Matlock
TOWN COUNCIL

Imperial Rooms
Imperial Road
Matlock
Derbyshire DE4 3NL

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Mayor 2024-2025 - Councillor Jason Knighton
Town Clerk – Simon Hosmer

Minutes of the Annual Meeting of Matlock Town Council held on Monday 19 May 2025 at 6.00pm in the Imperial Rooms, Matlock.

Present: In the chair: Cllr Jason Knighton

Councillors: Len Best, David Hughes, Steve Flitter, Jason Knighton, Marilyn Franks, Pat Wildgoose, Sue Burfoot, Ashley Orwin

Also present: No member of the public present

In attendance: Simon Hosmer (clerk)

India Hosmer (RFO)

Meeting begins 18:00

AM01/25 - ELECTION OF THE CHAIR (MAYOR) for 2025-2026

Cllr Hughes nominates Cllr Marilyn Franks to position of Mayor

Proposed: Cllr David Hughes, seconded Cllr Sue Burfoot
Resolution: That Cllr Marilyn Franks be elected as Chair (Mayor)
Agreed unanimously

Cllr Jason Knighton and Cllr Marilyn Franks exchanged places

*Cllr Franks made her declaration of acceptance of office and *speech**

AM02/25 - APOLOGIES FOR ABSENCE
None received

AM03/25 - VARIATION OF ORDER OF BUSINESS AND DECLARATION OF MEMBERS INTERESTS
None requested

AM04/25 - REQUEST FOR DISPENSATION

No requests for dispensation had been received.

AM05/25 - PUBLIC PARTICIPATION - MEMBERS OF THE PUBLIC, POLICE, COUNTY COUNCIL OR DISTRICT COUNCIL REPRESENTATIVES
Nobody was present

AM06/25 – MINUTES: Annual Meeting of Matlock Town Council, Monday 20 May 2024.

Proposed: Cllr Steve Flitter, seconded Cllr Ashley Orwin
Resolution: To approve the minutes of the Annual meeting of Matlock Town Council held on Monday 20th May 2024 – *No amendments were noted*
Agreed unanimously

AM07/25 - ELECTION OF THE DEPUTY MAYOR FOR 2025-2026

Cllr Franks suggested Cllr Orwin to be her Deputy Mayor

Proposed: Cllr David Hughes, seconded Cllr Sue Burfoot
Resolution: To elect Cllr Ashley Orwin as deputy Mayor for 2025-2026
Agreed unanimously

Cllr Orwin made his acceptance of office

AM08/25 - REVIEW OF THE CURRENT COMMITTEE / WORKING PARTY STRUCTURE

To retain 6 people on the Planning Committee once 2 new Councillors have been co-opted

Proposed: Cllr Steve Flitter, seconded Cllr Pat Wildgoose
Resolution: To neuter the gender on minutes and in Terms of Reference in future
Agreed unanimously

AM09/25 - APPOINTMENT OF MEMBERS TO SERVE ON THE COMMITTEES AND/OR TASK GROUPS (Working Parties)

It was agreed that the following Councillors would be on each Committee:

<u>Corporate Committee</u>

Cllr Knighton, Cllr Franks, Cllr Hughes, Cllr Fletcher & Cllr Orwin

<u>Events Committee</u>

Cllr Orwin, Cllr Wildgoose, Cllr Knighton, Cllr Franks, Cllr Steve Flitter & Cllr Best

Environment Committee

Cllr Hughes, Cllr Wildgoose, Cllr Burfoot, Cllr Best & Cllr Fletcher

Planning Committee

Cllr Best, Cllr Fletcher, Cllr Knighton, Cllr Orwin & Cllr Wildgoose

Proposed: Cllr Marilyn Franks, seconded Cllr David Hughes
Resolution: To appoint the above Councillors to each Committee for 2025-2026
Agreed unanimously

AM10/245 - CONFIRMATION OF THE CHAIRPERSON FOR EACH COMMITTEE / TASK GROUP

It was agreed to appoint the following Councillors as chair of each Committee:

Cllr Jason Knighton as chair of the Corporate Committee
Cllr Ashley Orwin as chair of the Events Committee
Cllr David Hughes as chair of the Environment Committee
Cllr Len Best as chair of the Planning Committee

Proposed: Cllr Ashley Orwin, seconded Cllr Jason Knighton
Resolution: To confirm the above appointments to chair of each Committee
Agreed unanimously

AM11/25 - LEAD MEMBERS OF THE COUNCIL

It was agreed that Lead members would be appointed to the following roles:

Leader of the Council, Environment lead, Finance lead, Remembrance lead, Flooding lead & Imperial rooms

Proposed: Cllr Pat Wildgoose, seconded Cllr Ashley Orwin
Resolution: To confirm that Lead Members would be appointed for the Council, Environment, Finance, Remembrance, Flooding and the Imperial Rooms
Unanimously agreed

AM12/25 - LEAD MEMBERS OF THE COUNCIL – Appointment

It was agreed to appoint the following Councillors as lead members for important aspect of the Council:

Cllr Knighton was appointed as Leader of the Council and Cllr Hughes as Environment lead
Chair of the Corporate Committee, Cllr Jason Knighton was appointed as Finance lead
Cllr Flitter was appointed as Remembrance lead and Cllr Hughes as Flooding lead
Cllr Orwin was appointed as Imperial Rooms lead

Proposed: Cllr Steve Flitter, seconded Cllr David Hughes
Resolution: To appoint the above Councillors as lead members for the respective roles

Agreed unanimously

Cllr Knighton made the declaration of acceptance of office of Leader of the Council

AM13/25 - OUTSIDE BODIES

A discussion was had about which Councillors to appoint to outside bodies. The following was agreed:

Cllr Knighton and Cllr Fletcher were appointed to represent the Council with the <u>Matlock Twinning Association</u>
Cllr Sue Burfoot was appointed to represent the Council with the <u>Derwent Valley Rail Transport Partnership</u> and the Derbyshire Dales District Council <u>Fairtrade Steering group</u>
Cllr Flitter was appointed to represent the Council with the <u>Royal British Legion</u>
Cllrs Wildgoose and Franks were appointed to represent the Council at the Derbyshire District Council <u>Closer working group</u>

The Council also decided to defer a decision on a representative to the Derbyshire County Council & Derbyshire Dales District Council liaison forum, the Matlock Railway Station Improvement group and Matlock Community vision group until such time as a representative was required

Proposed: Cllr David Hughes, seconded Cllr Pat Wildgoose
Resolution: To appoint the above Councillors to represent Matlock Town Council on the underlined outside bodies
Agreed unanimously

AM14/25 – SCHEME OF DELEGATION & TERMS OF REFERENCE

The scheme of delegation and terms of reference for each Committee were considered by Councillors

Proposed: Cllr David Hughes, seconded Cllr Ashley Orwin
Resolution: To approve the amended Scheme of Delegation and the Terms of reference for the 4 Committees and to add comments on Local Plan to the Planning Committee Terms of Reference
Agreed unanimously

AM15/25 – CODE OF CONDUCT

The code of conduct 2025 was considered by Councillors

Proposed: Cllr David Hughes, seconded Cllr Marilyn Franks
Resolution: To approve the new Code of Conduct
Agreed unanimously

AM16/25 - FINANCE: SIGNATORIES

Signatories for Matlock Town Council bank accounts were reviewed & considered for change. It was agreed that the previous Clerk and several ex-Councillors would be removed from the accounts

Proposed: Cllr David Hughes, seconded Cllr Jason Knighton
Resolution: To ask the Clerk to remove the previous Clerk and several ex-Councillors as signatories from Matlock Town Council bank accounts.
Agreed unanimously

AM17/25 – FINANCE: FINANCIAL REGULATIONS 2025

A conversation was had about the changes made to the Financial Regulations and it was agreed they were acceptable to the Council and that the Clerk should publish them at his earliest convenience

Proposed: Cllr Jason Knighton, seconded Cllr David Hughes
Resolution: To accept the review of the Financial regulations and publish them to the Matlock Town Council website as soon as possible.
Agreed unanimously

AM18/25 – STANDING ORDERS 2025

A conversation was had about the changes made to the Standing Orders and it was agreed they were acceptable to the Council and that the Clerk should publish them at his earliest convenience

Proposed: Cllr David Hughes, seconded Cllr Ashley Orwin
Resolution: To accept the review of the Standing Orders and publish them to the Matlock Town Council website as soon as possible.
Agreed unanimously

AM19/25 – PRESS & MEDIA POLICY 2025

A conversation was had about the changes made to the Press & Media policy and it was agreed they were acceptable to the Council and that the Clerk should publish them at his earliest convenience

Proposed: Cllr Steve Flitter, seconded Cllr David Hughes
Resolution: To accept the review of the Press & Media Policy and publish it to the Matlock Town Council website as soon as possible.
Agreed unanimously

AM20/25 – REPORT FROM THE LEADER OF THE COUNCIL 2024-2025

Councillor Hughes read out his report for 2024-2025

Proposed: Cllr Steve Flitter, seconded Cllr Jason knighton
Resolution: To accept the report by the Leader of the Council
Agreed unanimously

AM21/25 - REPORT FROM OUTSIDE BODIES

None received

AM22/25 - REGISTER OF DISCLOSABLE PECUNIARY INTERESTS

It was noted that all members should review the information contained in their Register of Interests regularly and inform the Clerk within 28 days of their being an amendment.

Proposed: Cllr Ashley Orwin, seconded Cllr Steve Flitter
Resolution: That all Councillors would return a pecuniary interests form for submission to the district Council within 28 days
Agreed unanimously

AM23/25 - INSPECTION OF DEEDS AND TRUSTS IN THE CUSTODY OF THE COUNCIL

Council members were informed that should they wish to inspect any of the deeds held by the council they should enquire in the office. The Council does not hold any trusts.

GENERAL BUSINESS:

AM24/25 - APPROVED SUPPLIERS

The list of suppliers included in the appendices was considered by Council

Proposal: Cllr David Hughes, seconded Cllr Jason Knighton
Resolution: To approve the list of approved suppliers to be used in the first instance for quotations and work for the Council based on the amendments made by the Clerk
Agreed unanimously

Meeting ends 19:55

Simon Hosmer
Town Clerk

CHAIRMAN: DATED: