

MINUTES OF THE MEETING OF DRONFIELD TOWN COUNCIL
HELD IN COUNCIL CHAMBER, CIVIC HALL, DRONFIELD
ON MONDAY 2nd MARCH 2020

Present:

Councillors S. Burkitt, T. Collins, A. Dale, L. Deighton (Chairman), M. Foster, M. Hanrahan, A. Hutchinson, M. Ireland, W. Jones, P. Parkin, A. Powell, R. Spooner, K. Tait, R. Welton and P. Wright

In Attendance:

A. Tristram (Town Clerk) J. Mitchell (Office Manager & PA to Town Clerk) and four members of the public.

1. Apologies

Cllr M. Emmens, Cllr. A. Foster and Cllr R. Gilmore sent their apologies and Cllr R. Hall was absent.

2. To consider a variation of order of business

There was no variation to the order of business.

3. Declarations of Interest

There were no declarations of interest.

4. Public Speaking

4.1 Planning matters

There were no comments on planning matters.

4.2 General Matters

A member of the Civic Society requested whether the Town Council would be interested in working together to improve the Mill Lane area in town by possibly creating a footpath.

A local resident reported to the Council that there was graffiti on some grey boxes near the platform at the train station that had been there for a while.

4.3 Police Matters

There were no police present.

5. Council Minutes

The minutes from the Council Meeting held on 3rd February 2020 were presented to the meeting.

259/19-20 RESOLVED

That the minutes of the Ordinary Meeting of the Town Council held on Monday 3rd February 2020 are approved and adopted as a true and accurate record of the meeting.

6. Items for exclusion of public

There were no items for the exclusion of the public other than those already on the agenda.

7. Planning Matters

7.1 Planning Applications

260/19-20 RESOLVED

To note the schedule of planning applications.

7.2 Planning Decisions

261/19-20 RESOLVED

To note the schedule of planning decisions.

8. Risk Management Schedule

The Risk Management Schedule for the Town Council was presented to the meeting.

Cllr P Wright requested that quotes be sought for fire proof filing cabinets to store council paper records.

262/19-20 RESOLVED

To adopt the Risk Management Schedule as presented at the meeting (see Appendix 1).

9. 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. If there are any issues with the bins or play equipment this is noted and entered into the folder for any action to be done. 5 new Dog bins have been installed this month.

Play Areas – Maintenance has continued on the 10 play areas owned by Dronfield Town Council. We have replaced 2 swing seats at Sindlefigen Park. A new swing seat for the toddlers was replaced at Stonelow Play area.

Cemetery - The baskets are emptied around the Cemetery on a Monday and Friday. The toilets are checked and cleaned and opened before any funeral or Garden of Rest takes place. Outside Services Staff have again this month been clearing all fallen twigs, debris from around the Cemetery due to the winds and weather.

Cliffe Park – The Outside Services team open up Cliffe Park main gates in the mornings, we also open up the outside toilets and the tennis court. We also check the lodge is set up and ready for any users when required, and return for when the users require entry into the building.

Noticeboards – All the notice boards have been cleaned of any old notices and any non-charity notices removed. There is a notice placed on each board stating what the boards are to be used for and what notices and sizes should be placed on the boards.

Garden Machinery - All the hand held machinery- blowers, strimmers, hedge cutters and chain saw have been sent in for service.

Lucas Gardens – The area along the fence line has been cleared off all overgrown vegetation, any loose or dangerous branches have also been removed.

High Street – A new bench has been installed outside the Barn on the High street.

Grit Bins – We have replaced 2 grit bins with new ones as the old ones had broken lids.

Parks and open spaces – Over the last few weeks we have been busy removing some trees that have come down due to the high winds, the areas that trees had come down were Cliffe Park, Jubilee Park, over flow car park in Civic Centre, Coal Aston and Nature Park.

Cliffe Park – New lights have been installed in both the Ladies and Men's Outside toilets. The old lights have been replaced with new LED lights with sensors that are activated when anyone enters the toilets and stay on for a certain period of time.

Other Tasks - Agendas and other DTC material placed on notice boards and are removed when meetings/events have taken place. Banners removed/replaced on from the front of the Civic Hall when required. Various reports have been actioned around the Town.

Cllr K Tait requested more detail regarding any playground repairs carried out.

Cllr A Powell requested the report is discussed at the Properties Committee Meeting.

263/19-20 RESOLVED

That the Outside Services report is noted.

10. Sindelfingen Festival

Members nominated the official council representatives to attend the Sindelfingen Festival on behalf of Dronfield Town Council.

264/19-20 RESOLVED

That the Town Mayor, Cllr P. Wright, Cllr W. Jones and Cllr T. Collins plus consorts attend the Sindelfingen Festival on behalf of Dronfield Town Council.

11. Meeting Reports

11.1 Environmental Committee Meeting held on 17th February 2020

Members received the minutes from the Environmental Committee Meeting.

265/19-20 RESOLVED

That the creation of a wild flower meadow in Sindelfingen Park is approved at a cost of £1,125 + VAT and that the classic flower mix is used and the planting is conducted once every two years.

266/19-20 RESOLVED

To note the minutes of the meeting.

12. Town Clerks Report

Items for Decision

Thomas Taylor Charity - request from the trustees for the Town Council to provide the admin and meeting support for the charity.

NEDDC – opportunity to submit written representations for an appeal against the decision of North East Derbyshire District Council to refuse to grant planning permission for the construction of a new dwelling at 24 Caldey Road, Dronfield – deadline for written representations is 30th March 2020. (Planning application number 19/00764/FL)

Items for Information

Derbyshire County Council – invitation to the Liaison Forum taking place on Monday 30th March 2020 between 6pm – 8pm at County Hall, Matlock.

Derbyshire County Council – temporary footpath closure of public footpath number 7 from Longcroft Road to its junction with public footpath number 8 from 1st March 2020 to 1st August 2020 to allow for construction along the path.

Derbyshire County Council – temporary road closure of Snape Hill Lane from its junction with Sheffield Road to its junction with Snape Hill from 9th April 2020 to 20th April 2020 to facilitate electricity substation renewal work.

Derbyshire County Council - Mental Health Champion Training Session in Dronfield. This session could benefit a whole host of people, it would be great if you would like to attend the course being held on 2nd April 2020 between 10am – 2pm in Dronfield Library. The training is

free of charge. It is delivered by Adult Education and funded by Derbyshire County Council Public Health.

Correspondence Received

Email from a local resident regarding planning application 19/00988/FL – 17 Green Lea (sent to all councillors individually)

DALC Newsletter – February 2020 (circulated electronically)

267/19-20 RESOLVED

That the Town Council will provide the admin and meeting support for the Thomas Taylor Charity for an annual fee of £150.

268/19-20 RESOLVED

That the Town Council submit written representation for the appeal against the decision to refuse to grant planning permission for the construction of a new dwelling at 24 Caldey Road reiterating the original comments.

269/19-20 RESOLVED

To note the Town Clerks report.

13. Financial Reports

Members received income and expenditure reports, bank reconciliations, schedule of receipts and schedule of payments for January 2020.

270/19-20 RESOLVED

To approve Payments of £62,551.10 for January 2020.

271/19-20 RESOLVED

To note the schedules of Receipts for January 2020.

272/19-20 RESOLVED

To note the Bank Reconciliations at 31st January 2020.

273/19-20 RESOLVED

To note the Income and Expenditure at 31st January 2020.

14. Exclusion of the Press and Public

274/19-20 RESOLVED

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.

Four members of the public left the room.

15. Properties Committee Meeting Minutes held on 10th February 2020

Members received the minutes from the Properties Committee Meeting and resolutions were taken individually. The following topics were discussed and resolutions taken:

- Cliffe Park café lease
- Utilities usage within Gosforth Lodge
- Legal fees for the creation of a new lease for the café
- 2020 Christmas Tree Festival
- Works to install the single beam in the lift at the Town Council office
- Various decisions relating to Coal Aston Cricket Club
- Purchase of Office 365 and Microsoft EMS to staff and councillors
- Length of the leases for Stonelow

- Dronfield Town Football use of the junior and adult football pitches on the bottom pavilion

16. Cliffe Park Café Applications

Members were informed that Cllr A. Foster and Cllr M. Emmens conducted interviews with three prospective candidates for the lease of the café at Cliffe Park and had made recommendations to council.

The meeting closed at 8:35pm.

Chairman:.....Date:.....

DRAFT

Dronfield Town Council - Risk Assessment
 Last approved by council 1st April 2019 – Minute Reference 289/18-19

| FINANCIAL AND MANAGEMENT | | | | |
|---------------------------------|--|---------------------|--|--|
| Topic | Risk | H/M/L | Management/control of risk | Review/Assess/Revise |
| Precept | Adequacy of precept Requirements not submitted to District Council Amount not received by District Council | L L L | To determine the precept amount required, the Town 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 Officer. 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). | Existing procedure adequate |
| Financial Records | Inadequate records Financial irregularities | L L | The Council has Financial Regulations which set out the requirements. | Existing procedure adequate. Review the Financial Regulations when necessary. |
| Bank and Banking | Inadequate checks Bank mistakes Loss Charges | L L L L | 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. | 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. |
| Cash | Loss through theft or dishonesty | L | The Council has Financial Regulations which set out the requirements. Cash received is banked within a week . | Existing procedure adequate. Review the Financial Regulations when necessary. |
| Reporting and Auditing | Information communication | L | A monitoring statement is produced regularly before each Council meeting with the agenda, discussed and approved at | Existing communication procedures adequate. |

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| | Compliance | M | the meeting. This statement includes, bank reconciliation, and a breakdown of receipts and payments. 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. |
| Direct costs Overhead expenses Debts | Goods not supplied but billed Incorrect invoicing Cheque payable incorrect BACS Payments Loss of stock Unpaid invoices | L L L L L L | The Council has Financial Regulations which set out the requirements. All invoices are authorised by two Councillors prior to payments being made. Two Councillors are nominated to check each invoice against the cheque book and associated paperwork and initials the invoices Two councillors are nominated to check each invoice against the BACS payment run and initial the invoices prior to payment. The Council has minimal stocks, these are checked and monitored by the Clerk. Unpaid invoices to the Council for room hire are pursued and where possible, payment is obtained in advance. | Existing procedure adequate. Review the Financial Regulations when necessary. |
| Grants and support - payable | Power to pay Authorisation of Council to pay | L | All such expenditure goes through the required Council process of approval, minuted and listed accordingly if a payment is made using the general power of competence. | Existing procedure adequate. |
| Grants - receivable | Receipts of Grant | L | The Council presently receives every year a Council Tax support grant. One off grants would come with terms and conditions to be satisfied. | Procedure would need to be formed, if required. |
| Charges – rentals payable | Payments of charges, leases, rentals | L | The leases the Civic Hall and an Industrial Unit - invoices payable for the rental amounts are entered into the normal payment system for authorisation. | Existing procedure adequate. |
| Charges – rentals receivable | Receipt of rental Insurance implication | L M | Football Pitches/Cricket Pitches/Bowling Greens/Room Hire etc - The Office staff issue booking forms for usage and an invoice. 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. | Existing procedure adequate. Review agreement and fees annually. Ensure payment and copy of insurance document received. |

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| Best value Accountability | Work awarded incorrectly Overspend on services | L M | 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/tender, research the problem and report to Council. | Existing procedure adequate. Include when reviewing Financial Regulations and Standing Orders. |
| Salaries and associated costs | 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 | L L L L L L | The Council authorises the appointment of all employees through a Personnel Committee. Salary rates are assessed annually by the same Committee and applied on 1 st April each year in accordance with NJC terms and conditions. Salary analysis and slips 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 tasks. These are checked and initialled by the relevant 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. |
| Employees | Loss of key personnel Fraud by staff Actions undertaken by staff Health & Safety | L L L L | Reference to the Continuity Plan should be made in case of loss of key personnel. The requirements of the Fidelity Guarantee insurance to be adhered to with regards to Fraud. The Clerk should be provided with relevant training, reference books, access to assistance and legal advice required to undertake the role. The Maintenance staff should be provided with adequate direction, training and safety equipment needed to undertake the roles. | Existing procedure adequate. Purchase revised books. Membership of the SLCC & Derbyshire Association of Local Councils (DALC). Monitor working conditions, safety requirements and insurance regularly. |
| Councillor allowances | Councillors over-paid Income tax deduction | L | No allowances are allocated to Councillors, just a monthly allowance to the Town Mayor. | No procedure required |
| Election costs | Risk of an election cost | L/M | Risk is higher in an election year. There are no measures which can be adopted to minimise the risk of having a contested election as this is a democratic process and should not be stifled. An annual allocation is added an earmarked reserve for Election Costs. | Existing procedure adequate |

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| VAT | Re-claiming/charging | L | The Council has Financial Regulations which set out the requirements | Existing procedure adequate |
| Annual Return | Submit within time limits | L | 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. 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. | Existing procedures adequate |
| Legal Powers | Illegal activity or payments | L | 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 |
| Minutes/Agendas/Notices Statutory Documents | Accuracy and legality | L | 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. Minutes and agenda are displayed according to the legal requirements. | Existing procedure adequate. Guidance/training to Chair should be given (if required). |
| | Business conduct | L | Business conducted at Council meetings should be managed by the Chairman. | Members to adhere to Code of Conduct. |
| Members interests | Conflict of interest | L | 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. | Existing procedure adequate. |
| | Register of Members interests | M | Register of Members Interest forms should be reviewed regularly by Councillors. | Members take responsibility to update their Register. |
| Insurance | Adequacy | L | An annual review is undertaken (before the time of the policy renewal) of all insurance arrangements in place. | Existing procedure adequate. |
| | Cost | L | Employers and Employee liability insurance is a necessity and must be paid for. | Review insurance provision annually. |
| | Compliance Fidelity Guarantee | L M | Ensure compliance measures are in place. Ensure Fidelity checks are in place. | Review of compliance. |
| Data protection | Policy Provision | L | The Council are registered with the Data Protection Agency | Ensure annual review of registration |
| Freedom of Information Act | Policy | L | The Council has a model publication scheme for Local Councils in place. | Monitor and report any impacts of requests made under the Freedom of Information Act 2000. |
| | Provision | M | There have been requests for information to date and the Clerk is aware that if a substantial request arrives then this may require many hours of additional work. The Council is | |

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| | | | able to request a fee if the work will take more than 15 hours but the applicant also has the right to re-submit the request broken down into sections, thus negating the payment of a fee. The Clerk is aware of the requirement in the Freedom of Information Act 2000 to provide the information within twenty working days following receipt. | |
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PHYSICAL EQUIPMENT OR AREAS

| Subject | Risk(s) Identified | H/M/L | Management/control of risk | Review/Assess/Revise |
|--|---|-----------------|---|--|
| Assets | Loss or Damage Risk/damage to third party(ies)/property | L L | An annual review of assets is undertaken for insurance provision, storage and maintenance provisions. | Existing procedure adequate. |
| Maintenance | Poor performance of assets or amenities Loss of income or performance Risk to third parties | L L 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 procedures of the Town Council. All assets are insured and reviewed annually. All public amenity land is inspected regularly by town council employees. | Existing procedure adequate. Ensure inspections carried out. |
| Play Areas | Risk/Damage/Injury to third parties | L | The Town Council has 10 play areas which are inspected on a weekly basis by Outside Services and are subject to an annual independent inspection. | Existing procedures adequate. Ensure inspections are carried out. |
| Cemetery | Risk/Damage/Injury to third party Risk of wrong plot number being used | L L | The Town Council manages one Cemetery which is 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. | Existing procedures adequate. Ensure adequate staff training is carried out. Ensure inspections are carried out. |
| Notice boards | Risk/damage/injury to third parties Road side safety | L L | The Town Council has 17 notice boards sited around the town. All locations have approval by relevant parties, insurance cover, inspected regularly by the Outside Services Staff - any repairs/maintenance requirements brought to the attention of the Council. | Existing procedure adequate. |
| Benches, Bus Shelters, Grit Bins, etc. | Risk/damage/injury to third parties | L | The Council is responsible for some benches, bus shelters and grit bins around the town and are covered by insurance. No formalised programme of inspections is | Existing procedure adequate. |

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| | | | carried out, all reports of damage or faults are reported to Council and/or dealt with. | |
| Meeting location | Adequacy Health & Safety | L M | 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. | Existing locations adequate. |
| Council records – paper | Loss through: theft fire damage | L M L | 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. | 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) |
| Council records - electronic | Loss through: Theft, fire, damage corruption of computer | LM | 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. | Electronic Backups taken on a series of external hard drives. These need to be ensure files can be retrieved and opened. |

CIVIC HALL, GOSFORTH LODGE & PAVILIONS

| Hazard | Risk(s) Identified | H/M/L | Management/control of risk | Review/Assess/Revise |
|------------------------|--|-------|--|--|
| Slips, Trips and Falls | Injuries to users from spillages and tripping hazards | M | Users hire agreement – clear up spillages immediately and know where equipment is kept. No storage in corridors No trailing electrical leads/cables | Check Hire Agreements and Users Risk Assessments |
| Working at height | Injuries, possibly serious, from falling from height | M | Appropriate equipment and ladders to be used at all times Hirers to be made aware that they are responsible for stepladder safety. Employees know safety issues when working at height | Check Hire Agreements and Users Risk Assessments Ensure training is up to date. |
| Vehicle Movement | Injury caused by vehicle impact | L | The Town Council own a number of car 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 |
| Hazardous Substances | Skin problems, eye damage from direct contact with cleaning chemicals. Vapour may cause breathing difficulties | L | 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 itchy skin on hands and seek medical advice if necessary. |

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| Electricity | Risk of shocks or burns from faulty installations | L | 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 equipment used on site | Annual inspection. User agreement to include PAT testing of user's equipment. Users to be made aware of fuse box and isolation switches. |
| Stored equipment and Manual Handling | Injury caused by collapsing stacks or by trying to lift objects that are too heavy or awkward. | L | Caretakers and Users know to stack chairs and tables carefully Caretakers to follow HSE manual handling guidance | Training of staff in correct procedures. |
| Fire | Fatal injuries from smoke inhalation and/or burns | M | 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 points. | Ensure that Users and staff are made aware of issues. Check User's risk assessments. |

| OUTSIDE SERVICES | | | | |
|-------------------------|--|--------------|--|--|
| Hazard | Risk(s) Identified | H/M/L | Management/control of risk | Review/Assess/Revise |
| Slips, Trips and Falls | Injuries to users from spillages and tripping hazards | M | Clear up spillages immediately and know where equipment is kept. No storage in corridors No trailing electrical leads/cables | Check and review separate Risk Assessments. |
| Working at height | Injuries, possibly serious, from falling from height | M | Appropriate equipment and ladders to be used at all times Employees to be made aware that they are responsible for stepladder safety. Employees know safety issues when working at height | Check and review Risk Assessments Ensure training is up to date. |
| Vehicle Movement | Injury caused by vehicle impact | L | Car parks clearly marked and well lit 5mph Speed limit in the unit car park. | Check markings, lighting and signage |
| Hazardous Substances | Skin problems, eye damage from direct contact with cleaning chemicals. Vapour may cause breathing difficulties | L | 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 itchy skin on hands and seek medical advice if necessary. |
| Electricity | Risk of shocks or burns from faulty installations | L | Fixed installations correctly installed and inspected regularly by qualified electrician. | Annual inspection. |

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| | | | All portable equipment to be PAT tested. Users to be made aware that they are responsible for any equipment used on site | User agreement to include PAT testing of user's equipment. Users to be made aware of fuse box and isolation switches. |
| Stored equipment and Manual Handling | Injury caused by collapsing stacks or by trying to lift objects that are too heavy or awkward. | L | Caretakers and Users know to stack chairs and tables carefully Caretakers to follow HSE manual handling guidance | Training of staff in correct procedures. |
| Fire | Fatal injuries from smoke inhalation and/or burns | M | 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 points. | Ensure that Users and staff are made aware of issues. Check User's risk assessments. |
| Electrical and Mechanical Equipment | Injury caused by blades and other machine parts. Flying stones from strimmers etc. | M | 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 |

DRONFIELD TOWN COUNCIL
PLANNING APPLICATIONS
SUBMITTED TO COUNCIL ON MONDAY 2nd MARCH 2020

| No | Reference | Applicant | Location | Details |
|-----|--------------------|------------------------------------|--|--|
| 1. | 20/00024/FL | Mr C Stewart | 11 Grasmere Road | Change of use of land to garden and retention of fencing (amended title) |
| 2. | 20/00075/FLH | Mr & Mrs Lee and K Deakin Clements | 20 Chaddesden Close | Application for a single storey rear/side extension to an existing detached dwelling |
| 3. | 20/00076/FLH | Mrs M Mason | 25 Hazel Close | Application for single storey rear extension and two storey side extension |
| 4. | 20/00082/FLH | Mr & Mrs Alexandra | 22 Longcroft | Proposed single storey replacement porch, single storey replacement rear extension and two storey side extension (revised scheme of 19/00329/FLH) |
| 5. | 20/00083/FLH | Mr & Mrs Cowden | 56 Holmesdale Road | Application to demolish side garage and replace with single storey front and rear extension and two-storey side extension |
| 6. | 20/00115/FLH | Mr M Petty | 57 Longacre Road | Variation of condition 2 of approved 18/00880/FLH to move basement under garage |
| 7. | 20/00117/FLH | Mrs E Basford | Aston End Barn 144 Green Lane | Conversion of garage into dependant relative accommodation (Conservation Area) (Affecting setting of a listed building) |
| 8. | 20/00118/FLH | Mr N Ashby-Senior | 11A Romney Drive | Two storey extension to front, first floor extension over existing side and conversion of garage |
| 9. | 20/00123/FLH | Mrs S Bourne | 15 Devonshire Close | Single and two storey extension to existing dwelling |
| 10. | 20/00126/ CATPO | Mr D Brown | Holly Tree Cottage 2 - 4 Dyche Lane | Notification of intention to prune 1 holly tree within the Coal Aston Conservation Area |
| 11. | 20/00127/FLH | T Childs | 62 Firthwood Road | Proposed single storey side extension |
| 12. | 20/00133/FL | Mr Mathew Jones | Land South East Of Steel House Callywhite Lane | Erection of a Flexible Electricity Generation Unit |
| 13. | 20/00135/TPO | Dronfield Hall Barn - Mick Kirk | Dronfield Hall Barn High Street | Application to fell 2no Ash trees and crown reduce 1no Horse Chestnut tree by 1.5 to 2m and crown lift low branches covered by NEDDC TPO 167, Group G4 |
| 14. | 20/00142/FL | Mr Nick Fisher | 65 Hollins Spring Avenue, Dronfield | Application for two storey side extension and single storey rear extension |

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| 15. | 20/00164/FL | Ms Karen Myles | 5 Paddock Way Dronfield | Application for two storey side extension |
| 16. | 20/00165/FL | Mr Michael Cartwright | 8 Vale Close, Dronfield | The proposed demolition of an attached garage and the construction of a two storey side extension, a single storey rear extension and the reconstruction of a front entrance porch |

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BANK ACCOUNT-NO 1

List of Payments made between 01/01/2020 and 31/01/2020

| Date Paid | Payee Name | Reference | Amount Paid | Authorized Ref | Transaction Detail |
|-----------------------|---------------------------------|------------|------------------|----------------|--------------------------------|
| 06/01/2020 | Water Plus | ddr | 447.37 | | Water-CivicHall: 28.8-19.12.19 |
| 06/01/2020 | NEDDC - CHURCH ST CAR PARK | ddr2 | 119.00 | | Rates - 2019/20 - Church Stree |
| 06/01/2020 | NEDDC - DRONFIELD | ddr3 | 147.00 | | Rates 2019/20 - Dron Woodhouse |
| 06/01/2020 | NEDDC - CIVIC HALL | ddr4 | 2,455.00 | | Rates 2019/20 - Civic Hall |
| 06/01/2020 | NEDDC CLIFF PARK | ddr5 | 486.00 | | Rates 2019/20 - Gosforth Lodge |
| 06/01/2020 | NEDDC - COAL ASTON | ddr6 | 432.00 | | Rates 2019/20 - Coal Aston |
| 06/01/2020 | Gamma Business Communications | ddr7 | 117.04 | | Telephone contract- Dec 2019 |
| 07/01/2020 | Peel Centre | BACS | 145.88 | | Peel Centre payment refund |
| 08/01/2020 | HSBC Bank Plc | ddr8 | 35.01 | | Bank charges HSBC-Nov/Dec |
| 09/01/2020 | BACS P/L Pymnt Page 2523 | BACS Pymnt | 185.28 | | BACS P/L Pymnt Page 2523 |
| 09/01/2020 | OPUS - 42 Cemetery Road (Lodge) | ddr9 | 152.29 | | Electric-Cem Lodge Dec |
| 09/01/2020 | Plusnet PLC | ddr10 | 52.33 | | Broadband - Civic Hall-Jan 20 |
| 10/01/2020 | TALKTALK DIRECTDEBIT | ddr11 | 27.00 | | Broadband - Works Unit - Jan |
| 13/01/2020 | Post Office Ltd | ddr12 | 4,963.47 | | Tax & NI - December |
| 13/01/2020 | O2 Direct Debit | ddr13 | 81.00 | | Mobile Phones - Dec |
| 13/01/2020 | HSBC Bank Plc | ddr14 | 41.68 | | Electronic bank charges-Nov |
| 13/01/2020 | NEDDC Cemetery Lodge | ddr15 | 614.00 | | Rates 2019/20-Cemetery/Chapel |
| 15/01/2020 | HSBC Bacs Salaries Jan | BACS | 16,586.99 | | HSBC Bacs Salaries Jan |
| 15/01/2020 | NEDDC - WORKS UNIT | ddr16 | 476.00 | | Rates 2019/20 - Works Unit |
| 16/01/2020 | FuelGenie | ddr17 | 161.94 | | Fuel for Vehicles - Dec 19 |
| 17/01/2020 | Dunhams | CHQ200135 | 80.00 | | Refund chapel fee - Dunhams |
| 20/01/2020 | Peel Centre | BACS | 145.88 | | Refund payment - not DTC |
| 20/01/2020 | Contract Natural Gas Ltd | ddr18 | 218.96 | | Stonelow Gas - Dec 2019 |
| 20/01/2020 | Contract Natural Gas Ltd | ddr19 | 509.74 | | Gas-Gos Lodge-Dec 19 |
| 20/01/2020 | Business Stream | ddr20 | 118.25 | | Water- C/Park 12.9-24.12.19 |
| 20/01/2020 | Business Stream | ddr21 | 83.79 | | Water-Stonelow-12.9-24.12.19 |
| 21/01/2020 | DEA | DD | 127.48 | | Attachment order - final |
| 21/01/2020 | OPUS - Small Pavilion Stone | ddr22 | 158.64 | | Electric-Stonelow - Dec |
| 21/01/2020 | OPUS - Civic Hall | ddr23 | 1,238.04 | | Electric-Civic Hall-Dec |
| 21/01/2020 | OPUS - Church Street | ddr24 | 20.49 | | Electric-Church Street-Dec |
| 21/01/2020 | OPUS - Unit Callywhite Lane | ddr25 | 941.02 | | Electric-Works Unit-Dec |
| 21/01/2020 | OPUS - Coal Aston Pavilion | ddr27 | 47.58 | | Electric-C/Aston Pav-Dec |
| 21/01/2020 | OPUS - Main Pavilion Stonelow | ddr26 | 191.78 | | Electric-Main Pav S/Low-Dec |
| 21/01/2020 | OPUS - Cliffe Park | ddr28 | 1,431.46 | | Electric-Cliffe Park-Dec |
| 21/01/2020 | British Gas Trading Ltd | ddr29 | 829.92 | | Gas - Civic Hall - Dec |
| 21/01/2020 | Spitfire Network Services Ltd | ddr30 | 39.60 | | Alarm line rental-Jan 20 |
| 21/01/2020 | iRIS Payroll Solutions Ltd | ddr31 | 22.85 | | auto enrolment package-Dec |
| 22/01/2020 | Water Plus | ddr32 | 35.93 | | Water-CAston pv-5.10.19-6.1.20 |
| 22/01/2020 | Personnel Advice & Solutions L | ddr33 | 120.00 | | Purchase Ledger DDR Payment |
| 22/01/2020 | Business Stream | ddr34 | 14.26 | | Water CP Bowls 30.10.19-9.1.20 |
| 24/01/2020 | Public Works Loan Board | ddr35 | 13,698.54 | | PWLB Loan interest/repayment |
| 27/01/2020 | BACS P/L Pymnt Page 2524 | BACS Pymnt | 14,380.16 | | BACS P/L Pymnt Page 2524 |
| 27/01/2020 | BACS P/L Pymnt Page 2527 | BACS Pymnt | 70.60 | | BACS P/L Pymnt Page 2527 |
| 27/01/2020 | Mr S Temple | CHQ200136 | 24.00 | | Xmas Crafts - 50% cost DTC |
| 28/01/2020 | iDMobile | ddr36 | 5.00 | | Sim card for tablet - Jan 20 |
| 28/01/2020 | Westfield Health Direct D | ddr37 | 70.65 | | Westfield deductions-Jan 20 |
| 31/01/2020 | BACS P/L Pymnt Page 2534 | BACS Pymnt | 200.00 | | BACS P/L Pymnt Page 2534 |
| Total Payments | | | 62,551.10 | | |

BANK ACCOUNT-NO 1

Cash Received between 01/01/2020 and 31/01/2020

| <u>Date</u> | <u>Cash Received from</u> | <u>Receipt No</u> | <u>Receipt Description</u> | <u>Receipt Total</u> |
|-------------|----------------------------|-------------------|---------------------------------|----------------------|
| 27/01/2020 | Business Stream | bacs | Stoneilow- Water Refund 2018/19 | 4,802.98 |
| 02/01/2020 | Dunhams | bacs | Payment in error -refund due | 80.00 |
| 30/01/2020 | HMRC - VAT Repayment Qtr 3 | bacs | HMRC - VAT Repayment Qtr 3 | 17,264.95 |
| 09/01/2020 | Peel Centre | bacs | Peel centre payment trf | 145.88 |
| 31/01/2020 | Receipt corrections | correction | receipt BACS corrections | -0.70 |
| 07/01/2020 | Sales Recpts Page 4260 | | Sales Recpts Page 4260 | 0.00 |
| 07/01/2020 | Sales Recpts Page 4261 | | Sales Recpts Page 4261 | 0.00 |
| 07/01/2020 | Sales Recpts Page 4262 | | Sales Recpts Page 4262 | 0.00 |
| 01/01/2020 | Sales Recpts Page 4263 | | Sales Recpts Page 4263 | 50.50 |
| 01/01/2020 | Sales Recpts Page 4264 | | Sales Recpts Page 4264 | 50.50 |
| 13/01/2020 | Sales Recpts Page 4265 | | Sales Recpts Page 4265 | 307.00 |
| 13/01/2020 | Sales Recpts Page 4266 | | Sales Recpts Page 4266 | 208.26 |
| 10/01/2020 | Sales Recpts Page 4267 | | Sales Recpts Page 4267 | 425.34 |
| 10/01/2020 | Sales Recpts Page 4268 | | Sales Recpts Page 4268 | 305.05 |
| 09/01/2020 | Sales Recpts Page 4269 | | Sales Recpts Page 4269 | 50.50 |
| 09/01/2020 | Sales Recpts Page 4270 | | Sales Recpts Page 4270 | 50.50 |
| 08/01/2020 | Sales Recpts Page 4271 | | Sales Recpts Page 4271 | 499.14 |
| 08/01/2020 | Sales Recpts Page 4272 | | Sales Recpts Page 4272 | 23.22 |
| 13/01/2020 | Sales Recpts Page 4273 | | Sales Recpts Page 4273 | 307.00 |
| 16/01/2020 | Sales Recpts Page 4274 | | Sales Recpts Page 4274 | 3,240.89 |
| 16/01/2020 | Sales Recpts Page 4276 | | Sales Recpts Page 4276 | 302.14 |
| 16/01/2020 | Sales Recpts Page 4277 | | Sales Recpts Page 4277 | 205.44 |
| 16/01/2020 | Sales Recpts Page 4278 | | Sales Recpts Page 4278 | 111.20 |
| 16/01/2020 | Sales Recpts Page 4279 | | Sales Recpts Page 4279 | 50.50 |
| 16/01/2020 | Sales Recpts Page 4280 | | Sales Recpts Page 4280 | 1,000.00 |
| 07/01/2020 | Sales Recpts Page 4281 | | Sales Recpts Page 4281 | 2,250.00 |
| 02/01/2020 | Sales Recpts Page 4282 | | Sales Recpts Page 4282 | 845.00 |
| 06/01/2020 | Sales Recpts Page 4283 | | Sales Recpts Page 4283 | 30.00 |
| 22/01/2020 | Sales Recpts Page 4284 | | Sales Recpts Page 4284 | 36.84 |
| 22/01/2020 | Sales Recpts Page 4285 | | Sales Recpts Page 4285 | 307.00 |
| 21/01/2020 | Sales Recpts Page 4286 | | Sales Recpts Page 4286 | 50.50 |
| 20/01/2020 | Sales Recpts Page 4287 | | Sales Recpts Page 4287 | 307.00 |
| 19/01/2020 | Sales Recpts Page 4288 | | Sales Recpts Page 4288 | 54.60 |
| 17/01/2020 | Sales Recpts Page 4289 | | Sales Recpts Page 4289 | 23.22 |

Continued on Page 2

BANK ACCOUNT-NO 1

Cash Received between 01/01/2020 and 31/01/2020

| <u>Date</u> | <u>Cash Received from</u> | <u>Receipt No</u> | <u>Receipt Description</u> | <u>Receipt Total</u> |
|-----------------------|---------------------------|-------------------|------------------------------|----------------------|
| 17/01/2020 | Sales Recpts Page 4290 | | Sales Recpts Page 4290 | 50.50 |
| 16/01/2020 | Sales Recpts Page 4291 | | Sales Recpts Page 4291 | 64.26 |
| 16/01/2020 | Sales Recpts Page 4292 | | Sales Recpts Page 4292 | 193.14 |
| 30/01/2020 | Sales Recpts Page 4293 | | Sales Recpts Page 4293 | 5,213.79 |
| 30/01/2020 | Sales Recpts Page 4294 | | Sales Recpts Page 4294 | 86.30 |
| 31/01/2020 | Sales Recpts Page 4295 | | Sales Recpts Page 4295 | 1,230.00 |
| 31/01/2020 | Sales Recpts Page 4296 | | Sales Recpts Page 4296 | 122.40 |
| 31/01/2020 | Sales Recpts Page 4297 | | Sales Recpts Page 4297 | 10.00 |
| 31/01/2020 | Sales Recpts Page 4298 | | Sales Recpts Page 4298 | 307.00 |
| 27/01/2020 | Sales Recpts Page 4299 | | Sales Recpts Page 4299 | 100.00 |
| 27/01/2020 | Sales Recpts Page 4300 | | Sales Recpts Page 4300 | 267.84 |
| 07/01/2020 | Sales Recpts Page 4301 | | Sales Recpts Page 4301 | 135.60 |
| 07/01/2020 | Sales Recpts Page 4302 | | Sales Recpts Page 4302 | 226.00 |
| 07/01/2020 | Sales Recpts Page 4303 | | Sales Recpts Page 4303 | 8.70 |
| 31/01/2020 | Sales Recpts Page 4304 | | Sales Recpts Page 4304 | 23.22 |
| 31/01/2020 | Saxton Mee | bacs | Lodge Rent/ Water/Commission | 795.80 |
| Total Receipts | | | | 42,219.00 |