

14th October 2015

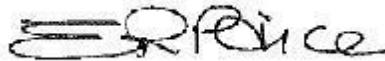
To: All Members of Tibshelf Parish Council

Dear Councillor,

NOTICE OF MEETING OF TIBSHELF PARISH COUNCIL

You are summoned to the **Meeting of Tibshelf Parish Council** to be held at **7.00pm** on **Tuesday 20th October 2015** in **The Parish Meeting Room, The Village Hall, High Street, Tibshelf.**

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.



Ruth Price
Parish Clerk

AGENDA

A short presentation will be made during the Public Forum by a small group of young people from Tibshelf about their trip to Namibia in 2016.

NON EXEMPT ITEMS

1. To receive apologies for absence.
2. Declaration of Members Interests.
 - (a) Members must ensure that they complete the Declarations of Interest sheet prior to the start of the meeting 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 will be read out from the Declaration Sheet – Members will be asked to confirm that the record is correct.

- (b) To receive and approve requests for dispensations from members on matters in which they have a disclosable pecuniary interest.

3. Public Speaking.

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 matter. Where a Member indicates 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) below. (If the item to which representations or comment were made by a Member is on the Agenda the Member must declare that interest again and withdraw from the meeting during consideration of that item).

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. Members of the Council however will restrict Police matters they raise to those relating to their Council Ward.

Members declaring a prejudicial interest who wish to make representations or give evidence under the Code of Conduct relating to Agenda items shall do so at this stage.

4. To confirm the minutes of the Parish Council Meeting held on 15th September 2015 (attached)

5. Chairman's announcements

Request from Cllr M Coupe to join Amenities Committee

To consider siting of Memorial Bench at Cemetery – Mr Glen Newton

Letter from Derbyshire Caravan Club

Letter from Derbyshire Law Centre

Road Closure Notice – Back Lane, Tibshelf

6. Village Hall Committee Minutes of Meeting on 29th September 2015 and Financial Report. (Attached)

7. Amenities & Environment Committee Minutes of Meeting on 29th September 2015. (Attached)

8. Personnel Committee Minutes of Meeting on 6th October 2015 (Attached)

9. Exercise4All - Update

10. Local Council Award Scheme – Update.

11. Request for Council to reconsider decision – Tibshelf Youth Club

12. Future of Minor Maintenance Agreement

13. Applications for Funding Support.

- SSAFA Bolsover Division
- 3rd Tibshelf Scout & Guide Group.

14. Planning – to consider planning applications. (See attached schedule).

15. Derbyshire Association of Local Councils;

a) Circulars Received

23/15	<ul style="list-style-type: none">• Employment Update September 2015 – Beware bogus Self – Employment• Towards a better understanding of the Planning Process and the role of Local Councils• The transparency Fund for Smaller Local Councils• CILCA 2015 Training• DALC Direct Banking Detail – Change of Sort Code• Councillor Induction Training• Vacancies
24/15	<ul style="list-style-type: none">• Certificate in Local Council Administration 2015• Vacancy for Clerk/RFO Whaley Bridge TC

16. Parish Clerks Report (attached)

- a) Accounts for Payment
- b) Financial Report
- c) Staff Report

17. Items for information - Council to note correspondence received.

Minutes of the MEETING of TIBSHELF PARISH COUNCIL
held in The Parish Meeting Room, Tibshelf Village Hall, 110 High Street, Tibshelf. DE55
5NU on Tuesday 15th September 2015 at 7.00pm

Present:

Cllrs: A Beckett, I Brentnall, M Coupe, S.A. Ellks, G Foley, R. Heffer, D Rutland, K M Salt MBE, P. Trevelyan, W Vardy and R. Vaughan.

In attendance:

District Councillor D Watson, PCSO P Brownlee, Selina Waltho Community Organiser, Students of Tibshelf Community School, Trustees of Exercise4All, Members of the public, Mrs. R. Price, Parish Clerk

NON EXEMPT ITEMS

0915/1532 Apologies for Absence

An apology for absence was received from Councillor C Moesby

0915/1533 Declarations of Members Interests

Councillor A Beckett, D Rutland, P Trevelyan and R Vaughan declared an interest in Item 10 on the agenda relating to funding for the fireworks event as they were members of the Tibshelf Community Association.

Councillor K M Salt MBE declared an interest in item 10 on the agenda relating to funding for Exercise4All as she had been a user of the facility before its closure and Item 11 relating to planning as she was a neighbour of one of the applications.

0915/1534 Public Speaking

Police:

PCSO Brownlee reported that there had been a decision that crime figures would no longer be supplied to Parish Councils and gave details of how the information could be accessed from the Police UK website. He informed members that there had been a noticeable increase in the number of theft from cars both in Tibshelf and the surrounding parishes.

Members of the Public:

Members of the Public attended the meeting and raised the following matters:

- Students from Tibshelf Community School attended the meeting to explain the discussions they had been having about setting up a Youth Club in Tibshelf. There had been a considerable amount of support from young people and volunteers had been identified to help supervise a Youth Club. They had been looking at the availability of premises and asked the Parish Council about the possibility of using the pavilion. Members had some concerns that the pavilion room would not be big enough to provide all the facilities a Youth Club may need and suggested approaching the Community school to see if premises could be made available there out of hours. Members expressed their whole hearted support for the proposal to develop a Youth Club and suggested that an application for funding should be submitted to the Parish Council for consideration.
- Trustees of the Exercise4All facility attended the meeting to explain the current status of the facility and the plans for its re-opening. A new Board of Trustees had been established comprising a number of professional people who could bring a variety of skills and experience to the management of the charity. They explained that they had received an incredible amount of support from the community and from the Lottery Fund

and had been working hard to establish a position from which they could re-open the facility. There were however some essential works which had to be completed from a health and safety point of view before the facility could be opened to the public, most notably the installation of an approved fire alarm system. The Trustees were seeking the support of the Parish Council in enabling them to bring the property up to the standard required to open the doors to the public in order to begin generating income and re-establishing the customer base. An application for funding support was to be considered later in the meeting.

- Two members raised issues about cars parking on footpaths. The PCSO agreed to provide information about the role of the police in this issue. An issue was also raised about the ongoing problems of inconsiderate parking and obstruction on Raven Avenue.

County Council:

Cllr. Moesby submitted his apologies.

District Council:

Councillor Heffer reported that Wes Lumley, the Chief Executive Officer of BDC had now finished and his successor would be in post on 1st October 2015.

0915/1535 Minutes of the Meeting held on 21st July 2015.

It was proposed by Councillor Heffer, seconded by Councillor Trevelyan and RESOLVED that the Minutes of the Council meeting held on 21st July 2015, be approved as an accurate record and were duly signed by the Chairman.

0915/1536 Chairman's Announcements

The Chairman reported:

- She welcomed Mike Coupe to his first meeting. He had been recently returned as Parish Councillor in the recent uncontested election.
- A Thank you letter had been received from Tibshelf Open Gardens Day for the financial help they received towards the event which was very successful and had raised over £3300 which would go towards the continuing work of maintaining and repairing the church building.
- A letter had been received from Derbyshire Law Centre in response to the Parish Council's nomination of Councillor K Salt to their Management Committee. The letter explained that there are currently no places available until the AGM in November, unless cooption criteria was met – which is that co opted places should be offered to women, people from ethnic minorities, lesbians, gay men and disabled people. They suggested that as a parish council we do not meet those criteria. However we have responded that the person nominated would meet some of those criteria and have asked for the decision to be re considered.
- An invite had been received from BDC to attend the Chairman's Charity Brass Band Concert at Auditorium, Sports Direct, Brook Park, Meadow Lane, Shirebrook – 23rd October. Tickets £5.00 each
- An invitation had been received for representatives to attend the Bolsover Partnership and Parish Council Liaison Meeting on 21st September 1.30 pm at The Arc, High Street, Clowne.
- The Clerk reported that BDC had suspended the Street Sports activities in Tibshelf after 6 weeks as they had not had anyone attending the sessions.

0915/1537 Village Hall Financial Report

It was proposed by Councillor Heffer, SECONDED by Councillor Vardy and RESOLVED that the following Village Hall Financial Report be approved:

August & September 2015

Roger Cook Chq No 597 £258.00
Lighting Repairs, New Extractor Fan,
and Alarm Repairs.

Financial Report as at 31st August 2015.

Current Account Balance £ 8878.75
Reserve Account Balance £ 2786.02

0915/1538 Village Hall Extension Project – Working Party

It was agreed that this item be deferred for consideration to the next meeting of the Parish Council in October.

0915/1539 Public Rights of Way – DCC Consultation

The Clerk reported that Derbyshire County Council were undertaking a consultation process on the review of the public rights of way service. Copies of the consultation information were circulated to members. The proposals involved extending the target times to deal with issues of obstruction of public footpaths. The Clerk provided Members with a draft response to the proposals and it was agreed that the objections raised in the paper be submitted in response to the consultation.

0915/1540 Proposals to Change the Provision of Community Transport Services – DCC Consultation

The Clerk reported that Derbyshire County Council were undertaking a consultation process on the review of Community Transport Services. The contents were noted.

0915/1541 Applications for Funding Support

There were three applications for funding:

Applicant	Reason for funding	Amount requested	Decision
Exercise4All	To enable the re-opening of Tibshelf Community Gym asap by completing all necessary works to ensure the premises comply with safety regulations including fire alarms, new doors and kitchen upgrades etc	£6500	Approved: To make a grant of £3250 To make a further temporary grant of £3250 to be repayable to the Parish Council after 12 months As a condition of grant to offer a place on the Board of Trustees to a representative of the Parish Council

Tibshelf Community Brass Band	To establish a Brass Band in Tibshelf	Free use of the Pavilion meeting room	Approved: free use of the meeting room to be reviewed after 3 months
Tibshelf Community Association	Purchase of fireworks for the Tibshelf Firework Display and use of the Village Hall for the event	£4000 + free use of the Village Hall	Approved: Grant of £4000 as included in the budget for 2015-2016 and free use of the Village Hall

0915/1542 Planning

It was Proposed, Seconded and RESOLVED that no objections be made in respect of the applications as detailed on the schedule of planning applications except for the three following applications:

1. Planning Application No: 15/00376/OUT – object on the basis that:

The land on which this development was proposed, was not previously allocated in the Local Plan.

Previous residential applications for this piece of land had been refused as the land was not considered suitable.

The threat this posed to social cohesion as there were 3 large developments planned within the village of Tibshelf.

The obvious pressure this level of development would put on local schools and health provision.

This development would cause highway issues as the access road would exit onto a very narrow lane, and then onto a network of roads on an estate.

Lastly this development would have significant implications for the wildlife in this area, being so close to the Ponds and Five Pits Trail.

2. Planning Application No: 15/00403/FUL – object on the basis that

This proposed development would result in a loss of character to a prominent local building, which is a former Vicarage.

3. Planning Application No: 15/00399/FUL – object on the basis that

Owners of neighbouring properties strongly object to this planned change of use due to concerns for Wildlife in the area.

This application would require adjustments to an overland footpath.

The proposed lighting would cause an unacceptable intrusion in a highly residential area.

If approved, a condition would be necessary to ensure that the lights are facing away from the houses nearby.

0915/1543 Derbyshire Association of Local Councils

1. Consultation

The Clerk reported that DALC were consulting on their services asking Parish Councils to consider whether they were delivering, what they were doing well and what they could do for members in the future. Members' opinion was that they were satisfied with the services provided by DALC and there was nothing further that they felt was required at the present time.

2. It was noted that the following circulars had been received:-

18/15	<ul style="list-style-type: none"> • The National Living Wage and Pay Rises for Town and Parish Council Staff • Council Pay Awards capped at 1% per annum • ACAS Guidelines Regarding Holiday Pay • Ten easy ways for Employers to lose lots of money at an Employment Tribunal
19/15	<ul style="list-style-type: none"> • The General Power of Competence • Call for Executive Members for the period 2015-2019 • LAIS Local Associations Information Service
20/15	<ul style="list-style-type: none"> • Transparency code for smaller authorities • NALC Picked to lead sector-led audit team • Legal Updates and Guidance Notes • Community control agenda charged up parish power • Funds to protect World War One memorials revealed • Health Assessing Potential Employees • Derbyshire County Council Community Transport Consultation • Vacancies
21/15	<ul style="list-style-type: none"> • DALC Annual Executive & AGM – Chesterfield Football Club – 10 November 2015 – Outline Agenda • Nominations for DALC President and Vice Presidents 2015 - 2016 • Motions for debate • Vacancy – Whaley Bridge Town Council
22/15	<ul style="list-style-type: none"> • Allotments – Cultivating Your Approach • Finance – Basics, Budgets and Precepts • Employment of the Clerk and Council staff, and Health and Safety Legislation • Code of Conduct – A Review • The Dark Arts – Minutes and Procedures • How Local Councils can be more effective on line • Auto Enrolment

0915/1544 Parish Clerks Report.

(i) Accounts for Payment (August)

It was PROPOSED by Councillor Heffer, SECONDED by Councillor Trevelyan and RESOLVED that the following accounts for payment be approved:-

Date	CQ No:	Payee	Description	Amount
			Total Salaries	£4653.06
August	4608	ClearFirst Services Ltd	Drain clearance at Pavillion	£792.00
August	4609	Kiwa Limited	Additional Lamp Post Testing	£420.00
August	4610	Sage UK Limited	SageCover Extra	£313.20
August	4611	AML (Midlands) Ltd	Data Storage and Broadband	£39.60
August	4612	Clarke's Cemetery Services	Gardening Services	£60.00
			Grass Cutting	£820.00
			Verge Cutting	£390.00
August	4613	Cannon Safety Limited	New Fire Equipment at Pavillion	£103.20
August	4614	3 rd Tibshelf Scout and Guide Group	Newsletter Delivery	£200.00
August	4615	AML (Midlands) Ltd	DNS manipulation and emergency migration of emails to MS 365	£60.00
August	DD	Talk Talk	Office Telephone Bill	£35.33
August	4616	HMRC	PAYE & NI	£781.42
August	4617	DCC LGPS	Pension	£737.73
August	4618	Roy Nadin Print Ltd	Summer Newsletter	£644.00
August	4619	Woolley Moor Nurseries	Summer Planting Scheme	£12,000.00
August	4620	Biffa Waste Services Ltd	5 Lifts and Rental	£204.88
			Total	£22,254.42

(b) **Financial Report –**

The Bank Balances at 31 July stood at:-

Current Account	£ 4000.00
Reserve Account	<u>£157676.42</u>
Total	<u>£161676.42</u>

(ii) **Parish Clerks Report September**

a) Completion of Annual Audit of Accounts 2014/2015

Notification had been received from Grant Thornton UK LLP that the Annual Audit of Accounts for 2014/2015 had now been completed and the certified Annual Return for the financial year ending 31 March 2015 has been received. On the basis of their review it was their opinion that the information contained in the annual return was in accordance with the Audit Commission's requirements and no matters had come to their attention giving cause for concern.

b) Local Council Award Scheme (LCAS)

Notification had now been received that, in order to keep an unbroken accreditation record for the Local Council Award Scheme, the completed application form must be submitted to the local panel by 1st November 2015. Work was underway to achieve this deadline and comply with the criteria. A report would be brought to the next meeting of the Parish Council as the Council must confirm all the contents of the application by a resolution at a full council meeting.

c) Training Policy

The Clerk provided a draft Training Policy for consideration. It was agreed that this be considered by a meeting of Personnel Committee.

d) Review of Action Plan

The Clerk provided a draft Action Plan for review. It was agreed that this be considered by a meeting of Personnel Committee.

e) The following accounts were for payment from 13th August 2015 – 15th September 2015.

It was PROPOSED by Councillor Heffer , SECONDED by Councillor Vardy and RESOLVED that the following accounts for payment be approved:-

Date	CQ No:	Payee	Description	Amount
15 th September			Total Salaries	£4710.24
15 th September	4621	AML (Midlands) Ltd	Data Storage and Broadband	£39.60
15 th September			Renewal of AVG Internet Security 2013 & 2014 AVG Cloudcare	£88.37
15 th September	4622	Biffa Waste Services Ltd	4 Lifts and Rental	£172.99
15 th September	4623	Time Assured Ltd	Parish Clock – Annual Service	£168.00
15 th September	4624	Grant Thornton UK LLP	2015 Annual Return	£480.00
15 th September	4625	Mr I T McCandless	Grass Cutting on Cricket Field	£144.00
15 th September	4626	Hags-SMP Ltd	Outdoor Gym Equipment	£11956.11
15 th September	DD	British Gas	Electricity Bill – Parish Clock	£87.39
15 th September	4627	Belmont	Service and Repairs to Strimmer	£120.66
15 th September	DD	Talk Talk	Office Telephone Bill	£35.21
15 th September	4628	HMRC	PAYE & NI	£787.82
15 th September	4629	DCC LGPS	Pension	£737.52
15 th September	4630	Clarke’s Cemetery Services	Gardening Services	£60.00
			Grass Cutting	£820.00
			Verge Cutting	£390.00
15 th September	4631	Staples	Stationery	£55.84
15 th September	4632	E R Price	Petty cash for fuel	£120.00
			Petty Cash	£100.00
15 th September	4633	Delta Cleaning	Cleaning products for Pavilion	£255.18
15 th September	D/D	British Gas	Parish Clock electricity	£92.03
			Total	£21420.96

(f) Financial Report –

The Bank Balances at 31st August stood at:-

Current Account	£ 4000.00
Reserve Account	<u>£136261.13</u>
Total	<u>£140261.13</u>

g) Staffing Report

The mobile telephone used by the Rangers had broken. It is a very basic model. The Parish Rangers had suggested that they were happy to use their own mobile phones as an alternative. It was Proposed, Seconded and Resolved that a work mobile phone be purchased to replace the broken one.

The Clerk submitted a report setting out details of staff holidays, sickness and toil taken during the months of June, July and August 2015 and holidays booked, sickness and office closures for July, August, September and October 2015.

The meeting closed at 8.50p.m.

Chairman.....

Date.....

Tibshelf Parish Council
Minutes of the Meeting of the Village Hall Management Sub-Committee
Held on 29th September 2015, the Village Hall, Tibshelf.

Present: Cllrs. A Beckett, R Heffer, D Rutland, M Coupe and P Trevelyan.

In attendance: Mrs H J Simpson.

In the absence of the Chairman of the Committee the Chair was taken by Councillor P Trevelyan (Vice Chair).

1. Apologies for Absence.

Cllr K Salt MBE, Cllr W Vardy.

2. Declaration of Members Interests.

None.

3. Public Speaking.

No members of the public were present.

4. Acceptance of Minutes of Meeting held on 23rd June 2015.

The minutes of the above meeting were moved by Cllr Beckett, seconded by Cllr Rutland, and **Resolved to recommend their approval to Council**, they were signed by the Vice Chair Cllr Trevelyan.

5. Replacement of the Designated Premises Supervisor on the Premises Licence.

The committee were advised that Mr Ian Bravery of the King Edward had been running the Bar using Temporary Event Notices since the departure of Mr Leon Lategan. It was moved by Cllr Beckett, seconded by Cllr Rutland and **Resolved to recommend to Council** that we continue to use Mr Bravery and that enquires are made into the procedure and cost for amending our Premises Licence to reflect this change. Payment to the committee will continue on a percentage basis, and this arrangement is reviewed in 6 months. Cllr Beckett requested that a price is obtained for the cost of purchasing a Glass Washer for the Bar Area.

6. Curtain and Blind Quotations.

Members of the committee considered several quotations for Curtains and Blind options provided by local businesses. It was moved by Cllr Trevelyan, seconded by Cllr Heffer and **resolved to recommend to Council** that we proceed with the quotation from Dunelm Made to Measure Service for Vertical Blinds and Dress Curtains for a total of £1786.52. The Dunelm representative will be asked to bring samples to the Village Hall and all Council members will be invited to attend.

7. Village Hall Matters.

The committee were advised of the loss of another regular user group, Messy Play on Friday afternoons has lost its funding from Derbyshire County Council and closed at the beginning of September 2015.

It was moved by Cllr Heffer, seconded by Cllr Coupe and **Resolved to recommend to Council**, that contact is made with Nigel Robinson of Staffa Health to offer a grant of sufficient funds to cover 6 months' rental of the Village Hall, if this will enable the Atago Class on a Tuesday afternoon to be reinstated.

The dates for upcoming community events were confirmed at follows:

Fireworks Display Saturday 31st October, Christmas Markets Saturday 14th November, and Lighting Up the Christmas Tree with Santa Friday 4th December.

8. Financial Report and Accounts for Payment.

The following payments were moved by Cllr Heffer seconded by Cllr Trevelyan and it was **resolved to recommend their approval to Council.**

a) The Balance Sheet, Profit and Loss and bank balances on the financial report were noted by all.

Roger Cook Chq No 597	£258.00
Lighting Repairs, New Extractor Fan, and Alarm Repairs.	

Mr Karl Quance Chq No 598	£1245.76
Decoration of Main Hall And Lounge	

9. Date and Time of Next Meeting.

Tuesday 12th January 2016

Meeting Closed at 7.35pm.

Signed Date



110 High Street, Tibshelf, Derbyshire, DE55 5NU Tel: 01773 875093



QC 05-08-00580

VILLAGE HALL **ACCOUNTS FOR PAYMENT**

October 2015

Mrs H J Simpson Chq No 599 Petty Cash Float	£100.00
Bolsover District Council Chq No 600 Trade Refuse Contract Six monthly bill in advance	£338.78
Bolsover District Council Chq No 601 License amendment Fee	£23.00 Issued 2 nd October 2015.
Delta Cleaning Services Ltd Chq No 602 Urinal Cubes	£43.78
Roger Cook Chq No 603 Repairs to Fire Alarm PAT Testing	£180.00
PRS for Music Chq No 604 Annual License Fee	£387.79
1 st Class Hygiene Chq No 605 Annual Contract for Nappy & Sanitary Bins	£487.80

Financial Report as at 30th September 2015.

Current Account Balance £9809.45
Reserve Account Balance £2786.15

Tibshelf Parish Council
Minutes of the meeting of the Amenities & Environment Committee
Held on Tuesday 29th September 2015 in the Parish Meeting Room, Village Hall, Tibshelf
at 7.45 pm

Present: Cllrs. A E Beckett, I Brentnall, R A Heffer, D Rutland and P Trevelyan
In attendance: B Walker – Allotment Society, Cllr M Coupe, R Price, Parish Clerk

NON EXEMPT ITEMS

In the absence of the Chairman of the Committee the Chair was taken by Councillor P Trevelyan (Vice Chair)

AM0915/347 Apologies for Absence

Apologies for absence were received from Councillors K Salt MBE and W Vardy.

AM0915/348 Declarations of Members Interests

There were no declarations of interest.

AM0915/349 Minutes of the Meeting of Amenities & Environment Committee held on 23rd June 2015

It was proposed by Councillor Beckett, seconded by Councillor Brentnall and **RESOLVED** that these minutes be approved as an accurate record and were signed by the Chairman.

AM0915/350 Allotment Matters

Barry Walker reported that there were no issues arising in relation to the allotments. Members asked whether the provision of the container had helped with previous problems. Barry confirmed that it was being well used and had the benefit of being included on the allotments insurance.

AM0915/351 Tibshelf Cemetery

The Clerk submitted a written report to Members concerning recent attendance at a seminar on Cemetery Management. The course had been extremely useful and had highlighted a couple of issues which needed to be addressed. Whilst the Council had a comprehensive system for retaining all information in relation to burials in the cemetery there was a requirement to hold a formal burial register. Whilst it had been ascertained that records had been kept in this way up to 2003 this had not been the case since. Registers had to be kept either in a manual form or on a recognised electronic cemetery management system. The Clerk provided quotes from two cemetery management firms as well as information on costs of purchasing manual ledgers. Following discussion it was Proposed by Councillor Heffer, Seconded by Councillor Brentnall and **Resolved to Recommend to Council** that the burial registers be maintained on manual records and that ledgers be purchased to update and maintain the records.

AM0915/352 Replacement of Notice Board at Hawthorne Avenue

The Clerk reported that the Parish Council notice board, the road sign and the dog bin on the junction of Hawthorne Avenue had been demolished by a vehicle. Bolsover District Council were replacing the dog bin and the road sign. The person involved in the damage had been in contact with the parish council and had confirmed that they would meet the cost of the replacement of the notice board. The Clerk had obtained three quotes for the supply of a replacement notice board. It was **Resolved to Recommend to Council** that the lowest quote received in the sum of £420 + Vat from the Parish Notice Board company be accepted and the vehicle driver notified accordingly.

AM0915/353 Ping Pong Tables

The Clerk reported that Parish Council had delegated consideration of a request from a young resident for the installation of ping pong tables on the recreation ground. Investigations had been made in to the cost of this type of provision. Initial estimates for supply and installation were in excess of £2000 per table.

Members considered the potential for use of the tables balanced against cost and were of the opinion that the costs were prohibitive. They also had concerns about the potential for use of the facilities in the British weather and thought that this also could be quite a deterrent to the level of use. Referring to the recent submission of interest by young people in developing a youth club in Tibshelf it was thought that, should this be successful, the provision of indoor tables could be a consideration for them. It was **Resolved to Recommend to Council** that the young resident be informed that the Parish Council are sorry that they have been unable to action his request on this occasion but that they welcomed his interest and enthusiasm.

AM0915/354 Hanging Baskets and Planters – Review

Members discussed the hanging basket display for 2015 which had been provided on a new three year contract with Woolley Moor Nurseries. Members were very satisfied with the display which they considered to be the best in the parish for several years. The Clerk reminded them that Woolley Moor had filled the planters at the Village Hall free of charge. It was agreed that discussions be held with the contractors to see if the baskets could be hung slightly earlier next year.

AM0915/355 Christmas Trees – Update

The Clerk reported that she had been continuing discussions with Bradford Festival Lights about the replacement of the sub standard trees from 2014. They had been very helpful and it seemed that they had now managed to source replacement trees which were more substantial. They were expecting delivery by mid October and should have the lights strung by end of October for delivery to Tibshelf. The Clerk had been in contact with R Cook about arrangements for erecting the trees and had confirmed that he would also be able to provide the large Christmas tree as in previous years.

AM0915/356 Parish Events

- Remembrance Sunday

Remembrance Sunday was on 8th November. The band had been booked and all arrangements would be made with Rev Manley.

- Christmas Event

It had been agreed that the Christmas Event would be held on Friday 4th December.

- Parish Carol Service

The Parish Carol Service was to be held on Monday 21st December.

AM0915/357 Shetland Road Recreation Ground

a) Football Club

There were no Football Club matters.

b) Athletics Club

There were no Athletics Club matters.

c) Outdoor Fitness Equipment

It was reported that the fitness equipment was being well used and that to date no adverse complaints had been received.

AM0915/358 Date of Next Meeting

The next meeting of the Committee was scheduled to be held on 12th January 2016.

The meeting closed at 8.30p.m.

Signed.....

Date.....

Tibshelf Parish Council
Minutes of the Meeting of the Personnel Committee
Held at 7:00 pm on Tuesday 6th October 2015 in the Village Hall, Tibshelf

Present: Councillors A Beckett, M Coupe, D Rutland, P Trevelyan and W Vardy

In attendance: E R Price, Parish Clerk.

Public Participation: No members of the public were present.

NON EXEMPT ITEMS

It was Proposed Seconded and Resolved that, as a matter of urgency, Members consider, in addition to the Training Policy, the reviewed Complaints Procedure, Publication Scheme and Risk Management Scheme at Item 5 on the agenda.

PER15/09 Apologies for absence

Apologies for absence were received from Councillors R A Heffer and K Salt MBE.

PER15/10 Declarations of Interest

There were no declarations of interest.

PER15/11 Minutes of Meeting held 21st July 2015

The minutes of the meeting of Personnel Committee held on 21st July 2015 were moved by Councillor D Rutland and seconded by Councillor P Trevelyan and approved as a true record.

PER15/12

a) To consider and approve the Training Policy

The Clerk circulated a draft Training Policy for consideration by Members. Subject to amendments agreed by Members it was Proposed by Councillor Beckett, Seconded by Councillor Coupe and **Resolved to Recommend to Council** that the Training Policy as appended to these minutes be approved and adopted.

b) To consider and approve a reviewed Complaints Procedure

The Clerk circulated a draft reviewed Complaints Procedure for consideration by Members. It was Proposed by Councillor Coupe, Seconded by Councillor Vardy and **Resolved to Recommend to Council** that the Complaints Procedure as appended to these minutes be approved and adopted.

c) To consider and approve a reviewed Publication Scheme

The Clerk circulated a draft reviewed Publication Scheme for consideration by Members. It was Proposed by Councillor Beckett, Seconded by Councillor Vardy and **Resolved to Recommend to Council** that the Publication Scheme as appended to these minutes be approved and adopted.

d) To consider and approve the updated Risk Management Scheme for 2015/2016

The Clerk circulated a draft updated Risk Management Scheme for consideration by Members. Subject to amendments agreed by Members it was proposed by Councillor Beckett, Seconded by Councillor Coupe and **Resolved to Recommend to Council** that the Risk Management Scheme for 2015/2016 as appended to these minutes be approved and adopted.

PER15/13 To Review the 2015/2016 Action Plan

The Clerk circulated a copy of the 2015/2016 Action Plan for review by Members. It was agreed that a traffic light system be adopted for the plan and subject to amendments agreed by Members it was Proposed by Councillor Beckett, Seconded by Councillor Coupe and **Resolved to Recommend to Council** that the Risk Management Scheme for 2015/2016 as appended to these minutes be approved and adopted

PER15/14 To Consider Arrangements for Additional Hours worked

Members considered the arrangements for additional hours worked and time taken in lieu. Following discussion it was Proposed by Councillor Beckett, Seconded by Councillor Coupe and **Resolved to Recommend to Council** that a maximum time of 7 hours 30 minutes can be accumulated and carried over from one month to the next with any excess being agreed with the Chairman and reported to Council.

PER15/15 Date of Next Meeting

To be arranged

Signed.....

Date.....

The meeting closed at 7:40 p.m.

Tibshelf Parish Council TRAINING POLICY

The purpose of training is to equip people with the necessary skills, knowledge and attitudes to meet the organisation's needs in relation to its objectives. By investing in people through their training we ensure we harness their full potential and focus their energies on the needs of the organisation while fulfilling their need for personal development and job satisfaction.

The Council recognise that such development is a continuing process for every employee . Training is seen as a necessary investment in order to provide excellent services

The Council will ensure that the resources required to meet training needs are fully identified, that training is properly focused and that the benefits of the training can be demonstrated.

The Council will always wish to make budgetary decisions about training in the context of overall Council finances but the Council is committed to investing in its people and will ensure wherever possible sufficient funding is made according to the needs identified.

Parish Clerk's Role

1. Induct new employees, including introduction and familiarisation with all Council policies
2. Identify training needs jointly with employees in relation to individual objectives.
3. Carry out on-the-job instruction and coaching where relevant
4. Make all employees aware of training and development opportunities open to them,
5. Ensure that those who are trained share their learning with others wherever possible and appropriate.
6. Evaluate the effectiveness of training events in relation to service and individual objectives with those involved.

Individual Employee's Role

The individual employee's role is to: -

1. Identify personal training needs in relation to their personal objectives and that of the service they provide.
2. Be aware of training and development opportunities open to them and request training where appropriate to their training needs.
3. Evaluate the effectiveness of training with the Parish Clerk.
4. Share learning with colleagues wherever possible and appropriate.

Councillor Training

The Council recognise the constantly changing environment that Parish Councils work within. Training and development for Councillors will be assessed on individual needs alongside those issues relevant to Tibshelf Parish Council and will be identified and arranged with the support of the Parish Clerk. New Councillors will receive a detailed induction programme and will be provided with specific training to support them in undertaking their roles and responsibilities

Health and Safety

The Council and each individual employee all have a role in ensuring a healthy and safe working environment and relevant training will be provided where required.

TIBSHELF PARISH COUNCIL COMPLAINTS PROCEDURE

This procedure does not cover complaints about the conduct of a Member of the Parish Council.

1. The following procedure will be adopted for dealing with complaints about the Council's administration or its procedures.
2. Complaints about a policy decision made by the Council will be referred back to the Council, or relevant Committee, as appropriate, for consideration.
3. If a complaint about procedures, administration or the actions of any of the Council's employees is notified orally to a Councillor, or to the Clerk to the Council, a written record of the complaint will be made, noting the name and contact details of the complainant and the nature of the complaint.
4. The complainant will be asked to put the complaint in writing by either letter or e mail to the Clerk to the Council at 110 High Street, Tibshelf, Derbyshire DE55 5NU.
5. The complaint will be acknowledged immediately and dealt with within 21 days of receipt. Refusal to put the complaint in writing does not necessarily mean that the complaint cannot be investigated, but it is easier to deal with if it is in writing.
6. If the complainant prefers not to put the complaint to the Clerk to the Council (because the matter relates to the Clerk, for example,) he or she should be advised to write to the Chairman of the Council
7. On receipt of a written complaint, the Clerk to the Council (except where the complainant is about his or her own actions) or Chairman of Council (if the complaint relates to the Clerk), will seek to settle the complaint directly with the complainant. This will not be done without first notifying any person complained about and giving him or her an opportunity to comment. Efforts should be made to resolve the complaint at this stage.
8. Where the Clerk to the Council or a Councillor receives a written complaint about the Clerk's actions, he or she shall refer the complaint to the Chairman of

Council. The Clerk to the Council will be formally advised of the matter and given an opportunity to comment.

9. The Clerk to the Council (or Chairman) will report any complaint disposed of by direct action with the complainant to the next meeting of the Council.
10. The Clerk to the Council (or Chairman) will report any complaint that has not been resolved to the next meeting of the Council. The Clerk will notify the complainant of the date on which the complaint will be considered and the complainant will be offered an opportunity to explain the complaint to the Council orally and bring with them any such representation as they wish
11. The complainant shall be asked to provide, seven clear working days before the meeting, any written evidence and copies of documentation which they wish to refer to at the meeting. The Council shall similarly provide the complainant with copies of any documentation upon which it wishes to rely on at the meeting
12. Matters relating to Grievance or Disciplinary proceedings that are taking, or are likely to take place, should be dealt with in accordance with the Council's grievance and disciplinary procedures.
13. The Council may consider whether the circumstances of any complaint warrant the matter being discussed in the absence of the press and public, but any decision on the complaint will be announced at the Council meeting in public. The Council may consider in the circumstances of any particular complaint whether to make any without liability payment or provide other reasonable benefit to any person who has suffered loss as a result of the Council's maladministration. Any payment may only be authorised by the Council after obtaining legal advice and advice from the Council's auditor on the propriety of such a payment.
14. As soon as possible after the decision has been made (and in any event not later than 10 days after the meeting) the complainant will be notified in writing of the decision and any action to be taken.
15. The Council may defer dealing with any complaint if it is of the opinion that issues arise on which further advice is necessary. The advice will be considered and the complaint dealt with at the next meeting after the advice has been received.

FREEDOM OF INFORMATION ACT 2000 – PUBLICATION SCHEME

Tibshelf Parish Council

1. General Information

Authority: Tibshelf Parish Council, 110 High Street, Tibshelf,
DE55 5NU, 01773 875093

Responsible Officer: Mrs Ruth Price, Parish Clerk
Maintaining Officer: Mrs Ruth Price, Parish Clerk

Reviewed and Adopted 20th October 2015

2. Information to be published	3. Method of Publication (Council Office is open from 8.30am to 15.45 pm)
<p>Council practice and procedures</p> <p>Council Agendas and Minutes</p> <p>Committee Agendas and Minutes: Amenities and Environment</p> <p>Committees: Personnel Committee Audit Committee Village Hall Committee</p> <p>Acceptance of Office Standing Orders Councillors Code of Conduct Register of Councillors Interests</p>	<p>Agendas are posted on Notice Boards. Agendas and Minutes are posted on the Council's website. Copies can also be inspected in the Council office by appointment.</p> <p>Agendas and Minutes are posted on the website. Originals can be inspected in the Council Office by appointment.</p> <p>These can be inspected at the Council office by appointment.</p>
<p>Financial</p> <p>The Annual Precept Figure Annual Budgets in Summary Form Payments made to contractors and suppliers</p> <p>Annual Accounts and supporting information. Financial Regulations. Risk Assessments.</p>	<p>Published in the Parish Newsletter and on the Website. Published monthly in Council Minutes Published monthly in Council Minutes</p> <p>Can be inspected at the Council Office by Appointment.</p>
<p>Planning</p> <p>Summary lists of planning applications.</p> <p>Individual planning applications & responses The adopted and draft Local Plan.</p>	<p>Published monthly within Agendas</p> <p>Can be inspected in the Council Office by appointment.</p>
<p>Health and Safety</p> <p>Health and Safety Policy Playground inspection records</p>	<p>Can be inspected in the Council Office by appointment.</p>

<p>Archive Material</p> <p>Byelaws Minute Books Burial/cremation registers Leases and Deeds Historic maps, photographs etc</p>	<p>Can be inspected in the Council Office by appointment.</p>
<p>Employment</p> <p>Terms and conditions of employment Job descriptions</p>	<p>Can be inspected in the Council Office by appointment.</p>

Exempt Material

Personal information relating to Councillors (other than required to be declared in Register of Interest)
 Personal information relating to employees
 Tenders and bids from contractors and suppliers
 Note: Data Protection Legislation prohibits the publication of certain categories of information.

4. Charging Policy

Information can be inspected, by appointment at the Council Office free of charge.

Information that can be photocopied without breaching copyright laws can be copied on the Council Office's photocopier at the cost of 10p per A4 sheet.

A detailed search of records (for example the Burials Register or the Council Minutes) is subject to a charge of £10 per search.

5. Review of Policy

This Policy was approved by Tibshelf Parish Council at its meeting on [Date] and will be reviewed every four years.

Note: Under Data Protection Legislation, the Council is required regularly to review the information that it keeps and to destroy that which does not form part of its official records. Residents wishing to inspect information are therefore requested to telephone the Council office to ensure that the information they require is still available.

TIBSHELF PARISH COUNCIL – RISK ANALYSIS – 2015/16

<p>Zurich PUBLIC LIABILITY – Limit of Indemnity - £ 10,000,000 Products Liability & Pollution - £10,000,000 Employers Liability - £10,000,000 Libel & Slander - £250,000 LEGAL EXPENSES and UNINSURED LOSS RECOVERY – Limit of Indemnity - £100,000 per insured incident Trustees Indemnity Insurance</p>					
Asset/Task	Risks	Level	Impact	Management	Actions
<p>Sports Field Cricket field Football field Scoreboard building</p>	Contingent liabilities Vandalism	Low Low/Medium	Medium Low	Users should have own insurance	Policies, Condition of lease Football Club & Athletics Club
<p>Pavilion Building</p> <p>Electricity Supply Electrical appliances Fire Extinguishers</p>	Theft Fire, Malicious damage, Storm or Flood, Escape of water, Falling trees or branches Vandalism	Medium Medium	Medium Medium	Material damage insurance	Revaluation of replacement cost Tree inspection/maintenance PAT testing Annual Inspection
<p>Sunnybank Play Area Play Equipment Litter bins Fencing Surface 1 Gate Access Signs Cleanliness</p>	Slips/trips/falls Injury caused by faulty equipment Vermin attracted by rubbish Injury for broken glass/needles etc Vandalism	Medium	High	Regular visual inspection including surfaces, fences & gates Report any faults immediately Regular rubbish collection	Completion of daily inspection records
<p>Cemetery Headstones Gates Water standpipe Container store</p>	Toppling/vandalism Trapping of fingers Bursts Theft/Vandalism	Low	Medium	Regular visual inspection including surfaces, fences & gates Report any faults immediately	

Allotments – land only Leased to Society	Contingent liabilities	Low	Medium	Users should have own insurance	
Village Hall Building Burglar Alarm Fire Alarm Fire Extinguishers Electricity Electrical Appliances Office Equipment Computers Kitchen Equipment Furniture	Fire Flood Personal Injury Theft Vandalism Contingent liabilities			Insured by Village Hall Committee with Zurich + Trustees Indemnity Insurance Users should have own insurance	Determine liabilities insurance position of hirers Prepare separate Risk Assessment Take inventory Building & contents – revaluation of replacement cost Ask to see policies Condition of hire
Bus Shelters	Collapse/Vandalism	High	Medium	Insured	
Road side seats	Collapse/splinters Vandalism	Medium	High	Insured Inspect regularly	
Vehicle Transit Pick Up – X 347 EBA	Fire, theft, accident, passenger liability	Low	High	Fully Comprehensive Insurance – any driver with permission of policyholder	Service annually
Sundry Equipment Strimmer, Blow Vac. & Assoc equipment Photocopier Computer including printer	Theft Personal injury Health & Safety	Medium Low Low	Low Low Low	Insured All Risks	
Hanging Baskets	Injury/damage from collapse or fall	Low	High		Annual inspection of lamp standards
Employment Health & Safety Policies PPE Employment Law Procedures	Injury to employees or members of the public Health risks of materials used. Unfair/wrongful	Medium	High	Employers Liability Personal Accident Persons Insured Employees and members:-	Health & Safety Policy COSHH Grievance/Disciplinary procedures EO Policy

	dismissal Equal opportunities				
Finance Bank Account Petty Cash Purchase of Goods/Services Income (sales) Finance contd. Bad debts	All cheque payments Authorised by Council Cheques require 3 signatories	Low	High	Fidelity Guarantee – all members and employees Insured Purchasing policy Ensure all invoices are sent out promptly Sage Accounts automatically show outstanding debts	Annual Audit Financial Regulations Sage Accounting program live old debts highlighted. Pursue old debts consider write off Seperate Financial Risk Assessment

2015/2016	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Annual Council – Elections, New council, declarations of interest, acceptance of office												
Publish Annual Report												
Prepare Final Accounts and Submit Audit of Accounts by due date												
Newsletters												
Fitness Equipment – prepare funding application, obtain estimates, quote for works, commission contractor, install equipment												
Village Hall extension project, appoint working party and commission feasibility study												
Village hall extension project – review feasibility study, determine whether project feasible, prepare project plan, identify funders, go out to tender for works												
Arrangements for Community events (Remembrance Day & Christmas)												
Arrangements for Christmas lights installation and removal												
Arrangements for hanging baskets												
Review storage of documents for archive/destroying												
Pensions Regulations - Automatic Enrolment – Enrolment date 1.3.16												
Local Council Award Scheme accreditation (unbroken)												

Hi Allison

Further to our conversation today I would like to ask the Parish Council again to see if the Youth Club could use the Cricket Pavilion to house the youth club.

The Youth Committee have looked into alternative venues due to the Parish Councils concerns about the size and the lighting situation of the Pavilion but have hit a brick wall.

Re Using School as a Venue.

I met with Sue Allen, Bev Lockhart, Freya Martin and Darren Norwood from Facilities For All on the 24th September to discuss the possibility of hiring a room at the school for the youth club.

The only sports room available is the Activities Studio which is only available on a Friday at a cost of £20 per hour. No food or drinks can be consumed in any of the facilities. There would also be no equipment, we would have to supply our own.

The Hall is available on a Wednesday and a Friday and again no food or drink is allowed in the hall.

If we wanted to rent a classroom it would cost us £15 per hour and again no food or drink is allowed

Darren did say that there is scope for hiring the space on a one off and taster sessions could be discussed.

Re Church Room as a Venue

I have spoken to Gill Manley at the church and this would not be possible as they have no storage.

Re the Mission as a Venue

The mission is only available on a Friday

Re a room at Enterprise House

There is no space at the Business Centre

Community Gym

Unfortunately the gym is closing

Village Hall

Unfortunately there is no availability

So as you can see we have tried quite a few buildings without any success so I would urge the Parish Council to consider our proposal.

Please come back to me if you have any further questions

Kind regards

Selina

Selina Waltho

CVP Community Organiser

Tibshelf, Pinxton & Pear Tree Estate Shirebrook - Mobile: 07860 785963

Dear Town / Parish Council Clerk,

Future of the Town/Parish Council Minor Maintenance Agreement – Consultation

The County Council has operated a Town/Parish Council Minor Maintenance Agreement since the early 1950's which provides funding to town/parish councils to undertake minor works to Public Footpaths and Bridleways in their area, based on the length of path within the town/parish.

Out of the 204 town/parish Councils in Derbyshire, 156 are members of the current scheme which costs the County Council in the region of £42,000 per annum, depending on the value of the invoices received and the number of councils which choose to participate in any one year.

The current scheme allows town/parish councils the opportunity to maintain some key routes but does not allow them to engage in a full range of work that has potential to bring greater benefit to the network and the community. A review of the scheme has therefore been undertaken and it is proposed to terminate the existing arrangements and replace them with a revised scheme providing greater flexibility to work on the rights of way network. The views of your Council on a revised scheme are now being sought. I would be interested to know if your Council would enrol in this revised scheme to provide me with an indication of the level of interest.

The key differences of the new scheme are as follows:

- Funding up to £600 per annum for each town/parish would be made available, paid on a project basis rather than limited to the length of network within the town/parish. Total budget for the scheme will increase from £42,000 to £67,000 per annum (subject to approval by Cabinet).
- Ability to improve public paths with tarmacadam, concrete flagged or paved surfaces. This was excluded from the previous scheme.
- Ability to erect signposts, stiles and gates on public footpaths, subject to the agreement and support of the local landowner and the County Council. This was not permitted under the previous scheme.
- Ability to improve access and ease of use of rights of way for local community by encouraging greater partnership working with user groups such as walking, cycling and riding organisations.

If this revised scheme is implemented, it is proposed that town/parish councils, which are currently signed up to a Minor Maintenance Agreement, are given priority to bid for funding in the first year. Should additional funding be available, following the closing date for the submission of bids, then towns/parishes, not already members of the scheme, will be able to bid for the remaining funding or additional bids, from existing scheme members, will then be considered.

The current scheme requires a notice period of six months, from either side, to terminate the Agreement. If the County Council decides to proceed with the revised scheme, it is anticipated that the notice will be given to members of the current scheme to terminate the existing arrangements in the summer of 2016.

If your Council wishes to make any comments on the proposal, these should be made in writing to the Service Director for Transport and Environment, at Derbyshire County Council, County Hall, Matlock DE4 3AG, or via email to peterj.white@derbyshire.gov.uk, arriving no later than Friday 20 November 2015.

Yours sincerely

PLANNING APPLICATIONS – OCTOBER 2015

Date Received	BDC Ref	Applicant	Location	Details	TPC recommendations
Sept	15/00484/FUL	Mr & Mrs Ball	66 High Street, Tibshelf, DE55 5NX	Single Storey rear Kitchen Extension	
Oct	15/00399/FUL	Mr Pearson	17 Chesterfield Road	Change of use from agricultural to use for keeping and riding horses, erection of stables and menage with 11x4m high floodlights and part for domestic garden use (Invite to consultees to speak - application is now to be determined by Planning Committee)	

DECISION NOTICES

Date	BDC Ref	Applicant	Location	Details	BDC decision
Sept	15/00294/FUL	Steven Jeffs	10 Spa Croft	Erection of porch to front and single storey extension to rear.	GRANTED
Sept	15/00348/ADV	David Bowles	24 High Street	2 Wall mounted aluminum banner frames on side elevation.	GRANTED for a period of five years.

Tibshelf Parish Council - Clerk's Report – October 2015

a) The following accounts are for payment from 16th September 2015 – 20th October 2015.

Date	CQ No:	Payee	Description	Amount
			Total Salaries	£4642.01
20 th October	4635	AML (Midlands) Ltd	Data Storage and Broadband	£39.60
			Monthly AVG Cloudcare 3 users	£4.20
20 th October	4636	Biffa Waste Services Ltd	4 Lifts and Rental	£171.66
20 th October	4637	Ian Trueman STS Ltd	Tree work at Pavilion Grounds	£816.00
20 th October	4638	Spire Marketing Ltd	Thermal Gloves & Knee Pads	£38.04
20 th October	4639	DALC	Auto Enrolment Training Course	£50.00
20 th October	4640	Cartridge Save Ltd	Laser Toner Cartridges x 4	£128.74
20 th October	4641	Nomix Enviro	Hilite weedkiller and cleaner	£138.09
20 th October	4642	Bolsover District Council	Trade Refuse Contract – 6 monthly bill	£127.14
20 th October	DD	Talk Talk	Office Telephone Bill	£38.89
20 th October	4643	HMRC	PAYE & NI	£791.22
20 th October	4644	DCC LGPS	Pension	£731.18
20 th October	4645	Clarke's Cemetery Services	Gardening Services	£60.00
			Grass Cutting	£820.00
			Verge Cutting	£390.00
20 th October	4646	The Knotweed Company Ltd	Treatment Charge	£156.00
20 th October	4647	Mr M Wade	Locking and Unlocking 6 monthly Bill	£1500.00
20 th October	4648	Post Office	Vehicle Tax – Parish Truck	£230.00
20 th October	4649	Dynamic Firework Ltd	Fireworks for Parish Event	£4000.00
20 th October	4650	E R Price	Purchase of mobile phone for Rangers	£49.99
20 th October	4651	High Street Auto Centre	Service, repairs & MOT	£279.14
			Total	£15201.90

(b) Financial Report –

The Bank Balances at 30th September stood at:-

Current Account	£ 4000.00
Reserve Account	<u>£185137.66</u>
Total	<u>£189137.66</u>

(c) Staff Report

Members are asked to consider supporting the Clerk to become a member of the Society of Local Council Clerks. This gives access to advice and publications which are accepted as

professional development opportunities and recognised by the Local Council Award Scheme. The cost of membership is £187.00 p.a. plus £15.00 joining fee. As the Parish Clerk is also employed by Ault Hucknall Parish Council, who would also benefit from the membership, it is suggested that the fee be split pro rata in line with the salaries paid by each Council. This is how the fee is calculated by SLCC. The resultant fee would therefore be £127.81 for Tibshelf and £74.19 for Ault Hucknall.

Staff Toil

	Toil 31 st July	Toil 31 st August	Toil 30 th September
ERP	20 hrs 5 mins	13 hrs 15 mins	3hrs 40 mins
HJS	13 hrs 45 mins	11 hrs 15 mins	Nil

HOLIDAYS AND SICKNESS

	AUGUST 15	SEPTEMBER 15	OCTOBER 15	November 15
ERP	10 th	22 nd , 23 rd (TOIL)		4 th , 11 th
HJS	12 th , 21 st , 26 th , 27 th , 28 th .		28 th , 29 th , 30 th	
TR		19 th , 20 th .	17 th , 18 th	
DR		11 th , 14 th , 15 th , 16 th , 17 th , 18 th .		
KW	14 th , 15 th , 16 th , 17 th			9 th , 10 th , 11 th , 12 th
JB				
AC		21 st , 22 nd , 23 rd , 24 th , 25 th	19 th	
JC			30 th , 31 st	1st
Office Closed	10 th 31 st (bank holiday)	22 nd Sept		