



ASHBOURNE TOWN COUNCIL  
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10<sup>th</sup> September 2024

To: The Mayor, Deputy Mayor and Members of Ashbourne Town Council

Dear Councillor,

You are summoned to attend the meeting of Ashbourne Town Council to be held at **7.00pm** on **Tuesday 17 September 2024** in the Council Chamber, Town Hall, Ashbourne.

Members are asked to sign the attendance sheet for the meeting and to complete the Declarations Sheet (if appropriate). These will be available in the Council Chamber.

Yours sincerely

Carole Dean  
Town Clerk

## AGENDA

\*\*\*\*\*Non-Confidential items of this meeting may be Audio Recorded\*\*\*\*\*

- 1) **Apologies for absence.**
- 2) **Variation of Order of Business.**
- 3) **Declaration of Members Interests.**  
This is to enable Members to declare the existence and nature of any Disclosable Pecuniary Interest 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 should be declared at that time.
- 4) **To receive and approve requests for dispensations from members on matters in which they have a Disclosable Pecuniary Interest**
- 5) **Public Questions and Comments – (3 Minutes per speaker a maximum 15 Minutes in total)**
  - a) A period of not more than fifteen minutes will be made available for members of the public and Members of the Council to comment on any matters.
  - b) If the Police Liaison Officer, a County Council or District Council Member is in attendance they will be given the opportunity to raise any matters.
- 6) **To Approve the Minutes of the Town Council Meeting held on Tuesday 16 July 2024.**
- 7) **To Approve the Minutes of the Planning Committee Meetings held on Monday 12 August and Monday 9 September 2024.**
- 8) **To Approve the Minutes of the Finance, Town Hall & HR Committee Meetings held on Monday 12 August and Monday 9 September 2024.**

- 9) To Approve the Minutes of the C&E Committee Meetings held on Tuesday 13 August and Tuesday 10 September 2024.
- 10) Finance.
- a) Members to authorise the accounts for payment, all invoices listed have been examined, verified and certified by the Town Clerk/RFO. Chair and Deputy to sign the payment schedule (attached).
- b) Members to note the Notice of Conclusion of the Annual Audit 2023/24; Section 1 and 2 of the AGAR and Section 3 the External Audit Report and Certificates (attached).
- 11) **Members to review Standing Orders** (see link to the website to view the current Standing Orders) [www.ashbournetowncouncil.gov.uk/uploads/standing-orders-11.pdf?v=1667379391](http://www.ashbournetowncouncil.gov.uk/uploads/standing-orders-11.pdf?v=1667379391)
- 12) **Members to consider a draft policy for Flying Flags on the Town Hall** (draft copy emailed out with agenda).
- 13) **Members to consider a draft policy for ‘Zero Tolerance’** (draft copy emailed out with agenda).
- 14) **Members to consider a draft policy for ‘Saving and Investments’** (draft copy emailed out with agenda).
- 15) **Members to consider the Financial and Management Risk Assessment** (draft copy emailed out with agenda).
- 16) **Members to consider and decide on the proposal from Ashbourne Sports and Community Partnership (ASCP) to invest directly in projects which ‘make a difference’ to the residents of Ashbourne** (information emailed out).
- 17) **Members to consider a request to sponsor the National Boxing Championships final (to be held at QEGS). Minimum level of sponsorship £150.00 which will give 4 VIP tickets and the Town Council’s logo on the banner** (information attached).
- 18) **To advise members of complaints received. An additional meeting will be arranged to address the complaints received regarding internal disputes.**

19) **Planning Applications**

Reference	Name	Location	Details
24/00781/PD6O1	C/O Agent	St Monicas House, 39 Windmill Lane, Ashbourne	Change of use of a business premises to 8 residential units at part ground and first floors
24/00765/LBALT	Mr P Stear	Grey House, 61 Church Street, Ashbourne	Proposed Helifix structural repair work to the first-floor internal wall
T/24/00176/TPO	Mr Jason Thacker	33 The Green Road, Ashbourne	Various works to multiple trees

20) **Project Updates**

- a) Update on the Millennium Square project.
- b) Ashbourne Reborn Highways & Public Realm – Programme Board.
- b) Update on the Town Hall.
- d) Update on the SIDS.

- 21) **Cllr E Brown – Members to consider the possible implementation of video recording Council meetings** (copy of information emailed out with agenda)
- 22) **From DCC – Invitation to Parish & Town Council Liaison Forum 15 October 2024** (information previously emailed out, members to advise if they are attending).
- 23) **From DCC – Members to consider and agree whether to appoint a Town Council snow warden.** Information can be found at the link [Snow wardens - Derbyshire County Council](#).
- 24) **From DDDC - [Consultation on house to house and street collection policy 2024](#)** (information emailed out).
- 25) **Town Council representatives to give an update on Outside Bodies.**
- 26) **Cllrs Mrs Brown – Members to consider investigating the sale and consider purchasing the Empire Ballroom as an asset. Possibilities to include relocating the Council/museum or providing a venue which the community can use or lease from the Town Council.**
- 27) **Chair to sign the Minutes** (previously approved).

**Ashbourne Town Council**  
**PAYMENTS (AWAITING AUTHORISATION) LIST**

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
116	03/07/2024	F/24/1640b	Current Account - Ne	Card	Adobe License	Adobe	S	10.95	2.19	13.14
167	19/07/2024		Current Account - Ne		Laptop Stand	Amazon	S	33.32	6.67	39.99
100	21/07/2024	F/24/1640b	Current Account - Ne	Card	zoom subscription	Zoom Video Communicatio	S	12.99	2.60	15.59
157	15/08/2024		Current Account - Ne	DD	Business Electricity Bill	British Gas	L	29.94	1.50	31.44
155	15/08/2024		Current Account - Ne	DD	EE - Mobile	EE Limited	S	34.56	6.91	41.47
162	15/08/2024		Current Account - Ne	DD	Bankline Charges	Natwest	E	28.10		28.10
159	16/08/2024		Current Account - Ne	DD	Business Gas Bill	Crown Gas & Power	L	287.48	14.37	301.85
171	16/08/2024		Current Account - Ne		PAYE	HMRC	E	2,262.91		2,262.91
170	16/08/2024		Current Account - Ne		Pension	Derbyshire County Council	E	1,457.96		1,457.96
169	19/08/2024		Current Account - Ne	Card	Road Closure Fee	Derbyshire Dales District C.	X	26.00		26.00
168	19/08/2024		Current Account - Ne	Card	Planning Application Fee	Derbyshire Dales District C.	S	58.33	11.67	70.00
168	19/08/2024		Current Account - Ne	Card	Planning Application Fee	Derbyshire Dales District C.	E	293.00		293.00
160	21/08/2024		Current Account - Ne	DD	Water and Sewerage	Waterplus	X	141.12		141.12
163	27/08/2024		Current Account - Ne	DD	Business Rates	Derbyshire Dales District C.	E	1,821.00		1,821.00
161	27/08/2024		Current Account - Ne	DD	Franking Credit	Francotyp Postalia Ltd	E	50.00		50.00
164	28/08/2024		Current Account - Ne	DD	Salaries	Ashbourne Town Council	E	7,419.33		7,419.33
166	28/08/2024		Current Account - Ne	DD	Telephone	Focus Group	S	139.84	27.97	167.81
129	28/08/2024		Current Account - Ne	BACS	Hanging Baskets - Retailers	Burleys	S	11,522.91	2,304.58	13,827.49
130	28/08/2024		Current Account - Ne	BACS	Hanging Baskets - Retailers	Burleys	S	-608.00	-121.60	-729.60
165	30/08/2024		Current Account - Ne	Bank Charges	Bankline Charges	Natwest	E	16.24		16.24
158	01/09/2024		Current Account - Ne	DD	Business Electricity Bill	British Gas	S	287.95	57.59	345.54
156	01/09/2024		Current Account - Ne		Franking Rental	Francotyp Postalia Ltd	S	75.00	15.00	90.00
184	01/09/2024		Current Account - Ne		Sage Payroll	Sage	S	72.00	14.40	86.40
182	02/09/2024		Current Account - Ne		External Audit Fees	PKF Littlejohn LLP	S	840.00	168.00	1,008.00
177	11/09/2024		Current Account - Ne		Microsoft Licence	Dove Computer Solutions	S	373.92	74.78	448.70
172	15/09/2024		Current Account - Ne	DD	Business Gas Bill	Crown Gas & Power	L	70.37	3.52	73.89
181	15/09/2024		Current Account - Ne		EE - Mobile	EE Limited	S	34.56	6.91	41.47
183	15/09/2024		Current Account - Ne		Bankline Charges	Natwest	E	31.25		31.25
179	20/09/2024		Current Account - Ne		Mayors Allowance	Stone Town Council	X	72.00		72.00
178	20/09/2024		Current Account - Ne	DD	Water and Sewerage	Waterplus	E	29.27		29.27
174	20/09/2024		Current Account - Ne		Patio Brush and Light Bulbs	David Neill Mica	S	11.08	2.20	13.28
175	20/09/2024		Current Account - Ne	BACS	Routine inspection of CCTV Sys	Class A Fire and Security	S	150.00	30.00	180.00
176	20/09/2024		Current Account - Ne	BACS	Orthopaedic Chair	Shape Posture Seating	S	930.00	186.00	1,116.00
173	20/09/2024		Current Account - Ne	BACS	Advertising Historical Centre	Acres Signs & Graphics	S	300.00	60.00	360.00

Ashbourne Town Council  
 PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
180 Cllr Training Expenses	20/09/2024		Current Account - Ne		Cllr Mileage	Ashbourne Town Council	X	14.40		14.40
185 Routine Repairs & Renewals	28/09/2024		Current Account - Ne DD		Non Domestic Rates	Derbyshire Dales District C	E	1,821.00		1,821.00
<b>Total</b>								<b>30,150.78</b>	<b>2,875.26</b>	<b>33,026.04</b>

Prepared by: CS Deen Sanjiv Date: 11/9/24  
Name and Role CEO.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Name and Role

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Name and Role

## Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

ASHBOURNE TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		*Yes* means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

18/06/2024

and recorded as minute reference:

C/24/2837

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

*S. Spencer*

Clerk

*C. Deen*

[www.ashbournetowncouncil.gov.uk](http://www.ashbournetowncouncil.gov.uk)

Section 2 – Accounting Statements 2023/24 for

ASHBOURNE TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	241,735	288,584	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	320,663	326,756	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	22,109	35,759	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	115,081	136,233	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	180,842	260,189	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	288,584	254,677	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	294,331	265,544	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,596,000	1,575,660	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

*C. S. Dean*

Date 11/06/2024

I confirm that these Accounting Statements were approved by this authority on this date:

18/06/2024

as recorded in minute reference:

*C/24/3838*

Signed by Chair of the meeting where the Accounting Statements were approved

*S. Spencer*

### Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of

Ashbourne Town Council – DE0007

#### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

#### 2 External auditor’s limited assurance opinion 2023/24

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

#### 3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

Date

29/08/2024



## Enquiries

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**From:** [REDACTED]  
**Sent:** 09 September 2024 13:09  
**To:** Enquiries  
**Subject:** F.A.O Samantha

Dear Sam,

Thank you for speaking to me just now, I am looking forward to your committee's response.

The proposal is; for Ashbourne Town Council to sponsor National Boxing Championship finals competition, which will be held at QEGS sport hall on the following dates  
Pre quarter finals 22nd of Sept and the quarter finals on the 13th of Oct 2024 both dates fall on a Sunday. The pre quarter finals will be contested between our regional champions and the regional champions of Tyne Tees and Wear, so there will be lots of supporters and parents of the competing athletes traveling from all over both regions hopefully using all the local business. which is great for our town.

Due to the short notice of this first date I will as discussed include the logo of our town council on the banners which I will make for the events

I hope it will be approved for the 2nd event and maybe the town council will reimburse us by increasing the level of sponsorship for the next event.

So far I have sponsored the entire event through my business, and I also have a Marks butchers on board my aim is to make Ashbourne a serious contender for the sports governing body to consider to hold the actual finals at Ashbourne.

These events are the pathway to joining Team GB olympic boxing team.

The minimum level of sponsorship would be £150 which will give you 4 VIP entrances and town logo on the banner.

The higher the level the more prominent the logo will be and more tickets will be allocated

should the council wish to sponsor the entire event the cost will be £1500  
and the banner would have the tag-line Brought to you by Ashbourne town council no other sponsors would have logos on the banner.

£650 is the venue hire

£800 is for ring hire

we would give the full credit to the council and the new mayor.

looking forward to working with you to enhance the reputation of our town and increase its prestige.

lastly, due to my volunteering and dedication to our region of England boxing, I was elected yesterday the 8th of Sept as a member of the council for the East Midlands boxing association.

Kind regards

[REDACTED]

## Town Clerk

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**From:** Edward Brown  
**Sent:** 09 July 2024 21:05  
**To:** Town Clerk  
**Subject:** Recording meetings

Good Evening

Dear Town Clerk,

As we consider the potential implementation of video recording our council meetings, I have compiled a comprehensive list of the pros and cons associated with this initiative. The aim is to provide a balanced view to help us make an informed decision that best serves our community and council. Below is the detailed analysis:

### 1. Transparency and Accountability:

**Public Trust:** Recording the meetings can increase transparency, showing the public that the council operates openly and honestly.

**Accurate Record:** Provides an exact record of what was said and decided, reducing misunderstandings and misreporting.

### 2. Public Engagement:

**Accessibility:** Allows those who cannot attend in person to stay informed about council activities and decisions.

**Community Involvement:** Can increase public interest and involvement in local government.

### 3. Reference and Documentation:

**Historical Record:** Creates a historical archive that can be referenced in the future.

**Detailed Minutes:** Aids in the creation of detailed and accurate meeting minutes.

### 4. Efficiency:

**Clarification:** Members can review the footage if there is any dispute or need for clarification on what was discussed.

**Training Tool:** Can be used for training new council members or for public education on council procedures.

### 5. Media Relations:

**Media Access:** Easier for the media to report accurately on council activities, fostering better media relations.

## Cons

### 1. Privacy Concerns:

**Sensitive Information:** Risk of sensitive or confidential information being inadvertently disclosed.

**Member Reluctance:** Some council members or participants may feel uncomfortable being recorded, which could affect their willingness to speak freely.

### 2. Technical and Financial Challenges:

**Cost:** Initial setup costs for cameras, microphones, and storage solutions.

**Maintenance:** Ongoing maintenance and potential technical issues require additional resources and expertise.

**Editing and Storage:** Video files require significant storage space and editing for public consumption can be time-consuming.

### 3. Legal and Ethical Issues:

**Compliance:** Ensuring that recordings comply with local laws and regulations regarding public meetings and data protection.

**Misuse of Footage:** Risk that footage could be edited or misused, leading to misinformation or misrepresentation of council activities.

### 4. Impact on Meeting Dynamics:

**Performance Pressure:** Knowing they are being recorded may cause council members to act differently, potentially hindering genuine discussion.

**Formality:** Meetings might become more formal and less spontaneous, which can affect the quality of discussions and decisions.

### 5. Public Perception:

**Negative Publicity:** Any mistakes or contentious moments are captured and can be easily spread, potentially damaging reputations.

**Selective Viewing:** Viewers might not watch the entire meeting, leading to misunderstandings based on partial information.

## Conclusion

Recording council meetings can enhance transparency, public engagement, and accountability. However, it also introduces challenges related to privacy, technical requirements, legal compliance, and the dynamics of meeting interactions. Balancing these pros and cons is crucial for making an informed decision about whether to implement video recording of council meetings.

Kind regards Edward Brown

Sent from [Outlook for Android](#)