

Dronfield Town Council

Town Clerk:
Joanne Mitchell



Dronfield Civic Hall
Dronfield Civic Centre
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3rd May 2022

To: The Chairman and Members of Dronfield Town Council

Dear Councillor,

You are summoned to attend the meeting of Dronfield Town Council to be held on

MONDAY 9th MAY 2022 AT 7.30pm
IN GOSFORTH LODGE, CLIFFE PARK, DRONFIELD

Yours sincerely

J Mitchell

Joanne Mitchell
Town Clerk

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

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

AGENDA

1. **To elect a Town Mayor**
Appointment of new Town Mayor.
2. **To elect a Deputy Town Mayor**
Appointment of a new Deputy Town Mayor.
3. **Leader and Deputy Leader of the Council**
To appoint the Leader and Deputy Leader of the Council.
4. **Apologises**
To receive apologises 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**
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.
 - 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 Ordinary Meeting of the Council held on 4 April 2022 (Pages 661 – 673).
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. **Appointment of members to committees and advisory committees (Appendix 3)**
To consider amendments to the membership of the Council's committee and advisory committees.
12. **Representatives on outside bodies (Appendix 4)**
To consider amendments of representatives on outside bodies.
13. **Dates of meetings for 2022-23 (Appendix 5)**
To confirm the dates for the forthcoming Council Meetings.
14. **Standing Orders (Appendix 6)**
To review and confirm the Standing Orders.
15. **Financial Regulations (Appendix 7)**
To review and confirm the current Financial Regulations.
16. **Appointment of cheque signatories**
To review members to sign cheques and approve BACS payments and Direct Debits.
17. **Scheme of Delegation (Appendix 8)**
To review and confirm the proposed Scheme of Delegation.
18. **Motion**
Dronfield Town Council to write to Derbyshire County Council to respond to the Derbyshire and Derby Minerals Local Plan (Winter 2021 to 2022 Consultation) to reiterate their concerns over fracking within close proximity to residential building. The representation to be formulated by the Clerk in consultation with the Leader of the Council and the Chair of the Environment Committee.

Proposed by Cllr M. Hanrahan and seconded by Cllr K. Tait.
19. **Outside Services Report (Appendix 9)**
To consider the written report submitted by the Outside Services Manager.
20. **Meeting Reports (Appendix 10)**
To receive the meeting reports and recommendations on various matters:-
19.1 Parks & Recreation Advisory Committee held on 25 April 2022
19.2 Events Advisory Committee held on 26 April 2022
19.3 Properties Advisory Committee held on 9 May 2022 – minutes to follow
21. **Town Clerk's Report (Appendix 11)**
To consider the written report submitted by the Town Clerk
22. **Financial Report (Appendix 12)**
 - 21.1 Schedule of Payments including BAC breakdown for March 2022
 - 21.2 Schedule of Receipts for March 2022
 - 21.3 Bank Reconciliation at 31st March 2022
 - 21.4 Income and Expenditure to 31st March 2022
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 Report**
To receive the meeting report and recommendations from the Personnel Advisory Committee meeting held on 9th May 2022.

Town Clerk

Subject: FW: Monthly report
Attachments: Dronfield Town Council Monthly Update - Copy.xlsx

From: Flower, Jonathan, 12853
Sent: 29 April 2022 20:33
To: Joanne Mitchell
Cc: Matthews, Julian, 2846; Furmidge, Laura, 12867; Pemberton, Brian, 16758
Subject: Monthly report

Hi Jo

Hope you are well please see attached report,

We would like to inform the council that we have some activities planned during May in respect of wk. commencing 16th May 2022 is knife crime awareness. We will be doing a knife sweep of Cliffe Park if any councillors would like to join us Tues 17th May 1.30pm to 2.30pm.

We have been out and about across the area especially targeting estates which have had a number of burglaries over the end of last year and start of 2022. This is a ongoing project and if any councillors or residents would like any further detail feel free to contact Dronfield SNT team.

This project has been run in conjunction with Northeast Derbyshire Community Safety partnership who along with Police have joint funded a number of smart water kits as a form of crime prevention along with other actions already been taken. Some signage has also been placed around the town as well.

Dronfield SNT are also offering residents a home security survey as well which again can be arranged by contacting the team as well.

Dronfield SNT have continued to be out and about also doing speed checks across the area and the locations are in the report.

We would like to remind residents across our area to be aware and report suspicious incidents in respect of possible fraud. There have been a number of reports across Derbyshire where people have contacted residents and attempted to obtain personal details in order to obtain money etc. If anyone is aware they should be encouraged to report the incident to action fraud and police.

Since the last meeting there have been a few further incidents of ASB on Pentland Road and Civic Centre. Overall this has been a reduction and actions taken including behaviour contracts and working with partner agencies such as supermarkets and sports centre is having a positive impact in reducing this overall. This work will remain ongoing and appropriate action taken when required.

Any questions feel free to contact the team and May newsletter will follow shortly although the key prevention activity has been mention about the knife sweep earlier in our report

Many thanks

PCSO 12853 Jonathan Flower

DRONFIELD TOWN COUNCIL MONTHLY UPDATE

CRIME / INCIDENT UPDATE AS AT :

	Last Month	This Month	
			29/04/2022
			01/04/2022 - 29/04/2022
VIOLENT CRIME AGAINST PERSON	28	19	9 Down on last month
THEFT	12	19	5 Up on last month
CRIMINAL DAMAGE	14	13	1 Down on last month
PUBLIC DISORDER	10	8	3 Down on last month
Drugs	1	0	0 Down on last month
Other crimes	2	5	3 Up on last month
	67	64	
	2021	2022	
Comparison to last year same month	70	64	4 Down on April 2021

Speeding Checks have been conducted this month

Eckington Road
Bowshaw
Gosforth Drive
Leabrook Road

A number of drivers have been warned and tickets have also been issued as well
 Speedwatch sessions have also taken place as well

ENGAGEMENT COMMUNITY STRATEGY

- Promote Derbyshire Alert
- Promote Dronfield Safer Neighbourhood facebook page
- Local Speedwatch - RESUMED (Awaiting members)
- ASB Patrols
- Parking /School patrols
- Local Area patrols, plain clothed and uniformed
- Social Media Promotion
- Civic Centre & Cliffe Park - Targeted patrols

ASB HOTSPOTS

Pentland Road shopping precinct
Gosforth Fields
Moon Penny Park
Civic Centre
Cliffe Park

Groups of youths gathering nearby shops,
 Groups of youths gathering on the fields underage drinking and depositing litter. Regular visits to location to engage and advise.
 Concerns of ASB/Criminal damage
 Youths gathering in car park and entering surrounding buildings causing ASB/nuisance.
 Reassurance patrols to be stepped up following ongoing reports of issues towards council workers

CURRENT PRIORITIES

LOCATION
Various locations
Gosforth Fields
Dronfield
Civic Centre
Cliffe Park
Burglary Reassurance
Crime prevention events
Target Hardening event

ISSUE
Speeding
Large gatherings of youths and drug supply/use
Drug supply intelligence development
Groups of youths gathering o/s shops and also causing
Groups of youths gathering on park causing nuisance to care takers
High number of local burglaries. Plain clothed patrols & increased police presence.

NATIONAL POLICE CHIEFS' COUNCIL PRIORITIES

DRONFIELD TOWN COUNCIL - PLANNING APPLICATIONS
SUBMITTED TO COUNCIL ON MONDAY 9th MAY 2022

No	Reference	Applicant	Location	Details
1	22/00199/FLH	Mr Scott Ellin	20 Meadow Close Coal Aston Dronfield	Application for extension over and around existing garage to form additional bedroom
2	22/00203/FLH	Mr Gary Best	17 Longcroft Crescent Dronfield Woodhouse	Proposed 2 storey side and single storey rear extension
3	22/00268/FL	Phil Barlow	51 - 53 Highfields Road Dronfield S18 1UW	Application for erection of freestanding canopy
4	22/00292/FLH	Mr J Straves	154 Eckington Road Coal Aston Dronfield	Single storey side and rear extension to form dining kitchen along with extended lounge area
5	22/00294/FLH	Mr & Mrs Brown	3 Netherfields Crescent Dronfield S18 1UX	Two storey side extension
6	22/00295/	Mr J Holdsworth	92 Hallows Lane Dronfield S18 1UA	Application for proposed 4 bed dormer bungalow in the grounds
7	22/00302/FLH OL	Mr Bob Crookes	2 Aston Close Dronfield S18 2FR	Demolition of existing garage and erection of new single storey garage and extension to utility room
8	22/00314/FLH	Mr J Speight	19 Eastfield Road Dronfield S18 1YD	Construction of first floor extension over existing single storey side and demolition of existing conservatory and construction of rear single storey extension

9	22/00315/FLH	Mr Chris Denton	The Long Barn Barlow	Application for new Garage and home office above at Lees Lane Barlow
10	22/00319/LB	Jennifer Durham	1 Stone Close Coal Aston Dronfield S18 3AS	Variation of condition 2 of permission NED/20/01017/LB to allow for a revised treatment of the garage opening in the north gable end (Conservation Area)
11	22/00320/AMEND	Jennifer Durham	1 Stone Close Coal Aston Dronfield for	Application for non material amendment to planning approval 20/01016/FL to revise the garage opening in the north gable of the garage
12	22/00328/FLH	MRS REDMILE	32 Shakespeare Crescent Dronfield S18 1NA	Application for a single storey side extension
13	22/00338/FLH	Kay Vernon	14 The Avenue Dronfield S18 2LS	Application for extension into the loft including raising ridge height and new dormers.
14	22/00344/FLH	Paul Hancock	1 Garth Way Dronfield S18 1RL	Application for kitchen extension and re-roofing of the existing carport along with repairs to the existing chimney.
15	22/00365/FLH	Mr. Seifert	1 Elm Tree Crescent Dronfield S18 2HD	Two storey side extension and creation of new parking area
16	22/00371/FLH	Mr Wooley	125 Green Lane Dronfield S18 2FJ	Conservatory to front elevation (Affecting the setting of a Listed Building)

17	22/00372/FLHPD	Mrs Charlotte Fair	29 Oakhill Road Dronfield S18 2EJ	Application under the neighbour notification scheme for a single-storey rear extension.
18	22/00388/TPO	Miss Cate Harris	Land To The East Of 25 Beechwood Road Dronfield	Application to fell 1 No Ash Tree, repollard 1 No. Ash Tree and crown lift to 2.4m, crown clean as required and remove feathers/suckers from a group of Norway, Maple, Ash and Sycamore trees covered by NEDDC Tree Preservation Order Area DUDC3 group A1

DRONFIELD TOWN COUNCIL - SCHEDULE OF PLANNING DECISIONS

SUBMITTED TO COUNCIL MONDAY 9th MAY 2022

No	Reference	Location	Details	Decision
1	NED21/01485/FLH	18 Shireoaks Road Dronfield S18 2EU	Proposed side garage extension	CONDITIONALLY APPROVED
2	NED22/00119/FLH	9 Lindup Road Dronfield Woodhouse Dronfield S18 8NR	Erection of a single storey front extension and open side porch with additional parking space	CONDITIONALLY APPROVED
3	NED22/00140/LDC	11 Hawkshead Avenue Dronfield Woodhouse S18 8NB	Application for a Lawful Development Certificate for demolition of existing conservatory and construction of proposed single storey rear extension	CERTIFICATE ISSUED
4	NED22/00204/FLHPD	70 Carr Lane Dronfield Woodhouse Dronfield S18 8XG	Application under the neighbour notification scheme for a single storey rear extension	PERMITTED DEVELOPMENT
5	NED22/00237/FLHPD	47 Marsh Avenue Dronfield S18 2HA	Application under the neighbour notification scheme for a single-storey rear extension	PERMITTED DEVELOPMENT

Dronfield Town Council Advisory Committees – 2022/2023

Advisory Committee	No of Members	Members in 2022-2023	
Budget	5	Angelique Foster Richard Welton Alan Powell	Richard Spooner William Jones
Events Committee	5	Michelle Emmens Alan Powell Richard Welton	Roger Hall Susan Burkitt
Grant Awards	3	Richard Spooner Richard Welton	Martin Hanrahan
Gritting	2	Kevin Tait	Paul Parkin
Parks & Recreation	5	Kevin Tait Susan Burkitt Lilian Deighton	Martin Hanrahan Marie Ireland
Properties	5	Angelique Foster Alan Powell Martin Hanrahan	Richard Spooner Susan Burkitt
Personnel	5	Mark Foster Richard Welton Paul Parkin	William Jones Angelique Foster
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
Environmental	5	Martin Hanrahan Lilian Deighton Marie Ireland	William Jones Richard Spooner
Cemetery	6 <i>(plus Unstone representative)</i>	Lilian Deighton Mark Foster Marie Ireland	Paul Parkin Philip Wright

Dronfield Town Council – Representatives on Outside Bodies 2022-2023

Organisation	No. of Reps	Members for 2022-2023	
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 Richard Spooner 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 Richard Spooner
11. Lea Brook Valley Volunteers Management Committee	1	Cllr Mark Foster	
12. Dronfield Town Football Club Management Committee	2	Cllr Paul Parkin	Cllr Roger Hall
13. Coal Aston Cricket Club Management Committee	2	Cllr Tim Collins	Cllr Paul Parkin
14. Dronfield Civic Society Awards Panel (Rep Mayor)	1	Mayor	
15. Dronfield Relief in Need Charity	4	Cllr Philip Wright Cllr Mark Foster	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 2022/2023

2022

Monday 6th June	Civic Hall, Civic Centre	7.30pm
Monday 4th July	Civic Hall, Civic Centre	7.30pm
Monday 5th September	Civic Hall, Civic Centre	7.30pm
Monday 3rd October	Civic Hall, Civic Centre	7.30pm
Monday 7th November	Civic Hall, Civic Centre	7.30pm
Monday 5th December	Civic Hall, Civic Centre	7.30pm

2023

Monday 9th January	Civic Hall, Civic Centre	7.30pm
Monday 6th February	Civic Hall, Civic Centre	7.30pm
Monday 6th March	Civic Hall, Civic Centre	7.30pm
Monday 3rd April	Civic Hall, Civic Centre	7.30pm

Annual Town Meeting:

Monday 8th May	Civic Hall, Civic Centre	7.00pm
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Annual Council Meeting:

Monday 8th May	Civic Hall, Civic Centre	Following the Annual Town Meeting
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Dronfield Town Council

Standing Orders

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 the Standing Orders were updated and approved by council on 11th May 2020 (Minute Reference 012/20-21)

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Note: The Town Mayor fulfils the role of Chairman of the Council and the Deputy Town Mayor fulfils the role of Vice Chairman of the Council.

1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.

- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.

- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.

- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.

- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.

- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed three minutes without the consent of the chairman of the

meeting.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

- a Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.
- b The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.
- c The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.
- d Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed fifteen minutes unless directed by the chairman of the meeting.

- g Subject to standing order 3(f), a member of the public shall not speak for more than three minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i A person shall notify the meeting when requesting to speak by means of physically or electronically raising a hand.
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- l Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.
- m A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.
- n The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- o Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council.
- p The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.
- q Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.
- r The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.

See standing orders 5(h) and (i) for the different rules that apply in the

election of the Chairman of the Council at the annual meeting of the Council.

- s 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..
 - t The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
 - u A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.
 - v No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.
 - w If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
 - x A meeting shall not exceed a period of two hours.
- 4. COMMITTEES AND SUB-COMMITTEES**
- a Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.
 - b The members of a committee may include non-councillors unless it is a

committee which regulates and controls the finances of the Council.

- c Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer seven days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee or a sub-committee.

5. **ORDINARY COUNCIL MEETINGS**

- a In an election year, the annual meeting of the Council shall be held on or within

- 14 days following the day on which the councillors elected take office.
- b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.
 - c If no other time is fixed, the annual meeting of the Council shall take place at 7.30pm.
 - d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.
 - e The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman of the Council.
 - f The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.
 - g The Vice-Chairman of the Council, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.
 - h In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.
 - i In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.
 - j Following the election of the Chairman of the Council and Vice-Chairman of the Council at the annual meeting, the business shall include:
 - i. In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;
 - ii. To elect the Leader of the Council;
 - iii. To elect the Deputy Leader of the Council;

- iv. Confirmation of the accuracy of the minutes of the last meeting of the Council;
- v. Receipt of the minutes of the last meeting of a committee.
- vi. Consideration of the recommendations made by a committee;

- vii. Receipt of nominations to any committees, advisory committees, sub-committees and working groups;

- viii. Appointment of members to existing committees;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of representation on or work with external bodies and arrangements for reporting back;
- xi. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xii. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

- k. Council will throughout the year
 - i. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - ii. Review of the terms of reference for committees;
 - iii. Appointment of any new committees in accordance with standing order 4;
 - iv. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - v. Review of inventory of land and other assets including buildings and office equipment;
 - vi. Confirmation of arrangements for insurance cover in respect of all insurable risks;
 - vii. Review of the Council's and/or staff subscriptions to other bodies;
 - viii. Review of the Council's complaints procedure;

- ix. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- x. Review of the Council's policy for dealing with the press/media;
- xi. Review of the Council's employment policies and procedures;
- xii. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a The Chairman of the Council may convene an extraordinary meeting of the Council at any time.
- b If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.
- c The chairman of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d If the chairman of a committee or a sub-committee does not call an extraordinary meeting within seven days of having been requested to do so by two members of the committee or the sub-committee, any two members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee.

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least six councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes

shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least ten clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least seven clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;

- iv. to refer a motion to a particular committee or sub-committee;
- v. to appoint a person to preside at a meeting;
- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11. **MANAGEMENT OF INFORMATION**

See also standing order 20.

- a The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.
- b The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).
- c The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.
- d Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

12. DRAFT MINUTES

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council’s code of conduct. They may return to the meeting after it has considered the matter in which he had the interest.
- d Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

- e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.
- h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:
 - i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;
 - ii. granting the dispensation is in the interests of persons living in the Council's area; or
 - iii. it is otherwise appropriate to grant a dispensation.

14. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the District Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to

- investigate the complaint or is a legal requirement;
- ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d Upon notification by the District Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.

15. **PROPER OFFICER**

- a The Proper Officer shall be either (i) the town clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
 - i. at least three clear days before a meeting of the council, a committee or a sub-committee,
 - serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and
 - Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;
 - ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least seven days before the meeting confirming his withdrawal of it;
 - iii. convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;
 - iv. facilitate inspection of the minute book by local government electors;
 - v. receive and retain copies of byelaws made by other local authorities;
 - vi. hold acceptance of office forms from councillors;
 - vii. hold a copy of every councillor's register of interests;
 - viii. assist with responding to requests made under freedom of information

legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;

- ix. liaise, as appropriate, with the Council's Data Protection Officer if there is one;
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(see also standing order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chairman or in his absence the Vice-Chairman of the Council within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 23).

16. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in

accordance with the law, proper practices and the Council's financial regulations.

- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper

- practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
- iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below £25,000 due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
 - c. A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).
 - d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
 - e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

- f. A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.
- g. A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.

19. HANDLING STAFF MATTERS

- a. A matter personal to a member of staff that is being considered by a meeting of the Council or the Personnel Advisory Committee is subject to standing order 11.
- b. Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Leader of the Council and the Chairman of the Personnel Advisory Committee of absence occasioned by illness or other reason and that person shall report such absence to Council at its next meeting.
- c. The Leader and Chairman of the Personnel Advisory Committee, or in their absence, the Deputy Leader and Chairman of the Personnel Advisory Committee or person nominated by the Chairman of the Personnel advisory Committee, shall conduct a review of the performance and annual appraisal of the work of the Town Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Personnel Advisory committee.
- d. Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the Leader of the Council and Chairman of the Personnel Advisory Committee or in their absence, the Deputy Leader of the Council and Chairman of the Personnel Advisory Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Personnel Advisory Committee.
- e. Subject to the Council's policy regarding the handling of grievance matters, if

an informal or formal grievance matter raised by the Town Clerk relates to the chairman or vice-chairman of the Council or the Leader or Deputy Leader of the Council , this shall be communicated to the Chairman of the Personnel Advisory Committee, which shall be reported back and progressed by resolution of the Personnel Advisory Committee.

- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. **RESPONSIBILITIES TO PROVIDE INFORMATION**

See also standing order 21.

- a In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.
- b. The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(Below is not an exclusive list).

See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.
- c The Council shall have a written policy in place for responding to and managing a personal data breach.
- d The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
- e The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.

- f The Council shall maintain a written record of its processing activities.

22. RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council shall be sent to the ward councillor(s) representing the area of the Council.

25. **RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

26. **STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least two councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

DRONFIELD TOWN COUNCIL

Financial Regulations

Version History

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1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council

- 1.9. The RFO;
- acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and accounting control systems;
 - ensures the accounting control systems are observed;
 - maintains the accounting records of the council up to date in accordance with proper practices;
 - assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
 - a record of the assets and liabilities of the council; and
 - wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
 - measures to ensure that risk is properly managed.
- 1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
- setting the final budget or the precept (council tax requirement);
 - approving accounting statements;
 - approving an annual governance statement;
 - borrowing;
 - writing off bad debts;
 - declaring eligibility for the General Power of Competence; and

- addressing recommendations in any report from the internal or external auditors

shall be a matter for the full council only.

1.14. In addition the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment delegated to a Committee or Officer if in excess the amount in the annual budget; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in Governance and Accountability for Local Councils - a Practitioners' Guide (England) issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman or a cheque signatory shall be appointed to verify bank reconciliations produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Council.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.

- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
- be competent and independent of the financial operations of the council;
 - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the council.
- 2.7. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
 - initiate or approve accounting transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1. The RFO must each year, by no later than December, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Budget Advisory Committee and Council.
- 3.2. The Council shall consider annual budget proposals in relation to the forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.3. The Council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.4. The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

- 4.1. Expenditure on revenue items must be authorised by Full Council except when authorised by
- a duly delegated committee of the Council for items between £5000 and the amount in the annual budget; or
 - the Clerk for any items below £5000-provided that the item is budgeted for. Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year other than by resolution of the Council.
- 4.4. The salary budgets are to be reviewed at least annually in November for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £5,000. Expenditure in excess of this figure can be authorised by the Leader and/or Deputy Leader. The Clerk shall report such action to the Leader as soon as possible and to the council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £100 or 15% of the budget (whichever is the greater).
- 4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council. The Council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the Council . The approved schedule shall be initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council meeting.
- 5.5. The Clerk and RFO shall have delegated authority to authorise the following payments by cheque or BACS transfer prior to authorisation at a Council meeting.
 - a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council;
 - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council ; or
 - c) fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
- 5.6. Payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, salaries, PAYE and NI, pension fund and regular maintenance contracts and the like) provided that the requirements of regulation 4.1 (Budgetary controls) are adhered to and also that a list of such payments shall be submitted to the next appropriate meeting of council.
- 5.7. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.

- 5.8. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.9. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by cheque internet banking and direct debit or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council.
- 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, and counter authorised by the Clerk or RFO, in accordance with a resolution instructing that payment. If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and / or permissible to be a signatory to the transaction in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6. Cheques or orders for payment shall not normally be presented for signature at a council or committee meeting. Any signatures obtained away from such meetings shall be reported to the council at the next convenient meeting.
- 6.7. Payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.
- 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.
- 6.9. Payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.

- 6.10. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained in a sealed, dated envelope in a secure location. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 6.11. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.12. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.13. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.14. Where internet banking arrangements are made with any bank, the Clerk and RFO- shall be appointed as the Administrators. The bank mandate approved by the council shall identify the members who will be authorised to approve transactions on those accounts.
- 6.15. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 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.
- 6.17. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
- 6.18. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
- a) The RFO shall maintain a petty cash float of £250 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
 - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

- 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.

7. PAYMENT OF SALARIES

- 7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
- a) by any councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.8. Before employing interim staff the council must consider a full business case.

8. LOANS AND INVESTMENTS

- 8.1. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements

for the loan shall only be approved by full council.

- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 8.4. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.5. All investments of money under the control of the council shall be in the name of the council.
- 8.6. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.7. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3. The Council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts in excess of £500 shall be reported to the council and shall be written off in the year.
- 9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take

such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

- 9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.
- 10.4. A member may not issue an official order or make any contract on behalf of the council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. CONTRACTS

- 11.1. Procedures as to contracts are laid down as follows:
- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
- i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by legal professionals acting in disputes;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
 - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Leader and Chairman of council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles

- and / or are only sold at a fixed price.
- vii. for goods or services purchased under a framework agreement to which the Council can lawfully join.
- b. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations¹.
- c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)².
- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- e. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- g. Any invitation to tender issued under this regulation shall be subject to Standing Order 18d, and shall refer to the terms of the Bribery Act 2010.
- h. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £5,000 and above £1000 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.
- i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

1 The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts.

2 Thresholds currently applicable are:

a) For public supply and public service contracts 209,000 Euros (£181,302)

b) For public works contracts 5,225,000 Euros (£4,551,413)

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13. STORES AND EQUIPMENT

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. ASSETS, PROPERTIES AND ESTATES

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Reg. 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. INSURANCE

- 15.1. Following the annual risk assessment (per Financial Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers in consultation with the Clerk.
- 15.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

16. CHARITIES

- 16.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

17. RISK MANAGEMENT

- 17.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk with the RFO shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.

- 17.2. When considering any new activity, the Clerk with the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 18.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these financial regulations.
- 18.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

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 Town Clerk in consultation with the Leader and in his/her absence the Deputy Leader and the Chair of the relevant committee, decisions of the Council 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 2022 **Outside Services Managers Report**

The following tasks have been carried out up to 27th April 2022.

Training – Four members of the Outside Services team attended Manual Handling training. In addition to this two members of the team have attended PASMA training.

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

Cemetery - The baskets are emptied around the Cemetery on a Monday and Friday and Outside Services have assisted with six interments over the last month. New steel doors have been fitted on the office, toilet and storage area at the Cemetery.

Open spaces – Outside services staff have litter picked all Town Council open spaces and play areas.

Cliffe Park – Outside services staff have been opening the toilets at Cliffe Park each morning and opening Gosforth Lodge to let the groups in to use the Lodge. New lights have been installed in the car park at Cliffe Park. New steel doors have been fitted on the changing rooms, disabled toilets and bowling pavilion.

Gosforth Lodge – The roof has been cleaned and repaired on Gosforth Lodge.

Cliffe Park Bowling – The cladding around the edge of the bowling green has been vandalised and ripped out and was cleared away by the caretaking staff.

Grass Cutting – Grass cutting of all play areas and open spaces owned by the Town Council has been carried out on alternative weeks with the grass cutting at the Cemetery.

Play Areas

Birches Fold

Cliffe Park – the issue with the roundabout is still ongoing.

Hilltop – the play equipment was cleaned following graffiti.

Moonpenny Way – the temporary fix to the trampoline has been broken, repaired and has broken again and the play equipment was cleaned following graffiti.

Sindlefingen Park – the repair to the roundabout has been ordered and broken benches have been removed from the basketball area. A litter bin has also been vandalised.

Stonelow

Lundy Road

Marsh Avenue

Cemetery Road – the roundabout is not moving freely, Kompan have been informed. The slide has been cleaned.

Dronfield Woodhouse – the play equipment was cleaned following graffiti

Tennis courts

Dronfield Woodhouse – the posts and nets have now been installed and the courts are open for use.

Coal Aston – Nothing to report

Cliffe Park – Nothing to report

Bowling Greens

All bowling greens have now reopened for the summer. Outside Services have dealt with the emptying of the cesspit at Dronfield Woodhouse bowling club due to issues.

Other Tasks

Agendas placed on notice boards and are removed when meetings/events have taken place.

Glass was cleaned up after a smashed bus shelter on Pentland Road.

**Minutes of the meeting of the Parks & Recreations Advisory Committee
held Council Chamber, Civic Hall on Monday 25th April 2022 at 9:30am**

Present:

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

In attendance:

J. Mitchell (Town Clerk) and A. Carrick (Dronfield Running Club)

1. Apologies

There were no apologies.

2. Declarations of Interest

There were no declarations of interest.

3. Minutes of the last meeting

It was RESOLVED to approve the minutes as a true and accurate record of the Parks & Recreation Advisory Committee Meeting held on 21st March 2022.

4. Items for exclusion of the public

It was RESOLVED there were no items for discussion which required the public to be excluded.

5. Hilltop / Big Dipper Race

Members discussed the required use of Hilltop park for the Big Dipper event being organised by Dronfield Running Club.

It was RESOLVED to send a copy of the Commercial Use of Parks policy to Dronfield Running Club and request copies of the documents specified in the policy plus any other information to support their application to use Hilltop park.

6. Outstanding Tickets

Members reviewed and discussed the spreadsheet of outstanding jobs, relating to the Parks & Recreation Advisory Committee.

It was RESOLVED to note the updates.

7. Signage

Members were informed that NEDDC can provide five 'dog fouling' signs to the council free of charge and a copy of the artwork so that any remaining signs can be ordered and printed by the council.

It was RESOLVED to note this update.

8. Cliffe Park

Members were informed that no further action had been taken regarding the roundabout at Cliffe Park due to awaiting information from the Outside Services Manager who is currently off work.

It was RESOLVED to note this update.

9. Sindelfingen Park

Members were informed that an order had been placed to repair the roundabout but no date had yet been confirmed for the work to be carried out.

It was RESOLVED to note this update.

Members reviewed two quotes that had been received to replace the zip wire.

It was RESOLVED to recommend to council that the quote of £9,272.50 is accepted pending a third quote.

Members discussed a request to replace the basketball nets at Sindelfingen Park.

It was RESOLVED to replace the basketball nets and arrange for Outside Services to paint the backboards.

Members discussed the 'Sindelfingen Park' sign.

It was RESOLVED to arrange for the cleaning of the Sindelfingen Park sign.

Members discussed a request from the Scouts to plant a tree in Sindelfingen Park to commemorate the Queens Platinum Jubilee.

It was RESOLVED to recommend to council that permission is granted to the Scouts to plant a native tree species in Sindelfingen Park in a location to be agreed with Outside Services.

Members discussed two possible grant funding opportunities for the purchase of new trees to plant in Sindelfingen Park.

It was RESOLVED to investigate the grant funding options further and apply if possible, by the deadline of 31st May 2022.

10. Dronfield Woodhouse

Members discussed a quote received for the removal of wet pour at Dronfield Woodhouse recreation ground.

It was RESOLVED to recommend to council to accept the quote of £2,350 to remove the wet pour, pending confirmation of the work included as part of the quote.

11. Moonpenny Park

Members discussed the continued damage to the trampoline at Moonpenny park.

It was RESOLVED to contact Wicksteed to make enquiries about the best way to repair the trampoline long term and bring back solutions to the next committee meeting.

12. Stonelow Park

Members were informed that all parts had been ordered for the repairs at Stonelow and they discussed the installation of a possible new piece of equipment.

It was RESOLVED to investigate the possibility and cost of installing a stone climbing structure within Stonelow Park and bring back suggestions to the next committee meeting.

13. Cemetery Road Park

Members were informed that a letter had been sent to the Managing Director of Kompan regarding the outstanding issues with the trampoline at Cemetery Road park but no response had yet been received.

It was RESOLVED to note this update.

14. Marsh Avenue Park

Members discussed a request from the owner of land on Trent Grove to fence off a 2.5m x 20m section of the park.

It was RESOLVED to decline this request and inform the landowner of this decision.

15. Bowling Green Maintenance and Cutting

Members were informed that the current contractor that maintains the bowling greens had explained that the additional nine cuts per green, he thinks are required, were not included as part of the original quote as he was provided with the specifications required by the council.

It was RESOLVED to recommend to council to pay the additional £675 for the additional nine cuts per green and request a copy of the full work schedule for the year for each green.

16. AV Irrigation

Members discussed a contract with AV Irrigation to maintain and commission and decommission the irrigation system on the bowling green at Coal Aston.

It was RESOLVED to write to Coal Aston bowling club to ask them to clarify what work AV Irrigation carry out and bring the information back to the next committee meeting.

17. Lawnmowers

Members discussed the requirement for two new lawn mowers for use by Outside Services and a number of quotes were considered.

It was RESOLVED to gain further information from Outside Services regarding the current number of lawnmowers, the model, age, condition and where they are currently used and bring this back to the next committee meeting.

18. Operational Inspections

Members discussed continuing the operational inspections of the parks.

It was RESOLVED to gain a quote from HAGS to continue with the operational inspections in the parks and bring it back to the next committee meeting.

19. Date of next meeting

It was RESOLVED to hold the next Parks & Recreation Committee Meeting on Monday 9th May at 9:30am.

The meeting closed at 11:46am.

Minutes of the Events Advisory Committee of Dronfield Town Council
Meeting held on 26 April 2022 at 11:00pm held in Council Chamber, Civic Hall

Present: Cllr. S. Burkitt, Cllr. M. Emmens (Chair), Cllr A Powell and Cllr. R Welton

In attendance: L Stonehouse (Projects and Communications Officer) and J Mitchell (Town Clerk)

1. Apologies

Cllr R Hall sent his apologies.

2. Declaration of Interests

There were no declarations of interest.

3. Approval of Minutes

It was RESOLVED to approve the minutes of the Events Advisory Committee Meeting held on 2nd March 2022 as a true and accurate record of the meeting.

4. Any items for exclusion of the public

It was RESOLVED there were no items for discussion which required the public to be excluded.

5. Queens Platinum Jubilee Celebrations

Members discussed the Queens Platinum Jubilee event in June.

It was RESOLVED to recommend to Council to approve a budget of £500 for the Queens Platinum Jubilee events.

It was RESOLVED to note that three members of outside services have agreed to work the bank holiday for the Queens Jubilee Celebrations.

Members were shown the design for the 'A Crown Fit for a Queen' competition flyer.

It was RESOLVED to proceed with sending the flyer to all primary schools and that Argos vouchers would be awarded as prizes to two age categories.

6. Dronfield Platinum Gala

Members discussed the Dronfield Platinum Gala event in June.

Members were updated that there were currently five community stalls, two commercial and three food and drink stalls confirmed to attend.

Members were informed that the free rides had been ordered and two groups had been confirmed to perform in the arena.

Members discussed the option of the circus workshop being something different and the different payment options for having a Birds of Prey stand at the Gala.

Members were informed that an advert had been booked to promote the Gala in the next issue of the Dronfield Eye and flyers would also be printed to be distributed to the schools in Dronfield, banners will also be ordered shortly and installed within the parks and open spaces around town.

It was RESOLVED to note these updates and agree to pay for the Birds of Prey stand so that it will be a free experience for residents attending the Gala.

7. Civic Service

Members discussed the potential dates to hold the Civic Service and the involvement of Church's Together.

It was RESOLVED to recommend to council to hold the Civic Service on Sunday 25th September 2022.

Members were informed that the Bishop of Repton had offered to attend future Dronfield events.

It was RESOLVED to invite the Bishop to the Beacon Lighting and Remembrance Sunday Service.

Members discussed inviting the Deputy Lieutenant Mr K Cook CBE to future Dronfield Events.

It was RESOLVED to invite Mr K Cook CBE to the Beacon Lighting, Remembrance Day Service and to the Civic Service.

Cllr Burkitt left the meeting at 11:50am.

8. Christmas

Members were informed that the Roller Disco had been in contact to confirm a price increase with regards to the Christmas Light Switch On.

It was RESOLVED to agree to the cost of £XXX for the Roller Disco to be held in the Sports Centre on the evening of the Christmas Lights Switch-On.

Members discussed the replacement of the Christmas Icicle lights which are currently out of stock.

It was RESOLVED to look into the purchasing of a new style of Christmas lights.

9. Date of Next Meeting

It was RESOLVED to hold the next meeting on Tuesday 24th May at 11am.

The meeting closed at 11.59am.

Town Clerk's Report

Council Meeting to be held on 9th May 2022

Items for Decision

Town Twinning – the International Street Festival in Sindelfingen will take place from 17-19 June 2022. The “Partnerschaftsabend“ will take place on the 16 June 2022 during the evening. To confirm if any councillors will be attending the Street Festival.

Items for Information

Derbyshire County Council – Mobile Library Routes

Correspondence Received

Dronfield Town Twinning Federation – are planning a social get-together at Gosforth Lodge on Friday May 27th, from 7 o'clock and the committee members would be delighted if you could drop in.

Town Clerk

Subject: FW: Invitation to the International Street Festival in June

From: Schahl, Julian [REDACTED]

Sent: 12 April 2022 10:10

To: [REDACTED]

Subject: Invitation to the International Street Festival in June

Dear Jo, dear all,

I hope that you are doing fine and it is my great pleasure to inform you that our International Street Festival will definitely take place from 17-19 June as you know it before Covid. Our „Partnerschaftsabend“ will take place on the 16 June during the evening.

You will receive an official invitation after the Easter holidays, but I would like to inform you prior to it that we would be very delighted to host a delegation from Dronfield.

Best regards from Sindelfingen to our friends in Dronfield

Julian

[REDACTED]

[REDACTED]

Stadt  Sindelfingen

Town Clerk

From: CST Policy & Research (Corporate Services and Transformation) <Policy.&Research@derbyshire.gov.uk>
Sent: 28 April 2022 09:20
To: CST Policy & Research (Corporate Services and Transformation)
Subject: Mobile Library Routes
Attachments: Northern Mobile Library Routes 30 May to 19 August 2022.pdf; Southern Mobile Library Routes 30 May to 19 August 2022.pdf; Mobile Library Index of Places Served 30 May to 19 August 2022.pdf

Dear Parish and Town Council

The library service would like to ask you to display the revised mobile timetables for 30 May 2022 to 19 August 2022 within your Parish buildings and at other local community venues, if possible, to promote and encourage use of the service.

If you have any queries, please do not hesitate to contact Alison Bailey Email alison.bailey@derbyshire.gov.uk

Many thanks
Alison

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Derbyshire County Council reserves the right to monitor both sent and received emails.

Town Clerk

Subject: FW: A welcome from Town Twinning - Gosforth Lodge on Friday May 27th

From: Dronfield Town Twinning

Sent: 29 April 2022 09:35

To: Dronfield Town Twinning

Subject: A welcome from Town Twinning - Gosforth Lodge on Friday May 27th

Hello everyone, As an obvious result of the pandemic, our twinning activities have been curtailed in the last 2 years . We have however continued talking with our friends in Germany using Zoom; and as life slowly returns to normal, we are looking forward to welcoming a group visit from Sindelfingen in September.

We are planning a social get-together at Gosforth Lodge on Friday May 27th, from 7 o'clock. The committee members will be delighted if you could drop in, be our guest and enjoy a glass of wine with us.

We are looking forward to sharing future plans with you. Hope to see you there!

Town Twinning Committee

BANK ACCOUNT-NO 1

List of Payments made between 01/03/2022 and 31/03/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
04/03/2022	British Gas Trading Ltd	DDM1	6.21		Gas- wors unit - Jan
04/03/2022	Water Plus	DDM4	187.47		Cliffe Pk - 15 01 to 15 02
04/03/2022	Public Works Loan Board	DDM0	3,175.00		Loan repayment and interest
04/03/2022	Westfield Health Direct D	ddm	47.10		West field dedcutions
06/03/2022	Water Plus	DDM3	109.76		Water - Cemetery
07/03/2022	Spitfire Network Services Ltd	DD16	39.60		Alarm rental March 22
09/03/2022	Plusnet PLC	DDM2	26.53		Broadband Civic Hall - March
10/03/2022	Gamma Business Communications	DDM5	116.75		Civic Hall call charges
11/03/2022	TALKTALK DIRECTDEBIT	DD14	31.50		Broadband 1.3-31.3
11/03/2022	HSBC Bank Plc	DD 15	29.77		Charges to 17 Feb 22
14/03/2022	HSBC Bank Plc	DDM8	43.32		Bank charges Jan 22
15/03/2022	Frama Smart Mailing	DDM9	126.00		Franking machine 17.4.22-16.7.
15/03/2022	Flogas Britain Ltd	DD11	87.58		Purchase ledger DDR payment
15/03/2022	Salaries & Wages	DD	18,059.12		Net salaries March 22
16/03/2022	Water Plus	DDM6	226.32		Water Civic 28.11.21-26.2.22
16/03/2022	O2 Direct Debit	DDM7	112.39		Mobile phones Feb
16/03/2022	FuelGenie	DDM8	233.47		Fuel for vehicles Feb 22
21/03/2022	OPUS - Civic Hall	DD19	310.10		Civic Hall Elec Feb 22
21/03/2022	OPUS - Cliffe Park	DD20	912.04		Cliff Pk -elec Mar22
21/03/2022	OPUS - Coal Aston Pavilion	DD21	22.77		Coal Aston -elec -Mar22
21/03/2022	OPUS - Main Pavillion Stonelow	DD22	68.48		Main Pavillion Elec Feb 22
21/03/2022	Cricket Shed, Stonelow	DD23	218.02		Cricket club Elec Feb 22
21/03/2022	OPUS - Small Pavillion Stone	DD24	71.30		Small Pav Elec Feb 22
21/03/2022	OPUS - Church Street	DD25	7.51		Church St
22/03/2022	Personnel Advice & Solutions L	DD12	120.00		Personnel advice March
22/03/2022	IRIS Payroll Solutions Ltd	DD18	23.56		Payroll Feb 22
23/03/2022	British Gas Trading Ltd	DDRM	686.73		Civic centre - gas - Feb
23/03/2022	IDMobile	DD17	6.00		Sim card office March 22
24/03/2022	IDMobile	DD25	6.00		Sim card office March
28/03/2022	Business Stream	DD27	105.01		Water c/a sports 9.21-9.3
29/03/2022	British Gas Trading Ltd	DD10	5.61		Purchase ledger DDR payment
29/03/2022	Westfield Health Direct D	DD26	47.10		Westfield deductions
31/03/2022	BACS P/L Pymnt Page 3005	BACS Pymnt	64,542.18		BACS P/L Pymnt Page 3005
31/03/2022	BACS P/L Pymnt Page 3013	BACS Pymnt	70,450.91		BACS P/L Pymnt Page 3013
31/03/2022	BACS P/L Pymnt Page 3016	BACS Pymnt	12,631.12		BACS P/L Pymnt Page 3016
31/03/2022	Water Plus	DD13	168.41		Water C/Pk 15.2.22-15.3.22
31/03/2022	BACS P/L Pymnt Page 3022	BACS Pymnt	-1,788.00		BACS P/L Pymnt Page 3022
Total Payments			171,272.74		

BANK ACCOUNT -NO 1

Cash Received between 01/03/2022 and 31/03/2022

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
18/03/2022	ESC Lottery Fund	ESC Grant	Lottery Grant	2,751.00
26/03/2022	Fiery Dough Pizza		Gala payment	35.00
29/03/2022	HMRC		SSP Covid Grant	96.35
14/03/2022	North East Derbyshire		Covid Grant	2,500.00
23/03/2022	Norther Power Grid		March - Reg payment	2.30
02/03/2022	Sales Recpts Page 4970		Sales Recpts Page 4970	40.00
02/03/2022	Sales Recpts Page 4971		Sales Recpts Page 4971	8.00
02/03/2022	Sales Recpts Page 4972		Sales Recpts Page 4972	500.00
02/03/2022	Sales Recpts Page 4973		Sales Recpts Page 4973	240.00
02/03/2022	Sales Recpts Page 4974		Sales Recpts Page 4974	50.50
02/03/2022	Sales Recpts Page 4975		Sales Recpts Page 4975	50.50
16/03/2022	Sales Recpts Page 4977		Sales Recpts Page 4977	50.50
16/03/2022	Sales Recpts Page 4978		Sales Recpts Page 4978	1,080.50
16/03/2022	Sales Recpts Page 4979		Sales Recpts Page 4979	318.28
16/03/2022	Sales Recpts Page 4980		Sales Recpts Page 4980	50.50
16/03/2022	Sales Recpts Page 4981		Sales Recpts Page 4981	318.28
16/03/2022	Sales Recpts Page 4982		Sales Recpts Page 4982	250.00
17/03/2022	Sales Recpts Page 4983		Sales Recpts Page 4983	353.67
18/03/2022	Sales Recpts Page 4984		Sales Recpts Page 4984	355.38
23/03/2022	Sales Recpts Page 4985		Sales Recpts Page 4985	400.00
23/03/2022	Sales Recpts Page 4986		Sales Recpts Page 4986	95.00
23/03/2022	Sales Recpts Page 4987		Sales Recpts Page 4987	5.00
23/03/2022	Sales Recpts Page 4988		Sales Recpts Page 4988	128.00
23/03/2022	Sales Recpts Page 4989		Sales Recpts Page 4989	182.00
23/03/2022	Sales Recpts Page 4990		Sales Recpts Page 4990	150.40
30/03/2022	Sales Recpts Page 4991		Sales Recpts Page 4991	714.00
30/03/2022	Sales Recpts Page 4992		Sales Recpts Page 4992	183.00
30/03/2022	Sales Recpts Page 4993		Sales Recpts Page 4993	225.00
28/03/2022	Sales Recpts Page 4994		Sales Recpts Page 4994	75.60
24/03/2022	Sales Recpts Page 4995		Sales Recpts Page 4995	50.50
25/03/2022	Sales Recpts Page 4996		Sales Recpts Page 4996	357.09
25/03/2022	Sales Recpts Page 4997		Sales Recpts Page 4997	800.00
30/03/2022	Sales Recpts Page 4998		Sales Recpts Page 4998	348.54
28/03/2022	Sales Recpts Page 4999		Sales Recpts Page 4999	318.28

BANK ACCOUNT -NO 1

Cash Received between 01/03/2022 and 31/03/2022

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
30/03/2022	Sales Recpts Page 5000		Sales Recpts Page 5000	495.00
31/03/2022	Sales Recpts Page 5001		Sales Recpts Page 5001	400.00
31/03/2022	Sales Recpts Page 5002		Sales Recpts Page 5002	523.00
31/03/2022	Sales Recpts Page 5003		Sales Recpts Page 5003	40.00
31/03/2022	Sales Recpts Page 5004		Sales Recpts Page 5004	45.00
31/03/2022	Sales Recpts Page 5005		Sales Recpts Page 5005	120.00
31/03/2022	Sales Recpts Page 5006		Sales Recpts Page 5006	358.80
31/03/2022	Sales Recpts Page 5007		Sales Recpts Page 5007	109.20
07/03/2022	Sales Recpts Page 5008		Sales Recpts Page 5008	55.00
31/03/2022	Sales Recpts Page 5009		Sales Recpts Page 5009	100.80
31/03/2022	Sales Recpts Page 5011		Sales Recpts Page 5011	44.80
31/03/2022	Sales Recpts Page 5012		Sales Recpts Page 5012	452.00
28/03/2022	Sales Recpts Page 5013		Sales Recpts Page 5013	50.50
28/03/2022	Sales Recpts Page 5014		Sales Recpts Page 5014	50.50
31/03/2022	Sales Recpts Page 5015		Sales Recpts Page 5015	115.20
31/03/2022	Sales Recpts Page 5016		Sales Recpts Page 5016	908.00
31/03/2022	Sales Recpts Page 5017		Sales Recpts Page 5017	366.00
31/03/2022	Sales Recpts Page 5018		Sales Recpts Page 5018	10.00
31/03/2022	Sales Recpts Page 5019		Sales Recpts Page 5019	173.00
31/03/2022	Sales Recpts Page 5020		Sales Recpts Page 5020	173.00
31/03/2022	Sales Recpts Page 5021		Sales Recpts Page 5021	-366.00
31/03/2022	Sales Recpts Page 5022		Sales Recpts Page 5022	-318.28
31/03/2022	Sales Recpts Page 5023		Sales Recpts Page 5023	-400.00
31/03/2022	Sales Recpts Page 5024		Sales Recpts Page 5024	-523.00
31/03/2022	Sales Recpts Page 5025		Sales Recpts Page 5025	-40.00
31/03/2022	Sales Recpts Page 5026		Sales Recpts Page 5026	-45.00
31/03/2022	Sales Recpts Page 5027		Sales Recpts Page 5027	-120.00
31/03/2022	Sales Recpts Page 5028		Sales Recpts Page 5028	-100.80
31/03/2022	Sales Recpts Page 5029		Sales Recpts Page 5029	-115.20
31/03/2022	Sales Recpts Page 5030		Sales Recpts Page 5030	-908.00
31/03/2022	Sales Recpts Page 5031		Sales Recpts Page 5031	-10.00
31/03/2022	Sales Recpts Page 5032		Sales Recpts Page 5032	-173.00
31/03/2022	Sales Recpts Page 5033		Sales Recpts Page 5033	-173.00
10/03/2022	Zurich Insurance		Claim for repair of stolen key	370.53

**Bank Reconciliation Statement as at 31/03/2022
for Cashbook 1 - BANK ACCOUNT-NO 1**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account HSBC	31/03/2022	0	652,696.30
			<u>652,696.30</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			652,696.30
<u>Receipts not Banked/Cleared (Plus)</u>			
28/03/2022 allocate		318.28	
31/03/2022 allocate		400.00	
31/03/2022 allocate		523.00	
31/03/2022 allocate		40.00	
31/03/2022 allocate		45.00	
31/03/2022 allocate		120.00	
31/03/2022 allocate		100.80	
31/03/2022 allocate		452.00	
31/03/2022 allocate		115.20	
31/03/2022 allocate		908.00	
31/03/2022 ALLOCATE		10.00	
31/03/2022 ALLOCATE		173.00	
31/03/2022 allocate		173.00	
			<u>3,378.28</u>
			656,074.58
		Balance per Cash Book is :-	655,892.23
		Difference is :-	182.35

Detailed Income & Expenditure by Budget Heading 31/03/2022

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
101 CIVIC HALL								
1001 RENT RECEIVED	150	0	0	0			0.0%	
1010 LETTING INCOME	5,768	18,763	25,000	6,237			75.1%	
1071 NEDDC GRANTS (Covid-19)	39,500	4,000	0	(4,000)			0.0%	
CIVIC HALL :- Income	45,418	22,763	25,000	2,237			91.1%	0
4001 STAFF COSTS	22,493	53,162	32,220	(20,942)		(20,942)	165.0%	
4011 RATES	0	24,950	24,950	0		0	100.0%	
4012 WATER	2,124	1,504	4,500	2,996		2,996	33.4%	
4014 ELECTRICITY	5,442	3,159	6,000	2,841		2,841	52.7%	
4015 GAS	4,740	4,293	5,000	707		707	85.9%	
4018 WASTE DISPOSAL	1,123	1,179	1,500	321		321	78.6%	
4020 MISCELLANEOUS EXPENSES	475	891	1,000	109		109	89.1%	
4025 INSURANCE	988	1,141	1,000	(141)		(141)	114.1%	
4036 PROPERTY MAINTENANCE	5,338	706	4,000	3,294		3,294	17.6%	
4038 MAINTENANCE CTRCTS	1,744	3,256	2,000	(1,256)		(1,256)	162.8%	
4040 EQUIPMENT REPLACEMENT	755	8,001	1,000	(7,001)		(7,001)	800.1%	
4042 EQUIPMENT MAINTCE	753	229	1,000	771		771	22.9%	
4061 EXTERNAL CONTRACTOR FEES	0	522	1,500	978		978	34.8%	
4062 LICENCES (PREMISES)	0	155	0	(155)		(155)	0.0%	
4100 RENT - CIVIC HALL	171,961	179,522	179,522	0		0	100.0%	
CIVIC HALL :- Indirect Expenditure	217,936	282,670	265,192	(17,478)	0	(17,478)	106.6%	0
Net Income over Expenditure	(172,517)	(259,906)	(240,192)	19,714				
102 PARKS & OPEN SPACES								
1001 RENT RECEIVED	90	90	90	0			100.0%	
1077 GRANTS RECEIVED	495	495	495	0			100.0%	
1080 MISC INCOME	73	1,014	0	(1,014)			0.0%	
PARKS & OPEN SPACES :- Income	658	1,599	585	(1,014)			273.4%	0
4011 RATES	1,396	1,397	1,450	53		53	96.4%	
4018 WASTE DISPOSAL	0	558	0	(558)		(558)	0.0%	
4019 LITTER & DOG BIN EMPTYING	4,571	(1,123)	2,200	3,323		3,323	(51.0%)	
4034 ENVIRONMENTAL IMPROVEMENTS	1,119	926	3,000	2,074		2,074	30.9%	
4037 GROUNDS MAINTENANCE	0	19,025	26,000	6,975		6,975	73.2%	
4046 TREE WORKS MAINTENANCE	4,489	164	5,000	4,836		4,836	3.3%	
4048 BENCHES - RELACE/MAINT	2,328	2,361	1,500	(861)		(861)	157.4%	
4049 ENVIRONMENTAL DTC	9,775	2,476	7,750	5,274		5,274	31.9%	
4050 ENVIRONMENTAL GRANTS	0	0	7,750	7,750		7,750	0.0%	
4077 PLANTS & HANGING BASKETS	0	5,518	5,000	(518)		(518)	110.3%	
4078 BOWLING GREEN MAINTENANCE	0	12,253	12,000	(253)		(253)	102.1%	
PARKS & OPEN SPACES :- Indirect Expenditure	23,677	43,553	71,650	28,097	0	28,097	60.8%	0
Net Income over Expenditure	(23,019)	(41,954)	(71,065)	(29,111)				

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103 ALLOTMENTS								
1001 RENT RECEIVED	405	425	405	(20)			104.9%	
ALLOTMENTS :- Income	405	425	405	(20)			104.9%	0
Net Income	405	425	405	(20)				
104 PLAY AREAS								
4039 PARKS REFURBISHMENT	134,946	152,017	0	(152,017)		(152,017)	0.0%	119,818
4042 EQUIPMENT MAINTCE	4,495	6,480	2,500	(3,980)		(3,980)	259.2%	
PLAY AREAS :- Indirect Expenditure	139,441	158,497	2,500	(155,997)	0	(155,997)	6339.9%	119,818
Net Expenditure	(139,441)	(158,497)	(2,500)	155,997				
6000 plus Transfer from EMR	0	119,818						
Movement to/(from) Gen Reserve	(139,441)	(38,679)						
105 GOSFORTH LODGE								
1010 LETTING INCOME	2,535	12,709	12,000	(709)			105.9%	
1071 NEDDC GRANTS (Covid-19)	21,003	1,500	0	(1,500)			0.0%	
GOSFORTH LODGE :- Income	23,538	14,209	12,000	(2,209)			118.4%	0
4001 STAFF COSTS	18,428	1,145	26,200	25,055		25,055	4.4%	
4011 RATES	0	4,940	4,940	(0)		(0)	100.0%	
4015 GAS	1,852	2,891	2,800	(91)		(91)	103.2%	
4020 MISCELLANEOUS EXPENSES	1,002	2,271	1,200	(1,071)		(1,071)	189.3%	
4021 TELEPHONE COSTS	290	265	600	335		335	44.1%	
4036 PROPERTY MAINTENANCE	11,245	896	4,000	3,104		3,104	22.4%	20,000
4038 MAINTENANCE CTRCTS	1,326	971	1,000	29		29	97.1%	
4042 EQUIPMENT MAINTCE	295	142	900	758		758	15.8%	
GOSFORTH LODGE :- Indirect Expenditure	34,438	13,522	41,640	28,118	0	28,118	32.5%	20,000
Net Income over Expenditure	(10,900)	688	(29,640)	(30,328)				
6000 plus Transfer from EMR	0	20,000						
Movement to/(from) Gen Reserve	(10,900)	20,688						
106 CLIFFE PARK								
1001 RENT RECEIVED	0	95	81	(14)			117.3%	
1020 PITCH FEES	2,626	29,627	22,000	(7,627)			134.7%	
CLIFFE PARK :- Income	2,626	29,722	22,081	(7,641)			134.6%	0
4001 STAFF COSTS	18,437	1,145	26,200	25,055		25,055	4.4%	

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4012 WATER	3,801	4,430	2,300	(2,130)		(2,130)	192.6%	
4014 ELECTRICITY	9,211	7,433	6,500	(933)		(933)	114.4%	
4018 WASTE DISPOSAL	2,526	3,038	3,500	462		462	86.8%	
4036 PROPERTY MAINTENANCE	5,034	2,162	1,500	(662)		(662)	144.1%	20,000
4037 GROUNDS MAINTENANCE	337	19,754	0	(19,754)		(19,754)	0.0%	9,900
CLIFFE PARK :- Indirect Expenditure	39,346	37,962	40,000	2,038	0	2,038	94.9%	29,900
Net Income over Expenditure	(36,720)	(8,240)	(17,919)	(9,679)				
6000 plus Transfer from EMR	0	29,900						
Movement to/(from) Gen Reserve	(36,720)	21,660						
107 CLIFFE PARK CAFE								
1010 LETTING INCOME	0	1,600	0	(1,600)			0.0%	
1015 CAFE RENTAL INCOME	3,800	9,500	9,000	(500)			105.6%	
1080 MISC INCOME	802	42	0	(42)			0.0%	
CLIFFE PARK CAFE :- Income	4,602	11,142	9,000	(2,142)			123.8%	0
Net Income	4,602	11,142	9,000	(2,142)				
109 COAL ASTON								
1001 RENT RECEIVED	0	95	81	(14)			117.3%	
1020 PITCH FEES	120	459	750	291			61.2%	
1071 NEDDC GRANTS (Covid-19)	19,669	1,500	0	(1,500)			0.0%	
1077 GRANTS RECEIVED	7,249	2,751	0	(2,751)			0.0%	
COAL ASTON :- Income	27,038	4,805	831	(3,974)			578.2%	0
4011 RATES	0	4,391	4,391	(0)		(0)	100.0%	
4012 WATER	996	637	400	(237)		(237)	159.2%	
4014 ELECTRICITY	461	319	600	281		281	53.2%	
4015 GAS	227	1,851	1,600	(251)		(251)	115.7%	
4036 PROPERTY MAINTENANCE	1,072	11,381	1,000	(10,381)		(10,381)	1138.1%	
4037 GROUNDS MAINTENANCE	8,914	3,220	1,000	(2,220)		(2,220)	322.0%	
4038 MAINTENANCE CTRCTS	479	464	500	36		36	92.9%	
4042 EQUIPMENT MAINTCE	356	45	500	455		455	9.1%	
COAL ASTON :- Indirect Expenditure	12,505	22,308	9,991	(12,317)	0	(12,317)	223.3%	0
Net Income over Expenditure	14,533	(17,504)	(9,160)	8,344				
110 STONELOW REC								
1001 RENT RECEIVED	45	45	45	0			100.0%	
1020 PITCH FEES	350	1,300	2,400	1,100			54.2%	
STONELOW REC :- Income	395	1,345	2,445	1,100			55.0%	0

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4012 WATER	1,025	726	1,500	774		774	48.4%	
4014 ELECTRICITY	2,604	2,354	2,000	(354)		(354)	117.7%	
4015 GAS	1,042	1,582	1,200	(382)		(382)	131.9%	
4036 PROPERTY MAINTENANCE	393	53	500	448		448	10.5%	
4037 GROUNDS MAINTENANCE	725	0	1,000	1,000		1,000	0.0%	
4038 MAINTENANCE CTRCTS	373	339	600	261		261	56.5%	
4042 EQUIPMENT MAINTCE	356	0	750	750		750	0.0%	
STONELOW REC :- Indirect Expenditure	6,519	5,054	7,550	2,496	0	2,496	66.9%	0
Net Income over Expenditure	(6,124)	(3,709)	(5,105)	(1,396)				
111 DRONFIELD WOODHOUSE REC								
1001 RENT RECEIVED	320	139	401	262			34.6%	
1020 PITCH FEES	450	2,563	1,700	(863)			150.8%	
1071 NEDDC GRANTS (Covid-19)	18,335	1,500	0	(1,500)			0.0%	
DRONFIELD WOODHOUSE REC :- Income	19,105	4,202	2,101	(2,101)			200.0%	0
4011 RATES	0	1,497	1,497	0		0	100.0%	
4036 PROPERTY MAINTENANCE	11	12	500	488		488	2.4%	
DRONFIELD WOODHOUSE REC :- Indirect Expenditure	11	1,509	1,997	488	0	488	75.6%	0
Net Income over Expenditure	19,095	2,693	104	(2,589)				
118 HIGHWAYS & ST FURNITURE								
4035 BUS SHELTER MAINTENANCE	11,716	4,817	5,000	183		183	96.3%	
4045 NOTICEBOARDS & SIGNS	6,376	3,391	3,000	(391)		(391)	113.0%	
HIGHWAYS & ST FURNITURE :- Indirect Expenditure	18,092	8,208	8,000	(208)	0	(208)	102.6%	0
Net Expenditure	(18,092)	(8,208)	(8,000)	208				
119 CEMETERY								
1002 GRANT OF RIGHTS FEES	11,610	16,649	12,000	(4,649)			138.7%	
1003 MEMORIAL FEES	4,850	5,820	5,000	(820)			116.4%	
1004 INTERMENT FEES	21,425	25,181	20,000	(5,181)			125.9%	
1005 CHAPEL FEES	0	0	400	400			0.0%	
1011 LODGE - RENT RECEIVED	9,900	7,525	9,900	2,375			76.0%	
1012 LODGE - WATER RECEIVED	600	450	600	150			75.0%	
1073 UNSTONE - CONTRIBUTION	8,414	0	4,000	4,000			0.0%	
CEMETERY :- Income	56,799	55,625	51,900	(3,725)			107.2%	0
4001 STAFF COSTS	59,555	55,532	0	(55,532)		(55,532)	0.0%	

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4005 GRAVEDIGGING	3,450	4,000	4,500	500		500	88.9%	
4011 RATES	6,861	6,861	6,861	(0)		(0)	100.0%	
4012 WATER	825	870	850	(20)		(20)	102.4%	
4014 ELECTRICITY	1,139	1,316	600	(716)		(716)	219.3%	
4015 GAS	0	958	0	(958)		(958)	0.0%	
4018 WASTE DISPOSAL	2,119	2,750	1,500	(1,250)		(1,250)	183.3%	
4024 SUBSCRIPTIONS	95	95	100	5		5	95.0%	
4036 PROPERTY MAINTENANCE	875	13,135	2,000	(11,135)		(11,135)	656.8%	10,520
4037 GROUNDS MAINTENANCE	196	387	1,000	613		613	38.7%	
4059 LETTING AGENT FEES	792	594	800	206		206	74.3%	
CEMETERY :- Indirect Expenditure	75,907	86,498	18,211	(68,287)	0	(68,287)	475.0%	10,520
Net Income over Expenditure	(19,108)	(30,873)	33,689	64,562				
6000 plus Transfer from EMR	0	10,520						
Movement to/(from) Gen Reserve	(19,108)	(20,353)						
121 CORPORATE MANAGEMENT								
1075 PRECEPT SUPPORT GRANT	12,613	0	0	0			0.0%	
1076 PRECEPT	821,456	834,000	834,000	0			100.0%	
1091 INTEREST RECEIVED HSBC BOND	29	5	0	(5)			0.0%	
1092 INTEREST RECEIVED CCLA FUND	503	77	700	623			11.0%	
CORPORATE MANAGEMENT :- Income	834,601	834,082	834,700	618			99.9%	0
4057 AUDIT FEES	1,990	400	2,400	2,000		2,000	16.7%	
CORPORATE MANAGEMENT :- Indirect Expenditure	1,990	400	2,400	2,000	0	2,000	16.7%	0
Net Income over Expenditure	832,611	833,682	832,300	(1,382)				
122 DEM REPRESENTATION & MGT								
1080 MISC INCOME	208	885	0	(885)			0.0%	
DEM REPRESENTATION & MGT :- Income	208	885	0	(885)				0
4204 BUSINESS RECOVERY	2,865	196	5,000	4,804		4,804	3.9%	
DEM REPRESENTATION & MGT :- Direct Expenditure	2,865	196	5,000	4,804	0	4,804	3.9%	0
4008 TRAINING	0	0	500	500		500	0.0%	
4027 TWINNING COSTS	1,000	0	1,000	1,000		1,000	0.0%	
4028 ELECTION COSTS	7,500	(7,500)	7,500	15,000		15,000	(100.0%)	
4063 LOCAL PLAN	3,307	0	800	800		800	0.0%	
4201 MAYOR'S ALLOWANCE	2,750	2,826	3,000	174		174	94.2%	

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4202 MAYORS EXPENSES	0	0	1,000	1,000		1,000	0.0%	
4203 LOCAL EVENTS SPONSORSHIP	225	590	1,000	410		410	59.0%	
4205 COMMUNICATIONS	0	7,906	10,000	2,095		2,095	79.1%	
4211 CIVIC REGALIA	188	1,308	500	(808)		(808)	261.5%	
4221 CHRISTMAS EVENT COSTS	3,871	4,595	5,000	405		405	91.9%	
4230 VE DAY COMMEMORATIONS	0	(299)	0	299		299	0.0%	
4231 REMEMBRANCE SERVICE	60	409	1,000	591		591	40.9%	
4232 CIVIC SERVICE	0	81	100	19		19	80.5%	
4233 DRONFIELD GALA	0	6,761	5,000	(1,761)		(1,761)	135.2%	
4235 ROAD SAFETY	0	253	500	247		247	50.6%	
4714 CHURCH & CIVIC CLOCK	488	4,665	1,000	(3,665)		(3,665)	466.5%	
DEM REPRESENTATION & MGT :- Indirect Expenditure	19,389	21,594	37,900	16,306	0	16,306	57.0%	0
Net Income over Expenditure	(22,045)	(20,905)	(42,900)	(21,995)				
123 GRANTS								
4701 CRICKET CLUB GRANT	2,000	2,000	2,000	0		0	100.0%	
4711 GRANT AWARDS	720	1,090	3,000	1,910		1,910	36.3%	
4713 COMMUNITY BUS	0	0	4,000	4,000		4,000	0.0%	
GRANTS :- Indirect Expenditure	2,720	3,090	9,000	5,910	0	5,910	34.3%	0
Net Expenditure	(2,720)	(3,090)	(9,000)	(5,910)				
125 CAPITAL PROGRAMME								
4054 LOAN INTEREST PWLB	7,553	6,233	8,000	1,767		1,767	77.9%	
4055 LOAN CAPITAL REPAYED	25,654	25,654	26,000	346		346	98.7%	
CAPITAL PROGRAMME :- Indirect Expenditure	33,207	31,887	34,000	2,113	0	2,113	93.8%	0
Net Expenditure	(33,207)	(31,887)	(34,000)	(2,113)				
131 OUTSIDE SERVICES								
1001 RENT RECEIVED	10	10	0	(10)			0.0%	
1080 MISC INCOME	182	0	0	0			0.0%	
OUTSIDE SERVICES :- Income	192	10	0	(10)				0
4001 STAFF COSTS	102,257	103,142	197,000	93,858		93,858	52.4%	
4006 PROTECTIVE CLOTHING	1,667	1,174	2,000	826		826	58.7%	
4008 TRAINING	0	1,100	2,000	900		900	55.0%	
4011 RATES	4,840	4,840	4,950	110		110	97.8%	
4012 WATER	270	255	300	45		45	85.0%	
4013 RENT	11,000	11,000	13,000	2,000		2,000	84.6%	

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4014 ELECTRICITY	5,262	(711)	3,500	4,211		4,211	(20.3%)	
4015 GAS	95	73	250	177		177	29.4%	
4018 WASTE DISPOSAL	1,062	200	600	400		400	33.4%	
4020 MISCELLANEOUS EXPENSES	1,054	127	800	673		673	15.9%	
4021 TELEPHONE COSTS	974	956	1,000	44		44	95.6%	
4036 PROPERTY MAINTENANCE	694	4,389	2,000	(2,389)		(2,389)	219.4%	
4037 GROUNDS MAINTENANCE	35,391	1,400	0	(1,400)		(1,400)	0.0%	
4038 MAINTENANCE CTRCTS	795	772	1,200	428		428	64.3%	
4040 EQUIPMENT REPLACEMENT	3,318	12,323	5,000	(7,323)		(7,323)	246.5%	
4041 EQUIPMENT HIRE	461	186	1,000	814		814	18.6%	
4042 EQUIPMENT MAINTCE	0	1,285	2,500	1,215		1,215	51.4%	
4043 VEHICLE LEASING	3,197	3,197	3,178	(19)		(19)	100.6%	
4044 VEHICLE COSTS & FUEL	6,303	62,898	8,000	(54,898)		(54,898)	786.2%	53,239
4075 SALE OF ASSETS	(224)	0	0	0		0	0.0%	
OUTSIDE SERVICES :- Indirect Expenditure	178,415	208,605	248,278	39,673	0	39,673	84.0%	53,239
Net Income over Expenditure	(178,223)	(208,595)	(248,278)	(39,683)				
6000 plus Transfer from EMR	0	53,239						
Movement to/(from) Gen Reserve	(178,223)	(155,356)						
132 CENTRAL SERVICES								
1025 INSURANCE CLAIMS	6,292	45,693	0	(45,693)			0.0%	
1080 MISC INCOME	1,190	1,439	1,200	(239)			119.9%	
CENTRAL SERVICES :- Income	7,482	47,132	1,200	(45,932)			3927.7%	0
4001 STAFF COSTS	119,803	89,024	113,089	24,065		24,065	78.7%	
4008 TRAINING	150	1,010	2,000	990		990	50.5%	
4016 JANITORIAL	4,696	4,071	4,000	(71)		(71)	101.8%	
4020 MISCELLANEOUS EXPENSES	40	5	250	245		245	2.0%	
4021 TELEPHONE COSTS	2,117	2,126	2,000	(126)		(126)	106.3%	
4022 POSTAGE	1,079	841	1,000	159		159	84.1%	
4023 STATIONERY/PRINTING	1,061	543	1,000	457		457	54.3%	
4024 SUBSCRIPTIONS	682	362	2,300	1,938		1,938	15.7%	
4025 INSURANCE	11,584	11,894	14,500	2,606		2,606	82.0%	
4026 PHOTOCOPY CHARGES	357	229	500	271		271	45.7%	
4030 RECRUITMENT ADVTG	0	1,014	500	(514)		(514)	202.8%	
4032 PUBLICITY	2,475	0	0	0		0	0.0%	
4033 COMPUTER MAINTENANCE	9,181	13,030	6,000	(7,030)		(7,030)	217.2%	
4038 MAINTENANCE CTRCTS	0	53	0	(53)		(53)	0.0%	
4040 EQUIPMENT REPLACEMENT	0	58	0	(58)		(58)	0.0%	
4042 EQUIPMENT MAINTCE	40	25	500	475		475	4.9%	

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4051 BANK CHARGES	600	761	600	(161)		(161)	126.8%	
4058 ACCOUNTANCY FEES	600	(40)	700	740		740	(5.7%)	
4060 OTHER PROF FEES	7,685	(4,331)	10,000	14,331		14,331	(43.3%)	
CENTRAL SERVICES :- Indirect Expenditure	162,148	120,676	158,939	38,263	0	38,263	75.9%	0
Net Income over Expenditure	(154,666)	(73,544)	(157,739)	(84,195)				
Grand Totals:- Income	1,023,068	1,027,946	962,248	(65,698)			106.8%	
Expenditure	968,605	1,046,229	962,248	(83,981)	0	(83,981)	108.7%	
Net Income over Expenditure	54,462	(18,283)	0	18,283				
plus Transfer from EMR	0	233,477						
Movement to/(from) Gen Reserve	54,462	215,194						