

## **NEW MILLS TOWN COUNCIL**

Minutes of the FULL TOWN COUNCIL MEETING of NEW MILLS TOWN COUNCIL held in the Council Chamber, Town Hall, New Mills Derbyshire, on 11<sup>th</sup> September 2017, starting at 19:00hrs.

Present :-

Cllr Bate (in the Chair), Cllr Allen, Cllr Ashton, Cllr Atkins, Cllr Dowson, Cllr Lamb, Cllr Whewell, Lesley Bramwell (Town Clerk), Sue Mycock (Minute Taker)

18 Members of the Public were also present.

The Meeting was recorded for the accuracy of the minutes. 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 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; and are reminded that it is not permitted for oral commentary to be provided during a meeting.

The Chairman of the meeting may ask people to stop recording and leave the meeting if they act in a disruptive manner.

### **PART I – NON CONFIDENTIAL INFORMATION (PUBLIC IN ATTENDANCE)**

#### **2017/166 To receive and accept apologies for absence (Agenda item 1)**

Apologies were received from Cllr Harman.

#### **2017/167 Variation of order of business (Agenda item 2)**

The Clerk requested:-

Item 7 to be moved into Part II (Finance)

Item 8 to be moved into Part II (Legal) but the Clerk will make a statement in Part I about this Agenda Item.

**It was RESOLVED** to agree to the above requests from the Clerk.  
7 votes **FOR**, 0 **ABSTENTIONS**, 0 votes **AGAINST**



**2017/168 Declaration of Members Interests  
(Agenda Item 3)**

a) Cllr Atkins - Agenda Item 16 - Prejudicial - will leave the meeting.

b) **NONE**

**2017/169 Public speaking  
(Agenda Item 4)**

a) Several volunteers from the Heritage Centre (HC) spoke in support of the HC reiterating previous comments recorded in **MIN No 2017/151**. They stressed the need for a dedicated administrator, asking for involvement in the final job description, to facilitate the day-to-day running of the HC and asked that New Mills Town Council (NMTC) liaise on an ongoing basis with the volunteers at the HC.

b) There was no Police Liaison Officer (PLO) present.

There was no County Councillor present.

c) **NONE**

**2017/170 To receive and confirm the Minutes of the:  
(Agenda Item 5)**

**Meeting 14<sup>th</sup> August 2017 (NMTC)**

**It was RESOLVED** that the Minutes of the NMTC Full Council Meeting of 14<sup>th</sup> August 2017 be accepted as a true and accurate record of that meeting, with a note that Cllr Dowson returned to the meeting before Agenda Item 18.

5 votes **FOR**, 2 **ABSTENTIONS**, 0 votes **AGAINST**

**2017/171 Finance  
(Agenda Item 6)**

a) **Accounts for Payment - details to follow**

Financial Information for Council - 21st September 2017  
 (as at 4th September 2017)  
 Remaining Budget (excluding salaries) - 2017/2018

	Town Hall		Heritage Centre		Parks		Market		TOTAL		Town Hall Other		Notes
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	
Budget 2016/17	100,110	39,426	20,836	11,412	53,932	19,986	3,300,00	-	178,178	70,824	-	-	
Up to 30th Apr	7,727	13,969	2,946	3,395	5,954	5,954	275	-	16,902	23,318	-	-	Net of VAT
Up to 31st May	13,259	4,582	874	4,030	5,493	2,608	275	-	19,901	11,219	-	-	Net of VAT
Up to 30th June	21,095	9,113	2,779	565	5,237	5,700	275	-	29,386	15,378	-	-	Net of VAT
Up to 31st July	7,900	9,530	871	645	2,042	2,398	275	-	11,088	12,573	-	-	Net of VAT
Up to 31st Aug	6,155	2,233	1,124	2,776	5,493	3,326	275	-	13,047	8,335	-	-	Net of VAT
Up to 30th Sept	5,105	-	2,780	-	3,301	-	275	-	11,461	-	-	-	
Up to 31st Oct	6,057	-	871	-	2,444	-	275	-	9,647	-	-	-	
Up to 30th Nov	6,220	-	894	-	8,050	-	275	-	15,439	-	-	-	
Up to 31st Dec	6,989	-	2,899	-	8,397	-	275	-	18,560	-	-	-	
Up to 31st Jan	8,027	-	894	-	2,402	-	275	-	11,598	-	-	-	
Up to 28th Feb	6,950	-	874	-	2,292	-	275	-	10,391	-	-	-	
Up to 31st Mar	4,525	-	3,030	-	2,827	-	275	-	10,758	-	-	-	
To Date: Budget / Actual	56,136	39,426	8,594	11,412	24,219	19,986	1,375	-	90,324	70,824	-	-	
To Date: Variance Under (Over) Budget	16,710	(2,818)	4,234	9,424	33,947	1,375	3,300	-	107,355	19,501	-	-	
Remaining balance	60,684	9,424	33,947	3,300	107,355	19,501	-	-	-	-	-	-	

Sheet2 Expenses

Financial Information for Council - 11th September 2017  
 (as at 4th September 2017)  
 Remaining Budget (Salaries) - 2017/2018 (Including Employer NI & Pension Contributions)

	Town Hall			Heritage Centre			Parks			Market			Total			Notes	
	Budget	Actual	Variance	Budget	Actual	Variance	Budget	Actual	Variance	Budget	Actual	Variance	Budget	Actual	Variance		
<b>Budget 2016/2017</b>	<b>94,775</b>	<b>44,541</b>		<b>10,940</b>	<b>2,747</b>		<b>90,084</b>	<b>37,723</b>		-	-		<b>195,799</b>	<b>85,011</b>			
E 15th April 2017	7,901	8,726	825	911	798	(113)	7,325	7,418	93	-	-	-	16,137	16,942	805	April salary	
x 15th May 2017	7,901	8,607	706	911	850	(61)	7,325	7,515	190	-	-	-	16,137	16,972	835	May salary	
p 15th June 2017	7,902	10,175	2,273	911	782	(129)	7,325	7,689	364	-	-	-	16,138	18,645	2,507	June salary	
e 15th July 2017	7,903	8,536	733	911	317	(594)	7,325	7,633	104	-	-	-	16,343	16,587	244	July salary	
n 15th August 2017	7,903	8,398	495	912	-	(912)	7,325	7,467	142	-	-	-	16,140	15,865	(275)	August salary	
d 15th September 2017	7,904	-	-	912	-	-	7,325	-	-	-	-	-	16,754	-	-	September salary	
t 15th October 2017	7,904	-	-	912	-	-	8,691	-	-	-	-	-	16,141	-	-	October Salary	
u 15th November 2017	7,904	-	-	912	-	-	7,325	-	-	-	-	-	17,507	-	-	November Salary	
f 15th December 2017	7,904	-	-	912	-	-	7,325	-	-	-	-	-	16,141	-	-	December Salary	
e 15th January 2018	7,904	-	-	912	-	-	7,325	-	-	-	-	-	16,141	-	-	January Salary	
e 15th February 2018	7,904	-	-	912	-	-	7,325	-	-	-	-	-	16,141	-	-	February Salary	
e 15th March 2018	7,842	-	-	912	-	-	7,325	-	-	-	-	-	16,079	-	-	March Salary	
To Date Budget / Actual	39,510	44,541	5,031	4,556	2,747	(1,809)	36,829	37,723	894	-	-	-	80,895	85,011	4,116		
Remaining balance		50,234			8,193			52,361						110,788			

Sheet3 Wages

It was noted that there were no salary charges for the Heritage Centre at present (no Administrator in post).

Date: 14/09/2017  
Time: 12:40:30

**ISSUE PRINTS TOWN COUNCIL**  
**Supplier Invoices Due**

Page: 1

Supplier From: ZZZZZZ  
Supplier To: 1130  
Transaction From: 1130 To: 1138  
Transaction To: 99999999

Date From: 01/01/1960  
Date To: 31/08/2017  
Exc. Later Payments: No

A/C No	Type	Ref	Name	Date	Details	Amount	Paid	Outstanding	VAT	GROSS	NET
A/C 11471	PI	1412	BANNER (omely)ES2	21/09/2017	Cleaning Materials	67.23	0.00	67.23	10	77.23	67.23
A/C 11496	PI	1424	Allen Bacterem	31/08/2017	HC - Art Exhibition Sale for DMS	51.00	0.00	51.00	5	56.00	51.00
A/C 11187	PI	1389	O J Central	09/08/2017	Full account for Jul 17	272.00	0.00	272.00	1	272.00	272.00
A/C 11193	PI	1405	Chubb Fire & Security Ltd	10/08/2017	TH - Emergency Lighting Inspection	138.00	0.00	138.00	10	148.00	138.00
A/C 11194	PI	1406	TH - Fire Alarm Service	10/08/2017	TH - Fire Alarm Service	174.00	0.00	174.00	10	184.00	174.00
A/C 11470	PI	1411	C N person	29/08/2017	Supply & Replenish Emergency Lighting	207.36	0.00	207.36	10	217.36	207.36
A/C 11183	PI	1395	Derrigo	20/07/2017	HC - Working Gallies & Mops	201.32	0.00	201.32	5	201.32	201.32
A/C 11499	PI	1400	EPoS	19/08/2017	HC EPoS Licence Aug 17	60.00	0.00	60.00	5	65.00	60.00
A/C 11182	PI	1394	GC Care UK	02/08/2017	HC - New Kober Installation	2530.00	0.00	2530.00	5	2530.00	2,108.33
A/C 11186	PI	1398	Graham Island Associa	10/08/2017	HIT - Building Inspection Report	816.00	0.00	816.00	1	816.00	690.00
A/C 11241	PI	1408	Headmasters	14/08/2017	Work Trowsers	33.00	0.00	33.00	1	33.00	27.50
<b>Totals:</b>						<b>67.23</b>	<b>0.00</b>	<b>67.23</b>	<b>10</b>	<b>77.23</b>	<b>67.23</b>
<b>Totals:</b>						<b>51.00</b>	<b>0.00</b>	<b>51.00</b>	<b>5</b>	<b>56.00</b>	<b>51.00</b>
<b>Totals:</b>						<b>272.00</b>	<b>0.00</b>	<b>272.00</b>	<b>1</b>	<b>272.00</b>	<b>272.00</b>
<b>Totals:</b>						<b>138.00</b>	<b>0.00</b>	<b>138.00</b>	<b>10</b>	<b>148.00</b>	<b>138.00</b>
<b>Totals:</b>						<b>174.00</b>	<b>0.00</b>	<b>174.00</b>	<b>10</b>	<b>184.00</b>	<b>174.00</b>
<b>Totals:</b>						<b>207.36</b>	<b>0.00</b>	<b>207.36</b>	<b>10</b>	<b>217.36</b>	<b>207.36</b>
<b>Totals:</b>						<b>201.32</b>	<b>0.00</b>	<b>201.32</b>	<b>5</b>	<b>201.32</b>	<b>201.32</b>
<b>Totals:</b>						<b>60.00</b>	<b>0.00</b>	<b>60.00</b>	<b>5</b>	<b>65.00</b>	<b>60.00</b>
<b>Totals:</b>						<b>2530.00</b>	<b>0.00</b>	<b>2530.00</b>	<b>5</b>	<b>2530.00</b>	<b>2,108.33</b>
<b>Totals:</b>						<b>816.00</b>	<b>0.00</b>	<b>816.00</b>	<b>1</b>	<b>816.00</b>	<b>690.00</b>
<b>Totals:</b>						<b>33.00</b>	<b>0.00</b>	<b>33.00</b>	<b>1</b>	<b>33.00</b>	<b>27.50</b>
<b>Totals:</b>						<b>33.00</b>	<b>0.00</b>	<b>33.00</b>	<b>1</b>	<b>33.00</b>	<b>27.50</b>

Date: 01/01/2017  
 Time: 12:40:30

NEW TRUS LOWRIE COURSES

Page: 1

**Supplier Invoices Due**

Supplier From: ZZZZZZ  
 Supplier To: To: 11538  
 Transaction From: 11130  
 Date From: 01/01/1980  
 Date To: 31/08/2017  
 Exc. Later Payments: No

Transaction To: 99999999

VAT  
 HERITAGE TOWN  
 PARKS CENTRE HALL 5 10  
 HERITAGE TOWN  
 PARKS CENTRE HALL 5 10

A/C	Type	Name	Date	Details	Contract	Amount	Paid	Outstanding									
11239	PI	1407	14/08/2017	License for HPS Festival Event		25.00	0.00	25.00									
A/C: KISSCART Name: KISS Cart Accessories Ltd						Contract: Keith Heister											
11514	PI	1409	21/08/2017	Accounts fees for August 2017		779.70	0.00	779.70									
A/C: LEWIS Name: Stephen Lewis						Contract:											
11243	PI	1410	11/08/2017	Haynes Motor Cutter Blades		22.47	0.00	22.47									
11477	PI	1418	21/08/2017	H-4LN Jack for Hammer/Driving Bauls		70.38	0.00	70.38									
11491	PI	1425	25/08/2017	10 x Dials of Honour Book		100.00	0.00	100.00									
A/C: MACHIN Name: MachinerySkills Ltd						Contract:											
11478	PI	1419	21/08/2017	Haynes Motor Cutter Blades		1236.00	0.00	1236.00									
A/C: MUSHIE Name: Mushie						Contract:											
11188	PI	1400	01/08/2017	TH Printing Costs to 01 Aug 17		43.13	0.00	43.13									
A/C: OHS Name: OHS Gas Supply						Contract:											
11473	PI	1414	28/08/2017	TH Gas 28 Jul 27 Aug 17		161.60	0.00	161.60									
11494	PI	1415	28/08/2017	Pairs Cabin Gas 28 Jul 27 Aug 17		6.51	0.00	6.51									
11464	PI	1402	31/08/2017	Chicago Gas 28 Jul to 27 Aug 17		0.43	0.00	0.43									
11465	PI	1403	31/08/2017	HC Gas 28 Jul to 27 Aug 17		7.38	0.00	7.38									
A/C: PHS Name: PHS Group						Contract:											
11512	PI	1427	25/08/2017	Annual Waste Care Licence		67.74	0.00	67.74									
11513	PI	1428	25/08/2017	Annual Waste Care Licence		67.74	0.00	67.74									
A/C: SCOTCH Name: Scottish Power 1607325356						Contract:											
11492	PI			TH Electric 8 Jul - 21 Aug 17		285.52		285.52									
11515	PI			TH Electric 19 May 7 Jul		325.69		325.69									
Totals:								611.21									

Date: 04/02/2017  
 Time: 12:40:30  
 NEW MILLS TOWN COUNCIL

Page: 1

**Supplier Invoices Due**

Supplier From: ZZZZZZZ  
 Supplier To: 11130  
 Transaction From: 11130  
 To: 11538

Date From: 01/01/1980  
 Date To: 31/09/2017  
 Exp. Label Payments: No

A/C No	Type	Name	Date	Ref	Details	Contract	Amount	Paid	Outstanding	VAT	GROSS	NET
A/C: SCHEDULE	PL	Trade UK	17/08/2017	1416	Anti-Chem Beré Nuts-Bolts-Washers		52.95	0.00	52.95			
A/C: SVAU	PL	Shanrcks	23/08/2017	1417	Home Repairs & Replacements		886.08	0.00	886.08			
A/C: SVE3241	PL	4532 35416	07/08/2017	1184	HC - Electric Supply to 27 Jul 17		289.93	0.00	289.93			
A/C: TDVA5	PL	Tracey Dawson	02/08/2017	1401	Cleaning Materials		3.87	0.00	3.87			
A/C: TIME	PL	Time Assured	09/08/2017	1404	TR OCCR Annual Service		156.00	0.00	156.00			
A/C: TOPPLAN	PL	Tomlinson Partners Ltd	03/08/2017	1426	Screws/Bolts/Washers/Washer		232.58	0.00	232.58			
A/C: TELEPHK	PL	Ray Toeman	04/08/2017	1185	Landscape MCT Test & Lamp Adjust		60.00	0.00	60.00			
A/C: VAIN	PL	Andy Varies IT Services Ltd	25/08/2017	1421	Land Power Service & Materials		226.10	0.00	226.10			
A/C: VIKING	PL	Viking	04/08/2017	1403	A4 Copier Paper & Binholders		38.80	0.00	38.80			
A/C: VODA	PL	Vodafone	03/08/2017	1402	Tr Broadband		34.79	0.00	34.79			
<b>Total:</b>							<b>3,814.08</b>	<b>3,307.37</b>	<b>2,995.86</b>	<b>3,425.66</b>	<b>2,725.37</b>	<b>2,233.07</b>

**11186** - This is the condition report for High Lea Hall - the Clerk feels it is necessary to have regular updated reports as the Hall is Grade II listed.

**11241** - Protective clothing is a Health & Safety requirement for the Parks staff.

**Various budget heads** - Council was pleased to note the reduction in energy costs.

**11476** - Repairs as equipment is old. The new drum mower should be more effective for the required jobs.





## b) Payments received - August

Copy of Finances for New Mills Council - Meeting 11092017

### Financial Information for Council - 11th September 2017 (as at 4th September 2017)

#### Bank Balances

Statement date	Balance	Account
31/08/2017	£8,000.00	Current
31/07/2017	£117,324.13	Business Select Instant Access
30/06/2017	£47,383.65	Business Select 14 Day
30/06/2017	£33,778.11	Business Select 14 Day
<b>Total</b>	<b>£206,485.89</b>	

#### Payments banked

Date	Ref.	Amount	Description
01/08/2017	BAC	£183.60	NHS Blood
04/08/2017	328	£185.00	TH Cash
04/08/2017	326	£331.87	HC Bankings w/e 30/07/17
04/08/2017	327	£2,022.34	TH Cheques
07/08/2017	BAC	£621.02	Derbyshire CC
07/08/2017	BAC	£3,143.19	New Mills & District
10/08/2017	329	£338.03	HC Bankings w/e 06/08/17
11/08/2017	BAC	£43.20	High Peak BC
17/08/2017	331	£144.00	TH Cash
17/08/2017	330	£303.83	HC Bankings 13/08/17
17/08/2017	332	£305.52	TH Cheques
22/08/2017	BAC	£681.60	Avery / Dent
25/08/2017	BAC	£482.78	Derbyshire CC
<b>Total</b>		<b>£8,785.98</b>	

#### Expenditure (Incl. of VAT)

Department	Amount
Town Hall	£2,233.07
Heritage Centre	£2,776.37
Parks	£3,325.68
Market	£0.00
<b>Total</b>	<b>£8,335.12</b>
Town Hall - Other	-
<b>Grand Total</b>	<b>£8,335.12</b>

Sheet1 Bank Receipts Expenditur

The 6<sup>th</sup> line on the Payments Banked table is New Mills & District Volunteer Centre.

Copy of Finances for New Mills Council - Meeting 11092017

Financial Information for Council - 11th September 2017  
as at 4th September 2017  
Supplier Payments (Incl. of VAT)

TOTAL	£ 8,335.12
Charges	
Town Hall	£ 3,325.68
Heritage Centre	£ 2,233.07
	£ 2,776.37
TOTAL	£ 8,335.12

Additional Payments

IMRC PAYE / NI	22/09/2017	£ 2,813.41
Derbyshire CC Superannuation Fund	19/09/2017	£ 3,358.02

Sheet4 Summary Payments

**It was RESOLVED** that the Accounts for Payment and Payments Received be approved.  
7 votes **FOR**, 0 **ABSTENTIONS**, 0 votes **AGAINST**

### **c) Financial savings during August**

The Clerk reminded Council that currently New Mills Bonfire and the Christmas Lights Switch-on are budgeted against the Town Hall and Parks budget heads.

It was agreed that there would be an Agenda Item for the next meeting to consider separate budget heads for New Mills Bonfire and the Christmas Lights Switch-on beginning in the Financial Year 2018-2019.

### **d) Request for training payment**

There was discussion about the costs of training for staff and Councillors.

**It was RESOLVED** that there would be an Agenda Item at the next meeting about this topic; whether a separate budget head is required for Councillor training and the process for approval of Councillor training courses.

7 votes **FOR**, 0 **ABSTENTIONS**, 0 votes **AGAINST**

### **2017/172 The Torrs - an update (Agenda Item 7)**

A third quotation for the proposed bridge had been received.

**It was RESOLVED** to authorise the Clerk to source more quotes to enable Council to consider like-for-like quotations before deciding on a contractor.

7 votes **FOR**, 0 **ABSTENTIONS**, 0 votes **AGAINST**

### **2017/173 Heritage Centre - update on the lease (Agenda Item 8)**

The Clerk made the following statement - as instructed by Council the Clerk immediately contacted Maryland Securities (HC's landlord) stating that NMTC had agreed to the terms of the new lease. Maryland Securities e-mailed with Notice to Quit, as they have other plans for the building. The Clerk has contacted NMTC's solicitors and supplied them with all relevant documents.

The Clerk will give a further update about this Item in Part II as it would not be in the HC and NMTC's best interests to make public, at present, NMTC's solicitors proposed course of action.

The Clerk's comments were noted.

Following a wide-ranging discussion about this Item in Part II.

**It was RESOLVED** to authorise NMTC's solicitors to investigate and to give their considered opinion on whether NMTC has a protected lease for the HC; to communicate with Maryland Securities and/or their solicitors and to give their considered opinion about the validity of the Notice to Quit.

7 votes **FOR**, 0 **ABSTENTIONS**, 0 votes **AGAINST**

**2017/174 Co-option policy  
(Agenda Item 9)**

Cllr Ashton introduced the following Motion document as a proposed NMTC Co-option Policy, which had been sent to the Clerk who had distributed it to all Councillors.



### Notice of Motion

I propose that in future the co-option process adopted by New Mills Town Council is as follows:

1. The Town Council will advertise the vacancy (or vacancies) on the Town's notice boards, on the website and on local social media. The notices will include:
  - A contact point so that people considering putting their names forward for co-option can obtain more information on the role of a town councillor;
  - The co-option process;
  - The closing date for all expressions of interest and;
  - The date on which the Town Council intends to make a decision - It is quite in order for Town Councillors (or indeed any resident) to approach individuals to suggest that they might wish to consider putting their names forward for co-option.
2. When the applications have been received they will be opened by the Clerk and Chair of the Council who will consider the application letters/emails, check that the individuals meet the qualification requirements and confirm that, if successful, they would be willing to accept the Code of Conduct and other obligations of a Town Councillor.
3. All candidates will be asked to submit a short letter of preferably no more than 250 words including a brief CV giving reasons why they should be considered for the vacancy. These letters will be circulated to Town Councillors at least seven days prior to the meeting of the full council where the co-option will be considered. All such documents will be treated by the Clerk and Councillors as strictly private and confidential.
4. Candidates will receive confirmation of the date of the meeting at which the Town Council will make its decision on the co-option. Notice of the Intention to Co-opt should be given in the agenda for the meeting of the Town Council.
5. Councillors shall vote by secret ballot under the agenda item. The Clerk will issue councillors with ballot papers which will be counted by the Chair and Clerk. In the case of an equality of votes, the Chairman of the meeting has a second or casting vote.
  - i. A successful candidate should have received an absolute majority vote of those present and voting. So if there are more than two candidates for one vacancy and none of them at the first count has an overall majority, the candidate with the fewest votes should be eliminated and the remainder put to the vote again. The process should be repeated as necessary until one candidate has an overall majority. However should no candidate receive a majority of members present, the vacancy will be deemed unfilled.
  - ii. Should there be more than one vacancy, after the election of the first candidate, the same process should be repeated for the second or subsequent co-option.
  - iii. Each vacancy should be filled by a separate vote or series of votes. There is a distinct possibility that there could be a tie for last place, leaving the candidate for elimination to be decided by the Chairman's casting vote.



**After the Vote**

- i. The clerk will notify the candidates of the results by email, as soon as is reasonably possible (usually within 24 hours).
- ii. Successfully co-opted candidates become councillors in their own right, with immediate effect, and are no different to any other member. As such, they must sign the Declaration of Acceptance of Office and Registration of Interests Form at their first meeting, or within 28 calendar days of election, whichever is the sooner. Their term of office runs until the next quadrennial elections for the Town Council.



Discussion took place about a Procedural Issue - whether the document was a Motion or a Proposal.

Cllr Dowson asked for it to be noted that he was concerned that there did not appear to be a Motion, only a Proposal, to be discussed.

Cllr Dowson asked for the Clerk's advice. The Clerk stated that Cllr Ashton was asking Council to adopt the Co-option Policy he had put forward.

**It was RESOLVED** that this 1½ page document and the action needed to take this forward as the Policy is the Motion.

Cllr Dowson asked for a named vote as per Standing Orders:-

**FOR**

**AGAINST**

Cllr Allen  
Cllr Ashton  
Cllr Atkins  
Cllr Bate  
Cllr Whewell

Cllr Dowson  
Cllr Lamb

5 votes **FOR**, 0 **ABSTENTIONS**, 2 votes **AGAINST**

Cllr Atkins stated he would be proposing an amendment to Item 5, first paragraph, of Cllr Ashton's proposed Co-option Policy, following research into co-option policies in other councils, and would be calling for a separate vote on this amendment.

Cllr Dowson expressed concern about the proposed Co-option Policy, particularly in respect of secret ballots. He quoted National Association of Local Councils (NALC) LTN5 Section 60 which states that "A secret ballot is permissible only if Standing Orders so permit, but the Council need to ensure that any such procedure could withstand scrutiny and challenge".

Cllr Atkins felt that this Agenda Item was amending Standing Orders.

Cllr Dowson stated that, in his opinion, Council was considering a Motion about a policy which had nothing to with Standing Orders that this Council operates under.

The Clerk stated that there would have to be a separate Agenda Item to change Standing Orders.

Cllr Dowson also highlighted the Local Government Act Section 12 Paragraph 13 (1), which states that "Unless otherwise provided by the Council's Standing Orders the manner of voting at meetings of a parish council shall be by show of hands".

Cllr Dowson wished his comments above about NALC LTN5 and Local Government Act Section 12 Paragraph 13 (1) be noted.

Cllr Atkins still believed that, in his opinion, NMTC Standing Orders were being changed.

The Clerk stated that Standing Orders were not being changed as it is not an Agenda Item.

Cllr Atkins introduced the amendment below to the first paragraph of Paragraph 5 of the proposed Co-option Policy.





Proposed amendment to article 5 , first paragraph.

This paragrah shall be amended to read:

5. Councillors shall vote by a show of hands under the agenda item, unless two or more councillors request a secret ballot, in which case voting on the cooption process shall be by secret ballot. If the secret ballot option is chosen, the Clerk will issue councillors with ballot papers.

Whatever the proces, the votes will be counted by the Chair and Clerk. In the case of an equality of votes, the Chairman of the meeting has a second or casting vote.

Cllr Dowson reiterated that a secret ballot cannot take place against Standing Orders and against the Clerk's advice.

The Clerk stated the following:-

that Council need to agree to look at the Standing Orders, review them and update them if they are not happy with how they are now before they agree this policy.

Standing Orders cannot be changed just to fit in with some policy.



Standing Orders and Financial regulations are your rules of this Council, set down by Government.

#### Amendment Proposal

Proposed by Cllr Atkins  
Seconded by Cllr Whewell

**It was RESOLVED** that the proposed policy with the above amendment be accepted.

#### **FOR**

Cllr Allen  
Cllr Ashton  
Cllr Atkins  
Cllr Bate  
Cllr Whewell

#### **AGAINST**

Cllr Dowson  
Cllr Lamb

5 votes **FOR**, 0 **ABSTENTIONS**, 2 votes **AGAINST**

#### **2017/175 High Lee Hall - condition report (Agenda Item 10)**

The Clerk has received the condition report on High Lee Hall detailing short, medium and long-term repairs which are necessary. The immediate repairs required are to the roof and the drains.

Cllr Lamb asked the Chair to direct a comment to the public gallery about personal comments which had been made.

The Chair stated that the meeting was still in progress and that Cllr Lamb needed to report the matter to the Clerk to enable it to be dealt with.

**It was RESOLVED** that the Clerk be authorised to contact suitably qualified local builders, giving them the specification for the immediately required works and asking them to quote. The report could be used as a benchmark for these quotes and the quotations brought to the next meeting for Council's consideration and decision.

7 votes **FOR**, 0 **ABSTENTIONS**, 0 votes **AGAINST**

#### **2017/176 Heritage Centre Constitution review (Agenda Item 11)**

Copies of the New Mills Heritage and Information Centre Constitution (last revised 24<sup>th</sup> February 2014) were distributed to Councillors at the meeting.

### **New Mills Heritage and Information Centre Constitution**

**Agreed on 5 September 2012 (see Minute 423) and revised on 16 October 2013 (see Minute 495) and 24 February 2014 by the Management Committee (see Minute 548a)**

#### **Purpose and Key Aims**

New Mills Heritage and Information Centre exists so that local people and visitors can appreciate, learn more about and enjoy the town's heritage and surroundings.

- \* Telling the 'New Mills Story' through the collection and display of relevant information and objects; safeguarding this inheritance for the benefit of current and future generations.
  - \* Actively recording and promoting access to the town's history and environment through the provision of published materials and informative activities.
  - \* Encouraging learning by making available facilities and support specifically designed to meet the needs of education providers.
  - \* Helping to build a sense of community through offering resources for and information about local activities.
  - \* Supporting the local economy by promoting the Centre and its environment as a tourist attraction, by providing information on other local attractions and events, and by acting as a source of information on local transport and other services.
1. The governing body of New Mills Heritage and Information Centre (the Centre) is New Mills Town Council (the Council). The Council acts to ensure that the Centre fulfils its purpose, achieves its aims as effectively as possible within available resources, and is sustainable. The Council is responsible for establishing, monitoring and, if necessary, reviewing arrangements for the governance and management of the Centre.
  2. The Council devolves management of the Centre to a Management Committee which meets at least four times per year and reports to the Council.
  3. The Council approves all plans and policies that define the Centre's purpose and describe its activity, including an annual Forward Plan.
  4. The Council provides suitable premises for the Centre - including for the safety, preservation and display of the museum's collection -

and ensures that all relevant legal, safety and planning requirements are complied with.

5. The Council provides an annual budget to finance the operation and upkeep of the Centre, taking into account income generated by the Centre. The Council provides an up-to-date statement of the Centre's financial position, including the reserve fund, for every meeting of the Management Committee.
6. The Council is responsible for the payment of the Centre's running costs, staff costs, business tax, rates and rental, insurances (including employer and public liabilities), utilities, repair and maintenance, security and its maintenance, cleaning and caretaking, office communications, office equipment, promotion and publicity, stock purchases, costs associated with maintaining an online presence, and costs associated with maintaining registered/accredited museum status. The Council is the responsible body for VAT and other tax responsibilities.
7. The Council transfers half of any amount by which the Centre income exceeds the target set by the Council in the Centre's annual budget, along with donations, gifts and specific grants secured by the Centre, to the Centre's reserve fund to be used at the direction of the Management Committee, in the further development of the Centre.
8. The Management Committee monitors the budget relating to the operation and upkeep of the Centre and offers suggestions to address any significant over or under spends, and monitors and manages the Centre's reserve fund, ensuring it is administered as agreed.
9. The Council will consider any change in resources (such as staff time, budget), proposed by the Management Committee in order to achieve agreed objectives.
10. The Council is responsible for appointing and managing the Centre Administrator and other paid staff positions that include duties that support the Centre: the Town Clerk, Parks Department staff, Administration Assistant and Caretaker. Volunteer assistants shall be appointed and managed by the Administrator of the Heritage Centre.
11. The Management Committee consists of up to 18 persons, with at least two representing the Town Council, up to six being individuals with a specific interest in the Centre, including a representative of the volunteer assistants, and up to nine being

representatives of organisations with a special interest in the Centre. The Management Committee has the power to co-opt representatives to fill vacancies, and seeks to ensure the Committee has a full range of relevant skills and represents the many constituencies that have a stake in the Centre. The Clerk of the Council, the Countryside Service Head Ranger, the High Peak Borough Council representative and the Curatorial Advisor may attend meetings in a non-voting capacity. A quorum for the transaction of business at general meetings is twenty-five percent of total membership.

12. A third of the members of the Management Committee will retire each year, being eligible for re-election at the Annual General Meeting held annually in September. New nominees are also eligible for election at the Annual General Meeting. The Management Committee will seek new nominations each year by writing directly to relevant organisations and making appropriate public announcements.
13. The Officers of the Management Committee are the Chair, Vice-Chair and Secretary, who are elected annually at the AGM with all retiring each year, but being eligible for re-appointment.
14. The Management Committee shall appoint a suitable Honorary Curator and an Education Officer annually.
15. The Management Committee shall appoint a suitable Curatorial Adviser, subject to the approval of the Town Council.
16. The Management Committee is responsible for developing all plans and policies that define the Centre's purpose and describe its activities, including an annual Forward Plan and its Acquisition and Disposal Policy. The Management Committee receives a report against such plans at each meeting from the Administrator and is responsible for monitoring progress: advising the Administrator to change approach and/or proposing changes in resources to the Council as required. Urgent affairs of the Centre, that arise between meetings of the Management Committee, are dealt with by the Administrator clearing the proposed action with the Chair.
17. The Management Committee may establish sub-committees with delegated decision making powers. Such a sub-committee shall be established by a formal decision of the Management Committee, with the minute detailing those decisions within the competence of the sub-committee, the time-frame of its work and its composition. The committee shall be chaired by a member of the Management Committee who shall report on the subcommittee's work and

decisions at each meeting of the Management Committee. The Management Committee may establish/disestablish sub-committees as necessary.

18. The Management Committee shall offer advice and suggestions regarding the annual budget that will be needed to achieve agreed objectives through proposals which are considered at the Town Council Budget meeting in November, and as part of the annual Town Council Budget setting process.

19. The Management Committee shall act as an advocate for the centre within the community and elsewhere.

Signed

Date

Chairman



**It was RESOLVED** that Councillors consider this document and also be supplied with the current 5-year plan for consideration. These documents are to be made as widely available as possible and invite the public to make any representations about them in writing to the Clerk by the 29<sup>th</sup> September 2017 and this Item will be on the Agenda for the next meeting.

7 votes **FOR**, 0 **ABSTENTIONS**, 0 votes **AGAINST**

### **2017/177 Heritage Centre refurbishment (Agenda Item 12)**

It was noted that the Chair and Clerk had discussed some HC refurbishment, also Health and Safety and Lone Working Policy training for HC volunteers (paid for from the Town Hall budget) during a quieter period for the HC. The training would be at the Town Hall with refreshments available.

The Clerk stated that the new system of key security had been implemented to comply with NMTC's insurers requirements.

### **2017/178 Report from outside bodies (Agenda Item 13)**

Cllr Dowson informed Council that some work had been done recently to make the Community Orchard more accessible and also that the Community Orchard has been entered in a competition and he hoped people would vote for New Mills entry.

Cllr Bate reminded Council that New Mills Festival was now under way, Lantern Workshops are in progress with the Lantern Parade on Saturday 23<sup>rd</sup> September 2017.

Cllr Bate would like to hear from any residents who have not received a New Mills Festival programme.

Cllr Atkins reported that the Junior Section of New Mills Band was going from strength to strength and that the Band itself was receiving requests to play from a wider surrounding area.

### **2017/179 Correspondence (Agenda Item 14)**

#### **a) DALC circulars - circulated by e-mail**

The Clerk wished it noted that DALC circulars have been circulated by e-mail.

Cllr Dowson had been advised by e-mail of a path from Godward Crescent which had become overgrown with grass and the resident asked if this situation could be remedied.

Following discussion.

**It was RESOLVED** that Cllr Bate would contact County Councillor Beth Atkins and ask her to discuss with the appropriate section at Derbyshire County Council (DCC) recompense if NMTC's Parks Department clear the overgrowth.

6 votes **FOR**, 1 **ABSTENTION**, 0 votes **AGAINST**

(Those Members who are on the High Peak Borough Council Planning Committee, indicate that their views are provisional, and they reserve final judgement on the application until the matter comes before the Planning Committee, when they will have before them all the material considerations including the Planning Officers report).

## **2017/180 Planning Applications (Agenda Item 15)**

### **a) Applications received and circulated**





Agenda Item  
 Planning Applications to 11<sup>th</sup> September 2017



Representations to be made by	Application No.	Proposal	Site Address	Applicant	Comment
28/08/2017	HPK/2017/0328	Detached Garage	13 Low Leighton Road New Mills SK22 4PG	Miss R Holmes	No comment
30/08/2017	HPK/2017/0420	Front Dormer Extension (Resubmission of HPK/2017/0203)	67 Marsh Lane New Mills SK22 4PP	Mr & Mrs Longson	No comment
04/09/2017	HPK/2017/0369	Conversion of an existing vacant pub building and outbuildings into residential accommodation	Queens Arms Hotel Church Road New Mills	Hodari	NMTC to reflect its highway concerns to DCC and HPBC
18/09/2017	NP/HPK/0817/0859	Conversion of adjacent ancillary residential outbuilding into ancillary multifunctional accommodation incidental to the enjoyment of the dwelling house.	Ringstones Farm Unnamed Road from Hollinsmoor Road to Gun Road Rowarth	Mrs C Welch	No comment
08/09/2017	HPK/2017/0419	Proposed replacement industrial unit and re-roofing	Garrison Works Thornsett Trading Estate Birch Vale SK22 1AH	Mr T Johnson	No comment

**20:50 It was RESOLVED** to extend the meeting to **21:30**  
 7 votes **FOR**, 0 **ABSTENTIONS**, 0 votes **AGAINST**

**It was RESOLVED** that the above comments and proposed actions be minuted.

4 votes **FOR**, 2 **ABSTENTIONS**, 1 vote **AGAINST**

**20:51 It was RESOLVED** that the press and public be excluded from the meeting for the following items because there may be disclosure to them of exempt information as defined in Schedule 12 A for the Local Government Act 1972.

7 votes **FOR**, 0 **ABSTENTIONS**, 0 votes **AGAINST**

## **PART II – CONFIDENTIAL (PRESS AND PUBLIC EXCLUDED)**

Before the start of Agenda Items discussion the Clerk expressed her disgust at the comments made by a member of the public.

Cllr Bate suggested that the Clerk contact the Derbyshire Association of Local Councils (DALC) to ask what action can be taken when prejudice is expressed by members of the public gallery.

**It was RESOLVED** that Cllr Lamb write to the Clerk detailing the personal comment she heard from the public gallery.

7 votes **FOR**, 0 **ABSTENTIONS**, 0 votes **AGAINST**

### **2017/181 Co-op fields - confirmation of selling price (Agenda Item 16)**

Cllr Atkins had left the meeting - this Item was discussed after Agenda Item 20 and following discussion.

**It was RESOLVED** to authorise the Clerk to ask Wright Marshall to advertise Co-op fields for sale at their recommended valuation.

6 votes **FOR**, 0 **ABSTENTIONS**, 0 votes **AGAINST**

### **2017/182 Staffing matters and updating of contracts (Agenda Item 17)**

The Clerk has received a specimen suitable contract from the Human Resources specialist which could be amended accordingly for all the duties the Parks staff undertake. The proposed contracts would then be shared with the relevant staff.

The Clerk has asked the Parks staff to supply her with their roles and responsibilities - she has received one to date.

**It was RESOLVED** that NMTC authorise the HR specialist to help NMTC to draw up suitable updated contracts for the Parks staff.

7 votes **FOR**, 0 **ABSTENTIONS**, 0 votes **AGAINST**



**2017/183 Heritage Centre administration  
(Agenda Item 18)**

This matter was held in abeyance for the moment.

**2017/184 Goytside Meadow - lease  
(Agenda Item 19)**

Following advice from a specialist land valuer.

**It was RESOLVED** to offer a suitable grazing licence to the tenant at £20 per acre per annum for 20 acres of land with the specialist land valuer drawing up a suitable contract.

7 votes **FOR**, 0 **ABSTENTIONS**, 0 votes **AGAINST**

**2017/185 Rental of area of land for a gardening business  
(Agenda Item 20)**

Following discussion. The Clerk will circulate a proposed advert for the leasing of this piece of land to Councillors prior to publication.

**It was RESOLVED** to authorise the Clerk advertise this piece of land for rent at £500 per annum (to be reviewed annually) with permission to develop (excluding retail sales) and subject to any planning permissions required, with the applicant being liable to all associated costs.

5 votes **FOR**, 2 **ABSTENTIONS**, 0 votes **AGAINST**

**21:30** Cllr Atkins left the meeting.

**21:30 It was RESOLVED** to extend the meeting to **21:45**

6 votes **FOR**, 0 **ABSTENTIONS**, 0 votes **AGAINST**

**21:45 It was RESOLVED** to close the meeting.

6 votes **FOR**, 0 **ABSTENTIONS**, 0 votes **AGAINST**