**MEETING OF ALFRETON TOWN COUNCIL HELD ON TUESDAY 19TH DECEMBER 2017 AT 7:00PM IN ROOM 1**

**Present:**

Mayor: Councillor J Walker

Councillors: M Bennett, G Dolman, J Dolman, J Gdula, P Hunt, S Marshall-Clarke, K Moss, C O’Brien, J Walker, P Woodhouse

1. To receive apologies for absence.

Apologies were received and **ACCEPTED** from

Councillors: M Kerry (Work commitment) and S Walker (Work commitment)

1. To receive any declarations of interest from Members.

Declarations were **RECEIVED** and **NOTED** from Councillors:

J Walker – Item 12 – Planning, to remain in the meeting but not vote

Correspondence - ATFC land for parking, to leave the meeting should the item be discussed

M Bennett – Correspondence - ATFC land for parking, to leave the meeting

should the item be discussed

G Dolman - Correspondence - ATFC land for parking, to leave the meeting

should the item be discussed

1. Public Participation

Barry Newton and Roger Kerry to present

Item 10fi To consider a grant application

1. Alfreton and District Amateur Sports Club (£1500.00)
2. To consider any items which should be taken in exclusion of the press and public.

**RESOLVED**

10c To receive a report on Procedures and Protocols – Town Clerk’s Office

1. To hear from a representative of Derbyshire Police should one be available.

No issues were raised.

Members heard that a fine has been issued using the Public Space Protection Order

1. To receive a request for an agenda for the Police attendance on 16th January 2018

Clarification of Anti-social behaviour

Position on ‘nuisance’ parking

1. To receive quarterly crime statistics (Jun-Sept)

Members **NOTED** the detail and heard from the Assistant Town Clerk that the crimes were consistent with Borough figures

1. To read and consider the Minutes of the Meeting of Alfreton Town Council held on Tuesday 17th October 2017 copies have been circulated to each Member with the summons to attend the meeting; the Minutes may be taken as read.

The minutes were **READ**

1. After consideration to approve the signature of the Meeting Minutes of Tuesday 17th October 2017 by the person presiding as a correct record.

**RESOLVED**

That the minutes are **APPROVED** as a correct record

1. To dispose of business, if any, remaining from the last meeting.

There were none

1. To receive and consider reports and minutes of committees.
2. Executive Meeting 7th November 2017

**RESOLVED**

That the minutes are **APPROVED** as a correct record

1. Planning Committee 28th November 2017

**RESOLVED**

That the minutes are **APPROVED** as a correct record

1. To receive and consider additional agenda items in the order in which they have been notified.
2. To provide budget requests for 2018/19

**RESOLVED**

That the item was **NOTED**

1. To receive a report on Procedures and Protocols – Town Clerk’s Office

**ITEM HEARD IN EXCLUSION**

1. To complete a review of Financial Regulations

**RESOLVED**

That the Financial Regulations have been reviewed and no changes were necessary

1. To complete a review of Health and Safety Rules and Procedures

**RESOLVED**

That the Health and Safety Rules and Procedures have been reviewed and no changes were necessary

1. To receive a report on the Foodbank Grant request made October 2017 (£2500.00)

**RESOLVED**

1. That a grant is approved to Alfreton Foodbank for £2500.00 to be re-paid to the Council for rent of both Room 1 and 7
2. That to prevent unnecessary administration the grant is paid in a whole and claimed as a whole for the rent
3. To consider a grant application

**RESOLVED**

* + 1. Alfreton and District Amateur Sports Club (£1500.00)

Members heard a presentation from Roger Kerry and Barry Newton

RESOLVED

That a grant is approved of £1500.00)

1. To authorise the signing of orders for payment.

The accounts were **RECEIVED** and payments were **APPROVED** for:

October Payments: £12616.18

November Payments: £12044.47

1. To consider Planning Applications

Councillor M Bennett took the chair. No comments were made.

AVA/2017/1158

AVA/2017/1228

AVA/2017/1257

AVA/2017/1260

1. To consider 4 topics for communication

ADASC grant

Foodbank Grant

Review of Financial Regulations

Police Inspector visit

1. EXCLUSION OF THE PUBLIC

**RESOLVED**

That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting during the consideration of the business set out in the following item on the grounds that it involves the likely disclosure of exempt information as defined in the paragraphs indicated and that the

public interest in maintaining the exemption outweighs the public interest in disclosing the information:-

1. Item 10b also refers

To receive a report on Procedures and Protocols – Town Clerk’s Office

**RESOLVED**

1. The operational office is closed to **everyone** other than the people who are employed to work in there.
2. Accommodation is provided to members on a business need only basis in the ‘members’ office’
3. All visitors, including elected members, are required to ‘sign in’ a visitor’s book stating time of arrival and departure and purpose of visit.
4. Clerical facilities are provided within the members’ office alongside facilities for refreshment.
5. Meetings with employees are made on a business need basis and are conducted in the members’ office.
6. Time accrued is cleared by agreeing a monitored programme of leave to be taken over the next nine months (the remainder of the ‘leave year’ up to 31st August 2018) without risk or reduction to the service, alongside, if necessary, the buyback of accrued time on an agreed basis between the Lead Member for Finance and Personnel, the Town Clerk and other officer concerned. .
7. That all employee’s complete a record in detail of work undertaken. That list is submitted, in summary, to the appropriate Lead Member on a periodic basis so that an analysis can be made of time consumed in the hope it can be improved.
8. All work undertaken out of the office (including ‘phones, emails, texts) is logged in a similar way to above and recognised as part of an employees working time.
9. Investigate the opportunity to confine officer attendance at meetings to the use of a single officer where that is efficient given the predicted business of the meeting
10. Explore the assignment of a single lead officer to individual portfolios.
11. There is a formal agenda setting meeting between the Town Clerk and in his absence the Assistant Town Clerk to meet with the Chair of a forthcoming meeting to agree content and quality levels of the agenda and the necessary complexity of any associated reports.
12. There is a formal meeting between the Town Clerk and in his absence the Assistant Town Clerk to meet with the Chair of a forthcoming meeting some few days prior to that meeting, at a mutually agreed time, to establish any information which may be required at the meeting