



MATLOCK IN BLOOM

Imperial Rooms, Imperial Road, Matlock,
Derbyshire, DE4 3NL
Telephone: 01629 57488
Email: townclerk@matlock.gov.uk



NOTES FROM A MEETING HELD ON MONDAY 15 FEBRUARY 2010
AT 6PM IN THE SMALL HALL OF THE IMPERIAL ROOMS.

Present: Barry Hopkinson (Chair), Tottie Holden, Dorothy Rosser, Martin Burfoot,
Sue Burfoot, Bill Quinlan, Anne Hall, Sue Smith, Amanda Wilson and
Keith Postlethwaite

Apologies: None

	Action:
<p>NEW BEDDING SCHEME WITH GIRL GUIDING UK LOGO</p> <ul style="list-style-type: none"> Raising money and sponsorship for the carpet bedding scheme to be done by all members of the committee Need to raise approximately £900 Keith will do the planning and planting for the logo Tottie said they are holding a coffee morning at the school to raise money 	All Committee Members
<p>SPONSORS FOR MATLOCK IN BLOOM</p> <ul style="list-style-type: none"> Letter to be sent to all the places listed asking for sponsorship for Matlock in Bloom or planters. Matlock Garden Centre, Neil Thompson, Derwent Treescapes, Scotland Nurseries, Wilkinson, Co-op Crown Square, Sainsbury's, Costa Coffee, Iceland, Superdrug, Ford, Farmers, Twiggs, Maazi, Indigo and Reeds Rains Estate Agency. 	AW
<p>WELL DRESSING AT PARK HEAD</p> <ul style="list-style-type: none"> The Brownies would like to do a Well Dressing at Park Head. Brownies to send Keith an email ask permission for the Well Dressing to go ahead. 	Brownies
<p>PROMOTING DENEFIELDS</p> <ul style="list-style-type: none"> To promote Denefields, ask Karen Camara and the volunteers to put together a portfolio of all the projects and events that happen throughout the year. 	AW

<p>SUNFLOWER COMPETITION</p> <ul style="list-style-type: none"> The decision was taken not to run the sunflower competition this year. Rewards for Environmental Projects in schools. Letter to be sent to all schools asking for the projects they are doing this year and for them to send us details about them. 	AW
<p>DISPLAY BOARDS FOR ENTRY FORMS</p> <ul style="list-style-type: none"> Letter to be sent to Sainsbury's, Co-op Crown Square and Iceland asking if a display board can be placed in their foyer with children's paintings and our entry form for the garden competition. Sue will try and find some display boards, before the letter is sent out 	AW SS
<p>ANY OTHER BUSINESS</p> <ul style="list-style-type: none"> Map of planters to be supplied at next meeting Look at another date for the presentation evening If anybody knows of anywhere to place Polyathus please tell Keith <p>Update from Minutes:</p> <ul style="list-style-type: none"> Hall Leys Park – Green Heritage Award – applications closed in January. This is a higher award than the green flag and would take considerable time to complete. Many areas have a dedicated member of staff to take them through the process. This year is the 'International Year for Biodiversity' – this could be used as a focal point for activities this year. Stronger links are required with the Transition Matlock group. Shortlands – Due to the cancellation of the other event due to bad weather, another date had been arranged for Saturday 27th February. Posters had been erected on site. All welcome to attend – meet on the square. Dates: Closing Date Garden Competition: Friday 25th June MIB Garden Competition judging week: 5th July 	
<p>Date of next meeting: Monday 15 March 2010 at 6pm Small Hall Imperial Rooms</p>	

Amanda Wilson

Amanda Wilson
Clerical Assistant

FINANCE

Matlock Town Council

Imperial Rooms, Imperial Road, Matlock, Derbyshire, DE4 3NL

STATEMENT OF ACCOUNTS

as at March 2010

	Last month	This month
RBS Current Account	£2,427.27	£1,508.89
RBS Special Interest Bearing Account	£136,730.26	£121,730.26
RBS Mayor's Account	£198.37	£198.37
Petty Cash	£200.00	£200.00
Debtors	£5,198.52	£3,281.70
Shares - Nominal Face Value	£223.30	£223.30
Stock in Hand		
	£144,977.72	£127,142.52
ACCOUNT TRANSFERS REQUIRED:		
Special Interest Bearing to Current Account	£80,000.00	£10,000.00

INVOICES TO BE PAID

as at March 2010

Name	Total Due	Details	Minute Number	Order Number	Budget Account No:	Budget Heading	Cheque No:
PAID PRIOR TO THE MEETING:							
Peak Support Services	£126.50	Power adaptors for laptops	135/09	4526	6-2005	Computer Contracts	5932
JKE Ltd	£5,527.46	Removal of Xmas lights	135/09	4562	6-1103	Xmas Light instal/remove	5937
TO BE PAID:							
W M Twigg	£24.03	Padlock/gloves for Denefields	135/09	4557	6-3014/6-4001	Denefields/Farmers Market	5933
Belmont Van & Mower	£68.42	Stihl strimmer service	135/09	4558	6-3002	Equipment & Maintenance of	5934
Zurich	£170.38	Membership renewal	135/09	4559	6-2004	Insurance	5935
DALC	£13.50	Membership renewal	135/09	4560	6-2003	Annual Subscriptions	5936
Silktide	£117.50	Hosting web site21.01-20.02	135/09	4563	6-2005	Computer Contracts	5938
Orange Box Design	£2,098.00	Design/printing traders leaflet	?	4564	6-2060	Publications	5939
Peak District National Park	£92.60	Design of Farmer's Market leaf	?	4565	6-4001	Farmer's Market	5940
H Furniss	£93.76	Mileage claim	135/09	4566	6-3061	Fuel	5941
Derwent Treescapes	£91.65	Brash/wood chip	135/09	4567	3017/3004/3016	Wild Thyme/Environ other/Wellington St	5942
MES	£11,318.49	Xmas Lights	135/09	4568	6-1040/1103	Xmas w/e, Xmas light instal/remove	5943
DI Smith & Sons	£90.00	Fuel for vehicle for January	135/09	4569	6-3061	Fuel	5944
Viking Direct	£211.07	Stationery/Janitorial Phonographic	135/09	4561	2012/2021/1031	Stationery/Mayor's/Janitorial	5945
PPL	£264.28	Performance	135/09	4570	6-2002	Entertainment Licence	5946
Lee Holmes Carpet	£378.00	Carpet for Office	309/09	4573	6-1019	Office Refurbishment	5947
Johnston Publishing	£238.43	Advert for Farmers Market	135/09	4574	6-4001	Farmer's Market	5948
Salisbury & Wood Ltd	£31.73	Rock Salt for the grit bin Alms	12/10	4575	6-3001	Footpath Maintenance	5949

APPENDIX 2

Derbyshire Safeguard	<u>£35.00</u>	Annual register with police	135/09	4576	6-1012	Security Alarm Service	5950
Total:	<u><u>£5,746.41</u></u>						
REGULAR PAYMENTS MADE IN PREVIOUS MONTH:							
Staff Wages	£8,051.86	Monthly/Weekly wages	FR3-4		6-5001/2/3	Autopay	
Business Partner	£469.47	Monthly Van Lease	C30-2000		6-3063	Direct Debit	
Inland Revenue/NI	£2,160.98	Monthly payment	FR3-4		6-5004		5924
DCC - Pensions	£2,673.94	Monthly payment	FR3-4		6-5005		5923
Telecom plus Plc	£27.69	Monthly	282/04(v)		6-2014	Direct Debit	
Powergen	£324.00	Monthly payment	FR3-4		6-1022	Direct Debit	
Total:	<u><u>£13,707.94</u></u>						

Matlock Town Council*Imperial Rooms**Imperial Road**Matlock**Derbyshire DE4 3NL***Profit & Loss [Budget
Analysis]****22 February 2010**

	Selected Period	Budgeted	£ Difference
INCOME			
PRECEPT	£244,000.00	£244,000.00	£0.00
THE COMMUNITY			
General	£22,443.92	£16,041.67	£6,402.25
Events	£5,492.06	£2,841.67	£2,650.39
Commercial	£5,232.80	£9,350.00	-£4,117.20
Total THE COMMUNITY	£33,168.78	£28,233.34	£4,935.44
ADMINISTRATION			
Photocopies	£10.75	£0.00	£10.75
RBS Interest	£469.04	£8,433.33	-£7,964.29
Share Dividend	£122.08	£486.67	-£364.59
Mayor's Charity	£3,443.68	£0.00	£3,443.68
Miscellaneous	£2,694.00	£0.00	£2,694.00
Total ADMINISTRATION	£6,739.55	£8,920.00	-£2,180.45
THE ENVIRONMENT			
Allotment Rents	£1,179.00	£1,131.00	£48.00
Hanging Baskets	£1,285.00	£2,500.00	-£1,215.00
Environmental Grants	£0.00	£565.00	-£565.00
Total THE ENVIRONMENT	£2,464.00	£4,196.00	-£1,732.00
PROJECTS AND REGENERATION			
Farmers' Market income	£2,048.50	£2,291.67	-£243.17
Christmas Weekend	£16,012.95	£0.00	£16,012.95
Town Trails-Sales	£618.07	£0.00	£618.07
Total PROJECTS AND REGENERATION	£18,679.52	£2,291.67	£16,387.85

APPENDIX 2

Total INCOME	£305,051.85	£287,641.01	£17,410.84
EXPENSES			
THE COMMUNITY			
IMPERIAL ROOMS			
Business Rates	£8,002.50	£8,010.00	-£7.50
Maintenance and Improvements			
Fire Alarm service	£298.60	£293.33	£5.27
Security Alarm Service	£94.79	£110.00	-£15.21
Gas Boiler Service	£636.39	£250.00	£386.39
Washroom Services	£288.29	£270.00	£18.29
Imp Rms-General Maintenance	£1,194.29	£1,879.17	-£684.88
Large Hall Floor Maintenance	£725.00	£900.00	-£175.00
Electrical Testing/lights	£823.45	£410.00	£413.45
Imperial Rooms Misc	£1,280.44	£1,595.00	-£314.56
Office Refurbishment	£7,301.28	£10,000.00	-£2,698.72
Imperial Rooms - Services			
Heating (Gas)	£2,411.13	£3,500.00	-£1,088.87
Lighting (electricity)	£2,909.77	£2,750.00	£159.77
Water	£2,030.52	£2,500.00	-£469.48
Waste Disposal	£877.50	£1,040.00	-£162.50
Imp.Rooms Bad Debts	£35.60	£0.00	£35.60
Janitorial Supplies	£769.86	£550.00	£219.86
Christmas Weekend	£22,590.92	£3,200.00	£19,390.92
Local Election	£891.39	£0.00	£891.39
CAB	£1,000.00	£1,375.00	-£375.00
S 137 EXPENSES - Community			
Community Grants	£5,532.00	£4,500.00	£1,032.00
Remembrance Sunday	£609.00	£1,000.00	-£391.00
CHRISTMAS LIGHTS			
Xmas light refurbishment/test	£0.00	£2,000.00	-£2,000.00
Xmas lighting-new	£13,503.00	£13,000.00	£503.00
Xmas light instal/remove	£20,156.99	£16,000.00	£4,156.99
Xmas Electricity Payments	£491.04	£1,375.00	-£883.96
Rolling replacement of lights	£0.00	£1,500.00	-£1,500.00

APPENDIX 2

Total THE COMMUNITY	£94,453.75	£78,007.50	£16,446.25
ADMINISTRATION			
Audit costs	£1,182.50	£1,500.00	-£317.50
Entertainment Licenses	£418.43	£350.00	£68.43
Annual Subscriptions	£391.50	£1,500.00	-£1,108.50
Insurance	£5,489.81	£8,200.00	-£2,710.19
Computer Contracts	£2,955.00	£3,450.00	-£495.00
Bank Charges	£703.48	£916.67	-£213.19
Office Expenditure			
Postage	£879.74	£1,173.33	-£293.59
Stationery	£1,197.94	£458.33	£739.61
Office Equipment	£135.80	£302.50	-£166.70
Telephone	£1,013.23	£1,283.33	-£270.10
Computer equipment	£1,573.66	£1,375.00	£198.66
Photocopier rental and copies	£748.73	£1,191.67	-£442.94
Adverts in Press	£149.60	£962.50	-£812.90
Mayor			
Mayor's Allowance	£452.72	£710.42	-£257.70
Mayor's Charity	£5,923.14	£0.00	£5,923.14
Miscellaneous expenses	£207.51	£183.33	£24.18
Courses/Seminars/Training	£1,066.61	£1,375.00	-£308.39
Publications/Literature	£2,079.76	£320.83	£1,758.93
Total ADMINISTRATION	£26,569.16	£25,252.91	£1,316.25
ENVIRONMENT			
Footpath Maintenance	£344.15	£595.84	-£251.69
Equipment&Maintenance of	£1,818.73	£3,208.33	-£1,389.60
Plants/Bulbs/Trees	£2,468.25	£2,200.00	£268.25
Environment - Other	£242.73	£458.33	-£215.60
Environment-Open Spaces			
Kiln Park	£0.00	£200.00	-£200.00
Denefields	£15,536.71	£16,818.19	-£1,281.48
Wellington Street 'triangle'	£76.00	£0.00	£76.00
Wild Thyme Community Garden	£1,596.22	£1,500.00	£96.22
Environment-Projects			
Street Furniture & maintenance	£55.00	£0.00	£55.00
Bus Shelters and Maintenance	£111.00	£916.67	-£805.67

APPENDIX 2

Denefields-Health Dvpmt Fund	-£11.21	£0.00	-£11.21
Denefields-Breathing Places	£450.94	£0.00	£450.94
MIB/EMIB Competitions			
Hanging Baskets	£6,163.00	£4,500.00	£1,663.00
Floral Displays	£0.00	£3,500.00	-£3,500.00
Sunflower Competition	£31.97	£0.00	£31.97
Awards Evening	£55.40	£300.00	-£244.60
Allotments			
Allotments - Miscellaneous	£224.22	£916.67	-£692.45
Allotment water charges	£216.83	£250.00	-£33.17
Vehicle Costs			
Fuel	£2,462.12	£2,750.00	-£287.88
Van Lease	£3,026.75	£3,208.33	-£181.58
Total ENVIRONMENT	£34,868.81	£41,322.36	-£6,453.55
PROJECTS			
Farmers Market	£1,800.80	£1,375.00	£425.80
Events in the Park	£1,960.00	£2,750.00	-£790.00
Imperial Rooms Repairs	£700.00	£1,833.33	-£1,133.33
Activities for young people	£0.00	£2,025.84	-£2,025.84
Newsletter / Publications	£3,772.22	£4,500.00	-£727.78
Total PROJECTS	£8,233.02	£12,484.17	-£4,251.15
STAFF COSTS			
Caretakers	£25,546.95	£23,833.33	£1,713.62
Outdoor Staff	£24,980.62	£24,750.00	£230.62
Office Staff	£71,945.46	£73,333.33	-£1,387.87
Employer's NIC	£6,989.81	£7,791.67	-£801.86
Employers Pension contribution	£25,176.37	£25,666.67	-£490.30
P P E	£313.94	£458.33	-£144.39
Relief Staff	£5,525.01	£5,041.67	£483.34
Total STAFF COSTS	£160,478.16	£160,875.00	-£396.84
Total EXPENSES	£324,602.90	£317,941.94	£6,660.96
Net Profit/(Loss)	-£19,551.05	-£30,300.93	£10,749.88

SUPPLIERS USED DURING THE YEAR (to be reviewed annually by full council)

	SUPPLIER	SERVICE	NOTES
1	Allianz Cornhill Insurance Plc	Council Insurance	
2	Arco Ltd	Staff Clothing	
3	Audit Commission	External Audit	
4	Avondale Gas Services	Gas servicing and maintenance	
5	Belmonts	Maintenance/parts for outdoor tools	
6	Blue Bear Audio	PA System for Remembrance Day	
7	British Telecom	Telephone services	
8	Business Gas	Gas	
9	Business Partner	Van Lease	
10	Condor Horticultural	Peat Free Compost	
11	Corporate Express	Stationery/Janitorial items	
12	Derbyshire Dales District Council	Mowing of Megdale land	<i>13 cuts per season</i>
		Business Rates	
		Supply & emptying of 3 wheeled bins	
13	Derbyshire Safeguard	Annual Subscription for security alarm	
14	EON (Powergen)	Electricity Supply	
15	G & M Beech	Window cleaner	
16	Greenham	Janitorial items	
17	H Strange & Son	Electric servicing and maintenance	<i>Annual review</i>
18	Johnston Publishing	Adverts for Farmers' Market/Remembrance Day Services	
19	Letterbox Direct	Delivery of Newsletter/Christmas Leaflet	
20	Matlock Insurance Services	Van Insurance	
21	Mr B Wood	Independent Internal Audit	
22	MYDAS	Quarterly maintenance and provision of Imperial Rooms fire alarm & lighting	
23	MYOB	Annual Support Package for accounting software	<i>Currently under review</i>
24	Neil Thompson	Bedding Plants/shrubs	
25	Peak Support Services	Computer software contract	
		Computer hardware contract	
		Internet services	
		Mail Monitoring Services	
26	Performing Right Society	Visp Hosting Services	
		Music Licence – live performance	
		Music Licence – taped music	
		Washroom services and Hand Dryers	
28	PHS	Washroom services and Hand Dryers	
29	Platts Harris	Maintenance/parts for outdoor tools	
30	Premier 1 (UK) Ltd	Hanging basket/planter supply & watering	<i>Annual review – 3 year contract</i>
31	Redflame Fire Protection	Annual Fire extinguisher provision	
32	RICOH	Supply and servicing of Photocopier	
33	Royal Mail	Siting of planters at Post Office	
34	Sainsbury's	Van Fuel	
35	Severn Trent	Water – Imperial Rooms and Allotments	

APPENDIX 3

36	Silktide Ltd	Hosting website	
37	Special Event Organisers (UK) Ltd	Christmas Package for entertainment and Marquee	
38	Trust Security Systems Ltd	Security Alarm provision and servicing	
39	Utility Warehouse	Call charges	
40	Viking Direct	Stationery/Janitorial items	
41	W G Pollard	Locksmith	
41	Zurich Municipal	Health and Safety advice service	

ANNUAL SUBSCRIPTIONS:

1	Action for Market Towns
2	Derbyshire Association of Local Councils
3	Derbyshire Rural Community Council
4	Local Council Review
6	National Village Halls Forum
7	Regeneration and Renewal magazine
5	Society of Local Council Clerks



Wildlife and Countryside Act 1981 S.53
 The Derbyshire County Council
 (Public Footpath No 27 between
 Cavendish Road and Jackson
 Road - Matlock)
 Modification Order 2010

KEY

Public Footpath
 No 27 Matlock

Plan Ref: PE/GM/X2812/Order/2010

DERBYSHIRE
 County Council
 Improving life for local people.
 Environmental Services Department

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