



# WIRKSWORTH TOWN COUNCIL

TOWN HALL, WIRKSWORTH, DERBYSHIRE DE4 4EU

Email: [townclerk@wirksworth.gov.uk](mailto:townclerk@wirksworth.gov.uk)

Website: [www.wirksworthtowncouncil.gov.uk](http://www.wirksworthtowncouncil.gov.uk)

Clerk to the Town Council & Responsible Financial Officer:

Paul Jennings BEng (Hons), Cert ICM

Office hours: 8:30am-12:30pm Mon-Thurs

11 June 2019

Dear Councillor,

You are hereby summonsed to the Meeting of Wirksworth Town Council on MONDAY 17 June 2019 at 6.30 p.m. in the Town Hall, Wirksworth.

## AGENDA

1. **Apologies for Absence**
2. **Variation of Order of Business** *Including to consider a resolution under the Public Bodies (Admission to Meetings Act 1960 s1) to exclude members of the press and public in order to discuss an agenda item.*
3. **Members' Interests in Agenda Items** *To enable Members to declare the existence and nature of any Disclosable Pecuniary Interests they have in subsequent agenda items, in accordance with the Town Council's Code of Conduct.*
4. **Open Forum:** (3 minutes per speaker, total available 15 minutes)
  - Public Forum *(At the start of the meeting, a period is available for members of the public to address the Council)*
  - Police Matters *(A police representative may be in attendance to offer information or respond to questions from Councillors on Police matters)*
  - Cllrs with a pecuniary interest making representations, answering questions or giving evidence relating to the business to be transacted
  - District & County Councillor Reports
5. **To confirm the accuracy of the Minutes of the Meeting of the Wirksworth Town Council held on 13<sup>th</sup> May 2019** (attached)
6. **Town Mayor's Announcements**
7. **To receive the recommendations contained in Minutes of Committees:-**
  - Environment & Town dated 3 June 2019 (attached)
  - Finance, Buildings & Personnel dated 10 June 2019 (attached)
8. **Accounts Paid** – April 2019 and May 2019 in the sums £22853.41 and £23865.08
9. **Climate Emergency** (attached)  
Report and recommendations from working party
10. **Organisation of Remembrance Sunday** (attached)  
The Wirksworth branch of the Royal British Legion is seeking the Town Council's support with future remembrance events.
11. **Temporary Tolerated Travellers Site adjacent to Stoney Wood**  
Update from clerk on position (following delegation during purdah)
12. **Payment of Retention to Contractors – Garden Redesign**  
After 12 months of completing project the retention will fall due.
13. **Archival of Wirksworth Project historical information**  
The third phase of the Wirksworth Project's papers, photographs and printed matter were deposited in the Derbyshire Record Office under reference D 3529.
14. **Town Councillor Representative Reports** <sup>A</sup>
15. **Information**  
*Correspondence Received, Emails sent to Councillors, Enquiries via WTC Website and Documents to be tabled at meeting.*

Paul Jennings

Clerk to the Town Council & Responsible Financial Officer

Information:

i) Correspondence:

- 20/05/19 Climate Change Manifesto - DCC
- 03/06/19 Call for Executive Members for DALC for period - 2019-2023

ii) To be tabled at meeting:

a. DALC Circulars:

Circular No 07-2019 - Excellence Awards year 2 - Community Organising Training - Report on Rural Economy - Town & Parish Council VE Day 75 - Use of Council Seal - Councillor Essential Training extra course

**A: Extract from Arnold-Baker on Local Council Administration, 11<sup>th</sup> ed, 2018**

Minutes

7.39 Minutes of proceedings of a council and of its committees must be kept.<sup>1</sup>

They are intended to be formal records of official acts and decisions, not reports, still less verbatim reports, of the speeches made by councillors. Minutes should, therefore, be as short as it is consistent with clarity and accuracy, and the arguments used in the discussion need be recorded only if the decision cannot be clearly expressed in other way. Short simple minutes are less likely to be defamatory than long reports.

<sup>1</sup> Local Government Act 1972, Sch 12, para 41(1).