



BELPER
TOWN COUNCIL
Working for the community

St John's Chapel, The Butts, Belper,
Derbyshire DE56 1HX

Telephone: (01773) 822116

E-mail:

admin@belpertowncouncil.gov.uk

Web: www.belpertowncouncil.gov.uk

11th May 2023

To: All Members of Belper Town Council

I hereby give you notice that the Annual Meeting of Belper Town Council will be held in **Strutts Centre, Derby Road, Belper DE56 1UU** on **Tuesday 16th May 2023 at 7.30pm.**

All members of the Council are summoned to attend for the purpose of considering and resolving the business to be transacted as set out in the following Agenda.

Members are to complete the Declaration of Interests Sheet (if appropriate) and email this to the Clerk prior to the meeting.

Yours sincerely

Debra Townsend

Debra Townsend
Town Clerk

If you require this document in an alternative format, such as large print or a coloured background, please contact the Town Clerk on 01773 822116 or email admin@belpertowncouncil.gov.uk

AGENDA

- 1. Election of Town Mayor** for the ensuing year and to receive the Mayor's declaration of Acceptance of Office and to invest the Mayor with the Chain of Office.
- 2. Election of Deputy Town Mayor** for the ensuing year and to receive the Deputy Mayor's declaration of Acceptance to Office.
- 3. To receive apologies for absence.**
- 4. Variation of Order of Business.**
- 5. Declaration of Members Interests and Requests for Dispensation**

Members are requested to declare the existence and nature of any disclosable pecuniary interest and/or other interest, not already on their register of interests, in any item on the agenda and withdraw from the meeting at the appropriate time, or to request a dispensation. Please note that appropriate forms should be completed prior to commencement of the meeting.
- 6. Recording and Filming of Council and Committee Meetings**

The right to record, film and to broadcast meetings of the council and committees is established following the Local Government Audit and Accountability Act 2014. This is in addition to the rights of the press and public to attend such meetings. Meetings or parts of the meetings from which the press and public are excluded may not be filmed or recorded. Members of the public are permitted to film or record meetings to which they are permitted access, in a non-disruptive manner.
- 7. Confidential Items** – To determine which items, if any, on the Agenda should be taken with the public excluded. If the Council decides to exclude the public it will be necessary to pass a resolution in the following terms:-

“That in view of the confidential nature of the business about to be transacted, to consider a resolution to exclude the Press and Public from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, in order to discuss the item.”
- 8. Public Speaking – (Thirty Minutes)**
 - (a) A maximum of three (3) minutes or at the Chairman's discretion will be made available for each member of the public to comment on any matter.
 - (b) If the Police Liaison Officer, a County Council or Borough Council Member is in attendance they will be given the opportunity to raise any relevant matter.
- 9. Minutes**
 - (a) To receive and approve Minutes 5347 to 5371 of the Full Council Meeting held on 11th April 2023 (appendix 9(a)).
 - (b) To note the resolutions and accept the recommendations of the Facilities, Environment and Local Economy Committee Meeting held on 25th April 2023 (appendix 9 (b)).
- 10. To approve the Mayor's Allowance for 2023/24 (£3,491)**
- 11. To review and adopt the Council's Standing Orders (Appendix 11)**
- 12. To review and adopt the Council's Financial Regulations (Appendix 12)**
- 13. To resolve that Belper Town Council meets the eligibility criteria to use the General Power of Competence**

It is confirmed that;

- a) the Council has a suitably qualified Clerk (CiLCA Qualified).
- b) the number of Councillors elected at the last ordinary election, or at a subsequent by-election, equals or exceeds two thirds of its total number of Councillors.

14. To establish Ordinary Committees and approve the draft Terms of Reference and the Scheme of Delegation (appendix 14)

- a) Scheme of Delegation
- b) Council
- c) Arts, Events and Heritage Committee
- d) Facilities, Environment and Local Economy Committee
- e) Finance, Governance and Staff Committee
- f) Planning Committee
- g) Herbert Strutt Charity Committee
- h) Youth Committee

15. To appoint Members to the Committees 2023/24 (to include co-opted Members) (appendix 15)

- a) Arts, Events and Heritage Committee (8 Members)
- b) Facilities, Environment and Local Economy Committee (8 Members)
- c) Finance, Governance and Staff Committee (8 Members)
- d) Planning Committee (5 Council Members, 3 Co-opted Members)
- e) Herbert Strutt Charity Committee (6 Members, 1 Co-opted Member)
- f) Youth Committee (8 Members, 2 Co-opted)

16. To appoint Chairs of the Standing Committees established above.

- a) Arts, Events and Heritage Committee
- b) Facilities, Environment and Local Economy Committee
- c) Finance, Governance and Staff Committee
- d) Planning Committee
- e) Herbert Strutt Charity Committee
- f) Youth Committee

Please note that *Working Groups* will be appointed at the next suitable Meeting of each Committee.

17. Bank Signatories and Transitional Arrangements

- a) To appoint 7 Bank Signatories for the Council's Bank Accounts
- b) To appoint 2 Bank Signatories for the Herbert Strutt Charity Accounts
- c) To note transitional arrangements

18. To appoint Members to Outside Bodies 2023/24 (appendix 18)

19. To review the Council and officers' subscriptions to other bodies (appendix 19)

20. To note that a review of insurance cover in respect of all insured risks was completed as below;

- b) 14th Feb 2023. Minute Number 5297 GENERAL INSURANCE RENEWAL RESOLVED that Zurich Insurance be awarded a three-year contract

21. To approve a review of the inventory of Council's land and buildings (Asset Register) (appendix 21)

22. To consider the following policies for approval;

- a) **Complaints Procedure (appendix 22 (a))**
- b) **Freedom of Information Policy (appendix 22 (b))**
- c) **Press Relations Policy (appendix 22 (c))**

Please note there is no change to any of the above policies.

**23. To note approval of the following;
General Data Protection Policy (Approved at Full Council 11.4.2023)**

24. Time and Place of Ordinary Meetings of the Town Council

To agree the Calendar of Meetings 2023/24 (appendix 24).

25. Finance Report

- a) To approve payments and receipts for April 2023 (appendix 25 (a))
- b) To note the cash and reserves statement to 30th April 2023 (appendix 25 (b))
- c) To note the Income and Expenditure summary to 30th April 2023 (appendix 25 (c))

26. Small Grants Applications

To receive an application for a small grant. Total amount available 2023/24 £20,000.
Dormouse Books - £250.00 (appendix 26)

27. Planning Matters

To submit comments on any additional planning applications received since the Planning Committee, and to agree any further decisions, including;

AVA/2023/0239 Land At Longwalls Lane, Blackbrook, Belper, Derbyshire.

Proposal: Construction of five bespoke holiday lodges with access, car parking and landscaping.

28. Items to note and correspondence received

All items to note have been circulated by email.

- a) Fair correspondence (appendix 28 (a))
- b) Parking in St John's Car Park (appendix 28 (b))
- c) Email regarding Footpath 35 (appendix 28 (c))
- d) Email regarding Belper Leisure Centre (appendix 28 (d))

29. Exclusion of the Press and Public

Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the Meeting due to the confidential nature of the business to be transacted.

Date of Next Meeting – To be confirmed following approval of the 2023/24 Calendar of Meetings.