



Imperial Rooms  
Imperial Road  
Matlock DE4 3NL

Tel: Matlock 583042  
e-mail: [townclerk@matlock.gov.uk](mailto:townclerk@matlock.gov.uk)

You are hereby summonsed to the **Annual Meeting** of Matlock Town Council which will be held on Monday 16 May 2011 in the Imperial Rooms following the Annual Town Meeting

**Members are asked to complete the declarations sheet, if appropriate, prior to commencement of the meeting.**

## **AGENDA**

- 1 ELECTION OF THE CHAIR (MAYOR) FOR 2011/2012**  
The elected Mayor will then make the statutory declaration of acceptance of office and address the Council outlining their plans for the coming year.
- 2 TO RECEIVE THE REPORT OF THE RETURNING OFFICER ON THE RESULTS OF THE RECENT TOWN COUNCIL ELECTIONS – *supplied at meeting***  
All members of the council not having previously made their statutory declaration of acceptance of office will do so now.
- 3 APOLOGIES**  
Members are requested to submit a reason for absence with their apologies.
- 4 DECLARATIONS OF INTEREST**  
Members are requested to declare any personal or prejudicial interest they may have in any item of the evening's business, and to explain the nature of that interest.

Where a member indicates that they have a prejudicial interest, but wish to make representation regarding the item before leaving the meeting, they must do so under item 5c of Public Participation

## **PUBLIC PARTICIPATION:**

- 5 a) PUBLIC SPEAKING – 15 minutes in total**  
At the start of the meeting a period is available for members of the public to ask questions or submit comments. Limited to 3 minutes per person, at the discretion of the Mayor
- b) POLICE MATTERS**  
An Officer may be in attendance to offer information or respond to questions on Police matters

**c) REPRESENTATIONS OR EVIDENCE FROM MEMBERS DECLARING A PREJUDICIAL INTEREST**

Members indicating that they have a prejudicial interest in an agenda item but wish to make a representation before leaving the meeting shall do so at this stage

**6 ELECTION OF THE DEPUTY MAYOR FOR 2011/2012**

The Deputy Mayor will make the statutory declaration of acceptance of office

**7 TO APPOINT SIGNATORIES FOR TOWN COUNCIL BANK ACCOUNTS**

6 Signatories required in total, 2 of which to sign cheques at any one time. The Clerk is a signatory with the Finance Officer being a signatory for transactions only.

**8 TO RECEIVE THE MINUTES OF THE ANNUAL MEETING OF THE TOWN COUNCIL HELD ON 10 MAY 2010 – *appendix 1***

**9 TO APPROVE THE ANNUAL RETURN – STATEMENT OF ACCOUNTS FOR THE YEAR ENDING 31 MARCH 2011 – *appendix 2***

**10 TO APPROVE THE ANNUAL REPORT FOR THE YEAR ENDING 31 MARCH 2011 – *appendix 3***

**11 TO RECEIVE THE INTERNAL AUDIT REPORT AND CONSIDER ANY RECOMMENDATIONS – *appendix 4***

**12 REVIEW OF COMMITTEE/WORKING PARTY STRUCTURE AND TERMS OF REFERENCE – *appendix 5***

**13 TO APPOINT MEMBERS TO SERVE ON THE ABOVE COMMITTEES/WORKING PARTIES**

In accordance with Standing Order 43, the Mayor and Deputy Mayor are ex-officio members of all committees and working parties and in accordance with Standing Order 44, each committee or working party will elect a Chairperson at their first meeting.

**14 TO RECEIVED REPORTS – *appendix 6***

- Matlock/Eaubonne Twinning Association
- Groundwork Derby and Derbyshire – Quarter 4 January to March 2011

**15 TO CONSIDER THE APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES:**

Matlock/Eaubonne Twinning Asscn	Derbyshire County Council Liaison Forum
Derbyshire Dales Handyvan Scheme	Derwent Valley Rural Transport Partnership
Sainsbury's Liaison Group	Matlock Safer Neighbourhood meetings
Matlock Railway Station Improvement Group	

**16 TO AGREE A CALENDAR OF MEETINGS FOR 2011/2012 – *appendix 7***

**17 COMPLETION OF REGISTER OF INTERESTS – *supplied at meeting***

The register must be completed within 28 days of being elected.

**18 INSPECTION OF ANY DEEDS AND TRUSTS IN THE CUSTODY OF THE COUNCIL**

*Susan Smith (Mrs)*  
Susan Smith, Town Clerk  
9 May 2011

## MATLOCK TOWN COUNCIL

Minutes of the Annual Meeting, Monday 10 May 2010, 7.37pm in the Imperial Rooms, Matlock.

**Present:** Cllr, S Flitter in the Chair,  
Councillors: Mrs S Burfoot, M Burfoot, Mrs U Lunn, I Milne, Mrs A Elliott,  
B Tipping, B Hopkinson, D Barker, Mrs C Hopkinson, G Stevens

Mrs S Smith, Town Clerk/Responsible Financial Officer  
Mrs K Jenkinson, Finance Officer  
Sergeant Major Kate Hirst Matlock Army Cadets  
17 Matlock Army Cadets (including the Mayors' out going Cadet John Clark  
and the Mayors' Cadet Jay Gerrard)  
Julia Rodgerson – Matlock Mercury  
5 members of public

### Public Participation – None

- AM01/10 Election of the Mayor for 2010-2011**  
**Resolved: to elect Cllr S Flitter as Mayor for 2010 – 2011**  
Cllr G Stevens relinquished the Chair to Cllr S Flitter
- AM02/10 To Receive the Mayor's Declaration of Acceptance of Office**  
Cllr S Flitter read and signed his Declaration of Acceptance of Office, which was witnessed and signed by Susan Smith, Proper Officer of the Council. The Mayor then thanked Cllr G Stevens for his year in office
- AM03/10 Apologies for Absence**  
None
- AM04/10 Election of the Deputy Mayor for 2010/2011**  
**Resolved: to elect Cllr B Hopkinson**  
Cllr B Hopkinson read and signed his Declaration of Acceptance of Office, which was witnessed and signed by Susan Smith, Proper Officer of the Council.
- AM05/10 Election of the Member Treasurer for 2010/2011**  
**Resolved: to elect Cllr I Milne**  
Cllr I Milne read and signed his Declaration of Acceptance of Office, which was witnessed and signed by Susan Smith, Proper Officer of the Council.
- AM06/10 To appoint signatories for Town Council bank accounts**  
**Resolved: to appoint Cllr I Milne; Cllr S Flitter; Cllr M Burfoot; Cllr C Hopkinson and Mrs S Smith, Town Clerk as signatories for the Town Council Bank Accounts (2 signatures) Mrs K Jenkinson to also be a signature for transactions only (not to sign cheques and money transfers)**
- AM07/10 To receive the Minutes of the Annual Meeting of the Town Council held on 11 May 2009.**

**Resolved: to receive the Minutes of the Annual Meeting of the Town Council held on 11 May 2009.**

**AM08/10**      **Appointment of Councillors to Committees/Working Groups – *appendix 1***

**Resolved: to appoint Councillors to Committee/Working Groups as per appendix 1 with the following amendment Cllr B Hopkinson to be responsible for Allotments/Footpaths (Chairs to be elected at the first meeting of each group).**      Abstention: Cllr M Burfoot

**AM09/10**      **To Receive Reports from:**

1. Matlock/Eaubonne Twinning Association
2. Regeneration.

**Resolved: to receive the following reports**

1. Matlock/Eaubonne Twinning Association supplied by Peter Vincent (secretary) - *appendix 2*
2. Regeneration supplied by Cllr S Flitter - *appendix 3*

**AM11/10**      **To Appoint the Following Representatives to Outside Bodies**  
*Matlock/Eaubonne Twinning Association*

**Resolved: to appoint Cllr Mrs C Hopkinson and Cllr Mr M Burfoot to represent Matlock/Eaubonne Twinning Association**

**AM12/10**      **To Agree a Calendar of Meetings for 2010/2011**

**Resolved: to agree a calendar of meetings for 2010/2011 – *appendix 4***  
(The proposed full council meeting on 6 December 2010 to be considered at the last meeting in October as it followed the Matlock Victorian Christmas Weekend.)

**AM13/10**      **To Affirm that all Councillors' Entries in the Register of Interests are correct and up to date**

**Resolved: that all Councillors present were to affirm that their entries in the Register of Interests were correct and up to date.**

It was requested that they submit new Register of Business Interest documents to the clerk by Friday 28 May 2010 for inclusion in this year's register

**AM14/10**      **To Inspect any Deeds and Trusts in the Custody of the Council**

The council were invited to inspect the deeds and trusts held by the Council.

**It was RESOLVED, that in view of the short timescale for responses, the additional items as presented by the Clerk, be discussed. Ratification of the decisions would be made at the next meeting.**

Cllr G Stevens declared a Personal and Prejudicial Interest and left the room at 7.59pm

#### **DECLARATIONS OF INTEREST**

District Councillors Mrs C Hopkinson, S Flitter, B Hopkinson, and Mrs S Burfoot individually made the following declaration:

"I will participate on the basis that this is a preliminary view only. At the District Council I will consider the matter afresh, taking account of all evidence available at that time".

<i>COUNCILLOR</i>	<i>ITEM</i>	<i>TYPE OF INTEREST</i>	<i>NATURE OF INTEREST</i>
Cllr G Stevens	All the additional items	PERSONAL/PREJUDICIAL, leaving meeting	Local trader
Cllr S Flitter	All the additional items	PERSONAL	Member of DCC
Cllr Mrs U Lunn	All the additional items	PERSONAL	Employed by DCC

### **IMPRESS, Crown Square, Matlock**

*(Documents sent by email 29 April 2010)*

- a) Central Roundabout Feature - To consider comments on the MCA proposal**  
(response required by Tuesday 11 May 2010)

**Resolved: to seek the following**

- That construction of the roundabout within the timescale of the IMPRESS scheme is done in such a way that it can be used as a base for an iconic monument to be installed at a date in the near future.
- That a competition is set up for local artists to design a monument for the Crown Square roundabout will act as an attraction for Matlock and which will encourage visitors into the town. The design may or may not include the Crown. If not, the Crown should be moved to a plinth set on the parapet of the bridge with a plaque detailing its history.
- That the winner of the competition is determined by the Town Council in consultation with the people of Matlock.
- That the cost of the project be met in part by contribution from local businesses and private donors, who will have their names listed on a plaque set alongside the monument.

**2 Votes For, 6 Against with 2 abstentions – The motion fell.**

**Resolved: to reluctantly accept the Civic Association's proposal for the Crown Square roundabout. At some point in the future a competition should be pursued to provide a feature in the centre of the Town.**

**The Clerk to write to Matlock Civic Association to thank them for their time, energy and support for the IMPRESS project.**

**Agreed: 8 Votes For, 2 Against**

- b) Central Roundabout Feature – To consider additional funding for the project**  
(response required by Tuesday 11 May 2010)

**Resolved: not to fund the project at this time.**

1 Abstention

- c) Pedestrian Crossings – The Council's views are sought on the proposal to install metal studs to either side of each crossing** (response required by Tuesday 11 May 2010)

**Resolved: to accept the use of studs to either side of each crossing.**

3 Abstentions

- d) Post Office site – Funding required for provision of tree/grille/tree pit and seat on the post office site to the value of £4,000 (shared cost). Revision of the existing Post Office licence would be required** (response required by Tuesday 11 May 2010)

**Resolved: to replace the planters in their previous positions once the work had been completed.**

Height is required, therefore consideration should be given to planting trees (root guards are to be used to restrict root growth). Consideration also to be given to placement of a circular seat around a tree on the 'Peli Deli' corner. 2 Abstentions

*(Documents sent by email 4 May 2010)*

**e) Street Lighting – To consider proposals submitted** (response required by Tuesday 11 May 2010)

**Resolved: to accept the proposal for the lighting, however the existing wall mounted fittings could be left in their current locations. Consideration should also be given to switching off some of the lighting at midnight to alleviate light pollution in the Town.**

*(Email received from Drivers Jonas)*

**f) Consideration of action to be taken regarding the damaged bench at the Post Office site and to the re-siting and refurbishment of planters around the Town.**

**Resolved: to delegate inspection of the planters and bench to Cllrs M Burfoot and D Barker, who would report back to a future meeting.**

**The meeting arranged with Dave Brooks, DDDC was to be cancelled.**

The Meeting closed at 9.00pm

Susan Smith  
Town Clerk

Chairman: .....

Date: .....

## Section 1 – Accounting statements for

MATLOCK TOWN COUNCIL

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	Year ending		Notes and guidance
	31 March 2010 £	31 March 2011 £	
1 Balances brought forward	158,638	112,612	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2 (+) Annual precept	244,000	251,320	Total amount of precept received or receivable in the year.
3 (+) Total other receipts	48,969	73,218	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	174,416	164,221	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6 (-) All other payments	164,580	149,793	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	112,612	123,136	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	100,160	110,685	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – to agree with bank reconciliation.
9 Total fixed assets and long term assets	795,451	869,000	The recorded book value at 31 March of all fixed assets owned by the council and any other long term assets e.g. loans to third parties and any long term investments.
10 Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 Trust funds (including charitable) disclosure note	NO.	NO	The council acts as sole trustee for and is responsible for managing trust funds or assets. (Readers should note that the figures above do not include any trust transactions.)

I certify that for the year ended 31 March 2011 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

S.C. Smith

Date 28/04/2011

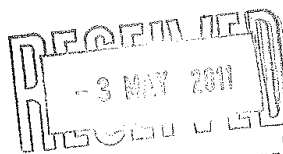
I confirm that these accounting statements were approved by the council on:

and recorded as minute reference:

Signed by Chair of the meeting approving these accounting statements.

Date

Annual Report – see separate document



Brian Wood  
Argyll Cottage  
Old Hackney Lane  
Matlock  
DE4 2QL  
Tel: 01629 584716  
E Mail: [brian.wood500@btinternet.com](mailto:brian.wood500@btinternet.com)

01 May 2011

Mrs S Smith  
Clerk to Matlock Town Council  
Imperial Rooms  
Matlock  
DE4 3NL

Dear Sue

Internal Audit of Accounts 2010/2011

Further to the Internal Audit of Accounts I carried out on 28 April 2011 I confirm that the audit was carried out in accordance with the suggested approach contained in the "Governance and Accountability for Local Councils – A Practitioners Guide (2010) England".

I enclose my fee account in respect of this Audit of Accounts.

Yours sincerely

**EXISTING COMMITTEES AND WORKING PARTIES**

In all cases, the Chairman and Vice-Chair ex-officio shall be voting members.

<b>COMMITTEES</b>	<b>WORKING PARTIES</b>
<p>FINANCE AND AUDIT</p> <p><i>6 members of the Council</i></p>	<p>MATLOCK IN BLOOM</p> <p><i>4 members of the Council</i> <i>Members of the Public</i></p>
<p>COMPLAINTS</p> <p><i>3 members of the Council</i> <i>1 reserve</i></p>	<p>JOINT CHRISTMAS</p> <p><i>At least 1 representative of the Town Council's Christmas Working Party</i> <i>Members of the Matlock Business Group</i> <i>Members of local groups and organizations</i> <i>Members of the Public</i></p>
<p>HEALTH AND SAFETY</p> <p><i>2 members of the Council</i> <i>2 representatives from the staff</i></p>	<p>COUNCIL WORKING PARTY</p> <p><i>4 members of the Council</i></p>
	<p>HUMAN RESOURCES</p> <p><i>4 members of the Council</i></p>
	<p>CHRISTMAS WEEKEND</p> <p><i>3 members of the Council</i> <i>1 member of Joint Christmas WP</i></p>

# FINANCE AND AUDIT COMMITTEE



## TERMS OF REFERENCE

The Committee is responsible to the Council and has the following remit:

1	<b>MEMBERSHIP</b>	<p>The Committee will consist of 6 members of the Council. The Chairperson should be elected at the first meeting of the Committee, prior to any business being transacted and will hold office until the next Annual Meeting of the Council.</p> <p>The Council Chairman and Vice-Chairman ex-officio shall be voting members.</p> <p>Non-members of the Committee may attend meeting, but shall not vote.</p>
2	<b>QUORUM</b>	<p>The quorum shall be a minimum of 3 voting members</p>
3	<b>VOTING</b>	<p>Members shall vote by show of hands, or if at least two members so request, by recorded vote.</p> <p>The Chairman shall in the case of an equality of votes, have a second or casting vote.</p> <p>A non-member of the committee may propose a resolution and explain his resolutions, but may not vote.</p>
4	<b>MEETINGS</b>	<p>Meetings shall be held at least quarterly.</p> <p>The public and press shall be admitted to all meetings of the Committee, which may, however, temporarily exclude the public by means of a resolution.</p> <p><b>Confidential Business:</b> No member of the committee shall disclose to any person not a member of the Council any business declared to be confidential by the Committee. Any member doing so shall be removed from the Committee by the Council.</p>

5	<b>FUNCTION</b>	To provide effective management and financial control of the Councils' financial affairs in accordance with the current Accounts and Audit regulations.
6	<b>DELEGATED POWERS</b>	<p>The Committee is delegated to:</p> <ul style="list-style-type: none"> <li>• Review the following reports, monthly: <i>Invoices for payment;</i> <i>Bank Reconciliations</i> <i>Monthly Accounts against Budget</i> reporting the outcome to Council for their consideration.</li> <li>• Recommend virement of funds should it be required.</li> <li>• Regularly review all financial management systems and internal control, ensuring that they are adequate and effective and that the council has a sound system of financial control.</li> <li>• Ensure that to effectively exercise the Council's functions, an adequate risk management system is in place to prevent and detect fraud and corruption.</li> <li>• Review all fees and charges annually, following a report of the Clerk.</li> </ul> <p><u>Budget</u></p> <ul style="list-style-type: none"> <li>• Detailed estimates of all receipts and payments including the use reserves and all sources of funding for the year shall be prepared each year by the RFO in the form of budget to be considered by the Council.</li> <li>• Formulate and submit proposals to the Council in respect of revenue and capital including the use of reserves and sources of funding for the following financial year, not later than the end of October each year.</li> <li>• Consider the need for and shall have regard to a three/four year forecast of Revenue and Capital Receipts and Payments which may be prepared at the same time as the annual Budget.</li> <li>• Regularly monitor expenditure on revenue items that may be incurred up to the amounts included for that class of expenditure in the approved budget and ensure that standing orders 3.1 to 3.7 (budget control) are strictly adhered to.</li> </ul>

		<p><u>Audit</u></p> <ul style="list-style-type: none"> <li>• Ensure that there is an adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with proper practices.</li> </ul> <p><u>Contracts</u></p> <ul style="list-style-type: none"> <li>• Ensure that all tenders, contracts and orders for work are carried out in accordance with the Council's Standing Orders and Financial Regulations.</li> </ul> <p><u>Insurance</u></p> <ul style="list-style-type: none"> <li>• Keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it – in conjunction with the RFO.</li> </ul> <p><u>Risk Assessments</u></p> <ul style="list-style-type: none"> <li>• Put in place arrangements for the management of risk and to review the same at least annually.</li> <li>• Consider draft risk assessments, as prepared by the Clerk/RFO, when the Council proposes any new activity to be adopted and to make recommendations to Council on the same.</li> </ul>
7	<b>REPORTING TO COUNCIL</b>	<p>Minutes of the meeting will be presented to Council on the third Monday of each month.</p> <p>A pro-forma containing recommendations by the Committee will be presented to Council along with the Minutes should the Committee wish to draw any matter to the attention of the Council.</p>
8	<b>REVISION</b>	<p>A review of Committee membership and its duties will be taken annually, in May.</p>

# CHRISTMAS WORKING PARTY



## TERMS OF REFERENCE

The Working Party is responsible to the Council and has the following remit:

1	<b>MEMBERSHIP</b>	<p>The Working Party will consist of 2 members of the Council and a representative of the Joint Christmas Committee. The Chairperson should be elected at the first meeting of the Committee, prior to any business being transacted and will hold office until the next Annual Meeting of the Council.</p> <p>The Council Chairman and Vice-Chairman ex-officio shall be voting members.</p> <p>Non-members of the Working Party may attend meeting, but shall not vote.</p>
2	<b>QUORUM</b>	<p>The quorum shall be a minimum of 2 voting members</p>
3	<b>VOTING</b>	<p>Members shall vote by show of hands, or if at least two members so request, by recorded vote.</p> <p>The Chairman shall in the case of an equality of votes, have a second or casting vote.</p> <p>A non-member of the working party may propose a resolution and explain his resolutions, but may not vote.</p>
4	<b>MEETINGS</b>	<p>Meetings shall be held as and when required.</p> <p>The public and press shall be admitted to all meetings of the Working Party, which may, however, temporarily exclude the public by means of a resolution.</p> <p><b>Confidential Business:</b> No member of the working party shall disclose to any person not a member of the Council any business declared to be confidential by the Committee. Any member doing so shall be removed from the Working Party by the Council.</p>

5	<b>FUNCTION</b>	<p>To provide a method of liaison between the Town Council and Matlock Joint Christmas Committee in order to ensure a vibrant and viable Christmas season for traders, residents and visitors of Matlock.</p> <p>Under instruction of the Council, to evaluate Christmas lighting proposals and recommend purchase of same.</p>
6	<b>DELEGATED POWERS</b>	<p>The Working Party has no delegated powers.</p>
7	<b>REPORTING TO COUNCIL</b>	<p>Notes of the meeting will be presented to Council.</p> <p>A pro-forma containing recommendations by the Working Party will be presented to Council along with the Minutes should the Committee wish to draw any matter to the attention of the Council.</p>
7	<b>REVISION</b>	<p>A review of Working Party membership and its duties will be taken annually, in May.</p>

# MATLOCK IN BLOOM



## TERMS OF REFERENCE

The Working Party is responsible to the Council and has the following remit:

1	<b>MEMBERSHIP</b>	<p>The Working Party will consist of 4 members of the Council and members of the public. The Chairperson should be elected at the first meeting of the Committee, prior to any business being transacted and will hold office until the next Annual Meeting of the Council.</p> <p>The Council Chairman and Vice-Chairman ex-officio shall be voting members.</p> <p>Non-members of the Working Party may attend meeting, but shall not vote.</p>
2	<b>QUORUM</b>	<p>The quorum shall be a minimum of 2 voting members</p>
3	<b>VOTING</b>	<p>Members shall vote by show of hands, or if at least two members so request, by recorded vote.</p> <p>The Chairman shall in the case of an equality of votes, have a second or casting vote.</p> <p>A non-member of the working party may propose a resolution and explain his resolutions, but may not vote.</p>
4	<b>MEETINGS</b>	<p>Meetings shall be held at least quarterly.</p> <p>The public and press shall be admitted to all meetings of the Working Party, which may, however, temporarily exclude the public by means of a resolution.</p> <p><b>Confidential Business:</b> No member of the working party shall disclose to any person not a member of the Council any business declared to be confidential by the Committee. Any member doing so shall be removed from the Working Party by the Council.</p>

5	<b>FUNCTION</b>	To provide a method of liaison between the Town Council and members of the public in order to work towards a viable East Midlands In Bloom entry for the Town.
6	<b>DELEGATED POWERS</b>	The Working Party has no delegated powers.
7	<b>REPORTING TO COUNCIL</b>	<p>Notes of the meeting will be presented to Council on the first Monday of the month.</p> <p>A pro-forma containing recommendations by the Working Party will be presented to Council along with the Minutes should the Committee wish to draw any matter to the attention of the Council.</p>
7	<b>REVISION</b>	A review of Working Party membership and its duties will be taken annually, in May.



# MATLOCK JOINT CHRISTMAS COMMITTEE

## TERMS OF REFERENCE

1	<b>MEMBERSHIP</b>	<p>The Committee will consist of at least one representative of the Town Council's Christmas Working Party, members of Matlock Business Group, members of local groups and organisations and any interested individuals.</p> <p>The Chairperson should be elected, annually, at the first meeting of the Committee, prior to any business being transacted and will hold office until the next Annual Meeting.</p>
2	<b>QUORUM</b>	<p>The quorum shall be a minimum of 4 voting members</p>
3	<b>VOTING</b>	<p>Members shall vote by show of hands, or if at least two members so request, by recorded vote.</p> <p>The Chairman shall in the case of an equality of votes, have a second or casting vote.</p>
4	<b>MEETINGS</b>	<p>Meetings shall be held at least twice a year.</p> <p>The public and press shall be admitted to all meetings of the Committee.</p>
5	<b>FUNCTION</b>	<p>To provide a vibrant and viable Christmas season for traders and residents of Matlock.</p> <p>To provide young people and the many varied local groups and organisations of the Town with the opportunity to participate in a variety of music and the arts.</p> <p>To involve youth organisations in the practical running of a large Town event.</p> <p>To provide a way for local organisations and charities to promote their cause.</p> <p>To promote Matlock, encouraging visitors to the Town, thus enhancing the vitality and viability of the Town.</p>



# WORKING PARTY

## TERMS OF REFERENCE

The Working Party is responsible to the Council and has the following remit:

1	<b>MEMBERSHIP</b>	<p>The Working Party will consist of 4 members of the Council. The Chairperson should be elected at the first meeting of the Working Party, prior to any business being transacted and will hold office until the next Annual Meeting of the Council.</p> <p>The Council Chairman and Vice-Chairman ex-officio shall be voting members.</p> <p>Non-members of the Working Party may attend meeting, but shall not vote.</p>
2	<b>QUORUM</b>	<p>The quorum shall be a minimum of 2 members</p>
3	<b>VOTING</b>	<p>None – an overall consensus of opinion will be gauged and reported verbally to Council.</p>
4	<b>MEETINGS</b>	<p>Meetings shall be held as and when required and at times and dates convenient to the parties concerned.</p> <p>The public and press shall be admitted to all meetings which may, however, temporarily exclude the public by means of a resolution.</p> <p><b>Confidential Business:</b> No member of the working party shall disclose to any person not a member of the Council any business declared to be confidential by the Working Party. Any member doing so shall be removed from the Working Party by the Council.</p>
5	<b>FUNCTION</b>	<p>To work on referrals from Council, one item at a time. Workload will be prioritised by Council.</p>
6	<b>DELEGATED POWERS</b>	<p>The Working Party has no delegated powers.</p>

7	<b>REPORTING TO COUNCIL</b>	Verbal reports of each meeting will be presented to Council after each meeting of the group.  Written reports will be provided by the Clerk should a more comprehensive statement be required.
7	<b>REVISION</b>	A review of Working Party membership and its duties will be taken annually, in May.



# HUMAN RESOURCES

## TERMS OF REFERENCE

The Working Party is responsible to the Council and has the following remit:

1	<b>MEMBERSHIP</b>	<p>The Working Party will consist of 4 members of the Council. The Chairperson should be elected at the first meeting of the Committee, prior to any business being transacted and will hold office until the next Annual Meeting of the Council.</p> <p>The Council Chairman and Vice-Chairman ex-officio shall be voting members.</p> <p>Non-members of the Working Party may attend meeting, but shall not vote.</p>
2	<b>QUORUM</b>	<p>The quorum shall be a minimum of 2 voting members</p>
3	<b>VOTING</b>	<p>Members shall vote by show of hands, or if at least two members so request, by recorded vote.</p> <p>The Chairman shall in the case of an equality of votes, have a second or casting vote.</p> <p>A non-member of the working party may propose a resolution and explain his resolutions, but may not vote.</p>
4	<b>MEETINGS</b>	<p>Meetings shall be held bi-monthly.</p> <p>In view of the Confidential Nature of the business transacted, the public and press shall be excluded from all meetings of the Working Party.</p> <p><b>Confidential Business:</b> No member of the working party shall disclose to any person not a member of the Council any business declared to be confidential by the Committee. Any member doing so shall be removed from the Working Party by the Council.</p>

5	<b>FUNCTION</b>	To provide the Town Clerk with the means to address any employment issues that may arise and undertake an annual review of staffing levels, salaries and policies.
6	<b>DELEGATED POWERS</b>	The Working Party has no delegated powers.
7	<b>REPORTING TO COUNCIL</b>	<p>Notes of the meeting will be presented to Council at a suitable time.</p> <p>A pro-forma containing recommendations by the Working Party will be presented to Council along with the Minutes should the Committee wish to draw any matter to the attention of the Council.</p>
7	<b>REVISION</b>	A review of Working Party membership and its duties will be taken annually, in May.

## APPENDIX 6

See separate documents

