

Dronfield Town Council

Town Clerk:
Andrew Tristram



Dronfield Civic Hall
Dronfield Civic Centre
Dronfield
S18 1PD

Telephone: 01246 418573

Fax: 01246 290702

Email: townclerk@dronfield.gov.uk

Website: www.dronfield.gov.uk

23rd February 2021

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 1ST MARCH 2021 AT 7.30pm
VIRTUALLY VIA ZOOM AT**

<https://us02web.zoom.us/j/84897823579?pwd=S3hONGFzZWJsODRoSW81Y1B2cjIQZz09>

**Alternatively call 0131 460 1196 and enter
Meeting ID: 848 9782 3579 and Passcode: 452174**

Yours sincerely



Andrew Tristram
Town Clerk

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

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

AGENDA

1. **Apologies**

To receive apologies and reasons for absence from the meeting.

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

To consider request to change the order of the items on the agenda.

3. **Declarations of Interest**

To enable Members to declare the existence and nature of any Disclosable Pecuniary Interests they have in subsequent agenda items, in accordance with the Parish Council's Code of Conduct. Interests that become apparent at a later stage in the proceedings may be declared at that time. To receive and approve request for dispensations from members on matters in which they have a Disclosable Pecuniary Interest.

4. **Public Speaking**

The period of time designated for public participation at a meeting shall not exceed fifteen minutes. A member of the public shall not speak for more than three minutes.

4.1 Planning Matters

An opportunity for members of the public to raise any planning matter that members may be considering at the planning item of the following agenda.

4.2 General Matters

A fifteen-minute session when members of the public and local residents can raise issues affecting the town. Any issues raised may be noted and a request by members for that matter to be placed on a future agenda for discussion and debate.

4.3 Police Matters

If the Police Liaison Officer is in attendance they will be given the opportunity to raise any relevant matters.

5. **Council Minutes**
To receive and consider adopting as a true and accurate record, the draft Minutes of the Ordinary Meeting of the Council held on 1st February 2021 (pages 481 – 490).
6. **Items for exclusion of public**
To determine what items on the agenda, if any, should be taken with public excluded.
7. **Planning Matters**
 - 7.1 **Planning Applications (Appendix 1)**
To consider the attached schedule of planning applications submitted by North East Derbyshire District Council for comment and discussion. Further details of any application can be found at: <http://planapps-online.ne-derbyshire.gov.uk/online-applications/> and then by inputting the application reference number.
 - 7.2 **Planning Decisions (Appendix 2)**
To receive the attached schedule of planning decisions submitted by North East Derbyshire District Council for information.
 - 7.3 **Planning enforcement appeal and schedule**
To review the planning enforcement appeal and schedule relating to Borderview Farm, Rodmoor Road, Dronfield Woodhouse
8. **Outside Services Report (Appendix 3)**
To consider the written report submitted by the Outside Services Manager.
9. **Meeting Reports (Appendix 4)**
To receive the meeting reports on various matters –
 - 9.1 Events Committee meeting held on 9th February
 - 9.2 Gritting Committee meeting held on 12th February
 - 9.3 Properties Committee meeting held on 15th February
 - 9.4 Environmental Committee meeting held on 22nd February (minutes to follow)
 - 9.5 Cemetery Committee meeting held on 26th February (minutes to follow)
 - 9.6 Business Recovery Committee meeting held on 1st March (minutes to follow)
10. **Risk Assessment (Appendix 5)**
To review and approve the Risk Assessment.
11. **Town Clerks Report (Appendix 6)**
To consider the written report submitted by the Town Clerk.
12. **Financial Report (Appendix 7)**
 - 12.1 Schedule of Payments including BACS breakdown for January 2021
 - 12.2 Schedule of Receipts for January 2021
 - 12.3 Bank Reconciliation at 31st January 2021
 - 12.4 Income and Expenditure to 31st January 2021
13. **Exclusion of the Press and the Public**
To move the following resolution – That in view of the confidential nature of the business about to be transacted it is advisable in the public interest, that the press and public be temporarily excluded and they are instructed to withdraw.
14. **Meeting Report**
To receive the meeting report from the Personnel Committee Meeting held on 1st March

DRONFIELD TOWN COUNCIL
PLANNING APPLICATIONS
SUBMITTED TO COUNCIL ON MONDAY 1st MARCH 2021

No	Reference	Applicant	Location	Details
1.	21/00054/FLH	Mr J Moore	16 Southwood Avenue S18 1YN	Proposed single storey side extension to rear and side of existing dwelling
2.	21/00066/FL	Mr N Dobbs	William Lee Ltd, Callywhite Lane S18 2XU	Application for an open fronted storage building within existing informal storage area
3.	21/00071/FLH	Mr & Mrs Smith	36 Eckington Road S18 3AT	Replacement of existing windows with new UPVC sliding sash. New entrance door and glazing to enclose the existing open porch and replacement of existing timber conservatory with a contemporary stone and render single storey extension (Affecting setting of a listed building/Conservation Area)
4.	21/00073/FL	Miss J Chilton	89 Stonelow Road S18 2EP	Application for perimeter fencing around garden
5.	21/00078/FLH	Mrs R Siddall	168 Longcroft Road S18 8XY	Part demolition of existing rear extension and demolition of garage and construction of a two-storey side extension, ground floor side/rear extension, canopy over proposed garage front and two storey front extension
6.	21/00083/FLH	Mr J Dann	115 Snape Hill Lane S18 2GN	Two storey side extension
7.	21/00088/FLH	Mr & Mrs Roberts	84 Fletcher Avenue S18 1RX	Application for two storey rear extension
8.	21/00091/ DISCON	Zayo Group UK	Jordanthorpe Parkway Dronfield	Discharge of conditions 4 (original and finished ground levels) and 5 (landscaping) pursuant of 20/001616/FL
9.	21/00096/LB	Mrs C Formby	7C Church Street Dronfield S18 1QB	Application for Listed Building Consent for 2no Fascia Signs (Conservation Area)
10.	21/00099/ DISCON	Mr P Stanton	116 Eckington Road S18 3AY	Application to discharge condition 13 (validation report) pursuant to application 19/00863/FL
11.	21/00104/LDC	Dr A Kojro	1 Wingfield Close S18 8RL	Application for lawful development certificate to remove conservatory and decking and replace with a single storey rear extension
12.	21/00105/FLH	Mr G Reid	1 Hilltop Road S18 1UH	Single storey rear in-fill extension to join existing annexe to main house; erection of front porch; alterations to

				balustrade on front balcony
13.	21/00106/FLH	Mrs P Pashley	14 Crofton Rise S18 1RH	Demolition of existing garage and store and erection of single storey front and side extension
14.	21/00111/FLH	Mr R Else	2 Birchen Close	Single Storey rear and side extension to extend the existing kitchen and form a new garage (revised scheme of 20/00587/FLH)
15.	21/00123/FLH	Mrs W Westlake	126 Longcroft Road S18 8XY	Application for single storey rear extension and front porch extension
16.	21/00151/FLH	Mr And Mrs H Earl	17 Hayfield Close Dronfield Woodhouse S18 8RP	Proposed two storey side extension
17.	20/01191/AD	Mrs C Formby	7C Church Street Dronfield S18 1QB	Application for advertisement consent for 2no Fascia Signs (Listed Building/Conservation Area)

DRONFIELD TOWN COUNCIL
SCHEDULE OF PLANNING DECISIONS
SUBMITTED TO COUNCIL MONDAY 1st MARCH 2021

No	Reference	Location	Details	Decision
1.	20/01082/FLH	263 Longcroft	Proposed two-storey side extension with Juliette balcony to the rear and single-storey rear extension (amended plans)	Conditionally Approved
2.	20/01150/FLH	4 Oakdell	Application for first floor side extension over existing ground floor with internal alterations including conversion of garage to habitable room (Amended Plan)	Conditionally Approved
3.	20/01194/FLH	11 Hayfield Close	Construction of first floor side extension over existing ground floor	Conditionally Approved
4.	20/01239 /DISCON	59 Stubley Lane	Application to discharge conditions 4 (levels), 5 (landscape scheme), 10 (Construction Arrangements), 13 (Street Layout) and 17 (refuse collection) pursuant of application 20/00357/F	Conditionally Approved
5.	20/01082/FLH	263 Longcroft	Proposed two-storey side extension with Juliette balcony to the rear and single-storey rear extension (amended plans)	Conditionally Approved
6.	20/01119/FLH	25 Hilltop Road	Two-storey side extension with gabled roof and single-storey front extension (amended plans) (amended title)	Conditionally Approved
7.	20/01126/FLH	26 Smithy Croft	Proposed single storey rear, two storey side and single storey front extension	Conditionally Approved
8.	20/01136/FLH	62 Carr Lane	Two storey side and rear and single storey rear extensions (Amended Plan)	Conditionally Approved
9.	20/01149/FLH	12A Highgate Drive	Application for two storey side and single storey front extension	Conditionally Approved
10.	20/01150/FLH	4 Oakdell	Application for first floor side extension over existing ground floor with internal alterations including conversion of garage to habitable room (Amended Plan)	Conditionally Approved
11.	20/01159/TPO	Aston End House, Cross Lane	Application for tree works to 1no Horse Chestnut (T16), 1no Sycamore (T15) 1no Oak (T17) and 1no Lime (T14) of TPO order number DUDC	Conditionally Approved
12.	20/01200/FLH	39 Ravensdale Road	Single-storey front and garage extension, two-storey rear extension and alterations to openings	Conditionally Approved
13.	20/01206/FLH	3 Ormesby Close	Demolition of existing conservatory and erection of replacement rear extension with internal alterations and associated works	Conditionally Approved
14.	20/01247/FLH	51 Cemetery Road	Single rear and side extension	Conditionally Approved
15.	20/01257/FLH	Foxglove Cottage, Forrerstes Lane	Extension to existing porch (Conservation Area)	Conditionally Approved
16.	20/01265 /FLHAA	4 Kipling Close	Prior approval application for the construction of an additional storey (Revised scheme of 20/01018/FLHAA)	Permitted Development

Enquires to: Mr [REDACTED]
Telephone: 01246 217 [REDACTED]
E MAIL: developmentcontrol@ne-derbyshire.gov.uk
Date: 5 February 2021
Our Ref: NED/21/00132/FL

Consultees

Dear Sir/Madam,

Town and Country Planning Act, 1990

Appeal By: Mr Alex Merryman

Site at: Border View Farm Rod Moor Road Dronfield Woodhouse Dronfield

Enforcement Notice: Appeal against enforcement notice served on Cafe, Shop and unauthorised adverts

I am writing to let you know that an appeal has been made to the Secretary of State against an Enforcement Notice issued by the Council, details of which are set out in the attached schedule.

The appeal will be determined on the basis of **written representations**. The procedure to be followed is set out in Part 2 of the Town and Country Planning (Appeals) (Written Representations Procedure) (England) Regulations 2009.

If you wish to make comments, you can do so at <https://acp.planninginspectorate.gov.uk> or by contacting the Inspectorate on 0303 444 5000. If you do not have access to the internet, you can send **three** copies to the Planning Inspectorate.

All representations must be received by 6 weeks of the start date. Any representations submitted after the deadline will not usually be considered and will be returned. The Planning Inspectorate does not acknowledge representations. **All representations must quote the appeal reference.** Please note that any representations you submit to the Planning Inspectorate will be copied to the appellant and this Local Planning Authority and will be considered by the Inspector when determining the appeal.

The appeal documents are available for inspection at the Council's offices at District Council Offices, 2013 Mill Lane, Wingerworth, Chesterfield, S42 6NG between 09:00 – 17:00 hours Monday to Thursday and 09:00 – 16:30 hours on Friday. You can also view Appeals on the Public Access part of our Web site.

You can get a copy of the Planning Inspectorate's "Guide to taking part in planning appeals" booklets by downloading - [Procedural Guide: Planning appeals - Gov.uk](#) When made, the decision will be published on GOV.UK

Yours faithfully

A.Kirkham
Planning Manager – Development Management

ENFORCEMENT NOTICE APPEAL SCHEDULE

Appeal By:

Mr Alex Merryman and Mrs J A Merryman

Site At:

Border View Farm Rod Moor Road Dronfield Woodhouse Dronfield

Appeal to be Determined By:

WRITTEN REPRESENTATIONS

Appellants Agent:

Mrs Linda Trollope
10 Greystones Grange Crescent
Sheffield
S11 7JL

Breach of Planning Permission Alleged by the Council:

Without planning permission:

- A. The erection of a building on the land covering a riding arena
- B. Material change of use of the building from agriculture use to use as a café
- C. The erection of a shed/building

Requirements of the Enforcement Notice:

- A. Remove the building from the land
- B. i) Cease the use of the Building as a café.
ii) Remove all works that facilitated the change of use including the blockwork and cladding to the external walls of the Building, the windows, door and all internal fixtures and fittings.
- C. Remove the building from the land

Reasons for taking Enforcement Action:

- A
 - It appears to the Council that the breach of planning control has occurred within the last four years.
 - The Land is located within the Green Belt. The National Planning Policy

Guidance [NPPF] states that in the Green Belt the construction of new buildings should be regarded as inappropriate development (para 145). The Building does not fall within any of the exceptions listed at paras 145 and 146 of the NPPF. Para 143 of the NPPF states that inappropriate development is, by definition, harmful and should not be approved except in very special circumstances.

- The Building is of substantial size and negatively affects the openness of the Green Belt both spatially and visually as well as being harmful by definition. The NPPF (para 144) advises that substantial weight should be given to any Green Belt harm. Also, the Building is visually dominant when viewed from the surroundings, and appears as an incongruous feature within the predominantly pastoral landscape in which it is positioned. It therefore has a harmful effect upon the character and appearance of the landscape and this is a further matter weighing against the development together with the Green Belt harm.
- Whilst the Building is used in association with the equestrian related business activities at the site, and therefore goes towards providing some economic and recreational benefits, these considerations are not of sufficient weight to amount to very special circumstances that would be needed to justify the development.
- The development is, thus, contrary to policies GS2 and NE1 of the North East Derbyshire Local Plan and policies SS10 and SDC3 of the emerging North East Derbyshire Local Plan (2014-2034).

B:

- It appears to the Council that the above breach of planning control has occurred within the last ten years.
- The site is located within the Green Belt. The National Planning Policy Framework [NPPF] states that the re-use of buildings in the Green Belt is not inappropriate so long as it preserves the openness of the Green Belt, does not conflict with the purposes of including land within the Green Belt and the building concerned is of permanent and substantial construction.
- The Building, which was previously open sided, has been subject to substantial works including the installation of cladding and blockwork to form side walls together with the installation of windows, a door and internal works. It has not been demonstrated that the Building, in its previous condition, was of permanent and substantial construction.
- Even if the building was of permanent and substantial construction, no planning application has been submitted and the nature and intensity of the

use (matters that ordinarily could be covered by planning conditions) cannot be controlled. The use could operate in a way that would be harmful to the openness of the Green Belt, in particular in respect of parking and outdoor activities, and that would undermine its purpose of safeguarding the countryside from urban encroachment.

- The use results in a significant amount of vehicular movements to and from the site. It has not been demonstrated that satisfactory visibility splays at the Rod Moor Road junction can be provided, retained and maintained. Neither has it been demonstrated that satisfactory car parking and manoeuvring space is provided for, and will be retained, within the site. These matters give rise to highway and pedestrian safety concerns. Whilst, ordinarily, these might be matters that could be covered by planning conditions no planning application has been submitted.
- For the above reasons the development does not accord with policies GS2, GS7 and T2 of the North East Derbyshire Local Plan, policies SS10 and SDC1 of the emerging North East Derbyshire Local Plan (2014-2034) Publication Draft as Submitted, Dronfield Neighbourhood Plan policy ENV1 and NPPF paras 143-146.

C:

- It appears to the Council that the above breach of planning control has occurred within the last four years.
- The Land is located within the Green Belt. The National Planning Policy Framework [NPPF] states that in the Green Belt the construction of new buildings should be regarded as inappropriate development (para 145). The Building does not fall within any of the exceptions listed at paras 145 and 146 of the NPPF. Para 143 of the NPPF states that inappropriate development is, by definition, harmful and should not be approved except in very special circumstances.
- The Building is prominently positioned within an open paddock and beyond the cluster of farmyard buildings. It negatively affects the openness of the Green Belt both spatially and visually as well as being harmful by definition. The NPPF (para 144) advises that substantial weight should be given to any Green Belt harm.
- There are no considerations that amount to very special circumstances that would be needed to justify the development.
- The development is, thus, contrary to policy GS2 of the North East Derbyshire Local Plan, policy SS10 of the emerging North East Derbyshire Local Plan (2014-2034) and policy ENV1 of the Dronfield Neighbourhood Plan.

Appellant's Grounds for Appeal:

A

- d) That, at the time the Enforcement Notice was issued, it was too late to take enforcement action against the matters stated in the notice.

B & C

- a) That planning permission should be granted for what is alleged in the notice.
- f) The steps required to comply with the requirements of the notice are excessive, and lesser steps would overcome the objections.

Any Written Comments to be sent to:

The Planning Inspectorate
Room 3B
Temple Quay House
2 The Square
Temple Quay
Bristol
BS1 6PN*

Email: - teame2@planninginspectorate.gov.uk
Website:- <https://www.gov.uk/appeal-planninginspectorate>

*Please note the inspectorate officer are currently closed so representations should be made by email or the website

Reference to be Quoted on the Letter:

APP/R0138/C/213263940 APP/R0138/C/213263941
APP/R0138/C/21/3266494, APP/R0138/C/21/3266493,
APP/R1038/C/21/3266496

Starting Date:

22.01.2021

Closing Date for Comments:

To reach the Planning Inspectorate by 5 March 2021
Please note the Planning Inspectorate will need 3 copies of any representations and any comments the Planning Inspectorate receive after this date will not be considered.

Dronfield Town Council - March 2021 Outside Services Managers Report

The following tasks have been carried out up to 17th February 2021.

Litter/Dog Bins - The litter and dog bins continue to be emptied on a weekly basis, this is carried out every Thursday and consists of 2 men doing the whole route. We are also emptying some dog bins on a Monday due to them being well used with more people out walking their dogs.

We have installed 4 new dog bins around the Town

Poplar – small dog bin

Nature Park – small dog bin, entrance and small dog bin bottom of park

Leabrook Valley – small dog bin

A visual inspection of the play areas/equipment is carried out at the same time.

Anything that is picked up on the Visual inspection is entered on to the forms when they return to workshop and rectified as soon as possible.

Hedgerows/Fencing - We have started to clear the area along the fence line at Cemetery road. We are cutting back all overgrowing shrubbery and branches protruding through the fence. The higher branches will be dealt with by Underwoods Tree Surgeon. This is being carried out in preparation for when the cycle track works is to be carried out.

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

Cleared the roads around the cemetery few times this month when the snow had fallen to enable burials to take place.

Grit Bins – The O/S staff have filled all 139 grit bins around the Town a further twice this month up till 17th February. I have had another delivery of 14 ton of grit ready to top the bins up if and when required. So far in January and February we have filled the grit bins 4 times which I have 2 routes. One vehicle and 2 men do each route which when the bins are empty takes 2.5 days to fill all 139 grit bins. We have used in total 40 tons of grit so far and have a further 14 ton in store at the workshop.

Civic Hall – The 16 lights in the main hall have all been replaced with new LED lighting installed along with 4 new LED emergency lighting.

Birches Fold – 5 trees have been planted within the area of Birches Fold, the trees are -

Quercus robur – English Oak

Acer Platanoides – Norway maple

Salix Alba – White willow

Aesculus hippocastanum – Horse chestnut x 2

Banners – The Green Belt banners that were placed around the Town have all been removed.

Play Areas

Birches Fold – no update

Cliffe Park – Fenced off the area in centre of play area due to mud/hazard condition.

Hilltop – Replaced 1 x cradle seat

Moonpenny Way – no update

Sindlefingen Park – Replaced 3 x cradle seats

Stonelow – no update
Dronfield Woodhouse – Replaced toddler swing seat.
Lundy Rd – no update
Marsh Avenue – no update
Cemetery Rd – Cleared away mud from gate entrance.

Tennis courts – All are locked.

Dronfield Woodhouse
Coal Aston
Cliffe Park

Bowling Greens

Winter maintenance work carried out by Smiths contractors.

Other Tasks

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

Banners removed/replaced on from the front of the Civic Hall when required.

Various reports have been actioned around the Town.

Ronnie Dick
Outside Services Manager

Minutes of the Events Committee of Dronfield Town Council Meeting held on 9th February 2021 at 9:30am held via Zoom

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

In attendance: J. Mitchell (Assistant Town Clerk) L. Stonehouse (Project & Communications Officer) and R. Dick (Outside Services Manager)

1. Apologies

Cllr R Hall and Cllr R Welton sent their apologies.

2. Declaration of Interests

There were no declarations of interests.

3. Easter and Halloween Events

Members discussed the possibility of an Easter Egg hunt, but it was decided to put this on hold due to doubts of restrictions being lifted in time for the event.

Members were informed that the events meeting for Dronfield businesses was cancelled due to lack of interest.

It was RESOLVED to rearrange the business meeting once the shops have reopened after lockdown restrictions have been eased.

It was RESOLVED that the Project & Communications Officer liaise with the shops and business that are open in the Civic Centre to inquire if they will be willing to display some of the entrants of the Easter colouring competition.

It was RESOLVED that Cllr Powell is to approach Trustees of Dronfield Hall Barn to discuss teaming up with Dronfield Town Council to host a Halloween Event.

4. Gala

Members discussed the following ideas for the 2021 Gala;

- Music performers – Cllr Emmens to liaise with various bands.
- Extreme Wheels
- Climbing Wall

It was RESOLVED to recommend to council that pending a quote the Extreme Wheels Show is booked to confirm the date and any further activities will be decided at a later date.

5. Civic Service

Members were informed that Rev Dave Walker was happy to host the 2021 Civic Service at a time and place to be agreed once restrictions are lifted.

It was RESOLVED to note this update.

6. Christmas Events

Members were informed that a quote for the hire of an ice rink had been received at a cost of £3,350.

Members were informed that NEDDC have confirmed a road closure would only be possible from the Peel Monument down to Lea Road. NEDDC also confirmed that the temporary closure of car parks behind the library, the car park at Farwater Lane or the parking bays in front of the Civic Hall would likely to be approved.

It was RESOLVED to hold off on any further plans for Christmas at this stage until the lifting of restrictions became clearer.

7. Any other business

There was no other business discussed.

8. Date of next Meeting

It was RESOLVED to hold the next meeting on Tuesday 6th April at 9:30am socially distance in the Civic Hall.

Meeting closed at 10:22am

Minutes of the Meeting of the Gritting Committee of Dronfield Town Council

Held virtually via Zoom on Friday 12th February at 9:30am

Present: Cllr K. Tait and Cllr P. Parkin

In attendance: R. Dick (Outside Services Manager) and J. Mitchell (Assistant Town Clerk)

1. Apologies

There were no apologies.

2. Declaration of Interest

There were no declarations of interest.

3. Outside Services Report

Amount of grit in storage

There is currently 14 tonnes in storage and the bins are currently being refilled.

36 tonnes of grit have been distributed so far this winter.

Capacity to store up to 25 tonnes of grit at the depot.

Number of spare bins in stock

There are currently 3 spare bins in stock.

Update on current bin conditions

There was no report on the current bin conditions.

It was RESOLVED to note this update.

4. New bin requests

Members were informed that new grit bin requests had been received and actioned for the following locations due to immediate reasons;

- Stubley Medical Centre
- Burns Drive
- Links Rd / Salisbury Rd

Further grit bin requests were made for the following locations;

- Thirlmere Dr – Snape Hill Crescent
- Wentworth Rd – on grassed area opposite Rockingham Close

It was RESOLVED to note the locations of the new grit bins and for the Outside Services Manager to request permission from Derbyshire County Council for the two further requests at Wentworth Road and Thirlmere Drive.

5. Any other business

Member discussed the possibility of making the current quad bike road legal and purchasing a hopper bin to help distribute the grit within the Cemetery and Parks around town. Two members of staff and already currently trained to use the quad bike.

It was RESOLVED to gain a quote to make the quad bike road legal and recommend to council that the work is carried out pending the quote.

Meeting closed 10:06am

Minutes of the Meeting of the Properties Advisory Committee of Dronfield Town Council held virtually via Zoom on Monday 15th February 2021 at 2:00pm

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

In attendance: A. Tristram (Town Clerk), J. Mitchell (Assistant Town Clerk) and R. Dick (Outside Services Manager)

1. Apologies

Cllr A Foster sent her apologies.

2. Declaration of Interests

Cllr R Spooner declared a non-pecuniary interest as a member of Coal Aston Cricket Club.

3. Cemetery Lodge

The Town Clerk updated members on the quote received to install installation within the cellar at Cemetery Lodge.

It was RESOLVED to accept the quote and proceed with the work as soon as possible.

4. Dronfield Woodhouse Sports & Social Club

The Town Clerk informed members that he had been in touch with the management committee at Dronfield Woodhouse Sports & Social Club regarding financial support for urgent repairs required to the roof. Members reviewed photos of the damage. Members were informed that the club had received three quotes to repair the roof and total costs were estimated to be around £50,000.

It was RESOLVED to arrange a further meeting with the committee of DWSSC to discuss other funding considerations and for the council to gain further quotes for the repairs required to the roof and bring back to the next committee meeting.

5. Stonelow Car Park

Members were informed that the car park at Stonelow was currently being locked by staff at 4pm and reopened at 8am each day of the week on a four-week trial basis, which began at the start of February. No comments or feedback had been received so far regarding the locking of the car park.

It was RESOLVED to gain feedback from the Police regarding the locking of the car park and consider the outcome of the trial period at the next committee meeting.

6. Dronfield Town Football Club

Members were informed that DTFC had requested permission to widen a footpath to enable them to adhere to FA guidance on social distancing.

It was RESOLVED to grant permission for DTFC to widen the footpath, at their own cost.

7. Stonelow Leases

The Town Clerk informed members that he was hoping to have the leases for Coal Aston Cricket Club and Dronfield Town Football Club by the end of this week.

It was RESOLVED to note this update.

8. Noticeboards

The Assistant Clerk informed members that after several delays the new noticeboards would be delivered week commencing 1st March 2021.

It was RESOLVED to note this update.

9. Church Clock

The Outside Services Manager informed members of a few issues the team had experienced recently with regards to winding up the church clock. Members were then

presented with a quote to install an automatic winder and pendulum regulator, at a total cost of £9,081 + VAT.

It was RESOLVED to defer this item and review again in 12 months' time.

10. Peel Centre Bookings

The Town Clerk explained that the Admin Officer would be leaving at the end of the week and that this would leave a void to covering bookings until a replacement was appointed. Members were informed that the Peel Centre bookings were managed, at a cost, by the council and in the future key collection from the Town Council Office may become an issue as there may not always be someone in the office between 10am and 4pm each day.

It was RESOLVED set up a meeting with the Peel Centre as soon as possible.

11. Bus Shelters

Members were informed that the Town Council are responsible for cleaning and maintaining 66 bus shelters around the town. This takes 2 men, three full days to complete which is equivalent to a cost of £458 per month. The cleaning of bus shelters is currently carried out on an ad hoc basis.

The Outside Services Manager informed members that this task could be outsourced for a cost £425.70 per month which would ensure that all the bus shelters are cleaned monthly, including a risk assessment and photo of each shelter to identify any damage and all touch points would be disinfected. An initial one off clean would cost £638.

It was RESOLVED to look more widely at resources within outside services to enable these tasks to be completed on a regular monthly basis and therefore this item was to be deferred to the next committee meeting.

12. Any other business

Cllr Powell requested an update on the land at Hilltop Road. Members were informed that a letter had been sent to NEDDC regarding the breach of planning conditions and that NEDDC had then made enquiries, to which a response had been sent. No further update has been received from NEDDC since then.

It was RESOLVED to note this update.

The Assistant Clerk informed members that a request had been made about potentially using the Civic Hall as a Nightingale Court to enable the backlog of court cases to be processed due to delays caused by COVID-19.

It was RESOLVED to put the Civic Hall forward as a potential venue for this use.

Meeting closed 2:59pm.

Dronfield Town Council - Risk Assessment – for review by Council - March 2021

FINANCIAL AND MANAGEMENT				
Topic	Risk	H/M/L	Management/control of risk	Review/Assess/Revise
Precept	Adequacy of precept	L	To determine the precept amount required, the Town Council regularly receives budget update information and the precept is an agenda item at full Council. At the Precept meeting Council receives a budget update report, including actual position and projected position to end the year and indicative figures or costings obtained by the Responsible Finance Officer.	Existing procedure adequate
	Requirements not submitted to District Council	L	With this information the Council maps out the required monies for standing costs and projects for the following year and applies specific figures to budget headings, the total of which is resolved to be the precept amount to be requested from the District Council. This figure is submitted by the RFO in writing to the District Council.	
	Amount not received by District Council	L	The precept is received in two equal payments. The RFO reports payments received to Council each month and would inform Council if the precept had not been received on the expected date (usually in April and October).	
Financial Records	Inadequate records Financial irregularities	L L	The Council has Financial Regulations which set out the requirements.	Existing procedure adequate. Financial Regulations reviewed by Council annually Financial Regulations based on the NALC template. Interim changes can be considered during the year by Full Council.
Bank and Banking	Inadequate checks Bank mistakes Loss Charges	L L L L	The Council has Financial Regulations which set out the requirements for banking, cheques/BACS payments and reconciliation of accounts. The RFO reconciles the bank account statements regularly and deals with any queries immediately by informing the bank and awaiting their correction.	Existing procedure adequate. Review the Financial Regulations annually and bank signatory list when necessary, especially after an election. Reconcile the bank statements monthly.
Cash	Loss through theft or dishonesty	L	The Council has Financial Regulations which set out the requirements. Cash received is banked regularly.	Existing procedure adequate. Review the Financial Regulations annually.

Reporting and Auditing	Information communication	L	A monitoring statement is produced regularly before each Council meeting with the agenda, discussed and approved at the meeting. This statement includes, bank reconciliation, and a breakdown of receipts and payments.	Existing communication procedures adequate.
	Compliance	M	Monitor performance of actual compared to budgets and investigate any discrepancies or unusual items.	Budget Advisory Committee to meet to review budget reports. Council receive the information at each meeting.
Direct costs Overhead expenses Debts	Goods not supplied but billed	L	The Council has Financial Regulations which set out the requirements.	Existing procedure adequate. Review the Financial Regulations when necessary.
	Incorrect invoicing	L	All invoices are authorised by two Councillors prior to payments being made.	
	Cheque payable incorrect	L	Two councillors are nominated to check each invoice against the BACS payment run and authorise the invoices prior to payment.	
	BACS Payments	L	The Council has minimal stocks, these are checked and monitored by the RFO.	
	Loss of stock	L	Unpaid invoices to the Council for room hire are pursued and where possible, payment is obtained in advance.	
	Unpaid invoices	L		
Grants and support - payable	Power to pay Authorisation of Council to pay	L	All such expenditure goes through the required Council process of approval, minuted and listed accordingly if a payment is made using the general power of competence.	Existing procedure adequate.
Grants - receivable	Receipts of Grant	L	One off grants would come with terms and conditions to be satisfied.	Procedure would need to be formed, if required.
Charges – rentals payable	Payments of charges, leases, rentals	L	The leases the Civic Hall and an Industrial Unit - invoices payable for the rental amounts are entered into the normal payment system for authorisation.	Existing procedure adequate.
Charges – rentals receivable	Receipt of rental	L	Football Pitches/Cricket Pitches/Bowling Greens/Room Hire etc - The Office staff issue booking forms for usage and an invoice. The Council copy is held in the Council records. The cheque or BACS payment is received and banked and Council is notified accordingly.	Existing procedure adequate. Review agreement and fees annually. Ensure payment and copy of insurance document received.
	Insurance implication	M	The respective Clubs arrange their own insurance.	

Best value Accountability	Work awarded incorrectly	L	Normal Council practice would be to seek, if possible, at least three quotations for any substantial work required to be undertaken or goods. Contracts valued at £25,000 or greater will comply with the Public Contract Regulations 2015 legislation. If a problem is encountered with a contract the Clerk or RFO would investigate the situation, check the quotation/tender, research the problem and report to Council.	Existing procedure adequate. Include when reviewing Financial Regulations and Standing Orders.
	Overspend on services	M		
Salaries and associated costs	Salary paid incorrectly Wrong hours paid Wrong rate paid False employee Wrong deductions of NI or Tax Unpaid Tax & NI contributions to the Inland Revenue	L L L L L	The Council authorises the appointment of all employees through a Personnel Committee. Salary rates are assessed annually by the same Committee and applied on 1 st April each year in accordance with NJC terms and conditions. Salary analysis and slips are produced by the RFO monthly together with a schedule of payments to the Inland Revenue (for Tax and NI). The Tax and NI is worked out using HMRC approved payroll software. All Tax and NI payments are submitted automatically by electronic transfer (RTI) monthly. All staff each submit a weekly time sheet containing hours and tasks. These are checked and initialled by the relevant Line Manager or the Clerk and submitted into the records. Each has a contract of employment and job description. All contracts of employment contain a section on overpayment and recoup.	Existing appointment and payment system is adequate.
Employees	Loss of key personnel Fraud by staff Actions undertaken by staff Health & Safety	L L L L	Reference to the Continuity Plan should be made in case of loss of key personnel. The requirements of the Fidelity Guarantee insurance to be adhered to with regards to Fraud. The Clerk should be provided with relevant training, reference books, access to assistance and legal advice required to undertake the role. The Maintenance staff should be provided with adequate direction, training and safety equipment needed to undertake the roles.	Existing procedure adequate. Purchase revised books. Membership of the SLCC. Monitor working conditions, safety requirements and insurance regularly.
Councillor allowances	Councillors over-paid Income tax deduction	L	No allowances are allocated to Councillors, just a monthly allowance to the Town Mayor.	No procedure required

Election costs	Risk of an election cost	L/M	Risk is higher in an election year. There are no measures which can be adopted to minimise the risk of having a contested election as this is a democratic process and should not be stifled. An annual allocation is added an earmarked reserve for Election Costs.	Existing procedure adequate
VAT	Re-claiming/charging	L	The Council has Financial Regulations which set out the requirements	Existing procedure adequate
Annual Return	Submit within time limits	L	Employer's Monthly and Annual Returns are completed and submitted online through the payroll software and to the Inland Revenue within the prescribed time frame by the RFO. The Council's Annual Return is completed and signed by the Council, submitted to the internal auditor for completion and signing then checked and sent on to the External Auditor within time limit.	Existing procedures adequate
Legal Powers	Illegal activity or payments	L	All activity and payments within the powers of the Council to be resolved and minuted at Full Council Meetings, including a reference to the power used.	Powers minuted when invoked
Minutes/Agendas/Notices Statutory Documents	Accuracy and legality	L	Minutes and agenda are produced in the prescribed method by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting. Minutes and agenda are displayed according to the legal requirements.	Existing procedure adequate. Guidance/training to Chair should be given (if required).
	Business conduct	L	Business conducted at Council meetings should be managed by the Chairman.	Members to adhere to Code of Conduct.
Members interests	Conflict of interest	L	Although not a requirement, the declaring of interests by members at a meeting should be an obvious process to remind Councillors of their duty and should remain on the agenda.	Existing procedure adequate.
	Register of Members interests	M	Register of Members Interest forms should be reviewed regularly by Councillors.	Members take responsibility to update their Register.
Insurance	Adequacy	L	An annual review is undertaken (before the time of the policy renewal) of all insurance arrangements in place. Employers and	Existing procedure adequate.
	Cost	L	Employee liability insurance is a necessity and must be paid for.	Review insurance provision annually.
	Compliance Fidelity Guarantee	L M	Ensure compliance measures are in place. Ensure Fidelity checks are in place.	Review of compliance.

Data protection	Policy Provision	L	The Council are registered as Data Controllers with the Information Commissioners office. A privacy notice is displayed on the website to comply with General Data Protection Regulation (GDPR) regulations.	Ensure annual review of registration and compliance with Data Protection Act 2018 and the General Data Protection Regulations (GDPR).
Freedom of Information Act	Policy Provision	L M	The Council has a model publication scheme for Local Councils in place. There have been requests for information to date and the Clerk is aware that if a substantial request arrives then this may require many hours of additional work. The Council is able to request a fee if the work will take more than 15 hours but the applicant also has the right to re-submit the request broken down into sections, thus negating the payment of a fee. The Clerk is aware of the requirement in the Freedom of Information Act 2000 to provide the information within twenty working days following receipt.	Monitor and report any impacts of requests made under the Freedom of Information Act 2000.

PHYSICAL EQUIPMENT OR AREAS				
Subject	Risk(s) Identified	H/M/L	Management/control of risk	Review/Assess/Revise
Assets	Loss or Damage Risk/damage to third party(ies)/property	L L	An annual review of assets is undertaken for insurance provision, storage and maintenance provisions.	Existing procedure adequate.
Maintenance	Poor performance of assets or amenities Loss of income or performance Risk to third parties	L L L	All assets owned by the Town Council are regularly reviewed and maintained. All repairs and relevant expenditure for these repairs are actioned/authorised in accordance with the correct procedures of the Town Council. All assets are insured and reviewed annually. All public amenity land is inspected regularly by town council employees.	Existing procedure adequate. Ensure inspections carried out.
Play Areas	Risk/Damage/Injury to third parties	L	The Town Council has 10 play areas which are inspected on a weekly basis by Outside Services and are subject to an annual external independent inspection.	Existing procedures adequate. Ensure inspections are carried out.

Cemetery	Risk/Damage/Injury to third party	L	The Town Council manages one Cemetery which is inspected and maintained by the Outside Services team. All paperwork and plot numbers to be double checked before plot is dug and remains interred.	Existing procedures adequate. Ensure adequate staff training is carried out. Ensure inspections are carried out.
	Risk of wrong plot number being used	L		
Notice boards	Risk/damage/injury to third parties	L	The Town Council has notice boards sited around the town. All locations have approval by relevant parties, insurance cover, inspected regularly by the Outside Services Staff - any repairs/maintenance requirements brought to the attention of the Council.	Existing procedure adequate.
	Road side safety	L		
Benches, Bus Shelters, Grit Bins, etc.	Risk/damage/injury to third parties	L	The Council is responsible for some benches, bus shelters and grit bins around the town and are covered by insurance. No formalised programme of inspections is carried out, all reports of damage or faults are reported to Council and/or dealt with.	Existing procedure adequate.
Meeting location	Adequacy Health & Safety	L M	The Town Council Meetings are held in The Council Chamber at the Civic Hall The premises and the facilities are considered to be adequate for the Clerk, Councillors and Public who attend from Health and Safety and comfort aspects.	Existing locations adequate.
Council records – paper	Loss through: theft fire damage	L M L	The Council records are stored at the offices in the Civic Hall. Records include historical correspondence, minute books and copies, leases for land or property, records such as personnel, insurance, salaries etc. Recent materials are in a (metal filing cabinet (not fire proof) and older more historical records at the Derbyshire Records Office.	Damage (apart from fire) and theft is unlikely and so provision is deemed adequate. Deeds/leases and old minute books to be copied and deposited off-site. (County Archive)
Council records - electronic	Loss through: Theft, fire, damage corruption of computer	LM	The Council's electronic records are stored on the Server. Back-ups of the files are taken every day and a copy is kept in the safe in the kitchen.	Electronic Backups taken on a series of external hard drives. These need to be ensure files can be retrieved and opened.

CIVIC HALL, GOSFORTH LODGE & PAVILIONS				
Hazard	Risk(s) Identified	H/M/L	Management/control of risk	Review/Assess/Revise
Slips, Trips and Falls	Injuries to users from spillages and tripping hazards	M	Users hire agreement – clear up spillages immediately and know where equipment is kept. No storage in corridors No trailing electrical leads/cables	Check Hire Agreements and Users Risk Assessments
Working at height	Injuries, possibly serious, from falling from height	M	Appropriate equipment and ladders to be used at all times Hirers to be made aware that they are responsible for stepladder safety. Employees know safety issues when working at height	Check Hire Agreements and Users Risk Assessments Ensure training is up to date.
Vehicle Movement	Injury caused by vehicle impact	L	The Town Council own a number of car parks which should be clearly marked and well lit 5mph Speed limit in car parks owned by the Town Council. Reversing Policy has been adopted by Council.	Check markings, lighting and signage
Hazardous Substances	Skin problems, eye damage from direct contact with cleaning chemicals. Vapour may cause breathing difficulties	L	Use correct cleaning equipment and wear rubber gloves. Observe COSHH regulations and follow instructions on labels in accordance with manufacturer's recommendations. Cleaning products marked irritant be replaced with milder alternatives. Store cleaning products securely.	Ongoing training programme. Caretakers to check for dry, red or itchy skin on hands and seek medical advice if necessary.
Electricity	Risk of shocks or burns from faulty installations	L	Fixed installations correctly installed and inspected regularly by qualified electrician. All portable equipment to be PAT tested. Users to be made aware that they are responsible for any equipment used on site	Annual inspection. User agreement to include PAT testing of user's equipment. Users to be made aware of fuse box and isolation switches.
Stored equipment and Manual Handling	Injury caused by collapsing stacks or by trying to lift objects that are too heavy or awkward.	L	Caretakers and Users know to stack chairs and tables carefully Caretakers to follow HSE manual handling guidance	Training of staff in correct procedures.
Fire	Fatal injuries from smoke inhalation and/or burns	M	Ensure fire exits are clearly marked and illuminated Ensure fire exits are kept clear at all times. Test fire alarm weekly. Fire extinguishers maintained in accordance with manufacturer's recommendations. Instructions clearly visible. Staff and Users to know evacuation procedures and assembly points.	Ensure that Users and staff are made aware of issues. Check User's risk assessments.

OUTSIDE SERVICES				
Hazard	Risk(s) Identified	H/M/L	Management/control of risk	Review/Assess/Revise
Slips, Trips and Falls	Injuries to users from spillages and tripping hazards	M	Clear up spillages immediately and know where equipment is kept. No storage in corridors No trailing electrical leads/cables	Check and review separate Risk Assessments.
Working at height	Injuries, possibly serious, from falling from height	M	Appropriate equipment and ladders to be used at all times Employees to be made aware that they are responsible for stepladder safety. Employees know safety issues when working at height	Check and review Risk Assessments Ensure training is up to date.
Vehicle Movement	Injury caused by vehicle impact	L	Car parks clearly marked and well lit 5mph Speed limit in the unit car park. Reversing Policy has been adopted by Council.	Check markings, lighting and signage
Hazardous Substances	Skin problems, eye damage from direct contact with cleaning chemicals. Vapour may cause breathing difficulties	L	Use correct cleaning equipment and wear rubber gloves. Observe COSHH regulations and follow instructions on labels in accordance with manufacturer's recommendations. Cleaning products marked irritant be replaced with milder alternatives. Store cleaning products securely.	Ongoing training programme. Caretakers to check for dry, red or itchy skin on hands and seek medical advice if necessary.
Electricity	Risk of shocks or burns from faulty installations	L	Fixed installations correctly installed and inspected regularly by qualified electrician. All portable equipment to be PAT tested. Users to be made aware that they are responsible for any equipment used on site	Annual inspection. User agreement to include PAT testing of user's equipment. Users to be made aware of fuse box and isolation switches.
Stored equipment and Manual Handling	Injury caused by collapsing stacks or by trying to lift objects that are too heavy or awkward.	L	Caretakers and Users know to stack chairs and tables carefully Caretakers to follow HSE manual handling guidance	Training of staff in correct procedures.
Fire	Fatal injuries from smoke inhalation and/or burns	M	Ensure fire exits are clearly marked and illuminated Ensure fire exits are kept clear at all times Test fire alarm weekly. Fire extinguishers maintained in accordance with manufacturer's recommendations. Instructions clearly visible. Staff and Users to know evacuation procedures and assembly points.	Ensure that Users and staff are made aware of issues. Check User's risk assessments.
Electrical and Mechanical Equipment	Injury caused by blades and other machine parts. Flying stones from trimmers etc.	M	Ensure that every job undertaken by Outside Services has a Risk Assessment and that all employees are provided with the correct Personal Protective Equipment and clothing.	Ensure that all jobs have an up to date Risk Assessment

COVID-19 SPECIFIC RISKS				
Topic	Risk	H/M/L	Management/control of risk	Review/Assess/Revise
Staff	Transmission of disease via direct contact	H	Ensure staff are aware of government guidelines and advice. Appropriate PPE made available to staff. Ensure COVID-19 secure measures are implemented e.g. sanitiser gel etc. Ensure staff maintain safe distance and avoid physical contact. Ensure touchpoints are sanitised.	Continually monitor government guidance and assess any changes to measures put in place. Review effectiveness of existing controls and adjust where necessary.
	COVID outbreak amongst staff or staff reduction due to self-isolation	M	Constantly monitor situation and ensure quick action is taken to minimise risk to spreading disease. Ensure services are prioritised for delivery by available staff Consider using contractor or agency staff to carry out essential work	Continually monitor government guidance and assess any changes to measures put in place. Review effectiveness of existing controls and adjust where necessary.
Meetings	Transmission of disease via direct contact at meetings	H	Hold meetings remotely until government advice changes Where remote meetings cannot be avoided limit people attending meeting to minimum required and minimise length of meeting. Ensure COVID-19 Secure guidelines are used (social distancing, masks, use of gel etc)	Continually monitor government guidance and assess any changes to measures put in place. Review effectiveness of existing controls and adjust where necessary.
Buildings / Community Venues	Transmission of disease via direct contact at meetings	H	Keep up-to-date and follow latest government guidance. Ensure buildings are COVID-19 Secure – Signage / Sanitiser Gel etc. Occupancy Limits in rooms reduced. Additional cleaning in place esp. on touch points. Users to meet government guidance.	Continually monitor government guidance and assess any changes to measures put in place. Review effectiveness of existing controls and adjust where necessary.
Community Impact	Residents and Visitors adversely affected by COVID-19	H	Work with partners to ensure residents are aware of support networks. Support partners with signage and communication of government regulations and advice.	Continually monitor government guidance and assess any changes to measures put in place. Review effectiveness of existing controls and adjust where necessary.
Cemetery, Parks and open spaces	Residents and Visitors congregating in numbers in excess of government guidance. Use of play	M	Remained informed on latest government guidance and provide appropriate advice for potential users of sites	Continually monitor government guidance and assess any changes to measures put in place.

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

Town Clerk's Report

Council Meeting to be held on 1st March 2021

Items for Decision

- a) Grant Application from PTFA of Gorseybrigg Primary School – the grant committee are recommending this grant application is declined.
- b) Cliffe Park Café Canopy – permission requested to install a canopy similar to the one shown below above the kiosk window.



Items for Information

Correspondence Received

- a) 20's Plenty – sent to councillors electronically.
- b) Lea Brook Valley Letter re School Walk – sent to councillors electronically
- c) Enforcement Appeal and Schedule Re Borderview Farm – sent to councillors electronically
- d) NEDDC – Council Leaders Update

Dronfield Town Council

Application for Grant Aid

Under Section 137 of the Local Government Act 1972, the Council has discretionary powers to award grants to local groups or organisations for “purposes, which may bring a direct benefit to the area or any part of it for some or all the inhabitants”. To be considered for an award, applicants must answer all the following questions and provide the necessary details requested.

Guidance notes for your information and assistance are attached.

1.	Name of Organisation/Group seeking a Grant.	Friends of Gorseybrigg Primary School (PTFA)
2.	Contact Person	Name [REDACTED] [REDACTED] Postcode S [REDACTED] Phone [REDACTED] Email [REDACTED] Website www.gorseybrigg.co.uk
3.	Give details of the purpose for which grant is required, and define the section of the community who will benefit. Continue on a separate sheet if necessary.	See additional sheet below
4.	What is the TOTAL cost of the scheme?	Approximately £18,000
5.	Amount of Grant Aid requested?	£5,000
6.	Give details of other sources of funds to which you have applied for this scheme?	We have applied for the Aviva fund and are in the process of applying for a National Lottery grant.

7.	Give details of any other grant you have received, or expect to receive, for this scheme.	None as yet	
8.	Have you applied to Dronfield Town Council in previous years for grant aid for your organisation?	YES	NO
9.	Did you provide any feedback to the Council detailing how effectively you used the grant? If not, please attach to this application.	N/A	
10.	Have you included a balance sheet or statement of accounts for the previous year showing income, expenditure, bank balances and reserves?	YES	

Signed  _____

Position Chair PTFA Friends of Gorseybrigg Primary School

Date 02.02.2020

We're raising money in aid of Friends of Gorseybrigg Primary School for the second phase of our Playground Improvement Plan.

Who Are We?

We are a wonderful team of parents, teachers and friends that make up the PTFA at Gorseybrigg Primary School in Dronfield, Derbyshire.

We work tirelessly to raise funds to improve the school equipment and facilities to enhance the education and wellbeing of the children within our school.

We are enthusiastically planning the next phase of our Playground Improvement Plan and hope to raise enough funds to implement this in 2021!

Our Vision

We would like to install new playground equipment by summer 2021 within the school grounds to promote our belief that active children create active adults thereby reducing obesity and the need to use vital resources to tackle this issue. The new equipment will also allow our children to be active, build confidence and relationships.

We aim to give all the children an equal chance develop their resilience through demanding but achievable physical and mental challenges which the new apparatus will provide. Working together whilst playing will develop their ability to connect with each other and foster these lifelong skills.

What Will The Funds Be For?

The funds would be used for a sail shade, clamber stack, trapeze swing, climbing wall, net traverse and appropriate safety flooring. These will inspire the children to partake

in fitness activities whilst having fun, fostering physical development including coordination, balance, and strength. It will also promote turn taking, teamwork and problem solving as children work together to explore the apparatus.

This is the second phase in our playground development which initially included the implementation of a trim trail mainly for ages 4-7. The new apparatus will be targeted towards the upper age range of 7-11.

The sail shade will allow us to educate the children outside of the classroom in varied weathers - a manifesto set by the Council for Learning Outside the Classroom. It will also offer us additional shaded space to keep the children out of the sun during the summer months during outside play. This features will benefit children's social and emotional health in addition to the benefits to physical health afforded by increased access to the outdoors.

BANK ACCOUNT-NO 1

List of Payments made between 01/01/2021 and 31/01/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/01/2021	Post Office Ltd	ddr	4,455.66		PAYE - Dec Tax & Ni
05/01/2021	BACS P/L Pymnt Page 2719	BACS Pymnt	79,266.26		BACS P/L Pymnt Page 2719
05/01/2021	NEDDC - CHURCH ST CAR PARK	ddr	140.00		Rates - Church Street 20/21
05/01/2021	Water Plus	ddr2	131.99		Water-Civic 28.8-19.12.20
07/01/2021	Gamma Business Communications	ddr3	116.26		Telephones-Dec 2020
08/01/2021	HSBC Bank Plc	ddr4	10.00		Bank Charges Nov-Dec 20
08/01/2021	TALKTALK DIRECTDEBIT	ddr5	29.00		Broadband works unit-Jan
11/01/2021	HSBC Bank Plc	ddr6	38.44		Electronic bank charges Nov 20
11/01/2021	Plusnet PLC	ddr7	52.20		Civic Broadband-Jan 21
11/01/2021	OPUS - 42 Cemetery Road (Lodge	ddr8	172.03		Electric-Cem Lodge Nov-Dec
13/01/2021	O2 Direct Debit	ddr9	84.07		Mobile Phones - Dec
15/01/2021	HSBC BACS Salaries Jan	JANWAGES	17,620.82		HSBC BACS Salaries Jan
15/01/2021	NEDDC Cemetery Lodge	ddr10	686.00		Rates - Cemetery April 20/21
15/01/2021	NEDDC - WORKS UNIT	ddr11	484.00		Rates - Works Unit Apr 2020/21
15/01/2021	FuelGenie	ddr12	246.37		Fuel- Vehicles-Dec 20
20/01/2021	Contract Natural Gas Ltd	ddr13	251.26		Gas-God Lodge- Dec
21/01/2021	IRIS Payroll Solutions Ltd	ddr14	22.85		Auto enrolment Dec 20
21/01/2021	Business Stream	ddr15	133.95		Water-CP Bowling Jul-Dec20
21/01/2021	OPUS - Church Street	ddr26	17.93		Electric-Churst St-Dec/Jan
21/01/2021	OPUS - Cliffe Park	ddr27	918.44		Electric-Cliffe Park Dec/Jan
21/01/2021	OPUS - Main Pavillion Stonelow	ddr28	37.82		Eelectric-Main Pav SL Dec-Jan
21/01/2021	OPUS - Coal Aston Pavilion	ddr29	7.00		Electric-CA Pav-Dec/Jan
21/01/2021	OPUS - Civic Hall	ddr30	258.84		Electric-Civic Hall-Dec/Jan
21/01/2021	OPUS - Small Pavillion Stone	ddr32	138.34		Electric-Pav S.Low Dec/Jan
22/01/2021	Water Plus	ddr16	336.03		Water-C/A Fields Oct20-6 Jan21
22/01/2021	British Gas Trading Ltd	ddr17	672.67		Gas-Civic Hall-Dec20
22/01/2021	Spitfire Network Services Ltd	ddr18	39.60		Alarm line rental-Jan 21
22/01/2021	Personnel Advice & Solutions L	ddr20	120.00		Personnel Advice- January
25/01/2021	Public Works Loan Board	ddr21	13,150.97		PWLB Loan/Interest
25/01/2021	ZOOM Monthly Direct Debit	ddr	11.99		Zoom monthly subscription
26/01/2021	Water Plus	ddr22	31.29		Water-Wks Unit-Nov-Dec
27/01/2021	British Gas Trading Ltd	ddr25	8.97		Gas - Works Unit Dec
28/01/2021	Frama Smart Mailing	ddr24	100.00		Postage-Frinking top up
29/01/2021	Westfield Health Direct D	ddr23	47.10		Westfield deductions - Jan 21
Total Payments			119,838.15		

Cash Received between 01/01/2021 and 31/01/2021

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
25/01/2021	Parts Emporium	bacs	Scrap Sale of NV55 JXR	224.00
11/01/2021	Sales Recpts Page 4484		Sales Recpts Page 4484	785.00
18/01/2021	Sales Recpts Page 4489		Sales Recpts Page 4489	50.00
18/01/2021	Sales Recpts Page 4490		Sales Recpts Page 4490	100.00
14/01/2021	Sales Recpts Page 4491		Sales Recpts Page 4491	50.00
14/01/2021	Sales Recpts Page 4492		Sales Recpts Page 4492	1,446.07
11/01/2021	Sales Recpts Page 4493		Sales Recpts Page 4493	100.00
08/01/2021	Sales Recpts Page 4494		Sales Recpts Page 4494	109.65
08/01/2021	Sales Recpts Page 4495		Sales Recpts Page 4495	135.60
04/01/2021	Sales Recpts Page 4496		Sales Recpts Page 4496	100.00
19/01/2021	Sales Recpts Page 4498		Sales Recpts Page 4498	878.88
22/01/2021	Sales Recpts Page 4499		Sales Recpts Page 4499	45.00
22/01/2021	Sales Recpts Page 4500		Sales Recpts Page 4500	750.00
22/01/2021	Sales Recpts Page 4501		Sales Recpts Page 4501	218.40
25/01/2021	Sales Recpts Page 4502		Sales Recpts Page 4502	292.40
25/01/2021	Sales Recpts Page 4503		Sales Recpts Page 4503	125.00
25/01/2021	Sales Recpts Page 4504		Sales Recpts Page 4504	100.00
26/01/2021	Sales Recpts Page 4506		Sales Recpts Page 4506	92.10
26/01/2021	Sales Recpts Page 4507		Sales Recpts Page 4507	240.00
26/01/2021	Sales Recpts Page 4508		Sales Recpts Page 4508	30.70
26/01/2021	Sales Recpts Page 4509		Sales Recpts Page 4509	23.22
31/01/2021	Sales Recpts Page 4510		Sales Recpts Page 4510	226.00
29/01/2021	Sales Recpts Page 4511		Sales Recpts Page 4511	-153.48
31/01/2021	Sales Recpts Page 4518		Sales Recpts Page 4518	184.20
31/01/2021	Sales Recpts Page 4519		Sales Recpts Page 4519	5.00
31/01/2021	Sales Recpts Page 4521		Sales Recpts Page 4521	515.00
27/01/2021	Sales Recpts Page 4522		Sales Recpts Page 4522	515.00
26/01/2021	Saxton Mee	BACS	Lodge Rent/Water/Agent Fee	795.80
Total Receipts				7,983.54

Bank Reconciliation Statement as at 22/02/2021
for Cashbook 1 - BANK ACCOUNT-NO 1

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account HSBC	31/01/2021	0	863,327.95
			<hr/>
			863,327.95
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/>
			0.00
			<hr/>
			863,327.95
<u>Receipts not Banked/Cleared (Plus)</u>			
31/01/2021 chq		184.20	
31/01/2021 chq		5.00	
31/01/2021 chq		515.00	
			<hr/>
			704.20
			<hr/>
			864,032.15
		Balance per Cash Book is :-	864,032.15
		Difference is :-	0.00

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 CIVIC HALL</u>								
1001 RENT RECEIVED	1,996	150	1,800	1,650			8.3%	
1010 LETTING INCOME	26,747	5,768	25,000	19,232			23.1%	
1017 RECHARGE CONTRACTOR FEES	0	0	1,000	1,000			0.0%	
1071 NEDDC GRANTS (Covid-19)	0	25,000	0	(25,000)			0.0%	
CIVIC HALL :- Income	<u>28,742</u>	<u>30,918</u>	<u>27,800</u>	<u>(3,118)</u>			111.2%	<u>0</u>
4001 STAFF COSTS	25,269	21,631	31,394	9,763		9,763	68.9%	
4011 RATES	24,550	0	25,041	25,041		25,041	0.0%	
4012 WATER	4,017	1,451	4,500	3,049		3,049	32.2%	
4014 ELECTRICITY	9,206	3,356	6,000	2,644		2,644	55.9%	
4015 GAS	5,382	3,106	5,000	1,894		1,894	62.1%	
4018 WASTE DISPOSAL	1,706	1,123	1,500	377		377	74.8%	
4020 MISCELLANEOUS EXPENSES	496	377	1,000	623		623	37.7%	
4025 INSURANCE	928	988	1,000	12		12	98.8%	
4036 PROPERTY MAINTENANCE	6,220	3,407	3,000	(407)		(407)	113.6%	
4038 MAINTENANCE CTRCTS	5,502	1,269	2,000	731		731	63.4%	
4040 EQUIPMENT REPLACEMENT	1,655	755	1,000	245		245	75.5%	
4042 EQUIPMENT MAINTCE	2,418	753	1,000	247		247	75.3%	
4061 EXTERNAL CONTRACTOR FEES	520	0	1,500	1,500		1,500	0.0%	
4062 LICENCES (PREMISES)	155	0	500	500		500	0.0%	
4100 RENT - CIVIC HALL	164,132	127,081	171,827	44,746		44,746	74.0%	
CIVIC HALL :- Indirect Expenditure	<u>252,157</u>	<u>165,297</u>	<u>256,262</u>	<u>90,965</u>	<u>0</u>	<u>90,965</u>	64.5%	<u>0</u>
Net Income over Expenditure	<u>(223,415)</u>	<u>(134,378)</u>	<u>(228,462)</u>	<u>(94,084)</u>				
<u>102 PARKS & OPEN SPACES</u>								
1001 RENT RECEIVED	90	90	90	0			100.0%	
1077 GRANTS RECEIVED	495	495	495	0			100.0%	
1080 MISC INCOME	2,491	16	0	(16)			0.0%	
PARKS & OPEN SPACES :- Income	<u>3,076</u>	<u>601</u>	<u>585</u>	<u>(16)</u>			102.8%	<u>0</u>
4011 RATES	1,195	1,396	1,109	(287)		(287)	125.9%	
4019 LITTER & DOG BIN EMPTYING	1,120	3,448	2,200	(1,248)		(1,248)	156.7%	
4034 ENVIRONMENTAL IMPROVEMENTS	7,828	3,611	2,000	(1,611)		(1,611)	180.5%	
4037 GROUNDS MAINTENANCE	6,330	57,298	0	(57,298)		(57,298)	0.0%	
4046 TREE WORKS MAINTENANCE	7,230	(2,285)	10,000	12,285		12,285	(22.9%)	
4048 BENCHES - RELACE/MAINT	0	2,328	1,500	(828)		(828)	155.2%	
4049 ENVIRONMENTAL DTC	0	1,290	15,500	14,210		14,210	8.3%	
PARKS & OPEN SPACES :- Indirect Expenditure	<u>23,702</u>	<u>67,085</u>	<u>32,309</u>	<u>(34,776)</u>	<u>0</u>	<u>(34,776)</u>	207.6%	<u>0</u>
Net Income over Expenditure	<u>(20,626)</u>	<u>(66,484)</u>	<u>(31,724)</u>	<u>34,760</u>				

Detailed Income & Expenditure by Budget Heading 31/01/2021

Month No: 10

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>103 ALLOTMENTS</u>								
1001 RENT RECEIVED	405	5	405	400			1.2%	
ALLOTMENTS :- Income	405	5	405	400			1.2%	0
Net Income	405	5	405	400				
<u>104 PLAY AREAS</u>								
4039 PARKS REFURBISHMENT	0	65,717	0	(65,717)		(65,717)	0.0%	
4042 EQUIPMENT MAINTCE	860	2,904	2,500	(404)		(404)	116.2%	
PLAY AREAS :- Indirect Expenditure	860	68,621	2,500	(66,121)	0	(66,121)	2744.8%	0
Net Expenditure	(860)	(68,621)	(2,500)	66,121				
<u>105 GOSFORTH LODGE</u>								
1010 LETTING INCOME	10,661	2,535	12,000	9,465			21.1%	
1071 NEDDC GRANTS (Covid-19)	0	10,000	0	(10,000)			0.0%	
GOSFORTH LODGE :- Income	10,661	12,535	12,000	(535)			104.5%	0
4001 STAFF COSTS	15,921	13,430	23,895	10,465		10,465	56.2%	
4011 RATES	4,861	0	4,995	4,995		4,995	0.0%	
4015 GAS	3,787	1,010	2,800	1,790		1,790	36.1%	
4020 MISCELLANEOUS EXPENSES	1,042	736	1,200	464		464	61.3%	
4021 TELEPHONE COSTS	295	215	600	385		385	35.8%	
4036 PROPERTY MAINTENANCE	13,751	8,655	2,000	(6,655)		(6,655)	432.7%	
4038 MAINTENANCE CTRCTS	2,455	953	1,000	47		47	95.3%	
4042 EQUIPMENT MAINTCE	252	223	900	677		677	24.8%	
GOSFORTH LODGE :- Indirect Expenditure	42,365	25,221	37,390	12,169	0	12,169	67.5%	0
Net Income over Expenditure	(31,703)	(12,686)	(25,390)	(12,704)				
<u>106 CLIFFE PARK</u>								
1001 RENT RECEIVED	81	0	81	81			0.0%	
1020 PITCH FEES	23,301	3,854	22,000	18,146			17.5%	
1080 MISC INCOME	315	0	0	0			0.0%	
CLIFFE PARK :- Income	23,697	3,854	22,081	18,227			17.5%	0
4001 STAFF COSTS	13,293	13,439	19,980	6,541		6,541	67.3%	
4012 WATER	1,859	1,519	2,300	781		781	66.1%	
4014 ELECTRICITY	10,191	4,613	6,500	1,887		1,887	71.0%	
4018 WASTE DISPOSAL	2,673	2,461	3,100	639		639	79.4%	
4036 PROPERTY MAINTENANCE	1,485	4,815	1,500	(3,315)		(3,315)	321.0%	
4037 GROUNDS MAINTENANCE	2,380	337	0	(337)		(337)	0.0%	

Detailed Income & Expenditure by Budget Heading 31/01/2021

Month No: 10

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4038 MAINTENANCE CTRCTS	0	45	0	(45)		(45)	0.0%	
4042 EQUIPMENT MAINTCE	0	72	0	(72)		(72)	0.0%	
CLIFFE PARK :- Indirect Expenditure	31,880	27,302	33,380	6,078	0	6,078	81.8%	0
Net Income over Expenditure	(8,183)	(23,448)	(11,299)	12,149				
<u>107 CLIFFE PARK CAFE</u>								
1015 CAFE RENTAL INCOME	12,000	2,900	12,000	9,100			24.2%	
1080 MISC INCOME	0	452	0	(452)			0.0%	
CLIFFE PARK CAFE :- Income	12,000	3,352	12,000	8,648			27.9%	0
Net Income	12,000	3,352	12,000	8,648				
<u>109 COAL ASTON</u>								
1001 RENT RECEIVED	81	0	81	81			0.0%	
1020 PITCH FEES	1,300	160	1,500	1,340			10.7%	
1071 NEDDC GRANTS (Covid-19)	0	10,000	0	(10,000)			0.0%	
COAL ASTON :- Income	1,381	10,160	1,581	(8,579)			642.6%	0
4011 RATES	4,321	0	4,407	4,407		4,407	0.0%	
4012 WATER	310	684	300	(384)		(384)	228.0%	
4014 ELECTRICITY	457	318	600	282		282	52.9%	
4015 GAS	293	103	1,600	1,497		1,497	6.5%	
4036 PROPERTY MAINTENANCE	1,017	1,656	1,000	(656)		(656)	165.6%	
4037 GROUNDS MAINTENANCE	(203)	1,665	250	(1,415)		(1,415)	666.0%	
4038 MAINTENANCE CTRCTS	519	379	500	121		121	75.8%	
4042 EQUIPMENT MAINTCE	1,494	(543)	500	1,043		1,043	(108.5%)	
COAL ASTON :- Indirect Expenditure	8,207	4,262	9,157	4,895	0	4,895	46.5%	0
Net Income over Expenditure	(6,826)	5,898	(7,576)	(13,474)				
<u>110 STONELOW REC</u>								
1001 RENT RECEIVED	45	45	45	0			100.0%	
1020 PITCH FEES	2,300	350	2,400	2,050			14.6%	
STONELOW REC :- Income	2,345	395	2,445	2,050			16.2%	0
4012 WATER	(3,460)	619	1,500	881		881	41.3%	
4014 ELECTRICITY	2,790	1,465	2,000	535		535	73.3%	
4015 GAS	1,443	611	1,200	589		589	50.9%	
4036 PROPERTY MAINTENANCE	1,330	256	500	244		244	51.1%	
4037 GROUNDS MAINTENANCE	230	725	1,000	275		275	72.5%	
4038 MAINTENANCE CTRCTS	414	273	600	327		327	45.6%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4042 EQUIPMENT MAINTCE	32	356	750	394		394	47.4%	
STONELOW REC :- Indirect Expenditure	2,779	4,305	7,550	3,245	0	3,245	57.0%	0
Net Income over Expenditure	(434)	(3,910)	(5,105)	(1,195)				
<u>111 DRONFIELD WOODHOUSE REC</u>								
1001 RENT RECEIVED	401	240	400	160			60.0%	
1020 PITCH FEES	1,700	450	1,700	1,250			26.5%	
1071 NEDDC GRANTS (Covid-19)	0	10,000	0	(10,000)			0.0%	
DRONFIELD WOODHOUSE REC :- Income	2,101	10,690	2,100	(8,590)			509.0%	0
4011 RATES	1,473	0	1,502	1,502		1,502	0.0%	
4036 PROPERTY MAINTENANCE	688	11	500	490		490	2.1%	
4038 MAINTENANCE CTRCTS	11	0	0	0		0	0.0%	
DRONFIELD WOODHOUSE REC :- Indirect Expenditure	2,172	11	2,002	1,992	0	1,992	0.5%	0
Net Income over Expenditure	(71)	10,679	98	(10,581)				
<u>118 HIGHWAYS & ST FURNITURE</u>								
1081 DONATIONS RECEIVED	300	0	0	0			0.0%	
HIGHWAYS & ST FURNITURE :- Income	300	0	0	0				0
4035 BUS SHELTER MAINTENANCE	399	6,371	12,000	5,629		5,629	53.1%	
4045 NOTICEBOARDS/SEATS/SIGNS	548	0	3,000	3,000		3,000	0.0%	
HIGHWAYS & ST FURNITURE :- Indirect Expenditure	947	6,371	15,000	8,629	0	8,629	42.5%	0
Net Income over Expenditure	(647)	(6,371)	(15,000)	(8,629)				
<u>119 CEMETERY</u>								
1002 GRANT OF RIGHTS FEES	15,170	7,380	12,000	4,620			61.5%	
1003 MEMORIAL FEES	5,610	4,060	5,000	940			81.2%	
1004 INTERMENT FEES	26,435	18,115	20,000	1,885			90.6%	
1005 CHAPEL FEES	160	0	400	400			0.0%	
1011 LODGE - RENT RECEIVED	9,900	8,250	9,900	1,650			83.3%	
1012 LODGE - WATER RECEIVED	613	500	600	100			83.3%	
1073 UNSTONE - CONTRIBUTION	0	4,224	4,153	(71)			101.7%	
CEMETERY :- Income	57,888	42,529	52,053	9,524			81.7%	0
4001 STAFF COSTS	60,838	49,688	67,378	17,691		17,691	73.7%	
4005 GRAVEDIGGING	3,900	2,550	4,500	1,950		1,950	56.7%	
4011 RATES	6,136	6,861	6,259	(602)		(602)	109.6%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4012 WATER	976	611	850	239		239	71.9%	
4014 ELECTRICITY	1,769	569	2,400	1,831		1,831	23.7%	
4018 WASTE DISPOSAL	3,271	1,269	3,000	1,731		1,731	42.3%	
4021 TELEPHONE COSTS	56	0	0	0		0	0.0%	
4024 SUBSCRIPTIONS	95	95	100	5		5	95.0%	
4036 PROPERTY MAINTENANCE	8,935	702	2,000	1,298		1,298	35.1%	
4037 GROUNDS MAINTENANCE	1,134	(304)	1,000	1,304		1,304	(30.4%)	
4038 MAINTENANCE CTRCTS	0	98	0	(98)		(98)	0.0%	
4044 VEHICLE COSTS & FUEL	432	0	0	0		0	0.0%	
4046 TREE WORKS MAINTENANCE	120	0	0	0		0	0.0%	
4059 LETTING AGENT FEES	866	660	800	140		140	82.5%	
CEMETERY :- Indirect Expenditure	88,527	62,799	88,287	25,488	0	25,488	71.1%	0
Net Income over Expenditure	(30,640)	(20,270)	(36,234)	(15,964)				
121 CORPORATE MANAGEMENT								
1075 PRECEPT SUPPORT GRANT	12,613	12,613	12,613	(0)			100.0%	
1076 PRECEPT	810,369	821,456	821,456	0			100.0%	
1091 INTEREST RECEIVED HSBC BOND	257	28	0	(28)			0.0%	
1092 INTEREST RECEIVED CCLA FUND	1,708	476	1,500	1,024			31.7%	
CORPORATE MANAGEMENT :- Income	824,948	834,573	835,569	996			99.9%	0
4057 AUDIT FEES	1,995	(10)	2,400	2,410		2,410	(0.4%)	
CORPORATE MANAGEMENT :- Indirect Expenditure	1,995	(10)	2,400	2,410	0	2,410	(0.4%)	0
Net Income over Expenditure	822,953	834,583	833,169	(1,414)				
122 DEM REPRESENTATION & MGT								
1080 MISC INCOME	1,160	208	0	(208)			0.0%	
DEM REPRESENTATION & MGT :- Income	1,160	208	0	(208)				0
4204 BUSINESS RECOVERY	0	2,865	0	(2,865)		(2,865)	0.0%	
DEM REPRESENTATION & MGT :- Direct Expenditure	0	2,865	0	(2,865)	0	(2,865)		0
4008 TRAINING	150	0	500	500		500	0.0%	
4027 TWINNING COSTS	2,300	(2,300)	1,000	3,300		3,300	(230.0%)	
4028 ELECTION COSTS	21,172	44	7,500	7,456		7,456	0.6%	
4063 LOCAL PLAN	0	2,912	0	(2,912)		(2,912)	0.0%	
4201 MAYOR'S ALLOWANCE	3,000	2,250	3,000	750		750	75.0%	
4202 MAYORS EXPENSES	0	0	1,000	1,000		1,000	0.0%	
4203 LOCAL EVENTS SPONSORSHIP	0	225	1,000	775		775	22.5%	
4211 CIVIC REGALIA	362	0	500	500		500	0.0%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4221 CHRISTMAS EVENT COSTS	3,861	3,801	5,000	1,199		1,199	76.0%	
4230 VE DAY COMMEMORATIONS	0	0	5,000	5,000		5,000	0.0%	
4231 REMEMBRANCE SERVICE	735	60	1,000	940		940	6.0%	
4232 CIVIC SERVICE	23	0	100	100		100	0.0%	
4233 DRONFIELD GALA	3,204	0	4,000	4,000		4,000	0.0%	
4235 ROAD SAFETY	212	0	500	500		500	0.0%	
4714 CHURCH & CIVIC CLOCK	418	250	1,000	750		750	25.0%	
DEM REPRESENTATION & MGT :- Indirect Expenditure	35,438	7,241	31,100	23,859	0	23,859	23.3%	0
Net Income over Expenditure	(34,277)	(9,898)	(31,100)	(21,202)				
6000 plus Transfer from EMR	7,500	0						
Movement to/(from) Gen Reserve	(26,777)	(9,898)						
<u>123 GRANTS</u>								
4701 CRICKET CLUB GRANT	2,000	2,000	2,000	0		0	100.0%	
4711 GRANT AWARDS	1,542	720	3,000	2,280		2,280	24.0%	
4713 COMMUNITY BUS	(4,000)	0	4,000	4,000		4,000	0.0%	
GRANTS :- Indirect Expenditure	(458)	2,720	9,000	6,280	0	6,280	30.2%	0
Net Expenditure	458	(2,720)	(9,000)	(6,280)				
<u>125 CAPITAL PROGRAMME</u>								
4054 LOAN INTEREST PWLB	8,873	6,766	8,000	1,234		1,234	84.6%	
4055 LOAN CAPITAL REPAID	25,654	23,154	26,000	2,846		2,846	89.1%	
CAPITAL PROGRAMME :- Indirect Expenditure	34,527	29,919	34,000	4,081	0	4,081	88.0%	0
Net Expenditure	(34,527)	(29,919)	(34,000)	(4,081)				
<u>126 NEIGHBOURHOOD PLAN</u>								
4023 STATIONERY/PRINTING	1,095	0	0	0		0	0.0%	
4060 OTHER PROF FEES	800	0	0	0		0	0.0%	
NEIGHBOURHOOD PLAN :- Indirect Expenditure	1,895	0	0	0	0	0		0
Net Expenditure	(1,895)	0	0	0				
<u>131 OUTSIDE SERVICES</u>								
1001 RENT RECEIVED	10	10	0	(10)			0.0%	
1025 INSURANCE CLAIMS	683	0	0	0			0.0%	
1080 MISC INCOME	379	182	0	(182)			0.0%	
OUTSIDE SERVICES :- Income	1,073	192	0	(192)				0

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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
4001 STAFF COSTS	117,701	87,920	143,474	55,554		55,554	61.3%	
4006 PROTECTIVE CLOTHING	2,058	634	2,000	1,366		1,366	31.7%	
4008 TRAINING	628	0	2,000	2,000		2,000	0.0%	
4011 RATES	4,763	4,840	4,858	18		18	99.6%	
4012 WATER	225	232	300	68		68	77.3%	
4013 RENT	11,000	9,167	13,000	3,833		3,833	70.5%	
4014 ELECTRICITY	8,119	2,998	3,500	502		502	85.7%	
4015 GAS	84	73	250	177		177	29.1%	
4016 JANITORIAL	0	737	0	(737)		(737)	0.0%	
4018 WASTE DISPOSAL	506	1,131	600	(531)		(531)	188.6%	
4020 MISCELLANEOUS EXPENSES	302	860	800	(60)		(60)	107.5%	
4021 TELEPHONE COSTS	954	743	1,100	357		357	67.5%	
4036 PROPERTY MAINTENANCE	298	694	2,000	1,306		1,306	34.7%	
4037 GROUNDS MAINTENANCE	41,068	28,227	43,000	14,773		14,773	65.6%	
4038 MAINTENANCE CTRCTS	1,184	695	1,200	505		505	57.9%	
4040 EQUIPMENT REPLACEMENT	4,660	2,074	5,000	2,926		2,926	41.5%	
4041 EQUIPMENT HIRE	360	186	1,000	814		814	18.6%	
4042 EQUIPMENT MAINTCE	2,983	0	2,500	2,500		2,500	0.0%	
4044 VEHICLE COSTS & FUEL	6,583	5,155	8,000	2,845		2,845	64.4%	
4075 SALE OF ASSETS	0	(224)	0	224		224	0.0%	
OUTSIDE SERVICES :- Indirect Expenditure	203,475	146,142	234,582	88,440	0	88,440	62.3%	0
Net Income over Expenditure	(202,403)	(145,950)	(234,582)	(88,632)				
<u>132 CENTRAL SERVICES</u>								
1080 MISC INCOME	1,290	940	1,200	260			78.3%	
CENTRAL SERVICES :- Income	1,290	940	1,200	260			78.3%	0
4001 STAFF COSTS	97,330	83,284	106,537	23,253		23,253	78.2%	
4008 TRAINING	345	0	2,000	2,000		2,000	0.0%	
4016 JANITORIAL	3,618	3,020	2,600	(420)		(420)	116.2%	
4020 MISCELLANEOUS EXPENSES	219	23	250	227		227	9.1%	
4021 TELEPHONE COSTS	1,939	1,627	2,000	373		373	81.3%	
4022 POSTAGE	1,048	1,184	1,000	(184)		(184)	118.4%	
4023 STATIONERY/PRINTING	1,267	1,021	1,000	(21)		(21)	102.1%	
4024 SUBSCRIPTIONS	1,681	433	2,300	1,867		1,867	18.8%	
4025 INSURANCE	13,928	11,491	14,500	3,009		3,009	79.2%	
4026 PHOTOCOPY CHARGES	483	274	600	326		326	45.7%	
4030 RECRUITMENT ADVTG	112	0	500	500		500	0.0%	
4032 PUBLICITY	4,750	2,475	6,000	3,525		3,525	41.3%	
4033 COMPUTER MAINTENANCE	4,615	10,232	5,000	(5,232)		(5,232)	204.6%	

Detailed Income & Expenditure by Budget Heading 31/01/2021

Month No: 10

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4038 MAINTENANCE CTRCTS	0	274	0	(274)		(274)	0.0%	
4040 EQUIPMENT REPLACEMENT	0	(27)	0	27		27	0.0%	
4042 EQUIPMENT MAINTCE	65	40	500	460		460	8.0%	
4051 BANK CHARGES	772	413	800	387		387	51.6%	
4058 ACCOUNTANCY FEES	563	0	700	700		700	0.0%	
4060 OTHER PROF FEES	15,909	(1,809)	10,000	11,809		11,809	(18.1%)	
CENTRAL SERVICES :- Indirect Expenditure	148,644	113,954	156,287	42,333	0	42,333	72.9%	0
Net Income over Expenditure	<u>(147,354)</u>	<u>(113,014)</u>	<u>(155,087)</u>	<u>(42,073)</u>				
Grand Totals:- Income	971,067	950,953	969,819	18,866			98.1%	
Expenditure	879,113	734,105	951,206	217,101	0	217,101	77.2%	
Net Income over Expenditure	<u>91,955</u>	<u>216,847</u>	<u>18,613</u>	<u>(198,234)</u>				
plus Transfer from EMR	7,500	0						
Movement to/(from) Gen Reserve	<u>99,455</u>	<u>216,847</u>						