

Old Bolsover Town Council
Town Council Meeting
27th September 2022 at 6.45pm
At The Town Hall, Cotton Street, Bolsover, S44 6HA

A G E N D A

PART 1 : NON CONFIDENTIAL INFORMATION

- 1. To receive apologies for absence**
- 2. To consider a Variation of Order of Business**
- 3. Declaration of Members Interests**
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. Interests that become apparent at a later stage in the proceedings may be declared at that time. Also, to receive and approve requests for dispensations from members on matters in which they have a Disclosable Pecuniary Interest.
- 4. Public Speaking**
A period of no more than 20 minutes will be made available to members of the public and Members of the Council to comment on any matter. No one shall speak for more than five minutes. Where a Member indicates they have a prejudicial interest, but wish to make representations regarding the item before leaving the meeting, those representations must be made at this stage.
- 5. Chair's announcements.**
To receive and note any announcement from the Chair.
- 6. County Councillors' Report**
To receive verbal or written report from County Councillors representing the area.
- 7. District Councillors' Report**
To receive verbal or written report from District Councillors representing the area.
- 8. To approve the minutes of the Town Council Meeting held on 12th July 2022 and 5th September 2022.**
- 9. To determine which items if any from Part 1 of 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:**

"In view of the confidential nature of item ... 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. "
- 10. Payments for approval**
To approve payments made by the Council in June and July 2022 (Appendix A) and any additional items for approval (to follow)
- 11. Meeting Reports**
To receive the minutes and consider recommendations not already included as separate agenda items from the following
 - 11.1 Events' and Markets' Committee held on 28th July 2022

- 12. The Civility and Respect Pledge (Appendix B)**
To consider signing a pledge to demonstrate that the Council are committed to standing up to poor behaviour across our sector and to driving through positive changes which support civil and respectful conduct.
- 13. Dignity at Work Policy (Appendix C)**
To consider approval of Policy.
- 14. Appointment of Internal auditor (Appendix D)**
To consider quotes received to appoint an Internal Auditor for 2022/23
- 15. External Auditor Appointment arrangements (Appendix E)**
To consider opting in to the central procurement regime managed by SAAA Limited (Smaller Authorities Audit Appointments) or to opt out and make own arrangements to appoint a suitably qualified Chartered Accountant.
- 16. External Audit Report**
To receive the report of the External Auditor (to follow)
- 17. Poppies Appeal.**
To consider making a donation of £600 to RBL Poppy Appeal for 200 Lamp Post Poppies.
- 18. CCLA Investment Account**
To nominate Councillors as signatories for CCLA Investment Account.
- 19. Purchase of Hedge Cutter Attachment for the Tractor.**
To approve the purchase of a hedge cutter attachment for the tractor.(Appendix F)
- 20. Health and Safety/HR Services (Appendix G)**
To consider quotes for providing Health and Safety/HR Services to the Council.
- 21. Bolsover Lantern Parade (Appendix H)**
To consider a request for funding of £4,500 from Junction Arts towards costs connected with the 2022 Lantern Parade.
- 22. Diversion of Public Footpath (Appendix I)**
To consider a request from Bolsover District Council to divert a public footpath that currently crosses their land to pass along part of King George V Park creating a new pedestrian access from the new development on Mill Lane directly into the park and consider response to consultation on proposed order to divert the public footpath on the definitive map.

Note: The Original order circulated at the July Council meeting has changed (see amended copy attached). The new public right of way will no longer be a new tarmac path and no work is being proposed to the park.
- 23. Freedom Community Project Community Café**
To consider grant to cover the cost of room hire (Room 3) at Bainbridge Hall for a period of twelve months to provide the community cafe.
- 24. Display of items from New Bolsover (Appendix J)**
To consider request for display of banner and collage at Bainbridge Hall.

- 25. Grant Application** (Appendix K)
To consider Grant Application from Area 51 Martial Arts and Tricking Academy CIC.
- 26. Extreme Wheels**
To consider request from Extreme Wheels/Community Safety Partnership to cover the cost of room hire for their winter activities. (To follow)
- 27. Moor Lane – Future Development** (Appendix L)
To receive information from Alliance Leisure and agree next steps.
- 28. Levelling Up Fund Bid**
To discuss providing match funding towards projects in the Bolsover District Council Levelling Up Fund Bid for Bolsover Town Centre.(To follow)
- 29. Appointment of Vice Chairs to Committees**
To make appointments of Vice Chairs to the following committees:-
- Bolsover in Bloom Committee
 - Events and Markets Committee
 - Allotment Committee
 - Finance Committee
 - Personnel Committee.
- 30. Outsourcing of Weekend work**
To consider going out to procurement for an outside contractor to carry out minor maintenance work on parks and open spaces (to include litter and dog faeces clearance and emptying litter bins) and assist with Artisan Markets and events with a daily requirement of five hours on Saturday and Sunday mornings commencing at 7.30 am.
- 31. CCTV**
To discuss whether there is a need for extending external coverage of CCTV around Bainbridge Hall and consider forming a Task and Finish group to consider options and bring a proposal back to a future Council meeting.
- 32. Deletion of Town Ranger Post from the Establishment**
To consider a recommendation from the Personnel Committee.
- 33. Derbyshire County Council Snow Warden Scheme** (Appendix M)
To consider opportunity to participate in the Snow Warden Scheme.
- 34. Phone Kiosk**
To consider quotation received for refurbishment of phone kiosk in Market Place (Appendix N)
- 35. Town Clerk’s Report** (Document A)
- 36. To consider Planning Applications** (Document B)
- 37. To note the date of the next Meeting**
11th October 2022

PART II : CONFIDENTIAL INFORMATION

If the Council decides to exclude the public for any items on the agenda it will be necessary to pass the following resolution:

- 38. To move the following resolution** – “That in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw”.
- 39. Meeting Reports**
To receive the minutes from the Personnel Committee Meeting held on 5th September 2022 and consider recommendations not already included as separate agenda items from the following
- 40. Land on Station Road**
To consider offer received. (To follow)
- 41. Payments for approval.**
To review invoices received from Creative Five and approve for payment.
- 42. Bainbridge Hall Cleaner/Caretaker**
To note the retirement of the Cleaner/Caretaker at Bainbridge Hall and consider the recommendation from the Personnel Committee that the Town Clerk is delegated to make temporary arrangements for cleaning and caretaking until permanent arrangements are made at a future meeting.
- 43. Office Restructure**
To consider the recommendation of the Personnel Committee
- (a) That the existing post of Town Clerk/Responsible Finance Officer is deleted from the establishment.
- (b) That the following new posts are added to the establishment:-
- Town Clerk (37 hours) (SCP 38-41)
 - Deputy Town Clerk/Assistant (10 hours) per week SCP18-23 dependent upon qualifications and experience (reduced from 30 hours)
 - Responsible Finance Officer (15 hours) per week SCP 18-23.
- (c) That the hours required for the RFO are reviewed after six months.
- (d) That the RFO is appointed on annualised hours.
- (e) That the Deputy Town Clerk is employed on a temporary contract to be reviewed after six months.