

Kimberley Town Council



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**To: Town Councillors
Kimberley Town Council.**

Date 17th September, 2020

Dear Councillors,

**Town Council Meeting
24th September, 2020**

In accordance with the provisions of the Local Government Act, 1972, you are hereby requested to attend a Meeting of the Kimberley Town Council to be held on Thursday 24th September, 2020 in the Main Hall area of the Kimberley Town Hall, Newdigate Street, Kimberley, Nottinghamshire. The meeting will commence at 7 00pm. The formal agenda and accompanying documents are attached to this notice.

The protocol for this meeting showing the detailed arrangement was as specified in my e mail to Councillors on 7th July, 2020. A copy of the protocol is shown overleaf, under the agenda list.

Appropriate provisions will again be made available to accommodate attendance by County and Borough Councillors, and Members of the Public. Also, I would draw you particular attention to agenda item 12 (consideration of 4 Candidates for Co Option onto the Town Council).

Yours sincerely

Malcolm F Plumb

Acting Town Clerk

Kimberley Town Council

Town Council meeting

24th September, 2020

AGENDA

1. Apologies for absence
2. Declarations of interests
3. Minutes of the 27th August 2020 Town Council meeting. To consider adopting as a true and accurate record.
4. Acting Town Clerks report upon action taken
5. Motion for asking the Borough Council to allow free parking in Kimberley. (Cllr Tansley)
6. Town Council Web Site. Replacement and development. (Cllr Bain/Town Clerk)
7. Review of Town Halls current usage and forthcoming events (Cllr Tansley)
8. County Councillors Report
9. Borough Councillors reports (One attached from Cllr Robinson)
10. Schedule of Payments (attached)
11. Public questions. Subject to time constraints.
12. Exclusion of the Public/press. Section 100a Local Government Act 1972 (Exempt items) Standard resolution.
13. Co-option of new Councillors. To meet 4 Candidates and to consider adoption onto the Town Council as Councillors. (NB Chairman's discretion should more arise)
14. Consideration of Quotations for works required (to be circulated)
15. Update report. Legal matter.

Meeting protocol

- At the "stage" end of the main Hall, a "square formation" of tables will be arranged at least 3m. space, between each Councillor.
- At the "entrance" end of the main Hall, 10+ chairs will be provided, again giving a minimum distance of 3m. between each.
- "Entry" will be by the Hall's main door. The Halls emergency door will be the "exit" door"
- The air conditioning system will not be in use.
- Hand wash gel, tissues and a waste bin will be provided in the reception area. Face masks will be available to anyone who needs them and has not brought their own
- Councillors will make their own judgement upon whether they attend the meeting, or not. (Apologies for absence will be appreciated).

Minutes of the meeting of the Kimberley Town Council held on the 27th August, 2020 in the Town Hall, Newdigate Street, Kimberley, Nottinghamshire. The meeting commenced at 7.00pm

Present	Cllr S Bain	
	Cllr J Dymond	
	Cllr S McEntee	
	Cllr J Pearce	
	Cllr T Rood	Chairman
	Cllr E Tansley	

Borough Cllr S Eason
Borough Cllr M Crow
Borough Cllr R Robinson

Members of the Public: one

Acting Town Clerk Malcolm Plumb

451 Apologies for absence

Cllr R Plumb
Cllr P Owen. Nottinghamshire County Cllr.

452 Declarations of interest

No declarations of interest were made by attending Councillors in respect of items of business listed on the agenda for this meeting.

453 Minutes

The minutes of the extra ordinary meeting of the Town Council held on the 23rd July, 2020 having been circulated to all Councillors, were taken as read, adopted by the meeting as a true and accurate record, and were signed by the Chairman.

454 Former BT red telephone Kiosk, Cliff Blvd, Kimberley

The Acting Town Clerk reported that during the work of investigating the feasibility of renovating and re siting this Kiosk to Toll Bar Square, (with a defibrillator and heritage items), expressions of opposition and concern had been received against carrying out this proposal. Accordingly the Acting Town Clerk, after consultation with the Council Chairman, had issued a Public Notice, in the actual Kiosk describing the proposals under consideration,

and inviting Local Residents to send their views, by e mail to the Council Office. About 12 e mails had been received all opposing the re-siting of this kiosk.

After a full discussion, the Meeting **RESOLVED** to accept the concerns of the Residents, and to meet the cost of renovation, and repair of the kiosk, in its current location from Town Council budgets. The Acting Town Clerk confirmed he had e mailed the Broxtowe Borough Council a request for a grant towards the cost of installing and maintaining a defibrillator in the renovated Kiosk on Cliff Blvd. The meeting also **AGREED** to investigate other options for transferring another disused BT Kiosk (reconditioned) to Toll Bar Square, (with heritage items) and if considered appropriate, transferring an existing defibrillator from another location. For the avoidance of doubt, it is emphasised this is a proposal under consideration, NOT a final decision.

455 Current Hiring's of the Town Hall

The Acting Town Clerk reported that following the agreed protocol for Hall Hiring's, requests for hiring's had been agreed for the following

Slimming World	Weekly
Dancing class (singles)	Weekly
Art and craft for children	Once (for risk evaluation purposes)
Family Parties	Twice (single events)

All events are being held in full compliance current with HM Gov. Rules and the Town Councils own protocol. The two "weekly" Organisations have carried out their own risk assessment in accordance with their Associations recommended protocol. They are being asked to sign a confirmation of this. (See also minute 461). The report was **NOTED**

456 Resignations of Two Town Councillors

The Acting Town Clerk reported that resignations had been received from the following Town Councillors.

Cllr B Samuels MBE
Cllr D Warren

The meeting recorded its appreciation of the services of these two Councillors during their past work with the Town Council

The Acting Town Clerk then reported as follows

- Formal Public Notices had been issued upon these two new vacancies, inviting members of the Public to call for Bye Elections, should they so wish, within a certain period from the date of the public Notice. No such call having been received, and following advice from the Borough Council, the Town Council may now try to fill both vacancies (together with the previous 4 additional vacancies) by the process of

Co-option. The meeting **AGREED** for the Acting Town Clerk to proceed to invite nominations from the Community for co options into these vacancies

- The Acting Town Clerk reminded the Meeting that the Town Councils own Standing Orders specify that the Town Council's quorum is to comprise one third of the total Councillors in office. As a consequence, this now means that, at present, only 3 Councillors can be regarded as a quorum and would thus be able to determine policy decisions and authorise all expenditure. He therefore asked the meeting to consider an amendment to Standing orders specifying that, for the time being, the quorum will be one third of the **total** number of Town Councillors (filled AND vacant) being FIVE Councillors, in order to improve the democratic level, within the Council. After discussion, the meeting **AGREED** to accept the Acting Town Clerks suggestion. With immediate effect, the quorum for full Town Council meetings will be five Councillors in attendance and voting.

457 County Councillors Report

County Cllr Philip Owens report, having been circulated to all Councillors was taken as read, received and noted, with thanks, by the Meeting.

458 Borough Councillors reports

Borough Cllr Shane Eason gave a detailed report upon matters of concern, which included the following

- Stag recreation ground. fencing, access, renovation of pavilion
- Football Ground. Grants from KTC. Application for a drinks licence
- Past electrical work.
- Town Council Web site
- Video conferencing

After discussion, the meeting NOTED Cllr Easons comments

Borough Cllr Mel Crow gave a full report including the matter concerning the former BT Telephone Kiosk. (Record note. Unable to hear other points made because of the acoustics element in the hall).

459 Recreation Ground Pavilion

The Chairman, Cllr T Rood reported upon **idea's and proposals** for building repairs, lighting and improved security at this location, contributing suggestions upon needed improvements/renovations. The Acting Town Clerk reminded the meeting that within the 2019 Building Condition Survey which the Town Council received last year, serious matters were recorded relating to the buildings overall state, the Referees room and storage rooms. All of which has Health/Safety implications. The report raised the question on the option of a

full replacement, which may have to be considered after a detailed examination by Councillors.

After a full discussion, it was **agreed** to establish a separate Working Party comprising Town Councillors, Council Officers, plus (perhaps) others with knowledge/experience in similar matters. Working Party to comprise of Council Chairman, Cllr S Bain, plus two other Councillors, and the Acting Town Clerk.

460 Financial Matters

Cllr J Diamond gave a full report upon the recent Finance Committee meeting, which included income/expenditure review, training for financial accounting, a new specialised Local Council Accounting software system, and quotations for a new office computer system with up to date software.

A list of accounts was presented for approval. (At this point, the Council Chairman, Cllr T Rood, vacated the meeting whilst this matter was considered, as he had an interest in one item of expenditure. (With the meeting's support, Cllr Sue McEntee acted as the meetings Chair for this item of business)). After discussion, **the meeting received and approved** the list of accounts for payment.

461 Use of the Parish Hall for Town Council meetings and community events

The Acting Town Clerk reported that after applying both the UK Governments rules relating to Community meetings in Public premises, and the Town Councils protocol, Community use of the Halls was now re-commencing. Slimming World had now resumed their regular booking, after carrying out their own Associations recommended risk assessment. Two family parties have taken place and a trial session of Children's Arts and Crafts class has also taken place, again after the organisers had conducted their own risk assessment exercise. The Dancing Class Organisers were carrying out their own risk assessment exercise in line with their own Associations advice, and may commence classes shortly.

Town Council meetings would (at present) continue in the main hall applying all the standards required by HM Government. Depending on the number of Councillors involved, Town Council Committee meetings **may** be held in the Committee room ensuring distancing rules and other conditions can be observed

After discussion, the meeting **NOTED** this report.

462 Buildings Structural Survey Report

The Acting Town Clerk reminded the meeting that the Buildings Structural Report, mentioned above additionally highlighted a number of alternative proposals for the eventual

future of the Town Hall, offices and car park (reconditioning or replacement). Consideration needs to be given to these questions at the present time.

After discussion, it was **AGREED** that the working Party referred to in minute No 459 above be additionally asked to consider what next steps are desirable in considering the best option for the future Town Hall/offices/building/car park. Acting Town Clerk to arrange.

463 Date of the next Meeting

Thursday, 24th September 2020 (subject to any new HM guidelines which may be issued by HM Government)

464 Exclusion of the Public/press

It was **RESOLVED** that in view of the confidential nature of the remaining items of business, (contractual, legal, and personnel) as defined by section 110a of the Local Government Act 1972, the public and press be excluded from the meeting at this point. They therefore left the meeting at this time.

NOTE. A record of the remaining items of business is attached to these minutes in a confidential page, **for the information of Town Councillors and Council officers only.**

Kimberley Town Council

Confidential attachment to the Town Council minutes

27th August 2020

(For Town Councillors and Council Officers only)

(NOT for publication)

465 Update report. Former Electricians Contract

The Acting Town Clerk reported that, in accordance with the decision of the Town Council's extra ordinary meeting held on the 23rd July, 2020, he had sent a full formal invoice for the outstanding amount, with an accompanying letter stating that failure to pay this outstanding amount, within two weeks of the date of the letter would result in the case being handed over to an appropriate Lawyer. The Acting Town Clerk had received a response dated 18th August, 2020 confirming "he is not in a position to return any monies". The Acting Town Clerk reminded the meeting that in order to obtain verification of the reasons for not refunding the full amount of £5,100, he had requested the **contact** details of the Contractor who had supplied the equipment in the first place. This request had been refused.

After discussion, **the meeting authorised** the Acting Town Clerk to appoint an appropriate Lawyer to represent the Town Council in further action to recover the outstanding amount.

466 Employment Tribunal

The meeting noted that the Town Councils submission for the forthcoming tribunal, had now been updated and sent to the Town Councils Representatives, Peninsula Services in preparation for the forthcoming tribunal, estimated to take place in December 2020. Three of the four claims against the Town Council had been withdrawn (bullying, age discrimination and sex discrimination) leaving the final claim (unfair dismissal) for consideration by the tribunal. The Acting Town Clerk had submitted documentary evidence in support of the Town Council's final dismissal decision.

After discussion, the meeting **NOTED** this report

There being no further business, the Chairman closed the meeting at 8.30pm



PUBLIC NOTICE

In accordance with the local Government Act 1972, NOTICE IS HEREBY GIVEN, that a meeting of the Kimberley Town Council will take place on 24th September 2020 in the Kimberley Parish Hall, Newdigate Street, Kimberley, Nottingham, NG16 2NJ commencing at 7pm. A copy of the Agenda for the meeting is attached to this notice. Members of the public are entitled to attend this meeting as observers and if time permits, will be given an opportunity to ask questions or make statements to the meeting

Given this 17th day of September 2020

Signed *Malcolm F Plumb*

Town Clerk

Kimberley Town Council