

APPENDICES

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COMMITTEE UPDATES

CC530/26 - Investigate why the Imperial Rooms water bill is so high and report back to committee	Corporate	20.04.2026	04.06.2026	RFO	Awaiting a visit & report
CC530/26 - Engage the use of a debt collection agency for the outstanding £922.50	Corporate	20.04.2026	30.04.2026	Clerk	Circumstances changed
CC531/26 - Develop a maintenance & boiler replacement plan broken down over the next 5 years	Corporate	20.04.2026	04.06.2026	RFO	Not started yet
CC531/26 - Move remaining monies from last year as follows: £105,000 into general reserves & £20,000 into earmarked reserves	Corporate	20.04.2026	30.04.2026	RFO	Completed 14.05.2026
CC532/26 - Write to Blend and ask what provision they can supply for £7500 (the same budget as last year)	Corporate	20.04.2026	30.04.2026	Clerk	Email sent 21.04.2026
CC534/26 - Publish Document retention policy with an 'appendices' addition to the table	Corporate	20.04.2026	30.04.2026	Clerk	Completed 21.04.2026
CC535/26 - Publish 'Disposal of assets'	Corporate	20.04.2026	30.04.2026	Clerk	Completed 21.04.2026
CC536/26 - Publish 'Harrassment & Aggression policy' with a gender option added to the list of unwanted conduct	Corporate	20.04.2026	30.04.2026	Clerk	Completed 21.04.2026
CC537/26 - Publish 'Health, Safety & Welfare policy'	Corporate	20.04.2026	30.04.2026	Clerk	Completed 21.04.2026

CC530/26 - Severn Trent/Waterplus to visit & investigate potential leaks outside the building

CC530/26 – Outstanding owed is now £822.50. Upon further investigation it appears that although not strictly paying £50 per month as per the offer we made, the total paid does equate to the same. The debtor has now engaged an intermediary to deal with the accounts and we have been in contact and now have a postal address, new venue details & a signed agreement to the effect of paying off the debt at £50 per month as agreed with Corporate committee in late 2025. I feel more confident in the process now and will use debt collection agency should the agreement not be adhered to.

CC531/26 – Blend contract was for a full year and therefore the price was technically the same. The SLA was approved at the Annual meeting on 18.05.2026

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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

RISK ASSESSMENT

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: 05/06/2026

APPENDICES CORPORATE COMMITTEE 15.06.2026

6 May 2026 (2026-2027)

Matlock Town Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 30/04/2026		
	Cash in Hand 01/04/2026		147,828.32
	ADD Receipts 01/04/2026 - 30/04/2026		407,519.15
	SUBTRACT Payments 01/04/2026 - 30/04/2026		43,879.83
	Cash in Hand 30/04/2026 (per Cash Book)		511,467.64
B	Cash in hand per Bank Statements		
	Petty Cash 30/04/2026	50.00	
	RBS Current Account 30/06/2026	163,508.82	
	RBS Special Interest Account 30/06/2026	28,434.63	
	Undeposited Funds 30/06/2026	0.00	
	Unity Current Account 30/06/2026	249,991.20	
	Unity Deposit Account 30/06/2026	60,448.85	
B	Stripe 30/06/2026	534.62	
	LLoyds 30/06/2026	8,499.52	
			511,467.64
	Less unrepresented payments		
			511,467.64
	Plus unrepresented receipts		
	Adjusted Bank Balance		511,467.64
	A = B Checks out OK		

APPENDICES CORPORATE COMMITTEE 15.06.2026

5 June 2026 (2026-2027)

Matlock Town Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 31/05/2026		
	Cash in Hand 01/04/2026		147,828.32
	ADD Receipts 01/04/2026 - 31/05/2026		411,591.84
	SUBTRACT Payments 01/04/2026 - 31/05/2026		559,420.16
			78,280.05
	Cash in Hand 31/05/2026 (per Cash Book)		481,140.11
B	Cash in hand per Bank Statements		
	Petty Cash 31/05/2026	50.00	
	RBS Current Account 31/05/2026	78,391.74	
	RBS Special Interest Account 31/05/2026	28,479.36	
	Undeposited Funds 31/05/2026	0.00	
	Unity Current Account 31/05/2026	220,066.31	
	Unity Deposit Account 31/05/2026	141,000.00	
	Stripe 31/05/2026	1,026.32	
	LLoyds 31/05/2026	12,126.38	
			481,140.11
	Less unrepresented payments		
			481,140.11
	Plus unrepresented receipts		
	Adjusted Bank Balance		481,140.11
	A = B Checks out OK		

Matlock Town Council
Listing of Payments in each Code for All Cost Centres
 (Between 01-04-2026 and 31-05-2026)

Cost Centre ADMINISTRATION COSTS									
Code Number		18 Audit Costs		Bank		Cheq. No.		Description	
Vchr.	Date	Invoice No	Minute	Bank				Supplier	Vat Type
2	01/04/2026	SB20253613		RBS Current Accou.				PKF Littlejohn LLP Audit Costs	S
						Subtotal for Code:		Audit Costs	
						£1,090.00		£218.00	1,308.00
						£1,090.00		£218.00	£1,308.00
Code Number		19 Subscriptions		Bank		Cheq. No.		Description	
Vchr.	Date	Invoice No	Minute	Bank				Supplier	Vat Type
15	08/04/2026	52411		RBS Current Accou.				SIA Ltd	S
16	08/04/2026	4145		RBS Current Accou.				Square Chilli	S
17	08/04/2026	INV-14346		RBS Current Accou.				Scribe 2000 Ltd	S
24	01/04/2026			RBS Current Accou.				Scribe bookings and allotments subscr Scribe 2000 Ltd	S
26	15/04/2026	SI-4949		RBS Current Accou.				Annual subscription - DALC	Z
29	18/04/2026	INV/22371793		RBS Current Accou.				DALC	S
50	20/04/2026	IE/202602195		RBS Current Accou.				Sage (UK) Ltd	S
86	01/05/2026	INV-18488		RBS Current Accou.				Sage Monthly Subscription	S
139	19/05/2026	IE/202602826		RBS Current Accou.				Acrobat standard subscription	S
						Subtotal for Code:		Adobe Systems Software	S
						£3,987.89		Subscriptions	
						£3,987.89		£411.61	£4,399.37
Code Number		20 Insurance and solicitors fees		Bank		Cheq. No.		Description	
Vchr.	Date	Invoice No	Minute	Bank				Supplier	Vat Type
69	28/04/2026	554849253		RBS Current Accou.				Zurich Municipal	Z
						Subtotal for Code:		Insurance and solicitors fees	
						£3,857.89			3,857.89
						£3,857.89			£3,857.89
Code Number		21 Bank Charges		Bank		Cheq. No.		Description	
Vchr.	Date	Invoice No	Minute	Bank				Supplier	Vat Type
8	07/04/2026	2026-20271185		RBS Current Accou.				RBS	Z
51	23/04/2026	2026-20271187		Stripe				Bank Charges	X
52	23/04/2026	2026-20271187		Stripe				Stripe Transaction Fee	X
53	23/04/2026	2026-20271187		Stripe				Stripe Transaction Fee	X
54	24/04/2026	2026-20271189		Stripe				Stripe Transaction Fee	X
59	23/04/2026	2026-20271187		Stripe				Stripe Transaction Fee	X
61	27/04/2026	2026-20271184		Stripe				Stripe Transaction Fee	X
62	27/04/2026	2026-20271186		Stripe				Stripe Transaction Fee	X
63	28/04/2026	2026-20271184		Stripe				Stripe Transaction Fee	X
70	28/04/2026	2026-20271189		Stripe				Stripe Transaction Fee	X
74	29/04/2026	2026-20271187		Stripe				Stripe Transaction Fee	X
75	30/04/2026	2026-20271190		Stripe				Stripe Transaction Fee	X
81	01/05/2026	2026-20271192		Stripe				Stripe Transaction Fee	X
82	04/05/2026	2026-20271189		Stripe				Stripe Transaction Fee	X
95	30/04/2026			Unity Current Accou				Bank Charges	Z
96	06/05/2026			RBS Current Accou				Stripe Transaction Fee	Z
						Subtotal for Code:		Bank Charges	
						£46.52		Stripe Transaction Fee	
						£46.52		£8.80	8.80
						£46.52		£8.80	£46.52

APPENDICES CORPORATE COMMITTEE 15.06.2026

Matlock Town Council
Listing of Payments in each Code for All Cost Centres
(Between 01-04-2026 and 31-05-2026)

05 June 2026 (2026-2027)

97	09/05/2026	2026-2027/184	Stripe		Stripe Transaction Fee	Stripe	X	1.40	1.40
134	31/05/2026	2026-2027/193	Stripe		Stripe Transaction Fee	Stripe	X	3.05	3.05
137	31/05/2026		Unity Current Accou		Bank Charges	Unity Trust Bank	Z	9.25	9.25
								Subtotal for Code:	£109.50
								Subtotal for Cost Centre:	ADMINISTRATION COSTS

22 Office Expenses incl IT contracts									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
Vchr.									
3	07/04/2026	3458851		RBS Current Accou		Office Supplies	Gompels Ltd	S	136.65
9	08/04/2026	260880004967		RBS Current Accou		Printer rental charge	Canon	S	82.64
10	08/04/2026	260880004903		RBS Current Accou		Printer usage	Canon	S	77.36
23	13/04/2026	INV-16074		RBS Current Accou		new scribe software set up fee	Scribe 2000 Ltd	S	793.20
25	13/04/2026	3465576		RBS Current Accou		a4 paper	Gompels Ltd	S	19.14
47	22/04/2026	357923		RBS Current Accou		Lights	Peak Electrical Supplies Ltd	S	26.28
48	22/04/2026	357984		RBS Current Accou		light filing	Peak Electrical Supplies Ltd	S	34.74
49	22/04/2026	SINV04454273		RBS Current Accou		bin bags	Banner Business Solutions Ltd T/A Cc	S	19.46
64	28/04/2026	GB600M0104C		RBS Current Accou		henry hoover bags	Amazon Payments UK Ltd	S	12.99
91	05/05/2026	52789		RBS Current Accou		Server, Cloud and Email	SIA Ltd	S	82.80
94	08/04/2026	3460863		RBS Current Accou		cleaning supplies	Gompels Ltd	S	30.45
101	07/05/2026	3494567		RBS Current Accou		cleaning supplies	Gompels Ltd	S	111.52
129	26/05/2026	53006		RBS Current Accou		Server, Cloud and Email	SIA Ltd	S	496.80
								Subtotal for Code:	£2,338.03
								Subtotal for Cost Centre:	OFFICE EXPENSES INCL IT CONTRACT

23 Mayors Allowance									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
Vchr.									
72	29/04/2026	87		RBS Current Accou		Catering for Civic Service	Lumsdale Cheesecakes Ltd	Z	350.00
76	30/04/2026	008685		RBS Current Accou		cheque for civic award	Mayor's Allowance	Z	50.00
85	01/05/2026	008683		RBS Current Accou		cheque for civic award	Mayor's Allowance	Z	50.00
138	07/05/2026	008684		RBS Current Accou		cheque for civic award	Mayor's Allowance	Z	50.00
								Subtotal for Code:	£500.00
								Subtotal for Cost Centre:	MAYORS ALLOWANCE

24 Conferences & Training									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
Vchr.									
93	06/05/2026	INV-1419		RBS Current Accou		hr training course for parish clerks	Castle Associates	S	540.00
								Subtotal for Code:	£540.00
								Subtotal for Cost Centre:	CONFERENCES & TRAINING

87 HR administration fees									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
Vchr.									
45	20/04/2026	INV-4110		Unity Current Accou		HR Payment	Castle Associates	S	105.60
112	19/05/2026	INV-4390		RBS Current Accou		HR Payment	Castle Associates	S	105.60
								Subtotal for Code:	£211.20
								Subtotal for Cost Centre:	ADMINISTRATION COSTS

Cost Centre EVENT COSTS

Matlock Town Council
Listing of Payments in each Code for All Cost Centres
 (Between 01-04-2026 and 31-05-2026)

OPERATING COSTS & GRANTS									
Cost Centre									
Code Number	38 Events Programme								
Vchr.	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Total
5 07/04/2026	R06464010021		RBS Current Accol.		serviettes	Boyes	S	2.48	2.98
6 07/04/2026	0395029		RBS Current Accol.		Easter Event	Bookers	S	33.46	40.15
6 07/04/2026	0395029		RBS Current Accol.		Easter Event	Bookers	Z	43.83	43.83
19 13/04/2026	MTCD040426		RBS Current Accol.		Inflatables for easter event	Big little Theatre	Z	395.00	395.00
					Subtotal for Code:	Events Programme		£474.77	£481.96
					Subtotal for Cost Centre:	EVENT COSTS		474.77	481.96
								7.19	
Code Number									
11 Imperial Rooms Business rates									
Vchr.	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Total
57 27/04/2026	70089552		RBS Current Accol.		Business Rates	Derbyshire Dates DC	Z	80.00	80.00
127 26/05/2026	70089552		RBS Current Accol.		Business Rates	Derbyshire Dates DC	Z	80.00	80.00
					Subtotal for Code:	Imperial Rooms Business rates		£160.00	£160.00
Code Number									
12 Imperial Rooms Maintenance									
Vchr.	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Total
77 01/05/2026	83490361		RBS Current Accol.		3x360 Litre Wheeled bin emptying	Derbyshire Dates DC	Z	421.20	421.20
100 11/05/2026	930		RBS Current Accol.		Carpet Cleaner	Dirtree carpet & upholstery cleaning	Z	310.00	310.00
105 15/05/2026			RBS Current Accol.		rat traps	William Twigg (Matlock) Ltd	S	57.65	69.18
					Subtotal for Code:	Imperial Rooms Maintenance		£788.85	£800.38
Code Number									
13 Imperial Rooms services									
Vchr.	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Total
106 18/05/2026	64144		RBS Current Accol.		Annual keyholding charges	Riber Security & Investigations Ltd	S	90.00	108.00
					Subtotal for Code:	Imperial Rooms services		£90.00	£108.00
Code Number									
14 Licenses									
Vchr.	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Total
1 02/04/2026	SIN3246785		RBS Current Accol.		3/4 payment of ppl license	PPL PRS Ltd	S	118.83	23.77
77 01/05/2026	83490361		RBS Current Accol.		3x360 Litre Wheeled bin emptying	Derbyshire Dates DC	S	50.00	60.00
83 05/05/2026	SIN3246785		RBS Current Accol.		4/4 payment of ppl license	PPL PRS Ltd	S	118.82	23.77
					Subtotal for Code:	Licenses		£287.65	£57.54
Code Number									
113 Room equipment									
Vchr.	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Total
4 07/04/2026	R06464010021		RBS Current Accol.		toaster	Boyes	S	12.49	2.50
					Subtotal for Code:	Room equipment		£12.49	£14.99
Code Number									
122 Imperial rooms utilities									
Vchr.	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Total
7 07/04/2026	53979199		RBS Current Accol.		Internet	Zen Internet Ltd	S	47.15	9.43
22 13/04/2026	IW1929362		RBS Current Accol.		Recycling bin hire	Panda (Previously Bagnall & Morris W)	S	15.00	3.00
									18.00

APPENDICES CORPORATE COMMITTEE 15.06.2026

Matlock Town Council Listing of Payments in each Code for All Cost Centres (Between 01-04-2026 and 31-05-2026)

05 June 2026 (2026-2027)

43	21/04/2026	08491371	RBS Current Accol.	Gas - Imperial Rooms	Ecoticity	S	863.28	172.66	1,035.94
44	21/04/2026	08491035	RBS Current Accol.	Electric - Imperial Rooms	Ecoticity	L	323.86	16.19	340.05
56	24/04/2026	WP-INV121363	RBS Current Accol.	Water - Imperial Rooms	Waterplus	Z	181.65		181.65
79	30/04/2026	29756207	RBS Current Accol.	Office phones	Zen systems	S	148.00	29.60	177.60
80	30/04/2026	260400079025	RBS Current Accol.	Alarm telephone line	Juno Telecoms Ltd	S	12.00	2.40	14.40
84	05/05/2026	54511800	RBS Current Accol.	Internet	Zen Internet Ltd	S	47.15	9.43	56.58
98	11/05/2026	INV1962048	RBS Current Accol.	Recycling bin hire	Panda (Previously Bagnall & Morris W)	S	15.00	3.00	18.00
113	20/05/2026	08699440	RBS Current Accol.	Electric - Imperial Rooms	Ecoticity	S	372.54	74.51	447.05
114	20/05/2026	08699770	RBS Current Accol.	Gas - Imperial Rooms	Ecoticity	S	959.30	191.86	1,151.16
133	27/05/2026		RBS Current Accol.	Water - Imperial Rooms	Waterplus	Z	323.30		323.30
Subtotal for Code:							£3,308.23	£512.08	£3,820.31
Subtotal for Cost Centre:							4,652.15	602.65	5,254.80

Cost Centre OUTDOOR ACTIVITIES COSTS									
30 Plants, bulbs & trees									
102	13/05/2026	106602	RBS Current Accol.	Plants	Matlock Garden Centre	S	76.58	15.32	91.90
102	13/05/2026	106602	RBS Current Accol.	Plants	Matlock Garden Centre	Z	2.99		2.99
103	13/05/2026	106586	RBS Current Accol.	Plants	Matlock Garden Centre	S	109.09	21.79	130.88
103	13/05/2026	106586	RBS Current Accol.	Plants	Matlock Garden Centre	Z	16.49		16.49
Subtotal for Code:							£205.15	£37.11	£242.26

31 Vehicle costs									
27	15/04/2026		RBS Current Accol.	Van Insurance	Peak Insurance Services Ltd	Z	1,239.12		1,239.12
28	16/04/2026	12779305	RBS Current Accol.	Fuel for Van	Fuel Genie	S	176.78	35.35	212.13
58	27/04/2026	22703078	RBS Current Accol.	Van Lease	Ford Lease	S	261.70	52.34	314.04
108	18/05/2026	12876835	RBS Current Accol.	Fuel for Van	Fuel Genie	S	222.71	44.55	267.26
128	26/05/2026	22860107	RBS Current Accol.	Van Lease	Ford Lease	S	261.70	52.34	314.04
Subtotal for Code:							£2,162.01	£184.58	£2,346.59

32 Allotments (water&other expenses)									
13	08/04/2026	INV1896371	RBS Current Accol.	Skip for Allotments	Panda (Previously Bagnall & Morris W)	S	7.50	1.50	9.00
55	24/04/2026	4-579261	RBS Current Accol.	Shamps	Post Office	S	6.07	1.21	7.28
78	30/04/2026	WP-INV122273	RBS Current Accol.	Allotment Water	Waterplus	S	16.54	3.31	19.85

Matlock Town Council
Listing of Payments in each Code for All Cost Centres
(Between 01-04-2026 and 31-05-2026)

										Subtotal for Code: Alignments (water&other expense)					
										£30.11		£6.02	£36.13		
Code Number	Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total			
35 Groundwork Five Counties															
14		08/04/2026	169/26		RBS Current Accol		Quarters 4 Service Level Agreement	Groundwork Five Counties	S	3,000.00	600.00	3,600.00			
										Subtotal for Code: Groundwork Five Counties		£3,600.00			
Code Number	Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total			
69 Public Conveniences															
68		28/04/2026	2311		RBS Current Accol		Cleaning Toilets	Bubble n Shine	Z	1,330.00		1,330.00			
130		28/05/2026	2328		RBS Current Accol		Cleaning Toilets	Bubble n Shine	Z	1,330.00		1,330.00			
										Subtotal for Code: Public Conveniences		£2,660.00			
Code Number	Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total			
115 Flags & Bunting															
65		28/04/2026	GB646L9SOAf		RBS Current Accol		St Georges Flags	Amazon Payments UK Ltd	S	108.24	21.50	129.74			
										Subtotal for Code: Flags & Bunting		£129.74			
Code Number	Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total			
124 Equipment and materials															
11		08/04/2026	4838445		RBS Current Accol		battery booster cables	William Twigg (Matlock) Ltd	S	53.96	10.79	64.75			
12		08/04/2026	11281		RBS Current Accol		Outdoor Materials	Charles Gregory & Sons Ltd	S	27.49	5.50	32.99			
20		13/04/2026	4839095		RBS Current Accol		Outdoor Materials	William Twigg (Matlock) Ltd	S	15.61	3.12	18.73			
21		13/04/2026	SI-27248		RBS Current Accol		Outdoor Materials	Gro-well	S	151.20	30.24	181.44			
46		22/04/2026	2012356429		RBS Current Accol		Cordless paint sprayer	Screwfix	S	69.98	14.00	83.98			
47		22/04/2026	357923		RBS Current Accol		Lights	Peak Electrical Supplies Ltd	S	67.80	13.56	81.36			
66		28/04/2026	4841423		RBS Current Accol		Outdoor equipment	William Twigg (Matlock) Ltd	S	22.24	4.45	26.69			
67		28/04/2026	4841109		RBS Current Accol		Outdoor equipment	William Twigg (Matlock) Ltd	S	99.75	19.95	119.70			
71		29/04/2026			RBS Current Accol		refund of outdoor equipment	William Twigg (Matlock) Ltd	S	-118.88	-23.78	-142.66			
73		29/04/2026	SN214403		RBS Current Accol		fence paint	Torne Valley Ltd	S	73.49	14.70	88.19			
87		05/05/2026	4842573		RBS Current Accol		Outdoor equipment	William Twigg (Matlock) Ltd	S	18.55	3.71	22.26			
88		05/05/2026	11593		RBS Current Accol		Outdoor Materials	Charles Gregory & Sons Ltd	S	68.48	13.70	82.18			
89		05/05/2026	SI-27466		RBS Current Accol		Outdoor Materials	Gro-well	S	84.00	16.80	100.80			
90		05/05/2026	B32855		RBS Current Accol		Outdoor Materials	Russells Ltd	S	86.91	17.39	104.30			
90		05/05/2026	B32855		RBS Current Accol		Outdoor Materials	Russells Ltd	Z	106.50		106.50			
92		05/05/2026	4842575		RBS Current Accol		Wonder wipes	William Twigg (Matlock) Ltd	S	10.00	2.00	12.00			
99		11/05/2026	4843458		RBS Current Accol		Outdoor equipment	William Twigg (Matlock) Ltd	S	147.41	29.48	176.89			
104		13/05/2026	4843529		RBS Current Accol		Outdoor equipment	William Twigg (Matlock) Ltd	S	7.14	1.43	8.57			
107		18/05/2026	4844519		RBS Current Accol		Litter Pickers	William Twigg (Matlock) Ltd	S	48.75	9.75	58.50			
115		20/05/2026	4844740		RBS Current Accol		Outdoor equipment	William Twigg (Matlock) Ltd	S	33.28	6.66	39.94			
131		26/05/2026	4845436		RBS Current Accol		shelf brackets	William Twigg (Matlock) Ltd	S	17.64	3.53	21.17			
										Subtotal for Code: Equipment and materials		£1,091.30			
Code Number	Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total			
129 Electrical repairs and maintenance															

APPENDICES CORPORATE COMMITTEE 15.06.2026

Matlock Town Council Listing of Payments in each Code for All Cost Centres (Between 01-04-2026 and 31-05-2026)

05 June 2026 (2026-2027)

Subtotal for Cost Centre: OUTDOOR ACTIVITIES COSTS									
Subtotal for Code: Electrical repairs and maintena									
Subtotal for Code: Taxes and NI									
Subtotal for Code: HMRC									
Subtotal for Code: Taxes & National Insurance EE									
Subtotal for Code: HM Revenue & Customs									
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Matlock Town Council
Listing of Payments in each Code for All Cost Centres
(Between 01-04-2026 and 31-05-2026)

Subtotal for Code:	Employer's Pension Contribution	£12,196.68	£12,196.68
Subtotal for Cost Centre:	STAFF COSTS	48,677.30	48,677.30
TOTALS		£75,426.53	£78,280.05

Matlock Town Council
Listing of Receipts in each Code For All Cost Centres
(Between 01-04-2026 and 31-05-2026)

Cost Centre ADMINISTRATION RECEIPTS											
4 Bank Interest & Shares											
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
74	30/04/2026			RBS Special Intere		Bank Interest	RBS	Z	46.20		46.20
88	14/05/2026			RBS Current Accol		Shares	Centrica	Z	11.89		11.89
94	19/05/2026			RBS Current Accol		share dividend	Lloyds Banking Group	Z	13.07		13.07
104	29/05/2026			RBS Special Intere		Bank Interest	RBS	Z	44.73		44.73
						Subtotal for Code:	Bank Interest & Shares		£115.89		£115.89
56 VAT Reclaim											
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
19	16/04/2026			RBS Current Accol		VAT reclaim	HM Revenue & Customs	R		5,443.45	5,443.45
						Subtotal for Code:	VAT Reclaim		£5,443.45		£5,443.45
						Subtotal for Cost Centre:	ADMINISTRATION RECEIPTS		115.89	5,443.45	5,559.34
2 Imperial Rooms Sales											
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
1	01/04/2026	2025-2026/178		RBS Current Accol		Room Hire	Tai-Chi Extended hours	Z	33.00		33.00
2	01/04/2026	2025-2026/177		RBS Current Accol		Room Hire	Tuesday Dance Class	Z	90.00		90.00
3	01/04/2026	2026-2027/181		RBS Current Accol		Room Hire	High Tor Players	Z	36.00		36.00
4	01/04/2026	2025-2026/178		RBS Current Accol		Room Hire	High Tor Players	Z	36.00		36.00
5	02/04/2026	2025-2026/181		RBS Current Accol		Room Hire	Pilates	Z	22.00		22.00
6	02/04/2026	2025-2026/181		RBS Current Accol		Room Hire	Camera Club	Z	60.00		60.00
7	07/04/2026	2026-2027/181		RBS Current Accol		Room Hire	High Tor Players	Z	60.00		60.00
8	08/04/2026	2025-2026/181		RBS Current Accol		Room Hire	DDBF	Z	31.50		31.50
9	08/04/2026	2025-2026/174		RBS Current Accol		Room Hire	Lloyds Community Banker	Z	432.00		432.00
10	09/04/2026	2025-2026/181		RBS Current Accol		Room Hire	Alana Health Group	Z	210.00		210.00
11	09/04/2026	2025-2026/136		RBS Current Accol		Room Hire	Derbyshire County Council - Live Life	Z	288.00		288.00
13	15/04/2026	2025-2026/177		RBS Current Accol		Room Hire	Thrive Tribe	Z	72.00		72.00
14	15/04/2026	2025-2026/179		RBS Current Accol		Room Hire	Royal College of Nursing	Z	154.00		154.00
15	15/04/2026	2025-2026/177		RBS Current Accol		Room Hire	DCC Family Services	Z	252.00		252.00
16	15/04/2026	2026-2027/183		RBS Current Accol		Room Hire	Derbyshire Dales Green Party	Z	60.00		60.00
18	16/04/2026	2025-2026/178		RBS Current Accol		Room Hire	Platform Housing Limited	Z	156.00		156.00
20	20/04/2026	2025-2026/178		RBS Current Accol		Room Hire	Rethink Mental Health	Z	132.00		132.00
21	21/04/2026	2026-2027/182		RBS Current Accol		Room Hire	Kara Macrae	Z	105.00		105.00
22	20/04/2026	2026-2027/183		RBS Current Accol		Room Hire	High Tor Players	Z	72.00		72.00
23	23/04/2026	2026-2027/183		RBS Current Accol		Room Hire	High Tor Players	Z	24.00		24.00
30	23/04/2026	2025-2026/180		RBS Current Accol		Room Hire	Timberline Dance	Z	336.00		336.00
43	27/04/2026	2026-2027/183		RBS Current Accol		Room Hire	Camera Club	Z	60.00		60.00

Matlock Town Council
Listing of Receipts in each Code for All Cost Centres
(Between 01-04-2026 and 31-05-2026)

51	28/04/2026	2026-2027/182	RBS Current Accou.	Room Hire	Monday Pilates	Z	72.00	72.00
52	28/04/2026	2026-2027/181	RBS Current Accou.	Room Hire	Matlock Community Choir	Z	120.00	120.00
53	28/04/2026	2026-2027/192	RBS Current Accou.	Room Hire	Civic Society	Z	30.00	30.00
54	28/04/2026	2026-2027/182	RBS Current Accou.	Room Hire	Zumba	Z	72.00	72.00
58	28/04/2026	2025-2026/128	RBS Current Accou.	Room Hire	Cheerleading	Z	50.00	50.00
60	30/04/2026	2025-2026/180	RBS Current Accou.	Room Hire	Jobcentre Plus - DWP	Z	36.00	36.00
64	30/04/2026	2025-2026/180	RBS Current Accou.	Room Hire	Lloyds Community Banker	Z	600.00	600.00
65	01/05/2026	2026-2027/192	Stripe	Room Hire	Megan Hanks	Z	190.00	190.00
68	05/05/2026	2025-2026/180	RBS Current Accou.	Room Hire	Pilates	Z	168.00	168.00
71	05/05/2026	2026-2027/181	RBS Current Accou.	Room Hire	Tuesday Dance Class	Z	80.00	80.00
72	05/05/2026	2026-2027/183	RBS Current Accou.	Room Hire	Matlock Tuneless Choir	Z	180.00	180.00
75	06/05/2026	2026-2027/190	RBS Current Accou.	Room Hire	High Tor Players	Z	808.00	808.00
76	07/05/2026	2026-2027/182	RBS Current Accou.	Room Hire	Severn Trent Water Ltd	Z	625.00	625.00
79	07/05/2026	2025-2026/180	RBS Current Accou.	Room Hire	Tai-Chi Extended hours	Z	48.00	48.00
82	08/05/2026	2026-2027/181	RBS Current Accou.	Room Hire	Alzheimer's Group	Z	33.00	33.00
83	08/05/2026	2025-2026/177	RBS Current Accou.	Room Hire	Alzheimer's Group	Z	33.00	33.00
86	13/05/2026	2026-2027/192	RBS Current Accou.	Room Hire	Joshua Martin	Z	76.00	76.00
90	18/05/2026	2026-2027/182	RBS Current Accou.	Room Hire	Platform Housing Limited	Z	144.00	144.00
91	18/05/2026	2025-2026/180	RBS Current Accou.	Room Hire	Rethink Mental Health	Z	132.00	132.00
92	18/05/2026	2025-2026/128	RBS Current Accou.	Room Hire	Cheerleading	Z	50.00	50.00
93	19/05/2026	2026-2027/190	RBS Current Accou.	Room Hire	Monday Pilates	Z	48.00	48.00
95	22/05/2026	2026-2027/182	RBS Current Accou.	Room Hire	Thrive Tribe	Z	40.00	40.00
96	26/05/2026	2026-2027/191	RBS Current Accou.	Room Hire	Matlock Tuneless Choir	Z	180.00	180.00
98	26/05/2026	2026-2027/193	RBS Current Accou.	Room Hire	JDSW Trading Ltd	Z	165.00	165.00
100	26/05/2026	2026-2027/193	RBS Current Accou.	Room Hire	Hight Tor Players	Z	60.00	60.00
101	31/05/2026	2026-2027/193	Stripe	Room Hire	Phil Hawdon	Z	190.00	190.00
103	29/05/2026	2026-2027/192	RBS Current Accou.	Room Hire	Zumba	Z	48.00	48.00
Subtotal for Code: Imperial Rooms Sales							£6,999.50	£6,999.50

Matlock Town Council
Listing of Receipts in each Code for All Cost Centres
(Between 01-04-2026 and 31-05-2026)

24	16/04/2026	2026-2027/188	RBS Current Accou	Allotment Rent	J Nightingale (Plot 7a)	Z	50.00	50.00
25	23/04/2026	2026-2027/187	Stripe	Allotment Rent	The Coes (Plot 1b)	Z	50.00	50.00
26	23/04/2026	2026-2027/185	Stripe	Allotment Rent	S Smedley (Plot 29a)	Z	50.00	50.00
27	23/04/2026	2026-2027/187	Stripe	Allotment Rent	J Webster (Plot 5a)	Z	50.00	50.00
28	23/04/2026	2026-2027/187	Stripe	Allotment Rent	A Wingard (Plot 5b)	Z	50.00	50.00
29	23/04/2026	2026-2027/189	RBS Current Accou	Allotment Rent	K Price (Plot 17a)	Z	40.00	40.00
31	24/04/2026	2026-2027/185	RBS Current Accou	Allotment Rent	R Ferguson (Plot 28a)	Z	50.00	50.00
32	24/04/2026	2026-2027/189	RBS Current Accou	Allotment Rent	J & A Hyde (Plots 11c & 11a)	Z	80.00	80.00
33	24/04/2026	2026-2027/187	RBS Current Accou	Allotment Rent	J Hutchinson (Plot 3b)	Z	50.00	50.00
34	24/04/2026	2026-2027/185	RBS Current Accou	Allotment Rent	P Jones (plot 29b)	Z	50.00	50.00
35	24/04/2026	2026-2027/189	RBS Current Accou	Allotment Rent	E Currell (Plot 3c)	Z	30.00	30.00
36	24/04/2026	2026-2027/189	Stripe	Allotment Rent	S O'Rourke (Plot 11b)	Z	40.00	40.00
37	24/04/2026	2026-2027/189	RBS Current Accou	Allotment Rent	R Maddox (Plot 20b)	Z	40.00	40.00
38	24/04/2026	2026-2027/188	RBS Current Accou	Allotment Rent	C Plevy (Plot 3a)	Z	30.00	30.00
39	24/04/2026	2026-2027/190	RBS Current Accou	Allotment Rent	B Williams (Plot 14b)	Z	40.00	40.00
40	27/04/2026	2026-2027/188	RBS Current Accou	Allotment Rent	P Brown (Plot 37c)	Z	30.00	30.00
41	27/04/2026	2026-2027/186	RBS Current Accou	Allotment Rent	N Haslam (Plot 36a)	Z	50.00	50.00
44	27/04/2026	2026-2027/184	Stripe	Allotment Rent	M Franks (Plot 13b)	Z	50.00	50.00
45	27/04/2026	2026-2027/186	Stripe	Allotment Rent	M Fisher (Plot 32a)	Z	50.00	50.00
46	28/04/2026	2026-2027/184	RBS Current Accou	Allotment Rent	P Lovatt (plot 18)	Z	75.00	75.00
47	27/04/2026	2026-2027/183	RBS Current Accou	Allotment Rent	J Coxon (Plot 2)	Z	75.00	75.00
48	27/04/2026	2026-2027/184	RBS Current Accou	Allotment Rent	K Scheinkonig (Plot 16)	Z	75.00	75.00
49	27/04/2026	2026-2027/184	RBS Current Accou	Allotment Rent	D Jenkinson (plot 35)	Z	70.00	70.00
55	28/04/2026	2026-2027/189	Stripe	Allotment Rent	J Harabin (Plot 17c)	Z	40.00	40.00
56	28/04/2026	2026-2027/187	RBS Current Accou	Allotment Rent	S Wright (Plot 4b)	Z	50.00	50.00
57	28/04/2026	2026-2027/187	RBS Current Accou	Allotment Rent	C Wagstaff (Plot 40b)	Z	50.00	50.00
59	29/04/2026	2026-2027/187	Stripe	Allotment Rent	A Wyatt-Jackson (Plot 39b)	Z	50.00	50.00
62	30/04/2026	2026-2027/190	Stripe	Allotment Rent	K Rathod-Burton (Plot 37b)	Z	40.00	40.00
63	30/04/2026	2026-2027/189	RBS Current Accou	Allotment Rent	A Smith (Plot 14a)	Z	40.00	40.00
66	04/05/2026	2026-2027/189	Stripe	Allotment Rent	A Goff (Plot 25a)	Z	40.00	40.00
67	01/05/2026	2026-2027/186	RBS Current Accou	Allotment Rent	E Hatch (Plot 31b)	Z	50.00	50.00
69	05/05/2026	2026-2027/186	RBS Current Accou	Allotment Rent	A Rawlings (Plot 38a)	Z	50.00	50.00
70	05/05/2026	2026-2027/186	RBS Current Accou	Allotment Rent	A Tooke & T Hamilton (Plot 31a)	Z	50.00	50.00
73	05/05/2026	2026-2027/188	RBS Current Accou	Allotment Rent	H Bragg (Plot 25b)	Z	30.00	30.00
77	09/05/2026	2026-2027/184	Stripe	Allotment Rent	D Goodridge (Plot 28b & 41a)	Z	80.00	80.00
78	07/05/2026	2026-2027/184	RBS Current Accou	Allotment Rent	M Hatton (Plot 12)	Z	75.00	75.00
80	08/05/2026	2026-2027/184	RBS Current Accou	Allotment Rent	J Heath (plot 21)	Z	75.00	75.00
81	08/05/2026	2026-2027/187	RBS Current Accou	Allotment Rent	R Ainsworth (Plot 4a)	Z	50.00	50.00
84	11/05/2026	2026-2027/184	RBS Current Accou	Allotment Rent	M Clarke (plot 23)	Z	75.00	75.00
85	13/05/2026	2026-2027/189	RBS Current Accou	Allotment Rent	K Price (Plot 17a)	Z	-40.00	-40.00

Matlock Town Council
Receipts in each Code for All Cost Centres
(Between 01-04-2026 and 31-05-2026)

05 June 2026 (2026-2027)

[illegible]

APPENDICES CORPORATE COMMITTEE 15.06.2026

05 June 2026 (2026-2027)

Matlock Town Council OUTSTANDING SALES INVOICE LIST

Invoice No	Date	Ref	Name	Description	Status	Days Overdue	Amount
1,287	16/05/2025		Cheerleading	Room Hire	PART PAID	0	822.50
1,757	09/02/2026		Matlock Air Cadets	Room Hire	OUTSTANDING	0	72.00
1,769	02/03/2026		Hard of Hearing	Room Hire	OUTSTANDING	0	45.00
1,790	09/03/2026		Matlock Air Cadets	Room Hire	OUTSTANDING	0	72.00
1,812	30/03/2026		Derbyshire County Council	Room Hire	OUTSTANDING	0	400.00
1,828	10/04/2026		Hard of Hearing	Room Hire	OUTSTANDING	0	50.00
1,834	20/04/2026		DDBF	Room Hire	OUTSTANDING	0	60.00
1,848	23/04/2026		L M Price (Plot 13a)	Allotment Rent	OUTSTANDING	0	50.00
1,851	23/04/2026		M Sharma (Plot 20a)	Allotment Rent	OUTSTANDING	0	50.00
1,852	23/04/2026		C Grocott (Plot 22a)	Allotment Rent	OUTSTANDING	0	50.00
1,853	23/04/2026		G Schmitt (Plot 22a)	Allotment Rent	OUTSTANDING	0	50.00
1,854	23/04/2026		S Wallis (Plot 24a)	Allotment Rent	OUTSTANDING	0	50.00
1,856	23/04/2026		S Archer (Plot 27b)	Allotment Rent	OUTSTANDING	0	50.00
1,860	23/04/2026		A Wilson (Plot 30a)	Allotment Rent	OUTSTANDING	0	50.00
1,861	23/04/2026		L Hodkin (Plot 30b)	Allotment Rent	OUTSTANDING	0	50.00
1,864	23/04/2026		A Addis (Plot 32b)	Allotment Rent	OUTSTANDING	0	50.00
1,869	23/04/2026		M Clayton (plot 38b)	Allotment Rent	OUTSTANDING	0	50.00
1,870	23/04/2026		K Herman (Plot 39a)	Allotment Rent	OUTSTANDING	0	50.00
1,879	23/04/2026		The Frays (Plot 6a)	Allotment Rent	OUTSTANDING	0	50.00
1,880	23/04/2026		S Barnes (Plot 6b)	Allotment Rent	OUTSTANDING	0	50.00
1,881	23/04/2026		A Killick (Plot 7b)	Allotment Rent	OUTSTANDING	0	50.00
1,886	23/04/2026		N Johnson (plot 25c)	Allotment Rent	OUTSTANDING	0	30.00
1,887	23/04/2026		S Bartlett (Plot 37a)	Allotment Rent	OUTSTANDING	0	30.00
1,891	23/04/2026		K Olden (Plot 41c)	Allotment Rent	OUTSTANDING	0	30.00
1,899	23/04/2026		C Morton (Plot 26a)	Allotment Rent	OUTSTANDING	0	40.00
1,900	23/04/2026		R Clifford (plot 26b)	Allotment Rent	OUTSTANDING	0	40.00
1,902	23/04/2026		W K Mak (plot 24b)	Allotment Rent	OUTSTANDING	0	40.00
1,907	27/04/2026		Tuesday Dance Class	Room Hire	OUTSTANDING	0	60.00
1,909	27/04/2026		Pilates	Room Hire	OUTSTANDING	0	192.00
1,913	27/04/2026		Rethink Mental Health	Room Hire	OUTSTANDING	0	144.00
1,914	27/04/2026		Tai-Chi Extended hours	Room Hire	OUTSTANDING	0	48.00
1,915	27/04/2026		Tai-Chi (AM)	Room Hire	OUTSTANDING	0	108.00
1,916	27/04/2026		Derbyshire County Council	Room Hire	OUTSTANDING	0	320.00
1,917	27/04/2026		Platform Housing Limit	Room Hire	OUTSTANDING	0	240.00
1,923	12/05/2026		Thrive Tribe	Room Hire	OUTSTANDING	0	40.00
1,925	12/05/2026		DCC Family Services	Room Hire	OUTSTANDING	0	280.00
1,927	12/05/2026		Stamps	Room Hire	OUTSTANDING	0	40.00
1,928	12/05/2026		Derbyshire Carers	Room Hire	OUTSTANDING	0	60.00
1,930	15/05/2026		Jobcentre Plus - DWP	Room Hire	OUTSTANDING	0	77.00
1,931	18/05/2026		Melissa Barron	Wedding Ceremony	OUTSTANDING	0	112.50
Total							4,153

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DAVID CLASBY ROOM HIRE REQUEST

Request for Consideration of Payment for use of Matlock Town Council Meeting Room.

To members of Matlock Town Council.

My name is David Clasby. I am the Derwent Valley Line Community Rail Partnership (DVL CRP) officer. I cover the stations from Derby to Matlock. I have booked a meeting at Imperial Rooms for June 18th for three hours to hold the Annual General Meeting for partners and funders.

My request is for a reduced or free use of the room.

The DVL CRP has been in existence for over 20 years. I have been in post for just over a year. We are funded by the train companies EMR and Cross Country Trains. We also get funding from district councils and in kind support from Derbyshire County Council as they host the project. In the past we had support from Peak District National Park and both Belper and Matlock Town Councils. Budgetary pressures have seen that funding withdrawn.

I am asking for free or reduced cost of the room as in kind support for the DVL CRP. Part of my role is to improve accessibility to my stations, and to improve the social and economic well beings of the communities that the stations serve.

I have recently been working with Cllr Jen Lowthrop to undertake community engagement in Matlock around young people, local businesses and also public transport.



I am interested in a thriving high street and bringing back into use the two heritage buildings at Matlock station. I have been having a series of meetings with stakeholders to find a way to make that happen. It is one of my two big projects in my role.

As a project we also promote and highlight events in Matlock. We had significant engagement on our website around Matlock's Victorian market.

We already have representation from Matlock on our management and partnership team as both Cllrs Sue and Martin Burfoot are

railway station volunteers.

Thank you for your consideration of this request.

Thank you.

David Clasby

Derwent valley Line Community Rail Partnership Officer

April 24th 2026.

9

DEFIBRILLATOR AT THE IMPERIAL ROOMS

DEFIBRILLATOR AT IMPERIAL ROOMS

Hi Simon,

APPENDICES CORPORATE COMMITTEE 15.06.2026

As mentioned, a few weeks ago High Tor Players are keen to help with upgrading some facilities at the Imperial Rooms. We are still looking at what might be suggested for improving the stage lighting.

However, the first issue that has been discussed is whether the Councillors would agree to the installation of a defibrillator on the outside of the building adjacent to the front door. The nearest available one being next to M and S which is probably too far away to be of benefit in the event of a cardiac incident.

We are able to do this as our recent success has enabled us to generate some profit – indeed we are due to pay some corporation tax for last year and as treasurer I anticipate a further payment for our tax year to end June 2026. As such, if your council approve, it would be good to get this into place before that date.

Additionally we need approval by our committee – they are meeting on 18th June. I understand from Mike that you are due for a councillor's meeting before the end of June and if approval is reached at both meetings then we should be able to order and pay for this by the end of June.

As you are probably aware there is a local firm that installs and services defibs namely:-

Defib4Life Ltd
01629 710 128
www.defib4life.co.uk

And they have given us the following quotes

Following on from your telephone call earlier today, see below recommendations for a Public Access Defibrillator at the Imperial Rooms, Matlock.

Defibrillator Cabinets

[Defibsafe2](#) - £445.00 + VAT
[Defibcaddy](#) - £445.00 + VAT

Defibrillators

[CR2 USB Fully Automatic](#) - £800.00 + VAT, this device has a child adult switch, so no separate pads required. Pads have a 4-year shelf life.
[Ipad SP1 Fully Automatic](#) - £799.00 + VAT, this device has a child adult switch. Pads are 2-year shelf life.

[Philips HS1 Semi Automatic](#) - £810.00 + VAT, this device requires separate child pads, is very simple to use by the lay person.

I hope this gives you some options to consider, do get back in touch once you are ready to proceed with an order or need any further advice.

I look forward to hearing from you shortly

Simon
Simon Brister
Holt Road Farm, Hackney, Matlock, DE4 2QD
07787786818

10

MATLOCK BAND REQUEST

I am writing to you to request to attend your Town Council Meeting on 15th June 2026 to seek financial assistance to enable Matlock Band to attend the National Finals of Great Britain Brass Band Championships to be held in York on 20th September 2026.

To be able to accept the invitation, the band will need to pay £510 entry fee and transport via coach to the competition will cost £840. Matlock Band is a self-financing voluntary organisation with limited funds so any assistance would be greatly appreciated.

Kind Regards

Chris Baldwin
Band Chairman

11

RALPH EMERSON DEFIBRILLATOR TRAINING REQUEST

Ralph Emerson would like 4 more sessions please for defib training in the Riber room FOC

Last 2 sessions 13 and 23 people turned up so very popular.
Once he gets single figures he will stop.

Won't affect anything else will just find gaps in the schedule.

12

FREEDOM LEISURE AI REPORT

Cllr Lowthrop to give a verbal update

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FINANCIAL RISK STRATEGY 2026 & FINANCIAL RISK ASSESSMENT 2026-2027

RISK MANAGEMENT STRATEGY OVERVIEW

Matlock Town Council has adopted this document as its risk management strategy. It outlines the Council's approach to identifying, assessing & managing risk.

Risk management is the process by which risks are identified, evaluated, controlled & monitored. The Council recognises that effective risk management is essential to good governance.

The Council recognises the serious financial, reputational & operational consequences that may arise from fraud, theft or financial misconduct. Emphasis is therefore placed on strong governance, transparency, segregation of duties, independent oversight & robust financial controls.

AIMS

The strategy aims to protect the Council's assets, liabilities, employees & reputation while supporting effective decision making & legal compliance.

ORGANISATION AND RESPONSIBILITIES

Councillors, employees, the Clerk & RFO all share responsibility for managing risk effectively. The Clerk & RFO are responsible for maintaining the Financial Risk Assessment & ensuring robust financial procedures are followed.

PROCESS

Risks are assessed according to likelihood & impact using a scoring system of 'low', 'medium', & 'high'. Risks deemed 'medium' or 'high' require increased monitoring & mitigation.

The Council may manage risks through elimination, reduction, transfer, sharing, insurance or acceptance.

RELATED POLICIES AND PROCEDURES

- Financial Regulations
- Financial Risk Assessment

APPENDICES CORPORATE COMMITTEE 15.06.2026

Risk/Liability	Amount	Notes on Amount	Likelihood	Impact	Risk Rating	Controls	Additional Controls required
Financial Management Specifically (taken from Local Council Risk Management System)							
Financial management- Loss of money through theft-/misappropriation.			Low	High	Medium	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	Each Corporate Committee meeting the bank reconciliations for the previous 2 months are presented to the Committee members as are all transactions. These are signed off by the Chair of the Committee at each meeting. RFO retains that record. Officers cannot self approve transactions, dual authorisation is required
Financial Management- Failure to set a precept within sound budgeting arrangements			Low	High	Medium	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.	Quarterly forecasting to be introduced for 2026-2027
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.	

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LONE WORKING POLICY 2026

LONE WORKER POLICY

Matlock Town Council has adopted a Lone Worker policy to protect its staff when working alone to ensure they can do so safely. This includes staff who are based in the Imperial Rooms and those who work outside.

This document explains the Policy and the systems that have been established within the Organisation to make sure that the Policy is working.

Staff who wish to discuss lone working matters generally or have a particular concern should in the first instance consult the Town Clerk.

POLICY STATEMENT AND DECLARATION

The Members of Matlock Town Council hereby 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 its Employees who work alone, and declare their intention to meet the requirement of the Health and Safety at Work etc. Act 1974, The Management of Health and Safety at Work Regulations 1999 and all other relevant statutory provisions.

OBJECTIVES

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

1. Provide and maintain workplaces which are without risk to the Health and Safety of any Employee working alone;
2. Provide a working environment of a standard which will ensure the Health and Safety of its Employees when working alone;
3. Assess the Risks to the Health and Safety of Employees who work alone, record the significant findings of such assessments and make them available to Employees;
4. Institute procedures for staff who work alone, to ensure their exposure to these risks are minimised;
5. Provide equipment, where required, to allow staff to work alone more safely;
6. Provide, where appropriate, equipment & tools which are safe to be used when working alone, or, if that is not possible, to institute procedures whereby staff who need to use the equipment can do so with a colleague;
7. Promote the instruction and training of employees in matters of Health and Safety when working alone, so as to enable them to recognise and avoid hazards at work;
8. Provide First Aid equipment, facilities and training, and to make such other emergency provisions as are necessary to ensure the Health and Safety of staff when working alone;
9. Give responsibility for making this Policy effective to the Corporate Committee;
10. Maintain arrangements with employees for joint consultation and participation in matters relating to their lone working;
11. To ensure there are always 2 members of staff at any event which ends beyond 11pm and has more than 20 guests such as weddings, receptions & parties (except children's parties).

Where it is unclear if these rules are to be followed then the default position will be to have 2 staff on duty.

ORGANISATION AND RESPONSIBILITIES

1. The Town Clerk, on behalf of the Members of the Council, is to co-ordinate the implementation of the Lone Worker policy.
2. A central record will be maintained containing this policy, 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 when working alone. Each Employee, therefore, will be responsible for:
 - a. Making themselves familiar with this policy
 - b. Adhering to procedures relating to Lone Working
 - c. Reporting to the Town Clerk, or RFO, incidents which have led to, or may lead to injury.
 - d. Reporting to the Town Clerk, or RFO, any instances when they have felt vulnerable, uncomfortable or unsafe when working alone, in order that procedures can be reviewed.

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

- Health and Safety Policy
- 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

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COMPLAINTS PROCEDURE 2026

Before the Meeting

1. The complainant should be asked to put the complaint about the Council's procedure or administration in writing to the Clerk or other nominated Proper Officer.
2. If the complainant does not wish to put the complaint to the Clerk or other Proper Officer, they may be advised to put it to the Chairman or the Council.
3. The Clerk shall acknowledge receipt of the complaint and advise the complainant when the matter will be considered by the Council or by the Committee established for the purposes of hearing complaints. N.B. Complaints will usually be heard by a Committee in the first instance and will be referred to Council if an appeal is required.
4. The complainant shall be invited to attend the relevant meeting and bring with them such representative as they wish.
5. Seven clear working days prior to the meeting, the complainant shall provide the Council with copies of any documentation or other evidence, which they wish to refer to at the meeting. The Council shall similarly provide the complainant with copies of any documentation upon which they wish to rely at the meeting.

At the Meeting

6. The Council shall consider whether the circumstances of the meeting warrant the exclusion of the public and the press. Any decision on a complaint shall be announced at the Council meeting in public.
7. Chairman to introduce everyone.
8. Chairman to explain procedure.
9. Complainant (or representative) to outline grounds for complaint.
10. Members to ask any question of the complainant.
11. If relevant, Clerk or other Proper Officer to explain the Council's position.
12. Members to ask any question of the Clerk or other Proper Officer.
13. Clerk or other Proper Officer and complainant to be offered opportunity of last word (in this order).
14. Clerk or other Proper Officer and complainant to be asked to leave room while members decide whether or not the grounds for the complaint have been made. (If a point of clarification is necessary, both parties to be invited back).

15. Clerk or other Proper Officer and complainant return to hear decision, or to be advised when decision will be made.

After the Meeting

16. Decision confirmed in writing within seven working days together with details of any action to be taken.



Simon Hosmer
Town Clerk

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TRAINING & DEVELOPMENT POLICY 2026

Purpose and scope

The purpose of this policy is to set out Matlock Town Council's position on the provision of training and development opportunities for staff. It applies to all staff whether full or part time, temporary or fixed term.

Identifying, Meeting and Evaluating Training and Development Needs

Training and development needs will be identified by the use of:

- Staff Induction
- Probationary periods
- One-to-ones
- Appraisals
- Workforce planning
- Team meetings
- Annual plan
- Process changes

In addition, the council will encourage staff to identify their own learning styles and will seek to provide a wide variety of learning and training methods, including:

- Attendance at conferences, seminars and short courses
- Online training
- Internal coaching
- Shared in-house learning resources (books, journals, DVDs etc.)
- In house training
- Work shadowing
- Time for self-directed research and learning

Consideration

A number of factors will be taken into account when assessing a request from an individual. This policy provides one element of the decision-making process. Other factors will include availability of finance and the individual's employment record.

In order to ensure that the council is able to consistently evaluate requests, training and development opportunities have been organised into three categories according to the degree of importance each intervention has for different roles.

Categorising training and personal development

The three categories are as follows:

1. Mandatory

Mandatory training is legally required for the post-holder, or a qualification deemed to be so fundamental to the role, that the council makes it a mandatory requirement. Any mandatory training or qualifications are to be stated on the job description. For mandatory qualifications, it is unlikely that an applicant would be recruited without having previously attained the qualification. Where a qualification becomes mandatory for the role, the council will provide reasonable assistance for the employee to attain the qualification (see the section on Guidance for Support below).

Some mandatory training may be specific to a particular job role whilst other training may be a generic requirement. Examples of mandatory training include:

Generic training

- Health and Safety (Personal Safety, Manual handling, Display Screen equipment)
- Food hygiene
- Data Protection

2. Desirable

Desirable training is not legally required for the post, but it is directly relevant to the individual's job. Any desirable training or qualifications are to be stated on the job description.

For desirable qualifications or training, an individual may be recruited without having previously attained the qualification or undergone the training but may be expected to attain the qualification within a defined period of time. The need for training may also be identified through one-to-one meetings or annual appraisals. A desirable qualification is likely to enhance the skills and reputation of the council. Examples may include:

Job specific

- Certificate in Local Council Administration (CiLCA)
- Cemetery Legal Compliance
- Microsoft Excel

3. Optional

An optional qualification or optional training may not be directly linked to the individual's current job. Optional training or development is generally more beneficial to the individual's career than it is for the council.

Personal development aimed at developing the skills or knowledge of an individual in order to provide a successor for an existing job is deemed to be optional. However, depending on the circumstances, training for succession may be 'desirable'.

Job specific

- Community Governance

- Town Planning Technical Support - Level 3 Diploma

Guidance for support

Support for qualifications, training and personal development can include financial assistance towards the cost of tuition, examinations and resource materials in addition to half day or whole day release and time off for study leave and taking the examination. Any financial and non-financial support to training and development is entirely at the discretion of the council.

Any financial support in excess of £500, including the offer of a loan, will always be conditional upon the employee's agreement to either a full or partial repayment of the financial support provided.

The council reserves the right to reclaim financial support where the employee;

- Leaves the council during the duration of the course, or up-to 1 year following completion of the course.
- Fails to complete the training
- Fails to attend training without good reason

Study leave

Where individuals requires study leave to undertake mandatory training, they will be able to take all the leave within normal working hours.

Where individuals require study leave to undertake study which is not mandatory but part of the individual's formal continuous professional development, the council will contribute up to 50% of study leave time, to a maximum of 3 days per annum.

Where individuals require study leave to undertake training which is not mandatory but part of the individual's desire for career development, the council will contribute up to 3 days study leave per annum for courses which are directly related to the individual's role.

Time off for study leave must be approved in advance. To make a request the individual is asked to write to the Clerk (or Chair of the Council), setting out the details of the course of study, how it relates to their work, and the time being requested.

No study leave will be granted where individuals undertake study which is not required for their role, or not directly related to their role. However, the Clerk (or Chair of the Council) will consider requests for flexible working to allow the study to take place, as long as the needs of the council can be met.

This is a non-contractual procedure which will be reviewed from time to time.

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SQUARE CHILLI WEBSITE OPTIONS

PURPOSE OF REPORT

To detail some updates from recent website activity and to ask for an additional product from the webhosting company at a cost

BACKGROUND

The office was recently asked to provide a poll that residents could complete which needed to be embedded into our website and then linked to our social media. In addition, the recently written IT Policy required a review of the accessibility of our site. This was found to be seriously out of date. It is a requirement of the new 'Assertion 10' of the annual return that we have an IT policy (this is coming to a later meeting for approval) and within it we state that the accessibility of our website is to a good standard. This includes it being able to be used by reader software that speaks the words on each page and gives a description of any images. Our site does not currently support this function. There are several other components to accessibility, some of which we are compliant with and some we are not. Another example is that caches won't update on certain browsers without maintenance at our end. This would mean that some site users could be seeing out of date information.

Square Chilli have updated the site and added plug ins for the poll and so modern web readers can be used but the site needs more regular maintenance than it is currently given. Mike and I do it and neither of us is a coding expert. We get by but our website slips below the threshold for assertion 10 quite regularly. After speaking with Square Chilli they have come up with 3 options detailed below:

We have three set products, but happy to create something bespoke if needed.

All of the below include website hosting, which you currently pay £372 per year, meaning you save £372 with each of these.

Core

We look after core Wordpress and plugins, ensuring that they are fully maintained. We will also update you to the latest php versions ensuring optimal running of the website. We also move you to our enhanced site tools, including constant malware prevention and detection, brute force protection, optimisation tools etc. We all also be on hand for general questions and support, such as changing dns or other settings.

It's essentially like car maintenance for your website.

Our cost for this is £72 per month

Core +

All features of Core but also more hands on with updates being on hand if you need more help. We provide around 1 hour worth of help each month. This help can be regarding anything with the website, from asking how to add/update content to SEO.

Our cost for this is £96 per month

Core ++

As above but with 2 hours support each month

Our cost for this is £120 per month

Unused hours can be banked up to 3 months worth, additional periods available upon request.

SUMMARY

In order to be fully compliant with assertion 10 on the annual return we need to have some provision as detailed above.

RECOMMENDATION

That we take out the Core package, it covers what we need. This will mean an additional £492 a year or £41 a month.

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: 03.06.2026

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IMPERIAL ROOMS ENERGY QUOTES

PURPOSE OF REPORT

To review our energy supplier for the imperial rooms

BACKGROUND

We are being charged out of contract prices due to the contracts ending before I started my job and Ecotricity never offering us another contract.

SUMMARY

See quotes.

RECOMMENDATION

We go with Octopus, though PE Solutions is the cheapest option Octopus have the highest rated customer service and a consumer-friendly online portal design so for a great price and ease of use they would be my recommendation.

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: 28/05/2026

Octopus Quote

We use variable Direct Debit so we'll only charge you for what you actually use each month

£7,616.04

Your costs over 12 months if you use your quoted amount of 13,485 kWh of electricity and 56,391 kWh of gas

! We may take a security deposit



Tariff cost breakdown

⚡ Electricity

Daily standing charge ? 62.92p /day

Unit rate ? 25.92p /kWh

🔥 Gas

Daily standing charge ? 13.68p /day

Unit rate ? 6.81p /kWh

Your security deposit**£634.67** + VAT on 15th June.

We take a security deposit to offer you our best rates. You must make this payment before your supply starts.

We want to offer the cheapest possible energy prices. Taking deposits is one of the ways we can be an affordable business supplier to all.

If you keep up to date with your Direct Debit payments, we'll return your security deposit over the course of your time with us.

Monthly payments**£634.67** monthly estimate.

Each month, you'll pay the balance of your account via Direct Debit. This payment will vary month on month as your usage changes throughout the year. We will collect payment for each month's usage in full via variable Direct Debit.

PE Solutions Quote**Electric****1 year**

Standing charge 35p

Day rate 27.76p

Gas**1 year**

Standing charge 85.58p

Day rate 5.44p

Making the estimated annual cost £7251.23.

Ecotricity Quote**Electric**

Rates							
Site Premises	MPAN	Annual Consumption (EAC)	Single Unit Rate (pence/kWh)	Day Unit Rate (pence/kWh)	Night Unit Rate (pence/kWh)	Evening & Weekend Unit Rate (pence/kWh)	Standing Charge (pence/day)
4 Imperial Road Matlock DE4 3NL	1100009178383	13,485	23.06	0	0	0	186.62

Gas

Site Premises	MPRN	Annual Consumption (AQ)	Unit Rate (pence/kWh)	Standing Charge (pence/day)
4 Imperial Road Matlock DE4 3NL	57939602	56,391	6.51	107.24

APPENDICES CORPORATE COMMITTEE 15.06.2026

We are currently with Ecotricity however as our contract ended and they didn't offer us new prices we are currently paying them
Electric

		Price per unit
Consumption Standard	929.90 units (kWh)	29.87 p
		Price per day
Standing Charge	31 days	148.71 p/day

Gas

		Price per unit
Consumption Standard	7,104.40 units (kWh)	10.50 p
Climate Change Levy	7,104.40 units (kWh)	0.775 p
		Price per day
Standing Charge	31 days	200.00 p/day
GGL	31 days	0.821 p/day

These prices make our annual total roughly £12,000, the new prices would reduce that to around £7853.28.

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XMAS LIGHTS REPORT

PURPOSE OF REPORT

To look at this year's budget and see if we can reallocate funds towards the Christmas lights, as the current budget only covers new lights and the costs to put them up and take them down. It would be ideal to also have room in the budget for any repairs and maintenance the lights may need.

RECOMMENDATION

My recommendation is that the budget cannot be reallocated as it has already been set, however we do have earmarked reserves aside of £5000 to cover any repairs the lights may need that aren't covered by insurance. The subsequent years budget can be reflected to top this is should any of it needs to be used.

BACKGROUND

The events committee requested we investigate this.

SUMMARY

Our budget is already set so there is no room to allocate more funds, but I don't believe it is necessary this year.

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: 05/06/2026

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RESERVES UPDATE

PURPOSE OF REPORT

To allocate the final left-over monies from last year.

BACKGROUND

Last corporate meeting we discussed how to allocate our left-over monies; however, we still have £11,500 after filling up all reserve pots we have discussed.

RECOMMENDATION

We earmark this money for a new heating system for the imperial rooms after using £2400 to the monies blend has asked for that weren't budgeted for.

RISK ASSESSMENT

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: 28/05/2026