



ASHBOURNE TOWN COUNCIL
Town Hall, ASHBOURNE, Derbyshire, DE6 1ES
Tel: 01335 342291
E-mail:- enquiries@ashbournetowncouncil.gov.uk
www.ashbournetowncouncil.gov.uk

3rd September 2024

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

Dear Councillor,

You are summoned to attend the meeting of the Finance, Town Hall & HR Committee of Ashbourne Town Council to be held at **7.45pm** on **Monday 9 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




- 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 may 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 relevant matter.
- 6) **Finance.**
 - a) Clerk to advise members of the Bank Balances.
 - b) Chair to sign off the Bank Reconciliations.
 - c) Account Summary – (Draft). (Attached)
 - d) Clr Moore to validate the bank reconciliations for Q1.

- 7) **Members to consider the report for the quotation(s) for the Fire Doors in the Town Hall to be 'bolstered and re-hung' following the Annual Fire risk Assessment (attached).**
- 8) **Members to consider the report for the quotation(s) for Handrails to be installed to the front staircase in the Town Hall (attached).**
- 9) **Members to consider and decide on a request to borrow the Town Council's projector for a Presentation on the History of Houses on St John Street to be held at Ashbourne Library.**
- 10) **Members to consider the opening times of the Town Hall over the Christmas period from Monday 23rd December to Thursday 2nd January 2025. Members to note that staff will be taking annual leave.**
- 11) **Members to consider whether to have an 'Ashbourne Town Council' mobile app. The app is provided by Cuttlefish, the Town Council's website host and replicates the website. The cost is £225.00 per annum (report attached).**
- 12) **Members to advise whether they use their Town Council issued tablet. For those using a personal device, they may wish to consider returning the Town Council's tablet and signing it back over to staff.**
- 13) **Members to note the License to use the Market Place for the Christmas Tree has expired and is due for renewal. Previous cost £1.00 for a five year lease; £152.00 towards the cost for fess, charges and expenses of the District Council.**
- 14) **Members to consider the review of the salary payments, Financial Regulation 11 states that payroll reports will be reviewed by the Finance Committee to ensure that correct payments have been made. Consider whether the whole committee undertakes this or allocate the task to the Chair and Deputy of the Finance Committee.**
- 15) **Cllr Sue Moore Members to consider the purchase on one Speed Indicator Device (SID) per year for the next four years and place them on The Green Road, Buxton Road and Belper Road. (Report attached)**
- 16) **Chair to sign the Minutes (Previously approved and ratified).**

Ashbourne Town Council

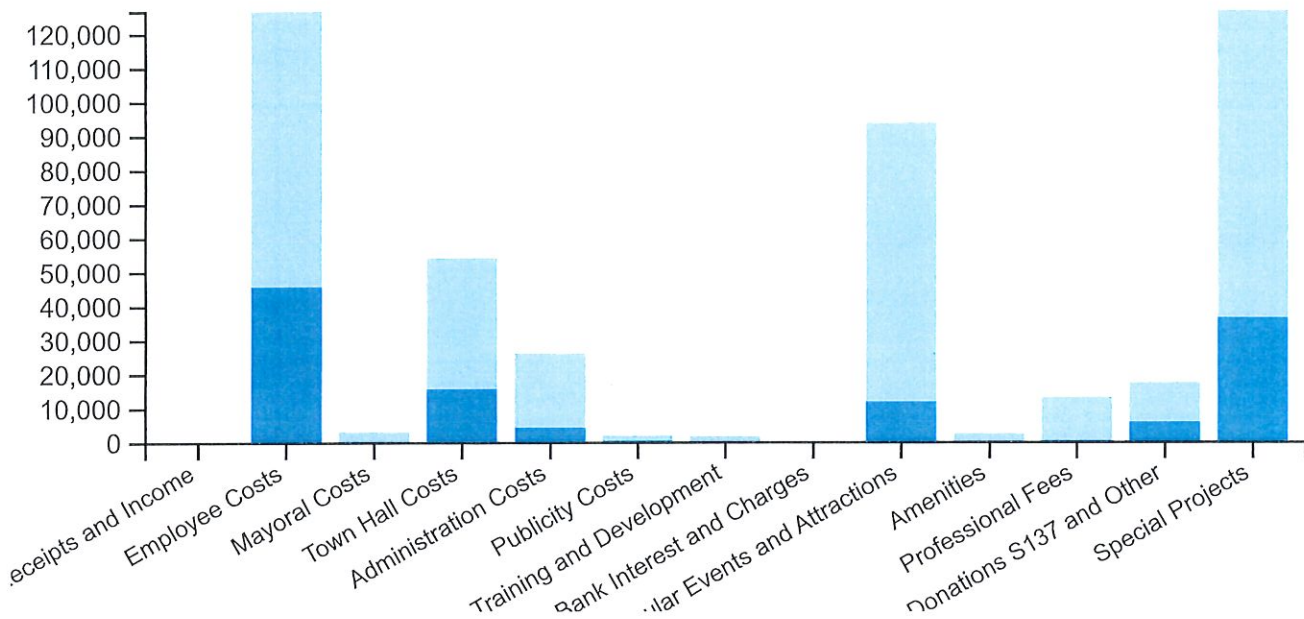
3 September 2024 (2024-2025)

Item 6c.

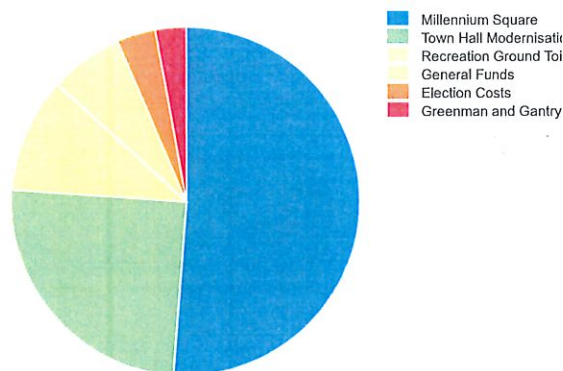
	£		
Income last month	Expenditure last month	Outstanding invoices	Current bank balance
£599.70	£21,703.41	0 (£0.00)	£488,129.89

		
Days since last all bank reconcile	Budget spend this year	Assets and total value
65	26.2 %	46 (£1,575,660.00)

COST CENTRES - ACTUAL AND REMAINING



TOTAL COUNCIL FUNDS AND RESERVES



Ashbourne Town Council
Net Position by Cost Centre and Code

3 September 2024 (2024-2025)

6c.

Cost Centre Name

<u>Donations S137 and Other</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
8000	S137 Donations			1,600.00	7,500.00	3,892.00	5,208.00
8001	Other Donations				7,500.00		7,500.00
8002	Donation Community Cool				2,400.00	2,000.00	400.00
				£1,600.00	17,400.00	£5,892.00	13,108.00

<u>Administration Costs</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
7201	Printing & Stationery				2,400.00	739.72	1,660.28
7202	Postage				650.00	275.00	375.00
7203	Telephone & Broadband				3,000.00	515.07	2,484.93
7204	IT Hosting and Programs				7,460.00	972.19	6,487.81
7205	Computer Hardware				2,000.00		2,000.00
7206	Publications				90.00		90.00
7207	Subscriptions & Licences				3,450.00	1,979.30	1,470.70
7211	Insurance				4,000.00		4,000.00
7212	Office Furniture				2,000.00		2,000.00
7213	Historical Centre stationer				1,000.00		1,000.00
					26,050.00	£4,481.28	21,568.72

<u>Amenities</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
7701	Grit Refills				750.00		750.00
7703	Bus Shelters				500.00	123.84	376.16
7704	Victoria Square Lighting				270.00	157.59	112.41
7705	Bradley Wood				1,000.00		1,000.00
7706	Heritage Boards					15.00	-15.00
					2,520.00	£296.43	2,223.57

<u>Bank Interest and Charges</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
7501	Bank Interest						
7502	Bank Charges				500.00	169.61	330.39
					500.00	£169.61	330.39

<u>Employee Costs</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
7001	Net Pay				90,091.00	32,074.63	58,016.37
7002	PAYE				14,977.00	4,451.10	10,525.90
7003	Pension				21,583.00	9,193.03	12,389.97
					126,651.00	£45,718.76	80,932.24

<u>Mayoral Costs</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
7050	Mayors Allowance				1,750.00	445.60	1,304.40
7051	Civic Service				1,200.00		1,200.00
7052	Regalia Repairs				250.00		250.00
					3,200.00	£445.60	2,754.40

<u>Professional Fees</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
7801	Solicitor Fees				4,000.00		4,000.00
7802	Architect Fees				4,000.00	285.00	3,715.00

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

Ashbourne Town Council
Net Position by Cost Centre and Code

6c.

Cost Centre Name

7105 Cleaning Materials	715.00	420.85	294.15
7106 Routine Repairs & Renew:	16,000.00	3,928.74	12,071.26
7108 Uniform	300.00		300.00
7109 Clocks Town Hall and Mill	500.00		500.00
9010 Election Costs			
	54,139.00	£15,789.37	38,349.63

Training and Development

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		Budget	Actual	Budget	Actual	Budget
7401 Staff Training				1,000.00		1,000.00
7402 Staff Training Expenses				100.00		100.00
7403 Cllr Training				500.00	60.00	440.00
7404 Cllr Training Expenses				50.00		50.00
				1,650.00	£60.00	1,590.00

NET TOTAL	£5,000.00	346,410.00	£356,726.90	467,410.00	£122,333.39	360,393.51
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Item 11

Ashbourne Town Council
Town Hall, The Market Place, Ashbourne, Derbyshire, DE6 1ES
Email: townclerk@ashbournetowncouncil.gov.uk
Website: www.ashbournetowncouncil.gov.uk
Clerk to the Town Council and Responsible Financial Officer:
Mrs Carole Dean



Agenda reporting sheet

Insert the date of the meeting here:

Finance September 2024

<p>Agenda Item: <i>(insert the wording to appear on the agenda, the motion/resolution that you are seeking to resolve, i.e., "to resolve to..... to note that.....to ensure that.....")</i></p>	<p>Members to consider whether to have an 'Ashbourne Town Council' mobile app. The app is provided by Cuttlefish, the Town Council's website host and replicates the website. The cost is £225.00 per annum</p>
<p>Background Information: <i>(Insert as much information as possible so that councillors have the detail, they need to help make an informed decision, for example, cost, time, long term/short term project, where, how, why, when?)</i></p>	<p>Visitors to the app can:</p> <ul style="list-style-type: none"> - read the latest council news - view events calendar - see when the next council meetings are - review the current councillor list - click on quick links to be directed to the website - receive notifications when new content is added - search through news and events - share any posts to their own social media accounts
<p>Background Documents: <i>(Insert the names of documents to be sent out with the meeting papers)</i></p>	
<p>Implications to be completed by The Clerk <i>(add in any notes NOT covered below)</i></p>	
<p>Staffing Implications</p>	
<p>The Council Objectives</p>	<p>Members to consider and agree whether to have a Town Council mobile app.</p>

		X	✓
Equalities and Human Rights	There are no equalities and human rights issues	✓	
Biodiversity	There are no biodiversity issues	✓	
Financial	There are no financial implications at this stage	X	
	There will be financial implications	✓	
	There is provision within the budget	X	
	Decisions may give rise to additional expenditure	✓	
	Decisions may have potential for income generation	X	

PLEASE NOTE – Agenda item requests: these must be received by The Town Clerk at LEAST 6 working days before the meeting at which you would like your item to be considered.

Enquiries

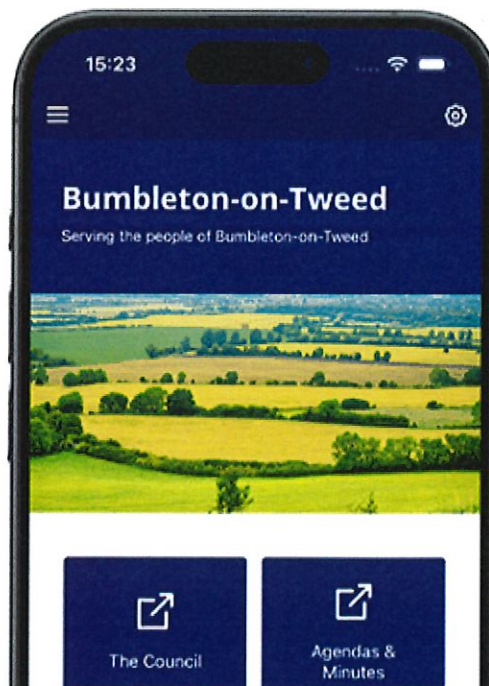
From: Town Clerk
Sent: 08 August 2024 08:28
To: Enquiries; Admin
Subject: FW: Introducing Our New PTC App

What do you think?

From: Cuttlefish Multimedia <localcouncils@cuttlefish.com>
Sent: Tuesday, August 6, 2024 6:04 PM
To: Town Clerk <townclerk@ashbournetowncouncil.gov.uk>
Subject: Introducing Our New PTC App



Parish & Town
Councils



Available on
iPhone & Android

Introducing the new Parish & Town Councils App!

We're excited to announce that the Parish and Town Councils mobile app is now available! The app enables your visitors to view key council information on the go in your own branded mobile application.

Apps are a great modern way to engage with your visitors and to share notifications directly to their devices when you add new content.

Just £225 per annum with no set up costs!

What Does It Include?

Visitors can:

- read the latest council news
- view your events calendar
- see when the next council meetings are
- review the current councillor list
- click on quick links to be directed to your website
- receive notifications when you add new content
- search through your news and events
- share any of your posts to their own social media accounts

Get your Version Now

Details about the app can be found [here](#)

Our team are also happy to take your order or answer any questions and so please feel free to drop us a Support Ticket via your website.

Admin > Control Panel > Support Tickets

How Will It Work?

Simply ask your residents to download the Parish & Town Council's App from either the iOS Apple Store or the Android play Store and select your council from the list.

The app will replicate your website's colours and content - so you don't have to mess around with any set up.

Your website's news, events, council meetings, representatives and quick links will automatically present in the app, saving you time and effort populating it.

Visitors will get notifications when you add news, events and meetings so they can see all your latest updates live.

Item 15.



Ashbourne Town Council

Town Hall, The Market Place, Ashbourne, Derbyshire, DE6 1ES

Email: townclerk@ashbournetowncouncil.gov.uk

Website: www.ashbournetowncouncil.gov.uk

Clerk to the Town Council and Responsible Financial Officer:

Mrs Carole Dean

Agenda reporting sheet

Finance Meeting 9 September 2024

Agenda Item:	Proposal: to purchase one SID (speed indicator device) per year for the next four years and place them on The Green Road, Clifton Road, Buxton Road and Belper Road. The budget for the next four years will include £10,000 per year (or such other number as the Clerk considers necessary to cover the cost of each device, based on recent experience).
Background Information:	<p>We are currently doing a SID on the bypass. Experience shows that the whole process takes a couple of years. There is a need in Ashbourne for similar devices on all of the main roads.</p> <p>I am proposing that we make a strategic decision now, to expand our SIDs programme with the aim of getting a device on all the main roads within the next few years.</p> <p>Having this discussion now gets the concept agreed (or dismissed) and avoids last minute debate during the budget, when we are always short of time.</p> <p>Having an agreed SIDs strategy will help our Clerks to plan their future workload.</p>
Background Documents:	None

Implications to be completed by The Clerk <i>(add in any notes NOT covered below)</i>		
Staffing Implications		
The Council Objectives		
		Y/N/na
Equalities and Human Rights	Are there any equalities and human rights issues?	N
Biodiversity	Are there any biodiversity issues?	N
Financial	Is there potential for income generation?	N
	Are there cost implications?	Y
	Is there room in the relevant budget (within its own cost centre or by moving budget around)?	n/a
	Would the decision commit us to expenditure for a future budget?	Y