

<b>Minutes of the Meeting held on Monday 10<sup>th</sup> August 2020 in the Community Centre, Recreation Close, Clowne and via the Zoom Online Meeting Platform starting at 6pm</b>	
<b>Present</b>	Councillors A. Bailey (in person), B. Bosworth (in person), D. Dixon (in person), M. Dixon (in person), S. Gregory (in person), G. Hughes (in person); N. Hoy (in person), N. Yewman (in person),
<b>In Attendance</b>	1 Member of the Public (online) Alex Cook (Senior Auditor for Butler Cook Chartered Accountants LLP) in respect of minute numbers 21/20, 22/20 and 23/20
<b>Clerk and Minute Taker</b>	S. Singleton (in person)

Minute Number	Order of Business Part 1 None Confidential Business	Motion and Decision	Voting
15/20	<b>Apologies for Absence</b> Councillor I. Richards due to a family bereavement. Councillor Salt due to personal and family reasons. Councillor Walker due to medical/health reasons.	It was moved by Councillor Bailey and seconded by Councillor Bosworth that the apologies for absence be approved.	Agreed All in Favour
16/20	<b>Confirmation that the Attendance Register has been Signed</b>	Confirmed by all present.	
17/20	<b>Notification of Unregistered Declarations of Personal or Pecuniary Interest</b>	Councillor Gregory declared a non-pecuniary interest in item 11 on the agenda which related to the supply of Landscape Architectural and Project Management Services for the Redevelopment of Villa Park (minute number 25/20)	
18/20	<b>Notification of Consideration of a Dispensation</b>	None Received	
19/20	<b>Confirmation and Signing of the Minutes of the following Council Meetings:</b>  - Council Meeting held on 14 <sup>th</sup> November 2019 The Clerk advised that at the last Council meeting the draft minutes	It was moved by Councillor Bailey and seconded by Councillor Hughes that the draft minutes of the Council Meeting held on the 14 <sup>th</sup> November 2020 be approved.	Not Agreed For 2 Abstained 3 Against 3

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<p>produced by the Chair, in the absence of the Clerk, relating to the 14<sup>th</sup> November 2019 meeting had still not been approved by Council.</p> <p>When these draft minutes were considered at the 6<sup>th</sup> July 2020 meeting the Council did not approve as presented so the Clerk had offered to put them in the usual 'house style' and add in attendance, apologies and the voting decision where this was information was available/ recorded.</p> <p>The Clerk advised that he wasn't at the 14<sup>th</sup> November 2019 meeting and he had not been provided with an attendance register, declarations of interest or record of the voting log for that meeting. The Clerk advised that he had reviewed an audio recording of the meeting that had been taken and had ascertained to the best of his ability the information normally captured, but he asked that members carefully check the accuracy of the draft minutes before approving.</p> <p>A discussion took place.</p> <p>As the motion was not carried to formally adopt the minutes of the meeting of 14<sup>th</sup> November 2019 the Clerk advised that he would need to speak with the Monitoring Officer at Bolsover District Council to take advice on what the implications and next steps were in this matter. The Council also considered the following draft minutes:</p>	<p>It was moved by Councillor D. Dixon and seconded by Councillor Hoy that the draft minutes of the Council Meeting held on Friday 6<sup>th</sup> March 2020 as adjourned be approved.</p> <p>It was moved by Councillor D. Dixon and seconded by Councillor Bosworth that the draft minutes of the Council Meeting held on Friday 13<sup>th</sup> March 2020 be approved.</p> <p>It was moved by Councillor Hoy and seconded by Councillor Bosworth that the draft minutes of the Council Meeting held on Monday 6<sup>th</sup> July 2020 be approved.</p> <p>It was moved by Councillor Hoy and seconded by Councillor D. Dixon that the draft minutes of the Council Meeting held on Tuesday 14<sup>th</sup> July 2020 as amended be approved.</p>	<p>Agreed All in Favour</p> <p>Agreed For 6 Abstained 2 Against 0</p> <p>Agreed For 7 Abstained 1 Against 0</p> <p>Agreed All in Favour</p>
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	<ul style="list-style-type: none"> <li>- Council Meeting held on Friday 6<sup>th</sup> March 2020 as adjourned</li> <li>- Council Meeting held on Friday 13<sup>th</sup> March 2020 as reconvened</li> <li>- Council Meeting held on Monday 6<sup>th</sup> July 2020 as adjourned</li> <li>- Council Meeting held on Tuesday 14<sup>th</sup> July 2020 as reconvened</li> </ul> <p>Several changes were made to the draft minutes of the 14<sup>th</sup> July 2020 meeting before being approved as a true and correct record.</p>		
20/20	<p><b>Date and Time of Council Meetings and Committees</b></p> <p>A discussion took place about changing meetings from Fridays back to a Monday.</p> <p>The Clerk suggested the date of the next scheduled meeting be Monday 7<sup>th</sup> September 2020 at 6pm at the Community Centre.</p> <p>Councillor Yewman said Mondays would be more difficult for him to attend due to work commitments.</p> <p>The Clerk advised that no dates had been set for the Allotments, Finance, Human Resources and Complaints Committees.</p> <p>The Clerk also pointed out that we still require an additional Councillor to be appointed to the Allotments Committee.</p>	<p>It was moved by Councillor Hoy and seconded by Councillor M. Dixon that the next Council meeting be held on Monday 7<sup>th</sup> September 2020 at 6pm at Clowne Community Centre.</p> <p>It was moved by Councillor Hoy and seconded by Councillor Bosworth that Councillor Hughes be appointed to the Allotments Committee;</p> <p>It was moved by Councillor Yewman and seconded by Councillor D. Dixon that the date of the next meeting of the Allotments Committee be scheduled for Friday 4<sup>th</sup> September 2020 at 6pm at Clowne Community Centre.</p>	<p>Agreed For 6 Abstained 1 Against 1</p> <p>Agreed All in Favour</p> <p>Agreed All in Favour</p>

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	A discussion took place and Councillor Hughes was nominated.	It was moved by Councillor Hoy and seconded by Councillor Yewman that the Chairs of each Committee liaise with the Clerk about the date of the next meeting of that Committee.	Agreed All in Favour
21/20	<p><b>To Consider and Approve the Annual Internal Auditor Report from period ending 31<sup>st</sup> March 2020</b></p> <p>The Chair welcomed Alex Cook who is Senior Auditor at Butler Cook Chartered Accountants LLP.</p> <p>The Auditors report was presented and a number of questions were raised and answered.</p> <p>The Council noted the positive improvements that the Clerk and his team had introduced to the Council's Financial Management System and associated Procedures.</p> <p>The Clerk mentioned that one item in the Auditors report needed discussing as a confidential matter.</p>	It was moved by Councillor Bailey and seconded by Councillor Yewman that Annual Internal Auditor's Report for period ending 31st March 2020 be approved.	Agreed All in Favour
22/20	<p><b>To Consider and Approve Section 1 of the Annual Governance and Accountability Return for period ending 31<sup>st</sup> March 2020</b></p> <p>Section 1 of the Annual Governance and Accountability Return for period ending 31st March 2020 was considered by Council.</p>	It was moved by Councillor D. Dixon and seconded by Councillor Hoy that Section 1 of the Annual Governance and Accountability Return for period ending 31st March 2020 be approved.	Agreed All in Favour

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	The Auditor and Clerk (as Responsible Finance Officer) answered several questions and points of clarification raised by Members.		
23/20	<p><b>To Consider and Approve Section 2 of the Annual Governance and Accountability Return for period ending 31<sup>st</sup> March 2020</b></p> <p>Section 2 of the Annual Governance and Accountability Return for period ending 31st March 2020 was considered by Council.</p> <p>The Auditor and Clerk (as Responsible Finance Officer) answered several questions and points of clarification raised by Members.</p> <p>The Chair thanked Alex Cook for attending the meeting on behalf of the Council and for the work they had undertaken in the production of this year's accounts.</p> <p>Alex Cook left the meeting.</p>	It was moved by Councillor D. Dixon and seconded by Councillor Hoy that Section 2 of the Annual Governance and Accountability Return for period ending 31st March 2020 be approved.	Agreed All in Favour
24/20	<p><b>To Consider Tenders for the Safe Installation and Certification of Town Centre Christmas Lights for 2020</b></p> <p>The Clerk referred to Appendix 9 of the agenda which included the Invitation to Tender document sent to several Highways approved lighting contractors.</p>	It was moved by Councillor D. Dixon and seconded by Councillor Hoy that 1) Christmas Plus Ltd be awarded the contract for safe installation of its Town Centre Christmas Lights for 2020 at an annual cost of £9,250 plus VAT.	Agreed All in Favour

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	<p>Three tenders had been received which had been attached with the supporting papers for the meeting for consideration by Members.</p> <p>A discussion took place.</p>	<p>2) The Council agrees to extend this contract for a further 2 year term (Christmas 2021 &amp; 2022) on successful completion and review of 2020 approved works.</p> <p>3) The Clerk be authorised to purchase or replace additional Christmas Lights as required using the remaining allocated budget for Christmas Illuminations.</p>	
25/20	<p><b>To Consider Tenders for the Supply of Landscape Architectural and Project Management Services for the Redevelopment of Villa Park</b></p> <p>Councillor Gregory had declared a non-pecuniary interest in this matter and left the meeting and took no part in this item.</p> <p>The Clerk advised that Council had passed a resolution to engage with a suitable Landscape Architect to develop a Masterplan for Villa Park.</p> <p>The Clerk referred to Appendix 10 of the agenda which included the Invitation to Tender document sent to four contractors.</p> <p>Two tenders had been received and two contactors had declined to tender. The tenders received had been attached with the supporting papers for the meeting for consideration by Members.</p> <p>A discussion took place.</p>	<p>It was moved by Councillor Hoy and seconded by Councillor M. Dixon that JPJ Design Partnership Ltd be awarded the contract for designing, developing and consulting with the Community on a full colour scaled Masterplan document for the proposed redevelopment of Villa Park at a cost of £14,599 plus Vat</p>	<p>Agreed All in Favour</p>

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26/20	<p><b>Contract for the Provision of HR Services</b></p> <p>Councillor Gregory returned to the meeting.</p> <p>The Clerk advised that as instructed he had approached several Companies as instructed by Council at its meeting held on Tuesday 14<sup>th</sup> July 2020 (minute Number 14/20 refers).</p> <p>A copy of the Clerk's email report dated 26<sup>th</sup> July 2020 had been circulated to Members recommending that the Contract for the provision of HR Services be awarded to Croner Group Ltd.</p> <p>A copy of the contract with associated costings and terms had been circulated with the supporting papers for this meeting.</p> <p>The Clerk advised that as this decision had been undertaken during lockdown under his delegated powers he wanted to present this formally to Council for approval.</p>	<p>It was moved by Councillor Yewman and seconded by Councillor Bosworth that the Council endorses the actions of the Clerk in engaging with Croner Group Ltd for the supply and delivery of HR Services for the 12 month period commencing 29<sup>th</sup> July 2020 at a cost of £4081.04 plus VAT.</p>	<p>Agreed All in Favour</p>
<p>27/20 Part 2 Confidential Business</p> <p>Under Part 1 of the Public Bodies (Admission to Meetings) Act 1960 and Schedule 12a of the Local Government Act 1972 as Amended</p>			
28/20	<p><b>Review of Asset Register for period ending 31<sup>st</sup> March 2020</b></p>	<p>It was moved by Councillor D. Dixon and seconded by Councillor Hoy that the report be received.</p>	<p>Agreed All in Favour</p>

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	<p>The Clerk advised Members of an issue with one item on the Asset Register.</p> <p>A discussion took place.</p> <p>The Clerk said he would investigate the matter and report back to Council with his findings.</p>		
The Meeting concluded at 8.12pm			

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