

# Kimberley Town Council



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

**Date 21<sup>st</sup>. August, 2020**

Dear Councillors,

**Town Council Meeting**  
**27<sup>th</sup> August, 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 27<sup>th</sup> August, 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 7<sup>th</sup> 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.

Yours sincerely

*Malcolm F Plumb*

Acting Town Clerk

# Kimberley Town Council

## Town Council meeting

27<sup>th</sup> August, 2020

1. Apologies for absence
2. Declarations of Interest
3. Minutes of the 23<sup>rd</sup>.July 2020 extra ordinary Town Council meeting (Attached)
4. Former BT red telephone Kiosk, Cliff Blvd
  - a. Town Clerks report upon residents comments
  - b. Review of current proposals (Alternative proposals to be considered)
5. Current hiring's of the hall. Report.
6. Resignations of two Town Councillors. Report/update/for NOTING.
7. County Councillors report
8. Borough Councillors reports
9. Recreation Ground pavilion
  - a. Chairman/Town Clerks reports
10. Financial Matters
  - a. Finance Committee meeting 20<sup>th</sup> July, 2020. Report
  - b. Accounts for Payment (Schedule attached)
  - c. Review of Office IT System. Report/recommendations
11. Use of the Hall for Town Council Meetings (spacing). Continued use of committee room for Committee meetings
12. Town Council Standing orders. Quorum position. Report/Review,
13. Structural Survey Report. Hall/pavilions. Next steps.
14. Exclusion of the Public/press
15. Excluded Items To formally resolve to exclude the public and the press from the meeting at this point, in accordance with "exempt items" rules (Local Government Act 1972). These matters involve a staffing issue and a contractual legal item.
16. Update report. Former Electricians contract.
17. Update report. Employment Tribunal.

### **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 extra ordinary meeting of the Kimberley Town Council held on the 23rd July 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 N Oakden  
                         Cllr T Rood                    Chairman

                         Borough Cllr S Eason  
                         Borough Cllr M Crow

                         Malcolm Plumb.            Acting Town Clerk  
                         Sue Nolan                    Assistant Town Clerk/RFO

                         Members of the Public   Two

436    Apologies for absence

County Cllr Philip Owen  
Cllr J Pearce  
Cllr R Plumb  
Cllr B Samuel MBE  
Cllr E Tansley  
Cllr D warner

437    Declarations of Interest

No declarations of interest were made by attending Councillors in respect of items listed on the agenda notice.

438    Minutes

The minutes of the meeting of the Town Council held on the 2<sup>nd</sup> February, 2020, having been circulated to all Councillors were taken as read, adopted by the meeting, accepted as a true and accurate record, and signed by the Chairman.

439    Former BT Red telephone kiosk re siting/renovations

Cllr T Rood gave a full report upon preparations for the proposed transfer of the disused/damaged former BT Telephone Kiosk currently situated at Cliff Blvd. to the more central location of Toll Bar Square. Expressions of concern had been received from Local Residents, and the Chairman invited Borough Cllr Mel Crow to speak on their behalf. Her report and comments were noted by the meeting. The possibility of a grant from the

Borough Council for whatever final arrangements were agreed was mentioned. After a full discussion, it was resolved to continue with the proposal to establish a former telephone kiosk as a Heritage facility in Toll bar Square, (with a defibrillator) and to apply for a grant from the Borough Council towards the cost. The Meeting agreed to investigate the possibility of two telephone kiosks, retained on both sites.

440 Town Hall air conditioning system.

Cllr T Rood reported the successful installation of the heating/air conditioning system in the main hall. This was now fully operational and could be used at appropriate times in future. This system will enhance the Halls amenities and internal safety levels (e.g. none use of mobile “floor” heaters). The report was noted by the meeting.

441 Financial Matters

- The meeting received and noted the attached schedules of payments and receipts which had occurred since the February 2020 Town Council meeting.
- The meeting received and noted the Internal Auditors report in respect of the Annual Statement of Accounts for the financial year 2019/20.
- After discussion, the meeting resolved to adopt the annual Statement of accounts for the financial year 2019/20 showing an end of year balance of £289,796. This can now be submitted for external audit.
- The meeting noted advice received from Borough Councillors that a claim can be made for a refund of lost income arising from the Town Halls closure from hiring’s during the “lockdown” period. It was agreed to prepare and submit an appropriate claim.

442 Councillors attendance requirement

The Acting Town Clerk referred to the legal requirement related to Councillors absence from formal meetings. He advised that for the avoidance of doubt, it would be advisable for the Town Council to formally record a “dispensation” is accepted in calculating the six month absence rule in regard to the period of “Lockdown” where no meetings were arranged. The meeting so Resolved.

443 Recreation Ground Pavilion

Cllr T Rood reported that, as confirmed by the recent Structural Survey report, it was desirable to obtain advice, information, and approx. costings for urgent renovations to the Sports pavilion. After discussion, it was agreed that outline plans with estimated costings be obtained for any necessary renovation/rebuilding work for this facility. It was agreed that this information be sought for referral back to a full Town Council meeting.

444 Borough/County Councillors reports.

- County Cllr Philip Owen had submitted a full report which had been circulated to all Councillors with the agenda papers. The report was received with thanks and noted by the meeting
- Borough Councillors Shane Eason and Mel Crow gave reports upon Borough Council matters, particularly in connection with Transport policies within the Borough, Leisure centre's continuing Reviews, use of outside Contractors and Beverley Hill area/greenbelt. Both Councillors were thanked for their reports which were noted by the meeting

445 Exclusion of the Public/press

It was resolved that in view of the confidential nature of the following items of business (staffing, contractual, legal) as defined by section 100A of the Local Government Act 1972, the Public and press be excluded from the meeting at this point. They therefore left the meeting.

**A confidential attachment paper to these minutes is filed, for the information of Town Councillors and Council Officers ONLY.**

# Kimberley Town Council

**CONFIDENTIAL ATTACHMENT TO**  
**TOWN COUNCIL MEETING MINUTES**  
**23<sup>rd</sup> July 2020**

**(For Town Councillors and Council Officers information only)**  
**(Not for publication)**

446 Amended Job descriptions. Town Clerk and Assistant Town Clerk/RFO

The Acting Town Clerk reported that drafts of the amended job descriptions had been prepared for the Councils consideration. After discussion, this item of business was referred to the Town Councils HR Committee for detailed consideration and recommendation to the full Council

447 Appointment of Caretaker/handyman

The Acting Town Clerk reported that Mr Neil Coy had been appointed to this position and had commenced work satisfactorily. The meeting NOTED this report

448 Employment tribunal Former Town Clerk

Cllr Neil Oakden, Chair of the Town Councils HR Committee, gave a full report upon the current position in relation to the forthcoming tribunal. After discussion the report was received and noted.

449 Failed past electrical contracting work

The Acting Town Clerk gave a full and detailed report upon action taken against a former Contractor for the refund of advance payment for purchase of equipment not used OR the return of equipment purchased. Following protracted communications neither had been received and the question of further action now needed to be considered by the Town Council. The Acting Town Clerk offered three alternative courses of action for the meetings consideration. After a full discussion, Cllr Neal Oakden proposed that a formal invoice is issued for the outstanding sum to the former Contractor, that two final weeks be allowed for payment and that failure to meet this deadline will result in the case being handed over to an appropriate Lawyer for further action on the Town Council behalf. The proposal was fully accepted by the meeting.

At this point, the Acting Town Clerk left the meeting whilst the remaining item of business was considered. Sue Nolan, Assistant Town Clerk remained to record any decision made by the meeting

450 Acting Town Clerk.

The Chairman reported that Malcolm Plumb's current appointment as Acting Town Clerk would expire at the end of August 2020 and asked the meeting to consider their policy for implementation after this date. After a full discussion it was RESOLVED that the Acting Town Clerks appointment is renewed for a further 6 months to 28<sup>th</sup> February 2021, with a review at that time.

It was further resolved that a subscription to the Society of Local Council Clerks be implemented for an appropriate level of the Clerks Membership. The Town Councils HR Committee to look into the job description for the Town Clerk's position and the recruitment process is commenced at an appropriate time in the future.

There being no further business, the Chairman thanked everyone for their attendance and contributions and closed the meeting at 8.50pm

Kimberley



Town Council

## 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 27<sup>th</sup> August, 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.

**NOTE** This meeting will be held in full compliance with HM Gov. Guidelines relating to distancing and the prevention of cross infection. Members of the public are advised to use face masks if they able to do so.

Given this 21<sup>st</sup> day of August, 2020

Signed *Malcolm Plumb*

Acting Town Clerk

Kimberley Town Council