



ASHBOURNE TOWN COUNCIL
Town Hall, ASHBOURNE, Derbyshire, DE6 1ES
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6 August 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 12 August 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) **Invitation to Mr Marsh (Ashbourne Methodist Church) to discuss and advise the process for the renovations to the Methodist Church and how these may assist the Town Council with the future of the Town Hall.**
- 7) **Members to advise the objectives of the Council to establish facilities necessary for the effective management of the Council's business; whilst striving to minimise the cost of maintaining the accommodation needs for the Council.**

- 8) Finance.**
- a) Clerk to advise members of the Bank Balances.
 - b) 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.
 - c) Chair to sign off the Bank Reconciliations.
- 9) Chair to give an update of the meeting with the Councillor following a complaint received and reported to Members at the July Council meeting.**
- 10) Members to decide and agree whether to appoint a Councillor as the representative on the Town Team 'BID' panel.**
- 11) 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).**
- 12) Members to consider the report for the quotation(s) for Handrails to be installed to the front staircase in the Town Hall (attached).**
- 13) 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.**
- 14) Chair to sign the Minutes (Previously approved and ratified).**

Ashbourne Town Council PAYMENTS (AWAITING AUTHORISATION) LIST

| Voucher Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|--------------|------------|------------|----------------------|-----------|---------------------------------|---------------------------|----------|------------------|---------------|------------------|
| 114 | 03/05/2024 | F/24/1640b | Current Account - Ne | Card | Adobe License | Adobe | S | 10.95 | 2.19 | 13.14 |
| 110 | 01/06/2024 | F/24/1640b | Current Account - Ne | DD | Sage Payroll | Sage | S | 68.00 | 13.60 | 81.60 |
| 115 | 03/06/2024 | F/24/1640b | Current Account - Ne | Card | Adobe License | Adobe | S | 10.95 | 2.19 | 13.14 |
| 109 | 04/06/2024 | F/24/1640b | Current Account - Ne | DD | Franking Credit | Francotyp Postalia Ltd | E | 50.00 | | 50.00 |
| 107 | 15/06/2024 | F/24/1640b | Current Account - Ne | DD | Telephone | EE Limited | S | 34.56 | 6.91 | 41.47 |
| 108 | 16/06/2024 | F/24/1640b | Current Account - Ne | DD | Gas | Crown Gas & Power | L | 240.38 | 12.02 | 252.40 |
| 111 | 21/06/2024 | F/24/1640b | Current Account - Ne | DD | Water and Sewerage | Waterplus | E | 74.01 | | 74.01 |
| 116 | 03/07/2024 | F/24/1640b | Current Account - Ne | Card | Adobe License | Adobe | S | 10.95 | 2.19 | 13.14 |
| 106 | 07/07/2024 | F/24/1640b | Current Account - Ne | DD | Telephone | EE Limited | S | 34.56 | 6.91 | 41.47 |
| 72 | 15/07/2024 | | Current Account - Ne | DD | Electricity old Clerks Offices | British Gas | L | 31.21 | 1.56 | 32.77 |
| 89 | 17/07/2024 | | Current Account - Ne | BACS | Mayors Allowance | Leek Town Council | X | 60.00 | | 60.00 |
| 100 | 21/07/2024 | F/24/1640b | Current Account - Ne | DD | zoom subscription | Zoom Video Communicato | S | 12.99 | 2.60 | 15.59 |
| 122 | 28/07/2024 | F/24/1640b | Current Account - Ne | BACS | Salaries | Ashbourne Town Council | E | 7,557.32 | | 7,557.32 |
| 101 | 01/08/2024 | F/24/1640b | Current Account - Ne | DD | Electricity | British Gas | S | 271.40 | 54.28 | 325.68 |
| 103 | 01/08/2024 | F/24/1640b | Current Account - Ne | DD | Sage Payroll | Sage | S | 72.00 | 14.40 | 86.40 |
| 96 | 05/08/2024 | F/24/1640b | Current Account - Ne | | Mayors Allowance ABF Charity | Army Benevolent Fund | X | 200.00 | | 200.00 |
| 102 | 05/08/2024 | F/24/1640b | Current Account - Ne | BACS | Stationery and Cleaning Product | Lyreco UK Limited | S | 177.09 | 35.42 | 212.51 |
| 102 | 05/08/2024 | F/24/1640b | Current Account - Ne | BACS | Stationery and Cleaning Product | Lyreco UK Limited | S | 92.11 | 18.42 | 110.53 |
| 105 | 10/08/2024 | F/24/1640b | Current Account - Ne | DD | Photocopying | Ricoh UK Ltd | S | 22.72 | 4.54 | 27.26 |
| 118 | 13/08/2024 | F/24/1640b | Current Account - Ne | BACS | Microsoft Licence | Dove Computer Solutions | S | 103.20 | 20.64 | 123.84 |
| 120 | 16/08/2024 | F/24/1640b | Current Account - Ne | BACS | PAYE | HMRC | E | 1,457.96 | | 1,457.96 |
| 121 | 16/08/2024 | F/24/1640b | Current Account - Ne | BACS | Pension | Derbyshire County Council | E | 2,262.91 | | 2,262.91 |
| 119 | 16/08/2024 | F/24/1640b | Current Account - Ne | BACS | Mayors Allowance | Post Office | E | 8.10 | | 8.10 |
| 113 | 16/08/2024 | F/24/1640b | Current Account - Ne | BACS | Window Cleaning | D Hollingworth | X | 140.00 | | 140.00 |
| 97 | 16/08/2024 | F/24/1640b | Current Account - Ne | BACS | Emergency Lights | O Heap and Son (derby) Li | S | 1,246.08 | 249.22 | 1,495.30 |
| 112 | 16/08/2024 | F/24/1640b | Current Account - Ne | BAC | Honours Board | Raptor Graphix | S | 58.00 | 11.60 | 69.60 |
| 99 | 16/08/2024 | F/24/1640b | Current Account - Ne | BACS | Microsoft 365 13 Licences | Dove Computer Solutions | S | 764.40 | 152.88 | 917.28 |
| 98 | 16/08/2024 | F/24/1640b | Current Account - Ne | BACS | IG Stage Hire - Lights Switch O | IG Stage Hire Ltd | S | 360.84 | 72.17 | 433.01 |
| 117 | 16/08/2024 | F/24/1640b | Current Account - Ne | BACS | Bus Shelters | Shelter Maintenance Ltd | S | 41.28 | 8.26 | 49.54 |
| 104 | 16/08/2024 | F/24/1640b | Current Account - Ne | BACS | Heritage Boards | Channel Design Ltd | S | 15.00 | 3.00 | 18.00 |
| Total | | | | | | | | 15,488.97 | 695.00 | 16,183.97 |

August 2024



REMEDIAL WORK TO BE UNDERTAKED AFTER ANNUAL FIRE RISK ASSESSMENT

1 PURPOSE OF THE REPORT

To ask members to consider the supplied quotes.

2 INFORMATION AND ANALYSIS

IMC Fire Ltd conducted the annual fire risk assessment and found the following shortfalls in fire safety:

- Several fire doors required bolsterring and re-hanging to bring them in to the 2mm safety gap for smoke.
- The doors to the main hall need an alarm activated door guard to force them to close by themselves as they are also fire doors.

3 FINANCIAL CONSIDERATIONS

Three companies were asked to quote for the remedial work:

| COMPANY | DOOR GUARD | FIRE DOORS | TOTAL |
|------------------------------------|---|------------|---------------------|
| Tradefast Joinery | 300.00 | £250.00 | £550.00 +VAT |
| Wright & Holmes Ltd/Andrew Redfern | Andrew came to quote but failed to submit quote after 3 times of asking. | | |
| Richard Ellis Joinery | Richard declined to quote for the job. | | |
| J T Joinery Ltd | JTJ failed to come in after 3 attempts | | |

4 HUMAN RESOURCES, EQUALITY, ENVIRONMENTAL AND LEGAL CONSIDERATIONS

Have been considered as part of this report.

5 HEALTH & SAFETY CONSIDERATIONS

It is a mandatory lawful requirement that all fire doors are working at 100% effectiveness.

6 OFFICER RECOMMENDATIONS

Members note the above data and decide on who is appointed to carry out the remedial work.

ASHBOURNE TOWN COUNCIL

August 2024

Installation of Hand Rails to Front Staircase



1 PURPOSE OF THE REPORT

To ask members to consider the supplied quotes.

2 INFORMATION AND ANALYSIS

Councillor Denise Brown has identified the need for additional handrails to assist elderly and limited ability persons to access the upper ballroom more safely.

3 FINANCIAL CONSIDERATIONS

Three companies were asked to quote for the work:

| COMPANY | COST |
|-------------------|--|
| Tradefast Joinery | £385.00 |
| Andrew Redfern | Came to quote but failed to submit quote after 3 times asking. |
| JT Joinery Ltd | Failed to come in after 3 attempts. |

4 HUMAN RESOURCES, EQUALITY, ENVIRONMENTAL AND LEGAL CONSIDERATIONS

Have been considered as part of this report.

5 HEALTH & SAFETY CONSIDERATIONS

These modifications will improve access to those who need assistance.

6 OFFICER RECOMMENDATIONS

Members note the report and decide on who is appointed to carry out the work.