

Heanor & Loscoe Town Council

Town Hall, Market Place,
Heanor, Derbyshire DE75 7AA

Town Clerk & Finance Officer:

Mrs. Laura West
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Email: heanor-loscoetc@tiscali.co.uk



30th April 2019

To: The Town Mayor and Members of Heanor and Loscoe Town Council.

Dear Councillor

You are summoned to attend the Annual Meeting of Heanor and Loscoe Town Council to be held at **7.00pm** on Thursday 9 May 2019 in the Council Chamber, Town Hall, Market Place, Heanor.

Members are asked to sign the attendance sheet for the meeting and to complete the Declaration sheet (if appropriate). These will be located in the Council Chamber.

Yours sincerely

A handwritten signature in black ink, appearing to be "L West", written over a horizontal line.

Mrs Laura West
Town Clerk/RFO

Heanor and Loscoe Town Council

Public Information

1. Attendance at Meetings:

You are welcome to attend Council meetings:

These are held in the Council Chamber on the second floor of the Town Hall, Heanor starting at 7pm. Access is through the main entrance off the Market Place. Facilities include:-

- Car parking on the Market Place
- Accessible lift
- Accessible toilets on the first floor of the Town Hall
- Public seating at the rear of the Council Chamber
- An induction loop

If you have any special requirements, please contact us so we can help.

We may deal with confidential business towards the end of the meeting, and the Mayor or Chairman will ask you and the press to leave at this point.

A calendar of Council meetings is available on the Council's website or by contacting us.

2. Emergency Evacuation Procedure:

If the alarm sounds, please vacate the building using the main staircase. Assistance will be provided if required. **The lift must NOT be used.**

3. Taking part in Council Decisions

Members of the public who are on the Heanor and Loscoe Town Council register of electors, or are Heanor and Loscoe Town Council Tax payers or Non-domestic Tax payers may ask questions of the Council at ordinary meetings of the Council. The total period of time for questions by the public at a Council meeting shall be 15 minutes.

A question may only be asked if notice has been given by delivering it in writing or by fax or electronic mail to the Town Clerk no later than 5.00pm three working days before the Council meeting (i.e. on Monday when Council meets on the Thursday). The notice must give the name of address of the questioner.

At any one meeting no person may submit more than one question, and no more than one such question may be asked on behalf of one organisation.

The Town Council may reject a question if it:

- i) is not about a matter for which the Council has a responsibility, or which affects Heanor and Loscoe
- ii) is defamatory, frivolous or offensive
- iii) is substantially the same question which has been put at a meeting of the Council in the past six months
- iv) requires the disclosure of confidential or exempt information

The Mayor will invite the questioner to put the question to the Council. If the questioner who has submitted a written question is unable to be present, he/she may ask the Mayor to put the question on his/her behalf. In the absence of the questioner, the Mayor may ask the question on the questioner's behalf, indicate that a written reply will be given, or decide that the question will not be dealt with.

The Clerk shall afford to the press reasonable facilities for taking their report of any proceedings at which they are entitled to be present.

If a member of the public interrupts the proceedings at any meeting, the Mayor may, after warning, order that he/she be removed from the Council Chamber or that the part of the Chamber open to the public be cleared.

AGENDA

PART 1 – NON CONFIDENTIAL INFORMATION

1. To Elect a Mayor
2. To Elect a Deputy Mayor
3. To Elect a Leader
4. To receive apologies for absence.
5. Declaration of Members Interests/Update of Register - if you require guidance from the Town Clerk this must be sought well in advance of the meeting and, in any event, by no later than 5pm, two working days before the day of the meeting.

Please note: Members must ensure that they complete the Declarations of Interest Sheet prior to the start of the meeting. Column 5 of the Declaration of Interest sheet must be completed in all cases to indicate the action to be taken (i.e. to stay in or leave the meeting prior to any consideration or determination of the item).

The Declarations of Interests will be read out from the Declaration Sheet – Members will be asked to confirm that the record is correct.
6. To receive and approve requests for dispensations from members on matters in which they have a Disclosable Pecuniary Interest.
7. *Public Speaking (15 minutes)
 - (a) A period of not more than 5 minutes (per individual/issue) will be made available for members of the public and Members of the Council to comment on any matter.
 - (b) If the Police Liaison Officer, a County Council or District/Borough Council Member is in attendance they will be given the opportunity to raise any relevant matter.
8. To confirm minutes of the Town Council meeting held 4 April 2019 (enc)
9. To receive minutes of the Human Resource Committee meeting held 24 April 2019 (enc)
10. Exclusion of Public

11. Town Council – Items for Decision/Action
- (a) To Review Committee Structure (enc)
- (b) To Schedule Town Council meetings for 2019/20 (enc)
- (c) To review Town Council representatives to Outside Bodies (enc)
- (d) To review account signatories
- (e) Risk Assessment Policy (HR Min 024-2019/20 refers) (enc)
- (f) Heanor and Loscoe Town Council Appraisal System (HR Min 025-2019/20 refers) (enc)
- (g) Groundwork Cresswell, Ashfield and Mansfield – Red River Local Nature Reserve – Quarter 4 SLA Report for January – March 2019 (enc)

12. Derbyshire Association of Local Councils

- Circular 5/2019 General – DALC Excellence Awards – Year 2 – Launch today, Internal Audit Check List, External Audit, Data Protection – clarification of Councillor exemption to paying a separate Data Protection Fee, Adverse Publicity for Parish and Town Councils, Training Courses.
- Circular 6/2019 General – DALC Spring Seminar 2019, Precept Increases for Parish and Town Council Sector across the country, Community Infrastructure Levy – Legal Briefing, Plunkett trusteeship, Police and Crime Commissioner Spring Newsletter, Funding streams currently available, Changes to pension credit, Derbyshire Lamp Post Poppy 2019

13. FINANCE

(a) Accounts for Payment

Cheque	Payee/ Description	Nett	Vat	Gross
1446	Petty Cash - reimbursement	78.72	11.22	89.94
1447	AVBC – Music licence	20.74	4.15	24.89
1448	Kirk Contracts – shutter/window clean	25.00	5.00	30.00
1449	Viking – stationery	135.23	27.05	162.28
1450	Tudor Landscapes – Repair/maint FS	290.83	00.00	290.83
1451	Direct365 – cleaning products	72.58	14.52	87.10
1452	AVBC – Cont to MUGA Lockton Ave	30000.00	00.00	30000.00
1453	JRB Enterprise – Doggy Bags	444.50	88.90	533.40
1454	Chubb – Annual contract	679.91	135.98	815.89
1455	Plantscape – Lamp post testing	345.00	69.00	414.00
1456	Dorma – roller shutter maint	44.94	8.99	53.93
1457	DALC – Good Cllr Guide x 2	84.00	00.00	84.00
1458	Ricoh UK - Photocopies	157.50	31.50	189.00
Subtotal		32378.95	396.31	32775.26

13. FINANCE (Cont.)
(a) Accounts for Payment (cont.)

Cheque No	Payee/ Description	Nett	Vat	Gross
1459	DM Payroll Services - Payroll	225.00	00.00	225.00
1460	Inland Revenue – Paye/NI	1105.84	00.00	1105.84
1461	Derbyshire CC - Superannuation	754.88	00.00	754.88
1462	Pictorial – Logo Bunting	80.00	16.00	96.00
1463	James Hall – Toilet repair	90.00	00.00	90.00
1464	BlueGecko – IT services	30.00	00.00	30.00
1465	AVBC – Trade refuse contract TH	330.56	00.00	330.56
1466	AVBC – Trade refuse contract WS	330.56	00.00	330.56
1467	Tudor Landscape – Maint TH & WW	306.22	00.00	306.22
1468	Security Plus – Alarm call out	20.00	4.00	24.00
1469	Protec – April service/maint	162.48	32.50	194.98
1470	Tudor Landscape – edge rail/maint	977.63	00.00	977.63
Total		36792.12	448.81	37240.93

(b) Bacs Payments for approval (March - April wages)

Payee	Description	Nett	Vat	Gross
Staff	Salary/wages/mayoral all	5227.38	00.00	5227.38
Haven Power	Electrical supply - TH	398.65	79.72	478.37
Opus Energy	Gas supply - FS	131.51	6.58	138.09
Talk Talk	Broadband rental	22.50	4.50	27.00
Opus Energy	Gas supply - TH	724.18	144.84	869.02
Opus Energy	Gas supply - WS	347.70	69.54	417.24
XLN	3 x line rental + calls	110.97	22.19	133.16
Bestwick BS	Cloakroom adaptations WS	1170.00	00.00	1170.00
SWALEC	Electricity supply – FS	201.31	10.07	211.38
SWALEC	Electricity supply – WS	186.27	9.31	195.58
Microsoft	Online services	523.20	104.64	627.84
Party Bus	Deposit – May Day	20.00	00.00	20.00
Total		9063.67	451.39	9515.06

(c) Income for March 2019

Town Hall lettings	1188.00
Town Hall Rents	333.33
The Old Fire Station	866.00
Wilmot St Centre	1831.60
Other	100.68
Total	4319.61

- (d) To consider Town Council Insurance Cover 2019/20 (enc)
- (e) To receive Income/Expenditure Account & Balance Sheet for financial year ending 31/03/2019 (enc)
- (f) To receive Year End Supporting Notes for financial year ending 31/03/2019 (enc)
- (g) To receive Internal Audit Report for Financial Year 2018/2019 (enc)
- (h) To approve the Annual Governance Statement for 2018/2019 (enc)
- (i) To approve the Accounting Statements for 2018/2019 (enc)

14. Items for Information

- (a) Clerk's Report

To follow

15. PLANNING/ENVIRONMENT/LICENSING

AVA/2019/0351 – 7 Coppice Drive, Marlpool, Heanor, Derbyshire, DE75 7BW Single Storey rear extension. **Decision expected 24th May 2019**

AVA/2019/0344 – Heanor Health Centre, Wilmot Street, Heanor, Derbyshire Variation of Condition 3 of AVA/2018/0658 and Condition 3 of AVA/2017/0088 to amend site layouts. **Decision expected 24th May 2019**

AVA/2019/0365 – 1 Trinity Way, Heanor, Derbyshire, DE75 7UW Demolition of conservator and play area and erection of two storey side and single storey rear extension. **Decision expected 29th May 2019**

PART 11 – CONFIDENTIAL INFORMATION

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'

- 16. Date of Next Town Council Meeting – to be scheduled at this meeting.

*** Members of the public may address the Town Council within the Public Participation section of the meeting in line with Heanor and Loscoe Town Council Standing Orders – copies of which are available from the Town Council office.**