

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



23 January 2018

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

Dear Councillor

You are summoned to attend the meeting of Heanor and Loscoe Town Council to be held at 7pm on Thursday 1 February 2018 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

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 and 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.

Section 137 Cheque Presentation - Stepping Stones

Agenda

PART 1 – NON CONFIDENTIAL INFORMATION

1. To receive apologies for absence.
2. 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.

3. To receive and approve requests for dispensations from members on matters in which they have a Disclosable Pecuniary Interest.
4. *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.
 - (c) Leader's Report
5. To confirm minutes of the Town Council meeting held Thursday 11 January 2018 (enc)
6. To receive minutes of the Executive meeting held Tuesday 16 January 2018 (enc)
7. Exclusion of Public
8. Town Mayor's Announcements
9. Town Council – Items for Decision/Action
 - (a) Friends of Red River - Landlords consent
 - (b) Groundwork Cresswell, Ashfield & Mansfield - RRLNR SLA Report Oct-Dec 2017 (enc)
 - (c) Public Toilets - Heanor Market Place
 - (d) Anti-Social Behaviour
 - (e) Heanor History Society - Storage Room (enc)
 - (f) Standing Orders (Executive Min 073-2017/18 refers) (enc)

10. Derbyshire Association of Local Councils

Circular 1/2018 Index of Most Important Elements of 2017 DALC Circulars
 Circular 2/2018 General - GDPR, We're here for you, HR & Appraisal Training, Annual Governance and Accountability Return.

11. Finance

(a) Accounts for Payment

Cheque No	Payee/Description	Nett	Vat	Gross
1205	Inland Revenue - Paye/NI	1138.06	00.00	1138.06
1206	Derbyshire CC - Superannuation	606.14	00.00	606.14
1207	JRB Enterprises - Doggy Bags	444.50	88.90	533.40
1208	Harlite Installations - Xmas trees/lights	13326.45	2665.29	15991.74
1209	Treetops - S137 donation	74.00	00.00	74.00
1210	James Hall - Boiler maintenance	75.00	00.00	75.00
1211	AVBC - Grit bin refill x 2	330.12	66.02	396.14
1213	Stepping Stones - S137 donation	500.00	00.00	500.00
1214	Richo - Photocopier rental & copies	147.97	29.59	177.56
1215	Burleys - Garden maintenance	70.15	14.03	84.18
1216	Petty Cash - Reimbursement	89.12	00.00	89.12
TOTAL		16801.51	2863.83	19665.34

(b) Bacs Payments for approval (December - wages January)

Payee	Description	Nett	Vat	Gross
Staff	Wages/Mayoral allowance	4077.49	00.00	4077.49
Opus Energy	Gas supply - TH	485.14	97.03	582.17
Opus Energy	Gas supply - FS	109.21	5.46	114.67
Talk Talk	Broadband Rental	18.59	3.72	22.31
XLN	3 x line rental + calls	97.32	19.46	116.78
AVBC	Rates	1189.00	00.00	1189.00
Opus Energy	Gas supply - WS	225.44	45.09	270.53
PAS Advice	Personnel advice	100.00	20.00	120.00
S Grainger	Mascot hire	70.00	00.00	70.00
Total		6372.19	190.76	6562.95

(c) Income for December 2017

Town Hall lettings	1291.50
Town Hall Rents	333.33
The Old Fire Station	924.00
Wilmot Street Centre	1142.25
Environment	433.00
Other	105.60
Total	4229.68

12. Items for Information

(a) Clerk's Report

To follow

(b) Miscellaneous

No items to receive.

13. Planning/Environment/Licensing

AVA/2017/1406

Change of use from an A1 shop to 1 No. self contained 1-bedroomed flat (use class C3) and associated internal and external alterations at 8 Church Street, Heanor for Mr H Kamili

TPO 424/2018 Trees as Newlands, Heanor

PART 11 – CONFIDENTIAL INFORMATION

'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. Outstanding Account

15. Date of Next Town Council Meeting – Thursday 1 March 2018

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* 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 or website.