

ROWSLEY PARISH COUNCIL

Clerk: Sian Bacon

Phone: 07545704384

Email: rowsleyparishcouncil@gmail.com

Web: www.rowsleyparishcouncil.co.uk

23rd July 2024

Dear Councillor,

You are summoned to attend an Ordinary Meeting of the Rowsley Parish Council meeting on **Monday 29th July 2024 at 7.30pm in the WI Room at Rowsley Village Hall.**

Members are asked to sign the attendance sheet for the meeting and to complete the Declarations Sheet for items other than Disclosable Pecuniary Interests (DPI). These will be available at the meeting.

Yours sincerely,

Sian Bacon

AGENDA

- | | <i>Report / Action
Required</i> |
|--|--|
| 1. Apologies for absence | To approve |
| 2. Declaration of Members Interests and including for dispensations from members on matters in which they have a Disclosable Pecuniary Interest
Please note:
a) Members must ensure that they complete the Declarations of Interest sheet prior to the start of the meeting in respect of items other than Disclosable Pecuniary Interests and must indicate the action to be taken (i.e. to stay in the meeting, to leave the meeting or to stay in the meeting to make representations and then leave the meeting prior to any consideration or determination of the item)/ Where a Member indicates that they have a prejudicial interest, but wish to make representations regarding the item before leaving the meeting, those representations must be made under item (c) of Public Speaking.
The Declarations of Interests for matters other than Disclosable Pecuniary Interests will be read out from the Declaration Sheet – Members will be asked to confirm that the record is correct. | To note |
| 3. Public speaking
a) A period of not more than 10 minutes will be made available for members of the public and Members of the Council to comment on any matter.
b) If the Police Liaison Officer, a County Council, Peak Park or District Council Member is in attendance they will be given the opportunity to raise any relevant matter.
c) Members declaring an interest other than a Disclosable Pecuniary Interest who wish to make representations or give evidence under the National Association of Local Councils' (NALC) Code of Conduct shall do so at this stage. | To note and
action |
| 4. To determine which items if any 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: -
Item no x To consider a resolution under the Public Bodies (Admission to Meetings Act 1960) to exclude members of the press and public in order to discuss the following item
Item no y. This item title will then be the item to be discussed with press and public excluded | |
| 5. To approve the Minutes of the Meetings held on Monday 20 th May 2024 | To approve |
| 6. Matters Arising from the last meeting (non-decision making) <ul style="list-style-type: none">• Anti-Social Behaviour• Caudwell's Mill Update• Correspondence – actioned as agreed | To discuss |
| 7. Update on Public Meeting on Travellers | To discuss |
| 8. Chatsworth Road <ul style="list-style-type: none">• Update on bins and other issues• Chatsworth Road Playground update | To discuss
To discuss |
| 9. Planning Applications
New: <ul style="list-style-type: none">• Derbyshire Dales - None Existing: <ul style="list-style-type: none">• Peak Park:<ul style="list-style-type: none">○ NP/DDD/0317/0204 - Burntwood Quarry – variation of conditions – Pending○ DDD/1198537 - Stanton Moor Quarry – Determination of Conditions – Pending• Derbyshire County Council – None• Derbyshire Dales – None | To discuss |
| 10. Bus stops, Recreation Ground and Playground <ul style="list-style-type: none">• Car boots• Handyman update• Travellers and recreation ground security arrangements | To discuss
To discuss
To discuss |

11.	Allotments	
	• Work required to summer house update	To note
12.	Burial Gound Update	To note
13.	Road issues	To discuss
14.	IT for business continuity	
	• Laptop for Clerk	To discuss
	• .gov email addresses	To discuss
15.	Finance and Audit	
	- Accounts to 22 nd July 2024 – Appendix A	To approve
	- To approve the insurance for 2024/25	To approve
	- To discuss and approve the new banking arrangements report recommendations – Appendix A	To approve
	- New expenditure to approve:	To approve
	o Clerk’s wages (monthly) – £401.70	
	o HMRC – PAYE (monthly) – £54.60	
	o Handyman wages (May and June) - £318.74	
	o Neville Fox – recreation ground posts - £720.00	
	o Rowsley Village Hall July Hire - £45.00	
	o Rowsley Village Hall Mag delivery - £50.00	
	o PPPF – Subs 2024 - £6.00	
	o Community Heartbeat Trust – Defib supplies - £25.14	
	o Clerk – Stamps - £6.80	
	o A Allcock – Mowing - £1220.00	
	o Bollard Security – Bollards - £1374.00	To note
	- Expenditure to note:	
	o Parish Magazine (10 issues yearly) - £96	
	o BT – Direct Debit – £50.40 quarterly	To note
	- Income to Note:	
	o Interest - £44.89	
	o HMRC VAT - £843.76	
	o DCC MMA - £315.00	
	o DCC Rent - £50	
	o Magazine income - £25.00	
	o Car Boot - £900.00	
	o Burial Ground - £250.00	
16.	Village Hall	
	• Update	To note
	• Community Projects	To note
17.	Parish magazine	
	• July/August Parish Magazine article content	To discuss
18.	To approve policies	To approve
	• Staffing Committee Terms of Reference	
	• Social Media Policy	
19.	Feedback from meetings & training	To note
	• Flood Warden Training – Cllr Rowney	
20.	Correspondence	To note
	• Annual Parishes Day – 12 th October 2024	
	• Offer of picnic bench from resident	
21.	For Information	To note
	• The bollards work on the Recreation Ground has been completed.	
22.	DALC (circulated by email)	To note
	• July Newsletter	
23.	Reading (circulated by email):	All to be read
	• Beeley Parish Council Agenda Papers	
	• Rural Bulletins	
	• Peak Park Parishes Forum Information	
	• Rural Matters Newsletter	
	• Peak Park Authority Press Releases	
	• Derbyshire Dales District Council Press Releases	

- Neighbourhood Alerts

DATES OF FUTURE MEETINGS - All meetings held at 7.30pm in the Rowsley Village Hall WI Room - MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND: _

- Monday 16th September 2024
- Monday 25th November 2024

ROWSLEY PARISH COUNCIL

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MINUTES

For the meeting held on Monday 20th May 2024 in the WI Room at Rowsley Village Hall.

Councillors present: Kevin Rowney Victoria Friend (Chair) **Apologies:** PCSO Boswell
Kath Potter Jo Wildgoose
Cllr S Hobson Robert Hockley
(DDDC & DCC)

Others: Sian Bacon (Clerk)

PART 1 – NON CONFIDENTIAL ITEMS

- | | <i>Report / Action
Required</i> |
|--|--|
| 1. Apologies for absence – PCSO Boswell | Approved |
| 2. Cllr Wildgoose declared an interest in the allotments | Noted |
| 3. It was RESOLVED to move the public speaking item to 13 | |
| 4. There were no items on the agenda to exclude members of the press and public in order to discuss the following item under the Public Bodies (Admission to Meetings Act 1960). | |
| 5. The Minutes of the Meetings held on Monday 18 th March 2024 were approved. | Approved |
| 6. Matters Arising (non-decision making) | Noted |
| <ul style="list-style-type: none"> • PCSO Boswell attended a Community Hub to discuss cyber crime. • .gov.uk email address – the Clerk has spoken to DALC regarding this as part of business continuity planning and there are websites which come with .gov.uk email addresses. The Clerk will look into these and find out costs. • Staffing committee tor – this will be presented at the next meeting • Anti-social Behaviour in the village – this was discussed in Public Participation. • Correspondence – actioned as agreed. | |
| 7. Chatsworth Road | |
| <ul style="list-style-type: none"> • Update on bins and other issues
Cllr Hockley reported there is no resolution as yet. The officer at DDDC hasn't sorted this despite it being raised a year ago. There is a walkaround tomorrow with platform housing which Cllr Hockley is attending and he will raise the issue there. • Chatsworth Road Playground Update
Cllr Hockley reported that the playground steps haven't got a plan from the college still. The council will table this and budget for it next year. It will be raised with Platform at the walkaround tomorrow. | Cllr
Hockley

Cllr
Hockley |
| 8. Caudwell's Mill Update – No update | |
| 9. Planning Applications | Noted |
| New: | |
| <ul style="list-style-type: none"> • Derbyshire Dales – None • Peak Park – None | |
| Existing: | Noted |
| <ul style="list-style-type: none"> • Peak Park: <ul style="list-style-type: none"> ○ NP/DDD/0317/0204 - Burntwood Quarry – variation of conditions – Pending ○ NP/DDD/1198537 - Stanton Moor Quarry – Determination of Conditions – Pending • Derbyshire County Council – None • Derbyshire Dales – None | |
| 10. Bus stops, Recreation Ground and Playground | |

Chairman's Signature Date.....

- Rospa Playground inspection – the inspection has been held and the Clerk will sit with the Handyman and put together a list for repair. The swings will be looked at for replacement. Clerk
- Car boots – there have been three boots so far and the contract is signed. The Clerk has received payment for two and the track is completed. Noted
- Travellers and recreation ground security – in the medium term the Clerk will look into the installation of a height barrier at the entrance to the car park. Clerk
- It was **RESOLVED** that 6x6 posts will be placed from the tree along the fence from the car park to stop the fence being removed. Approved
- It was **RESOLVED** to accept the quote of £699 from Bollard Security for two security posts to be placed on the recreation ground at the children’s play area entrance and the car park gate. Approved
- Handyman Update – the handyman is currently working on repainting the telephone box. Dates will be sent out for repairing the summerhouse roof when the weather permits. The fence at the recreation has been repaired and the bench at the community gardens has been moved and fitted.

11. Allotments

- Work required to summer house update – this was covered in the handyman update.
- Allotment Inspection Update – the Clerk reported that the allotment inspections were held with her and Cllr Friend. There are 3 plots that are not up to standard though Cllr Wildgoose reported that one had begun work now. The other two have not paid their fees either so the Clerk is in process of taking these plots back for readvertising. It was agreed that next year during ‘no mow May’ paths will be mown to the benches in the community garden. The Clerk is meeting with the mowing contractor on Wednesday to discuss the maintenance of the allotment paths and a tree surgeon on Thursday to discuss removal of the trees growing from the wall. Clerk

12. Burial Gound – it was reported that the burial ground has been mowed and in the future moss spraying for the paths will be organised with the allotments once in May time and once in October time. Clerk

13. Public Speaking Noted

Cllr Sue Hobson (DDDC & DCC)

Cllr Hobson reported that the local plan is online now. The Clerk will put the video on Facebook for residents. Clerk

Cllr Hobson will be attending the Platform housing walk around.

Rowsley Bar is being resurfaced from the 10th June from top to the bottom and the A619 through Baslow will be closed over night from the 3rd June to the 7th June.

The grit bins on Rowsley Bar were raised and it was noted that big grit piles are being dumped by the DCC. The Clerk will receive an email with solutions to this problem which she will circulate to the Councillors. Clerk

Travellers – Cllr Hobson reported that Old Station Close car park has been put back on the list for consultation. Cllr Hobson has objected strongly to this. It was also reported that there will be meetings in the summer holidays for the DDDC this year so this issue may be discussed during the summer. It was agreed that residents should be encouraged to email DDDC to object to the proposals. The proposed sites are the Fishpond at Ashbourne, Matlock station, Matlock Bath station, Temple car park and Rowsley Old Station Close. Cllr Friend noted that it was not clear how long temporary is as there is no permanent site to move the travellers to. She also reported that the mess left at the recreation ground by travellers two weeks ago was horrible. Last time the travellers were on the car park the DDDC said it was a well-managed site but there was no management at all. Cllr P Slack (DDDC) reportedly told the working group to send them to Rowsley. Some Gypsy and Traveller working group members are also having meetings before the meetings with Sue Hobson excluded which possibly could lead to decisions being made before they should be. It was noted that this is predetermination and not acceptable. It was agreed that if Rowsley is on the short list then the Parish Council will insist that as part of the consultation process the DDDC committee come to Rowsley for a public meeting. It was noted that Cllr Flitter (DDDC) had previously stated that car parks are not suitable locations for the travellers. There is a DDDC meeting on Thursday 30th May to discuss the issue and a request for people to speak will be put on Facebook. Cllrs Wildgoose and Rowney will attend the meeting. Clerk
Cllrs
Rowney &
Wildgoose

Cllr Hobson reported that he flooding issue on Hinkley court has been picked up by the DDDC and is being dealt with.

Cllr Friend raised that the drop kerb is out of alignment for the village hall. The village hall committee would like a white line painted to stop people parking and blocking the entrance however Highways have reported that they don't do white lines anymore. People are parking across part of the drive which is stopping disabled people from parking on the drive. Cllr Hobson recommended the Council ask for a line on the DCC portal.

Clerk & Cllr Friend

Cllr Potter (Peak Park)

Cllr Potter reported that Mr Hart the previous chair of Rowsley Parish Council is turning 90 and a card will be sent from the Council.

Cllr Potter

PCSO Boswell (SNT)

PCSO Boswell – reported via the Clerk that Between 25.03.24 and 20.05.24 there has been 2 reported crimes in Rowsley and these are: 1x Criminal damage and 1x assault

Between 25.04.24 and 20.05.24 there have been incidents involving an encampment of the playing fields off School Lane, an RTC, traffic congestion due to a broken down vehicle and an ASB incident involving noise nuisance.

“Update on Priorities Following consultation in April this year with the community and reviews of your concerns, passed to us at Community Engagement events and through surveys: You have indicated that you would wish for Road Safety and Burglary to continue as our priorities. We will therefore continue with our efforts to improve Road Safety and provide crime prevention / target advice to reduce burglaries from taking place in the local area over the coming months and will be posting updates regarding our work on our social media channels – Facebook, X (Twitter) and Derbyshire Alert.”

“Please mention that we continue to engage with local community via regular “street meets” in the village and surrounding area. These give members of the local community the opportunity to speak with members of the Safer Neighbourhood Team and ask any questions or pass on any concerns they may have. Anyone attending the street meets is encouraged to fill in a survey stating what, if any, issues or concerns they have regarding policing of their local area. These surveys then go towards helping us choose our local priorities. I would encourage anyone to come along and tell us any issues or even just to meet the team and have a chat.”

- 14. Road Issues – any road issues will be reported to the Clerk on the RPC WhatsApp group. The Handy Man jobs will be sent to the Clerk. All
- 15. Biodiversity Plans 2024 – the Clerk and Cllr Friend have found a policy structure and will fill it in over the next month. A wildflower section on the Recreation ground was proposed for behind the football post corner and some wildflowers to be planted on the Community Garden. Daffodils will be replanted in the carpark corner at the recreation ground. Cllr Friend & Clerk
- 16. Finance and Audit
 - Accounts to 14th May 2024 – Appendix A Approved
 - To approve the Asset Register 2024 – it was **RESOLVED** to approve the asset register for 2024. Approved
 - To approve the insurance for 2024/25 – this will be raised at the next meeting as the insurance is due for renewal at the end of July. Noted
 - New expenditure to approve: Approved
 - o Clerk’s wages (monthly) – £401.70
 - o HMRC – PAYE (monthly) – £54.60
 - o Handyman - £50 from E Morris for bench fixing.
 - o Handyman wages (March & April) - £325.00
 - o Neville Fox – Track ½ payment - £3600.00
 - o Rowsley Village Hall April and May Hire - £45.00
 - o Rowsley Village Hall Defib training - £22.50
 - o Clerk – Telephone box Paint and bin bags - £120.37
 - o Clerk – Home payment 2024 - £250.00
 - o Clerk – Printer ink - £67.89
 - o Village Hall – Magazine delivery April and May - £50.00
 - o Neville Fox – Fence repair equipment - £144.00
 - o Rospa Play Safety – Playground inspection - £93.60
 - o DALC – Subs 24/25 - £374.98
 - o DDDC – Bin emptying - £421.20
 - o East Midlands Audit – Internal Audit - £52.50
 - o S Dockerty – Wood for fence repair - £6.00

<ul style="list-style-type: none"> - Expenditure to note: <ul style="list-style-type: none"> o Parish Magazine (10 issues yearly) - £96 o BT – Direct Debit – £50.40 quarterly o ICO -Direct Debit - £35 yearly - Income to Note: <ul style="list-style-type: none"> o Interest - £41.13 o Car Boot - £762.00 o Allotment Income - £327.50 o Magazine income - £280.00 o DDDC – Reimbursable expenditure - £1051.00 o DDDC – Precept - £8500.00 o E Morris – Bench - £50.00 o Memorial Fee - £50.00 	<p>Noted</p> <p>Noted</p>
<p>17. Village Hall</p> <ul style="list-style-type: none"> • Update – Cllr Wildgoose reported that she had been unable to attend the meeting but had emailed the accounts to all councillors. It was reported that it was a swift meeting with no problems raised. • Community Projects – No update 	<p>Noted</p> <p>Noted</p>
<p>18. Parish magazine</p> <ul style="list-style-type: none"> • May Parish Magazine article content – the following items will be placed in the magazine: <ol style="list-style-type: none"> 1) Parish Councillor Vacancy 2) Flood wardens and Flood Plan 3) Parish Council Meeting Dates 4) Travellers 5) Travellers on Recreation Ground 6) Police update 7) Local Plan 	<p>Clerk</p>
<p>19. Policy Approval:</p> <ul style="list-style-type: none"> • Standing orders – It was RESOLVED to accept the standing orders as presented by the Clerk. They will be placed on the website. • Financial regulations – It was RESOLVED to accept the Financial Regulations as presented by the Clerk. The Clerk at the next meeting will provide a report on a change of bank to Unity Trust and purchase of a council laptop to comply with the regulations and assist in business continuity. The regulations will be placed on the website. • Risk Assessment - It was RESOLVED to accept the Risk Assessment as presented by the Clerk. It will be placed on the website. • Complaints Procedure - It was RESOLVED to accept the Complaints Procedure as presented by the Clerk. It will be placed on the website. • Equality and Diversity Policy - It was RESOLVED to accept the Equality and Diversity Policy as presented by the Clerk. It will be placed on the website. 	<p>Approved Clerk</p> <p>Approved Clerk</p> <p>Approved Clerk</p> <p>Approved Clerk</p> <p>Approved Clerk</p>
<p>20. Feedback from Meetings and Training – the Clerk will send the forum slides to all councillors.</p>	<p>Clerk</p>
<p>21. Correspondence</p> <ul style="list-style-type: none"> • Flood warden training - 13th June 2024 – Cllr Rowney will attend. • Revised Local Plan Consultation – All Councillors will look at the plans. • Road Closed - A619 Chesterfield Road Baslow for Carriageway Patching Overnight Closures 3rd June to 7th June 2024 19:00 to 05:00 each night 	<p>Cllr Rowney</p> <p>All</p>
<p>22. For Information</p> <ul style="list-style-type: none"> • The track at the Recreation Ground has been completed. • The car boot contract has been signed. 	<p>Noted</p>
<p>23. DALC (circulated by email)</p> <ul style="list-style-type: none"> • April Newsletter • May Newsletter 	<p>Noted</p>

24. Reading (circulated by email):

Noted

- Peak District News and Views
- Beeley Parish Council Agenda Papers
- Rural Bulletins
- Peak Park Parishes Forum Information
- Rural Matters Newsletter
- Peak Park Authority Press Releases
- Derbyshire Dales District Council Press Releases
- Neighbourhood Alerts

DATES OF FUTURE MEETINGS - All meetings held at 7.30pm in the Village Hall - MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND:

- Monday 22nd July 2024
- Monday 23rd September 2024
- Monday 25th November 2024

Rowsley Parish Council

Bank Rec. As at 22nd July 2024

	RBS Current £	RBS Reserve £	Summary £
Cash Book : Bal b/fwd current A/C 1st April 2024	50.00	15,882.91	15,932.91
plus : receipts	13,324.26	-518.70	
less : payments	-13,909.38		
To deposit	585.12		
	<u>50.00</u>	<u>15,364.21</u>	<u>15,414.21</u>
Unpresented chqs			0.00
Unpresented receipts			0.00
Balance	<u>50.00</u>	<u>15,364.21</u>	<u>15,414.21</u>
Bank : Current A/C - 22/07/2024	50.00	0.00	50.00
Deposit A/C - 22/07/2024	0.00	15,364.21	15,364.21
			0.00
	<u>50.00</u>	<u>15,364.21</u>	<u>15,414.21</u>
difference	0.00	0.00	0.00

Signed by Responsible Finance Officer

Date

Signed by Chairman

Date

		Monthly Budget Monitoring					
ROWSLEY PARISH COUNCIL		Year to Date at 22/07/2024			Full Year Projection		
RECEIPTS & PAYMENTS ACCOUNT 2024/25		4					
Date	22nd July 2024	Actual £	Budget £	Difference	Actual £	Budget £	Difference
Month	4	To Date	To Date	£	Projected	For Year	£
PAYMENTS	Administration						
	Staff wages	1,721.34	2,333.33	611.99	0.00	7,000.00	7,000.00
	Clerk's expenses	313.37	116.67	(196.70)	0.00	350.00	350.00
	PAYE	163.80	166.67	2.87	0.00	500.00	500.00
	Audit fees	52.50	17.50	(35.00)	0.00	52.50	52.50
	Hall Hire & Rent	67.50	83.33	15.83	0.00	250.00	250.00
	Subscriptions	415.98	150.00	(265.98)	0.00	450.00	450.00
	Communication including website and parish magazine	484.40	500.00	15.60	0.00	1,500.00	1,500.00
	Insurance	0.00	166.67	166.67	0.00	500.00	500.00
	Snow	0.00	0.00	0.00	0.00	0.00	0.00
	Training	50.00	166.67	116.67	0.00	500.00	500.00
		3,268.89	3,700.83	431.94	0.00	11,102.50	11,102.50
	Ground Maintenance						
	Grass cutting	1,220.00	1,333.33	113.33	0.00	4,000.00	4,000.00
	Recreation Ground	6,477.00	333.33	(6,143.67)	0.00	1,000.00	1,000.00
	Allotment	0.00	166.67	166.67	0.00	500.00	500.00
	Community Garden	55.82	16.67	(39.15)	0.00	50.00	50.00
	Bus Stops	0.00	0.00	0.00	0.00	0.00	0.00
	Footpaths	0.00	460.00	460.00	0.00	460.00	460.00
		7,752.82	2,310.00	(5,442.82)	0.00	6,010.00	6,010.00
	Misc	1,239.38	833.33	(406.05)	0.00	2,500.00	2,500.00
	Safety	78.00	83.33	5.33	0.00	250.00	250.00
		1,317.38	916.67	(400.71)	0.00	2,750.00	2,750.00
	S137 Grants						
	S137 grants	0.00	333.33	333.33	0.00	1,000.00	1,000.00
		0.00	333.33	333.33	0.00	1,000.00	1,000.00
	Total Payments	12,339.09	7,260.83	(5,078.26)	0.00	20,862.50	20,862.50
	VAT	1,570.29	0.00	(1,570.29)	0.00	0.00	0.00
	Total Payments after VAT	13,909.38	7,260.83	(6,648.55)	0.00	20,862.50	# 20,862.50
		Actual £	Budget £	Difference	Actual £	Budget £	Difference
		To Date	To Date	£	Projected	For Year	£
	Grant	0.00	166.67	(166.67)	0.00	500.00	-500.00
	Bank Interest	66.42	83.33	(16.91)	0.00	250.00	-250.00
	Communication	305.00	100.00	205.00	0.00	300.00	-300.00
	Allotment	247.50	103.33	144.17	0.00	310.00	-310.00
	Recreation Ground	1,662.00	2,000.00	(338.00)	0.00	6,000.00	-6,000.00
	Burial Ground	350.00	333.33	16.67	0.00	1,000.00	-1,000.00
	DDDC Reimbursements	1,051.00	350.33	700.67	0.00	1,051.00	-1,051.00
	Rent	50.00	66.67	(16.67)	0.00	200.00	-200.00
	Footpath Grant	315.00	105.00	210.00	0.00	315.00	-315.00
	Vat	843.76	66.67	777.09	0.00	200.00	-200.00
	Total Receipts before precept	4,890.68	3,375.33	1,515.35	0.00	10,126.00	(10,126.00)
RECEIPTS	Precept	8,500.00	2,833.33	5,666.67	0.00	8,500.00	-8,500.00
		13,390.68	6,208.67	7,182.01	0.00	18,626.00	(18,626.00)
		-518.70	-1,052.17	533.47	0.00	-2,236.50	-39,488.50

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To: Rowsley Parish Council.

Date: 22nd July 2024

Status: Public Report

Subject: Banking Arrangements

1. **SUMMARY:**

This report brings to the Parish Council an update on the current arrangements and a proposal for the future.

2. **REASON FOR RECOMMENDATION.**

The Parish Council is required to maintain a bank account to enable it to meet its financial obligations.

3. **RECOMMENDATIONS:**

1. **To receive and note this report**
2. **To authorise the Parish Clerk to make the necessary arrangements to open a current account and savings account with Unity Bank with two councillors to authorise all transactions.**
3. **To nominate three councillors to act as authorised signatories on the Unity Bank account.**

4. **INTRODUCTION:**

The Parish Council has for a number of years maintained its bank accounts with the Royal Bank of Scotland. In accordance with the Parish Council's Financial Regulations all transactions require two signatures, at the time of writing this report the signatories to the accounts being Cllrs Potter, Friend and the Clerk. With the new financial regulations, it is impossible to operate the current system as RBS online banking facilities are only available on accounts where one signature is required to operate, a direct contravention of the Parish Council's Financial Regulations.

PROPOSAL:

Research has been undertaken and it has been identified that Unity Trust Bank provide an online banking facility whereby multiple signatories can be accommodated to authorise payments.

In accordance with the Parish Council's Financial Regulations the Parish Clerk makes the banking arrangements, albeit that they are approved by the Council.

At the present time all payments are affected by the Clerk alone which is a risk to both the Council and the Clerk albeit the payments are thoroughly checked and approved at council meetings.

It is therefore suggested that two accounts are opened with Unity Bank retaining the requirement that all payments require the authorisation of two councillors.

CONTACT OFFICER AND BACKGROUND DOCUMENTS.

If you have any queries about this report please contact the Responsible Financial Officer of the Council Tel.: 07545704384 or email: rowsleyparishcouncil@gmail.com prior to the meeting.

ROWSLEY PARISH COUNCIL

Clerk: Sian Bacon

Phone: 07545704384

Email: rowsleyparishcouncil@gmail.com

Web: www.rowsleyparishcouncil.co.uk

Rowsley Parish Council Staffing committee: Terms of Reference

Terms of reference of Staffing Committee

All decisions are to be determined by full council under Standing Order 4d.

1) Review of terms of reference

The terms of reference of this committee are to be reviewed every 2 years (at the Annual Meeting of the Council). Prior to this meeting the committee is to meet to review its workings and to recommend to the full council any changes it deems necessary or advisable in its workings or in the council's Standing Orders or other policies.

2) Membership of the committee

Membership is to be decided at the Annual Meeting of the council in May, the committee will consist of three members. The Chair of the Council will sit as one of the members. The Vice- Chair will be the reserve member.

The clerk is to attend as a non voting officer and to take minutes except for items of discussion directly affecting their terms and conditions of employment.

The chair of the committee is to be decided at the Annual Meeting of the Council. If the chair is unable to attend a committee meeting the members present will elect a chair for that meeting from amongst themselves.

Resignation: If a member of the committee resigns or is otherwise unable to continue their committee duties a replacement committee member will be elected at the next appropriate full council meeting.

(The next appropriate council meeting will be the next full council meeting where there can be a published agenda item relating to the replacement member)

3) Meetings

Committee meetings will be held at least twice a year, usually in October (for precept setting) and in April (for appraisals) and usually before a Full Council meeting.

Extra meetings may be called at the discretion of the Chair of the Council.

The procedures for calling a meeting & running it and procedure for Declarations of Interest to be as described in Standing Orders . Where it is likely that press and public will be excluded this will be advertised on the Committee's agenda.

Speaking: Only members of the committee may speak at the meeting; only members of the committee may vote.

Quorum: A quorum will consist of 3 voting members, one of whom must be the Chair of the committee.

Minutes: will be taken by the clerk.

The venue for meetings shall be the usual meeting venue of Cromford Parish Council

4) Responsibilities

The committee will have general oversight of all staffing issues, including:

1. Agreeing conditions of employment, job descriptions and any risk assessments of staff
2. Agreeing any equipment to be provided by the council (and if any to be provided by the Employee)
3. Arranging & encouraging staff training
4. Advertising for & interviewing prospective staff

Approved: July 2024

Review: May 2026

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5. Making recommendations on job offers to full council or taking delegated action if previously approved.
6. Carrying out staff appraisals on an annual basis with recommendations to full council for action deemed necessary, including any training necessary, salary considerations, etc;
7. Dealing with any disciplinary or grievance issues in accordance with Council policies and any DALC advice.

Current Members of the staffing committee (2024-2025)

Chair: Victoria Friend

Other Councillors: Robert Hockley and Jo

Wildgoose

Reserve (Vice-Chair): Kevn Rowney

Approved: July 2024

Review: May 2026

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Rowsley Parish Council

Social Media and Electronic Communication Policy

1. General Terms

- 1.1. The use of digital and social media and electronic communication enables the Parish Council to interact in a way that improves the communications both within the Council and between the Council and the people, businesses and agencies it works with and serves.
 - 1.2. The Council has a website and uses email to communicate. The Council will always try to use the most effective channel for its communications. Over time the Council may add to the channels of communication that it uses as it seeks to improve and expand the services it delivers. When these changes occur this Policy will be updated to reflect the new arrangements.
 - 1.3. Communications from the Council will meet the following criteria:
 - 1.3.1. Be civil, tasteful and relevant;
 - 1.3.2. Not contain content that is knowingly unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or racially offensive;
 - 1.3.3. Not contain content knowingly copied from elsewhere, for which we do not own the copyright;
 - 1.3.4. Not contain any personal information.
 - 1.3.5. If it is official Council business it will be moderated by either the Chair/Vice Chair of the Council or the Clerk to the Council;
 - 1.3.6. Social media will not be used for the dissemination of any political advertising.
 - 1.4. In order to ensure that all discussions on the Council website are productive, respectful and consistent with the Council's aims and objectives, we ask you to follow these guidelines:
 - 1.4.1. Be considerate and respectful of others. Vulgarity, threats or abuse of language will not be tolerated.
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- 1.4.2. Differing opinions and discussion of diverse ideas are encouraged, but personal attacks on anyone, including the Council members or staff, will not be permitted.
- 1.4.3. Share freely and be generous with official Council posts, but be aware of copyright laws; be accurate and give credit where credit is due.
- 1.4.4. Stay on topic.
- 1.4.5. Refrain from using the Council's website for commercial purposes or to advertise market or sell products.
- 1.5. The site is not monitored 24/7 and we will not always be able to reply individually to all messages or comments received. However, we will endeavour to ensure that any emerging themes or helpful suggestions are passed to the relevant people or authorities. Please do not include personal/private information in your social media posts to us.
- 1.6. Sending a message/post via Facebook or Twitter will not be considered as contacting the Council for official purposes and we will not be obliged to monitor or respond to requests for information through these channels. Instead, please make direct contact with the council's Clerk and/or members of the council by emailing.
- 1.7. We retain the right to remove comments or content that includes:
 - 1.7.1. Obscene or racist content.
 - 1.7.2. Personal attacks, insults, or threatening language
 - 1.7.3. Potentially libellous statements.
 - 1.7.4. Plagiarised material; any material in violation of any laws, including copyright.
 - 1.7.5. Private, personal information published without consent.
 - 1.7.6. Information or links unrelated to the content of the forum.
 - 1.7.7. Commercial promotions or spam.
 - 1.7.8. Alleges a breach of a Council's policy or the law.
- 1.8. The Council's response to any communication received not meeting the above criteria will be to either ignore, inform the sender of our policy or send a brief response as appropriate. This will be at the

Council's discretion based on the message received, given our limited resources available.

- 1.9. Any information posted on the website not in line with the above criteria will be removed as quickly as practically possible. Repeat offenders will be blocked from the website. The Council may post a statement that '*A post breaching the Council's Social Media Policy has been removed*'. If the post alleges a breach of a Council's policy or the law the person who posted it will be asked to submit a formal complaint to the Council or report the matter to the Police as soon as possible to allow due process.

2. Parish Council Website

- 2.1. Where necessary, we may direct those contacting us to our website to see the required information, or we may forward their question to one of our Councillors for consideration and response. We may not respond to every comment we receive particularly if we are experiencing a heavy workload.
- 2.2. The Council may, at its discretion, allow and enable approved local groups to have and maintain a presence on its website for the purpose of presenting information about the group's activities. The local group would be responsible for maintaining the content and ensuring that it meets the Council's 'rules and expectation' for the web site. The Council reserves the right to remove any or all of a local group's information from the web site if it feels that the content does not meet the Council's 'rules and expectation' for its website. Where content on the website is maintained by a local group it should be clearly marked that such content is not the direct responsibility of the Council.

3. Parish Council email

- 3.1. The Clerk to the council has their own council email address rowsleyparishcouncil@gmail.com.
- 3.2. The email account is monitored mainly during office hours, Monday to Friday, and we aim to reply to all questions sent as soon as we can. An 'out of office' message will be used when appropriate.
- 3.3. The Clerk is responsible for dealing with email received and passing on any relevant mail to members or external agencies for information and/or action. All communications on behalf of the Council will usually come from the Clerk, and/or otherwise will always be copied to the Clerk.

- 3.4. Individual Councillors are at liberty to communicate directly with parishioners in relation to their own personal views, if appropriate, copy to the Clerk. NB any emails copied to the Clerk become official and will be subject to The Freedom of Information Act.
- 3.5. These procedures will ensure that a complete and proper record of all correspondence is kept.
- 3.6. Do not forward personal information on to other people or groups outside of the Council, this includes names, addresses, email, IP addresses and cookie identifiers.

4. SMS (texting)

- 4.1. Members and the Clerk may use SMS as a convenient way to communicate at times. All are reminded that this policy also applies to such messages.

5. Video Conferencing e.g. Skype

- 5.1. If this medium is used to communicate please note that this policy also applies to the use of video conferencing.

6. Internal communication and access to information within the Council

- 6.1. The Council is continually looking at ways to improve its working and the use of social media and electronic communications is a major factor in delivering improvement.
- 6.2. Councillors are expected to abide by the Code of Conduct and the Data Protection Act in all their work on behalf of the Council.
- 6.3. As more and more information becomes available at the press of a button, it is vital that all information is treated sensitively and securely. Councillors are expected to maintain an awareness of the confidentiality of information that they have access to and not to share confidential information with anyone. Failure to properly observe confidentiality may be seen as a breach of the Council's Code of Conduct and will be dealt with through its prescribed procedures (at the extreme it may also involve a criminal investigation).
- 6.4. Members should also be careful only to cc essential recipients on emails i.e. to avoid use of the 'Reply to All' option if at all possible, but of course copying in all who need to know and ensuring that email trails have been removed.

To be reviewed as and when appropriate.