

Dronfield Town Council

Town Clerk:
Joanne Mitchell



Dronfield Civic Hall
Dronfield Civic Centre
Dronfield
S18 1PD

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28th March 2023

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 3rd APRIL 2023 AT 7.30pm
IN COUNCIL CHAMBER, CIVIC HALL, 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:

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

AGENDA

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. 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.

4.1 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 6th March 2023 (pages 818 – 823).
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;
 - 9.1 Parks & Recreation Advisory Committee meeting held on 7th March 2023
 - 9.2 Civic Hall Advisory Committee meeting held on 20th March 2023
 - 9.3 Grants Advisory Committee meeting held on 20th March 2023
 - 9.4 Properties Advisory Committee meeting held on 20th March 2023
 - 9.5 Environmental Advisory Committee meeting held on 23rd March 2023
 - 9.6 Road Safety Advisory Committee meeting held on 23rd March 2023
 - 9.7 Budget Advisory Committee meeting held on 27th March 2023 – to follow
 - 9.8 Civic Hall Advisory Committee meeting held on 3rd April 2023 – to follow
10. **Policies (Appendix 5)**
To review and adopt the proposed Model Publication Scheme, FOI Policy and Habitual and Vexatious Policy.
11. **Councillor Code of Conduct (Appendix 6)**
To adopt a new Councillor Code of Conduct.
12. **Town Clerk's Report (Appendix 7)**
To consider the written report submitted by the Town Clerk.
13. **Financial Report (Appendix 8)**
 - a. Schedule of Payments including BACS breakdown for February 2023
 - b. Schedule of Receipts for February 2023
 - c. Bank Reconciliation at 28th February 2023
 - d. Income and Expenditure to 28th February 2023
14. **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.
15. **Meeting Reports**
To receive the meeting report and recommendations on various matters from the Personnel Advisory Committee meeting held on 3rd April 2023.

DRONFIELD TOWN COUNCIL
PLANNING APPLICATIONS
SUBMITTED TO COUNCIL ON MONDAY 3rd APRIL 2023

No	Reference	Applicant	Location	Details
1	22/00199/FLH	Mr Scott Ellin	20 Meadow Close Coal Aston Dronfield S18 3AR	Application for extension over and around existing garage to form additional bedroom (Amended Plans) (Further Amended Plans)
2	22/01036/OL	Mr Keith Nutter	Trent Titanium Ltd Wreakes Lane Dronfield S18 1LY	Application for the proposed demolition of existing buildings and erection of a Class E foodstore together with car parking, access, servicing, and other associated works (Major Development)
3	23/00006/FLH	Mr Kenny Brakes	7 Windermere Avenue Dronfield Woodhouse Dronfield S18 8PD	Two storey side extension, single storey rear extension, single storey front extension and pitched roof over existing garage (Amended Plans)
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. (Revised plans)
5	23/00112/FL	Mr Steve & Vicky Goode & Allison	St Georges Farm Mickley Lane Dronfield Woodhouse Sheffield	The proposed works for the conversion of barns to residential and internal alterations. (Private

				Drainage system)
6	23/00145/TPO	Mr Leslie Stevenson	6 Stone Close, Coal Aston Dronfield	Application to prune canopy of Sycamore tree covered by NEDDC Tree Preservation Order 89
7	23/00194/FLH	Mr Toni Compai	120 Carr Lane Dronfield Woodhouse Dronfield S18 8XD	Application for the demolition of a conservatory and replacement with single storey side extension
8	23/00197/FLH	Ellie Robinson	49 Holmley Lane Dronfield S18 2HQ	Retrospective application for single and two storey rear extension (revision of previously approved scheme under 21/00269/FLH)
9	23/00198/FLH	Kathryn Stevens	22 Ormesby Close Dronfield Woodhouse Dronfield S18 8QD	Two storey side and single storey rear extension
10	23/00203/TCN56	Signal Infrastructure UK Limited	Opposite 109 Green Lane Dronfield	Opposite 109 Green Lane Dronfield Prior Notification for proposed telecommunications installation of 15.0m Phase 8 Monopole and associated ancillary works at Telecommunications Mast
11	23/00205/FLH	Mr Anthony Bowen	Southcote Manor Pentland Road Dronfield Woodhouse Dronfield	Erection of single storey rear extension in replacement of existing conservatory, single storey side extension, relocation of front door and erection of detached garage
12	23/00209/FLHPD	Paul Chapman	16 Longcroft Road Dronfield	Application under the neighbour notification

			Woodhouse Dronfield	scheme for a single storey rear extension
13	23/00219/FLH	Mr And Mrs Glenn Allkins	28 Holmley Bank Dronfield S18 2HP	Demolition of existing garage, raised roof conversion with rear dormers, two storey side extension, solar panels and velux roof windows on front elevation, re-roof of existing extension to match main roof.
14	23/00220/FLH	Mr HOLMES	1 Ferndale Close Coal Aston Dronfield S18 3BR	Demolition of existing rear conservatory, erection of a single storey rear extension
15	23/00242/FL	Elizabeth Lumb	Shirecliffe Lees Barlow Lees Lane Barlow Dronfield	Section 73 Application to vary condition 9 (Areas of Demolition) of planning application 12/00902/FL.

DRONFIELD TOWN COUNCIL - SCHEDULE OF PLANNING DECISIONS

SUBMITTED TO COUNCIL MONDAY 3rd APRIL 2023

No	Reference	Location	Details	Decision
1	22/01199/FLH	5 Summerfield Road Dronfield S18 2GZ	Demolition of existing conservatory and proposed new rear extension. Existing roof height to be raised and attic converted to form en-suite bedroom. Existing garage to be sub-divided to form store area and office	CONDITIONALLY APPROVED
2	22/01208/FLH	56 Gosforth Lane Dronfield S18 1PR	Application for first floor side extension above existing garage	CONDITIONALLY APPROVED
3	22/01222/FLH	145 Carr Lane Dronfield Woodhouse Dronfield S18 8XF	Proposed erection of porch/canopy over front door (Conservation Area/Article 4	REFUSED
4	23/00004/FLH	31 Holmesfield Road Dronfield Woodhouse Dronfield S18 8WS	Single storey side and rear extension	CONDITIONALLY APPROVED
5	23/00017/FLH	69 Hallows Lane Dronfield S18 1ST	Alterations to roof to form additional habitable space including hip to gable extension, erection of front dormers and rooflight, erection of rear flat roof dormer and erection of front open porch and erection of single storey side and rear extension with raised patio and additional vehicular access off Moorgate Crescent	CONDITIONALLY APPROVED

6	23/00031/FLH	20 Netherdene Road Dronfield S18 1TR	Conversion of an existing side garage with new pitched roof and render	CONDITIONALLY APPROVED
7	23/00038/FLH	4 Balmoral Crescent Dronfield Woodhouse Dronfield S18 8ZY	Single storey front extension, two storey and single storey side extensions and alterations to openings	CONDITIONALLY APPROVED
8	23/00064/FLH	14 Hilltop Way Dronfield S18 1YL	Single storey rear and side extension, part garage conversion	CONDITIONALLY APPROVED
9	23/00093/AMEND	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.	APPROVED
10	23/00106/CATPO	34 Eckington Road Coal Aston	Notification of intention to fell Beech tree T1 to combat subsidence damage at 34 Eckington Road Coal Aston covered by Coal Aston Conservation Area at Oak Croft Forresters Lane Coal Aston Dronfield for SMC	APPROVED

Appeal Decision

Site visit made on 1 March 2023

by **F Rafiq BSc (Hons) MCD MRTPI**

an Inspector appointed by the Secretary of State

Decision date: 22 March 2023

Appeal Ref: APP/R1038/W/22/3309537

92 Fletcher Avenue, Dronfield S18 1RX

- The appeal is made under section 78 of the Town and Country Planning Act 1990 against a refusal to grant planning permission.
- The appeal is made by Mr Andrew Wraith (Holmley Properties Ltd) against the decision of North East Derbyshire District Council.
- The application Ref 21/01250/FL, dated 17 October 2021, was refused by notice dated 5 August 2022.
- The development proposed is a detached two bedroomed dwelling.

Decision

1. The appeal is dismissed.

Dronfield Town Council - April 2023

Outside Services Managers Report

The following tasks have been carried out during March 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 after the recent snow fall. This took a few days to go round refilling the bins. The two teams used approx.16 ton to refill the bins.

Fallen Trees/branches - Outside Services staff spent a few days going round clearing, cutting, and removing fallen branches and dangerous trees around the town. This was due to the heavy snow fall.

Tasks around Dronfield

1. Removed fallen tree branches from various areas around the Town.
2. Carried out repairs to the Play areas.
3. Refilling grit bins.
4. Removed and replaced three new dog bins.

SIDS Training – Outside Services staff underwent training on the installation and set up of the SIDS equipment which have currently been installed at Eckington Road and Carr Lane.

PAT Testing – All equipment in the Civic Hall, Offices, Cliffe Park, Gosforth Lodge and Workshop have all been PAT tested.

Bowling Greens – The bowling greens are now open for use.

Sindelfingen Park – The refurbishment continues at Sindelfingen Park. There were a few days where no work could be carried out due to the heavy snow fall.

Cemetery – Outside Services staff cleared the area of fallen branches/twigs after the heavy snow. We have also been topping up some of the graves.

Play Areas –

Birches Fold

Cliffe Park – The zip wire had loose threaded bars in the posts, which was reported to Creative Play. They have been out and checked over all posts and tightened any loose bars. Removed and repaired the gate into the sand pit.

Hilltop

Moonpenny Way

Sindelfingen

Stonelow

Lundy Road

Marsh Avenue

Cemetery Road

Dronfield Woodhouse.

Tennis courts

Dronfield Woodhouse

Coal Aston

Cliffe Park

Bowling Greens – Now Open

Coal Aston - Trees have been cut back around the bowling green/car park 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.

Ronnie Dick

Outside Services Manager

**Minutes of the meeting of the Parks & Recreations Advisory Committee
held in the Council Chamber, Civic Hall on Tuesday 7th March 2023 at 9:30am**

Present:

Cllr. K. Tait (Chair) Cllr. S. Burkitt, Cllr L. Deighton, Cllr M. Hanrahan and Cllr M. Ireland.

In attendance:

J. Mitchell (Town Clerk) and R. Dick (Outside Services Manager)

1. Apologies

There were no apologies.

2. Declarations of Interest

There were no declarations of interest.

3. Approval of minutes of the last meeting

Members reviewed the minutes of the last meeting.

It was RESOLVED to approve the minutes of the last meeting as a true and accurate record of the meeting held on Monday 30th January 2023.

4. Items for exclusion of the public

There were no items for exclusion of the public.

5. Outstanding Tickets

Members discussed the outstanding tickets for the play areas. Members were informed, by the Outside Services Manager, that all areas are safe.

It was RESOLVED to write to Kompan regarding the water in the trampoline at Cemetery Road.

It was RESOLVED to gain a quote to repair the tarmac at Cemetery Road.

It was RESOLVED that the Outside Services Manager attends the next operational inspections with HAGS.

It was RESOLVED to approach a selection of companies to sponsor a bench in Sindelfingen Park.

It was RESOLVED to note the verbal updates regarding the outstanding tickets.

6. Memorial Benches

Members reviewed the Memorial Bench Policy following concerns raised by a resident regarding mementoes being left on one of the memorial benches. Members also reviewed two further requests for memorial benches.

It was RESOLVED not to amend the Memorial Bench Policy and allow the mementoes placed on one of the memorial benches to remain in place for a while longer.

It was RESOLVED to process the memorial bench requests, once the relevant paperwork had been received and allocate them one of the remaining bench locations available.

Cllr M. Hanrahan left the meeting at 10:30am.

7. **Communication Boards**

Members reviewed a request from a resident regarding the potential to install communication boards within parks in Dronfield to help non-verbal users of the park communicate.

It was RESOLVED to trial a communication board at Sindelfingen Park and bring quotes back to the next committee meeting.

8. **Cemetery Road**

Members were updated on a report of fly tipping at Cemetery Road and were informed that the land where wood was being stored is not on council owned land as the boundary of the houses backing onto Cemetery Road from Palmer Crescent extend 1.2m beyond their house, so the wood storage is on private land. The Town Council's own deeds for Cemetery Road support this.

It was RESOLVED to note this update.

9. **Sindelfingen Park**

Members discussed the official opening date for the refurbished park and a request for additional benches within the park.

It was RESOLVED to hold the official opening event of the refurbished Sindelfingen Park on Sunday 2nd April 2023.

It was RESOLVED to approach a selection of businesses regarding potential sponsorship of a bench within Sindelfingen Park.

10. **Cliffe Park**

Members were informed by the Outside Services Manager that he had meet with a land drainage expert at Cliffe Park but unfortunately the report had not yet been sent through.

Members discussed the use of the car park at Cliffe Park by football teams playing on DHFS school playing fields.

Members were given an update following the one month trial of leaving the car park gate open at Cliffe Park.

It was RESOLVED to note the update regarding the land drainage report.

It was RESOLVED to write the DHFS requesting they provide parking for teams using their facilities, as the car park at Cliffe Park is for users of the park's facilities only.

It was RESOLVED to extend the trial of leaving the car park gate open at Cliffe Park for a further three months and then review again.

11. Big Dipper

Members reviewed a request from the organisers of the Big Dipper Half Marathon to use Hilltop Park again as the registration and holding area for the event.

It was RESOLVED to recommend to council to grant permission for the organisers of the Big Dipper event to use Hilltop Park on Sunday 10th September 2023 providing they accept the following terms and conditions;

- 1) To provide to the Council, a minimum of one month before the event, copies of the following documents
 - Public Liability Insurance to the minimum value of £5m cover (£10m if the activity involves children)
 - Employee Liability Insurance (if necessary)
 - Risk assessments (including Covid-19 secure measures)
 - Relevant qualifications/certificates (where required)
 - First aid certificates or details of first aid provisions
 - Price list
 - Confirmation of road closures
- 2) Pay a refundable deposit of £300 in advance of the Big Dipper event, to cover any potential damage to the area. If any litter picking is required after the event, this will be charged at an additional cost of £20 per hour.
- 3) Ensure there are enough parking spaces to accommodate all Big Dipper competitors and spectators from outside the S18 postcode area.
- 4) Provide parking marshalls to direct all competitors and spectators to the designated parking areas.
- 5) Write to residents located around Hilltop Park, up to six weeks before the event, clearly stating that Dronfield Running Club are providing designated parking for participants and spectators and that Dronfield Running Club are responsible for the road closure applications for the Big Dipper event. A copy of the letter must be provided to the Council.

12. Date of next meeting

Members discussed when to hold the next meeting.

It was RESOLVED to call the next meeting as and when required.

Meeting closed at 11:10am

Minutes of the meeting of the Civic Hall Advisory Committee
Held in the Council Chamber, Civic Hall on 20th March 2023

Present: Cllr W Jones, Cllr A Powell, Cllr R Spooner, Cllr R Welton (Chair), Cllr A Foster and Cllr M Hanrahan

In attendance: J. Mitchell (Town Clerk) and A. Mott (RFO)

1. Appointment of Chair & Vice-Chair

Cllr R. Welton was nominated and seconded as Chair of the Civic Hall Advisory Committee and Cllr R. Spooner was nominated and seconded as Vice-Chair of the Civic Hall Advisory Committee.

It was RESOLVED to appoint Cllr R. Welton as Chair and Cllr R. Spooner as Vice-Chair of the Civic Hall Advisory Committee.

2. Apologies

Apologies were received from Cllr R. Hall.

It was RESOLVED to note these apologies.

3. Declarations of Interest

There were no declarations of interest.

4. Terms of Reference

Members reviewed the draft Terms of Reference for the Civic Hall Advisory Committee.

It was RESOLVED to recommend to council to adopt the Terms of Reference for the Civic Hall Advisory Committee, following two small amendments – see appendix A.

5. Exclusion of the press & public

It was RESOLVED that in view of the confidential nature of the item to be discussed, the committee pass the formal resolution to exclude the press and public from the meeting pursuant to the Public Bodies (Admission to Meetings) Act 1960 section 1 paragraph 2 and the Local Government (Access to Information) Act 1985 (due to the sensitive commercial nature of the issues being discussed).

6. Civic Hall Lease

The RFO presented a report to members, which detailed that a past administration had entered into a contract to develop the Civic Hall. The lease of the hall which began in December 1999 included an option for the Town Council to purchase the Civic Hall for £1 at the end of the 25 years. In 2017 the Town Council were informed by the Town Clerk at the time, that the option had not been registered, with Land Registry, within the three-month window specified within the lease and was therefore invalid. Since 2017 the Town Council have sought legal advice to rectify the matter, however the advice received confirmed that it was past the statutory timeframe within which a claim could be made and that the option was now invalid.

Members then discussed the next actions to take.

It was RESOLVED that a letter is sent from the Town Council to the owner of the Civic Hall to establish what their position is with regards to the future of the Civic Hall and request a response within five weeks.

It was RESOLVED to make a formal complaint to the solicitor that handled the case at the time.

It was RESOLVED to make enquiries with potential companies, who could act on behalf of the council going forwards.

7. Date of next meeting

It was RESOLVED to hold the next meeting on Monday 3rd April at 10am in the Council Chamber.

APPENDIX A

DRONFIELD TOWN COUNCIL CIVIC HALL ADVISORY COMMITTEE TERMS OF REFERENCE

Membership

The Committee shall consist of five members of the Council. The Mayor and Deputy Mayor are ex officio members of this Committee.

Chairman

At the first meeting of the Committee after the Annual Meeting of the Council the first business will be to appoint a Chairman and Vice Chairman of the Committee.

Frequency of Meetings

Meetings will be held on an ad-hoc basis.

Quorum

A quorum at each meeting shall be 3 members.

Staff Attendance

The Town Clerk shall normally be required to attend all meetings. Other staff may, at the Chairman's discretion or the Committee's request, attend meetings as required.

Terms of Reference

The Advisory Committee is appointed to make decisions relating to the Civic Hall, not already being dealt with by other advisory committees, subject to budget and expenditure limits decided by the Council.

1. To ensure that Civic Hall is properly maintained and managed.
2. To ensure that all Civic Hall logistics and procedures are maintained.
3. To ensure that any matters relating to Civic Hall are dealt with quickly and correctly.
4. To ensure that all requests for capital purchases are referred to the Council.
5. To ensure that if any legal issues arise these are handled in consultation with the Council.
6. To have powers of spending up to £5,000 for a single or group of transactions from the Civic Hall earmarked reserves fund.

Minutes of the Meeting of the Grant Awards Committee

Held in the Council Chamber, Civic Hall on 20th March 2023 at 1pm

Present: Cllr Hanrahan, Cllr Spooner, Cllr Welton

In attendance: J. Mitchell (Town Clerk) and M. Keys (Assistant Clerk)

1. Election Of Chair

Cllr. M. Hanrahan was proposed and seconded for the position of Chair and no other nominations were received.

It was RESOLVED that Cllr. M. Hanrahan was appointed Chair of the Grants Advisory Committee.

2. Apologies

None

3. Declaration of Interests

None

4. Minutes

Members reviewed a copy of the minutes from the last meeting.

It was RESOLVED to approve the minutes of the Grants Committee Meeting held on 30th January 2023 as a true and accurate record of the meeting.

5. Award of Grants

Members considered the following applications for Grant Aid under Section 1 of the Localism Act (2011)

1. St Johns Ambulance

It was RESOLVED that a request is made to St Johns Ambulance to provide more detailed information regarding the direct benefit to Dronfield residents from the requested grant.

2. Badger FC

It was RESOLVED to recommend to council that no grant is awarded, as this application does not meet the criteria for local grants.

6. Date of next meeting

The next meeting will be held as and when required.

Meeting closed at 1:30pm

Minutes of the Meeting of the Properties Advisory Committee
Held in the Council Chamber, Civic Hall on 20th March 2023

Present: Cllr S Burkitt, Cllr M Hanrahan, Cllr A Powell and Cllr R Spooner.

In attendance: J. Mitchell (Town Clerk) and M. Keys (Assistant Clerk) and A. Mott (RFO)

1. Apologies

Cllr M Foster sent his apologies.

2. Declarations Of Interest

There were no declarations of interest.

3. Minutes of last meeting

Members received and reviewed a copy of the minutes.

It was RESOLVED to approve the minutes as a true and accurate record of the Properties Advisory Committee Meeting held on 13th February 2023.

4. Items for exclusion of the public

Agenda item 14 requires the exclusion of the public.

5. Dronfield Woodhouse Cricket

Members reviewed feedback from the teams requesting to play cricket at Dronfield Woodhouse and Yorkshire Cricket Board.

It was RESOLVED not to adjust the fees charged for the upcoming cricket season and inform the relevant clubs.

6. Coal Aston Cricket Club

Members reviewed a request from Coal Aston Cricket Club to install solar panels and a clock tower on the pavilion.

It was RESOLVED to recommend to council to allow permission for all of the requested work, pending satisfactory structural reports for both projects are provided to the Council.

7. Stonelow

Members discussed the feedback from the solicitor regarding the licence agreement.

It was RESOLVED to make the recommended changes to the licenses.

8. Cemetery Lodge

Members discussed the renewal of the tenancy agreement for Cemetery Lodge.

It was RESOLVED to recommend to council to renew the tenancy agreement for Cemetery Lodge for a further 12 months on the current terms and conditions with a 5% annual increase in rent.

9. Tree Survey Report

Members reviewed the tree survey report for the Alma land and decided whether to proceed with any of the recommendations.

It was RESOLVED to recommend to Council to accept the quote of £6250 for the medium and high priority tree work at the Alma land.

10. Benches

Members discussed purchasing two benches with grant funding from a County Councillor.

It was RESOLVED to recommend to Council purchase two benches for Sindelfingen Park with grant funding from a County Councillor.

11. Dyche Lane Footpath

Members reviewed alternative quotes for repair or replacement of the footpath.

It was RESOLVED to defer this item until the next properties meeting until all quotes for the work had been received.

12. Grounds Maintenance Contract

Members reviewed the Grounds Maintenance Contract.

It was RESOLVED to recommend to Council to approve the Grounds Maintenance Contract and execute the deed with the signature of two councillors.

A. Mott joined the meeting at 3:00pm

13. Exclusion of the Press and Public

To resolve that in view of the confidential nature of the items to be discussed, the committee pass the formal resolution to exclude the press and public from the meeting, pursuant to the Public Bodies (Admissions to Meetings) Act 1960 section 1 paragraph 2 & the Local Government (Access to Information) Act (due to the sensitive commercial nature of the issues being discussed.)

14. Dronfield Woodhouse Sports and Social Club

Members were provided with a verbal update regarding the Sports and Social Club. No representatives of the club attended the meeting following a request from the Council.

It was RESOLVED to write to Dronfield Woodhouse Sports & Social Club regarding their lease.

It was RESOLVED to bring options to the next committee meeting for further discussion.

Meeting closed at 3:30pm

Minutes of the meeting of the Environmental Advisory Committee
Held in the Council Chambers, Civic Hall
on Monday 23rd March 2023 at 2pm

Present: Cllr M. Hanrahan (Chair), Cllr L. Deighton and Cllr. M. Ireland.

In attendance: J. Mitchell (Town Clerk) and M. Keys (Assistant Clerk)

1. Apologies

Cllr W. Jones and Cllr. R. Spooner sent their apologies.

2. Declaration of interests

None

3. Minutes of the last meeting

It was RESOLVED to approve the minutes of the last Environmental Advisory Committee Meeting held on 14th November 2022 as a true and accurate record of the meeting.

4. No Idle Zone

Members discussed the installation of no idle signs outside two local schools.

It was RESOLVED to obtain additional quotes for the signs to bring to the next committee meeting.

5. Date of next meeting

It was RESOLVED to set the next meeting date when required.

Dronfield Town Council

ADOPTED BY COUNCIL

Date to be inserted (20?? review)

Model Publication Scheme

March 2023
Adopted by Council xx xxxxx xxxx
Minute Reference

ICO Model Document

MODEL PUBLICATION SCHEME

1. This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.
2. This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.
3. The scheme commits an authority:
 - To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
 - To specify the information which is held by the authority and falls within the classifications below.
 - To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
 - To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
 - To review and update on a regular basis the information the authority makes available under this scheme.
 - To produce a schedule of any fees charged for access to information which is made proactively available.
 - To make this publication scheme available to the public.
 - To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

4. **Classes of Information**

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and Registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The Services We Offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

5. **The method by which information published under this scheme will be made available.**

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when

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an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

6. **Charges which may be made for Information published under this scheme**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge. Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with

other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

7. **Written Requests**

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

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Information available from Dronfield Town Council under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts)</p> <p>Current information only</p>		
List of Council members and their responsibilities as well a list of Council Committees	Website	Free
Details of any representation on local public bodies	Website	Free
Postal and email address	Website	Free
Contact details for Town Clerk and Council members	Website	Free
Where possible, provide named contacts including contact phone numbers and email addresses	Website	Free
Location of main Council office and accessibility details	Website	Free

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Staffing structure	Hard Copy	Free
<p>Class 2 – What we spend and how we spend it</p> <p>(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>		
Statement of accounts and internal audit report in the format included in the Annual Return form	Website	
Finalised budget	Website	Free
Precept	Website	Free
Borrowing Approval letter	Hard Copy	Free
All items of expenditure above £100	Website	Free
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Hard Copy	Free
List of current contracts awarded and value of contract	Hard Copy	Free
Members' allowances and expenses	Website	Free
<p>Class 3 – What our priorities are and how we are doing</p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>		
Annual governance statement in format included in the Annual Return form	Website	Free

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Parish Plan	Hard Copy	Free
Annual Report to Parish or Community Meeting	Hard Copy	Free
Quality status	Hard Copy	Free
Local charters drawn up in accordance with DLUHC's guidelines	Not applicable	Not applicable
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Hard Copy	As applicable
<p>Class 4 – How we make decisions</p> <p>(Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	Free
Agendas of meetings (as above)	Website	Free
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website	Free
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Website	Free

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Responses to consultation papers	Hard Copy	Free
Responses to planning applications	Hard Copy	Free
Bye-laws	Hard Copy	As applicable
<p>Class 5 – Our policies and procedures</p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	
<p>Policies and procedures for the conduct of Council business:</p> <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	Website	Free
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) 	Hard Copy, where applicable	Dependent on number of sheets printed.
Records management, personal data and access to	Hard Copy	Dependent on

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information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies		number of sheets printed.
Class 6 – Lists and Registers		
Currently maintained lists and registers only.		
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)		
Assets register, including details of public land and building assets	By inspection	Free
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Hard Copy	Free
Register of members' interests	Website	Free
Register of gifts and hospitality	Hard Copy where applicable	Free
Class 7 – The services we offer		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Allotments	Available via Dronfield Horticultural Society	
Cemetery	Website	Free
Civic Hall and Gosforth Lodge	Website	Free

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Parks, playing fields and recreational facilities	Website	Free
Seating, litter bins, clocks, memorials and lighting	Website	Free
Bus shelters	Website	Free
Litter Bins	Website	Free
Grit Bins	Website	Free
Dog Litter Bins	Website	Free
Car Parks	Website	Free
Agency agreements	Hard Copy	On Application
Services for which we are entitled to recover a fee and details of those fees (eg burial fees, civic hall hire charges)	Website	Free
Additional Information		
Information not itemised in the lists above		

Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

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* the actual cost incurred

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Dronfield Town Council

POLICY AND PROCEDURE FOR HANDLING FREEDOM OF INFORMATION REQUESTS (March 2023)

Version History

Version	Updates	Adopted by Council	Minutes Reference
1.0	New policy		

The Town Council has adopted and will maintain a Model Publication Scheme that provides information which is readily accessible without the need for a formal FOI request and ensures transparency. This represents the Council's commitment to transparency and the release of information in a recognised format. The Model Publication Scheme was adopted by full Council on Xx Xxxxx Xxxx.

A guide detailing the information that is routinely published and how this information can be accessed is available from the Town Clerk as a hard copy or is available to view on the Town Council website at [Dronfield Town Council](#).

1. Verbal requests for information under the Freedom of Information Act 2000 (FOI) will be requested to be put in written form (email will be acceptable) giving the name, correspondence address and details of information required. Information requested under the Environmental Information Regulations Act 2004 (EIR) do not necessarily need to be in writing, although it is the Council's own policy that all such requests should be in written form. Requests for information do not need to refer to FOI or EIR.
2. The Town Council shall provide proper advice and help to any member of the public seeking information.
3. The Clerk shall consult with the Leader and/or Deputy Leader of the Town Council whether the requested information is freely accessible, whether it is available in the requested form, whether a Refusal Notice needs to be served in respect of all or part of the requested information, the draft response and what charges will be levied and the timescale for delivery of the information.
4. The Clerk shall acknowledge a request in writing and confirm the information will be provided within 20 working days in normal circumstances. If it is not reasonably possible to provide the information within 20 working days of receipt of the information, the reasons for the delay and a target date shall be provided which must not exceed 40 working days.
5. A fee notice will be issued (if applicable) confirming that the information is held and giving an estimate of the cost of providing the information within a limit of £450. The Council may refuse requests that exceed this limit in which case a refusal notice will be issued (see Policy Reference 6 and 7). Where a fee is to be charged no information will be provided until after the fee has been received, the 20-day period will be extended by up to three months awaiting payment. After the fee has been received, a response will be given within 20 days.

6. If a Refusal Notice is issued in respect of all or part of the requested information it shall state that the Town Council is relying upon an exemption and why it applies. Details of the exemptions that apply can be found in Part II of the Freedom of Information Act 2000 - [Freedom of Information Act 2000 \(legislation.gov.uk\)](https://legislation.gov.uk).

Details of the Internal Review procedure shall be enclosed with the Notice and the right of appeal to the Information Commissioner [Contact us | ICO](#)

7. If a Refusal Notice is issued in respect of all or part of the requested information for any of the following reasons: i. The cost of complying with the request will exceed £450 ii. The Parish Council is unable to identify the information despite every reasonable attempt so to do. iii. The Parish Council considers the request to be vexatious (i.e. to cause harm and/or annoyance rather than to obtain information) iv. The information has already been provided or is freely accessible without reference to the Town Council then details of the right of appeal to the Information Commissioner shall be provided [Contact us | ICO](#).

8. If the requested information cannot be found within the Town Council records then the applicant shall be advised, accordingly, as soon as the search is completed. Details of the Internal Review procedure shall be provided and of the right of appeal to the Information Commissioner [Contact us | ICO](#).

9. Provided the fee is paid and no exemptions apply the Council are obliged to disclose the information.

10. The Town Council shall maintain a record of FOI requests and response and the details of the time and cost spent responding to Freedom of Information requests shall be reported to full Council on the Town Clerk report on a quarterly basis.

11. Any request for a review of the handling of the information request, shall be made to the Town Clerk who will pass them on to the Information, Engagement and Performance Manager at North East Derbyshire District Council to conduct an independent assessment.

12. Ensure that all staff and elected members are aware of their obligations under the Freedom of Information Act and include FOI training in the induction of new staff and newly elected members.

Dronfield Town Council, Civic Hall, Civic Centre, Dronfield, S18 1PD

Tel: 01246 418573 Email: townclerk@dronfield.gov.uk

Dronfield Town Council

POLICY FOR DEALING WITH HABITUAL OR VEXATIOUS COMPLAINANTS (March 2023)

Version History

Version	Amendments	Date Adopted	Minute Reference	Review Date
1.0				

A policy for dealing with abusive, persistent or vexatious complaints and complainants.

Background

Section 14 of the Freedom of Information Act 2000 ([Freedom of Information Act 2000 \(legislation.gov.uk\)](https://www.legislation.gov.uk)) states that:

Vexatious or repeated requests

- (1) Section 1(1) does not oblige a public authority to comply with a request for information if the request is vexatious.
- (2) Where a public authority has previously complied with a request for information which was made by any person, it is not obliged to comply with a subsequent identical or substantially similar request from that person unless a reasonable interval has elapsed between compliance with the previous request and the making of the current request.

1. Introduction

1.1 This policy identifies situations where a complainant, either individually or as part of a group, or a group of complainants, might be considered to be habitual or vexatious. The following clauses form the Council policy for ways of responding to these situations.

1.2 In this policy the term habitual means 'done repeatedly or as a habit'. The term vexatious is recognised in law and means 'denoting an action or the bringer of an action that is brought without sufficient grounds for winning, purely to cause annoyance to the defendant'. This policy intends to assist in identifying and managing persons who seek to be disruptive to the Council through pursuing an unreasonable course of conduct.

1.3 The term complaint in this policy includes requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 and reference to the Complaints Procedure is, where relevant, to be interpreted as meaning a request under those Acts.

1.4 Habitual or vexatious complaints can be a problem for Council staff and members. The difficulty in handling such complainants is that they are time consuming and wasteful of resources in terms of Officer and Member time. While the Council endeavours to respond

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with patience and sympathy to the needs of all complainants there are times when there is nothing further which can reasonably be done to assist or to rectify a real or perceived problem.

1.5 Raising of legitimate queries or criticisms of a complaints procedure as it progresses, for example if agreed timescales are not met, should not in itself lead to someone being regarded as a vexatious or an unreasonably persistent complainant. Similarly, the fact that a complainant is unhappy with the outcome of a complaint and seeks to challenge it once, or more than once, should not necessarily cause him or her to be labelled vexatious or unreasonably persistent.

1.6 The aim of this policy is to contribute to the overall aim of dealing with all complainants in ways which are demonstrably consistent, fair and reasonable.

2. Habitual or Vexatious Complainants

2.1 For the purpose of this policy the following definitions of habitual or vexatious complainants will be used: The repeated and/or obsessive pursuit of:

(1) unreasonable complaints and/or unrealistic outcomes;

and/or

(2) reasonable complaints in an unreasonable manner.

2.2 Prior to considering its implementation the Council will send a summary of this policy to the complainant to give them prior notification of its possible implementation.

2.3 Where complaints continue and have been identified as habitual or vexatious in accordance with the criteria set out in Section 3, the staff will seek agreement to treat the complainant as a habitual or vexatious complainant for the appropriate course of action to be taken. Section 4 details the options available for dealing with habitual or vexatious complaints.

2.4 The Clerk on behalf of the Council will notify complainants, in writing, of the reasons why their complaint has been treated as habitual or vexatious and the action that will be taken. Dronfield Town Council will also be informed that a constituent has been designated as an habitual or vexatious complainant.

2.5 The status of the complainant will be kept under review. If a complainant subsequently demonstrates a more reasonable approach, then their status will be reviewed.

3. Definitions

3.1 Dronfield Town Council defines unreasonably persistent and vexatious complainants as those complainants who, because of the frequency or nature of their contacts with the Council, hinder the Council's consideration of their or other people's complaints.

The description 'unreasonably persistent' and 'vexatious' may apply separately or jointly to a particular complainant.

3.2 Examples include the way in which, or frequency with which, complainants raise their complaints with staff or how complainants respond when informed of the Council's decision about the complaint.

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3.3 Features of an unreasonably persistent and/or vexatious complainant include the following (the list is not exhaustive, nor does one single feature on its own necessarily imply that the person will be considered as being in this category):

An unreasonably persistent and/or vexatious complainant may:

- have insufficient or no grounds for their complaint and be making the complaint only to annoy (or for reasons that he or she does not admit or make obvious)
- refuse to specify the grounds of a complaint despite offers of assistance
- refuse to co-operate with the complaints investigation process while still wishing their complaint to be resolved.
- refuse to accept that issues are not within the remit of the complaints policy and procedure despite having been provided with information about the scope of the policy and procedure
- refuse to accept that issues are not within the power of the Council to investigate, change or influence
- insist on the complaint being dealt with in ways which are incompatible with the complaints procedure or with good practice (e.g. insisting that there must not be any written record of the complaint)
- make what appear to be groundless complaints about the staff dealing with the complaints, and seek to have them dismissed or replaced
- make an unreasonable number of contacts with the Council, by any means in relation to a specific complaint or complaints
- make persistent and unreasonable demands or expectations of staff and/or the complaints process after the unreasonableness has been explained to the complainant (an example of this could be a complainant who insists on immediate responses to questions, frequent and/or complex letters, faxes telephone calls or emails)
- harass or verbally abuse or otherwise seek to intimidate staff dealing with their complaint, in relation to their complaint by use of foul or inappropriate language or by the use of offensive and racist language or publish their complaints in other forms of media
- raise subsidiary or new issues whilst a complaint is being addressed that were not part of the complaint at the start of the complaint process
- introduce trivial or irrelevant new information whilst the complaint is being investigated and expect this to be taken into account and commented on
- change the substance or basis of the complaint without reasonable justification whilst the complaint is being addressed
- deny statements he or she made at an earlier stage in the complaint process
- are known to have electronically recorded meetings and conversations without the prior knowledge and consent of the other person(s) involved
- adopts a 'scattergun' approach, for instance, pursuing a complaint or complaints not only with the Council, but at the same time with, for example, a Member of Parliament, other Councils, elected Councillors of this and other Councils, the Council's Independent Auditor, the Standards Board, the Police, other public bodies or solicitors

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- refuse to accept the outcome of the complaint process after its conclusion, repeatedly arguing the point, complaining about the outcome, and/or denying that an adequate response has been given
- make the same complaint repeatedly, perhaps with minor differences, after the complaints procedure has been concluded and insist that the minor differences make these 'new' complaints which should be put through the full complaints procedure
- persistently approach the Council through different routes or other persons about the same issue
- persist in seeking an outcome which Council has explained is unrealistic for legal or policy (or other valid) reasons
- refuse to accept documented evidence as factual
- complain about or challenge an issue based on an historic and/or an irreversible decision or incident
- combine some or all of these features.

4. Imposing Restrictions

4.1 The Council will ensure that the complaint is being, or has been, investigated properly according to the adopted complaints procedure.

4.2 In the first instance the Clerk will consult with the Leader or Deputy-Leader of the Council prior to issuing a warning to the complainant. The Clerk will contact the complainant in writing, or by e-mail, to explain why this behaviour is causing concern and ask them to change this behaviour and outline the actions that the Council may take if they do not comply.

4.3 If the disruptive behaviour continues, the Clerk will issue a reminder letter to the complainant advising them that the way in which they will be allowed to contact the Council in future will be restricted. The Clerk will make this decision in consultation with the Leader or Deputy-Leader of the Council and inform the complainant in writing of what procedures have been put in place and for what period.

4.4 Any restriction that is imposed on the complainant's contact with the Council will be appropriate and proportionate and the complainant will be advised of the period of time over which that the restriction will be in place. In most cases restrictions will apply for between three to six months, but in exceptional cases this may be extended. In such cases the restrictions would be reviewed on a quarterly basis, or at the next Full Council Meeting.

4.5 Restrictions will be tailored to deal with the individual circumstances of the complainant and may include:

- banning the complainant from making contact by telephone except through a third party e.g. a solicitor, a Councillor or a friend acting on their behalf
- banning the complainant from sending emails to individuals and/or all Council Officers and insisting they only correspond by postal letter
- requiring contact to take place with one named member of staff only
- restricting telephone calls to specified days and/or times and/or duration
- requiring any personal contact to take place in the presence of an appropriate witness
- letting the complainant know that the Council will not reply to or acknowledge any further contact from them on the specific topic of that complaint (in this case, a designated member of staff will be identified who will read future correspondence).

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- 4.6 When the decision has been taken to apply this policy to a complainant, the Clerk will contact the complainant in writing to explain:
- why the decision has been taken
- what action has been taken
- the duration of that action.

4.7 The Clerk will enclose a copy of this policy in the letter to the complainant.

4.8 Where a complainant continues to behave in a way that is unacceptable, the Clerk, in consultation with the Leader or Deputy-Leader of the Council may decide to refuse all contact with the complainant and stop any investigation into his or her complaint.

4.9 Where the behaviour is so extreme or it threatens the immediate safety and welfare of staff, other options will be considered, e.g. the reporting of the matter to the police or taking legal action. In such cases, the complainant may not be given prior warning of that action.

5. New complaints from complainants who are treated as abusive, vexatious or persistent

5.1 New complaints from people who have come under this policy will be treated on their merits. The Clerk, the Leader or Deputy-Leader of the Council will decide whether any restrictions that have been applied before are still appropriate and necessary in relation to the new complaint. A blanket policy is not supported, nor ignoring genuine service requests or complaints where they are founded.

5.2 The fact that a complainant is judged to be unreasonably persistent or vexatious, and any restrictions imposed on Council's contact with him or her, will be recorded and notified to those who need to know within the Council.

6. Review

6.1 The status of a complainant judged to be unreasonably persistent or vexatious will be reviewed by the Clerk, the Leader or Deputy-Leader of the Council after three months, and at the end of every subsequent three months within the period during which the policy is to apply, or by the next Full Council Meeting.

6.2 The complainant will be informed of the result of this review if the decision to apply this policy has been changed or extended.

7. Record Keeping

7.1 The Clerk will retain adequate records of the details of the case and the action that has been taken. Records will be kept of:

- the name and address of each member of the public who is treated as abusive, vexatious or persistent, or any other person who so aids the complainant
- when the restrictions came into force and ends
- what the restrictions are
- when the person and Council were advised.

7.2 Full Council will be provided with a regular report giving information about members of the public who have been treated as vexatious/persistent as per this policy.

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Dronfield Town Council

CODE OF CONDUCT FOR COUNCILLORS

(Revised Code of Conduct for Councillors. Agreed by Council on Xx Xxxxx Xxxx)

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviours and responsibilities associated with the role. Each councillor's individual conduct affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area, taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied, or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

Introduction

The Local Government Association (LGA) has developed a Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance.

All councils are required to have a local Councillor Code of Conduct. This is Dronfield Town Councils Code of Conduct for Councillors which is based on the LGA Model Councillor Code of Conduct. Dronfield Town Council will be referred to as “the Town Council” throughout.

Definitions

For the purposes of this Code of Conduct, a “Councillor” means a member or coopted member of Dronfield Town Council. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who a) is a member of any committee or sub-committee of the authority, or; b) is a member of, and represents the authority on, any joint committee or joint sub- committee of the authority; and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a Councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow Councillors, Dronfield Town Council officers and the reputation of local government. It sets out general principles of conduct expected of all Councillors and your specific obligations in relation to standards of conduct. The use of support, training and mediation from the Monitoring Officer, the LGA and elsewhere is encouraged prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of Councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers should uphold the Seven Principles of Public Life, also known as the Nolan Principles. These are in Appendix A to this Code. This Code should be read in conjunction with these principles.

Building on these principles, the following general principles have been developed specifically for the role of Councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of Councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of Councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a Councillor.

This Code of Conduct applies to you when you are acting in your capacity as a Councillor which may include when:

- You misuse your position as a Councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a Councillor; The Code applies to all forms of communication and interaction, including:
 - at face-to-face meetings
 - at online or telephone meetings
 - in written communication
 - in verbal communication
 - in non-verbal communication

- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a Councillor.

The Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from the Monitoring Officer on any matters that may relate to the Code of Conduct.

Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

Standards of Councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a Councillor. Should your conduct fall short of these standards, a complaint may be made to the Monitoring Officer against you. This may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect As a Councillor:

1.1 I treat other Councillors and members of the public with respect.

1.2 I treat Town Council employees, employees and representatives of partner organisations and those volunteering for the Town Council with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a Councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in Councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening, you are entitled to stop any conversation or interaction in person or online and report them to the Town Council, the relevant social media provider or the Police. This also applies to fellow Councillors, where action could then be taken under the Councillor Code of Conduct, and Town Council employees, where concerns should be raised in line with the Town Council's Head of Paid Service in line with the Town Council's Protocol for Councillor – officer relations which is in the Town Council's Constitution and other employee policies.

2. Bullying, harassment and discrimination

As a Councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the Town Council's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the Town Council

As a Councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the Town Council.

Officers work for the Town Council as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a Councillor:

4.1 I do not disclose information:

- a. given to me in confidence by anyone
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless
 - i. I have received the consent of a person authorised to give it;
 - ii. I am required by law to do so;
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or

iv. the disclosure is:

1. reasonable and in the public interest; and
2. made in good faith and in compliance with the reasonable requirements of the Town Council; and
3. I have consulted the Monitoring Officer prior to its release.

4.2 I do not improperly use knowledge gained solely as a result of my role as a Councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities including the Town Council must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. Councillors should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the Town Council must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a Councillor:

5.1 I do not bring my role or the Town Council into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other Councillors and/or the Town Council and may lower the public's confidence in your or the Town Council's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring the Town Council into disrepute.

You are able to hold the Town Council and fellow Councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the Town Council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a Councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the Town Council provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of Town Council's resources and facilities

As a councillor:

7.1 I do not misuse Town Council resources.

7.2 I will, when using the resources of the Town Council or authorising their use by others:

- a. act in accordance with the Town Council's requirements; and
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the Town Council or of the office to which I have been elected or appointed.

You may be provided with resources and facilities by the Town Council to assist you in carrying out your duties as a councillor.

Examples include:

- Office support
- Laptop and/or Ipad or other technology
- Stationery
- Access to and use of Town Council buildings and rooms.

These are given to you to help you carry out your role as a Councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the Town Council's own policies regarding their use.

8. Complying with the Code of Conduct

As a Councillor:

8.1 I undertake Code of Conduct training provided by the Town Council.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a Councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the Town Council or its governance. If you do not understand or are concerned about the Town Council's processes in handling a complaint you should raise this with the Monitoring Officer.

Protecting your reputation and the reputation of the Town Council

9. Interests

As a Councillor:

9.1 I register and disclose my interests. Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the Town Council. You need to register your interests so that the public, Town Council employees and fellow Councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to

Date of council meeting policy adopted -
Minute reference -

know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other Councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest (dpi) as set out in Table 1, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from the Monitoring Officer.

10. Gifts and hospitality

As a Councillor:

10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the Town Council or from persons who may apply to the Town Council for any permission, licence or other significant advantage.

10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 and where appropriate any with a value less than £50 within 28 days of its receipt.

10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.

In order to protect your position and the reputation of the Town Council, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a Councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a Councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a Councillor. If you are unsure, contact the Monitoring Officer for guidance.

11 Training

You must attend the any training the Council may deem is required from time to time.

You must attend the training detailed above as soon as reasonably practicable:

(a) after your election; and

(b) after your re-election;

(c) after your appointment to a relevant Committee; and

(d) as required after changes in legislation, policy or procedure affecting the relevant Committee outlined above; and/or

You must attend training if you are instructed to do so. If you fail to do so after 3 months or having been offered training on two occasions the fact of your failure will be reported to Council.

12 Dispensations

Date of council meeting policy adopted -
Minute reference -

The Town Council may grant you a dispensation to enable you to participate and vote on a matter in which you have a Disclosable Pecuniary Interest.

Requests for dispensation must be made, in writing to the Town Clerk, on one of the following grounds:

- That so many members of the decision-making body have disclosable pecuniary interests in a matter that it would impede the transaction of the business.
- That, without the dispensation, the representation of different political groups on the body transacting the business would be so upset as to alter the likely outcome of any vote on the matter.
- That the Town Council considers that the dispensation is in the interests of persons living in the Authority's area;
- That, without a dispensation, no member of the Cabinet would be able to participate in the matter; or
- That the Town Council considers that it is otherwise appropriate to grant dispensation.

13 Pre determination or bias

Where you have been involved in campaigning in your political role on an issue which does not impact on your personal and/or professional life you should not be prohibited from participating in a decision in your political role as Member. However, **do not** place yourself under any financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.

When making a decision, **do** consider the matter with an open mind and on the contents before the meeting at which the decision is to be taken. When reaching decisions on any matter you must have regard to any relevant advice provided to you by:

- (a) the Town Clerk
- (b) the Responsible Finance Officer; or
- (c) the Monitoring Officer,

where that officer is acting pursuant to his or her statutory duties.

Appendix A

The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B

Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office as a Town Councillor you must register with the Town Clerk the interests which fall within the categories set out in Table 1 (Disclosable Pecuniary Interests) which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in Table 2 (Other Registerable Interests).

"Disclosable Pecuniary Interest" (DPI) means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Town Clerk and Monitoring Officer.
2. A 'sensitive interest' is an interest which, if disclosed, could lead to the Councillor, or a person connected with the Councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Town Clerk and Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees, they will withhold the interest from the public register.

Non participation in case of Disclosable Pecuniary Interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in Table 1, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the Chamber or room where the meeting is being held unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

5. Where you have a Disclosable Pecuniary Interest on a matter to be considered or is being considered by you as a Committee member in exercise of your executive function, you must notify the Town Clerk of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which directly relates to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in Table 2), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which directly relates to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

8. Where a matter arises at a meeting which affects –

a. your own financial interest or well-being;

b. a financial interest or well-being of a relative or close associate; or

c. a financial interest or wellbeing of a body included under Other Registrable Interests as set out in Table 2 you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied.

9. Where a matter (referred to in paragraph 8 above) affects the financial interest or well-being:

a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;

b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest.

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Committee member in exercise of your executive function, you must notify the Town Clerk of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	<p>Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council</p> <p>—</p> <p>(a) Under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.</p>

Land and Property	Any beneficial interest in land which is within the area of the council. ‘Land’ excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
Corporate tenancies	Any tenancy where (to the councillor’s knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor’s knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You must register as an Other Registerable Interest:

- a) Any unpaid directorships
- b) Any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c) Any body
 - i. Exercising functions of a public nature
 - ii. Directed to charitable purposes or
 - iii. One of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

Of which you are a member or in a position of general control or management.

Town Clerk's Report

Council Meeting to be held on 3rd April 2023

Items for Decision

Items for Information

Snow damage - several sites owned by the Council were affected by tree damage following heavy snow with trees down and branches broken in the following locations Jubilee Park, Sindelfingen Park, Nature Park, Cliffe Park, Lucas Gardens, Quoit Green and the Alma.

DCC – Temporary road closure notice 22nd May 2023 to 9th June 2023 09:30 to 16:00 each day on Rod Moor Road, Dronfield Woodhouse between its junction with Mickley Lane to the County Boundary, to facilitate footway resurfacing works.

DCC – Emergency temporary road closure 13th March 2023 to 17th March 2023 on B6056 Stubley Hollow Dronfield between its junction with Wreakes Lane for a distance of 35 metres in a westerly direction, to facilitate urgent gas main repair works.

Trees for Streets – runs the national online fundraising platform that manages council's street tree sponsorship schemes and also supports planting in parks.

Correspondence Received

Pre-consultation letter for a proposed 5G Telecommunications Installation for Signal Infrastructure UK Limited on Green Lane.

DCC – Parish & Town Council Liaison Forum - presentation slides and answers to questions (sent electronically).

NEDDC – Notice of District & Parish Council Elections

DERBYSHIRE COUNTY COUNCIL
TEMPORARY ROAD CLOSURE
Rod Moor Road, Dronfield Woodhouse

WHEN: 22nd May 2023 to 9th June 2023 09:30 to 16:00 each day

WHERE: Rod Moor Road, Dronfield Woodhouse between its junction with Mickley Lane to the County Boundary_____.

REASON: To facilitate footway resurfacing works._____.

ALTERNATIVE ROUTE: Mickley Lane, Queen Victoria Road, Woodland Place, Prospect Road and vice versa.

Access will be maintained, whenever reasonably possible, on the affected length of road. The road will re-open as soon as the work is finished. This may be earlier than advertised.

Derbyshire County Council apologises for any inconvenience caused while work takes place. Anyone needing further information should ring Call Derbyshire on 01629 533190.

The County Council intends to make/has made an Order under Section 14 of the Road Traffic Regulation Act 1984 (as amended) to prohibit its use by traffic.

Chris Henning, Executive Director - Place Department, County Hall, MATLOCK DE4 3AG

DERBYSHIRE COUNTY COUNCIL
EMERGENCY TEMPORARY ROAD CLOSURE
B6056 Stubley Hollow, Dronfield

WHEN: 13th March 2023 to 17th March 2023

WHERE: B6056 Stubley Hollow Dronfield between its junction with Wreakes Lane for a distance of 35 metres in a westerly direction._____.

REASON: To facilitate urgent gas main repair works._____.

ALTERNATIVE ROUTE: Wreakes Lane, Stubley Lane, B6056 Stubley Hollow Dronfield and vice versa.

Access will be maintained, whenever reasonably possible, on the affected length of road. The road will re-open as soon as the work is finished. This may be earlier than advertised.

Derbyshire County Council apologises for any inconvenience caused while work takes place. Anyone needing further information should ring Call Derbyshire on 01629 533190.

This notice is given under Section 14 of the Road Traffic Regulation Act 1984 (as amended) to prohibit its use by traffic.

Chris Henning, Executive Director - Place Department, County Hall, MATLOCK DE4 3AG

FOR COUNCILS

NATIONAL STREET TREE SPONSORSHIP SCHEME

Empowering residents, raising funds

THE POWER OF SPONSORSHIP

Sponsoring a tree in a street (or a local park) can create a real sense of ownership and neighbourhood connection.

Councils up and down the country have discovered that joining Trees for Streets is a fantastic way both to empower their residents, but also raise much needed funding for new street tree planting.



TREES FOR STREETS

Trees for Streets runs the national online fundraising platform that manages council's [street tree sponsorship schemes](#). We also support [planting in parks](#). We manage sponsorship requests from both residents and local businesses. The platform handles both individual sponsorships and [community led crowdfunding](#) where a number of trees are being funded.

We actively promote the schemes in our participating local authority areas. We engage with the local community and the work with council's inhouse communication teams. We also get the message out using [social media](#), door drops and local press.

Our team manage the incoming sponsorship requests, including the donation payments. Our council partners approve/decline these requests. They then manage the tree planting via their usual channels.



CASE STUDIES

HARINGEY COUNCIL STREET TREE SPONSORSHIP SCHEME

Haringey Council was one of eight local authorities to join the Trees for Streets pilot year in 2021.

Their street tree sponsorship scheme went live on the Trees for Streets funding platform in August, and within just a few weeks the results were exceeding all expectations!

[Read more](#)



A NATIONWIDE INITIATIVE

Trees for Streets launched in May 2021 working with 8 local authorities. Since then the scheme has gone from strength to strength, and we're now supporting 15

councils: [Bedford](#), [Bradford](#), [Bristol](#), [Cambridge](#), [Coventry](#), and in London, we work with [Barnet](#), [Croydon](#), [Ealing](#), [Haringey](#), [Harrow](#), [Hillingdon](#), [Islington](#) and [Tower Hamlets](#).

We're taking on new councils all the time.

WHO'S BEHIND THIS

Trees for Streets, is a charitable enterprise, set up by the charity, [Trees for Cities](#), in partnership, with the civic innovator, [Start with Local](#), supported by the [Mayor of London](#), and funded by the [People's Postcode Lottery](#), [City Bridge Trust](#) and the [DEFRA's Green Recovery Challenge Fund](#).

Do drop us a line if you'd like to find out more. We're very happy to run a short online intro session with councils who want to find out a little bit more.

Say hello: hello@treesforstreets.org

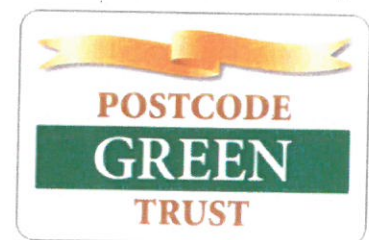


#Start with Local



Green Recovery Challenge Fund

Supported by players of
People's Postcode Lottery



SUPPORTED BY
MAYOR OF LONDON

[Find out more about us](#)

FIND OUT MORE

If you or your council would like to find out more please drop us a line.

Email hello@treesforstreets.org





TREE SPONSORSHIP

- For residents
- For funders
- For councils
- For businesses
- Sponsor a tree

HELP & SUPPORT

- How it works
- Crowdfunding
- Key resources

SMALL PRINT

- Terms of service & privacy policy

THE REST

- About us
- Our vision
- Tree Stories

A charitable project by

**#Start
with
Local**



hello@treesforstreets.org

c/o Trees for Cities
Prince Consort Lodge
Kennington Park Place
London SE11 4AS

Trees for Cities is registered in England and Wales as a company limited by guarantee. Registered number: 02874642 / Charity number: 1032154



WHP Telecoms Ltd, 1a Station Court, Station Road, Guiseley, Leeds LS20 8EY

Our Ref: NED18559

27th February 2023

Dear North East Derbyshire District Council, Coal Aston Ward Councillors and Dronfield Town Council,

Subject: Proposed 5G Telecommunications Installation for Signal Infrastructure UK Limited:

The purpose of this letter and its enclosures is to inform stakeholders of our proposed installation prior to a planning submission. The application will be in the name of Signal Infrastructure UK Limited who will be responsible for construction of the site, the Operator will be H3G better known as Three.

As you will see we have already undertaken several steps in the site identification process having examined the Radio Communications Agency Mast Register, our record of other operators' sites and the council's own mast register. In addition, the policies in the council's development plan have been examined and any relevant planning history of the site. This has led to us identifying the following potential site:

Site Name/Address: Green Lane Streetworks
Green Lane
Coal Aston
Dronfield
North East Derbyshire
Derbyshire
England
S18 2FH

NGR: E: 435934 N: 379296

Type of Installation: Proposed 15.0m Phase 8 monopole and associated ancillary works.

The exact location of the site and a detailed description can be found on the enclosed drawings.

The site identified has been rated Amber under the voluntary Ten Commitments Traffic Light Rating System.



WHP Telecoms Ltd, 1a Station Court, Station Road, Guiseley, Leeds LS20 8EY

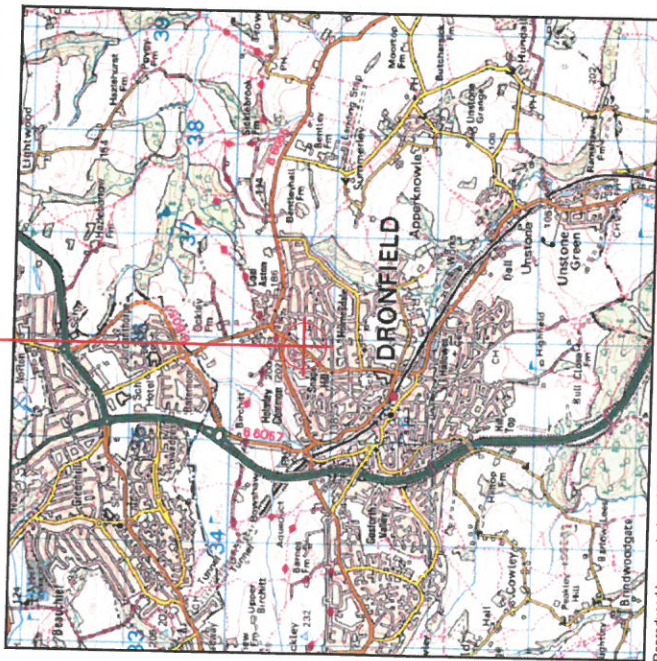
All Signal Infrastructure UK Limited: installations are designed to be fully compliant with the public exposure guidelines established by the International Commission on Non-Ionizing Radiation Protection (ICNIRP). These guidelines have the support of UK Government, the European Union and they also have the formal backing of the World Health Organisation. A certificate of ICNIRP compliance will be included within the planning submission.

If you have any feedback on these proposals, we look forward to receiving your comments and if you are aware of any other local organisations that are not statutory consultees that you consider should be informed, please let us know and we will endeavour to consult with them.

Yours faithfully,

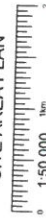
Niamh Waterworth
N.Waterworth@whptelecoms.com

SITE LOCATION



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SITE AREA PLAN



SITE PHOTOGRAPH



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SITE LOCATION PLAN



GOOGLE MAPS QR CODE

GOOGLE MAPS - <https://goo.gl/maps/1VRzFbqbaG1qP74w6>

GOOGLE STREETVIEW - <https://goo.gl/maps/n3ITQGn1B7bscdGj8>

NOTES

1. ALL DIMENSIONS IN MM UNLESS OTHERWISE NOTED.

DIRECTIONS TO SITE:

Head north on M1. At Junction 29A, take the A6192 exit to Marnham Road (A6192/Boleover). At the roundabout, take the 3rd exit onto Elm Road (A6192). At the roundabout, take the 1st exit onto Island Ct. At the roundabout, take the 2nd exit onto Westfield Ln. Signpost to the right onto B6052. Turn left onto Westfield Ln. Signpost to the right onto Long Ln. Continue onto Snowdon Ln/B6056. At the roundabout, take the 1st exit onto Edlington Rd/B6156. Follow Green Lane and the site location is on the left hand side.



Map Ref	MBNL	3UK DNSW	Proposed Services	Block
M003	2007/2023	3UK DNSW	Planning	C
Fair location amended				
M002	12/06/2021	3UK DNSW	Planning	B
Amended				
M001	12/07/2021	3UK DNSW	Planning	A
First Issue - Site nomination dated: TBC				

CK Hutchison Networks (UK) Limited
Green Park
450 Longwater Avenue
Roding
RG30 3UR

Design Consultant & Principal Contractor:



WHP Telecoms
Unit 1 Maple Park,
Low Fields Avenue, Leeds
LS12 6HH
Tel: 01132023550
e-mail: info@whptelecoms.com

Site Name:

GREEN LANE STREETWORKS

Site ID:

NED18559

Address:

GREEN LANE, COAL ASTON, DRONFIELD,
NORTH EAST DERBYSHIRE,
DERBYSHIRE, ENGLAND,
S18 2FH

Title:

002 SITE LOCATION PLAN

Project:

3UK DNSW

Purpose of Issue:

PLANNING

EE Code ID:

84452

MBNL Code ID:

NED071

Case ID:

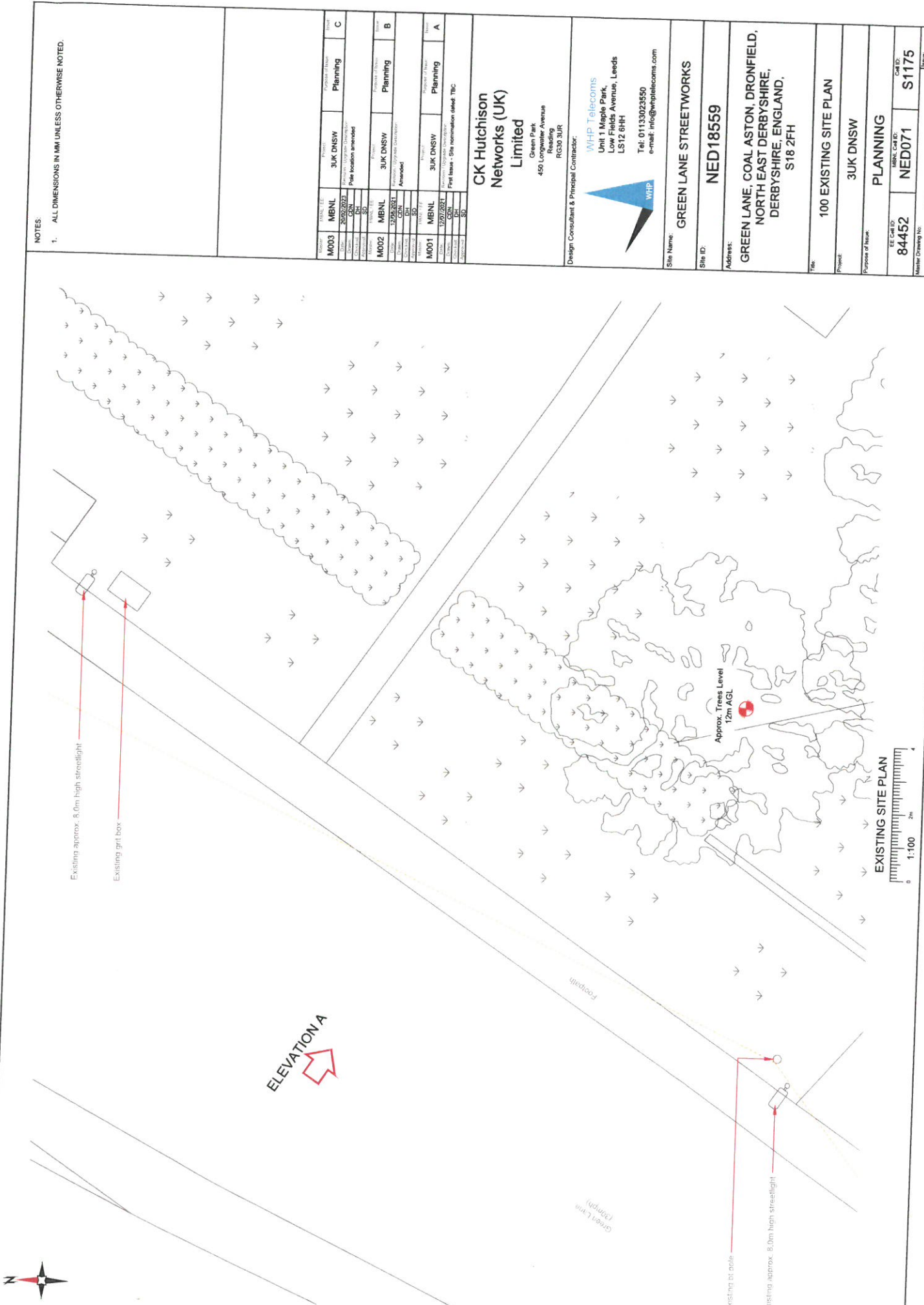
S1175

Master Drawing No:

NED18559_M003

Block:

C



NOTES:
 1. ALL DIMENSIONS IN MM UNLESS OTHERWISE NOTED.

Revision	DATE	DESCRIPTION	BY	CHKD	STATUS
M003	20/02/2023	3UK DNSW Pair location amended			Planning
M002	27/05/2021	3UK DNSW Amended			Planning
M001	12/07/2021	3UK DNSW First Issue - 0% Information dated '18			Planning

CK Hutchison Networks (UK) Limited
 Green Park
 450 Longwater Avenue
 Reading
 RG30 3UR



WHP Telecoms
 Unit 1 Maple Park,
 Low Fields Avenue, Leeds
 LS12 6HH
 Tel: 01133023550
 e-mail: info@whptelecoms.com

Design Consultant & Principal Contractor:

Site Name:	GREEN LANE STREETWORKS
Site ID:	NED18559
Address:	GREEN LANE, COAL ASTON, DRONFIELD, NORTH EAST DERBYSHIRE, DERBYSHIRE, ENGLAND, S18 2FH
File:	100 EXISTING SITE PLAN
Project:	3UK DNSW
Purpose of Issue:	PLANNING
EE Case ID:	84452
MBNL Case ID:	NED071
Case ID:	S1175
Master Drawing No:	NED18559_M003
Issue:	C

NOTES:
1. ALL DIMENSIONS IN MM UNLESS OTHERWISE NOTED.

Item No.	TABLE REF	ITEMS	QUANTITY	UNIT	REMARKS
M003	MBNL	3UK DNSW		Planning	C
	DATE	2022/03/23			
	DESCRIPTION	Plan location amended			
	BY	DL			
	CHECKED BY	DL			
	DATE	2022/03/23			
M002	MBNL	3UK DNSW		Planning	B
	DATE	2022/03/23			
	DESCRIPTION	Amendment to 3UK DNSW			
	BY	DL			
	CHECKED BY	DL			
	DATE	2022/03/23			
M001	MBNL	3UK DNSW		Planning	A
	DATE	2022/03/23			
	DESCRIPTION	First Issue - Site Information dated TIC			
	BY	DL			
	CHECKED BY	DL			
	DATE	2022/03/23			

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Green Park
450 Longwater Avenue
Reading
RG30 3UR

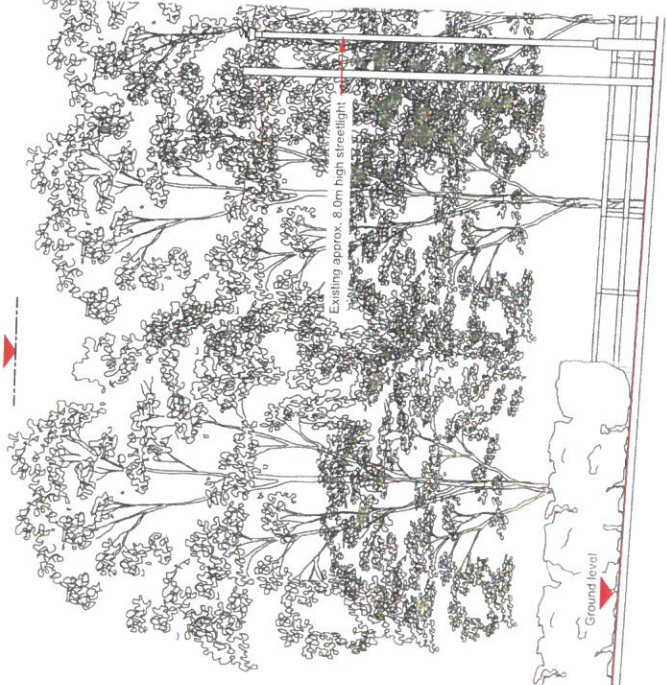


WHP Telecoms
Unit 1 Maple Park,
Low Fields Avenue, Leeds
LS12 6HH
Tel: 01133023550
e-mail: info@whptelecoms.com

Design Consultant & Principal Contractor:

Site Name:	GREEN LANE STREETWORKS
Site ID:	NED18559
Address:	GREEN LANE, COAL ASTON, DRONFIELD, NORTH EAST DERBYSHIRE, DERBYSHIRE, ENGLAND, S18 2FH
Title:	150 EXISTING ELEVATION A
Project:	3UK DNSW
Purpose of Issue:	PLANNING
E.E. Call ID:	84452
MBNL Call ID:	NED071
Call ID:	S1175
Master Drawing No.:	NED18559_M003
Issue:	C

Approx. Tree Level
12m AGL

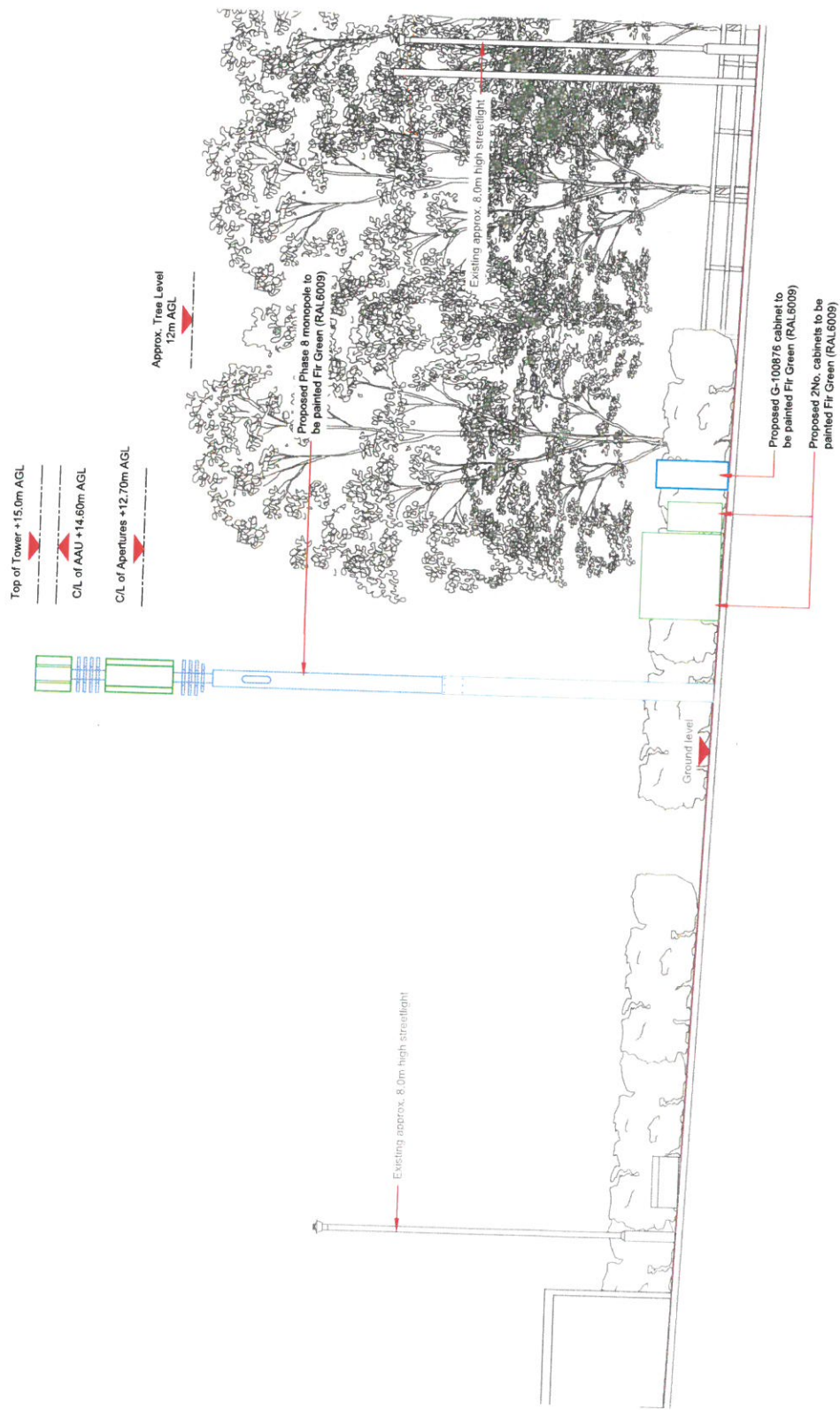


EXISTING ELEVATION A



Address Aperture ID	Proposed Aperture Bearing
A1	30°
A2	30°
B1	190°
B2	190°
C1	270°
C2	270°

NOTES:
1. ALL DIMENSIONS IN MM UNLESS OTHERWISE NOTED.



Phase	UNIT / TYPE	Product	Proposed Phase
M003	MBNL	3UK DNSW	Planning
	DATE	2022/02/23	
	STATUS	Final / Design / Approved	
	CD	Site location approved	
	CD	SD	
	CD	SD	
M002	MBNL	3UK DNSW	Planning
	DATE	2022/02/23	
	STATUS	Final / Design / Approved	
	CD	Site location approved	
	CD	SD	
	CD	SD	
M001	MBNL	3UK DNSW	Planning
	DATE	19/07/2021	
	STATUS	Final / Design / Approved	
	CD	Site location approved	
	CD	SD	
	CD	SD	

CK Hutchison Networks (UK) Limited
Green Park
450 Longwater Avenue
Reading
RG30 3UR



Design Consultant & Principal Contractor:

Site Name: GREEN LANE STREETWORKS
Site ID: NED18559

Address: GREEN LANE, COAL ASTON, DRONFIELD, NORTH EAST DERBYSHIRE, DERBYSHIRE, ENGLAND, S18 2FH

Title: 260 PROPOSED ELEVATION

Project: 3UK DNSW

Purpose of Issue: PLANNING

EL CASE ID:	84452	MBNL CASE ID:	NED071	CASE ID:	S1175
Master Drawing No:	NED18559_M003				
Issue:	C				

Town Clerk

From: Chris Tyler (Corporate Services and Transformation)
<Chris.Tyler@derbyshire.gov.uk>
Sent: 20 March 2023 11:40
To: CST Policy & Research (Corporate Services and Transformation)
Subject: Update: Parish & Town Council Liaison Forum 13 March 2023
Attachments: 1 - Boundary Review.pptx; 2 - Climate Change.pptx; 3 - Budgetary Update.pptx

Follow Up Flag: Follow up
Flag Status: Flagged

Good morning

Can I ask that you please update your Councillors with the following.

Further to last Monday's event, can I thank those Councillors and Clerks who were able to attend in person.

As requested, I have attached copies of the presentation slides, as listed below, also useful for information for those who were unable to attend the event last week.

- Derbyshire Electoral Division Boundary Review.
- Climate Change / Going Green.
- Budgetary Update.

In relation to those services and organisations that participated in the Marketplace, a list has been added to the webpage at [Parish and Town Council Liaison Forum - Derbyshire County Council](#). Whilst I have not been permitted to add individual links to each service in that area, a search on the DCC website for the relevant service will take you to their current information.

A number of written questions were submitted on the evening, for which written responses will be circulated to all parish & town councils once available.

Chris

Chris Tyler | Support Officer | Policy and Research | Corporate Services and Transformation | Derbyshire County Council | County Hall, Matlock, Derbyshire DE4 3AG | Direct dial: 01629 535561 | Visit us at www.derbyshire.gov.uk | Follow us on [Twitter](#) | Find us on [Facebook](#) |

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Town Clerk

From: Chris Tyler (Corporate Services and Transformation)
<Chris.Tyler@derbyshire.gov.uk>
Sent: 24 March 2023 11:45
To: CST Policy & Research (Corporate Services and Transformation)
Subject: Written questions: Parish & Town Council Liaison Forum 13 March 2023
Attachments: PTCLF Written Questions 13 March 2023.docx

Follow Up Flag: Follow up
Flag Status: Flagged

Good morning

At the Parish & Town Council Liaison Forum meeting on 13 March 2023 attending Councillors & Clerks were invited to submit written questions relating to the presentation subjects, for which an undertaking was made to source written responses for circulation to all parish / town councils and parish meetings.

Please find attached those written responses. Can I ask that you please circulate these to your Councillors for their information.

Chris

Chris Tyler | Support Officer | Policy and Research | Corporate Services and Transformation | Derbyshire County Council | County Hall, Matlock, Derbyshire DE4 3AG | Direct dial: 01629 535561 | Visit us at www.derbyshire.gov.uk | Follow us on [Twitter](#) | Find us on [Facebook](#) |

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NOTICE OF ELECTION

North East Derbyshire Election of District Councillors

for the Wards listed below

Wards	Number of District Councillors to be elected
Ashover	One
Barlow and Holmesfield	One
Brampton and Walton	Two
Clay Cross North	Three
Clay Cross South	Two
Coal Aston	Two
Dronfield North	Two
Dronfield South	Three
Dronfield Woodhouse	One
Eckington North	Two
Eckington South and Renishaw	Three
Gosforth Valley	Three
Grassmoor	Two
Holmewood and Heath	Two
Killamarsh East	Two
Killamarsh West	Three
North Wingfield Central	Three
Pilsley and Morton	Three
Ridgeway and Marsh Lane	One
Shirland	Three
Sutton	Two
Tupton	Three
Unstone	One
Wingerworth	Three

1. Forms of nomination for District Elections may be obtained at District Council Offices, 2013 Mill Lane, Wingerworth, Chesterfield, Derbyshire, S42 6NG from the Returning Officer who will, at the request of an elector for any electoral area prepare a nomination paper for signature.
2. Nomination papers must be delivered to the Returning Officer, District Council Offices, 2013 Mill Lane, Wingerworth, Chesterfield, Derbyshire, S42 6NG on any working day after the date of this notice but no later than 4pm on Tuesday 4 April 2023. Please contact 01246 217058 to arrange an appointment.
3. If any election is contested the poll will take place on Thursday 4 May 2023.
4. Applications to register to vote must reach the Electoral Registration Officer by 12 midnight on Monday 17 April 2023. Applications can be made online at <https://www.gov.uk/register-to-vote>.
5. Applications, amendments or cancellations of postal votes and amendments or cancellations of proxy votes must reach the Electoral Registration Officer at District Council Offices, 2013 Mill Lane, Wingerworth, Chesterfield, Derbyshire, S42 6NG by 5pm on Tuesday 18 April 2023.
6. Applications for a Voter Authority Certificate or an Anonymous Electors Document valid for this election must be received by 5pm on Tuesday 25 April 2023. Applications can be made online at <https://www.gov.uk/apply-for-photo-id-voter-authority-certificate>

Dated Friday 24 March 2023

Sarah Sternberg
Returning Officer

7. New applications to vote by proxy at this election must reach the Electoral Registration Officer at District Council Offices, 2013 Mill Lane, Wingerworth, Chesterfield, Derbyshire, S42 6NG by 5pm on Tuesday 25 April 2023.
8. Applications to vote by emergency proxy at this election on grounds of physical incapacity or for work/service reasons must reach the Electoral Registration Officer at District Council Offices, 2013 Mill Lane, Wingerworth, Chesterfield, Derbyshire, S42 6NG by 5pm on Thursday 4 May 2023. The physical incapacity must have occurred after 5pm on Tuesday 25 April 2023. To apply on the grounds of work/service, the person must have become aware that they cannot go to the polling station in person after 5pm on Tuesday 25 April 2023.

Dated Friday 24 March 2023

Sarah Sternberg
Returning Officer

NOTICE OF ELECTION

North East Derbyshire Election of Parish Councillors

for the Parishes listed below

Parishes	Number of Parish Councillors to be elected
Ashover	Ten
Barlow	Eight
Brackenfield	Five
Brampton Brampton and Wadshelf	Five
Brampton Cutthorpe	Four
Calow	Eleven
Clay Cross North	Seven
Clay Cross South	Four
Dronfield Bowshaw	One
Dronfield Coal Aston	Three
Dronfield Dronfield Woodhouse	One
Dronfield Dyche	One
Dronfield Gosforth Valley	Four
Dronfield North	Three
Dronfield South	Five
Dronfield Summerfield	One
Eckington Marsh Lane, Ridgeway and Troway	Three
Eckington North	Six
Eckington Renishaw and Spinkhill	Three
Eckington South	Five
Grassmoor Hasland and Winsick Grassmoor	Four
Grassmoor Hasland and Winsick Hasland and Winsick	Seven
Heath and Holmewood	Eleven
Holmesfield	Nine
Holymoorside and Walton Holymoorside	Seven
Holymoorside and Walton Walton	Three
Killamarsh East	Six
Killamarsh West	Nine
Morton	Nine
North Wingfield Central	Four
North Wingfield East	One
North Wingfield West	Five
Pilsley	Eleven
Shirland and Higham	Twelve
Stretton	Seven
Sutton-Cum-Duckmanton	Ten
Temple Normanton	Seven
Tupton	Eleven
Unstone	Ten
Wessington	Seven
Wingerworth Adlington	Two
Wingerworth Hardwick Wood	One
Wingerworth Longedge	One
Wingerworth Wingerworth	Nine
Wingerworth Woodthorpe	One

Dated Friday 24 March 2023

Sarah Sternberg
Returning Officer

1. Forms of nomination for Parish Elections may be obtained from the District Council Offices, 2013 Mill Lane, Wingerworth, Chesterfield, Derbyshire, S42 6NG from the Returning Officer who will, at the request of an elector for any electoral area prepare a nomination paper for signature.
2. Nomination papers must be delivered to the Returning Officer, District Council Offices, 2013 Mill Lane, Wingerworth, Chesterfield, Derbyshire, S42 6NG on any working day after the date of this notice but no later than 4pm on Tuesday 4 April 2023. Please contact 01246 217058 to make an appointment.
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Dated Friday 24 March 2023

Sarah Sternberg
Returning Officer

BANK ACCOUNT-NO 1

List of Payments made between 01/02/2023 and 28/02/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/02/2023	Water Plus	010223	11.68		Cricket Pitch Stonel 16Dec-16J
03/02/2023	Water Plus	03022023.1	33.04		Bowling Grn CP 17Dec-17Jan23
03/02/2023	Water Plus	03022023.2	28.11		Cemetery 18Dec-18Jan23
03/02/2023	NEST Pensions	03022023.3	744.97		Nest Pensions Jan23
06/02/2023	Dronfield Town Council - Petty	200155	100.47		Petty Cash
07/02/2023	British Gas Trading Ltd	07022023	3.21		Works 8Jan-23Jan23
08/02/2023	Frama Smart Mailing	08032023	50.00		Purchase of Postage Credit
08/02/2023	HSBC Bank Plc	08022023.1	10.00		Account Maintainance Fee
09/02/2023	Gamma Business Communications	09022023.1	139.66		Charges Dec22
09/02/2023	Plusnet PLC	0902023.2	28.87		Broadband Feb22
09/02/2023	OPUS - 42 Cemetery Road (Lodge)	09022023.3	45.41		25Dec-24Jan23
10/02/2023	TALKTALK DIRECTDEBIT	10022023.1	34.50		Feb23 Broadband
13/02/2023	O2 Direct Debit	13022023.1	121.10		Monthly Charge
13/02/2023	HSBC Bank Plc	13022023.2	46.84		HSBCNet charges Dec22
13/02/2023	Cathedral Leasing Ltd	240223	265.18		3x Nappy Bins Qtly
14/02/2023	Water Plus	14022023.1	82.32		Civic Hall 28Dec-28Jan23
14/02/2023	Leaseplan	14022023.2	3,835.88		Annual Lease YM70WTK
14/02/2023	Business Stream	14022023.3	289.99		Cricket Pitch Stonel 26Oct25Jan
14/02/2023	Business Stream	14022023.4	930.93		Stonelow PlayField 26Oct-25Jan
15/02/2023	Salaries & Wages	BACS	22,292.34		February 2023 Salaries
16/02/2023	DCC Superannuation Fund	16022023.1	3,754.45		Jan23 Pension Contributions
16/02/2023	FuelGenie	16022023.2	378.98		Jan23 Fuel Purchases
17/02/2023	2commune Ltd	17022023.1	480.00		Website Hosting to 4Apr24
17/02/2023	Broadfield Mowers Ltd	17022023.2	889.96		Service Honda HRS536VK No6
17/02/2023	Broxap Limited	17022023.3	120.00		SS Plaque
17/02/2023	Catershield Services Ltd	17022023.4	283.80		Service/Repair Drinks Units
17/02/2023	Cloudy IT Ltd	17022023.5	421.92		IT Support Feb23
17/02/2023	Dronfield 2gether	17022023.6	263.00		Grant Award
17/02/2023	ED Steel Ltd	17022023.7	85.05		Various tools etc Jan23
17/02/2023	Fenland Leisure Products Ltd	17022023.8	516.72		Play Equipmt Spare Parts
17/02/2023	G & L Fletcher	17022023.9	1,300.00		Works Lease Feb23
17/02/2023	Heron Publications Ltd	170223.11	3,276.00		Directory Advert issue 206
17/02/2023	Hopkinson Waste Management Ltd	170223.011	300.00		12yd Skip Cemetery
17/02/2023	Hopkinson Waste Management Ltd	170223.12	300.00		12yd Skip Cemetery
17/02/2023	Intruder Alarm Systems	170223.13	582.00		Annual Chg Monitor/Service Alm
17/02/2023	JEW Smith Groundcare	170223.14	942.50		Bowling Grn Maint - Jan23
17/02/2023	Lightwood Sports Groundcare Lt	170223.15	120.00		Football Pitches
17/02/2023	Lightwood Sports Groundcare Lt	170223.16	1,474.50		Grounds Maint Feb23
17/02/2023	Playdale Playgrounds Ltd	170223.17	23.10		Spare Parts
17/02/2023	Procheck Electrical Ltd	170223.18	674.40		Repairs Fire/Emergency Lights
17/02/2023	Shelter Maintenance Ltd	170223.19	1,386.00		Enhanced Cleaning 66 shelters
17/02/2023	Underwood Tree Surgeons Ltd	170223.20	420.00		Fallen Tree at Cemetery Rd
17/02/2023	Underwood Tree Surgeons Ltd	170223.21	300.00		Storm Dmgd Tree adj CarPark CC
21/02/2023	Spitfire Network Services Ltd	210223.1	43.20		Alarm Line Rental
21/02/2023	Cricket Shed, Stonelow	210223.2	145.31		Electric 6Jan23-5Feb23
21/02/2023	OPUS - Small Pavillion Stone	210223.3	85.63		Electric 6Jan23-5Feb23
21/02/2023	OPUS - Civic Hall	210223.4	492.05		Electric 6Jan23-5Feb23

BANK ACCOUNT-NO 1

List of Payments made between 01/02/2023 and 28/02/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
21/02/2023	OPUS - Church Street	210223.5	8.28		Electric 6Jan23-5Feb23
21/02/2023	OPUS - Coal Aston Pavilion	210223.6	16.78		Electric 6Jan23-5Feb23
21/02/2023	OPUS - Main Pavillion Stonelow	210223.7	79.93		Electric 6Jan23-5Feb23
21/02/2023	OPUS - Cliffe Park	210223.8	679.56		Electric 6Jan23-5Feb23
21/02/2023	Business Stream	210223.9	44.52		Cem Lodge 3Nov-2Feb23
22/02/2023	Water Plus	220223.1	23.46		Water 6Jan-6Feb
22/02/2023	IDMobile	220223.2	6.00		6Feb-5Mar mobile chg ...005
22/02/2023	Costco Wholesale	220223.3	19.18		HSBC Card - 40 Toilet Rolls
22/02/2023	Marshall Industrial Supplies L	220223.4	81.53		HSBC Card - Post Straps x24
22/02/2023	Royal Mail	220223.5	2.35		HSBC Card - 1st signed for
22/02/2023	Wilko Stores	220223.6	28.50		HSBC Card - Toilet Seats/Stati
22/02/2023	Tesco Stores Ltd	220223.7	8.20		HSBC Card - 2xCover Film
22/02/2023	Wilko Stores	220223.8	12.50		HSBC Card - Pens&Punch Pkts
22/02/2023	Activewaer Brands Ltd	220223.9	154.64		HSBC Card - Various PPE
22/02/2023	HM LAND REGISTRY	220223.10	3.00		HSBC Card - 1x search
23/02/2023	HMRC TAX NI etc	230223.1	5,491.33		Jan23 Tax NI etc
23/02/2023	British Gas Trading Ltd	230223.2	720.67		Civic Centre 2Jan-1Feb23
27/02/2023	Water Plus	270223.1	13.32		Works 9Jan-9Feb23
27/02/2023	British Gas Trading Ltd	270223.2	168.47		Shire Oaks Rd 10Jan-13Feb23
27/02/2023	British Gas Trading Ltd	270223.3	710.82		Gosforth Lodge 10Jan-7Feb23
27/02/2023	Rialtas Business Solutions Ltd	refund	-355.20		Refd of Inv Paid Twice CemSupp
28/02/2023	Westfield Health Direct D	280223	49.92		Feb23 Premiums
Total Payments			56,120.83		

BANK ACCOUNT-NO 1

Cash Received between 01/02/2023 and 28/02/2023

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
07/02/2023	HMRC VAT		VAT Refund Q3	32,946.82
03/02/2023	Rickards & Cleaver		refund re Jackson	-4,327.00
01/02/2023	Sales Recpts Page 5382		Sales Recpts Page 5382	301.00
02/02/2023	Sales Recpts Page 5383		Sales Recpts Page 5383	336.93
04/02/2023	Sales Recpts Page 5384		Sales Recpts Page 5384	78.40
05/02/2023	Sales Recpts Page 5385		Sales Recpts Page 5385	179.20
06/02/2023	Sales Recpts Page 5386		Sales Recpts Page 5386	2,309.07
07/02/2023	Sales Recpts Page 5387		Sales Recpts Page 5387	504.00
09/02/2023	Sales Recpts Page 5388		Sales Recpts Page 5388	575.20
10/02/2023	Sales Recpts Page 5389		Sales Recpts Page 5389	934.00
13/02/2023	Sales Recpts Page 5390		Sales Recpts Page 5390	101.00
14/02/2023	Sales Recpts Page 5391		Sales Recpts Page 5391	326.18
16/02/2023	Sales Recpts Page 5392		Sales Recpts Page 5392	364.26
17/02/2023	Sales Recpts Page 5393		Sales Recpts Page 5393	326.18
20/02/2023	Sales Recpts Page 5394		Sales Recpts Page 5394	534.25
21/02/2023	Sales Recpts Page 5395		Sales Recpts Page 5395	314.50
22/02/2023	Sales Recpts Page 5396		Sales Recpts Page 5396	200.00
24/02/2023	Sales Recpts Page 5397		Sales Recpts Page 5397	192.00
25/02/2023	Sales Recpts Page 5398		Sales Recpts Page 5398	38.70
27/02/2023	Sales Recpts Page 5399		Sales Recpts Page 5399	800.00
			Total Receipts	<u>37,034.69</u>

**Bank Reconciliation Statement as at 28/02/2023
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	28/02/2023	311	849,787.28
			<u>849,787.28</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			849,787.28
<u>Receipts not Banked/Cleared (Plus)</u>			
08/04/2022 183.00		183.00	
19/04/2022 allocate		64.00	
23/05/2022 burial		173.00	
13/06/2022 DTC6916		0.50	
07/07/2022 dtc6969		0.80	
03/08/2022 DTC6929/77		195.00	
			<u>616.30</u>
			850,403.58
		Balance per Cash Book is :-	850,403.88
		Difference Excluding Adjustments is :-	-0.30
<u>Adjustments to Reconciliation</u>			
26/07/2022 Waterplus Invoice 31.68 06493489		-0.30	
			<u>-0.30</u>
		Unreconciled Difference is :-	<u>0.00</u>

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 CIVIC HALL								
1010 LETTING INCOME	1,655	18,148	25,000	6,852			72.6%	
1013 LETTING INCOME (Commercial)	0	105	0	(105)			0.0%	
1077 GRANTS RECEIVED	0	1,320	0	(1,320)			0.0%	
CIVIC HALL :- Income	1,655	19,573	25,000	5,427			78.3%	0
4001 STAFF COSTS	4,476	52,016	50,256	(1,760)		(1,760)	103.5%	
4011 RATES	0	24,950	24,950	0		0	100.0%	
4012 WATER	82	1,431	2,500	1,069		1,069	57.2%	
4014 ELECTRICITY	410	3,506	6,000	2,494		2,494	58.4%	
4015 GAS	601	3,296	5,000	1,704		1,704	65.9%	
4018 WASTE DISPOSAL	0	2,215	1,500	(715)		(715)	147.7%	
4020 MISCELLANEOUS EXPENSES	221	839	1,000	161		161	83.9%	
4025 INSURANCE	0	1,124	1,000	(124)		(124)	112.4%	
4036 PROPERTY MAINTENANCE	15	7,199	4,000	(3,199)		(3,199)	180.0%	
4038 MAINTENANCE CTRCTS	1,126	2,982	2,000	(982)		(982)	149.1%	
4040 EQUIPMENT REPLACEMENT	0	61	1,000	939		939	6.1%	
4042 EQUIPMENT MAINTCE	0	1,345	1,000	(345)		(345)	134.5%	
4061 EXTERNAL CONTRACTOR FEES	0	512	1,500	988		988	34.1%	
4062 LICENCES (PREMISES)	0	0	155	155		155	0.0%	
4100 RENT - CIVIC HALL	0	134,642	179,522	44,881		44,881	75.0%	
CIVIC HALL :- Indirect Expenditure	6,930	236,117	281,383	45,266	0	45,266	83.9%	0
Net Income over Expenditure	(5,275)	(216,545)	(256,383)	(39,838)				
102 PARKS & OPEN SPACES								
1001 RENT RECEIVED	0	0	90	90			0.0%	
1003 MEMORIAL FEES	0	1,464	0	(1,464)			0.0%	
1010 LETTING INCOME	0	120	0	(120)			0.0%	
1013 LETTING INCOME (Commercial)	40	200	0	(200)			0.0%	
1077 GRANTS RECEIVED	495	150,495	495	(150,000)			30403.0	
1080 MISC INCOME	0	227	0	(227)			0.0%	
PARKS & OPEN SPACES :- Income	535	152,506	585	(151,921)			26069.4	0
4011 RATES	0	1,397	1,397	(0)		(0)	100.0%	
4013 RENT	0	(40)	0	40		40	0.0%	
4019 LITTER & DOG BIN EMPTYING	0	2,377	2,200	(177)		(177)	108.1%	
4034 ENVIRONMENTAL IMPROVEMENTS	0	10,713	3,000	(7,713)		(7,713)	357.1%	
4036 PROPERTY MAINTENANCE	68	643	0	(643)		(643)	0.0%	
4037 GROUNDS MAINTENANCE	1,329	26,717	24,830	(1,887)		(1,887)	107.6%	
4046 TREE WORKS MAINTENANCE	600	19,710	5,000	(14,710)		(14,710)	394.2%	
4048 BENCHES - RELACE/MAINT	0	2,552	1,500	(1,052)		(1,052)	170.1%	

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4049 ENVIRONMENTAL DTC	0	2,400	10,000	7,600		7,600	24.0%	
4050 ENVIRONMENTAL GRANTS	0	0	2,500	2,500		2,500	0.0%	
4077 PLANTS & HANGING BASKETS	0	3,973	5,000	1,028		1,028	79.5%	
4078 BOWLING GREEN MAINTENANCE	943	9,515	13,000	3,485		3,485	73.2%	
PARKS & OPEN SPACES :- Indirect Expenditure	2,939	79,958	68,427	(11,531)	0	(11,531)	116.9%	0
Net Income over Expenditure	(2,404)	72,549	(67,842)	(140,391)				
103 ALLOTMENTS								
1001 RENT RECEIVED	0	425	405	(20)			104.9%	
ALLOTMENTS :- Income	0	425	405	(20)			104.9%	0
Net Income	0	425	405	(20)				
104 PLAY AREAS								
4038 MAINTENANCE CTRCTS	0	1,300	0	(1,300)		(1,300)	0.0%	
4039 PARKS REFURBISHMENT	450	19,913	0	(19,913)		(19,913)	0.0%	
4042 EQUIPMENT MAINTCE	0	21,285	5,000	(16,285)		(16,285)	425.7%	
PLAY AREAS :- Indirect Expenditure	450	42,498	5,000	(37,498)	0	(37,498)	850.0%	0
Net Expenditure	(450)	(42,498)	(5,000)	37,498				
105 GOSFORTH LODGE								
1001 RENT RECEIVED	0	400	0	(400)			0.0%	
1010 LETTING INCOME	887	9,313	12,000	2,687			77.6%	
GOSFORTH LODGE :- Income	887	9,713	12,000	2,287			80.9%	0
4001 STAFF COSTS	0	0	26,549	26,549		26,549	0.0%	
4011 RATES	0	4,940	4,940	(0)		(0)	100.0%	
4015 GAS	592	3,268	2,800	(468)		(468)	116.7%	
4020 MISCELLANEOUS EXPENSES	0	682	1,200	518		518	56.8%	
4021 TELEPHONE COSTS	31	339	400	61		61	84.7%	
4036 PROPERTY MAINTENANCE	0	14,169	4,000	(10,169)		(10,169)	354.2%	
4038 MAINTENANCE CTRCTS	79	464	1,000	536		536	46.4%	
4040 EQUIPMENT REPLACEMENT	0	160	0	(160)		(160)	0.0%	
4042 EQUIPMENT MAINTCE	0	0	900	900		900	0.0%	
GOSFORTH LODGE :- Indirect Expenditure	702	24,021	41,789	17,768	0	17,768	57.5%	0
Net Income over Expenditure	185	(14,309)	(29,789)	(15,480)				

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
106 CLIFFE PARK								
1001 RENT RECEIVED	0	95	95	0			100.0%	
1010 LETTING INCOME	0	(64)	0	64			0.0%	
1020 PITCH FEES	1,049	22,736	28,500	5,764			79.8%	
CLIFFE PARK :- Income	1,049	22,767	28,595	5,828			79.6%	0
4001 STAFF COSTS	0	0	29,549	29,549		29,549	0.0%	
4012 WATER	33	3,216	2,300	(916)		(916)	139.8%	
4014 ELECTRICITY	566	5,721	6,500	779		779	88.0%	
4018 WASTE DISPOSAL	0	3,285	3,500	215		215	93.8%	
4020 MISCELLANEOUS EXPENSES	0	5	0	(5)		(5)	0.0%	
4036 PROPERTY MAINTENANCE	0	8,619	2,000	(6,619)		(6,619)	431.0%	
4037 GROUNDS MAINTENANCE	0	2,074	3,000	926		926	69.1%	
4038 MAINTENANCE CTRCTS	0	131	0	(131)		(131)	0.0%	
CLIFFE PARK :- Indirect Expenditure	599	23,051	46,849	23,798	0	23,798	49.2%	0
Net Income over Expenditure	450	(284)	(18,254)	(17,970)				
107 CLIFFE PARK CAFE								
1010 LETTING INCOME	0	80	0	(80)			0.0%	
1015 CAFE RENTAL INCOME	800	8,046	9,000	955			89.4%	
1016 CAFE SERVICE CHARGE	0	2,000	2,000	0			100.0%	
CLIFFE PARK CAFE :- Income	800	10,126	11,000	874			92.1%	0
4038 MAINTENANCE CTRCTS	79	79	0	(79)		(79)	0.0%	
4042 EQUIPMENT MAINTCE	0	99	0	(99)		(99)	0.0%	
CLIFFE PARK CAFE :- Indirect Expenditure	79	178	0	(178)	0	(178)		0
Net Income over Expenditure	721	9,948	11,000	1,052				
109 COAL ASTON								
1001 RENT RECEIVED	0	95	95	0			100.0%	
1020 PITCH FEES	0	1,302	750	(552)			173.6%	
COAL ASTON :- Income	0	1,397	845	(552)			165.3%	0
4011 RATES	0	4,391	4,391	(0)		(0)	100.0%	
4012 WATER	23	459	600	141		141	76.6%	
4014 ELECTRICITY	16	265	600	335		335	44.2%	
4015 GAS	0	218	1,600	1,382		1,382	13.7%	
4036 PROPERTY MAINTENANCE	0	2,757	1,500	(1,257)		(1,257)	183.8%	
4037 GROUNDS MAINTENANCE	0	300	1,000	700		700	30.0%	
4038 MAINTENANCE CTRCTS	0	209	500	291		291	41.8%	

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4042 EQUIPMENT MAINTCE	0	0	500	500		500	0.0%	
COAL ASTON :- Indirect Expenditure	<u>39</u>	<u>8,600</u>	<u>10,691</u>	<u>2,091</u>	<u>0</u>	<u>2,091</u>	<u>80.4%</u>	<u>0</u>
Net Income over Expenditure	<u>(39)</u>	<u>(7,203)</u>	<u>(9,846)</u>	<u>(2,643)</u>				
110 STONELOW REC								
1001 RENT RECEIVED	0	45	45	0			100.0%	
1020 PITCH FEES	0	945	2,400	1,455			39.4%	
STONELOW REC :- Income	<u>0</u>	<u>990</u>	<u>2,445</u>	<u>1,455</u>			<u>40.5%</u>	<u>0</u>
4012 WATER	1,233	2,888	1,500	(1,388)		(1,388)	192.6%	
4014 ELECTRICITY	296	4,148	2,000	(2,148)		(2,148)	207.4%	
4015 GAS	160	1,538	1,200	(338)		(338)	128.2%	
4020 MISCELLANEOUS EXPENSES	0	975	0	(975)		(975)	0.0%	
4036 PROPERTY MAINTENANCE	0	2,015	500	(1,515)		(1,515)	402.9%	
4037 GROUNDS MAINTENANCE	0	0	1,000	1,000		1,000	0.0%	
4038 MAINTENANCE CTRCTS	0	121	600	479		479	20.1%	
4042 EQUIPMENT MAINTCE	0	0	750	750		750	0.0%	
STONELOW REC :- Indirect Expenditure	<u>1,689</u>	<u>11,685</u>	<u>7,550</u>	<u>(4,135)</u>	<u>0</u>	<u>(4,135)</u>	<u>154.8%</u>	<u>0</u>
Net Income over Expenditure	<u>(1,689)</u>	<u>(10,695)</u>	<u>(5,105)</u>	<u>5,590</u>				
111 DRONFIELD WOODHOUSE REC								
1001 RENT RECEIVED	0	95	400	305			23.8%	
1010 LETTING INCOME	0	80	0	(80)			0.0%	
1020 PITCH FEES	0	2,593	2,500	(93)			103.7%	
DRONFIELD WOODHOUSE REC :- Income	<u>0</u>	<u>2,768</u>	<u>2,900</u>	<u>132</u>			<u>95.5%</u>	<u>0</u>
4011 RATES	0	1,497	1,497	0		0	100.0%	
4036 PROPERTY MAINTENANCE	0	2,060	0	(2,060)		(2,060)	0.0%	
4037 GROUNDS MAINTENANCE	0	1,800	0	(1,800)		(1,800)	0.0%	
DRONFIELD WOODHOUSE REC :- Indirect Expenditure	<u>0</u>	<u>5,357</u>	<u>1,497</u>	<u>(3,860)</u>	<u>0</u>	<u>(3,860)</u>	<u>357.9%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>(2,589)</u>	<u>1,403</u>	<u>3,992</u>				
116 ROAD SAFETY								
1077 GRANTS RECEIVED	0	3,800	0	(3,800)			0.0%	
ROAD SAFETY :- Income	<u>0</u>	<u>3,800</u>	<u>0</u>	<u>(3,800)</u>				<u>0</u>
Net Income	<u>0</u>	<u>3,800</u>	<u>0</u>	<u>(3,800)</u>				

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118 HIGHWAYS & ST FURNITURE								
4035 BUS SHELTER MAINTENANCE	1,155	6,213	5,000	(1,213)		(1,213)	124.3%	
4045 NOTICEBOARDS & SIGNS	0	2,294	1,500	(794)		(794)	152.9%	
HIGHWAYS & ST FURNITURE :- Indirect Expenditure	1,155	8,506	6,500	(2,006)	0	(2,006)	130.9%	0
Net Expenditure	(1,155)	(8,506)	(6,500)	2,006				
119 CEMETERY								
1002 GRANT OF RIGHTS FEES	1,041	4,997	12,000	7,003			41.6%	
1003 MEMORIAL FEES	90	4,444	5,000	556			88.9%	
1004 INTERMENT FEES	(1,860)	23,035	20,000	(3,035)			115.2%	
1005 CHAPEL FEES	0	627	400	(227)			156.8%	
1011 LODGE - RENT RECEIVED	0	9,575	9,900	326			96.7%	
1012 LODGE - WATER RECEIVED	0	70	600	530			11.7%	
1073 UNSTONE - CONTRIBUTION	0	0	4,000	4,000			0.0%	
CEMETERY :- Income	(729)	42,748	51,900	9,153			82.4%	0
4001 STAFF COSTS	4,538	52,843	70,601	17,758		17,758	74.8%	
4005 GRAVEDIGGING	0	2,027	4,500	2,473		2,473	45.0%	
4011 RATES	0	6,952	6,861	(91)		(91)	101.3%	
4012 WATER	73	371	850	479		479	43.6%	
4014 ELECTRICITY	43	721	1,500	779		779	48.1%	
4015 GAS	0	(302)	0	302		302	0.0%	
4018 WASTE DISPOSAL	500	2,726	2,000	(726)		(726)	136.3%	
4020 MISCELLANEOUS EXPENSES	100	100	0	(100)		(100)	0.0%	
4024 SUBSCRIPTIONS	0	95	100	5		5	95.0%	
4036 PROPERTY MAINTENANCE	0	1,943	2,000	57		57	97.2%	
4037 GROUNDS MAINTENANCE	0	15,983	1,000	(14,983)		(14,983)	1598.3%	
4059 LETTING AGENT FEES	0	840	800	(40)		(40)	105.0%	
CEMETERY :- Indirect Expenditure	5,254	84,299	90,212	5,913	0	5,913	93.4%	0
Net Income over Expenditure	(5,983)	(41,552)	(38,312)	3,240				
121 CORPORATE MANAGEMENT								
1076 PRECEPT	0	834,850	854,850	20,000			97.7%	
1091 INTEREST RECEIVED HSBC BOND	43	155	0	(155)			0.0%	
1092 INTEREST RECEIVED CCLA FUND	782	4,121	0	(4,121)			0.0%	
CORPORATE MANAGEMENT :- Income	825	839,126	854,850	15,724			98.2%	0
4057 AUDIT FEES	0	400	2,400	2,000		2,000	16.7%	
CORPORATE MANAGEMENT :- Indirect Expenditure	0	400	2,400	2,000	0	2,000	16.7%	0
Net Income over Expenditure	825	838,726	852,450	13,724				

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122 DEM REPRESENTATION & MGT								
1077 GRANTS RECEIVED	0	604	0	(604)			0.0%	
1080 MISC INCOME	0	670	600	(70)			111.7%	
DEM REPRESENTATION & MGT :- Income	0	1,274	600	(674)			212.3%	0
4008 TRAINING	0	0	500	500		500	0.0%	
4027 TWINNING COSTS	0	889	1,000	111		111	88.9%	
4037 GROUNDS MAINTENANCE	0	133	0	(133)		(133)	0.0%	
4201 MAYOR'S ALLOWANCE	250	2,750	3,000	250		250	91.7%	
4202 MAYORS EXPENSES	0	0	1,000	1,000		1,000	0.0%	
4203 LOCAL EVENTS SPONSORSHIP	0	5	1,000	995		995	0.5%	
4205 COMMUNICATIONS	2,730	2,730	8,500	5,770		5,770	32.1%	
4211 CIVIC REGALIA	0	126	500	374		374	25.1%	
4221 CHRISTMAS EVENT COSTS	0	4,172	5,000	828		828	83.4%	
4231 REMEMBRANCE SERVICE	0	480	1,000	520		520	48.0%	
4232 CIVIC SERVICE	0	67	100	33		33	66.8%	
4233 DRONFIELD GALA	0	4,448	5,000	552		552	89.0%	
4235 ROAD SAFETY	0	150	500	350		350	30.0%	
4238 QUEENS JUBILEE	0	692	0	(692)		(692)	0.0%	
4714 CHURCH & CIVIC CLOCK	0	657	1,000	343		343	65.7%	
DEM REPRESENTATION & MGT :- Indirect Expenditure	2,980	17,299	28,100	10,801	0	10,801	61.6%	0
Net Income over Expenditure	(2,980)	(16,025)	(27,500)	(11,475)				
123 GRANTS								
4701 CRICKET CLUB GRANT	0	2,000	2,000	0		0	100.0%	
4702 TWINNING GRANT	0	1,000	0	(1,000)		(1,000)	0.0%	
4711 GRANT AWARDS	263	263	3,000	2,737		2,737	8.8%	
4713 COMMUNITY BUS	0	0	2,000	2,000		2,000	0.0%	
GRANTS :- Indirect Expenditure	263	3,263	7,000	3,737	0	3,737	46.6%	0
Net Expenditure	(263)	(3,263)	(7,000)	(3,737)				
125 CAPITAL PROGRAMME								
4054 LOAN INTEREST PWLB	0	4,350	8,000	3,650		3,650	54.4%	
4055 LOAN CAPITAL REPAID	0	23,154	26,000	2,846		2,846	89.1%	
CAPITAL PROGRAMME :- Indirect Expenditure	0	27,504	34,000	6,496	0	6,496	80.9%	0
Net Expenditure	0	(27,504)	(34,000)	(6,496)				

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131 OUTSIDE SERVICES								
1001 RENT RECEIVED	0	100	0	(100)			0.0%	
1080 MISC INCOME	0	54	0	(54)			0.0%	
OUTSIDE SERVICES :- Income	0	154	0	(154)				0
4001 STAFF COSTS	11,661	124,348	126,457	2,109		2,109	98.3%	
4006 PROTECTIVE CLOTHING	129	1,094	2,000	906		906	54.7%	
4008 TRAINING	0	1,218	2,000	782		782	60.9%	
4011 RATES	0	4,840	4,840	(0)		(0)	100.0%	
4012 WATER	13	174	300	126		126	57.9%	
4013 RENT	1,083	10,750	13,000	2,250		2,250	82.7%	
4014 ELECTRICITY	8	83	3,500	3,417		3,417	2.4%	
4015 GAS	3	58	250	192		192	23.3%	
4018 WASTE DISPOSAL	0	1,099	600	(499)		(499)	183.1%	
4020 MISCELLANEOUS EXPENSES	0	1,140	800	(340)		(340)	142.5%	
4021 TELEPHONE COSTS	104	1,226	1,000	(226)		(226)	122.6%	
4036 PROPERTY MAINTENANCE	0	3,370	2,000	(1,370)		(1,370)	168.5%	
4038 MAINTENANCE CTRCTS	0	1,431	1,200	(231)		(231)	119.2%	
4040 EQUIPMENT REPLACEMENT	71	3,114	5,000	1,886		1,886	62.3%	
4041 EQUIPMENT HIRE	0	385	1,000	615		615	38.5%	
4042 EQUIPMENT MAINTCE	742	1,950	2,500	550		550	78.0%	
4043 VEHICLE LEASING	3,197	3,197	3,178	(19)		(19)	100.6%	
4044 VEHICLE COSTS & FUEL	316	6,517	8,000	1,483		1,483	81.5%	
OUTSIDE SERVICES :- Indirect Expenditure	17,326	165,994	177,625	11,631	0	11,631	93.5%	0
Net Income over Expenditure	(17,326)	(165,840)	(177,625)	(11,785)				
132 CENTRAL SERVICES								
1080 MISC INCOME	0	0	1,400	1,400			0.0%	
CENTRAL SERVICES :- Income	0	0	1,400	1,400			0.0%	0
4001 STAFF COSTS	11,807	121,732	142,452	20,720		20,720	85.5%	
4006 PROTECTIVE CLOTHING	0	79	0	(79)		(79)	0.0%	
4008 TRAINING	0	2,076	2,000	(76)		(76)	103.8%	
4016 JANITORIAL	16	1,813	4,000	2,187		2,187	45.3%	
4020 MISCELLANEOUS EXPENSES	3	326	250	(76)		(76)	130.2%	
4021 TELEPHONE COSTS	177	1,689	2,000	311		311	84.4%	
4022 POSTAGE	52	798	1,000	202		202	79.8%	
4023 STATIONERY/PRINTING	26	1,250	1,000	(250)		(250)	125.0%	
4024 SUBSCRIPTIONS	0	577	1,000	423		423	57.7%	
4025 INSURANCE	0	12,421	13,000	579		579	95.5%	
4026 PHOTOCOPY CHARGES	0	271	500	229		229	54.2%	

Detailed Income & Expenditure by Budget Heading 28/02/2023

Month No: 11

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4030 RECRUITMENT ADVTG	0	650	500	(150)		(150)	130.0%	
4032 PUBLICITY	0	2,500	0	(2,500)		(2,500)	0.0%	
4033 COMPUTER MAINTENANCE	456	6,794	9,000	2,206		2,206	75.5%	
4042 EQUIPMENT MAINTCE	0	0	500	500		500	0.0%	
4051 BANK CHARGES	57	798	600	(198)		(198)	133.0%	
4058 ACCOUNTANCY FEES	0	1,135	700	(435)		(435)	162.1%	
4060 OTHER PROF FEES	0	21,956	5,000	(16,956)		(16,956)	439.1%	
CENTRAL SERVICES :- Indirect Expenditure	12,593	176,863	183,502	6,639	0	6,639	96.4%	0
Net Income over Expenditure	(12,593)	(176,863)	(182,102)	(5,239)				
Grand Totals:- Income	5,022	1,107,366	992,525	(114,841)			111.6%	
Expenditure	52,999	915,594	992,525	76,931	0	76,931	92.2%	
Net Income over Expenditure	(47,977)	191,772	0	(191,772)				
Movement to/(from) Gen Reserve	(47,977)	191,772						