

Dronfield Town Council

Town Clerk:
Joanne Mitchell



Dronfield Civic Hall
Dronfield Civic Centre
Dronfield
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1st March 2022

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 7th MARCH 2022 AT 7.30pm
IN GOSFORTH LODGE, CLIFFE PARK, CALLYWHITE LANE, DRONFIELD

Yours sincerely

J Mitchell

Joanne Mitchell
Town Clerk

Please be aware that meetings open to the public may be recorded by representatives of the media or by members of the public. Any persons intending to record this meeting are:

1. Requested not to film the public seating area and to respect the wishes of members of the public who have come to speak at a meeting but do not wish to be filmed.
2. Reminded that it is not permitted for oral commentary to be provided during a meeting. The Chairman may ask people to stop recording and leave the meeting if they act in a disruptive manner.

AGENDA

1. **Apologies**
To receive apologies and reasons for absence from the meeting.
2. **To consider a variation of order of business**
To consider request to change the order of the items on the agenda.
3. **Declarations of Interest**
To enable Members to declare the existence and nature of any Disclosable Pecuniary Interests they have in subsequent agenda items, in accordance with the Parish Council's Code of Conduct. Interests that become apparent at a later stage in the proceedings may be declared at that time. To receive and approve request for dispensations from members on matters in which they have a Disclosable Pecuniary Interest.
4. **Public Speaking**
The period of time designated for public participation at a meeting shall not exceed fifteen minutes. A member of the public shall not speak for more than three minutes.

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 7th February 2022 (pages 636– 649).
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. **Meeting Reports (Appendix 4)**
To receive the meeting reports and recommendations on various matters;
 - a. Properties Advisory Committee meeting held on 28th February 2022 – minutes to follow
 - b. Events Advisory Committee meeting held on 2nd March 2022 – minutes to follow
 - c. Budget Committee meeting held on 2nd March 2022 – minutes to follow
10. **Risk Assessment (Appendix 5)**
To review and approve the Risk Assessment.
11. **Town Clerk’s Report (Appendix 6)**
To consider the written report submitted by the Town Clerk.
12. **Financial Report (Appendix 7)**
 - a. Schedule of Payments including BACS breakdown for January 2022
 - b. Schedule of Receipts for January 2022
 - c. Bank Reconciliation at 31st January 2022
 - d. Income and Expenditure to 31st January 2022
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 7TH MARCH 2022

No	Reference	Applicant	Location	Details
1	21/00622/FL	Nicholas Riddle	Cartledge House Cartledge Lane Holmesfield Dronfield	Change the use of the land from highway to domestic garden (Conservation Area)
2	21/00970/FL	Mr Kevin Ogden	44 Salisbury Road Dronfield S18 1UG	Erection of a two-bedroom detached bungalow with detached garage (Amended Title/Further Plan)
3	21/01416/FL	Mr C Allsop	84 Stublely Hollow Dronfield	Change of use of part of stable to ancillary accommodation with new first floor over, extension of existing property to link stable, Juliet balcony and alterations to existing porch at Stublely Hollow Farm
4	22/00066/FLH	Jamie Nicholson	5 Buckingham Close Dronfield Woodhouse	Application for demolition of existing garage and erection of a double storey extension with single storey side entrance and garage extension, finished in render with feature cladding to front elevation
5	22/00068/FLH	Mrs C Joicey	6 Vale Close Dronfield S18 1SF	Proposed bay window and porch extension to the front of the house. Existing walls to receive a render finish to match the back of the house so to become uniform. New dormer window to existing attic bedroom
6	22/00072/FLH	Mr Craig Newbold	16 Eckington Road Coal Aston Dronfield	Removal of a small section (around 5 Feet) of garden wall so that two cars can safely use drive. (Listed building/ Conservation Area)

7	22/00073/LB	Mrs Ayshia Turner	12 Shireoaks Road Dronfield S18 2EU	Application for a driveway to address accessibility issues
9	22/00117/LDC	Mr Paul Harrison	144 Chesterfield Road Dronfield S18 1XG	Application for a certificate of lawfulness for a proposed ground floor side extension and dormer to same side elevation with ancilliary internal alterations
10	22/00119/FLH	Christian Messina	9 Lindup Road Dronfield Woodhouse Dronfield S18 8NR	Erection of a single storey front extension and open side porch with additional parking space
11	22/00126/FLH	Mr Paul Wilmott	21 Cruck Close Dronfield Woodhouse Dronfield S18 8QX	Demolish existing conservatory, erection of single storey rear extension consisting of kitchen/ dining room, single storey side extension consisting of garage, conversion of existing garage into study and two storey side extension to extend existing bedrooms
8	22/00140/LDC	Saynor	11 Hawkshead Avenue Dronfield Woodhouse Dronfield S18 8NB	Application for a Lawful Development Certificate for demolition of existing conservatory and construction of proposed single storey rear extension
12	22/00147/HHC	Miss Heather Duncan	Gunstones Bakery Stubley Lane Dronfield S18 1PF	Application for determination of a High Hedges complaint

DRONFIELD TOWN COUNCIL - SCHEDULE OF PLANNING DECISIONS

SUBMITTED TO COUNCIL MONDAY 7TH MARCH 2022

No	Reference	Location	Details	Decision
1	21/00960/OL	Land West Of 15 Cunliffe Street Coal Aston	Outline application for the erection of a dwelling (all matters reserved)	CONDITIONALLY APPROVED
2	21/01374/FLH	17 Chatsworth Place Dronfield Woodhouse Dronfield S18 8ZW	Application for ground floor extension to the rear elevation	CONDITIONALLY APPROVED
3	21/01408/FLH	242 Holmley Lane Coal Aston Dronfield S18 3DB	Widening of existing driveway	CONDITIONALLY APPROVED
4	21/01458/FLH	2 Snape Hill Close Dronfield S18 2GS	Application for proposed garage (revised scheme of 19/00950/FLH) at	REFUSED
5	21/01467/FLH	204 Stubley Lane Dronfield Woodhouse Dronfield S18 8YR	Single storey front, side and rear extensions	CONDITIONALLY APPROVED
6	21/01480/FLH	63 Lea Road Dronfield S18 1SD	Application for new roof construction and loft conversion	CONDITIONALLY APPROVED
7	21/01504/TPO	34 Coniston Road Dronfield Woodhouse Dronfield S18 8PZ	Application to prune 1 no Oak tree (T2) covered by NEDDC Tree Preservation Order 103 (part 4)	CONDITIONALLY APPROVED
8	21/01505/TPO	32 Coniston Road Dronfield Woodhouse Dronfield S18 8PZ	Application to prune 1 no Oak tree (T1) covered by NEDDC Tree Preservation Order 103 (part 4)	CONDITIONALLY APPROVED
9	22/00052/CATPO	87 Lea Road Dronfield S18 1SE	Notification of intention to prune 3 trees and remove 2 trees located within the Dronfield Conservation Area	NO OBJECTION
10	22/00062/CATPO	10 Lea Road Dronfield S18 1SB	Notification of intention to prune 1no Oak Tree within the Dronfield Conservation Area	NO OBJECTION

Dronfield Town Council - March 2022 Outside Services Managers Report

The following tasks have been carried out in February 2022.

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.

The play areas are given a visual inspection and anything that requires attention is entered into the play area sheets kept at workshop on return from emptying the bins.

Cemetery - The baskets are emptied around the Cemetery on a Monday and Friday O/S staff spent some time over the last few weeks clearing the fallen branches/twigs from all around the Cemetery. We have spent more time clearing the rest of the bracken that was at the top of the cemetery next to the wall.

Cemetery – The cemetery has been quite busy over the last month with burials and garden of rest.

Church Clock – The church clock has been mended, the netting covering the clock face has been removed and new netting installed. One of the weights has been taken away for repair.

Open spaces – We have visited our open spaces after the recent storms checking to see if any trees/branches had fallen.

Dronfield Woodhouse - The shrubbery that was overgrown around the tennis courts has had more taken off it so that it doesn't interfere with the new netting that has gone up.

Play Areas – We have carried a repair to the trampoline at Cemetery Road as one of the links had broken.

Marsh Avenue – 3 new “Keep dogs on lead” signs were installed around the park. The day after they were installed the signs had been pulled off. We found one of the signs and reinstalled that one plus another 2, they were also removed along with the posts which had been pulled out.

Dronfield Woodhouse Tennis Courts – The tennis courts have had most of the works carried out with new tarmac been laid along with new fencing installed. The courts will be colour coated in the Spring.

Cemetery Lodge – O/S staff have cleared the inside of the lodge of any rubbish that was left behind. We have also cleared the yard/garden of all litter, wood and plant pots. We also emptied the garage and disposed of the wood and rubbish left in there.

Play Areas

Birches Fold – nothing to report

Cliffe Park – nothing to report

Hilltop – nothing to report

Moonpenny Way – Replaced broken ring on trampoline

Sindlefingen Park – Hags have removed the zip wire due to it being unsafe, a quote has been sent through with a cost of the repairs. The roundabout still requires attention, and a quote has been received for the repairs.

Stonelow – O/S staff painted over the graffiti that was on the tarmac with tarmac emulsion.

Lundy Rd – nothing to report

Marsh Ave – 3 x plastic covers that were missing from the swings have been replaced.

Cemetery Rd – nothing to report

Dronfield Woodhouse – We have re-tensioned the spring on the entrance gate.

Tennis courts

Dronfield Woodhouse – Work to the surface has been completed. New fencing has been installed. O/S staff removed one of the gate posts and reinstalled 2 inch away from original position to allow the gate to close properly alleviating the crushing/pinching hazard.

Coal Aston – nothing to report

Cliffe Park – The tennis courts are being locked in the evening by the caretaker on duty. The reason being there are people taking their dogs into the courts to let them run around, also children with bikes.

Bowling Greens

All bowling greens are still closed for winter.

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.

Ronnie Dick
Outside Services Manager

Dronfield Town Council – Risk Assessment For review by council (March 2022)

FINANCIAL AND MANAGEMENT

Topic	Risk	H/M/L	Management/control of risk	Review/Assess/Revise
Precept	Adequacy of precept	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.	Existing procedure adequate
	Requirements not submitted to District Council	L		
	Amount not received by District Council	L		
Financial Records	Inadequate records Financial irregularities	L L	The precept is received in two equal payments. The RFO reports payments received to Council each month and would inform Council if the precept had not been received on the expected date (usually in April and October). The Council has Financial Regulations which set out the requirements.	Existing procedure adequate. Financial Regulations reviewed by Council annually Financial Regulations based on the NALC template. Interim changes can be considered during the year by Full Council. Existing procedure adequate.
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/BACS payments and reconciliation of accounts. The RFO reconciles the bank account statements regularly and deals with any queries immediately by informing the bank and awaiting their correction.	Review the Financial Regulations annually and bank signatory list when necessary, especially after an election. Reconcile 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 regularly.	Existing procedure adequate. Review the Financial Regulations annually.
Reporting and Auditing	Information communication	L	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.
	Compliance	M	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	L	The Council has Financial Regulations which set out the requirements.	Existing procedure adequate. Review the Financial Regulations when necessary.
	Incorrect invoicing	L	All invoices are authorised by two Councillors prior to payments being made.	
	Cheque payable incorrect	L	Two councillors are nominated to check each invoice against the BACS payment run and authorise the invoices prior to payment.	
	BACS Payments	L	The Council has minimal stocks, these are checked and monitored by the RFO.	
	Loss of stock	L	Unpaid invoices to the Council for room hire are pursued and where possible, payment is obtained in advance.	
	Unpaid invoices	L		
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.
	Receipts of Grant	L	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.
	Receipt of rental	L	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.
Charges – rentals receivable	Insurance implication	M		

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 or RFO would investigate the situation, check the quotation/tender, research the problem and report to Council. The Council authorises the appointment of key 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 monthly by the provider, that payroll is outsourced to, 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 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		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. Monitor working conditions, safety requirements and insurance regularly.
Councillor allowances	Councillors over-paid Income tax deduction	L	No allowances are allocated to Councillors. The Town Mayor receives a monthly allowance agreed by the Budget Committee.	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. The Council has Financial Regulations which set out the requirements	Existing procedure adequate
VAT	Re-claiming/charging	L		Existing procedure adequate
Annual Return	Submit within time limits	L	The Annual Return is prepared by the RFO, then signed by the Council and submitted to the External Auditor within time limit. The completed Annual Return is then subject to an Internal Audit and displayed on the Council website.	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, with minute references provided to the RFO.	Powers minuted when invoked
Minutes/Agendas/Notices Statutory Documents	Accuracy and legality	L	Minutes and agenda are produced in the required format 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 statutory requirements.	Existing procedure adequate. Guidance/training to Chair should be given (if required).
Members interests	Business conduct	L	Business conducted at Council meetings should be managed by the Chairman.	Members to adhere to Code of Conduct.
	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 as Data Controllers with the Information Commissioners Office (ICO).	Ensure annual review of registration and compliance with Data Protection Act 2018 and the General Data

Freedom of Information Act	Policy Provision	L M	A privacy notice is displayed on the website to comply with General Data Protection Regulation (GDPR) regulations. The Council has a model publication scheme for Local Councils in place. 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 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.	Protection Regulations (GDPR). Monitor and report any impacts of requests made under the Freedom of Information Act 2000.
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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 by outside services 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 quarterly operational inspections and annual external independent inspections.	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 by the Outside Services team. All paperwork and plot numbers to be double checked before plot is prepared and remains interred.	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 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 carried out, all reports of damage or faults are reported to Council and/or dealt with.	Existing procedure adequate.
Meeting location	Adequacy Health & Safety	L M	The Town Council Meetings are held in The Council Chamber at the Civic Hall or at Gosforth Lodge in Cliffe Park. 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 in the Cloud. Back-ups of the files are taken three times a day and a copy is kept offsite by the Councils IT company.	Backups are now taken and stored in the cloud offsite.

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	Conditions of Letting – clear up spillages immediately and know where equipment is kept. No storage in corridors No trailing electrical leads/cables	Check Conditions of Letting 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 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. Reversing Policy has been adopted by 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.
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. Reversing Policy has been adopted by 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.
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. Training of staff in correct procedures.
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	
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
COVID-19 SPECIFIC RISKS				
Topic	Risk	H/M/L	Management/control of risk	Review/Assess/Revise
Staff	Transmission of disease via direct contact	H	Ensure staff are aware of government guidelines and advice. Appropriate PPE made available to staff. Ensure COVID-19 secure measures are implemented e.g. sanitiser gel etc. Ensure staff maintain safe distance and avoid physical contact. Ensure touchpoints are sanitised.	Continually monitor government guidance and assess any changes to measures put in place. Review effectiveness of existing controls and adjust where necessary.
	COVID outbreak amongst staff or staff reduction due to self-isolation	M	Constantly monitor situation and ensure quick action is taken to minimise risk to spreading disease. Ensure services are prioritised for delivery by available staff Consider using contractor or agency staff to carry out essential work	Continually monitor government guidance and assess any changes to measures put in place. Review effectiveness of existing controls and adjust where necessary.
Meetings	Transmission of disease via direct contact at meetings	H	Hold meetings remotely until government advice changes Where remote meetings cannot be avoided limit people attending meeting to minimum required and minimise length of meeting. Ensure COVID-19 Secure guidelines are used (social distancing, masks, use of gel etc)	Continually monitor government guidance and assess any changes to measures put in place. Review effectiveness of existing controls and adjust where necessary.
Buildings / Community Venues	Transmission of disease via direct contact at meetings	H	Keep up-to-date and follow latest government guidance. Ensure buildings are COVID-19 Secure – Signage / Sanitiser Gel etc. Occupancy Limits in rooms reduced. Additional cleaning in place esp. on touch points. Users to meet government guidance.	Continually monitor government guidance and assess any changes to measures put in place. Review effectiveness of existing controls and adjust where necessary.
Community Impact	Residents and Visitors adversely affected by COVID-19	H	Work with partners to ensure residents are aware of support networks. Support partners with signage and communication of government regulations and advice.	Continually monitor government guidance and assess any changes to measures put in place.

Cemetery, Parks and open spaces	Residents and Visitors congregating in numbers in excess of government guidance. Use of play equipment and street furniture	M	Remain informed on latest government guidance and provide appropriate advice for potential users of sites	Review effectiveness of existing controls and adjust where necessary. Continually monitor government guidance and assess any changes to measures put in place. Review effectiveness of existing controls and adjust where necessary.
Events	Transmission of disease via direct contact	H	Consider practicality of putting COVID-19 secure guidelines in place. Consider and follow current government guidance in place. Cancel events if they do not meet government guidance or where risk of safely holding the event is too great.	Continually monitor government guidance and assess any changes to measures put in place. Review effectiveness of existing controls and adjust where necessary.
Loss of Revenue	Loss of revenue due to cancelled bookings in community buildings and other income	M	Income and Expenditure monitored at monthly finance meetings and by Town Clerk / RFO Take steps to reduce any costs to offset loss of income where possible. Redeploy staff to other duties if necessary. Ensure opportunities for any external grant funding or government support are taken up.	Continually monitor government guidance and assess any changes to measures put in place. Review effectiveness of existing controls and adjust where necessary.

Town Clerk's Supplementary Report
Council Meeting to be held on 7th March 2022

Items for Decision

No items for decision.

Items for Information

NEDDC – Armed Forces Covenant NEDDC re-signed the Armed Forces Covenant for Derbyshire in 2019 to show its commitment to our Armed Forces Community. The District Council is now encouraging its partners and local businesses to consider making a similar commitment. Further information can be found at the following website <https://www.armedforcescovenant.gov.uk/get-involved/sign-the-covenant/>.

NEDDC - is consulting on its Gambling Act 2005 Policy (Statement of Licensing Principles). This consultation will close on 22 April 2022.

NEDDC – Queens Platinum Jubilee support available from NEDDC

Correspondence Received

Town Twinning - Correspondence received from Sindelfingen regarding possible Town Twinning activities going ahead including the Street Festival from 17th – 19th June 2022.

Derbyshire PCC - Help set policing priorities in North East Derbyshire

Town Clerk

Subject: FW: Armed Forces Covenant

From: Lee, Steve
Sent: 21 February 2022 15:38
To:
Cc: Armed Forces Community NEDDC <ArmedForcesCommunity@ne-derbyshire.gov.uk>
Subject: Armed Forces Covenant

Dear All

I hope you are well.

As you may be aware, NEDDC re-signed the Armed Forces Covenant for Derbyshire in 2019 to show its commitment to our Armed Forces Community, whether cadets or those serving, reservists, veterans or their respective dependents.

The Council is now encouraging its partners and local businesses to consider making a similar commitment. I am aware that Holymoorside & Walton Parish Council has already taken this step and I am keen to hear from any other Parish and Town Councils who have made, or plan to make, a similar commitment.

If your Parish or Town Council is yet to sign the Covenant but is interested in doing so please refer to the following website: <https://www.armedforcescovenant.gov.uk/get-involved/sign-the-covenant/>

Kind regards

Steve

Steve Lee
Strategic Partnership Co-ordinator
North East Derbyshire District Council
District Council Offices, 2013 Mill Lane, Wingerworth, Chesterfield S42 6NG

Town Clerk

From: Licensing Consultation NEDDC <Licensing.Consultation@ne-derbyshire.gov.uk>
Sent: 03 February 2022 13:26
To: Licensing Consultation NEDDC
Subject: NEDDC Gambling Act 2005 Policy Consultation - 2022

Dear Sir/Madam

NEDDC Gambling Act 2005 Policy Consultation - 2022

North East Derbyshire District Council is consulting on its Gambling Act 2005 Policy (Statement of Licensing Principles).

The policy relates to the licensing of betting shops, bingo halls, amusement arcades, etc. In particular, the policy is intended to guide decision makers, applicants, objectors and others regarding the decision making process.

The policy outlines how the Licensing Authority will consider and determine applications under the Gambling Act 2005. It also states how the Authority will work to promote the three licensing objectives, which are:

- Preventing gambling from being a source of crime or disorder, being associated with crime or disorder, or being used to support crime;
- Ensuring that gambling is conducted in a fair and open way; and
- Protecting children and other vulnerable people from being harmed or exploited by gambling

To view the details of the consultation and to have your say, please visit <https://www.askderbyshire.gov.uk/consultation/neddc-gambling-act-policy> .

This consultation will close on 22 April 2022.

Kind regards

Licensing Team

Joint Environmental Health Service
North East Derbyshire and Bolsover District Council
District Council Offices
2013 Mill Lane
Wingerworth
Chesterfield
S42 6NG

Town Clerk

Subject: FW: The Queen's Platinum Jubilee 2022

From: Lee, Steve <Steve.Lee@ne-derbyshire.gov.uk>
Sent: 21 February 2022 16:57
To:
Subject: The Queen's Platinum Jubilee 2022

Dear All

You may already be well underway with planning celebrations in your local area for the up-coming Queen's Platinum Jubilee weekend in June.

I just wanted to make you aware of a few areas where the District Council can help.

Firstly, our [Community Action Grants](#) are now live and constituted community groups can apply for funding towards their celebration projects, obtaining grants of up to £500. Non-constituted groups can apply but the money need to be accountable through an appropriate body such as local Parish Council. We are on hand to answer any questions regarding this.

NEDDC will also waive temporary road closure fees for Jubilee celebration events. Please follow the link for the process in how to apply for a closure: <https://www.ne-derbyshire.gov.uk/licensing/temporary-road-closure-car-park-closure> .

The Council is also promoting the Queen's Green Canopy (QGC), a tree planting initiative created to mark the occasion. Everyone across the UK is being invited to plant trees from October 2021, when the tree planting season begins, through to the end of the Jubilee year in 2022. Free tree packs are available from The Woodlands Trust for schools and community groups who have permission from legal landowners to plant trees on their land. For more information please visit: <https://www.woodlandtrust.org.uk/plant-trees/schools-and-communities> .

The emphasis from Cabinet and leadership at the authority is to help enable community celebrations of the Jubilee event either through the opportunities mentioned above or by helping promote them via our communications channels.

If you are planning events, can you please make us aware of dates, times and details **as soon as you can** so we can compile and promote the events through a 'what's on' newsletter to residents in advance – helping you maximise your attendances. Please email our [Communications Team](#) directly with your event information.

The latest date you can submit your dates to us to be included in the newsletter to every household in the District is 19 April 2022. This will give our Design Team enough time to work on the document and be distributed w/c 30 May 2022.

Further to this, our Communications Team is more than happy to work with you on other areas of promotion such as displaying on the Council website (this receives 1.5m visitors per year) and sharing your events on their social media streams (the NEDDC accounts have approximately 15,000 followers).

We want your local events to be as successful as possible and may be able to attend some of them to take photos – however we would welcome any you may take yourselves to document this incredible, once in a life time event. You can email communicationsne@ne-derbyshire.gov.uk with any images (although please obtain permission from those in the photograph prior to sending as we may use the images in publications).

If we can be of any further assistance or you require help and guidance to promote your events please contact the Communications Team on the above email.

Please share this email widely with your colleagues, community groups, local residents and businesses and we look forward to hearing from you soon.

Regards

Steve

Steve Lee

Strategic Partnership Co-ordinator

North East Derbyshire District Council

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

Town Clerk

Subject: FW: Greetings to Dronfield

From: Schahl, Julian
Sent: 23 February 2022 08:26
To: David Goater; Richard Welton
Cc: Town Clerk
Subject: AW: Greetings to Dronfield

Good morning everybody,

thank you very much for your update. The final decision will be made Mid of March whether the Street Festival can take place in a „normal“ way with booths, etc. as it was before Covid times.

But for the moment it looks good and then we will also invite delegations from all our twin cities.

Therefore please SAVE THE DATE for the street festival from 17-19 June. More information and a confirmation will follow soon after the Final Go in March.

I will keep you informed.

We are looking forward welcoming a delegation of Dronfield soon (hopefully this June) again in Sindelfingen

Best regards

Julian

Von: David Goater
Gesendet: Dienstag, 22. Februar 2022 18:05
An: Richard Welton; Schahl, Julian
Cc: Town Clerk ; Joanne Mitchell
Betreff: Re: Greetings to Dronfield

Richard,

At the moment the street festival is scheduled for 17th - 19th June but a final decision hasn't been taken whether to go ahead or not (as far as I know)

I'm not sure the normal process for Sindelfingen to invite Councillors but perhaps Julian will let you know.

Best wishes

David

On Tue, 22 Feb 2022 at 13:57, Richard Welton wrote:

Hi Jo and David

I am unclear as to whether a June festival is taking place and on what basis ie if Dronfield is invited, are representatives of Dronfield Town Council expected.

Needs confirmation and details.

My term as Mayor ends in May so please be aware of that.

Regards

Richard

Sent from my iPhone

On 22 Feb 2022, at 13:48, David Goater wrote:

Julian,

Good to hear from you

A lot of things are returning to normal in the UK so we are looking forward to having some events this year.

The Dronfield Town Twinning Federation will be attending the Strassenfest if it is going ahead and we will hopefully have our normal booth in the twinning area of the town.

We have two members who are planning to cycle from Dronfield to Sindelfingen in time to the concert which is normally held on the Thursday before the Strassenfest in Maichingen.

How hopeful are you that this will proceed?

We are also talking to ISPAS and hoping that there will be a citizens visit from 15th to 19th September if there are enough people in Sindelfingen interested to come to Dronfield in the current situation.

We are looking forward to 2022.....

Best wishes

David

Chair of Dronfield Town Twinning Federation

On Tue, 22 Feb 2022 at 13:00, Schahl, Julian wrote:

Dear Jo,

I hope that you are all doing fine. How is the situation in Dronfield? Do you plan town twinning activities for this 2022 taking place in presence, for example in regard to the international street festival 16-19 June in Sindelfingen?

Best regards and take care

Julian

Town Clerk

Subject: FW: Help set policing priorities in North East Derbyshire

From: PCCOffice
Sent: 28 February 2022 10:52
Subject: Help set policing priorities in North East Derbyshire

Good morning,

I hope you are well and that you have had a pleasant start to 2022.

Help make sure your residents views are fully represented by Derbyshire Police

Derbyshire is a hugely diverse County. Different areas require a different approach to policing and will have different priorities. The needs of residents in North East Derbyshire will not be the same as those in Derby City.

It's important to me as Derbyshire Police and Crime Commissioner that the priorities I set for policing, community safety and victims services reflect the issues that matter most to you and your residents. I also understand that people want to see the police service that they pay for. They want to see the problems that affect them, in their neighbourhood, being addressed effectively.

That is why I am running my 'Listening to You' survey.

This survey lets Derbyshire residents tell me their policing priorities. Using the results from this survey, I will work with the Chief Constable to ensure that resources are balanced efficiently with your residents' concerns, and investment is used wisely to improve front line policing.

If you could please complete and share the survey link below with your Parish Councillors and on your social media, e-newsletters and mailing lists it would be greatly appreciated:

[Listening To You – Your policing priorities](#)

The results of the survey will be published in the Summer, and I will be happy to share a copy of the results with you when they are published.

Thank you in advance for your help. If you have any questions regarding this survey, please let me know and I will do my best to answer them.

Kind regards,



Angelique Foster
Derbyshire Police and Crime Commissioner

BANK ACCOUNT-NO 1

List of Payments made between 01/01/2022 and 31/01/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
05/01/2022	NEDDC - CHURCH ST CAR PARK	ddr	140.00		Rates - Church Street 21/22
05/01/2022	NEDDC CLIFF PARK	ddr2	494.00		Rates - Gos Lodge 21/22
05/01/2022	NEDDC - DRONFIELD	ddr3	150.00		Rates-Dron Woodhouse 21/22
05/01/2022	NEDDC - CIVIC HALL	ddr4	2,495.00		Rates - Civic Hall 21/22
05/01/2022	NEDDC - COAL ASTON	ddr5	439.00		Rates - Coal Aston 21/22
06/01/2022	BACS P/L Pymnt Page 2940	BACS Pymnt	4,699.44		BACS P/L Pymnt Page 2940
06/01/2022	Gamma Business Communications	ddr	117.58		Telephohone contract Dec 21
06/01/2022	OPUS - Church Street	ddr	12.23		Electric-Church St- December
06/01/2022	OPUS - Small Pavillion Stone	ddr2	100.90		Electric - Sml Pav S/low Dec
06/01/2022	OPUS - Civic Hall	ddr3	498.85		Electric - Civic Hall - Dec
06/01/2022	OPUS - Coal Aston Pavillion	ddr5	21.20		Electric - CA Pav - Dec
06/01/2022	OPUS - Main Pavillion Stonelow	ddr6	78.15		Electric - Main Pav S/low -Dec
06/01/2022	OPUS - Cliffe Park	ddr7	919.00		Electric-Cliffe Park - Dec
06/01/2022	Cricket Shed, Stonelow	ddr8	227.98		Electri-Cricket Shed - Dec
07/01/2022	BACS P/L Pymnt Page 2941	BACS Pymnt	10,695.52		BACS P/L Pymnt Page 2941
08/01/2022	HSBC Bank Plc	ddr2	41.55		Bank charges Nov-Dec 21
10/01/2022	HSBC Bank Plc	ddr3	46.00		BAnk charges - electronic Nov
10/01/2022	OPUS - 42 Cemetery Road (Lodge	ddr4	94.57		Electric-Cem Lodge-Nov/Dec
10/01/2022	TALKTALK DIRECTDEBIT	ddr5	31.50		Broadband works unit-Jan
11/01/2022	NEST	NEST	608.49		December deductions
11/01/2022	Plusnet PLC	ddr6	26.53		Broadband - Civic - Jan 22
12/01/2022	O2 Direct Debit	ddr7	113.35		Mobile Phones - Dec
14/01/2022	Post Office Ltd	DDR	6,785.85		PAYE/NI - Dec 21
14/01/2022	HSBC SALARIES	HSBCSALARI	16,845.96		HSBC SALARIES - January
14/01/2022	Pozitive Energy	DDR	19.34		Gas - Stonelow 7.12-12.12.21
14/01/2022	Pozitive Energy	DDR2	177.38		Gas - Gos Lodge 7.12-12.2.21
17/01/2022	NEDDC - WORKS UNIT	ddr6	484.00		Rates-Works Unit 21/22
17/01/2022	NEDDC Cemetery Lodge	ddr	686.00		Rates - Cemetery 21/22
18/01/2022	FuelGenie	ddr8	319.08		Fuel for Vehicles - December
20/01/2022	NEST	NEST	447.40		NEST Pension deductions
20/01/2022	Business Stream	ddr9	38.70		Water- Bowling 18.10.21-6.1.22
21/01/2022	British Gas Trading Ltd	ddr10	748.64		Gas-Civic Hall - December 21
21/01/2022	Spitfire Network Services Ltd	ddr11	39.60		Alarm line rental - Jan 22
21/01/2022	IRIS Payroll Solutions Ltd	ddr12	23.56		Auto enrolment package-Dec 21
24/01/2022	Post Office Ltd	ddr	4,496.08		PAYE - Jan 22 Tax & Ni
24/01/2022	Water Plus	ddr13	61.14		Water -C/A Sports 20 Oct-6 Jan
24/01/2022	Public Works Loan Board	ddr14	12,603.40		PWLB Loan repayment/interest
24/01/2022	IDMobile	ddr15	6.00		Slm card office mobile-Jan 22
24/01/2022	Personnel Advice & Solutions L	DDR	120.00		Personnel Services January 22
25/01/2022	Water Plus	ddr5	32.24		Water -Works unit-30.10-9.1.22
25/01/2022	Goldstar Leisure Ltd	ddr	357.47		Hi Vis Jackets/Gloves
26/01/2022	IDMobile	ddr2	6.00		Sim card Office- Jan 22
26/01/2022	IDMobile	ddr3	6.00		Sim Card office - Jan
26/01/2022	Business Stream	ddr4	963.28		Water -Cliffe Park 9.9-11.1.22
27/01/2022	British Gas Trading Ltd	ddr	7.22		Gas - Works Unit-Dec
27/01/2022	British Gas Lite - DISPUTE	DDRDISPUTE	476.92		British Gas Lite - DISPUTE
27/01/2022	British Gas Lite - DISPUTE	DDRDISPUTE	256.17		British Gas Lite - DISPUTE

BANK ACCOUNT-NO 1

List of Payments made between 01/01/2022 and 31/01/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
28/01/2022	BACS P/L Pymnt Page 2960	BACS Pymnt	8,656.83		BACS P/L Pymnt Page 2960
28/01/2022	Westfield Health Direct D	ddr6	47.10		Westfield dedcutions
Total Payments			<u>76,762.20</u>		

BANK ACCOUNT-NO 1

Cash Received between 01/01/2022 and 31/01/2022

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
26/01/2022	HMRC VAT Repayment	HMRC	HMRC VAT Repayment	42,716.48
13/01/2022	Sales Recpts Page 4908		Sales Recpts Page 4908	425.10
02/01/2022	Sales Recpts Page 4912		Sales Recpts Page 4912	50.50
03/01/2022	Sales Recpts Page 4913		Sales Recpts Page 4913	50.50
04/01/2022	Sales Recpts Page 4914		Sales Recpts Page 4914	341.70
04/01/2022	Sales Recpts Page 4915		Sales Recpts Page 4915	307.30
06/01/2022	Sales Recpts Page 4916		Sales Recpts Page 4916	50.50
10/01/2022	Sales Recpts Page 4917		Sales Recpts Page 4917	50.50
18/01/2022	Sales Recpts Page 4918		Sales Recpts Page 4918	1,158.83
24/01/2022	Sales Recpts Page 4919		Sales Recpts Page 4919	307.50
21/01/2022	Sales Recpts Page 4920		Sales Recpts Page 4920	50.50
24/01/2022	Sales Recpts Page 4921		Sales Recpts Page 4921	341.70
20/01/2022	Sales Recpts Page 4922		Sales Recpts Page 4922	50.50
19/01/2022	Sales Recpts Page 4923		Sales Recpts Page 4923	307.50
19/01/2022	Sales Recpts Page 4924		Sales Recpts Page 4924	89.60
25/01/2022	Sales Recpts Page 4926		Sales Recpts Page 4926	56.00
27/01/2022	Sales Recpts Page 4927		Sales Recpts Page 4927	100.80
25/01/2022	Sales Recpts Page 4928		Sales Recpts Page 4928	800.00
25/01/2022	Sales Recpts Page 4929		Sales Recpts Page 4929	101.00
24/01/2022	Sales Recpts Page 4930		Sales Recpts Page 4930	540.00
24/01/2022	Sales Recpts Page 4931		Sales Recpts Page 4931	341.70
27/01/2022	Sales Recpts Page 4932		Sales Recpts Page 4932	307.50
27/01/2022	Sales Recpts Page 4933		Sales Recpts Page 4933	50.50
28/01/2022	Sales Recpts Page 4934		Sales Recpts Page 4934	1,406.00
31/01/2022	Sales Recpts Page 4935		Sales Recpts Page 4935	3,390.00
13/01/2022	Sales Recpts Page 4938		Sales Recpts Page 4938	86.00
31/01/2022	Sales Recpts Page 4939		Sales Recpts Page 4939	487.00
Total Receipts				53,965.21

**Bank Reconciliation Statement as at 07/02/2022
for Cashbook 1 - BANK ACCOUNT-NO 1**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account HSBC	31/01/2022	0	856,853.90
			<u>856,853.90</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
01/02/2022 BACS Pymnt	BACS P/L Pymnt Page 2963	3,901.26	
			<u>3,901.26</u>
			852,952.64
<u>Receipts not Banked/Cleared (Plus)</u>			
27/01/2022 cheque		100.80	
01/02/2022 Cash		100.80	
04/02/2022 chq		50.40	
			<u>252.00</u>
			853,204.64
		Balance per Cash Book is :-	853,204.64
		Difference is :-	0.00

Detailed Income & Expenditure by Budget Heading 31/01/2022

Month No: 10

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 CIVIC HALL								
1001 RENT RECEIVED	150	0	0	0			0.0%	
1010 LETTING INCOME	5,768	14,622	25,000	10,378			58.5%	
1071 NEDDC GRANTS (Covid-19)	39,500	1,500	0	(1,500)			0.0%	
CIVIC HALL :- Income	45,418	16,122	25,000	8,878			64.5%	0
4001 STAFF COSTS	22,493	48,713	32,220	(16,493)		(16,493)	151.2%	
4011 RATES	0	24,950	24,950	0		0	100.0%	
4012 WATER	2,124	1,069	4,500	3,431		3,431	23.7%	
4014 ELECTRICITY	5,442	2,443	6,000	3,557		3,557	40.7%	
4015 GAS	4,740	3,052	5,000	1,948		1,948	61.0%	
4018 WASTE DISPOSAL	1,123	1,179	1,500	321		321	78.6%	
4020 MISCELLANEOUS EXPENSES	475	408	1,000	592		592	40.8%	
4021 TELEPHONE COSTS	0	(26)	0	26		26	0.0%	
4025 INSURANCE	988	1,141	1,000	(141)		(141)	114.1%	
4036 PROPERTY MAINTENANCE	5,338	405	4,000	3,595		3,595	10.1%	
4038 MAINTENANCE CTRCTS	1,744	2,105	2,000	(105)		(105)	105.3%	
4040 EQUIPMENT REPLACEMENT	755	2,400	1,000	(1,400)		(1,400)	240.0%	
4042 EQUIPMENT MAINTCE	753	202	1,000	798		798	20.2%	
4061 EXTERNAL CONTRACTOR FEES	0	0	1,500	1,500		1,500	0.0%	
4062 LICENCES (PREMISES)	0	155	0	(155)		(155)	0.0%	
4100 RENT - CIVIC HALL	171,961	134,642	179,522	44,881		44,881	75.0%	
CIVIC HALL :- Indirect Expenditure	217,936	222,837	265,192	42,355	0	42,355	84.0%	0
Net Income over Expenditure	(172,517)	(206,715)	(240,192)	(33,477)				
102 PARKS & OPEN SPACES								
1001 RENT RECEIVED	90	0	90	90			0.0%	
1077 GRANTS RECEIVED	495	0	495	495			0.0%	
1080 MISC INCOME	73	1,012	0	(1,012)			0.0%	
PARKS & OPEN SPACES :- Income	658	1,012	585	(427)			173.0%	0
4011 RATES	1,396	1,397	1,450	53		53	96.4%	
4018 WASTE DISPOSAL	0	558	0	(558)		(558)	0.0%	
4019 LITTER & DOG BIN EMPTYING	4,571	(1,123)	2,200	3,323		3,323	(51.0%)	
4034 ENVIRONMENTAL IMPROVEMENTS	1,119	926	3,000	2,074		2,074	30.9%	
4037 GROUNDS MAINTENANCE	0	14,449	26,000	11,551		11,551	55.6%	
4046 TREE WORKS MAINTENANCE	4,489	164	5,000	4,836		4,836	3.3%	
4048 BENCHES - RELACE/MAINT	2,328	1,533	1,500	(33)		(33)	102.2%	
4049 ENVIRONMENTAL DTC	9,775	2,476	7,750	5,274		5,274	31.9%	
4050 ENVIRONMENTAL GRANTS	0	0	7,750	7,750		7,750	0.0%	
4077 PLANTS & HANGING BASKETS	0	5,518	5,000	(518)		(518)	110.3%	

Detailed Income & Expenditure by Budget Heading 31/01/2022

Month No: 10

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4078 BOWLING GREEN MAINTENANCE	0	9,425	12,000	2,575		2,575	78.5%	
PARKS & OPEN SPACES :- Indirect Expenditure	23,677	35,322	71,650	36,328	0	36,328	49.3%	0
Net Income over Expenditure	(23,019)	(34,310)	(71,065)	(36,755)				
103 ALLOTMENTS								
1001 RENT RECEIVED	405	0	405	405			0.0%	
ALLOTMENTS :- Income	405	0	405	405			0.0%	0
Net Income	405	0	405	405				
104 PLAY AREAS								
4039 PARKS REFURBISHMENT	134,946	116,262	0	(116,262)		(116,262)	0.0%	
4042 EQUIPMENT MAINTCE	4,495	4,087	2,500	(1,587)		(1,587)	163.5%	
PLAY AREAS :- Indirect Expenditure	139,441	120,348	2,500	(117,848)	0	(117,848)	4813.9%	0
Net Expenditure	(139,441)	(120,348)	(2,500)	117,848				
105 GOSFORTH LODGE								
1010 LETTING INCOME	2,535	8,842	12,000	3,158			73.7%	
1071 NEDDC GRANTS (Covid-19)	21,003	1,500	0	(1,500)			0.0%	
GOSFORTH LODGE :- Income	23,538	10,342	12,000	1,658			86.2%	0
4001 STAFF COSTS	18,428	1,145	26,200	25,055		25,055	4.4%	
4011 RATES	0	4,940	4,940	(0)		(0)	100.0%	
4015 GAS	1,852	1,038	2,800	1,762		1,762	37.1%	
4020 MISCELLANEOUS EXPENSES	1,002	764	1,200	436		436	63.7%	
4021 TELEPHONE COSTS	290	234	600	366		366	39.0%	
4036 PROPERTY MAINTENANCE	11,245	781	4,000	3,219		3,219	19.5%	
4038 MAINTENANCE CTRCTS	1,326	700	1,000	300		300	70.0%	
4042 EQUIPMENT MAINTCE	295	0	900	900		900	0.0%	
GOSFORTH LODGE :- Indirect Expenditure	34,438	9,602	41,640	32,038	0	32,038	23.1%	0
Net Income over Expenditure	(10,900)	740	(29,640)	(30,380)				
106 CLIFFE PARK								
1001 RENT RECEIVED	0	0	81	81			0.0%	
1010 LETTING INCOME	0	(4)	0	4			0.0%	
1020 PITCH FEES	2,626	24,857	22,000	(2,857)			113.0%	
CLIFFE PARK :- Income	2,626	24,853	22,081	(2,772)			112.6%	0
4001 STAFF COSTS	18,437	1,145	26,200	25,055		25,055	4.4%	

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4012 WATER	3,801	3,356	2,300	(1,056)		(1,056)	145.9%	
4014 ELECTRICITY	9,211	5,853	6,500	647		647	90.1%	
4018 WASTE DISPOSAL	2,526	3,038	3,500	462		462	86.8%	
4036 PROPERTY MAINTENANCE	5,034	1,518	1,500	(18)		(18)	101.2%	
4037 GROUNDS MAINTENANCE	337	15,097	0	(15,097)		(15,097)	0.0%	
CLIFFE PARK :- Indirect Expenditure	39,346	30,007	40,000	9,993	0	9,993	75.0%	0
Net Income over Expenditure	(36,720)	(5,154)	(17,919)	(12,765)				
107 CLIFFE PARK CAFE								
1015 CAFE RENTAL INCOME	3,800	8,700	9,000	300			96.7%	
1080 MISC INCOME	802	0	0	0			0.0%	
CLIFFE PARK CAFE :- Income	4,602	8,700	9,000	300			96.7%	0
Net Income	4,602	8,700	9,000	300				
109 COAL ASTON								
1001 RENT RECEIVED	0	0	81	81			0.0%	
1020 PITCH FEES	120	531	750	219			70.8%	
1071 NEDDC GRANTS (Covid-19)	19,669	1,500	0	(1,500)			0.0%	
1077 GRANTS RECEIVED	7,249	0	0	0			0.0%	
COAL ASTON :- Income	27,038	2,031	831	(1,200)			244.4%	0
4011 RATES	0	4,391	4,391	(0)		(0)	100.0%	
4012 WATER	996	532	400	(132)		(132)	132.9%	
4014 ELECTRICITY	461	273	600	327		327	45.5%	
4015 GAS	227	1,767	1,600	(167)		(167)	110.5%	
4036 PROPERTY MAINTENANCE	1,072	7,331	1,000	(6,331)		(6,331)	733.1%	
4037 GROUNDS MAINTENANCE	8,914	3,120	1,000	(2,120)		(2,120)	312.0%	
4038 MAINTENANCE CTRCTS	479	411	500	89		89	82.2%	
4042 EQUIPMENT MAINTCE	356	0	500	500		500	0.0%	
COAL ASTON :- Indirect Expenditure	12,505	17,825	9,991	(7,834)	0	(7,834)	178.4%	0
Net Income over Expenditure	14,533	(15,794)	(9,160)	6,634				
110 STONELOW REC								
1001 RENT RECEIVED	45	0	45	45			0.0%	
1020 PITCH FEES	350	1,300	2,400	1,100			54.2%	
STONELOW REC :- Income	395	1,300	2,445	1,145			53.2%	0
4012 WATER	1,025	459	1,500	1,041		1,041	30.6%	
4014 ELECTRICITY	2,604	1,642	2,000	358		358	82.1%	

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4015 GAS	1,042	879	1,200	321		321	73.3%	
4036 PROPERTY MAINTENANCE	393	0	500	500		500	0.0%	
4037 GROUNDS MAINTENANCE	725	0	1,000	1,000		1,000	0.0%	
4038 MAINTENANCE CTRCTS	373	339	600	261		261	56.5%	
4042 EQUIPMENT MAINTCE	356	0	750	750		750	0.0%	
STONELOW REC :- Indirect Expenditure	6,519	3,320	7,550	4,231	0	4,231	44.0%	0
Net Income over Expenditure	(6,124)	(2,020)	(5,105)	(3,086)				
111 DRONFIELD WOODHOUSE REC								
1001 RENT RECEIVED	320	44	401	357			10.9%	
1020 PITCH FEES	450	2,563	1,700	(863)			150.8%	
1071 NEDDC GRANTS (Covid-19)	18,335	1,500	0	(1,500)			0.0%	
DRONFIELD WOODHOUSE REC :- Income	19,105	4,107	2,101	(2,006)			195.5%	0
4011 RATES	0	1,497	1,497	0		0	100.0%	
4036 PROPERTY MAINTENANCE	11	12	500	488		488	2.4%	
DRONFIELD WOODHOUSE REC :- Indirect Expenditure	11	1,509	1,997	488	0	488	75.6%	0
Net Income over Expenditure	19,095	2,598	104	(2,494)				
118 HIGHWAYS & ST FURNITURE								
4035 BUS SHELTER MAINTENANCE	11,716	0	5,000	5,000		5,000	0.0%	
4045 NOTICEBOARDS & SIGNS	6,376	3,391	3,000	(391)		(391)	113.0%	
HIGHWAYS & ST FURNITURE :- Indirect Expenditure	18,092	3,391	8,000	4,609	0	4,609	42.4%	0
Net Expenditure	(18,092)	(3,391)	(8,000)	(4,609)				
119 CEMETERY								
1002 GRANT OF RIGHTS FEES	11,610	11,703	12,000	297			97.5%	
1003 MEMORIAL FEES	4,850	4,636	5,000	364			92.7%	
1004 INTERMENT FEES	21,425	20,800	20,000	(800)			104.0%	
1005 CHAPEL FEES	0	0	400	400			0.0%	
1011 LODGE - RENT RECEIVED	9,900	7,425	9,900	2,475			75.0%	
1012 LODGE - WATER RECEIVED	600	450	600	150			75.0%	
1073 UNSTONE - CONTRIBUTION	8,414	0	4,000	4,000			0.0%	
CEMETERY :- Income	56,799	45,014	51,900	6,886			86.7%	0
4001 STAFF COSTS	59,555	50,531	0	(50,531)		(50,531)	0.0%	
4005 GRAVEDIGGING	3,450	2,240	4,500	2,260		2,260	49.8%	
4011 RATES	6,861	6,861	6,861	(0)		(0)	100.0%	

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4012 WATER	825	662	850	188		188	77.9%	
4014 ELECTRICITY	1,139	1,198	600	(598)		(598)	199.7%	
4015 GAS	0	958	0	(958)		(958)	0.0%	
4018 WASTE DISPOSAL	2,119	2,250	1,500	(750)		(750)	150.0%	
4024 SUBSCRIPTIONS	95	95	100	5		5	95.0%	
4036 PROPERTY MAINTENANCE	875	2,535	2,000	(535)		(535)	126.8%	
4037 GROUNDS MAINTENANCE	196	320	1,000	680		680	32.0%	
4059 LETTING AGENT FEES	792	594	800	206		206	74.3%	
CEMETERY :- Indirect Expenditure	75,907	68,244	18,211	(50,033)	0	(50,033)	374.7%	0
Net Income over Expenditure	(19,108)	(23,230)	33,689	56,919				
121 CORPORATE MANAGEMENT								
1075 PRECEPT SUPPORT GRANT	12,613	0	0	0			0.0%	
1076 PRECEPT	821,456	834,000	834,000	0			100.0%	
1091 INTEREST RECEIVED HSBC BOND	29	4	0	(4)			0.0%	
1092 INTEREST RECEIVED CCLA FUND	503	77	700	623			11.0%	
CORPORATE MANAGEMENT :- Income	834,601	834,082	834,700	619			99.9%	0
4057 AUDIT FEES	1,990	400	2,400	2,000		2,000	16.7%	
CORPORATE MANAGEMENT :- Indirect Expenditure	1,990	400	2,400	2,000	0	2,000	16.7%	0
Net Income over Expenditure	832,611	833,682	832,300	(1,382)				
122 DEM REPRESENTATION & MGT								
1080 MISC INCOME	208	850	0	(850)			0.0%	
DEM REPRESENTATION & MGT :- Income	208	850	0	(850)				0
4204 BUSINESS RECOVERY	2,865	196	5,000	4,804		4,804	3.9%	
DEM REPRESENTATION & MGT :- Direct Expenditure	2,865	196	5,000	4,804	0	4,804	3.9%	0
4008 TRAINING	0	0	500	500		500	0.0%	
4027 TWINNING COSTS	1,000	(3,300)	1,000	4,300		4,300	(330.0%)	
4028 ELECTION COSTS	7,500	(7,500)	7,500	15,000		15,000	(100.0%)	
4063 LOCAL PLAN	3,307	0	800	800		800	0.0%	
4201 MAYOR'S ALLOWANCE	2,750	2,576	3,000	424		424	85.9%	
4202 MAYORS EXPENSES	0	0	1,000	1,000		1,000	0.0%	
4203 LOCAL EVENTS SPONSORSHIP	225	590	1,000	410		410	59.0%	
4205 COMMUNICATIONS	0	5,106	10,000	4,895		4,895	51.1%	
4211 CIVIC REGALIA	188	1,308	500	(808)		(808)	261.5%	
4221 CHRISTMAS EVENT COSTS	3,871	4,495	5,000	505		505	89.9%	

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4231 REMEMBRANCE SERVICE	60	609	1,000	391		391	60.9%	
4232 CIVIC SERVICE	0	81	100	19		19	80.5%	
4233 DRONFIELD GALA	0	6,761	5,000	(1,761)		(1,761)	135.2%	
4235 ROAD SAFETY	0	253	500	247		247	50.6%	
4714 CHURCH & CIVIC CLOCK	488	330	1,000	670		670	33.0%	
DEM REPRESENTATION & MGT :- Indirect Expenditure	19,389	11,308	37,900	26,592	0	26,592	29.8%	0
Net Income over Expenditure	(22,045)	(10,654)	(42,900)	(32,246)				
123 GRANTS								
4701 CRICKET CLUB GRANT	2,000	2,000	2,000	0		0	100.0%	
4702 TWINNING GRANT	0	3,300	0	(3,300)		(3,300)	0.0%	
4711 GRANT AWARDS	720	1,090	3,000	1,910		1,910	36.3%	
4713 COMMUNITY BUS	0	0	4,000	4,000		4,000	0.0%	
GRANTS :- Indirect Expenditure	2,720	6,390	9,000	2,610	0	2,610	71.0%	0
Net Expenditure	(2,720)	(6,390)	(9,000)	(2,610)				
125 CAPITAL PROGRAMME								
4054 LOAN INTEREST PWLB	7,553	5,558	8,000	2,442		2,442	69.5%	
4055 LOAN CAPITAL REPAYED	25,654	23,154	26,000	2,846		2,846	89.1%	
CAPITAL PROGRAMME :- Indirect Expenditure	33,207	28,712	34,000	5,288	0	5,288	84.4%	0
Net Expenditure	(33,207)	(28,712)	(34,000)	(5,288)				
131 OUTSIDE SERVICES								
1001 RENT RECEIVED	10	0	0	0			0.0%	
1080 MISC INCOME	182	0	0	0			0.0%	
OUTSIDE SERVICES :- Income	192	0	0	0				0
4001 STAFF COSTS	102,257	94,307	197,000	102,693		102,693	47.9%	
4006 PROTECTIVE CLOTHING	1,667	1,100	2,000	900		900	55.0%	
4008 TRAINING	0	285	2,000	1,715		1,715	14.3%	
4011 RATES	4,840	4,840	4,950	110		110	97.8%	
4012 WATER	270	255	300	45		45	85.0%	
4013 RENT	11,000	9,167	13,000	3,833		3,833	70.5%	
4014 ELECTRICITY	5,262	(727)	3,500	4,227		4,227	(20.8%)	
4015 GAS	95	62	250	188		188	24.9%	
4018 WASTE DISPOSAL	1,062	200	600	400		400	33.4%	
4020 MISCELLANEOUS EXPENSES	1,054	127	800	673		673	15.9%	
4021 TELEPHONE COSTS	974	844	1,000	156		156	84.4%	

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4036 PROPERTY MAINTENANCE	694	4,284	2,000	(2,284)		(2,284)	214.2%	
4037 GROUNDS MAINTENANCE	35,391	0	0	0		0	0.0%	
4038 MAINTENANCE CTRCTS	795	772	1,200	428		428	64.3%	
4040 EQUIPMENT REPLACEMENT	3,318	12,193	5,000	(7,193)		(7,193)	243.9%	
4041 EQUIPMENT HIRE	461	186	1,000	814		814	18.6%	
4042 EQUIPMENT MAINTCE	0	736	2,500	1,764		1,764	29.5%	
4043 VEHICLE LEASING	3,197	0	3,178	3,178		3,178	0.0%	
4044 VEHICLE COSTS & FUEL	6,303	62,148	8,000	(54,148)		(54,148)	776.9%	
4075 SALE OF ASSETS	(224)	0	0	0		0	0.0%	
OUTSIDE SERVICES :- Indirect Expenditure	178,415	190,780	248,278	57,498	0	57,498	76.8%	0
Net Income over Expenditure	(178,223)	(190,780)	(248,278)	(57,498)				
132 CENTRAL SERVICES								
1025 INSURANCE CLAIMS	6,292	45,322	0	(45,322)			0.0%	
1080 MISC INCOME	1,190	1,439	1,200	(239)			119.9%	
CENTRAL SERVICES :- Income	7,482	46,761	1,200	(45,561)			3896.8%	0
4001 STAFF COSTS	119,803	81,580	113,089	31,509		31,509	72.1%	
4008 TRAINING	150	350	2,000	1,650		1,650	17.5%	
4016 JANITORIAL	4,696	3,129	4,000	871		871	78.2%	
4020 MISCELLANEOUS EXPENSES	40	5	250	245		245	2.0%	
4021 TELEPHONE COSTS	2,117	1,715	2,000	285		285	85.8%	
4022 POSTAGE	1,079	736	1,000	264		264	73.6%	
4023 STATIONERY/PRINTING	1,061	395	1,000	605		605	39.5%	
4024 SUBSCRIPTIONS	682	35	2,300	2,265		2,265	1.5%	
4025 INSURANCE	11,584	11,894	14,500	2,606		2,606	82.0%	
4026 PHOTOCOPY CHARGES	357	229	500	271		271	45.7%	
4030 RECRUITMENT ADVTG	0	549	500	(49)		(49)	109.8%	
4032 PUBLICITY	2,475	0	0	0		0	0.0%	
4033 COMPUTER MAINTENANCE	9,181	8,513	6,000	(2,513)		(2,513)	141.9%	
4040 EQUIPMENT REPLACEMENT	0	58	0	(58)		(58)	0.0%	
4042 EQUIPMENT MAINTCE	40	0	500	500		500	0.0%	
4051 BANK CHARGES	600	613	600	(13)		(13)	102.2%	
4058 ACCOUNTANCY FEES	600	(40)	700	740		740	(5.7%)	
4060 OTHER PROF FEES	7,685	(5,059)	10,000	15,059		15,059	(50.6%)	
CENTRAL SERVICES :- Indirect Expenditure	162,148	104,703	158,939	54,236	0	54,236	65.9%	0
Net Income over Expenditure	(154,666)	(57,941)	(157,739)	(99,798)				

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Grand Totals:- Income	1,023,068	995,174	962,248	(32,926)			103.4%	
Expenditure	968,605	854,893	962,248	107,355	0	107,355	88.8%	
Net Income over Expenditure	54,462	140,280	0	(140,280)				
Movement to/(from) Gen Reserve	54,462	140,280						