

MINUTES OF THE MEETING OF DRONFIELD TOWN COUNCIL

HELD AT CIVIC HALL, ON MONDAY 6th MARCH 2023

Present: Councillors S. Burkitt, A. Dale, L. Deighton (Chair), R. Hall, M. Hanrahan, M. Ireland, W. Jones, A. Powell, R. Spooner, R. Welton, and P. Wright.

In Attendance: J. Mitchell (Town Clerk) and two police officers.

1. **Apologies**

Apologies were received from Councillors M. Emmens, A. Foster, M. Foster, P. Parkin and K.Tait. Councillors T. Collins and R. Gilmore were not in attendance.

2. **To consider a variation of order of business**

There were no variations to the order of business.

3. **Declarations of Interest**

Cllr A Dale declared a non-pecuniary interest in agenda item 5 of the Cemetery Advisory Committee minutes as a member of Unstone Parish Council.

4. **Public Speaking**

4.1 Planning Matters

There were no members of the public present to speak on planning matters.

4.2 General Matters

There were no members of the public present to speak on general matters.

4.3 Police Matters

Members received a written report from the Police and a verbal update was given PCSO Flower.

299/22-23 RESOLVED

To note the Police report.

5. **Council Minutes**

Members received and considered the Minutes of the Ordinary Meeting of the Council held on 6th February 2023.

300/22-23 RESOLVED

That the minutes of the Ordinary Council meeting held on 6th February 2023 are approved and adopted as a true and accurate record of the meeting.

6. **Items for exclusion of public**

There were no items requiring the exclusion of the public.

7. **Planning Matters**

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7.1 Planning Applications

Members reviewed the planning applications submitted before council.

301/22-23 RESOLVED

To write to Derbyshire County Council regarding planning application CW4/0123/40 to express the Town Councils concern over the construction of a permanent road that has already been removed having been previously built on a temporary basis through green belt land.

302/22-23 RESOLVED

To write to North East Derbyshire District Council to request further details on planning applications 72/00006/FL and 73/00099/FL.

303/22-23 RESOLVED

To note the planning applications submitted.

7.2 Planning Decisions

Members received and reviewed the planning decisions.

304/22-23 RESOLVED

To note the schedule of planning decisions.

8. **Notice of Casual Vacancy**

The Town Clerk informed members that Cllr V. Kirk had failed to attend a meeting of the council for six consecutive months and therefore was no longer a councillor as stated in section 85 (1) of the Local Government Act 1972.

Cllr R Welton highlighted that Cllr V. Kirk had had several health issues and restricted ability during that time.

305/22-23 RESOLVED

To declare a casual vacancy at Dronfield Town Council.

9. **Outside Services Report**

The following tasks have been carried out during February 2023.

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 also given a visual inspection and anything that requires attention is entered into the play area sheets on return to workshop.

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

Grit bins – All grit bins have been checked and refilled where necessary. Two new grit bins will be installed at Egerton Road and Beechwood Road/Manor Crescent.

Parks and open Spaces – All DTC owned land has been litter picked and all rubbish removed. Dronfield Woodhouse was litter picked on two occasions due to amount of fireworks that was still laying around.

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Cemetery drainage – Drainage 2000 attended this site and cleared out all of the gullies around the main road way around the Cemetery.

Tasks around Dronfield

1. Repaired the fence adjacent to the footpath in Leabrook valley next to Christian Oaks.
2. All hedge areas have now been cut back, the latest and last ones being Dronfield Woodhouse, Quoit Green and the area along Chesterfield Road overhanging from Alma.
3. The footpaths around the Cemetery have all been sprayed to kill off the moss.
4. Removed fallen tree branches from various areas around the Town.
5. Carried out repairs to the play areas.

Play area maintenance – Outside Services staff have greased all the roundabouts within the play areas, blanking caps have been fitted to the items of equipment requiring them at Dronfield Woodhouse.

The panels were removed from the roundabout at Cemetery Road play area so photos could be taken of the workings and to see if any water is present.

Play Areas

Birches Fold – Blanking caps fitted.

Cliffe Park – The zip wire has been repaired by Creative Play with two new posts being fitted.

Hilltop

Moonpenny Way

Sindelfingen Park – removed the benches from the old play area and stored at unit, removed the cradle swing seats to keep as spares ahead of the refurbishment.

Stonelow – Plastic caps have been fitted to climbing frame.

Lundy Road

Marsh Avenue – new buffer fitted to gate post.

Cemetery Road

Dronfield Woodhouse – new buffers have been fitted to both gates.

Tennis courts

Dronfield Woodhouse – cut back foliage around the tennis courts.

Coal Aston

Cliffe Park

Bowling Greens – maintenance is being carried out.

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.

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306/22-23 RESOLVED

That the Outside Services report is noted.

10. Meeting Reports

10.1 Properties Advisory Committee

Members received a copy of the minutes from the Properties Advisory Committee meeting held on 13th February 2023 and considered the recommendations to council.

307/22-23 RESOLVED

To agree for the replacement of the bus shelter at the junction of Stonelow Road opposite Shireoaks, if the replacement is funded completely by Derbyshire County Council and there is no cost to Dronfield Town Council.

308/22-23 RESOLVED

To accept the quote for the quad bike and attachments, at a total cost of £9,559.58, which includes part exchanging the current quad bike.

309/22-23 RESOLVED

To accept the quote of £200 to replace the analogue phone line system at Gosforth Lodge and the Outside Services Unit for the alarm system.

310/22-23 RESOLVED

To accept the quote from the solicitor of £600 for reviewing one of the draft licence agreements.

311/22-23 RESOLVED

To create a digital record of all council owned land and download copies of all land registration documents at a cost of £3 per document.

312/22-23 RESOLVED

To note the minutes of the Properties Advisory Committee held on 13th February 2023.

10.2 Events Advisory Committee

Members received a copy of the minutes from the Events Advisory Committee meeting held on the 15th February 2023 and considered the recommendations to council.

313/22-23 RESOLVED

To make available the parks of Dronfield for members of the public to hold 'The Big Lunch' on Sunday 7th May 2023 in celebration of the Coronation of HM King Charles III

314/22-23 RESOLVED

To accept the Scouts offer of their services to undertake a litter pick as part of 'The Big Help Out' on Monday 8th May 2023 in celebration of the Coronation of HM King Charles III

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315/22-23 RESOLVED

To note the minutes of the Events Advisory Committee Meeting held on the 15th February 2023.

10.3 Cemetery Advisory Committee

Members received a copy of the minutes from the Cemetery Advisory Committee meeting held on 2nd March 2023 and considered the recommendations to council.

316/22-23 RESOLVED

To use section F of the Cemetery to continue the Garden of Rest area, with the following conditions;

- All remaining Garden of Rest plots to be filled before the new Garden of Rest area can be used.
- The first new Garden of Rest plot to be located in the south west front corner of the new area, working towards the rear of the Cemetery.
- The Outside Services Manager to produce a plan of the exact layout of the Garden of Rest expansion to present at the next Cemetery Advisory Committee Meeting.

317/22-23 RESOLVED

To accept the quote of £2,345 for the repair of a boundary wall within the cemetery.

318/22-23 RESOLVED

To accept the proposed increase of 5% on Cemetery fees from 1st April 2023.

319/22-23 RESOLVED

To accept the following amendment to the definition of 'resident' in relation to the cemetery fees;

- A person who resides in the parish of Dronfield or
- A person who has resided in the parish of Dronfield within the last 10 years, but may have moved away or
- A person who at some time in their lives has resided in the parish of Dronfield for at least a total of 20 years (not necessarily consecutive) prior to moving away.

319/22-23 RESOLVED

To withdraw the option for the pre-purchase of burial plots with Dronfield Cemetery, with immediate effect.

320/22-23 RESOLVED

To continue the option for the pre-purchase of Garden of Rest plots within Dronfield Cemetery.

321/22-23 RESOLVED

To accept the quote of £890 for new internal chapel doors, with the following condition;

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Initials

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- That the Outside Services Manager is to liaise with the contractor to agree the style and finish of the doors before fitting.

322/22-23 RESOLVED

To note the minutes of the Cemetery Advisory Committee meeting held on 2nd March 2023.

11. Advisory Committee Membership

Cllr R. Spooner informed members that Cllr A. Foster would be stepping down as a member of the Properties Advisory Committee and proposed that Cllr M. Foster is appointed.

323/22-23 RESOLVED

To appoint Cllr M. Foster as member of the Properties Advisory Committee.

12. Risk Assessment

Members received and reviewed a copy of the Risk Assessment.

Cllr R. Spooner highlighted that the risks identified within the document are potential not actual risks and the document demonstrates what mitigations are in place to reduce the potential risks.

Members discussed the future process for reviewing and updating the Risk Assessment.

324/22-23 RESOLVED

To approve the Risk Assessment (appendix A) in principle, subject to refinement by the Budget Advisory Committee.

13. Town Clerks Report

Members considered the written report submitted by the Town Clerk.

Items for Decision

DCC - Derbyshire County Council hereby gives notice that it proposes to make an Order under the Road Traffic Regulation Act 1984, to restrict waiting by vehicles (except those delivering or collecting goods or loading and unloading) and stopping on school entrance markings on the following lengths of road: Stonelow Road, Shireoaks Road, Holmesdale Road and School Lane. **Any comments must be submitted by 17th March 2023.**

NEDDC – North East Derbyshire District Council is updating its Statement of Community Involvement (SCI) and has published a draft SCI for consultation. The SCI sets out how and when you can influence planning policy documents covering North East Derbyshire and the ways in which you can comment on planning applications. NEDDC would welcome your views on the draft SCI. **These comments should be received by Wednesday 29th March 2023.**

Speed Device – Following the examination of the speed device the fire button is faulty and needs to be replaced before the unit can be calibrated. This will be at an additional cost of £150 + VAT. **A decision is required as to whether to approve this additional cost.**

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Extreme Wheels – Dronfield Safter Neighbourhood Team have requested permission to use the car park behind Coal Aston Village Hall to hold sessions with Extreme Wheels from 13 or 14 April between 5pm and 8pm for 12 weeks. There will be no cost to the Town Council. **A decision is required on whether to grant permission to use the car back at Coal Aston.**

Items for Information

2023 Elections – NEDDC are holding briefing sessions for prospective Candidates and their Election Agents on the following dates:

- Tuesday 7 March 2023
- Thursday 9 March 2023
- Wednesday 15 March 2023

All sessions will commence at 6pm at North East Derbyshire District Council, District Council Offices, 2013 Mill Lane, Wingerworth, Chesterfield S42 6NG. These sessions will cover arrangements for the Election, including nominations, postal voting, polling day and the verification and count. Nominations can be submitted from Monday 27 March 2023 and will close at 4pm on Tuesday 4 April 2023.

NEDDC – As part of the UK Shared Prosperity Fund (UKSPF), a Shop Front Enhancement Scheme will be launched by the District Council in April 2023, offering a fantastic opportunity for businesses and landlords to improve their street facing properties within the Town. The scheme will not only enhance the character, value and appeal of each individual property, but collectively will have a positive impact on the appearance of high streets throughout the District. Grants will be available from a minimum of £500 to a maximum of £10,000, a contribution of up to 75% of total project costs. More information is available from <https://www.ne-derbyshire.gov.uk/community/uk-shared-prosperity-fund/shopfront-enhancement-scheme>.

Derbyshire Minerals Local Plan Update - On the 15th February 2023 Derbyshire County Council approved its Draft Minerals Plan to progress to the next stage of the adoption process. In response to policy DM1 (protecting local amenity, health, wellbeing and safety) Derbyshire County Council have now included a 500m Separation Distance between any potential future fracking site and any other property. The addition of this “buffer zone” will make it more challenging for any fracking applications to succeed locally.

DCC – Temporary Road Closure - B6057 Chesterfield Road, Dronfield from 3rd April 2023 to 21st April 2023 between Chesterfield Road junction with Cemetery Road for a distance of 360 metres in a westerly direction to facilitate highway drainage repair works.

DCC – Temporary Road Closure - Scarsdale Road, Dronfield on 26th April 2023 between 19:00 to 21:30 between its junction with Scarsdale Cross for a distance of 25 metres in an easterly direction to facilitate manhole cover and frame renewal works.

DCC – Temporary Road Closure – Chesterfield Road from 25th April 2023 to 26th April 2023 23:00 to 06:00 between its junction with Callywhite Lane to its junction with Hallows Lane to facilitate rail bridge inspection works.

NEDDC – District Parish Liaison Group meeting cancelled on 17 March, and will be rearranged after the Elections in May.

Correspondence Received

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20s Plenty - Derbyshire County Council is carrying out two pilot 20mph zones in Buxton and Long Eaton. The consultation closes 13 April 2023. The 20s Plenty Campaign is urging Parish Councils across Derbyshire to write to the Council and request that that Derbyshire adopts county-wide limits and that as a minimum the Town Council area is also included in this pilot.

NEDDC - The Chair of North East Derbyshire District Council, Councillor Diana Ruff, would like to invite councillors to a Cheltenham After Party Race Night in aid of her charity, SSAFA – the Armed Forces Charity, on Friday 17th March 2023.

DALC – March 2023 newsletter (distributed to councillors electronically)

325/22-23 RESOLVED

To write to Derbyshire County Council to support the proposed order to restrict waiting by vehicles and stopping on school entrances on various roads in Dronfield.

326/22-23 RESOLVED

To accept the additional cost of £150 + VAT to repair and then recalibrate the speed device.

327/22-23 RESOLVED

To grant permission for Extreme Wheels to use the car park behind Coal Aston Village Hall from April 2023 for 12 weeks, to provide weekly activities for young people.

328/22-23 RESOLVED

To write to Derbyshire County Council to register the Town Council's interest in taking part in any future pilot schemes regarding 20mph zones.

329/22-23 RESOLVED

To note that the Town Council welcomes the decision by Derbyshire County Council to include a 500m Separation Distance between any potential future fracking sites and any other property.

330/22-23 RESOLVED

To note the Town Clerks report.

14. **Financial Reports**

Members received an income and expenditure report, bank reconciliations and the schedule of receipts and schedule of payments for January 2023.

331/22-23 RESOLVED

That payments of £76,391.36 for January 2023 are approved.

332/22-23 RESOLVED

To note the schedule of receipts for January 2023.

333/22-23 RESOLVED

To note the bank reconciliations for the period ending January 2023.

334/22-23 RESOLVED

To note the income and expenditure for the period January 2023.

Chairmans
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15. **Exclusion of the Press and the Public**

335/22-23 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.

16. **Meeting Report**

Members received a copy of the confidential minutes from the Personnel Advisory Committee meeting held on 6th March 2023, there were no recommendations to council.

336/22-23 RESOLVED

To note the update and minutes of the Personnel Advisory Committee meeting held on 6th March 2023.

Chairman..... Date.....

Meeting closed at 8:19pm

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APPENDIX - A

Dronfield Town Council – Risk Assessment
(March 2023)

FINANCIAL AND MANAGEMENT

| Topic | Risk | H/M/L | Management/control of risk | Review/Assess/Revise |
|--------------|--|--------------|---|---|
| Precept | Adequacy of precept | M/H | 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. | Committees to put forward their budget requirements each Autumn to the Budget Advisory Committee. A rolling five year financial plan to be established to allow the Council to incorporate future plans / projects into its financial planning. |
| | Requirements not submitted to District Council | L | 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. | |
| | Amount not received by District Council | 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). | |

Chairmans
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| Financial Records | Inadequate records Financial irregularities | L L | 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. |
| Standing Orders | Not adhering to policy and procedures as set out in the Standing Orders | L | The Clerk & Council follow the model Standing Orders as set out by NALC, which have been revised accordingly and adopted by the Council. These are reviewed annually by the Clerk and Council, and adopted at the May Annual Town Council Meeting. | Clerk / RFO and Full Council |
| Bank and Banking | Inadequate checks Bank mistakes Loss Charges Security of Banks | L L L L M | 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. The Council currently uses one bank which gives £85,000 of cover under the FSCS. Other bank account / investment opportunities need to be investigated. | Existing procedure adequate. Review the Financial Regulations annually and bank signatory list when necessary, especially after an election. Reconcile the bank statements monthly. Clerk / RFO and Budget Advisory Committee |
| Charge Card / Credit Card | Incorrect Use | L | Restricted to use by the Clerk and RFO and to be used only in line with policy and procedure. All purchases made using the card to be reviewed at least quarterly by two councillors, with all records of use being added to the cashbook and invoice records, including all receipts. | Clerk / RFO and Budget Advisory Committee |

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| | | | Balances to be repaid in full each month by Direct Debit. The facility for cash withdrawals to be blocked on the cards | |
| Borrowing | Ability to repay loans | L | The Clerk / RFO ensures that appropriate provision is made in the budget for any requirements required annually, as well as completing affordability check calculations. | Clerk / RFO and Full Council |
| 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 Compliance | L M | 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. Monitor performance of actual compared to budgets and investigate any discrepancies or unusual items. | Existing communication procedures adequate. 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 | L L | The Council has Financial Regulations which set out the requirements. All invoices are authorised by two Councillors prior to payments being made. | Existing procedure adequate. Review the Financial Regulations when necessary. |

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| | 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. |
| Grants - receivable | 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. |
| Charges – rentals receivable | 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. | Existing procedure adequate. Review agreement and fees annually. |

Chairmans

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| | Insurance implication | M | The respective Clubs arrange their own insurance. | |
| Best value Accountability | Work awarded incorrectly | L | 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 £30,000 incl VAT or greater (wef 21/12/22) 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. | Existing procedure adequate. Include when reviewing Financial Regulations and Standing Orders. |
| | Overspend on services | M | | |
| Salaries and associated costs | Salary paid incorrectly | L | 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 appointment and payment system is adequate. |
| | Wrong hours paid | L | | |
| | Wrong rate paid | L | | |
| | False employee | L | | |
| | Wrong deductions of NI or Tax | L | | |
| | Unpaid Tax & NI contributions to the Inland Revenue | L | | |

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| Employees | Loss of key personnel | M / H | Reference to the Continuity Plan should be made in case of loss of key personnel. | Existing procedure adequate. |
| | Fraud by staff | L | The requirements of the Fidelity Guarantee insurance to be adhered to with regards to Fraud. | |
| | Actions undertaken by staff | M | The Clerk, Assistant Clerk & RFO should be provided with relevant training, reference books, access to assistance and legal advice required to undertake the role. | Purchase revised books. |
| | Health & Safety | M | The Maintenance staff should be provided with adequate direction, training and safety equipment needed to undertake the roles. | 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 recommended by the Budget Committee. | No procedure required |
| Election costs | Risk of an election cost | H | 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. | Further provision in budget for four yearly election and no provision for by-election costs. |
| 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 | The Annual Return is prepared by the RFO, then subject to an Internal Audit, then signed by the Council and submitted to the External Auditor within time limit and displayed on the Council website. | Existing procedures adequate |

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| 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). |
| | 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. Employers and Employee liability insurance is a necessity and must be paid for. Ensure compliance measures are in place. Ensure Fidelity checks are in place. | Existing procedure adequate. |
| | Cost | L | | Review insurance provision annually. |
| | Compliance | L | | Review of compliance. |
| | Fidelity Guarantee | M | | |

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| Data protection | Policy Provision | L | The Council are registered as Data Controllers with the Information Commissioners Office (ICO). A privacy notice is displayed on the website to comply with General Data Protection Regulation (GDPR) regulations. | Ensure annual review of registration and compliance with Data Protection Act 2018 and the General Data Protection Regulations (GDPR). |
| Freedom of Information Act | Policy Provision | L M | 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 18 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. | Monitor and report any impacts of requests made under the Freedom of Information Act 2000. |

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. |

Chairmans
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| Maintenance | Poor performance of assets or amenities Loss of income or performance Risk to third parties | M/H* 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. *Some assets are high risk as repairs could be costly. 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 | M L | The Town Council manages one Cemetery which is inspected and maintained by the Outside Services team. (Memorial Testing has yet to be undertaken.) 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 numerous 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. |

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| 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 regularly 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 |

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Initials

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| 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. |
| Electrical, Gas and Mechanical Equipment | Risk of shocks, burns etc from faulty installations | L | Fixed installations correctly installed and inspected regularly by qualified electrician, gas engineer etc. All portable equipment to be PAT tested. Users to be made aware that they are responsible for any equipment used on site. | Annual inspections. 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 | Ensure that Users and staff are made aware of issues. Check User's risk assessments. |

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| | | | <p>Test fire alarm weekly.</p> <p>Fire extinguishers maintained in accordance with manufacturer's recommendations. Instructions clearly visible.</p> <p>Staff and Users to know evacuation procedures and assembly points.</p> | |
|--|--|--|--|--|

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 | <p>Clear up spillages immediately and know where equipment is kept.</p> <p>No storage in corridors</p> <p>No trailing electrical leads/cables</p> | Check and review separate Risk Assessments. |
| Working at height | Injuries, possibly serious, from falling from height | M | <p>Appropriate equipment and ladders to be used at all times</p> <p>Employees to be made aware that they are responsible for stepladder safety.</p> <p>Employees know safety issues when working at height</p> | <p>Check and review Risk Assessments</p> <p>Ensure training is up to date.</p> |
| Vehicle Movement | Injury caused by vehicle impact | L | <p>Car parks clearly marked and well lit</p> <p>5mph Speed limit in the car parks.</p> <p>Reversing Policy has been adopted by Council.</p> | Check markings, lighting and signage |
| Hazardous Substances | Skin problems, eye damage from direct contact with cleaning chemicals. Vapour | L | <p>Use correct cleaning equipment and wear rubber gloves.</p> <p>Observe COSHH regulations and follow instructions on labels in accordance with manufacturer's recommendations.</p> | <p>Ongoing training programme.</p> <p>Caretakers to check for dry, red or itchy skin on hands and seek medical advice if necessary.</p> |

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| | may cause breathing difficulties | | Cleaning products marked irritant be replaced with milder alternatives. Store cleaning products securely. | |
| Electrical, Gas and Mechanical Equipment in buildings. | Risk of shocks, burns etc from faulty installations | L | Fixed installations correctly installed and inspected regularly by qualified electrician, gas engineer etc. All portable equipment to be PAT tested. Users to be made aware that they are responsible for any equipment used on site | Annual inspections. 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. |
| Tools - 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 |

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Initials

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COVID-19 SPECIFIC RISKS

| Topic | Risk | H/M/L | Management/control of risk | Review/Assess/Revise |
|------------------------------|---|-------|---|--|
| Staff | Transmission of disease via direct contact | L/M | <p>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.</p> <p>Ensure staff maintain safe distance and avoid physical contact.</p> <p>Ensure touchpoints are sanitised.</p> | <p>Continually monitor government guidance and assess any changes to measures put in place.</p> <p>Review effectiveness of existing controls and adjust where necessary.</p> |
| | COVID outbreak amongst staff or staff reduction due to self-isolation | L/M | <p>Constantly monitor situation and ensure quick action is taken to minimise risk to spreading disease.</p> <p>Ensure services are prioritised for delivery by available staff Consider using contractor or agency staff to carry out essential work</p> | <p>Continually monitor government guidance and assess any changes to measures put in place.</p> <p>Review effectiveness of existing controls and adjust where necessary.</p> |
| Meetings | Transmission of disease via direct contact at meetings | L/M | <p>Hold meetings remotely until government advice changes</p> <p>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)</p> | <p>Continually monitor government guidance and assess any changes to measures put in place.</p> <p>Review effectiveness of existing controls and adjust where necessary.</p> |
| Buildings / Community Venues | Transmission of disease via direct contact at meetings | L/M | <p>Keep up-to-date and follow latest government guidance. Ensure buildings are</p> <p>COVID-19 Secure – Signage / Sanitiser Gel etc.</p> <p>Occupancy Limits in rooms reduced.</p> <p>Additional cleaning in place esp. on touch points.</p> <p>Users to meet government guidance.</p> | <p>Continually monitor government guidance and assess any changes to measures put in place.</p> <p>Review effectiveness of existing controls and adjust where necessary.</p> |

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| Community Impact | Residents and Visitors adversely affected by COVID-19 | L/M | <p>Work with partners to ensure residents are aware of support networks.</p> <p>Support partners with signage and communication of government regulations and advice.</p> | <p>Continually monitor government guidance and assess any changes to measures put in place.</p> <p>Review effectiveness of existing controls and adjust where necessary.</p> |
| Cemetery, Parks and open spaces | Residents and Visitors congregating in numbers in excess of government guidance. Use of play equipment and street furniture | L | Remain informed on latest government guidance and provide appropriate advice for potential users of sites | <p>Continually monitor government guidance and assess any changes to measures put in place.</p> <p>Review effectiveness of existing controls and adjust where necessary.</p> |
| Events | Transmission of disease via direct contact | L/M | 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. | <p>Continually monitor government guidance and assess any changes to measures put in place.</p> <p>Review effectiveness of existing controls and adjust where necessary.</p> |
| Loss of Revenue | Loss of revenue due to cancelled bookings in community buildings and other income | M | <p>Income and Expenditure monitored at monthly finance meetings and by Town Clerk / RFO</p> <p>Take steps to reduce any costs to offset loss of income where possible.</p> <p>Redeploy staff to other duties if necessary.</p> <p>Ensure opportunities for any external grant funding or government support are taken up.</p> | <p>Continually monitor government guidance and assess any changes to measures put in place.</p> <p>Review effectiveness of existing controls and adjust where necessary.</p> |

Chairmans
Initials

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DRONFIELD TOWN COUNCIL - PLANNING APPLICATIONS
SUBMITTED TO COUNCIL ON MONDAY 6th MARCH 2023

| No | Reference | Applicant | Location | Details |
|----|----------------|-----------------------------------|---|---|
| 1 | 22/00933/FLH | Mrs Amy Wild | 19 Alport Rise Dronfield Woodhouse Dronfield S18 8ZB | First floor extension over the existing rear extension with new first floor window on west elevation and single storey ground floor extension to the rear |
| 2 | 22/01208/FLH | Mr Charles Tompkin | 56 Gosforth Lane Dronfield S18 1PR | Application for first floor side extension above existing garage |
| 3 | 23/00038/FLH | Mrs Katie West | 4 Balmoral Crescent Dronfield Woodhouse Dronfield | Single storey front extension, two storey and single storey side extensions and alterations to openings |
| 4 | 23/00090/FLH | Mr & Mrs Steven & Claire Robinson | 13 Manor Crescent Dronfield S18 1PU | Proposed removal of existing bungalow roof and raising of a new roof to create a one and half storey dwelling with dormers within the new roof. |
| 5 | 23/00093/AMEND | Mr Kevin Ogden | 44 Salisbury Road Dronfield S18 1UG | Non-material amendment pursuant of 21/00970/FL to amend design requirement relating to the dormer and single storey roof element |

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| 6 | 23/00095/FL | Chilled Pubs Ltd | The Blue Stoops Inn High Street Dronfield S18 1PX | Construction of new porch and existing porch extension to side, extension to rear, internal alterations and structural repairs (Listed Building/Conservation Area) |
| 7 | 23/00096/LB | Chilled Pubs Ltd | The Blue Stoops Inn High Street Dronfield S18 1PX | Listed Building Consent for construction of new porch and existing porch extension to side, extension to rear, internal alterations and structural repairs (Conservation Area) |
| 8 | 23/00104/DISCON | Mr Thomas Lawrence | Upper Birchitt Rod Moor Road Dronfield Woodhouse | Discharge of Conditions 3 (WSI), 10 (rainwater goods), 16 (services), 25 (skirting boards) and part discharge of Conditions 6(ii) (Welsh slate roof samples) and 14(i) (17th Century windows) pursuant to planning approval 21/01435/FL and Listed Building Consent 21/01436/LB |
| 9 | 23/00105/CATPO | Brown Sedgwick Mitigation Centre | 34 Eckington Road Coal Aston covered by Coal Aston Conservation Area at 1 Forresters Lane Coal Aston Dronfield | Notification of intention to fell trees Maple T2, Hawthorn T3, Laburnum T4 and Birch T5 & T6 to combat subsidence damage |
| 10 | 23/00106/CATPO | SMC | 34 Eckington Road Coal Aston covered by C A Conservation Area at Oak Croft Forresters Lane, Coal Aston | Notification of intention to fell Beech tree T1 to combat subsidence damage |
| 11 | 23/00121/FLH | Mr Rappitt | 1 Vale Close Dronfield S18 1SF | Demolition of detached garage and erection of single storey side and front extension |

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| | | | | |
| 12 | 23/00125/FLH | Mr Rob Parsons | 16 Ashford Road Dronfield Woodhouse Dronfield S18 8RQ | Raising of roof height to create first floor accommodation, front extension and alteration to openings |
| 13 | 23/00131/FLH | Mr Ryan Harvey | 18 Highfields Crescent Dronfield S18 1UT | Part Conversion of existing garage including new roof and alterations to openings. |
| 14 | 23/00141/CATPO | Mr Alex Crawford | 99 Chesterfield Road Dronfield S18 2XE | Notification of intention to fell 8 Birch trees and replace with laurel plants to form a hedge within Dronfield Conservation area |
| 15 | 23/00145/TPO | Mr Leslie Stevenson | 6 Stone Close Coal Aston Dronfield S18 3AS | Application to prune canopy of Sycamore tree covered by NEDDC Tree Preservation Order 89 |
| 16 | 23/00147/FLH | Ginny Shipston | 42 Prospect Road Dronfield S18 2EA | Proposed single storey side extension following demolition of existing garage. |
| 17 | 23/00155/FLH | Mrs N Wraith | 80 Shakespeare Crescent Dronfield S18 1ND | Proposed single storey rear extension. Raise part of the existing roof to accommodate a bedroom ensuite area with side facing dormer, Velux roof windows and a Juliet balcony to rear |
| 18 | 23/00158/FLH | Mr JAMES M KEMP | 14 Trent Grove Dronfield S18 2FP | Proposed single storey side extension and raising of existing roof incorporating one Velux roof window to accommodate bedrooms, plus proposed drop kerb |

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| | | | | |
| 19 | 72/00006/FL | Mr. Limb | Barnes Farm Barnes Lane Dronfield Woodhouse | New dwelling |
| 20 | 73/00099/FL | Mr. Limb | Barnes Farm Barnes Lane Dronfield Woodhouse | New dwelling |
| 21 | CW4/0123/40 | Yorkshire Water Services Ltd | Dronfield Waste Water Treatment Works and land to the east, between Unstone Hill and Half Acre Lan | The installation of 3 no. kiosks at Dronfield Wastewater Treatment Works (WwTW) and the construction of a permanent access road to Dronfield WwTW and associated works |

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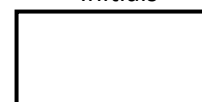
Chairmans
Initials

BANK ACCOUNT-NO 1

List of Payments made between 01/01/2023 and 31/01/2023

| Date Paid | Payee Name | Reference | Amount Paid | Authorized Ref | Transaction Detail |
|------------|--------------------------------|-----------|-------------|----------------|--------------------------------|
| 31/01/2023 | Arden Winch & Co Ltd | 120231 | 732.61 | | Janitorial Supplies |
| 31/01/2023 | Av Irrigation Ltd | 120232 | 108.24 | | De-comm Irrigation System CA |
| 31/01/2023 | British Gas Trading Ltd | 120233 | 2,437.04 | | Works 8Dec-7Jan23 |
| 31/01/2023 | Broxap Limited | 120234 | 372.00 | | 2x Removeable Bollards |
| 31/01/2023 | Business Stream | 120235 | 707.84 | | 12Oct-11Jan23 |
| 31/01/2023 | Cloudy IT Ltd | 120236 | 421.92 | | IT Support |
| 31/01/2023 | Costco Wholesale | 120237 | 85.39 | | HSBC Card: 20 Reams A4 Paper |
| 31/01/2023 | Derbyshire Association Of Loca | 120238 | 20.00 | | Clerk Elections Training |
| 31/01/2023 | DCC Superannuation Fund | 120239 | 6,022.81 | | DLGPS Dec22 |
| 31/01/2023 | Dronfield Equipment Hire Ltd | 120240 | 321.40 | | PPE - Gloves HiVis |
| 31/01/2023 | Alfred Dunham & Son Ltd | 120241 | 21.60 | | 2x Bags Tarmac |
| 31/01/2023 | ED Steel Ltd | 120242 | 51.15 | | Various Ironmongery |
| 31/01/2023 | Frama Smart Mailing | 120243 | 115.19 | | F/Machine Rental 3Feb-2May23 |
| 31/01/2023 | Gamma Business Communications | 120244 | 139.66 | | Fixed Charges Nov22 |
| 31/01/2023 | Hags-Smp Ltd | 120245 | 540.00 | | Playground Inspections x10 |
| 31/01/2023 | HM LAND REGISTRY | 120246 | 6.00 | | HSBC Card - Title Search |
| 31/01/2023 | HMRC TAX NI etc | 120247 | 13,061.92 | | Paye & NI 15Dec22 |
| 31/01/2023 | HSBC Bank Plc | 120248 | 76.64 | | HSBCNet Charges Nov22 |
| 31/01/2023 | IDMobile | 120249 | 6.20 | | Mobile 07...723 |
| 31/01/2023 | JEW Smith Groundcare | 120250 | 942.50 | | 3x Bowling Greens Dec22 |
| 31/01/2023 | Lightwood Sports Groundcare Lt | 120251 | 3,694.50 | | Hedge Cutting x6 Sites |
| 31/01/2023 | Metro (RS) Limited (previously | 120252 | 1,349.20 | | Insurance recharge |
| 31/01/2023 | NEST Pensions | 120253 | 1,098.27 | | December 22 Pensions |
| 31/01/2023 | O2 Direct Debit | 120254 | 122.06 | | Mobile Charges |
| 31/01/2023 | OPUS - Civic Hall | 120255 | 415.34 | | 6Dec-5Jan23 Electric |
| 31/01/2023 | OPUS - Small Pavillion Stone | 120256 | 86.10 | | 6Dec-5Jan23 Electric |
| 31/01/2023 | OPUS - Main Pavillion Stonelow | 120257 | 86.88 | | 6Dec-5Jan23 Electric |
| 31/01/2023 | OPUS - Cliffe Park | 120258 | 605.10 | | 6Dec-5Jan23 Electric |
| 31/01/2023 | OPUS - Church Street | 120259 | 12.11 | | 6Dec-5Jan23 Electric |
| 31/01/2023 | OPUS - Coal Aston Pavilion | 120260 | 17.18 | | 6Dec-5Jan23 Electric |
| 31/01/2023 | OPUS - 42 Cemetery Road (Lodge | 120261 | 81.75 | | 24Nov-24Dec Electricity Cemete |
| 31/01/2023 | Cricket Shed, Stonelow | 120262 | 145.96 | | 6Dec-5Jan23 Electric |
| 31/01/2023 | Plusnet PLC | 120263 | 28.87 | | Broadband & Line Rental Jan23 |
| 31/01/2023 | Procheck Electrical Ltd | 120264 | 1,609.84 | | Inst CCTV monitor |
| 31/01/2023 | FuelGenie | 120265 | 351.52 | | Fuel Dec22 |
| 31/01/2023 | Salaries for DTC | 120266 | 22,070.86 | | Salaries Jan23 |
| 31/01/2023 | The Society of Local Council C | 120267 | 240.00 | | Job Advert Feb22 |
| 31/01/2023 | Spitfire Network Services Ltd | 120268 | 43.20 | | Alarm Line Rental |
| 31/01/2023 | TALKTALK DIRECTDEBIT | 120269 | 34.50 | | Broadband Jan23 |
| 31/01/2023 | The Tile Place | 120270 | 59.88 | | White Tiles |
| 31/01/2023 | Water Plus | 120271 | 491.92 | | Cliff Park Water |
| 31/01/2023 | Westfield Health Direct D | 120272 | 49.92 | | Westfield Jan23 |
| 31/01/2023 | Workwear Express Ltd | 120273 | 94.46 | | 4x Trousers |

Chairmans
Initials



BANK ACCOUNT-NO 1

List of Payments made between 01/01/2023 and 31/01/2023

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|-----------------------|----------------------------|------------------|--------------------|-----------------------|--------------------------------|
| 31/01/2023 | Cathedral Leasing Ltd | 120232 | 468.00 | | 5xSDU Civic Hall |
| 31/01/2023 | NEDDC Cemetery Lodge | 120233 | 686.00 | | Reversal of July 22 entry |
| 31/01/2023 | NEDDC - CHURCH ST CAR PARK | 120234 | 140.00 | | 71257471 RATES CHURCH ST 22/23 |
| 31/01/2023 | NEDDC - CIVIC HALL | 120235 | 2,495.00 | | 70644768 CIVICHALL RATES 22/23 |
| 31/01/2023 | NEDDC CLIFF PARK | 120236 | 494.00 | | Rates Gosforth 10p missed |
| 31/01/2023 | NEDDC - COAL ASTON | 120237 | 439.00 | | 70425196RATES COAL ASTON 22/23 |
| 31/01/2023 | NEDDC - DRONFIELD | 120238 | 150.00 | | 70753129 RATES CARR LANE 22/23 |
| 31/01/2023 | NEDDC - WORKS UNIT | 120239 | 484.00 | | Reversal of July 22 rate entry |
| 31/01/2023 | Public Works Loan Board | 120240 | 12,055.83 | | PWB Loans 481729/485231/486511 |
| Total Payments | | | 76,391.36 | | |

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Chairmans
Initials

BANK ACCOUNT-NO 1

Cash Received between 01/01/2023 and 31/01/2023

| <u>Date</u> | <u>Cash Received from</u> | <u>Receipt No</u> | <u>Receipt Description</u> | <u>Receipt Total</u> |
|-------------|---------------------------|-------------------|----------------------------|--------------------------|
| 20/01/2023 | NEDDC Grant | | NEDDC Grant UKProspFund | 150,000.00 |
| 03/01/2023 | Sales Recpts Page 5358 | | Sales Recpts Page 5358 | 398.00 |
| 05/01/2023 | Sales Recpts Page 5363 | | Sales Recpts Page 5363 | 322.90 |
| 10/01/2023 | Sales Recpts Page 5364 | | Sales Recpts Page 5364 | 112.00 |
| 11/01/2023 | Sales Recpts Page 5365 | | Sales Recpts Page 5365 | 257.80 |
| 13/01/2023 | Sales Recpts Page 5366 | | Sales Recpts Page 5366 | 56.00 |
| 16/01/2023 | Sales Recpts Page 5367 | | Sales Recpts Page 5367 | 423.40 |
| 17/01/2023 | Sales Recpts Page 5368 | | Sales Recpts Page 5368 | 137.60 |
| 18/01/2023 | Sales Recpts Page 5369 | | Sales Recpts Page 5369 | 358.80 |
| 19/01/2023 | Sales Recpts Page 5370 | | Sales Recpts Page 5370 | 458.80 |
| 21/01/2023 | Sales Recpts Page 5371 | | Sales Recpts Page 5371 | 322.90 |
| 23/01/2023 | Sales Recpts Page 5372 | | Sales Recpts Page 5372 | 67.20 |
| 24/01/2023 | Sales Recpts Page 5373 | | Sales Recpts Page 5373 | 1,191.10 |
| 25/01/2023 | Sales Recpts Page 5375 | | Sales Recpts Page 5375 | 1,272.50 |
| 26/01/2023 | Sales Recpts Page 5376 | | Sales Recpts Page 5376 | 393.80 |
| 30/01/2023 | Sales Recpts Page 5377 | | Sales Recpts Page 5377 | 2,169.40 |
| 31/01/2023 | Sales Recpts Page 5378 | | Sales Recpts Page 5378 | 180.00 |
| 29/01/2023 | Sales Recpts Page 5379 | | Sales Recpts Page 5379 | 54.60 |
| 27/01/2023 | Sales Recpts Page 5380 | | Sales Recpts Page 5380 | 200.00 |
| 20/01/2023 | Sales Recpts Page 5381 | | Sales Recpts Page 5381 | 70.50 |
| | | | Total Receipts | <u>158,447.30</u> |

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