the town All paper work and plot numbers in the council around the town All paper work and plot numbers in the council around the town All paper work and plot numbers in the council around the town	ubject	Risk(s) Identified	H/M/H	Management/control of 12	
Risk/Damage/Injury to third parties Risk/Damage/Injury to the form Council has 17 49 -notice boards sited Risk/Damage/Injury to the correct order to the correct order to the correct order to thi	ssets	l ose or Damage	-	managementicontrol of risk	Review/Assess/Revies
Poor performance of L All assets owned by the Town Council are regularly reviewed and maintained. All repairs and relevant expenditure for these repairs are actioned/authorised in accordance with the correct performance Risk to third parties Risk/Damage/Injury to the Town Council manages one Cemetery which are inspected on a fortnightly basis by the Outside Services team. All paper work and plot numbers to be double checked before plot is dug and remains interned. Risk/damage/Injury to third parties Risk/damage/Injury to third parties Risk/damage/Injury to third parties Road side safety Lance All assets are insured and reviewed annually. All paper work and plot numbers to be double checked before plot is dug and remains interned. All locations where approval by relevant narties insured. All locations where approval the Town. All locations where an annual the town All locations which are inspected on a independent inspection and maintained on a fortnightly basis by the Outside Services team. All locations where an annual the town All locations where an annual and remains interned. All locations where approved by the Power and plot numbers in the Council has 17.49 -notice boards sited		Risk/damage to third party(ies)/property		An annual review of assets is undertaken for insurance provision, storage and maintenance provisions.	Existing procedure adequate.
Loss of income or Performance Risk to third parties Risk/Damage/Injury to third parties Risk/Damage/Injury to third parties Risk/Damage/Injury to third party Risk/Damage/Injury to third parties Risk/Da	laintenance	Poor performance of assets or amenities	_	All assets owned by the Town Council are regularly reviewed and maintained. All repairs and relevant expenditure for these repairs are actioned/authorised in accordance with the correct procedures of the Town Council.	Existing procedure adequate. Ensure inspections carried out.
Risk to third parties L all public amenity land is inspected regularly by town council employees. Risk/Damage/Injury to third parties Risk/Damage/Injury to third party Risk of wrong plot number being used and maintained on a fortnightly basis by the Outside Services team. Risk/damage/injury to third parties Risk/damage/injury to third parties Road side safety All locations have approval by relevant narties incursors.		Loss of income or performance	_	All assets are insured and reviewed annually.	
Risk/Damage/Injury to third parties Ithe Town Council has 10 play areas which are inspected on a weekly basis by Outside Services and are subject to an annual independent inspection. The Town Council manages one Cemetery which are inspected and maintained on a fortnightly basis by the Outside Services team. All paper work and plot numbers to be double checked before plot is dug and remains interned. Parisk/damage/injury to third parties Risk/damage/injury to third parties Risk/damage/injury to third parties Road side safety All locations have approval by relevant narties All locations have approval by relevant narties incursors.			_	All public amenity land is inspected regularly by town council employees.	
third parties Risk/Damage/Injury to Inspected and maintained on a fortnightly basis by the Outside Services and are subject to an annual independent inspection. The Town Council manages one Cemetery which are inspected and maintained on a fortnightly basis by the Outside Services team. Risk of wrong plot a large of third parties in the council has 17 + 19 - notice boards sited around the town.	lay Areas	Risk/Damage/Injury to		The Town Council has 40 alone	
Risk/Damage/Injury to Land Town Council manages one Cemetery which are inspected and maintained on a fortnightly basis by the Outside Services team. All paper work and plot numbers to be double checked before plot is dua and remains interned. Parish-The Town Council has 17 49 -notice boards sited around the town All locations have approval by relevant parties insurance.		third parties	1	weekly basis by Outside Services and are subject to an annual	Existing procedures adequate. Ensure inspections are carried
Initial party Inspected and maintained on a fortriightly basis by the Outside Services team. All paper work and plot numbers to be double checked before Parisk/damage/injury to Parish-The Town Council has 17 49 -notice boards sited All locations have approval by relevant parties All locations have approval by relevant parties Institute Institut	emetery	Risk/Damage/Injury to	_1	The Town Council manages one Cemetery which and	out.
Risk of wrong plot number being used all paper work and plot numbers to be double checked before plot is dug and remains interned. Risk/damage/injury to L Parish-The Town Council has 17 49 -notice boards sited around the town Road side safety L All locations have approval by relevant parties incurred.		third party		inspected and maintained on a fortnightly basis by the Outside	Existing procedures adequate.
Risk/damage/injury to L Parish The Town Council has 17 49 -notice boards sited third parties around the town Road side safety L All locations have approval by relevant parties increase.		Risk of wrong plot	_1	All paper work and plot numbers to be double checked before	carried out.
around the town. All locations have approval by relevant parties increased.	otice boards	Risk/damage/injury to	_	Patish The Town Council box 47.40	out.
		third parties		around the town.	Existing procedure adequate.
A SHALLOW COULDS HIS AND A SALE OF THE SAL		Road side safety	_	All locations have approval by relevant parties insurance	

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	Existing procedure adequate.	Existing locations adequate.	Damage (apart from fire) and theft is unlikely and so provision is deemed adequate. Deeds/leases and old minute books to be copied and deposited off-site. (County Archive)	Electronic Backups taken on a series of external hard drives. These need to be ensure files can be retrieved and opened.
cover, inspected regularly by the Outside Services Staff - any repairs/maintenance requirements brought to the attention of the Council.	The Council is responsible for some seatsbenches, bus shelters and grit bins around the town and are covered by insurance. No formalised programme of inspections is carried out, all reports of damage or faults are reported to Council and/or dealt with.	The Town Council Meetings are held in The Council Chamber at the Civic Hall The premises and the facilities are considered to be adequate for the Clerk, Councillors and Public who attend from Health and Safety and comfort aspects.	The Council records are stored at the offices in the Civic Hall. Records include historical correspondence, minute books and copies, leases for land or property, records such as personnel, insurance, salaries etc. Recent materials are in a (metal filing cabinet (not fire proof)) and older more historical records -at the Derbyshire Records Office.	The Council's electronic records are stored on the Server. Back-ups of the files are taken every day and a copy is kept in the safe in the kitchen, taken off site
	_	¬Σ	٦⊠٦	LM
	risk/damage/injury to third parties	Adequacy Health & Safety	Loss through: theft fire damage	Loss through: Theft, fire, damage corruption of computer
trool furnitura Bonchoo	lus Shelters, Grit Bins,	feeting location	- paper	ouncil records - lectronic

		Review/Assess/Revise	iges immediately and Check Hire Agreements and Users Risk Assessments			be used at all times Check Hire Agreements and Users Risk Assessments	working at height Ensure training is up to date.
	H/M/I Managament/Land/Land/Land/Land/Land/Land/Land/Land	_	know where equipment is kept. No storage in corridors No trailing electrical leads/cables		M Appropriate comments	Hirers to be made aware that they are responsible for stepladder safety.	Employees know safety issues when working at height
LODGE & PAVILIONS	Risk(s) Identified	m.	spillages and tripping hazards		Injuries, possibly serious	from falling from height	
IVIC HALL, GOSFORTH LODGE & P	azard	lips, Trips and Falls		Porking of hoise			

Dronfield Town Council – Risk Assessment – 1st June 2015 6th March 2017 - - For review by Council 6th March 2017 1st April 2019

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/ehicle Movement	Injury caused by vehicle impact	_	The Town Council own a number of Ccar parks which should be clearly marked and well lit 5mph Speed limit in car parks owned by the Town Council.	Check markings, lighting and signage
4azardous Substances	Skin problems, eye	-	Use correct cleaning agriculture and agriculture agriculture and agriculture a	
	damage from direct contact with cleaning chemicals. Vapour may		Observe COSHH regulations and follow instructions on labels in accordance with manufacturer's recommendations. Cleaning products marked intitant be replaced with milder	Ongoing training programme. Caretakers to check for dry, red or itchy skin on hands and seek
-	difficulties		alternatives. Store cleaning products securely	illeulcal duvice if necessary.
secucity	Risk of shocks or burns from faulty installations		Fixed installations correctly installed and inspected regularly by qualified electrician	Annual inspection.
			All portable equipment to be PAT tested. Users to be made aware that they are responsible for any	User agreement to include PAT testing of user's equipment. Users to be made aware of tuse
stored equipment and Janual Handling	Injury caused by		Caretakers and Users know to stack chairs and tables carefully	box and isolation switches.
5	trying to lift objects that are too heavy or awkward.		Caretakers to follow HSE manual handling guidance	procedures.
ire	Fatal injuries from smoke	Σ	Fuel for ovite and office a	
	inhalation and/or burns	Ē	Ensure fire exits are clearly marked and illuminated Ensure fire states are kept clear at all times. Test fire alarm weekly. Fire extinguishers maintained in accordance with manufacturer's recommendations. Instructions clearly visible. Staff and Users to know evacuation procedures and assembly	Ensure that Users and staff are made aware of issues. Check User's risk assessments.
			POHILES.	
UTSIDE SERVICES				

azard	Risk(s) Identified	H/M/I	Management	
ilips, Trips and Falls	Injuries to users from	1	Management of risk	Review/Assess/Revise
	spillages and tripping hazards	Ē	crear up spiliages immediately and know where equipment is kept. No storage in corridors No trailing electrical leads/cables	Check and review <u>separate</u> Risk Assessments _z
Vorking at height	Injuries, possibly serious	2	American	
	from falling from height	Ē	Employees to be made aware that they are responsible for stepladder safety.	Check and review -Risk Assessments
			Employees know safety issues when working at height	Ensure training is up to date.
ehicle Movement	Injury caused by vehicle	-	Ost notice clearly	
Dronfield Town	Council - Bick Assessed	1 -	car parks crearly marked and well lit	Check markings, lighting and
	- ILIANISSASSA VOIV	4 Aune	Second Assessment — 4 ² June 2015 6 ^m March 2017 For review by Council 6 th March 2017 1 st April 2019	pril 2019 7 1 B 3 2

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	impact		5mph Speed limit in the unit car park s	signage
fazardous Substances	Skin problems, eye damage from direct contact with cleaning chemicals. Vapour may cause breathing difficulties	_	Use correct cleaning equipment and wear rubber gloves. Observe COSHH regulations and follow instructions on labels in accordance with manufacturer's recommendations. Cleaning products marked irritant be replaced with milder alternatives. Store cleaning products securely.	Ongoing training programme. Caretakers to check for dry, red or lichy skin on hands and seek medical advice if necessary.
Electricity	Risk of shocks or burns from faulty installations	_	Fixed installations correctly installed and inspected regularly by qualified electrician. All portable equipment to be PAT tested. Users to be made aware that they are responsible for any	Annual inspection. User agreement to include PAT testing of user's equipment. Users to be made aware of fuse
stored equipment and fanual Handling	Injury caused by collapsing stacks or by trying to lift objects that are too heavy or awkward.	_	Caretakers and Users know to stack chairs and tables carefully Caretakers to follow HSE manual handling guidance	box and isolation switches. Training of staff in correct procedures.
<u>a</u>	Fatal injuries from smoke inhalation and/or burns	Σ	Ensure fire exits are clearly marked and illuminated Ensure fire exits are kept clear at all times Test fire alarm weekly. Fire extinguishers maintained in accordance with manufacturer's recommendations. Instructions clearly visible. Staff and Users to know evacuation procedures and assembly	Ensure that Users and staff are made aware of issues. Check User's risk assessments.
lectrical and lechanical Equipment	Injury caused by blades and other machine parts. Flying stones from strimmers etc.	Σ	Forms. Ensure that every job undertaken by Outside Services has a Risk Assessment and that all employees are provided with the correct Personal Protective Equipment and clothing.	Ensure that all jobs have an up to date Risk Assessment

Minutes of the Meeting of the Properties Advisory Committee of Dronfield Town Council Held in the Town Clerk's Office on Tuesday 19th March 2019 at 2:00pm

Present: Cllr. A. Foster, Cllr. A. Powell (Chair) and Cllr. C. Smith

In attendance: A. Tristram (Town Clerk) and J. Mitchell (Office Manager & PA to Town Clerk)

1. Apologies

Apologies were received from Cllr. L. Blanshard and Cllr. G. Hopkinson.

2. Declaration of Interests

There were no declarations of interest.

It was requested that item 4 on the agenda was moved to a confidential section of the meeting.

3. Pathway Dispute

Members were informed that a resident had sent an email regarding a pathway dispute between Holmley Lane residents and Trent Grove residents.

It was RESOLVED to note this dispute and respond to the resident in question informing them that the land is not in the ownership of Dronfield Town Council and is therefore not under our jurisdiction.

5. Access through Marsh Avenue park

Members discussed a request from a resident on Holmley Lane for permission to access their rear garden through Marsh Avenue park to carry out some works on their garden.

It was RESOLVED grant permission on the basis that a £200 refundable deposit is paid before any work commences and that the ground is restored to its current condition once the work has been completed.

6. Flooring and Blind quotes for Gosforth Lodge

Following the successful Awards for All application £10,000 funding has been gained to replace the flooring and blinds at Gosforth Lodge. Members were presented with and reviewed three quotes for the flooring and two quotes for the blinds.

It was RESOLVED to recommend to council that Dronfield Carpets & Floors is awarded the contract to replace the flooring and that Custom Group are awarded the contract to replace the blinds and that the council contribute £146.74 to cover the total cost of the refurbishment.

7. Church Street Car Park

Members were informed of the response's that had been received from local businesses and the church regarding the potential 3hr time restriction in the car park. Everyone supported the change and there had been a few comments about potential permits.

It was RESOLVED to proceed with the 3hr time restriction and investigate the potential options to monitor the time restriction in place.

8. Mayors Chain

Members were presented with a number of options regarding replacing links on the Mayors chain and ways to improve the chain. The budget for regalia for the year was £500.

It was RESOLVED to recommend to council that a retaining chain and velvet backing is added to the current Mayors chain and that any further work is to be considered by the budget committee in future years budgets.

9. Peel Centre Proposal

Members considered a revised monthly charge for work undertaken on behalf of the Peel Centre as going forwards the staff would be reducing the amount of work done for the Peel Centre as payments will no longer be taken at the Council office.

It was RESOLVED to recommend to council that the monthly fee paid by the Peel Centre is increased to £100 per month from the current £65 per month on the understanding that the proposed service level agreement is implemented from April 2019.

10. Changing room charges at Stonelow

Members discussed implementing charges for use of the refurbished changing rooms on the bottom pavilion at Stonelow and reimbursing the cricket club, who would manage the changing rooms.

It was RESOLVED that clubs are charged £350 for the season to use the changing rooms or £50 for a one-off use and that these charges are to be paid back to Coal Aston Cricket Club for managing the changing rooms on the council's behalf.

11. MUGA Costs

Members were presented with the current costs.

It was RESOLVED to recommend to council that MUGA hire charges are increased by 1% for the regular teams and 2% for any commercial bookings.

12. Bowls Pavillion

Members were presented with the current annual cost to rent the bowling pavillion.

It was RESOLVED to recommend to council that the rental cost is increased by 1%.

13. Football and Cricket Pitch Charges

Members were presented with the current costs.

It was RESOLVED to recommend to council that costs for S18 teams are increased by 1% and the cost for non-S18 teams are increased by 2%.

14. Trench at Cliffe Park

Members were presented with two quotes to dig a trench from Gosforth Lodge to the Park Office to install the NUGA lighting and CCTV.

It was RESOLVED to gain a revised quote from Fletchers so that there are two like for like quotes and to then review.

15. Charges for Proof of Life Certificate

Members were informed that a number a number of local residents attend the office each year to have a proof of life certificate signed to enable them to claim pensions from overseas.

It was RESOLVED to recommend to council that a nominal charge of £25 is made to check and sign these documents.

16. Any other business

Community Bus - Members were informed that grant funding had been requested to contribute towards the provision of the community bus, however it had now been taken over by another company and the Town Clerk had requested further information which hadn't yet been provided.

It was RESOLVED to recommend to council to not release the money until the information requested had been provided.

Dronfield Woodhouse Cricket Pitch – Members were informed that a request had been made for a Sheffield team to play on the cricket pitch at Dronfield Woodhouse and the

cost for maintenance of the cricket square would be covered by the cricket team so there would be no additional cost to the council. The team would still pay the current charge for hiring the pitch.

It was RESOLVED to recommend to council to accept this request, however the team must be informed that there would be no use of the pavilion included in the fee.

Healthy Heart Walk – Members reviewed a proposal from the Rotary Club of Dronfield to install a Healthy Heart Walk at Cliffe Park.

It was RESOLVED to contact the Rotary Club to see if they would consider moving the walk to the existing pathway network at Sindelfingen Park instead.

Ice Cream Van – Members were informed that a request has been received for an ice cream van to be in the park on Monday's and Tuesday's during the summer, when the café is closed.

It was RESOLVED to accept the offer of an ice cream van in the park for a fixed daily fee, to be agreed.

Meeting closed 3:40pm

Minutes of the Meeting of the Gala Advisory Committee of Dronfield Town Council Held in the Town Clerk's Office at Thursday 21st March 2019

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

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

1 Apologises

Apologises were received from Cllr. R. Hall

2 Declaration of Interests

There were no declarations of interest

3 Free activities for the public

Members were presented with a number of options to provide free activities for the public at the Gala.

It was RESOLVED to have the Circus Skills Workshop, the Wipeout and the six bed trampolines and to contact various farms regarding animal demonstrations.

4 First Aid

Members were informed that St Johns Ambulance were booked and confirmed for the Gala.

It was RESOLVED to note this update.

5 Fairground Rides

Members were informed that the fairground provider would be bringing two larger rides, weather permitting, as well as the smaller rides.

It was RESOLVED to note this update.

6 Performance Groups

Members were informed that five different groups had been approached to perform in the arena at the Gala and so far three had been confirmed

It was RESOLVED to note this update.

7 Car Parking

Members were informed that William Lee have given their permission for use of the car park, however there will be an area sectioned off for employees as they will be working that day.

It was RESOLVED to note this update.

8 Stall sales

Members were informed that stall bookings had now been opened and a number of forms had already been received, the deadline for booking a stall was the month before the Gala on 31st May. The possibility of having a few stalls in Gosforth Lodge was also discussed, and also the possibility of having some choirs performing in there.

It was RESOLVED to note this update and to investigate the options for using Gosforth Lodge.

9 Emergency Vehicles

Members were informed that the fire brigade, police and ambulance service had all been approached to bring their emergency vehicles for demonstrations on the day.

It was RESOLVED to not this update.

10 Any other business

Members were updated regarding the costs for a new Sound System.

It was RESOLVED to contact the Rotary Club of Dronfield to clarify the amount they were willing to donate towards the cost of a new sound system.

Members were informed that the promotions for the event would include a flyer, which would be distributed to all primary schools, advert in the Dronfield Eye, banners around town plus the creation of a Facebook page and possibly a Facebook advert.

It was RESOLVED to progress with these promotional activities.

Meeting closed 10:00am

Town Clerk's Report

Council Meeting to be held on 1st April 2019

Items for Decision

None to report

Items for Information

Public Path Creation Order for Footpath between Dale Road and Hazel Court.

Horse Riding – we have been informed that on Sunday 14th April horse riders across the UK will be riding out to raise awareness of the importance of driving slowly and wide past horses. The organiser in Dronfield would be happy to speak with any councillors about the ride planned in Dronfield.

Correspondence Received

NEDDC provided Notice of Election for the forthcoming District and Parish Elections to be held on Thursday 2 May 2019.

04-2019 DALC Circular (circulated electronically)

VAT making Tax Digital Update - Purdah Guidance - External Audit News - Report from Committee on Standards in Public Life – BREXIT - Government Guidance - Rural England's State of Rural Services - Persimmon Homes, giving £1M

NOTICE OF MAKING OF AN ORDER

HIGHWAYS ACT 1980

THE DERBYSHIRE COUNTY COUNCIL FOOTPATH BETWEEN DALE ROAD AND HAZEL COURT PARISH OF DRONFIELD PUBLIC PATH CREATION ORDER 2019

The above order, made on 7th March 2019 under Section 26 of the Highways Act 1980 will create a public footpath between Dale Road and Hazel Court in Dronfield from Point A (Ordnance Survey Grid Reference ("GR") SK 3591 7771) and proceeding in a generally east south easterly direction to Point B (GR SK 3594 7770) then turning in a generally south south westerly then in a generally southerly direction to Point C (SK 3593 7768), then proceeding in a generally easterly direction to Hazel Court at Point D (SK 3594 7767), a total distance of 62 metres, as shown on the order map.

A copy of the order and the order map may be seen free of charge at the offices of the Derbyshire County Council, County Hall, Matlock from 9.00 am to 5.00 pm Monday to Friday and also at Dronfield Library, Manor House, High Street, Dronfield, S18 1PY. Copies of the order and map may be bought from the Derbyshire County Council at the price of £1.00.

Any representation about or objection to the order may be sent to the Director of Legal Services, Derbyshire County Council, County Hall, Matlock, Derbyshire DE4 3AG not later than 18th April 2019. Please state the grounds on which it is made. If you would like to submit you representations or objections via e-mail please address to angela.greatorex1@derbyshire.gov.uk

If no such representations or objections are duly made, or if any so made are withdrawn, the Derbyshire County Council may itself confirm the order as an unopposed order. If the order is sent to the Secretary of State for the Environment for confirmation any representations and objections which have not been withdrawn will be sent with the order.

Dated 21st March 2019

Janie Berry
Director of Legal Services
Derbyshire County Council
County Hall
Matlock
Derbyshire
DE4 3AG

REF: AG/75946

PUBLIC PATH CREATION ORDER HIGHWAYS ACT 1980

THE DERBYSHIRE COUNTY COUNCIL (FOOTPATH BETWEEN DALE ROAD AND HAZEL COURT) – PARISH OF DRONFIELD)

PUBLIC PATH CREATION ORDER 2019

This order is made by the Derbyshire County Council ("the authority") under section 26 of the Highways Act 1980 ("the 1980 Act") because it appears to the authority that, having regard to the matters set out in section 26(1) of the 1980 Act, there is a need for a public footpath over the land to which this order relates, and that it is expedient that the path should be created.

North East Derbyshire District Council has been consulted as required by section 26(3) of the 1980 Act.

BY THIS ORDER:

There shall be at the end of 28 days from the date of confirmation of this order a
public footpath over the land between Dale Road and Hazel Court in Dronfield
described in Part 1 of the Schedule to this order and shown by a bold broken
line on the map attached to this order.

THE COMMON SEAL of the Derbyshire)
County Council was hereunto affixed
this Seventh day of March
Two Thousand and Nineteen
in the presence of:-

Assy Director of Legal Services

Number in Seal

2019/25

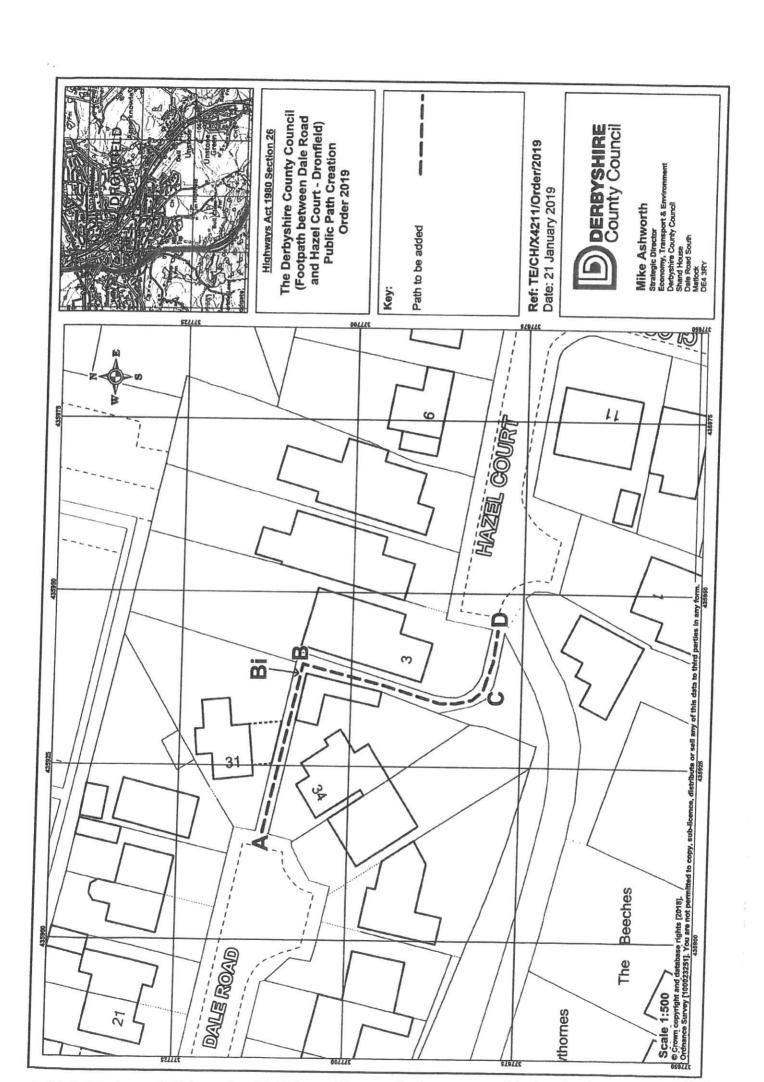
SCHEDULE

PART 1

DESCRIPTION OF LAND

Public Footpath commencing on Dale Road at Point A (Ordnance Survey Grid Reference SK 3591 7771) proceeding in a generally east south easterly direction to Point B (SK 3594 7770), then turning in a generally south south westerly then in a generally southerly direction to Point C (SK 3593 7768), then proceeding in a generally easterly direction to Hazel Court at Point D (SK 3594 7767).

The path will have a recorded width of 1.8 metres between Points A-B and a width varying between 1.8 metres and 2 metres between Points B-C-D, with a tarmacadam surface along its length and a set of three concrete steps at Point Bi (SK 3593 7770).



Joanne Mitchell

Subject:

FW: Local Council Contact Form

----Original Message----

From: UK Local Councils [mailto:admin@localcouncils.org]

Sent: 18 March 2019 12:26

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 94.197.121.63 @ 2019-03-18 12:26:03

Your name:

Your message:

On Sunday April 14 horse riders across the UK will be riding out to raise awareness of the importance of driving slowly and wide past horses.

I am organising the local ride around Dronfield. I hope the parish council will support us.

Please ring or email me for further information.

https://www.facebook.com/events/2237318916511925/?ti=cl

Your email:

Your phone :

UK Local Councils

Agenda Item 12 - Appendix 7

Financial Reports

- 12.1 Schedule of payments
- 12.2 Schedule of receipts
- 12.3 Bank reconciliation
- 12.4 Income and expenditure

Printed on: 04/03/2019

At: 13:23

Dronfield Town Council 2018/19

BANK ACCOUNT-NO 1

List of Payments made between 01/02/2019 and 28/02/2019

Date Paid Payee Name Cheque Ref Amount Paid Authorized Ref Transaction Detail 06/02/2019 Louise Lye BACS 40.00 Partial refund- Gosforth Lodge 06/02/2019 British Gas Trading Ltd ddr 36.57 Gas - Work unit 10 Oct-15 Jan 07/02/2019 Gamma Business Communications ddr2 117.53 Telephone charges - January HSBC Bank Plc 08/02/2019 ddr3 28.81 HSBC Bank charges Dec/Jan 11/02/2019 HSBC Bank Plc ddr4 Electronic bank charges 34.76 11/02/2019 OPUS - 42 Cemetery Road (Lodge ddr5 446.02 Electric- Cemetery - Jan 11/02/2019 TALKTALK DIRECTDEBIT ddr6 23.31 Broadband - Works Unit -Feb 11/02/2019 Plusnet PLC ddr7 38.53 Broadband - Civic Hall Feb 11/02/2019 PHS Group Plc ddr8 60.26 Sanitary Disposal-Feb-May 11/02/2019 L Lye BACS 40.00 Gosforth Lodge partial refund 11/02/2019 Cancel - duplicate transaction CANCEL -40.00 Cancel - duplicate transaction 12/02/2019 Water Plus ddr10 1,327.06 Water - C/ Park 15 Oct-24 Jan 12/02/2019 O2 Direct Debit ddr9 34 50 Mobile Phones - Handset charge 13/02/2019 Yorkshire Water ddr11 125 00 Water Sewerage 11Sep- 24 Jan 13/02/2019 O2 Direct Debit ddr12 57.07 Mobile Phone Call contract Jan 14/02/2019 Water Plus ddr13 263.46 Water-Civic Hall 19 Nov-29 Jan 14/02/2019 Yorkshire Water ddr14 1,360.17 Water Sewerage C/Park sep-jan 15/02/2019 BACS B/L Pymnt Page 2334 **BACS Pymnt** 16,590.72 BACS B/L Pymnt Page 2334 15/02/2019 Mr A Kirk 600580 84.00 3 x call out - microphones etc 15/02/2019 Ann Beedham 600581 140.00 NP - document artwork amends 15/02/2019 Flogas Britain Ltd ddr15 66.16 Gas-CA Sports Nov-Jan 15/02/2019 PHS Group Plc ddr16 1.52 Sanitary disposal adjustment 15/02/2019 BACS Salaries - February 2019 BACS 15,274,97 BACS Salaries - February 2019 18/02/2019 FuelGenie ddr17 291.86 Vehicles Fuel -January 18/02/2019 PHS Group Pic ddr18 136.08 Gos Lodge Sanitary - Feb-May 19/02/2019 Post Office Ltd ddr2 4.585.87 Jan 2019 - Tax & NI 20/02/2019 Contract Natural Gas Ltd ddr19 372.11 Gas-Stonelow- January 20/02/2019 Contract Natural Gas Ltd ddr20 666.72 Gas-Gos Lodge- Jan 21/02/2019 British Gas Trading Ltd ddr21 724.35 Gas - Civic Hall - January 21/02/2019 Spitfire Network Services Ltd ddr22 39.60 Alarm Line Rental - February 21/02/2019 IRIS Payroll Solutions Ltd ddr23 22.85 Auto Enrolment Package -Jan 19 21/02/2019 DDR 3.75 Cem Mobile - Device Plan 21/02/2019 OPUS - Coal Aston Pavilion ddr10 27.00 Electric - CA Pavilion - Jan 21/02/2019 OPUS - Cliffe Park ddr11 876.78 Electric - Cliffe Park - Jan 21/02/2019 OPUS - Main Pavillion Stonelow ddr12 76.93 Electric-Main Pav Stonelow Jan 21/02/2019 OPUS - Civic Hall ddr7 624.55 Electric - Civic Hall - Jan 21/02/2019 OPUS - Library Gardens ddr8 13.69 Electric - Chruch Street - Jan 21/02/2019 OPUS - Unit Callywhite Lane ddr9 655.84 Electric - Works Unit - Jan 22/02/2019 Derbyshire Police 200111 500.00 Replacement for lost Cheque 22/02/2019 Personnel Advice & Solutions L ddr 120.00 Purchase Ledger Payment 22/02/2019 Water Plus ddr24 42.35 Water - Birches Fold - Oct-Feb 24/02/2019 **IDMobile** ddr 5.00 Sim card for tablet - February 25/02/2019 St John Ambulabce Band 200112 50.00 Additional donation - St Johns 25/02/2019 HSBC DDR 10.00 Bank charged - Stopped Cheque 26/02/2019 Water Plus ddr4 33.93 Water-C/Park Bowling - Oct-Jan 26/02/2019 Water Plus ddr5 43.48 Water - Works unit - Nov-Jan 26/02/2019 OPUS - Small Pavillion Stone ddr6 97.21 Electric -Sml Pav Stonelow-Jan

Printed on: 04/03/2019

At: 13:23

Dronfield Town Council 2018/19

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BANK ACCOUNT-NO 1

List of Payments made between 01/02/2019 and 28/02/2019

Date Paid	Payee Name	Cheque Ref	Amount Paid Authorized Ref	Transaction Detail
28/02/2019	Yorkshire Water	ddr	58.84	Water Sewerage- C/Hall Oct-Feb
28/02/2019	Yorkshire Water	ddr2	23.51	Water Sewearage - C/P Bowling
28/02/2019	Westfield Health Direct D	ddr3	37.95	Westfield deductions - Feb

Total Payments

46,290.67

Printed On: 04/03/2019

At: 13:22

Dronfield Town Council 2018/19

BANK ACCOUNT-NO 1

Cash Received between 01/02/2019 and 28/02/2019

Date	Cash Received from	Receipt No	Receipt Description	Receipt Total
01/02/20	19 Sales Recpts Page 3882		Sales Recpts Page 3882	304.20
01/02/20	19 Sales Recpts Page 3883		Sales Recpts Page 3883	23.00
01/02/20	19 Sales Recpts Page 3884		Sales Recpts Page 3884	50.00
01/02/20	19 Sales Recpts Page 3900		Sales Recpts Page 3900	1,450.00
04/02/201	19 DVLA	chq	Vehicle Tax Refund FD55 MZX	104.16
04/02/201	9 K Packwood	chq	Replacement Chq inv DTC5899	50.00
04/02/201	9 Sales Recpts Page 3881		Sales Recpts Page 3881	50.00
08/02/201	9 Mr Giles	cash	Market Rent 31.1.19/7.2.19	72.50
08/02/201	9 Sales Recpts Page 3878		Sales Recpts Page 3878	1,353.20
08/02/201	9 Sales Recpts Page 3879		Sales Recpts Page 3879	451.12
08/02/201	9 Sales Recpts Page 3880		Sales Recpts Page 3880	50.00
08/02/201	9 Sales Recpts Page 3893		Sales Recpts Page 3893	1,000.00
11/02/2019	Sales Recpts Page 3892		Sales Recpts Page 3892	61.20
13/02/2019	Sales Recpts Page 3891		Sales Recpts Page 3891	61.20
18/02/2019	Derbyshire County Council	chq	Grant D/W - Defibrillator	1,015.00
19/02/2019	Sales Recpts Page 3889		Sales Recpts Page 3889	304.20
19/02/2019	Sales Recpts Page 3890		Sales Recpts Page 3890	304.20
22/02/2019	Sales Recpts Page 3885	,	Sales Recpts Page 3885	965.26
22/02/2019	Sales Recpts Page 3886	;	Sales Recpts Page 3886	133.42
22/02/2019	Sales Recpts Page 3887		Sales Recpts Page 3887	177.15
25/02/2019	Sales Recpts Page 3897	5	Sales Recpts Page 3897	65.00
25/02/2019	Sales Recpts Page 3899	5	ales Recpts Page 3899	304.20
26/02/2019	Sales Recpts Page 3898	S	ales Recpts Page 3898	304.20
27/02/2019	Sales Recpts Page 3894	S	ales Recpts Page 3894	50.00
27/02/2019	Sales Recpts Page 3895	S	ales Recpts Page 3895	23.00
27/02/2019	Sales Recpts Page 3896	S	ales Recpts Page 3896	100.00
27/02/2019	Saxton Mee	bacs C	emetery Lodge Income	645.80
28/02/2019	HSBC - Refund	bacs R	efund from HSBC Bank Charges	50.00
28/02/2019	Sales Recpts Page 3901	Sa	ales Recpts Page 3901	54.60
			Total Receipts	9,576.61

Date: 04/03/2019

Time: 13:22

Dronfield Town Council 2018/19

Page No: 1

User: AH

Bank Reconciliation Statement as at: 28/02/2019 for Cash Book 1 BANK ACCOUNT-NO 1

Bank Statement Accoun	nt Name (s)	Statement Date	Page No	Balances
Current Account HSBC		28/02/2019		771,682.23
				771,682.23
Unpresented Cheques (Minus)		Amount	
17/12/2018 200109	1890 (Dronfie	eld) Sqn ATC	50.00	
17/12/2018 200110	St Johns Mar	ching Band	50.00	
15/02/2019 600581	Ann Beedhan	ı	140.00	
22/02/2019 200111	Derbyshire Po	olice	500.00	
25/02/2019 200112	St John Ambu	labce Band	50.00	
				790.00
				770,892.23
Receipts not Banked/Cle	ared (Plus)			
18/02/2019			1,015.00	
				1,015.00
			_	771,907.23
		Balance per Cash	Book is :-	771,907.23
		Diffe	erence is :-	0.00

HSBC **★** | Statement details

Account ne		
Account nu	Closing ledger balance brought forward	
Bank name	From 03 Mar 2019	769,759.81
Currency	Closing available balance brought forward	
Location	From 03 Mar 2019	769,759.81
BIC		
IBAN	Current ledger balance	
Account st	As at 04 Mar 2019 09:32	769,606.83
Account ty	Current available balance	
		769,606.83

Bank reference	Narrative	Customer reference	TRN type	Value date				
NONREF	YORKSHIRE WATER	YORKSHIRE WATER	RACC	1	Credit amount Debit amount	Balance	Time	Post date
VONREF	YORKSHIRE WATER	YORKSHIRE WATER	BACS	28 Feb 2019		/ -58.84	771,639,09 00:00	28 Feb 2019
VONREF	WESTFIELD GENERAL	WESTFIELD GENERAL	BACS	28 Feb 2010	The first ways was transposed by the first transposed by the first ways with the first transposed by t	V-23.51	771,615.58 00:00	28 Feb 2019
VONREF	REFUND OF CHARGES	NONREF	COM	28 Feb 2019	THE STATE SECTION AND THE SECTION OF	/ -37.95	771,577.63 00:00	28 Feb 2019
18102010138436		Inv sd6228	FRP	20 Feb 2019	X 50.00 4 051 /132		771,627.63 00:00	28 Feb 2019
089075	FP91RB5251824240 /ROC/ Inv sd6228 /			50 reb 2019	.× 54.60		771,682.23 90:00	28 Feb 2019
	FPID/0000000001384363181					1	+	
The second secon		the same of the sa	The second secon				>	



Dronfield Town Council 2018/19

13:23

Detailed Income & Expenditure by Budget Heading 28/02/2019

Month No: 11

Committee Report

Actual Last Actual Year Current Variance Committed Funds % of Year To Date Annual Bud Annual Total Expenditure Available Budget **Dronfield Town Council** CIVIC HALL 4001 STAFF COSTS 30,974 23,323 28,500 5.177 5,177 81.8 % 4011 **RATES** 23,300 24,000 23.950 -50 -50 100.2 % 4012 WATER 3,326 2,302 2.500 198 198 92.1 % 4014 **ELECTRICITY** 4,581 5,296 6,000 704 704 88.3 % 4015 GAS 5,076 3,692 5.000 1,308 1,308 73.8 % 4018 WASTE DISPOSAL 1.896 2.277 2,000 -277 -277 113.9 % 4020 MISCELLANEOUS EXPENSES 448 407 1,000 593 593 40.7 % **TELEPHONE COSTS** 4021 0 67 0 -67 -67 0.0 % 4025 **INSURANCE** 958 906 930 24 24 97.4 % 4036 PROPERTY MAINTENANCE 1,477 2,683 1,500 -1,183-1,183 178.9 % 4038 MAINTENANCE CTRCTS 1,975 1,735 2,000 265 265 86.8 % 4040 **EQUIPMENT REPLACEMENT** 250 0 0 0 0 0.0 % **EQUIPMENT MAINTCE** 4042 1,078 308 1,200 892 892 25.7 % 4062 LICENCES (PREMISES) 270 350 300 -50 -50 116.8 % 4100 **RENT - CIVIC HALL** 157,247 123,099 164,132 41,033 41,033 75.0 % CIVIC HALL: - Expenditure 232.854 190,447 239,012 48,565 0 48,565 79.7 % 1001 RENT RECEIVED 1,721 1,768 1,800 -3298.2 % 1010 LETTING INCOME(Community) 27,468 26.754 25,000 1,754 107.0 % 1080 MISC INCOME 934 175 0 175 0.0 % CIVIC HALL :- Income 30,123 28,697 26,800 1,897 107.1 % Net Expenditure over Income 202,731 161,751 212,212 50,461 102 PARKS & OPEN SPACES 4011 **RATES** 959 1,062 980 -82 -82 108.3 % 4019 LITTER & DOG BIN EMPTYING 2,313 1,018 3,000 1,982 1,982 33.9 % 4034 **ENVIRONMENTAL** 2,462 3,344 2,000 -1,344-1,344 167.2 % 4037 **GROUNDS MAINTENANCE** 111,013 7,843 45,000 37,157 37,157 17.4 % 4046 TREE WORKS MAINTENANCE 0 2,740 10,000 7,260 7,260 27.4 % PARKS & OPEN SPACES :- Expenditure 116,747 16,007 60,980 44.973 0 44,973 26.2 % 1001 RENT RECEIVED 100 90 100 -10 90.0 % 1077 **GRANTS RECEIVED** 14,995 495 495 0 100.0 % 1080 MISC INCOME 55 1,000 0 1,000 0.0 % PARKS & OPEN SPACES :- Income 15,150 1,585 595 990 266.4 % Net Expenditure over Income 101,597 14,422 60,385 45,963

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84.3 %

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Detailed Income & Expenditure by Budget Heading 28/02/2019

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		Actual Last Year	Actual Year To Date		Variance Annual Total	Committed Expenditure	Funds Available	% of Budge
4014	ELECTRICITY	1,695	1,49		-691		-691	_
4015	GAS	591	252	2 0	-252		-252	
4018	WASTE DISPOSAL	2,030	2,400	2,500	100		100	
4020	MISCELLANEOUS EXPENSES	34	(100	100		100	
4021	TELEPHONE COSTS	172	150	180	30		30	
4023	STATIONERY/PRINTING	5	0	0	0		0	
4024	SUBSCRIPTIONS	90	90	90	0		-	100.0 %
4025	INSURANCE	3,462	0	3,500	3,500		3,500	
4036	PROPERTY MAINTENANCE	5,008	8,677	1,500	-7,177			578.5 %
4037	GROUNDS MAINTENANCE	4,238	500	2,500	2,000		2,000	20.0 %
4040	EQUIPMENT REPLACEMENT	0	93	1,000	907		907	9.3 %
4044	VEHICLE COSTS & FUEL	1,131	783	1,500	717		717	52.2 %
4046	TREE WORKS MAINTENANCE	435	1,620	750	-870			216.0 %
4051	BANK CHARGES	71	13	0	-13		-13	0.0 %
4059	LETTING AGENT FEES	0	296	1,200	904		904	24.7 %
4060	OTHER PROF FEES	184	0	0	0		0	0.0 %
4105	VAT on Payments - Cemetery	2,559	0	0	0		0	0.0 %
	CEMETERY :- Expenditure	85,636	80,630	78,370	-2,260		-2,260	402.0.0/
1002	GRANT OF RIGHTS FEES	23,258	10,933	12,000	-1,067	U	-2,200	91.1 %
1003	MEMORIAL FEES	6,917	4,625	4,500	125			102.8 %
1004	INTERMENT FEES	22,658	20,790	13,000	7,790			159.9 %
1005	CHAPEL FEES	280	555	600	-45			92.5 %
1006	SEARCH FEES	0	20	0	20			0.0 %
1011	LODGE - RENT RECEIVED	5,062	3,225	9,600	-6,375			33.6 %
1012	LODGE - WATER RECEIVED	175	100	0	100			0.0 %
1073	UNSTONE - CONTRIBUTION	3,797	2,893	2,893	0		1	00.0 %
1079	DTC CEMETERY CONTIRUBTION	46,832	0	0	0			0.0 %
1085	JBC INCOME	3,165	0	0	0			0.0 %
	Interest Received RBS Cemetery	78	4	0	4			0.0 %
105	VAT Refunds	3,200	2,559	0	2,559			0.0 %
	CEMETERY :- Income	115,422	45,703	42,593	3,110		10	7.3 %
	Net Expenditure over Income	-29,786	34,927	35,777	850			
121	CORPORATE MANAGEMENT							
057 A	AUDIT FEES	3,105	-2,000	2.400	4.400			
	JT BURIAL PRECEPT	46,832	-2,000	2,400 0	4,400 0			3.3 % 0.0 %
CORP	PORATE MANAGEMENT :- Expenditure	49,937	-2,000	2,400	4,400			
	DECEDT CUIDDODT CDANE				1,100	U	4,400 -83	3.3 %
75 P	PRECEPT SUPPORT GRANT	37,839	25,226	25,226	0		100	.0 %

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109		85	530	0	530			0.0 %
109	2 INTEREST RECEIVED CCLA	455	802	480	322			167.0 %
	CORPORATE MANAGEMENT :- Income	843,790	835,514	834,662	852			100.1 %
	Net Expenditure over Income	-793,853	-837,514	-832,262	5,252			
1	22 DEM REPRESENTATATION & MGT							
400	B TRAINING	0	0	500	500		500	0.00
402	7 TWINNING COSTS	0	0	2,300	2,300		500	0.0 %
4028	B ELECTION COSTS	0	0	7,500	7,500		2,300	0.0 %
4201	MAYOR'S ALLOWANCE	2,570	2,750	3,000	250		7,500	0.0 %
4211	CIVIC REGALIA	0	0	500	500		250	91.7 %
4221	CHRISTMAS EVENT COSTS	1,755	2,224	2,500	276		500	0.0 %
4231	REMEMBRANCE SERVICE	1,063	2,260	2,000	-260		276	89.0 %
4232	CIVIC SERVICE	10	15	200	185		-260 185	113.0 %
4233	DRONFIELD GALA	1,969	2,840	2,500	-340			7.6 % 113.6 %
4235	ROAD SAFETY	0	0	250	250		250	0.0 %
4714	CHURCH & CIVIC CLOCK	158	163	1,000	837		837	16.3 %
DEM F	REPRESENTATATION & MGT :- Expenditure	7,524	10,252	22,250	11,998	0	11,998	46.1 %
1080	MISC INCOME	475	1,470	0	1,470		, , , ,	0.0 %
DE	M REPRESENTATATION & MGT :- Income	475	1,470	0	1,470		-	
	Net Expenditure over Income	7,049	8,782	22,250	13,468			
123	GRANTS							
4701	CRICKET CLUB GRANT	2,000	2,000	2,000	0		0.4	00.0.0/
4711	GRANT AWARDS	3,257	1,300	3,043	1,743			00.0 %
4713	COMMUNITY BUS	4,000	0	4,000	4,000		4,000	42.7 % 0.0 %
	GRANTS :- Expenditure	9,257	3,300	9,043	5,743	0	5,743	36.5 %
	Net Expenditure over Income	9,257	3,300	9,043	5,743		(SSE • 571.056-50)	
125	CAPITAL PROGRAMME							
4053	LOAN INTEREST NEDDC	965	400	4.000				
4054	LOAN INTEREST PWLB	11,514	403	1,000	597			0.3 %
4055	LOAN CAPITAL REPAID	39,371	9,181	12,000	2,819			6.5 %
4913	CAP VEHICLES & PLANT		37,537	39,000	1,463			6.2 %
4915	CAP CIVIC HALL	0 2,685	18,019		-18,019		-18,019	0.0 %
1929	CAP Hill Top Play Area		0	0	0		0	0.0 %
1933	CAPITAL - EQUIPMENT	1,250	0	0	0			0.0 %
		0	4,946	0	-4,946		-4,946 (0.0 %
	CAPITAL PROGRAMME :- Expenditure	55,785	70,086	52,000 -	18,086	0	-18,086 134	.8 %
							,	,,

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126	NEIGHBOURHOOD PLAN							
4023	STATIONERY/PRINTING	2,066	230	500	270		27	0 46.0
4060	OTHER PROF FEES	10,328	7,275	1515.5	10,963		10,96	
	NEIGHBOURHOOD PLAN :- Expenditure	12,395	7,505	18,738	11,233		44.00	
1077	GRANTS RECEIVED	3,300	3,325	3,325	0	0	11,23	100.0
	NEIGHBOURHOOD PLAN :- Income	3,300	3,325	3,325				100.0
	Net Expenditure over Income	9,095	4,180	15,413	11,233			
131	OUTSIDE SERVICES			-				
4001	STAFF COSTS	99,800	108,531	135,500	26,969		00.000	
4006	PROTECTIVE CLOTHING	1,863	1,197	2,000	803		26,969	
4008	TRAINING	243	1,582	2,500	918		803	
4011	RATES	4,821	4,929	5,000	71		918	
4012	WATER	372	274	300	26		71	
4013	RENT	11,000	9,167	11,000	1,833		26	
4014	ELECTRICITY	4,322	2,736	2,500			1,833	
4015	GAS	203	131	250	-236 119		-236	
4018	WASTE DISPOSAL	948	1,018	2,000	982		119	52.4 %
4020	MISCELLANEOUS EXPENSES	822	254	1,300			982	50.9 %
4021	TELEPHONE COSTS	1,119	940	1,200	1,046		1,046	19.5 %
4036	PROPERTY MAINTENANCE	14,288	425	2,000	260		260	78.3 %
4037	GROUNDS MAINTENANCE	0	36,962		1,575		1,575	21.3 %
1038	MAINTENANCE CTRCTS	1,033	767	47,000	10,038		10,038	78.6 %
039	GENERAL MAINTENANCE	44,066	240	2,000	1,233		1,233	38.4 %
040	EQUIPMENT REPLACEMENT	3,126		0	-240		-240	0.0 %
041	EQUIPMENT HIRE	328	3,215	5,000	1,785		1,785	64.3 %
042	EQUIPMENT MAINTCE	2,795	1 161	1,000	1,000		1,000	0.0 %
	VEHICLE COSTS & FUEL	8,324	1,161 5,754	2,500 8,000	1,339 2,246		1,339 2,246	46.4 % 71.9 %
	OUTSIDE SERVICES :- Expenditure	199,471	179,282	231,050	51,768			
001	RENT RECEIVED	0	10	0	10	0	51,768	77.6 %
080	MISC INCOME	615	205	0	205			0.0 % 0.0 %
	OUTSIDE SERVICES :- Income	615	215	0	215		-	
	Net Expenditure over Income	198,856	179,067	231,050	51,983			
<u>132</u> <u>C</u>	CENTRAL SERVICES							
	STAFF COSTS	91,996	85,683	96,150	10 467		10.46=	
	RAINING	260	560		10,467			39.1 %
	RAVEL			2,000	1,440			28.0 %
	or to the ter	1	10	0	-10		-10	0.0 %

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4016	JANITORIAL	2,306	1,973	2,500	527		52	7 78.9 %
4020	MISCELLANEOUS EXPENSES	376	72	400	328		328	
4021	TELEPHONE COSTS	1,463	1,445	1,700	255		255	
4022	POSTAGE	1,229	940	1,400	461		461	
4023	STATIONERY/PRINTING	1,120	780	1,400	620		620	100000000000000000000000000000000000000
4024	SUBSCRIPTIONS	1,246	2,306	2,130	-176		-176	
4025	INSURANCE	12,175	13,436	14,000	564		564	
4026	PHOTOCOPY CHARGES	632	446	1,000	554		554	
4030	RECRUITMENT ADVTG	300	100	500	400		400	0 1000 150
4032	PUBLICITY	5,411	5,215	5,100	-115		-115	/0
4033	COMPUTER MAINTENANCE	4,781	4,560	4,500	-60		-60	
4042	EQUIPMENT MAINTCE	720	0	1,500	1,500		1,500	0.0 %
4051	BANK CHARGES	1,066	799	1,100	301		301	72.6 %
4058	ACCOUNTANCY FEES	1,082	2,023	600	-1,423		-1,423	
4060	OTHER PROF FEES	7,032	1,995	3,000	1,005		1,005	66.5 %
	CENTRAL SERVICES :- Expenditure	133,196	122,341	138,980	16,639		16,639	88.0 %
1080	MISC INCOME	2,238	9,561	2,000	7,561	U	10,039	478.0 %
	CENTRAL SERVICES :- Income	2,238	9,561	2,000	7,561			478.0 %
	Net Expenditure over Income	130,958	112,780	136,980	24,200			
Dronfield Town Council :- Expenditure		993,610	770,617	963,723	193,106	80,000	113,106	88.3 %
	Income	1,066,770	991,733	962,680	29,053	55,500		103.0 %
	Net Expenditure over Income	-73,160	-221,116	1,043	222,159			3.0 /0

