

# Dronfield Town Council

Town Clerk:  
Andrew Tristram



Dronfield Civic Hall  
Dronfield Civic Centre  
Dronfield  
S18 1PD  
Telephone: 01246 418573  
Fax: 01246 290702  
Email: [townclerk@dronfield.gov.uk](mailto:townclerk@dronfield.gov.uk)  
Website: [www.dronfield.gov.uk](http://www.dronfield.gov.uk)

5<sup>th</sup> May 2020

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 11<sup>th</sup> MAY 2020 AT 7.30pm**  
**VIRTUALLY VIA ZOOM AT THE FOLLOWING LINK**

<https://us02web.zoom.us/j/81233999044?pwd=MIpQRiILVkJyRGtDK0hoLzVGd2IRUT09>

You can also join by calling one of the numbers below and entering the meeting ID and password

**0131 460 1196 or 0203 051 2874**

**Meeting ID: 812 3399 9044 AND Password: 192567**

Yours sincerely



Andrew Tristram  
Town Clerk

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

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

## **AGENDA**

1. **To elect a Town Mayor**  
Appointment of new Town Mayor and to resolve for their acceptance of office form to be completed at a later date.
2. **To elect a Deputy Town Mayor**  
Appointment of a new Deputy Town Mayor and to resolve for their acceptance of office form to be completed at a later date.
3. **Leader and Deputy Leader of the Council**  
To appoint the Leader and Deputy Leader of the Council.
4. **Apologies**  
To receive apologies and reasons for absence from the meeting.
5. **To consider a variation of order of business**  
To consider request to change the order of the items on the agenda.
6. **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.

7. **Public Speaking**  
**7.1 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.  
**7.2 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.  
**7.3 Police Matters**  
 If the Police Liaison Officer is in attendance they will be given the opportunity to raise any relevant matters.
8. **Council Minutes**  
 To receive and consider adopting as a true and accurate record, the draft Minutes of the Meeting of the Council held on 2<sup>nd</sup> March 2020 (pages 368 - 386) and the Extraordinary Meeting of the Council held on 23<sup>rd</sup> March 2020 (pages 387 – 388).
9. **Items for exclusion of public**  
 To determine what items on the agenda, if any, should be taken with public excluded.
10. **Planning Matters**  
**10.1 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.  
**10.2 Planning Decisions (Appendix 2)**  
 To receive the attached schedule of planning decisions submitted by North East Derbyshire District Council for information.
11. **Delegated Decisions (Appendix 3)**  
 To note the delegated decisions taken by the Town Clerk in consultation with the Leader and Deputy Leader of the Council or Chair of relevant Committee.
12. **Appointment of members to committees and advisory committees (Appendix 4)**  
 To consider amendments to the membership of the Council's committee and advisory committees.
13. **Representatives on outside bodies (Appendix 5)**  
 To consider amendments of representatives on outside bodies.
14. **Dates of meetings for 2020-21 (Appendix 6)**  
 To confirm the dates for the forthcoming Council Meetings.
15. **Standing Orders (can be viewed online here)**  
 As per Standing Order 26a and the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, we propose the following changes to Standing Orders until May 2021 or such time as the government revises or revokes the legislation:  
 3i A person shall notify the meeting when requesting to speak by means of physically or electronically raising a hand.  
 3s Voting on a question will be by a show of hands electronically or physically OR by each councillor giving their vote verbally, one at a time.
16. **Financial Regulations (can be viewed online here)**  
 As per Financial Regulation 18.1 we propose the following amendments to the Financial Regulations until May 2021 or such time as the government revises or revokes current social distancing measures in place to curb the spread of the coronavirus pandemic;  
 6.4 Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be authorised via email by two cheque signatories.  
 6.8 Payment for certain items may be made by BACS or standing order provided that the instructions are authorised by email by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or standing order shall be renewed by resolution of the council at least every two years.  
 6.16 Changes to account details for suppliers, which are used for internet banking may only be changed with electronic notification by the supplier and supported by electronic authority for

change emailed by two of the Clerk, the RFO or a member. A programme of regular checks of standing data with suppliers will be followed.

As per Financial Regulation 18.1 we propose the following amendment to the Financial Regulations going forwards;

6.19 Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk or RFO and shall be subject to automatic payment in full at each month end. Person credit or debit cards of members or staff shall not be used under any circumstances.

**17. Review of cheque signatories**

To consider any changes to the members authorised to sign cheques, BACS payments and Direct Debits.

**18. Scheme of Delegation (Appendix 7)**

To confirm the proposed Scheme of Delegation

**19. Outside Services Report (Appendix 8)**

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

**20. Marsh Avenue Play Area**

To delegate responsibility for the decision about which supplier to proceed with to refurbish Marsh Avenue play area to the Town Clerk in consultation with the Leader of the Council and the Chair of the Parks & Recreation Committee up to a value of £50k.

**21. Town Clerk's Report (Appendix 9)**

To consider the written report submitted by the Town Clerk

**22. Financial Report (Appendix 10)**

22.1 Schedule of Payments for February 2020

22.2 Schedule of Receipts for February 2020

22.3 Schedule of Payments for March 2020

22.4 Schedule of Receipts for March 2020

22.5 Bank Reconciliation at 31 March 2020

22.6 Income and Expenditure at 31 March 2020

**23. 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

**24. Meeting Reports**

**24.1** Properties Committee meeting held on 9<sup>th</sup> March 2020

**24.2** Parks & Recreation Committee meeting held on 9<sup>th</sup> March 2020

**24.3** Personnel Advisory Committee meeting held on 17<sup>th</sup> March 2020

**DRONFIELD TOWN COUNCIL**  
**PLANNING APPLICATIONS**  
**SUBMITTED TO COUNCIL ON MONDAY 11 MAY 2020**

No	Reference	Applicant	Location	Details
1.	20/00206/TPO	Mrs G Collins	97 Green Lane	Application to pollard and prune trees covered by NEDDC Tree Preservation Order No10
2.	20/00276/FL	Mr D Geer & Mrs B Jeeb	11 Garth Way	Application for a two storey side extension and front porch
3.	20/00301/FL	Governors of St Andrew's	St Andrew's Primary School Pentland Road	Part demolition and proposed extension of existing classrooms
4.	20/00302/FLH	Mr M Shaw	6 Smithy Croft	Proposed single storey rear extension
5.	20/00329/FLH	Miss E Wilks	18 Garth Way	Removal of Hedges on the back and side of the property and erection of new 1.8m fencing
6.	20/0335/FLH	Michael McDougall	38 Hollins Spring Avenue	Single storey extension to front and reduction of double garage to single garage to accommodate single storey side extension
7.	20/00336/FLH	Mrs D Bartholomew	Whitethorns House Dyche Lane	Installation of new underground sewage treatment plant (private drainage system)
8.	20/00357/FL	Hawnt And Wood Developments Ltd	59 Stublely Lane	Demolition of existing JMC Aquatics Ltd commercial buildings and erection of six new dwellings (plots 1-6) with associated roadway, garaging and gardens, and demolition of the side and rear extensions at number 59 and alterations to the existing house including moving the eastern gable, to refurbish it as a family home (plot 7)

**DRONFIELD TOWN COUNCIL**  
**SCHEDULE OF PLANNING DECISIONS**  
**SUBMITTED TO COUNCIL MONDAY 11 MAY 2020**

No	Reference	Location	Details	Decision
1.	20/00024/FL	11 Grasmere Road	Change of use of land to garden and retention of fencing (amended title)	Conditionally Approved
2.	20/00118/FLH	11A Romney Drive	Two storey extension to front, first floor extension over existing side and conversion of garage	Conditionally Approved
3.	20/00135/TPO	Dronfield Hall Barn High Street	Application to fell 2no Ash trees and crown reduce 1no Horse Chestnut tree by 1.5 to 2m and crown lift low branches covered by NEDDC TPO 167, Group G4	Conditionally Approved
4.	20/00164/FLH	5 Paddock Way Dronfield	Application for two storey side extension	Conditionally Approved
5.	20/00165/FLH	8 Vale Close, Dronfield	Demolition of existing attached garage and construction of a two storey side extension, a single storey rear extension and the reconstruction of a front entrance porch	Conditionally Approved
6.	20/00174/FLH	1 Shelley Drive	Application for single storey side and rear extension and rear extensions	Conditionally Approved
7.	20/00178/FLH	240 Stonelow Road	Proposed single storey rear extension, raised rear patio and high level lounge side window	Conditionally Approved
8.	20/00192/FLH	87 Longcroft Road	Application for single-storey rear extension	Conditionally Approved
9.	20/00216/FLH	6 Thorpe Avenue	Single storey side extension and addition of carport to existing detached garage	Conditionally Approved
10.	20/00219/FLH	31 Holmesfield Road	New two-storey side extension to existing dwelling house	Conditionally Approved
11.	20/00220/TPO	1 Stone Close	Application for reduction of extensive new growth and canopy whilst maintaining main structure of 1no Sycamore covered by NED TPO 89	Conditionally Approved
12.	20/00223/FL	Land Adjacent 125 Eckington Road	Variation of conditions 2,3,4,5,6,7 and 8 of previously approved 18/01149/FL for 4 dwellings (Conservation Area)(Amended Plan)	Conditionally Approved
13.	20/00251/ AMEND	24 Romney Drive	Non-material amendment pursuant of 19/00399/FLH to lower garage level and amend treatment to bungalow gable elevation	Approved
14.	20/00251/ AMEND	24 Romney Drive	Non-material amendment pursuant of 19/00399/FLH to lower garage level and amend treatment to bungalow gable elevation	Approved

## **List of Delegated Decisions**

A list of delegated decisions taken by the Town Clerk in conjunction with the Leader and Deputy Leader of the Council between 18<sup>th</sup> March and 1<sup>st</sup> May 2020 to be noted.

### **From the March Properties Advisory Committee meeting:**

a) that Lightwood Landscapes are awarded the grounds maintenance contract for a three year period at an annual cost of £19,000 excl. VAT per annum.

Note: Competitive quotes were obtained and Lightwood came in with the lowest quote. They are also the existing supplier and we have been happy with their work.

b) that 14 noticeboards are replaced across the town at a cost of £6,090 + VAT plus delivery charges of £165.

This quote is for 14 off open notice boards with a visual area of 1260 x 900mm to house 18 sheets of A4. They will be supplied as powder-coated aluminium frames with cork backers allowing the public access to pin their own notices - these items do not have doors or glazing. These have come in substantially lower than other suppliers at £435 each

c) to delegate and approve a budget of up to £20,000 excluding VAT to the Town Clerk in consultation with the Chair of the properties committee to install a CCTV system to cover the Civic Centre and surrounding area which does not use equipment manufactured by HikVision.

### **From the Parks and Recreation Committee meeting:**

d) to appoint Playground Facilities to supply and install a 2.4m cone climber at a cost of £7,493.28 following clarification of the manufacturer of the equipment, the length of warranty and estimated start date.

e) to accept the quote from J.E.W. Smith Groundcare, subject to checks on his qualifications and public liability insurance to maintain the bowling greens to public standard at a cost of £3,770 per annum per green.

Note: Four quotes were obtained. J.E.W. Smith was the second-lowest quote with Lightwood being the lowest. The Committee chose this supplier as they specialised in Bowling greens and were put forward by the bowling clubs for the work. In order to give time for checking the credentials of Mr Smith, it will be practical to allow Lightwood to continue work throughout the current season to September at which point J.E.W. Smith will commence with the Winter maintenance. Clubs are being made aware that they will have to fund any additional work if they require it.

### **Other items for approval**

f) Signing of new lease for Depot building.

Notes: Currently we have been holding over on the original lease since 2010. They are now chasing for us to sign a new 10 year lease. Properties Committee have looked at this and it was agreed to ask them for a tenants break at 5 years. They have agreed to this. The current rent payable has been £11,000 per annum. The new rent will be £13,000 per annum.

g) Sports England Grant

Notes: We have an offer from Sport England for a grant of £10,000 through their Community Asset Fund. This is for a new electrical supply and installation of showers in the lower pavilion at Stonelow. The Cricket Club will be organising the work which will cost £15,000 in total. There will be no cost to DTC for any of the work. The Grant has to be in the name of Dronfield Town Council as we own the freehold for this building.

## Dronfield Town Council Advisory Committees – 2020/2021

Advisory Committee	No of Members	Members in 2020-2021	
Budget	5	Angelique Foster Richard Welton Alan Powell	Richard Spooner William Jones
Civic Service	1	Richard Welton	
Christmas Events	4	Michelle Emmens Alan Powell	Anthony Hutchinson Susan Burkitt
Grant Awards	3	Richard Spooner Richard Welton	Martin Hanrahan
Gala	3	Michelle Emmens Roger Hall	Alan Powell
Gritting	2	Kevin Tait	Paul Parkin
Parks & Recreation	4	Anthony Hutchinson Kevin Tait	Martin Hanrahan Susan Burkitt Marie Ireland
Properties	5	Angelique Foster Alan Powell Martin Hanrahan	Richard Spooner William Jones
Personnel	5	Mark Foster Richard Welton Paul Parkin	William Jones Anthony Hutchinson
Road Safety	5 <i>(plus Civic Society)</i>	Angelique Foster Mark Foster Martin Hanrahan	Lilian Deighton Marie Ireland
Standing Orders	4	Angelique Foster Richard Welton	Robert Gilmore Alex Dale
Town Twinning	2	Tim Collins	Philip Wright
Youth Council	1	Anthony Hutchinson	
Environmental	5	Angelique Foster Lilian Deighton Marie Ireland	Paul Parkin Richard Spooner
Cemetery	5 (DTC)	Lilian Deighton Mark Foster William Jones	Anthony Hutchinson Philip Wright

## Dronfield Town Council – Representatives on Outside Bodies 2020-2021

<b>Organisation</b>	<b>No. of Reprs</b>	<b>Members for 2020-2021</b>	
1. Dronfield Woodhouse Sports/Social	2	CLlr Tim Collins	CLlr Roger Hall
2. Dronfield Town Twinning Federation	2	CLlr Philip Wright	CLlr Tim Collins
3. Dronfield Disabled Club	1	CLlr Lilian Deighton	
4. Dronfield Old People's Welfare Committee	1	CLlr William Jones	
5. Dronfield Henry Fanshawe Education Foundation	6	CLlr Mark Foster CLlr Alex Dale CLlr Paul Parkin	CLlr Richard Welton CLlr Anthony Hutchinson CLlr Lilian Deighton
6. Dronfield Pioneer Health & Housing Society	1	CLlr Paul Parkin	
7. ATC Civilian Committee	1	CLlr Roger Hall	
8. Footpaths & Bridleways Society	1	CLlr Martin Hanrahan	
9. Dronfield in Bloom Committee	2	CLlr Michelle Emmens	CLlr Marie Ireland
10. Coal Aston Bowls Pavilion Management Committee	3	CLlr Mark Foster CLlr Alex Dale	CLlr Anthony Hutchinson
11. Lea Brook Valley Volunteers Management Committee	1	CLlr Mark Foster	
12. Dronfield Town Football Club Management Committee	2	CLlr Paul Parkin	CLlr Anthony Hutchinson
13. Coal Aston Cricket Club Management Committee	2	CLlr Tim Collins	CLlr Anthony Hutchinson
14. Dronfield Civic Society Awards Panel <b>(Rep Mayor)</b>	1	Mayor	
15. Dronfield Relief in Need Charity	4	CLlr Philip Wright CLlr Richard Spooner	CLlr Roger Hall CLlr Michelle Emmens
16. Thomas Taylor Charity	7	CLlr Angelique Foster CLlr Martin Hanrahan CLlr Marie Ireland CLlr Richard Spooner	CLlr Alex Dale CLlr Philip Wright CLlr Richard Welton

**DRONFIELD TOWN COUNCIL**  
**SCHEDULE OF FULL COUNCIL MEETINGS**  
**FOR THE CIVIC YEAR 2020/2021**

**2020**

<b>Monday 1<sup>st</sup> June</b>	<b>Council Chamber, Civic Hall</b>	<b>7.30pm</b>
<b>Monday 6<sup>th</sup> July</b>	<b>Council Chamber, Civic Hall</b>	<b>7.30pm</b>
<b>Monday 7<sup>th</sup> September</b>	<b>Council Chamber, Civic Hall</b>	<b>7.30pm</b>
<b>Monday 5<sup>th</sup> October</b>	<b>Council Chamber, Civic Hall</b>	<b>7.30pm</b>
<b>Monday 2<sup>nd</sup> November</b>	<b>Council Chamber, Civic Hall</b>	<b>7.30pm</b>
<b>Monday 7<sup>th</sup> December</b>	<b>Council Chamber, Civic Hall</b>	<b>7.30pm</b>

**2021**

<b>Monday 4<sup>th</sup> January</b>	<b>Council Chamber, Civic Hall</b>	<b>7.30pm</b>
<b>Monday 1<sup>st</sup> February</b>	<b>Council Chamber, Civic Hall</b>	<b>7.30pm</b>
<b>Monday 1<sup>st</sup> March</b>	<b>Council Chamber, Civic Hall</b>	<b>7.30pm</b>
<b>Monday 12<sup>th</sup> April</b>	<b>Council Chamber, Civic Hall</b>	<b>7.30pm</b>

**Annual Town Meeting:**

<b>Monday 10<sup>th</sup> May</b>	<b>Gosforth Lodge, Cliffe Park</b>	<b>7.00pm</b>
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**Annual Council Meeting:**

<b>Monday 10<sup>th</sup> May</b>	<b>Gosforth Lodge, Cliffe Park</b>	Following the Annual Town Meeting
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## **Dronfield Town Council**

### **Scheme of Delegation**

1. To appoint the Town Clerk as the Council's Proper Officer
2. To delegate to the Town Clerk to incur expenditure up to the amounts in the approved budget.
3. To delegate power to the Town Clerk authority to take reasonable steps to secure the Council's assets or position in the event of an emergency.
4. To delegate power to the Town Clerk to act immediately on all Health and Safety or emergency issues without waiting for endorsement by the full Council.
5. To delegate power to the Town Clerk to manage all the Council's facilities and resources in accordance with the Council policies.
6. To delegate power to the Town Clerk to deal with the employment of all employees to include temporary employees with the exception of Town Clerk, RFO and Outside Services Manager and report back any delegated decisions to the Council.
7. To delegate power to the Town Clerk to formulate, review and revise person specifications and job descriptions for posts other than the Town Clerk, RFO and Outside Services Manager for approval by the Personnel Committee (via email).
8. To delegate power to the Town Clerk to deal with the suspension or dismissal of employees other than the Town Clerk, RFO and Outside Services Manager.
9. To delegate power to the Town Clerk to waive any part of notice required by an employee to terminate employment other than the Town Clerk, RFO and Outside Services Manager in consultation with the Leader or Chair of Personnel Committee.
10. To delegate power to the Town Clerk to authorise payments for overtime in accordance with Council procedures.
11. To appoint the Town Clerk as authorised person for the purpose of the Local Authorities Cemeteries Order 1977
12. To delegate to the Town Clerk the power to approve memorial applications that comply with the Council's rules and regulations and to refer any to Cemetery Committee that do not comply
13. To authorise the Town Clerk to delegate any delegated powers and other powers to any member of staff as appropriate
14. To delegate to the Leader and in his/ her absence the Deputy Leader decisions of the Council, in consultation with the Chair of the relevant committee, during any summer recess provided that all such decisions are reported to the next appropriate meeting of the Council
15. To delegate to each Committee of the Council power in relation to all matters within the Committee's Terms of Reference except for decisions/functions specifically reserved for Full Council in law or under the Council's Standing Orders.

**Dronfield Town Council**  
**May 2020**  
**Outside Services Managers Report**

The following tasks have been carried out during the month of March/April.

Litter/Dog Bins - The litter and dog bins continue to be emptied on a weekly basis, this is carried out every Thursday and consists of 2 men doing the whole route, and they also inspect the play areas/equipment at the same time. If there are any issues with the bins or play equipment this is noted and entered into the folder for any action to be done. A further 4 new Dog bins have been installed around the Town during March/April.

We are now emptying some of the dog bins which are being used more regularly in certain areas of the Town, mostly at the Golf Course and Dronfield Woodhouse, we are finding that some people are not disposing of the dog waste into the bins but leaving it at the side of the bins due to them not wanting to lift the lids of the bin. This causes a hazard and more so for the Outside Services Staff who must pick the bags up and dispose into bin bags.

Play Areas – Due to the lockdown all Play Areas have been closed, gates have been padlocked and in most areas the swings, basket swings and zip wires have all been padlocked to the main beam or high up out of the way to stop anyone from playing on the equipment.

In Cliffe Park during the lockdown while we have fenced off the main play area, we have been able to rotovate the main areas where the grass was not growing, we then levelled, topped up with more soil, threw grass seed and gave it a good mix in the soil and watered daily. We have also done the areas around the roundabout, seesaw and any other areas that required reseeding. We now have grass growing and will leave to grow and establish before relaying the safety mats around certain bits of equipment.

Cemetery - The baskets are emptied around the Cemetery on a Monday and Friday. The toilets are checked and cleaned and opened before any funeral or Garden of Rest takes place. There were no burials during the month of March and 5 during the month of April.

There is a tree in the Cemetery that requires an inspection, but due to the soil at the base of the tree and bracken we have had to dig away 2 foot of soil so that the inspection can take place.

Cliffe Park – The main gates have been left unlocked since the lockdown come into place so members of the public can still access the park for their exercise routines. The toilets have been kept closed as well. The bollard is in place so no vehicles can access the park.

Noticeboards – All the notice boards have been cleaned of any old notices and any non-charity notices removed. Notices have been placed on the board's regarding the Coronavirus.

Garden Machinery - All the hand held machinery- blowers, strimmers, hedge cutters and chain saw have still to be sent in for service, the equipment was due to be picked up before the lockdown came into place and the company due to service the machinery went into closedown as well. As soon as the company is back to operating I will have the machines serviced.

Gosforth Lodge – The ceiling tiles in the main hall have now all been replaced with new ones, we hired a scaffold to enable the staff to reach the highest area of the ceiling. The ceiling tiles in the corridor have also been changed.

Grass Cutting – The grass cutting schedule has commenced and all DTC areas have been cut twice as of 29<sup>th</sup> April and will continue to be cut on a fortnightly basis during the summer months. Lightwood Landscapes have also been out cutting all the larger open spaces around the Town including Sindlefingen, Jubilee, Marsh Avenue, Dronfield Woodhouse, Hilltop and Moonpenny.

Cemetery Grass Cutting – All the areas within the Cemetery have had the grass cut twice so far and will continue to be cut on a fortnightly basis.

Tennis Courts Cliffe Park – The Outside Services team have sprayed the tennis courts with a moss killer, we left it for 48hrs to work and kill off the moss. We have now cleared the moss by using a mechanical nylon brush; it took a bit of time as the brush is not the fastest but has done a good result in removing the imbedded moss. We have again applied a further moss killer application to kill off any fine moss that was left behind.

Banners - We have displayed 8 banners around the Town to give information to those people who may be in self isolation informing them of contact details and who to get in touch with if they require any assistance.

Leabrook Valley – The paths around the valley have been blown to remove all the old twigs, leaves and soil that has crept over the footpaths.

Civic Hall – The caretaking staff have also been busy working in the Civic Hall. To date the caretakers have painted the Shaun Hadley, Council Chamber, Foyer, Kitchen, and the corridor leading to the changing rooms. The stage has also been sanded and repainted.

The main hall floor has been sanded with a mechanical sander; the floor was sanded down in 2 stages, rough then smooth sandpaper used. The next stage is the painting of the hall walls which is in progress, after the walls have been painted the main floor will be varnished with heavy duty varnish which will require 3 coats.

Civic Hall Lights – The lights in the Shaun Hadley, Council Chamber, Kitchen and both ladies and gents toilets will all have been replaced with LED lights. The toilet areas will have sensors fitted so they light up as you enter the toilet corridor and when you enter the ladies or gents, they will have a time limit which can be set from 2min – 20 mins. They are being replaced on Friday 1<sup>st</sup> May.

Hanging Baskets – The lighting columns for the hanging baskets have all been inspected and the report sent back to DTC. We have 20 lighting columns that may have the hanging baskets mounted too.

The baskets have been planted and are being grown ready to install. Derbyshire County Council are not giving out any permission to councils who want to install floral displays until the Covid 19 restrictions have been lifted. If the baskets are ready we will install the window boxes at the Civic and the baskets on the lighting columns at Cliffe Park as well as on the fence around the car park.

Church Street Car Park – The area around the car park has had all shrubbery and self-setters cut back, due to the lockdown the car park has been empty so it was a good time to get the work done.

Social Distancing – The Outside Services and Caretaking staff have been working throughout the Lockdown period and continue to do so. The staff are all aware of the threat that the Covid 19 causes and the measures that have been put in place for all our protection.

I have been able to acquire some Hand Gel Sanitiser - each member of staff has been given a bottle and we have more if they run out. There is some sanitiser now at the Civic Hall for members of staff to use before entering the office or Civic Hall complex and hand wash is also available.

I have made changes to the work routine for Outside Services staff, due to having 4 members of staff in the same place, at same time I now have 2 members starting work at 7.30am and 2 starting work at 8.00am. The 2 team members are still adhering to the social distancing when working on the ground and masks have been provided for wearing when in the vehicle, there is also hand wipes and hand gel sanitiser in each vehicle, as well as their own personal one, for when they enter the cab and for cleaning out the cab at the end of the day. With both teams starting work at different times this also means that there will only be 2 members of staff on a break at any one time.

#### Other Tasks

DTC material placed on notice boards and removed when meetings/events have taken place. Various reports have been actioned around the Town.

Ronnie Dick  
Outside Services Manager

## **Town Clerk's Report**

### **Council Meeting to be held on 11 May 2020**

#### **Items for Decision**

#### **Items for Information**

NEDDC – We have received COVID-19 grants from NEDDC worth a total of £55,000 and we have also received 100% business rate relief on the Civic Hall, Gosforth Lodge, Coal Aston and Dronfield Woodhouse Recreation.

Derbyshire County Council – temporary road closure of Mill Lane on 18<sup>th</sup> May from 8am to 4pm to facilitate Network Rail.

#### **Correspondence Received**

DALC Circular 2020-03 (circulated electronically)

We're on the move! - Want to be on DALC's Exec? - Dealing with fly-tippers and squatters - Skills – how to be a good interviewer - Be a litter hero(ine) this Spring! - And the champion is... BELPER! - Be quick – Spring Seminar places nearly sold out - Village Halls – the hubs of Derbyshire's villages - Latest Training for March 2020

NEDDC Parish Updates (circulated electronically)

## BANK ACCOUNT-NO 1

## List of Payments made between 01/02/2020 and 29/02/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/02/2020	Water Plus	ddr	266.33		C/P Water 15.10.19-15.1.20
06/02/2020	Business Stream	ddr2	490.09		CP-Sewerage-12.9.19-15.1.20
07/02/2020	British Gas Trading Ltd	ddr3	24.02		Work Unit-Gas-15.10.19-14.1.20
07/02/2020	Gamma Business Communications	ddr4	117.10		Telephone - January
07/02/2020	NEST	DDR	100.40		NESt Pension deductions -Jan
08/02/2020	HSBC Bank Plc	ddr5	21.70		Bank charges HSBC - Dec/Jan
10/02/2020	BACS P/L Pymnt Page 2535	BACS Pymnt	10,314.00		BACS P/L Pymnt Page 2535
10/02/2020	Ann Beedham	200137	100.00		Final layout- N/Plan
10/02/2020	HSBC Bank Plc	ddr6	35.36		Electronic bank charges - Dec
10/02/2020	OPUS - 42 Cemetery Road (Lodge	ddr7	157.24		Electric-Cemetery - Jan
10/02/2020	TALKTALK DIRECTDEBIT	ddr8	27.00		Broadband-works unit - Feb
10/02/2020	Plusnet PLC	ddr9	52.46		Broadband - Civic- Feb
11/02/2020	PHS Group Plc	ddr10	66.22		Nappy disposal -C/P-14 Feb/May
11/02/2020	Post Office Ltd	ddr25	4,755.67		PAYE - Tax/Ni January 2020
12/02/2020	Water Plus	ddr11	8.69		Water- CP Bowls-7.9.19-21.1.20
12/02/2020	O2 Direct Debit	ddr12	81.96		Mobile Phones - Jan
12/02/2020	PHS Group Plc	ddr13	136.08		Sani disposal-15.2-14.5.20
14/02/2020	Business Stream	ddr14	2.42		Water CP-Bowls- Oct 19-21.1.20
14/02/2020	HSBC BACS Salaries - Feb	BACS	16,997.44		HSBC BACS Salaries - Feb
17/02/2020	Water Plus	ddr15	223.32		Water-Cricket S/Low Oct19-Jan2
18/02/2020	Water Plus	ddr16	44.08		Water-S/Low Field-Oct19-Jan20
18/02/2020	Business Stream	ddr17	136.68		Sewerage-S/Low Cricket Sep-Jan
18/02/2020	FuelGenie	ddr18	241.10		Vehicle Fuel - Jan 20
18/02/2020	Business Stream	correct DD	2.00		Correct Water S/Low Cricket
20/02/2020	Contract Natural Gas Ltd	ddr19	220.97		Gas-Stonelow-Jan 20
20/02/2020	Contract Natural Gas Ltd	ddr20	563.04		Gas-G/Lodge - Jan 20
21/02/2020	BACS P/L Pymnt Page 2539	BACS Pymnt	80.46		BACS P/L Pymnt Page 2539
21/02/2020	BACS P/L Pymnt Page 2540	BACS Pymnt	534.00		BACS P/L Pymnt Page 2540
21/02/2020	British Gas Trading Ltd	ddr21	735.51		Gas - Civic Hall - Jan 20
21/02/2020	Spitfire Network Services Ltd	ddr22	39.60		Alarm Line Rental - Feb
21/02/2020	IRIS Payroll Solutions Ltd	ddr23	22.85		Auto enrolment package - Jan
21/02/2020	Personnel Advice & Solutions L	ddr24	120.00		Personnel Services January 20
21/02/2020	OPUS - Small Pavillion Stone	ddr	171.06		Electric - S/Low Sml Pav- Jan
21/02/2020	OPUS - Civic Hall	ddr2	928.18		Electric-Civic Hall - Jan
21/02/2020	OPUS - Church Street	ddr3	14.03		Electric - Church St -Jan
21/02/2020	OPUS - Unit Callywhite Lane	ddr4	1,536.14		Electric-Works unit - Jan
21/02/2020	OPUS - Coal Aston Pavilion	ddr6	21.96		Electric-C/A Pavilion-Jan
21/02/2020	OPUS - Main Pavillion Stonelow	ddr7	82.72		Electric-Main Pav S/low-Jan
21/02/2020	OPUS - Cliffe Park	ddr8	1,269.55		Electric-C/Park-Jan
25/02/2020	Water Plus	ddr	27.72		Water Wks Unit-30.11.19-9.2.20
25/02/2020	Westfield Health Direct D	ddr2	70.65		Westfield - Feb Deductions
25/02/2020	Cathedral Leasing Ltd	ddr3	171.58		Nappy Disposal - March May
28/02/2020	IDMobile	ddr	5.00		Sim card for tablet - Feb

<b>Total Payments</b>	<b>41,016.38</b>
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## BANK ACCOUNT-NO 1

Cash Received between 01/02/2020 and 29/02/2020

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
17/02/2020	HSBC - Community Account NO 1	SD6322	bacs payment SD6322 Cemetery	2,050.00
11/02/2020	Mr Giles	Cash	Market Rent 19.12/ 9&16.1.20	127.50
14/02/2020	Mr Giles	Cash	Market Rent 6/13/23 & 30 Jan	153.50
28/02/2020	Mr Giles	Cash	Market Rent 20 & 27.2.20	107.50
28/02/2020	Northern Electric Plc	Chq	Wayleave - Electrical	2.30
03/02/2020	Sales Recpts Page 4306		Sales Recpts Page 4306	73.68
03/02/2020	Sales Recpts Page 4307		Sales Recpts Page 4307	193.50
11/02/2020	Sales Recpts Page 4308		Sales Recpts Page 4308	307.00
11/02/2020	Sales Recpts Page 4309		Sales Recpts Page 4309	367.38
06/02/2020	Sales Recpts Page 4310		Sales Recpts Page 4310	50.50
05/02/2020	Sales Recpts Page 4311		Sales Recpts Page 4311	22.60
05/02/2020	Sales Recpts Page 4312		Sales Recpts Page 4312	90.35
03/02/2020	Sales Recpts Page 4313		Sales Recpts Page 4313	850.00
10/02/2020	Sales Recpts Page 4314		Sales Recpts Page 4314	1,000.00
11/02/2020	Sales Recpts Page 4315		Sales Recpts Page 4315	383.80
14/02/2020	Sales Recpts Page 4316		Sales Recpts Page 4316	163.50
18/02/2020	Sales Recpts Page 4317		Sales Recpts Page 4317	307.00
18/02/2020	Sales Recpts Page 4318		Sales Recpts Page 4318	14.82
18/02/2020	Sales Recpts Page 4319		Sales Recpts Page 4319	1,578.17
18/02/2020	Sales Recpts Page 4320		Sales Recpts Page 4320	73.68
11/02/2020	Sales Recpts Page 4321		Sales Recpts Page 4321	96.30
24/02/2020	Sales Recpts Page 4322		Sales Recpts Page 4322	112.95
04/02/2020	Sales Recpts Page 4323		Sales Recpts Page 4323	307.00
28/02/2020	Sales Recpts Page 4324		Sales Recpts Page 4324	36.84
27/02/2020	Sales Recpts Page 4326		Sales Recpts Page 4326	90.40
27/02/2020	Sales Recpts Page 4327		Sales Recpts Page 4327	307.00
25/02/2020	Sales Recpts Page 4328		Sales Recpts Page 4328	100.00
28/02/2020	Sales Recpts Page 4330		Sales Recpts Page 4330	1,204.16
28/02/2020	Sales Recpts Page 4331		Sales Recpts Page 4331	76.30
28/02/2020	Sales Recpts Page 4332		Sales Recpts Page 4332	62.40
26/02/2020	Saxton Mee	bacs	Lodge Rent / Gas Check / Fees	720.80
Total Receipts				11,030.93

## List of Payments made between 01/03/2020 and 31/03/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/03/2020	BACS P/L Pymnt Page 2549	BACS Pymnt	23,173.61		BACS P/L Pymnt Page 2549
03/03/2020	NEST	DDR	102.89		NEST - March Pension deduction
05/03/2020	Water Plus	ddr2	101.88		Water -Cemetery-Nov19-Feb20
09/03/2020	Plusnet PLC	ddr3	52.37		Broadband -Civic-Mar 20
09/03/2020	OPUS - 42 Cemetery Road (Lodge	ddr4	176.76		Electric - Cemetery-Feb
09/03/2020	Post Office Ltd	ddr5	4,682.82		Feb20 - Tax & Ni
10/03/2020	HSBC Bank Plc	ddr6	27.45		Bank Charges - HSBC Jan/Feb
10/03/2020	TALKTALK DIRECTDEBIT	ddr7	27.00		Broadband - Works Unit-March
11/03/2020	HSBC Bank Plc	ddr8	36.24		HSBC - Electronic Bank charges
11/03/2020	Gamma Business Communications	ddr9	117.06		Telephone contract- Feb 20
13/03/2020	BACS Salaries HSBC- March	BACS	17,092.83		BACS Salaries HSBC - March
13/03/2020	O2 Direct Debit	ddr10	85.46		Mobile Phone contract-Feb
16/03/2020	BACS P/L Pymnt Page 2553	BACS Pymnt	17,408.07		BACS P/L Pymnt Page 2553
16/03/2020	Water Plus	ddr11	282.49		Water - Civic Hall-Dec19-Feb20
16/03/2020	Flogas Britain Ltd	ddr12	65.45		Gas-C/Ason Pav-Dec19-Feb 20
16/03/2020	Business Stream	ddr13	446.81		Water sewerage-15.11.19-2.3.20
17/03/2020	NEST-March Pension deductions	DDR	107.30		NEST-March Pension deductions
17/03/2020	FuelGenie	ddr14	292.81		Vehicle Fuel - Feb 20
17/03/2020	Frama Smart Mailing	ddr14	126.00		Franker Rental-17.4.20-16.7.20
18/03/2020	Business Stream	ddr15	125.24		Water sewerage19.11.19-27.2.20
19/03/2020	Public Works Loan Board	ddr	3,400.00		PWLB Loan/Interest payable
20/03/2020	Contract Natural Gas Ltd	ddr	206.06		Gas-Stonelow-Feb
20/03/2020	Contract Natural Gas Ltd	ddr2	592.91		Gas - Gosfroth Lodge -Feb
23/03/2020	British Gas Trading Ltd	ddr3	716.53		Gas - Civic Hall - Feb
23/03/2020	Spitfire Network Services Ltd	ddr4	39.60		Alarm line rental - March
23/03/2020	IRIS Payroll Solutions Ltd	ddr5	22.85		Auto enrolment package - Feb
23/03/2020	Personnel Advice & Solutions L	ddr6	120.00		Personnel Advice - Feb 20
23/03/2020	OPUS - Main Pavillion Stonelow	ddr	123.50		Electric-main Pav/slow Feb
23/03/2020	OPUS - Coal Aston Pavilion	ddr2	29.44		Electric-C/Aston Pav - Feb
23/03/2020	OPUS - Unit Callywhite Lane	ddr3	1,335.10		Electric-works unit - Feb
23/03/2020	OPUS - Church Street	ddr4	15.07		Electric -Church Street - Feb
23/03/2020	OPUS - Civic Hall	ddr5	1,020.06		Electric - Civic Hall Feb
23/03/2020	OPUS - Small Pavillion Stone	ddr6	159.05		Electric-Sml Pav S/low-Feb
23/03/2020	OPUS - Cliffe Park	ddr7	1,472.08		Electric - Cliffe Park
25/03/2020	Metro (Dronfield) Limited	ddr7	49,239.60		Civic Hall - Rent
26/03/2020	Business Stream	ddr8	82.66		Water-S/low cricket 31/1 12/3
26/03/2020	Business Stream	ddr9	25.60		Water-Stonelow-31.1-12.3.20
26/03/2020	Business Stream	ddr10	334.84		Water- C/Park 15.1.-12.3.20
26/03/2020	IDMobile	ddr11	5.00		Sim card for tablet - March
30/03/2020	Westfield Health Direct D	ddr	70.65		Westfield deductions - March
31/03/2020	BACS P/L Pymnt Page 2562	BACS Pymnt	9,140.24		BACS P/L Pymnt Page 2562
31/03/2020	BACS P/L Pymnt Page 2564	BACS Pymnt	640.00		BACS P/L Pymnt Page 2564
31/03/2020	BACS P/L Pymnt Page 2567	BACS Pymnt	-395.69		BACS P/L Pymnt Page 2567
31/03/2020	Viking Direct	Duplicate	29.99		P/Ledger Electronic Payment
Total Payments			132,955.68		

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## BANK ACCOUNT-NO 1

Cash Received between 01/03/2020 and 31/03/2020

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
06/03/2020	Dronfield Junior School	BACS	Land lease-Dron Junior School	55.00
06/03/2020	Sales Recpts Page 4333		Sales Recpts Page 4333	307.00
01/03/2020	Sales Recpts Page 4334		Sales Recpts Page 4334	307.00
01/03/2020	Sales Recpts Page 4335		Sales Recpts Page 4335	23.83
02/03/2020	Sales Recpts Page 4336		Sales Recpts Page 4336	50.50
03/03/2020	Sales Recpts Page 4337		Sales Recpts Page 4337	307.00
02/03/2020	Sales Recpts Page 4338		Sales Recpts Page 4338	545.00
12/03/2020	Sales Recpts Page 4339		Sales Recpts Page 4339	4,100.00
13/03/2020	Sales Recpts Page 4340		Sales Recpts Page 4340	307.00
12/03/2020	Sales Recpts Page 4341		Sales Recpts Page 4341	307.00
09/03/2020	Sales Recpts Page 4342		Sales Recpts Page 4342	73.68
09/03/2020	Sales Recpts Page 4343		Sales Recpts Page 4343	50.50
09/03/2020	Sales Recpts Page 4344		Sales Recpts Page 4344	307.00
16/03/2020	Sales Recpts Page 4345		Sales Recpts Page 4345	50.50
06/03/2020	Sales Recpts Page 4346		Sales Recpts Page 4346	135.55
16/03/2020	Sales Recpts Page 4347		Sales Recpts Page 4347	66.30
16/03/2020	Sales Recpts Page 4348		Sales Recpts Page 4348	94.54
09/03/2020	Sales Recpts Page 4349		Sales Recpts Page 4349	30.00
19/03/2020	Sales Recpts Page 4350		Sales Recpts Page 4350	1,000.00
23/03/2020	Sales Recpts Page 4351		Sales Recpts Page 4351	49.20
23/03/2020	Sales Recpts Page 4352		Sales Recpts Page 4352	475.00
26/03/2020	Sales Recpts Page 4353		Sales Recpts Page 4353	100.00
26/03/2020	Saxton Mee	bacs	Lodge Rent/Water & Agent Fee	795.80
Total Receipts				9,537.40

Bank Reconciliation Statement as at 21/04/2020  
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	30/03/2020		717,535.69
			<u>717,535.69</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
31/03/2020 BACS Pymnt BACS P/L Pymnt Page 2562		9,140.24	
31/03/2020 BACS Pymnt BACS P/L Pymnt Page 2564		640.00	
			<u>9,780.24</u>
			707,755.45
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			707,755.45
		Balance per Cash Book is :-	707,755.45
		Difference is :-	0.00

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2020

Month No: 12

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>101 CIVIC HALL</b>								
1001 RENT RECEIVED	1,953	1,996	1,800	(196)			110.9%	
1010 LETTING INCOME	26,809	26,747	25,000	(1,747)			107.0%	
1080 MISC INCOME	175	0	0	0			0.0%	
<b>CIVIC HALL :- Income</b>	<b>28,937</b>	<b>28,742</b>	<b>26,800</b>	<b>(1,942)</b>			<b>107.2%</b>	<b>0</b>
4001 STAFF COSTS	24,628	25,269	40,911	15,642		15,642	61.8%	
4011 RATES	24,000	24,550	24,676	126		126	99.5%	
4012 WATER	2,302	4,017	3,500	(517)		(517)	114.8%	
4014 ELECTRICITY	5,870	9,206	6,000	(3,206)		(3,206)	153.4%	
4015 GAS	4,694	5,382	5,000	(382)		(382)	107.6%	
4018 WASTE DISPOSAL	2,277	1,706	2,500	794		794	68.3%	
4020 MISCELLANEOUS EXPENSES	485	496	1,000	504		504	49.6%	
4025 INSURANCE	906	928	1,000	72		72	92.8%	
4036 PROPERTY MAINTENANCE	2,725	6,220	1,500	(4,720)		(4,720)	414.7%	
4038 MAINTENANCE CTRCTS	1,735	5,502	2,000	(3,502)		(3,502)	275.1%	
4040 EQUIPMENT REPLACEMENT	184	1,655	0	(1,655)		(1,655)	0.0%	
4042 EQUIPMENT MAINTCE	442	2,418	1,200	(1,218)		(1,218)	201.5%	
4061 EXTERNAL CONTRACTOR FEES	0	520	0	(520)		(520)	0.0%	
4062 LICENCES (PREMISES)	350	155	400	245		245	38.8%	
4100 RENT - CIVIC HALL	164,132	164,132	164,132	0		0	100.0%	
<b>CIVIC HALL :- Indirect Expenditure</b>	<b>234,732</b>	<b>252,157</b>	<b>253,819</b>	<b>1,662</b>	<b>0</b>	<b>1,662</b>	<b>99.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(205,794)</b>	<b>(223,415)</b>	<b>(227,019)</b>	<b>(3,604)</b>				
<b>102 PARKS &amp; OPEN SPACES</b>								
1001 RENT RECEIVED	90	90	90	0			100.0%	
1077 GRANTS RECEIVED	495	495	495	0			100.0%	
1080 MISC INCOME	1,057	2,491	0	(2,491)			0.0%	
<b>PARKS &amp; OPEN SPACES :- Income</b>	<b>1,642</b>	<b>3,076</b>	<b>585</b>	<b>(2,491)</b>			<b>525.8%</b>	<b>0</b>
4011 RATES	1,062	1,195	1,087	(108)		(108)	109.9%	
4019 LITTER & DOG BIN EMPTYING	2,036	1,120	2,100	980		980	53.3%	
4034 ENVIRONMENTAL IMPROVEMENTS	3,587	7,828	2,000	(5,828)		(5,828)	391.4%	
4037 GROUNDS MAINTENANCE	108,497	6,330	0	(6,330)		(6,330)	0.0%	
4046 TREE WORKS MAINTENANCE	4,420	7,230	10,000	2,770		2,770	72.3%	
<b>PARKS &amp; OPEN SPACES :- Indirect Expenditure</b>	<b>119,602</b>	<b>23,702</b>	<b>15,187</b>	<b>(8,515)</b>	<b>0</b>	<b>(8,515)</b>	<b>156.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(117,960)</b>	<b>(20,626)</b>	<b>(14,602)</b>	<b>6,024</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2020

Month No: 12

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>103 ALLOTMENTS</u>								
1001 RENT RECEIVED	(95)	405	400	(5)			101.3%	
ALLOTMENTS :- Income	<u>(95)</u>	<u>405</u>	<u>400</u>	<u>(5)</u>			<u>101.2%</u>	<u>0</u>
Net Income	<u>(95)</u>	<u>405</u>	<u>400</u>	<u>(5)</u>				
<u>104 PLAY AREAS</u>								
4042 EQUIPMENT MAINTCE	2,666	860	2,500	1,640		1,640	34.4%	
PLAY AREAS :- Indirect Expenditure	<u>2,666</u>	<u>860</u>	<u>2,500</u>	<u>1,640</u>	<u>0</u>	<u>1,640</u>	<u>34.4%</u>	<u>0</u>
Net Expenditure	<u>(2,666)</u>	<u>(860)</u>	<u>(2,500)</u>	<u>(1,640)</u>				
<u>105 GOSFORTH LODGE</u>								
1010 LETTING INCOME	11,616	10,661	12,000	1,339			88.8%	
1077 GRANTS RECEIVED	10,000	0	0	0			0.0%	
GOSFORTH LODGE :- Income	<u>21,616</u>	<u>10,661</u>	<u>12,000</u>	<u>1,339</u>			<u>88.8%</u>	<u>0</u>
4001 STAFF COSTS	17,396	15,921	18,282	2,361		2,361	87.1%	
4011 RATES	4,752	4,861	4,897	36		36	99.3%	
4015 GAS	2,585	3,787	2,800	(987)		(987)	135.2%	
4020 MISCELLANEOUS EXPENSES	1,025	1,042	1,200	158		158	86.9%	
4021 TELEPHONE COSTS	287	295	600	305		305	49.2%	
4036 PROPERTY MAINTENANCE	951	13,751	500	(13,251)		(13,251)	2750.2%	
4038 MAINTENANCE CTRCTS	981	2,455	1,000	(1,455)		(1,455)	245.5%	
4042 EQUIPMENT MAINTCE	334	252	900	648		648	28.0%	
GOSFORTH LODGE :- Indirect Expenditure	<u>28,312</u>	<u>42,365</u>	<u>30,179</u>	<u>(12,186)</u>	<u>0</u>	<u>(12,186)</u>	<u>140.4%</u>	<u>0</u>
Net Income over Expenditure	<u>(6,695)</u>	<u>(31,703)</u>	<u>(18,179)</u>	<u>13,524</u>				
<u>106 CLIFFE PARK</u>								
1001 RENT RECEIVED	80	81	80	(1)			101.3%	
1020 PITCH FEES	26,277	23,301	22,000	(1,301)			105.9%	
1080 MISC INCOME	169	315	0	(315)			0.0%	
CLIFFE PARK :- Income	<u>26,526</u>	<u>23,697</u>	<u>22,080</u>	<u>(1,617)</u>			<u>107.3%</u>	<u>0</u>
4001 STAFF COSTS	24,916	13,293	14,463	1,170		1,170	91.9%	
4012 WATER	4,178	1,859	2,300	441		441	80.8%	
4014 ELECTRICITY	6,650	10,191	5,300	(4,891)		(4,891)	192.3%	
4018 WASTE DISPOSAL	2,937	2,673	3,100	427		427	86.2%	
4020 MISCELLANEOUS EXPENSES	166	0	0	0		0	0.0%	
4036 PROPERTY MAINTENANCE	1,518	1,485	1,500	15		15	99.0%	
4037 GROUNDS MAINTENANCE	190	2,380	0	(2,380)		(2,380)	0.0%	
CLIFFE PARK :- Indirect Expenditure	<u>40,555</u>	<u>31,880</u>	<u>26,663</u>	<u>(5,217)</u>	<u>0</u>	<u>(5,217)</u>	<u>119.6%</u>	<u>0</u>
Net Income over Expenditure	<u>(14,030)</u>	<u>(8,183)</u>	<u>(4,583)</u>	<u>3,600</u>				

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2020

Month No: 12

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>107 THE KIOSK</u>								
1015 KIOSK RENTAL INCOME	12,000	12,000	12,000	0			100.0%	
THE KIOSK :- Income	12,000	12,000	12,000	0			100.0%	0
Net Income	12,000	12,000	12,000	0				
<u>109 COAL ASTON</u>								
1001 RENT RECEIVED	80	81	80	(1)			101.3%	
1020 PITCH FEES	2,150	1,300	2,200	900			59.1%	
COAL ASTON :- Income	2,230	1,381	2,280	899			60.6%	0
4011 RATES	4,224	4,321	4,325	4		4	99.9%	
4012 WATER	305	310	200	(110)		(110)	155.1%	
4014 ELECTRICITY	592	457	400	(57)		(57)	114.2%	
4015 GAS	1,592	293	1,500	1,207		1,207	19.5%	
4036 PROPERTY MAINTENANCE	201	1,017	1,000	(17)		(17)	101.7%	
4037 GROUNDS MAINTENANCE	191	(203)	250	453		453	(81.2%)	
4038 MAINTENANCE CTRCTS	541	519	500	(19)		(19)	103.7%	
4042 EQUIPMENT MAINTCE	0	1,494	500	(994)		(994)	298.8%	
COAL ASTON :- Indirect Expenditure	7,645	8,207	8,675	468	0	468	94.6%	0
Net Income over Expenditure	(5,415)	(6,826)	(6,395)	431				
<u>110 STONELOW REC</u>								
1001 RENT RECEIVED	45	45	45	0			100.0%	
1020 PITCH FEES	2,040	2,300	2,400	100			95.8%	
STONELOW REC :- Income	2,085	2,345	2,445	100			95.9%	0
4012 WATER	10,144	(3,460)	1,500	4,960		4,960	(230.7%)	
4014 ELECTRICITY	1,819	2,790	1,800	(990)		(990)	155.0%	
4015 GAS	1,190	1,443	700	(743)		(743)	206.2%	
4036 PROPERTY MAINTENANCE	480	1,330	500	(830)		(830)	266.0%	
4037 GROUNDS MAINTENANCE	2,693	230	300	70		70	76.7%	
4038 MAINTENANCE CTRCTS	590	414	250	(164)		(164)	165.4%	
4042 EQUIPMENT MAINTCE	299	32	750	718		718	4.3%	
STONELOW REC :- Indirect Expenditure	17,214	2,779	5,800	3,021	0	3,021	47.9%	0
Net Income over Expenditure	(15,129)	(434)	(3,355)	(2,921)				
<u>111 DRONFIELD WOODHOUSE REC</u>								
1001 RENT RECEIVED	400	401	400	(1)			100.2%	
1020 PITCH FEES	1,200	1,700	1,200	(500)			141.7%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1080 MISC INCOME	1,015	0	0	0			0.0%	
DRONFIELD WOODHOUSE REC :- Income	2,615	2,101	1,600	(501)			131.3%	0
4011 RATES	1,440	1,473	1,475	2		2	99.9%	
4036 PROPERTY MAINTENANCE	0	688	1,000	312		312	68.8%	
4038 MAINTENANCE CTRCTS	48	11	0	(11)		(11)	0.0%	
4042 EQUIPMENT MAINTCE	1,015	0	200	200		200	0.0%	
DRONFIELD WOODHOUSE REC :- Indirect Expenditure	2,503	2,172	2,675	504	0	504	81.2%	0
Net Income over Expenditure	112	(71)	(1,075)	(1,004)				
<b>118 HIGHWAYS &amp; ST FURNITURE</b>								
1081 DONATIONS RECEIVED	0	300	0	(300)			0.0%	
HIGHWAYS & ST FURNITURE :- Income	0	300	0	(300)				0
4035 BUS SHELTER REPAIRS	6,434	399	11,000	10,601		10,601	3.6%	
4045 NOTICEBOARDS/SEATS/SIGNS	2	548	3,000	2,452		2,452	18.3%	
HIGHWAYS & ST FURNITURE :- Indirect Expenditure	6,436	947	14,000	13,053	0	13,053	6.8%	0
Net Income over Expenditure	(6,436)	(647)	(14,000)	(13,353)				
<b>119 CEMETERY</b>								
1002 GRANT OF RIGHTS FEES	11,463	15,170	15,000	(170)			101.1%	
1003 MEMORIAL FEES	5,400	5,610	5,000	(610)			112.2%	
1004 INTERMENT FEES	23,820	26,435	18,000	(8,435)			146.9%	
1005 CHAPEL FEES	635	160	400	240			40.0%	
1006 SEARCH FEES	20	0	0	0			0.0%	
1011 LODGE - RENT RECEIVED	4,050	9,900	9,600	(300)			103.1%	
1012 LODGE - WATER RECEIVED	100	613	0	(613)			0.0%	
1073 UNSTONE - CONTRIBUTION	2,893	0	2,893	2,893			0.0%	
1093 Interest Received RBS Cemetery	4	0	0	0			0.0%	
1105 VAT Refunds	2,559	0	0	0			0.0%	
CEMETERY :- Income	50,943	57,888	50,893	(6,995)			113.7%	0
4001 STAFF COSTS	59,943	60,838	70,246	9,408		9,408	86.6%	
4005 GRAVEDIGGING	3,300	3,900	4,500	600		600	86.7%	
4011 RATES	5,760	6,136	5,253	(883)		(883)	116.8%	
4012 WATER	965	976	750	(226)		(226)	130.1%	
4014 ELECTRICITY	2,207	1,769	850	(919)		(919)	208.1%	
4015 GAS	969	0	0	0		0	0.0%	
4018 WASTE DISPOSAL	2,820	3,271	3,000	(271)		(271)	109.0%	
4021 TELEPHONE COSTS	185	56	180	124		124	31.0%	

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2020

Month No: 12

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4024 SUBSCRIPTIONS	90	95	90	(5)		(5)	105.6%	
4036 PROPERTY MAINTENANCE	9,491	8,935	1,500	(7,435)		(7,435)	595.7%	
4037 GROUNDS MAINTENANCE	500	1,134	2,500	1,366		1,366	45.4%	
4040 EQUIPMENT REPLACEMENT	93	0	1,000	1,000		1,000	0.0%	
4044 VEHICLE COSTS & FUEL	783	432	1,500	1,068		1,068	28.8%	
4046 TREE WORKS MAINTENANCE	3,210	120	1,750	1,630		1,630	6.9%	
4051 BANK CHARGES	13	0	0	0		0	0.0%	
4059 LETTING AGENT FEES	362	866	0	(866)		(866)	0.0%	
CEMETERY :- Indirect Expenditure	90,693	88,527	93,119	4,592	0	4,592	95.1%	0
Net Income over Expenditure	(39,750)	(30,640)	(42,226)	(11,586)				
<b>121 CORPORATE MANAGEMENT</b>								
1075 PRECEPT SUPPORT GRANT	25,226	12,613	12,613	0			100.0%	
1076 PRECEPT	808,956	810,369	810,369	(0)			100.0%	
1091 INTEREST RECEIVED HSBC BOND	70	257	0	(257)			0.0%	
1092 INTEREST RECEIVED CCLA FUND	1,587	1,708	1,000	(708)			170.8%	
CORPORATE MANAGEMENT :- Income	835,839	824,948	823,982	(966)			100.1%	0
4057 AUDIT FEES	2,020	1,995	2,400	405		405	83.1%	
CORPORATE MANAGEMENT :- Indirect Expenditure	2,020	1,995	2,400	405	0	405	83.1%	0
Net Income over Expenditure	833,819	822,953	821,582	(1,371)				
<b>122 DEM REPRESENTATION &amp; MGT</b>								
1080 MISC INCOME	1,475	1,160	0	(1,160)			0.0%	
DEM REPRESENTATION & MGT :- Income	1,475	1,160	0	(1,160)				0
4008 TRAINING	150	150	500	350		350	30.0%	
4027 TWINNING COSTS	0	2,300	2,300	0		0	100.0%	
4028 ELECTION COSTS	0	21,172	7,500	(13,672)		(13,672)	282.3%	7,500
4201 MAYOR'S ALLOWANCE	3,000	3,000	3,000	0		0	100.0%	
4211 CIVIC REGALIA	0	362	500	138		138	72.4%	
4221 CHRISTMAS EVENT COSTS	2,224	3,861	3,000	(861)		(861)	128.7%	
4231 REMEMBRANCE SERVICE	2,260	735	2,000	1,265		1,265	36.8%	
4232 CIVIC SERVICE	15	23	100	77		77	22.5%	
4233 DRONFIELD GALA	2,840	3,204	3,000	(204)		(204)	106.8%	
4235 ROAD SAFETY	0	212	250	38		38	84.9%	
4714 CHURCH & CIVIC CLOCK	163	418	1,000	582		582	41.8%	
DEM REPRESENTATION & MGT :- Indirect Expenditure	10,652	35,438	23,150	(12,288)	0	(12,288)	153.1%	7,500
Net Income over Expenditure	(9,177)	(34,277)	(23,150)	11,127				
6000 plus Transfer from EMR	0	7,500						
Movement to/(from) Gen Reserve	(9,177)	(26,777)						

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>123 GRANTS</u>								
4701 CRICKET CLUB GRANT	2,000	2,000	2,000	0		0	100.0%	
4711 GRANT AWARDS	1,900	1,542	3,143	1,601		1,601	49.1%	
4713 COMMUNITY BUS	4,000	(4,000)	4,000	8,000		8,000	(100.0%)	
GRANTS :- Indirect Expenditure	7,900	(458)	9,143	9,601	0	9,601	(5.0%)	0
Net Expenditure	(7,900)	458	(9,143)	(9,601)				
<u>125 CAPITAL PROGRAMME</u>								
4053 LOAN INTEREST NEDDC	403	0	0	0		0	0.0%	
4054 LOAN INTEREST PWLB	10,193	8,873	12,000	3,127		3,127	73.9%	
4055 LOAN CAPITAL REPAID	40,037	25,654	27,000	1,346		1,346	95.0%	
4913 CAP VEHICLES & PLANT	18,019	0	0	0		0	0.0%	
4933 CAPITAL - EQUIPMENT	4,946	0	0	0		0	0.0%	
4981 Assets Funded from Rolling Fd	0	0	41,600	41,600		41,600	0.0%	
CAPITAL PROGRAMME :- Indirect Expenditure	73,598	34,527	80,600	46,073	0	46,073	42.8%	0
Net Expenditure	(73,598)	(34,527)	(80,600)	(46,073)				
<u>126 NEIGHBOURHOOD PLAN</u>								
1077 GRANTS RECEIVED	3,325	0	0	0			0.0%	
NEIGHBOURHOOD PLAN :- Income	3,325	0	0	0				0
4023 STATIONERY/PRINTING	230	1,095	500	(595)		(595)	219.0%	
4060 OTHER PROF FEES	7,275	800	5,000	4,200		4,200	16.0%	
NEIGHBOURHOOD PLAN :- Indirect Expenditure	7,505	1,895	5,500	3,605	0	3,605	34.5%	0
Net Income over Expenditure	(4,180)	(1,895)	(5,500)	(3,605)				
<u>131 OUTSIDE SERVICES</u>								
1001 RENT RECEIVED	10	10	0	(10)			0.0%	
1025 INSURANCE CLAIMS	0	683	0	(683)			0.0%	
1080 MISC INCOME	250	379	0	(379)			0.0%	
OUTSIDE SERVICES :- Income	260	1,073	0	(1,073)				0
4001 STAFF COSTS	118,565	117,701	140,343	22,642		22,642	83.9%	
4006 PROTECTIVE CLOTHING	1,749	2,058	2,000	(58)		(58)	102.9%	
4008 TRAINING	1,582	628	2,500	1,872		1,872	25.1%	
4011 RATES	4,929	4,763	5,100	337		337	93.4%	
4012 WATER	374	225	300	75		75	74.9%	
4013 RENT	11,000	11,000	11,000	0		0	100.0%	
4014 ELECTRICITY	3,578	8,119	2,500	(5,619)		(5,619)	324.8%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4015 GAS	161	84	250	166		166	33.4%	
4018 WASTE DISPOSAL	1,259	506	2,100	1,594		1,594	24.1%	
4020 MISCELLANEOUS EXPENSES	397	302	1,300	998		998	23.3%	
4021 TELEPHONE COSTS	1,072	954	1,200	246		246	79.5%	
4036 PROPERTY MAINTENANCE	672	298	2,000	1,702		1,702	14.9%	
4037 GROUNDS MAINTENANCE	40,867	41,068	47,000	5,932		5,932	87.4%	
4038 MAINTENANCE CTRCTS	992	1,184	1,500	316		316	78.9%	
4040 EQUIPMENT REPLACEMENT	4,667	4,660	5,000	340		340	93.2%	
4041 EQUIPMENT HIRE	0	360	1,000	640		640	36.0%	
4042 EQUIPMENT MAINTCE	1,161	2,983	2,500	(483)		(483)	119.3%	
4044 VEHICLE COSTS & FUEL	6,409	6,583	8,000	1,417		1,417	82.3%	
OUTSIDE SERVICES :- Indirect Expenditure	199,433	203,475	235,593	32,118	0	32,118	86.4%	0
Net Income over Expenditure	(199,173)	(202,403)	(235,593)	(33,190)				
<b>132 CENTRAL SERVICES</b>								
1080 MISC INCOME	9,726	1,290	0	(1,290)			0.0%	
CENTRAL SERVICES :- Income	9,726	1,290	0	(1,290)				0
4001 STAFF COSTS	93,777	97,330	96,905	(425)		(425)	100.4%	
4008 TRAINING	962	345	2,000	1,655		1,655	17.3%	
4009 TRAVEL	11	0	0	0		0	0.0%	
4016 JANITORIAL	2,550	3,618	2,500	(1,118)		(1,118)	144.7%	
4020 MISCELLANEOUS EXPENSES	102	219	400	181		181	54.7%	
4021 TELEPHONE COSTS	1,985	1,939	1,700	(239)		(239)	114.1%	
4022 POSTAGE	1,031	1,048	1,200	152		152	87.4%	
4023 STATIONERY/PRINTING	881	1,267	1,400	133		133	90.5%	
4024 SUBSCRIPTIONS	2,306	1,681	2,300	619		619	73.1%	
4025 INSURANCE	13,436	13,928	14,000	72		72	99.5%	
4026 PHOTOCOPY CHARGES	566	483	800	317		317	60.3%	
4030 RECRUITMENT ADVTG	299	112	500	388		388	22.4%	
4032 PUBLICITY	5,215	4,750	5,500	750		750	86.4%	
4033 COMPUTER MAINTENANCE	4,598	4,615	4,800	185		185	96.2%	
4042 EQUIPMENT MAINTCE	0	65	1,500	1,435		1,435	4.3%	
4051 BANK CHARGES	1,024	772	1,100	328		328	70.2%	
4058 ACCOUNTANCY FEES	643	563	600	37		37	93.8%	
4060 OTHER PROF FEES	2,332	15,909	10,000	(5,909)		(5,909)	159.1%	
CENTRAL SERVICES :- Indirect Expenditure	131,716	148,644	147,205	(1,439)	0	(1,439)	101.0%	0
Net Income over Expenditure	(121,990)	(147,354)	(147,205)	149				

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2020

Month No: 12

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	999,124	971,067	955,065	(16,002)			101.7%	
Expenditure	983,181	879,113	956,208	77,095	0	77,095	91.9%	
Net Income over Expenditure	<u>15,943</u>	<u>91,955</u>	<u>(1,143)</u>	<u>(93,098)</u>				
plus Transfer from EMR	0	7,500						
Movement to/(from) Gen Reserve	<u>15,943</u>	<u>99,455</u>						