APPENDICES

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COMMITTEE UPDATES

CC520/26 - Investigate other options for water companies	Corporate	16.02.2026	02.04.2026	RFO	Process stalled due to similarities in offer
CC520/26 - Ask Derbyshire Dales District Council & Chesterfield Borough Council who they bank with and get some advice from Finance officers at those Councils	Corporate	16.02.2026	02.04.2026	RFO	Completed 09.03.2026
CC520/26 - Investigate the history of the shares we own and to report back	Corporate	16.02.2026	02.04.2026	Clerk	Written to Equiniti for more detail 10.03.2026
CC521/26 - Identify earmarked reserves and how much we would need in each for the next Corporate meeting	Corporate	16.02.2026	02.04.2026	RFO	Completed 31.03.2026
CC521/26 - Put £105,000 in general reserves and £10,000 for Earmarked reserves under 'Imperial Rooms fund'	Corporate	16.02.2026	30.04.2026	RFO	*Subject to Precept being received*
CC522/26 - adopt the process and to add a lost property information sheet to the foyer of the Imperial Rooms	Corporate	16.02.2026	02.04.2026	Clerk	Completed 11.03.2026

APPENDICES CORPORATE COMMITTEE 20.04.2026

CC520/26 – BANKING ADVICE FROM CBC & DDDC
DDDC do not consider the FCA deposit limit as they have their monies insured for potential losses through banking collapse. This may be the case with Chesterfield Borough Council but we haven't heard back from them in 6 weeks.

CC520/26 – SHARE HISTORY
Complicated – 4 lots of shares owned by MTC (National Grid, Shell, Lloyds Bank & Centrica). We have 3 share certificates but the missing one (Lloyds) was never issued. We have to fill out a form to get a copy of the share certificate and to ensure we have the right signatories and can sell the shares if that is decided. This is an ongoing process as Equitini are struggling to understand we are not a company. The estimated value of the shares is £8000.00

CC521/26 – IDENTIFY EARMARK RESERVES
See Reserves Report (item 8 on this agenda)

CC522/26 – LOST PROPERTY PROCESS
Now in place at the Imperial Rooms

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RFO REPORT

PURPOSE OF REPORT

To bring a series of reports, for approval, that highlight all in-goings and out-goings of the council's bank accounts and all current outstanding invoices for the use of the imperial rooms. Also to have all reconciliation reports since the last meeting signed.

BACKGROUND

Reports requested for all corporate meetings.

SUMMARY

See reports.

RECOMMENDATION

n/a

OTHER CONSIDERATIONS

In preparing this report the relevance of the following factors has also been taken into consideration: Prevention of Crime and Disorder; equalities; environmental; climate change; health; human rights and personnel and property.

Dated: 02/04/2026

3 March 2026 (2025-2026)

Matlock Town Council

Prepared by: ______________________ Date: __________

Name and Role (Clerk/RFO etc)

Approved by: ______________________ Date: __________

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 28/02/2026			
	Cash in Hand 01/04/2025			109,512.89
	ADD Receipts 01/04/2025 - 28/02/2026			478,825.17
				588,338.06
	SUBTRACT Payments 01/04/2025 - 28/02/2026			414,660.30
A	**Cash in Hand 28/02/2026** (per Cash Book)			**173,677.76**
	Cash in hand per Bank Statements			
	Petty Cash	28/02/2026	50.00	
	RBS Current Account	28/02/2026	44,775.77	
	RBS Special Interest Account	28/02/2026	28,338.85	
	Undeposited Funds	28/02/2026	0.00	
	Unity Current Account	28/02/2026	13,089.25	
	Unity Deposit Account	28/02/2026	87,423.89	
				173,677.76
	Less unpresented payments			
				173,677.76
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**173,677.76**
	A = B Checks out OK			

1 April 2026 (2025-2026)

Matlock Town Council

Prepared by: ______________________ Date: __________

Name and Role (Clerk/RFO etc)

Approved by: ______________________ Date: __________

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/03/2026			
	Cash in Hand 01/04/2025			109,512.89
	ADD Receipts 01/04/2025 - 31/03/2026			484,017.15
				593,530.04
	SUBTRACT Payments 01/04/2025 - 31/03/2026			445,701.72
A	**Cash in Hand 31/03/2026** (per Cash Book)			**147,828.32**
	Cash in hand per Bank Statements			
	Petty Cash	31/03/2026	50.00	
	Stripe	31/05/2026	0.00	
	Unity Deposit Account	31/03/2026	85,448.85	
	Unity Current Account	31/03/2026	1,628.24	
	Undeposited Funds	31/03/2026	0.00	
	RBS Special Interest Account	31/03/2026	28,388.43	
	RBS Current Account	31/03/2026	32,312.80	
				147,828.32
	Less unpresented payments			
				147,828.32
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**147,828.32**
	A = B Checks out OK			

02 April 2026 (2025-2026)

Matlock Town Council

Listing of Payments in each Code for All Cost Centres

(Between 01-02-2026 and 31-03-2026)

Cost Centre ADMINISTRATION COSTS

Code Number 21 Bank Charges

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
693	05/02/2026			RBS Current Accou		Bank Charges	RBS	Z	25.55		25.55
699	28/02/2026			Unity Current Acco		Bank Charges	Unity Trust Bank	Z	7.80		7.80
759	31/03/2026			Unity Current Acco		Bank Charges	Unity Trust Bank	Z	8.65		8.65
760	06/03/2026			RBS Current Accou		Bank Charges	RBS	Z	36.65		36.65
						Subtotal for Code:	Bank Charges		£78.65		£78.65

Code Number 22 Office Expenses incl IT contracts

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
685	02/02/2026	GB6000KATKS		RBS Current Accou		Labels	Amazon Payments UK Ltd	S	9.98	2.00	11.98
686	02/02/2026	GB612EUF3AE		RBS Current Accou		blank badges for badge machine	Amazon Payments UK Ltd	S	16.48	3.30	19.78
695	10/02/2026	3401589		RBS Current Accou		toilet roll	Gompels Ltd	S	26.69	5.34	32.03
710	17/02/2026	GB6001UK716		RBS Current Accou		toilet blocks	Amazon Payments UK Ltd	S	21.58	4.32	25.90
716	19/02/2026	IEN202600951		RBS Current Accou		Acrobat standard subscription	Adobe Systems Software	S	10.95	2.19	13.14
742	27/02/2026	52305		RBS Current Accou		Server, Cloud and Email	SIA Ltd	S	426.00	85.20	511.20
743	02/03/2026	29755744		RBS Current Accou		Office phones	Zen systems	S	148.00	29.60	177.60
752	03/03/2026			RBS Current Accou		Stationery	Gompels Ltd	S	25.94	5.18	31.12
775	16/03/2026	GB600460ONE		RBS Current Accou		Stationery	Amazon Payments UK Ltd	S	8.12	1.62	9.74
781	20/03/2026	ORD511301-1		RBS Current Accou		14th edition local council administration	SLCC	Z	144.00		144.00
783	19/03/2026	IEN202601568		RBS Current Accou		Acrobat standard subscription	Adobe Systems Software	S	10.95	2.19	13.14
798	30/03/2026	29755976		RBS Current Accou		Office phones	Zen systems	S	148.00	29.60	177.60
800	30/03/2026	52535		RBS Current Accou		Server, Cloud and Email	SIA Ltd	S	414.00	82.80	496.80
						Subtotal for Code:	Office Expenses incl IT contract		£1,410.69	£253.34	£1,664.03

Code Number 23 Mayors Allowance

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
700	13/02/2026	40119335		RBS Current Accou		prosecco for bingo	Majestic Wine	S	140.00	28.00	168.00
701	13/02/2026	217/99154066		RBS Current Accou		beer for bingo	Majestic Wine	S	22.40	4.48	26.88
757	05/03/2026			RBS Current Accou		partial refund for prosecco for bingo	Majestic Wine	S	-116.67	-23.33	-140.00
						Subtotal for Code:	Mayors Allowance		£45.73	£9.15	£54.88

Code Number 24 Conferences & Training

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
720	23/02/2026	QL208862-1		RBS Current Accou		CILCA	SLCC	Z	495.00		495.00
						Subtotal for Code:	Conferences & Training		£495.00		£495.00

Code Number 26 Miscellaneous expenses

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
781	20/03/2026	ORD511301-1		RBS Current Accou		14th edition local council administration	SLCC	S	4.50	0.90	5.40
						Subtotal for Code:	Miscellaneous expenses		£4.50	£0.90	£5.40

Matlock Town Council

Listing of Payments in each Code for All Cost Centres

(Between 01-02-2026 and 31-03-2026)

Code Number 44 Personal Protective Equipment

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
713	18/02/2026	4829201		RBS Current Accou		Work Trousers	William Twigg (Matlock) Ltd	S	16.50	3.30	19.80
805	30/03/2026	4837064		RBS Current Accou		safety trainers	William Twigg (Matlock) Ltd	S	49.50	9.90	59.40
						Subtotal for Code:	Personal Protective Equipment		£66.00	£13.20	£79.20

Code Number 87 HR administration fees

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
715	19/02/2026	INV-3539		Unity Current Acco		HR Payment	Castle Associates	S	88.00	17.60	105.60
719	20/02/2026	INV-1309		RBS Current Accou		hr support network fee - 3 year package	Castle Associates	S	300.00	60.00	360.00
807	19/03/2026	INV-3824		Unity Current Acco		HR Payment	Castle Associates	S	88.00	17.60	105.60
						Subtotal for Code:	HR administration fees		£476.00	£95.20	£571.20
						Subtotal for Cost Centre:	ADMINISTRATION COSTS		2,576.57	371.79	2,948.36

Cost Centre EVENT COSTS

Code Number 38 Events Programme

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
707	17/02/2026	R06464010016		RBS Current Accou		cash/change boxes for events	Boyes	S	11.86	2.37	14.23
758	05/03/2026	630022503802		RBS Current Accou		easter Eggs	Morrisons	S	170.00	34.00	204.00
777	18/03/2026	629122900131		RBS Current Accou		refreshments for town of culture meetin	Iceland Foods	S	9.83	1.97	11.80
						Subtotal for Code:	Events Programme		£191.69	£38.34	£230.03

Code Number 39 Christmas Event expenses

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
698	11/02/2026	1379871		RBS Current Accou		partial refund for mvis signs	MVIS LTD	Z	-75.02		-75.02
						Subtotal for Code:	Christmas Event expenses		£-75.02		£-75.02
						Subtotal for Cost Centre:	EVENT COSTS		116.67	38.34	155.01

Cost Centre OPERATING COSTS & GRANTS

Code Number 12 Imperial Rooms Maintenance

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
684	02/02/2026	SI-4964		RBS Current Accou		Call Out Charge - Boiler	ADR Services (Midlands) Ltd	S	95.00	19.00	114.00
						Subtotal for Code:	Imperial Rooms Maintenance		£95.00	£19.00	£114.00

Code Number 13 Imperial Rooms services

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
682	02/02/2026	83476818		RBS Current Accou		3x360 Litre Wheeled bin emptying	Derbyshire Dales DC	Z	421.20		421.20
735	25/02/2026	2415		RBS Current Accou		Lightning Protection test and inspection	TW Lightning Protection Ltd	S	240.00	48.00	288.00
740	27/02/2026	59013		RBS Current Accou		service and test of fire alarm system	Hollinsend Fire Safety Ltd	S	120.00	24.00	144.00
746	03/03/2026	61900		RBS Current Accou		Annual keyholding charges	Riber Security & Investigations Ltd	S	85.00	17.00	102.00
802	30/03/2026	IW1898805		RBS Current Accou		Empty recycling bins	Panda (Previously Bagnall & Morris W	S	18.69	3.74	22.43
						Subtotal for Code:	Imperial Rooms services		£884.89	£92.74	£977.63

Matlock Town Council

Listing of Payments in each Code for All Cost Centres

(Between 01-02-2026 and 31-03-2026)

02 April 2026 (2025-2026)

Code Number 14 Licenses

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
733	03/02/2026			RBS Current Accou		1/4 payment of ppl license	PPL PRS Ltd	S	118.83	23.77	142.60
745	03/03/2026			RBS Current Accou		2/4 payment of ppl license	PPL PRS Ltd	S	118.83	23.77	142.60
							Subtotal for Code: Licenses		£237.66	£47.54	£285.20

Code Number 113 Room equipment

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
734	25/02/2026	R06464030017		RBS Current Accou		Extension Lead	Boyes	S	20.83	4.17	25.00
778	18/03/2026	GB628XLGDAI		RBS Current Accou		lost property log book	Amazon Payments UK Ltd	S	7.64	1.53	9.17
							Subtotal for Code: Room equipment		£28.47	£5.70	£34.17

Code Number 122 imperial rooms utilities

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
689	03/02/2026	IW1818035		RBS Current Accou		Recycling bin hire	Panda (Previously Bagnall & Morris W	S	15.00	3.00	18.00
694	05/02/2026	53109335		RBS Current Accou		Internet	Zen Internet Ltd	S	47.15	9.43	56.58
714	19/02/2026	260200078451		RBS Current Accou		Alarm telephone line	Juno Telecoms Ltd	S	12.00	2.40	14.40
717	20/02/2026	08182253		RBS Current Accou		Gas - Imperial Rooms	Ecotricity	S	1,037.82	207.56	1,245.38
718	20/02/2026	08181903		RBS Current Accou		Electric - Imperial Rooms	Ecotricity	S	504.85	100.97	605.82
721	23/02/2026	wp-INV116144		RBS Current Accou		Water - Imperial Rooms	Waterplus	Z	438.54		438.54
753	04/03/2026	IW1861740		RBS Current Accou		Recycling bin hire	Panda (Previously Bagnall & Morris W	S	15.00	3.00	18.00
754	04/03/2026	IW1868955		RBS Current Accou		Recycling bin hire	Panda (Previously Bagnall & Morris W	S	15.00	3.00	18.00
755	05/03/2026	53539581		RBS Current Accou		Internet	Zen Internet Ltd	S	47.15	9.43	56.58
779	20/03/2026	08353091		RBS Current Accou		Gas - Imperial Rooms	Ecotricity	S	922.84	184.57	1,107.41
780	20/03/2026	08352752		RBS Current Accou		Electric - Imperial Rooms	Ecotricity	S	444.81	88.96	533.77
782	23/03/2026	wp-INV118997		RBS Current Accou		Water - Imperial Rooms	Waterplus	Z	161.77		161.77
799	30/03/2026	260300078800		RBS Current Accou		Alarm telephone line	Juno Telecoms Ltd	S	12.00	2.40	14.40
							Subtotal for Code: imperial rooms utilities		£3,673.93	£614.72	£4,288.65

Code Number 127 Electric for xmas lights

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
702	16/02/2026	GGP5W2BKW		RBS Current Accou		Electric-GGP5W2BKW	Smartest Energy	L	36.50	1.82	38.32
702	16/02/2026	GGP5W2BKW		RBS Current Accou		Electric-GGP5W2BKW	Smartest Energy	S	0.71	0.14	0.85
703	16/02/2026	GGP65KTUL/0		RBS Current Accou		Electric-GGP65KTUL	Smartest Energy	L	31.69	1.58	33.27
703	16/02/2026	GGP65KTUL/0		RBS Current Accou		Electric-GGP65KTUL	Smartest Energy	S	0.83	0.17	1.00
704	16/02/2026	GEJ9UNU8G/		RBS Current Accou		Electric-GEJ9UNU8G	Smartest Energy	L	39.36	1.97	41.33
704	16/02/2026	GEJ9UNU8G/		RBS Current Accou		Electric-GEJ9UNU8G	Smartest Energy	S	0.93	0.19	1.12
705	16/02/2026	GD7P3AQ4Q/		RBS Current Accou		Electric-GD7P3AQ4Q	Smartest Energy	L	46.12	2.31	48.43
705	16/02/2026	GD7P3AQ4Q/		RBS Current Accou		Electric-GD7P3AQ4Q	Smartest Energy	S	1.10	0.22	1.32
706	16/02/2026	GD7PXV4WU/		RBS Current Accou		Electric-GD7PXV4WU	Smartest Energy	L	33.08	1.65	34.73
706	16/02/2026	GD7PXV4WU/		RBS Current Accou		Electric-GD7PXV4WU	Smartest Energy	S	0.70	0.14	0.84
							Subtotal for Code: Electric for xmas lights		£191.02	£10.19	£201.21

Matlock Town Council

Listing of Payments in each Code for All Cost Centres

(Between 01-02-2026 and 31-03-2026)

Subtotal for Cost Centre: OPERATING COSTS & GRANT		5,110.97	789.89	5,900.86

Cost Centre OUTDOOR ACTIVITES COSTS

Code Number 31 Vehicle costs

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
709	17/02/2026	12583164		RBS Current Accou		Fuel for Van	Fuel Genie	S	159.82	31.97	191.79
739	26/02/2026	22362895		RBS Current Accou		Van Lease	Ford Lease	S	261.70	52.34	314.04
776	17/03/2026			RBS Current Accou		Fuel for Van	Fuel Genie	S	174.88	34.97	209.85
796	26/03/2026	22540944		RBS Current Accou		Van Lease	Ford Lease	S	261.70	52.34	314.04
						Subtotal for Code:	Vehicle costs		£858.10	£171.62	£1,029.72

Code Number 32 Allotments (water&other expenses)

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
744	02/03/2026	wp-INV116878		RBS Current Accou		Allotment Water	Waterplus	S	8.26	1.65	9.91
761	12/03/2026	2011328575		RBS Current Accou		toilet for allotments	Screwfix	S	73.05	14.62	87.67
762	12/03/2026	2010654236		RBS Current Accou		Circular Saw	Screwfix	S	114.16	22.83	136.99
797	30/03/2026	wp-INV119666		RBS Current Accou		Allotment Water	Waterplus	S	7.46	1.49	8.95
803	30/03/2026	IW1898371		RBS Current Accou		Skip for Allotments	Panda (Previously Bagnall & Morris W	S	241.60	48.32	289.92
						Subtotal for Code:	Allotments (water&other expens		£444.53	£88.91	£533.44

Code Number 69 Public Conveniences

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
749	03/03/2026	2282		RBS Current Accou		Cleaning Toilets	Bubble n Shine	Z	623.00		623.00
772	16/03/2026	45154		RBS Current Accou		X1 potable water sample	Guardian Hygiene Services Ltd	S	60.00	12.00	72.00
773	16/03/2026	45153		RBS Current Accou		X1 potable water sample	Guardian Hygiene Services Ltd	S	60.00	12.00	72.00
774	16/03/2026	45332		RBS Current Accou		X1 potable water sample	Guardian Hygiene Services Ltd	S	60.00	12.00	72.00
801	30/03/2026	2299		RBS Current Accou		Cleaning Toilets	Bubble n Shine	Z	1,770.00		1,770.00
806	30/03/2026	45398		RBS Current Accou		Legionella testing at Hall Leys Park	Guardian Hygiene Services Ltd	S	60.00	12.00	72.00
						Subtotal for Code:	Public Conveniences		£2,633.00	£48.00	£2,681.00

Code Number 100 Miscellaneous Expenses

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
748	03/03/2026	B30499		RBS Current Accou		Outdoor Materials	Russells Ltd	Z	1.14		1.14
						Subtotal for Code:	Miscellaneous Expenses		£1.14		£1.14

Code Number 124 Equipment and materials

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
690	06/02/2026	4828502		RBS Current Accou		Outdoor equipment	William Twigg (Matlock) Ltd	S	40.90	8.18	49.08
691	06/02/2026	4828078		RBS Current Accou		Batteries	William Twigg (Matlock) Ltd	S	5.83	1.17	7.00
692	06/02/2026	4828341		RBS Current Accou		nitrile gloves	William Twigg (Matlock) Ltd	S	9.90	1.98	11.88
696	10/02/2026	200164		RBS Current Accou		Outdoor Materials	Salisbury & Wood Ltd	S	264.45	52.89	317.34
697	10/02/2026	200192		RBS Current Accou		Outdoor Materials	Salisbury & Wood Ltd	S	37.68	7.53	45.21
711	17/02/2026	4831105		RBS Current Accou		materials for storage container	William Twigg (Matlock) Ltd	S	23.35	4.67	28.02

Matlock Town Council
Listing of Payments in each Code for All Cost Centres
(Between 01-02-2026 and 31-03-2026)

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
712	18/02/2026	4829393		RBS Current Accou		materials for storage container	William Twigg (Matlock) Ltd	S	318.07	63.61	381.68
736	25/02/2026	4830263		RBS Current Accou		Outdoor equipment	William Twigg (Matlock) Ltd	S	15.79	3.16	18.95
737	25/02/2026	4830377		RBS Current Accou		Outdoor equipment	William Twigg (Matlock) Ltd	S	20.43	4.09	24.52
741	27/02/2026	200523		RBS Current Accou		materials for storage container	Salisbury & Wood Ltd	S	25.00	5.00	30.00
747	03/03/2026	11114		RBS Current Accou		materials for storage container	Charles Gregory & Sons Ltd	S	623.11	124.63	747.74
748	03/03/2026	B30499		RBS Current Accou		Outdoor Materials	Russells Ltd	S	22.75	4.55	27.30
750	03/03/2026	4831739		RBS Current Accou		materials for storage container	William Twigg (Matlock) Ltd	S	33.11	6.62	39.73
751	03/03/2026	4831032		RBS Current Accou		materials for storage container	William Twigg (Matlock) Ltd	S	33.85	6.77	40.62
756	05/03/2026	4822601		RBS Current Accou		Outdoor equipment	William Twigg (Matlock) Ltd	S	24.75	4.95	29.70
763	16/03/2026	4833178		RBS Current Accou		materials for storage container	William Twigg (Matlock) Ltd	S	21.62	4.32	25.94
764	16/03/2026	4833591		RBS Current Accou		materials for storage container	William Twigg (Matlock) Ltd	S	9.94	1.99	11.93
765	16/03/2026	4832109		RBS Current Accou		materials for storage container	William Twigg (Matlock) Ltd	S	12.09	2.42	14.51
766	16/03/2026	4832000		RBS Current Accou		materials for storage container	William Twigg (Matlock) Ltd	S	19.76	3.95	23.71
767	16/03/2026	4832332		RBS Current Accou		materials for storage container	William Twigg (Matlock) Ltd	S	29.21	5.84	35.05
768	16/03/2026	4832540		RBS Current Accou		materials for storage container	William Twigg (Matlock) Ltd	S	5.91	1.18	7.09
769	16/03/2026	4832864		RBS Current Accou		materials for storage container	William Twigg (Matlock) Ltd	S	16.81	3.36	20.17
770	16/03/2026	4832725		RBS Current Accou		materials for storage container	William Twigg (Matlock) Ltd	S	99.22	19.84	119.06
771	16/03/2026	4832221		RBS Current Accou		materials for storage container	William Twigg (Matlock) Ltd	S	92.72	18.54	111.26
804	30/03/2026	4835337		RBS Current Accou		Outdoor equipment	William Twigg (Matlock) Ltd	S	13.63	2.73	16.36
						Subtotal for Code:	Equipment and materials		£1,819.88	£363.97	£2,183.85
						Subtotal for Cost Centre:	OUTDOOR ACTIVITES COSTS		5,756.65	672.50	6,429.15

Cost Centre STAFF COSTS

Code Number 41 Salaries

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
722	27/02/2026			Unity Current Accou		Salaries	Employee 2	Z	789.72		789.72
723	27/02/2026			Unity Current Accou		Salaries	Employee 12	Z	1,413.25		1,413.25
724	27/02/2026			Unity Current Accou		Salaries	Employee 17	Z	1,803.28		1,803.28
725	27/02/2026			Unity Current Accou		Salaries	Employee 18	Z	1,451.03		1,451.03
726	27/02/2026			Unity Current Accou		Salaries	Employee 20	Z	726.76		726.76
727	27/02/2026			Unity Current Accou		Salaries	Employee 22	Z	1,925.00		1,925.00
728	27/02/2026			Unity Current Accou		Salaries	Employee 301088	Z	188.32		188.32
729	27/02/2026			Unity Current Accou		Salaries	Employee 301091	Z	2,472.83		2,472.83
730	27/02/2026			Unity Current Accou		Salaries	Employee 301094	Z	857.39		857.39
731	27/02/2026			Unity Current Accou		Salaries	Employee 301095	Z	1,951.60		1,951.60
784	27/03/2026			Unity Current Accou		Salaries	Employee 2	Z	789.72		789.72
785	27/03/2026			Unity Current Accou		Salaries	Employee 12	Z	1,413.05		1,413.05
786	27/03/2026			Unity Current Accou		Salaries	Employee 17	Z	1,803.28		1,803.28
787	27/03/2026			Unity Current Accou		Salaries	Employee 18	Z	1,451.23		1,451.23
788	27/03/2026			Unity Current Accou		Salaries	Employee 20	Z	719.31		719.31

Matlock Town Council

Listing of Payments in each Code for All Cost Centres

(Between 01-02-2026 and 31-03-2026)

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
789	27/03/2026			Unity Current Acco		Salaries	Employee 22	Z	1,925.00		1,925.00
790	27/03/2026			Unity Current Acco		Salaries	Employee 301087	Z	90.92		90.92
791	27/03/2026			Unity Current Acco		Salaries	Employee 301088	Z	296.12		296.12
792	27/03/2026			Unity Current Acco		Salaries	Employee 301091	Z	2,473.03		2,473.03
793	27/03/2026			Unity Current Acco		Salaries	Employee 301094	Z	857.39		857.39
794	27/03/2026			Unity Current Acco		Salaries	Employee 301095	Z	1,951.60		1,951.60
							Subtotal for Code: Salaries		£27,349.83		£27,349.83

Code Number 42 Taxes & National Insurance EE & ER

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
738	25/02/2026			RBS Current Accou		Taxes and NI	HMRC	Z	4,255.53		4,255.53
795	25/03/2026			RBS Current Accou		Taxes and NI	HMRC	Z	4,365.53		4,365.53
							Subtotal for Code: Taxes & National Insurance EE		£8,621.06		£8,621.06

Code Number 43 Employer's Pension Contribution

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
708	17/02/2026			RBS Current Accou		Pensions	Derbyshire CC Pension	Z	4,362.80		4,362.80
732	17/03/2026			RBS Current Accou		Pensions	Derbyshire CC Pension	Z	4,367.97		4,367.97
							Subtotal for Code: Employer's Pension Contributio		£8,730.77		£8,730.77
							Subtotal for Cost Centre: STAFF COSTS		44,701.66		44,701.66
							TOTALS		**£58,262.52**	**£1,872.52**	**£60,135.04**

Matlock Town Council

Listing of Receipts in each Code for All Cost Centres

(Between 01-02-2026 and 31-03-2026)

Cost Centre ADMINISTRATION RECEIPTS

Code Number 4 Bank Interest & Shares

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
517	27/02/2026			RBS Special Intere		Bank Interest	RBS	Z	44.06		44.06
560	31/03/2026			Unity Deposit Acco		Bank Interest	Unity Trust Bank	Z	448.85		448.85
561	31/03/2026			RBS Special Intere		Bank Interest	RBS	Z	49.58		49.58
563	30/03/2026			RBS Current Accou		Shares	Shell PLC	Z	41.80		41.80
						Subtotal for Code:	Bank Interest & Shares		£584.29		£584.29

Code Number 46 Mayors Charity Income

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
552	31/03/2026			RBS Current Accou		donations from bingo night	Mayors Charity 25/26	Z	14.30		14.30
553	31/03/2026			RBS Current Accou		bar sales from bingo night	Mayors Charity 25/26	Z	153.05		153.05
554	31/03/2026			RBS Current Accou		ticket sales from bingo night	Mayors Charity 25/26	Z	313.90		313.90
						Subtotal for Code:	Mayors Charity Income		£481.25		£481.25
						Subtotal for Cost Centre:	ADMINISTRATION RECEIPTS		1,065.54		1,065.54

Cost Centre COMMUNITY RECEIPTS

Code Number 2 Imperial Rooms Sales

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
478	02/02/2026	2025-2026/171		RBS Current Accou		Room Hire	Rethink Mental Health	Z	132.00		132.00
480	02/02/2026	2025-2026/171		RBS Current Accou		Room Hire	Timberline Dance	Z	231.00		231.00
481	05/02/2026	2025-2026/172		RBS Current Accou		Room Hire	Cycling Club	Z	33.00		33.00
482	05/02/2026	2025-2026/174		RBS Current Accou		Room Hire	Cycling Club	Z	33.00		33.00
483	06/02/2026	2024-2025/123		RBS Current Accou		Room Hire	Cheerleading	E	90.00		90.00
484	06/02/2026	2025-2026/128		RBS Current Accou		Room Hire	Cheerleading	Z	10.00		10.00
485	06/02/2026	2025-2026/174		RBS Current Accou		Room Hire	High Tor Players	Z	45.00		45.00
486	06/02/2026	2025-2026/164		RBS Current Accou		Room Hire	Tai-Chi (AM)	Z	132.00		132.00
486	06/02/2026	2025-2026/164		RBS Current Accou		Room Hire	Tai-Chi (AM)	Z	66.00		66.00
486	06/02/2026	2025-2026/164		RBS Current Accou		Room Hire	Tai-Chi (AM)	Z	99.00		99.00
487	06/02/2026	2025-2026/157		RBS Current Accou		Room Hire	Hard of Hearing	Z	45.00		45.00
488	06/02/2026	2025-2026/173		RBS Current Accou		Room Hire	Hard of Hearing	Z	45.00		45.00
489	09/02/2026	2025-2026/163		RBS Current Accou		Room Hire	Thrive Tribe	Z	139.50		139.50
490	09/02/2026	2025-2026/167		RBS Current Accou		Room Hire	Thrive Tribe	X	144.00		144.00
491	11/02/2026	2025-2026/136		RBS Current Accou		Room Hire	Derbyshire County Council - Live Life	Z	288.00		288.00
492	12/02/2026	2025-2026/175		RBS Current Accou		Room Hire	White Light Events	Z	175.00		175.00
493	12/02/2026	2025-2026/175		RBS Current Accou		Room Hire	Derbyshire Conservatives	Z	90.00		90.00
494	13/02/2026	2025-2026/176		RBS Current Accou		Room Hire	Catherine Rule	Z	140.00		140.00
495	13/02/2026	2025-2026/173		RBS Current Accou		Room Hire	Alzheimer's Group	Z	33.00		33.00
496	13/02/2026	2025-2026/173		RBS Current Accou		Room Hire	Matlock Community Choir	Z	108.00		108.00

Matlock Town Council

Listing of Receipts in each Code for All Cost Centres

(Between 01-02-2026 and 31-03-2026)

497	16/02/2026	2025-2026/173	RBS Current Accou	Room Hire	Monday Pilates	Z	44.00	44.00
498	18/02/2026	2025-2026/176	RBS Current Accou	Room Hire	PHL - Platform Housing Limited	Z	126.00	126.00
499	19/02/2026	2025-2026/176	RBS Current Accou	Room Hire	Trade Vintage LTD	Z	228.00	228.00
500	19/02/2026	2025-2026/172	RBS Current Accou	Room Hire	Jobcentre Plus - DWP	Z	77.00	77.00
501	19/02/2026	2025-2026/169	RBS Current Accou	Room Hire	Platform Housing Limited	Z	122.00	122.00
502	20/02/2026	2025-2026/171	RBS Current Accou	Room Hire	Thrive Tribe	Z	72.00	72.00
503	20/02/2026	2025-2026/168	RBS Current Accou	Room Hire	Alzheimer's Group	Z	33.00	33.00
504	20/02/2026	2025-2026/172	RBS Current Accou	Room Hire	DCC Family Services	Z	126.00	126.00
505	25/02/2026	2025-2026/136	RBS Current Accou	Room Hire	Derbyshire County Council - Live Life	Z	288.00	288.00
506	25/02/2026	2025-2026/173	RBS Current Accou	Room Hire	Pilates	Z	176.00	176.00
507	26/02/2026	2025-2026/171	RBS Current Accou	Room Hire	Platform Housing Limited	Z	122.00	122.00
508	27/02/2026	2025-2026/173	RBS Current Accou	Room Hire	Zumba	Z	66.00	66.00
509	27/02/2026	2025-2026/173	RBS Current Accou	Room Hire	Matlock Tuneless Choir	Z	172.50	172.50
510	27/02/2026	2025-2026/174	RBS Current Accou	Room Hire	Tai-Chi Extended hours	Z	44.00	44.00
512	27/02/2026	2025-2026/175	RBS Current Accou	Room Hire	Matlock Civic Association	Z	66.00	66.00
513	27/02/2026	2025-2026/175	RBS Current Accou	Room Hire	Timberline Dance	Z	154.00	154.00
514	02/03/2026	2025-2026/176	RBS Current Accou	Room Hire	High Tor Players	Z	45.00	45.00
515	02/03/2026	2025-2026/176	RBS Current Accou	Room Hire	Alex	Z	87.50	87.50
516	02/03/2026	2025-2026/174	RBS Current Accou	Room Hire	DCC Family Services	Z	126.00	126.00
518	04/03/2026	2025-2026/176	RBS Current Accou	Room Hire	DDBF	Z	63.00	63.00
519	06/03/2026	2025-2026/174	RBS Current Accou	Room Hire	Storytelling Cafe	Z	81.00	81.00
520	06/03/2026	2025-2026/167	RBS Current Accou	Room Hire	Storytelling Cafe	Z	81.00	81.00
521	03/03/2026	2025-2026/176	RBS Current Accou	Room Hire	Camera Club	Z	54.00	54.00
522	06/03/2026	2025-2026/176	RBS Current Accou	Room Hire	PHL - Platform Housing Limited	Z	-126.00	-126.00
523	06/03/2026	2025-2026/178	RBS Current Accou	Room Hire	Camera Club	Z	54.00	54.00
524	06/03/2026	2025-2026/176	RBS Current Accou	Room Hire	Cycling Club	Z	33.00	33.00
525	09/03/2026	2025-2026/178	RBS Current Accou	Room Hire	Storytelling Cafe	Z	81.00	81.00
526	09/03/2026	2025-2026/174	RBS Current Accou	Room Hire	Platform Housing Limited	Z	156.00	156.00
527	16/03/2026	2025-2026/174	RBS Current Accou	Room Hire	Thrive Tribe	Z	36.00	36.00
528	16/03/2026	2025-2026/174	RBS Current Accou	Room Hire	Rethink Mental Health	Z	132.00	132.00
529	16/03/2026	2025-2026/179	RBS Current Accou	Room Hire	G&S Singers	Z	122.50	122.50
530	16/03/2026	2025-2026/179	RBS Current Accou	Room Hire	High Tor Players	Z	88.00	88.00
531	19/03/2026	2025-2026/178	RBS Current Accou	Room Hire	Scargill Mann & Co	Z	56.00	56.00
532	19/03/2026	2025-2026/179	RBS Current Accou	Room Hire	G&S Singers	Z	35.00	35.00
533	19/03/2026	2025-2026/179	RBS Current Accou	Room Hire	High Tor Players	Z	36.00	36.00
534	24/03/2026	2025-2026/180	RBS Current Accou	Room Hire	Alana Health Group	Z	196.00	196.00
535	24/03/2026	2025-2026/180	RBS Current Accou	Room Hire	U3A General	Z	70.00	70.00
536	25/03/2026	2025-2026/180	RBS Current Accou	Room Hire	Fidler taylor	Z	56.00	56.00
537	25/03/2026	2025-2026/170	RBS Current Accou	Room Hire	Labour Party	Z	49.50	49.50
538	25/03/2026	2025-2026/172	RBS Current Accou	Room Hire	Derbyshire Dales Labour Party	Z	36.00	36.00

Matlock Town Council

Listing of Receipts in each Code for All Cost Centres

(Between 01-02-2026 and 31-03-2026)

539	25/03/2026	2025-2026/180		RBS Current Accou		Room Hire	High Tor Players	Z	44.00		44.00
540	27/03/2026	2025-2026/178		RBS Current Accou		Room Hire	Cycling Club	Z	66.00		66.00
541	27/03/2026	2025-2026/177		RBS Current Accou		Room Hire	Pilates	Z	176.00		176.00
542	27/03/2026	2025-2026/178		RBS Current Accou		Room Hire	Timberline Dance	Z	308.00		308.00
543	30/03/2026	2025-2026/177		RBS Current Accou		Room Hire	Lloyds Community Banker	Z	432.00		432.00
544	30/03/2026	2025-2026/177		RBS Current Accou		Room Hire	Matlock Community Choir	Z	135.00		135.00
545	31/03/2026	2025-2026/177		RBS Current Accou		Room Hire	Monday Pilates	Z	110.00		110.00
546	31/03/2026	2025-2026/177		RBS Current Accou		Room Hire	Zumba	Z	110.00		110.00
547	31/03/2026	2025-2026/177		RBS Current Accou		Room Hire	Matlock Tuneless Choir	Z	230.00		230.00
548	31/03/2026	2025-2026/175		RBS Current Accou		Room Hire	Christian Coffee	Z	55.00		55.00
549	31/03/2026	2025-2026/179		RBS Current Accou		Room Hire	Christian Coffee	Z	55.00		55.00
550	31/03/2026	2025-2026/181		RBS Current Accou		Room Hire	Salsa Club	Z	99.00		99.00
551	31/03/2026	2025-2026/175		RBS Current Accou		Room Hire	Salsa Club	Z	99.00		99.00
555	31/03/2026	2025-2026/179		RBS Current Accou		Room Hire	Salsa Club	Z	99.00		99.00
556	31/03/2026	2025-2026/175		RBS Current Accou		Room Hire	Antiques and collectables	Z	36.00		36.00
557	31/03/2026	2025-2026/168		RBS Current Accou		Room Hire	Matlock Needlecraft Group	Z	72.00		72.00
557	31/03/2026	2025-2026/168		RBS Current Accou		Room Hire	Matlock Needlecraft Group	Z	144.00		144.00
557	31/03/2026	2025-2026/168		RBS Current Accou		Room Hire	Matlock Needlecraft Group	Z	144.00		144.00
558	31/03/2026	2025-2026/175		RBS Current Accou		Room Hire	Stamps	Z	36.00		36.00
559	31/03/2026	2025-2026/179		RBS Current Accou		Room Hire	Antiques and collectables	Z	36.00		36.00
562	03/03/2026	2025-2026/178		RBS Current Accou		Room Hire	High Tor Players	Z	36.00		36.00
						Subtotal for Code:	Imperial Rooms Sales		£8,165.50		£8,165.50

Code Number 58 Weddings & Receptions

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
511	27/02/2026	2025-2026/175		RBS Current Accou		Wedding Ceremony	Melissa Barron	Z	112.50		112.50
						Subtotal for Code:	Weddings & Receptions		£112.50		£112.50
						Subtotal for Cost Centre:	COMMUNITY RECEIPTS		8,278.00		8,278.00
							TOTALS		£9,343.54		£9,343.54

APPENDICES CORPORATE COMMITTEE 20.04.2026

02 April 2026 (2025-2026)

Matlock Town Council
OUTSTANDING SALES INVOICE LIST

Invoice No	Date	Ref	Name	Description	Status	Days Overdue	Amount
1,362	15/05/2025		Derbyshire County Cou	Room Hire	OUTSTANDING	0	288.00
1,287	16/05/2025		Cheerleading	Room Hire	PART PAID	0	922.50
1,500	23/07/2025		Lucille Parsisson	Wedding Ceremony	PART PAID	0	175.00
1,536	05/09/2025		Abigail Crowder	Wedding & Reception	PART PAID	0	900.00
1,740	02/02/2026		Lloyds Community Bar	Room Hire	OUTSTANDING	0	432.00
1,742	02/02/2026		Tai-Chi (AM)	Room Hire	OUTSTANDING	0	300.00
1,757	09/02/2026		Matlock Air Cadets	Room Hire	OUTSTANDING	0	72.00
						Total	**3,089.50**

8
RESERVES REPORT

PURPOSE OF REPORT

To recommend what subcategories I believe we need for our earmarked reserves and how much we need aside for each.

BACKGROUND

This report was requested at the last corporate meeting.

SUMMARY

See financial risk assessment.

RECOMMENDATION

That we discuss how to raise £13,500 to put away as earmarked reserves in line with the financial risk assessment.

OTHER CONSIDERATIONS

In preparing this report the relevance of the following factors has also been taken into consideration: Prevention of Crime and Disorder; equalities; environmental; climate change; health; human rights and personnel and property.

Dated: 31.03.2026

Risk/Liability	Amount	Notes on Amount	Likelihood	Impact	Risk Rating	Controls	Additional Controls required
Imperial Rooms-Minimal budget set aside for unexpected expenditure associated with the building that cannot be claimed under insurance (either below minimum excess or not covered) e.g. vandalism/maintenance issues.	£3,000.00	Estimate	High	High	High	Building checked regularly, routine maintenance carried out by in house team.	Some contingency required since unexpected expenditure has occurred in the past and is likely.
Public Conveniences- Minimal budget set aside for unexpected expenditure associated with the building that cannot be claimed under insurance (either below minimum excess or not covered) e.g. vandalism/maintenance issues.	£1,000.00	Estimate	High	High	High	Building checked regularly, even when closed, security company on retainer.	Some contingency required since unexpected expenditure has occurred in the past and is likely.
Outdoor work- Minimal budget set aside for unexpected expenditure associated with equipment or outdoor work that cannot be claimed under insurance (either below minimum excess, less cost effective to do so or not covered) e.g. incident related to the MTC van, outdoor equipment failing	£1,000.00	Estimate	Medium	Medium	Medium	Equipment checked regularly and serviced, staff trained in use.	Some contingency required since unexpected expenditure has occurred in the past and is possible it may happen again.
Christmas Lights - Minimal budget set aside for unexpected expenditure associated with the building that cannot be claimed under insurance (either below minimum excess or not covered) e.g. vandalism/maintenance issues.	£5,000.00	Estimate	Medium	Medium	Medium	Annually serviced and checked for faults. Excess on insurance required to be paid for each string of lights even if only 1 bulb is damaged/faulty. Replacements should be budgeted for as links may need replacing from time to time	Some contingency required since unexpected expenditure has occurred in the past and is possible it may happen again.
Election costs - Only every 4 years and so budgeting annually is difficult	£1,500.00	Estimate	High	High	High	Elections will always take place every 4 years and so we can reserve this money to cover the cost	Full contingency as 100% will occur
Tree maintenance survey - Needed every 10 years to confirm trees which will need to be removed or cut back	£2,000.00	Estimate	High	High	High	Survey ensures we have a good understanding of the volume & condition of the trees on our land	Full contingency as 100% will occur
Financial Management Specifically (taken from Local Council Risk Management System)							
Financial management- Loss of money through theft-/misappropriation.			Low	Low	Low	Determine responsibility for cash at all sources; Ensure that receipts are issued for all income; Ensure that secure arrangements are in place for all monies held, pending banking; Ensure that proper arrangements are in place for prompt recording and banking of all cash received; Ensure regular bank reconciliation; Arrange regular report to council; Ensure that council holds adequate fidelity guarantee insurance	
Financial Management- Failure to set a precept within sound budgeting arrangements			Low	Low	Low	Determine responsibility of clerk/RFO/committee/council; Ensure that presentation to committee/council follows an agreed timetable; Ensure that precept is set as a result of a full report detailing requirements for forthcoming year for all heads of income and expenditure; Review all charges made by the council; Review adequacy of all balances and reserves; Ensure that effective budget monitoring is in place throughout the year.	

Poor Financial Management			Low	Low	Low	Determine responsibility for the management of the financial affairs of the Council; Maintain and review Standing Orders/Financial regulations; Maintain an effective budgetary control/financial reporting system; Maintain an effective internal audit.	
Financial Management- Failure to keep proper financial records			Low	Low	Low	Define responsibility through appointment of Proper Financial Officer; Ensure appropriate standing orders and financial regulations in place that are subject to periodic review; Implement effective independent internal audit; Introduce periodical checks by Chairman/other appointed members; Arrange for regular financial reports to committee/council	
Financial Management- Risk to third party as a consequence of providing a service			Low	Low	Low	Ensure that appropriate insurance cover/policy is in force.	

9

BLEND CONTRACT RENEWAL

BLEND YOUTH PROJECT

Matlock Town Council: - Matlock Youth Work Proposal

Submitted by: Adam Cope, Head of Youth Services (March 2026)

Matlock Town Council: Blend Youth Project in Matlock

Project Overview

The project will begin week commenting 6th April 2026 and run until week commencing 29th March 2027. Sessions will take place weekly with the exception of a two week break over the Christmas holidays. Meaning that the total delivery weeks will be 50.

The objective of the project is to continue to support and build relationships with young people in their local community. Targeting young people aged between 11 and 19 years of age and up to 24 if they have a diagnosed disability. The key delivery components of the programme will include:

- Providing weekly outreach sessions engaging young people in activities and conversation purposed to promote their wellbeing, support their personal development and understand their ongoing needs. This delivery would vary from street/outdoor based in the better weather to centre/indoor based in winter.
- Providing support and signposting for young people on a range of issues such as relationships and mental health.
- Raising awareness with young people as to other activities and opportunities available to them as part of the wider youth offer in Matlock.
- Promoting the 'voice' and participation of young people in their community, particularly in relation to the ongoing development of youth activities and services.
- Engaging with key partners and stakeholders to share information or pool resources in responding to the needs of local young people.

Project Delivery and Future Proposal

Blend Youth Project successfully delivered 38 weeks of youth work sessions in Matlock, commencing at the end of June 2025. Prior to delivery, community mapping and engagement were undertaken with young people and key partners to identify the most appropriate day, time and locations for the weekly sessions. This ensured the provision was responsive to local need and accessible to young people within the community.

Throughout delivery, Blend Youth Project worked collaboratively with a range of key stakeholders including Elected Members, local Police, education colleagues and partners involved in Anti-Social Behaviour reduction initiatives. This partnership approach enabled the project to align with wider community priorities and support a coordinated response to the needs of young people in Matlock.

The project has focused on building positive relationships with young people within their local community, targeting young people aged 11–19 years, and up to 24 years for those with a diagnosed disability. Through consistent weekly engagement, the youth workers have developed trusted relationships with young people, enabling them to offer support, guidance and opportunities for positive development.

Key Delivery Components

Across the current delivery, the programme has included the following core elements:

- Weekly outreach youth work sessions, engaging young people in activities and informal conversations aimed at promoting wellbeing, supporting personal development and understanding their needs. Delivery adapted seasonally, with street-based and outdoor sessions during the summer months, and centre-based or indoor sessions during the winter period.
- Providing advice, support and signposting for young people on issues such as relationships, emotional wellbeing and mental health.
- Promoting awareness of wider opportunities available to young people in Matlock, encouraging participation in other local activities and services.
- Encouraging youth voice and participation, enabling young people to share their views and influence the development of youth provision within their community.
- Working collaboratively with key partners and stakeholders to share information and respond effectively to emerging needs among local young people.

Proposal for Continued Delivery

Building on the success and positive engagement achieved during the initial 38 weeks of delivery, Blend Youth Project proposes to continue delivering weekly youth work sessions in Matlock for a further 12 months.

Continuing the provision will enable the project to:

- Maintain the trusted relationships developed with local young people and ensure ongoing support.
- Provide consistent, accessible youth work within the community, responding to emerging needs as they arise.
- Further strengthen partnership working with local agencies and stakeholders to support young people and address community concerns.
- Continue offering safe spaces, positive activities and trusted support that contribute to young people's wellbeing and development.

The continuation of this provision will help ensure that the progress made over the past year is sustained, while further strengthening opportunities and support available to young people in Matlock.

Project Outcomes

We anticipate that the project will result in a range of outcomes and contribute to a number of longer-term benefits for young people, and the wider community. The young people will:

- Develop self-confidence, life and social skills to support their personal and social development.
- Experience a greater sense of belonging and inclusion in their local community, becoming active and responsibly members of their community.

- Participate in the shaping of ongoing provision and services for young people in Matlock.
- Have access to positive activities that the want to engage with in a safe environment.
- Understand the importance of safe and healthy lifestyle choices and be supported in making positive, informed choices.
- Have access to a range of support and signposting to services, that can assist them in their community.
- Have a reduced risk of engaging in anti-social and/or exploitative behaviours and environments.

Monitoring and Reporting

Blend Youth Project will maintain attendance and engagement records for all activities in line with our current procedures. We will also encourage and support young people to engage in a range of consultative and evaluative activities to measure their learning and development.

Regular feedback will be shared between Blend Youth Project and Matlock Town Council in the form of monthly informal feedback. For an annual delivery a quarterly report is produced to inform on engagement, impact and wider outcomes. It is suggested that quarterly reports are completed to cover the year of deliver, April to June 2026; July to September 2026; October to December 2026; and January to March 2027. Blend Youth Project will also attend Matlock Town Council meetings, as agreed by both parties.

Feedback will be sought as and when required from the wider community and partner agencies as to the impact of the provision. In other areas of delivery Blend Youth Project attend regular meetings with Police and Council colleagues to feedback and report on anti-social behaviour concerns and risks of exploitation of children and young people. This is also a monitoring that we propose to replicate for the Matlock community to ensure effective information sharing and to utilise as evidence of impact of our weekly sessions.

Policy and Procedural Framework

Blend Youth Project will assume responsibility for implementing its existing policy and procedural framework across all aspects of delivery. This will include key policy areas such as:

- Safeguarding & Safe Recruitment
- Health & Safety
- Risk Assessment
- Data Protection & Confidentiality
- Behaviour Management
- Off-Site Visits
- Equality & Diversity

Blend Youth Project will ensure the implementation of current and robust Safeguarding policies and procedures in place to safeguard young people and or adults at risk when delivering all activities. Blend Youth Project will assume lead safeguarding responsibility for any safeguarding referrals that may arise.

Duties and Responsibilities

Blend Youth Project Responsibilities:

- Provide two suitably qualified and experienced members of staff to deliver the weekly detached session. All staff have current Enhanced DBS Checks, are Youth Work trained and have appropriate trainings in key areas such as Safeguarding.
- Monitor delivery and providing feedback on the progress and impact of this offer, as described in the relevant section above.
- Implement its Safeguarding, Health and Safety, Risk Assessments and any other relevant policies and procedures in order to safeguard and promote the welfare of young people and staff.
- Ensure that the relevant employer and public liability insurance is in place for all participants and professionals within the project.
- Contact the nominated Matlock Town Council representative(s) in the event of any problems or concerns regarding the ongoing viability of the project.

Matlock Town Council Responsibilities:

- Provide Blend Youth Project with a named Matlock Town Council representative.
- Share any relevant information with Blend Youth Project in relation to the wider youth offer in Matlock and/or locations of interest and that may help to influence Blend's ongoing delivery plans.
- Identify the funds required for the project and ensuring invoices are paid within agreed timescales.
- Promote the offer to young people, the wider community and partner organisations through any available and relevant communication channels.

Costings

The table below outlines the total costings for delivery of the weekly sessions and have been adapted to reflect the proposed 50 weeks of delivery up to the end of March 2027.

Item Description	**Cost £**
Detached delivery staffing (X 50 Sessions) – to maintain a regular weekly session to engage young people in their communities.	£5,700
Detached resources / materials / refreshments (£15/session) – to support the weekly detached youth provision.	£750
Travel / Transport – to the weekly detached youth provision (£10.00/session)	£500
Holiday Activities - Additional local sessions staffing & resource	£570
Management / Admin (5hrs/month) – to provide ongoing project updates and a final evaluation.	£1,140
Half-Termly Planning (3hrs/half-term)	£570
Partnership/ Networking /Meetings (3hrs/month)	£684

Total	**£9,914**

With other Town Councils that we are currently delivering sessions for we invoice on a quarterly basis in line with submission of reports that we produce. However this can be structure to best suit the needs of the Town Council.

If the Town Council would like to proceed with the above proposal and continue to fund the weekly session Blend would develop this document into a new Service Level Agreement.

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LEGAL FEES REPORT

EMAIL FROM SOLICITOR:
Dear Mr Hosmer,

I apologise for the delay in contacting you. I had thought that my colleague had been in touch with you, but I was wrong.

Our charges for carrying out this piece of work would be £700 plus VAT. There are additional charges that would apply and these are set out in the attached schedule of charges.

It is unlikely that the Land Registry fee for registration of the land will be more than £40, but the fees are due to change shortly. The council would pay whatever fee was then due.

STANDARD DISBURSEMENTS AND OTHER FEES

SOLICITORS CHUBB&Co

Identity Verification Search	£5.00 per search
Identity Verification Search Admin Fee	£30.00 plus VAT
Local Search Fee	£300.00
Drainage Search Fee	£100.00
Flood Risk Assessment	£50.00
Energy & Infrastructure Search Fee	£45.00
Environmental Search Fee (if required)	£150.00
Planning Search (if required)	£100.00
Coal Mining Search Fee (if required)	£75.00
Land Registry Search Fee	£7.00 per title
Land Charges Search Fee	£6.00 per name
Bankruptcy Search Fee	£6.00 per name
Land Registration Fee *[1]	£230.00/£330.00 (</>£200,000)
Telegraphic Transfer Fee *[2]	£35.00
Stamp Duty Land Tax Fee *[3]	£140.00 + VAT
Copying Charges (if applicable)	£50.00 plus VAT
Indemnity Insurance Fee (if required)	Not known – charged at cost
Indemnity Insurance Admin Fee (if required)	£75.00 plus VAT
Post-Completion Land Registry Registration Work	£150.00 plus VAT

Land Registry Early Completion Fee (if applicable) *4	£60.00
Mortgage Lender Fee (if applicable) *5	Not known until Mortgage Offer received
Conveyancing Report (Hard Copy) *6	£30.00 (£25.00 plus VAT)

*1 If your purchase can be registered using the Land Registry's electronic document registration service the Land Registration fee will be reduced by 50%.

*2 There will be a fee of £35.00 inclusive of VAT in respect of the telegraphic transfer fee that is generated when we send the completion monies to the Seller's Solicitors on the date of completion. This comprises the bank's charge to us and the costs of our time in making the transfer. Any additional bank transfers required by you will be charged at the same rate.

*3 There will be a fee of £140.00+VAT in respect of the completion of the Stamp Duty Land Tax formalities which we must complete on your behalf.

*4 Due to new regulations brought in at the Land Registry and revised professional practice guidance changes have been made to the process of registration at the Land Registry. As a consequence, in the event that your Seller's Lender does not or is unable to provide us or the Land Registry with evidence of discharge of their mortgage in the required time scale additional work may have to be carried out on your behalf. This additional work is not included in the standard specification and therefore will incur an additional charge which we would not expect to exceed £50.00 plus VAT together with the possibility of further Land Registry fees and search fees. However, should the additional work become unusually complicated and protracted we will bring this to your attention as reasonably as possible.

*5 If you require a mortgage to purchase the property then we are obliged to act for that mortgage lender and there will be a charge for carrying out the work involved which will be referred to in Clause 8 of your Mortgage Offer. If your lender uses its own solicitors the inevitable additional correspondence will incur an additional cost and which you will be informed of as soon as reasonably practicable.

*6 Your Conveying Report is an important document which contains important information and can often contain lengthy documents and enclosures. To enable us to limit our impact on the environment and to enable us to keep our fees as competitive as possible, this will be provided to you by email or by Letter and CD. The CD will contain all the important documents referred to in the report. If you require us to send you hard copies of the documents referred to in the report we will charge you a fee of £25.00 plus VAT for the provision of the same.

Stamp Duty Land Tax will also be payable and calculated at a percentage of the purchase price in accordance with the table below:-

Purchase Price/Lease Premium or Transfer Value	Stamp Duty Land Tax Rate
£0 - £250,000.00	0%
£250,001.00 - £925,000.00	5%
£925,001.00 - £1,500,000.00	10%
£1,500,001.00+	12%
£500,000.00+ (purchased by certain persons)	15%

If the property is located in an area designated as disadvantaged Stamp Duty Land Tax is not payable for properties with a purchase price less than £150,000 after which the Stamp Duty Land Tax is calculated in the same way as the above table.

If the property includes a new residential lease Stamp Duty Land Tax will be payable in accordance with the following table and can be in addition to the charges above.

Net Present Value of Rent	Stamp Duty Land Tax Rate
£0 - £250,000.00	0%
£250,001.00	1% of the value that exceeds £125,000.00

Increased SDLT rates for additional residential properties

Higher rates of SDLT will apply to acquisitions of additional residential properties (such as second homes and buy-to-let properties) with an effective date on or after 1 April 2016. The higher rates will be 5% above the current SDLT rates for residential property, so that the following rates will apply on a progressive rate:

Chargeable Consideration	Applicable SDLT Rate
£0.00 - £250,000.00	5%*
£250,001.00 - £925,000.00	10%
£925,001.00 - £1,500,000.00	15%
£1,500,000.00+	17%

* If the chargeable consideration is less than £40,000.00 the additional 3% SDLT charge will not apply. However, if the chargeable consideration is £40,000.00 or more, the total amount (up to £125,000.00) will be chargeable at 3%.

As we are not qualified to provide advice regarding Stamp Duty Land Tax you should visit www.gov.uk/stamp-duty-land-tax for further information and an SDLT calculator.

There may be other disbursements payable, which may only come to light after examination of the documents. These are usually for comparatively small amounts, but any large amounts will be notified to you as soon as we become aware of them. All amounts above are subject to change.

EMAIL FROM SOLICITOR:
Dear Mr Hosmer,

I apologise for the delay in contacting you. I had thought that my colleague had been in touch with you, but I was wrong.

Our charges for carrying out this piece of work would be £700 plus VAT. There are additional charges that would apply and these are set out in the attached schedule of charges.

It is unlikely that the Land Registry fee for registration of the land will be more than £40, but the fees are due to change shortly. The council would pay whatever fee was then due.

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11

DOCUMENT RETENTION POLICY

DOCUMENT RETENTION POLICY

1. Introduction

1.1 The Council accumulates a vast amount of information and data during the course of its everyday activities. This includes data generated internally in addition to information obtained from individuals and external organisations. This information is recorded in various different types of document.

1.2 Records created and maintained by the Council are an important asset and as such measures need to be undertaken to safeguard this information. Properly managed records provide authentic and reliable evidence of the Council's transactions and are necessary to ensure it can demonstrate accountability.

1.3 Documents may be retained in either 'hard' paper form or in electronic forms. For the purpose of this policy, 'document' and 'record' refers to both hard copy and electronic records.

1.4 It is imperative that documents are retained for an adequate period of time. If documents are destroyed prematurely the Council and individual officers concerned could face prosecution for not complying with legislation and it could cause operational difficulties, reputational damage and difficulty in defending any claim brought against the Council.

1.5 In contrast to the above the Council should not retain documents longer than is necessary. Timely disposal should be undertaken to ensure compliance with the General Data Protection Regulations so that personal information is not retained longer than necessary. This will also ensure the most efficient use of limited storage space.

2. Scope and Objectives of the Policy

2.1 The aim of this document is to provide a working framework to determine which documents are:

- Retained – and for how long; or
- Disposed of – and if so by what method.
- 'With compliments' slips.
- Catalogues and trade journals.
- Non-acceptance of invitations.
- Trivial electronic mail messages that are not related to Council business.
- Requests for information such as maps, plans or advertising material.
- Out of date distribution lists.

2.2 There are some records that do not need to be kept at all or that are routinely destroyed in the course of business. This usually applies to information that is duplicated, unimportant or only of short-term value. Unimportant records of information include:

- Duplicated & superseded material such as stationery, manuals, drafts, forms, address books and
- Reference copies of annual reports may be destroyed.

2.3 Records should not be destroyed if the information can be used as evidence to prove that something has happened. If destroyed the item(s) in question needs to be disposed of under the General Data Protection Regulations.

3. Roles and Responsibilities for Document Retention and Disposal

3. Roles and Responsibilities for Document Retention and Disposal

3.1 Councils are responsible for determining whether to retain or dispose of documents and should undertake a review of documentation at least on an annual basis to ensure that any unnecessary documentation being held is disposed of under the General Data Protection Regulations (GDPR).

3.2 Councils should ensure that all employees are aware of the retention/disposal policy.

4. Document Retention Protocol

4.1 Councils should have in place an adequate system for documenting the activities of their service. This system should take into account the legislative and regulatory environments to which they work.

4.2 Records of each activity should be complete and accurate enough to allow employees and their successors to undertake appropriate actions in the context of their responsibilities to:

- Facilitate an audit or examination of the business by anyone so authorised.
- Protect the legal and other rights of the Council, its clients and any other persons affected by its actions.
- Verify individual consent to record, manage and record disposal of their personal data.
- Provide authenticity of the records so that the evidence derived from them is shown to be credible and authoritative.

4.3 To facilitate this the following principles should be adopted:

- The retention schedules in Appendix A: List of Documents for Retention or Disposal provide guidance on the recommended minimum retention periods for specific classes of documents and records. These schedules have been compiled from recommended best practice from the Public Records Office, the Records Management Society of Great Britain and in accordance with relevant legislation.
- Whenever there is a possibility of litigation, the records and information that are likely to be affected should not be amended or disposed of until the threat of litigation has been removed.

5. Document Disposal Protocol

5.1 Documents should only be disposed of if reviewed in accordance with the following:

- Is retention required to fulfil statutory or other regulatory requirements?
- Is retention required to meet the operational needs of the service?
- Is retention required to evidence events in the case of dispute?
- Is retention required because the document or record is of historic interest or intrinsic value?

5.2 When documents are scheduled for disposal the method of disposal should be appropriate to the nature and sensitivity of the documents concerned. A record of the disposal will be kept to comply with the General Data Protection Regulations.

5.3 Documents can be disposed of by any of the following methods:

- Non-confidential records: place in waste paper bin for disposal.
- Confidential records or records giving personal information: shred documents.
- Deletion of computer records.
- Transmission of records to an external body such as the County Records Office.

5.3.1 The following principles should be followed when disposing of records:

- All records containing personal or confidential information should be destroyed at the end of the retention period. Failure to do so could lead to the Council being prosecuted under the General Data Protection Regulations.
- The Freedom of Information Act or cause reputational damage.
- Where computer records are deleted steps should be taken to ensure that data is 'virtually impossible to retrieve' as advised by the Information Commissioner.
- Where documents are of historical interest it may be appropriate that they are transmitted to the County Records office.
- Back-up copies of documents should also be destroyed (including electronic or photographed documents unless specific provisions exist for their disposal).

5.5 Records should be maintained of appropriate disposals. These records should contain the following information:

- The name of the document destroyed.
- The date the document was destroyed.
- The method of disposal.

6. Data Protection Act 1998 – Obligation to Dispose of Certain Data

6.1 The UK General Data Protection Regulations 2018 requires that personal information must not be retained longer than is necessary for the purpose for which it was originally obtained. The regulations define personal information as:
Data that relates to a living individual who can be identified:
a) from the data, or
b) data and other information which is in the possession of, or is likely to come into the possession of the data controller.

6.2 The UK General Data Protection Regulations 2018 provide an exemption for information about identifiable living individuals that is held for research, statistical or historical purposes to be held indefinitely provided that the specific requirements are met.

6.3 Councils are responsible for ensuring that they comply with the principles of the under the General Data Protection Regulations which includes any expression of opinion about the individual and any indication of the intentions of the Council or other person in respect of the individual.

- Personal data is processed fairly and lawfully and in particular shall not be processed unless specific conditions are met.
- Personal data shall only be obtained for specific purposes and processed in a compatible manner.
- Personal data shall be adequate, relevant, but not excessive.
- Personal data shall be accurate and up to date.
- Personal data shall not be kept for longer than is necessary.
- Personal data shall be processed in accordance with the rights of the data subject.
- Personal data shall be kept secure.

6.4 External storage providers or archivists that are holding Council documents must also comply with the above principles of the General Data Protection Regulations.

7. Scanning of Documents

7.1 In general once a document has been scanned on to a document image system the original becomes redundant. There is no specific legislation covering the format for which local government records are retained following electronic storage, except for those prescribed by HM Revenue and Customs.

7.2 As a general rule hard copies of scanned documents should be retained for three months after scanning.

7.3 Original documents required for VAT and tax purposes should be retained for six years unless a shorter period has been agreed with HM Revenue and Customs.

8. Review of Document Retention

8.1 It is planned to review, update and where appropriate amend this document on a regular basis (at least every three years in accordance with the *Code of Practice on the Management of Records* issued by the Lord Chancellor).

8.2 This document has been compiled from various sources of recommended best practice and with reference to the following documents and publications:

9. List of Documents

9.1 The full list of the Council's documents and the procedures for retention or disposal can be found in Appendix A: List of Documents for Retention and Disposal. This is updated regularly in accordance with any changes to legal requirements.

Matlock Town Council Appendix A: List of Documents for Retention or Disposal

Document	Minimum Retention Period	Reason	Disposal
Minutes	Indefinite	Archive	Original signed paper copies of Council minutes of meetings must be kept indefinitely in safe storage. At regular intervals of not more than 5 years they must be archived and deposited with the Higher Authority
Agendas	5 years	Management	Bin (shred confidential waste)
Accident/incident reports	20 years	Potential claims	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Scales of fees and charges	6 years	Management	Bin
Receipts of payment accounts	Indefinite	Archive	n/a
Receipt books of all kinds	6 years	VAT	Bin
Bank statements including deposit/savings accounts	Last completed audit year	Audit	Confidential waste
Bank paying-in books	Last completed audit year	Audit	Confidential waste
Cheque book stubs	Last completed audit year	Audit	Confidential waste
Quotations and tenders	6 years	Limitation Act 1980 (as amended)	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR
Paid Invoices	6 years	VAT	Confidential Waste

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Paid cheques	6 years	Limitation Act 1980 (as amended)	Confidential Waste
Vat records	6 years generally but 20 years of VAT on rents	VAT	Confidential Waste
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)	Confidential Waste
Timesheets	Last completed audit year	Audit (requirement)	Bin
Wages books/payroll	12 years	Superannuation	Confidential Waste
Insurance policies	While valid (but see next two items below)	Management	Bin
Insurance company names and Policy number	Indefinite	Management	n/a
Town Park equipment inspection reports	21 years	..	..
Investments	Indefinite	Audit Management	n/a
Title deeds, leases, agreements, contracts	Indefinite	Audit Management	n/a
Members allowance register	6 years	Tax, Limitation Act 1980 (as amended)	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR
Information from other bodies e.g. circulars from county associations, NALC, principal authorities	Retained for as long as it is useful and relevant	..	Bin
Local/historical information	Indefinite – to be securely kept for benefit of the Parish	Councils may acquire records of local interest and accept gifts or records of general and local interest in order to promote the	n/a

		use for such records.	
Magazines and Journals	Council may wish to keep its own publications For others retain for as long as they are useful and relevant.	The Legal Deposit Libraries Act 2003 (the 2003 Act) requires a local council which after 1st February 2004 has published works in print (this includes a pamphlet, magazine or newspaper, a map, plan, chart or table) to deliver, at its own expense, a copy of them to the British Library Board (which manages and controls the British Library). Printed works as defined by the 2003 Act published by a local council therefore constitute materials which the British Library holds.	Bin if applicable

To ensure records are easily accessible it is necessary to comply with the following: • A list of files stored in cabinets will be kept • Electronic files will be saved using relevant file names	The electronic files will be backed up periodically in the cloud-based programme supplied by the Council's IT company.	Management	Documentation no longer required will be disposed of, ensuring any confidential documents are destroyed as confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
General correspondence	Unless it relates to specific categories outlined in the policy, correspondence, both paper and electronic, should be kept. Records should be kept for as long as they are	Management	Bin (shred confidential waste) A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

	needed for reference or accountability purposes, to comply with regulatory requirements or to protect legal and other rights and interests		
If in doubt, for the longest of the three limitation periods			
Negligence	6 years	..	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations
Defamation	1 year	..	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations
Contract	6 years	..	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations
Leases	12 years	..	Confidential Waste
Sums recoverable by statute	6 years	..	Confidential Waste
Personal Injury	3 years	..	Confidential Waste
To recover land	12 years	..	Confidential Waste
Rent	6 years	..	Confidential Waste
Breach of trust	9 years	..	Confidential Waste
Trust deeds	Indefinite	..	n/a

For Halls, Centres and Recreation Grounds

• Application to hire • Invoices • Record of tickets issued	6 years	VAT	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations

Lettings diaries	Electronic files linked to accounts	VAT	n/a
Terms and conditions	6 years	Management	Bin
Event Monitoring Forms	6 years unless required for claims, insurance or legal purposes	Management	Bin. A list will be kept of those documents disposed of to meet the requirements of the GDPR
For Allotments			
Register and plans	Indefinite	Audit, Management	n/a
Minutes	Indefinite	Audit Management	n/a
Legal papers	Indefinite	Audit Management	n/a
For Burial Grounds			
• Register of fees collected • Register of burials • Register of purchased graves • Register/plan of grave spaces • Register of memorials • Applications for interment • Applications for right to erect memorials • Disposal certificates • Copy certificates of grant of exclusive right of burial	Indefinite	Archives, Local Authorities Cemeteries Order 1977 (SI 204	n/a
Planning papers			
Applications	1 year	Management	Bin
Appeals	1 year unless significant development	Management	Bin
Trees	1 year	Management	Bin
Local Development Plans	Retained as long as in force	Reference	Bin

Local Plans	Retained as long as in force	Reference	Bin
Town/Neighbourhood Plans	Indefinite – final adopted plans	Historical purposes	n/a
CCTV			
Daily notes	Daily	Data protection	Confidential Waste
Work rotas	1 month	Management	Confidential Waste
Observation Sheets	3 years	Data protection	Confidential Waste
Stats	3 years	Data protection	Confidential Waste
Signing in sheets	3 years	Management	Confidential Waste
Review requests	3 years	Data protection	Confidential Waste
Discs – master and working	For as long as required	Data protection	Confidential Waste
Internal Operations Procedure Manual	Destroy on renewal, review annually	Management	Confidential Waste
Code of practice	Destroy on renewal, review annually	Management	Confidential Waste
Photographs/digital prints	31 days	Data protection	Confidential Waste

Related policies

- General Data Protection Regulations (GDPR) Policy

12
DISPOSAL OF ASSETS

INTRODUCTION

The purpose of this policy is to provide protocols for the disposal of Council assets. This policy will help to ensure that equipment is properly accounted for prior to disposal and that the disposal is by an appropriate method, minimising any risk to the Council.
'Assets' applies to the terms 'asset(s)', 'item(s)', 'equipment', throughout this policy and refers to any item listed on the Council asset register. They are items of a capital nature where values tend to be high and which have a useful life of more than one year (fixed assets).
Non-disposal of obsolete equipment not only takes up space, but potentially incurs on-going maintenance costs. The Council disposes of such equipment in line with the processes set out in this policy.
Consideration has been given to identifying the risk and the areas most susceptible to fraud. This policy is designed to minimise fraud and misappropriation.

Donated assets
Where items to be disposed of have previously been donated to the Council, it is considered prudent to consult the original purchaser.

INVENTORIES

The Council must maintain an inventory of permanent stock. The inventory will assist in the identification of assets which require disposal. An electronic inventory record is currently in use which is stored within our accounts software 'Scribe'.
Within the inventory, equipment should be documented with details to clearly identify the item in question and its location. If items are scheduled for disposal, the disposal method and authorisation is also to be documented.
This may mean expanding and updating the inventory records where necessary to reflect the additional information required. If it would not be appropriate to reflect the information in the existing inventory, a separate but linked record should be maintained instead.
Particular attention should by paid to documenting attractive/ portable/ expensive items such as cameras, computer equipment, musical equipment, electric kitchen equipment etc. These should also carry a security mark and be identifiable through make & model number and serial number. These references should also be recorded within the inventory.
It is very important that this Council maintains up to date and appropriately detailed inventory record.

REASONS FOR DISPOSAL

Items can be available for disposal because they are:

- Not fit for purpose
- So out-of-date as to be incapable of satisfactory modernisation.
- No longer required, due to changed procedures, functions or usage patterns
- Beyond repair but able to be sold for scrap

METHODS OF DISPOSAL

Assets identified for disposal may be dispensed using the procedures outlined below following authorisation by Matlock Town Council.

Acceptable methods of disposal are:

- Sale of assets
- Donation of assets to a community service organisation within or of benefit to Matlock
- Destroy assets
- Recycle assets

Choice of the most appropriate disposal option will normally be influenced by the age and functionality of the equipment for disposal and by market value. The choice of disposal method will be recommended by the officers of the Council.

PROCEDURES

It is essential to adopt procedures which are clear and transparent and minimise the risk of allegations of unfairness in any process of disposal.

SALE OF ASSETS

The sale of assets involves assigning a minimum price to the item(s) and publicising the items(s) availability for sale on the Town Council Noticeboards and website for a period of not less than 21 days. They should be advertised as "sold as seen" with no guarantee of lifespan given. Priority will be given to those within Matlock. Applications are to be made in writing stating how the item would be used and who would benefit.

For all sales, the Council will adhere to their Financial Procedures, with official receipts being issued (and copies retained) for any payments received in this regard.

The Council will be clear and transparent when determining the appropriate minimum prices of items with the minimum price covering the costs connected to the disposal (eg clearing of data from a PC etc.)

All goods to be sold should be in a good and safe condition.

Prospective buyers should be given adequate opportunity to inspect the goods prior to submission of their tender and once collected, the inventory should be updated.

In the case of electronic equipment some buy & resell websites and retailers may purchase the item(s) and this should be considered if no one local comes forward to purchase an item within the allotted 21 days.

DONATIONS TO EXTERNAL ORGANISATIONS

If following an assessment of the item, it is deemed to be of little monetary value, the procedure for the sale of assets should be followed.

DESTROY OR RECYCLE ASSETS

Items with no market value and of no use to any other organisation or person may be destroyed in an appropriate and safe manner. Items must be destroyed or recycled in accordance with legislation (for example there are certain legislative requirements for the disposal of batteries, recycling of electrical and white goods etc). Advice on how to destroy or recycle assets in accordance with legislation can be obtained from Derbyshire Dales District Council who provide services for recycling and refuse collection.

The disposal must be authorised by full Council and the inventory must be updated accordingly.

Disposal of PC's and Laptops

It is essential to ensure that any computer and laptop hard drive/ memory/ datastore are professionally cleared of such data prior to disposal. This is to ensure that the Council adheres to data protection legislation and minimises the risk that sensitive information is exposed to unauthorised individuals. The current computer hardware supplier will be able to advise.

HEALTH AND SAFETY NOTICE

For all items ensure the recipient signs the following health and safety notice:-

> Matlock Town Council will not be liable for any Health and Safety issues surrounding the use of [*insert the item name*]. It is the recipient's responsibility to ensure that it is suitable and safe for its intended use, installed correctly, and that it can be used without risk to health or safety. It is the recipient's responsibility to obtain any instruction for and advice on its installation and use and to carry out or to have competent persons carry out all necessary checks appropriate. The Council will not be liable for any loss, damage, or injury arising out of its installation or use, however caused.

RELATED DOCUMENTS

Disposal of Assets checklist

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HARRASSMENT & AGGRESSION POLICY

HARASSMENT AND AGGRESSION POLICY

Introduction

All Matlock Town Council employees have the right to be treated with dignity and respect at work. No employee should be expected to tolerate aggression or harassment in the workplace.

POLICY STATEMENT

The Council is committed to promoting an environment where employees can work without fear of being intimidated, harassed, bullied or subjected to physical or verbal aggression.

The Council aims to eliminate harassment and aggression by:

- *Promoting a positive work environment where everyone treats each other with respect;*
- *Ensuring that all allegations of harassment or aggression are fully investigated;*
- *Use of the disciplinary procedure;*
- *Supporting employees after an incident has occurred;*
- *Training employees to deal with incidents more effectively.*

Policy Aims and Objectives

To ensure that procedures for dealing with harassment include provision, in the first instance to help prevent harassment or aggression occurring, and secondly, where it does occur, that appropriate action is taken.

To ensure that employees feel able to raise a complaint. If at any stage they do not believe that their complaint is being taken seriously or being dealt with in accordance with the agreed procedures, employees may raise a grievance under the Council's Grievance Procedure.

To ensure that both employees who raise a complaint and those against whom a complaint is made are treated fairly, with due sensitivity, confidentiality, respect and understanding for their rights as employees and individuals. Employees will, at all times, have the right to be represented by their Trade Union or work colleague.

Scope of Policy

For practical purposes, those making a complaint usually define what they mean by harassment or aggression as something that has happened to them that is unwelcome, unwarranted and causes a detrimental effect. All complaints by employees will be dealt with regardless of whether or not their complaint accords with a standard definition.

In this document the Council describes harassment and aggression as:

Harassment

Unwanted conduct affecting the dignity of men and women in the workplace. It may be related to age, sex, sexual orientation, race, disability, religion, nationality or any personal characteristic of the individual and may be persistent or an isolated incident. The key is that the actions or comments are viewed as demeaning and unacceptable to the recipient.

Harassment is not necessarily face to face, it may be written communication, email, social media or telephone.

Bullying

Offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient.

Physical Aggression (Violence)

Any form of physical contact with an employee, that is perceived by that employee as threatening, intimidating or an attack (including attacks on property or the use of projectiles against the employee).

Verbal Aggression

Speech or actions perceived by the employee as threatening or intimidating eg. Shouting, swearing, abusive behaviour.

Responsibility of Employees

It is the responsibility of all employees to ensure that they conduct themselves in a manner that is not offensive and to assist in the creation of an environment where unacceptable behaviour is not tolerated. All employees have a duty to:

- Report incidents of harassment and aggression in the workplace;
- Help to stop any such harassment or unacceptable behaviour;
- Not collude with any inappropriate behaviour;
- Co-operate fully in any investigation undertaken by the Authority.

Responsibility of Management

Management have an overall responsibility to ensure that all employees receive fair treatment and are able to work in an environment where harassment and aggression cannot thrive. Management have a duty to ensure that all members of staff are aware of the policy. Should management become aware of harassment or aggression occurring, they should take appropriate action to resolve the situation at the earliest opportunity and take action to prevent reoccurrence. They should also provide any necessary support and advice to staff experiencing unwelcome treatment, whether or not a formal complaint has been made.

Advice, Support and Counselling

- Any employee who feels they have been a victim of harassment or aggression can seek confidential advice and support from the Town Clerk,
- The Responsible Financial Officer
- Their Trade Union representative.

This provides an opportunity to talk through the situation and to discuss the options open to an employee to help them determine if and how to progress a complaint of harassment.

Those against whom an allegation has been made may not be aware that their behaviour is causing offence. They may also wish to talk through their position, in confidence, with someone outside of the immediate situation. This can be done with any of the sources listed above.

Employee Personal Safety

The Council is committed to ensuring the safety of employees in the course of their job. To achieve this, a ‘partnership’ between employer and employee must be firmly established.

No employee should place him/her self in a situation perceived as potentially dangerous.

The Clerk and RFO will meet regularly with their staff to:

- ascertain their personal safety needs;
- implement procedures/devices that address those needs;
- conduct regular meetings to up-date these requirements

REPORTING PROCEDURES

Introduction

The reporting by employees of harassment and aggression is essential if the Council is to implement a caring and effective policy. This procedure puts into practical effect the principles contained in the Council's Policy Statement on Harassment and Aggression at Work. It replaces the use of the Council's Grievance Procedure in dealing with such complaints.

The procedure contains two stages through which complaints can be pursued:

1) A preliminary stage where those against whom an allegation has been made, are made aware of their unacceptable behaviour by the complainant or their representative and given the opportunity of modifying it. Many complaints can be resolved at this informal stage. However, this stage is not appropriate for addressing any incident which compromises the personal safety of the individual. All reporting of such incidents must progress through the formal stage.

2) A formal stage involving a thorough investigation of the allegations which, if substantiated, could lead to a recommendation that a disciplinary hearing be convened, or which could reveal ways of satisfactorily resolving a situation without resorting to disciplinary proceedings.

If the decision is made to call a disciplinary hearing, then the Council's Disciplinary Procedure will take over from this Procedure.

Note (i) On occasion, a counter allegation may be made by the alleged harasser or aggressor upon being informed that a complaint has been lodged against them eg. they may claim to have been provoked by the complainant. Both parties' allegations should be dealt with as separate complaints (i.e. with separate investigations, hearings and whenever possible separate investigating officers).

(ii) Any complaint which is later found to have been made with malicious intent and without foundation may result in disciplinary action against the complainant.

Preliminary Action

Employees who wish to resolve the problem informally can often do this effectively by raising the issue directly with the person who is creating the problem, either orally or in writing. If this is not appropriate or it would be difficult or embarrassing to pursue the complaint in this manner, a Trade Union representative or another appropriate person may make the initial approach if required.

This preliminary stage does not detract from the seriousness or sensitivity of the situation. Rather it allows the individual who is being harassed greater flexibility in choosing the most appropriate option they wish to follow.

If the above preliminary measures prove to be ineffective or the employee feels that the matter not resolved, then the employee should be supported and encouraged to take formal action. However, it is recognized that this requires courage and determination and the employee has the right not to pursue their complaint informally/formally, at any time. In such instances, management will be able to initiate formal action as detailed below to deal with the harasser or aggressor if supporting evidence is available, eg. witnesses.

FORMAL ACTION

If an employee decides to pursue a complaint formally, then the Clerk or RFO will undertake a thorough investigation of the matter. Complaints against the RFO will usually be investigated by the ~~Town Clerk~~ Leader of the Council and complaints against the Town Clerk referred to the ~~RFO~~ Leader of the Council working together with the Mayor.

An employee should register a formal complaint by completing an Incident Report Form[1]. The form should be returned without delay to the Town Clerk or the RFO marked 'Private & Confidential'.

Within 5 working days, the complaint will be acknowledged and the alleged harasser or aggressor informed of the nature of the complaint lodged against them and of any immediate action to be taken eg. Suspension.

An investigation must be carried out promptly and in any case be completed within 14 working days of the complaint being registered unless there are exceptional circumstances to prevent this.

Where suspension is not thought appropriate, consideration will be given as to whether any working arrangements affecting the two parties involved need to be changed during the course of the investigation.

The complainant and the alleged harasser will be interviewed separately as part of the investigation. Both parties have the right to be accompanied by a trade union representative or work colleague.

Strict confidentiality must be maintained throughout the investigation by all parties concerned, including witnesses.

Following the investigation, the ~~Town Clerk~~ designated investigator must review the evidence, consider whether the complaint has been substantiated, and decide upon the most

[1] See attached

appropriate course of action in accordance with this Policy. If the complaint is against the Town Clerk, the evidence will be reviewed by the ~~RFO~~ Leader of the Council acting together with the Mayor

Allegations Against Non Employees and Members

Where the allegation is against a person who is not an employee of the Council, the procedures contained within this document may not be appropriate. Under these circumstances a suitable alternative course of action may be considered.

Where the allegation is against a Member of the Council, the Mayor will be informed and will take appropriate action. This action may include a reference to Standards Committee in appropriate cases.

Where the allegation is against the Mayor, the Councillor with responsibility for ~~Finance and Administration~~ Leader of the Council will receive the complaint and the full Council will be informed and will take appropriate action. This action may include a reference to Standards Committee in appropriate cases.

Monitoring

The Town Clerk should be informed of all cases of harassment. Confidential records will be kept to enable the Clerk to monitor and review the procedure.

INCIDENT REPORT FORM

To ensure a safe working environment, all employees are encouraged to fill out this form in the event of a work-related incident. Any incident should be reported as soon as possible but no later than 48 hours after its occurrence. Failure to report such incidents could lead to a reoccurrence of the incident.

Incident Information	
Employee Name:	Date of Report:
Employee Job Title:	Time of Report:
Date of Incident:	Incident Location:
Time of Incident:	Witness Name(s):

In as much detail as possible, please describe the incident

Please describe any factors you feel that may have contributed to the incident

What could have been done differently to avoid this incident

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HEALTH, SAFETY & WELFARE POLICY

HEALTH, SAFETY AND WELFARE POLICY

Matlock Town Council has adopted a Health and Safety Policy to protect all of its Employees, Visitors, Contractors and Users of Premises, and to encourage safe working practices. This document explains the Policy and the systems that have been established within the Organisation to make sure that the Policy is working.

Please read this document carefully, and make sure you understand it. If you want to discuss safety matters generally or have a particular problem, you should consult the Town Clerk.

POLICY STATEMENT AND DECLARATION

The Members of Matlock Town Council here by give notice of their acceptance of responsibility as an employer to pursue a policy which ensures, so far as is reasonably practicable, the Health, Safety and Welfare of all Employees, Contractors, Visitors and Users of Premises, and others who may be affected by the Council's activities, and declare their intention to meet the requirement of the Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1992 and all other relevant statutory provisions.

OBJECTIVES

The Members of Matlock Town Council's objectives in this respect are to:

1. Provide and maintain workplaces which are, so far as is reasonably practicable, without risk to the Health and Safety of any Employee, Contractor, Visitor or User of Premises;
2. Provide a working environment of a standard which will ensure, so far as is reasonably practicable, the Health and Safety of its Employees and other persons who are likely to be affected by the Council's activities;
3. Assess the Risks to the Health and Safety of Employees and of anyone else who could be affected by its work activities, record the significant findings of such assessments and make them available to Employees, Contractors and Users of Premises;
4. Provide, where appropriate, equipment, tools and plant which are safe and without undue risk to health;
5. Institute procedures for the reporting of defective equipment or other hazardous conditions, and for the rectification of such defects;

6. Make proper arrangements for the safe use, handling and storage of all articles and substances used by the Council;
7. Promote the instruction and training of employees in matters of Health and Safety, so as to enable them to recognise and avoid hazards at work;
8. Inform Employees, Contractors, Visitors and Users of Premises of the risks associated with its work activities by means of notices and instructions and to clearly describe the work methods necessary to minimise the likelihood of injury or of adverse effects on health;
9. Provide and maintain, where appropriate, safety equipment and protective clothing and ensure that Employees are informed of their obligation in respect of its use;
10. Provide First Aid equipment, facilities and training, and to make such other emergency provisions as are necessary to ensure the Health and Safety of all Employees, Visitors and others allowed access to the Council's premises;
11. Institute a procedure for the recording of all accidents and instances of ill health occurring as a result of the Councils activities and ensure that such incidents are investigated;
12. Provide satisfactory welfare and amenity facilities and make such arrangements as may be necessary to ensure the welfare of Employees whilst at work;
13. Advise all Employees, Contractors and Users of Premises of their obligations in Health and Safety matters, and of the penalties for acting in such a way as to endanger the safety or health of themselves or others;
14. Establish an organisation with responsibility for making this Policy effective;
15. Ensure the proper direction and control of all persons, other than Employees, allowed access to Council premises and also ensure they are not put at risk by the Council's work activities;
16. Control the use of Contractors on Council premises, and ensure that Contractors work to safety rules at least of the same standard as those laid down through this policy;
17. Arrange for Health and Safety Inspection of all premises and other areas at regular intervals, at least annually, with reporting of findings and recommendations to the Members of the Council;
18. Maintain arrangements with employees for joint consultation and participation in matters relating to their Health and Safety;
19. Keep the Health and Safety Policy Statement under constant review and make improvements, additions and amendments which from time to time may be deemed necessary or desirable.

ORGANISATION AND RESPONSIBILITIES

1. The Town Clerk, on behalf of the Members of the Council, is to co-ordinate the implementation of the Health, Safety and Welfare policy.

2. A central record will be maintained containing such Statutes, Approved Codes of Practice, Guidance Notes, Certificates, Risk Assessment Reports, Terms of Reference, Accident Reports and Investigations as are relevant.
3. All Employees are to take reasonable care of their own safety and that of any one else who may be affected by their work activities, and are required to co-operate with Matlock Town Council in the fulfilment of its duties with regard to Health, Safety and Welfare at Work. Each Employee, therefore, will be responsible for:

    a. Making themselves familiar with and conforming to relevant Health and Safety instructions at all times.
    b. Not interfering with or misusing anything provided in the interest of Health, Safety and Welfare.
    c. Reporting to the Town Clerk, Outdoor Supervisor or Responsible Finance Officer incidents which have led to, or may lead to, injury or damage.
    d. Assisting as required in the investigation of accidents or incidents.
    e. Wearing the appropriate protective equipment where required.

TRAINING

The Town Clerk is responsible for ensuring that all members of staff are given the appropriate information, instruction and training to enable the activities of the Council to be carried out safely.

RELATED POLICIES AND PROCEDURES

- Accident Reporting
- First Aid
- Fire Procedure and Instructions
- Control of substances hazardous to Health (COSHH)
- Electricity at Work
- Management of Health and Safety at Work regulations
- The Workplace (Health, safety and Welfare regulations
- Health and Safety (Display screen equipment) regulations
- Personal protective equipment at work regulations
- Manual handling operations regulations
- Provision and use of work equipment regulations
- Harassment and aggression
- Grievance procedure
- Disciplinary procedure
- Complaints procedure

APPENDICES CORPORATE COMMITTEE 20.04.2026