

MINUTES OF THE ANNUAL COUNCIL MEETING OF BELPER TOWN COUNCIL  
HELD AT THE HERITAGE CENTRE, ST JOHN'S CHAPEL, BELPER ON TUESDAY  
14 MAY 2019

PRESENT: Tim Sutton began the meeting in the Chair  
Councillors: Atkinson, Angharad, Ben Bellamy, Ruth Bellamy, Cannon,  
Dwyer, Harris, Mallett, Monkman, Oldfield, Luke Ploughman, Neil  
Ploughman, Watson and Wilkinson

15 members of the public.

Tim Sutton the Former Town Mayor presented a cheque for £387.53 to the  
Herbert Strutt Charity.

Members signed their Acceptance of Office declarations. Cllrs Porter and  
Hale to sign their Acceptance of Office before the next Ordinary meeting of  
the Council.

Apologies were received from Cllr Port and Cllr Hale – both out of the  
Country and unable to attend the meeting.

4123 ELECTION OF THE TOWN MAYOR  
Cllr Simon Mallett was unanimously elected Town Mayor for the ensuing  
year 2019-20.  
Cllr Mallett was invested with the Chain of Office and signed the Mayor's  
Declaration of Acceptance of Office.  
Cllr Mallett stated how proud he was to represent such an exceptional  
town. He hoped the Council would be accessible, approachable and  
understanding.  
He invited Mary Dwyer to be the Mayors consort for the coming year and  
Ms Dwyer was presented with the Consorts medal.

4124 **RESOLVED**  
To write to the Councillors of the former administration to thank them for  
the work they did for the Town.

4125 ELECTION OF THE DEPUTY TOWN MAYOR  
Cllr Mary Dwyer was unanimously elected Deputy Town Mayor for the  
ensuing year 2019-20.  
Cllr Dwyer signed the Duty Mayors acceptance of Office and received the  
Deputy Mayor medal.

4126 VARIATION OF ORDER OF BUSINESS  
None

4127 DECLARATIONS OF MEMBERS INTERESTS  
Cllrs Atkinson and Angharad as Planning Board Member at AVBC proposed  
to leave the meeting for Item 22 to avoid pre determination/bias allegations.

- 4128 CONFIDENTIAL ITEMS  
As per agenda
- 4129 **RESOLVED** To suspend the Council's Standing Orders for the Public Participation Section
- Public Participation
- A resident of St Johns Road asked the new administration to reconsider resident use of the car park at the Chapel.
  - Adrian Farmer introduced himself to the new Council and invited Councillors to consider Ambassador training and Planning and the WHS training. He informed the Council of the twinning visit and of the initiative to encourage market stall holders to dress up to celebrate the anniversary of the creation of the market at Belper.
  - Sarah Barley McMullan introduced herself to the Council as Vice Chair of Accessible Belper and organiser of the inaugural Pride in Belper event on 3 August 2019.
  - County Councillor Chris Short welcomed the new Council and thanked the old Council for the work they did.
  - Borough Councillor Neville asked the Council to support the Climate Emergency proposal and to lobby the County Council to pass the resolution.
  - Borough Councillor Ben Bellamy informed the Council of the AVBC proposals in relation to progressing the Local Plan.
- 4130 **RESOLVED** To reinstate the Council's Standing Orders
- 4131 MAYORS ALLOWANCE 2019/20  
**RESOLVED** To approve the budget of £2040 for the Mayors Allowance for 2019/20.
- 4132 STANDING ORDERS  
**RESOLVED** To approve the amended Standing Orders.
- FINANCIAL REGULATIONS
- 4133 **RESOLVED** To approve the amended Financial Regulations
- 4134 ORDINARY COMMITTEES  
**RESOLVED** To approve the scheme of delegation and new committee structure and terms of reference as set out in **Schedule 1**
- 4135 COMMITTEE MEMBERSHIP  
**RESOLVED**
- To appoint members to the Committees as set out in **Schedule 2**
  - To appoint Planning Coordinators at the June Full Council meeting
- 4136 CALENDAR OF MEETINGS  
**RESOLVED** To approve the calendar of meetings in **Schedule 3**

- 4137           GENERAL POWER OF COMPETENCE  
**RESOLVED** that the Council meets the eligibility criteria to use the General Power of Competence namely that over two thirds of the Councillors on the Council are elected and the Town Clerk holds a relevant qualification (CiLCA)
- 4138           COMPLAINT POLICY  
**RESOLVED** To approve the Complaints Policy
- 4139           INFORMATION POLICIES  
**RESOLVED** To approve the FOI policy, Data Protection Policy and Vexatious Policy
- 4140           PRESS/MEDIA POLICY  
**RESOLVED** To approve the press/media policy
- 4141           APPOINTMENTS TO OUTSIDE BODIES  
**RESOLVED** To appoint members to the outside bodies for 2019/20 as detailed in **Schedule 4**
- 4142           SUBSCRIPTIONS  
The Council noted the one subscription to DALC.
- 4143           PAYMENTS MADE UNDER GENERAL POWER OF COMPETENCE  
The Council noted the payments made under the General power as follows (£)
- |      |                                |       |
|------|--------------------------------|-------|
| 4144 | Belper District Scouts         | 600   |
|      | Amber Valley District Guides   | 100   |
|      | Belper Street Angels           | 650   |
|      | Love Belper- map               | 742   |
|      | Love Belper                    | 450   |
|      | Derwent Valley Trust           | 1000  |
|      | Belper Goes Green              | 750   |
|      | Unitarian Chapel               | 1000  |
|      | <br>                           |       |
|      | Fleet Arts                     | 8447  |
|      | Citizens Advice                | 9723  |
|      | AV Community Transport         | 2403  |
|      | Drop Inn                       | 4162  |
|      | Belper North Mill Trust        | 10404 |
|      | Derbyshire Childrens Holiday C | 1000  |
- 4145           ASSET REGISTER AND INSURANCE  
**RESOLVED** To note the Register of Assets and insurance cover and to further discuss insurance cover and valuations at the Finance meeting at the end of the month.

- 4146      **BANK SIGNATORIES.**  
**RESOLVED**
- To appoint Cllrs Atkinson, Angharad, Monkman and Mallett as the Bank Signatories for the Council's Bank Accounts
  - To appoint Cllrs R Bellamy and Watson as Bank Signatories for the Herbert Strutt Charity accounts.
- MATTERS TO BE CONSIDER IN ADDITION TO THE ANNUAL MEETING
- 4147      **PLANNING APPLICATIONS**
- Cllrs Atkinson and Angharad left the meeting
- The Council consider the Planning Applications dated 9 April 2019 to 14 May 2019.
- RESOLVED**
- To delegate to the NPWG to consider and submit comments on application AVA/2019/0408 (Derwentside Industrial Park).
  - To make no comments on the other applications
- Cllrs Atkinson and Angharad returned to the meeting
- 4148      **CLIMATE EMERGENCY**  
**RESOLVED**
- To acknowledge that climate change is happening now. Evidence suggests that we have ten years in which to slow down, not stop or reverse, the catastrophic effects.
  - To take the lead and commit to drastically reducing the Council's carbon footprint.
  - To take part in the National Clean Air Day on the 20th June 2019 with other strategies to follow.
- 4149      **ST JOHNS CAR PARK**
- The Meeting expressed an intention to open the car park to residents for no charge but noted the requirement that a Resolution needed to comply with Standing Order 7 and that the Church needed to be consulted. The Clerk was asked to ensure this was done and to draft a new policy in relation to the use of the Car Park for consideration at the June Full Council meeting.
- 4150      **COUNCILLORS ASSISTANCE WITH EVENTS**
- The Clerk asked the Councillors to assist with Stewarding the Larks in the Park events and the Summer Food Festival. The Clerk would circulate a list for volunteers.

4151

**CLERKS REPORT**

The Clerk updated the new Council on the following

- Councillor Training – provided by DALC – the Clerk will circulate dates and times
- Tablets and email addresses – Councillors to collect tablets and new email addresses have been set up
- The Office is for Staff only – Councillors are not to go in to comply with GDPR
- The new Clerk – Emma Smith starts work on 3 June 2019.
- At June Full Council – the new Council will get the opportunity to review decisions and projects committed to by the former administration
- All Councillors might want to attend the Finance meeting on 28 May – as the meeting will look at budget for 2019/20 and 2018/19 year end.
- All Councillors to complete Register of Interest forms – must be received by the Borough by 30 May 2019
- 

4152

**DATE OF NEXT MEETING**

**RESOLVED** that the next meeting is to be held at 7.00pm on Tuesday 11 June 2019 at St Johns Chapel

4153

**RESOLVED**

In view of the confidential nature of the following items - as it might disclose confidential information relating to lease negotiations and charity negotiations - 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.

4154

**FORMER AVBC OFFICE, KING STREET**

The Meeting discussed this premises as a possible town centre office and **RESOLVED** To investigate the possibility of acquiring premises to use as a town centre base and to consider sharing any such premises with other appropriate bodies/groups

4155

**DROP INN**

**RESOLVED** To make a part payment to Drop Inn of the Annual Grant of £1769

The Meeting closed at 9.20pm

Signed .....

Cllr S Mallett -Town Mayor

Date 11 June 2019

## **SCHEDULE 1**

### **2019-2020 COUNCIL AND COMMITTEE TERMS OF REFERENCE AND SCHEME OF DELEGATION**

#### **Scheme of Delegation**

To appoint the Town Clerk as the Council's Proper Officer

To delegate to the Assistant Town Clerk all powers delegated to the Town Clerk by Council, Committee or Standing Orders in the Town Clerk's absence

To delegate to each Committee of the Council power in relation to all matters within the Committee's Terms of Reference and power to incur expenditure provided that it is within budget, except for decisions/functions specifically reserved for Full Council in law or under the Council's Standing Orders.

#### **Full Council and Ordinary Committees - Terms of Reference**

##### **Full Council**

All matters reserved specifically by law – budget approval, precept setting, byelaws, etc

Standing items as per Agenda- Planning, consultations, etc

Acquisition or sale/lease of land

Approval of contracts/SLAs

Tenders

Use of reserves – General or Specific

Creation of a Specific Reserve

Decision to adopt a new facility or service

All matters not delegated to a Committee or the Clerk

All decisions with financial implications that are not in current budget

Neighbourhood Plan adoption/approval.

## **Tourism, Events, Heritage, Arts and the Environment Committee**

**8 Members on Committee. Non Committee members welcome. Only Town Council Members to vote. Quorum 4 Councillors.**

Council events – food festival, Christmas festival, Christmas light switch on, Larks, Remembrance Day and One off Council events

Council's support of other events, art groups and art organisations including well dressings/ arts trail/ St Georges/Arts Festival

Council's support of performance spaces for theatre, music and other community activity and further public art installations

Planters and flower displays and beds

Communications and Website content re jurisdiction of committee

Newsletter and Town Guide

Council's support of the World Heritage Site and its buffer zone

To promote open access to the Town, the arts and events

To promote environmental initiatives in the Town

National Awards – EMIB, Great British High Street

**Power delegated by Full Council to make decisions without financial implications and also with financial implications where spend in budget**

**Meet 4 times a year**

To establish the following Event Organisation Groups

In Bloom

Food Festival

Christmas

Remembrance Day

To meet ad hoc and report to the Tourism and Environment Committee

## **Facilities and Local Economy Committee**

**8 Members on Committee. Quorum 4 Councillors.**

Car parks (St Johns, The Coppice and Gibfield Lane)

Market Place

Public Toilets

Grit bins, bus shelters, seats, street furniture and handrails

Councils fixed assets

Coppice Lock up

St Johns Chapel/Town Centre Office

IT system, equipment and website provider

Council's fixtures and fittings

Golden Jubilee Clock

Spencer Monument

Market Place monument

War Memorials – Milford and Belper

Allotments and green spaces – (Memorial Gardens)

Farmers Market

Licences for use of Council's land for events –Proctor's Fair, arts trail

Memorial bench applications

Footpath maintenance

To support Love Belper and other local traders

**Powers delegated by Full Council to make decisions without financial implications and with financial implications as long as in budget**

**Meet 3 times per year**



## **Finance, Governance and Staff Working Party**

**8 Members on Committee. To include Mayor. Quorum 4 Councillors.**

### **Finance**

To include at the November Meeting -budget setting and to receive reports from the bodies to which the Council gives an annual grant and make recommendations to Full Council with regard to the continuance of the annual grant (including amount). To review grants held as earmarked reserves for future large non council projects and make recommendations to Full Council.

### **Governance**

To review policies annually – at April meeting

To include data protection, FOI, transparency and publication scheme

To approve all policies of the Council

Annual Review of Contracts/Relationships with other Local Authorities, Not for Profit Organisations and Businesses

**Staff** –this part of the Meeting to be held in confidence

Annual review of Staff/Employment Policies

**A recommending committee – all decisions to be recommended to Full Council**

**Meet 4 times a year**

## **Neighbourhood Plan Working Group**

**Minimum of 10 and a Maximum of 18 members on Working Group. 4 Councillors. Non Council members welcome. Quorum 7.**

4 Council Members on Working Group. To be chaired by a Council Member. Finance Office to be a Councillor.

**Power delegated by Full Council to make decisions without financial implications and also with financial implications where spend in Grant budget. Adoption of the Plan and key decisions to be reserved for Full Council.**

Working Group to appoint the following – Chairman, Vice Chairman, Minutes Secretary, Communications Officer, Plan Editor and Finance Officer.

**To meet monthly**

## **Herbert Strutt Charity Committee**

### **6 Councillors. Quorum 4.**

The Council as Trustee delegates to the Committee the power to administer and manage the Charity.

To consider applications to the Charity and approve/decline grants applications.

To annually review the Grant Conditions, the Grant Application Forms and the investment of the Charity's Funds.

Delegation to the Town Clerk to give advice regarding the Charity, promote the Charity, assist individuals with Grant Applications, arrange meetings of the Committee and assess the Urgency or otherwise of Grant applications.

**To meet up to 4 times a year to consider distributions of income. The Committee may, in addition, meet on an urgent basis to consider an urgent distribution.**

## **Planning Response Coordinators**

**4 Councillors one from each Ward. To have undertaken training in planning issues. To report to Full Council re planning applications and to draft responses to Planning Applications where requested to so by Full Council. Responses to be approved and sent by the Town Clerk.**

## **Youth Committee**

**8 Members on Committee. Non Committee members welcome to include young people. Quorum 4 Members.**

To advise the Council and its Committees on the needs of young residents.

To work with The Drop Inn, Fleet Arts and Blue Box and sports organisations

To support Belper Children's Centre on Alder Road

To support organisations which provide assistance for young people with Alcohol, drug and other issues.

**A recommending committee – all decisions to be recommended to Full Council or a Committee**

**To meet 4 times a year**

## **SCHEDULE 2**

### **Art, Events & Heritage Committee**

Ruth Bellamy, Richard Cannon, Mark Oldfield, Katie Harris, Carol Angharad, Rosie Hale, Dick Watson, Jyoti Wilkinson.

### **Facilities, Environment, Local Economy Committee**

Emma Monkman, Mary Dwyer, Carol Angharad, Ben Bellamy, Mark Oldfield, Luke Ploughman, Fay Atkinson, Katie Harris

### **Finance, Governance and Staff Working Party**

Fay Atkinson, Ben Bellamy, Jyoti Wilkinson, Simon Mallett, John Porter, Katie Harris, Mary Dwyer, Carol Angharad.

### **Youth Committee**

Fay Atkinson, Rosie Hale, Simon Mallett, Luke Ploughman, Jyoti Wilkinson, Mary Dwyer, Emma Monkman and Neil Ploughman

### **Neighbourhood Plan**

Katie Harris, John Porter, Neil Ploughman, Mary Dwyer

### **Herbert Strutts Charity**

Dick Watson, Luke Ploughman, Ruth Bellamy, Richard Cannon, Neil Ploughman and to co-opt Randall Sanders

### SCHEDULE 3

Year	Month	Day, Date and time	Meeting	
2019	May	Tuesday 28 7pm	Finance Governance and Staff Working Party (FG and SWP) (AGAR)	
	June	Tuesday 11 7pm	Full Council (approve AGAR)	
	July	Tuesday 9 7pm	Full Council	
		Tuesday 16 7.30pm	NPWG	
		Tuesday 30 7pm	Youth Committee	
	September	Tuesday 10 7pm	Full Council	
		Tuesday 17 7.30pm	NPWG	
		Tuesday 24 7pm	Arts Committee	
	October	Tuesday 8 7pm	Full Council	
		Tuesday 15 7.30pm	NPWG	
		Tuesday 29 7pm	F, G and S WP (Draft Budget)	
	November	Tuesday 5 7pm	Facilities Committee	
		Tuesday 12 7pm	Full Council (Approve Budget)	
		Tuesday 19 7.30pm	NPWG	
	December	Tuesday 3 7pm	Youth Committee	
		Tuesday 10 7pm	Full Council	
	2020	January	Tuesday 14 7pm	Full Council
			Tuesday 28 7pm	Facilities Committee
		February	Tuesday 11 7pm	Full Council
			Tuesday 25 7pm	F, G and SWP (consider calendar of meetings and review policies)
March		Tuesday 11 7pm	Full Council	
		Tuesday 31 7pm	Arts Committee	
April		Tuesday 14 7pm	Full Council	
		Tuesday 28 7pm	Facilities Committee	
May		Tuesday 12 7pm 7.30pm	Annual Parish Annual Council	

All meetings at St Johns Chapel, The Butts, Belper, Derbyshire, DE56 1HX

## **SCHEDULE 4**

### **Trustee Appointments**

Belper United Charities -Fay Atkinson, Ruth Bellamy, Carol Angharad

Blue Box. Jyoti Wilkinson

Drop Inn Trustee. Rosie Hale

Matthew Smith Almhouse Trust. Dick Watson

North Mill Trustees. Mark Oldfield

Joseph Locke Chairity. Carol Angharad

### **Representative Appointments**

Accessible Belper. Carol Angharad

Amber Valley Access Group. Carol Angharad

Belper Community Cottage. Neil Ploughman

DALC Rep. Fay Atkinson

DVLC Rail Partnership Rep. John Porter

Early Years Rep. Jyoti Wilkinson

Fleet Arts Rep. Ruth Bellamy

Flood Warden Scheme Reps. Emma Monkman, Ben Bellamy

Herbert Strutt Charity, Dick Watson, Ruth Bellamy, Neil Ploughman and co-optee  
Randall Sanders

Parish and Town Council Forum. Simon Mallett

Tea Room Rep. Emma Monkman

Love Belper. Carol Angharad

Community Hall Rep. Mary Dwyer