

**Heanor and Loscoe Town Council  
Minutes of the Town Council  
Executive Committee meeting  
held in the Council Chamber Thursday 7 July 2022**

**Present:** Councillors P Jones (Chair), C Cox, C Emmas-Williams  
E Hamilton and S Oakes.

**Also present:** L West -Town Clerk, Emma Monkman – Belper Youth Sports  
Festival and Leanne Barker – Blend Youth Project

**001 Apologies**

An apology for absence was received from Councillor K Hill (illness).

**Resolved:** Members received this apology for absence.

**002 Declaration of Interest**

No declaration of interest was received.

**003 Dispensations**

No request for dispensation was received.

**004 Exclusion of Public**

No agenda item to be taken in Exclusion.

**005 Minutes**

The minutes of the Executive Committee meeting held on Tuesday 19 April 2022, having been circulated to members, were approved as a true record.

**006 Youth Sports Festival**

Emma Monkman informed members that the Belper Youth Sports Festival was initially created as a Mayors initiative that ran for two weeks last year on Belper Meadows. The project was a huge success and now runs during school holidays. It caters for children from the age of 5 through to 13. It provides them with a meal and a wide variety of professionally led, high quality, sport based activities. The project work closely with Blend Youth Project and schools to identify individuals who would benefit from the experience. There are currently 20 spaces available for 11-13 year olds to attend during schools summer break. The cost is £175 per child, per day. This would include transport to and from the site.

**Recommendation:** The Town Council to fund the placement of up to 20 individuals from the Heanor and Loscoe Town Council area to attend the festival.

The funding for this to be taken from balances.

## **007 Town Clerks Update**

### War Graves leaflet

AVBC inform me that Belper have a War Graves leaflet and the Borough Council have the information on the grave number, details of those buried and a map showing the location of the graves within Marlpool cemetery. (23 May 2022) - I have requested a copy of the layout of Belper's War Grave leaflet and the information they have on Marlpool cemetery.

### Raising of William Gregg plaque

Chased with Richard Hodgkinson – Open Spaces Officer, AVBC.

### Street name plates

Permission has been received from AVBC, to attached additional plates giving information on the reasoning behind the street name. However, this is only applicable to existing plates sited on concrete posts. A number of plates are attached to brick walls and, more recently galvanised posts. In view of these restrictions there are only a limited number that are feasible. I have placed an order for these, and they should be in situ within the coming weeks.

### Commemorative sculpture

There has been an updated cost from the steel fabricators – the initial cost has risen from 4900.00 exc vat to £5822,00 ex vat

A contractor has been sought to conduct the groundworks; the artist is currently in the process of obtaining a quote for these works.

### Commission book to fallen soldiers – Councillor Jones to investigate

### Remembrance Sunday (assistance with sound system)

Hilltop Visual Audio has quoted £1,443.49 ex vat for the supply of a portable audio system.

### Henry Garnett Firework Festival

Heanor Town FC are favourable to working with the Town Council to provide this event.

### Information Boards – Hands Road/Lockton Avenue

AVBC have been contacted to enquire if they would consider providing signage on these locations to acknowledge the financial contribution made to both these schemes by the Town Council, failing that, would they grant permission to the Town Council to erect Permission to supply erect the same?. No response received to date.

### Town Hall improved security/outdoor lighting/cctv

Improved security lighting has been installed to the Town Hall.

The installation of additional CCTV coverage is actively being pursued.

### Radical History of Heanor 1800 – 1850

Councillor Jones has, on behalf of the Town council, completed the Radical History of Heanor 1800 – 1850. Complimentary copies will be distributed to relevant organisations. The remainder of which are available to the general public at a cost of £3.50 - the proceeds will be donated to the Mayors chosen Charity this year.

### Town Council Newsletter

The Town Clerk, in conjunction with the Leader of the Council, are currently working towards this objective.

### **008 Economic and Investment Strategy**

A number of items are on the agenda and will be discussed individually.

### **009 FHSF – Levelling Up Round Two**

The Borough Council are compiling a Levelling Up application for the Round 2 fund to continue to support the town of Heanor and develop the work activated under the Future High Street Fund. This will be used to deliver elements of the original specification that had to be scaled back due to limit of the FHSF allocation or rising costs that may impact upon the full deliverability; centred around the development of the former science block on the Grammar School site for commercial activity.

**Recommendation:** The Town Council agree, in principle, to provide additional funding. This would be subject to the allocation of a seat on the Strategic Board for a Town Council representative, the level of funding required, and the scope of the works involved.

### **010 Chubb Fire & Safety Ltd – Fire Risk Assessments**

Chubb F&S Ltd have provided quotes for fire risk assessments on the following buildings:

The Old Fire Station	£414.00
The Wilmot Street Centre	£432.00
Town Hall	£489.00

**Resolved:** Chubb F&S Ltd are instructed to conduct fire risk assessments on the Town Hall, The Wilmot Street Centre, and The Old Fire Station.

### **011 Policies and Procedures**

**Recommendation:** The Town Council approve and adopt the following policies and procedures.

Admission of Public  
Bullying & Harassment  
CCTV Policy  
Complaints  
Equal Opportunities Statement  
Financial Regulations  
Grievance  
Health & Safety  
Lone Working Policy  
Risk Assessment Policy  
Social Media Policy  
Staff Absence Policy  
Standing Orders

## **012 Statement of Internal Controls**

The above document was generated following the advice of the internal auditor. Internal controls are design to manage risk to a reasonable level, rather than to eliminate all risk of failure to achieve policies, aims and objectives.

**Recommendation:** The Town Council, approve and adopt the Statement of Internal Controls

**013 Recommendation:** The Town Council, approve and adopt the following Risk Assessments.

### General

Fire – G1- G3

Building Condition – general – G4 – G6

Storage of Chemicals – general – G7 – G8

Manual Handling – general – G9 – G10

Lone working/violence at work – G11 – G12

Working at height – G13

Stress at work – G14 – G15

Icy Surfaces – general – G16

### Outdoor Gym/Play Equipment

### Admin

Display Screen equipment/computer screens – G17 – G18

Office – G19 – G20

Finance – Schedule three

### Town Hall

Halls – use and hire of – G21 – G23

Cleaning Duties – general – G24 – G26

Cash Handling and Transport – G27

### Highways and Lighting

Traffic controls for late night shopping and fun fair – G28 – G29

Town Council Property Fire Risk Assessments

### Fire Risk Assessments

Heanor Town Hall

Wilmot Street Centre

The Old Fire Station

## **014 Town Centre Manager** (TCM Min ref 007(a) – 2022/23)

Amber Valley Borough Council have a Growth and Town Centre Manager and a Town Centre Officer already in post. Both positions hold responsibility for Heanor Town Centre.

**Resolved:** No further action is taken.

**015 Street Wardens (TCM Min ref 007(a) – 2022/23)**

Street Wardens were employed under funding made available from the European Regional Development Fund.

**Resolved:** No further action is taken.

The Town Council are aware of the anti-social behaviour within the Town Centre and will be consulting with Amber Valley Community Safety Team on this issue.

**016. Strategic Plan for Heanor (TCM Min ref 007(a) – 2022/23)**

The Town Council has an Action Plan in place, this is currently under review.

**017. Relief Road (TCM Min ref 021-2022/12)**

The withdrawal of the relief road was a decision taken by Derbyshire County Council. The land identified for the relief road has changed ownership. It is now owned by Amber Valley Borough Council and has been identified for housing development.

**018. Neighbourhood Plan (TCM Min ref 85(f) – 2021/22)**

The Town Council will not lead on any Neighbourhood Plan; however, they are happy to support any community group which wishes to produce one.

**019. Outdoor gym equipment**

The Town Council has received concerns from a member of the public over the condition of the Outdoor Gym equipment at The Wilmot Street Centre.

**Resolved:** An independent inspection will be conducted on the equipment.

**020. Date and time of next meeting**

The next meeting of the Executive Committee will be held at 10am on Tuesday 13 September 2022.